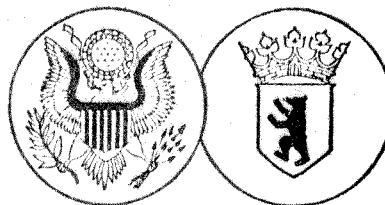


BERLIN AMERICAN HIGH SCHOOL

APO NEW YORK, N.Y. 09742 1 BERLIN 37, AM HEGEWINKEL



January, 1973

PAUL R. BRITTON
Principal

LEON RIVERS
Deputy-Principal

EDWARD S. ITOGA
Director of Guidance

KATHRYN V. T. JONES
Jr. High Counselor

ROBERT C. SPIER JR.
Career Guidance

Dear Parents:

One of my main concerns is to promote a greater degree of discipline among students which will result in a significant effort on the part of all to concentrate and focus their energies on the serious tasks of learning. I also sense a community interest in this emphasis. Therefore, I ask that you join with the school staff, and some parent volunteers, in cooperating in every way possible to help us provide this kind of school climate. This will mean that some adult monitors, both parents and teachers, will be involved in control of students in the student union and in the halls. Please give us your support and help.

Report cards are accompanying this letter. I am including from USDESEA policy the following computation of grades: A-Excellent, B-Good, c-Average, D-Poor, E-Effort, F-Failure, I-Incomplete. Grades are distributed on the basis both of the students ability and achievement.

If you have a question about grades, the best and quickest way to get an answer is to call the guidance office, 6393, and ask for an appointment with the teacher who gave the grade.

On February 12 a drug workshop sponsored by the PTA will be held for parents, students and teachers. More details about that will be available soon. Also, other PTA meetings for the year will be announced as soon as possible.

In conclusion, but also as a prelude to our second semester, I quote an editorial by Max Lerner on 18 Jan 73 in Stars & Stripes: " Being a teacher in America in our day means to be caught between conflicting rip-tides of grandiose expectations, swelling angers and convulsive fears.....It remains for the teacher (and parents) to pare away all the nonessentials and become a shaper of a value synthesis-of the traditional code and the challenger code."

Paul R. Britton
Principal

BERLIN AMERICAN HIGH SCHOOL
Office of the Principal

Information Bulletin - School Year 1972-73

CALENDAR

28 August	First day of classes
4 September	Labor Day, Federal holiday
9 October	Columbus Day, Federal holiday
23 October	Veterans Day, Federal holiday
27 October	End of first marking period (nine weeks)
10 November	Report cards issued to students, first marking period
23-26 November	Thanksgiving Recess
18 Dec - 1 Jan	Christmas - New Year recess
18 January	End of first semester
19 January	Second semester begins
26 January	Report cards issued to students, first semester
19 February	Washington's Birthday, Federal holiday
23 March	End of third marking period
20-29 April	Spring recess
28 May	Memorial Day, Federal holiday
7 June	End of second semester. Report cards issued to students. Students dismissed at noon or earlier.

TELEPHONE

Principal: 6391.....	School policy information
Deputy Principal: 6392.....	Discipline, regulations, social events, use of facility after hours.
Office Secretary: 6391.....	Information
Registrar: 6393.....	Registration, change of address
Director of Guidance: 6393.....	Senior high counseling, testing
Counselor: 6359.....	Junior high counseling
School Nurse: 6382.....	Health information

SCHOOL HOURS

The school day extends from 0830-1500 hours with 35 minutes for lunch. The European Exchange System operates the hop-lunch program, snack-bar items, and vending machines.

ROTATING SCHEDULE

	<u>0830-0930</u>	<u>0935-1030</u>	<u>1035-1130</u>	<u>*1135-1230</u>	<u>*1205-1300</u>	<u>1305-1400</u>	<u>1405-1500</u>
Mon	1	2	3	A	B	4	5
Tues	2	3	4	A	B	5	1
Wed	3	4	5	A	B	1	2
Thurs	4	5	1	A	B	2	3
Fri	5	1	2	A	B	3	4

* A Lunch 1130-1205
B Lunch 1230-1305

ATTENDANCE

Attendance is required. Notification of absence from school will be sent by card to the father's duty address. This will be done on a daily basis. Notes for absences will not ordinarily be required from parents unless requested by the school. A record of the student's attendance will be kept at the school. This change in procedure is made to insure better communication between parents and the school regarding students' attendance.

For "permission to be absent in advance", continue to use the old system of the student bringing a note from sponsor requesting this 10 days before leaving except in emergency.

DRESS AND GROOMING

Students are expected to dress and groom themselves in good taste. Individual taste is the basic guideline. "Hot Pants" are not acceptable. Students arriving at school in flagrantly distasteful attire will be sent home. The faculty will determine, in individual cases, what is acceptable and what is not acceptable.

DUTY ADDRESS OF FATHER

You must insure that the school has a currently correct duty address for the sponsor. This, of course, is because the school will be sending daily absence reports to this address.

ACTIVITY

The student activity program provides an important adjunct to the curriculum of the school. This program includes such activities as major and minor athletics, student council, instrumental and choral music, student publications, debating, dramatics, and various other interesting activities.

GRADES

Computation (USDESEA Pam 352-5)

<u>Mark</u>		<u>Grade Points</u>
A	- Excellent	4
B	- Good	3
C	- Average	2
D	- Poor	1
E	- Effort	1
F	- Failure	0
I	- Incomplete	

HONOR ROLL

At the end of each marking period an honor roll will be published consisting of those students who have maintained an honor-point average of at least 3.4 in courses meeting five times weekly and having not less than a "C" in every course. An honorable mention roll is also published consisting of those students who have maintained an honor-point average of 3.0 to 3.4.

CLASS LOAD

Students normally are expected to carry six subjects. Many courses not requiring homework are offered and students are encouraged to take such courses rather than study halls.

LUNCH PROGRAM

Two lunch hours are provided. The first, generally for junior high students, runs from 1130 to 1205 hours. The second, generally for senior high students, runs from 1230 to 1305 hours. The European Exchange System operates the school cafeteria. A regular hot lunch is available for approximately .55. In addition, a regular snack bar facility exists with sandwiches, hamburgers, french-fried potatoes, beverages, etc. The message facility is open from 0800 to 1600 daily.

SMOKING

Smoking cannot be permitted in the school because of a U.S. Dependents Schools, European Area, regulation prohibiting it.

LOCKERS

Hall lockers are provided for the students for their personal belongings. Students are required to purchase combination locks from the school at cost for these lockers. The reason for the cost follows: this item is not funded by the government.

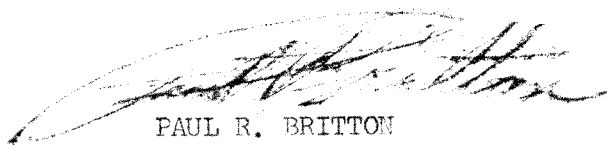
TRANSPORTATION

Transportation is provided and supervised by the military. Rules governing school behavior are applicable to conduct on school buses.

TRANSFER

When a student transfers to another high school, his student-personnel folder will be forwarded upon request of the receiving school. A report card, which will be given at the time of his clearance, is all that

A student who is transferred within 20 school days prior to the end of a semester, and who notifies the Guidance Office at least one month prior to his transfer, may be given advance additional assignments to cover the work of the month. The student will be given an examination of the material covered. He will receive a mark and credit for the semester in the subject according to the examination, effort, achievement on the advance assignments, and his regular class work. For those with unsatisfactory achievement records, the school will furnish a record of attendance and scholastic grades for the period enrolled.



PAUL R. BRITTON
Principal