

2012-2013 NAPLES HIGH SCHOOL
STUDENT/PARENT HANDBOOK



DRAFT



***NAPLES HIGH SCHOOL
STUDENT - PARENT HANDBOOK
School Year 2012–2013***

Our Colors are Green and White. Our Mascot is the Wildcat.

School Website: <http://www.napl-hs.eu.dodea.edu/>

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Forms in this handbook may also be found on our website.



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



10 August 2012

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

As the new Superintendent of the Mediterranean District, I am delighted to welcome you to another school year! Last year was an extraordinarily busy one, with many challenges, and this year seems to be headed in the same direction—only faster! However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staffs, we will prevail on all fronts. I am counting on the continued dedication and good will of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

Having come to the Mediterranean District from the Isles District, and now having spent two years here as the Assistant Superintendent, I am fully aware of the various country requirements, cultural differences, logistic problems, and extraordinary challenges you are facing. One of my major goals is to guarantee that each of our 18 schools in the five countries comprising our district has a smooth and very successful year. In order to do that, however, I need open and frequent communication with all of you. Equally important is that I am very fortunate to be working with a veteran leadership team, knowledgeable and productive educators, and a finely honed District Office staff.

What awaits us this year? Aside from the ever-present funding hurdles, we are looking at important military transitions in Rota, Vicenza, and possibly Sigonella. Where other districts are facing closures or “drawdowns,” the Mediterranean District is facing significant student increases due to military adjustments around the globe within the next two years. We already are seeing significant use of the Video Teleconference (VTC) in all areas—for training and interactive meetings. Strong security measures will remain in place throughout the district, and our Safety & Security Officers will be keeping close watch on potential problem areas. Our most important goals are to provide all our students with challenging 21st Century educational opportunities in safe and solid environments, guaranteeing their highest achievements in all aspects of school life.

I will be visiting your schools and look forward to meeting you.

Mr. Kent Worford, Superintendent
Mediterranean District



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE Principal
MEDITERRANEAN DISTRICT
PSC 808 Box 15
FPO AE 09618



WELCOME MESSAGE FROM THE SCHOOL ADMINISTRATION

WELCOME TO NAPLES HIGH SCHOOL!

We look forward to another great year of individual and school wide success. We offer a student centered approach and welcome and encourage parent/community participation in all school events, activities and opportunities. We trust that students attending our school will find success and enjoyment through participation in academic as well as extracurricular activities.

While maintaining high academic standards students are offered a wide variety of coursework and pathways leading to graduation. We offer a number of opportunities for students in both sports and cultural events throughout the year and strongly encourage all students to take full advantage of our school's offerings. Student involvement is highly recognized and celebrated as school spirit and pride have created a strong sense of ownership and success among our students.

We look forward to another rewarding, successful and enjoyable school year.

Again, welcome to Naples High School, "Home of the Wildcats!"

Duane Werner
Principal

David Martin
Assistant Principal

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DoDDS Europe 2012-2013 School Year Calendar

<http://www.napl-hs.eu.dodea.edu/calendar.htm>

Wednesday, August 23

Reporting date for nonadministrative educator personnel for orientation and classroom preparation and inservice

First Semester(91/92 Instructional Days)

Monday, August 27

Begin First Quarter and First Semester

Monday, September 3

Labor Day Federal Holiday

Monday, October 8

Columbus Day - Federal Holiday

Thursday, November 1

End of First Quarter
(47 days of classroom instruction)

Friday, November 2

No school for students - teacher work day

Monday, November 7

Begin second quarter

Thursday, November 8-9

Parent Teacher/Conference

Friday, November 12

Veterans Day - Federal Holiday

Thursday, November 22-23

Thanksgiving - Federal Holiday

Monday, December 24

Begin Winter Recess

2013

Monday, January 2

New Year's Day - Federal Holiday

Tuesday, January 7

Instruction Resumes

Monday, January 21

Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 24

End of Second Quarter and First Semester

Friday, January 25

No school for students - Teacher Work Day
(44 days of classroom instruction)

Second Semester - (91/92 Instructional Days)

Monday, January 28

Begin Third Quarter and Second Semester

Monday, February 18

Presidents' Day - Federal Holiday

Thursday, April 4

End of Third Quarter
(48 days of classroom instruction)

Friday, April 5

No school for students - teacher work day

Monday, April 6-14

Spring Recess

Friday, April 26

Parent Teacher/Conference

Monday, April 15

Instruction Resumes - Begin Fourth Quarter

Monday, May 27

Memorial Day - Federal Holiday

Thursday, June 13

End of Fourth Quarter and Second Semester
(43 Days of classroom instruction)

Friday, June 14

No school for students - teacher work day
Last day for nonadministrative educator personnel

School Year 2012-2013:

Instructional Days - 183
Teacher Work Days - 190

Naples Middle/High School

Home of the Wildcats

**Continuous School Improvement Action Plan
SY 2012-2013**

DoDEA Mission:

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

Vision Statement:

The NMHS community will foster a positive learning environment by providing a rigorous and relevant curriculum that is conducive in preparing students to be rational, critical and analytical thinkers who will successfully participate in a global society.



SMART GOAL 1

By 2016 Naples Middle/High School students will improve their writing skills across the curriculum as measured by system-wide and school-based assessments.

SMART GOAL 2

All Students, by 2014, will increase their proficiency in math through improvement in number and number relationships by interpreting and applying number concepts in real-world situations as measured by system-wide and school based assessments.

2012-2013 ATHLETIC SCHEDULE

Note: The information contained in the link to the following schedule was correct at time of publication but may be subject to change during the school year. Check with the office to confirm dates for events.

<http://www.napl-hs.eu.dodea.edu/calendar.htm>

NAPLES MIDDLE & HIGH SCHOOL WILDCAT BELL SCHEDULE SCHOOL YEAR 2012-13

Naples	High		Naples	Middle
A	B	GO !	A	B
P1 0755-0915	P5 0755-0915	W	P1 0755-0915	P5 0755-0915
Break 0915-0930	Break 0915-0930		Break 0915-0930	Break 0915-0930
P2 0930-1050	SEMINAR(6) 0930-1050	I	P2 0930-1050	ADVISORY(6) 0930-1050
		L		
Pass 1050-1055	Pass 1050-1055		Pass 1050-1055	Pass 1050-1055
P3 1055-1215	P7 1055-1215	D	MS Lunch 1055-1135	MS Lunch 1055-1135
Pass 1215-1220	Pass 1215-1220	C	Pass 1135-1140	Pass 1135-1140
HS Lunch 1220-1300	HS Lunch 1220-1300		P3 1140-1300	P7 1140-1300
Pass 1300-1305	Pass 1300-1305	A	Pass 1300-1305	Pass 1300-1305
P4 1305-1425	P8 1305-1425	T	P4 1305-1425	P8 1305-1425
		S		

NEW DODEA ATTENDANCE POLICY

Link to new Dodea attendance policy <http://www.dodea.edu/attendance/>

Students are expected to attend school every day and be on time, as absences and late arrivals (tardies) have an adverse impact on school performance. In the event of late arrival or absence, parents/sponsors are expected to call, email or write a note explaining the late arrival or informing the school **on the day of the absence**. Parents/sponsors are expected to sign the student in/out in the Main Office for appointments during school hours. For obvious safety/security concerns and accountability we do not allow students to leave school for any reason without parent sign out and escort.

Definitions:

- **Absent:** A student is not present **for at least half of the period** of instruction. No distinction is made between an excused absence and an unexcused absence. Suspensions and expulsions will be considered excused absences.
- **School trips:** A school trip is a school-sponsored trip that takes students away from class and has a school sponsor on the trip. Sport trips and field trips are examples. School trips are considered excused absences.
- **Quarter:** The nine-week grading period beginning and ending on the dates published on the school calendar.

Excused Absences: Parents/sponsors should inform the school office by phone or email when their student is going to be absent by 10:00 the morning of the absence. Students, immediately upon their return, are expected to see the attendance clerk to verify their absence. **Students are authorized one school day per class day of absence to complete make-up work. The responsibility for obtaining and completing make-up work rests solely with the student.** Reasons for excused absence include:

Family Emergency

Medical/Dental Appointment
Official Document Renewal

Personal Illness
Religious Observance

School Study/Athletic Trip
Suspension from School

Participation in School Events on Day of Absence: Students absent from school will not be allowed to attend or participate in any extracurricular activity sponsored by the school during that same day.

Make-Up Work: Students are allowed a reasonable time to make up assignments, tests, and/or quizzes missed because of an absence regardless of whether they are excused or unexcused. Students are allowed one day for every day they miss of class. Example: If a student misses to A day classes, they would have two A days to complete the work or make-up the missed test or quiz.

Student Appointments/Signing Out of School: If possible, students' appointments, including medical and/or dental, should be made after school hours or non school days if possible. If appointments must be made during school hours, please schedule the appointments during the break and seminar periods, B days from 0915 to 1050. Parents are required to physically come to the school to sign out/sign their students.

Please note the accelerated withdrawal policy, shown on p. 46, of this handbook. There will be no early departures for reasons other than those stated in the accelerated withdrawal policy during the last 20 days of the school year. Please plan accordingly.

Leaving School Grounds: Naples High School maintains a CLOSED CAMPUS for students in grades 9-11. Off campus lunch for Seniors with case by case approval from parents and school administration and Students enrolled in Career Practicum Class.

Closed campus means students may not leave the campus at **any time** without parent/Administration approval. Students, regardless of age, will not leave the school campus without being signed out by their parent or parents. Upon return to school parents/guardian are to sign in and obtain an admit slip at the Main Office. Students who leave school without signing out may be considered **unexcused** for the periods missed and disciplinary action will be taken. Exception to this policy: CAREER PRACTICUM Students are sponsored by the Career Practicum Teacher and their parents are allowed to leave campus to move to their work site in the community. These students will carry a special CAREER PRACTICUM pass authorizing them to be off campus during their CAREER PRACTICUM periods. They are required to sign out or in when attending their CAREER PRACTICUM assignment and are required to report to the CAREER PRACTICUM coordinator's office.

Tardiness: A tardy is defined as the student's failure to be in the classroom on time at any class period of the day. Students arriving at school after the **period has started will be counted absent for period(s) missed and will** report to the Main Office to sign-in and receive a **tardy slip**. Depending on the situation an excused or unexcused tardy slip will be issued. If the student arrives late to school in the morning a note, email or telephone call from parents to the attendance clerk is required. If the parent does not communicate with the school, then an unexcused tardy/absence will be documented and disciplinary action will occur. If a student acquires three unexcused tardies/absents in a ten day period, the student will receive a detention. Since there is ample time to move from one class to another during the school day, all tardies after period one will be unexcused unless the student provides a note from:

- A teacher/staff member
- An administrator
- Other authority (MP, dentist, doctor, etc.)

Truancy: Students absent from school or class without the knowledge and permission of parents/sponsors and school authorities are considered truant and will be subject to disciplinary action. Students that come to school, but choose not to attend class or classes without the teacher's permission are also considered truant. Students that fail to have a valid reason for being absent are identified as "**truant**" and the following actions will be taken:

- ✓ **First Offense: Contact Parent and Counseling - detention**
- ✓ **Second Offense: 1 day suspension**
- ✓ **Third Offense: Notification to the NSA Commander's Dependent Misconduct Board.** At his discretion, the CO may counsel the student or issue a letter of warning. The letter of warning will be sent through the sponsor's commander or supervisor with a copy of the letter provided to the sponsor and the school.

COUNSELING and GUIDANCE SERVICES

Services Available: The major goal of the guidance program is to prepare students to make wise social, personal, educational, and vocational decisions. In order to accomplish these goals, the counselors perform a variety of services for students, parents, administrative staff, and the faculty, such as assisting students in choosing courses that are appropriate, investigating various career fields, interpreting standardized test scores, understanding relationships with parents, teachers, and friends.

Graduation Requirements: The Department of Defense Education Activity (DoDEA) is committed to academic excellence. Students in the Department of Defense Schools (DoDDS) have access to a quality educational program under DoDEA Regulation 2000.1. The total number of credits for the class of 2012 is 26 credits as distributed in the following table.

Required Courses	Credits
Language Arts 9,10,11 or AP,12 or AP: Two years of ESL may replace 2 years of Language Arts	4
Social Studies: Required: 1 credit World History, 1 credit U.S. History, .5 credit U.S. Government in general social studies elective are required.	3
Mathematics: Required: 1 credit Algebra I, 1 credit Geometry, 1 credit upper-level math Class of 2016 and beyond: 4 credits of math required, 3 must be taken in high school. Algebra I, Geometry, and Algebra II required courses	3 (4 credits Class of 2016 and beyond)
Science: Required: 1 credit Biology, 1 credit Chemistry or Physics, and 1 credit upper-level science	3
Career Technical Education:	1.5
Computer Education:	.5
Foreign Language: Two credits in the same foreign language are required.	2
Fine Arts: (Art, Music, Drama, Humanities)	1
Physical Education:	1.5
Health:	.5
Sub-total for Required Courses:	20
Sub-Total for Elective Courses:	6

Students must achieve a cumulative 2.0 grade point average to receive a DoDDS **diploma**.

Grade Placement:

- Students enrolled in 7th, 8th, or 9th grade must have successfully completed the previous grade.
- Students enrolled in 10th grade must have earned a minimum of 6.5 units in grade 9.
- Students enrolled in 11th grade must have earned a minimum of 13 units in grades 9 and 10.
- Students enrolled in 12th grade must be able to achieve graduation requirements, including the correct number of required courses and a balance of electives. Grade 12 students must have earned a minimum of 19 units in grades 9, 10, and 11.

Valedictorian and Salutatorian: The following selection policy applies for the selection of Valedictorian and Salutatorian:

- All DoDDS students included in the class rank are in contention for Valedictorian or Salutatorian with the exception of Home School Students.
- Seven semesters and weighted grades are used to calculate cumulative GPA . The third decimal place will be used to determine selection. Ties on the third decimal place will result in co-honors.
- If a student from another DoDDS high school enrolls during the second semester of the senior year and his/her GPA is equal to or exceeds those of the selected honorees, he/she will be entitled to co-honors.
- Students who transfer to a DoDDS high school from a non-DoDDS high school or home school program after their senior year has started will not qualify as Valedictorian or Salutatorian.

Students who transfer to a DoDDS high school from a non-accredited home-schooling program or a non-accredited high school may be granted credit through examination utilizing course final examinations or appropriate standardized tests.

- Students who transfer to a DoDDS school with no transcript can only be granted credit through examination utilizing course final examinations or appropriate standardized test

Diplomas:

- Students who meet DoDDS minimum requirements for graduation will receive a DoDDS Diploma. Students who elect to receive a diploma from a non-DoDDS school will not receive a DoDDS diploma.
- Students who register in DoDDS from a home-schooling program must be enrolled in a DoDDS high school for at least the final two semesters of their senior year in order to receive a DoDDS Diploma.

Enrollment and Scheduling:

All students must be enrolled and scheduled for courses through the Guidance Office. It is important to ensure that all student information is accurate and kept current and that the counselor is provided complete information regarding student's previous educational background, special education programs, or needs.

Transcripts:

The official DoDEA Student Transcript can be obtained from the Guidance Office. It contains the courses, grades and credit value of the courses the student has taken at Naples American High School. In addition, it provides the student GPA Credit, GPA Points and Cumulative GPA. The Principal signs official transcripts.

Grading Scale:

The following is the Naples American High School grading scale:

	Explanation of Marks		Standard Gr. Pts.	Weighted Gr. Pts.
A	90-100	EXCELLENT	4.0	5.0
B	80-89	GOOD	3.0	4.0
C	70-79	AVERAGE	2.0	3.0
D	60-69	PASSING	1.0	2.0
F	BELOW 60	FAIL	0.0	0.0
I		INCOMPLETE	N/A	N/A
P		PASS (PASS/FAIL COURSE)	N/A	N/A

Progress Reports/Report Cards:

- Progress Reports are sent to parents. They are sent between grading periods, usually during the fifth week.
- Report Cards are issued every nine weeks to all students. Questions regarding grades should be directed to the teacher of the subject.

Second semester or end of the year: Acceleration Program Rules: **ONLY** Students whose families are PCS'ing may accelerate 20 school days before the end of the semester. Acceleration is allowed only in conjunction with PCS moves. In order to be considered for the acceleration program, parents must provide a written request and copies of their PCS orders to the school administration for approval. The orders and letter must be submitted to the school registrar.

The Request for Acceleration should be submitted to the Principal **one month prior to the expected PCS withdrawal date**. Students who are accelerating must meet with their teachers to be given additional assignments and exams for the required work in each course. The student will receive credit upon successful completion of assigned work.

The Acceleration Program is neither for TDY, family trips, return to U.S.A, Canada, or other nation, nor for early departure on vacations. **Do not finalize travel plans before contacting the school administration regarding the acceleration program. If you believe that your family's circumstances warrant special consideration, please submit your request to the HS administration along with your military unit commander's or company president's endorsement of your request.**

SPECIAL PROGRAMS

Advanced Placement (AP) and Honors Classes: The College Board's Advanced Placement Program is an opportunity for students to pursue college-level studies while still in secondary school. Through this program, they may earn credit, advanced placement or both, for college. By challenging and stimulating students, the AP Program provides access to high quality education, accelerates learning, rewards achievement, and enhances both high school and college programs. **All students enrolled in AP courses MUST take the AP test.** Students electing to not take the AP Test will not receive AP Credit or a weighted grade for the course. **Honors English and World History 9 and 10** are offered at our school and require additional concentration and a higher level of thinking skills beyond that expected in regular English classes. Honors English and World History in grades 9 and 10 do not receive weighted grades.

Adolescent Substance Abuse Counseling Services Program (ASACS):The ASACS Program is provided by the Navy to serve those students who have a problem with alcohol or other drugs or are considered to be at risk. It is a confidential service that assists and supports students and parents in coping with substance abuse issues.

AVID (Advancement Via Individual Determination): AVID is a voluntary program that provides proactive intervention, academic instruction, tutorial support, motivational activities and the encouragement necessary for average achieving students with academic potential to succeed in the more rigorous courses needed for college preparation. AVID is not a remedial program. To participate in AVID, students must have at least average grades,

average and above achievement scores, a good citizenship record, a good attendance record, good teacher recommendations and the willingness to commit themselves to a minimum of two hours of homework and study each night. AVID operates within a regularly scheduled class. AVID provides:

- Academic preparation for students for future college entrance.
- Study skills for the academic success needed for college, particularly composition and organization.
- Assistance for seeking rigorous academic study in preparation for entering college after high school.
- Awareness of career possibilities.
- Encouragement to stick to a powerful personal commitment.

Career Practicum: The Career Practicum course is designed to offer students the opportunity to acquire work experience and skills training through on-the-job experience. The two most important aspects of the Career Practicum course are to help students better understand themselves through actual employment of their skills and aptitudes in a real life setting and to offer students opportunities to build self-confidence, self-esteem, and reliability.

Culinary Arts Certification. Students who are enrolled in the culinary arts classes may become eligible to become certified by the National Restaurant Association called ProStart. This class provides basic knowledge of kitchen skills.

Virtual High School: DoDEA provides a Virtual High School (DVHS) for school year 2012-2013. The program is fully accredited, supplemental high school offering a robust learning opportunity. Although DoDEA has offered classes through distance learning programs since the 1980's, the opening of the Virtual High School will provide a more robust program with more than 40 classes offered.

Criteria for attending DVHS are as follows:

- Criteria for attending the DVHS is the same as attending any other DoDEA School. For information regarding eligibility, visit the DVHS Website. www.dodea.edu/VirtualSchool
- Eligibility for home school students outside the U.S (conus) will be determined by your school administration. Enroll in DVHS may be a available if local schools cannot accommodate the course request.
- Home school students in the continental U.S. are not be eligible to attend the DVHS as authority for the education of home school students within the U.S. resides with the local education agencies.
- Virtual school will not and won't replace face-to-face instruction. Instead, it will offer greater flexibility in scheduling classes for students. Rather DVHS is expected to increase education options for DoDEA-eligible students to assure they have access to a quality DoDEA Educational Experience. Students are responsible for developing a plan to access computers (whether at home or at a public place like a library to complete coursework outside the school day.
- Please see the counselor for more information.

Career Technical Education Certification: Students who are enrolled in certain classes are eligible to take the on-line **Microsoft Office Certification test** to become certified in a number of areas. This provides students with an opportunity to prove computer skills and desktop productivity in the programs that have become the standard for businesses around the world. The school also offers several Adobe courses that prepare students for specific Adobe Certification tests. Check with your CTE teacher for details.

Scholarships: Scholarships are given by private organizations and are coordinated through the principal and counselor's offices and other community organizations. Committees set up by private organization providing the award make all decisions on scholarships.

Special Education: Special Education services are offered to students who experience difficulty in the classroom for various reasons and are referred to the Case Study Committee (CSC). The function of the CSC is to screen, assess, and determine the proper educational program to fit the individual needs of each student who qualifies for special education. Because DoDDS believes that a child should be in the least restrictive environment, all possibilities are explored and tried during the referral process. The CSC makes all decisions regarding special education services for the child. The parents are primary members of the committee. No decision will be made regarding educational placement without parental participation.

Support Classes in Reading, Language Arts and Math: Support classes in Reading, language Arts and math are provide. Please contact the school counselor for more information and eligibility. If you believe that special support would be helpful, please contact our Guidance Counseling Department.

Talented and Gifted Program: The Talented and Gifted Program is offered to students that have scored 92% or higher on the total battery score of the most recent Terra Nova test and/or have performed well in school and have strong teacher recommendations. The Enrichment Team screens the recommendations. The Enrichment Team is composed of teachers and parents and meets once a month to determine inclusions and program needs.

RECOGNITION PROGRAMS

Academic Award: Presented to students by subject teachers in recognition and commendation of effort in their classes.

A-OK Award: A card presented by the Navy Exchange (NEX) after the report card showing grades of a 3.0 GPA or higher is presented at the Customer Service Counter. Students receive an A-OK Card and an entry into a scholarship competition.

Honor Roll: Presented to students who have maintained a 3.0 or higher GPA each quarter at the high school level and those in the middle school that have no grades lower than a B.

Presidential Academic Fitness Award: Presented to students in grade 12 who have a cumulative GPA throughout 7 semesters of 3.5 or higher and the latest Standardized Achievement Test scores in the 85th percentile or higher in Math and Reading. This award is presented also to students in grade 8 who have a cumulative GPA throughout 3 semesters of 3.5 or higher and the latest Standardized Achievement Test scores in the 85th percentile or higher in Math and Reading.

Athlete of the Year Award: Presented to a well-rounded individual who demonstrates excellent sportsmanship and takes pride in representing Naples American High School. To be eligible the student must participate in two or more sports per year.

Scholar Athlete: Presented to a student who has demonstrated excellent academic and athletic commitment and achievement.

COMMUNICATION AND SCHOOL HOME PARTNERSHIP

Booster Club: The Booster Club is a committee of the PTSA that conducts various fundraisers to help support all activity programs. One of the main fundraising activities is the sale of food at sports activities, so please consider volunteering some of your time for this worthwhile cause. Scheduled monthly meetings: First Tuesday at 1730 in the high school media center.

Parent, Teacher, Student Association (PTSA): The PTSA is a group of parents, teachers and students who provide educational programs, volunteer, and conduct various fundraisers to help support school programs. Some of the programs sponsored by the PTSA are Reflections, Teacher Appreciation, School Pictures, Lunch Ticket Program, Scholarship Program, and School Volunteer Program. Monthly meeting schedule: First Monday of the month at 1530 in the school media center.

School Advisory Committee (SAC): Schedule Monthly Meetings: First Tuesday, 1630 in the school media center. All are invited to attend. The SAC acts as an advisory body to the Principal of the school. Teachers, parents, students, and military command are all represented on this committee. The officers of this committee are elected each school year by the parents and staff of our school. All meetings are open to the public. **The purpose of SAC is to:**

- Provide two-way communication between the community and the school.
- Ensure that all groups with an interest in the educational program have an opportunity for input.
- Advise the Principal on all matters that affect the operation of the school.

DoD Instruction 5105.49 states that, "The establishment of local advisory committees... fosters participation in school affairs by members of the school community. It is the policy of the Department of Defense to encourage professional employee and family participation in the formation and operation of overseas local school advisory committees."

Installation Advisory Committee (IAC): An IAC addresses areas of common concerns to both schools (elementary and high school). Representatives on this committee are selected from the School Advisory Committee with the addition of the NSA Commander.

Continuous School Improvement Leadership Team (C-SILT): The C-SILT guides the major activities of the School Improvement Process. It ensures that appropriate procedures and monitoring occur to reach the school improvement goals. The completed School Improvement Plan and summary are reviewed and approved by the District Superintendent and a district improvement plan summary is forwarded to the Area Superintendent.

CHAIN OF COMMAND AND SOLVING ISSUES

STEP ONE	Teacher + Student
STEP TWO	Teacher + Parent/Student
STEP THREE	PARENT/STUDENT + ADMINISTRATION

Please use the steps in the Chain of Command to resolve any issues you may have with the faculty of Naples High School.

Emergency Contact: Each student and parent is to keep the school informed of any change in the emergency contact indicated on the registration form. Please send all corrections and changes to the Registrar's Office or call 081-811-4536. Should a situation arise that calls for immediate attention, the NSA Commander will be notified if there is no contact address, emergency address, or if there is no response to the inquiries.

Emergency Evacuations: Emergency evacuation (fire drills and bomb threats) procedures are explained to all students by their classroom teachers. Procedures are established to ensure the safety of all students during real and practice evacuations. Fire drills are conducted each month. Teachers are responsible for the students in their classroom during an evacuation. Students are expected to cooperate and stay with their teacher during the evacuations.

Internet Website for Naples High School: <http://www.napl-hs.eu.dodea.edu/>

Parent-Teacher Conferences: Direct communication between parents and teachers is essential in preventing misunderstandings and ill feelings. If you have a concern about your child's classes, please call the school immediately at 629-4061 or 081-811-4061 to arrange a conference with the necessary teacher(s). If concerns are still present after a parent/teacher conference has taken place, please contact the administration at the number listed above. Open and frequent communication between the home and the school is one of the most important factors in minimizing concerns and preventing misunderstandings. The school encourages communication among students, parents, teachers, and administrators. The principal welcomes telephone calls from parents or visits from students and parents. If you ever have trouble scheduling an appointment with any staff member, please call the principal's office at 629-4061 or 081-811-4061.

Wildcat News: An electronic newsletter is emailed each week. Please take time to read this newsletter. It not only contains important information about upcoming events, but also includes timely information from the guidance counselors and highlights of students' achievements.

Seminar and Mentoring Program: Our school has implemented a scattered block schedule, which includes a seminar period throughout the school day. The seminar period is used by students for individual research in the Information Center and extra help from a teacher or mentor.

GENERAL POLICIES

Activity Bus for school-sponsored activities/sports following the regular school day: Students who ride daily commuting buses and who also take part in school-sponsored after school activities are required to sign in with their sponsor/coach no later than **3 p.m.** each day of the activity. Activity bus passes will be issued to the sponsoring teacher/coach by the school bus office. Sponsors provide passes to students. Students shall remain in the area assigned by the teacher sponsor/coach throughout the activity.

Computer Use: Student and parent signatures on the Student Computer and Internet Access Agreement are required prior to students being authorized use of school computers for research and/or homework/report work.

Dress Code: Appropriate attire is required at all times. Spaghetti straps, one shoulder outfits, exposed midriffs, short skirts and shorts which are shorter than arm's length, sagging pants, vulgar or obscene writing on clothing are considered inappropriate attire. This is not an all inclusive list.

Electronic Devices:

1. ***CD Player/ipod/MP3's and Headphones:** CD Players and headphones are permitted to be brought to school because of the long bus rides to/from school. They may not be played in the school during the instructional day to include lunch. Violations may result in confiscation.
2. ***Cellular Phones:** Cellular phones are permitted in the school because of the long bus rides to/from school. Cell phones must be turned off during class time. Violations may result in confiscation.
3. Laser pens/pointers are **prohibited items**.

*These are high value items and the school is not responsible for their lost or theft. To cut down on lost and theft, students should secure these items in their lockers or keep them in their attended book bags. Locker combinations or lockers should not be shared.

Exams and Tests: Examinations are given throughout the school year. Semester examinations are scheduled for the last week of each semester. For semester examinations, only documented illness (doctor's note) and family emergencies are considered excused. Make-up privileges for other absences will not be granted.

Hall Passes/Seminar Passes: Students are not to be out of their scheduled class without a pass under any circumstances. It is the joint responsibility of the teacher and the student to adhere to this policy.

The school nursing/health program is designed to promote the student's education by decreasing or removing health-related barriers to learning and by promoting an optimal level of wellness.

Health Care: Nurse, Medicine, First Aid, Emergency Care, Illness, and Immunization Policies:

- Medical facilities at the school are limited to the Nursing Clinic. No staff member, other than the school nurse, is allowed to administer medication.
- **Medication policy: In order for school personnel to administer medications during school hours a "Medication During School Hours" form, signed by the attending physician and the student's parents, MUST be provided to the school nurse. The medications must be brought to the school nurse in the original container, properly labeled by the pharmacy or physician. The label should indicate the name of the student and physician, the medication, dosage, frequency, and date issued. The date of the prescription needs to be within the current school year. Last year's permissions are null and void, as this process must be re-accomplished each NEW school year.**
- A release form must be provided for students who are allowed to carry their own medications, for example, Asthma Inhalers. Over the counter medications may be given at the nurse's discretion, provided there is a signed "Letter of Permission" on file. Over the counter medications are limited to: Tylenol, Ibuprofen, chewable Pepto Bismol tablets, and Cepacol throat lozenges.
- All the health forms needed for school registration can be found in the nurse's web page located in the Naples High School Web site: <http://www.napl-hs.eu.dodea.edu> . You may go to the link titled "immunization" for further nurse's information.

First Aid and Emergency Care: The school nurse renders first aid in emergency situations and institutes necessary immediate nursing procedures for the student who becomes ill or is injured at school. The nurse (or in his/her absence, the school administrator) determines the need for a student to be sent home and/or referred for medical evaluation.

Students who are ill should be kept at home by their sponsor. Parents of ill students will be contacted first at their home telephone number, second at their duty telephone, and then at the emergency contact number. Because of the inherent dangers associated with ill students who are dismissed to go home, it is required that sponsors or authorized adults sign-out ill students to ensure safe arrival home.

Immunizations: Students who enroll in DoDEA schools MUST meet specific immunization requirements. Please go to <http://www.dodea.edu/parents/doc/2010-immunizations.pdf> for complete information.

- Diphtheria, tetanus toxoid & pertussis vaccine
- PPD / TB every 3-5 years
- Influenza (due 1 Dec 2011)
- Hepatitis B (3 doses)
- Measles-mumps-rubella (MMR)
- Hep A (2 doses)
- Poliovirus
- Varicella (VAR) (2 doses)
- Meningococcal } (11&12 year old booster)
TDAP

Teen Clinic: Contact Nurse Hall at DSN: 629-4010, for update on Teen Clinic for school year 2011-2012.

Homework Policy:

- Homework will be assigned to reinforce or supplement classwork. It may range from an extension of a daily lesson, which is due the following day, to an extended project, or paper that is due on a given date. Classwork not completed in classes or missed during absences frequently will be required to be complete outside the school day. Homework will not be assigned as punishment. The total time required to complete homework may average two hours per evening.
- Students in Honors and Advanced Placement courses may expect significantly more homework.
- The amount of homework assigned will reflect the needs and abilities of the students. Projects and papers will be assigned well in advance of the due date. This will require students to budget their time appropriately to avoid an accumulation of assignments that are due on or near the same date.
- When homework is assigned, it will have relevance to the class. It will be evaluated and returned to the students. Students will be informed at the beginning of each semester the degree to which homework will affect the determination of their grade.

Students are requested to use the school-provided student planner to record assignments and to use it as a Hall Pass.

Information Center (Library): Naples American High School Information Center provides the school community access to information, ideas and literature; educates students in locating, evaluating and using resources, and encourages life-long learning and recreational reading. The Information center supports **DoDEA Information Center Literacy Standards and the Readers Right to Read**

- The book collection supports the school curriculum in all areas, offering a variety of topics. Included are study guides to prepare for AP tests and college entrance exams as well as college, vocational and career information. Our Italian book collection includes books written in the Italian language and books about Italy.
- Current periodicals ranging from popular interest to scientific, literary, technology and current events are available.
- Eighteen on-line databases are available from home and school. Specialized databases include Science Resource Center, Opposing Viewpoints, History Study Center, Learning Literature, Culture Grams, SIRS Decades, Grangers World Poetry, American Historical Newspapers, Access World News, American History, American Government, United States at War, ABC-CLIO Issues, and Britannica Online Encyclopedia. A database brochure with online addresses, student username and passwords is available at the Information Center circulation desk.
- Digital still cameras, digital video cameras, microphones and CD players are available for student projects through teacher checkout.
- The standard based curriculum DVD collection may be viewed by students in the Information Center.
- The Information Center is open daily from 0730-1500 hours. Students may utilize the library before school, during the lunch period, during the school day with a pass from their assigned teacher, during advisory/seminar and after school.
- Advisory/Seminar passes to the Information Center need to be obtained from the Information Specialist.

The Information Center is open after school on Tuesday and Thursday until 1700 and late activity bus passes are available. Closure may occur when staff is not present to monitor students and during Faculty Meetings.

Locker Policies:

- Each student will be assigned a hall locker. Students must acknowledge a locker assignment.
- Students will not be dismissed during class to go to lockers.
- **DO NOT SHARE LOCKERS OR GIVE OTHER STUDENTS YOUR COMBINATION.**
- All items found in your locker will be classified as your belongings. Care and maintenance of assigned lockers is the responsibility of the student. Locker privileges may be lost if proper care is not given. While the inside of lockers may be personalized with appropriate removable materials, **absolutely nothing is allowed on the outside without administration approval.**
- All materials must be removed when lockers are changed, the student transfers, or the school year ends.

Lost and Found: If a student should detect that they have lost an item, please check with the front office and the supply department lost and found collections.

Lunch Program: The Naval Exchange (NEX) provides a NEX standard hot lunch and an *a la carte* selection in the school cafeteria. Students may pay cash for their hot lunch and their *a la carte* items or tickets may be purchased at the NEX and Mini-Marts for the standard hot lunch. To apply for free or reduced lunch tickets, please contact the school liaison officer at 629-6549.

Off Limit Areas:

- The areas near the teacher's parking lot, Wildcat Stadium, and the back stairs of the school are OFF LIMITS.
- In addition, the school-boundary rule is in effect. Students are responsible for staying on the school grounds from 8:00-2:40 or from 8:00-5:15, if involved in after school activities.
- Students may not leave the school grounds during the school day, except for the members of the senior class at lunchtime.

Posting of Notices and Other Items:

Permission from the administration or faculty sponsor must be obtained for any form of poster, announcement, advertisement, artwork, etc., to be posted on school property. The item must be seen, approved, and placed in the designated area (POSTERS MAY ONLY BE POSTED ON MARBLE OR CORK STRIPS, NOT PAINTED SURFACES). No one is permitted to attach or hang items on the red fire alarm boxes.

Religion: DoDDS maintains a strict policy of neutrality about religion.

Graduation and Baccalaureate Ceremonies: School officials may not mandate or organize prayer at graduation, nor organize religious prayer at graduation, nor organize baccalaureate ceremonies. If a school generally opens its facilities to private groups, it must make its facilities available on the same terms to organizers of privately sponsored religious baccalaureate services. A school may not extend preferential treatment to baccalaureate ceremonies and may, in some instances, be obliged to disclaim official endorsement of such ceremonies.

School Property and Textbooks: The maintenance and care of school property is the responsibility of all students and staff. Students are responsible for the textbooks issued to them. If a textbook is lost or damaged, the government must be reimbursed. Reimbursement for lost or damaged textbooks and destruction of other government property will be paid for by a money order made payable to the **TREASURER OF THE UNITED STATES.** Receipts will be issued. Parents may order a replacement book on-line to be sent to the school.

Study Trips: Study trips are educational extensions of the classroom and student participation is required. Parent permission will be requested before a student goes on a study trip. All school policies and regulations governing student conduct are in effect during study trips. Parents may be required to pick up their student(s) from a study trip if their student's conduct warrants such action. Senior trips are not allowed.

Telephone Calls: Parents are asked not to call the office with messages for the students except in cases of emergency. Please do not text your student during the school day as it disrupts the instructional process for all.

Valuables: High value items and significant sums of money should not be brought to school. Theft should be reported to the Assistant Principal.

Visitors: All sponsors and visitors are to report to the Administrative Office upon arrival in the school in order to sign in and to receive a visitor's pass. Students

need to receive prior approval before bringing visitors to the school.

School Transportation Program:

Late Activity Bus – Naples High School (Grades 7-12): Activity buses are “not” a late ride home, as normal afternoon bus transportation, but are buses going to centralized drop-off locations. In most cases these centralized drop-off locations are not necessarily within a safe walking distance from your residence. Parents are responsible for their student’s safety after they disembark at these centralized locations until they reach their residence. Under “NO” circumstances can a student request that a driver stop at a different location other than to which they are assigned. A sign will be displayed in the front window of each bus, indicating the route number. Route stops for all activity buses are listed on the bulletin board across from the Student Transportation Office (Room 128 – in the high school). Each student will be assigned a Late Activity Bus Stop based upon where they reside. The student will only be allowed to go to this stop unless their sponsor gives permission in writing to the Student Transportation Office.

All students participating in after school sports or other authorized school related activities, i.e. Drama, ROTC, Band, Chorus, clubs and for academic studying are permitted to ride the late activity bus.

If the student is participating (and is listed on the roster) in a sports related activity which practices or meets daily or on a frequent basis, you will be authorized to obtain a sport season late activity bus pass or you will be listed on a late activity bus roster with the student transportation office.

If a student needs to stay after school for infrequent or a done time authorization, the student must report to their teacher or sponsor by 3 p.m. on the day they wish to ride the late activity bus. The student also will need to have his/her name submitted by the teacher/activity sponsor to the Student Transportation Office (Room 128 near the cafeteria in the high school – ground floor) to receive a one day bus pass. The bus pass will be issued to the teacher/sponsor. Students shall remain in the area assigned by the teacher/sponsor throughout the activity and until at least 5 p.m.

It is the student’s responsibility to make the arrangements to stay after school prior to school finishing for the day. Students who decide to stay late to visit friends who live on the support site, or go to the teen center, or to the exchange/commissary, or any other non school related activity will not be allowed to ride the late activity bus. In these instances the students will be instructed to contact parents for a ride home. This also pertains to students who reside in the Gaeta/Formia areas.

Some other restrictions are:

- a. Students participating in field sports are expected to change muddy or soiled clothes prior to boarding a bus. If clothes are not changed, boarding can be denied.
- b. No food or drinks are allowed to be consumed on the bus. Water may be consumed, but students are reminded not to utilize this privilege wrongly or it could be rescinded.
- c. The same bus safety and student conduct rules, which apply to regular daily bus transportation, also apply to the Late Activity Buses.
- d. Students should be on their respective buses five minutes prior to the 5:30 p.m. departure time.
- e. Any student who is authorized to ride an Activity Bus, but seldom does, will be taken off the authorized rider list.

Early dismissal, Cancellation, Delays, Re-routing – Use of AFN Radio, PAO notes, electronic billboard, and TV: the decisions to delay, cancel, or impose an early dismissal of school are made by the base Commander. Sponsors will be informed by announcements made on AFN Radio, Television, emails and PAO notes. Please ensure that the School Administration and School Transportation Office have up-to-date telephone and email information.

DoDDS ACADEMIC ELIGIBILITY POLICY FOR EXTRACURRICULAR ACTIVITIES

(All sports, student council, clubs and other school related activities)

- Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades will be used to determine eligibility for the fall and spring sport/activity seasons. First quarter grades will be used to determine eligibility for the winter/sport activity season.
- The initial eligibility for the activity or sport season will be determined by the semester or quarter grades as outlined above.
- All students are monitored for D's and F's on a weekly basis throughout the activity or season. Students who have more than one failing grade in the classes in which they are enrolled are ineligible for competition/participation. A student participant who has been identified as ineligible for **three (3) consecutive weeks** may be dropped from the team/activity. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season or activity carries over from one quarter to the next, then the quarter grades will be used to determine eligibility for the week following the end of the quarter.
- All incoming Ninth grade students are eligible for the fall sports/activity season if they are not failing more than one class weekly.
- Students who participate in activities, for which air travel tickets are purchased, other than athletics, such as Honors Band and Choir and Creative Connections, cannot be declared ineligible within three (3) weeks prior to the event.
- **STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT:** Students may request reinstatement of eligibility after the first three weeks of ineligibility. This request must be supported by demonstrated academic achievement which meets the basic eligibility requirement of 2.0 GPA and no more than one failing grade.
 - 1) The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the season to ensure students maintain eligibility requirements.
 - 2) Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.
- Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to monitoring sessions, tutoring, before and after school study halls/instruction, etc. This paragraph is intended to establish equity for all students, to include those transferring to other DoDDS schools and who wish to continue participating in the Interscholastic Athletic Program (IAP)
- Grade checks must be completed by 4 P.M. every Tuesday of each week that interscholastic/activity programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8 A.M.
- Scholastic eligibility may be waived for students at the discretion of the Principal if the student is identified as "special needs" by the Case Study Committee and the Individual Education Program on file. All other eligibility requirements such as age, and number of semesters must be met.

NAPLES ATHLETIC/ACTIVITY PROGRAM

The Interscholastic Athletics Program and other extracurricular offerings have been developed to blend the various aspects of academic learning with personal action. Student activities allow young people to put their academic skills to work in real life situations. Extracurricular activities offer challenging opportunities for growth outside the regular classroom. Students work together in cooperative efforts to make decisions and solve problems that create change. Sports and other organized activities help develop self-esteem, self-confidence, cooperation, and leadership skills. At Naples High School, we are pleased to offer a wide variety of activities in support of these goals. There are three requirements for participation in the Student Activities/Interscholastic Sports Program:

- Maintain academic eligibility
- Be physically fit
- Adhere to a strict code of conduct.

In the academic arena, a strong athlete becomes a strong student. Students plan their time so that sufficient energy is given to studies to ensure good grades. In addition to maintaining grades, athletes must sustain a high level of academic performance; attend to classroom activities and respect fellow students and faculty members at all times. If these standards present a problem to the athlete, then school officials and parents will review participation.

The two-week practice requirement has been developed to ensure that students are physically conditioned before engaging in competition. A medical physical is the minimum requirement. National High School Federation and local rules regarding conditioning have also been established to protect students from injury.

The conduct of an athlete is clearly observed in many areas of life. It is important that his/her behavior be above reproach. The ultimate objective of each athlete representing Naples High School will be to display good sportsmanship through fair play in all athletic contests and practice sessions in accordance with local, DoDDS, and National High School Federation policies.

The way we act and look on the campus is also of great importance. Athletes will present a positive image within the school and community and at all interscholastic athletic events. Positive leaders work for self-improvement and model appropriate behavior for others. Any contrary behavior is a direct reflection on the community, school, team, and coaches, and will not be tolerated. This commitment is expected to be upheld throughout a season in every facet of school and personal life.

The following athletic code has been established for the members of all athletic teams at Naples High School. This code will be explained to each team and every candidate and his/her parent(s) will be required to sign a verification statement. Anyone having any questions concerning athletics at our school should contact the Athletic Director or Principal prior to signing the athletic code.

Participation in athletics at our school is a distinct privilege to be continually earned by adhering to the policies as stated in this code. All students are challenged to participate. This code has been developed to offer an understanding of our program. If you understand these policies and feel you can conform to this code, then, we welcome you to the company of Naples High School Wildcats.

Eligibility criteria and code of conduct developed for the Interscholastic Athletic Program will also apply to any school activity, which takes at school or an away location. Sponsors of these activities are responsible for coordinating eligibility reviews with the administration. The final determination of eligibility for students in all curricular or extracurricular trips rests with the principal.

NAPLES ATHLETIC/EXTRA-CURRICULAR CODE

The Athletic Code of Conduct consists of regulations that all participants in interscholastic athletics are expected to adhere to 24 hours a day, 7 days a week (24-7) during a sport season. The season begins with the first day of practice and ends with the sports banquet. Each coach may establish additional requirements for team membership. These will be providing in writing, be thoroughly understood by each player, and be consistent with this code.

1. **ELIGIBILITY:** To be eligible to participate in Naples High School athletics, a student must NOT have reached or passed his/her 19th birthday as of August 1 of the current school year. Students beyond the eight semester of high school are ineligible to participate in interscholastic athletics.
2. **PHYSICAL EXAMINATION:** Each student must submit a completed Physical Examination/Parent Consent for Interscholastic Sports and a Medical Power of Attorney for the current school year prior to the first practice. A physical is valid for one calendar year. Whenever possible, exams should be scheduled during the summer months. It is the athlete's responsibility to plan ahead for this requirement.
3. **ACADEMIC ELIGIBILITY POLICY:**
 - a. Eligibility for the first semester of any school year requires that a student have a 2.0 GPA based upon grades earned in the previous semester. This policy applies to both interscholastic athletics and extracurricular activities.
 - b. All students will be monitored for Ds and Fs on a weekly basis throughout the season. Students who earn more than one failing grade are ineligible for competition for the following week. A student who has been identified as ineligible for three weeks in a row may be dropped from the team.
 - c. First semester 9th graders, eligible 10th-12th graders and new students without transcripts will follow weekly checks.
 - d. Ineligible 10th-12th graders with a GPA below 2.0 are on probation for the first 3 weeks of the new semester. They may practice with the team, but may not wear a uniform or participate in competitions. Students may request reinstatement after 3 weeks of ineligibility. This request must be supported by demonstrated academic achievement which meets the eligibility requirements of 2.0 GPA and no more than one failing grade. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.
4. **FALSIFYING OFFICIAL FORMS:** Falsifying official forms required for participation will result in dismissal from the athletic team for the year.
5. **DROPPING AND TRANSFERRING SPORTS:** Athletes may not change team membership following the opening contest of each sports season. A student does not have to participate for this to be in effect, only be listed as a member on the team roster.
6. **SCHOOL ATTENDANCE AND PARTICIPATION:** Athletes may not participate in an athletic contest if they are absent from school on the day of the activity due to illness. If a student is absent from school on a Friday due to illness, they may not play on Friday, but could conceivably play on Saturday. The student must attend school the full day prior to (or the day of) any scheduled contest in which he/she is to play. The only exception to this policy is a scheduled medical appointment, which may not exceed 3 hours of absence from school. Approval for the student to participate in the scheduled event will be determined by the coach. Students are expected to be in school on the day following a contest or on Mondays following away games.
7. **SUSPENSION:** A student who is suspended from school is ineligible for one week from the date of the suspension commencing on the date the suspension begins. This includes in-house and overnight suspensions.
8. **UNIFORMS AND EQUIPMENT:** All uniforms and equipment must be returned at the end of the season prior to that season's Athletic Banquet or upon departure from the team. No athlete will be eligible for another sport if they have not cleared a previous sport. Parents are responsible for replacement of uniforms and equipment lost or damaged.
9. **CONDUCT OF ATHLETES:** Students who have serious misconduct problems or display a tendency towards criminal behavior do not meet our standards and therefore will not represent our school and community. Serious criminal activity occurring outside of school will affect participation in the athletic program.
10. **TRAVEL:** All students must travel to and from all out of town contests in transportation provided by the school unless prior permission has been granted by the coach. Athletes will not be permitted to return home with another athlete's parents. Male athletes should travel in slacks, shirt and tie for away games. Female athletes should travel in dresses and/or skirts/slacks and blouse. Halter tops and spaghetti straps are not allowed. Exceptions to this dress code must be approved by the principal before travel is authorized for the team.

11. **RELEASE FROM CLASS:** It is the responsibility of athletes to obtain assignments from their teachers NLT the day before the classes they will miss because of an athletic contest. All work should be made up promptly. All students are required to travel with schoolwork of some kind.
12. **PARTICIPATION ON NON DODDS TEAMS:** Students participating on non-DoDDS teams as well as DODDS teams must participate in all DODDS practices and scheduled games to maintain eligibility on a Naples HS team.
13. **VACATION POLICY:** Taking vacations or attending non-DoDDS sponsored activities by team members during a sport season are discouraged and may result in loss of letter. Parents/athletes wishing to take a vacation or attend a non-DoDDS activity during a sport season should reassess their commitment to being a team member. Athletes and parents must contact the head coach no less than 2 weeks before the scheduled trip and be willing to assume the consequences related to their team status and lettering.
14. **FINANCIAL OBLIGATIONS:** Students and parents are financially responsible for all uniforms and equipment issued to the student. All uniforms and equipment are to be returned within 5 days of the last contest, cleaned and in good condition. Any equipment or uniforms not returned in good condition at the end of the season will be subject to a financial penalty. Athletic letters will not be awarded until all issued uniforms are cleaned and returned to the coach.
15. **LETTERING:** An athlete must complete the season in good standing and have met all the requirements set forth by the coach at the beginning of the season. All issued equipment and uniforms must have been returned in good condition.
16. **CODE OF ETHICS:** All athletes should abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, or violations of the law, tarnish the reputation of everyone associated with the athletic program and will result in immediate dismissal from the team.
17. **DUE PROCESS FOR ATHLETES:** An athlete who wishes to have the Athletic Council review an action taken against him/her by their coach may request a review of the coach's actions when extenuating circumstances appear to have occurred. The athlete must personally submit the request in writing to the Athletic Director within 24 hours of the action. The council will be comprised of the following individuals: Athletic Director, Asst. Principal, current Coach for the sport involved, one additional coach, and two faculty representatives. The council will make its recommendation to the Principal whose decision is final.
18. **EXPECTATIONS OF STUDENT ATHLETES:**
 - a. Realize his/her obligations to the team (Team goals first, individual goals second)
 - b. Be considerate of other players
 - c. Be aware that each athlete represents the team, coaches, school, community, family and above all himself/herself
 - d. Show respect to teachers, coaches, officials, and administrators
 - e. Demonstrate good behavior in the classroom, on campus, and on school sponsored trips
 - f. Respect school property and equipment
19. **SPORTSMANSHIP:** The athlete will:
 - a. Be courteous to visiting teams and officials
 - b. Play hard to the limit of his/her ability regardless of discouragement
 - c. Retain his/her composure at all times and never leave the bench or enter the playing field to engage in a fight. Be modest when successful and be gracious in defeat.
 - d. Maintain a high degree of physical fitness by observing team and training rules
 - e. Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities
 - f. Play for the love of the game. Understand and observe the rules of the game and the standards of eligibility
 - g. Set a high standard of personal cleanliness
 - h. Respect the integrity and judgment of officials and accept their decisions without question
 - i. Respect the facilities of the host schools and the trust in being a guest

20. DISCIPLINE:

- a. Coaches are to establish and enforce conscientiously those rules which are necessary in their sport. The rules are to be consistent with the overall policies of the athletic department, the school and the school's division.
- b. The coach/school reserves the right to permanently exclude an athlete from further participation on the first violation of a team or athletic department policy, a school rule, or an ASIL policy (American Schools in Italy League)
- c. Any athlete breaking a team rule is subject to disciplinary action by the coach and may be benched for one weekend of competition
- d. The drug and alcohol policy for DoDDS Europe is included on a separate sheet.
- e. Athletes will not haze/harass another teammate, manager, student trainer or athlete in the athletic program
- f. Lying, stealing, biting and fighting will not be tolerated and may result in expulsion from the team.

(22) SPORTSMANSHIP EJECTION RULE: An athlete who is ejected from a contest for unsportsmanlike conduct is ineligible for the team's next contest. A player who engages in fighting, biting or aggressive physical contact shall be ineligible for the team's next two contests.

THE TEN COMMANDMENTS OF PARENT CONDUCT AT ATHLETIC CONTESTS

We believe that parental interest and support are important. The Naples High School and our community have been praised in the past for our sportsmanship. This is an area, however, that needs to be continually stressed. With this in mind, we offer the following article by Mitchell Wenxel, Chairman, Health and Physical Education Department, Bronx Community College in New York City.

1. Parents should be encouraged to relieve the pressure of competition by stressing the importance of having fun. Players should not be pressured by excitement or tension created by their parents.
2. Coaches should emphasize their surrogate role within coaching function on the field. Parents are to be reminded that they are not to question any decision of the coach or the referees.
3. Excessive screaming or direction of inflammatory remarks to coaches, players or referees is strictly prohibited. Only cheering of a positive nature should be directed at the players.
4. Under no circumstances will a parent enter the playing field during active play.
5. Parents will avoid conflicts with parents or other adults from the opposing team.
6. Encourage good sportsmanship. Parents should teach their children to be gracious winners and good losers.
7. Discourage conversations between parent and player. No communication should be allowed during the game. Avoid additional distractions (e.g., film taking) whenever possible.
8. Parents should know the playing rules of the sport. They should teach these rules to their children. The coach clarifies any idiosyncratic aspects of the game if you have questions.
9. Punctuality and proper dress are a major responsibility of the parents. In addition, improper dress on the field creates unnecessary difficulties for the coach, player and his/her teammates.
10. Setting an example for your child to follow is the most important aspect of parent behavior. Players tend to imitate and emulate the behavior of their parent religiously, without evaluation of its veracity.

GUIDELINES FOR SUPERVISING STUDENT ACTIVITIES DoDDS-Europe

This guide has been prepared to outline those duties and expectations for adult supervisors, who are acting in an official capacity **preparing and accompanying** DoDDS-students on DoDDS sponsored activities. It is designed to insure the safety and well being of DoDDS students. District Superintendents, Principals, and activity project officers **may add to this guideline but may not delete any items.**

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators Guide DoDEA-Manual 2005.1 concerning "School Sponsored Trips And Excursions." These documents are available on the DoDEA Web Site at www.odedodea.edu (Regulations).
2. Prior to travel, student eligibility for participation will have been checked by the adult supervisor according to DoDDS-Europe policy concerning DoDDS-Europe student academic eligibility. Those students not meeting these requirements will not be allowed to participate in the activity.
3. Prior to travel, the students will sign copies of the document, "**STUDENT BEHAVIOR EXPECTATIONS, Student Activities, DoDDS-Europe.**" The adult supervisor will review this document, item by item, with the students to insure understanding of the expectations. This document, signed by the student and parent/guardian, **MUST** be returned to the Supervisor prior to travel.
4. Prior to travel, parents must complete and return to the adult supervisor an "ACTIVITY MEDICAL RELEASE" form. This form **MUST** be in the possession of the travel supervisor at all times. When required, copies of this form should be given to the activity Project Officer. Failure to comply with this requirement will mean the removal of the student from the activity. A standard Medical Release Form can be obtained from the Office of the Student Activities Coordinator, DoDDS-Europe.
5. Supervision must be provided during the entire period of the activity to include travel in accordance with the DoDEA Administrators Guide DoDEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full-time supervision to the group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt that the students comply with all of the rules, regulations, and expectations relating to the activity.
6. Supervisors will not possess, use, and/or consume alcoholic beverages or any other controlled substance while in a supervisory role.
7. Supervisors will make every reasonable attempt that students do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, and cigarettes.
8. It will be the responsibility of the adult supervisors to note any violations of the rules and behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well being of the student(s) a subsequent report, by either the supervisor or an activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators Guide, DoDEA Manual 2005.1.
9. When a designated chaperone is acting as the adult supervisor numbered items 5-8 would apply.

EXTRACURRICULAR ACTIVITIES

Naples American High School offers a comprehensive program of extracurricular activities. Students are encouraged to participate in these activities to broaden the scope of their high school experience. It is expected that students involved in clubs, activities, and student government will adhere to all school discipline policies applicable portions of the Athletic Code, and the Academic Eligibility Policy for Activities and Athletics.

NHS Sports and MWR Sports:

Fall: Football (M), Volleyball (M/F) Cheerleading (F/M), Cross Country (F/M), Tennis (M/F), Golf (F/M)

Winter: Basketball (F/M), Wrestling (F/M), and Cheerleading (F/M)

Spring: Track and Field (F/M), Soccer (F/M), Softball (F), Baseball (M)

Note: Swimming is an MWR-provided sport, and students receive school athletic letters.

Interscholastic sports teams compete with other DoDEA and international schools located at Rome, Milan, Sigonella, Vicenza, Aviano, and in Germany.

Other Activities: DoDDS offers many other activities including, but not limited to: Class Officers, Student Council Association, Speech and Drama Club, Foreign Language Club, Yearbook, Literary Magazine, National Senior and Junior Honor Society, Knowledge Bowl, Model Senate, Outdoor Education Club, Math Counts, Odyssey of the Mind, Jazz Seminar, Honor Band and Choir Festival, Solo and Ensemble Festival, Creative Connections, Junior Leadership Seminar (gr. 7-8), Foreign Language Festival. NJROTC Color Guard, Drill Team/Armed and Unarmed, Rifle Team, Boot Camp programs in February and during the summer.

Naples High School Student Council Association Constitution

Article 1: NAME

Section 1- The name of this organization shall be the Naples High School Student Council Association. For the purpose of this constitution, we will refer to this organization as NHSSCA.

Article 2: PURPOSE

Section 1- This document will serve as the official guide to the workings of NHSSCA. NHSSCA consists of the Executive Board and the class representatives (grades 7-12).

Article 3: EXECUTIVE BOARD AND CLASS REPRESENTATIVES

Section 1- The executive officers of this organization shall be one President, one Vice-President, one Secretary, one Treasurer, one Public Relations Officer, and one SAC representative.

Section 2- Each grade (7-12) shall elect two class representatives who will attend each meeting.

Article 4: VOTING PROCEDURES

Section 1- Only the executive officers (president, etc.) of the student council and the elected class representatives shall have the right to vote on decisions made by the student council.

Article 5: ELECTION OF MEMBERS

Section 1- Elections will be held annually during the last six weeks of school for the next year's officers. Representative elections will take place at the beginning of the next school year. The term of office shall be one school year.

Section 2- Voting shall be by secret ballot at a specified time and location as directed by advisor. Seniors in NHSSCA will supervise voting. Announcement of election results will be no later than two days following elections.

Section 3- The President must be a Junior or above in his/her term of office. The Vice President must be a Sophomore or above. The Secretary and Treasurer must be Sophomores or above. The Public Relations officer, Historian, and SAC representatives must be Freshmen or above.

Section 4- All members of NHSSCA must maintain GPA of 2.0 or above. They also must have been at school for at least.

Article 6: DUTIES OF THE OFFICERS

- Section 1-** President:
- Calls and runs NHSSCA meetings
 - Makes sure other members of NHSSCA are doing their jobs
 - Appoints all committees
 - Coordinates the activities of the officers
 - Represents NHSSCA on all public occasions
 - Acts as the Co-Vice President of the Parent, Teacher, Student Association
- Section 2-** Vice President:
- Generally helps President (for example, chairs committees)
 - Assumes presidential duties if President cannot fulfill the
- Section 3-** Treasurer:
- Takes care of all NHSSCA money matters (keeps records of money transactions, filing all the bills/ checks/receipts)
 - Writes a report twice a month on how much money NHSSCA has
 - Assumes presidential duties if both President and Vice President cannot
- Section 4-** Secretary:
- Keeps the minutes of all NHSSCA meetings and checks the NHSSCA Suggestion Box
 - Assumes presidential duties if the President, Vice President, and Treasurer cannot
- Section 5-** Public Relations Officer:
- Delivers NHSSCA announcement requests to the office

Maintains committee reports of school events and suggests improvements
Takes pictures of school events and organizes scrapbook
Attends SAC meetings as representative of Student Council

Section 6- SAC Representative:

Article 8: REMOVAL FROM OFFICE

Section 1- Any member of NHSSCA, as well as the sponsor, can be impeached if they hinder the productivity the Student Government.

Section 2- A member is automatically impeached for three unexcused absences from meetings or the GPA standard of 2.0 or above is not maintained. In the case of absences from meetings, inform the president (beforehand, if possible), of why you were gone in order to be excused.

Section 3- Students should file their complaints with the NHSSCA sponsor, who will make the final decision.

Section 4- The NHSSCA sponsor will speak to the officer first, then issue up to three letters of warning to the officer. The fourth letter is for dismissal.

Article 9: MEETINGS

Section 1- NHSSCA meetings will be held on the first seminar of each week for the first half-hour, but additional meetings can be called by the President.

Section 2- A star chart will be kept to document the number of duties performed by each member of the NHSSCA.

Article 10: AMENDMENTS

Section 1- The constitution may be amended by a majority vote of the members of NHSSCA.

Article 11: RELATIONSHIP WITH ADMINISTRATION

Section 1- All actions of the student council are subject to review by the Principal.

Naples High School Principal

Student Council President

Student Council Advisor

NAPLES HIGH SCHOOL CODE OF CONDUCT

The school must seek to protect the rights of all young persons to an education commensurate with their abilities, interests, values, and goals. The school must provide safeguards for the health, safety, and rights of the individual student without discrimination on the basis of race, religion, sex, and national origin, rank/title of parent or economic status.

Respect for the dignity and worth of the individual is the basis for laws by which the United States Government was first established. Since the public school system is created by the government for the enlightenment and the training of its youth, it becomes necessary that laws governing the appropriate conduct of the young be understood by all members of the school community—students, faculty, administrators, and parents (s)*--and that all share in the responsibility to support the rules of the school.

It is the duty of the parent to train the child to assume responsibility in the school environment—responsibility for learning and exhibiting conduct that does not infringe upon the rights of another. The school has the right to expect reasonable and self-disciplined behavior from each student. It is the duty of the school to work in partnership with the parent to ensure that such conduct is exhibited in the school setting.

The provisions of this Code of Conduct apply while students are at school and whenever students are involved in school activities, such as:

- Participating in activities on property owned by the Department of Defense.
- Riding school buses and waiting at bus stops.
- Participating in off-site, school sponsored activities such as field trips, sporting events, and club activities.

The Superintendent may, for good cause, approve a deviation from the procedures set forth in the Code of Conduct in its present form, as long as the basic rights of students, parent (s), the community at large, and/or school personnel are not violated.

Parents (*Parent(s) as used throughout, means biological parent(s), adoptive parent(s), or legal guardian(s).)

It is the duty of the parent to:

- Teach the student to assume responsibility for learning and for the conduct that does not infringe upon the right of others.
- Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting.
- Ensure the student's regular attendance in school.
- Ensure the student's arrival at school on time.
- Ensure that the student is appropriately dressed for school as addressed in this handbook.
- Provide such supplementary books, materials, instruments, uniforms, and equipment as are required for effective participation in the school program.
- Ensure that after school activities (chores, extracurricular activities) do not interfere with the responsibilities of learning.
- Check the student's agenda on a regular basis and ensure that assignments are being completed.
- Schedule conferences during normal working hours to discuss student progress.
- Provide a certified copy of the student's birth certificate, and/or immigration documentation; physical examination; record of the completed series of immunization; and social security number, where applicable, and transcript from previous school upon initial entry to school.
- Understand that drugs and weapons, as described in the Code of Conduct, will not be tolerated at school and that violators are subject to expulsion.
- Read and understand the Code of Conduct and sign it.

Students:

Students are responsible for:

- Attending school and class regularly.
- Reporting to school and class on time.

- Being prepared each day with necessary homework, class materials and supplies.
- Complying with the dress code of the school.
- Reimbursing the school board for any breakage or destruction of property owned by or under the control of the school system.
- Contributing to a climate of acceptance and mutual respect within the school so that the hopes and ambitions of all individuals may be realized.
- Maintaining an atmosphere in which learning and extracurricular activities can take place for the growth and pleasure of everyone involved.
- Accepting responsibility for learning, developing adequate study habits, and completing class assignments and/or requirements.
- Reporting weapons and substance abuse violations.
- Acting appropriately in compliance with the Code of Conduct.
- Signing and adhering to the Code of Conduct.
- If a student discovers something in his or her possession that is not permitted at school, that student should report to an administrator or other staff member immediately. Follow-up action will take into consideration that the student voluntarily brought the violation to the attention of staff.
- Students should contact an administrator, teacher, or counselor immediately if they believe that they have been victims of discrimination, harassment, or other acts which violate the Code of Conduct.
- **Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, and other factors that may be harmful to the school environment should be reported to a teacher, the school principal or other administrator. In case of emergency, call DSN: 911 or Commercial: 081-811-569-4911.**

Rules and Regulations

A basic element of effective prevention of misconduct is the establishment of system wide school rules that are implemented in a consistent manner. The principal has the authority to set the appropriate penalty for infractions that may range from counseling to expulsion, depending upon the severity of the infraction. The principal will take into consideration the student's age and grade level, as well as the circumstances surrounding the infraction, when determining the appropriate corrective measure. Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Conduct even though any one of those offenses may not warrant such serious corrective action. The following is a summary of the established standards of conduct for Naples High School students:

- **Assault, Assault and Battery-** The threat of a verbal or physical attack (assault) and the use of force upon a person (battery) is expressly forbidden.
- **Bus Discipline-** Additional rules of student behavior and disciplinary procedures applicable to students en route by bus between home and school and/or school-sponsored events and activities are contained in the Bus Behavior Policy. The school has the discretion to assign consequences for school bus infractions. School bus transportation is a privilege that may be suspended or revoked.
- **Bystanders-** Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the Code of Conduct are subject to corrective action.
- **Bicycles and Other Vehicles-** Bicycles, roller blades/skates, skateboards, scooters and other wheeled vehicles are not permitted on school property.
- **Cheating-** Students are responsible for neither giving or receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Cheating includes the giving or receiving of a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received. Plagiarism is a form of cheating. As per DoDDS policy, the student who is in violation will receive a zero for the particular assignment and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's discipline folder for the period of the school year.
- **Discrimination-** All persons and groups within the school are to be treated with dignity and respect. Discrimination on the basis of age, gender, race, color, religion, national origin, disability, economic status, personal and physical characteristics, or other characteristics of individuals or groups will not be tolerated. Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or demean others because of their individual or

group differences may result in corrective action, including the possibility of expulsion. The school administration will take appropriate steps to prevent discrimination and will deal promptly and decisively with reported incidents of discrimination.

- **Dishonesty**- Students will not make false accusations against staff or other students and will not give false information which may be harmful to others or interfere with the duties of staff.
- **Disobedience/Disrespect**- No student will disregard or disobey any reasonable request made by a school staff member. Any student who directs profanity, threats, or other forms of verbal abuse toward a school staff member shall be subject to out-of-school suspension and considered for expulsion.
- **Disruption**- Any activity, behavior, or attire that disrupts the learning process is forbidden.
- **Drug and Substance Abuse**- A substance abuse offense includes the possession, use, being under the influence, distribution, or attempted/intended distribution of alcohol, drugs, drug paraphernalia or anything that resembles alcohol or drugs. The principal will immediately notify the parents, and the student will come before an expulsion hearing.
- **Electronic Devices**- Students may not use electronic devices except in designated areas. Students may not record (audio or video) classroom activities without permission of the teacher and/or principal/designee. All personal electronic devices are the responsibility of the student. Students should mark/label their property and have the serial number of the property in a safe place. The school is NOT responsible for ANY electronic device lost/stolen.
- **Endangerment**- Student conduct that may endanger others will not be permitted.
- **Failure to Attend Detention**-Students are required to attend Detention Hall when a staff member or administrator gives them a detention. When students fail to attend Detention Hall, they will double the detention assigned. If they do not fulfill their obligation, they will be assigned a Saturday In-School Suspension.
- **Fighting**- Students are responsible for settling in a peaceful manner and without the use of violence any confrontations that may arise. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel. Fighting will result in corrective action, including suspension or expulsion.
- **Gambling**- Gambling is strictly prohibited.
- **Gangs**- Gang activity and expressions of gang membership/affiliation will not be tolerated. A gang is defined as a group of 2 or more people who form allegiance for a common purpose and engage in acts detrimental to the public's welfare; who obstruct justice or engage in (or have engaged in) criminal activity, either individually or collective; and who create an atmosphere of fear and intimidation within the community. Actions, speech, gestures, clothing, symbols, or other signs of gang membership or gang activity are prohibited at school and school related activities. Any student involved in a gang-related fight or assault will be considered for expulsion.
- **Group/Mob Action**- Group or mob action at school or school-related activities is strictly prohibited. Any student who participates in a group/mob action that results in disruption or disturbance at school or school-related activities is subject to corrective action up to and including expulsion. Any student who participates in a group/mob assault on other individuals or groups will be recommended for expulsion. Any two or more students acting with the intent of doing harm to persons, property, or the school environment may be considered a group or mob under this rule.
- **Harassment**- Words, gestures, symbols, or physical contact which offend, intimidate, threaten, or persecute others will not be tolerated. Harassment of students or staff for any reason is prohibited.
- **Horseplay**- Rowdy, prankish behavior is not acceptable.
- **Indecent Material**- No student will possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials.
- **Littering**- Students will help maintain a clean and healthful school environment by properly disposing of trash.
- **Offenses Off School Grounds**- Actions outside of school that have negative impact on the school building, programs, students, or staff will not be tolerated.
- **Profanity**- Students will not use vulgar or indecent language or gestures.
- **Public Display of Affection (PDA)**- No kissing, embracing, caressing, or other behavior of a sensual nature is allowed.
- **Search & Seizure**- Students will be held responsible for items that they have at school or school-related activities. Student lockers are the property of the school, and school officials have the right to search them.
- **Smoking**- Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, matches or lighters
- **Technology Misuse- Computers, computer networks, and other electronic technology shall be used only for valid educational purposes and**

only with the approval of a school staff member. When using electronic technology in the school, students are required to abide by the Code of Conduct and the "Acceptable Use Policy". In order to use telecommunications technologies (Internet, Telnet, Desktop Video Conference, Electronic Mail, etc.) students must have on file an "Internet Use Agreement" form signed by the student and his parent. Unacceptable uses of technology include but are not limited to:

- 1) Violating the privacy rights of others, to include accessing, manipulating and/or deleting the files of others.
 - 2) Viewing, using producing, distributing, or receiving profanity, obscenity, or material that offends, threatens, or degrades others. Pornographic material on disk or saved electronically will be considered in the same manner as if they were a hard copy.
 - 3) Copying commercial software in violation of copyright law.
 - 4) Using technology for product advertisement or political endorsement.
 - 5) Re-posting personal communications without the author's prior consent.
 - 6) Installing software or peripheral devices to a school computer without the consent of a school staff member.
 - 7) Violations of these policies may result in corrective action, loss of technology-use privileges, and penalties under law. Willful irresponsibility may be viewed as malicious and may lead to corrective action or criminal penalties. Deliberate attempts to degrade or disrupt technology system performance will be viewed as criminal activity under applicable federal law.
- **Theft**- Taking or attempting to take property without permission is forbidden.
 - **Trespassing**- Students must have permission to be at school after normal school hours.
 - **Truancy**- Students are required to attend school.
 - **Vandalism**- No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others.
 - **Weapons**- Possessing or using a knife, gun, or any item that could be considered as a weapon is not allowed in the school building, grounds, at school events or on school trips is forbidden. Department of Defense Education Activity Disciplinary Rules and Procedures, **DoDEA Regulations 2051.1 August 16, 1995, amended March 22, 2000**, describes items which are considered weapons.

The following disciplinary measures are assigned solely by the administrator:

- **Due Process:** In enforcing attendance and discipline policies due process will be followed. The Department of Defense Education Activity Disciplinary Rules and Procedures (DoDEA Regulation 2051.1, 16 August 1996, amended March 22, 2000) defines the DoDDS policies on student discipline and due process. In essence, due process affords students the right to protection from conspiracy and capricious and unreasonable decisions. Four important elements in due process procedures are that a student has the right:
 - To be informed in writing of the rules, which regulate behavior, as well as situations, which will result in disciplinary measures.
 - To an informal hearing in all disciplinary actions.
 - To a formal hearing for suspensions of more than 10 days or expulsion.
 - To appeal all decisions and be informed of all appeal procedures available to them.

Students also have a right to personal privacy and to be informed of their rights with regard to cooperation with investigative agencies for interrogation purposes. Reasonable cause searches of students or their personal effects in the school facilities or on school time may only be made in the presence of a school official.

Acceptable Behavior: All students are expected to exhibit appropriate behavior at school and all school-sponsored events.

Detention Policy: Detention at Naples American High School requires a student to stay after school on Wednesday from 3:00 to 5:00 P.M. Failure to attend a detention: When a student is assigned a Wednesday detention, he/she is expected to attend. Failure to do so will lead to further disciplinary action.

TABLE OF CONSEQUENCES FOR CODE OF CONDUCT INFRACTIONS

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A <i>Minor Misconduct</i>	Bicycles and Other Vehicles Bystander Failure to attend detention Misuse of Electric Devices Littering Profanity Public Display of Affection Tardies-3 and each one thereafter	Contact Parents Detention	1 day suspension Meet with Administration Confiscation of item	2 day suspension Parent/Teacher/Admin. Meeting	3 day suspension
B <i>Serious Infractions</i>	Assault Cheating Discrimination Dishonesty Disobedience Disrespect Endangerment to self and others Graffiti Horseplay Indecent Material Technology Misuse Theft less than 100.00 Truancy Unprepared for Class	Contact Parents 1 day suspension	2 day suspension Meet with Administration Administration discretion	4 day suspension Meet with Administration Behavior Contract	
C <i>Severe Offenses</i>	Assault and Battery Disruption Fighting Gambling Gang Activity Graffiti more than 100 Group/Mob Action Harassment Smoking Theft more than 100.00 Vandalism more than 100.00	3 day suspension Meet with Administration	4 day suspension Expulsion Hearing	5 day suspension Expulsion Hearing	10 day suspension Expulsion Hearing
D Criminal or Illegal Acts	Drug and Substance Abuse Weapons	Contact Parents Expulsion Hearing			

*Disclaimer: The above chart gives examples of infractions. It is not meant to be all-inclusive

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
NAPLES, ITALY
STUDENT TRANSPORTATION OFFICE
STANDARDS OF CONDUCT ON DoDDS SCHOOL BUSES**

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

01. Comply with the behavior standards for school bus students.
02. Board and exit the bus in an orderly, safe manner.
03. Present bus pass when boarding the bus and upon demand.
04. Remain seated while on the bus.
05. Talk with other passengers in a normal voice.
06. Keep all parts of the body inside the bus windows.
07. Keep aisles, steps and empty seats free from obstruction.
08. Remain fully and properly clothed.
09. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

01. Fight, push, shove or trip other passengers
02. Use or possess unacceptable items identified in the school Code of Conduct.

03. Push while boarding or exiting the bus.
04. Get on or off the bus while the bus is in motion.
05. Make excessive noise or play electronic equipment without earplugs.
06. Put objects out of the bus windows or hang out of the bus windows.
07. Engage in horseplay.
08. Obstruct aisles, steps or seats.
09. Engage in public displays of affection.
10. Eat, drink or litter the bus.
11. Using profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with the actions of the bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open the bus door.
18. Throw or shoot objects inside or out of the bus.
19. Tamper with bus controls or emergency equipment

TABLE OF CONSEQUENCES (Revised 30 January 2004)

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A <i>Minor Misconduct</i>	1- Boarding or exiting the bus unsafely to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing/insulting other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane/obscene language or gestures 10- Littering 11- Failure to have a late activity bus pass or failure to attend an activity and then present an activity bus pass.	Parent Contact Verbal/Written Warning	1-5 day suspension	10 day suspension	20 day suspension	Suspension of Riding Privileges for the Remainder of SY
B <i>Serious Infractions</i>	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus (including own body parts) 5- Full or partial nudity 6- Damage/theft/pilfering <\$100	1-5 day suspension	10 day suspension	20 day suspension	Suspension of Riding Privileges for the Remainder of SY	
C <i>Severe Offenses</i>	1- Tobacco/Alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism/damage/theft >\$100 7- Any action that leads to a bus accident	10 day suspension	20 day suspension	Suspension of Riding Privileges for the Remainder of SY		
D <i>Criminal Illegal Acts</i> or	1- Possession/use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb Threats	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to installation Commander via Schools Liaison Office (SLO) if appropriate SLO to be informed when suspensions/expulsions from bus occur				

Note:

- 1- All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2- All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
- 3- Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 4- Discipline of students with disabilities must be taken consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DEPUTY DIRECTOR, EUROPE
CMR 443
APO, AE 09096**

April 9, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE

SUBJECT: Accelerated Withdrawal

This memorandum serves to provide clear guidance on the DoDDS policy for early withdrawal of students. While DoDDS policy on this issue is stated in the Administrative Guide and Policy Memorandum 96-ES-002 "DoDDS Attendance Policy," questions have frequently arisen regarding its applicability to family plans for vacation, as well as, to withdrawal prior to the 20-day limit.

The provision for permitting the early withdrawal of students with full Carnegie credit was based on careful consideration of the unique circumstances found in the DoDDS system. It recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision has never been intended to apply to, or be extended for, the convenience of family travel, visits or other discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a 'withdrawal' grade rather than a final grade.

You should be confident of my complete support should you or your principal be questioned or challenged in the enforcement of this policy.

Original Signed By
DIANA J. OHMAN
Deputy Director, Europe

cc: Deputy Director, DoDDS-Pacific DoDDS-E Liaison, USEUCOM,
DoDDS-E Liaison, USAFE DoDDS-E Liaison, NAVEUR DoDDS-E Liaison, USAREUR

I. Acceptable Use

- A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.
- B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.
- F. I understand that I am not supposed to use any email accounts except the one provided by the school. If I am not able to access my school-provided account, I will check with my teacher(s), the Information Specialist or the Educational Technologist.
- G. I understand that I am not supposed to use chat rooms, instant messenger, or other similar services.

II. Privileges

- A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)
- B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

III. Internet Etiquette

- A. I will be polite. I will not use sexual or abusive language in my messages to others.
- B. I will use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
- C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
- D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
- E. I will not use the network in such a way as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters," or "broadcast" messages to lists or individuals.

IV. No Warranties

- A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or my errors or omissions.
- B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.

V. Security

- A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- C. I may be denied access to the network if I am identified as a security risk.

VI. Vandalism

- A. I understand vandalism will result in cancellation of privileges.
- B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

STUDENT BEHAVIOR EXPECTATIONS

Student Activities DoDDS-Europe

SCHOOL Naples American High School

ACTIVITY _____

STUDENT NAME _____

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

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

9. *Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.*
10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.
12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

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

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

We have read these rules, understand them, and agree to comply with their intent.

Student Signature

Date

Parent/Guardian Signature

Date

Naples High School Student Handbook SY 2012-2013



Acknowledgement and Understanding of Student Handbook 2012-2013

The Naples High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their homeroom/first period teacher NLT September 30, 2012.

Student Name (Printed)

Parent Name (Printed)

*

Student Signature Date

*

Parent Signature Date

*Signatures represent receipt of the student handbook and parent/student

awareness of school policies and procedures for School Year 2012-2013

Student Handbook
SY 2012-2013

Gang Awareness and Prevention

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

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

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

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

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

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

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization."

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

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