

AFNORTH International Middle/High School



PARENT/STUDENT HANDBOOK

2008-09

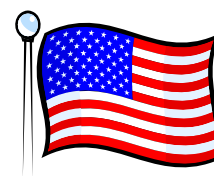


www.afnorth-is.com



International Address

AFNORTH International Middle/High School
Canadian or U.S. Section (as applicable)
Ferdinand Bolstraat 1
6445 EE Brunssum, The Netherlands



Canadian Address

AFNORTH International Middle/High School
Canadian Section
P.O. Box 5053, STN FORCES
Belleville, ON K8N5W6
Canadian Office – 045-527-8201
Canadian Office FAX – 045-527-8277

Principal's e-mail:

France.Thibault@eu.dodea.edu

U.S. Address

Department of Defense Schools
AFNORTH International Middle/High School
Unit 21606
APO AE 09703
U.S. Middle/High School Office – 045-527-8261
U.S. Middle/High School Office FAX – 045-527-8236

Principal's e-mail:

Ellen.Minette@eu.dodea.edu

HISTORY

The AFNORTH International School was established in 1967 to serve the educational needs of the children of four of the nations contributing staff to the former Headquarters of the Allied Forces Central Europe, now Allied Joint Force Command Brunssum. The four sponsoring nations are Canada, Germany, the United Kingdom, and the United States of America.

The founding statutes ask that curricula be developed which meet the requirements of each nation, while at the same time providing enriching international educational experiences.

There is a strong emphasis in the learning of languages, including a “partner language” program (English, German and French), at all levels.

Students not involved in international classes or courses are encouraged to participate in a variety of student activities and cultural exchange programs involving the students of the four national sections.

English language instruction leads to an Ontario diploma or a U.S. High School diploma. Most British students remain in the school until the end of their Middle Years Program at age ten.

The German section offers Grundschule, Hauptschule and Gymnasium courses. Students may complete requirements for the Abitur at the School.

Most staff are assigned to the school by one of the four sponsoring nations. Canada and Germany select staff from their provincial or regional school authorities for periods ranging from two to seven years. The U.S. and U.K. staff are hired and assigned directly by DoDDS and SCEA, respectively. The International Directorate and each of the national sections also employs a limited number of staff locally.

The average length of stay for students is three to four years. There are a limited number of fee-paying students.

This school year is from August 2008 to June 2009.

WELCOME TO AFNORTH MIDDLE/HIGH SCHOOL

Dear Students,

Welcome to the 2008-2009 School Year! Whether you are a member of the graduating class of 2008 or a new Lion, your Student Council is working hard to make this your best year ever. There are a lot of exciting sports and activities to participate in here at AFNORTH, so get involved! Whatever you enjoy doing, get involved and have a great year! If you have any questions or concerns please find one of your Student Council Members and we will help in any way.



Dear Students,

AFNORTH International Middle/High School (AIS) has a long and proud tradition of excellence in academics, the arts, extra-curricular activities and learning how to live in our world. All students have an important part to play here at AIS. From the very first day of school when you enter your new class, you should use each minute to learn everything your teachers can teach you, make new friends, develop new skills, and participate in all the activities and use the resources available to everyone at AIS.

We challenge you to get involved in your school! Participate in class. Get to know your teachers. Go out for sports, and join the various clubs available. Get involved in your class activities. Be enthusiastic – show spirit and pride in yourself and your school. By doing so, you will make this a worthwhile year.

The administration and faculty welcome you to AFNORTH International Middle/High School. Go Lions!

Ellen Minette
Principal, U.S. Section

France Thibault
Principal, Canadian Section

Eldrige Groomes
Asst. Principal, U.S. Section

Dear Parents,

Welcome to a new school year. We are grateful to the students, parents, school personnel and community members who have provided input regarding the changes made to your Student/Parent Handbook. This is a work in progress and we encourage each of you to give us feedback. Our goal is to develop a user-friendly document that will give you the level of information needed to be a full partner as we strive for excellence in educating our youth.

Please let us know at every opportunity how we can improve this document by phone call, e-mail or personal visit.

Sincerely,

Ellen Minette
Principal, U.S. Section

France Thibault
Principal, Canadian Section

Eldrige Groomes
Asst. Principal, U.S. Section

DAILY SCHEDULE

GRADES 7-8	A DAY	B DAY
0900-1020	PERIOD 1	PERIOD 5
1020-1040	BREAK	BREAK
1040-1200	PERIOD 2	PERIOD 6
1210-1325	PERIOD 3	PERIOD 7
1325-1355	LUNCH	LUNCH
1405-1530	PERIOD 4	SEMINAR
1540	BUSES DEPART	BUSES DEPART

GRADES 9-12	A DAY	B DAY
0900-1025	PERIOD 1	PERIOD 5
1035-1155	PERIOD 2	PERIOD 6
1200-1230	LUNCH	LUNCH
1235-1355	PERIOD 3	PERIOD 7
1405-1530	PERIOD 4	SEMINAR
1540	BUSES DEPART	BUSES DEPART

Days rotate on an A-B pattern throughout the school year; for example, if Monday is an A day, then Tuesday is a B day and Wednesday is an A day.

**AFNORTH INTERNATIONAL SCHOOL
INCLEMENT WEATHER OR EMERGENCY PROCEDURES**

CONCERN FOR THE SAFETY AND WELFARE OF THE CHILDREN, FAMILIES AND STAFF WILL ALWAYS BE CONSIDERED WHEN IMPLEMENTING THESE PROCEDURES.

1. **Cancellation of Classes:** This decision rests with the Director and when possible in consultation with Principals/ Heads. Normally, all classes will be cancelled when the majority of the buses are cancelled by this action and/ or the actions of those agencies providing the bus services.
2. **Notification of Cancellation of Classes:**
 - Parents, pupils and staff will be notified by radio if classes are cancelled or if some bus routes are not operating. AFN, BFBS and CFN are contacted by the Directorate **prior to 07.00 hrs.** These stations are on the FM (UKW) band as follows: AFN 89.2, CFN 99.7, BFBS 90.2. The announcements will also be carried in the German language wherever possible.
 - **Notification takes place only when classes are being cancelled or bus services are being curtailed.** Where pick-ups on specific bus routes are definitely known to be considered behind schedule, radio announcements will also be used to minimize the time that children will need to wait outside for their buses.
3. **Procedures related to early dismissal due to inclement weather or other school emergency:** The Director, in consultation with the Principals/Heads, may also decide that, owing to conditions, it is in the best interests of the pupils to return home early. Exact procedures will be worked out by the Assistant Business Manager in coordination with bus officials.

COURSE SCHEDULING

*The parent and the student are responsible for course selection. With parental agreement, each student chooses his/her courses from the list of available classes. **Courses that meet graduation requirements should be selected before elective courses.** Each student should consult with his/her parents and teachers and confer with the counselor whenever appropriate in the process of course selection. An appointment may be arranged by calling **+31 (0)45-527-8201** for Canadian Section and **+31 (0)45-527-8268** for U.S. Section.*

When courses have been selected for the school year, and a program of classes has been established, each student is responsible for attending all classes as scheduled.

Schedule Changes for Students

Steps for making schedule changes for students already enrolled:

1. Student or teacher contacts counselor.
2. Counselor and student have a meeting -- possibly with the teacher.
3. Schedule change application is given to student for signature (parent approval as appropriate), involved teachers also sign -- both gaining and losing teachers.
4. Signed schedule change application is returned to counselor and counselor changes schedule.

Withdrawal from Classes after 10 Days

In most cases, withdrawal from class after the first 10 school days is discouraged. If a student still decides to drop a class after the normal add/drop period, the following procedure is to be followed:

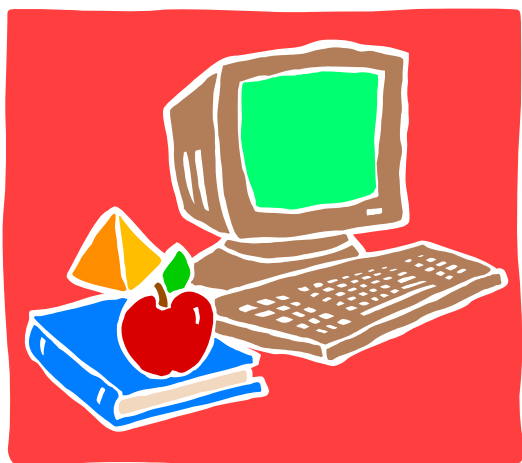
1. *Sponsor/Parent and student must meet with the teacher whose class is to be dropped.*
2. *Sponsor/Parent will request the class change in writing.*
3. *Sponsor/Parent and student will be advised of the following:*
 - a. *Student will receive a grade of withdrawal and grade to date, i.e. W/D. This withdrawal grade will be listed on the student's permanent transcript.*
 - b. *The student will then be placed in a staff assistant position for the remainder of the semester.*

In a situation where the student needs a credit for graduation and he/she can be placed in another class, the teacher and Sponsor/Parent must both agree before this option can be implemented. Canadian students wishing to withdraw from Ontario credit courses must consult with Canadian Principal.

Changing or Dropping a Course

Students and parents have access to a generous amount of course information and have considerable time to make schedule choices during the initial scheduling procedure. Students are expected to abide by their selections. Subsequent changes must be justified. A student requesting a course change must present a parent-signed change request form to the counselor. Every effort will be made to honor requests that are workable and in the student's best educational interest. Approved course changes within the first two weeks of a semester are made without penalty.

SEMINAR PERIOD



The main purpose for the use of the Seminar period is for academic reasons. Students may complete assignments, take tests or quizzes missed while absent, receive assistance from teachers or counselors, use the library or computer labs, read, study, assist with peer tutoring or peer meditation.

Seminar period is an academic period; students are expected to maintain a quiet atmosphere as they study or read. A second purpose for the Seminar Period is occasional use for class meetings, assemblies, club activities, school pictures, health screening or other school events. This helps to preserve class time by not causing interruptions and a loss of class time that would occur without a Seminar Period.

Students attending Seminar will spend the last 30 minutes reading books of their choice. Students may bring a book from home or the library, a textbook, or books supplied by the teacher. Failure to use this reading time appropriately will preclude the student from leaving the classroom for future seminar periods. Continued misuse of this time will result in administrative sanctions.

Attendance Procedures for the Seminar Period:

All students are to report to their seminar teacher at the beginning of seminar 14:05 with all materials needed for seminar study and with a book for silent reading. All students are to return to their seminar classroom no later than 14:55 for SSR (Sustained Silent Reading).

SEMINAR PASS: To go to a location other than the assigned seminar room, students **must** present their seminar teacher with a **pre-obtained**

Normally students determine what they will do academically during the Seminar Period; however, teachers may require a student to come to their room for required assistance, to make up work, etc, especially if the student is failing.

RESEARCH PASS:

Students who use the library for research purposes **must** obtain a Research Pass from the teacher requiring it before the seminar period begins. Students will not be released from Seminar without a Research Pass.

USE OF LIBRARY:

Seminar teachers may permit no more than 2 students at one time to be out of Seminar on a library pass for the purpose of returning/checking out a book. Students should not be out of Seminar for more than 10-15 minutes on a library pass. Students should normally not be permitted to use Seminar period frequently to go to the library for this purpose.

The Computer Room will be opened during seminars.

Important Note:

All school rules and policies for attendance, tardiness, requirement of a hall pass, acceptable behavior, etc. apply to the Seminar Period and will be enforced by teachers and administrators.



EVALUATION OF ACADEMIC ACHIEVEMENT

DoDEA (US Courses) Grading Scale

The DoDEA grading scale below is applicable to all students. Each grade is given a quality point value. However, students who take Advanced Placement courses receive added weighted quality point values to their grades. All students accumulate grade point averages. Grade point averages

Description	Grade	Scale	Regular Point Value	AP weighted
Excellent	A+	97-100	4.0	5.0
Excellent	A	93-96	4.0	5.0
Excellent	A-	90-92	4.0	5.0
Above Average	B+	87-89	3.0	4.0
Above Average	B	83-86	3.0	4.0
Above Average	B-	80-82	3.0	4.0
Average	C+	77-79	2.0	3.0
Average	C	73-76	2.0	3.0
Average	C-	70-72	2.0	3.0
Below Average	D+	67-69	1.0	2.0
Below Average	D	63-66	1.0	2.0
Below Average	D-	60-62	1.0	2.0
Failing	F	Below 60	0.0	0.0

(GPA) are the sum of all point values earned divided by the total number of credits taken. Remember, incomplete grades negate your correct averages.

Grade Level Placement

To be enrolled in Grade 7, 8, or 9 you must have completed the previous grade.

To be enrolled in Grade 10, you must have earned a minimum of 6 credits in grade 9.

To be enrolled in Grade 11, you must have earned a minimum of 12 credits in grades 9 & 10.

Mid-Quarter Progress Reports

Mid-Quarter Progress Reports will be sent to parents at the mid-point of each quarter.

DODEA Quarter/Semester Report Cards

Report cards are the means of providing regular written communication of academic achievement to parents and students. Copies of report cards will be retained in the student's file. Report cards will be mailed home at the end of each quarter. Grades achieved in a semester are to be used only in calculating that semester's final grade.

Ontario Report Cards

In addition to the above progress reports, Canadian students (or students from other Nations) who are accumulating credits towards an Ontario Secondary School Diploma (OSSD), will receive an Ontario Report Card three times a year: November, January and June.

In these courses, grades are cumulative throughout the year. In other words, grades received for the first part of the year are considered in the final mark of the year. The grades accumulated over the course of the year count for 70% of the final mark. The final exam counts for 30% of the final mark.

*The Ontario Report Card will consist of percentage grades and an identifiable learning skills section in which the teacher will evaluate students on the following: **works independently, teamwork, organization, work habits/homework and initiative.** In each case teachers will use the following description: E=Excellent, G=Good, S=Satisfactory, N=Needs Improvement.*

PLEASE NOTE: US Students and International Students pursuing the DODEA diploma, but enrolled in an Ontario course, will continue to receive a DODEA report card.

Parent-Teacher Conferences

Parents who would like to discuss their child's progress are encouraged make an appointment by calling the U.S. section at +31 (0)45-527-8268 or the Canadian Section at +31 (0)45-527-8201.

Advanced Placement Examination/Weighted Course Credit

A student enrolled in an Advanced Placement course at AFNORTH International School must take the Advanced Placement Examination for the course enrolled. The examination fee may be paid for by the school depending upon enrollment category and/or national orientation. Please contact the school's counselors or administrators for details.

Standardized Testing

Several standardized tests are administered during the year. Students will be notified through the daily bulletin of deadlines, costs, and application details. Tests include, but are not limited to: PSAT, ACT, SAT I & II, Ontario Literacy Test, Terra Nova, ASVAB, Algebra I – End of Course, Advanced Placement, Communications Arts Assessments, BAM and the Grade 9 Ontario EQAO Math test. The following will give a brief description of the some of the above tests:

PSAT-Preliminary Scholastic Aptitude Test: Pre-test to the SAT; including skill level in math and verbal reasoning. The following students will take this test: AVID, Honors English 9, students in grade 10 and 11. The fee is paid for by DoDEA for US students only. All others must check with the test coordinator for current fees.

ACT-American College Test: The student can register for this test at www.act.org. This test is given Saturdays throughout the school year. This test (or the SAT) is required for entrance into American colleges and universities. It indicates the success rate for the first year college/university. The ACT focuses on verbal and reasoning skills.

SAT-Scholastic Aptitude Test: This test is for any student who registers at www.collegeboard.com. The test is given on Saturdays throughout the school year. This test (or the ACT) is required for entrance into American colleges and universities. The test indicates success rate for the first year in college/university. The SAT focuses on verbal and math reasoning skills.

Ontario Literacy Test (Secondary School Literacy Test): All **Canadian** students who **entered grade 9 in 2001-2002 school year** or in subsequent years must successfully complete the Ontario Secondary School Literacy Test in order to earn the secondary school diploma. The test will be first administered in grade 10. The test is based on Ontario curriculum expectations for language and communication, particularly reading and writing, up to and including grade 9. The test will determine who has attained the provincial expectations for literacy. It will identify areas for remediation for students who are unsuccessful in completing the test. The literacy test may not be retaken once it has been successfully completed. This test happens on two consecutive days in March. The dates TBA.

Ontario Math Test (Grade 9) EQAO: All Grade 9 students taking the Canadian Math credits in Grade 9 will need to write this test. The test is typically two and a half hours in length and is given by the Canadian Math teacher during the course of two seminar periods. The test measures the level of achievement in relation to Ontario Math expectations for Grade 9.

AP-Advanced Placement: This test is required for ALL students enrolled in an AP class at AF-NORTH International School and covers the material from the class taken. The cost is paid for by DoDEA for U.S. entitled or **DND for Canadian students. Tuition Paying, non-owing nation students, students not enrolled in the AP course, or students not enrolled at AIS are responsible for**

*** ACCELERATION PROGRAM ***

Acceleration is the process by which a student is afforded the opportunity to complete required assignments/work in advance for the purpose of receiving semester credit/Carnegie unit. Acceleration is granted **only** to a student who is departing within the official 20-day grace period due to Permanent Change of Station (PCS) move, for reintegration block leave, or due to extenuating circumstances, which have been granted pre-approval by the Principal. Any student departing AFNORTH International Middle/High School for reasons other than those described above will not be provided an opportunity to accelerate. Students who are leaving prior to the 20 days or who are not PCSing or who have not been granted approval to accelerate, will receive withdrawal grades-to-date. The following guidelines have been established to facilitate the early release of students (sometime within the last 20 instructional days of the first or second semester) due to acceleration. The sponsor or parent must:

1. Inform the School Registrar as soon as possible of the pending PCS assignment or other mission-required contingency. Parents or sponsors must submit a copy of their PCS Orders to the School Registrar upon receiving them.
2. Inform the school, in writing, of the necessity for early release based upon other mission required contingencies.
3. Attend an acceleration meeting with the teachers, at which time the teachers will explain to parents and student which assignments have to be completed in order for the student to receive 1st or 2nd semester credit in their class. (Usually middle school teachers give middle school students their grade to date for the semester grade.
4. All assignments must be turned in two (2) days before the student's last day in school. No exams will be scheduled on the student's last day of school. Exam dates and times will also be chosen at the acceleration meeting.
5. Work not accomplished by this date will be graded "F" and entered into the student's record. The final class grade will be based upon all work assigned for the grading period in which the student is released early.

The foregoing guidelines are intended to help the student's PCS move be a little easier. Everyone, including students, knows this can be a difficult time. However, with some planning and advance work a lot of the frustration and stress can be reduced or eliminated. The school is here to assist, wherever possible, and within the guidelines established by the school. In addition to the foregoing guidelines, students will be required to formally clear from school before departure. The school registrar will assist in this final clearance.

ADDITIONAL SERVICES/PROGRAMS

ESL (English as a Second Language)

Special Education/Learning Support

Students who experience difficulty in the classroom for various reasons are sometimes 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. AFNORTH High School believes that a child should be in the least restrictive environment; all mainstreaming possibilities are explored and tried during the referral process. Any decisions made regarding special education for the child are determined by the CSC. The parents are primary members of that committee. No decision will be made regarding educational placement without parent participation. U.S. parents contact Vickie Blankenship at +31 (0)45-527-8377 (Vickie.Blankenship@eu.dodea.edu) and Canadian/International parents contact Ian Nisbett at +31 (0)45-527-8200 (Ian.Nisbett@eu.dodea.edu).

Gifted Education Program

Students who perform or show potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment are considered by the Gifted Review Committee for placement in the gifted program at AFNORTH. Differentiation within classes and acceleration in Algebra, Geometry, and Foreign Languages are options for gifted students in the Middle School. Differentiation, such as Honors English, and Advanced Placement courses in Calculus, Biology, Chemistry, Physics, English, Government, and United States History are options for gifted high school students. Artistically gifted students may also choose among several fine arts courses, such as Band, Chorus, Drama, and Art. Competitions throughout the academic year allow for submission of original work, models, designs, and/or performances.

Student referral to the Gifted Review committee may be accomplished through:

- screening of Terra Nova scores and other available data:
- nomination by teachers, guidance counselors, parents or guardians and self-nomination
- transfer records indicating eligibility

Once a referral has been made, parent or guardian permission for further review must be received prior to assessment and committee review. An eligibility decision for each candidate is made through a review of the student's assessment profile. Students interested in being considered for the Gifted Program are encouraged to keep, and make available, a portfolio of their work. For more information, please see the Guidance Department.

ASACS (Adolescent Substance Abuse Counseling Service)

The Adolescent Substance Abuse Counseling Service is a contracted confidential service available to assist and support students and parents who are concerned about substance abuse. If you have a question, problem, or concern, contact the ASACS counselor at +31 (0)45-527-8269.

Graduation Requirements

U.S.		U.S.	
SUBJECT	# CREDIT	SUBJECT	# CREDIT
Language Arts/English	4	Language Arts/English	4
Social Studies 1 Credit of US History .5 Credit of Government	3	Social Studies 1 Credit of US History * .5 Credit of Government *	3
Math 1 Credit of Algebra 1 Credit of Geometry	3	Math 1 Credit of Algebra 1 Credit of Geometry	3
Science 1 Credit Biology 1 Credit Chem or Physics	3	Science	3.0
Professional Technical Studies	2	Career Education	1
Foreign Language	2	Foreign Language (2 years same language)	2
Fine Arts	1	Fine Arts	1
Physical Education .5 Credit of Personal Fitness .5 Credit of Lifetimes Sports	1.5	Physical Education .5 Credit of Personal Fitness	1
Health Education	0.5	Computer Science	1
Electives	6.0	Health	.5
TOTAL REQUIRED	26	Electives	4.5
2.0 GPA OR HIGHER		TOTAL REQUIRED	24
<p>HONORS DIPLOMA: 4 AP Classes with exams 3.8 GPA or Higher</p> <p>* AP Literature and Composition may replace English 11 or English 12.</p> <p>** Any non-U.S. student seeking a DODEA diploma may be granted, by the U.S. Principal, a waiver to replace the U.S. History with an equivalent country, regional, or world history course.</p> <p>*** Any non-U.S. student seeking a DODEA diploma may be granted, by the U.S. Principal, a waiver to replace the U.S. Government with an approved equivalent national government, civics, or comparative governments course.</p>		<p>2.0 GPA OR HIGHER</p> <p>*For non-U.S. students seeking a DODEA diploma, the U.S. Principal may grant a waiver to replace the U.S. History and/or U.S. Government with an equivalent country, regional, or world history course.</p>	

Diploma Requirements

Minimum number of credits for an OSSD	30	<i>plus</i>
<i>Include, within this total, the following required subjects:</i>	4	
English (1 credit per grade)	1	-12 elective credits
French as a second language	3	selected from available courses
Mathematics (at least 1 senior credit)	2	
Science	1	-40 hours of community involvement
Canadian Geography	1	
Canadian History	1	
Arts (Art, Music, Drama, Dance)	1	
Physical and Health Education	1	
Civics and Career Studies (1/2 credit each)	1	-success on the Ontario Secondary School Literacy Test (OSSLT)
Group 1 (Choose 1 of this group.)	1	
Social Science, Canadian World Studies,	1	
a Third Language or fifth English or Guidance, Careers, or Cooperative Education	1	
Group 2 (Choose 1 of this group.)		
Physical Education, Music, Art, or Business Studies, or Cooperative Education		
Group 3 (Choose 1 of this group.)		
Technology, Senior Science, or Cooperative Education		

ATTENDANCE/TARDY POLICY & PROCEDURES

Attendance/Tardy Policy

Parents are responsible for calling the school before, or on the morning of, when a student will either be late or absent. All late arrivals where a parent has not called or a note is not received are deemed unexcused.

AFNORTH International Middle/High School expects that all students will attend regularly. Adherence to the school attendance/tardy policy is the responsibility of the students, parents, teachers and administration. The purpose of our policy is to establish patterns of good attendance and to ensure that educational programs have every opportunity to be successful.

AFNORTH International Middle/High School is considered a **closed campus**. Students must remain on campus from the time of arrival until time of departure.

It is recognized that absence from school is necessary under certain conditions. Every effort must be made by students, sponsors, parents or legal guardians, teachers, and administrators to keep absences and tardiness to a minimum. An absence is any time a student is not physically present in his/her assigned class or teacher approved location. All absences will be recorded in the school's computer system as either excused or unexcused.

Excused absences are granted only for illness, family emergencies (e.g., severe illness, death in the family, or local hardship situation), religious observances, family trips, and medical appointments that cannot be arranged during non-school time, and school approved activities.

Students are responsible for informing the main office and their teachers of any pre-planned absence, including curricular and extra-curricular school activities. In addition, students need to make every effort to obtain and submit completed assigned work prior to the absence.

Any student who is absent from his/her assigned/expected location without the knowledge and permission of the sponsor or school authorities prior to the absence is truant. Students may not be allowed to make-up daily class work that was completed or due during the class from which he/she was truant. Any student who is truant may not be granted make-up privileges for work due or assignments completed on the day and class of the truancy. When grades have been earned during the absence, the grade for each day or portion thereof for which a pupil was truant shall be an "F".

Code of Conduct

Effective discipline is an important aspect of the school operation. It is necessary to have discipline in the classroom and elsewhere in the school. The end result of discipline is to stop or change inappropriate behavior and encourage student growth toward self-direction and control.

During the time when you are at our school, we will work with you so that you will learn a great amount in a number of school subjects, develop self-discipline, and respect the rights and property of others. As you work towards these goals, you need to know what our behavioral expectations are and what will happen if you choose inappropriate behaviors.

Behavioral Expectations

- Treat all people, school and personal property with respect at all times.
- Attend each class regularly and punctually and be prepared when class begins.
- Follow directions the first time they are given.
- Always use appropriate verbal, nonverbal and written forms of communication.
- Respect each individual's personal space.
- Resolve all issues and conflicts in a peaceful, responsible, and mature manner.
- Wear clothing that is not offensive and does not distract from the educational process.
- Consume food and beverages only in approved/designated areas.
- Limit public displays of affection (PDA) to the holding of hands.
- Be in possession of only those items that are considered safe, legal, and directly support the educational environment.

Classroom Behavior—Each teacher has and enforces a behavior plan within the classroom. You will receive a copy of this plan. In most cases, you, your teacher, and your parents will discuss any problems with your behavior. Serious misconduct in the classroom may result in a discipline detention or an immediate referral to the school administration.

Bicycles/Motorbikes/Mopeds/Skateboards/Automobiles—Persons will not ride bicycles/motorbikes/mopeds/skateboards on school grounds or in the parking lot while school buses and students are present, or park such vehicles in any area except the designated area. This designated area is OFF LIMITS to students during the school day. All motorbikes/mopeds must be registered with the Director's Office.

Cheating/Plagiarizing/Using Internet Translation Services - Cheating and plagiarizing are not acceptable practices at AFNORTH International Middle/High School. Plagiarism is the stealing and passing off of the ideas or words of another as one's own and without crediting the source; (literary theft). Cheating is behaving in a dishonest way to obtain some form of gain. A student who cheats or plagiarizes will receive an F or no credit for the assignment. Additional incidents will result in administrative action.

Dangerous Nuisance Items - Any item considered unsafe or dangerous is prohibited.

Disrespectful Behavior Directed at School Personnel - Sarcasm, argumentative behavior, failure to comply with reasonable instructions.

Distracting, Disruptive or Unsafe Items or Behavior - Any item or behavior that causes disruption to the education process; e.g. Walkman, iPod, cell phones, skateboards, wrestling,

Fighting - A violent attack of any form, verbal or physical (battery is physical). An unlawful threat to harm another or unsuccessful attempt to do so. Fighting is the conscious act of touching another with the intent to harm another.

Gross Misbehavior - A fight with an exchange of physical blows. This includes criminal behavior.

Gambling - The act of betting or playing games of chance for money.

Harassment - Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact.

Hazing/Bullying - Harassment of another student with disagreeable tasks.

Inappropriate Clothing - Clothing that is offensive, inappropriate for the educational environment and the occasion.

Insubordination - The failure of a student to follow reasonable requests by a staff member.

Misuse of School Property or Facility - The intentional destruction or damage to the school, school ground, school property, or the personal property of others. Vandalism, including tampering with fire alarms or fire extinguishers, falls into this category.

Personal Music Devices - Use of and visible possession of any device with external speakers such as: CD's/Walkman/Personal Music Devices during the school day adversely affects the educational process, safety, rights and responsibilities of everyone at AFNORTH International School. Personal music devices, i.e. CDs, Walkman, tape players, etc, and accessories therefore are prohibited from use within school buildings and must be stored in personal bags/backpacks or school locker between 0900-1530. Students who do not adhere to this policy shall, on their first offense, have the playback device confiscated by any member of the AIS staff. The device will be given to the appropriate National Office for collection after school. On the next offense, the equipment will be removed from the student and the parent will be asked to personally reclaim it from the appropriate National Office. (NOTE: Students are encouraged to leave valuable items at home. AIS is not, and cannot, be held responsible for the loss and/or theft of expensive personal items that disappear on campus.)

Prescription Drugs/Medication - *Drugs prescribed to an individual by a physician. They must be given to the school nurse. Students may not share any medications, including non-prescription, at school.*

Public Display of Affection (PDA) - *Students will use discretion in showing affection towards their friends in the school area and at school sponsored events. Handholding is the limit of PDA.*

Theft - *The act of taking without right or permission.*

Truancy/Unexcused Absence - *Any student who is absent from his/her assigned/expected location without prior knowledge and permission of the sponsor or school authorities is truant.*

Weapons - Any device that can be used to harm another person.

Specific Misconduct Behaviors

The following provides clarification of some of the more typical behaviors observed in schools. This list is by no means a complete listing of behaviors deemed inappropriate by school personnel.

1. Classroom referrals to include minor misconduct, repeated misconduct, repeated tardiness will result in administrative conference and parents notified or administrative conferences, exclusion from class, detention, behavior monitoring system, or suspension from school.
2. Disruptive behavior to include wrestling, pushing, shoving, and reckless play may result in administrative conference and parents notified or administrative conference, exclusion from class, detention, behavior monitoring, or suspension from school.
3. Gross misbehavior, or altercation (fight with exchange of physical blows) with another student will result in administrative conference and suspension.
4. Foul, abusive language directed at another student or harassment will result in administrative conference (referral to Social Actions as appropriate), official reprimand, or suspension.
5. Profanity directed at school personnel will result in administrative conference and suspension.
6. Disrespectful behavior directed at school personnel - sarcasm, argumentative, failure to comply with reasonable instructions will result in administrative conference, detention, or suspension.
7. Truancy will result in administrative conference and administrative action.

Drug Free School

AFNORTH International High School establishes policies and procedures ensuring drug-free schools and learning environments for students by instituting clear and specific rules regarding drug possession, use, and/or distribution. In addition to the following automatic action, each student must meet with the school’s Alcohol and Substance Abuse Counselor

Nature of Offense	Instance	Action
Possession and/or use of illegal drugs	First	<ul style="list-style-type: none"> • Suspension 10 Days • Parent Conference • School Work may be made up and Credit Earned • Student Counseling • Exclusion from School Activities for remainder of the School Year
Possession and/or use of illegal drugs	Second	Expulsion
Distribution/Sale of Illegal	First	Expulsion

before returning to school. The drug-free regulation directs the following consequences:

Drug Dogs and/or detectors may be randomly utilized without prior notification.

CAFETERIA SERVICE

The daily lunch program consists of a set menu and a la carte menu provided under contract to AIS cafeteria. To determine if your family qualifies for free or reduced price lunch, please contact the Cafeteria Manager.

Sack lunches may also be brought from home and eaten in the cafeteria. Food will not be eaten in the classrooms, except at the invitation of a teacher in connection with a school activity. As a general rule, food is not to be taken from the cafeteria.

- a. All students are to obey the instructions of the cafeteria supervisors, regardless of nationality.
- b. Food lines are to be honored.
- c. All refuse is to be properly disposed of in the appropriate containers. Each student is required to clean up the area he/she has used.
- d. Students on their lunch period should not be present in any part of the building or school grounds where classes are in session.
- e. Any student reported in violation of these rules or unacceptable cafeteria behavior will be subject to appropriate disciplinary action.

COMPUTER ACCESS AND INTERNET POLICY

You are responsible for the security of your ID and password. If you give these to someone else and they send a questionable message out under your name, you will be held responsible.

Messages should not contain any language that you would not use in front of your teacher, even if you were responding to a friend. All of our messages are public; what you write reflects on you, your school, and all of distance education. Written messages have a way of seeming much more abrupt. Being sensitive to this will avoid problems.

Chain letters and junk mail are forbidden. If you receive one, notify your facilitator or computer teacher and he/she will take care of the problem.

When you are at school, you are using government-provided computers and are expected to leave the computers in the same condition and configuration you found them. This means that you are not to access directories or make changes in files, make unauthorized changes to the windows set-up, remove school disks, or bring outside disks into the school unless authorized by the computer administrator or an instructor. These rules are not meant to stifle your originality, but rather to protect everyone's rights to a network, which is not tampered with. **DON'T MESS WITH THE NETWORK!**

All students assigned a "computer login user identification", which provides access to the Internet and the electronic mail system, will be required to sign the Computer and Internet Access Agreement.

A student enrolled in a Distance Education Program who violates the Computer & Internet Access agreement will be withdrawn from the class with no credit.

DANCES

All school rules are in effect at all school-sponsored dances. In addition, the following rules will be enforced at all school-sponsored dances:

- The club or organization sponsoring the dance must submit an activity request form to the student council at least two weeks prior to the dance for approval by the assistant principal.
- Dances will not be authorized unless approved by the administration.
- A minimum of six (6) chaperones must assist supervision of students during the activity. The sponsor must provide a list of chaperones to the administration. The dance will be cancelled if appropriate chaperones are not present. The sponsor is also responsible for providing a copy of the rules and expectations for the dance to the chaperones.
- Unless otherwise approved, all dances will be held in the cafeteria or the gym. All dances will conclude NLT 2200, except in rare circumstances (e.g., Homecoming, the Junior/Senior Prom, etc.).
- The dance area will be appropriately illuminated at all times.
- The sponsoring organization is responsible for clean up of the cafeteria or gym and the surrounding campus. Removal of all decorations and advertisements and replacement of lunch tables is also required.
- Students may bring a guest to the dance **only** if written prior administrative approval is given. Guest request forms are available in the main office.
- Students must **check in** as they enter and **check out** indicating the exit time if leaving before the end of the dance. Once a student leaves the dance, he/she may not re-enter.
- No smoking will take place in the school, on school grounds, or in parked cars or at any school sponsored



AFNORTH International School

DRESS CODE

AFNORTH International School (AIS) expects all members of its population to dress in an appropriate manner that reflects the values of home, school and community. The guiding principles upon which this code was developed are:

1. No dress will interfere with the learning process at AIS.
2. Everyone associated with AIS is a valued member of our community and dress is a reflection of a person's pride in herself or himself.

Inappropriate dress includes but is not limited to the following:

- Headwear worn inside the school buildings
- Any clothing that exposes midriff, underwear or cleavage, etc.
- Any garment with profanity, promoting drugs, alcohol or tobacco or violating school or host country rules and regulations.
- For health and safety reasons - untied shoes, or bare feet
- Sunglasses*

Offending adults will be referred to the appropriate National Section Head.

Inappropriate student dress will be dealt with in the following manner:

- First offense – student referred to the appropriate national section and dress violation corrected if possible along with a warning to the student.
- Second offense – student referred to the appropriate national section and parents called to bring a change of clothes for the student. School official reviews with both parents and student the dress code of the school.
- Third offense – student is referred to the appropriate national section and the parents are called. Student may be suspended (in-school or out-of- school)
- Fourth and continued offenses – student is suspended (out-of-school)

ACCIDENTS

If a student is injured or becomes ill and help is needed, notify the school office immediately before proceeding to the nurse's office or doctor/hospital.

ASSEMBLY PROCEDURES

Assemblies are scheduled during the school year as a part of the Curricular, Extra-Curricular, Host Nation, and International programs. Students and faculty are expected to be involved in the assembly programs both as participants as well as members of the audience. The following procedures provide guidance for making assemblies a successful experience:

1. Teachers will explain and encourage appropriate assembly behavior.
2. Teachers are to escort their classes and supervise students while on the way to, from, and at the assembly.
3. Students will sit in areas assigned by the administration. A seating plan will be provided when appropriate.
4. Teachers will sit in designated areas and assist in supervising students during assemblies.

Teachers will address students who exhibit disruptive or otherwise inappropriate behavior. When necessary a discipline referral with the names of the offending students will be turned in to the administration at the end of the assembly

LIBRARY/INFORMATION CENTER

While utilizing the library, all students should remember to: (1) be considerate, (2) share reading materials with fellow students by returning books and materials promptly, (3) keep the library and its contents in good condition, and (4) maintain library courtesy. The information center serves as a meeting place while also offering the following services: computer use, CD-ROM, periodicals, newspapers, etc.

LOCKS AND LOCKERS

Students are assigned lockers at the beginning of the school year and may use only that locker. Each student is entitled to one locker, and for security reasons, should not share a locker with other students. Open containers with food, drink, etc. should not be in lockers. Students are responsible for furnishing a lock and keeping the locker locked at all times.. If requested, the school will cut a student's lock, but the school is not responsible for replacing the lock. Students are legally responsible for all items contained in their assigned lockers, including physical education lockers. Students will not place any suggestive or questionable writing, pictures, or signs in these lockers, nor will any form of writing or pictures be placed on the external door of the lockers. Blue-tack or Scotch tape may be used to post pictures.

LOST AND FOUND

Students should follow these procedures in reporting lost and found articles.

1. The loss of articles should be reported to the main office.
2. Found articles such as jewelry, purses, and wallets should be turned in to the main office or the International Office.
3. Unclaimed articles will be disposed of at the end of the year.

Lost and found items may be claimed from the office or in the "Lost and Found" boxes located in the cafeteria and gym.

MONEY/VALUABLES

*Students are discouraged from bringing large sums of money or other valuables (Walkman, CD Players, Ipods, etc.) to school. No valuables should be left in a locker, especially overnight. **The school is not responsible for personal belongings or valuables.***

Stolen Items of School Issued Property: Students are legally liable for all school issued property. In the event the school issued property is stolen, students are expected to either

NON-SCHOOL SPONSORED TRIPS

Non-school sponsored trips--family vacations, etc., need to be coordinated through the Canadian Office or the US Guidance Office at least six school days prior to anticipated travel. This will allow the school sufficient time to advise parents and students regarding advanced assignments and make-up work, and will assist in establishing an excused absence status.

Assignments For Extended Periods of Absence Due to Other Than Illness or Injury

A letter signed by the parent must be brought to school by the student to inform the US or Canadian Office of the intended period of absence to include the reason. This is usually an excused absence, with administrative approval, which permits the student to make up work missed.

The teacher (s) may assign work for the student to accomplish during the period of absence for any excused absence; in some instances the work may be completed prior to departure. The teacher (s) may also help a student returning from an excused absence to make up the work.

AFNORTH International school has a number of extended vacations throughout the school year. Families are encouraged to take family holidays during these times and not during class time.

NURSE

The school nurse's office is located on the ground floor to the right as you enter the school building, next to the phone booth. The phone number for the nurse is: **+31 (0)45-527-8229.**

You are asked not to come to school if you are sick. Ill students may not go home unless parents can be notified. The cot in the health office is reserved for extreme emergencies or for ill students who must wait for parents to come from far away to pick them up. If you become sick at school, ask your teacher for a pass to go to the nurse, and she will call your parents to come and pick you up. If you are sick, you will sign out through the school nurse, who will inform the US or CDN office.

MEDICATION

AFNORTH International Middle/High School policy does not permit students to carry medications, including over-the-counter, in school. The policy regarding medication is as follows:

The medication is brought to the Nurse's Office in the original container from the pharmacy, properly labeled with the student's name, name of medication and times to be taken.

A written order from the physician is presented with all medications that are to remain in school longer than ten days. Forms may be obtained in the Nurse's Office.

Students are to report to the Nurse's Office at the appropriate time for medication.

The school nurse cannot administer any medication without written authorization from the physician and the parent. This includes over-the-counter medications such as aspirin, Tylenol, and cold remedies. **Students may not share medications (including non-prescription medications) at school.**

POWER OF ATTORNEY

In the event that both parents will be absent from the command for any period of time exceeding one day, the name of a Power of Attorney designee, who will assume responsibility for the student, must be submitted to the Canadian or U.S. Office.

EXTRA/CO-CURRICULAR PROGRAMS

Eligibility Policy

PURPOSE:

This memorandum clarifies and establishes the academic eligibility policy for student participation in DoDDS Europe extra-curricular activities and in the DODEA-Europe Interscholastic Athletic Program (IAP). The purpose of this policy is to ensure uniformity, promote good sportsmanship, and achieve sound educational objectives within the DODEA Europe IAP and extra-curricular programs.

APPLICABILITY AND SCOPE

POLICY

1. 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. This policy will ensure that all students are on track to meet graduation requirements.
2. The initial eligibility for the activity or sport season will be determined by the semester or quarter grades as outlined.
3. All students will be monitored for 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 will be ineligible for competition/participation. A student participant who has been identified as being ineligible for three 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.
4. All incoming Ninth grade students are eligible for the fall sports/activity season if they are not failing more than one class weekly.
5. 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 weeks prior to the event.
6. **STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT:** Students may request reinstatement of eligibility after 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 semester to ensure students maintain eligibility requirements.
 - (2) Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.
7. *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 DoDEA schools and who wish to continue participat-*

10. Scholastic eligibility may be waived for students at the discretion of the Principal if the Case Study Committee identifies the student as “special needs” and the Individual Education Program is on file. All other eligibility requirements, i.e., age, number of semesters, etc., must be met.

EFFECTIVE DATE AND IMPLEMENTATION

The requirements of the DODEA-Europe ATHLETIC/ACTIVITIES ACADEMIC ELIGIBILITY POLICY are effective on June 1, 2003.

Memorandum for AFNORTH International Middle/High School Students

SUBJECT: Participation in Athletic Activities at AFNORTH International Middle/High School.

When participating in athletics you are representing your school as well as yourself and your family. You are expected to conduct yourself in a manner that will uphold the pride and honor of your family, school and team. Your conduct must be of the highest standards and exemplary at all times. All athletes, student managers and trainers will abide by the same expectations and code of conduct. Participating in athletic activities is a privilege, not a right.

Athletic Regulations

All athletes will be expected to sign and turn in the AIS-HS Athletics Form with Signatures to the coach or athletic director. The form outlines the school’s policies governing conditioning, use of equipment, and general behavior while representing the school.

Amateur Practice: No student shall be eligible to represent AFNORTH Middle/High School who has received any money or other valuable consideration for participating in any form of athletics, sports, or games, or for officiating in interscholastic competition.

Limited Team Membership: a student who is a member of any given team on the date of the first scheduled contest is ineligible to compete in another school-sponsored sport during that season. Coaches shall give guidance to young athletes concerning which sports they should attempt.

Athletes may change sports during the season with the permission of both the losing and gaining coaches. If cuts have been made in either sport, changes will not be made.

Athletic team coach-sponsors are responsible for the decorum of their team members while participating in athletics. Coaches will advise all student participants of any specific team rules the team members are expected to comply with, especially when teams travel to other schools.

Age: Students who reach their nineteenth birthday prior to 1 September of the current school year will be ineligible for interscholastic competition for the remainder of the school year, unless proper exemption is received.

Eight Semester Ruling: A student shall be eligible for interscholastic athletic competition only during eight semesters after entry into the ninth grade and prior to graduation. However, if a student should finish the required number of hours for graduation in fewer than eight semesters, he shall not be barred from interscholastic competition while continuing in school until the end of the eighth semester. A student who enrolls and attends one or more classes shall be charged with a semester for eligibility purposes.

Changing Schools: A student whose sponsor’s address changes causing a change of the student’s local school becomes eligible immediately at the new school if the student was eligible in the school from which he or she moved.

Grade Eligibility: Our school has adopted the DoDEA eligibility policy. The basic components are that students lose their eligibility to compete or participate in events when they have less than a 2.0 GPA, and no more than 1 “F”. Participants may practice while



Each student eligible to participate in practice and regularly scheduled contests must have on file with the school principal or his/her designee a valid physical examination form signed by a physician, stating that the candidate is qualified to participate in the designated sport(s). DoDDS assumes no responsibility for the cost of the physical examination.

Expectations of Participation & Code of Conduct

Athletes are encouraged to finish a sport that they begin. Athletes may, however, change sports during a season with permission of both the gaining and losing coaches. If "cuts" have been made in either sport, changes will not be made.

Athletes using drugs, alcohol or tobacco products, or found in possession of such, will be removed immediately from the team.

Athletes must attend all practices. If a student is absent for the entire day or the last half of the day due to illness, (s) he cannot practice or compete that day or night. Students may participate the following day if the coach is convinced the student is well and able to play. A student suspended the day(s) before a game, will not be permitted to play in that game.

Athletes truant from school will be suspended from one practice, minimum.

Vandalism or stealing will cause recommendation for suspension from school and removal from the team, loss of letter and possible police action. If the offence is during an away game/activity and base or local police at that location detains the student, parents

will be called to come to the police station to pick up the student. If for a valid reason parents cannot go to the location of the game, the parents will be responsible for any costs to transport the student home and for any other necessary expenses.

A season has not been completed until the end of the last official competition for that sports season.

All students must have a completed Medical Examination Form, available in the main office, submitted to the school nurse before participating in practice or any competition.

All students must have a completed Limited Power of Attorney, available in the main office, submitted to the activity sponsor before participating or attending any competition.

Any student who breaks a school or team rule(s) during the last week of the season or immediately after the last game or event, and while still a member of the team, is subject to disciplinary action. This may include not receiving a letter/award for the sport or

activity, and/or not being able to participate in the next sports season.

Prior to the Athletic Awards Program of the season in which the athlete competed, all athletic equipment and uniforms must be returned. This is also a requirement for earning a Varsity or Junior Varsity letter and for participating in the awards program.

Any student who is removed from the team, or quits the team at any time prior to the Athletic Awards Program for that Sports Season, will not receive a letter or any certificate of participation for that sport, nor be permitted to attend the Athletic Awards Program for that Sports Season.

Athletes may have no more than one grade of "F." Grade eligibility will be determined by 1600 hours every Tuesday of each week that interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 0800 through the following Wednesday at 0800. The grade for each class will be cumulative to date for that quarter.

A student declared ineligible can practice if (s)he attends seminar with the teacher, coach or athletic director and/or attends Academic Coaching in the library after school. (S)He is not authorized to participate, be in school uniform at a scheduled event, or travel with the team to any away event, until regaining eligibility.

A student participant who has been identified as being ineligible for three consecutive weeks following receipt of intervention assistance may be dropped from the team. A student may request reinstatement of eligibility after 3 weeks of ineligibility.

CRITERIA FOR LETTERS

The athlete that sustains injury that recovery time is beyond the end of season, will letter.

The athlete must adhere to the Expectations of Participation, Code of Conduct and eligibility regulations.

The athlete must complete the season. A student who quits or is removed from the team before the Athletic Awards Program for that sports season will receive no letter or other recognition.

The season must be completed in "good standing;" this includes returning all uniforms that have been issued in good condition.

Seniors are only permitted to participate in and/or receive a letter for a varsity sport.

All letters are awarded subject to specific sport criteria and determination of the activity sponsor.

WE HAVE READ AND UNDERSTAND THE ATHLETIC REGULATIONS, EXPECTATIONS OF PARTICIPATION, CODE OF CONDUCT AND LETTERING CRITERIA FOR BEING A MEMBER OF A SPORTS TEAM AT AFNORTH MIDDLE/HIGH SCHOOL DURING SCHOOL YEAR. MY SON/DAUGHTER WILL COMPLY WITH THEM AND WILL ACCEPT THE CONSEQUENCES FOR NOT DOING SO.

Student's Name & Signature: _____

Parent's Name & Signature: _____

HOMWORK POLICY



Parents are encouraged to set aside a regular study time and provide a conducive environment for their children. Whereas homework should be completed at home, it can also be done during seminar. Parents and their children should be aware that more rigorous courses will require more study time.

Assignments During Extended Illness or Absence

A student who is absent due to extended illness or injury is to be provided assignments on a weekly basis, or more frequently, for the duration of absence if requested by the student or parent. Contact the section office if necessary.

Assignments Upon Return From Brief Illness

A student is excused for the period of absence and is generally allowed one day of assigned make-up for each day of absence; however, the teacher or administration may make a reasonable adjustment to this allocated time.

Make-Up Work Policy

It is the purpose of this policy to provide administrative guidelines for make-up assignments and tests. Any problem related to make-up work will be resolved by the administration according to the following guidelines:

1. Students who are absent from school due to illness receive excused absences; other valid reasons for excused absences are determined by the administration. This includes, but is not limited to, school sponsored field trips or activities trips, approved extended absences, family trips, and all other excused absences.
2. A student with an excused absence will be permitted to make-up one day of assignments for each day of absence, although in most cases the assignments can be completed in less time. The teacher or administration may make a reasonable adjustment to this allocated time.
3. A student with an excused absence will be permitted one day of grace to take a make-

5. Teachers sponsoring trips must inform the other teachers of the participants at least three days before the trip and they should encourage the students to get assignments for the time to be missed.
6. Students are responsible for asking for make-up work before an extended absence.

Previously assigned work - with long-standing due dates – should generally not be affected by interim absences.

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. Students are not permitted to hang items on the red fire boxes.

GUEST AND VISTOR POLICY AND PROCEDURE

The AFNORTH student making the request will obtain a visitor form from the main office and complete the appropriate section of this form. The form will be returned to a school administrator a minimum of two days prior to the visit/dance. The administrator will approve/disapprove the request and notify the student.

If the visitor is visiting during the school day, the AFNORTH student will:

- Escort the visitor to the security office to receive a visitor's pass, which will be worn by the visitor at all times.
- Be responsible for the conduct of the visitor.
- Make the visitor aware of the school expectations and will have the visitor remain with him/her at all times.
- Will introduce the visitor to each teacher prior to the beginning of class.

Administration reserves the right to revoke the visitor access at any time.

If the visitor is attending a school dance/function, the AFNORTH student will:

- Be responsible for the conduct of the guest.
- Ensure the visitor abides by all school and dance expectations/rules.

School personnel reserve the right to remove the guest from the dance/function at any time.

AFNORTH International Middle/High School prepares students for success in a global community by developing knowledge, skills and values needed for lifelong learning.

H

O

m

