

ANKARA ES/HS



**STUDENT-PARENT HANDBOOK
2011-2012**



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-0005**



17 August 2011

Dear Students and Parents, Community and Commands, and Educators and Support Staff:

Where has the summer gone? Here we are again, welcoming back our students and colleagues, even though it seems like only yesterday when we were cheerily bidding everyone "Happy Summer Holidays." This past year, in early June, I let all our administrators and logistical personnel know that one of my highest expectations was the readiness of each school—with *no problems!* I was very focused on ensuring that our schools, all 17 of them, would be ready to open their doors at least ten days prior to the first of our teachers returning. Our schools would be absolutely ready for every child in every classroom. That meant: construction and renovation projects were to have been completed; technology and computers were to be in place; supplies, equipment, and materials were to have been ordered and stocked; deep-cleaning was to be underway; air conditioning was to be functioning; grounds were to be well tended; schedules, bus routes, menus, handbooks, and parent bulletins were to have been prepared; our classrooms and offices were to be creatively arranged and inviting for everyone; and our curricular implementations would be ready to go. My District Office staff and all our administrators have been working really hard so that the total Mediterranean District—with its 17 schools in five different countries—continues to be a shining star in DoDDS-Europe and in DoDEA.

The curriculum implementations in Math and Social Studies, as well as the continuation of last year's English Language Arts implementation, are providing challenging and innovative ideas for students. Learning will be exciting for them, taking them to new levels of problem-solving and understanding. The "Train-the-Trainer" model, initiated right here in the Mediterranean District, is now being used across the system. Continuous School Improvement (CSI) teams are meeting already, taking the results of Terra Nova, Advanced Placement, and other assessments to weave these data into a formula that will improve instruction and learning for all students. Our schools that were recipients of Quality Assurance Reviews (QARs), formerly known as NCA visits, now can build upon the reports they received, further enhancing everything positive and working hard to strengthen areas in need. But none of us can make this happen overnight—and we certainly cannot do it alone. We need the help and support of all students, parents, educators, support staff, and military community members!

My staff of 11 Instructional Specialists, 2 Safety & Security Officers, 4 Budget Department members, 5 Logistics Management personnel, 3 Information Technologists, 1 Administrative Assistant, and 1 Executive Officer, and 3 Executive Leaders—all help me with problem-solving and decision-making. We continue to be a wonderful team, working together at all times toward developing the best possible schools in the most exceptional District. Because we are here for you, another one of my high expectations is that all our educators and support staff in this District will dedicate themselves and their skills toward enriching our students' lives. With that goal in mind, I wish all of you a dynamic and successful year!

Dr. Elizabeth Walker, Superintendent
Mediterranean District

INTRODUCTION

In this handbook we have attempted to compile as much information as possible that we believe will be of value to parents and students. Both students and parents are responsible for knowledge of its contents. There will always be some questions that are not answered, and we encourage anyone with a question or concern to contact the appropriate school official. The following areas of responsibility are listed for your convenience:

SOURCES OF INFORMATION

Ankara ES/HS website: www.anka-ehs.eu.dodea.edu
All e-mail addresses are as follows: firstname.lastname@eu.dodea.edu

<u>CONTACT</u>	<u>TELEPHONE</u>	<u>QUESTIONS CONCERNING</u>
Principal Ms. Shelia Smith	672-8114	Matters concerning school policies and practices
Assistant Principal Ms. Rosie Uluer	672-8114 672-8111	Matters concerning school specific athletic activities, discipline, attendance and facilities
Guidance Counselor: Doug DeBacker	672-8020	Academic, counseling, college information, selection of classes, career and transition counseling
Registrar Goksel Cetinoz Secretary Cakil Atakan	672-8148 /8114/8002	Registration, Student records, Transcripts, Report cards Appointments with teachers and principals Attendance
Athletic Director Tim Redden	672-8530 (312) 287-2532	Athletic program
Supply Technician Zeynel Guven	672-8360	School supply and inventory
Student Transportation Office	672-8110	School bus matters
School Nurse Soraya Vanderbeek	672-8290	Student health matters
School's Liaison Officer Rodney Price	672-8122 (312) 287-9974	School and community liaison activities



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
ANKARA ES/HS
PSC 89, UNIT 7010
APO AE 09822**



WELCOME

Dear Ankara Elementary/High School Parents and Students:

Welcome to a wonderful new school year. A special welcome is extended to those who are new to Ankara. We hope you have had a fantastic summer and that you are ready for this school year, the best ever.

We welcome and solicit your involvement in your child's educational program. The PTSO and the School Advisory Committee provide parents the opportunity to become active in the school community.

We have prepared this handbook in the hope that it will provide you with a source to find many of the answers to questions that may arise during the school year. This handbook is also intended to provide you with an idea of what practices are valued at this school.

Should you have questions about the contents of this handbook or concerns that are not answered in this guide, then please talk to an administrator for clarification of school procedures or guidelines.

We wish you an enjoyable, successful year and hope you will work with us to make this an educational institution of which all of us can be proud.

Again, welcome to Ankara ES/HS ...WHERE EVERYONE IS VALUED!!!!

Ms. Shelia Smith
Principal

Ms. Rosie Uluer
Assistant Principal

TOP TEN ITEMS FROM SCHOOL HANDBOOK

1. Students in DoDDS schools need to have a 2.0 GPA in order to graduate. Know your child's GPA.
2. Keep the school informed of your current email address, phone numbers and address. We try to keep you informed, so we need your contact information.
3. If your student is going to miss school, inform the attendance clerk. Students must carry a family trip form to teachers before being absent for a family trip, preferably a week in advance.
4. If your student is absent from school, email or phone the school to explain why as soon as you can. The school is charged with knowing the location of all of our students.
5. Medications can only be administered at school by the school nurse. Keep the nurse informed of medical information.
6. Students are expected to be in school every day. Only illness, pre-planned trips (with advance notification), school trips, promotion ceremonies of parents, religious services, and family emergencies are legitimate reasons for absence or tardiness. Medical appointments should be scheduled outside of school hours.
7. Check your student's Middle School/High School planner daily. In it you should find homework assignments.
8. Check your student's homework.
9. The *Marshall Memo* is sent via email each Friday. In it are policies, news, and hints that you will want to see.
10. Follow the school chain of command. If you or your child has a question or concern about a class, first see the teacher. The principals will not meet with parents concerning classroom behavior or grades until the parents and teachers have had an opportunity to meet.

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g. DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA office of Compliance and Assistance.

Refer to <http://www.dodea.edu/> (under "Support Offices" – "Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

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ANKARA ELEMENTARY/HIGH SCHOOL

Mission

To provide an exemplary education that inspires and prepares all DODEA students for success in a dynamic, global environment.

Vision

Best Education For All

Goal 1:

By 2012 all students will demonstrate an improved ability in reading skills in all curricular areas by building understanding of text through development of sequencing skills and vocabulary as measured by school-based and system-wide summative assessments with 80% of students at the top two quartiles.

Goal 2:

By 2012 all students will demonstrate an improved ability in their writing skills in all curricular areas through writing complete sentences that clearly organize the information and include relevant details as measured by school based and system-wide summative assessments with 80% of the students at the top two quartiles.

AdvancEd Standards

- Vision and Purpose
- Governance and Leadership
- Teaching and Learning
- Documenting and Using Results
- Resource and support systems
- Stakeholder Communications and Relationships
- Commitment to Continuous Improvement

ACADEMIC ELIGIBILITY POLICY AND ATHLETIC POLICY ON CONTROLLED SUBSTANCES

(see next pages and Appendix A and DODDS-Europe – Drug & Alcohol Policy)



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

March 17, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DODDS-EUROPE
HIGH SCHOOL PRINCIPALS, DODDS-EUROPE

SUBJECT: DoDDS-Europe Athletic Policy on Controlled Substances

A. PURPOSE: This is to establish the DoDDS-Europe athletic policy regarding use of controlled substances.

B. APPLICABILITY: This policy applies to all students participating in the DoDDS-Europe athletic program.

C. POLICY: The possession, use, or sale of controlled or mind-altering substances, tobacco, alcoholic beverages, hallucinogenic drugs, inhalants, or combination of drugs or paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by any student are prohibited.

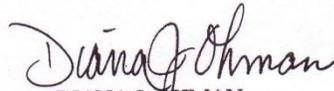
1. Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate the controlled substance policy during the school day, on or off school property (to include while riding to or from school, school events or school buses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, are subject to the following:
 - (a) 1st offense during the school year: Team member will be removed from the team for the remainder of the season.
 - (b) 2nd offense during the school year: Team member is removed from athletic participation for the remainder of the school year.
2. Members of an athletic team who, during the season, possess/use tobacco and/or alcohol - outside of the time and events stated above in point 1, are subject to the following:
 - (a) 1st offense during the school year: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the

next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

For the team member to be reinstated to the team, the student-athlete must show proof of attending one counseling session and scheduling and attending at least two more counseling sessions within the next three weeks. If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

(b) 2nd offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

D. EFFECTIVE DATE: This policy is effective August 1, 2004.


DIANA J. OHMAN
Director, DoDDS-Europe

ACADEMIC/ATHLETIC CERTIFICATES

Academic Certificates – Students in grades 9-12 who have a GPA of 3.5 or above for the first semester will receive an academic certificate. Students must meet the following criteria:

1. Must be full time **or**
2. Must attend 7 classes

Sports (Athletic) Letters are awards given to athletes who exhibit high levels of commitment to their team and exemplify good sportsmanship. Only one Letter will be awarded per student. Subsequent achievement will be signified with pins to be added to the Letter. The Athletic Department has established the following lettering criteria:

1. Attendance at 90% of practices and games — regardless of whether absences are excused or unexcused. The number of practices will vary by season.
2. Travel to and/or participation in all DoDDS-E sanctioned competitions (including home and away games against Incirlik and travel to the European Championships).
3. Display sportsmanship as a member of the team. For example, show respect for opponents, teammates, coaches, officials, and the game itself. Be a positive addition to the team.
4. Progress in knowledge and skills related to the sport through hard work in practices and games.

DoDDS-E also recognizes high levels of academic achievement by athletes. Students who earn a varsity Letter and have a 3.0 GPA or higher will be awarded an Academic Athletic Certificate for the season. 1st Quarter grades will determine eligibility for fall sports, 2nd Quarter grades for winter sports, and 3rd Quarter grades for spring sports.

ACCELERATION

PCS BEFORE END OF SEMESTER OR SCHOOL YEAR

A student who is transferred on a Permanent Change of Station (PCS) within twenty school days prior to the end of a semester, and who notifies the office one month prior to his or her transfer, may accelerate. The student may be given an examination and will receive a grade and credit for the semester in the subject based on his or her examinations, effort, and achievement on the advanced assignments, as well as regular class work. For those students who withdraw but are **not** accelerating, withdrawal grades with no credit will be provided.

NOTE: Only students leaving on PCS orders will be considered for acceleration. This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is ONLY for permanent change of station moves.

First day a student can withdraw and receive semester credit for first semester:

15 Dec 2011

First day a student can withdraw and receive semester credit for second semester:

17 May 2012.

Procedures:

1. A request for acceleration should be made to the office as soon as a student knows that he or she is Permanently Changing Station within the prescribed time limits.

2. A copy of orders indicating the PCS move must be submitted to the office with a note from the parent, indicating the port call date and the student's last day of school.
3. The office will issue the request for acceleration form, which the student takes to each teacher for an approving signature, and then returns the form to the office.
4. The student will complete the work for the remainder of the quarter and take examinations, as required.
5. A parent must come to the school, screen the student's school records, and sign a release form on the student's last day of school.
6. On the day of departure from Ankara ES/HS, the student will check out of school by getting a clearance form from the office, clearing with each teacher and office indicated on the form. This requires a **FULL** day. Students are expected to attend all classes on their final day. Students must return all materials. Grades may not be ready at the time of departure; in this case, grades will be sent to the parents and the next school, if known.
7. **Only students whose sponsors have PCS orders may accelerate. Others receive a withdrawal grade, not a final grade. Students leaving school early who are not Permanently Changing Station will not be given final examinations. This will cause a negative impact on the student's final grades.**

ACCREDITATION

Ankara Elementary/High School is accredited by AdvancED; the North Central Association Commission on Accreditation and School Improvement (NCA CASI) of Colleges and Secondary Schools is an accreditation division of AdvancED and submits reports to, and is visited by, officials of the NCA CASI to ensure adherence to high, established standards. Therefore, diplomas and credits earned at Ankara High School are fully recognized and transferable to any stateside high school, college, or university.

ACTIVITIES

School activities are an integral part of the total educational program at Ankara Elementary/High School. Each student is encouraged to benefit from the wide selection of activities available, as indicated in the list below. While this list is not inclusive, it does give an idea of what is planned for the school year.

Many of the activities are limited to students in grades 9-12 only; however, those followed by an asterisk are also available to students in grades 7 and 8. Individual sports are open to middle school students, but those students may not compete against high school students.

Academic Games	MS/HS Drama
After School Games/Chess Club	Math Counts
Band	Model United Nations (MUN)
Basketball	Math Tutoring
Cheerleading	Middle School Drama
Chess Club	Morning Announcements
Chorus	Music Festival*

Creative Connections	National Honor Society
Cross Country*	National Junior Honor Society*
Elementary Art Club	Newspaper
Elementary Book Club	Soccer
Elementary Computers/Homework Club	Student Council* (MS/HS and ES)
Elementary Fitness Club	Student 2 Student
ES/HS Debate Club	Tennis*
International Club	Volleyball
Knowledge Bowl	Wrestling*
Middle School Art Club	Yearbook*
Middle School Games/Space Camp	

All students who wish to participate in extracurricular activities must maintain a grade point average of 2.0 and an “F” in no more than one class.

All activities under the responsibility of the school are under the direction of a faculty member (sponsor). Requests for all school activities and fundraisers must be submitted to the principal.

ACTIVITIES CODE

These expectations are based upon DoDEA Regulation 2051.1 and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, report promptly to meals, sessions and programs, tours, etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
5. Students will not have electronic music devices “on” during instruction or after “lights out.”
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
- 9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored**

student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.

10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.

11. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.

12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.

13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

15. Minor infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.).

16. Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones, will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.

A complete Athletic/Activity Code and DoDDS-Europe – Drug and Alcohol Policy form will be supplied to each student trying out for a team. We require that a copy of the code and policy signed by the student and a parent is on file with the administration.

ACTIVITY RULES

School rules apply to students when they are engaged in the various activities sponsored by the school such as field trips, athletic events, and dances.

ADVANCED PLACEMENT COURSES

The requirement of DoDEA schools is that all students who enroll in Advanced Placement courses will take the appropriate Advanced Placement exam. Any student who does not take the AP exam will not receive the weighted grade or AP credit.

APPOINTMENTS WITH TEACHERS

An integral part of the school program is communication with parents. Parents and teachers should work together to enlighten students about the lifelong value of education. Parents who desire to visit a class must first obtain the approval of one of the administrators and the teacher(s) and sign in as a visitor to the school and obtain a visitor's badge.

Parents are encouraged to contact teachers or other school personnel. Parents must meet first with the teacher or other school official concerned before asking for an appointment with the principal or assistant principal. Please make appointments by calling the secretary or counselor at 672-8114/8020, or email teachers directly; a complete list of email addresses is posted on the school web site. Normally, at least one day's notice is required to set up an appointment to allow teachers to adjust their schedules.

ATHLETIC TRAVEL AND BEHAVIOR POLICIES

All student athletes must comply with the Activities Code on page 17 and the policy on controlled substances, pages 13-14. Students will not participate in sports programs if they have suffered an injury, especially concussion, until cleared by the medical clinic. Neither school officials nor parents may decide to let an injured student practice or play without medical clearance.

The student/athlete must attend a full day of school the day prior to and the day of any scheduled contest in which he/she is to play.

Students cannot ride/fly to games with their parents or any adult(s) other than the coach(es), but they can ride/fly with parents from games.

After-school athletics for middle school and elementary school children are the responsibility of Youth Services, not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services. DoDDS-E does allow middle school students to participate in individual sports (cross country, tennis, wrestling, and track and field), but team sports are the responsibility of Youth Services.

For additional athletic rules, please see the complete policy in Appendix A.

ATTENDANCE

All students at Ankara Elementary/High School are required to attend classes on a daily basis unless they have a valid excuse as determined by the school. Sponsors are required to ensure each dependent child attend school sessions unless the child has a valid excuse or is suspended. Chronic absences affect a student's school progress. **It is the responsibility of the parent or guardian to call or email the school every time a student is absent.** Please note the following guidelines as they pertain to attendance.

- 1) **Absence** means those times that a student is not in class or is more than 10 minutes late to class.
- 2) **Excused absences** are those that entitle a student to full privileges for make-up work.
 - a) Excused absences are personal illness, family trips/travel*, religious services, family emergencies, promotions and changes of command ceremonies for a member of the immediate family, school-sponsored activities, and medical appointments when they cannot be scheduled after school.

*A family trip is one in which a student accompanies a parent or guardian. Prior to going on a family trip, the student must obtain an ***Application for Permission to be Absent*** form from the office and have it signed by each of his/her teachers at least one week before the trip. Forms must be turned in to the office prior to departure. Students may be excused to travel with their families for a maximum of 10 days (cumulative). Family trips scheduled during the last two weeks of a semester will **not** be approved since the student may miss critical material or exams.

- b) Verification of an excused absence is necessary in all cases.
- 3) **Unexcused absences** are those that cost a student loss of grade/credit for the period of absence. Examples of unexcused absence are truancy, oversleeping, missing the bus, seeing friends or relatives off at the airport, non-school-sponsored events, heavy traffic, care of siblings, and babysitting. Students should keep in mind that unexcused absences result in a loss of credit or a grade reduction for assignments or exams missed during their absence. This could result in a lowering of their overall grade in the class. School administrators make the final decision as to whether an absence from school is excused or unexcused.
- 4) **Make-up work** for an excused absence is allowed.
 - a) Students who return to school after an unanticipated excused absence will have one make-up day for each day of excused absence to complete work not previously assigned.
 - b) Students who are absent as the result of a school-sponsored activity (to include athletic trips) or students whose absence is known in advance are expected to function fully in all class activities **on the day of return**. **ANTICIPATED ABSENCES REQUIRE THE STUDENT TO PLAN AHEAD.**
 - c) Appropriate teacher assistance will be provided to students requiring make-up work.
 - d) Notifications of absences may be handled by e-mail or phone, (0312) 287-2529 or DSN: 672-8148, preferably in the morning.
 - e) Parents may also send the student to school with a signed note explaining the reason for the absence and the dates of the absence. Notes should be turned in to the office.
 - f) When parents know in advance that a student is going to be absent, they should send a note to the office with the student explaining when and why the student will be absent. Students can then obtain the Permission to be Absent Form.
 - g) Students whose parents do not contact the school about absences and who cannot be contacted will be considered truant, and appropriate discipline will result.
- 5) **Absence Notes.**
 - a) Normally no tardy passes will be issued. It is the student's responsibility to get to class on time.
 - b) Students must attend all class periods up to the departure time of a study trip or athletic trip. Students must be present on Wednesday to participate in sports for the entire weekend.

- c) Students may not go to a medical appointment without a note from the sponsor or an appointment slip from the physician or hospital.
 - d) Students may not enter or leave school during the school day without being signed in or out by a parent or an adult with Power of Attorney on file at school for that student, or having a letter from their sponsor. To sign out of school during the day, each student must present a note to the office from the parent. If a student does not have a note, **the parent may call** the school office.
 - e) If the parents must leave the area because of an emergency, the school should be provided with the name of the person who has the Power of Attorney for their dependent's welfare. A copy of the Power of Attorney should be provided to the school.
 - f) If for any medical reason a student cannot participate in a **specific** instructional course (e.g. physical education), a written exemption notice from a physician must be given to the school health nurse. The exemption notice should include the reason stated for exemption and the date normal instruction can resume.
- 6) **Excessive absences** may seriously affect a student's grade. The office will record all absences, including sports trips, family trips, and school-sponsored study trips, in addition to absences resulting from illness, medical appointments, etc. Parents may request attendance records at any time and will be notified of their child's excessive absences periodically throughout the semester. Additionally, when a student reaches 15 absences per semester in any one class, the school will notify parents.
- a) **After 20 absences in one semester**, the student's teachers, counselor, and administrator will meet with the student and parents to discuss the reasons for the student's absences and to determine the appropriate action.
- 7) **Tardiness:** Failure to be in class in the assigned place when the tardy bell rings is considered tardy and will be treated accordingly.
- a) A tardy will be excused if it is the result of a late bus or a medical appointment.
 - b) Teachers will report unexcused tardiness to the office.
 - c) Students will be assigned lunch detention on the fourth (4) tardy (including those after lunch) during a quarterly marking period.
 - d) Students will be assigned lunchtime detention after every tardy after lunch.
 - e) Disciplinary action to include after-school detention and suspension may be assigned should tardiness continue to be a problem.
- 8) **Classroom interruptions:** It is important to keep the amount of classroom interruptions to a minimum. In the event of an emergency, Ankara ES/HS will make every effort to assist you in contacting your student. However, we do ask that you keep the following guidelines in mind when it comes to classroom interruptions.

- a) Parents of elementary and middle school students who have a change of plans and do not want their student to board the bus at the end of the school day must meet their student in front of the school and personally receive them.
- b) Whenever possible, parents should make an effort to pick up students between classes for medical appointments. This allows students to report to the office between classes and minimizes the interruption to teaching.

BOOK ISSUE AND OTHER SCHOOL PROPERTY

Classroom teachers issue books & other school property to students. The student and his or her sponsor are legally responsible for returning the books & other school property in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. Students are strongly recommended to cover each of their textbooks. Lost and damaged books, calculators, etc. must be paid for at the supply office of the school.

BULLYING AND PREVENTION

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.

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.

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. Bullying is a conscious, willful, deliberate, hostile activity intended to hurt or harm another person or a group. 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.

CAFETERIA AND MEALS

The AAFES school lunch program is the sole provider for all school meals for our students. The meals are located in the school cafeteria and are available at 1139-1213-lunch period. Students in middle school and high school have the privilege of open campus (having lunch outside the school building) for lunch as long as they are able to return to class on time. Every time a student is late to class after lunch, he or she will be assigned a lunchtime detention the following day.

CASE STUDY COMMITTEE

In compliance with DOD Instruction 1342.12, we are required to provide the opportunity to enable each educationally handicapped student in DoDDS to develop his/her potential. The vehicle utilized to achieve this goal is the Case Study Committee. The Case Study Committee will identify students who meet the DoDDS criteria and recommend a procedure for the development of an Individual Education Program (IEP).

CELLULAR TELEPHONES

Cellular telephones must be turned off during the school day except during lunch period. Only during lunch are students allowed to place or receive calls.

If a cellular telephone is seen or heard by a school employee, except during lunch, it will be confiscated by the school employee and returned only to the sponsor or parent.

Our school office is available to assist with any emergency that may arise during the school day and to help you contact your children. Our office telephones are for official school business.

CHANGE OF ADDRESS/UNIT/E-MAIL

Please notify the school **immediately** of any change in address, home or duty telephone number, e-mail address, or person to contact in case of an emergency. It is **extremely** important that up-to-date information be on file in the school office. The school should be notified of the adult in charge of students when both parents are on a trip and the students are left at home. If parents are on a trip and the children are being cared for by another adult, the school must have a copy of the appropriate power of attorney, as well as contact numbers for parents and those adults responsible for the children during the parents' absence.

CHAIN OF COMMAND

DoDDS, like the military, utilizes a chain of command. Issues are best resolved at the bottom level. Parents must follow the chain of command. If an issue cannot be resolved directly with teachers, sponsors have access to the assistant principal or principal. If there is no resolution at the principal level, sponsors then have access to the District Superintendent.



CHILD FIND

All students, ages birth-21, who have not graduated from school are eligible for screening in math, reading, spelling, language, hearing, and vision. If your child has a history of placement in special classes, or you suspect your child is having problems due to improper placement, please contact the guidance counselor at 672-8020.

COLLEGE INFORMATION

The process of choosing a college can be very challenging, sometimes frustrating, but most often a rewarding experience. Contact the guidance office for assistance and the date of this year's College Night.

COMPUTER POLICY

Every student must sign an Internet Agreement Form at registration and is held responsible for all material in their files. Instant messaging, downloading shareware, games, music files, pictures, or anything not **directly** related to the educational program of Ankara Elementary/High School constitutes misuse of a government computer. All student storage space and usage is monitored by DoDDS-Europe. **Access to school computers and networks will be revoked from anyone found in violation of this policy.**

ENCLOSURE 4

APPROPRIATE USE OF DODEA INFORMATION TECHNOLOGY RESOURCES
TERMS AND CONDITIONS FOR DODEA STUDENTS

1. USE OF INFORMATION TECHNOLOGY RESOURCES

a. Students will use DoDEA's IT resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.

b. Students will respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.

c. Students will be polite in all electronic communication. Students will use courteous and respectful language and/or images in their messages to others. Students will not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.

d. Students will not use DoDEA's IT resources to:

(1) Deliberately disrupt network use by others. Therefore, students will not send "chain letters" or "broadcast" messages to individuals or to lists of individuals.

(2) Gain, or attempt to gain, unauthorized access to other computer systems.

(3) Attempt to harm or destroy data of another user, the internet, or any other network. This includes creating or knowingly transmitting a computer virus or worm, or attempting unauthorized access to files, computers, or networks (i.e., "hacking").

(4) Attempt to disable any IT security or auditing system.

(5) Pursue private commercial business activities, including those conducted on Internet sites (online buying and selling sites).

(6) Create, access, download, view, store, copy, send, or knowingly receive material that is illegal or offensive to others, such as hate speech or any material that ridicules others based on race, creed, religion, color, sex disability, national origin, or sexual orientation.

(7) Create, access, download, view, store, copy, send, or knowingly receive material that is obscene, pornographic, or sexually suggestive.

(8) Participate in illegal or prohibited activities, such as those related to gambling, illegal weapons, or terrorist activities.

2. SECURITY OF DODEA IT RESOURCES

- a. Security on any computer system is a high priority. Students will notify a teacher if they notice a security problem.
- b. Students will only use the computer accounts issued to them and will log off the system promptly when finished. Actions performed using a student's account will be considered to have been done by that student. It is the student's responsibility to protect his or her account and password. Students will not give their user passwords to other individuals.

3. PRIVILEGE OF USING IT RESOURCES

- a. The use of the network is a privilege, not a right. A use that is inconsistent with these Terms and Conditions may result in the termination of student privileges.
- b. Electronic transmissions, including electronic mail, are not private. Individual communications and system access will be monitored.
- c. Students who misuse DoDEA IT resources are subject to disciplinary measures such as those prescribed in DoDEA Regulation 2051.1 (Reference (h)). At the discretion of the principal, the student may lose the privilege of using DoDEA IT resources permanently and may be suspended or expelled from school.

4. DOD POLICY ON USE. By signing DoDEA Form 6600.01-F2 (Appendix to Enclosure 4), you acknowledge and consent that when you access DoDEA information systems:

a. You are accessing a U.S. Government information system (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

b. You consent to the following conditions:

(1) The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.

(2) At any time, the U.S. Government may inspect and seize data stored on this information system.

(3) Communications using, or data stored on, this information system are not private, and are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

(4) This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests, not for personal benefit or privacy.

(5) Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

(a) Nothing in this User Agreement shall be interpreted to limit the user's consent, or in any other way restrict or affect any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

(b) The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

(c) Protection of a privilege, or a duty of confidentiality is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.

(d) Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.

(e) A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.

(f) These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.

(6) In cases where the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.

(7) All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner, in accordance with Reference (g), (hereafter referred to as a "banner"). When a banner is used, the banner functions to remind the user of the condition that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

(8) Students, if under the age of 18, must also have their parent or guardian sign DoDEA Form 6600.01-F2. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in DoDEA Form 6600.01-F2 and to report any misuse of the computer network or the Internet to a teacher.

5. OTHER. If students have any questions about appropriate computer use, they will ask their teacher.

Appendix:

DoDEA Computer and Internet Access Agreement for Students

APPENDIX TO ENCLOSURE 4

DoDEA COMPUTER AND INTERNET ACCESS AGREEMENT FOR STUDENTS

**DoD STANDARD MANDATORY NOTICE AND CONSENT PROVISION
FOR ALL DoD INFORMATION SYSTEM USER AGREEMENTS**

By signing this agreement, you acknowledge and consent that when you access DoDEA information systems:

a. You are accessing a U.S. Government information system (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

b. You consent to the following conditions:

(1) The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.

(2) At any time, the U.S. Government may inspect and seize data stored on this information system.

(3) Communications using, or data stored on, this information system are not private, and are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

(4) This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests, not for personal benefit or privacy.

(5) Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

(a) Nothing in this User Agreement shall be interpreted to limit the user's consent, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

(b) The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose, including personnel misconduct, law enforcement, or counterintelligence investigation. However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

APPENDIX TO ENCLOSURE 4

DoDEA COMPUTER AND INTERNET ACCESS AGREEMENT FOR STUDENTS

**DoD STANDARD MANDATORY NOTICE AND CONSENT PROVISION
FOR ALL DoD INFORMATION SYSTEM USER AGREEMENTS (Continued)**

(c) Protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.

(d) Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.

(e) A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.

(f) These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.

(6) In cases where the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.

(7) All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner according to the Chief Information Officer Memorandum (Reference (h)), (hereafter referred to as a "banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

APPENDIX TO ENCLOSURE 4

DoDEA COMPUTER AND INTERNET ACCESS AGREEMENT FOR STUDENTS	
PRIVACY ACT STATEMENT	
<p>AUTHORITY: 10 U.S.C. 2164 and 20 U.S.C. 921-932, authorizing DoD Directive 1342.20, "DoD Education Activity" (2007), authorizing DoD Education Activity Administrative Instruction 6600.1 (2010).</p> <p>PRINCIPAL PURPOSE(S): The information on this form is used to authorize an individual student to use government-owned computer resources in accordance with, and subject to enforcement provisions of, DoD and DoDEA policies governing computer and Internet usage.</p> <p>ROUTINE USE(S): Disclosure of germane information contained in this form within the Department of Defense is authorized upon a demonstrated "need to know" to perform an official duty. Routine disclosure of relevant and necessary information is authorized to agencies outside of the DoD by DoD Privacy Act Systems Notices, which may be found at http://www.defenselink.mil/privacy/notices/osdf/. Records are maintained at the school level in student records for the duration of the student's enrollment.</p> <p>DISCLOSURE: Voluntary; however, no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use such equipment only in accordance with the DoDEA Appropriate Use of DoDEA Information Technology Resources - Terms and Conditions for DoDEA Students.</p>	
1. STUDENT INFORMATION <i>(Please print or type)</i>	
a. NAME <i>(Last, first, middle initial)</i>	b. PARENT/GUARDIAN NAME <i>(Print)</i>
c. SCHOOL	d. TEACHER NAME/GRADE/SIGNATURE
2. STUDENT AGREEMENT	
<p>I, <i>(print name)</i> _____, have received instruction in the appropriate use of DoDEA information technology resources, and I agree to abide by them. If I violate the Terms and Conditions, I understand that I may lose all access privileges on the DoDEA network, and, furthermore, may be subject to school disciplinary and/or appropriate legal actions.</p>	
a. STUDENT SIGNATURE	b. DATE (YYYYMMDD)
3. PARENT OR GUARDIAN <i>(if student is under the age of 18, a parent or guardian must also read and sign this agreement.)</i>	
<p>I, <i>(print name)</i> _____, have read the Appropriate Use of DoDEA Information Technology Resources - Terms and Conditions for DoDEA Students (attachment 1). I understand that my child must abide by these Terms and Conditions. I understand that if my child violates these standards, he/she may lose all access privileges on the DoDEA network and may be subject to school disciplinary and/or appropriate legal actions. I understand that computer and network access is being provided for educational purposes.</p>	
a. PARENT OR GUARDIAN SIGNATURE	b. DATE (YYYYMMDD)

CONFERENCES

Please see "Appointments with teachers."

CRISIS MANAGEMENT TEAM

The Ankara Elementary/ High School Crisis Management Team (CMT) consists of staff members who have a commitment to help in times of crisis. They prepare for unforeseen events, have a completed Crisis Management Plan, and have identified available community resources. Contact number at the high school is 672-8114/8111.

DAILY BULLETIN

All items submitted by students in the bulletin must be requested and signed or submitted by a faculty sponsor. One copy is also posted on the lobby bulletin board for those students who are late or for some other reason does not hear the bulletin read.

All students should ensure they read or hear the daily bulletin, as they are held responsible for its contents.

DANCE POLICY

The following rules apply to all dances sponsored by any class or school organization that conducts activities either on or off post.

1. Approval for all dances will be obtained at least three weeks in advance through the student council and the principal.
2. The sponsoring activity is responsible for making the necessary arrangements for use of the Hoca, gym or other locations.
3. The sponsor will ensure that sufficient chaperones are in attendance at a number of not less than one adult for every ten students. Chaperones should also consist of a minimum of two teachers. Both male and female chaperones must be present. It is the students' responsibility to find the chaperones and put them in contact with the appropriate sponsor.
4. **The sponsors will be in complete charge at the dance** and will take steps, including telephoning parents, if necessary, to ensure that the dance is conducted without incident.
5. **Any non-Ankara ES/HS student who wants to attend a school dance must meet with the principal to obtain approval for attending a school dance.**
6. **All school rules apply at school-sponsored dances.** Students found to be in violation of these rules will be subject to disciplinary action that will, as a minimum, involve restriction from future dances.
7. Please note that there is strict adherence to the "one entry only" rule. Once a student enters the dance and then leaves, **there is no re-entry.**

8. Students will be allowed to enter dances only during the first hour of the dance.

Dances are designated either high school or middle school. Only students in grades 9 – 12 may attend high school dances, and only students in grades 6-8 may attend middle school dances.

DISCIPLINE CODE

STUDENT STANDARDS OF CONDUCT

- A. Everyone is responsible for conducting himself or herself in a manner that respects the rights of others.
- B. Honesty, integrity and trust are the keys to the establishment of our way of life. Any actions to the contrary, such as stealing, cheating or lying cannot be accepted at the school.
- C. Conduct that materially and substantially interferes with the educational process is prohibited. This includes the use of obscene, abusive, profane language or gestures throughout the school and at its activities.
- D. Possession of or being under the influence of alcohol or other drugs is not permitted.
- E. Objects that might cause injury or disrupt the educational program are not to be brought to school. Knives, wallet chains, lighters, matches, and weapons of any kind are examples. DoDDS has a Zero Tolerance for Weapons policy.
- F. Electronic sound recording or reproduction devices such as radios, CD players, I-Pods, cameras, headphones and the like are not permitted in the hallways or classrooms except by teacher permission for school projects. If they are brought to school, they must be placed in the locker and removed at the end of the school day. They are not to be visible inside the school building and must be placed in the locker before 1st period begins. They are not to be played or used on school grounds or the cafeteria. **The school is NOT responsible for the loss of any valuables.**
- G. Public displays of affection are prohibited. Anything beyond handholding is not acceptable.
- H. Students are prohibited from possessing or using tobacco products, alcohol, or any other drug during the school day on or off school property, on school-owned and operated buses or on chartered buses, on the way to or from school, or when participating in school-sponsored activities on or off campus.
- J. Hallways are public passageways. Students are not to sit or lie on the floor. Dressing for after-school activities may not be done in the restrooms. Dressing should be done in the locker rooms only.
- K. Conduct in the common areas of the school should be appropriate for an educational institution. Running, shouting, profanity and "horseplay" are not acceptable.

- L. Except for the lunch period, students may not leave the campus without being signed out by a parent or guardian.
- M. Dress and grooming standards are to be compatible with and foster a good learning environment. See "Dress Code" for specific guidelines.
- N. Skateboards, roller-blades, wheelies, etc. are not allowed in school; on the sidewalk or street in front of, to the side of, or behind the school; across the street from the school; or anywhere on the campus at any time.
- O. Departure from school grounds during the school day does not automatically mean release from the school's jurisdiction. Misconduct on the base that is a result of something that began at school is considered a school issue and will be dealt with accordingly.
- P. Fighting is not permitted.
- Q. Willful damages to and defacing of school, community and the property of others is strictly forbidden.
- R. Failure to comply with a reasonable request by any adult is considered insubordination and may be construed to be willful disobedience.
- S. There can be unannounced searches for drugs in our school.

SEXUAL HARASSMENT

“Sexual harassment” is defined as unwanted, unwelcome sexual advances or overtones, either verbal or non-verbal, which create an environment that is hostile or abusive in our schools. If you have any doubt as to whether you should report it, or if you feel uncomfortable reporting the offender, please ask your parents, teachers, or administrators for advice.

To assist students in dealing with harassment issues, the following guidelines are established. Students who believe they may have been harassed should:

Step 1 - Determine if the behavior or words are unwelcome or offensive and sexual in nature.

Step 2 - Specifically identify the behavior, word or deed that is in question. Identify the people involved, including witnesses.

Step 3 - Inform the offender that it is unwelcome and offensive.

Step 4 - If, after notification, the offender continues with the harassment, the student must report it to the administration for investigation and action.

Examples of sexual harassment are:

Non-Verbal

1. Obscene gestures
2. Suggestive looks

Verbal

1. Dirty comments
2. Sexual innuendoes
3. Gender-specific comments
4. Requests for sexual favors

Physical

1. Unwanted touching
2. Patting and/or pinching
3. Physical threats
4. Pressure for sex

Any student who is being sexually harassed should notify a teacher, a counselor or an administrator.

TABLE OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

High School

	1 st	2 nd	3 rd	4 th
A	Lunch Detention	After-school detention (1 hr)	After-school detention (2 hrs)	Go to Row C
B	After school detention (1 hrs)	After-school detention (2 hrs)	Go to Row C	
C	1 Day Suspension	2-3 Day Suspension	3-5 Day Suspension	Go to Row E
D	1-3 Day Suspension	3-5 Day Suspension	6-10 Days Suspension	Go to Row E
E	Suspension Until Disciplinary Committee Meets			

Some definitions include the phrase “After Teacher Consequence.” Teachers are responsible for classroom management. For minor offenses, the teacher will follow his or her own behavior management plan. Typically, that plan shows that the first offense results in counseling, the second offense results in parent contact, and the third offense results in a more serious consequence like a teacher detention. On the fourth offense, the student is sent to the office, and the discipline chart comes into play. Principals should be copied on all correspondence with parents concerning discipline.

Any student who has accumulated 10 days of suspensions will be referred to the Discipline Board.

DEFINITIONS OF INAPPROPRIATE BEHAVIOR FOR SCHOOL AND SCHOOL-SPONSORED ACTIVITIES

ALCOHOL (Row D) – possessing, using, or distributing alcohol. A referral to the alcohol and substance abuse counselor will be initiated as soon as possible.

ARSON (Row D) – maliciously setting or attempting to set a fire.

ASSAULT (Row D) - Physical attack on another student without retaliation from the victim.

BATTERY ON SCHOOL STAFF (Row D2) – Physically accosting any staff member

BOMB THREATS (Row D2) – implying the threat of a bomb by verbal, written, or any other means.

BULLYING (Row D) Bullying another or a group (e.g. engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based, on that person’s race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person). Bullying is a conscious, willful, deliberate, hostile activity intended to hurt or harm another person or a group.

CHEATING (Row A2) Cheating is an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating characteristically is employed to create an unfair advantage, usually in one's own interest, and often at the expense of others, Cheating implies the breaking of rules.

COMPUTER MISUSE – Violation of the computer usage agreement:

1st offense: 5 school days suspension of computer login and use; parent notification.

2nd offense: 30 school days suspension of computer login and use; parent notification

3rd offense: suspension of computer login and use; parent notification.

SERIOUS INFRACTIONS OF NON-CURRICULAR INTERNET OR COMPUTER ACTIVITIES MAY RESULT IN ACCELERATION TO 2ND OR 3RD CONSEQUENCE ON THE FIRST VIOLATION.

DISRUPTIVE BEHAVIOR (Row A after teacher consequence if in the classroom)—behaving in any way that is disruptive to the class or the general functioning of the school.

DRUGS (Row D) – Using, possessing, or distributing any drug is strictly prohibited. The school nurse, in accordance with the student handbook, may only dispense prescription medications ordered by a physician. A referral to the drug and alcohol abuse counselor will be required prior to the student being readmitted to school.

EXTORTION (Row B) – threatening another student for money, food, favors, or other items.

FIGHTING (Row C) – using aggressive physical contact to include pulling clothes and/or hair and shoving. When a fight occurs, both students will be considered guilty regardless of who started the fight.

FORGERY (Row B) – forging the signature of a sponsor, teacher, administrator, fellow student, or misrepresenting the document, assignment, or paper.

HARASSMENT/HAZING/BULLYING (Row D) – behaving in a manner that persistently disturbs, irritates, or humiliates another student, teacher, staff member, or any adult.

INAPPROPRIATE DRESS (not following the school dress code):

1st offense: counseling and sent to the office to change clothes.

2nd offense: sent to the office to change clothes and parents notified

3rd offense (Row A)

INAPPROPRIATE SPEECH (Row B2) – cursing, gesturing, or verbally abusing any person. This includes, but is not limited to, the following references: race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or matter pertaining to sexuality.

INSUBORDINATION (Row B) – failing to follow a reasonable or legal request made by any staff member. If profanity or disrespect accompanies the insubordination, consequences will be more severe (possible suspension).

LEAVING CAMPUS W/O PERMISSION (Row B) – leaving school grounds without prior permission.

LOCKER SHARING without permission (Row A)

MISSING DETENTION – Missing teacher detention or office-assigned lunch detention will result in two lunch detentions in the school office and then to Row A2. Missing administrative detention after school goes to next step on table of consequences.

PUBLIC DISPLAY OF AFFECTION (Row A, after teacher consequence if in the classroom) – kissing, caressing, embracing, or other behavior of a sexual nature deemed offensive to a staff member. No extreme displays of affection are allowed.

PLAGIARISM (Row B) – submitting the work of another person as your own or allowing another to copy your work. Students found engaging in either activity will receive a grade of zero on that particular examination, project, or assignment. A discipline referral will be made at the teacher's discretion.

SCOOTERS, ROLLERBLADES, WHEELIES, AND SKATEBOARDS are not allowed anywhere at any time in the school building, cafeteria or PE facilities, on the sidewalk or street in front of the school, or across the street from the school. If these items are brought to school, they will be confiscated and will be returned only to the parent(s) or guardian(s).

SAFETY VIOLATIONS (Row E2) – acting in a manner that could endanger the health, welfare, or safety of oneself or others including misuse of fire alarms, fire extinguishers, laser pointers, or any potentially dangerous item.

SEXUAL HARASSMENT (Row C) – acting in a manner defined as sexual harassment. This includes, but is not limited to:

- letters, telephone calls, printed materials, or objects of a sexual nature that are unwelcome and objectionable
- deliberate touching, leaning over, cornering, pinching, or grabbing
- unwelcome pressure for sexual favors or dating
- sexually oriented teasing, jokes, remarks, questions, or discussions, gestures, or catcalls
- activities that result in a hostile, offensive, or intimidating atmosphere for other individuals present

SKIPPING SCHOOL, TRUANCY, UNEXCUSED ABSENCE: Cutting one class, row A2; cutting more than one class, Row C.

Skipping school or truancy as part of a group of two or more students: Row E.

TARDINESS: After 4 tardies, a lunch time detention. (Then to row A2). Students will be assigned lunchtime detention after every tardy after lunch.

THEFT (Row C) – taking or attempting to take property or knowingly receiving stolen property. Monetary responsibility rests with the sponsor.

THREATENING A STAFF MEMBER / STUDENT (Row E) – threatening verbally or physically in an attempt to intimidate.

TOBACCO (Row B2) – possessing, using, or distributing any tobacco product.

VANDALISM – intentionally destroying or damaging school or personal property. This includes writing on walls, desks, and books, tampering with fire alarms, or tampering or misuse of computers or computer programs. Sponsors may be liable for damages. The guidelines below do not include all possible infractions.

- Writing on walls, desks, books: clean off writing and (Row B2)
- Damage to sports PE equipment: (Row B)
- Locker / furniture/ computer breakage: (Row C)
- Tampering with fire alarms: (Row F)

WEAPONS (Row F) – possessing, carrying, presenting, or using any item in a manner to harm or threaten an individual. This includes, but is not limited to:

Guns or replicas of guns
Knives, razors, box or carpet cutters, scissors
Slingshots, numchucks
Mace, pepper spray, or similar propellants
Clubs or any object that may be used as a club

DoDDS has a ZERO TOLERANCE POLICY for WEAPONS

SEVERE CONDUCT

There are certain displays of behavior that are considered to be severe and will result in immediate referral to the administration. In most instances, these actions will result in detention, suspension and/or expulsion from school. These are:

- A. Fighting and/or hitting
- B. Possession of and/or being under the influence of drugs or alcohol
- C. Willful, significant damage to school, community or others' property
- D. Abusive, hostile, harassing (to include sexual harassment), or malicious behavior
- E. Any action that is considered to violate Host Nation and/or Turkish laws and regulations
- F. Willful disobedience/insubordination
- G. Communicating a threat of violence toward faculty members or students
- H. Possessing weapons. Ankara Elementary/High School enforces the DoDDS Policy of "Zero Tolerance" for any and all weapons. Students are not allowed:
 - To have weapons
 - To have objects that resemble weapons (replicas)
 - To use any object as a weapon

A time of disciplinary non-attendance. The student is responsible for obtaining class assignments and completing them in a timely manner. Normally, if a student misses a day of

school for suspension, any work assigned before the suspension should be submitted to the teachers as soon as the student returns to class. A student on suspension will not be eligible to participate in or attend any curricular or co-curricular activities during the term of the suspension or immediately following the suspension. The student must be in school the day of or the day before any school event in order to attend the event.

A special note to parents concerning discipline: The school staff takes no pleasure in disciplining students; yet we recognize our responsibility to assist students in this area of development. Effective discipline is a three-way job: parents-school-students. When we contact you by phone, note, or conference about behavior, we are really seeking your support and follow-up in helping the student realize that certain actions and/or attitudes are not appropriate in school because they make learning difficult or impossible or may create hazards to self or others. Students rapidly adopt socially acceptable behavior when they realize that the home and school share the same standards.

DRESS CODE

At Ankara Elementary/High School, we expect students to dress in modest, clean clothing that is not provocative, revealing, or offensive to anyone. Students should dress in a manner that is not distracting to themselves or to others.

Both boys and girls must wear clothing that covers the shoulders, torso and thighs. Students must wear footwear.

The final determination of whether the dress is appropriate for school rests with the teachers and administration.

The following manners of dress are provided as some examples of UNACCEPTABLE attire:

- 1) Hats must be placed in lockers before first period of the school day and may not be on students' heads at any time during the school day in any part of the school buildings/cafeteria. Bandanas are not acceptable school wear.
- 2) Footwear must be worn. Certain classrooms, labs and PE classes, for example, may not allow the wearing of sandals or flip flops.
- 3) Blouses and skirts must be modest and not revealing. Skirts and shorts must be at or below 5 inches above the top of the knees and pass the fingertip rule. Leggings under the skirts do not alter this.
- 4) Sunglasses, beachwear or transparent material or "skin tight" attire (Spandex clothing, bicycle shorts, etc.) and pants with holes are not allowed.
- 5) Tube tops, tank tops, halter-tops, muscle shirts, lingerie on the outside of clothes, robes, pajamas/nightgowns, and bedroom slippers/house shoes, as well as clothing that exposes the midriff and backside, are not allowed.
- 6) Dresses or tops with spaghetti straps (anything under two inches wide) or strapless are not permitted even when covered with a jacket or sweater.
- 7) Clothing, jewelry, accessories, notebooks or backpacks shall be free of writing, pictures or any other insignia that are deemed offensive by any staff member. Any such attire or personal property worn to school that may cause a disruption to the learning environment or

advocates prejudice or advertises the use of illicit drugs, tobacco, or alcohol is prohibited. Wearing of any clothing that bears the names of drugs, tobacco, or alcohol is prohibited.

- 8) Pants must not sag to the extent that undergarments or skin are exposed.
- 9) Articles that can cause damage to other students or property (studded bracelets, studded belts, chains, any studded jewelry, or wallet chains) may not be worn.
- 10) Torn, dirty clothing or clothing with holes in it (even if so designed) to include cutoffs are not allowed.

Parents will be called to bring clothes to the student. Repeated violations of the dress code will result in disciplinary action.

EMERGENCIES AND FIRE DRILLS

Continuous ringing of the fire alarm signals a fire drill. During other emergencies, like lock-down, earthquake, or bomb threat, teachers will be notified on the public address system. Students must follow the directions of teachers and other adults.

When the fire bell is heard, students under the direction of the teacher are to proceed in an orderly manner, without unnecessary noise, to the designated area on the elementary school playground. All students must wait silently in their designated area until they are released to go back to class. If the fire alarm sounds between classes, students are to proceed outside and join their last period class/teacher. If the alarm sounds when students are in the restroom or hall, students are to join the class from where they came. They will return to class upon the direction of the teacher. It is each student's responsibility to know the direction of exit for each room in which he or she has a class. Appropriate instructions are posted in all locations. Drills are held weekly during the first month of the school year, monthly thereafter.

EXECUTIVE ORDER 13160

http://www.eu.dodea.edu/dmeo/docs/rpt_noFear_FY2006.pdf (this is a 19 page antidiscrimination document)

FOOD AND DRINK

If food is consumed inside the school building, students are responsible for throwing away their trash. Due to safety or cleanliness considerations, some teachers may choose not to allow food in their classrooms.

GRADE POINT VALUES

Teachers assign students a letter grade at the end of each nine-week period. The letter grade given by the teacher indicates the level of performance the student has achieved. Grading is the individual responsibility of the teacher, and each teacher has his or her own criteria for establishing grades.

Computation of grades and grade point average for high school students is as follows:

<u>MARK</u>	<u>PERCENTAGE</u>	<u>GRADE POINTS</u>
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A-EXCELLENT	90-100	4.0
B-GOOD	80-89	3.0
C-AVERAGE	70-79	2.0
D-POOR	60-69	1.0
F-FAILURE	0-59	0.0
I-INCOMPLETE		0.0

AP courses have a weighted grade point system as follows:

A	5.0
B	4.0
C	3.0
D	2.0
F	0.0

An "I" grade will be given ONLY when a student has been unable to complete required work because of circumstances completely beyond his/her control, (i.e. serious illness). These should be made up before the end of the second week of the next marking period. If this is not done, the "I" grade will be removed and a grade of "F" will be given.

GRADES FOR NEW STUDENTS

Teachers, when submitting report card grades of new students, must use the new student's withdrawal grades from the previous school. A formula for grade computation should consider the amount of semester time spent in class at high school and time in class at his/her previous school. For international students, the guidance counselor will help identify comparable classes.

GRADE POINT AVERAGE (GPA)

The GPA is computed by applying the following formula: "sum of the products of the total credit earned for each mark and the grade point value of the mark divided by the number of credits attempted." All courses having grade-point value must be used in computing GPA. Credits earned in a Pass/Fail course are applicable to graduation requirements but are not used in computing the GPA. "WF" (withdrawn failing) is used to denote a withdrawal that is counted as an "F" in the course for purpose of GPA. The "+" or "-" does not have any value in computing a student's GPA. Computation of a GPA for a student who arrives in DoDDS from another school will be accomplished in the same manner as indicated above, using the grades provided from the previous school. Computation will be accomplished without regard to the method (to include weighting) that may have been used at the previous school. In other words, all incoming grades (not incoming GPA's) will be used to compute the GPA using the DoDDS scale.

High school courses taken for credit in grades 7 and/or 8 will not be used in the calculation of a grade point average or class ranking.

Valedictorian and salutatorian are determined as follows:

Class rankings for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades for eight semesters in grades 9-12 will be averaged to determine class rankings for graduation honors.

Beginning in school years 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 unweighted scale used in calculating the GPA. DoDEA does not change any letter grade on any transcript.

AP classes do carry a weighted grade as long as the student has also taken the respective AP exam(s).

GRADUATION REQUIREMENTS

STUDENTS MUST HAVE A 2.0 OR HIGHER CUMULATIVE GRADE POINT AVERAGE IN ORDER TO GRADUATE. Graduation requirements for number of credits are determined by the year in which students enter ninth grade. Beginning with the class of 2009, students will need a minimum of 26 units of to graduate from a DoDEA High School. See the guidance counselor for specific information regarding graduation requirements.

GUIDANCE AND COUNSELING

The guidance counselor provides a full range of student counseling functions through a competency-based guidance program focused primarily on student, parent and faculty competencies. The program is designed to aid in the facilitation of the DoDDS educational program and to promote the welfare of the students. Parents who wish to see the counselor are encouraged to make an appointment by phoning 672-8020.

HALL PASSES

Students who are in the hallways during class time must have a **planner pass** signed by a teacher or office personnel. A teacher issues hall passes (in planner) when a student leaves the room for any purpose. Teachers will use the pass section in student planners for writing of passes. Students are to take care of office or personal business before school, during lunch, or after school. Any student out of class without a written pass may be considered truant.

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.** If there is a need for the student to go home, the nurse will phone the parent.

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.

Medications at school must be administered according to DODDS directives for school nurses. All medications are kept in the nurse's office in a locked cabinet. The MS/HS students may keep certain medications, such as asthma inhalers, if there is a signed consent form on file in the School Nurse Office. (The DODDS form is located in the nurse office and needs to be taken to the clinic for MD signature. The clinic also has a supply of these forms.)

If it is necessary for the child to take medication during school hours, please ask the pharmacist to give you an extra set of medicine for the school nurse. The extra medicine MUST have the

pharmacy label which includes the name of the student, name of the drug, the dosage and the time it is to be administered. Reminder: all medication must be accompanied by a permission slip signed by the physician and the parent.

If the child is on a medication that is given constantly throughout the school year (for example, Ritalin or inhalers), new documentation is required at the beginning of each year for school administration. All medication that is not picked up at the end of the school year is returned to the clinic pharmacy for disposal!

Students are NOT allowed to carry medication unless cleared through the school nurse's office.
NO "OVER THE COUNTER" MEDICATIONS WILL BE DISPENSED!

School Nurses do NOT administer Tylenol, cough syrups, Aspirin, etc. unless the proper procedure mentioned above has been followed.

If you have any questions, please contact the school nurse at DSN 672-8290.

Vision screening will be performed on all students. Scoliosis screenings will be performed on all 7th and 8th grade students. Notification will be sent home prior to the screenings. Height and weight screening will be requested of students for statistical records; it is not required. Hearing screenings will be performed during the school year as necessary. 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.

Please notify the school nurse of any current or special medical problems that students might have. This will help in monitoring any potential problems.

HOMEWORK

How Parents Can Help With Homework:

Take an interest in your child's school activities.

Develop a family plan that provides recreation, family activities and rest, as well as study.

Provide a good environment for study and a definite, consistent time for homework to be done.

Develop a study plan. Agree as a family on an effective time for study. This should avoid distractions from younger children, television and radio programs, and excessive noise.

Reinforce desirable study habits by giving praise.

Give encouragement and help when needed.

Guide the pupil toward independent and effective use of time.

Use family trips to stimulate interest and increase knowledge.

How Parents Can Help With Homework: Supervision

1. Homework assignments are to be written down. This will prevent confusion or forgetfulness on the part of the student. Check out notes.

2. Students always have something to study. If your son or daughter says he or she has completed the homework, insist on seeing the work. If your son or daughter truly does not have any homework, this may be a good opportunity for:
- Review of past work.
 - Daily assignments that involve reading (the rest of the paragraph)
 - Long-range projects. Students frequently put off such assignments until the last minute.
 - Often daily assignments may involve reading in preparation for classroom requirements. Although they do not include written work, they are extremely important to the student's performance.

HONOR ROLL

Students are recognized for academic successes. There are two distinctions:
High Honors: All A's in all classes whether the A is weighted or not.
Honors: All A's and B's

HONORS DIPLOMA

Beginning with school year 2007-08, the DoDEA will award an Honors Diploma to students who meet the following criteria: (1) completion of all graduation requirements; (2) earn passing course grades and take the requisite examinations in a minimum of four advanced placement courses; and (3) earn a grade point average of 3.8, or higher, based on grades received through the end of the second semester of the graduating year.

INCLEMENT WEATHER / EMERGENCY SCHOOL CLOSING

Cancellation of classes because of inclement weather is possible in Ankara. School closures or delays will be announced through SMS messages on cell phones and the telephone tree. The Base Commander will coordinate with the motor pool to determine school closure or delay. Other factors that may bring about the closing of school are lack of water or heat, a health epidemic, military alerts that affect the civilian community and other emergencies that allow the community commander to close the school.

INFORMATION CENTER

USE OF THE INFORMATION CENTER

Individual students: The Information Center is open for students to read, do research or study quietly. During school hours, a student must have a valid library pass from his/her teacher.

BOOK CHECK OUT

Students: The loan period for materials is three weeks, with renewal if needed.

RETURN OF MATERIALS

Materials may be deposited in the book return at the circulation desk. A student is responsible for the books he/she checks out of the library. Therefore, advise your students not to send their

books to the library with friends, as they may get lost or become overdue. If a book is lost, sponsors must pay for a replacement of the lost book or material.

REFERENCE MATERIALS: OVERNIGHT CHECKOUTS ONLY. Students may check out reference materials at the end of the last class period and it must be returned the next morning before the first class period.

KINDERGARTEN & 1ST GRADE MINIMUM AGE REQUIREMENTS

Effective for school year 2009-2010, DoDEA schools will implement and change in the entrance age cut-off date for kindergarten and first grade. This policy changes the minimum age requirement for enrollment from 31 October to 1 September.

- A child must be 5 years of age by September 1 of the enrolling year to be eligible to attend kindergarten in DoDEA schools.
- A child must be 6 years of age by September 1 of the enrolling year to be eligible to attend first grade in DoDEA schools.

This change aligns DoDEA's early childhood entrance age with the majority of states in the United States, specifically with the majority of military-impacted states. The only permitted exceptions to the September 1 date are for kindergarten and first grade transfer students who meet one of the following criteria:

1. A student who was enrolled in and attended his/her prior school shall be allowed to continue enrollment at that grade level in DoDEA.
2. Beginning at the first grade level, a student who has satisfactorily completed the prerequisite grade level in the local educational agency in the assigned sending state, or the non-DoD Schools Program, shall be eligible for enrollment in the next highest grade level in DoDEA, regardless of age.

LOCKERS

Each student will be assigned a locker. Students should **make sure the locker is locked at all times**. The school cannot be held responsible for loss or theft from lockers. The office makes assignment of lockers. Failure to comply with the guidelines below may result in suspension of locker privileges.

The following rules apply to use of lockers:

1. Students will use the locker assigned: **NO TRADING.**
2. Students **will not share** lockers unless assigned to do so.
3. Only decorations promoting school activities or spirit may be placed on the outside of lockers. Flyers must have the principal's approval before they can be placed on lockers or anywhere else in the school.
4. Pictures may be placed on the inside of the lockers. Pictures should be in good taste and not from magazines designated as adult reading material.

5. Students will be responsible for removing decorations at the end of the school year or when checking out of school.
6. Cleanliness of lockers is the business of the student, but lockers will be monitored periodically.
7. Though assigned to a student, the locker remains the property of the U.S. Government. Abuse of the locker will result in the student being held financially liable to the U.S. Government.
8. Lockers for physical education classes will be handled within the Physical Education Department.
9. Lockers will remain locked when not in use.
10. Students who do not have locks on their lockers may have the contents temporarily removed to the office for safekeeping.

LOST AND FOUND

The school cannot accept legal responsibility for items that are lost or found at school. Found items are to be turned in to the school office. We make every attempt to help you recover your lost item; however, each year we have clothing, keys, watches, glasses, etc., which are unclaimed. The school is not responsible for stolen items such as musical equipment, calculators, books, clothing, or other items. The school cannot reimburse students for missing items. **DO NOT STORE VALUABLES AT SCHOOL.**

LOST BOOKS

If a student loses a book, he or she will not be issued a replacement book until the book is paid for, returned, or replaced.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society (NHS) is an honorary organization with members selected from the junior and senior classes. Prospective candidates are screened from all students compiling a minimum of 3.5 cumulative grade point average. A faculty council makes selections based on scholarship, character, service, and leadership. Students providing the proper documentation of being National Honor Society members at their previous school will be automatically accepted.

Members who fail to maintain a semester average of 3.5 or fail to demonstrate leadership, character or service will receive a warning letter. If, at the end of the second semester, the second semester average is still not 3.5 or if the student still fails to demonstrate leadership, character or service, the student will be dismissed from the organization.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

This activity is organized the same as the NHS, except it is open to eighth and ninth graders. The two organizations work closely on many projects.

NOTICES

All notices for bulletin boards, posters, daily bulletins, flyers or handbills, or any type of advertisement distributed on school premises (other than faculty sponsored) must have prior administrative approval and must be removed as soon as they are no longer in effect.

NURSE'S INFORMATION

MEDICAL INFORMATION

School Nurse: TEL: 287-2532

The school nurse is available to provide first aid and care for minor discomforts during school hours. Medical emergencies will be handled locally by the nurse and designated, trained school personnel. An ambulance will be called and the parents or the emergency contact will be notified immediately.

The school nurse cannot make a medical diagnosis nor run a dispensary. The nurse can give medications that are properly labeled. **Please do not send a sick child to school.** If your child has a *communicable disease*, i.e. chickenpox, mumps, head lice, pink eye, ringworm, etc. please contact the school nurse immediately. The nurse will inform the parents as to when the student may return to school.

Parents must complete the “**Student Health History**” form (attached) annually. All information is important but please pay particular attention to *allergies and medications*.

IMMUNIZATION REQUIREMENTS

The DoDDS immunization requirements are based on the written recommendations of the Advisory Committee on Immunization Practices (ACIP). Per the DoDEA Manual 2942.0, School Health Services Guide, students who enroll in a DoDEA school must meet specific immunization requirement **before** enrollment. The DoDEA Form 2942.0, **Immunization Requirements**, (see Attachment) must be certified by a medical authority and provided to the school at the time of initial registration. The school nurse is not responsible for the administration of immunizations but will ensure parents have the proper forms to complete, will screen the immunization record, and will coordinate with local medical facilities to ensure that students can receive required immunizations. **If you are enrolling your child for the first time, please have copies of your child's immunization records to present to the nurse.**

A student with a *medical contraindication* to one or more vaccines may be exempt from this requirement. The parent must present a written document from a local medical authority that states why the immunization is contraindicated and whether the reason is *temporary or permanent*. If the condition is temporary, the vaccine must be received within 30 days of the exemption expiration date.

A student may be exempt from all or part of the MMR, varicella, and/or Hepatitis B vaccine through a *blood titer test*. A child's parent may claim exemption for *religious reasons*. If the parent maintains the exemption during an outbreak of a contagious disease, the student will be excluded from school for his protection and the safety of the other students until the contagious period is over. Religious exemptions require a written statement from the parent stating that he objects to the vaccine based on personal beliefs.

MEDICATIONS

Medications should be administered at home if at all possible. If a medicine is ordered ‘three times a day’ then the medicine can most likely be given before school, after school, and before

bed. *Students should not be carrying any medication.* If the medicine is to be administered during the school day, the medication must be delivered to the nurse in the original container, properly labeled by a health care professional, stating the student's name, the medication, the dosage, and the current date. The provider and parent must complete and sign a 'Permission for Medication' form. This form must also be on file for over-the-counter medications.

TIPS TO STAY HEALTHY

Students should have a *good night's sleep* and start their day with a *healthy breakfast*. The student should carry a *healthy snack* and *water, juice, or a sports drink*. Headaches and / or nosebleeds are common due to the local climate and /or not drinking enough healthy drinks. At home, you may want to run a whole-house humidifier or a small vaporizer in the student's bedroom.

Hand washing is critical in the school environment. All students should wash their hands before and after *meals*, after using the *bathroom*, after *blowing their nose*, and any time their hands feel soiled or are visually *soiled*. Hand sanitizer is encouraged but hands need soap and water, too. To ensure young students wash long enough, they are encouraged to sing the alphabet song while they 'make lots of bubbles'.

Upset stomachs are common. If you believe your child has a stomachache due to anxiety, i.e. test, new sibling at home, just moved, etc., please communicate this to the nurse. Try this tip at home for an upset stomach: Have the child drink one teaspoon (5ml) of a sugar drink, i.e. Kool-Aid, sports drink, every 5 minutes. The small amount and spaced dose allows for slow but easy digestion. Again, please do not send a sick child to school.

PARENT, TEACHER, STUDENT ORGANIZATION (PTSO)

The PTSO Executive Board has elected representatives of parents, teachers, students, and administrators. The PTSA is a positive and vital force in bringing about a closer cooperative relationship between parents, teachers, students, and administrators so that our united efforts will secure for all youth the best possible mental, physical, and social education.

The PTSO is a nonprofit organization that depends upon volunteers to help with projects that provide monetary assistance for supplies and activities to support school and student needs.

The PTSO is your organization and needs your involvement to be a successful bridge between home and school. The PTSO seeks to provide support for school and student endeavors. The PTSO Executive Board consists of parents, students, and teachers.

PERSONAL PROPERTY

STUDENTS SHOULD NOT BRING VALUABLES TO SCHOOL! Large amounts of money, expensive jewelry, walkmans, CD players, radios, etc., should be left safely at home. The school is **NOT** responsible for any stolen items.

PROGRESS REPORTS

The purpose of the progress report is to inform parents of their son's or daughter's school performance. Experience shows that the greatest amount of achievement by students is made

when there is close cooperation between students, teachers, and parents. Parents can check the academic progress of their student through GradeSpeed, the electronic report card.

PROHIBITED ARTICLES

The following list includes articles that are **NOT** to be brought to school; however, this list is not all-inclusive. Students who have any doubt about bringing any article to school should consult teachers or the principal. Prohibited articles may be confiscated by any teacher or by the principal. Students possessing these articles may face disciplinary action.

firecrackers	shaving cream
knives	water pistols
toys of any kind, including computer games	weapons
laser pointers	any article considered a nuisance-causing device
lighters or matches	skateboards
wallet chains	

PUPIL PERSONNEL SERVICES

Ankara Elementary/High School has one guidance counselor, Mr. Douglas DeBacker and one nurse, Ms. Soraya Vanderbeek.

REPORT CARDS

Report cards will be issued every 9 weeks. Parents are notified of unsatisfactory student achievement of a “D” or “F” in the middle of each marking period; parents and students will receive this notification in sufficient time to allow students to correct the cause of the unsatisfactory achievement.

The report card uses the following approved system-wide marking system: A=Excellent, B=Good, C=Average, D=Poor, F=Failing, I=Incomplete, P=Passing, N=No Grade (used in Pass/Fail courses in lieu of “F”), WP=Withdrawn Passing and WF=Withdrawn Failing. The use of “+” and “-” to denote slightly higher or lower grade marks is approved for use on report cards, but will not place any value on the grade point average.

Use of the incomplete “I” Mark. The “I” for incomplete may be given to a student in a subject, with the approval of the principal, when the student is not able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. If the work is not completed in the allotted time, the “I” grade should be changed to a grade representing the value of the work accomplished in the course. The time allotted for completion is 2 weeks after the end of the 9-week grading period. The grade “I” will not be recorded on the permanent record card (transcript). In preliminary computations of the student’s grade point average, the grade of incomplete is equivalent to zero grade points.

No Grade “N”. The “N” for no grade is used to show that a student did not achieve passing mastery in a Pass/Fail course. The “N” grade will result in the course appearing on the student’s transcript, but no credit will be awarded and the course will not be included in the computation of the student’s grade point average. This mark may be used whenever, in the opinion of the principal, the assignment of a grade is not appropriate.

Use of “+” or “-”. The use of “+” or “-” with grade marks is authorized for use on report cards and permanent record cards, however, the “+” or “-” does not have any value in computing a student’s grade point average.

SCHEDULE CHANGES

The school expects students to register for the courses that meet their needs. Students who have schedule conflicts with their schedules should request a schedule change through the counselor. For semester-long courses, there will be no schedule changes after the end of the second week of the respective first or second semester. For year-long courses, there will be no schedule changes after the second week of the first semester. A list of courses is available in the school guidance office and on the Ankara Elementary/ High School Website:www.anka-ehs.edu.dodea.edu.

SCHOOL ADVISORY COMMITTEE (SAC)

The purpose of the Ankara Elementary/High School SAC is to advise school administrators on program matters that impact on the quality of education. It is mandated by law and consists of 7 voting members: 3 parents, 3 teachers and 1 student.

SAC encourages your participation and input on this important body, which meets the first Thursday of each month in the Ankara ES/HS Information Center.

The SAC may make recommendations and advise the principal on all matters within its jurisdiction. Specifically, this includes:

1. School policies toward students and parents, student activities and administrative procedures affecting students
2. Instructional programs and educational resources within the school
3. Allocation of resources within the school to achieve educational goals
4. Pupil services (health, testing, evaluation, and extra-curricular activities)
5. Student standards of conduct and discipline

Committee members are elected on a two-year basis, with elections being held in the spring.

SCHOOL OFFICE HOURS

Registration for school and requests for records and other administrative issues can be addressed to the school registrar during office hours 0730-1630 on regular school days.

SCHOOL SUPPLY GUIDELINES

DoDDS-Europe has provided the following basic guidelines for school supplies. Parents are expected to provide the following for their children as needed:

Pens and pencils	book bag or backpack	notebook – 3 ring binder
Rubber eraser	spiral notebooks	paints (watercolor)
Colored pencils	plastic supply box	colored markers

Glue (sticks/bottles)	notebook dividers	tissues (1 box, max.)
Paper – loose leaf	bound composition book	planners
Pocket folders	gym shoes	paper – loose leaf
Clipboards		
Highlighters		

For Elementary School add: child’s round end scissors, crayons, bath towel, and paint shirt.

For Middle School add crayons, clipboards and scissors.

For High School add clipboards, scissors, protractor, compass and rulers

SMOKING

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, on their way to or from school, or when participating in school-sponsored activities on or off campus.

Violation of this policy will result in disciplinary action in accordance with the table of penalties and referral to counseling.

SPECIAL EDUCATION PROGRAM

Per the OCONUS Directory “***Travel to Ankara is not recommended to Ankara for children with existing IEPs***”. We have no EDIS or occupational therapy in Ankara. Please see the following link for additional information:

http://www.dodea.edu/curriculum/special_ed/pdf/201109_OCONUS.pdf

STUDENT GOVERNMENT

Ankara Elementary/High School has two active student governments, one for grades K-5 and one for grades 6-12. Elections for Student Government officers are usually held in the spring.

STUDENT RECORDS

Student records are developed and maintained by DoDDS schools in order to record and store information about students for legitimate educational purposes.

Types of school records maintained:

1. **Student Cumulative Folder:** This folder contains official administrative records, permanent record cards, transcripts, standardized group achievement test results, records of honors and activities, permission slips, attendance reports, progress reports, etc.
2. **Student Personal Folder:** This folder contains information on reports from the Case Study Committee such as individual test results, IEP's special action reports, reports of in-school incidents, psychologist reports, legal reports, individual test scores, etc. The Case Study Committee must obtain parental permission prior to initiating any form of student assessment.
3. **School Health Records:** This folder can include the standard DoDDS health record, power of attorney for emergency treatment, physical fitness forms for participation in sports, student health history (See Appendix B), certification of immunization (see Appendix C), etc.

Maintenance of Records: The school administrator is responsible for the maintenance, updating, dissemination, and security of all school records. Records may not be removed from the school, but parents may request that a copy of their child's record be made for their own personal use.

Access to information: Teachers have access to the records of students in their classes. Other DoDDS personnel with a need to know may have access to student records with approval of the school administrator. Parents and legal guardians have the right to review all records of their children. The school administrator or qualified guidance professional staff member will be made available to parents within a reasonable length of time to interpret record information, when appropriate. No one granted access or authorization to these records may remove these records from the office.

Persons other than authorized school officials will not have access to student records without written permission of the parent except where a student's record is formally requested by an authorized investigative agency. Student records will be made available to properly identified agents of Department of Defense investigative agencies upon presenting the school principal with a written request, outlining the scope and purposes of the investigation, and signed by the senior investigation official supervising the investigation. An accurate accounting will be kept of all disclosures. However, neither parents nor student shall be advised of disclosures to law enforcement activities without prior authorization of the law enforcement agency concerned.

Collection of additional information: When it is necessary to collect information concerning a particular student other than that which is collected on all students, permission of the parent must be obtained. The parent has the right to deny the placement of additional information into the official record.

Periodic review of information: The school administrator or his/her designee will review the records periodically to ensure that relevant, current and accurate information is being maintained in each student's folder.

Dissemination of information: Information from the student's folder will be released to sources who have a need to know (such as classroom teacher) and to others whom the parents have given consent in writing for its release.

Records of disclosure: The school administrator or his/her designee will ensure that each release of records will be recorded.

Records upon transfer to another school: Each parent is encouraged to review his or her child's records before they are released. Parents may hand-carry copies of records with them to their new school.

Retirement of records: Student records (permanent transcripts) will be maintained at this school for four years. During this period, you may request transcripts through us, at the following address:

Guidance Office
Ankara Elementary/High School
PSC 89 DODDS
APO AE 09822-7010

During the fifth year, transcripts are maintained at the Area Office. The correct address for the Area Office is:

DoDDS-European Region

Executive Services Division
Unit 29649, Box 285
APO AE 09096

At the end of the fifth year, transcripts are retired to:

Thomson Prometric
2000 Lenox Drive
Lawrenceville, New Jersey 08648
Ph# 609-895-5287, fax # 609-895-5026
Web site: www.dodea.edu

REMEMBER: No copy will be provided without appropriate written authorization and signature of either parent/guardian or student if 18 years or older.

STUDY TRIPS

Study trips are an important aspect of the school program. The school provides transportation, but students are responsible for admission fees and lunch expenses. All study trips are chaperoned with at least one adult for every ten students. Parents must give written permission for students to participate in study trips on and off campus/base.

TELEPHONES

Our office telephones are for official school business.

Cellular telephones: See “cellular telephones”

TRANSPORTATION

All issues regarding school bus transportation are the responsibility of the Student Transportation Office, which is located on the Ankara Schools’ campus or at phone 672-8110.

VISITORS

The school welcomes visitors. Parents wishing to visit classes are to meet first with the principal to determine the classes to be visited and the reason. DoDEA Regulation 4700.2, Enclosure 4, **requires ALL VISITORS to report to the main office to obtain a visitor’s badge** prior to going to the classroom. With the teacher’s and administrator’s approval, a time and date can be determined for a classroom visit.

Students wishing to bring visitors must obtain at least one-day prior approval from the school administration and each of the student’s teachers before bringing a visitor to school. On the day of the visit, the student and the visitor are to report to the principal before attending any classes. Student visitors are not allowed during the first month of school and the final month of each semester.

WITHDRAWING FROM SCHOOL

When the student withdraws from school he or she will observe the following procedures:

1. The student will report to the registrar with a note and a copy of orders from his or her parents noting that the family is moving, stating the date of the last day of attendance for the student. If at all possible, the school would appreciate an advance notice of two weeks. Students will be expected to attend school the day of clearing.
2. On the last full day of school for the student, he or she will report to the registrar where he or she will be issued a checkout form. The student will give his or her teachers the checkout form at the beginning of each class and turn in the books for each individual class. Each teacher will record the grade in progress at the time of withdrawal, clear the student of all records and textbooks, and sign the form.
3. After the student has all grades and teachers' signatures, he or she will go to the Information Center, main office and nurse's office in order to have the form signed.
4. The student will then report to the main office where he or she will be officially withdrawn from school.
5. Once a student checks out of school, he or she is not allowed to be on school grounds or in the building without an administrator's approval.
6. Official student records cannot be hand-carried to the next school. An unofficial copy of the transcript and a copy of the withdrawal form will be provided.
7. Additional information can be found under acceleration.

IMPORTANT TEST DATES

TEST	TEST DATE
SAT	01 Oct 2011
SAT	05 Nov 2011
SAT	5 Dec 2011
SAT	28 Jan 2012
SAT	10 March 2012
SAT	05 May 2012
SAT	02 Jun 2012
TerraNova	12-16 Mar 2012
ACT	10 Sept 2011
ACT	22 Oct 2011
ACT	10 Dec 2011
ACT	1 Feb 2012
ACT	14 Apr 2012
PSAT	12 Oct 2011

Registration for the SAT and ACT can now be done on-line! Be sure to register at least five weeks in advance. Avoid the time and hassle of registering by mail. See your counselor for details or go to The College Board web site: www.collegeboard.org

DAILY SCHEDULE

Ankara Elementary/High School is using the following daily schedule:

PERIOD	TIME
Tardy Bell	0810
1	0815-0903
2	0907-0955
3	0959-1047
4	1051-1139
LUNCH	1139-1209
5	1213-1301
6	1305-1353
7	1357-1445



2011-12 – Ankara ES/HS School Calendar
First Semester - (92 Instructional Days)

Monday, August 29	Begin First Quarter and First Semester	
Monday, September 5	Labor Day - Federal Holiday – No School for Students	Oct. 3 Mid-term
Friday, September 9	Open House – Students dismissed at 11:30	
Friday, October 7	In-Service for Teachers – Students dismissed at 11:30	
Monday, October 10	Columbus Day - Federal Holiday - No School for Students	
October 28-30	Tennis Europeans - Students depart on Oct. 27	
Thursday, November 3	End of First Quarter (47 days of classroom instruction)	
November 3-5	Volleyball Europeans (boys and girls) - Students depart on Nov. 3	
Friday, November 4	Teacher Recordkeeping Day - No School for Students	
Monday, November 7	Continuous School Improvement In-Service for Teachers – Half day school for students - Students dismissed at 11:30	
Monday November 7	Begin Second Quarter	
Friday, November 11	Veteran’s Day - Federal Holiday - No School for Students	
Thursday, November 17	Parent conferences - Students dismissed at 11:30	
Friday, November 18	Parent conferences all day - No School for Students	
November 24-25	Thanksgiving - Federal Holiday - No School for Students	Dec. 9 Mid-term
Friday, December 16	Continuous School Improvement In-Service - Students dismissed at 11:30	
Monday, December 19	Begin Winter Recess - No School for Students	

2012

Tuesday, January 3	Instruction Resumes	
Monday, January 16	Martin Luther King, Jr. Day - Federal Holiday - No School for Students	
Thursday, January 26	End of Second Quarter and First Semester (45 days of classroom instruction)	
Friday, January 27	Teacher Recordkeeping Day - No School for Students	

Second Semester - (91 Instructional Days)

Monday, January 30	Begin Third Quarter and Second Semester	
Friday, February 11	Wrestling Sectionals - Students depart Feb. 11	
February 17-18	Wrestling Europeans - Students depart on Feb. 17	
Monday, February 20	Presidents' Day – Federal Holiday - No School for Students	
February 22-25	Basketball Europeans - Students depart on Feb. 22	March 2 Mid-term
March 12-16	Terra Nova – Standardized testing	
Thursday, April 5	End of Third Quarter (48 days of classroom instruction)	
Friday, April 6	Teacher Recordkeeping Day - No School for Students	
Monday, April 9	Begin Spring Recess - No School for Students	
Monday, April 16	Instruction Resumes - Begin Fourth Quarter	
May 17-20	Soccer Europeans - Students depart on May 17	May 18 Mid-term
Friday, May 25	Continuous School Improvement In-service for teachers – Students dismissed at 11:30	
Monday, May 28	Memorial Day - Federal Holiday - No School for Students	
Thursday, June 14	End of Fourth Quarter and Second Semester (43 days of classroom instruction) Dismissal at 11:00	
Friday, June 15	Teacher Recordkeeping Day - No School for Students	

School Year 2011-2012: Instructional Days – 183

Acceleration Dates—School Year 2011-2012 (PCS)

Semester 1

Students must attend school all day on December 15, 2011

Semester 2

Students must attend school all day on May 17, 2012

Parents are requested to plan their leave to coincide with school vacations and holidays.

APPENDIX A

ANKARA ES/HS STUDENT ATHLETIC CODE SCHOOL YEAR 2011-2012

ANKARA ES/HS

Ankara, Turkey
PSC 89 DoDDS-E
APO AE 09822-7010

REFERENCE: DoDEA Regulation 2740.1, "Interscholastic Athletic Program (IAP)", July 6, 2006
DoDEA Manual 2740.2, "Interscholastic Athletic Program SY 2009-2010", July 2009
DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures", April 4, 2008
See these websites for additional information and references: www.dodea.edu,
www.eu.dodea.edu, and http://www.eu.dodea.edu/activities/docs/IAP_sy0910.pdf

OVERVIEW

The Ankara ES/HS Athletic Department strives to provide sports opportunities for the widest group of our students possible. We compete in the Ankara Sports Association (ASA) and the DoDDS-E Interscholastic Athletic Program. The ASA involves competitions with area schools and culminates in an Invitational Tournament near the end of each season. DoDDS-E competitions include home games against Incirlik High School, a trip to Incirlik Air Force Base for away games, and a season ending European Championship against other DoDDS-E high schools.

We provide varsity team sports opportunities for both male and female high school students. In the fall, we offer tennis, volleyball, crosscountry. In the winter, we offer basketball, cheerleading, and wrestling. In the spring, we offer soccer. Separate boys and girls teams are fielded for volleyball, basketball, and soccer. The other sports are co-ed — not separated by gender. Middle school students are eligible to participate in tennis, crosscountry, and wrestling on a limited basis.

A. PURPOSE

This Athletic Code for participants at Ankara ES/HS provides uniformity among the students by setting down minimum requirements for participants. This Code is guided by the IAP Manual (July 2010). The IAP Manual is a living document and is under annual review for revision. This Code will be modified to remain consistent with the IAP Manual. If disputes arise between these documents, the policies as they are written in the most current version of the IAP Manual will have final authority.

B. GENERAL ELIGIBILITY REQUIREMENTS

To participate in any Ankara ES/HS athletic program, a student must meet all of the following requirements:

1. Be in good standing with previous teams. Students are permitted to quit a team up to the tenth day of practice for any reason. Decisions to quit the team after the tenth practice negatively impact the team's development. The reasons behind such a decision must be explained in writing by the parent to the coach, Athletic Director, and Principal. Quitting a team after this mark may result in making the athlete ineligible for participating in the next season.
2. Provide a completed Sports Physical Assessment Form. This form is different from the

school medical history form. It indicates whether a student is physically capable of participating in the sport desired for the current school year.

2. Provide parental consent for participation and travel by signing the consent section of the Preseason Informational letter and specifying the sports team the athlete may join, affirmation of receipt and agreement to the policies outlined in the Athletic Code and IAP Manual, signatures of parent and athlete on the DoDDS-E Drug and Alcohol Policy (2010-2011), and having your child sign to indicate their desire to participate and their understanding of the Athletic Code's expectations. Please submit these to the Athletic Director (AD).
3. Provide a valid Medical Consent (Medical Power of Attorney) as required for the current season.
4. Provide a photocopy of current passport to AD as required for traveling with the team. Additionally, DoD dependants are asked to provide their DoD ID card number.
5. Grade Level/Age Requirements:
 - * Participants in individual sports (cross country, tennis, and wrestling) must be a full time student in grades 7-12. Middle school participants (grades 7 and 8) are permitted to compete in local contests and travel to Incirlik if and only if their travel to Incirlik does not necessitate additional transportation expenses and Incirlik has middle school opponents to compete against our athletes.
 - * Participants in team sports (volleyball, cheerleading, basketball, and soccer) must be a full time student in grades 9-12. They must be under the age of 19 on August 1 of the current school year. They cannot have exceeded seven previous semesters of participation during their high school career. Please address inquiries to the Athletic Director — some situations meet the requirements for special waivers.
6. Have returned all materials and equipment from previous athletic seasons.
7. Have participated in a minimum of ten (10) practice sessions prior to the first competition. (This rule also applies to students entering a team late or transferring from one sport to another or students who were absent (excused) at the beginning of the season. Students transferring from another school who were participating in the same sport at their previous school at the time of transfer may compete immediately at the new school.)
8. Must be an amateur in the sport in which they are competing. (Participation in training and matches with professional teams is permitted; however, neither the student nor the student's family can receive money or gifts for this participation.)

There is no official DoDDS-E policy on the requirements of selection to varsity or junior varsity teams. Individual coaches, with the approval of their principal, will determine the guidelines. Coaches may hold tryouts and make cuts to their team; however, it is incumbent on them to make the tryout expectations clear to the athletes in writing prior to the beginning of tryouts. Further, there is no DoDDS-E mandate ensuring playing time for individual athletes. Decisions regarding strategies and playing time are left to the coach of the team, so long as the decisions are ethical.

C. ACADEMIC ELIGIBILITY REQUIREMENT

1. A student is eligible to participate if the student has a 2.0 GPA or higher and no more than 1 "F."

Prior to each season the AD will conduct a grade check of all potential athletes as follows:

- (1) For the Fall season, grades from the 2nd semester of the previous year are checked;
 - (2) For the Winter season, grades from the 1st quarter of the current year are checked;
 - (3) For the spring season, grades from the 1st semester of the current year are checked.
2. Eligible students: will be monitored on a weekly basis throughout the season.
 - (1) Any student athlete who has more than 1 "F" will be ineligible for all scrimmages and DoDDS-E scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
 - (2) Students can regain their eligibility on a weekly basis.
 2. Ineligible students: if a student athlete does not meet the 2.0 GPA/1 "F" requirement at the start of

the Fall season then he/she must adhere to the following:

- (1) The student is ineligible for 3 weeks and will continue to have his/her GPA checked. If the students' grades meet the standards, they will become eligible. If they do not meet the standards they will be ineligible for the remainder of the season.
- (2) He/she may still practice during this time, but participation in all scrimmages and DoDDS-E games is prohibited.

D. MIDDLE SCHOOL PARTICIPATION

(See Section B "General Eligibility Requirements" Item #5 "Grade Level/Age Requirements")

E. RULES OF PERSONAL CONDUCT

All student athletes are required to conduct themselves in a manner which reflects favorably on themselves, their school and community, Ankara ES/HS, DoDDS-E, and the USA. Though additional conduct rules are in place for student athletes, it is important to remember all Ankara ES/HS school rules apply to students at all times: during practices, games, and travel. The following are examples of additional prohibited behaviors:

1. Use or possession of tobacco or tobacco products, drugs or other illegal substances, or alcoholic beverages. These are actions counter to the interests of both the team and athlete. Participation in these activities are strictly prohibited during the sports season and are strongly discouraged at all times. The IAP outlines specific penalties for violations of this rule, ranging from a seven day suspension from competition to removal from athletics for the duration of the year. Violations of the rule during travel to or from the season ending tournament, for example, result in loss of eligibility for the next season. (See Section 21 of the IAP Manual for details regarding violations and consequences and the DoDDS-E Drug and Alcohol Policy (2010-2011).
2. Criminal acts within the school or community (whether at "home" or "away"). These acts include but are not limited to vandalism, gambling, theft, possession of weapons, and violent crimes.
3. Insubordination to coaches, sponsors, referees, and other school representatives from both Ankara ES/HS and other schools.
4. Curfew violations or failure to meet schedules for practice, play, departure, etc.
5. Bullying, hazing, sexual harassment, or the use of hate speech. Reporting perceived incidences of these offenses by students, teachers, coaches, and parents are important for ensuring the safety and ethical treatment of all participants. Every report will be thoroughly investigated by the Athletic Department, Administration, and additional groups as necessary. People reporting incidents they honestly believe fall into these categories will be protected from reprisals regardless of the findings of the investigation. Please visit the following sources regarding issues related to hazing: http://www.nfhs.org/web/2006/09/what_is_hazing.aspx explains the nature and effects of hazing, and Section 6.4.3 of the IAP Manual for DoDDS-E policies on preventing, identifying, and punishing acts of hazing.

Acts of the above type will result in disciplinary action pending disposition of the offenses by the school administration and/or civil and/or military authorities. Disciplinary action will range from suspension from participation on the team to suspension/expulsion from school. A student who is suspended from school may not participate in athletic practices, games, or travel.

F. EMERGENCY MEDICAL PROCEDURES

Participation in any sport carries with it an "inherent risk of injury." DoDDS-E takes steps to prevent

injuries and to prepare its coaching staff to respond to injuries, but no amount of preparation can completely remove the inherent risk of injury. The decision to participate implies an assumption of responsibility for that risk.

All DoDDS-E coaches and sponsors complete a DoDDS-E mandated coaching course. The coaching course explains proper warm up, stretching, conditioning, hydration, and nutrition for high school athletes with the goal of preventing injuries. Coaches conduct preseason assessments of each athlete to determine current fitness level and limitations, appropriate forms and intensity of training, and individual fitness goals.

Coaches/sponsors also complete first aid and cardiopulmonary resuscitation (CPR) training courses. The coaches' first aid course prepares coaches to provide initial assessment of injuries to determine the seriousness of the injury and provide or get the athlete the appropriate medical assistance. Additionally, the course instructs treatment for minor injuries common in sports. Coaches are also certified by instructors from the U.S. military to administer CPR and use automated external defibrillators (AEDs). Medical equipment and AEDs are available to coaches during practices and games. Most importantly, coaches are instructed in how to take action and procure ambulance services in the event of serious injuries and/or life-threatening emergencies.

Ankara ES/HS participates in three sports with a higher risk of injury: wrestling, basketball, and soccer. For this reason, the U.S. military provides medical personnel to be present every time we participate in these sports. Incidents of serious injuries, thankfully, have been rare at our competitions; however, we are as prepared as possible to keep our athletes, coaches, and spectators safe at all practices and competitions. To this end, Ankara ES/HS continually reviews and updates its emergency response plans.

G. ATTENDANCE

The athlete is first and foremost a high school student; therefore, regular classroom attendance and the maintenance of satisfactory academic progress are imperative. Athletes must be present at school and in classes the full school day to be eligible to participate in afterschool athletic practices, competition or travel to another school. The only exception is made for preapproved absences by the school administration for appointments.

If a student is absent from school on Friday, he/she may not play on Friday; however, the student is eligible for competitions on the following Saturday and/or Monday. This said, if a student is recovering from illness, their health concerns should be prioritized over athletics by the parents, coaches, and the administration when deciding whether and/or how much the athlete should play following such absences. Many of our sports events require travel beginning before or during the school day. Attendance at school the day prior to departure is not required; however, the cause of the absence is a factor in the advisability of the student traveling and/or participating in competitions.

Additional criteria regarding attendance:

1. Attendance is expected at all scheduled practices and competitions. Athletes are allowed two unexcused absences. Three unexcused absences are grounds for removal from the team.
2. Absences may be excused for illness resulting in a student leaving/missing school, family emergency, hospitalization, religious observances, and pre-planned family trips with prior approval by the coach. Parents must send a note or e-mail to explain the absence and request that it be excused.
3. NOTE: Athletes may not miss a game or practice to attend a game or practice of another sport. (DoDEA Manual 2740.2: "Participating in a non-DoDDS event in lieu of a scheduled DoDDS practice or event is not permitted. Any athlete or team who does so forfeits the privilege of continued participation for that season.")

H. TRAVEL RULES

1. All students will travel with the team to competitions when transportation is provided. Any exceptions to this rule must be requested by the parent/sponsor in advance of the trip in writing and approved by a school administrator in sufficient time to keep coaches and chaperones informed. The only exceptions to this rule which will be granted are the picking up of a student after the competition by his/her parent/guardian.
2. Upon return, students will be released to their parent/guardians once the bus is satisfactorily cleaned and all team requirements are met. It is the responsibility of the parent/guardian to ensure that they are on time when picking up their student athletes. Due to the unpredictable nature of travel in Turkey, students will call parents to confirm our arrival time at the school when we are approximately 30-60 minutes away. A school cell phone is available for this call.
3. If traveling by bus, school bus rules will be in effect.
4. Students will not bring video recorders. (Phones/cameras are permitted; however, video functions cannot be used.)
5. On overnight trips, students must respect that boys and girls rooms are "off limits" to members of the opposite sex.
6. Students are expected to complete all required school assignments prior to or immediately after the activity. Sports travel is not an excuse for postponing assignments or tests. Coaches will make every effort to supply study time on trips; however, the nature of some trips are not conducive to study halls.
7. Serious infractions of rules while on a trip will result in student removal from the activity. Parents and the principal will be notified immediately. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, the student's parents will be responsible for the transportation costs incurred by their early return from the activity.
8. DoDDS-E sets limits on the number of athletes eligible to travel with the team. Travel to the DoDDS-E competition in Incirlik may be limited by bus capacity. The restrictions by team for travel to the European Championships are as follows: volleyball, 10 per team; tennis, 3 boys and 3 girls; basketball, 10 per team; cheerleading, 8; wrestling and cross country, numbers determined by number of wrestlers or runners who qualify; and soccer, 16 per team. The travel roster is set by the coach, based on the coach's evaluation of the players and determination of the team's needs.

I. APPROPRIATE DRESS AND SOCIAL BEHAVIOR

"The apparel oft proclaims the man," so the Athletic Department has established a travel dress code to help our teams make a positive first impression on host schools and host nations. In short, traveling athletes are expected to wear pants or a skirt, a collared shirt, and dress shoes. These must meet the school dress code standards of modesty. Shorts, jeans, t-shirts and flip-flop sandals are not permitted. Students not in compliance with the policy will be given an opportunity to change their clothes before departure or they will be excluded from the trip. These expectations may be modified to meet the cultural expectations of any community Ankara teams visit. Students and parents will be informed of these changes by the AD.

Further, athletes are expected to display only commonly accepted, culturally sensitive, social behavior at all times. Excessive displays of affection will not be tolerated. Inappropriate language, excessive vulgarity, or profanity may result in an athlete being suspended from the team. All athletes are expected to provide an outstanding example that reflects credit upon them, their families, their country and their school.

J. SPORTSMANSHIP

The highest standards of sportsmanship are expected from Ankara ES/HS athletes whether involved in

practices or competitions at home or at other schools. Good sportsmanship is learned by exercising self-discipline and control, playing fairly, working hard to perform to the best of one's ability, and accepting the results with dignity. Good sports are characterized by such a keen understanding and respect for the game that they genuinely appreciate the good performance of competitors, the hard work of their teammates, and the difficult tasks of tournament and game officials. It is incumbent upon Ankara ES/HS coaches to endeavor to instill this level of knowledge of the game in their players to aid the growth of good sportsmanship.

K. TEAM TRANSFERS

Based on his/her own desire to transfer to another sport or the coach's recommendation to switch sports during a season, a student may quit one team and join another under the following conditions:

1. Such decision must be made and acted upon during the first ten days of practice. After the tenth practice day, this option is forfeited.
2. The athlete must notify both the coach whose team he wishes to quit and the coach of the team he wishes to join.
3. The coach of the team the student wishes to join must agree to the transfer.

L. UNIFORMS AND EQUIPMENT

All articles issued to the student athletes are Ankara ES/HS property and must be returned in reusable condition. The student athlete and his/her parents are responsible for payment for lost or damaged uniforms and equipment. A student who has not returned or replaced all equipment/uniforms from previous seasons will not be eligible to receive athletic letters or awards until the items are replaced. Further, they will not be allowed to participate in subsequent extra-curricular activities/athletics until the items are returned or replaced. Absences from practice for this reason during the following season are unexcused. The approximate costs of replacing uniforms are as follows:

1. Boys Volleyball – Jersey/Shorts/Kneepads (\$30/\$20/\$25)
2. Girls Volleyball – Jersey/Shorts/Kneepads (\$35/\$25/\$25)
3. Tennis – Jersey/Shorts (\$30/\$30)
4. Wrestling – Singlets/Headgear (\$50/\$30)
5. Cheerleading – Top and Skirt/Accessories/Pompoms (\$125/\$35/\$10)
6. Boys Basketball – Jerseys/Shorts/Shooting Shirts (\$45/\$45/\$45)
7. Girls Basketball – Jerseys/Shorts/Shooting Shirts (\$45/\$40/\$55)
8. Boys Soccer – Jerseys/Shorts/Shin guards/Goalie Gloves (\$35/\$25/\$20/\$60)
9. Girls Soccer – Jerseys/Shorts/Shin guards/Goalie Gloves (\$30/\$25/\$25/\$60)

M. SPORT'S LETTERS AND ACADEMIC AWARDS

Sports Letters are awards given to athletes who exhibit high levels of commitment to their team and exemplify good sportsmanship. Only one Letter will be awarded per student. Subsequent achievement will be signified with pins to be added to the Letter. The Athletic Department has established the following lettering criteria:

1. Attendance at 90% of practices and games — regardless of whether absences are excused or unexcused. The number of practices will vary by season.
2. Travel to and/or participation in all DoDDS-E sanctioned competitions (including home and away games against Incirlik and travel to the European Championships).
3. Display sportsmanship as a member of the team. For example, show respect for opponents, teammates, coaches, officials, and the game itself. Be a positive addition to the team.
4. Progress in knowledge and skills related to the sport through hard work in practices and

games.

DoDDS-E also recognizes high levels of academic achievement by athletes. Students who earn a varsity Letter and have a 3.0 GPA or higher will be awarded an Academic Athletic Certificate for the season. 1st Quarter grades will determine eligibility for fall sports, 2nd Quarter grades for winter sports, and 3rd Quarter grades for spring sports.

N. ENFORCEMENT

Violations of this Ankara ES/HS Code will be addressed and acted upon under the following condition: The offense was observed by a coach, a school administrator, the athletic director, a faculty member K-12, or a parent/community member serving in an official capacity as a team chaperone or reported by a military person or local national person functioning in his/her official capacity.

O. APPEAL PROCEDURE

Students are guaranteed the rights of due process (DoDEA Regulation 2051.1, (1996), "Disciplinary Rules and Procedures"). Any student athlete disciplined under this code may appeal the decision by contacting the AD, a school administrator, or a coach. In the event that a disciplinary matter cannot be resolved between the coach and student or coach and student and administrator, it will be presented to the Athletic Council, chaired by the AD and composed of two coaches (one male and one female), one teacher (not a coach), one member of the community, one student, and one school administrator. Matters that remain unresolved by the Athletic Council may be referred to the District Superintendent.

P. CONTACTS

Athletic Director
Tim Redden
Tim.Redden@eu.dodea.edu
+9 0532 267 9351
DSN 672 8114

Principal
Shelia Smith
Shelia.Smith@eu.dodea.edu
(0312) 287 2532
DSN 672 8114

Assistant Principal
Rosie Uluer
Rosie.Uluer@eu.dodea.edu
(0312) 287 2532
DSN 672 8114

School Transportation Officer
Roger Vanderploeg
Roger.Vanderploeg@eu.dodea.edu
DSN 672-8114

ANKARA ELEMENTARY/HIGH SCHOOL
Ankara, Turkey
PSC 89 DODDS
APO AE 09822-7010

DoDDS-EUROPE - DRUG & ALCOHOL POLICY

The possession, use, or sale of controlled or mind-altering substances, tobacco, alcoholic beverages, hallucinogenic drugs, inhalants, or combination of drugs or paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by any student are prohibited.

- A. 1. Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate the controlled substance policy during the school day, on or off school property (to include while riding to or from school, school events or school buses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, will be removed from the team for the remainder of the season.
- 2. Violations occurring during the post season championships (to include qualifying tournaments) will result in suspension from participation in the next sports season.
- 3. 2nd Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

B. 1. Members of an athletic team who, during the season, possess/use tobacco and/or alcohol – outside of the time and events stated above in point A, are subject to the following:

a.) 1st Offense during the school year: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

For the team member to be reinstated to the team, the student-athlete must show proof of attending one counseling session and scheduling and attending at least two more counseling sessions within the next three weeks. If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

b) 2nd Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

*** Violations to the Drug and Alcohol Policy are cumulative for the entire school year. They do not start over each sports season.

(Please read, sign, detach and give to Coach)

Parent/Guardian Signature _____

Student-Athlete Signature _____

Date _____

APPENDIX B STUDENT HEALTH HISTORY

DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

DoDEA Immunization Requirements
November 2011

Students who enroll in DoDEA schools are required to meet specific immunization requirements. These requirements represent the minimum requirements and do not necessarily reflect the optimal immunization status for students. This copy of *DoDEA Immunization Requirements* is provided to parents for informational purposes only. Official proof of immunization must be provided to school officials at the time of initial registration and upon request of school officials to verify immunization compliance i.e., copy of child's immunization/shot record.

The immunizations noted below are for students who are age five years old and older. For students who are under the age of five years, immunization compliance is based on the age appropriate immunization schedule established by the Advisory Committee on Immunization Practices (ACIP).

IMMUNIZATION	MINIMUM DoDEA REQUIREMENT FOR SCHOOL ATTENDANCE
+ Diphtheria, Tetanus, Pertussis DTaP, DT	* DTaP, DT series completed by age 4 years or on schedule for completion. If the fourth dose of DTaP, DT was administered before the fourth birthday, a booster (fifth) dose is required for initial school entry.
Tdap	* Tdap required at age 11 years old.
+ Hepatitis A	* Series completed prior to initial entry into school or on schedule for completion.
+ Hepatitis B	* Series completed prior to initial entry into school or on schedule for completion.
+ Measles, Mumps, Rubella	* Series completed prior to initial entry into school or on schedule for completion.
Meningococcal	* Series initiated at age 11 years. Booster at age 16 years.
+ Polio	* Series completed by age 4 years or on schedule for completion. If the fourth dose of Polio was administered before the fourth birthday, an additional dose is required for initial school entry.
+ Varicella	* Series completed prior to initial entry into school or on schedule for completion.
Tuberculosis	Routine testing is no longer necessary unless risk factors are identified as determined by local medical command.
Influenza	Requirement determined by local medical command.

Information on immunizations and dosage scheduling provided by the Advisory Committee on Immunization Practices <http://www.cdc.gov/vaccines/recs/acip>, the American Academy of Pediatrics, <http://aap.org>, and the American Academy of Family Physicians <http://aafp.org>.

As of July 2010, DoDEA aligned with the immunization guidance prescribed by the Interstate Compact on Educational Opportunity for Military Children. As a result, provision has been made for students transferring to a new location allowing up to 30 calendar-days after enrollment to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccination must be obtained within 30 days of initial enrollment.

+ May be administered in additional combination vaccines.

* Series dose spacing based on immunization schedule for persons aged 4 through 18 years.

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
STUDENT HEALTH HISTORY**

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. sections 2164 and 20 U.S.C. sections 921-932.
PRINCIPAL PURPOSE: To obtain health information about a student enrolling in Department of Defense Education Activity (DoDEA) schools and programs to protect and enhance student health and to promote a safe school environment.
ROUTINE USES: DoDEA may release information without prior consent within the DoD when needed to perform an official DoD duty, in accordance with 5 U.S.C. section 552a(b)(1). DoDEA also may release information outside the DoD, in accordance with 5 U.S.C. section 552a(b)(2-12), and the "Blanket Routine Uses," published at <http://www.defenselink.mil/privacy/notice/osd>. Examples of release may include for valid medical, law enforcement or security purposes, or for use in litigation involving the DoD.
DISCLOSURE: Disclosure to the Agency of the information requested on this form is voluntary, but failure to provide all requested information may result in the delay or denial of student services.

NAME (Last, First, Middle Initial)

Check: Female Male Date of Birth: _____
(mm / dd / yyyy)

MEDICAL HISTORY: CHECK (✓) ALL THAT APPLY AND EXPLAIN BELOW OR ATTACH ADDITIONAL PAGE(S).

VISION	RESPIRATORY	ASTHMA	ALLERGIES (A SHSG Form H-3-7 should be completed.)
<input type="checkbox"/> Wears glasses for reading	<input type="checkbox"/> Bronchitis	Date of Diagnosis:	<input type="checkbox"/> Bee sting
<input type="checkbox"/> Wears glasses full time	<input type="checkbox"/> Cystic fibrosis	Inhaler needed:	<input type="checkbox"/> Wasp sting
<input type="checkbox"/> Wears contacts	<input type="checkbox"/> Sinusitis	@ school * YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Other insects
<input type="checkbox"/> Color deficiency	<input type="checkbox"/> Other	@ home YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Other	CARDIOVASCULAR		<input type="checkbox"/> Environmental
HEARING	<input type="checkbox"/> Sickle cell disorder	PSYCHIATRY	<input type="checkbox"/> Food
<input type="checkbox"/> Frequent ear infections	<input type="checkbox"/> Heart murmur	<input type="checkbox"/> Anorexia	<input type="checkbox"/> Lactose intolerance (The school will need a letter from the doctor stating that the student is lactose intolerant.)
<input type="checkbox"/> Ear tubes	<input type="checkbox"/> Hemophilia/Other	<input type="checkbox"/> Bulimia	PROCEDURES: (A SHSG Form H-4-9 should be completed.)
Insertion date: Are tubes currently in place: Right? YES <input type="checkbox"/> NO <input type="checkbox"/> Left? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Bleeding disorders	<input type="checkbox"/> Autism	<input type="checkbox"/> My child will/may require special health care procedures during the school day. (See page 2.)
<input type="checkbox"/> Hearing loss: Right <input type="checkbox"/> Left <input type="checkbox"/>	<input type="checkbox"/> Rheumatoid heart disease	<input type="checkbox"/> ADD/ADHD	RESTRICTIONS
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Depression	<input type="checkbox"/> My child has a condition that warrants restriction of activities during school hours. (See page 2)
ENDOCRINE	MUSCULOSKELETAL	<input type="checkbox"/> Substance abuse history	<input type="checkbox"/> My child takes daily medication at home.
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Muscular Dystrophy	<input type="checkbox"/> Suicidal	<input type="checkbox"/> My child will need medications during school hours. (* See page 2.)
<input type="checkbox"/> Other	<input type="checkbox"/> Scoliosis	NEUROLOGICAL	<input type="checkbox"/> My child may need emergency medications during school hours. (* See page 2.)
DERMATOLOGY	<input type="checkbox"/> Other	<input type="checkbox"/> Cerebral Palsy	
<input type="checkbox"/> Eczema	GASTROINTESTINAL	<input type="checkbox"/> Frequent headaches	
<input type="checkbox"/> Other	<input type="checkbox"/> Hernia	<input type="checkbox"/> Migraines	
GENTOURINARY	<input type="checkbox"/> Other	<input type="checkbox"/> Spina Bifida	
<input type="checkbox"/> Bladder control problems	DENTAL	<input type="checkbox"/> Seizures	
<input type="checkbox"/> Urinary track infections	<input type="checkbox"/> Braces	<input type="checkbox"/> Sleep disorder	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	

*** MEDICATIONS DURING SCHOOL HOURS:** SHSG: H-3-2, 3-3 and/or 3-8 forms must be signed by the physician and a parent, and must accompany prescribed medications that are to be given during school hours. The medication will be in the original container properly labeled by the physician or pharmacy. All medications will remain at school for the duration of the prescription.

Appendix C

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY IMMUNIZATION REQUIREMENTS

To enroll in DoDEA schools students MUST meet specific immunization requirements. For details: See DoDEA Immunization Requirements, November, 2011. This form is provided to parents to assist with immunization documentation. Medical proof of immunizations must be completed by medical authority and provided to the school officials at the time of initial registration. Medical authorities must sign and stamp their form of choice indicating that immunization records have been reviewed and that the minimum DoDEA requirements are met. At time of registration, copies of prior immunization administration records may be requested to supplement information provided by medical authorities.

PRIVACY ACT STATEMENT					
<small>AUTHORITY: 10 U.S.C. section, 2164 and 20 U.S.C. sections 921-932. PRINCIPAL PURPOSE: To obtain immunization information needed to enroll students in Department of Defense Education Activity (DoDEA) schools and programs and to promote a safe school environment. ROUTINES USE(S): DoDEA may release information without prior consent within the DoD when needed to perform an official DoD duty, in accordance with 5 U.S.C. section 552a(b)(1). DoDEA also may release information outside the DoD, in accordance with 5 U.S.C. section 552a(b) (2-12), and the "Blanket Routine Uses," published at http://www.defenselink.mil/privacy/notice/bsd. Examples of release may include for valid medical, law enforcement or security purposes, or for use in litigation involving the DoD. DISCLOSURE: Disclosure to the Agency of the information requested on this form is voluntary, but failure to provide all requested information may result in the delay or denial of student enrollment and services.</small>					
Name (Last, First, Middle Initial)					Date of Birth (mm/dd/yyyy)
IMMUNIZATION	DOSE AND DATE GIVEN				
	1 (mm/dd/yyyy)	2 (mm/dd/yyyy)	3 (mm/dd/yyyy)	4 (mm/dd/yyyy)	5 (mm/dd/yyyy)
Diphtheria, Tetanus, Pertussis (DTaP)					
Hepatitis A					
Hepatitis B					
Measles, Mumps, Rubella					
Measles					
Mumps					
Rubella					
Meningococcal					
Polio					
Tetanus, Diphtheria, Pertussis (Tdap)					
Varicella					
Varicella (History of disease.)					
Influenza (Annual)					
PPD	Date Placed:	Date read:	Result: NEG _____mm POS _____mm	MD clearance: YES <input type="checkbox"/> NO <input type="checkbox"/>	BCG

I certify that the minimum immunization requirements have been completed, and or initiated. Immunizations are current until _____ when _____ immunization(s) is/are due. (Date)

Signature and Stamp of Medical Authority / Date

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
RETURNING STUDENT HEALTH HISTORY UPDATE**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. sections 2164 and 20 U.S.C. sections 921-932.

PRINCIPAL PURPOSE: To obtain health information about a student enrolling in Department of Defense Education Activity (DoDEA) schools and programs to protect and enhance student health and to promote a safe school environment.

ROUTINE USES: DoDEA may release information without prior consent within the DoD when needed to perform an official DoD duty, in accordance with 5 U.S.C. section 552a(b)(1). DoDEA also may release information outside the DoD, in accordance with 5 U.S.C. section 552a(b)(2-12), and the "Blanket Routine Uses," published at <http://www.defenselink.mil/privacy/notice/osd>. Examples of release may include for valid medical, law enforcement or security purposes, or for use in litigation involving the DoD.

DISCLOSURE: Disclosure to the Agency of the information requested on this form is voluntary, but failure to provide all requested information may result in the delay or denial of student services.

Name <i>(Last, First, Middle Initial)</i>	Grade:
Have there been any changes in your child's health status since last school year? <input type="checkbox"/> No <input type="checkbox"/> Yes (If "Yes", you will be directed to DoDEA Form 2942.0 0-M-F1, November 16, 2011/SHSG: H-1 for completion.)	
Does your child have any NEW health conditions that the school should be aware of? <input type="checkbox"/> No <input type="checkbox"/> Yes (If "Yes", you will be directed to DoDEA Form 2942.0 0-M-F1, November 16, 2011/SHSG: H-1 for completion.)	
Does your child take any new medications? <input type="checkbox"/> No <input type="checkbox"/> Yes * (If "Yes", you will be directed to DoDEA Form 2942.0 0-M-F1, November 16, 2011/SHSG: H-1 for completion.)	
* MEDICATIONS DURING SCHOOL HOURS: A <u>SHSG: H-3-2</u> or <u>H-3-3</u> form must be signed by the physician and a parent; it must accompany prescribed medications that are to be given during school hours. The medication will be in the original container properly labeled by the physician or pharmacy. All medications will remain at school for the duration of the prescription.	
Parent/Sponsor's Signature:	Date:

DoDEA FORM 2942.0-M-F2 (SHSG: H-1-1), November 16, 2011