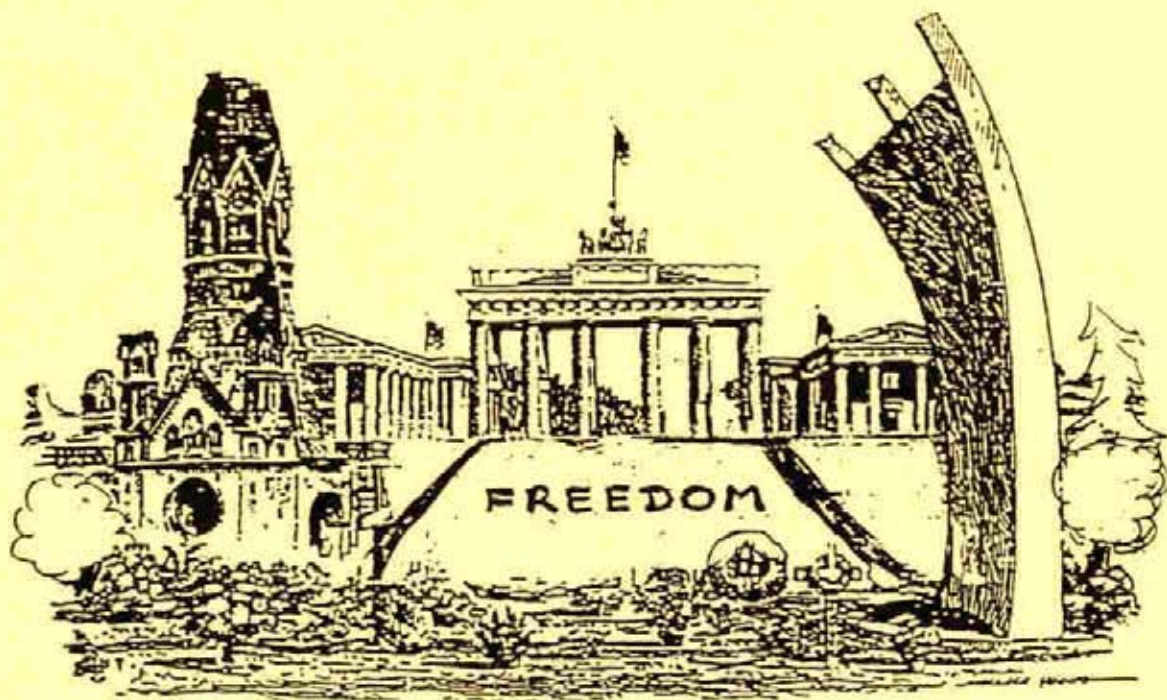
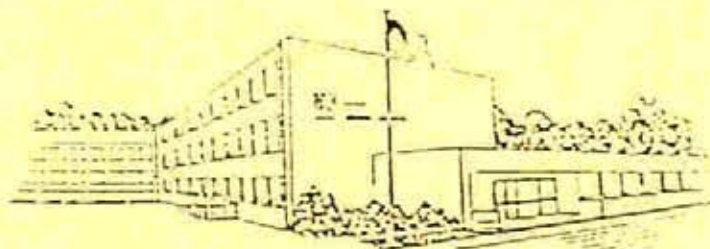


1990-1991



BERLIN AMERICAN HIGH SCHOOL



PARENT-STUDENT HANDBOOK

2-15-19 (4-15-77) Brian R.



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL

Germany Region

* WELCOME TO BERLIN AMERICAN HIGH SCHOOL *

The 1990's have arrived and these years present vast opportunities for everyone at Berlin American High School.

This handbook is written to provide all students and their parents with the basic information relating to your school and its operating policies. Please read this handbook so that you will know what is expected of each student. It is always in your best interest to know and follow these established school procedures.

There is no question that your success and accomplishment in school is in direct relationship to your effort and attitude. An outstanding staff is here to provide you with the best possible educational opportunities. All you need to do is decide to take full advantage of all that Berlin American High School offers to you. School Year 1990-1991 is your opportunity for immediate school success, and for establishing the foundations that will last a lifetime.

This handbook has been prepared to provide students and parents with useful information concerning Berlin American High School. A thorough study of its contents will provide a better understanding of the policies, activities, and procedures of the school. This should help you in planning throughout the school year.

This handbook, by its very nature, cannot cover everything in absolute detail. A visit or a telephone call to the appropriate person or office is welcomed. The Table of Contents will help you find the information you need as to whom to contact for further information or assistance.

A handwritten signature in cursive script, reading "Ron Steinman".

Ron Steinman
Principal
Berlin American High School

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* HISTORICAL SYNOPSIS *

Berlin American High School opened for the first time on September 12, 1946 with 80 students and a staff of 15. Eight of the staff were German; seven were American. The school was first housed in a building which had previously been the home of the famous Gertrauden School for Girls. In honor of one of the first Americans to die in the invasion at Normandy, the new American school was called the Thomas A. Roberts School.

On September 8, 1953, Brigadier General Charles T. Craig officially opened a newly constructed building on Huettenweg. This housed the Berlin American Schools, grades K-12, until 1965, when the high school moved to its present location. In 1974 an annex was built and connected to the main building by means of a causeway. The annex houses a spacious learning resource center, four classrooms, and the newly formed JROTC Program.

The enrollment has fluctuated widely - from 80 students in 1946 to 18 during the Berlin Airlift. Berlin American High School has enrollment of approximately 650 at present. Not only has the school survived a Soviet military blockade, but it has also struggled through a polio epidemic during which the school's classes were conducted via AFN.

Though 1961 witnessed the erection of the Berlin Wall, today students from the East Berlin Embassy cross the checkpoint daily to attend Berlin American High School.

Even though the problems inherent in the city during the difficult years were reflected in a highly transient staff, it should be noted that one German faculty member remained with the school from 1946 to retirement in 1977. It is also interesting to note that as political and physical conditions have become more stable, so has the professional staff.

November 9, 1989 brought the beginning of the end for the Berlin Wall. The future of Berlin's role has yet to be decided, but we all salute a Unified Berlin.

*** MISSION STATEMENT ***

The mission of the staff at Berlin American High School is to encourage students to develop to their fullest academic potential, to assist students in developing appropriate social skills, and to aid in the development of responsible members of our democratic society.

Students will be guided in the development of their academic potential through our DoDDS recommended academic and career curriculum offerings.

Students will be guided in their social development through participation in classroom activities, extra-curricular organizations, host nation and travel opportunities, musical events, and athletic activities.

Students will be aided in the development of a positive self image and in becoming productive members of society through successes in academics, aesthetics, student activities, and athletics.

Continued involvement of parents and community in all school activities and programs will be encouraged.

*** ADMINISTRATORS AND STAFF ***

Principal	Mr. Ronald M. Steinman
Deputy Principal	Ms. Rebecca P. Denecke
Assistant Principal	Mr. Harold L. Sheeler

*** TEACHING STAFF ***

Thomas Amend	Jack Lyon
Lynn Anderson	Mac McLaughlin
Ray Babineau	Ed Mason
Faye Bahari	Barbara McQueen
Alberta Barlow	Deborah Osborne
Patricia Bassel	Dennis Osborne
Dale Baum	Verna Moore
Charles Blum	George Pepoy
Beth Bishline	Werner Prigge
Gene Brown	Reed Reynolds
Merrill Bryner	Sandy Riggins
Simone Bryner	Jerry Roach
Kenneth Burland	Kim Schiffers
Gladys Crum	Phillipp Schmol
William Eichner	Celia Sherman
Mike Ellis	Doris Snyers
Linda Greer	Marina Stiegler
Adam Hildenbrand	Frances Talbot
Jerry Hubbell	Irving Torres-Rivera
Barry Huebner	Russ Walton
Robert Jenkins	Jack Wayne
Gary Kelb	Helen Wilson
Sharon Knapp	Ellen Wood
Ogden Lazenby	

Wendy Wall - Psychologist

Charles Wieland - Counselor
 Jan Amend - Counselor
 Gloria South - Counselor
 Betty Snyder - School Nurse
 Lillie Hinnant - Computer/Tuition Clerk
 June Buzzard - Attendance Clerk
 Ginger Rich - Guidance Clerk

School Aide - Deborah French
School Aide - Rosie Dean
Media Technician - Sherry Branland

SUPPLY

Aida Cancel - Supply Chief
Lucy Ang Brandelick
Johnny Bennett
Van Tell

IMPORTANT TELEPHONE NUMBERS

Secretary - Suellen Hill	819-6391 or 819-6392
Clerk-typist - Margie Ainley	819-6391 or 819-6392
Main Office/Attendance Office	819-6391 or 819-6392
Guidance Office	819-6393 or 819-6359
Nurse's Office	819-6382
Supply Office	819-6477
School Psychologist's Office	819-6596

* ATTENDANCE POLICY *

DEFINITION OF TERMS

Excused absences: An absence approved by the school administration and one entitling the student make-up work privileges. All written requests of excused absences must state a specific reason for the absence, include the full name of the student, the date of absence, and the signature of the parent or a person having Power-of-attorney. These written requests must accompany the student the day of return from an absence. There will be no academic penalty for excused absences.

A student found forging names on explanations of absences will be referred to the administration for suspension. This is a serious matter and the length of the suspension will be determined on a case by case basis.

Excused absences will be granted for the following reasons:

1. illness
2. family emergencies
3. religious observations
4. medical necessities which cannot be cared for during non-school time.
5. family trips - a Trip Slip must be picked up from the Attendance Office at least 3 days before departure, signed and returned to the Attendance.
6. school sponsored field trips, contests and tournaments away from school
7. late arrival of school buses

Unexcused absences: Any absence not included in the above list as well as any absence not formally approved by the school administration. Unexcused absences deny students make-up privileges.

In-School absence: One which occurs when a student is in school, under the supervision of a staff member, but not the staff member to whom the student is assigned. In-school absences can be excused with prior approval of the student's assigned teacher. It is unexcused when there is no prior approval.

Truancy: Any skipping of school as differentiated from an excused absence. Truancy which is confirmed will result in disciplinary action.

Closing of School: Only the Berlin Brigade Commander can approve the closing due to adverse weather or safety conditions.

RESPONSIBILITIES

Administrative Responsibilities:

1. Supervise students while they are at school during established school hours and while participating in school sponsored activities.
2. Develop a system for pupil accountability.
3. Inform the student personally before taking action that may result in suspension and the basis for such action, notify the sponsor, and allow the student an opportunity to provide additional information.
4. Inform the Installation commander in cases of chronic school truancy.
5. Be the final arbiter in the application of the attendance policy.
6. Provide guidance to faculty and parents in resolving complex attendance cases.
7. Administer the attendance policy.

Responsibility of Teachers:

1. Maintain classroom attendance and order.
2. Report all absences each period to the Attendance Office.
3. Advise both students and parents when absences from class (for excused or unexpected reasons) are jeopardizing successful accomplishment of course work.

Responsibilities of Parents (Sponsors):

1. The behavior of their children.
2. Counsel their family member students(s) on the importance of regular classroom attendance.
3. Comply with the procedures of the attendance policy which means:
 - (a) promptly providing the school administration with a written excuse explaining the circumstances concerning a student's absence from class.
 - (b) in the case of religious holidays, providing a written excuse requesting absence prior to the day of the holiday or the official retreat.
 - (c) requesting a Trip Slip at least 3 days in advance of a family trip.
4. Coordinate with teachers regarding any excused absences (except for illness) which might effect the student's academic standing.
5. Notify the school promptly of changes of address, phone numbers (duty/home) and the emergency contact person.

Student Responsibilities:

1. Be punctual to class (to be seated prior to the beginning of class).
2. Arrange for excused in-school absences.
3. Adhere to established rules.
4. Advise both parents and teachers when possible failure of a course work which may occur as a result of absence from class, even if excused.
5. Sign in or out of school at the Attendance Office when arriving or leaving during the school day. (Students will be considered truant when failing to do so.)

PROCEDURES - LEAVING SCHOOL DURING THE DAY

Students who must leave school for an appointment during the school day must have a note signed by the parent/sponsor. The note should specify the date, time and reason that the student needs to leave school. The student shows the note to the classroom teacher if leaving during a class period and then proceeds to the attendance office to sign out. The Attendance Clerk will collect the note and maintain it on file to be mailed to the parent/sponsor at the end of the quarter. Students who leave the building during the school day without signing out will be considered truant.

HOMEWORK REQUESTS

Students who have been absent two or more days and know they will not be well enough to come back to school for several more days may request homework assignments be gathered for them. Calls may be made to the Guidance Office at BM 6359. Please give the teachers 24 hours to respond to the request.

END OF SEMESTER - EXAM WEEK ABSENCES

Absences other than serious illness and/or unforeseen emergencies will not be acceptable during exam weeks at the end of each semester. Make-up exams will only be given because of serious illness or emergencies.

EXCESSIVE ABSENCES

Sponsors of students with excessive absences will be contacted by their student's teachers and/or the administration. The student's academic progress will be reviewed and conferences arranged, if necessary.

BELL SCHEDULES

1. Regular

Warning Bell	0800
1st Period	0805-0905
2nd Period	0910-1005
Break	1005-1010
3rd Period	1015-1110
JH Lunch	1115-1145
Early 4th	1115-1210
HS Lunch	1215-1245
Late 4th	1150-1245
5th Period	1250-1345
6th Period	1350-1445

2. Short Assembly

Warning Bell	0800
1st Period	0805-0855
2nd Period	0900-0950
Break	0950-0955
3rd Period	1000-1050
JH Lunch	1055-1125
Early 4th	1055-1145
HS Lunch	1150-1220
Late 4th	1130-1220
5th Period	1225-1315
6th Period	1320-1410
Assembly	1415-1445

3. Long Assembly

Warning Bell	0800
1st Period	0805-0840
2nd Period	0845-0930
Break	0930-0935
3rd Period	0940-1025
4th Period	1030-1115
JH Lunch	1120-1150
Early 5th	1120-1205
HS Lunch	1210-1240
Late 5th	1155-1240
6th Period	1245-1330
Assembly	1335-1445

4. Half Day Schedule

Warning Bell	0800
1st Period	0805-0905
2nd Period	0910-1005
Break	1005-1010
3rd Period	1015-1110

SCHOOL CALENDAR FOR SCHOOL YEAR 1990-91

8 Aug 90	Reporting date for School Administrators under schedules K and L.
13-17 Aug	Suggested registration week.
22 Aug	Reporting date for PL 86-91 teachers, K-12, for preparation and orientation.

FIRST SEMESTER

27 Aug	First day of classroom instruction, K-12.
3 Sep	Labor Day - Federal Holiday.
8 Oct	Columbus Day - Federal Holiday.
1 Nov	End of first marking period, K-12 (47 days).
2 Nov	No school for students - Teacher Workday.
12 Nov	Veterans Day - Federal Holiday.
22-23 Nov	Thanksgiving Recess - Federal Holiday, Nov 22.
13 Dec	Earliest date a student may leave school first semester with credit under an accelerated program.
19 Dec	Last day of school before winter recess.
3 Jan	Instruction resumes.
21 Jan	Martin Luther King's Birthday - Federal Holiday
24 Jan	End of second marking period (45 days)
25 Jan	No school for students - Teacher Workday

SECOND SEMESTER

28 Jan	Second semester begins
18 Feb	President's Day - Federal Holiday
28 Mar	End of third marking period (43 days)
29 Mar	No school for students - Teachers Workday
1 Apr	Spring recess begins
8 Apr	Instruction resumes
16 May	Earliest date a student may leave school second semester with credit under an accelerated program.
27 May	Memorial Day - Federal Holiday
7 Jun	Earliest date graduation services can be held
13 Jun	End of fourth marking period (48 days). End of school year for a total of 183 days of classroom instruction.
14 Jun	Last day of duty for PL 86-91 teachers, 183 days of classroom instruction plus 7 additional duty days for a total school year of 190 duty days.

* DISCIPLINE POLICY *

Discipline will be maintained at a high level. The principal has an obligation to keep responsible military authorities informed of serious or repeated misbehavior. The principal also has a responsibility to coordinate with responsible military authorities when military requests for information relating to the above problems are received.

Violation of the following school rules is cause for suspension from classes:

1. fighting
2. cutting classes
3. maliciously abusing or defacing property, personal or public
4. igniting fires, or explosive devices, discharging stink bombs
5. stealing
6. disrespect, disobedience, or defiance of the authority of a teacher or staff member
7. possession or consumption of alcohol or illicit drugs, during school or at any school sponsored activity
8. use of tobacco
9. throwing snowballs anywhere on campus
10. possession of weapons during school or any school functions

Classroom discipline is the responsibility of the classroom teacher. Teachers will provide students with classroom rules and discuss appropriate behavior. When classroom rules are broken and/or other types of expectations are not met, students can expect the teacher to discuss the problem with them. If no change is noted, the teacher will contact the parent for a conference. The teacher may assign after school study/work for the student. Students who misbehave may be referred to an administrator. Punishment for minor offenses normally results in a work detention.

TARDY POLICY

Tardiness must be kept to an absolute minimum. To allow students to be habitually late is to encourage bad habits. One of the lessons that students need to learn is that being on time will be expected throughout their lives in whatever work or social situation they are involved.

If a student is more than 10 minutes tardy, it is considered an unexcused absence.

It is the responsibility of each student to be in class on time. When a student is unavoidably detained by a teacher or administrator, he/she will be furnished an admit slip to excuse the tardiness. Do not send a tardy student to attendance, the tardy is recorded in the teachers rollbook and on the Scantron.

Unexcused tardies will be handled as follows:

1. One unexcused tardy will be allowed each student per quarter (in each class).
2. If a second unexcused tardy occurs, the teacher will require the student to sign two copies of a contract/letter, one of which the student will be required to take home to be signed by the sponsor and returned the following day to the teacher.
3. If a third unexcused tardy occurs, the student will be sent to the attendance office. At this time the student will contact the sponsor by telephone to arrange a conference which includes parent, student and teacher.
4. Each tardy thereafter will be treated as the third and will require another parent, student, teacher conference.

SUSPENSION POLICY

Continued violation of school rules and regulations will be brought to the attention of the administration. Administrative disciplinary actions include parent conferences, assignment of work detention, suspension, and initiation of behavior contracts.

1. Students will be given at home suspensions. A student will have a hearing with an administrator before the student is suspended. The hearing may be with or without the parents present. Parents will be notified by telephone (or emergency contact number if parents are not available) and by letter of suspension. Copies of the suspension letter will be sent to the student's counselor, the student's school file, and as needed to the school's officer and command officials. During the course of a suspension, the student may not come to school or participate in any athletic, musical, dramatic or any other extra-curricular practice, school dances, or other events, either as a performer or as a spectator. Students suspended from school are also not to be "on base" (in the BB area) between the hours of 0800-1500 unless with a sponsor.
2. Suspensions may last from overnight to 10 days.
3. OVERNIGHT SUSPENSION - The student is suspended at the end of the school day until the parent conference is held the next morning. This is a short-term suspension that is used to involve the student's parents as quickly as possible. A parent conference will be held before the student is readmitted to school.

4. In order to keep up with class work, students are expected to do class assignments while they are suspended. However, credit is not given for work done while on suspension, nor is make-up work allowed.
5. THREE DAY SUSPENSION - Fighting in school, weapons and alcohol possession are an automatic three day suspension.

* FIRE AND EMERGENCY EVACUATION PROCEDURES *

1. Upon noticing a fire, activate the nearest alarm button and report the fire to a staff member. The administration will call the Fire Department (Tel. 117). In the event of a bomb threat, building evacuation and instruction will be announced over the PA.
2. When the fire is small and life is not endangered, an attempt may be made to extinguish it with any available fire-fighting equipment.
3. Evacuation Signal: The sounding of the fire alarm indicates an evacuation requirement.
4. Evacuation: Students shall evacuate the building in an orderly manner. Evacuation shall be by way of the primary route unless blocked by a fire, in which case the alternate evacuation route shall be used. Classes shall proceed to the roll call area and stand in organized groups until other orders are given or the all clear is sounded. (Primary and alternate routes and roll call areas will be established on the first day of classes of each school year).
5. Student Responsibilities: Students must conduct themselves in a manner to guarantee their safety and those around them. Students shall follow the evacuation procedures. Students are to join the nearest class or leave by the nearest exit, if not with their classes when the evacuation alarm sounds. They shall not return to their classrooms!
6. Recall: When the all clear has been determined an announcement will be made on the loudspeaker system. All students are to enter the building in an orderly fashion and return to their classrooms. First students in will hold the doors for all other students entering.

* EXTRA-CURRICULAR ACTIVITIES *

Extra-curricular activities at Berlin American High School have always been a very important part of our curriculum. These activities include athletics, student government, foreign exchanges, department activities, etc.

All of these activities are governed by an Eligibility Code.

ATTENDANCE POLICY

In order for a student to participate in an extra-curricular activity at school or at other schools he/she must be in attendance in every class the day before or on the day of the activity. This will be determined by the schedule departure time of the activity's participants and the game schedule. Students not in attendance during the school day may not attend practices that afternoon. Exceptions to this attendance policy may only be approved by the administration and must be approved in advance, including doctor and dental appointments.

POSTERS

All posters for school activities of any kind must be approved by the administration before they can be placed on school property. Any poster concerning out-of-school activities must be approved by the principal. All posters are to be removed immediately following the event.

PRIVATE INSURANCE COVERAGE

Parents who are not entitled to free medical care for their dependents should be aware that responsibility for injuries these students may incur is a personal expense unless satisfactory evidence can be presented, through established claims procedures, that the injury was caused by the negligent act of a Government employee, agent, or military member who was acting within the scope of his or her official duty.

Parents who believe their present insurance coverage is not adequate should either increase the protection available through their respective employers or supplement their existing coverage through a private company.

SPORTS PHYSICALS

Students interested in school sports activities will need a valid physical form which is good for one year. The forms are located in the Guidance and Nurse's Office. A parent must make an appointment in the Pediatric Clinic and return the completed form to the school nurse.

She will make a copy for the student's health folder and return the original to the student for his/her coach.

AWARDS PROGRAMS

Awards programs will be held as announced to recognize outstanding achievement in sports, music, JROTC, academics, etc.

EXTRA-CURRICULAR ACTIVITIES

	ACTIVITY	GRADE ELIGIBILITY
Sports:	Cross Country	7-12
	Wrestling (Boys Only)	7-12
	Track and Field	7-12
	Football (Boys Only)	9-12
	Golf	9-12
	Tennis	9-12
	Volleyball (Girls Only)	9-12
	Basketball	9-12
	Soccer	9-12
	Cheerleading	9-12
Other:	Drama Club	7-12
	Varsity Club	9-12
	Hall Monitors-Putt Patrol	7-8
	National Senior Honor Society	9-12
	National Junior Honor Society	7-8
	JROTC Drill Team	9-12
	JROTC Rifle Team	9-12
	Symposium of Performing Arts	
	Future Business Leaders of America	
	Student Council	
	BAD (Berlin Against Drugs)	
	Outdoor Education Club	9-12

* FUTURE BUSINESS LEADERS OF AMERICA *

Future Business Leaders of American is a Nationwide Vocational Youth Organization for business and computer students.. It provides an opportunity for students to prepare for business and office occupations. Members of FBLA learn how to engage in individual and group business enterprises; how to hold office and direct the affairs of the group; how to work with representatives of other youth organizations; and how to compete honorably with their colleagues on the local, state and national levels.

* GENERAL INFORMATION *

VISITORS TO SCHOOL

Parents are welcome and encouraged to visit classes. Much insight can be gained through a visit, both as to how classes operate and how your child relates to the activities and the other students in the class. Parents should let teachers know beforehand about their intended visit. On the day of the visit, sign in at the Attendance Office before entering the classroom areas.

"Back to School Night/Open House" is an excellent opportunity to meet the school staff and PTSA members. Parents will be able to walk through their child's schedule, meet each teacher, and be exposed to the curricular plans, grading policy, and homework expectations and classroom rules. The date and time for this event will be September 12, 1900-2100 hours, in the cafeteria.

First and third quarter Report Card pickup days for parents and teachers will be the afternoon of November 9th and the afternoon of April 12th.

Students who would like to sponsor a visitor (visitor must be at least seventh grade level) may pick-up a visitor's application form from the Attendance Office two days prior to the visit and have each teacher sign it. American students attending other DoDDS high schools or JFK are not permitted on campus as visitors.

SCHOOL BUSES

Bus transportation to and from school is provided by the Army Transportation Division. Discipline of students while enroute to and from school is the responsibility of the military officials; discipline during loading and unloading at school rests with the school administration. Riding the bus is a privilege which may be taken away if abused. Protect this privilege by obeying bus regulations and drivers. To report bus discipline problems, call the School's Office.

LUNCH PROGRAM

AAFES is responsible for preparation and serving of the hot lunch menu and short order items. A reduced price lunch program is available--information is available in the Guidance Office. Students may also bring sack lunches or go home to eat if they live in BB housing and have their parent's and the principal's permission. Applications for permission to eat lunch at home are available in the Attendance Office. The lunch period is 40 minutes long.

DAILY BULLETIN

A bulletin is given to teachers each morning which they read to the students during the first few minutes of first period. It is posted in each classroom and in the administration hallway for reference. Included in the daily bulletin are regular schedules for class meetings, school activities, and notices for all students.

TEXTBOOKS

Textbooks are provided to the students FREE OF CHARGE. These are purchased with taxpayers' money and are used from five to seven years. We ask that they be protected by book covers and handled with care. Textbooks are to be returned at time of withdrawal or at the end of the school year. PAYMENTS MUST BE MADE FOR LOSS. Payment will be made by money order to "Treasurer of the United States" and brought to the school Supply Office.

LOCKERS

Each student is assigned a locker for the school year and he/she is responsible for purchasing a lock. Graffiti, stickers, etc. on or in the lockers are prohibited. Repair or replacement of an altered locker is the responsibility of the student.

ROTC UNIFORMS

Equipment issued to the JROTC cadets is US Army property and is the responsibility of the student. As with all US Army property, the ultimate responsibility is the student's sponsor. All equipment or like items must be turned in before a student clears the school on the last day. If this requirement is not satisfied, a report of survey will have to be initiated by HQ, USAREUR against the sponsor.

LOST AND FOUND

The school "Lost and Found" is located in the Supply Office. Any items lost on campus or on the school bus may be claimed during school hours or after school.

TELEPHONE POLICY

A German pay telephone is located in the Main Lobby. Local calls cost 30 pfennigs. Students are encouraged to tape 30 pfennigs on the inside of their lockers for emergency situations. If it is out of order, emergency phone calls may be made in the office.

Personal messages for students are prohibited except for parents' emergency situations.

STUDENT VEHICLES

The driving of POVs to school is prohibited. Students who have a requirement to drive should submit a written request from the parents. If approval is granted, the vehicle must be parked and locked for the duration of the school day.

STUDENT SOCIAL ACTIVITIES

Social activities outside of school are governed by policies stated in the "Student Activities, Sponsor's Handbook" (a copy is attached). These include fund raising, financial accounting, scheduling activities, activity calendar, rules and conduct, and more. A copy of the handbook is available for review in each classroom and the school media center.

Students who plan to become involved with clubs or groups which will be sponsoring dances and related social activities should become thoroughly familiar with the handbook.

FIELD TRIPS

Classes will occasionally be augmented by special trips outside of school. Field trips are an extension of the regular class and are not extra-curricular activities. All school rules and regulations are in effect during field trips. Students are representing the total American community while on these trips and their actions reflect this while in our host nation environment. We expect even more of all students at this time.

STUDENT GOVERNMENT

Berlin American High School has an active student council (grades 9-12) and student congress (grades 7-8). The student council meet twice a month for normal business and coordinates such activities as Homecoming, Spirit Week, and school dances.

SCHOOL CAMPUS

Berlin American High School has a closed campus policy, except for seniors possessing a 2.0 grade point average. Students will only be permitted to leave campus for pre-arranged medical appointments and lunch if they live in BB and have permission. Adjacent buildings in the housing area and the German Cemetery are strictly "OFF LIMITS".

Students who become ill during the school day will be referred to the school nurse. Parents will be contacted before the student is issued a permit to leave the school grounds.

* GRADUATION REQUIREMENTS *

CREDITS REQUIRED FOR GRADUATION

Beginning with the Class of 1989 - 20 credits are required.

4 Credits *	Language Arts
2 Credits **	Mathematics
3 Credits ***	Social Studies
2 Credits	Science
1 Credit	Career Education - Industrial Arts, Business Education, Home Economics, Auto Tech, Cooperative Work Experience, Graphic Communication
1 Credit	Fine Arts - Art, Music, Humanities, Drama
1 Credit ****	Physical Education
1/2 Credit	Health
5 Credits	Electives - Such as: Foreign languages, JROTC
1/2 Credit	Computer Science

20 Credits

* English 9, 10, 11 and 12 are required.

** It has been traditional for schools to require students to complete the math requirements at the 9th and 10th grade level. Unless a student plans to take more than the two course requirements, we recommend the fulfilling of this requirement be delayed until the sophomore or junior year, at which time a course in practical math (also called consumer math or general business math) can be much more meaningful to a student's future.

*** Must include one year of US History and one semester of US Government.

**** One year of Physical Education is required, but additional credits may be earned and used as electives.

Two years of foreign language are strongly recommended for the college bound student.

All of the above requirements must be met before a student is permitted to graduate. Final grades for seniors are posted as of 12:00 noon on the day of graduation practice. If requirements are not completed before this time, permission to graduate will not be granted.

All seniors should make an appointment with their counselors in early September to make sure all requirements will be satisfied.

Generally, students are expected to complete an eight semester high school program in preparing for graduation. Upon application, students may be graduated early after completing graduation requirements if they have clearly demonstrated scholastic aptitude or vocational readiness, if there is a financial need for early entry into the labor market, or if health and other circumstances would be served. An application, with parent approval, must be in writing. The application for early graduation must be submitted prior to October 1 for grade 12 students desiring to graduation at the end of the first semester of their senior year.

COLLEGE ENTRANCE

The minimum academic units usually required are:

4 Credits	English
3 Credits	Mathematics (Algebra, Geometry, Algebra II)
3 Credits	Social Studies
2 Credits	Foreign language (same language)
2 Credits	Science (Biology or high level)

Your college admission depends on your high school record. Your parents and teachers can advise and encourage you, but YOU are the one who gains the knowledge and experience necessary to be accepted and succeed in college.

*** GUIDANCE DEPARTMENT ***

COUNSELING SERVICE

There is a half-time Psychologist and three counselors available to assist students with their personal and academic concerns. Students are assigned to a counselor alphabetically but may elect to see the other counselor.

Students should try to see their counselor before and after school. Appointments during school are arranged through the Guidance Secretary and the student must obtain the approval of the teacher whose class is missed prior to leaving class for the appointment.

CLASS STANDINGS

Year

7th Grade: 6th grade completion
8th Grade: 7th grade completion
Freshman: 8th grade completion
Sophomore: Successful completion of 5 units of credit
Junior: Successful completion of 10 units of credit
Senior: Successful completion of 15 units of credit
and be capable of complying with graduation requirements
by the end of the current school term.

REPORT CARDS

Report cards are issued quarterly. These will be mailed to all parents approximately one week after the end of each quarter.

Weighted grades for specified subjects will be awarded.

<u>Letter Grade</u>	<u>Percent</u>	<u>Numerical Value</u>	<u>Explanation</u>
A	90-100	4	Excellent
B	80-89	3	Good
C	70-79	2	Average
D	60-69	1	Poor
E		1	Effort
P		0	Passing
I		0	Incomplete
F	Below 60	0	Failing
WP		0	Withdrawn (Passing)
WF		0	Withdrawn (Failing)
F.	Given for 1st semester in accumulative courses with a full year grade.		

An Incomplete (I) indicates all course requirements have not been completed. It is the student's responsibility to initiate action with the teacher to remove the incomplete. The deadline will be no longer than three weeks after the end of the marking period.

Students arriving new to our school must be in attendance at least four (4) weeks to receive grades from our school. Grades given at the time of transfer from the previous school will be accepted as the grade for that grading period, if attendance here is less than four weeks.

QUARTERLY PROGRESS REPORTS

During a quarter, teachers may elect to report student progress by use of interim progress reports. These reports may be used to report unsatisfactory progress and be issued to encourage corrective action on the part of the student. They may also be used to report a significant change, either satisfactory or unsatisfactory, in the student's performance and are issued to alert parents of this change.

WEEKLY PROGRESS REPORTS

Weekly progress reports should only be initiated by the parent after a conference with a teacher or by an administrator or counselor. Only those students who are experiencing academic difficulties and whose parents have conferred with teachers will be given the opportunity to receive this report. Students pick up the report form on Friday from the Guidance Office and take it to each teacher during the regular class period.

APPOINTMENTS

Parents are encouraged to contact teachers or other school personnel. Please call the Guidance Office at BM 6359 and leave a message with the secretary, who will notify the teacher that you wish to have an appointment. The teacher will then return your call to confirm the time and place of the conference. Normally, at least one day's notice is required to set up an appointment to allow teachers time to adjust their schedules.

CAREER INFORMATION

Information on careers is available to all students and their sponsors. Books, pamphlets, and audio-visual aids dealing with information about various occupations are available. Materials on college selections, financial aid, college catalogs, guides to college majors, vocational schools, courses to take in preparation for their futures, and other information is available. Check with the Guidance Office.

ACADEMIC AWARDS

An Academic Award Program will be held during the last three weeks of school to honor students for outstanding work in all areas of the curriculum. In addition to the academic awards, numerous scholarships are presented from base organizations to some of our hard working talented students. These scholarships present a considerable amount of money to help meet high costs of a college education. Academic Letter awards are presented to the students whose average grade is 3.6 or above for the first three quarters of the school year.

HONOR ROLL

The following standards are established to determine the placing of students on the Honor, Merit Honor, or Outstanding Achievements Principal's Roll. Because of the Privacy Act, a student must have a parent approval slip signed and on file before being listed on an honor roll.

An "F" in any subject automatically disqualifies a student for honors.

Honor Roll	3.0 to 3.49 average
Merit Honor Roll	3.5 to 3.99 average
Outstanding Achievement	4.0 or 4.+ average

TAKING COURSES AT GRADE LEVEL

Because our school is small, it is necessary that students take courses which are offered at grade level. This plan allows students to have a full range of course selections as they progress through their grade steps with less possibility of schedule conflicts. Variations from this plan must be requested by a student's parents, recommended by a counselor, and approved by the principal.

Students desiring (or parents desiring for their students) to take courses before grade level for the sake of early graduation will be considered by the Principal only if the student is maintaining a "B" average or above and reasonable post-high school education/occupational plans have been developed or the student has experienced prior retention (s) and has an age concern.

SEMESTER COURSES

Students who select semester courses for the first semester are to review course offerings available for the second semester and make selections at the time of registration so that staffing and scheduling needs may be met.

EXCEPTIONAL STUDENTS

Parents who desire information about our school's resources in providing for the educational needs of exceptional students are encouraged to visit our counseling office. Complete information is available from our resources and in Public Law 94-142.

DROPPING/ADDING COURSES (Schedule Changes)

A great deal of time and effort is devoted to scheduling courses for each student. Courses are carefully programmed for student needs and requirements, then the master schedule is built and the faculty assigned teaching responsibilities. Consequently, dropping and adding courses will normally not be done. Only very serious justification would merit consideration for a change.

Please consult with your teacher if subject difficulty is the reason for change requests. The discussion of your problem areas and arrangement of time to try to get some individual help is a mandatory and necessary step in the process of changing a class. If the additional help does not alleviate the problem, then request for schedule changes must be made through the Guidance Office. A conference is then required with the counselor, student, parent, gaining and losing teachers in attendance. Final approval/disapproval will be made by an administrator after the results of the conference have been evaluated. Please note that should the student be given the schedule change, the permanent record will still contain the grade earned in the former class.

Schedule changes are not to be done lightly; therefore, students will remain in their selected courses throughout the year and/or semester. Students making changes "on their own" without following proper procedures will receive no credit for either class.

TRANSFERS AND WITHDRAWALS

A student transferring to another school must bring a copy of orders to the Guidance Office at least five days prior to his/her last day of attendance to allow sufficient time for the preparation of school records. Students may withdraw three days prior to the port call.

Procedure:

1. Report to the Guidance Office on the last full day of school to obtain the clearance sheet.
2. Clear each class as you progress through your schedule.
3. Return all Government owned books and equipment.
4. Make payment for lost or damaged materials.
5. Report to the Guidance Office at the end of the day for FINAL clearance.

If a PCS move is within twenty (20) school days prior to the end of the semester, the student may qualify for acceleration and for credit for the semester. This privilege is not extended to parents for the purpose of taking leave.

The procedure for clearing school under the acceleration method is the same as listed above except for advance paperwork. Notification should be given to the Guidance Office no later than one month prior to withdrawal. This time is needed to prepare the necessary paperwork, to obtain the appropriate signatures, and have the teachers make advance assignments. ALL WORK MUST BE COMPLETED to the satisfaction of each teacher involved - it is the individual student's responsibility to meet this requirement. Students who do not complete requirements will be transferred "with grades in progress" (grades to date) to the receiving school for completion of the course and receipt of credit.

Or, if a final grade is required, the "in progress" grades will be averaged with the zeros for the incomplete work and a final grade recorded.

Parents may review their child's records before leaving, and if desired, may handcarry a copy of the records to the next school. (DoDDS-G regulations prohibit the release of original student records). The records will be ready for pick-up the end of the last school day.

If a parent is unable to pick up the student's records, please be advised that students under the age of 18 are NOT permitted to handcarry their school records. However, an official copy of the permanent transcript can be released to the student and the records mailed to the receiving school on written parental authorization.

TEST SCHEDULE SY 1990-90

Tues. October 23, 1990	<u>PSAT/NMSQT</u> (Preliminary Scholastic Aptitude Test/Nat. Merit Scholarship Qualifying Test)
Sat. October 27, 1990	<u>ACT</u> (American College Test)
Sat. November 3, 1990	<u>Scholastic Aptitude Test</u> or <u>Achievement Test</u>
Sat. December 1, 1990	<u>Scholastic Aptitude Test</u> or <u>Achievement Test</u>
Sat. December 8, 1990	<u>ACT</u> (American College Test)
Sat. January 26, 1990	<u>Scholastic Aptitude Test</u> or <u>Achievement Test</u>
Sat. February 9, 1991	<u>ACT</u> (American College Test)
Sat. March 16, 1990	<u>Scholastic Aptitude Test</u> (No Achievement tests offered)
Sat. April 13, 1991	<u>ACT</u> (American College Test)
Sat. April 27, 1991	<u>SSAT</u> (Secondary School Admissions Test)
Sat. May 4, 1991	<u>Scholastic Aptitude Test</u> or <u>Achievement Test</u>
Sat. June 1, 1991	<u>Scholastic Aptitude Test</u> or <u>Achievement Test</u>

* HEALTH POLICY *

HEALTH REQUIREMENTS

Immunizations - verification is required for school attendance. You can obtain a Certificate of Immunization form from the school Guidance Office. Take this form with your student's immunization record to the immunization clinic at the hospital for verification and return to the school.

Emergency Information and Health Care - students injured at school will be given first aid care by the school nurse. In the event the nurse must send a student home, every effort will be made to contact a parent; if not, the emergency contact person. It is VITAL that we have an updated contact number in your student's file. If you are planning an extended absence it is imperative that you contact the hospital/legal office and secure a temporary Medical Power of Attorney and inform the school as well.

MEDICAL PRECAUTIONS AND PROCEDURES

Students often become ill at school. The following symptoms (one or more) combined with a temperature of 100 will be cause for exclusion from school:

Nausea	Runny Nose	Sore throat	Inflamed/watery eyes
Upset Stomach	Sneezing	Noisy breathing	Lice
Unusual pallor	Coughing	Blueness of lips	Communicable disease
Headache	Backache	Skin eruptions	

Communicable disease: Observation and prompt reporting of signs and symptoms is the responsibility of all parents, school personnel and students. If you suspect a medical problem, do not send the student to school - there is a risk of spreading the problem to other students. Take him/her to the clinic.

Medication must often be taken during the course of the school day. A separate container with the prescription label for the school's use can be supplied by the pharmacy and kept in the Nurse's Office. No medications are supplied or dispensed at school without a prescription.

HEALTH APPRAISAL

The following procedures are performed each year as time permits:

- Vision Screening - grades 8, 10, 12
- Hearing Screening - grades 10, 12 or referral
- Scoliosis Screening - all grades
- Parents will be notified only when a problem is suspected.

CHILD ABUSE/NEGLECT

Definition: Any physical, emotional or social mistreatment of a child by any person.

It is the responsibility of every adult to report any suspicions of child abuse or neglect to the Child Advocacy Committee (BM 4190), Emergency Room (BM 4131), or school personnel. All children have the right and need for an environment conducive for developing their greatest potential - physically, mentally, emotionally and socially.

Signs of Physical Abuse: unexplained recurrent bruises, strap or hand marks, frequent lumps on head, burns on hands or feet.

Signs of Emotional/Mental Abuse and Neglect: withdrawal, erratic behavior, self-degradation (loss of self-worth), behavior uncharacteristic of the child, emotional outbreaks.

Other behaviors warranting referral: over studiousness, extreme docility, unhappiness or depression, abnormal sexual behavior, stuttering or other speech problems, bullying, overaggressive or domineering, lack of confidence, self-denial, self-censure, poor accomplishment, lying, lack of appreciation of others' rights, stealing, antagonistic, negative behavior, continuous quarreling.

*THE SCHOOL ADVISORY COMMITTEE *

WHAT IS IT? The BAHS School Advisory Committee, or SAC, is just one of many such committees that meet all over Europe and around the world in an effort to provide advice, support and recommendations to DoDDS school administrators. These committees were created by Congress as part of the Overseas Defense Dependents' Education Act. They continue to serve as a reflection of the DoD policy that members of the school and military communities should participate jointly in school affairs, and should work together to address and resolve issues of common concern at the local level.

WHAT DOES IT DO? The committee meets on a monthly basis to provide recommendations and advice to the school principal on a whole range of matters, to include: (1) school policies with regard to students and parents, student activities, and administrative procedures that affect students; (2) instructional programs and educational resources within the school; (3) allocation of resources within the school; (4) pupil services (health, special education, counseling, extracurricular activities, etc.); (5) student standards of conduct and discipline; and (6) DoDDS policies and standards related to these matters. The school principal, in turn, provides necessary information, acts upon recommendations as appropriate, to include taking matters to DoDDS regional headquarters, and otherwise responds to all suggestions and concerns. The SAC also has the opportunity to bring matters of concern to the attention of the military community commander through the Installation Advisory Committee.

SAC MEMBERS:

TEACHERS

Ken Burland
Kim Schiffers
Phillipp Schmoll
Russ Walton
Tom Amend - V.Chairperson

PARENTS

Robert Penny
Audrey Shaw-Atkins
Tom Knapp - Chairperson
Michael Waldrop
Alyce Stewart - Secretary

THE PARENT, TEACHER, STUDENT ASSOCIATION

PTSA BOARD is an affiliate of the National PTA. The membership in DoDDS consist of parents, teachers and students; thus PTSA. In Berlin American High School the PTSA administers the Volkfest Funds for the school and develops programs on improving the school for all.

The PTSA membership drive will be held at the Open House Meeting on the evening of 12 September.

PTSA BOARD consists of:

President: Capt John Morse
1st V.President (Programs): Rose Aguigui
2nd V.President (Publishing Membership): John Burns
3rd V.President (Teacher Representation): Faye Bahari
Secretary: Minnie Simms
Treasurer: Paulette Freeman

* FIRE DRILL SCHEDULE FOR SY 1990/91 *

The following is the schedule for fire drills to be held this school year, 1990-91.

DATE	DAY	TIME	PERIOD	EXIT TIME
September 11	Tuesday	0830	First	
October 10	Wednesday	0920	Second	
November 15	Thursday	1025	Third	
December 7	Friday	1315	Fifth	
January 8	Tuesday	1400	Sixth	
February 14	Thursday	0830	First	
March 18	Monday	0915	Second	
April 16	Tuesday	1025	Third	
May 9	Thursday	1320	Fifth	
June 5	Wednesday	0830	First	

* SCHOOL RULES *

STUDENTS' RIGHTS AND RESPONSIBILITIES

Our policies governing students, both written and implied, are established for the singular purpose of protecting the rights of each individual student in his/her pursuit of an education. Copies of the manual, Students' Rights and Responsibilities in the Department of Defense Dependents Schools System are available in the school office and media center.

Students may make an appointment with the principal, deputy principal, or assistant principal through the school secretary to discuss the reason for an established rule or policy.

DRESS CODE

There is not a formal dress code, but student dress and appearance must be appropriate for normal classroom instruction. The students' attire should not be a distraction to the normal educational processes of the school. For sanitary and safety reasons stocking feet or bare feet are prohibited. Clothing that is too tight and/or revealing is also prohibited. The school administration reserves the right to decide what clothing is appropriate. Underwear, worn as outerwear, halter tops, see-through apparel, short-shorts, etc., are some examples of what are not considered appropriate modes of dress.

Students inappropriately dressed will be sent home. The wearing of slogan buttons, patches, and banners which condone inappropriate language and illegal drugs will be confiscated and parents may collect the items from the school administration.

SMOKING, CHEWING AND THE USE OF SNUFF

Smoking, chewing and the use of snuff are NOT allowed. Berlin American High School's buildings and campus is a non-smoking zone. This is a DoDDS regulation.

Students who violate this regulation face suspension from school (1st offense - one day; 2nd offense - three days; 3rd offense - five days).

The staff and administration of BAHS asks for the support of all students and parents in helping us carry out this regulation. We hope that all view this as a positive step for your child's health and education.

AUDIO DEVICES

Walkmans, cassette recorders, radios or other audio devices are not permitted on campus. Devices will be confiscated. For the first offense, they may be picked up after school. If brought to school again the sponsor will be contacted and asked to pick them up.

ILLEGAL ITEMS FOR SCHOOL

The following items are not allowed in school: alcohol, cigarettes, drugs, guns, knives, explosives, skateboards, stink bombs, or any other items that would be disruptive to the educational program.

Items listed above will be confiscated and parents will be asked to pick them up.

PUBLIC DISPLAY OF AFFECTION

Unseemly displays of affection at school are inappropriate. Physical contact may not go beyond holding hands. Excessive body contact such as kissing, embracing and wrapping arms is not allowed. After fair warning, parents will be contacted for a conference.

SNOWBALLS

Snowball throwing is not permitted. Suspension from classes will result if this policy is violated.

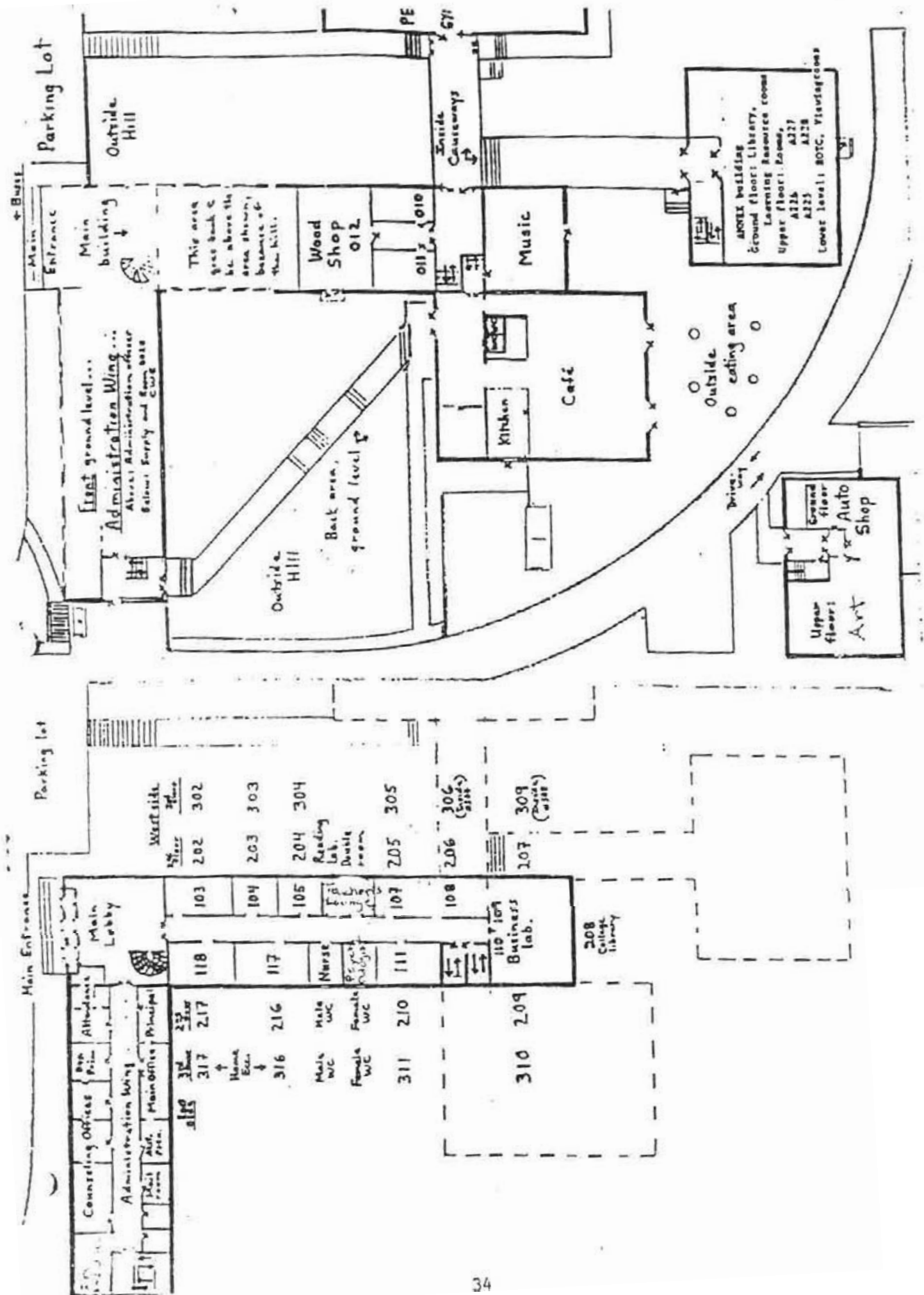
CLASSROOM CONDUCT

In order for the best learning situation to exist all students must cooperate and give their undivided attention to the teacher's instruction. When entering a classroom, a student should have the necessary books, pencils, pens, and paper that is needed.

Students with a problem will be referred to the counselor by the teacher. Students who disrupt class will be reported to their parents. Continued unacceptable classroom behavior will be reported to the administration and a conference will be held with an administrator, counselor, parents and students. If behavior is not changed, it could lead to suspension.

HALL PASSES

No student should be in the hall during classtime without a written hall pass having name, date, time and teacher signature.



Appendix A

BERLIN AMERICAN HIGH SCHOOL

SPONSORS HANDBOOK FOR STUDENT ACTIVITIES

This handbook has been published to assist student activity sponsors. It is meant to offer guidance to sponsors whose groups undertake social activities involving the student body.

STATEMENT OF PHILOSOPHY FOR STUDENT SOCIAL ACTIVITIES

We believe it is necessary to provide our students with many and varied learning experiences. Through social activities, sponsored by the school and scheduled for after school hours, we are able to:

1. assist students in developing organizational skills;
2. help students expand their educational experiences gained through the school day;
3. provide alternate educational opportunities to students who may lack motivation in normal classroom procedures, and
4. assist students in developing a social consciousness and a sense of commitment to group purposes.

While it is our hope that students find pleasure and entertainment through these efforts, our basic purpose is to promote the educational possibilities inherent in a program of student-developed activities.

BERLIN AMERICAN HIGH SCHOOL

STUDENT ACTIVITY FUND

I. STATEMENT OF PURPOSE

1. This fund is established at the Merchants National Bank for the purpose of handling the receipt and disbursement of funds for student activities.

2. Even though there is only one account in the bank, our activity fund bookkeeper maintains separate accounts for each student activity/club. An activity sponsor may check with the bookkeeper at any convenient time to get financial standing of that particular account.

3. All disbursement by any activity sponsor or members of the activity must be by check only. This is a requirement for your protection. NEVER make a cash payment out of gate receipts - it may be convenient, but you are putting your integrity on the line - it is against regulations and sound business practices.

4. There is an activity funds council which oversees the activity fund. Meetings are held at least four times a year. Minutes are published after each meeting.

II. OPERATIONAL PROCEDURES

1. Fund raising activities

All fund raising activities must be approved by the assistant principal who acts as coordinator of student activities.

A request for raising funds should not be made when there is no planned need for the use of the fund. The activity sponsor is responsible for establishing a system of accountability for the handling of money. This is to insure that students are taught proper money handling techniques and are not overly tempted.

2. Deposition money/disbursements

Procedures are set by the fund custodian and posted in the faculty mail room.

3. Use of funds

Funds which have been collected for our activity/club, either through fund raising events or donations are to be used for the furthering of the goals and intent of the activity/club. Funds may not be used to benefit individual members or to purchase items for individual ownership; items purchased by the activity/club become the property of the activity/club and must be accounted for. Any question in the use of funds will be decided by the Activity Fund Council.

III. Recommendations to Sponsors

1. Talk with your students on looking at the year as a whole. Plan your activities at the beginning of the school year. This will help determine how much money will be needed to finance the year's planned events and how many fund raising activities will be required.

2. Help your students be responsible for the activities they plan. They do not learn if the sponsor picks up all the loose ends and does the work for them.

3. It is recommended that a copy of this handbook be provided to activity officers/students.

Appendix B

BERLIN AMERICAN HIGH SCHOOL

STUDENT ACTIVITIES - STUDENTS/SPONSOR RESPONSIBILITIES

I. SUBJECT: Social Events by a School Organization

II. PURPOSE: The purpose of this policy letter is to establish basic rules for social functions and to outline responsibilities.

III. ASSIGNED ACTIVITIES DURING THE YEAR:

1. Homecoming - Student Council will coordinate the homecoming activities, as well as be in charge of the spirit week activities (hall decorating and dress-up days), the parade, election of the court, and the coronation ceremony. All organizations are requested to submit an outline of their planned portion at least one month before Homecoming Week.

- a) Senior Class - semi-formal homecoming dance to be held on Saturday night.
- b) Cheerleaders - bonfire and related activity to be held on Friday night.
- c) Band, Drill Team, and Cheerleaders - Saturday's halftime activities.

2. Class Responsibilities:

(If a class declines the responsibility for an activity, the student council would reassign the responsibility)

- a) The senior class is responsible for graduation and baccalaureate ceremonies, to include speaker selections and program publication. The school administration and senior class advisors are responsible for graduation site selection.
- b) The junior class will be responsible for the prom.
- c) The sophomore class will be responsible for a Christmas dance.
- d) The freshman class will be responsible for a Valentine's Day dance.
- e) The junior high will be responsible for a Halloween dance.

3. Sporting Events - concession stands at athletic events: (This should be posted in the school and Imbiss and announced in the daily bulletin.

a) Football season:

- 1. Homecoming - junior class
- 2. 1st home game - sophomore class
- 3. 2nd home game - freshman class
- 4. 3rd home game - senior class

b) Basketball, Wrestling, Volleyball, Track and Soccer:

The student council will offer these to club sponsors.

Requests will be accepted at the start of the season on a first come first served basis.

4. Pep Rallies: Cheerleaders

IV. POLICY STATEMENT:

1. Evening events for grades 9-12 will conclude by 2330 hrs unless a waiver is granted. Events for grades 7-8 will conclude by 2200 hrs. Dances and other activities will last for no more than three (3) hours.

2. No event will be scheduled during exam weeks until the end of exams. It is recommended that after-school activities be kept to a minimum during exam week.

3. Senior high dances will be limited to students enrolled in grades 9-12, visiting athletes and exchange students. (GI's will not be permitted at cafeteria dances.)

4. All social activities are to be scheduled by the Student Council and approved by the assistant principal. For approval, the sponsoring group must submit a completed activity form, available from the school secretary, no later than six school days preceding the planned event.

5. There will be no more than two school dances during any calendar month.

6. The "box office" will be closed one hour prior to the conclusion of any event. No student will be admitted after that time. An exception will be made for students returning from school sponsored athletic event.

7. All guests at cafeteria dances must be the age level of the dance and have a completed "Outside Guest Permission Slip" in his/her possession. The form will be submitted to the activity sponsor before the dance.

8. There will be a minimum of 2 faculty members (Sponsors plus one additional faculty member) and 4 parents on duty at all times. The dance is to be stopped immediately if required chaperones are not present.

9. Smoking, drinking, or use of drugs by students, guests, or chaperones during school function is prohibited.

The following will be followed by all sponsors:

- A. Students are to be refused admission to the activity if under the influence of alcohol or drugs.
- B. If a student becomes intoxicated or is under the influence of drugs during the activity, or is found in possession of alcoholic beverages or drugs, he/she will be asked to leave the activity and the parent is to be notified.
- C. Sponsors are to notify the school administration of any incident no later than the next day following the activity.
- D. Before a student is permitted to return to school a parent-student-administrator conference will be held.
- E. Students face possible suspension from school and/or all school activities for the remainder of the school year. This would include the Junior/Senior prom. This would be an administrative decision.
- 10. Dress will be appropriate to the requirements set down by the sponsoring group.
- 11. The area shall be cleaned prior to leaving the school and all waste receptacles emptied.
- 12. Set-up for dances: The rectangular tables may be folded out of the way; refreshments may be sold.
- 13. Clean-up: table tops and the floor need to be cleaned up using water where needed. Trash should be picked up from the floors and the tables returned to their proper place. All items not originally in the dining area are to be removed, as well as the decorations.

V. SPONSOR RESPONSIBILITIES

- 1. Giving guidance, offering ideas and suggestions, but not assuming the duties delegated to students and committees.
- 2. Seeing that as much responsibility as possible is delegated to student committees so students may be educated in the process of organization, meeting deadlines, and follow-up.
- 3. Being strong enough to cancel an activity to "teach a lesson" when organizational responsibilities are not fulfilled.
- 4. Insuring that chaperones are made fully aware of their duties.

5. Checking out keys from the assistant principal and receiving a briefing on cleanup responsibilities, supervising students during all periods of time they are in the building (decorating and cleanup) and insuring lights are off and the building is completely locked at the close of the activity.

6. Assuming full responsibility for establishing accounting procedures to insure the safe handling of monies, meeting with the bookkeeper for deposits of monies collected and handling all transactions by check and withdrawals, and holding all monies collected when the school is closed.

7. Submitting a copy of any activity guidelines to the administration.

BERLIN AMERICAN HIGH SCHOOL

DUTIES OF THE CHAPERONE

Thank you for giving your time helping our school provide well managed activities for our students.

Your assistance is needed to insure the dance is a fun filled evening without problems. The majority of our students are responsible individuals who require little supervision. To prevent problems in general, the chaperones should:

1. Circulate periodically from the dance area through the lobby into the restroom, and back to the lobby.
2. When in the restroom, be alert to the possibility of liquor being brought in or students smoking.
3. Inform students they may not take coke cans, cups, or food outside the designated refreshment area.
4. The chaperone should step outside to check the area in front and the side of the building from time to time.
5. Inform students who have left the dance area they may not reenter the dance.
6. Inform students who arrive after one hour before the dance is over that they may not enter the dance, as that is the cutoff time for arrival.
7. The faculty sponsor of the dance should be asked to talk with any student you feel is under the influence of liquor or other substance.

If you have any other questions or concerns, do not hesitate to talk with the faculty sponsor.

Again we thank you for your help - we hope your evening with us is an enjoyable one.

BERLIN AMERICAN HIGH SCHOOL
AFD 09742
CHAPERONE'S COMMITMENT AGREEMENT

I/We agree that I/we will chaperone the following activity sponsored by an organization of Berlin American High School on the date and at the time stated below:

ACTIVITY: _____

DATE: _____

TIME BEGINNING: _____ ENDING: _____

LOCATION: _____

SPONSORING ORGANIZATION: _____

FACULTY SPONSOR: _____

I/We agree that if an unforeseen event causes me/us to withdraw as chaperone(s), I/we will be responsible for getting a replacement to take my/our place(s). I/We understand that if my/our commitment is not fulfilled, to either act as chaperone(s) or insure replacement(s), the activity will be cancelled.

CHAPERONE'S SIGNATURE: _____

DATE: _____

BERLIN AMERICAN HIGH SCHOOL
OUTSIDE GUEST PERMISSION SLIP

A member of our student body wishing to bring an outside guest must have this form filled out and signed by all parties. The principal or assistant principal will be the last to sign. The completed form is to be submitted to the Activity Sponsor, no later than 3:30 pm on the day of the event.

EVENT: _____ DATE _____

SPONSORING GROUP: _____

Name of student host: (Printed) _____

Name of guest: (Printed) _____

Category of guest: _____ High School Graduate _____ Military
_____ Local National _____ Student from
another DoDDS school

I understand it is my duty to inform my guest of all rules governing our high school social activities.

Signature of student host:

I understand that all rules governing high school events are in effect and that I am required to abide by them. (Failure to abide by the rules of the school will prevent approval for future guest status).

Signature of guest: _____

Signature of sponsor of event: _____

Signature of administrator: _____

ACTIVITY APPLICATION FORM

Name of Organization _____

Title of Activity _____ Day/Date of Activity _____

Beginning Time _____ Ending Time/Place _____

Committee Chairperson _____

Committee Members: _____

Here is a brief explanation of this activity _____

The purpose of this activity _____

Are parent permission slips needed for this activity? _____

Equipment needed for the activity _____

Projected Expenses:

For: _____ \$ _____

For: _____ \$ _____

For: _____ \$ _____

Individual cost to the student? _____ Other expenses _____

Projected attendance _____ Specific audience _____

Contact for more information _____ phone _____

This application should be submitted to the Student Council at least two weeks prior to the event.

Date discussed at Student Council Meeting: _____

Approved: _____ Not approved: _____ Reasons: _____

Approval Signatures:

Sponsor _____ Date _____

Student Council Adviser _____ Date _____

Principal _____ Date _____

(Asst. Principal)

Other important information: _____

Date Today _____

Responsibilities (Who's in Charge)

1. Let's clear it:

School calendar, room requests, custodial services

2. Let's publicize it:

Posters, newsletter, announcements, special promotions

3. Let's get the equipment:

Chairs, tables, flags, P.A. system, lights, podium, cash box, tickets, props

4. Let's work:

Ticket takers, judges, transportation, pick goods up, set it up, sell it, count it

5. Let's clean up:

Pick up, take down, erase, throw away, make clean

5. Let's give awards:

Thank you notes, prizes, special recognition awards

If you have any questions, see the project chairperson:

What other things must be done?

Event:

Responsible Party

Event:

Responsible Party

Event:

Responsible Party

Event:

Responsible Party

What will it be like when all this has been done?

*** HANDBOOK RECEIPT ***

I have read and discussed this handbook with my son/daughter and will do everything possible to help in the education process.

Date

Parent/Sponsor Signature

I have read and discussed this handbook with my parents and will comply with the policies established.

Date

Student's Signature

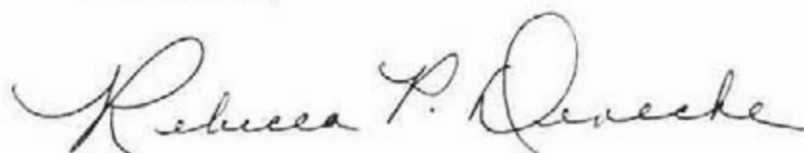
PLEASE SIGN AND RETURN THIS PAGE TO THE FIRST PERIOD TEACHER

There will be an insert mailed to you in August regarding:

1. The sports schedule
2. The new eligibility policy
3. The full school year of activities

We look forward to meeting each of you.

Sincerely,

A handwritten signature in cursive script, reading "Rebecca P. Denecke". The signature is written in dark ink and is positioned above the printed name and title.

Rebecca P. Denecke
Deputy Principal
Berlin American High School