

# ROTA HIGH SCHOOL 2008 / 2009 STUDENT AGENDA



DODDS High School  
Rota  
Mitchell | Giurgola Architects  
with  
G&A Promotores



DAVID GLASGOW FARRAGUT  
HIGH SCHOOL  
**ADMIRALS**

**REGULAR BELL SCHEDULE  
SY 2008-2009**

C DAY: Monday Schedule

WARNING BELL	0825	
PERIOD 1:	0830	0920
PERIOD 2:	0925	1015
PERIOD 3:	1020	1110
PERIOD 4:	1115	1205
<i>LUNCH</i>	1205	1245
PERIOD 5:	1250	1340
PERIOD 6:	1345	1435
PERIOD 7:	1440	1530

A DAY: Tuesday and Thursday

WARNING BELL	0825	
PERIOD 1:	0830	0958
PERIOD 2:	1007	1135
<i>LUNCH</i>	1135	1220
PERIOD 3:	1225	1355
PERIOD 4:	1400	1530

B DAY: Wednesday and Friday

WARNING BELL	0825	
PERIOD 5:	0830	0958
PERIOD 6:	1007	1135
<i>LUNCH</i>	1135	1220
PERIOD 7:	1225	1355
PERIOD 8:	1400	1530



**THIS PLANNER BELONGS TO:**

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**Seminar Teacher**

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**SY 2008/2009**

**ROTA HIGH SCHOOL**

*\*It is the student's responsibility to have this planner at all times.  
If lost, the student is required to purchase a new planner.*

**Web site:** <http://www.rota-hs.eu.dodea.edu>

**Phone:** DSN: 727-4181 / 4183

**On base:** 727-4181 / 4183      **Off base:** 956-82-4181 / 4183

**School Fax:** 727-3940      **Off base:** 956-82-3940

**Guidance Office:** 727-4415

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**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE SUPERINTENDENT  
MEDITERRANEAN DISTRICT  
Unit 31401, Box 11  
APO AE 09630-3141  
August 2008**



**Dear Students, Parents, and Community Members of the Mediterranean District!**

**I am delighted and proud to have been selected as the new Mediterranean District Superintendent for SY 08-09. I know that you will miss Dr. Bates' wonderful smile and interaction with all of you, but I hope that I will have the same opportunities to get to know each and every one of you personally, as well as professionally. Previously I was the Superintendent of the former Hessen District in Germany, and presently I am the Superintendent of the Heidelberg District, also in Germany. Therefore, I am very glad to bring with me a wealth of experience and knowledge, all of which I know will be augmented further by the wonderful people at our schools and communities in Italy, Portugal, Spain, and Turkey.**

**Meeting all of you and working with your respective communities will be a great pleasure for me. I know that the diversity of this district, along with the enthusiasm and creativity each one of you brings to your schools, cannot be matched elsewhere. As we work together to provide consistent, caring, and safe environments for our students, I hope we will build wonderful bonds of trust and collegiality. Each one of you plays a vital role in developing and assisting students in acquiring the skills they need to reach their potential. Therefore, no matter what your job is in the school or in the district, you will make a difference in the lives of our children and our families.**

**You can be sure that I will be visiting your schools sometime soon. Please be sure to introduce yourselves to me to help me really understand the various locations and everyone connected to them. I am confident that you will assist me in transitioning well to this new job and to the awesome responsibilities I will face this year.**

**My best wishes to you all for the best school year ever—as, together, we head into 2008-2009.**

**Elizabeth M. Walker, Ed.D.**



**WELCOME TO DAVID GLASGOW FARRAGUT HIGH SCHOOL**  
Principal Douglas McEnery

To: Students and Parents of DGF High/Middle School

The faculty and administration of DGF High School are pleased to welcome all students -- new and returning. We are looking forward, as we know you are, to a successful and rewarding year in secondary education.

The aim of this handbook is to acquaint students and parents as quickly as possible with the policies, programs, activities and features of DGF High School. You are asked to read this material carefully and familiarize yourself with the information. Of course, this handbook cannot contain all of the information related to the school, particularly as certain practices and policies described in this document are subject to change. Additional information, therefore, will be provided to students and parents in two ways: daily bulletins (which are read during the student's first hour class and posted in each room) and mailings home. We are also requesting the e-mail address of all parents, guardians and/or sponsors of students, as the majority of our correspondence will be through e-mail.

DGF High School is **OUR** school. It belongs to the American community. DGF has the reputation of being a very good school -- one where students, parents, staff and community work together, and one where we all take pride in its accomplishments. We look for that reputation to continue. We want to be proud of our school in every respect and this requires that we care about the school and one another.

Let us assure you, parents, students, and community alike, that we are interested in your concerns. We welcome your opinions and solicit your help. Please feel free to call us any time you have questions or concerns about the school.

A good school depends upon all of us working together -- students, parents, teachers, administrators, and community. We trust your experiences with DGF High School will be both memorable and rewarding.

This agenda planner has been provided as a tool for success. It will be of value in helping students with the daily preparation and monitoring for each of their classes. They will keep this agenda planner up to date; seeking the opportunities it provides, to help them stay organized. Further, they will discuss the contents of this agenda planner with their parents so they too will become familiar with the expectations of the school.

## **SCHOOL IMPROVEMENT PLAN**

### **MISSION STATEMENT**

We will empower all students to learn to their maximum potential and to be productive, responsible members of a dynamic, global society. We are focusing on improving student writing and critical thinking.

### **DoDEA MISSION**

The Department of Defense Education Activity provides a world-class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment

### **ACCREDITATION**

DGF Rota High/Middle School has been an accredited member of the North Central Association (NCA) of Schools and Colleges since 1975. NCA approves only schools whose teaching staff, curricular standards and equipment and materials standards meet or exceed the criteria for certification. Our most recent inspection, February 2006, resulted in the maximum number of commendations.

### **CHAIN OF COMMAND**

Principal of DGF Rota High/Middle School,  
Mr. Douglas McEnery  
E-mail: [doug.mcenery@eu.dodea.edu](mailto:doug.mcenery@eu.dodea.edu)

Assistant Principal of DGF Rota High/Middle School,  
Mr. Kenneth Harvey  
E-mail: [kenneth.harvey@eu.dodea.edu](mailto:kenneth.harvey@eu.dodea.edu)

Superintendent of Mediterranean District,  
Dr. Elizabeth Walker, Vicenza, Italy  
E-mail: [med-supt-dso@eu.dodea.edu](mailto:med-supt-dso@eu.dodea.edu)

Director of DoDDS-Europe Area, Ms Diana Ohman  
Wiesbaden, Germany  
E-mail: [director.dodds.europe@eu.dodea.edu](mailto:director.dodds.europe@eu.dodea.edu)

Director of Dependents Schools, Dr. Joseph Tafoya  
Arlington, Virginia

## **PARENT & COMMUNITY PARTNERSHIPS**

### **DGF ROTA BOOSTER CLUB**

The DGF Rota High/Middle School Booster Club is a volunteer organization dedicated to supporting students involved with athletics and various activities. The support provides supplementary assistance to activities for which other fund sources are insufficient or non-existent.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The DGF Rota High/Middle School SAC is a group composed of three parents and three teachers, elected for two-year term. SAC also has a student member, the president of the student council, and a representative of the Overseas Federation of Teachers. Elections for the open positions are held in September. Officers are also elected in September. SAC serves to advise the principal and provides an important avenue for official recommendations.

## **SECTION I ~ GUIDANCE**

### **EARLY DEPARTURE/PCS**

- For non-acceleration PCS moves, at least five school days before their last day of school, students should report to the office with a set of PCS orders, the exact date of the student's final day, and when school records will be picked up at least five school days before their last day of school.
- On the last day of attendance, students should report to the office where they will be given a clearance form that must be completed by all of their teachers and other school personnel before they will be cleared from school. Any indebtedness owed to the school must be paid as well.

### **ACCELERATION/PCS**

- If families must PCS, and the date is near the end of the first or second semester, students may have the option of completing the semester early so that they can receive credit. This is called Acceleration.
- Only students whose sponsors have permanent change of station orders will be eligible for granting of acceleration within the last month of first or second semester.
- Any other acceleration requests must be directed in writing to the district superintendent through the principal.
- DoDEA sets a specific date after which accelerations can take place. Check with the school for the exact date.
- DGF recommends that any student requesting to accelerate have at least a 2.5 grade point average.
- The acceleration process begins with a request initiated at least four weeks before the student's final school day. To initiate a request, the sponsor, spouse or student informs the school office with a copy of orders and a letter indicating the student's last day in school and the date records will be picked up.
- After this is completed, the students will get a "Request for Acceleration" form from the school counselor. At that time, the counselor will explain the specifics of the process for the student. Follow procedures on the last day of attendance above.

### **EARLY DEPARTURE/NON-PCS**

- A request for students to leave early must be in writing to the principal. Teachers will give withdrawal grades only—not final grades—on the student's last day at school.

- NO CREDIT WILL BE GRANTED TO STUDENTS LEAVING EARLY WHO ARE NOT PCSING. Report cards will be mailed to the sponsor after the above noted proper checkout process is completed.

#### **WEIGHTED CREDITS**

Beginning in school year 2004-05, DoDEA implemented a practice that does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from previous schools. Students who took an honors weighted course prior to SY 2004-05 are assigned the point value of the letter grade based on DoDEA's un-weighted scale used in calculating the GPA. DoDEA does not change any letter grade on any transcript.

#### **EARLY GRADUATION**

The requirements to graduate early include a conference of the principal, student and parents where letters from both student and parents are presented stating reasons for the early graduation. Students must have at least a 2.5 GPA. All necessary forms are available from the guidance counselor.

#### **CLASSIFICATION**

Grade	9	Satisfactory completion of 8 <sup>th</sup> grade
Grade	10	Students who earn at least 6.5 units of credit
Grade	11	Students who earn at least 13 units of credit
Grade	12	Students who earn at least 18.5 units of credit

#### **DROPPING AND ADDING COURSES**

Courses may be added or dropped prior to the completion of ten instructional days. Courses dropped within this time period will not appear on the transcript. Between the second and fifth week, if a student changes courses, a W with the grade he/she has earned in the course will appear on the transcript. However, all work from the beginning of the term must be made up in the new course for credit to be earned. Courses dropped after the described time period will be recorded as an automatic "WF" (withdrawn failing) on the student's transcript.

#### **GRADE POINT AVERAGE**

Grade point average is calculated by adding the number of points each letter grade is worth by the number of letter grades added. See specific point breakdowns under REPORT CARDS.

#### **AP POLICY**

All students enrolled in AP courses are required to take the AP exam in order to receive the weighted credit. DoDEA pays the cost for this exam. See the current Course Description Guide for a listing of AP courses (weighted). It is available on the AHS Web site and in the guidance office.

#### **RANKING FOR GRADUATION**

Ranking for graduation will be determined using letter grades from all eight semesters including the second semester of the senior year. Class rankings for graduation honors are for seniors enrolled at the end of the fourth quarter.

#### **ELIGIBILITY FOR ACADEMIC HONORS**

The determination of Grade Point Average for class valedictorian will be based on student grades attained at the end of the second semester of the graduating year. Students who are graduating early, i.e., after completing 6 semesters of high school, are eligible to compete for this honor. However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible.

## HIGH SCHOOL COURSES TAKEN IN GRADES 7 AND 8

Students who take and successfully pass Algebra I and/or foreign languages in grades 7 and 8 will receive credit toward graduation requirements. However, the grades will not be included in the computation of cumulative grade point average.

### CREDIT BY EXAMINATION

Students who earn credit by examination will receive a mark of "P" for passing the examination. The credit is applicable to graduation requirements but will not be used in computing the student's grade point average.

### REPEATING A CREDIT COURSE

With the recommendation of the teacher and permission of the principal, on a space available basis, a course for which credit has been granted may be repeated for content or skill mastery. Credit will be given only once and the grade computed will be **the grade from the most recent course taken.**

<b>Graduation Requirements According to Graduation Year</b>	
<b>Curricular Area</b>	<b>08/09**</b>
Language Arts	4
Social Studies	3
Mathematics	3
Science	3
Foreign Language	2
Fine Arts	1
Personal Fitness	.5
Lifetime Sports	1
Health	.5
Career Education	0
Computer Technology	0
Professional Technical	2
Electives	6
Total	26

All future graduating classes must have a cumulative GPA of 2.0 to graduate

\*\* Honors Diploma available for students who complete a minimum of 4 AP courses and earn a cumulative 3.8 GPA.

**Course Description Guide available in the Counseling Center or on our Web site.**

### GUIDANCE AND SUPPORT SERVICES

Trained personnel are available to help students with personal, academic and social problems.

#### ACADEMIC OBJECTIVES

The counselors are available to help students determine which courses to take to achieve their educational goals.

#### PERSONAL PROBLEMS

Counselors are available to help students who wish to discuss problems with someone other than immediate family or faculty members.

#### SCHOOL PSYCHOLOGIST

The school psychologist identifies and diagnoses pupils experiencing severe problems of learning and/or emotional and social adjustment. Testing and evaluation can determine probable causes of these problems and remediation for them. The school psychologist also serves as liaison and consultant to other professionals to include physicians, social workers, nurses, and psychiatrists. The psychologist will assist any student who needs to contact a support group, or will work with the student in organizing such a support group when approved by the principal.

### HOMework/MAKE-UP WORK

DoDDS policy is to assign homework as appropriate to all students capable of completing assignments. Homework is a part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities. When students have excused absences, it is their responsibility to call a study buddy, ask about, and make up any missed assignments and tests. Upon students' return to school they will have the opportunity to make up tests, quizzes, or class work and get clarification. When your child is (or will be) absent for more than three (3) days, you may request homework assignments. Call the Attendance Office at 4181/4183.

### INCOMPLETE GRADES

Incomplete grades are only granted in the case of a medical emergency or emergency leave. The administrators must approve incomplete grades. Incomplete work must be made up within ten (10) instructional days following the marking period. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame. All incomplete grades will automatically be changed to an "F" grade unless the teacher completes a grade change sheet.

### PROGRESS REPORTS

Progress reports are sent mid-quarter alerting parents to academic progress.

### REPORT CARDS

Report cards are issued four times a year. At the end of the first quarter grade cards are presented to the parent and student during conferences with the teachers. Report cards for the second and third quarters are given to the students and fourth quarter reports are mailed home one week after school ends.

### HONOR ROLL

Recognition for scholastic achievement is given within the framework of the following grade point averages:

4.00 (or above)	Principal's Honors
3.99-3.50	High Honors
3.49-3.00	Honors

*Note: Students who receive "D" or "F" grades or "I" (incomplete) are not included on the honor roll.*

<b>PERCENT</b>	<b>LETTER</b>	<b><u>HONOR POINTS</u></b>	<b><u>WEIGHTED POINTS</u></b>
100 – 90	A	4 Points	5 Points
89 – 80	B	3 Points	4 Points
79 – 70	C	2 Points	3 Points
69 – 60	D	1 Point	2 Points
Below 60	F	None	None

### STANDARDIZED TESTING

The Department of Defense Schools (DoDDS) participates in several standardized testing programs designed to provide student and system information. Individual academic progress and program trends are studied to allow DoDEA to make important curricular decisions. Tests include the Terra Nova, End of Course Algebra, History, and Biology Exams, and Communication Arts Performance Assessment.

## PSAT/SAT/ACT TESTING SCHEDULE

PSAT Test Date:

October 15, 2008

Registration Deadline:

(Only test date for the year)

SAT Test Dates:

October 4, 2008

November 1, 2008

January 24, 2009

May 2, 2009

Registration Deadline:

September 9, 2008

September 26, 2008

December 26, 2008

March 31, 2009

ACT Test Dates:

October 25, 2008

February 7, 2009

April 4, 2009

Registration Deadline:

September 19, 2008

January 6, 2009

February 27, 2009

### TRANSCRIPTS

The transcript is the official record of a student's school career. The academic career is recorded on the transcript. DGF Rota High/Middle School maintains transcripts for four years after a student graduates. To obtain a copy of an official transcript up to four years after graduating, write to: DGF Rota High/Middle School PSC 819 Box 63, FPO AE 09645-0063 After five years transcripts are sent to the following address for one year: Area Superintendent's Office – DoDDS Europe CMR 443 Box 7000 Attn: Gene Farrell, Executive Services APO AE 09096 After the 5-year period from graduation or in the event that the office of Dependents Schools in Rota has been deactivated, address your request to: Educational Testing Service P.O. BOX 6605 Princeton, New Jersey 08541 Once the transcript has been retired, there is a \$3.50 charge for an initial copy, and \$.45 for each additional copy. A check or money order should be provided with the request, made out to Finance and Accounting Officer, U.S. Army MDW.

### INCOMING TRANSFERS

All incoming students must report to the Guidance Office for processing. Students transferring into DODEA schools from the United States will not be required to meet DODEA graduation requirements if these differ radically from those in schools from which students have transferred. The major exception to this policy is United States History, which will be required of all senior students if not previously completed. (The intent of this policy is not to penalize a student who has successfully completed a normal load in his stateside school and who would find it impossible to meet DODEA requirements on transferring to a DODEA school.)

### OUTGOING TRANSFERS

Normally, when a sponsor is transferred to a new duty station, a dependent attending a DoDEA school will transfer with the sponsor to the school serving the location of the new duty assignment. However, students-regardless of grade-who are authorized attendance in a DoDEA school may complete the current school year in the same school upon transfer of the sponsor to any area, whether within or outside the command, provided continued residence in Spain meets the SOFA agreement, as well as the following conditions:

1. The student's sponsor will submit request for approval, one month in advance of their scheduled departure, to the school principal. This request will contain the statement and explanation that adequate arrangements have been made for an alternate sponsor by name.
2. The alternate sponsor must initiate and sign a statement indicating that he is aware of the responsibilities and liabilities involved. The statement should indicate his assumption of

responsibility for supervising, housing, and feeding the student, as well as arranging for the student's transportation and clearance at the end of the school year. Further, he must state his willingness to assume any financial liabilities, which might occur.

3. The sponsor must have written permission from the local military commander for his dependent to remain. A copy should be placed in the student's cumulative folder.
4. The principal will consider the student's conduct and academic record prior to final approval of the request.

The Guidance Office should be notified of the date of a student's withdrawal as early as possible in writing by a parent. Actual checkout is done during the last day of attendance, normally no earlier than the day before departing the community. This process includes securing various signatures on a checkout form. Students checking out are expected to attend all classes their final day except the last hour, during which the student will clear remaining offices on their checkout form such as Supply, the Library, etc.

## **SECTION II ~ HEALTH AND SAFETY**

### **CHILD ABUSE/NEGLECT**

DS Regulation 2050.2 states, "Any staff member of DoDDS will immediately report any suspected child abuse to the local Family Advocacy Program (FAP) officer. The obligation to make such reports is one of the official responsibilities of each staff member."

### **EMERGENCY PROCEDURES**

Emergency procedures are established in coordination with base officials and DoDDS safety and security personnel. All parties review all procedures regularly. In all cases of emergency, parents should not call the school but get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities.

### **FIRE DRILLS**

Fire drills at regular intervals are required by regulation and are an important safety precaution. It is essential that when the first signal is given, students follow these evacuation procedures: Everyone stand 70 feet away from all buildings Stay off the fire lanes, driveways, and parking lots. Stay away from fire hydrants. Be orderly and quiet and stay with your teacher. Re-enter the buildings when the all-clear signal is given and return to the classroom previously left.

### **HEALTH SERVICES**

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse. In order to be considered excused, an ill student must check out through the nurse. Sponsors are required to keep the school informed of current emergency phone contacts. Students will not be released to any person other than a designated emergency contact. Only medications that have been prescribed by a physician, with the proper permission forms, which match pharmacy labels on the medication, will be administered. "Over the Counter" medications will not be administered unless they follow the guidelines as published in the School Health Services Guide. Students are NOT allowed to carry medications unless cleared through the School Nurse office. (The DoDDS form is available in the nurse's office and the clinic also has a supply of these forms.) Vision screening will be done the first week of school on all students. Height and weight screening will be requested of students for statistical records; it is not required. Parents will be notified if there is a problem with any of the screenings. In addition, screenings will be done throughout the school year if requested by teachers

and/or parents. Notify the school nurse of any current or special medical problems that students might have. This will help in monitoring any potential problems.

**PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS  
NOT FEELING WELL AT HOME.**

It is very unlikely that being at school will make your child feel better. The school nurse is not a physician and is not trained to diagnose illnesses. If you suspect your child is ill, a physician should see him. General guidelines for keeping your child out of school include:

- Temperature of 100 degrees or higher
- Nausea, vomiting, or severe abdominal cramps
- Marked drowsiness or fatigue
- Acute cold, sore throat, or persistent cough
- Eyes that are red, inflamed or have a discharge
- Earache
- Head lice, scabies or impetigo. Any other weeping skin lesions unless protected and diagnosed as non-contagious
- Other symptoms suggestive of acute illness

If your child develops any of the above symptoms at school, you will be notified and asked to pick your child up as promptly as possible. **PLEASE ENSURE THAT THE SCHOOL HAS CURRENT AND CORRECT HOME, WORK AND EMERGENCY CONTACT TELEPHONE NUMBERS.** The school nurse will treat routine injuries occurring at school. Under certain circumstances, a note will be sent home with the child explaining the type of injury, what was done for the injury, and what the parent should watch for or do. The nurse cannot be responsible for caring for injuries, which occur off school grounds or outside school hours.

Parents will be promptly notified of serious injury. If necessary, the injured child will be transported to the Naval Hospital Emergency Room. Should an ambulance not be available or school officials determine that there is not time to wait for an ambulance; a privately owned vehicle will be used.

**CAFETERIA/LUNCH TICKETS**

The NAVSTA Galley, which offers a hot lunch program, operates the cafeteria. (Booklets of 10 lunch tickets are purchased at the NEX ONLY.) Only those students who live on base and have a lunch pass may leave the campus to go home for lunch. All other students will remain on the school grounds during the lunch period. Lunch passes may be obtained by presenting a written request signed by the parents, asking that their son/daughter be allowed to come home for lunch

**SECTION III ~ ATTENDANCE & DISCIPLINE**

**ATTENDANCE POLICY**

Sponsors are required to ensure each dependent child regularly attends school sessions unless the child is excused from attendance or is suspended. Attendance records are maintained for each student. Parents are encouraged to contact the school on a regular basis regarding their child's attendance patterns. Chronic absences affect a student's school progress. It is the school's policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0830 and ends at 1530. If necessary, parents should come to school to check students out of school. If parents are unable to come to the school, the student must have a valid note from a parent or parents may call the office. Students must sign in/out at the office. Leaving school grounds without such permission is considered truancy. DGF Rota High/Middle School has a closed

campus for all students. This applies from the time the student arrives in the morning until the dismissal bell in the afternoon.

### **ATTENDANCE PROCEDURES**

On a day that a student misses school, it is the **parents' responsibility** to call 4181/4183 between 0730 and 0830 to inform the school of the student's absence and the reason for the absence. When the student returns to school, they should bring a note, signed by the sponsor or a parent, to verify the reason for the absence. This note should be given to the attendance clerk.

### **EXCUSED ABSENCES**

Parents who know in advance that their children will be absent should notify the office in writing. Students will be excused to travel with their families on family trips for a maximum of 10 school days if they complete the excused absence form in advance. Work is due the day students return to school in the case of planned absences. Family trips will be authorized up to 17 May 2008, the first day to receive credit for a PCS move.

Students involved in sports and other activities, must contact teachers PRIOR to their absence to collect work. All work is due at the next class meeting after students return to school.

In the case of unplanned excused absences, students will be allowed to make up the class work. It will be the student's responsibility to obtain the required assignments. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established. Students have one school day for each day that they are absent to make up work. Students are encouraged to call another student from each class missed to get assignments or they should see their teachers immediately upon returning to school. Students who have arranged for absences in advance are expected to hand in work upon return to school.

#### **Excused absences include:**

- Illness of student (Students who are ill for 3 consecutive days or more must present a doctor's excuse upon return)
- Family emergency
- Religious holiday
- Medical, dental or legal appointments (If possible, schedule these appointments before or after school.)
- School-sponsored or approved events
- Family trips that are pre-arranged with administration
- Special opportunities at community leadership conferences.
- Promotion/change of command ceremonies for a member of the immediate family

### **UNEXCUSED ABSENCES**

Students may not make up work after an unexcused absence. Disciplinary consequences are invoked in the case of truancy.

#### **Unexcused absences include:**

- Oversleeping
- Missing the bus or ride
- Seeing friends or relatives off
- Non-school sponsored functions
- Family trips that are not pre-arranged
- Not attending school on down days
- Leaving school to attend tournaments when the student is not part of the team

- Moving/Packing out
- Babysitting

**NOTE: The above list is not all-inclusive.**

## **ATTENDANCE VIOLATIONS**

### **TRUANCY**

Students cannot learn effectively if they do not attend class. Students who skip school, fail to bring a note or fail to have parents contact the school after three days beyond an absence will be considered truant. Incidents of truancy are considered for the entire year. For each occurrence of truancy, the time will be made up in detention. Students who habitually skip class may also be suspended and referred to the command.

### **TARDINESS (BY QUARTER)**

Passing time between classes is five minutes. Students are to be in the classroom ready to work when the starting bell chimes or they will be counted tardy. Students who are detained by school officials and consequently late to class will be given a hall pass. Students who arrive late to school for the day will report to the office where they will sign in and be given an admit slip to class.

The following disciplinary consequences apply quarterly:

Four tardies	Two hours of after school detention
Six tardies	In-house suspension / Conference
Eight or more	Suspension / Conference

## **DISCIPLINE**

### **INTRODUCTION**

It is DoDDs policy to maintain a high level of discipline. Students are encouraged to utilize self-control, develop a sense of regard for fellow students, and take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to guarantee the rights of all students, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents, community resources, and military authorities when inappropriate behavior of a student continues to disrupt the educational program. Recommendations for persistent violations may be expulsion from the school and removal from the community.

In all cases the administration reserves the right to determine the severity of consequences.

Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists
- Arrangements for a parent conference
- Referral to administration at which time a discipline referral form is completed by the teacher and given to the administration.

Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or

arguments or question a teacher's authority. Each student is responsible for following three basic rules established at the beginning of the school year:

- Respect yourself
- Respect others
- Obey any reasonable request by an adult in the school

## DETENTION

### TEACHER DETENTION

Teachers may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do the assigned classroom work. After school detention requires 24-hour notice to parents or parent telephonic approval.

### ADMINISTRATIVE DETENTION

Detention may also be assigned by the administration on an as-needed basis. Students will be given a discipline notice at least the day before the detention is to be served stating the date of the detention and the reason for it. This referral must be signed by the student's parent or sponsor and returned to the administration the next school day. Students placed on detention must report with materials necessary to do homework. Unless given a work detail while on detention, the student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result. Normally, after school administration detention/work detail is one or two hours.

### SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. Following a suspension, the parents will be required to bring the student to school for a scheduled readmit conference with the administration before being allowed back to classes. ***During a suspension and for one week after, students may not travel nor participate in special activities.***

- **In-House Suspension**

In-house suspension will be utilized at the administrator's discretion for misconduct not involving violence or substance abuse. Students will be isolated from their peers for the entire school day to include lunch. Students will be expected to work independently on academic assignments. ***During an in-house suspension and for one week after, students may not travel nor participate in special activities.***

- **Out-of-School Suspension**

Parents will be notified of any suspension and the reason for invoking it. A letter of suspension will be sent home to the parents with the conditions of the suspension fully noted. Suspensions are considered excused absences. Making up work for credit is allowed. Upon return to school the student must contact their teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student were in class. ***While suspended, students may not participate in any school activity nor will they be allowed on school grounds until they have been reinstated by administration. This includes any weekend activity such as sports events, dances, or special events. Students will not be permitted to go to another school where activities with the student's school are being conducted while the student is suspended.***

*In addition, students will not be allowed to travel or participate in special activities with the exception of practice for one week following the suspension.*

A formal Discipline Committee Hearing, governed by DoDEA Regulation 2051.1, will be held in the event that a student is suspended for more than ten days (cumulative or continuous) in one school year.

## **EXPULSION**

### **DoDDS HAS A ZERO TOLERANCE FOR WEAPONS IN SCHOOLS**

Expulsion from DGF Rota High School will result from possessing or bringing a weapon into the school building or on the school campus. **A weapon is defined as any object capable of inflicting bodily harm upon another person.** Laser Pointers can damage the eyes if the light makes contact with the eye's retina. Due to this possible damaging side-effect Laser Pointers are classified as weapons. Students are not permitted to have weapons or replica weapons in their possession at school, during school-sponsored events or while traveling on DoDDS provided transportation.

In cases where suspension of a student is frequent and is not successful in changing the unacceptable behavior, a hearing with a formal statement of charges may be held. Expulsion procedures may be instituted if the negative behavior continues. Serious or repeated school misbehavior is also related to the military responsibility of ensuring proper conduct of dependents in the command. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to the enhancement of the American reputation and position overseas.

If expulsion is proposed, all procedures outlined in DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, will be followed.

## **BEHAVIOR POLICIES & DISCIPLINARY ACTION**

### **ACTIVE PARTICIPATION**

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

### **ALCOHOL USE/ POSSESSION**

Students may not consume, nor be in possession of alcohol during the school day or at any school event. A minimum of two days of suspension will result. A referral will be made to the Adolescent Substance Abuse Counselor (ASAC).

### **CAFETERIA**

The following behaviors are expected from all students: Take your place at the end of the cafeteria line. Deposit all trash in appropriate containers. Return trays to appropriate place. Do not run, chase or engage in physically unsafe behaviors. Talk at a conversational level.

### **CHEATING**

DGF Rota High/Middle School has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student. (This is not all-inclusive.) Additionally, students involved in cheating will receive a "0-

grade” for the assignment and the classroom teacher will notify the parents. Plagiarism is a form of cheating and is not acceptable. Cutting information and pasting it into personal work without giving credit to the source is also plagiarism. Students will receive no credit and parents will be notified. Further consequences may also be assigned.

### COMPUTER-USE POLICIES

- Students are to use the Internet for instructional, school approved activities.
- Students must have teacher approval before they use the Internet.
- Students are not allowed to use chat rooms or free email accounts. DoDDSe.net is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.
- Students will not tax the network by broadcasting messages.
- Students are to leave the working system of any computer as they find it. Unauthorized downloading of files is prohibited.
- Students are expected to keep the network secure and not share their passwords or accounts with anyone else.
- Students are not to publish their photo, name or address or that of any other person.
- All floppy disks, CDs and pen drives must be scanned for viruses by an adult prior to use.

### CONSEQUENCES FOR COMPUTER-USE INFRACTIONS

- **Actions that cause harm to files, operating system, computer set-up, Internet, student work, the network or visiting pornographic sites.**  
Result: Likely to cause removal from computer, network, Internet or all three depending upon severity of infraction.
- **Sharing Passwords or accounts**  
Result:  
1<sup>st</sup> offense: Letter to parent and 1-week suspension of computer privileges  
2<sup>nd</sup> offense: 9-week suspension of privileges
- **Unauthorized Internet use**  
- Broadcasting messages  
- Inappropriate Internet use -- non-school related sites, games, subscriptions, providing personal information to non-school related sites, illegal emails, etc.  
Result:  
1<sup>st</sup> Offense: Warning, Letter to Parents  
2<sup>nd</sup> Offense: 2-week suspension  
3<sup>rd</sup> Offense: 9-week suspension

### DRESS CODE

Students and parents are responsible for ensuring that dress is not a health or safety hazard, and that it does not offend or cause distractions at school. Students are required to wear clean, suitable clothing at all times. Footwear must be worn at all times.

- No offensive or drug related words on clothing or jewelry.
- No clothing that exposes the armpits. No spaghetti strap blouses for women, basketball and undershirts for men.
- No short shorts or skirts. (Neat shorts or skirts may be worn as long as they are at least mid thigh below finger tip length. Slits in skirts should be no higher than mid-thigh.)
- No midriff shirts or tube tops. Skin should not be visible between bottom and top clothing.

- Hats, hoods, bandannas, and/or sunglasses may not be worn inside the building.
- Combs or brushes should be stored appropriately and not worn in the hair.
- Underwear should not be visible, or worn as exterior clothing.
- For safety reasons, no jewelry to include; arm or neck bands and piercings, may have spikes or other protruding parts.
- With the exception of spirit days, no pajamas or slippers will be worn at school.

Inappropriate dress will result in requesting the sponsor to bring appropriate clothes to school. Additional dress requirements are specified for special activities such as graduation, National Honor Society programs, dances, and awards assemblies.

### **FIGHTING**

Conflicts should be resolved before violence results. Teachers, counselors, and administrators will help students resolve conflict before it escalates. If there is a fight, both persons will be suspended for a minimum of two days depending upon severity, provocation, and past record. A student who attacks another student and causes injury can expect a five-day suspension on the first offense. Further violent behavior will result in a longer suspension or expulsion.

### **FORGERY**

Students who forge sponsor or school signatures will be subject to suspension.

### **GANG BEHAVIOR**

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, “any intentional, knowing, or reckless act by one person

alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.”

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

Gang related behavior includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, or intimidation using a group threat. This list is not all-inclusive. Students engaged in gang-related behavior can expect suspension for two to five days depending on the nature and severity of the offense.

#### **HALL CONDUCT**

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason **MUST** have a hall pass. Any adult in the building may request to see the hall pass.

Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

#### **ILLEGAL DRUG USE/POSSESSION**

The security police will be notified of any suspected drug use. Students possessing or using will be suspended pending a disciplinary board. Expulsion is possible.

#### **DRUG PARAPHERNALIA**

Any object used, intended for use, or designed for use with controlled substances and is not allowed at school, on school grounds, or at school functions.

#### **INSUBORDINATION**

Students who willfully refuse to follow directions of a teacher or other staff are considered insubordinate. Violators face a minimum of detention. The severity of the act and the student’s previous record of offenses will determine the length of the punishment. Open defiance, inappropriate language or profane gestures may result in suspension.

#### **INTIMIDATION/HARASSMENT**

Rude, abusive or threatening comments/behaviors towards others will not be tolerated. Violators will be subject to suspension.

#### **ITEMS INAPPROPRIATE AT SCHOOL**

Students are not permitted to bring to school any personal items that interfere with the classroom atmosphere or endanger the health and safety of other students. Students are responsible for all

personal property and therefore should not bring items that may easily be stolen. The following are examples of items that should not be brought to campus and may be confiscated and kept until a parent comes to pick them up: radios, discman/Mp3 players/boom boxes, electronic games, dice, and toys. Items not claimed by the sponsor will be donated to charity.

**Cell phones** are not to be used in the school building with the exception of passing & lunchtime.

**Skateboards and roller blades** may not be ridden anywhere on school property at any time to include before and after school.

**Disc/MP3/iPods** are authorized on the busses, but they are not allowed in the school classrooms with the exception of its limited use in certain individually focused classes such as art, computer, and business lab classes. They are permitted only when their use will not inhibit the social interaction vital to learning. They are not permitted at other times and should not be used when walking to and from classes.

Violations will result in confiscation of the banned article until a parent retrieves the items.

### **MISCONDUCT IN THE CLASSROOM**

Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

### **OFF-CAMPUS DEFINITION**

Off campus is defined as outside of the high school complex without permission at anytime during the school day. Only students who are given a home lunch pass from the principal may leave campus during lunch. Students must fill out a request and have their sponsor sign this request. Such a pass allows the student to go home for lunch only. The student may not go to any other facility on or off base to have lunch.

### **PHYSICALLY DANGEROUS BEHAVIOR**

Running, wrestling, and throwing objects in the halls or classrooms are dangerous and are not acceptable behaviors. In addition, any behavior that has the potential to harm another person is not acceptable at school.

### **PROFANITY AND INAPPROPRIATE LANGUAGE**

The use of profanity, vulgarity and inappropriate language or gestures is unacceptable conduct at Rota High School. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

### **PUBLIC DISPLAYS OF AFFECTION**

Kissing or embracing on campus, during school, or at school functions is not allowed. Handholding is permitted.

### **SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Sexual harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others. What may

seem like harmless behavior to one person can be totally offensive to another. It is important to understand this type of behavior, when unwelcome, is a form of illegal discrimination. Students involved in sexual harassment of any type will be subject to disciplinary action.

- **Verbal harassment includes but is not limited to:** Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), inappropriate language.
- **Non-verbal harassment includes but is not limited to:** Looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
- **Physical harassment includes but is not limited to:** Touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.

### **SPREADING RUMORS**

If a person contributes to a fight by spreading information ("He said/She said" situations), he/she will be referred to the Administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and by taking the time to talk things out. Students have the responsibility to refer potential fighters to a staff member, to the counselor, or to the administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, counselor, or administrator).

### **THEFT**

A student guilty of theft will be suspended a minimum of two days and restitution of the property or equivalent value must be made.

### **TOBACCO USE**

DGF Rota High/Middle School follows DoDDS-Europe smoking policy and at all times. Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence which may include referral to counseling or appropriate authority for any student found to be smoking during the school day whether on or off campus.

### **UNPREPARED FOR CLASS**

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include completed homework. Repeat offenders will be dealt with by the teacher and may result in a referral to the administration.

### **VANDALISM**

The student will be required to pay for or repair damages. Consequences will depend upon the severity and intention.

### **CELL PHONES**

Cell phones are not permitted in classrooms. If a student brings a phone to school it should be put out of sight and turned off. If the phone rings in class or at creates a disturbance at any time during the school day or at a school sponsored event the phone will be confiscated. It will be returned to the student's sponsor and/or parent. Further infractions may result in more severe disciplinary action.

**TABLE OF CONSEQUENCES**

<u>BEHAVIOR</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
<b>Alcohol Possession/Consumption</b>	2-5 Days Suspension	5-10 Days Suspension	10 Days Suspension/ Expulsion
<b>Bomb Threat</b>	10 Day Suspension/ Expulsion	Expulsion	
<b>Cheating</b>	0 Grade – No Credit	0 Grade – No Credit Detention/ Suspension	0 Grade – No Credit Suspension
<b>Computer Violations</b>	See Computer Policy		
<b>Disruption</b>	Detention	Detention/ Suspension	Suspension
<b>Distribution/ Sale of drugs</b>	10 Day Suspension/ Expulsion	Expulsion	
<b>Drug Possession/ Use of or under the influence</b>	10 Day Suspension/ Expulsion	Expulsion	
<b>Fighting 1/1</b>	2 Day Suspension	5 Day Suspension	10 Day Suspension/ Expulsion
<b>Fire false alarm</b>	5 Day Suspension	10 Day Suspension/ Expulsion	
<b>Forgery</b>	Suspension	Suspension	Suspension
<b>Gambling</b>	Detention/ Suspension	Suspension	Suspension
<b>Insubordination</b>	Detention	Detention/ Suspension	Suspension
<b>Lying</b>	Detention	Detention/ Suspension	Suspension
<b>Sexual Harassment verbal, non verbal or physical</b>	Detention/ Suspension	Suspension	Suspension
<b>Swearing</b>	Warning, Detention	Detention	Suspension
<b>Swearing at someone</b>	Detention	Detention/ Suspension	Suspension
<b>Tardies</b>	See Attendance Policy		
<b>Theft</b>	Suspension/ Restitution	Suspension/ Restitution	10 Day Suspension/ Restitution
<b>Threats, Intimidation, Harassment, etc</b>	Suspension	2/5 Day Suspension	10 Day Suspension/ Expulsion
<b>Truancy</b>	See Attendance Policy		
<b>Use of Tobacco</b>	Suspension/ Cessation Class	Suspension/ Cessation Class	Suspension
<b>Vandalism</b>	Detention/ Suspension/ Restitution	Suspension/ Restitution	Suspension/ Restitution
<b>Weapons Possession/ Possession of item that could be used as weapon/Intent to use an item as a weapon</b>	10 Day Suspension/ Expulsion	Expulsion	

**NOTE: In all cases, the administration reserves the right to determine the severity of consequences.**

## **SECTION IV ~ GENERAL INFORMATION**

### **BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY**

The school furnishes textbooks to all students and school equipment as needed. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to DGF Rota High School. Students are responsible for the texts and equipment checked out to them. Lost books may be replaced by ordering the book on line and having it sent directly to the school. The office will supply necessary details regarding the specific book.

### **BULLETINS**

A daily bulletin is read to each first period to inform the students of upcoming activities. The daily bulletin is also sent electronically to all sponsors. Additional e-mail addresses may be added with the registrar. "The Admiral's Log", our school newspaper, is published periodically and is distributed school wide. Following DoDDS policy of keeping parents informed of school activities, a monthly newsletter with a calendar of activities for the month is e-mailed to each parent. The DGF Web page at <http://www.rota-hs.eu.dodea.edu/> is available to keep the community informed about school activities.

### **LOCKER RULES**

High School Lockers are available for student use. The DGF Middle School does not issue lockers to MS students. The administration reserves the right to search any locker with probable cause. When possible, the student will be present for the search. The DGF Rota High/Middle School Student Government representatives developed the following rules for lockers: No graffiti is allowed inside or outside lockers. Pictures inside lockers are acceptable only if taped onto the inside of the lockers. No obscene pictures or drawings are permitted. Students will be asked to remove anything seen in a locker that is not proper. Use good judgment on what is displayed in the locker. Do not slam locker doors. Please keep the locker area clean. No sharing of lockers. Lockers are to be kept locked at all times

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the main office where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office staff. If identified, identification cards and wallets are returned to the owner immediately.

### **LUNCH**

The school cafeteria has a hot lunch program. The school has one lunch period. All students must remain on campus for lunch. Lunch tickets may be purchased at the "Video Mart" or the "NEX".

### **PARENT-TEACHER-STUDENT CONFERENCES**

Parents and teachers have the welfare and development of the students as their first concern. For this reason, it is important for parents, teachers, and student's work together. Report cards are to be picked up by the parent and student on designated days at the end of the first marking period. Parent Teacher conferences will be announced during which open conferences are held. Throughout the school year parents may schedule conferences, as they feel necessary. Parents should call the school for appointments (4698/4181/4183).

### **SCHOOL DANCES**

Students wishing to bring a guest to school dances must have written permission from their parents and the prior approval of the administration. This form must be given to the sponsor of the dance one day before the dance. School rules apply at all dances. Once a student has entered a dance, they may

not return if they leave the site. Special dress codes may be defined for certain dances. All school rules apply during dances and all out of school activities sponsored by DGF High/Middle School.

### **STUDY TRIPS**

Study trips are a vital and unique tool in the educational program of a child. They aid in the acquisition of accurate cultural and historical information, and they provide the chance for first-hand experiences. The purpose of the study trip is to gather information, correct and/or ease false impressions, and motivate interests. Study trips will be scheduled throughout the school year and we will be seeking parent volunteers to assist. We hope you will become involved. Parent permission slips must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students are expected to turn in missed work upon return to school.

Authorized field trips are scheduled throughout the school year for the purpose of enriching the curriculum.

### **SEMINAR**

The main purpose of seminar is academic: reading, studying, tutoring, advising focus students, test or assignment make-up, research, and writing. Seminar will be divided roughly into three parts, one twenty-minute period and two thirty-minute periods. During the first 20 minutes all students will remain in their original seminars and engage in sustained silent reading. This activity is in support of DoDEA Reads and the standard that all students will read the equivalent of 25 books a year. Only during the last 30 minutes will meetings be held. The first step in leaving seminar is for the student to present a pass from a teacher for travel. NO student will be permitted to leave without first having a pass from the destination teacher or without his or her passport. The seminar teacher may issue Information Center or computer passes using the student planner. A pass authorizing travel must be obtained in advance. There will be no passes to obtain a pass. Students travel with their planner. Students are responsible to return to their assigned seminar. Failure to do so will mean no travel for the following seminar period. Students will be allowed to move from their seminar to other locations after the first 20-minute Sustained Silent Reading period. Students may go to multiple destinations provided they come to seminar with a pass from those teachers they need to see. Seminar teachers will sign students out for any and all destinations. Students will need to present a membership card to attend club or other group activity meetings. Class meetings do not require membership cards.

### **TELEPHONES**

Students will not be called from their class work unless an emergency exists. Students needing to use the telephone during the school day use the office phone during break time or lunch. At all other times it is up to the discretion of the classroom teacher to allow the use of the classroom phone.

### **VISITORS**

All visitors, including parents, must sign in at the main office and obtain a visitor's pass before visiting classrooms. Parents are welcome to visit the school at any time. However, it is recommended that parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth. Students wishing to bring visitors to school are required to present a written request the DAY BEFORE the visit. This written request must have the signature of all the student's teachers before a visitor's pass will be given. No visitors are permitted during exams or standardized testing.

## **SECTION V ~ PROGRAMS**

### **CHILD FIND**

The Child Find Program is part of Special Education services. Child Find is designed to locate and identify all children from three to twenty-one years of age who may have some type of learning,

speech and language, physical, or emotional impairment. Children suspected of having an impairment will be tested by DoDDS school personnel and Medically Related Services (MRS) as appropriate. If impairment is identified, the student will receive the appropriate services. If you have a child whom you feel would qualify for special education services, please call the school counselor or principal for further information.

#### **INFORMATION CENTER**

The DGF Rota High/Middle School Information Center is well-furnished and well-equipped facility with a library automation system and many online subscription databases. The Information Center is open from 0800 to 1545 Monday to Friday. Students do not need a pass before or after school or during lunch. During class time, student's need passes if they are in the Information Center without their class on an individual or small group assignment. The library card catalog is available from any computer in the school. The check out period for students is two weeks with a two-week renewal period. The Information Center is a center for research and thus an atmosphere of quiet study should be maintained. Students are expected to abide by DoDDS' policy of computer use (see computer use policy under discipline). No games on discs may be used on any computers. Only authorized sites are to be accessed on any Internet address. Files and programs may NOT be added or deleted.

#### **KITCHEN TABLE**

Kitchen Table is an after school program sponsored DGF HS/MS. It is available for all students. Students may be referred to the program by parents or teachers. Students from Moron are eligible to ride the activity bus after school.

#### **PUPIL PERSONNEL SERVICES**

The Pupil Personnel Service Department at DGF Rota High/Middle School is comprised of specialists from diverse backgrounds. These individuals provide services to a wide range of students with individual learning needs. The PPS Department consists of the following: Counselors, Psychologist, Nurse, Teachers of the Learning Impaired, and others as required.

#### **SPECIAL EDUCATION PROGRAM**

The Special Education Program augments and replaces basic skill classes within the framework of Public Law 94- 142 services to exceptional students. Parents, students, teachers, counselors, community professionals, and administrators may make referrals. Procedural forms are available from Special Education personnel.

#### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Rights: All students, in kindergarten (K) through 12, are entitled to an educational program comparable to those offered in public schools in the United States, in accordance with pertinent directives and regulations governing eligibility for enrollment. Responsibilities: Students, regardless of age, have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with administrators and teachers the responsibility of developing a climate within the school that is conducive to productive learning and living. It is the responsibility of students to complete a course of study necessary to obtain a high school diploma. Students and parents must take the responsibility for class attendance. In accordance with local school policy, students are responsible for properly maintaining the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled. For more information, or a more detailed description, see the pamphlet entitled Students' Rights and Responsibilities in the Department of Defense Dependents Schools System, available in the school Information Center. This pamphlet includes the topics, "Access to Learning," "Freedom of Expression," "Student Governance," "School Records," "School Discipline," "Protection of Personal Privacy," and "Community Resources."

## **SECTION VI ~ TRANSPORTATION**

### **BICYCLES**

Students riding bicycles to school are to park them in the area on the street side of the gym. Bicycles should be locked to the rack. Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner.

### **BUS INFRACTIONS/RULES**

The school bus office deals with minor bus infractions. School administration will get involved when serious misconduct occurs that may lead to suspension or expulsion from the bus as well as school. Bus safety is of paramount concern to all of us. On or around school buses, students must conduct themselves in accordance with these school bus rules:

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.
3. Stay properly seated and use seatbelts when available.
4. Keep your hands, feet, and other body parts to yourself.
5. Put nothing out of the window.
6. Do not throw things.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, indecency, smoking, prohibited items, or vandalism.
9. Do not eat, drink, or chew gum.
10. Be responsible; be safe.

### **PRIVATE VEHICLES**

Students driving scooters or cars to school must be properly licensed and obey all on-base driving rules. Students are not excused if they arrive late to school in private vehicles. Scooters/mopeds are to be parked in designated areas only (on the street shoulder by the high school gym or in front of the math wing on Granada St.).

## **SECTION VII ~ EXTRA-CURRICULAR ACTIVITIES**

### **POLICY**

The Extra-Curricular Activity Program at DGF Rota High/Middle School is an exceptionally broad and positive program. The school offers interscholastic sports, cheerleading, chorus, band, speech, drama and many other activities to allow students the opportunities to develop talents and interests in this critical area. All students are strongly encouraged to participate in extra-curricular activities. They are especially important for the development of a well-rounded individual. All students who participate in extra curricular activities are required to maintain a standard of conduct at all times which reflects the standards of DGF Rota High/Middle School and the Rota Base community. The use of alcohol, tobacco products or illegal drugs at anytime, will be cause for suspension or removal from all extra curricular activities. Any student who has been suspended for any reason may not participate in any out of school events or special activities for seven days following the suspension. All students participating in any extra-curricular activity that involves traveling may be subject to a suitcase search by School Administration and/or Military Working Dogs.

### **ELIGIBILITY**

To be eligible for extra-curricular activities, students must meet the following DoDDS-Europe criteria: Students may not be failing in more than one subject. Students must have a 2.0 GPA from the prior semester for fall and spring activities, and the prior quarter for winter activities.

## **SCHOOL-BASED ACTIVITIES**

### **ATHLETICS**

The athletic teams participate in the Division III of the DoDDS Athletic Conference. Tournaments with other DoDDS districts are scheduled at the end of the regular season of play. Students may not be 19 or older on September 1 to be eligible to play interscholastic sports.

- *Fall Season:* Cheerleading, Football, Volleyball, Swimming (sponsored by the community)
- *Winter Season:* Basketball, Cheerleading, Swimming (sponsored by the community)
- *Spring Season:* Soccer, Track and Field, Tennis, Baseball, and Softball (sponsored by the community)

### **ATHLETIC AWARDS (GRADES 9-12)**

An athlete who meets individual sports requirements will receive a junior/varsity letter and/or a pin (emblem of the sport). To earn an athletic letter, each athlete **must complete** the sport season, inclusive of tournaments, unless medically excused. The letter will be worn on approved athletic jackets or sweaters. After receiving a varsity letter in a given sport, an athlete earning varsity status in other sports shall receive a first year award (pin-emblem of sport), and for subsequent year awards the athlete will receive a bar.

### **ATHLETIC REQUIREMENTS**

After school activities/athletics for middle school and elementary school age students are the responsibility of Youth Services not DGF High School. DGF Rota High School does not have authority nor does it receive funding to initiate such services.

### **PARTICIPATION NOTE**

DoDDS Europe students will not participate in an athletic event when they've had a concussion. This is effective until a doctor or other qualified medical personal clears them. The parent or guardian cannot give permission.

### **DRAMA**

Each year the drama department presents several plays performed for the community. Plays vary in content and scope dependent on the students involved.

### **FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

FBLA brings business and education together in a positive working relationship through innovative leadership and career development programs. It provides students a competitive edge through career exploration, self-improvement, and community service opportunities. As a member of FBLA, students build resumes, experience the rewards of volunteerism, and enjoy travel and special activities.

### **FUTURE EDUCATORS OF AMERICA (FEA)**

FEA is designed for students interested in a teaching career on any level from pre-school through college. FEA members listen to speakers at seminar meetings and participate in "Shadow Days" at Rota Elementary and Middle Schools. Members are also eligible to attend the FEA European-wide Conference held in Germany each year.

### **JOURNALISM**

The school newspaper, "The Admiral's Log" is published monthly. Students may enroll in journalism class at the beginning of first or second semester. Other students may submit articles to the newspaper editors for possible publication.

### **JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)**

The JROTC program teaches leadership skills and the basics of military science. JROTC is a curricular program further enhanced by extra-curricular activities to include Color Guard, Drill Team, camp, and study trips.

### **MUSIC**

When enrolled in band or chorus classes, students may participate in the community band, honors music festival, recitals, concerts and other special events as scheduled.

### **NATIONAL HONOR SOCIETY**

The National Honor Society, sponsored by the National Association of Secondary School Principals, recognizes and fosters academic achievement while developing other characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction. Students must be second semester sophomores with a cumulative GPA of 3.4 or higher are eligible to be considered for membership. Membership is both an honor and a continual obligation.

### **STUDENT COUNCIL**

The executive student council is elected in the spring of each year for the following year. They are responsible to assist with the beginning of the year orientation activities and locker distribution. Throughout the year the executive board is responsible for school-wide activities and directing class events. In the fall, students may run for student council class officer positions. Other students can join student council committees.

### **YEARBOOK**

The yearbook is published annually. Students are encouraged to talk with the yearbook advisor. Enrollment in the yearbook class is not required.

### **DoDDS-EUROPE STUDENT ACTIVITIES**

The European area office sponsors many activities independent of anything else in the school system while others are offshoots of participation in a school-based activity. For some, students must compete at the school, district, or European level for selection. Other activities allow many students to participate. Students need to commit their time in order to prepare for participation. Criteria are announced when the activity is advertised.

### **BERLIN SEMINAR**

This activity is reserved for selected seniors based on an application process and school recommendations. American and German students work together to achieve cultural understanding using Berlin as a case study.

### **MODEL UNITED STATES SENATE (MUSS)**

MUSS is a simulation of the American congressional process in the US Senate. Students are assigned to play the roles of senators and other senior government members while they present new bills to be enacted into law.

### **NATIONAL HISTORY DAY**

Divided into two divisions (6-8 and 9-12) and seven categories, National History Day promotes the study of citizenship and civics through the construction of history based projects entered into a competition.

### **TECHNNOLOGY FAIR**

The technology Fair is dedicated to advancing technology education. Students may attend the fair to submit projects for competition and/or view demonstrations of state-of-the-art technology from education, private, and public sectors of industry.

### **DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS-EUROPE ACADEMIC ELIGIBILITY POLICY**

**Reference: (a) DoDEA Manual 2740.2, “DoDEA Interscholastic Athletic Program”  
August 19, 1997**

#### **PURPOSE**

This memorandum updates reference (a) for administrative changes within DoDDS Europe. It clarifies and establishes the academic eligibility policy for student participation in DoDDS Europe extra-curricular activities and in the DoDDS-Europe Interscholastic Athletic Program (IAP). The purpose of this policy is to ensure uniformity, promote good sportsmanship, and achieve sound educational objectives within the DoDDS Europe IAP and extra-curricular programs.

#### **APPLICABILITY AND SCOPE**

The requirements of this program apply to all DoDDS Europe schools and offices.

#### **DEFINITIONS**

**Interscholastic Athletic Program (IAP):** Any school/DoDDS sponsored program, which provides opportunity for students to participate in an organized athletic/sports program. This may include: Basketball, Cross Country, Football, Golf, Soccer, Tennis, Track and Field, Volleyball, Wrestling, Cheerleading, JROTC Rifle Team, Softball/Baseball, Swimming.

**Extra-curricular Activity:** Any school/DoDDS sponsored program, club, or event that is not a part of the regular curricular offering, for which no academic grade is assigned, and in which student participation is voluntary.

#### **POLICY**

Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades are used to ensure that all students are on track to meet graduation requirements.

**FOR ALL STUDENTS:**

All incoming Ninth grade students are eligible for first semester activities if they are not failing more than one class weekly. Tenth, Eleventh, and Twelfth grade students must earn a 2.0 GPA and may fail no more than one class the previous semester to be eligible.

A student declared ineligible may practice but is not authorized to participate in competition, be in school uniform at a scheduled event, or travel with the team/club to any away event.

All student participants will be monitored for D's and F's on a weekly basis throughout the semester. Students who earn more than one failing grade in the classes in which they are enrolled are ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team. Grades during the period of monitoring will be cumulative from the beginning of each quarter.

**STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT:**

Students may request reinstatement of eligibility after three weeks of ineligibility. This request must be supported by demonstrated academic achievement, which meets the basic eligibility requirement of 2.0 GPA, and no more than one failing grade.

The GPA of students who are reinstated will continue to be monitored every week through the end of the semester to ensure students maintain eligibility requirements.

Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.

Schools may not establish additional eligibility criteria. Schools may provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to, monitoring sessions, tutoring, before and after school study halls/instruction, etc. This paragraph is intended to establish equity for all students, to include those transferring to other DoDDS schools and who wish to continue participating in the IAP.

Each school is to develop a specific plan for monitoring grade eligibility; however, to achieve uniformity, all schools must complete the grade checks by 4 p.m. every Tuesday of each week that interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m. A letter of exception to this policy may be submitted to the Area Athletic Coordinator for changing the day. This request must be based upon unique needs.

Scholastic eligibility may be waived for students at the discretion of the Principal if the student is identified as "special needs" by the Case Study Committee and Individual Education Program is on file. All other eligibility requirements, i.e., age, number of semesters, etc., must be met.

## COLLEGE PREPARATION MATERIAL

<b>THE COLLEGE SEARCH PROCESS</b>	
<a href="http://www.collegeispossible.org/">http://www.collegeispossible.org/</a>	College Is Possible
<a href="http://www.collegeview.com">www.collegeview.com</a> < <a href="http://www.collegeview.com">http://www.collegeview.com</a> >	College View
<a href="http://www.getintocollege.com">www.getintocollege.com</a> < <a href="http://www.getintocollege.com">http://www.getintocollege.com</a> >	College Coach
<a href="http://www.makingitcount.com">www.makingitcount.com</a> < <a href="http://www.makingitcount.com">http://www.makingitcount.com</a> >	Making It Count
<a href="http://www.studentregistry.com">www.studentregistry.com</a> < <a href="http://www.studentregistry.com">http://www.studentregistry.com</a> >	Student Registry
<b>PREPARING FOR STANDARDIZED TESTS?</b>	
<a href="http://www.achieva.com">www.achieva.com</a> < <a href="http://www.achieva.com">http://www.achieva.com</a> >	Achieva
<a href="http://www.collegeboard.com">www.collegeboard.com</a> < <a href="http://www.collegeboard.com">http://www.collegeboard.com</a> >	College Board
<a href="http://www.collegelink.com">www.collegelink.com</a> < <a href="http://www.collegelink.com">http://www.collegelink.com</a> >	CollegeLink
<a href="http://www.embark.com">www.embark.com</a> < <a href="http://www.embark.com">http://www.embark.com</a> >	Embark
<a href="http://www.gocollege.com">www.gocollege.com</a> < <a href="http://www.gocollege.com">http://www.gocollege.com</a> >	GO COLLEGE
<a href="http://www.kaptest.com">www.kaptest.com</a> < <a href="http://www.kaptest.com">http://www.kaptest.com</a> >	Kaplan
<a href="http://www.myessay.com">www.myessay.com</a> < <a href="http://www.myessay.com">http://www.myessay.com</a> >	My Essay
<a href="http://www.review.com">www.review.com</a> < <a href="http://www.review.com">http://www.review.com</a> >	Division of Princeton Review
<a href="http://www.scholarstuff.com">www.scholarstuff.com</a> < <a href="http://www.scholarstuff.com">http://www.scholarstuff.com</a> >	Scholar Stuff
<a href="http://www.usnews.com">www.usnews.com</a> < <a href="http://www.usnews.com">http://www.usnews.com</a> >	U.S. News & World Report
<b>LOANS, GRANTS, SCHOLARSHIPS (FEDERAL, STATE, PRIVATE)</b>	
<a href="http://www.cashe.com">www.cashe.com</a> < <a href="http://www.cashe.com">http://www.cashe.com</a> >	SallieMae Cash For Your Education
<a href="http://www.ed.gov">www.ed.gov</a> < <a href="http://www.ed.gov">http://www.ed.gov</a> >	U.S. Department of Ed.
<a href="http://www.estudentloan.com">www.estudentloan.com</a> < <a href="http://www.estudentloan.com">http://www.estudentloan.com</a> >	e Student Loan
<a href="http://www.finaid.org">www.finaid.org</a> < <a href="http://www.finaid.org">http://www.finaid.org</a> >	The Smart Student Guide to Financial Aid
<a href="http://www.rspfunding.com">www.rspfunding.com</a> < <a href="http://www.rspfunding.com">http://www.rspfunding.com</a> >	Reference Service Press
<a href="http://www.salliemae.com">www.salliemae.com</a> < <a href="http://www.salliemae.com">http://www.salliemae.com</a> >	Sallie Mae
<a href="http://www.wiredscholar.com">www.wiredscholar.com</a> < <a href="http://www.wiredscholar.com">http://www.wiredscholar.com</a> >	Wired Scholar
<b>WHERE CAN I GO TO SCHOOL?</b>	
<a href="http://www.campustours.com">www.campustours.com</a> < <a href="http://www.campustours.com">http://www.campustours.com</a> >	Campus Tours
<a href="http://www.collegiatechoice.com">www.collegiatechoice.com</a> < <a href="http://www.collegiatechoice.com">http://www.collegiatechoice.com</a> >	Collegiate Choice Walking Tours
<a href="http://www.galilei.com.ar">www.galilei.com.ar</a> < <a href="http://www.galilei.com.ar">http://www.galilei.com.ar</a> >	Galilei
<a href="http://www.juco.com">www.juco.com</a> < <a href="http://www.juco.com">http://www.juco.com</a> >	Juco
<a href="http://www.nces.ed.gov/ipeds/cool">www.nces.ed.gov/ipeds/cool</a> < <a href="http://www.nces.ed.gov/ipeds/cool">http://www.nces.ed.gov/ipeds/cool</a> >	National Center for Ed. Statistics
<a href="http://www.petersons.com">www.petersons.com</a> < <a href="http://www.petersons.com">http://www.petersons.com</a> >	Petersons-Thompson Learning

## Acknowledgement and Understanding of Student Handbook

## 2008-2009

The Rota High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc.

Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their seminar period teacher NLT **September 14, 2008**.

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
\* Parent Signature/Date

\_\_\_\_\_  
\* Student Signature/Date

\*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2008-2009.

## DoDDS EUROPE 2008-2009 SCHOOL YEAR CALENDAR

Wednesday, August 20	Reporting date for non-administrative educator personnel for orientation and classroom preparation
<b><u>FIRST SEMESTER - (92 INSTRUCTIONAL DAYS)</u></b>	
<b><u>2008</u></b>	
Monday, August 25	Begin First Quarter and First Semester
Monday, September 1	Labor Day - Federal Holiday
Monday, October 13	Columbus Day - Federal Holiday
Thursday, October 30	End of First Quarter (47 days of classroom instruction)
Friday, October 31	No school for students - teacher work day
Monday November 3	Begin second quarter
Monday, November 11	Federal Holiday (Veterans Day) / Veterans' Day - November 11
Thursday, November 27	Thanksgiving - Federal Holiday
Friday, November 28	Friday - Recess Day
Monday, December 22	Begin Winter Recess
Tuesday, December 25	Christmas - Federal Holiday
<b><u>2009</u></b>	
Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 5	Instruction Resumes
Monday, January 19	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 22	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 23	No school for students - teacher work day
<b><u>SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)</u></b>	
Monday, January 26	Begin Third Quarter and Second Semester
Monday, February 16	Presidents' Day - Federal Holiday
Thursday, April 2	End of Third Quarter (48 days of classroom instruction)
Friday, April 3	No school for students - teacher work day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes - Begin Fourth Quarter

Monday, May 25	Memorial Day - Federal Holiday
Thursday, June 11	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 12	No school for students - teacher work day Last day for non-administrative educator personnel

# August 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Tu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

**Weekly Goals**

**25 Aug – 31 Aug**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# September 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> LABOR DAY - FEDERAL HOLIDAY	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

**Weekly Goals**

**1 Sept – 7 Sept**


**Monday**


**Tuesday**


**Wednesday**


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**8 Sept – 14 Sept**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**15 Sept – 21 Sept**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**22 Sept – 28 Sept**


**Monday**


**Tuesday**


**Wednesday**


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**29 Sept – 5 Oct**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# October 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8	9	10	11
12	13 COLUMBUS DAY – FEDERAL HOLIDAY	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 END OF 1 <sup>ST</sup> QUARTER	31 NO SCHOOL FOR STUDENTS (TEACHER WORK DAY)	

**Weekly Goals**

**6 Oct – 12 Oct**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**13 Oct – 19 Oct**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**20 Oct – 26 Oct**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**27 Oct – 2 Nov**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# November 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 BEGIN 2 <sup>ND</sup> QUARTER	4	5	6	7 PARENT CONFERENCES	8
9	10	11 VETERANS DAY – FEDERAL HOLIDAY	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 THANKSGIVING FEDERAL HOLIDAY	28 FRIDAY – RECESS DAY	29
30						

**Weekly Goals**

**3 Nov – 9 Nov**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**10 Nov – 16 Nov**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**17 Nov – 23 Nov**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**24 Nov – 30 Nov**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# December 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 BEGIN WINTER RECESS	23	24	25 CHRISTMAS DAY - FEDERAL HOLIDAY	26	27
28	29	30	31			

**Weekly Goals**

**1 Dec – 7 Dec**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**8 Dec – 14 Dec**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**15 Dec – 21 Dec**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# January 2009

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 NEW YEAR'S DAY – FEDERAL HOLIDAY	2	3
4	5 INSTRUCTION RESUMES	6	7	8	9	10
11	12	13	14	15	16	17
18	19 MARTIN LUTHER KING, JR. DAY – FEDERAL HOLIDAY	20	21	22 END OF 2 <sup>ND</sup> QUARTER & 1 <sup>ST</sup> SEMESTER	23	24
25	26	27	28	29	30	31

**Weekly Goals**

**5 Jan – 11 Jan**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**12 Jan – 18 Jan**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**19 Jan – 25 Jan**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**26 Jan – 1 Feb**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# February 2009

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> <small>PRESIDENT'S DAY – FEDERAL HOLIDAY</small>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

**Weekly Goals**

**2 Feb – 8 Feb**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**9 Feb – 15 Feb**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**16 Feb – 22 Feb**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**23 Feb – 1 Mar**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# March 2009

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Weekly Goals**

**2 Mar – 8 Mar**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**9 Mar – 15 Mar**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**16 Mar – 22 Mar**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**23 Mar – 29 Mar**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**30 Mar – 5 Apr**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# April 2009

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b> END OF 3 <sup>RD</sup> QUARTER	<b>3</b> NO SCHOOL FOR STUDENTS (TEACHER WORK DAY)	<b>4</b>
<b>5</b>	<b>6</b> BEGIN SPRING RECESS	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> INSTRUCTION RESUMES BEGIN 4 <sup>TH</sup> QUARTER	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

**Weekly Goals**

**6 Apr – 12 Apr**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**13 Apr – 19 Apr**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**20 Apr – 26 Apr**


**Monday**


**Tuesday**


**Wednesday**


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**27 Apr – 3 May**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# May 2009

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 MEMORIAL DAY – FEDERAL HOLIDAY	26	27	28	29	30
31						

**Weekly Goals**

**4 May – 10 May**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**11 May – 17 May**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**18 May – 24 May**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**25 May – 31 May**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


# June 2009

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10	11 END OF 4 <sup>TH</sup> QUARTER & 2 <sup>ND</sup> SEMESTER	12 NO SCHOOL FOR STUDENTS (TEACHER WORK DAY)	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Weekly Goals**

**1 Jun – 7 Jun**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


**Weekly Goals**

**8 Jun – 14 Jun**


Monday


Tuesday


Wednesday


Thursday


Friday


Saturday


Sunday


