

INCIRLIK UNIT SCHOOL

ELEMENTARY/ MIDDLE SCHOOL

STUDENT/PARENT SECTION



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This information pertains to elementary and middle school students unless otherwise indicated.

CURRENT SPONSOR INFORMATION

The school must maintain the correct home and unit addresses as well as the home, duty and emergency telephone numbers of every sponsor whose child is enrolled in school. It is important for sponsors to notify the school promptly of any address changes (mailing, home and email) and telephone numbers. We need to be able to contact you immediately if your child becomes ill or is injured at school. Please do not use a stateside address or telephone number as an emergency contact. According to military policy, if contact information is not found current/correct, schools will initiate contact through the chain-of-command. When the military chain-of-command is involved, commanders will execute appropriate counseling and/or disciplinary action.

TRANSFER/WITHDRAWAL OF STUDENTS

One week's advance notification (five school days) is requested in order to prepare your child's records for transfer. We need a copy of the sponsor's PCS orders to release the student's records. Students are not allowed to sign for school records. A student withdrawing from school twenty days or less before the end of school will be eligible for promotion.

ATTENDANCE POLICY

The DoDDS educational program assumes that all students will attend school regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and students. Attendance records are maintained for all enrolled students. Daily attendance is taken in the elementary grades, and attendance is taken in each class period via SMS for middle and high school students, which provides immediate present/absent/tardy status for each student. According to military policy, the parents will report planned absences to the school no later than the day prior to the expected absence. Unplanned absences will be reported to school within one hour of the start of school on the day of the absence, and late arrivals will be reported to school within one hour of the start of school on the day of the tardiness.

In the event that a child does not have a planned absence from school and is reported by the classroom teacher to be absent, the school will initiate the following procedures: By 10:00 AM of the day of the unplanned absence, the school will contact the parent to report the child's absence. If the school cannot contact the parent, we will begin contacting all names on the contact list. If contact information is not current/correct, the school will initiate contact through the chain of command.

EXCUSED ABSENCES – MAKE UP WORK

DoDEA requires a signed written note in order to consider an absence excused. Excused absences (those not of an extended/planned nature) allow students to make up assignments that were missed. It is the student's responsibility to obtain the required assignments upon their return to school. Students should seek all missed assignments the day they return to school.

EXCUSED ABSENCES – Upcoming, Short duration, Illness

When students and parents have prior knowledge of **upcoming, but short duration absences, or in case of student illness**, they should contact the students' teachers to obtain homework assignments. Students can complete the work before the absence, work on the assignment during the absence, and have it complete and ready to turn in upon return to school.

EXCUSED ABSENCES – Advance Notification

All students are encouraged to benefit from the European environment by going on family trips. Whenever possible these trips should be planned for winter, spring or summer recess. If however a sponsor knows in advance that a student will be absent the student should bring a letter, at least five days prior to the absence, stating the purpose and exact dates for which the excused absence is requested. Students will be issued a **Trip Notification/Advanced Assignments Form**. Students then inform their teachers of the planned absence, have teachers identify the assignments that will be missed and obtain the teachers signatures. Students are expected to be prepared for their classes upon return to school and have the advanced assignments complete and ready to turn in.

EXCUSED ABSENCES – Unplanned

In case of unplanned excused absences, students will be allowed to make up class work. It will be the student's responsibility to obtain the required assignments. Students are encouraged to call another student from each class missed to get assignments or to see their teachers immediately upon returning to school.

The following list of excused absences is not all-inclusive:

Illness of student (Students who are ill for three (3) consecutive days or more must present a doctor's excuse upon return)
Family emergency
Religious holiday
Medical, dental, legal etc. appointments (Attempts should be made to schedule after school hours)
School sponsored/approved events
Family trips – pre-approved with administration
Special events, e.g. promotions, change of command

UNEXCUSED ABSENCES

As a general rule, work missed due to an unexcused absence cannot be made up. Teachers have the final authority in this regard. Disciplinary consequences are invoked in the case of truancy.

The following list of unexcused absences is not all-inclusive:

Oversleeping
Missing ride or bus
Farewells @AMC/airport
Non-school sponsored events
Family trips that are not pre-arranged
Not attending school on "down" days
Leaving school to attend tournaments when the student is not part of the team
Babysitting

TRUANCY/SKIPPING ATTENDANCE VIOLATIONS POLICY

Students cannot learn if they do not attend class. Students who skip school, fail to bring a note following an absence, fail to have a parent contact the school or have an otherwise unauthorized absence from class will be considered truant. For each truancy, an appropriate consequence will be assigned. Students who habitually skip class may also be suspended.

Coordinated with the Family Member Misconduct Board, the Command and Base Security these consequences apply to acts of truancy:

First Truancy: One day in-school suspension, meeting with parents

Second Truancy: Two days in-school suspension, meeting with parents

Third Truancy: Out of school suspension, referral to chain of command and/or Family Member Misconduct Board

TARDINESS POLICY

To avoid disruptions and to maximize instructional time, students must arrive at school and in class on time. A morning five-minute warning bell precedes the tardy bell when students should be in designated classrooms. Students who arrive late to school for the day must report to the office to sign in and obtain an admit slip to class, telling the receiving teacher whether the tardy is excused or unexcused. Tardiness caused by oversleeping, missing the bus etc. are unexcused. The school reserves the right to determine the excused or unexcused status of each tardy. Passing time between classes for the middle school is five minutes. During the passing time, students should prepare for the subsequent class, obtain required materials, use toilet facilities, etc. Students are to be seated in class and ready to work when the bell rings or they will be counted tardy. Students who are detained by school officials and are consequently late to class will be given a hall pass.

A record of quarterly tardies is maintained with consequences as follows:

First Two Tardies: Teacher warns student/notifies office

Third Tardy: One hour after school detention – parents notified

Additional Tardies: Additional detention, letter to parents, in school suspension, conference with parents, referral to chain of command and/or Family Member Misconduct Board

LEAVING SCHOOL DURING THE DAY-SIGN OUT LOG

Students who will be leaving the school during the school day will remain in the classroom until a parent comes to collect them. Parents must sign out children through the Main Office before collecting them and sign them in upon return. As a security precaution, parents should be prepared to show their ID card. If teachers receive a note from parents in advance, they will have homework or other handouts ready for the child when he or she leaves.

ARRIVAL AT SCHOOL

To ensure adult supervision, children should not arrive any earlier than 15 minutes before the first bell. Your cooperation in this matter will greatly enhance the safety and security of your child.

ELEMENTARY SCHOOL DAILY SCHEDULE

0755	Students enter the building
0800	Classes begin
1015	PSCD (A.M.) dismissal
1345	PSCD (P.M.) and Sure Start dismissal
1415	Grades K-5 dismissal
1425	Buses depart

UNPLANNED SCHOOL CLOSURE

There may be some times when it is necessary for military and school officials to cancel or close school early. On such occasions, it is impossible for the school to notify parents individually. Notification will be through command channels. Parents should make arrangements for an alternative place for their children to go whenever there will be no one at home to meet them.

LUNCH PROGRAM

The AAFES school meal program is approved by the U.S. Department of Agriculture (USDA). This means that the school meal program follows the same regulations and guidelines as schools throughout the United States. The lunch menu is published/announced daily. Lunch counts are taken during first period each

day to ensure enough meals are prepared. Only students who are counted should go to the hot lunch line. The a la carte line also provides lunch supplements. AAFES operates the school lunch program on a nonprofit basis, with meal prices set to cover food costs and other expenses. The prices are:

Students eligible for free lunch	No Charge
Students eligible for reduced price lunch	\$0.40
K-6 Students paying full price for lunch	\$2.05
7-12 students paying full price for lunch	\$2.20
Non-students	\$3.30
A la carte items	\$0.25 - \$3.00

LUNCH/RECESS SCHEDULE

<u>Grade</u>	<u>Lunch</u>
Kindergarten	1100-1145
First Grade	1110-1155
Second Grade	1120-1205
Third Grade	1130-1215
Fourth Grade	1140-1225
Fifth Grade	1140-1225
Middle School	1040-1120
High School	1215-1245

SCHOOL BUS AND TRAFFIC SAFETY (Elementary)

Appropriate conduct aboard buses is essential. Misbehaviors that distract the driver from concentrating on driving are serious safety hazards. Infractions of rules may result in suspension of bus privileges. As a security measure requests for students not to ride on their assigned buses on any day must be in writing and signed by the parent. Since phone calls cannot be checked for validity they will not be the preferred means of communication. A confirmed written request made by a parent is required. This ensures the safety of our students and greatly lessens the stress placed upon teachers about the transportation of students. Parents should wait for their children on the same side of the street as the children unload from the bus. Some children commute to and from school by bicycle. They should practice good traffic safety habits. Safety helmets are required. Questions about transportation should be directed to the School Liaison Officer (SLO). For additional information about behavior standards on the buses, please consult the Memorandum for Parents of Students Riding DoDDS School Buses, issued by the 39MSG/SLO. The SLO office is located in Rm. 201 in Bldg 2715, and the phone number is 676-3750.

SCHOOL SUPPLIES (Elementary)

Textbooks, workbooks and other instructional supplies are provided by DoDDS on loan. The proper care and use of these items is expected. It is the student's personal responsibility. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear. Supplies such as pens, pencils, rulers, crayons, writing paper etc. are to be purchased by parents. The required types, sizes and numbers of these materials vary among the different grades and subjects. A standard list for each grade level is posted at the Base Exchange. Children and parents will be notified on the first day of school of any additional supplies required.

HEALTH AND MEDICATION

The school nurse is available during the school day for evaluation and treatment of students' injuries and illnesses. If a child has a temperature of 100 degrees or higher or vomits he/she will not be allowed to stay at school. If a child is injured or ill the school nurse will use her professional discretion when notifying a parent or guardian. Parents will be contacted in the event a child needs to go home or be seen by a physician.

It is very important that the school has an emergency contact person other than a family member and that his/her current phone numbers (duty and home) are on file at the school. Please be sure the school always has current duty and home phone numbers for the sponsor.

School Health Records: Records should be filled out with the registration packet. These include the Health History and the Immunization Record for your child. Immunizations are an important aspect of your child's good health. They are important in providing protection not only for your child but also those they associate with here at school. If there are particular health concerns that your child has, please be sure the school nurse is aware of them. These can be included on the Health History form.

Medications at school: Students are not permitted to have any kind of medication in their personal possession at school. This includes Over the Counter (OTC) medications. If a child must take medication during school hours, it is necessary for parents to provide a signed permission form with parent and physician signatures. These forms are available in the school health office or at the Family Practice Clinic. The medication must be in a pharmacy labeled container with the child's name printed on the package. OTC medications are subject to the same guidelines.

Communicable infection, infestations and illnesses are always a concern in the student population. If your child has contracted one of these please share this information with the school nurse or send a note to your child's teacher. Some examples are: head lice, ringworm, "pink eye" and chickenpox. Health screenings will be done during the school year for vision, hearing, height, weight and scoliosis according to DoDDS guidelines. These are only screening programs and are not meant to replace regular check ups with a personal physician. You will only be notified of the results if the student needs to be referred for further evaluation. Otherwise the results that are considered normal will be recorded in your child's school health record.

DRESS CODE

Students enrolled at Incirlik Unit School are here because they are accompanying a military/civilian sponsor assigned to Turkey. Consistent with their status as guests in the host nation students should refrain from wearing clothing offensive to the host nation – either by style or message.

Dress and personal grooming are the responsibility of the student and are expected to be appropriate. Clothing that distracts other students and/or disrupts the learning process is inappropriate.

Clothing must be neat, clean and appropriate.

Dresses, shorts and skirts should be of fingertip length for modesty and comfort (including slits in skirts) but not so long as to be unsafe.

Pants, skirts and shorts should fit so that they do not gap and reveal more than is appropriate.

Shorts/pants should be worn at the waist. No "baggies". No sagging. No underwear showing.

Clothing should not be see-through or so tight that it reveals what is worn underneath.

Clothing for both boys and girls should cover the torso (shoulders, underarms, upper chest...shoulders to belly button, front or back). No "belly" shirts, tube tops halter tops, one strap shirts, tank tops with large arm holes, spaghetti straps etc.

Lingerie or sleepwear should only be worn at home. Underwear should not be visible or worn as exterior clothing.

Symbols, bad words, vulgar language, terms of violence or other writing that might be offensive to others should not appear on clothing.

Footwear is required for school. Untied shoes, slippers and flip-flops are not appropriate for school as they present a safety risk. Tennis shoes are required for PE and on the playground equipment.

Hats and visors may be worn outside the school building but must be removed immediately upon entering the building. Hoods, bandanas, sweat bands and "do" rags are not appropriate for school. Sunglasses (without a doctor's orders) should not be worn inside the building.

Chains and chains attached to wallets are not appropriate for school.

Students violating the dress code are subject to the following consequences:

First Offense: logged, clothing must be changed

Second Offense: Parents contacted; detention; possible in school suspension

STUDY TRIPS

Study trips that correlate with classroom activities are taken to various points of interest in local area. Study trips are an integral part of the curriculum. All parents are requested to sign a permission form for base-wide trips. Signing this form indicates your permission for your child to attend study trips on base for the entire school year. You will be notified of any on-base trip in advance. Separate permission slips will be sent home prior to study trips off base. A cellular telephone is provided to the trip sponsor for all study trips. No student will be permitted to go on a study trip without written permission from a parent. Pre-school children should not be brought along when parents attend as chaperones.

HOMEWORK

A primary purpose of homework is to provide a strong emphasis on academics, to encourage students to satisfy or extend their intellectual curiosity and to provide guidance for students to practice skills. Homework may not always involve pencil and paper tasks; it also encompasses such activities as reading for a period of time at home, working on a project or studying spelling words or study sheets.

<u>Grade</u>	<u>Hours/Week</u>	<u>Daily Approximate</u>
1&2	1-3	10-20 minutes
3	2-3	30 minutes
4	3-4	40 minutes
5	4-5	50 minutes
6, 7, 8	5-8	90 minutes

PROGRESS/GRADE REPORTS

Students in grades K-3 will receive regular reports from the classroom teacher concerning student progress, especially if a student's achievement is low. Progress reports are issued mid-way through each quarter for students in grades 4-8. These progress reports will keep parents informed of progress and achievement. Since no single report can adequately present a full picture of student progress, parents need to communicate with their children and teachers regularly. Grade reports are issued at the end of each quarter for students in all grades.

The school holds Parent-Teacher conferences at the end of the first three grading periods for elementary students and the end of the first quarter for middle school students to discuss student progress. Please do not hesitate to contact staff members if you have any concerns or suggestions.

SCHOOL VISITS

As a security precaution and to minimize class disruptions all visitors must report to the office as soon as they enter the building. All visitors must sign in and wear a visitors' pass if they need to go to any other part of the building. Parents are welcome and encouraged to visit classrooms however, we do appreciate parents notifying the teacher in advance of their planned visit. An unscheduled arrival at a classroom by any visitor may needlessly interrupt a lesson. While on the school campus, all visitors are expected to follow the rules of the school.

CAFETERIA AND PLAYGROUND EXPECTATIONS

All students are expected to treat each other and adults with respect and consideration. Notify an administrator or lunch monitor if they need assistance in the cafeteria or on the playground. Do not touch others in a discourteous manner.

Take turns on all playground equipment.
Line up in a straight line on the playground and in the cafeteria.
Sit properly and speak in an appropriate voice in the cafeteria.
Do not share or play with food and do eat with proper etiquette.

DISCIPLINE AND SCHOOL CONDUCT

It is important that all children are safe at school. It is a policy of DoDDS schools that discipline be maintained consistently and appropriately. We encourage students to grow in self-control, develop a sense of regard for themselves and their fellow students, and to have pride in their school community. Students have the responsibility of conducting themselves in a manner that does not violate the rights of other people.

It is also important that discipline be appropriate. To this end, circumstances are considered before consequences are determined. Consequences range from talking to the teacher, talking to an administrator, calling the parents, losing privileges within the school to receiving a suspension or expulsion. We do our best to match consequences with the misbehavior, the frequency of previous occurrences, and the age of the child. Staff members maintain classroom management plans that assist students in maintaining appropriate behavior.

Students are responsible for properly maintaining the textbooks and equipment, for respecting public and personal property, for obeying school expectations, and for accepting reasonable and appropriate consequences if their responsibilities are not fulfilled.

Every effort will be made to help a student who experiences difficulty adjusting to school life. Parents will be informed and conferences held if needed. However, more serious action will be taken if a student persistently violates school rules or commits a serious breach of conduct.

ZERO TOLERANCE

Incirlik Unit School has a “Zero Tolerance” policy for possession of weapons, possession of drugs and harassment. Students who violate zero tolerance policies will be dealt with immediately and severely. Students in violation of these policies will be automatically suspended from school from one (1) to ten (10) days with the possibility of expulsion.

WEAPONS

It is absolutely essential that our schools and buses be free of weapons. To this end the zero tolerance for weapons policy is established. All types of weapons are banned from the school campus and buses. Some examples of banned weapons include but are not limited to guns, knives, swords, and replica or toy weapons of the same. DoDEA has classified laser penlights as weapons, as well as any other object that might be used by one student to physically harm another.

DRUGS

Possession, being under the influence, and the selling of or giving away of non-prescription, prescription, illegal drugs, controlled substances or alcohol on the school or on school buses, whether during the school day or during any school sponsored trips or activity, will not be tolerated. Prescription medicines need to be housed in the nurse’s office.

HARASSMENT

Rude, abusive, or threatening comments or behavior of any type towards others including but not limited to bullying, racial slurs, ethnic put downs and sexist remarks are considered inappropriate and will not be tolerated. **Sexual harassment, a form of discrimination that involves unwelcome sexual advances,**

requests for sexual favors, and other verbal or physical conduct of a sexual nature, also falls under the zero tolerance policy.

Electronics

Electronics are not to be brought to school. This includes but is not limited to iPods and video games. If electronics are brought to school they will be confiscated and the sponsor will have to come to pick the item up.

Cell Phones

Elementary students (K-5) are not to bring cell phones to school.

Telephones

Students can use the telephones in the main office and in the classrooms only with permission from office personnel and the classroom teacher.

DISCIPLINE CHART

See next page!

Insert new chart

Behaviors	1st Offense	2nd Offense	3rd Offense
Alcohol Possession/Consumption	Suspension-Minimum 2 Days	Suspension-Minimum 5 Days	Suspension-Minimum 10 Days
Bomb Threat	Suspension, 10 Days or Expulsion	Expulsion	
Cheating	0 Grade, No Credit	0 Grade, No Credit and Detention	0 Grade, No Credit and suspension
Computer: actions that cause harm to files, operating system, set up, network, Internet, student work or visiting pornographic sites	Possible removal from computer, network, internet or all three, depending upon severity		
Computer password or account sharing	Letter to parent plus one week suspension of computer privileges	9 week suspension of computer privileges	To be determined based on circumstances
Computer misuse	Warning plus letter to parents	2 week suspension of computer privileges	9 week suspension of privileges
Drugs Possession or use	Suspension up to days or Expulsion	Expulsion	
Drugs Distribution or sale	Suspension- 10 days or Expulsion	Expulsion	
Fighting	Suspension	Suspension	Suspension, 10 days or expulsion
Fire Alarm False Alarm	Suspension	Suspension, 10 days or Possible Expulsion	Expulsion
Forgery	Detention/Suspension	Suspension	Suspension
Gambling	Detention/Suspension	Suspension	Suspension
Gang Behavior Joining fights, intimidation, harassment etc.	Suspension, 2-5 days	Suspension, minimum 5 days	Suspension, 10 days
Insubordination/Disruption	Detention	Detention or Suspension	Suspension
Sexual Harassment Verbal, Non Verbal or physical	Suspension	Suspension	Suspension
Swearing or Inappropriate Language	Counseling or Detention	Detention or Suspension	Suspension
Tardies	***See Attendance Policy		
Theft	Suspension or Restitution	Suspension or Restitution	Suspension, 10 days or Restitution
Tobacco use	Suspension	Suspension	Suspension, 2 days
Tobacco possession	Warning and parents contacted	Smoking Cessation class or overnight suspension	Suspension
Truancy	***See Attendance Policy		
Vandalism	Detention or community Service (minimum) Restitution	Suspension, overnight (minimum), Restitution	Suspension, Minimum 5 days, Restitution
Weapons possession	Suspension up to 10 days or Expulsion	Expulsion	

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

SCHOOL ADVISORY COMMITTEE (SAC)

We have a School Advisory Committee made up of elected parents and educators. Its purpose is to improve the quality of education for the betterment of the children at Incirlik American School. Department of Defense Instruction 5105.49 states, "The establishment of local advisory committees...fosters the concept of participation in school affairs by members of the school community. It is the policy of the Department of Defense to encourage professional employees and family participation in the formation and operation of overseas local advisory committees, to promote the vitality of these committees and to preserve their integrity and independence of actions."

SAC meetings are held in the Information Center, and the meeting schedule will be announced after the selection of its members. All meetings are open, and parents are welcome.

STUDENT SUPPORT TEAM (SST)

The Student Support Team addresses the needs of students (K-12) with a variety of special needs. The needs may include academic, behavioral and health areas. The team members include the school administrators, counselor, nurse, English as a Second Language teacher, Reading Recovery teachers, Compensatory Education teacher, Gifted Education teacher and classroom teachers as appropriate. This team also addresses classroom placement changes and grade level adjustments.

PTSA (Parent Teacher Student Association)

The Parent Teacher Student Association supports the school in a wide variety of ways. Information on PTSA events will be communicated throughout the school year via flyers and newsletters. The PTSA is a great way to get involved in the school. Parents and teachers have a strong and positive partnership that provides many benefits to the students at IAS.

PARENT VOLUNTEERS/MENTORS

If you are interested in volunteering your time or being a mentor at the school, please contact your child's homeroom teacher. A volunteer form is to be completed to enable us to have a volunteer roster. There is no limit on the number of volunteers we can use and the ways they can assist the school. Many parents by volunteering their time provide the school with a variety of valuable services. In turn, many have acquired experiences and skills that help them better meet the needs of the children. More complete information will be given at the beginning of the school year. We encourage all parents to be active volunteers and/or mentors at the school.

COMMUNICATIONS

Regular newsletters, in the form of e-mail, will be sent to sponsors on a regular basis. These e-mail messages will share important upcoming events and school activities. Classroom teachers will be sending home regular correspondence to inform parents and students of day-to-day events. Please be sure the school always has your current email address. If families would like the messages to go to additional addresses, please supply those addresses to the school registrar.

ACCREDITATION

The North Central Association of Colleges and Secondary Schools accredit Incirlik American School. NCA is an accreditation program that provides an on-site team visitation every five years. DoDDS schools are evaluated by using Department of Defense Educational Activity (DODEA) standards as well as the accreditation of NCA standards. Incirlik American School received an outstanding evaluation and full accreditation by an NCA team in February 2004.

Specific Middle School (Grades 6-8) Information

MIDDLE SCHOOL DAILY SCHEDULE

Incirlik Middle School uses a block schedule of 85/90-minute classes on an alternating A/B schedule, as shown below. The first bell of the day rings at 0740. Five minutes passing time is scheduled between each block. The schedule that ends the day at 1415 will be in effect October 9th.

Start Time	End Time	A Day	B Day
0735	0905	Block A1	Block B1
0910	1040	Block A2	Block B2
1045	1140	Wheel	Wheel
1140	1225	Lunch	Lunch
1225	1245	Advisory	Advisory
1250	1415	Block A4	Block A4

ADVISORS (Middle School)

Students in grades 6, 7 and 8 are assigned to an advisor. The advisor is a student's or parent's first point of contact should questions or concerns about middle school arise. The advisor's role is to do the following for each student/advisee:

- Provide a caring and nurturing relationship within the middle school community
- Communicate with parents and guardians about middle school issues
- Encourage students' academic, personal and social development
- Monitor academic progress and maintain accurate records
- Provide a time and place for students to meet, to celebrate, or to share concerns
- Respond to the individual needs of students
- Work with guidance counselors and specialists to insure proper services for all students

MS SEMINAR

A seminar is scheduled on certain days. The main purpose of the seminar period is to provide academic support and an opportunity for students to study, read, conference with teachers, obtain tutoring, test, do homework, do make up work, research, write, collaborate with peers on projects etc. Seminar is designed to give students additional opportunities to succeed by offering more time to work with individual teachers and with peers individually or in small groups. Seminar time must be used productively which requires students to plan ahead to secure passes, to have necessary materials on hand, and to prioritize their needs and tasks.

MS POWER POINTS

Middle School students earn power points by acting as responsible citizens and students. Students have the possibility of earning one power point for each period of the day (academic periods, exploratory

periods, advisory, and lunch) for a total of six (6) points per day. Points are accumulated to earn personal and group privileges. Loss of points is tied directly to loss of privileges.

Power Positives...Behaviors that earn points:

- Having the agenda in every academic, exploratory, and advisory class
- Being on time for class
- Entering every classroom in a quiet and orderly manner
- Getting settled for class quickly and quietly according to individual teachers' routines
- Copying assignments correctly and completely in agenda
- Having all materials and supplies on hand, including agenda, sharpened pencils, paper, textbook, homework, project materials, etc.
- Waiting calmly and quietly
- Completing homework carefully and on time
- Making polite requests
- Paying attention / listening actively
- Participating positively and politely
- Following directions independently
- Offering alternatives positively and respectfully
- Thinking independently
- Making wise choices
- Being respectful in all areas of the school environment (academic and exploratory classes, hallway, bathrooms, Information Center, MPR, playground, computer lab, etc.)
- Being respectful and considerate to students, teachers, school employees, and classroom volunteers
- Exhibiting a positive attitude
- Participating in after hours school events and community service

MS TRANSPORTATION

Students have the option of using the **bus service** from selected housing areas to the school or to use the **base shuttle**, which has a drop-off point near the school's parking lot. Since riding the school bus or base shuttle is a privilege and not a right, appropriate behavior is expected on all buses. The School Liaison Officer (SLO) deals with most bus infractions. However, school administrators will get involved if serious misconduct occurs that may lead to any student's suspension or expulsion from school. The wing commander has the authority to limit or prohibit student use of the bus or shuttle if misbehavior or misconduct occurs. For additional details, please refer to the Memorandum for Parents of Students Riding DoDDS School Buses from the SLO.

If students ride a **bicycle** to school, they should dismount and walk their bike once they reach the edge of the parking lot area. Students are not to ride bicycles on campus during school hours. Bicycles should be locked in the provided bicycle racks. **Roller blades, skateboards, scooters or shoes with wheels** may not be used anywhere on school property at any time, to include before or after school. Questions about transportation should be directed to the School Liaison Officer. The SLO office is located in room 201 of Building 2715. The phone number is 676-3750.

MS SCHOOL SUPPLIES

Textbooks, workbooks, and other instructional supplies are provided by DoDDS on loan. The proper care and use of these items is expected and is the student's personal responsibility. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear. Supplies such as pens, pencils, rulers, markers, writing paper etc. are to be purchased by parents and will need to be replenished over the course of the year. A standard list of supplies for the middle school student is posted at the Base Exchange, with supply list items stocked for sale. The list is also available on the school's web site. Children and parents will be notified on the first day of school or any additional supplies required.

MS DRESS CODE

Students enrolled in Incirlik Unit School are here because they are accompanying a military / civilian sponsor assigned in Turkey. Student dress and personal grooming are the parent and student's responsibility and are expected to be appropriate, never distracting to other students, never interrupting the learning process, and never offensive to our host nation. As a guest in a foreign country, students should refrain from wearing clothing that might be offensive, either by style or message.

- Clothing must be neat, clean and appropriate.
- Girls' dresses, shorts, and skirts should be of "pinky" length for modesty and comfort (including slits in skirts) but not so long as to be unsafe.
- Girls' pants, skirts and shorts should fit so that they do not gap and reveal more than is appropriate.
- Boys' shorts/pants should be worn at the waist. Their pants should not be baggy, sagging or allow underwear to be revealed.
- Clothing should not be see-through or so tight that it reveals what is worn underneath.
- Clothing for both boys and girls should cover the "torso" (shoulders, underarms, upper chest...shoulders to hips, front or back). This means that no belly shirts, tube tops, halter tops, one strap shirts, tank tops with large arm holes or shirts with spaghetti straps should be worn.
- Lingerie or sleepwear may not be worn to school. Underwear should not be visible or worn as exterior clothing.
- Symbols, bad words, vulgar language, terms of violence, reference to drugs or alcohol, or other writing that might be offensive to others should not appear on clothing.
- Hair accessories should not present a danger to others. Combs, pencils, chopsticks, or straws should not be worn in the hair.
- Footwear is required for school. Untied shoes, slippers and flip-flops are not appropriate for school as they present a safety risk. Tennis shoes are required for PE and on the playground equipment.
- Hats and visors may be worn outside the school building but must be removed immediately upon entering the building. Hoods, bandanas, sweat bands and "do" rags are not appropriate for school. Sunglasses (without a doctor's orders) will not be worn inside the building.
- Jewelry should not present a safety hazard or be distracting to others, i.e. oversized, glittery, spiked or noisy.
- Chain belts and chains attached to wallets are not appropriate.
- This list is not all-inclusive. The administration reserves the right to decide if clothing not specifically mentioned above is inappropriate to be worn at school.

Students violating the dress code are subject to the following consequences:

- First Offense: logged; clothing must be changed
- Second Offense: parents contacted; detention; possible in school suspension

MS STUDY TRIPS

Teachers arrange study trips both on base and to various points of interest in the local area. These trips enhance our educational program and are considered to be an extension of the classroom. Being an integral part of the school curriculum means that students are expected to attend field trips.

Parents are requested to sign a permission slip for base wide trips, indicating permission for the student to attend base study trips for the entire school year. However, in advance of any study trip on base, parents will be provided the details of the particular trip.

Middle school classes will also explore the history and culture of our region with field trips off base. Parents will be notified in advance of trip details and asked to give permission for their child to accompany the class. No student will be permitted to go on a study trip without written permission from a parent. Off base

field trip sites are always checked out and approved by base officials prior to granting us permission to go. Trip sponsors also carry a cellular telephone to allow them contact with parents, school or base personnel.

If for any reason a child does not accompany the class on the trip, he/she will still be expected to report to school. The student will be assigned to another middle school teacher and will participate in a modified schedule for the day, which may include researching the sites visited on the trip. Should a student decide to remain at home the day of a scheduled field trip, the absence will be unexcused resulting in no make up credit.

Study trips are considered excused absences from the regular schedule of classes, but have a different timetable for making up missed work. Students should get assignments from classes they'll miss in advance of a planned field trip. They may then send in the work with a peer the day they're on the field trip and absent from the class or be prepared to walk in to the very next class period with the work ready to turn in.

MS HOMEWORK

Homework is a regular part of a child's school day. Assignments are to reinforce instruction, to increase understanding and retention of concepts, to transfer and extend classroom instruction, to prepare for classroom discussion, and to provide curriculum enrichment opportunities. Middle school students can expect to have up to 90 minutes of homework at night. Parents can support success with homework by establishing a consistent time and place for doing homework, free of distractions but having access to parental help when needed.

The student agenda kept by every middle school student will tell parents exactly what homework the child has in each class. Furthermore, teachers will note in the agenda when homework is incomplete or missing, allowing parents to monitor their child's success with handling the responsibilities of homework.

MS MAKE-UP WORK

When an absence is excused, it is the student's / parent(s)' responsibility to get clarification of work missed and to make up the missed assignments, test, quizzes, or class work in a reasonable amount of time (one extra day for each day absent). When an absence is planned in advance, such as a family trip, parents are expected to contact the office and their child's teachers to make arrangements for assignments in advance so that they are completed by the time the child returns to school. As a general rule, work missed due to an unexcused absence cannot be made up. However, teachers have the final authority in this regard.

MS VISITORS

Parents are welcome to visit middle school classrooms at any time. Parents must first sign in at the main office and obtain a visitor's pass before proceeding to the classroom. To avoid possible class conflicts, or interrupting special programs, presentations or tests, parents might want to first call the school or teacher.

MS CAFETERIA AND PLAYGROUND EXPECTATIONS

All students are expected to

- Treat each other and adults with respect and consideration.
- Notify an administrator or lunch monitor if assistance is needed in the cafeteria or on the playground.
- Eat with proper etiquette.
- Not share or play with food.
- Sit properly and speak in an appropriate voice in the cafeteria.
- Not touch others in a discourteous manner.
- Take turns on all playground equipment.
- Enter the building after lunch quietly and calmly so as not to disturb other classes already in session.

MS STUDENT AGENDAS

Studies have shown that using an agenda will increase academic performance and test scores, will increase accountability and responsibility, and will increase communication between home and school. To promote those goals, students are provided with a Premier *discoveragenda*®. Teachers will model how the agenda is to be set up and maintained and will then show students how to use it to manage time, organize school life, reflect on progress, and set personal goals. We encourage students to share their agenda with parents regularly so parents may stay aware of their child's daily progress in school. We encourage parents to focus on encouraging their child's progress, not perfection, their improvement in behavior and academics from week to week, their consistency in performance from week to week, and their reflection for monitoring and setting goals from week to week.

ELECTRONICS

Electronic items, such as disc players, MP3 players, iPods, Gameboys, etc. are high value items that present security risks at school. These items are not to be brought to school except on days specified as "electronic game days." If found at school, these items will be confiscated and turned over to a parent.

TELEPHONE CALLS and CELL PHONES

Should a parent/sponsor need to contact your child during the school day, call the main office to get a message to the child. Students may only use the classroom phones with teacher permission and then only in an emergency or other situation the teacher deems essential. Cell phone interrupt teaching and distract students from learning. Therefore, **cell phones must be kept out of sight and turned off during school hours. They are not to be used on school grounds.** Cell phones will be confiscated and turned over to a parent/sponsor if detected in class.

GRADING

Students in grades 6-8 at Incirlik Unit School are graded according to this DoDDS grading scale:

- A = 90 - 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60

**INCIRLIK UNIT
SCHOOL**

**HIGH
SCHOOL**

**STUDENT/PARENT
SECTION**



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WELCOME TO INCIRLIK UNIT HIGH SCHOOL – Home of the Hodjas

Welcome to a new school year at Incirlik Unit High School Campus--the 'Home of the Hodjas!' We are proud of our school and its mascot, Nesreddin Hodja. The *Hodja* rides backward on his trusty steed to see where he has been.

The *Hodja* is one of the most beloved and celebrated personalities in Turkey and the Middle East. Born about 1208 in Horto, a small village in central Turkey, he was reputed to have been wise and humorous even as a small child. The *Hodja* seemed to have a comical and encouraging answer for every situation. It is said that he brought joy and happiness to many.

We believe that the *Hodja's* wisdom and humor and the ability to bring hope and joy to others makes him a fitting mascot for Incirlik American High School. The venerable *Hodja*, along with the school colors of Blue and White, are symbols of the school's enduring spirit.

IHS was first accredited in January 1975. Before 1974-1975, the school offered an academic program for grades 7 through 10. Students in grades 11 and 12 attended Karamursel High School near Istanbul and lived in a dormitory. The top two grades were added to IHS in 1974.

Many facility changes have occurred over the years. The main building was constructed in 1972 and remodeled in 1991. The laboratory section of the school--including music, art, home economics and science classrooms--was completed in 1991. That building is currently in use by the base Education Center. The track and soccer fields were completed in 1994.

The IUHS faculty and staff are dedicated to the school's mission of "preparing students for the 21st century", but we realize that it cannot be done alone. Student success and learning is best achieved when a strong partnership bonds the home and school: Students taking a proactive role in their growth and learning, parents informed and involved with their children's schooling and teachers committed to effective teaching for all learners.

This handbook is designed to assist students and parents in becoming informed and involved decision-makers in students' education. The handbook provides policies and procedures necessary to create and maintain a successful learning environment for all. Contact the main office if you have any questions or concerns about this or any related content of this handbook.



THE SCHOOL DAY at INCIRLIK UNIT HIGH SCHOOL

DAILY STUDENT SCHEDULE

IUHS uses block scheduling with alternating sets of 4 x 90 minute classes, as shown below. The first bell of the day rings at 0740. There are 5 minutes for passing between each block.

Start Time	End Time	A Day	B Day
0735	0905	Block A1	Block B1
0910	1040	Block A2	Block B2
1145	1215	Block A3	Block B3 (Seminar)
1215	1245	HS Lunch	HS Lunch
1250	1415	Block A4	Block B4

TRANSPORTATION

Students residing on base are authorized to use the base shuttle, which has a drop-off point in front of the school. Appropriate behavior is expected on all buses. Ridership of base shuttle and school buses is a privilege and not a right. The wing commander has the authority to limit or prohibit student use of buses if misbehavior/misconduct occurs aboard buses. For information about transportation, contact the School Liaison Office, 676-3750/3043.

Students riding bicycles to school are to dismount and walk their bikes once they reach the edge of the parking lot area. They should lock them in the provided bicycle racks. They are not to be ridden on campus during school hours. Scooters, roller blades, skateboards or similar types of transportation may not be ridden anywhere on school property at any time to include before and after school and on weekends.

LUNCH

The School Food Authority for DoDDS is the Army and Air Force Exchange System (AAFES), which provides a USDA-approved school lunch program for IHS. The lunch menu is published monthly in the *Parent Newsletter* and published/announced daily. Daily lunch counts are taken during first period to ensure enough meals are prepared. Only students who are counted should go to the hot lunch line. The a la carte line also provides lunch supplements.

AAFES operates the school lunch program on a nonprofit basis, with meal prices set to cover food costs and other expenses. Full-price lunches for the year are \$2.20, while a la carte items range from \$.25 - \$3. Reduced price lunches are available to eligible students. To apply for reduced price or free lunches, contact the School Liaison Office at 676-3750/3043. Lunch tickets are available at the BX cashiers cage. Students may also bring lunch and eat on campus. Students may not leave campus to eat lunch without the express permission of their sponsor or the administration.

SEMINAR

Every student is enrolled in a seminar, during the third block, on B days. The main purpose of the seminar period is academic: reading, studying, tutoring, test or assignment make-up, research, and writing. Seminar is designed to give students additional opportunities to succeed by offering more time to work with individual teachers and with peers, individually or in small groups. Seminar time must be used productively, which requires planning and preparation to ensure passes are obtained, necessary materials are on-hand, and on-task behaviors applied.

Occasionally, seminar is used for other school activities—class meetings, school assemblies and programs—and to protect instruction by adding flexibility to the normal schedule. Designated portions of seminar periods will be devoted to “Drop Everything and Read” (DEAR). During this time, the entire school—students, teachers, administration and staff—reads. This activity is designed to improve reading skills, a result of reading more extensively and from a wider array of materials. Students are encouraged to bring leisure reading materials of their choice to DEAR. To leave their assigned seminar, students must obtain a pass in advance from the receiving teacher before proceeding to the receiving teacher’s room for extra help and/or make-up work. Students have three (3) minutes to move between classrooms. Students are also required to sign out/in from both their seminar and destination. Students, whether remaining in their assigned seminars or at another destination, are to use the study blocks as task time.

STUDENT EXPECTATIONS—RIGHTS & RESPONSIBILITIES

SHARED ROLES

School staff, parents and sponsors, community leaders, and students have the responsibility to work together so that all students have the opportunity to develop their full potential under our democratic system.

Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this philosophy is the concept of mutual respect among students and faculty. In sum, student involvement in the educational process is a basic right and responsibility.

Student responsibilities and privileges are general statement of principles, subject to the limitations imposed by law, customs of the host nation or by general authority of the wing commander. The host nation’s legal agencies and the wing commander share legal jurisdiction in overseas military communities.

RIGHTS

All students, grades K-12, are entitled to an educational program comparable to those offered by U. S. public schools, in accordance with pertinent directives and regulations governing eligibility for enrollment.

RESPONSIBILITIES

Students at every age have the responsibility to conduct themselves in a manner that does not violate the rights of others. Students share with administrators and teachers the responsibility to develop and promote a climate within the school that is conducive to productive learning and living.

Students are responsible for the completion of the course of study necessary to obtain a high school diploma. Students and parents share the responsibility of regular school attendance. Students must properly maintain textbooks and other equipment issued by the school, must obey school rules and accept the just and appropriate consequences if responsibilities are not met.

The pamphlet *Students’ Responsibilities and Privileges in the DoDDS System* contains more detailed information and is available in the school office.

GUIDANCE

ACCELERATION

Students are eligible to accelerate the first or second semester **ONLY** if their sponsor has orders for a permanent change of station. Acceleration is **NOT** granted locally for anything except PCS orders; all other requests must be directed to the district superintendent. To be successful, students eligible for an accelerated program should have at least a 2.5 grade point average.

Students will receive high school credit only if they successfully complete an acceleration plan along with final examinations. Students who do not complete an acceleration plan will receive a grade to date and no credit. The acceleration request must be initiated at least four weeks before the final school day. The DoDDS area office establishes the first dates for acceleration. They are 13 December 2007 for first semester and 15 May 2008 for second semester. Students must be in attendance for the entire acceleration day.

When orders are received and/or a port call date known, the registrar should be informed through the receipt of orders and a letter indicating the student's last day in school. A "Request for Acceleration" form should be requested from the student's counselor. This is to be filled out by the parent and then by each of the student's teachers.

ADVANCED PLACEMENT (AP) CLASSES

A variety of AP classes are available, either on site or through distance learning. The guidance counselor can provide additional detail on these classes. The AP exam must be taken at the end of the course in order for the student to receive "weighted" grades. If the AP exam is not taken, the course grade will be figured using the regular (unweighted) grading scale.

CREDIT BY EXAMINATION

Students may challenge a course for credit as long as they are not currently enrolled in that same course. The challenge consists of passing the semester and/or final examinations for the course. Passing the semester and/or final examinations gives credit for the course; a "P" is entered on the transcript for the grade and is not calculated as part of the student's GPA.

EARLY DEPARTURE/PCS

Students should report to the office with a set of PCS orders five school days before their last day of school.

In order for credit to be granted, students must successfully complete an acceleration plan.

On the last day of attendance, students should report to the office where they will be given a clearance form, which must be completed, before they will be cleared from school.

Student must carry the form to the last meeting with each of their classes. Students may not take the clearance form to the teacher at other times, except in cases of emergency.

Clearance from the information specialist, nurse, and counselor may be accomplished before or after school, between classes, or during the lunch period.

Students should return all clearance forms to the office at the end of the school day.

If the departing students owe for books or other items, payment must be made before clearance can be completed.

Parents must call ahead to arrange for records pick up.

EARLY DEPARTURE/NOT PCS

A request for students to leave early must be in writing to the principal. Teachers will give withdrawal grades only (not final grades) on the student's last day at school. No credit will be granted to students leaving early. Report cards will be mailed to the sponsor after proper checkout is completed.

EARLY GRADUATION

Permission to graduate early may be granted for students with unusual academic circumstances. Parents and students should be aware that early graduation is a serious matter that will be approved only when a compelling need prevails. A desire to start college early, to work, or PCS moves are not considered unusual academic circumstances. IAHS offers an excellent four-year academic program that will help students make a successful transition from high school to college or to the world of work. Early graduation must be requested in writing by the parent/sponsor at least a year before the proposed graduation date.

GRADE CLASSIFICATION

Grade placement and progression toward completion of 24 high school credits follows this sequence:

Grade 9—Student satisfactorily completes 8th grade or has been enrolled in the 9th grade in a previous school.

Grade 10—Student must have successfully completed a minimum of 6 units of credit.

Grade 11—Student must have earned a minimum of 12 credits and be able to meet all graduation requirements with normal scheduling during the junior and senior years of school.

Grade 12—Student must have satisfactorily completed a minimum of 18 credits. It should be possible for the student to comply with graduation conditions and requirements with optimum scheduling by the conclusion of the school year

GRADE POINT AVERAGE

Grade point average is calculated on a point system with an "A" counting 4 points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. A weighted point value has been assigned to each letter mark in advanced placement (AP) courses. * This weighting will be used to determine class rank and for other competitive purposes within the school. The weighting will be as follows: A-5, B-4, and C-3, D-2. Students enrolled in advanced placement (AP) classes must take the AP exam in that subject area in the spring in order to receive AP credit on their transcripts. Students who do not take the AP exam will have a transcript that reflects enrollment in a regular subject area class with no weighted grade.

GRADING STANDARDS

IUS uses the DoDDS grading scale in grades 6-12:

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60

The use of plus (+) or minus (-) with a grade is authorized for use on report cards and transcripts, but does not have value in computing a student's grade point average (GPA). GPAs are based on a four-point system.

GRADUATION REQUIREMENTS (According to Graduation Year)

A total of 26 credits [one semester represents a half credit and two semesters represent a full credit] are required to meet minimum DoDDS graduation requirements for students graduating in 2008 and beyond. The 26 credits must be in certain curricular areas, as indicated below:

<u>Curricular Area</u>	<u>08/09/10**</u>
Language Arts (2 years of ESL may substitute for 2 years of English)	4
Social Studies (1 unit US history and ½ unit US Gov are required)	3
Mathematics (Algebra and geometry each required)	3
Science	3
Foreign (Second) Language (2 credits in same language)	2
Fine Arts	1
Personal Fitness	0.5
Lifetime Sports	1
Health	0.5
Professional Technical Studies	2
<u>Electives</u>	<u>6</u>
TOTAL	26

**Must have a cumulative GPA of 2.0 to graduate; Honors Diploma available with a minimum of 4 AP courses and a cumulative 3.8 GPA

COURSE DESCRIPTION GUIDE

This guide, available from the counselor or on the DoDEA website, www.dodea.edu, contains comprehensive information about the curriculum offered for each school year.

GUIDANCE AND SUPPORT SERVICES

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

Guidance and counseling services at Incirlik American HS are designed to ensure that all students acquire the knowledge, skills and attitudes necessary for constructive participation in a multicultural and mobile society.

Counselors are prepared to help students in grades 6-12 cope successfully with academic, personal and social problems. Accordingly:

- The guidance program is consistent with the developmental stages and needs of individual students.
- The guidance program involves students, staff, parents and appropriate members of the local community.
- Guidance program activities are consistent with the school's mission and philosophy, and planned by pupil personnel staff in consultation with other school community representatives.

- Students shall have access to a counselor with whom they can discuss personal, occupational, and educational goals.
- Students shall be encouraged to exercise their individual freedom and responsibilities of choices that promote their educational development with the DoDEA system.
- Evaluation of the guidance program is based on these goals and student outcomes, and bolstered by the requisite renewal of counseling capacities.

Counselor (Academic Objectives): The counselor helps students plan their four-year high school program and the courses and actions necessary to attain academic goals and educational objectives; specifically the courses of study for college, community college, vocational school, or direct entry into the job market. The counselor helps students appraise her/his personal academic abilities and career interests in view of anticipated educational and/or vocational plans.

(Personal Problems): Students may have personal problems that they prefer not to pose to immediate family members, teachers or significant others. The counselor is available to discuss these situations with students. The counselor may not solve the problem directly, but may help the student arrive at an acceptable solution or guide the student to more specific counseling or expertise.

Nurse: The nurse will assist any student with health issues and make referrals beyond the school level as appropriate. The nurse will also conduct mandatory screenings. Parents will be notified if there is a problem with any of the screenings.

Special Needs Services: IUHS has a teacher for Mild to Moderate Learning Impaired students, and a part-time special education technician (aide) on the staff. Call the main office or counselor for information about services for students with special needs.

Adolescent Substance Abuse Counseling Services (ASACS): No family is immune from the dangers and impact of alcohol and other drugs. Denial, guilt, blame, false promises and misinformation are typical responses that limit—if not paralyze—attempts to bring about meaningful change when alcohol/drugs endanger health and wellness.

When a family faces the difficult challenge of alcohol and drug abuse, it must work actively to obtain the support and assistance needed to address successfully the problems associated with substance abuse. Unless the behavior and underlying problems are properly remedied, the impact of alcohol and other drugs may extend from the immediate family to school, the work place, unit readiness, and the community at large. When students are suspected of substance abuse, they will be referred to the ASACS counselor.

HOMEWORK/MAKE-UP WORK

DoDDS policy is to assign homework as appropriate to all students capable of completing assignments. Homework is part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities. When students have excused absences, it is their responsibility to call a study buddy, ask about, and make up any missed assignments and tests. Upon students' return to school they will have the opportunity to make up tests, quizzes or class work and get clarification. When your child is (or will be) absent, you may request homework assignments by calling the office at 676-6330.

HONORS DIPLOMA

Beginning in 2008, students will be eligible for an honors diploma if they meet the following criteria: successful completion of at least four AP courses and at least a 3.8 cumulative grade point average (GPA).

HONOR ROLLS

Honor Roll selection is based on quarter grades. Students in grades 9-12 may qualify for High Honor Roll—a GPA of 4.0 or above, or Honor Roll—a GPA of 3.2-3.9. Students who receive “D” or “F” grades or “I” (incomplete) are not included on the honor roll.

INCOMPLETE GRADES

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

MIDDLE SCHOOLERS & HIGH SCHOOL COURSES

Seventh and eighth grade students authorized to enroll in secondary language and math courses will be awarded the appropriate Carnegie units of credit for successful course completion. Such credits count toward graduation requirements, but they will not be averaged into student high school GPAs. Seventh and eighth graders are authorized to enroll in secondary coursework with teacher recommendations.

PROGRESS REPORTS/REPORT CARDS

Progress reports are provided for students achieving below acceptable standards--typically **D/F** range—or who show improvement or commendable progress. Progress reports are sent to parents at the mid-point of each quarter, but are easily sent via e-mail at any time. Parents may request a progress report at any time by notifying the appropriate teacher.

Report cards are issued quarterly--within a week of the quarter’s end--and need not be returned to the school [the *School Calendar* depicts marking periods/quarters]. At the end of the first quarter grade cards are presented to the parent and student during conferences with the teachers. All other report cards are mailed to the sponsor’s post office box. Contact the registrar if report cards are not received within a week after the quarter’s close.

REPEATED COURSES

If a student chooses to repeat a course to obtain a higher grade, only the second grade will be counted in the calculation of the GPA.

SCHEDULE CHANGES/DROPPED COURSES

Once schedules are made, changes are strongly discouraged. Exceptions will be approved by the principal with the advice of the counselor and affected teachers. Courses may be changed within the first two weeks of the semester and courses dropped within this period will not appear on the transcript. Courses dropped after six weeks will be recorded as **WF**—withdrawal failure—on the student’s transcript. Course change forms are available from the counselor.

SEMESTER EXAMS & ‘DEAD’ WEEKS

High school students are administered an exam, final project or other culminating activity at the end of each semester. These activities provide an opportunity for students to summarize, synthesize,

evaluate and otherwise apply what they have learned. Semester exams may count 10-20% of the quarter grade, as determined by the respective teacher. The week before and the week of exams are declared “Dead Weeks.” During these two weeks sports practice/competition, club meetings, or other such activities are suspended. Students are encouraged to use the extra time studying, preparing projects, and obtaining closure on the semester. See the *School Calendar* for dates designated for exams/Dead Weeks.

STANDARDIZED TESTING

DoDDS system sites participate in standardized testing that is designed to provide information about students’ levels of achievement. Notification of tests schedules and test results are provided to parents. Test results provide a continuing record of each student’s academic progress as compared to national norms.

STUDENT RECORDS

All personal student files are open for review by the owner(s). In the case of student records, the owner is the parent/guardian of the student—or the student if 18 or older. It is essential that student records be reviewed by the owner(s) before a student leaves school. Parents/guardians should report to the registrar on the student’s last day of attendance to review records and to sign the necessary release forms. Such a review ensures an understanding of the contents of student records provides for resolution of questions and assures the transmittal of accurate information in student records.

TRANSCRIPTS

A high school transcript is an official record of a student’s high school career and is therefore a very important document. Transcripts reflect only semester grades. Official transcripts are mailed to the gaining school upon request of that school; original transcripts remain with IUHS. IUHS, by mandate, maintains records for four (4) years after a student graduates.

To obtain a copy of an official transcript up to five (5) years after graduation from IUHS, write to:

**Incirlik Unit School
ATTN: Registrar
Unit 7180 Box 270
APO AE 09824**

After five years from graduation, or in the event DoDEA/DoDDS has been deactivated, address requests to:

**Thompson Prometric
2000 Lenox Drive
Lawrenceville, NJ 08648**

[Transcripts are available for 50 years after graduation. Identify the school from which the student graduated and list all addresses to which transcripts are to be mailed.]

VALEDICTORIAN / SALUTATORIAN HONORS

Students in the graduating class with the highest and second-highest cumulative GPAs will be designated the valedictorian and salutatorian of the class. The cumulative GPA will be calculated using the grades of 8 semesters. If the student has accelerated his/her course of study, the GPA will be based on the final semester of the year, which is normally the 6th semester.

WITHDRAWAL/PCS PROCEDURES

Students may check out of school no more than two days before departure from Turkey. See the registrar for clearance forms and procedures; a copy of the sponsor's PCS orders is required.

ATTENDANCE & DISCIPLINE

ATTENDANCE POLICIES

Sponsors are required to ensure each dependent child regularly attends school sessions unless the child is excused from attendance or is suspended. Attendance records are maintained for all enrolled students, who are expected to attend all classes. School policy requires that enrolled students come to school and remain in school until the school day is over. Attendance is taken each class period via SMS (Student Management System), which provides immediate present/absent/tardy status for each student. Chronic absence from school affects a student's academic progress. Parents are encouraged to contact the school if there are concerns about attendance.

- IUHS has a 'closed campus' for grades 9-11 during lunchtime. Seniors may earn the privilege of an open campus lunch at the discretion of the administration. This privilege may be revoked if the senior has Ds/Fs or less than a 2.0 GPA.
- Students in grades 9-12 may not leave campus, except with parent/sponsor permission.
- Students may not leave the base during the school day unless accompanied by parent/sponsor/teacher chaperone.

ATTENDANCE PROCEDURES

On a day that a student misses school, it is the responsibility of the parent to call the school at 676-6484/676-6330 between 0700 and 0800 to inform the school of the student's absence and reasons for the absence, per USAFE directive. When the student returns to school after an absence, he/she must bring to the registrar a note signed by a parent/sponsor to verify the reason for the absence.

Parents must sign out students (even if age 18 or older) at the main office when students have to leave school/campus. Students leaving the campus during scheduled classes must be with the parent/sponsor or have a valid note, confirmed by the main office, from the parent/sponsor.

Students who leave campus without permission, or who do not return from lunch, will be considered truant.

1. ADVANCED NOTIFICATION OF ABSENCE—Learning occurs best when students attend class, but some absences are unavoidable. While it is preferable for family trips to be scheduled during school breaks, in situations that can be forecast, parents are requested to obtain a *Trip Notification/Advanced Assignments Form*. Once approved by an administrator, students inform their teachers of the planned absence, have teachers identify the assignments that will be missed, and obtain the teachers' signatures. Students are expected to be prepared for their classes upon return to school—and with advanced assignments complete, ready for turn-in.

2. DURATION/TIMING OF PLANNED ABSENCES--Planned student absences should not exceed ten (10) days. Absences beyond this time span present potentially serious disruption of a student's academic progress. Excessive absences may be reported to command personnel. Planned absences should not extend beyond the third week of May, which is the cut-off date for early withdrawal from school with semester credit [see *Withdrawal/PCS Procedures* above].

3. MAKE-UP WORK & EXCUSED ABSENCES—Excused absences [those not of extended/ planned nature] allow students to make up assignments that were missed. It is the student's responsibility to obtain the required assignments. Moreover, students should seek all missed assignments the day they

return to school. Delay until the next class under the alternating-day schedule represents a loss of time to make up missed work. Teachers have the right to refuse to grant credit for make-up work that is not completed within a reasonable time.

When students and parents have prior knowledge of upcoming—but short duration—absences, or in case of student illness, they should obtain the *Home Work Assignment Form* from the registrar. Students can complete the work before the absence, work on the assignment during the absence, and have it complete and ready for turn-in upon return to school. Short duration absences may include family trips and school-sponsored events.

Parents must also call the registrar on the morning of a student absence, e.g., in case of illness, and request the assignments for the day, which can then be picked up in the main office at 3 p.m. In the case of unplanned excuses absences, students will be allowed to make up the class work. It will be the student's responsibility to obtain the required assignments. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established. Students have one school day for each day that they are absent to make up work. Students are encouraged to call another student from each class missed to get assignments or they should see their teachers immediately upon returning to school. Students who have arranged for absences in advance are expected to hand in work upon return to school.

4. EXTRACURRICULAR / CO-CURRICULAR ABSENCES—Students involved in sports and other activities must contact teachers PRIOR to their absence to collect work. Work is due at the next class meeting after students return to school. Students, who are absent because of a sports activity, or other extracurricular/co-curricular activity, will be expected to be ready to participate in all class activities on the day of return to class. Consultation with teachers is required before this type of absence so that all assignments and deadlines are obtained before the absence.

5. UNEXCUSED ABSENCES—As a general rule, work missed due to an unexcused absence cannot be made up. Disciplinary consequences are invoked in the case of truancy. Teachers have the final authority in this regard.

EXCUSED/UNEXCUSED

The tables below, not all-inclusive, illustrate typical kinds of absences:

Excused

Illness of student (Students who are ill for 3 consecutive days or more must present a doctor's excuse upon return)

Family emergency

Religious holiday

Medical, dental, legal, etc., appointments [attempts should be made to schedule after school]

School-sponsored/-approved events

Family trips, pre-approved with administration

Special events, e.g. promotions, change-of-command, community activities

Unexcused

Oversleeping
Missing bus/ride
Farewells @ AMC/airport
Non-school sponsored events
Family trips that are not pre-arranged
Not attending school on down days
Leaving school to attend tournaments when the student is not part of the team
Babysitting
Personal moneymaking enterprises, e.g., video-making, photography, etc.

ATTENDANCE VIOLATIONS**TRUANCY**

Student absences from class without prior awareness and notification by parent/sponsor, or student departures from campus without being signed out by the parent/sponsor, are acts of truancy. IUHS has zero tolerance for truancy, and unauthorized absence/departure from school are closely monitored by SMS inputs. * Unauthorized absence from each class is considered truancy.

CONSEQUENCES

Coordinated with the Family Member Misconduct Board, the Command, and Base Security, these consequences apply to acts of truancy:

- **First truancy:** One-day in-school suspension, meeting with parents
- **Second truancy:** Two-days in-school suspension, parental meeting
- **Third truancy:** Out-of-school suspension, referral to chain of command, and/or Family Member Misconduct Board

TARDINESS

To avoid disruptions of instruction and to maximize instructional time, students must arrive at school and to class on time. Morning and afternoon 5-minute warning bells precede the tardy bell, when students should be in designated classrooms. Five minute passing time is allowed to move between classes and requires students to prepare for subsequent classes, obtaining required materials, use toilet facilities, etc. SMS input enables teachers to quickly identify students who arrive tardy to any class. Students with excessive tardies may be referred to command personnel. A record of quarterly tardies is maintained with consequences as follows.

CONSEQUENCES

- **First & second tardies:** Teacher warns student/notifies office
- **Third tardy:** One-hour after-school detention, parents notified
- **Six tardies:** After-school detention and letter to parents
- **Nine tardies:** In-school suspension, conference with parents, referral to chain of command and/or Family Member Misconduct Board

Quarterly tracking and consequences are renewed each quarter.

Students who arrive after the morning tardy bell must report directly to the main office for an admission slip. The admission slip tells the receiving teacher whether the tardy is excused/unexcused. Tardies caused by oversleeping, missing the bus, etc. are unexcused. The school reserves the right to determine the excused or unexcused status of each tardy.

DISCIPLINARY PROCEDURES

INTRODUCTION

A high level of discipline is required in the DoDDS system and at IUHS. Students are expected to display self-control, to demonstrate a sense of regard for fellow students, and to take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

IUHS is committed to success for every student, and the school staff will keep parents informed about the progress of their students. Student conferences are convened as necessary combining the resources of the school counselor and other community specialists.

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

Students who persistently violate school rules and norms of good behavior, or who commit a serious breach of conduct face more drastic action. Referral to community resources with possible recommendation for expulsion from school and removal from the community is a likely consequence (see below also). Parents and students should be aware that some behaviors may violate Turkish law and may be subject to serious penalties by Turkish government or military authorities.

A major goal of education is the development of self-discipline. The entire school staff and resources--in combination with community commitment--help establish, model and monitor habits of self-discipline. Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes one-to-one counseling with the student, notification of parent by phone or writing that a problem exists, arrangements for a parent conference, and referral to administration. Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or question a teacher's authority.

TYPES OF CONSEQUENCES

1. Detention: Teachers or administrators may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do assigned classroom work. After school detention requires 24-hour notice to parents or parent telephonic approval. Students placed on detention must report to the classroom or office with materials necessary to do homework. Unless given a work detail while on detention, the student must (1) remain seated unless given permission to move, (2) remain silent and (3) work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result. Normally, after school detention is one hour.

2. Suspension: Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. Following a suspension, the parents will be required to bring the student to school for a scheduled re-admit conference with the administration before being allowed back to classes. During a

suspension and for one week after, students may not travel or participate in special activities. Students may practice with their team after the re-admit conference.

In-house Suspension – may be utilized at the administrator's discretion for misconduct not involving violence or substance abuse. Students will be isolated from their peers for the entire school day to include lunch and placed in an isolated, but monitored, school setting to work on assignments issued by teachers. During in-school suspension students report to the main office by 7:40 a.m. and are dismissed at 3 p.m. Students are to bring all required school materials—texts, paper, pens/pencils, etc. and are expected to work independently on academic assignments. Students on in-house suspension may either bring their lunch or be escorted to the school cafeteria to buy lunch during the normal lunch period. Students are confined to the in-school suspension site unless escorted. Students on an in-school suspension may not participate in any school activity from 7:40 a.m. on the day of assigned suspension until 7:40 of the next regular school day. During an in-house suspension and for one week after, students may not travel nor participate in special activities. Students may practice with their team after the re-admit conference. Failure to follow the expectations of in-school suspension will result in a call to parent/sponsor to pick up the student for an out-of-school suspension—and application of additional consequences.

Out-of-School Suspension – parents will be notified of any suspension and the reason for invoking it. A letter of suspension will be sent home to the parents with the conditions of the suspension fully noted. Suspensions are considered excused absences. Students in out-of-school suspension have the privilege of making up work for credit. Upon return to school the student must contact their teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student were in class. While suspended, students may not participate in any school activity nor will they be allowed on school grounds until they have been reinstated by the administration. This includes any weekend activity such as sports events, dances or special events. In addition, students will not be allowed to travel or participate in special activities with the exception of practice for one week following the suspension. A formal Discipline Committee Hearing, governed by DoDEA Regulation 2051.1 will be held in the event that a student is suspended for more than ten days (cumulative or continuous) in one school year.

3. Direct Escort: With direct escort, a parent/sponsor is required to escort directly her/his child throughout the regular school day. The accompanying parent/sponsor attends all classes with the student, eats lunch with the student, and is involved with the entire daily routine from the opening to the close of the school day. Direct escort is especially helpful for truants, disrupters, and non-performers because it provides an intervention that keeps students in school. Direct escort is a method of parental intervention that communicates to the child that inappropriate behaviors are unacceptable—and that the parent will spend an entire school day with her/his child to emphasize the importance of an education. A direct escort may be delayed as many as three days to enable a parent to arrange leave so that the student can be escorted to classes. Teachers are notified in advance when parents will be in a direct escort role. Direct escort affords sponsors/parents an opportunity to see and experience their child's school environment.

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

In cases where suspension of a student is frequent and is not successful in changing the unacceptable behavior, a hearing with a formal statement of charges may be held (see definition of “formal hearing” below). Expulsion procedures may be instituted if the negative behavior continues. Serious or repeated school misbehavior is also related to the military responsibility of ensuring proper conduct of dependents in the command. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to the enhancement of the American reputation and position overseas. If expulsion is proposed, all procedures outlined in DoDEA Regulation 2501.1, Disciplinary Rules and Procedures, will be followed. **In all cases the administration reserves the right to determine the severity of consequences.**

5. Formal Hearing: DoDEA Regulation 2051.1 defines a formal hearing as *‘the process by which the school discipline committee reviews the evidence and affords the school and the student accused of misconduct (along with parent/sponsor/guardian) a chance to contest allegations.’*

The discipline committee is comprised of school officials, teachers, parents and community members and decides on disciplinary matters in which expulsion has been or could be recommended.

‘Formal hearings afford certain rights to the student accused of misconduct when the proposed disposition involves expulsion or suspension for more than ten (10) days. These (rights) include an impartial fact-finder or hearing officer, a statement of charges in writing prior to the hearing, the opportunity to present a defense including the presentation of evidence and witnesses in the student’s behalf, an opportunity to request that certain questions be asked of witnesses against her/him, a written finding of fact and disposition, and a right to appeal to a higher authority.’

In cases where the suspension of a student is due to frequent and/or serious offenses and the student has not been successful in ceasing/changing the unacceptable behavior, a formal hearing—with a formal statement of charges—will be held. The discipline committee will listen to the defense and make recommendations to the principal, who then notifies the sponsor of the committee’s decision.

BEHAVIOR POLICIES & DISCIPLINARY ACTION

ACTIVE PARTICIPATION

Learning occurs best in an atmosphere of rigor, order and respect. Students are responsible for effective use of class time and for ensuring that their behavior does not interfere with the learning environment for others. Each student must maintain acceptable personal standards of behavior while in school—both in and out of class. Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

ALCOHOL USE/POSSESSION

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

CASES OF SUSPECTED ALCOHOL/DRUG ABUSE

When a student is suspected of using/abusing a substance—alcohol or other drug, school officials initiate the following actions:

1. A staff member will contact the school nurse, who will evaluate the student’s condition and proceed to step 2 if the nurse suspects or can confirm said use/abuse
2. The nurse will notify the administration of the (suspected) condition

3. The administration will meet with the student; notify the parent/sponsor who will remove the student from the school premises as soon as possible. If neither the sponsor nor spouse can be contacted, the administration will contact the sponsor's unit commander or security police. In severe cases, emergency medical personnel may have to be called in and/or the student will be taken to the hospital Emergency Room.

Safeguards: If the sponsor has a question regarding the possibility of substance use/abuse, the sponsor may escort the student to the ER for substance use/abuse testing within two (2) hours and confirm the test results with school officials. Failure to exercise this option means that school officials will conduct/conclude any investigation and take appropriate action.

CAFETERIA BEHAVIOR

The following behaviors are expected from all students: take your place at the end of the cafeteria line, deposit all trash in appropriate containers, return trays to appropriate place, do not run, chase or engage in physically unsafe behaviors, talk at a conversational level.

CHEATING

Incirlik Unit High School has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student. This list is not all-inclusive. Additionally, students involved in cheating will receive a "0" grade for the assignment, and the parents will be notified by the classroom teacher.

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

COMPUTER-USE POLICIES/CONSEQUENCES FOR MISUSE

Students will use school computers only with prior authorization and only for the purposes of the overall educational program. Students will receive instruction *DoDEA Student Network Acceptable Use* and will sign an *Acceptable Use Agreement*; parents must also read and sign the agreement. Unauthorized access to a computer, unauthorized electronic copying to/from a computer, entry into non-authorized electronic storage areas, and any actions that interfere with an authorized user's access are each serious offenses that will require the student's actions to be evaluated by the school administration for appropriate action.

Students may be authorized to use a DoDEA and IHS approved electronic mail system. This mail system is NOT private, and administrators reserve the right to review student electronic mail. Violations of legal and respectful conduct will warrant disciplinary action.

Students may be authorized to use IHS computers to access other resources that are outside the school. Prior to use, and as a condition for such access, students will sign an agreement acknowledging that IHS retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized or 'illegal to possess' information will warrant disciplinary action.

As instructional technology becomes increasingly integrated into the curriculum and instruction, proper and authorized use of technology resources is essential for all users. Non-compliance with appropriate protocols endangers both individual and common access/use of school resources.

Students are to use the Internet for instructional, school approved activities. They must have teacher approval before they use the Internet. Students are not allowed to use chat rooms or free e-mail accounts. Only their school-approved account is authorized. Students will not be allowed to broadcast messages through the use of the computers. Students are to leave the working system of any

computer as they find it. Down loading of files is prohibited. Students are expected to keep the network secure and not share their passwords or accounts with anyone else. They are not to publish their photo, name or address or that of any other person. All floppy disks and CDs must be scanned for viruses by an adult prior to use.

CONSEQUENCES FOR MISUSE OF COMPUTERS

Actions that cause harm to files, operating system, computer set-up, Internet, student work, the network or visiting pornographic sites are likely to cause removal from computer, network, Internet or all three depending on severity of infraction.

Sharing passwords or account information will result in parental notification and suspensions of computer privileges. (1st offense: one week suspension, 2nd offense: 9-week suspension of privileges.)

Broadcasting messages, inappropriate Internet use (non-school related sites, games, subscription sites, providing personal information to non-school related sites, illegal e-mail etc.) will result in warning, letter to parents for 1st offense, 2-week suspension for 2nd offense and 9-week suspension for 3rd offense.

DRESS CODE

Students enrolled at IUHS are here because they are accompanying a military/civilian sponsor assigned in Turkey. Consistent with their status as guests in the host nation, students should refrain from wearing clothing offensive to the host nation—either by style or message.

Moreover, student dress and fashion should contribute to the overall learning environment—not distract from it. Students, and parents/sponsors, should assume responsibility for acceptable standards of clothing and appearance.

Clothing standards

- Clothing must be clean, neat, and appropriate.
- Clothing may not be torn, ripped or otherwise in disrepair - including pre-made holes as found on jeans. Pajama-style pants are not allowed.
- Shorts and skirts must be 'finger-tip length,' no short-shorts or skirts; slits in skirts can be no higher than fingertip length.
- Shirts/tops must cover the shoulders of both males and females.
- 'Spaghetti-strap' and tank tops banned; straps on shirts must be at least 2 inches in width.
- Sports jerseys/other large cutouts allowed only with a regular short sleeve T-shirt underneath.
- Halter-tops, midriff tops and hip-huggers that expose the stomach/midriff are banned.
- Pants may not hang below the waist (no sagging).
- Footwear is required . Untied shoes, slippers and flip-flops are not appropriate for school as they present a safety risk.
- Head coverings (including hats, hoods, and bandanas) may not be worn indoors by either males or females. * Bandanas are not allowed. Sunglasses may not be worn indoors.
- Combs or brushes should be stored appropriately and not worn in the hair.
- Low-cut blouses/tops are inappropriate for girls.
- Underwear should not be visible, or worn as exterior clothing.
- For safety reason, no jewelry to include arm or neckbands and piercings may have spikes or other protruding parts
- Chains and chains attached to wallets are not allowed.

Appearance standards

Slogans, buttons, insignias, and other decorations that encourage anarchy, illegal use of drugs, tobacco or alcohol use; contain profane or derogatory words or drawings; or depict death or blood are inappropriate for school wear—and are inconsistent with our status as guests in Turkey.

Additionally, clothing that carries culturally offensive language is inappropriate. Examples of inappropriate wear include shirts with drug-related paraphernalia, such as illustrations of marijuana leaves; and shirts that carry messages pertaining to Satanism, excessive violence, lawlessness or religiously offensive items.

DRESS CODE VIOLATIONS—Students violating the dress code are subject to the following consequences:

-First offense: Warning, clothing must be changed

-Repeated offense: Parents contacted, detention, possible in school suspension

The administration reserves the right to determine what is appropriate clothing at school and school events. Students traveling on study/sports trips must adhere to more rigorous and specific codes, as described by activity sponsors. Students who are not properly attired for traveling in the host country will not travel.

DRUG ABUSE/POSSESSION

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcohol, intoxicant inhalant or other intoxicants in the following areas:

- On school grounds—or in immediate vicinity of the campus
- Off school grounds at a school activity, function or event

Students may not possess, use transmit or be under the influence of an illegal drug. An illegal drug is any drug not prescribed by a licensed physician. Additionally, someone who possesses a drug prescribed for someone else is in possession of an illegal drug.

CONSEQUENCES FOR DRUG ABUSE

The table below outlines actions to be taken for drug-related offenses:

Nature of Offense	Instance	Action
Distribution /sale of illegal drugs	First	Immediate suspension, pending expulsion hearing
Possession and/or use, under the influence of illegal drugs	First	-Suspension – up to 10 days -Parent conference -Student counseling -Mandatory student-parent counseling -Referral to the chain of command and/or Family Member Misconduct Board
Possession and/or use – under the influence of illegal drugs	Second	Immediate suspension pending expulsion hearing

READMITTANCE CRITERIA

In cases of first violation of school drug use policies, the one- to 10-day suspension period must include the following measures:

- **Family assessment:** Evidence that the school nurse has scheduled a family appointment—including the sponsor, spouse and student. This forum serves to identify needs and community resources appropriate to the needs.

- **Student participation:** Counseling sessions for the student, accompanied by sponsor/parent, is recommended.

- **Community resources:** Available community resources include **Life Skills**, 676-6452/3; **Family Advocacy**, 676-8016; **Mental Health Services**, 676-6452; and **Medically Related Services**, 676-8256.

See also “Case of Suspected Alcohol/Drug Abuse” under Alcohol for school procedures.

FIGHTING

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

FOOD, BEVERAGES AND GUM

Food and beverages, sodas, sports drinks, etc., may not be opened nor consumed in the classroom unless specifically approved by the teacher. Because of conditions in Turkey, students may carry bottled water into the classroom and drink it in class as long as it does not interfere with instruction. The nurse will write a permission slip for students whose health needs require special food/energy drinks in the classroom. However, **all medications must be maintained and administered by the school nurse.**

Gum is permitted in classrooms only with the approval of that classroom’s teacher. Students should check with their teachers to determine who does not allow gum and respect that teacher’s rule. The administration reserves the right to ban gum completely from the campus if students are negligent in disposing of used gum properly.

FORGERY

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

GANG BEHAVIOR (DoDDS-Europe Policy)

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

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

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

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

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

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

Students that engage in or have association with acts of hazing on or off base 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 or 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.

HALL CONDUCT

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason **MUST** have a pass from a teacher. Any adult in the building may request to see the hall pass. Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

ILLEGAL DRUG USE/POSSESSION (See also Alcohol/Drug Abuse)

The security police will be notified of any suspected drug use. Students will be suspended pending a disciplinary board.

INSUBORDINATION

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

INTIMIDATION/HARASSMENT

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

ITEMS INAPPROPRIATE AT SCHOOL

Students are not permitted to bring to school any personal items that interfere with the classroom atmosphere or endanger the health and safety of other students. Students are responsible for all personal property and therefore should not bring items that may be easily stolen. The following are examples of items that should not be used in classrooms and may be confiscated and kept until a parent comes to pick them up: iPods, walkman or other CD players, MP3 players, PSP, boom boxes, other electronic devices, electronic games, dice and toys. Items not claimed by the sponsor will be donated to charity. Students may bring cell phones to school, but they must be kept out of sight and turned off. Students may not use cell phones anywhere on campus without explicit permission from a staff member. (Note: This is a change in policy from previous years.) Skateboards and roller blades may not be ridden anywhere on school property at any time to include before and after school, and on weekends and holidays. Violations will result in confiscation of the banned article until a parent retrieves the items and possible notification of security forces.

LITTERING

The appearance of the school and grounds—which are a U. S. government facility--reflects upon the school climate and learning environment. Students have a role in maintaining the physical appearance and repair of the overall school by using trash receptacles and avoiding litter. Students who persist in littering will be subject to disciplinary action.

MISCONDUCT IN THE CLASSROOM

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

OFF CAMPUS VIOLATIONS

Off campus is defined as outside of the high school complex without permission, at anytime during the school day. Only seniors, with parental permission, may leave campus for lunch. Their off-campus lunch privileges may be revoked due to failing grades or failure to maintain a 2.0 GPA. Students who choose to leave campus without permission will be assigned disciplinary consequences.

PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling and throwing objects in the halls, courtyard or classrooms are dangerous and are not acceptable behaviors. In addition, any behavior that has the potential to harm another person is not acceptable at school. Students who persist in physically dangerous behaviors will be assigned disciplinary consequences.

PROFANITY AND INAPPROPRIATE LANGUAGE

The use of profanity, vulgarity, and inappropriate language or gesture is unacceptable conduct at IAHS. This includes any racial, ethnic or sexual slur. Appropriate and respectful communication should be the norm at all times. The counselor will take remedial action with students who use inappropriate language that includes racial or ethnic slur; referral to the administration may follow as part of the school's discipline plan.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Undue displays of affection can be disrespectful and disruptive. Displays of affection other than handholding are inappropriate and subject to disciplinary action ranging from a verbal warning to suspension from school.

SEXUAL HARASSMENT

Sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature. DoDDS and IAHS do not tolerate any form of sexual discrimination because of its unwelcome and inappropriate dimensions:

- Such conduct interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment.
- One engaging in deliberate or repeated verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.
- Sexual harassment is not about sex or healthy personal relationships; it is an expression of power by one individual over another—and it can be devastating to the victim and others.
- What may seem like harmless behavior to one person can be totally offensive to another; this type of behavior, when unwelcome, is a form of illegal discrimination.

Unwelcome behaviors include, but are not limited to:

Verbal Harassment	Non-Verbal Harassment	Physical Harassment
Whistles Offensive comments Offensive Jokes Terms of endearment (babe, etc.) Inappropriate language	Looking a person up and down Gestures Sexually oriented posters, cartoons, pictures, etc. Written offensive jokes, comments, terms of endearment, and other inappropriate language	Touching, patting, pinching, grabbing, etc. Hugging, kissing, etc Cornering, blocking passage, bumping, etc. Rape

CONSEQUENCES FOR SEXUAL HARASSMENT—Students involved in sexual harassment of any type will be subject to disciplinary action—depending on the severity of the action—as follows:

- First offense: Counseling by school counselors and disciplinary action by the administration
- Second offense: Referral to the administration, with the parent/sponsor attending this meeting; suspension from school

SPREADING RUMORS

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

THEFT

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

THREATS TO SAFETY & SECURITY (Civil Law Offenses)

Actions that threaten the safety and security of students and school staff are serious and unacceptable violations of a safe and secure learning environment. Intolerable behaviors, among others, include:

Bomb Threats

Fighting

Insubordination toward school official

Assault & battery (physical or emotional)

Threatening another person

Possession, sale, consumption of alcohol/drugs

Sexual harassment

Vandalism of school or public property

Possession or use of a weapon

Tampering with fire alarms/fire extinguishing equipment

CONSEQUENCES FOR CIVIL LAW OFFENSES—All violations of civil law offenses will be subject to school disciplinary action AND reported to the sponsor's command, Military Police, and/or the Family Member Misconduct Board, as appropriate. (See Table of Consequences.)

TOBACCO PRODUCTS

Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.

Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.

There will be no designated smoking areas defined or condoned by DoDDS-E schools.

UNPREPARED FOR CLASS

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

VANDALISM

Defacing school corridors, walls, surfaces, lockers, desks, other furniture, etc., constitutes abuse of government property--in addition to degrading the appearance of the school. Respect must be shown for the common interest of providing a well maintained school environment—and for protecting U. S. tax dollars. The student will be required to pay for or repair damages. Consequences will depend upon the severity and intention. Acts of vandalism will be referred to security forces for further investigation.

WEAPONS – (Possession/Use)

IUHS, in accordance with DoDEA regulations (2051.1), prohibits weapons in school. Weapons—or items that could be used as a weapon—will not be tolerated at IUHS.

Weapons are items carried, presented or used in the presence of other persons in a manner likely to make a reasonable person fear for her/his safety. Prohibited items, among others, include:

Guns or replica (look-alike) guns

Knives

Slingshots

Razors or box/carpet cutters

Laser beam items

Numchucks

Explosives

Lighters or matches

Mace/pepper spray/other propellants

Flailing instruments – chains, studded belts, numchucks, etc.

Objects that project a missile

Any object, concealed, displayed or brandished in a manner that reasonably provokes fear.

A positive learning environment and appropriate student behaviors are responsibilities shared by school and military officials. School administrators have an obligation to keep military/civilian authorities apprised of serious and repeat violations of good order—to advance educational goals and America’s reputation and position overseas.

TABLE OF SUGGESTED CONSEQUENCES This will be replaced by new chart.

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol Possession/Consumption	2 Days Suspension	5 Days Suspension	10 Days Suspension/Expulsion
Bomb Threat	10 Day Suspension/Expulsion	Expulsion	
Cheating	0 Grade – No Credit	0 Grade – No Credit, Detention/Suspension	0 Grade – NC-Suspension
Computer Violations	See Computer Policy		
Disruption	Detention	Detention/Suspension	Suspension
Distribution/Sale of Drugs	10 Day Suspension/Expulsion	Expulsion	
Drug Possession/Use of or Under the Influence	10 Day Suspension/Expulsion		
Fighting 1/1	2 Day Suspension	5 Day Suspension	10 Day Suspension/Expulsion
Fire False Alarm	5 Day suspension	10 Day Suspension/Expulsion	
Forgery	Suspension	Suspension	Suspension
Gambling	Detention/Suspension	Suspension	Suspension
Insubordination	Detention	Detention/ Suspension	Suspension
Lying	Detention	Detention/ Suspension	Suspension
Sexual harassment verbal, non verbal or physical	Detention/ Suspension	Suspension	Suspension
Swearing	Warning, Detention	Detention	Suspension
Tardies	See Attendance Policy		
Theft	Suspension/ Restitution	Suspension/ Restitution	10 Day Suspension/ Restitution
Threats, Intimidation, Harassment, etc.	Suspension	2/5 Day Suspension	10 Day Suspension/ Expulsion
Truancy	See Attendance Policy		
Use of Tobacco	Suspension/ Cessation Class	Suspension/Cessation Class	Suspension

Vandalism	Detention/Suspension/ Restitution	Suspension/ Restitution	Suspension/ Restitution
Weapons Possession/Possession of Item That Could Be Used as Weapon/Intent to Use an Item as a Weapon	10 Day Suspension/Expulsion	Expulsion	

GENERAL STUDENT INFORMATION

AWARDS

An awards assembly is held at the end of each school year. Students are recognized for achievement or improvement in all subject areas. Students may additionally receive academic letters, the President's Award for Educational Achievement/Excellence, Honor Scholar/Athlete, Presidential Fitness Awards, and others.

BOOKS, EQUIPMENT AND ON-CAMPUS PROPERTY

The school furnishes textbooks to all students, and they may use school equipment as necessary/directed. Textbooks, equipment and other instructional items represent a major investment, and students are expected to safeguard them against loss/damage. When a student completes a course or transfers from the school, all books and equipment must be returned to IAHS. Reasonable wear and tear is expected, but unreasonable damage caused by student carelessness will require that a parent/sponsor be charged for replacement of the item. Payment for lost, stolen or damaged-beyond-use items is made to the registrar, who has the forms and price lists necessary for payment.

BULLETINS/COMMUNICATIONS

The *Daily Bulletin* is read daily over the public address system to inform students/staff of daily and upcoming events and other general information. An electronic newsletter, the Parent Hodja Happenings, is frequently sent to all sponsors. The IAHS webpage is at <http://www.inci-ehs.eu.dodea.edu>

CONTROVERSIAL MATERIALS

The *Administrator's Guide* [DST 2500.1] provides basic guidelines for handling controversial materials and issues in school. The DoDEA curriculum includes potentially controversial topics related to the family, ethics, morals, and religion.

It is IUS policy to inform parents before presentation of such materials in the classroom. It is intended that potentially controversial and sensitive issues will be presented objectively and in a factual and informative manner, with all relevant aspects of the subject provided. The instructional program is designed to ensure that controversial matters are handled in an appropriate manner to protect all individuals concerned.

Books that are challenged for content will undergo a review by a faculty/parent committee. Completion of an *I Challenge*—form begins the review process. Contact the Information Specialist for more information about this procedure.

HOMEWORK EXPECTATIONS

The IUS faculty, staff and administration have high expectations for their students and believe that homework is an essential factor in student success. Homework gives students the opportunity to practice independently new learning/skills or to apply previous learning to new situations.

Homework builds the skills necessary for independent study, learning outside the school/classroom, sound work habits, and responsibility leading toward independence. Seminar also gives students additional time to meet with a teacher as necessary.

DoDEA-established ranges of hours per week of homework are as follows:

<u>Grades</u>	<u>Hours [Range]</u>
7-9	90 minutes
10-12	120 minutes

LEAVING CAMPUS & SIGN-OUT

The IUS administration is keenly aware of its responsibilities to parents and students for the safety of the student body. To this end, it is imperative that students remain on campus during the school day.

At any time a student, regardless of legal age, leaves campus, she/he must be accompanied by a parent/sponsor or must have been authorized by school officials using the approved sign-out process. Sponsors must sign out students who leave campus during the school day and sign them back in on return. Students can sign in only with a note or phone call from the parent.

LOCKERS

Lockers are assigned to each student by grade level, and students must provide their own locks or use a school-issued lock. The administration reserves the right to search any locker with probable cause. When possible, the student will be present for the search. General locker rules are as follows:

- No graffiti inside or outside the lockers, or stickers affixed inside or outside the lockers
- Pictures of 'good taste' may be taped inside the locker, and students should use sound judgment when displaying items inside lockers. No obscene pictures or drawings are permitted. Students will be asked to remove anything seen in a locker that is not proper.
- Locks will be cut off lockers that have not been assigned or if the student has lost the key/combination to the lock
- Lockers may not be shared; each student has her/his own assigned locker
- Students who damage lockers may be required to pay for repair
- Lockers are to be kept locked at all times. Locks are available in the main office. There will be a \$5 replacement fee for school locks that are not returned.

LOST & FOUND

A lost and found depository is located in the main office. Items of value that are found are locked up and can be claimed by identifying the item to office personnel. Anyone who finds books, money, or personal effects should take them to the main office. At the end of the year, unclaimed items will be donated to a local charity.

LUNCH

The school cafeteria has a hot lunch program and a la carte items for sale provided by AAFES. The school has one lunch period. Students in grades 7-11 must remain on campus. Seniors are permitted to leave campus for lunch, with parent permission. This privilege may be revoked if students are persistently tardy after lunch, if they have low/failing grades (D/F) or fail to maintain a 2.0 GPA, or for any other reason deemed appropriate by the administration.

PARENT-TEACHER-STUDENT CONFERENCES

Parents and teachers have the welfare and development of the students as their first concern. For this reason, it is important for parents, teachers, and students to work together. Report cards are to be picked up by the parent and student at the end of the first marking period on 9 November 2007, which is the day for parent-teacher conferences. Throughout the year, parents may schedule conferences, as they feel necessary. Parents should call the school for appointments (676-6330).

STUDY TRIPS

Day and overnight field/study trips are authorized throughout the school year to enrich the curriculum. Teachers/sponsors will notify parents in advance of the trip's purpose, duration, schedule and other requirements. Parental permission slips and Powers of Attorney [if applicable] must be turned in by the parent/sponsor by the specified date.

Parents are welcome and encouraged to serve as chaperones on bus trips to near-by locations. Parents who do not want their child to participate in a particular study/field trip are asked to notify respective teachers in advance so alternative tasks can be devised. Parents should direct questions and concerns about the study/field to the teacher/sponsor. A standard AT/FP program is in place to ensure student safety/security on any trip outside the base.

Absences due to these activities are excused and the student's teachers will get prior notification of the field trip. Students must make up any work missed during the absence and are encouraged to obtain and complete assignments before departure.

TELEPHONES

Students who need to make important/essential on-base calls during the school day may use the telephone in the main office. Students may use the phone during class only with a pass from their teacher. In-class phones may be used only with teacher permission during passing times. **Cell phones must be kept out-of-sight and turned off during school hours.** Students will not be called from their class work unless an emergency exists.

VISITORS

IUS is open to visitors who have an interest in the school's educational programs—curricular, extra-curricular and co-curricular. Visitors must first sign in at the main office and obtain a visitor's pass to wear while on campus. Parents/sponsors are especially invited at any time. Parents are asked to first call the school in order to avoid class conflicts, special programs, tests, etc.

Students who wish to bring guests to their classes for the day must have the permission of the parent/sponsor, administration and teachers whose classes will be visited. They are required to present a written request at least one day BEFORE the visit; forms are available in the main office. Parents/sponsors/students are responsible for obtaining gate passes, if necessary. No visitors are permitted during exams or standardized testing.

PROGRAMS & SPECIALISTS

CASE STUDY COMMITTEE

The Case Study Committee meets on a regular basis to discuss student referrals, assessment planning and special needs programs for students. The committee consists of the special education teacher, school psychologist, counselor, an administrator, school nurse and representatives from EDIS and Life Skills from the Medical Group.

CHILD FIND

The Child Find Program is part of special education services. Child Find is designed to locate and identify all children from three to twenty-one years of age who may have some type of learning, speech and language, physical or emotional impairment. DoDDS school personnel and EDIS will test children suspected of having an impairment as appropriate. If an impairment is identified, the student will receive the appropriate services. If you have a child whom you feel would qualify for special education services, please call the school counselor or principal for further information.

DISTANCE LEARNING

Currently, the DoDDS distance learning personnel provide both AP and non-AP distance learning courses as well as distributed learning courses and activities to students around the world. The program offers a highly interactive learning environment through the use of asynchronous computer conferencing utilizing the Internet and groupware (Lotus Notes). For more information, please contact the school counselor.

GIFTED EDUCATION PROGRAM

This program is designed to focus on learners who perform with outstanding talent or show the potential for performing at remarkably high levels of accomplishment when compared with others of

their age, experience, or environment. The Department of Defense Education Activity (DoDEA) provides exemplary educational programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they are able to receive, meet, and often surpass. The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths. Philosophy: The unique worth, ability, and dignity of every student should be recognized and cultivated. This belief forms the basis of educational programs for all students. Children need a school environment that helps them realize their potential and instills in them a desire to use their talents and abilities. Students who perform or show the potential for performing at remarkably high levels when compared with others of their age, experience, or environment have learning needs that require differentiated learning experiences. Such experiences are those in which the content, strategies, and expectations of student performance have been adjusted to be appropriate for gifted children.

INFORMATION CENTER

The Information Center is a well-furnished and well-equipped facility with a library automation system and many online subscription databases. The IC is open before and after school. Students do not need a pass before or after school or during lunch. During class time, students need passes if they are in the IC without their class on an individual or small group assignment. The IC is a center for research and thus an atmosphere of quiet study should be maintained. Students are expected to abide by DoDDS policy of computer use. No games on discs may be used on any computers. Only authorized sites are to be accessed on any Internet address. Files and programs may NOT be added or deleted.

PROFESSIONAL TECHNICAL STUDIES

This department offers courses in many career fields to students in DoDEA middle and high schools. The mission of this department is to prepare our students to be technologically literate and employable in a global workforce. Students taking Professional Technical Studies courses also must meet all DoDEA graduation requirements.

PUPIL PERSONNEL SERVICES

The Pupil Personnel Service Department at IUHS is comprised of specialists from diverse backgrounds. These individuals provide services to a wide range of students with individual learning needs. The PPS Department consists of the counselor, psychologist, nurse, teacher of the learning impaired and ESL teacher. They are primarily responsible for maintaining the school's crisis plan and committee.

SPECIAL EDUCATION PROGRAM

IUHS provides services for students with mild to moderate learning impairments. The special needs program exists for students who are declared eligible under PL 94-142—[Education for All Handicapped Children Act of 1975]. Students in this program are on an Individualized Educational Program [IEP] in order to provide for the least restrictive learning environment. The special education teacher and educational aide(s) work with classroom teachers to modify the curriculum to ensure success in regular education classes. IUS has been evaluated and found in compliance with PL 94-142.

ACTIVITIES

AFTER SCHOOL STUDY SKILLS PROGRAM

The after-school study skills program is a homework assistance and study skills reinforcement program. A review of participants' GPAs during the last three years shows that students who participated regularly made steady improvement in their grades.

Any student may participate, but teachers frequently recommend low-performing students to the program. Two sessions are held simultaneously every A-day, one for middle school students and one for high school students.

Students and parents sign a contract that commits them to regular participation. Teachers, parents and military volunteers serve as mentors/tutors. Contact the counselor for more information about the after-school study skills program.

ATHLETICS

IUHS is a member of the American Schools in Turkey League (ASTL), which is organized under a DoDEA commission. IUHS competes against George C. Marshall School [Ankara] in three sports seasons annually.

Sports seasons & competition

Fall: Cross country, boys' volleyball, and girls' volleyball, tennis

Winter: Boys' basketball, girls' basketball, cheerleading, wrestling

Spring: Soccer, softball

Teams or individual athletes who become eligible then participate in the regional and /or European finals in their respective sports. Sports participation for DoDDS students is governed by DoDEA Regulation 2740.1.

More information about participation in sports can be found in the Student Athletic Folder issued to student-athletes.

ATHLETIC CODE OF CONDUCT

Students who participate in IUHS sports and the ASTL agree that they will demonstrate acceptable behavior and sportsmanship at school, in the community, during competition, and while on athletic or activity trips. The Athletic Code is outlined in the Student Athletic Folder, and students who violate established behavioral guidelines forfeit their right to participate in the program.

Guidelines for athletes

- Athletes are expected to show good sportsmanship, win or lose.
- Athletes are expected to attend all practices and notify the coach in advance of any bona fide absences.
- Athletes are expected to follow all coach's and game rules in practice and competition and while on sports trips.
- Athletes must follow dress codes and standards for behavior as guests in a host nation. When traveling students must dress conservatively: baggy pants, shorts, loud colors, inappropriate wording or graphics, bare shoulders, hats or bandanas, among other apparel, are not appropriate in the Turkish community.
- Athletes must refrain from the use of tobacco, alcohol, and drugs. Any student who is found to be involved in any of these banned activities will receive follow-on disciplinary measures.
- Athletes will refrain from any action that will bring discredit on the team, school, or community.

ATHLETIC ELIGIBILITY

Any student in grades 9-12, 18 years of age or younger, is eligible to compete. A student may participate in only one sport activity per season.

Students are required to pass a sport physical and maintain scholastic eligibility. Weekly grade checks are used to monitor scholastic eligibility. Students who receive more than one failing grade in the classes in which enrolled are ineligible for competition.

Athletes must attend all classes on the day of school prior to a competition or be declared ineligible to compete. Students must attend ten (10) practice sessions before competing. After a sports trip athletes are expected to attend school the next day or be declared ineligible to compete.

Students under investigation by military authorities will be suspended from participation until the Athletic Council meets to determine eligibility. Suspended students cannot participate in the sports activity during the suspension.

According to DoDDS-Europe policy, students will not compete/play when they've had a concussion until medical authorities have cleared them to do so. Parents will not be responsible for making the decision of returning an injured student back into competition.

LETTERING POLICY

The lettering policy for each sports activity is provided to participants by the team coach or athletic director. Athletic letters for each sport are awarded at the respective post-season awards program.

Official end of season

A sports activity/sports season is not over until all athletic equipment/uniforms have been returned. If the final competition is away from home, the Athletic Code is in effect until the team returns to the school.

NON-SCHOOL SPONSORED ACTIVITIES

The *Administrators' Guide* [DSM Manual 2000.1] states that the school cannot have a role in providing funding, sponsoring or providing released time for an overnight class trip. Furthermore, day trips will not be school-sponsored unless they have educational value and relate specifically to curricular objectives.

OTHER EXTRACURRICULAR & COCURRICULAR ACTIVITIES

Even with a comparatively low student enrollment at IHS, the school offers a wide variety of student organizations and clubs, in addition to the sports program, for student participation. Students are encouraged to take advantage of these activities. Some organizations are formed each year depending on their appeal to students and the availability of a sponsor. Some activities, such as those listed below, are offered as courses with considerable time required beyond the classroom:

- Class activities: Each class, led by elected officers, plans and conducts fund-raisers and service and social activities
- Competitive activities: DoDDS-Europe also sponsors several area-wide competitions and activities—Creative Connections, Honors Band, Jazz Seminar and *Showcase* entries in art and literature.
- Drama Club: Performs at community events and hosts a dinner theater
- Future Educators of America [FEA]: This club promotes interest and skills related to a career in education
- Intercultural Exchange Club: Students travel with Turkish students to historical and interesting locales in Turkey
- Journalism staff: Publishes the school newspaper regularly
- Math Counts: Middle school students with other DoDDS-Europe students in high-level math problems
- Model United Nations (MUN): Students prepare for and participate with other DoDDS-Europe students in a simulation of the United Nations.

- Model U. S. Senate: Students prepare for and participate with other DoDDS-Europe students in a simulation of the Senate
- National Honor Society: Students are recognized for academic achievement, leadership, character and service
- Parents/Teachers/Students Club [PTSC]: Parents, students and staff members provide support and fund-raising for school activities
- Show Choir/Band: Performs two concerts annually for the schools and community and also for base/community functions
- Science Research/JSHS: Students may pursue an individually selected research project for submission to the DoDDS-Europe National Junior Humanities and Science Symposium. A teacher will assist with selecting a project topic, finding a community mentor and following scientific procedure.
- Student Council Association [SCA]: Elected members coordinate all student activities and serve as liaison between students and administration
- Teen Link: Students in all grade levels introduce/orient new students to the school and community. Sponsored in conjunction with ASACS and Family Service Center.
- Video Productions Club: Through video productions classes, students learn to produce and display video projects throughout the year.
- Yearbook Staff: Produces the yearbook using computer graphics

SCHOOL DANCES

Students wishing to bring a guest to school dances must have written permission from their parents and the prior approval of the administration. Guests are usually limited to former or currently registered home-schooled students, but exceptions may apply. School rules apply at all dances. Once a student has entered a dance, they may not return if they leave the site. Special dress codes may be defined for certain dances. Dances will begin and end at the discretion of the sponsoring organization; however, they usually start at 7:00 PM and end by 11:00 PM. Deadlines may be imposed after which students will not be allowed to enter the dance. Loitering in the parking lot and in the vicinity of the dance will not be allowed. Students must be in the dance or leave the area.

YOUTH SERVICES

After school activities/athletics for middle school and elementary school age students are the responsibilities of the Youth Services – not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services.

PARENT INFORMATION

ELIGIBILITY FOR DoDDS ATTENDANCE

Tuition free students: School-aged natural, adopted or step-children of Air Force, Army, Navy, Marine, military, or DoD civilian personnel are admitted free.

Tuition-paying students: Dependent children of parents employed in other federal agencies—including non-appropriated funds activities—missionaries, Red Cross, technical representative, and contract personnel attend DoDDS upon payment of tuition. Approval for enrollment is contingent upon available space.

Budget restrictions have caused and may cause revisions of current policies. Contact the IUS registrar for up-to-date information.

CHANGE OF INFORMATION

Any change of address, phone number, e-mail address, or emergency contact information should be filed with the registrar. It is important to keep this information current.

DISCRIMINATION COMPLAIN

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.

PARENTS/TEACHERS/STUDENTS ASSOCIATION [PTSA]

The PTSA provides support and fund-raising for school activities. Membership and participation of all parents are encouraged. The organization is recognized as a private organization on Incirlik Air Base and complies with base regulations for fund-raising and other activities. Call the school office for information about membership and PTSA events.

PARENT-TEACHER CONTACTS

Parents are encouraged to keep informed about their children's progress in school and to maintain regular contact with teachers—via phone, e-mail or conferences. Contact teachers directly to set up a conference, or parents may call the counselor to arrange a conference with multiple teachers. When warranted, teachers and/or administrators may contact parents to arrange a conference about a student's progress or behavior. The staff and administration at IHS believe student success in school is best achieved through partnership—with the school and home working together. Teachers can be reached via e-mail using the address firstname.lastname@eu.dodea.edu

SCHOOL ADVISORY COMMITTEE [SAC]

DoD Instruction 1342.15 mandates the establishment of a local School Advisory Committee (SAC) for each school in DoDDS. The purpose of the SAC is to further the principle of participation in school affairs by school community members.

The SAC consists of elected parents, students, and teachers who are interested in greater involvement in the operation of the school. The committee meets monthly; time and dates of those meetings will be published in advance through newsletters, emails, and public service announcements. Meetings are open to all interested community members. Parties who wish to place an item on the agenda should contact the current SAC chairperson. A listing of current SAC membership is available in the school office.