



STUDENT
HANDBOOK
73-74

2-15-73 4-15-74 W.A.S.

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HANDBOOK of the
BERLIN AMERICAN HIGH SCHOOL

SCHOOL YEAR 1973-74

This handbook is designed to be of aid to students and parents in becoming better acquainted with the school, faculty, and facilities of Berlin American High School. It has been written by the Student Board with the help of the administration and faculty. This handbook will be under constant review with the intent to keep it up-to-date.

WELCOME TO BERLIN AMERICAN HIGH SCHOOL

It gives me great pleasure to welcome you to the 1973/74 school year at Berlin American High School. To the new students, let me assure you that the school and the community are pleased to have you and are looking forward to sharing your ideas on how to maintain and improve the high standards of our school. As to the returning students, I am certain you will continue to strive to keep up the fine work that you have done in the past.

The school is an arena for healthy competition, the results of which will greatly influence your entire adult lives. Your teachers and the Berlin American Community are dedicated to the task of making this time of your life rich and meaningful. I wish you every success in meeting the challenges before you.



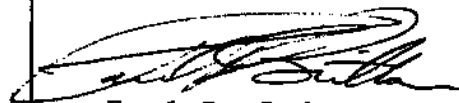
ROBERT D. STEVENSON
Brigadier General, USA
Community Leader

WELCOME TO

BERLIN AMERICAN HIGH SCHOOL

To know that one knows
what one knows,
and does not know
what one does not know,
that is true knowledge.

Confucius



Paul R. Britton
Principal

SCHOOL HISTORY

Berlin American High School is in its twenty-seventh year of operation, with an enrollment of over seven hundred and fifty, as compared to ninety-five students during the Berlin Blockade in 1949/50.

The school was first located in Dahlem at the Gertrauden Schule, but moved to the Thomas A. Roberts School in 1953. The school was moved to its present location during the school year 1965/66. The need for more room, because of the increasing enrollment, has brought about plans for the addition of a new wing to the school. It is hoped the wing will be completed this year. B.A.H.S. has utilized its excellent position to provide a wide variety of educational opportunities not available to most schools. Aside from being located in a historical city, B.A.H.S. students have the opportunity to learn and perhaps become part of the German culture as well as being examples to Europeans of American youth. The German community has warmly accepted these foreigners and have shown us generous hospitality. Two governing mayors of Berlin have accepted invitations to be commencement speakers; Professor Dr. Ernst Reuter in 1952 and the Honorable Klaus Schutz in 1968 and 1973. In 1960, Chancellor Konrad Adenauer secured permission for B.A.H.S. to use the famous Berlin Bear as part of its seal. This is the only foreign institution so honored.

In 1966 the Deputy Assistant Secretary of Defense for Education termed B.A.H.S. a "showcase of excellence." We hope to continue in our proud tradition, and the success of this depends on each of us - faculty and students.

Instructional Staff and Class Schedule

BERLIN AMERICAN HIGH SCHOOL
 Master Schedule of Classes, School Year 1973-74, First Semester

NAME	1	2	3	4	5	6
ENGLISH						
SULLIVAN						
Phillip, Mr.	Latin I-II	Eng. Lit 12	Prep	Am. Lit.	Am. Lit.	Eng. Lit. Am. Lit.
FERGUSON						
Joseph, Mr.	CWE	CWE	Eng. 7	Eng. 7	Eng. 7	Prep
HALDERMAN						
Lon, Mr.	Composition + Grammar	Julius Cae. Rom. + Jul.	Prep	Wld. Novel	Composition	Syst. of Res. Grammar Rev.
PRIEBE						
Donald, Mr.	Journalism + Yearbook	Bus. Eng. Min. Lit.	Min. Lit. Short St.	Prep	Composition + Grammar	Short St. Bus. Eng.
LONG						
Kermit, Mr.	JH Typing	Eng. 7	Per. Typing	Eng. 7	Eng. 7	Prep
GOODSON						
Ruth Ann, Mrs.	Eng. 8	Eng. 8	Eng. 8	Eng. 8	Prep	Eng. 8
	Prep	Future Shock Propaganda	Myth. Speech	Science Fic. Myth.	Speech Science Fic.	Myth. Prop.

NAME	1	2	3	4	5	6
FOREIGN LANGUAGE						
SCHIRMER Erika, Dr.	Prep	French I	French II	German II	French IV	French III
CULEA Linda, Miss	German II	Prep	German I	Adv. German Conversation	German Theater	German I
PRIGGE Werner, Mr.	JH Current EVENTS	German Cult	German Cult	German Cult	Prep	Host Nation Coord.
VOIGT Heinz, Mr.	JH German I	Russian I	German II	German I	Prep	German III

NAME	1	2	3	4	5	6
MATH						
BERGERON Rebecca, Mrs.	Prep	ISCS I	ISCS I	ISCS I	JH Algebra	ISCS I
HUFFER Charles, Mr.	Adv. Math	Math, Physics Astronomy	Prep	JH Math	JH Math	JH Math
MARSTON Anna, Miss	JH Math	Alg. II Geometry	JH Math	Prep	Geometry	Alg. I
WHITE Carol, Miss	Alg. I	JH Math Alg. II	Prep	JH Math	JH Math	JH Math
PEERS Charlotte, Mrs.	Alg. I	Geometry Alg. I	JH Math	JH Math	JH Math	Prep
	Geometry	Alg. I Alg. II	Alg. I	Prep	Life Math	Alg. I

NAME	1	2	3	4	5	6
SOCIAL STUDIES						
REKUCKI Mary, Miss	Soc. St. 8	U.S. History	Soc St 8	Soc St 8	Am Gov't	Prep
BEAMS Anne, Miss	World Hist.	Prep	Psychology	US History	World Hist.	Soc St 7
BENSON Arthur, Mr.	Soc St 7	Future Shock	Prep	Soc St 7	Soc St 7	Soc St 7
BLUEM Charles, Mr.	Wld Regions	Prep	Wld Regions	Wld Regions	Wld Regions	Am. Gov't.
LEONARD Allen, Mr.	US History	Prep	Mill History	Soc St 8	US History	US History
CHAVES John, Mr.	Prep	Soc St 8	Soc St 7	Soc St 8	Soc St 8	Soc St 7

NAME	1	2	3	4	5	6
SCIENCE						
BERGERON Rebecca, Mrs.	Prep	ISCS I	ISCS I	ISCS I	JH Algebra	ISCS I
CONWAY John, Mr.	Biology II	Plant Phys. Human Phys.	Biology I	Biology I	Prep	Plant Phys. Human Phys.
MARSH Carol, Mrs.	ISCS III	ISCS III	Prep	ISCS III	ISCS III	ISCS III
BENNETT Robert, Mr.	Chemistry	Prep	Physics Mot. Mech.	ISCS II	Chemistry Str. of Atom Str. of Mole.	ISCS II
GLEICH Elden, Mr.	ISCS I	ISCS II	ISCS II	Prep	ISCS II	ISCS I
					Man + Envlr.	Man + Envlr.

NAME	1	2	3	4	5	6
SPECIAL AREAS						
P.E. BOYS						
PEPOY	JH P.E.	JH P.E.	9-12 P.E.	Prep	JH + SH P.E.	9-12 P.E.
George, Mr.						
P.E. GIRLS						
BARLOW	Prep	JH P.E.	9-12 P.E.	9-12 P.E.	JH P.E.	9-12 P.E.
Alberta, Miss						
HOME EC.						
DUNDAS	Personal App	Foods Expl.	Creative St.	Bach. Surv.	Prep	Cloth. + Tex
Eva, Miss	Cloth. Expl.	Foods Fund.	Child Care	Bach. Surv.		Fam; Relat.
BUSINESS ED.						
MORENO	JH Typing	Typing	Bookkeeping	Adv Bus.	Economics	Shorthand
Louise, Mr.	(Long)					
ART						
ROSSEY	Home Repair	Expl Germ.	Home Repair	Sc. + Aesth.	History of	Basic Art I
William, Mr.	Drawing	Prop.	Drawing	of Environ.	Art	
MUSIC						
FENSTERMACHER	Beg. Band	Adv. Music.	Prep	Adv. Band	Adv. Chorus	Inter. Band
Wayne, Mr.						
READING SKILLS						
SABLE	Reading	Reading	Eng 7	Prep	Reading	Reading
Paula, Ms.						
INDUSTRIAL ARTS						
SMITH	Prep	World of	Mech Drawing	Mech.	Small Engines	Power Tool
Byron, Mr.		Construct.	Drawing	Drawing	Small Engines	Hand Tool

DAILY SCHEDULE

Daily Times of Classes

1st hour of the day (45 min) 0830-0915
 2nd hour of the day (45 min) 0920-1005
 3rd hour of the day (90 min) 1010-1140
 4th hour of the day: 7-8 Grades

Lunch 1140-1215
 class 1220-1310

Grades 9-12
 class 1145-1235
 Lunch 1235-1310

5th hour of the day (45 min) 1315-1400
 6th hour of the day (45 min) 1405-1450
 Student Activities (25 min) 1455-1515

Six Day Rotation of Classes

Sept. 17	18	19	20	21	24	25	26	27	28
4	5	6	1	2	3	4	5	6	1
5	6	1	2	3	4	5	6	1	2
6	1	2	3	4	5	6	1	2	3
1	2	3	4	5	6	1	2	3	4
2	3	4	5	6	1	2	3	4	5
3	4	5	6	1	2	3	4	5	6
4	5	6	1	2	3	4	5	6	1
5	6	1	2	3	4	5	6	1	2
6	1	2	3	4	5	6	1	2	3

Sept. 4	5	6	7	10	11	12	13	14
1	2	3	4	5	6	1	2	3
2	3	4	5	6	1	2	3	4
3	4	5	6	1	2	3	4	5
4	5	6	1	2	3	4	5	6
5	6	1	2	3	4	5	6	1
6	1	2	3	4	5	6	1	2

SCHOOL POLICY

ATTENDANCE

Absences which fall within the following categories will be considered excused, and mak-up privileges will be given.

1. Illness or injury of the student.
2. Emergency in the family such as severe illness, injury, or death.
3. Medical and dental appointments (whenever possible, parents should make these appointments after school hours or during holidays).
4. Educational trips with approved sponsorship. We recommend that whenever possible, family travel be accomplished during normal weekend or vacation times. However, with prior approval it is possible for a student to be excused from school for a total length of time not to exceed ten school days in one school year.
5. Draft registration.
6. School sponsored trips or meetings.

In all cases except items 3, 5, and 6, a note or letter signed by the parents or sponsor must be presented to the school stating the reason, time, and dates of absence. For the absence to be considered excused, it must be 3, 5, or 6. For item 3, medical or dental appointments, an appointment slip will be sufficient.

A note or letter should be presented by the student to the office located in the main foyer before school (8:30). A re-entry pass will be given at that time. After 10:00 they may be obtained from the main office. After an absence of one period or all day, no student will be re-admitted without a re-entry permit.

When leaving school during school hours, students must sign out and sign in upon their return.

TARDINESS

A student may be late to class up to three times with questionable excuses. After three times, the teacher will assign the student to a detention hall. After three detention assignments, the teacher will refer the matter to the deputy principal for further disciplinary action.

DRESS CODE

1. Shoes must be worn at all times.
2. No hot pants.
3. No halter or bare midriff tops.

Questions and/or complaints about clothing worn will be turned over to the Dress Code Committee which consists of teachers and students.

SMOKING

Students are not permitted to smoke in the building.

CLARIFICATION OF SOME BASIC STUDENT DISCIPLINE ITEMS

ITEMS

Running
Pushing
Yelling
Property damage and marking lockers
Discipline
Disruptions
Cassettes (To be played only in the cafeteria and in classes where teachers are using them as educational aids. Carrying them in the halls is permissible only as long as they are not on.)

General Discipline Procedures

1. For the first violation the teacher will either handle it themselves or refer the matter to the office. In either case the office is to be notified.
2. In most cases, the first and second offenses will be handled by the student being assigned to the detention hall. Detention is held from 1515 to 1600 hours.
3. For the second offense the student's parents will be contacted.
4. For the third offense the student's parents will be asked to come in for a conference.
5. The fourth offense will result in suspension.
6. If violation is deemed serious enough at the time, suspension will take place.

DETENTION HALL

There will be a detention hall held after school from 3:15 until 4:00. The purpose of the detention hall is to provide a place where students are assigned for disciplinary reasons by the office or the teacher. Teachers may also assign students for study purposes. All students that are assigned are expected to be involved in positive, constructive work during this period.

ADVICE TO STUDENTS AND PARENTS

Selecting a program of studies for a student's high school career requires careful planning. Discussion by a student of his aptitudes, interests, and goals with his counselor, his teachers, and his parents will assist him in developing a good plan for making the most of his high school career.

1. Interests: What are the student's chief interests, and in what way can the course program contribute to them? For instance, if the student has identified a general area of vocational interest, does his course program reflect or support that interest?
2. Abilities: Where do the student's strengths and weaknesses lie, as indicated by standardized test, grades, and work in school? Selection of the number and kinds of courses should reflect the student's level of ability and general pattern and rate of maturation. Some students should take less courses per year and plan to spend five rather than four years in the high school.

At each level of high school a student should be encouraged to examine his extracurricular activities and non-school responsibilities in the light of his abilities and his proposed academic course load. Different levels of high school involve varying degrees of non-academic commitment both in and outside of school; this should be considered.

3. Future Planning: Although Berlin American High School graduation requirements generally meet requirements for college admission, a few institutions recommend three or four years of work in one area, such as foreign language, mathematics, or science. If a student has given consideration to general types of colleges, he should check entrance requirements of colleges representative of the type of college he prefers.
4. Graduation Requirements: Does the student's proposed course plan fulfill BAHS' graduation requirements?

Requirements for Graduation

Accreditation - BAHS is accredited by the North Central Association of Colleges and Secondary Schools.

1. To graduate from a USDESEA high school, students must successfully complete a minimum of seventeen (17) credits plus participation in group guidance and physical, drug, and health education.

2. Required Credits

- a. Aesthetics: One credit or two one half credits in humanities, literature, drama, art, music, or similar courses (see 3 below).
- b. Career Education: One credit or two one half credits in practical arts (shop, typing, home economics, etc.), cooperative work experience, or vocational guidance.
- c. Language Arts: Three credits in English. (see 3 below)
- d. Mathematics: One credit.
- e. Science: One credit with appropriate emphasis on environmental education.
- f. Social Studies: Three credits (including one credit in Social Studies 9 (World Regions) or Social Studies 10 (World History), one credit of Social Studies 11 (US History), and one credit of Social Studies 12 (1/2 credit must be US Government), see 3 below.

3. Minorities Studies: One-half credit of a specific minorities study course may be utilized for a required 1-2 unit in 2a, c, or f above, except for the Social Studies requirement of one credit of US History and 1/2 credit of US Government.

Program of Studies

High School Subjects:

- English** Composition and Grammar; Mythology, one quarter; Business English, one quarter; Short Story, one quarter; Journalism and Yearbook; World Novel; Systems of Research, one quarter; Grammar Review, one quarter; Introduction to Shakespeare and Julius Caesar, one quarter; Introduction to Shakespeare and Romeo and Juliet, one quarter; Minority Literature, one quarter; American Literature (Drama in Depth), one quarter- 11th and 12th graders only; (Civil War to Present, one quarter); (Novel one quarter); (Colonial Times to Civil War one quarter); English Literature-11th and 12th graders, (Shakespeare to Present), one quarter; (Beowulf to Shakespeare, one quarter); (Macbeth, one quarter); (Hamlet, one quarter); Speech I, one quarter; Speech II, one quarter-10th - 12th graders; Poetry, one quarter; Propaganda, one quarter; Future Shock, one quarter; Science Fiction, one quarter.
- Math** Algebra I; Geometry; Algebra II; Life Math; Math-Physics-Astronomy; Advanced Math.
- Science** Intermediate Science Curriculum Study Level III; Biology I and II; Chemistry (Structure of Atoms, one quarter, and Molecules, one quarter); Physics (Astronomy, one quarter; Motion Mechanics, one quarter); Plant Physiology, one quarter; Human Physiology, one quarter; Microbiology, one quarter; Protozoology, one quarter.
- Social Studies** World Regions; World History; US History; American Government, one semester; Economics, one semester; Contemporary Problems, one semester; Military History, one semester; Russian History, one semester; Psychology, one semester; Future Shock, one quarter; International Relations, one quarter.
- Foreign Languages** German I-IV; French I III; Russian I and II; Advanced German Conversation.

Music Chorus; Beginning Instrument; Intermediate Band; Advanced Band; Advanced Musicianship.

Home Economics Personal Appearance and Clothing Selection, one quarter; Clothing Fundamentals, one quarter; Clothing Construction Advanced, one quarter; Creative Stitchery, one quarter; Human and Family Relationships; Family Life Patterns; Family Life Education; Child Care and Development; Foods and Nutrition Exploratory; Foods Fundamental; Gourmet Cookery; Social Arts; Bachelor Survival.

Industrial Arts Home Repair, one semester; Mechanical Drawing, one semester and one year; Small Engines Fundamental, one quarter; Auto Maintenance (Consumer), one quarter; Welding and Cutting, one quarter; Art Metal, one quarter; Power Tool Unit, one quarter; Hand Tool Carpentry, one quarter; Foundry and Casting, one quarter; Printing-Hand Press, one quarter; Model House Planning, one quarter; Model Design and Construction, one quarter; Wood Carving and Wrought Iron, one quarter; Home Planning-Design; House Construction.

Art Home Repair, one quarter; Drawing, one quarter; Science and Aesthetics of Environment, one quarter; Architectural History, one quarter; History of Art; Basic Art I.

Business Typing I; Bookkeeping; Advanced Business; Shorthand.

STUDENT ACTIVITIES

STUDENT GOVERNMENT

Because of serving grades 7-12, there are two student governments at Berlin American High School - the JH Student Council for grades 7 and 8, and the Student Board for grades 9-12.

In the JH Student Council, students learn basic parliamentary procedure, how to work on a committee, and how to make committee reports. Special events that the BJH Student Council have or will sponsor this year:

Mum Day
Arbor Day
Song-Letter-Sent Day
JH Dance
Booths at the Spring Carnival
JH Spelling Contest
Green Week Activities
Heart-O-Gram
Law Day Poster Contest
German Orphan Party

The High School Student Board consists of 15 students, 8 presidents and vice-presidents of the classes 9-12, and 7 people chosen at random by the principal as representatives of widely differing student opinions. This Student Board is the governing body of all students 9-12 grades. However, the principal has veto power. All meetings are open to the public.

JH ACTIVITIES

1. Berlin JH Store: Students learn the basic fundamentals of operating a business for a profit.
2. Berlin JH Stamp Club: Students have an opportunity to buy and sell stamps.
3. Berlin JH Literary Magazine Club: Students have an opportunity to suggest ways to make a poem better. Also, a literary magazine is published at the end of the school year.
4. Berlin JH Coin Club: Students have a chance to trade and sell coins.
5. Back to BC, Berlin JH Newspaper: Students have an opportunity to learn the basic fundamentals of junior high journalism.

NATIONAL HONOR SOCIETY

Membership in this chapter is based on scholarship, service, leadership, and character.

The criteria for the school year 1972/73 was the following: Candidates must have spent at least one semester in any DOD school and must be a member of the junior or senior class (sophomore class for provisional membership). Candidates eligible for election as provisional members must have a scholarship average of not less than 3.50. Eligibility for election to the regular chapter is 3.40 for juniors and seniors. Students meeting the required grade point average may be elected provided the faculty committee approves them for membership on the other three qualifications.

NATIONAL JR. HONOR SOCIETY

The National Junior Honor Society is an organization parallel to the National Honor Society for members of the eighth and ninth grades. The minimum requirements for membership for the school year 1972/73 were that the candidates be enrolled in a DOD school for at least one semester and have a grade point average of 3.5 for eighth grade and 3.4 for ninth grade. Members of the seventh grade may be chosen as probationary members of this chapter providing they have a 3.74 average, strength of character, school service, and evidence of potential leadership.

As part of our curriculum review program, the criteria for membership to the Honor Societies is under review.

YEARBOOK

Each year the students of BAHS anxiously await the arrival of the school yearbook.

This book endeavors to include a picture of each person in school and give coverage to every activity. Work begins on the yearbook in the early fall. An editorial staff composed of 9th-12th graders plans the book, does the layouts, and edits the copy. Student photographers take informal shots.

ATHLETICS

BAHS Athletic Program is large and diversified. For male students there are many varsity and junior varsity sports. These include basketball, cross country, football, soccer, track, wrestling, tennis, and golf.

No student shall compete in any interscholastic competition during any semester unless he has recorded to his credit on the high school permanent records passing grades in at least three subjects. These subjects must have a value of one-half credit per semester and may be one or two semester courses. Eligibility shall also be determined at nine week intervals (at the end of each marking period) in addition to eligibility outlined above for the previous semester.

The school sponsors several activities in which female students may participate - volleyball, tennis, basketball, pep club, GAA, and cheerleading.

BAHS cheerleading squad is made up of six varsity and five junior varsity cheerleaders. The varsity cheerleaders are selected in the spring and junior varsity in the fall. Both are selected by faculty and students on the basis of skill and polished presentation of designated cheers.

In addition to the above activities sponsored by the school, many more are available at the local American Youth Activities (AYA) Center.

NURSE

Students requesting a pass to the nurse must do so from a classroom teacher in whose class they are at the time. Students will not be permitted to see the nurse between classes without a pass from a teacher.

The nurse will help students with any health problems they may have and also assist in making appointments at the hospital for any medical service.

CALENDAR

A student calendar of school events will be posted in the main foyer of the high school. This calendar will be posted and kept up to date on a monthly basis.

COMMUNITY PROGRAMS

SPTA

The Student-Parent-Teacher Association functions as a school support and communication group for the high school. It is generous in providing financial support for materials and activities that supplement the basis USDESEA program. Through a planned series of regular meetings communication between home and school is enhanced as both educators and parents become aware of their common interest-the student.

The elected officers of the SY 1973-74 are:

President	Lt. Col. F. Folding
Vice President	Mrs. G. Blue
Secretary	MSG F.D. Gore Jr.
Treasurer	Mr. R. Snow
Two Jr. High students	to be selected by students
Two Sr. High Students	to be selected by students

BOOSTERS CLUB

This organization, which began in 1969, is for promoting the Athletic program in Berlin American High School by providing extra money to defray expenses for equipment, meals for traveling athletics, and transportation beyond that furnished by either USDESEA or the Berlin Command.

COMMUNITY ADVISORS COUNCIL

This organization, first formed in May of 1971 according to the USAREUR regulation, exists: (a) to improve community knowledge, understanding, and support of the school; (b) to review and advise on all aspects of logistic support (c) to hear reports from school officials, and (d) to interpret school problems and policies for the community.

CAFETERIA

There will be two lunch periods per day. One is primarily for the junior high students, and one for the senior high students. Hot lunches are available in the hot lunch line for 65 cents, and the cold lunch line serves items such as potato chips, hamburgers, donuts and drinks. Because the school is over crowded, students living in the immediate area are encouraged to go home for lunch.

AV CLUB

The school offers a projectionists club for those students interested in assisting Herr Goldschmidt in showing films and working in the AV Center.

SUGGESTIONS FOR NEW MATERIALS: Students are urged to inform the Instructional Materials Center (IMC) Supervisor of any material they would like to have included in the next order.

NEW MATERIAL: As new books, pamphlets or audio-visual materials are received, an annotated list for each teacher is prepared. This will be posted on bulletin boards in order to keep the student body informed as to what is new in the Instructional Materials Center.

FILMSTRIPS AND RECORDINGS: The IMC has 630 filmstrips and 194 recordings in the audio-visual room. They may be used as the teacher desires by making arrangements with the audio-visual instructor.

SEATING SPACE IN THE INSTRUCTIONAL MATERIAL CENTER: The library can accommodate as many as eighty students at one time. The audio-visual room can seat another 35 students.

LEISURE READING PRIVILEGES: Because of the number of students that can be accommodated in the library it is usually possible for students to come in for leisure reading, and they are encouraged to do so. Here they have access to books and magazines that they can read for the joy of reading, and as long as there is space for them, in addition to those doing research, they are welcome to use it.

COLLEGE CATALOGS: The library has a collection of approximately 1000 college catalogs from all the fifty states and some foreign areas. Students interested in them have access to them in the library and are free to check them out for study at home with their parents.

1. Recognize that the process and content of the school curriculum can be relevant to career requirements and responsibilities.
2. Have an opportunity to work toward personal growth in independence and maturity.
3. Analyze career opportunities and their requirements and compare these to personal potential and expectations.
4. Identify with and participate in adult roles and responsibilities.
5. Relate in a positive manner to work experience education sponsors, employers, and their employees the public serve.

CAREER INFORMATION CENTER

In our Career Information Center we have a wealth of career and vocational information and materials in almost any field you may be interested in. This information and these materials may be used by students and teacher individually or in small groups. Please feel free to come in and browse through the pamphlets, books, materials, and listen to records about various occupations, as well as college life and work.

You may come in before school, during your free time, or after school. You may also make an appointment with Mr. Hildenbrand at a specific time to discuss your particular interests in a career field.

If you have not decided which occupation or career you wish to pursue and are still exploring various possibilities, then you should come into the career center and talk to the instructors about your interests and plans. There are many tools at the disposal of the student which will help the student to make an intelligent career choice maximizing interests, abilities, and potentials leading to a greater fulfillment of a vocational life.

PROFESSIONAL READING ROOM: A portion of the IMC is set aside as a professional reading room reserved for the faculty. Both pedagogical texts and periodicals are shelved in this area. Normally these materials are reserved for teachers but students interested in teaching as a profession may check out certain items under the guidance of a faculty member or the librarian.

CAREER INFORMATION: An Occupations File is available in the Career Information Room. Two hundred seventy broad occupational fields are represented in the file with current information on occupations obtained from US Government services, professional and trade organizations, individual companies and employers, and two guidance service publishers. Materials from the file are available for student use in the IMC and may be borrowed over night.

There are still many openings in our Cooperative Work Experience Program (Work-Study) for this year. If you are interested in participating in this program and getting some first-hand, on the job experience relating to your possible future career choice, then please come into your career information center and discuss it with us. You may talk with either Mr. Hildenbrand, Miss Culea, or Mr. Ferguson about your career choice.

Cooperative Work Experience

Work experience education is a partnership between community and the school providing opportunities for student to discover their vocational interests and aptitudes by doing "real" work. The community becomes the classroom. Professional men and tradesman serve as instructors. Equipment worth millions of dollars is used by student participating in the program.

The types of...
Work

And Objectives for...

Experience

Exploratory Work Experience Education

Exploratory work experience education has as its general purpose the vocational guidance of the pupil by affording him opportunities to observe and sample a variety of conditions of work for the purpose of his suitability for the occupation he is exploring.

To provide the student with the tools necessary for

making wise and realistic career choices.

To provide the student with opportunity to explore and participate in a variety of experiences related to his possible career choice.

To provide the student with guidance so that he may have the opportunity to concentrate his education efforts with a family or cluster of career.

General Work Experience Education

General work experience education has as its purpose the supervised employment of pupils with the intent of assisting them to acquire desirable work habits and attitudes in real jobs. The jobs held by a pupil need not be related to his occupational goal of the pupil.

To provide student with the opportunities to develop an appreciation of reality work.

To provide the student with the opportunity to develop an appreciation of the importance of desirable work habits.

To provide the student with opportunity to develop and understand the relationship between formal education and job success.

To provide the student with an opportunity to gain "experience" and list an employer reference through participation in work experience education.

Vocational Work Experience Education

Vocational work experience education has its purpose to extend vocational learning opportunities for the pupil through work in the occupation for which his course of study is preparing him.

To provide the student with the opportunity to improve his skills in specific segments of his selected occupation.

To provide the student with a saleable skill.

To provide the student with an opportunity to gain "experience" and list an employer reference through participation in work experience education.

General Goals of Work Experience

Student enrolled in work experience education will:

GUIDANCE DEPARTMENT

Guidance is a continuous process of assisting the student to make better adjustments, to live with satisfaction and benefit to himself and to society through learning to plan his actions wisely, effectively solving his problems and developing according to his own potential.

Guidance services are concerned with the personal, educational and vocational guidance of all students - those with normal developmental problems as well as those with special needs. The primary focus is on the individual, on his growth and welfare. Such services include:

Individual and Group Testing

Our testing program attempts to measure the growth of students in basic skills, aptitude, interests, and vocational possibilities.

1) Reading

Reading tests will be administered by Miss Sable, reading instructor.

2) Aptitude and Interest

Cooperative Work Experience students are given priority in taking interest inventory. The tests available in this area are: General Aptitude Test Battery (GATB), Strong Vocational, and Kuder Preference.

If a student who is not enrolled in CWE, however, wishes to take the Kuder Preference, he/she may contact guidance office.

3) Intelligence Tests

Various intelligence tests are administered by the guidance counselors upon submission of

request by teachers and/or parents and upon parental approval.

4) Achievement Tests

Iowa Test of Basic Skills and Cooperative Tests in English, Science, Mathematics and Social Studies are some achievement tests administered and interpreted by counselors upon requests of teachers.

Besides the regular testing program, BAHS is a test center for the College Board Entrance Exams (Scholastic Aptitude Test - SAT, Achievement Tests, the American College Tests), and the PSAT (Preliminary Scholastic Aptitude Tests).

INFORMATION SERVICES

The kinds of information furnished students through guidance services can be classified in a number of ways. The following list is intended to provide a broad view of kinds of information.

1) Career Information

A variety of books, brochures, and pamphlets on job information, military service, apprenticeships, etc. is available in the guidance office and career center.

2) Social and Personal

Although most of the information in these areas are disseminated through counseling, the guidance department has several paperbacks on smoking, drugs, sex, getting along with others, family relationships, etc. that may be checked out to students.

3) Information About Course Selection, Elective Subjects and Activities

This kind of service is essential to the student for both short and long-range planning, students are encouraged to talk with the counselor (s) regarding his schedule, required subjects and credits,

and planning a curriculum to meet future aims.

4) Educational Information

Current catalogs are available in the library for student and parent use. The collection includes many four and two year colleges, nursing schools and accredited business schools. Students are encouraged to use the catalogs during free time and to sign out materials.

If a particular catalog cannot be found in the library, or if further information about a school is desired, please see your counselor.

Follow-up Studies and Research

Research in guidance is concerned with the study of pupil the study of pupil needs and how well school services and activities are meeting those needs. The counselors conduct and cooperate with others in conducting studies in areas such as:

- 1) Follow-up of graduates
- 2) Characteristics of student population
- 3) Records and pupil personnel data
- 4) Jobs available in the community
- 5) Student attitudes
- 6) Educational and guidance needs of students
- 7) The effectiveness of the curriculum

Guidance Calendar

This schedule is meant to be flexible, and changes can be made as needed.

1. August (Prior to opening of school)

a. Overview discussion sessions with administrator/s to discuss overall policies for the coming year and to clarify roles and functions. Discussions include a review of the last school year's program, recommendations to improve the existing program, and faculty orientation to the guidance program.

b. Check all student personal record folders and

and permanent record cards for completeness and accuracy.

- c. Prepare information for teacher orientation, student orientation and programming.
- d. Identify students for special groupings.
- e. Meet with work-experience coordinator, and other specialists regarding scheduling of special students.
- f. Finalize Master Schedule
- g. Register and set up schedules for new students
- h. Administer special tests where special class placement is indicated.

2. SEPTEMBER

- a. Continue to program students into classes.
- b. Organize Guidance Committee and Special Education and Screening Committees.
- c. Conduct student orientation concerning guidance program.
- d. Make schedule changes, keeping in mind that the cut-off date is Friday of the second full week of school.
- e. Review permanent record cards to insure proper class and grade placement and verify if students have met requirements for graduation.
- f. Begin group and individual meetings starting with seniors, to discuss continuous education plans, service regulations, scholarships and aid programs, student responsibilities, and methods of occupational research.
- g. Meet with school nurse to discuss and become acquainted with all students with special medical problems.

- h. Begin individual student conferences. Each student should be seen at least once each year
- i. Register students for PSAT.
- j. Compile a list of available local tutors.

3. OCTOBER

- a. Administer PSAT test.
- b. Inform faculty of optional tests available to help them in their subject area fields.
- c. Continue individual student conferences giving priority to those who received "failure-to-achieve" notices.
- d. Inform students of study grants, scholarship procedures, applications such as NRCTC, AFROTC, ARCTC.
- e. Remind male students approaching their eighteenth birthday about selective service registration.
- f. Survey senior for post-high school plans: Check against achievement and ability records.
- g. Schedule secondary parent-teacher conferences as required.
- h. Remind students of deadline applications for College Entrance examination Boards, and American College Tests.
- i. Alert teachers of seniors that letters of recommendation to accompany college admission applications will soon be requested.
- j. Check student personnel record folder and incomplete permanent record cards.
- k. Continue group meetings

4. NOVEMBER

- a. End of first marking periods - check grades and

continue individual interviews, and group meetings—giving priority to students who have failed subjects in the first marking period.

- b. Continue parental conferences as requested or required.
- c. Send teachers "personality record" forms for completion.
- d. Continue to assist students in preparing post-high school plans.
- e. Inform those students who are returning to CONUS before the close of the semester of the regulations concerning acceleration of course work.

5. December

- a. Coordinate with appropriate personnel on administration of CPEB, ACT, NROTC and other tests.
- b. Begin orientation and registration of students for NMSQT.
- c. Complete "student personality record" evaluations.
- d. Recheck all permanent record cards.
- e. Remind seniors of application deadlines.
- f. Meet with community groups and assist them in their scholarship and award programs.
- g. Evaluate communication lines between school and military community.

6. January

- a. Confer with administration concerning second semester course offerings and schedule changes.
- b. Reschedule classes as needed.
- c. Compile class rank for seniors.
- d. Schedule interviews with those seniors (and their

parents) who may not meet graduating requirements.

- e. Make schedule changes, keeping in mind the cut-off date of Friday of the second week of the second semester.
- f. Re-evaluate permanent record cards for all students (beginning with seniors), to insure that requirements for graduation, proper class, and grade placement are met.
- g. Continue group meetings and to assist students in preparing post-high school plans.
- h. Coordinate with appropriate personnel in administration of CEEB.

7. February

- a. Contact feeder school principals regarding articulation and orientation programs.
- b. Meet with principal regarding next year's changes in order to incorporate his directions in the orientation materials.
- c. Prepare materials for orientation programs. Plan a schedule of group meeting for program orientation for the oncoming year.
- d. Administer NMSQT.
- e. Assist in compiling graduation lists.
- f. Check to see if all seven-semester requests of colleges have been filled.
- g. Review college and scholarship applications and continue working with local scholarship and award groups.
- h. Assist in the preparation of letters to the parents of seniors and lower grade level pupils who are not meeting graduation or promotion requirements.

8. March

- a. Begin group meeting in own school and feeder schools for preregistration.
- b. Begin individual course selection interview with returning students.
- c. Pursue contacts with local organizations in regard to possible scholarships and awards.
- d. Assist faculty committee groups in establishing award criteria.
- e. Meet the librarian and begin ordering replacement college catalogs and vocational information materials.
- f. Continue orientation and articulation programs.
- g. End of third marking period. Check grades.
- h. Continue individual interviews and group meetings giving priority to students who have failed subjects.
- i. Coordinate with appropriate personnel administering CEEB.

9. April

- A. Continue pre-registration of returning students.
- b. Inform students of the regulation concerning acceleration of course work if the student is returning to CONUS before the end of the semester.
- c. Begin visits to feeder schools, emphasizing orientation at all levels where a change of school is indicated and request teacher recommendations for special grade placement.

10. May

- a. Coordinate with appropriate personnel administering CEEB.

- b. Complete contacts with local organizations in regard to possible scholarships and awards.
- c. Schedule conferences with faculty, students, and parents of students, who are failing or are in danger of failing.
- d. Compile information for senior prospectus.
- e. Complete pre-registration of students returning in the fall.
- f. Investigate second semester "incompletes".
- g. Help prepare for graduation exercises and awards assembly.
- h. Meet with scholarship and awards committees.
- i. Inventory test and guidance materials and prepare order for oncoming year.

11. June

- a. Make a senior credit check. Supervise posting and sending of eighth semester grades.
- b. Prepare the annual analysis of guidance testing and referral program report.
- c. Complete a tally of class pre-registration.

IMPORTANT DATES TO REMEMBER

Seniors

College Entrance Examination Board (CEEB)

School Code - 576080
 Test Center Code - 0048

December 1, 1973 (SAT and Achievement Tests)
 February 2, 1974 (SAT)
 April 6, 1974 (SAT)
 May 4, 1974 (Achievement Tests)

American College Test (ACT)

School code - 55 007 764
Test Center - 8826

December 8, 1973
April 27, 1973

Juniors

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/
National Merit Scholarship Qualifying Test)

School Code - 576080
Saturday, October 27, 1973

IMPORTANT PHONE NUMBERS

(All are Berlin Military- 819)

<u>NAME AND PHONE</u>	<u>CALL FOR</u>
PRINCIPAL 6391	School Policy Info.
DEPUTY PRINCIPAL 6392	Discipline, Regulations, Social Events, use of facility after hours
REGISTRAR 6393	Registration, Change of Address
DIRECTOR OF GUIDANCE 6393	Counseling, Testing
COUSELOR 6359	Counseling, Testing
SCHOOL'S OFFICER..... 6237	Supply, Bus Information
CAFETERIA SUPERVISOR 6326	Food Service
SCHOOL NURSE 6382	Health Information
TUITION CLERK 6386	Tuition Fees

SCHOOL CALENDAR

SEPTEMBER

4 First day of classroom instruction, K-12
7 Assembly 7-12
8 Golf at Wiesbaden
12 CRC Meeting
15 Golf at K-Town
19 PTA Meeting
22 Cross Country
Football at Zweibrucken
Golf here vs Zweibrucken
Baumholder
24 School Field Trip
28 Unsatisfactory notices sent out
29 Cross Country
Football here vs Munich
Golf at Frankfurt
30 TASC Meeting

OCTOBER

* Music Assembly 9-12
5 Golf Regionals here
6 Cross Country
Football at Bitburg
Golf Regionals here
8 Columbus Day - No school
10 CRC Meeting
12 Golf Finals
13 Cross Country
Football here vs Wurzburg
Golf Finals
18 School Field Trips
20 Cross Country
Football here vs Frankfurt J. V.
22 Veterans Day - No school
27 Football here vs Baumholder
Cross Country Regionals

* DATE TO BE ANNOUNCED

NOVEMBER

2 End of first marking period
3 Football at Augsburg
Cross Country Finals at Stuttgart

FEBRUARY

23 Basketball Regionals at Rhein Main
25-March 1 Mini-Course Week

MARCH

6 CRC Meeting
7 Assembly - Emphasis on Career 7-12
School Field Trips
13 Exhibition Day 7-12 (Home Ec., Ind. Arts, Art, Sci.)
18 Jr. High Spelling
20 CRC Meeting
29 End of third marking period K-12

APRIL

5 Assembly - Gymnastic 7-12
10 CRC Meeting
12-21 Spring Recess
24 CRC Meeting

MAY

1 Teachers Workshop
3 Unsatisfactory notices sent out
8 CRC Meeting
17 School Field Trips
20 Sr. High Awards Assembly
21 Jr. High Awards Assembly
27 Memorial Day - No School

JUNE

13 End of fourth marking period
14 Last day of school

NOVEMBER

7 CRC Meeting
School Field Trips
16 Assembly 7-12
21 Teachers Workshop
22-25 Thanksgiving recess

DECEMBER

5 CRC Meeting
7-8 Wrestling here vs K-Town
Baumholder
Wiesbaden
Basketball at Wurzburg
11 School Field Trips
14-15 Basketball here vs Munich
Wrestling at Wurzburg
21 Christmas Assembly 7-12
22-Jan 6 Christmas and New Years recess

JANUARY

11-12 Basketball at Karlsruhe
Wrestling at Frankfurt
14 Assembly - Student Board
16 CRC Meeting
18-19 Basketball here vs Augsburg
Wrestling at Zweibrucken
24 End of second marking period, K-12
25-26 Duty Day - No Instruction
Basketball at Katerback
Wrestling at Karlsruhe
28 Second semester begins
29 School Field Trips

FEBRUARY

1-2 Basketball here vs Zweibrucken
Wrestling Regionals
5 Assembly - Mini-Course 9-12
6 CRC Meeting
8-9 Basketball at Baumholder
Wrestling Finals
18 Washington's Birthday - No School
21 Basketball Regionals at Rhein Main
22 Basketball Regionals at Rhein
School Field Trips
Unsatisfactory notices sent out