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COVER

ARTWORK BY YURII POLISCHUK

Dear Students and Parents:

Welcome to Brussels American School.

Our Parent-Student Handbook, is a collection of the basic rules, guidelines, and procedures that enable Brussels American School to provide you with a learning environment that will support your academic and personal endeavors to achieve a quality education.

You should become thoroughly familiar with the contents of your Handbook. It should be kept in a readily accessible place in the home for easy reference.

Please pay careful attention to all sections of the handbook, and particularly to those areas pertaining to student conduct and behavior. The procedures and policies covered here are not meant to be restrictive. They are designed to contribute to and promote an orderly and safe learning environment, an environment in which each student may develop to his or her fullest potential. I am confident that this is no less than what each of you want of your school.

Brussels American School students have established an enviable reputation for themselves in all areas of school life from academics to athletics. They have proven themselves to be confident in their abilities, courteous in their relationships with others, and proud to be Brussels American School students. I am sure these attributes will continue to be reflected in all that our students accomplish.

To each of our parents and students my very best wishes for a successful and rewarding school year.

Sincerely,

Deborah M. Berry
Principal

Website Address: <http://www.brus-ehs.eu.dodea.edu>

Chain of Command

For comments, concerns, questions, and problems, contact the following:

<u>Point of Contact</u>	<u>Telephone Number</u>
Classroom teacher	02-717-9552/53
Principal, Deborah Berry	02-717-9552/53
District Superintendent, Ms. Linda Curtis	0044/1-638 – 57251/7243
District Assistant Superintendent, Ms. Lynda Simmons	0044/1-638- 527249/7243
Deputy Director, DoDEA for DoDDS-Europe, Ms. Diana Ohman	0049-611-380-7615
Director, DoDEA, Dr. Joseph D. Tafoya	001-703-696-4247
Dep. Asst. Sec. of Defense (Military Community and Family Policy), Mr. John M. Molino	001-703-697-7220
Assistant Secretary of Defense (Force Management and Policy), Mr. Charles S. Abell	001-703-697-2121
Under Secretary of Defense (Personnel and Readiness), Dr. David S. C. Chu	001-703-695-5254
Deputy Secretary of Defense, Honorable Paul D. Wolfowitz	001-703-692-7150
Secretary of Defense, Honorable Donald H. Rumsfeld	001-703-962-7100

II. PHILOSOPHIES AND OBJECTIVES

THE DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS: THE MISSION

The mission of the DOD Overseas Dependents Schools is to maintain a school system that provides educational opportunities through 13 years of school (Kindergarten through 12). The mission also assures that such educational opportunities are of high quality and are comparable in all respects to the better school systems of the United States. DoDDS maintains such schools in sufficient number and types properly staffed and equipped to provide quality education for eligible dependent children of United States military and civilian personnel of the DOD stationed in overseas areas.

BRUSSELS AMERICAN SCHOOL MISSION STATEMENT

Brussels American School will:

- provide a broad curriculum encompassing proven instructional techniques which meet the special needs of all students and which utilize appropriate assessment instruments;
- establish an environment where students can participate in and understand the democratic decision-making process and which encourages students to explore new, and challenge existing ideas;
- foster a positive atmosphere which promotes socially responsible behavior;

- enrich student experiences through exposure to a variety of aesthetic and cultural activities;
- help students to reach maximum physical potential and to see the relationship between proper health habits, their physical well being, and performance; and
- encourage interaction between students of all nationalities with emphasis on interaction with their host nation.

DoDEA 2001 COMMUNITY STRATEGIC PLAN

Goal 1 – Highest Student Achievement

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

Outcome A: Student Performance and Assessment

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continuously measured using multiple internal and external performance-based assessments.

Goal 2 – Performance-Driven, Efficient Management Systems

DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

Outcome A: Resource Allocation/Academic and Student Support Services

An annual budget plan will be designed and implemented at all levels in direct support of the Community Strategic Plan. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to provide education standards.

Goal 3 – Motivated, High Performing, Diverse Workforce

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Outcome A: Personnel Management Practices

Administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly motivated and committed workforce, who reflect the diversity of the school community, in support of student achievement.

Goal 4 – Network of Partnerships Promoting Achievement

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

Outcome A: Partnerships

All levels of the organization will develop, promote, and maintain a network of meaningful partnerships and alliances to enhance social, emotional, and academic growth and to maximize resources.

BAS PROFILE

Brussels American School (BAS) was constructed in Brussels to support the American military and NATO Headquarters when they moved from France at the end of 1966. BAS belongs to a federal organization known as the Department of Defense Dependents Schools (DoDDS), a school system consisting of approximately 160 schools worldwide. DoDDS is a subordinate unit of the Department of Defense Education Activity (DoDEA), which is based in Arlington, Virginia. DoDEA comes under the authority of the Secretary of Defense.

BAS is fully accredited by the North Central Association (NCA) of Colleges and Schools. NCA accredits schools and colleges in 20 states and is the largest U.S. accreditation agency. Accreditation is based on standards that are reviewed and updated annually. The secondary program at BAS has been accredited by NCA since 1968. The elementary school was first evaluated as a separate entity in 1981 and has held NCA accreditation ever since.

In addition to submitting annual reports, BAS is visited once every five years by a group of educators who spend several days reviewing many facets of the school program including the continuing process of school improvement. The visiting team evaluates and writes a report noting the school's strengths and weaknesses, and submits recommendations. BAS was awarded full accreditation without citation during the most recent NCA visit in School Year 2004-2005.

The BAS campus is made up of five buildings situated on an attractively landscaped 17 acres east of downtown Brussels in the Commune of Sterrebeek. Facilities include an elementary/middle school building, a high school building, music and art rooms, a gym, and softball and football fields. These facilities serve over 300 students in grades K-12.

The elementary section of the school is composed of full-day Kindergarten through grade five. Elementary students receive daily instruction in language arts, mathematics, science and social studies. Teacher specialists in French, Dutch, physical education, music, computer technology and art also afford them instruction. Speech/language therapy and special education services for students with mild to moderate learning disabilities and English as a Second Language instruction are also available. Grade six is a transitional grade. Sixth graders study math, science, social studies, reading and English with their grade-level teacher and choose elective courses from the secondary schedule. The secondary program for grades 7-12 is typical of most high schools, offering a strong college prep program and a variety of extracurricular activities.

The faculty consists of 39 certified educators. All faculty members are graduates of accredited universities and colleges and are certified to teach in their subject disciplines. In the high school, each teacher must have studied for at least 24 semester hours in the respective subject areas as well as meeting other requirements. BAS also employs a support staff of clerical and personnel technical assistants.

SCHOOL IMPROVEMENT PLAN (SIP)

SCHOOL GOAL STATEMENT: *All students will increase achievement in science with support across the curriculum.*

ESSENCE:

- Inquiry skills
- Interpreting information
- Content knowledge

SUPPORT DATA USED TO SELECT GOAL

1. Terra Nova
2. Teacher Assessment
3. Informal Teacher and Parent Survey

Assessments to Measure the Goal		Research to Support the Strategies
Standardized	<u>Local/Classroom</u>	
Terra Nova (3-11), annually in March	Graduated Vocabulary Test (1-12), three times a year Sep, Dec, Jun Performance Assessment (K-12), annually in April	"Children's language and assessing their skill in formulating testable hypotheses." by Peter Swatton in <u>British Educational Research Journal</u> , p73 (1992) "Instructional Strategies for Promoting Conceptual Change: Supporting Middle School Students." by Jeanne Swafford and Jan Bryan in the <u>Reading and Writing Quarterly</u> , p139 (Apr-Jun 2000) "Using Data-Collection Devices to Enhance Students' Understanding." by Douglas A. Lapp, et al, in <u>Mathematics Teacher</u> , p504 (Sep 2000)

Strategies, Activities and Assessments	Point of Contact	Timeline		Resources Needed	Staff Development Outcomes
		Start	Complete		

<p><i>Strategy 1: All students will increase skill in interpreting information in graphic form.</i></p> <p><u>Activities:</u></p> <ul style="list-style-type: none"> • Teachers will teach the use of graphs (bar, line, circle) and other diagrams (Venn, timeline) to display information. • Teachers will model the use of graphs and other diagrams to display information. • Students will use graphs (bar, line, circle) and other diagrams (Venn, timeline) in all their classes to display information. • Application exercises in Computer Applications classes will stress graphs and data organization. • Students will be encouraged to bring science projects to CA classes to organize information. • All art students K - 12 will receive instruction in science illustration. <p><u>Assessment:</u> Local performance assessment given every April, grades K-12.</p> <p><u>Strategy 2: All students will increase knowledge of science vocabulary.</u></p> <p><u>Activities:</u></p> <ul style="list-style-type: none"> • Science teachers will teach grade specific vocabulary. • All teachers will incorporate some use of science vocabulary during the course of instruction. 		<p>09/03</p> <p>09/03</p> <p>09/03</p> <p>09/03</p> <p>09/03</p> <p>09/03</p> <p>04/03</p> <p>09/04</p> <p>09/04</p>	<p>06/06</p> <p>06/06</p> <p>06/06</p> <p>06/06</p> <p>06/06</p> <p>06/06</p> <p>04/06</p> <p>06/06</p> <p>06/06</p> <p>06/06</p>	<p>Inspiration, Excel, computer lab</p> <p>Vocabulary lists</p>	<p>Staff will teach various ways to create and interpret information in graphic form.</p> <p>Teachers will develop and teach grade specific vocabulary lists.</p>
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<ul style="list-style-type: none"> Students will practice science vocabulary across the curriculum, e.g. in secondary level: Tech Applications, internet vocab scavenger search; foreign language, vocab in target language. K - 5 science logs will include use of vocabulary. <p><u>Assessment:</u> Local graduated science vocabulary test given three times a year, grades 1-12.</p> <p><u>Strategy 3: All students will learn how to formulate hypotheses.</u></p> <p><u>Activities:</u></p> <ul style="list-style-type: none"> Students will be taught how to formulate a hypothesis. Teachers will model hypothesis formulation during the course of instruction. Students Pre-K to First grade will grow plants and animals recording growth and predicting changes. Students in grades 1 through 5 will write a science log that will include written hypotheses based on experiment and observation. In secondary science classes students will perform experiments, record observations, and develop hypotheses based on observation. All students will participate in exercises to increase pattern recognition ability, e.g. in mathematics, pattern recognition problems; in language classes, identifying linguistic patterns. <p><u>Assessment:</u> Local performance assessment given every April, grades K-12.</p>		09/04	06/06		
		09/04	06/06		
		09/04	06/06		
		10/02	06/06		Staff will understand formulation of hypothesis and how to teach students various components.
		10/02	06/06		
		10/02	06/06		
		10/02	06/06		
		10/02	06/06		
		10/02	06/06		
		04/03	04/06		

III. SCHEDULES

2005-2006 SCHOOL YEAR CALENDAR

DoDDS-EUROPE

Brussels American School

Tuesday, August 9	Reporting date for school administrators
Tuesday, August 23	Reporting date for non-administrative educator personnel for orientation and classroom preparation

FIRST SEMESTER – (90 INSTRUCTIONAL DAYS)

2005

Monday, August 29	Begin First Quarter and First Semester
Monday, September 5	Labor Day – Federal Holiday
Friday, October 7	SIP Day, No school for students
Monday, October 10	Columbus Day – Federal Holiday
Thursday, November 3	End of First Quarter (46 days of classroom instruction)
Friday, November 4	No school for students – teacher work day
Monday, November 7	Begin Second Quarter
Wednesday, November 9	Parent Conference Day, K-12
Thursday, November 10	Parent Conference Day, K-12
Friday, November 11	Federal Holiday - Veterans Day
Thursday, November 24	Thanksgiving- Federal Holiday
Friday, November 25	Thanksgiving- Recess Day
Monday, December 19	Begin Winter Recess
Monday, December 26	Federal Holiday (Christmas – December 25)

2006

Monday, January 2	Federal Holiday (New Year's Day – January 1)
Tuesday, January 3	Instruction Resumes
Monday, January 16	Martin Luther King, Jr. Day – Federal Holiday
Thursday, January 26	End of Second Quarter and First Semester (44 days of classroom instruction)
Friday, January 27	No school for students – teacher work day

SECOND SEMESTER – (90 INSTRUCTIONAL DAYS)

Monday, January 30	Begin Third Quarter and Second Semester
Monday, February 20	Presidents' Day – Federal Holiday
Tuesday, February 21	SIP Day, No school for students
Thursday, April 6	End of Third Quarter (47 days of classroom instruction)
Friday, April 7	No school for students – teacher work day
Monday, April 10	Begin Spring Recess
Monday, April 17	Instruction Resumes – Begin Fourth Quarter
Thursday, April 20	Parent Conference Day, K-6
Friday, April 21	Parent Conference Day, K-6
Monday, May 29	Memorial Day – Federal Holiday
Friday, June 9	Graduation
Thursday, June 15	End of Fourth Quarter and Second Semester (43 days of classroom instruction)
Friday, June 16	No school for students – teacher work day Last day for non-administrative educator personnel

Total Days -- School Year 2005-2006

Instructional Days - 180
Teacher Work Days - 190
Administrator Workdays - 222

Acceleration Dates-- School Year 2005-2006 (PCS)

Semester 1

Students must attend school all day on December 14, 2005
Earliest departure is close of business (COB) on December 14, 2005
Registrar's withdrawal date for students is December 15, 2005

Semester 2

Students must attend school all day on May 18, 2006
Earliest departure is close of business COB on May 18, 2006
Registrar's withdrawal date for students is May 19, 2006

Projected Reporting Dates for School Year 2006-2007

Administrators: August 9, 2006
Teachers: August 23, 2006
Students: August 28, 2006
Last Day for Students: June 14, 2007
Last Day for Teachers: June 15, 2007

BELL SCHEDULE

SECONDARY (6-12)

1 st period	08:25-09:13
2 nd period	09:17-10:05
3 rd period	10:09-10:57
4 th period	11:01-11:49
Lunch	11:49-12:31
5 th period	12:31-13:19
6 th period	13:23-14:11
7 th period	14:15-15:03

ELEMENTARY

Classes	08:25-15:03
Recess	09:55-10:10
Lunch	12:30-13:20

IV. ADMINISTRATIVE SERVICES

APPOINTMENTS

Students and parents are encouraged to make appointments with teachers, counselors, and administrators (in that order) for discussion of personal and scholastic problems as they arise.

REGISTRATION

Registration of students new to BAS takes place in mid-August. Returning students register in May for the following school year. High school and middle school students make class selections. School bus transportation can also be arranged during registration. The guidance counselor and administrators will be on hand to assist parents and students with registration and scheduling. After the spring and summer registration days, parents may register children at any time in the school office during regular business hours. When new students are registered during the school year, parents will be asked to delay the

student's starting classes by at least 24 hours to allow teachers sufficient time to prepare for a warm first day reception. The minimum age for Kindergarten entrance is age 5 by October 31st of the entering school year. The minimum age for first grade is age 6 by October 31st of the entering school year. Pre-school is available for Special Education students only. Pre-school and pre-Kindergarten are not available. For more information on registration requirements, contact the Guidance Office at 02-717-9558.

STUDENT RECORDS

Parents, legal guardians and secondary school students have the right to access all information in their student files. If they wish, an administrator, guidance counselor or faculty member can interpret the information.

The school will not release any data to prospective employers unless the student authorizes the release of such information. Police agencies can access records under certain conditions.

Upon withdrawal of a student from BAS, the student's parents or legal guardians may hand carry the cumulative record file to the student's new school. Parents are asked to notify the school at least two weeks in advance of the student's last day so the records can be prepared. For more information, contact the Guidance Office at 02-717-9558.

Students applying to colleges and universities may request that "official" copies of transcripts be sent directly to the schools.

Student records (permanent transcripts) are kept on file at the school for five years after the student's withdrawal or graduation. After five years the files can be obtained by contacting: Education Testing Services, P.O. Box 6606, Princeton, NJ 08541.

IMMUNIZATIONS

School system regulations require all students to provide proof of immunization against the following diseases: tuberculosis, diphtheria, tetanus, measles, rubella, mumps, Hepatitis B, Varicella, and polio. Immunization records will be reviewed upon registration. Failure to meet these requirements may result in student withdrawal from school until the immunization is obtained. For more information on immunization requirements, call the school nurse at 02-717-9560.

TUITION

Tuition rates vary according to the sponsor's affiliation with the U.S. Government.

TUITION FEES for School Year 2005-2006*

1.CATEGORY CODES:

Tuition rates are subject to change semiannually and vary according to the following category codes:

CAT. 2 - Dependents of US citizens working for any US government agency.

- Dependents of US citizens working for government contractors.

- Children of host nation or other military or civilian employees of NATO (international or major overseas command).

CAT. 4 - Children of other diplomatic missions.

- Children from other nations whose enrollment the Secretary of Defense deems in the national interest.

2. TUITION FEES: (CATEGORY 2)*

Grades K-6.....\$15,840.00

Payable: \$7,920.00 upon enrollment
 \$7,920.00 on or before January 30, 2005

Grades 7-8.....\$16,668.00

Payable: \$8,334.00 upon enrollment
 \$8,334.00 on or before January 30, 2005

Grades 9-12.....\$17,508.00

Payable: \$8,754.00 upon enrollment
 \$8,754.00 on or before January 30, 2005

(CATEGORY 4)*

Grades K-6.....\$16,428.00

Payable: \$8,214.00 upon enrollment
 \$8,214.00 on or before January 30, 2005

Grades 7-8.....\$17,292.00

Payable: \$8,646.00 upon enrollment
 \$8,646.00 on or before January 30, 2005

Grades 9-12..... \$18,156.00

Payable: \$9,078.00 upon enrollment
 \$9,078.00 on or before January 30, 2005

*These fees include all textbooks, art and music materials and consumable items such as chemicals and glassware used in science courses.

4. EXPLANATION OF FEES:

For tuition payment purposes, the school year is divided into two separate terms.

1st Semester: August 29, 2005 – January 26, 2006

2nd Semester: January 30, 2006 – June 15, 2006

4. INVOICING FEES:

Fifty percent of the tuition fee is invoiced at the beginning of the first semester and 50% at the beginning of the second semester. For attendance less than a full year, a reduced tuition rate is assessed. A schedule for reduced rates based on the date of enrollment is available from the tuition clerk (02-717-9553).

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks, workbooks, library books and most art and science materials are provided to students by the school at no cost. Students must pay the replacement cost for any lost or damaged books or school-owned materials. Payment must be made in a U.S. dollars check or money order made out to "Treasurer of the United States." Students are expected to furnish such items as pencils, paper, scissors, rulers, crayons and notebooks. Recommended supply lists are available in the office for all grades and are posted on the website.

The basic guidelines regarding provision of school supplies are listed below:

All Schools:

Pens and pencils	Book bag or backpack	Notebook – 3-ring binder
Rubber eraser	Spiral notebooks	Paints (watercolor)
Colored pencils	Plastic supply box	Colored markers
Glue (sticks, bottled)	Notebook dividers	Tissues (1 box, max.)
Paper – loose leaf	Bound composition Book	Planners
Pocket folders	Highlighters	Gym shoes

For Elementary Schools only:

Child's round end scissors
Crayons
Bath towel
Paint shirt

For Middle School only:

Crayons
Clipboards
Scissors

For High Schools:

Clipboards
Scissors
Protractor
Compass
Rulers

SCHOOL LIABILITY AND INSURANCE

As an agency of the U.S. Government, BAS is not permitted to carry liability, accident, health or any other insurance. Parents should carry medical and hospitalization policies that cover their children

LOST AND FOUND

High value lost and found items are turned into the Main Office, where they are kept until they are claimed. Clothing will be placed on a table in the MPR. Parents and students are encouraged to mark clothing and equipment with the family name. At the end of each school year, all unclaimed clothing will be donated to a Belgian welfare organization.

VISITORS

All volunteers and visitors are required to sign in and out at the school office. This includes persons who have made previous appointments with classroom teachers or other staff members.

Students who wish to bring visitors to the school must submit an application to the principal at least two days in advance of the intended visit. Visitors passes are issued for only one day and only for persons who have valid reasons to visit. Passes are issued by the Guidance Office.

V. PARTNERHIP AND COMMUNICATION

SCHOOL ADVISORY COMMITTEE (BASAC)

The Brussels American School Advisory Committee (SAC) and Installation Advisory Committee (IAC) is a combined advisory committee (BASAC) created under the auspices of DOD Instruction 1342.15, dated 27 Mar 87. This committee of elected parents and teachers is created to act as a liaison between the school administration, community, and the installation coordinator to ensure a positive school environment. The intent of this committee is to foster participation in school affairs by members of the school and military communities and provide a coordinated process to address and resolve issues at the lowest practical level.

The BASAC meets monthly in an open forum to discuss items on a published agenda. If you have an item for the "open forum," you must submit the item 3 days prior to the BASAC meeting for it to be placed on the agenda. Forms are available in the main office. The BASAC provides input, but does not make decisions on courses, textbook selections, recommendations regarding the hiring, firing, promotion, or transfer of staff, function as a board of education, become a forum to air employee grievances, or assume functions normally provided by the Parent Teacher Student Organization. For more information on BASAC, contact the school at 02-717-9552 for the names and telephone numbers of current BASAC members.

PARENT TEACHER STUDENT ORGANIZATION

The Brussels American School Parent Teacher Student Organization (PTSO) is a non-profit organization whose elected board consists of volunteer parents, teachers, and students.

Its primary goals are to: 1) be a facilitator of information throughout the community; 2) act as liaison between parents, teachers, and students; and 3) raise and provide funds for the school that will enrich academic achievement, strengthen community involvement, and promote family togetherness.

NEWSLETTER

The administration of BAS publishes a bimonthly newsletter for parents. The Newsletter, among other things, informs parents of school events, policies and procedures and any changes to the school year calendar provided on the back cover of this handbook. The Newsletter is sent via email. Copies are also available in the School Office, and copies are sent to local commands and community offices and installations.

SCHOOL PUBLICATIONS

The school office prints a Daily Bulletin for BAS students and faculty members and is also sent by email. The Daily Bulletin contains timely information about school events, rules and requirements. It is read to students at the beginning of the school day. A copy of the Daily Bulletin may also be found on the front counter in the School Office.

The Blade is a school newspaper published by the high school journalism class several times during the school year.

The BAS Yearbook is published and sold annually by the journalism and yearbook staff.

VI. PUPIL PERSONNEL SERVICES

CASE STUDY COMMITTEE

Brussels American School is fortunate to have a wide array of expertise in its multi disciplinary team of support specialists. These specialists assist parents and teachers with the health, social, emotional, and academic concerns of students, as well as serving on the Case Study Committee (CSC).

Contact with these support specialists can be made by calling 02/717-9552. The procedure for processing an initial referral (presenting problem) from a parent, teacher, or student is simple. If the problem concerns a student who is having learning difficulties which cannot be attributed to student motivation or adequate preparation, then a conference between the parents and teachers is held. Concerns are then discussed by the CSC Team. Testing may or may not be recommended. Testing is needed and will be administered by a multi-disciplinary team to enable CSC personnel to diagnose the

problem. The parents are then invited to the CSC meeting to discuss eligibility. The student's records, teacher observations, and test results are discussed. If the student is declared eligible, for Special Education and after related services the committee, with input from the parents, will discuss an appropriate program to meet the student's needs.

Please feel comfortable to express your concerns to these specialists. The important thing to remember is that they are available to serve YOUR CHILD'S NEEDS.

CHILD FIND

Child Find is an outreach program that actively seeks to locate and identify children and youth from three through age twenty-one years who may have developmental delays or educational disabilities and may be in need of special education and related services. If you have concerns about your child, please contact Rikki Smoot – Case Study Committee Chairperson/PSCD/Learning Impaired Teacher: 02/717-9571

GUIDANCE SERVICES

The Brussels American School Counseling Center is staffed with a full time counselor to provide prompt and efficient service. Appointments may be made with the secretary in the Counseling Center by dialing 02/717-95558 or DSN 368-9558. Emergencies will be handled at anytime. The following services are offered through the Counseling Center:

ACADEMIC COUNSELING SERVICES INCLUDE

- Course Selections
- Career Options
- Testing Program—ASVAB, TERRA NOVA, ACT/SAT, Advanced Placement, PSAT
- Graduation Credit Checks
- Conferences with Students, Parents, Teachers
- College Search and Application Process
- Financial Aid Application Assistance

PERSONAL COUNSELING SERVICES INCLUDE

- Relationship Issues
- Anger Control
- Time Management
- Study Skills
- Stress Management
- Family Problems
- Pregnancy Issues
- Peer Counseling Program
- Support Groups

THE COUNSELOR ASSISTS WITH:

College Night
Career Information and Planning
Educational Planning
General Concerns—Developing additional programs to help students

REFERRAL PROCESS INCLUDES

Self referral
Peer-referral
Administrative-referral
Parent-referral

VII. CLASSES AND RELATED ISSUES

ACCELERATION

Acceleration: End of Semester

A student who is to transfer from Brussels within 20 school days of the end of the semester is eligible to request an accelerated program to complete the semester's work if the following conditions are met:

- The student's sponsor must be on Permanent Change of Station orders to transfer from Brussels within 20 days prior to the last day for the school year.
- The sponsor must request an accelerated program through the principal at least 30 days prior to the scheduled departure date and provide a copy of the PCS orders.
- If the student is performing satisfactorily prior to the written request, advance assignments will be given to complete the semester course requirements, and a semester exam over the material covered will be required.

The student will receive a grade and credit for the semester in the subject or grade level according to the examination, achievement on the advanced assignments, and the regular class work.

ADVANCED PLACEMENT COURSES

Advanced Placement courses, by definition, are extremely rigorous courses, demanding a great deal of the student's time, energy, and commitment for success. Enrollment in advanced placement classes enables the student to qualify for college level credit upon successful completion of the Advanced Placement test in the subject with a grade of 3 or better. The examinations are scored from a low of 1 to a high of 5.

During the first two weeks of the new school year, each Advanced Placement teacher will conduct an assessment of the students assigned to the class. This assessment will include a review of the student's academic record, teacher recommendations, and a diagnostic test to ascertain the student's knowledge in the content area of the course. A writing sample for assessment will be required for students entering our Advanced Placement English class.

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program is designed to assist students in becoming proficient in the English language in order to participate fully in the total school program. Students are referred on the basis of need, their language abilities are assessed, parents are notified of assessment results and eligible students are enrolled.

HOST NATION PROGRAM

DoDDS sponsors a Host Nation Program that studies the language, history, geography and culture of the country in which the school is located. At BAS, the program for grades K-5 follows a two-year calendar covering many holidays, festivals and events taking place in Belgium. The program then progresses into a study of geography, history and culture depending on the age and interest level of students of foreign language study is also included. In the secondary school, host nation education is integrated in various subjects, such as humanities and history. French language instruction is available in grades 6 -12.

GRADING POLICY

Elementary School Grades: Elementary school children bring report cards home to parents. These report cards are handwritten and may contain narrative comments in addition to grades.

In Kindergarten through grade 5, parent teacher conferences are held for all students at the end of the first and third quarters. The conferences permit an exchange of information and assist both the parent and teacher in helping the student achieve success. During these conferences, the teachers will also explain the grading system for each grade level. A grade card or progress report is prepared at the end of each quarter with the exception of Kindergarten and grade 1.

Kindergarten through Grade 3: In Kindergarten through grade 3, language arts, reading, mathematics, life skills/social development and motor development are marked with the following marking codes:

- CD - Continuously displayed
- P - Developing/Progressing
- N - Not yet displayed
- X - Not addressed

In the special subjects such as art, music, physical education and host nation, the following marking codes are used.

- P - Participates
- Plus (+) - shows strength
- Minus (-) - More participation needed.

Grades 4 and 5:

In grades 4 and 5, graded subjects include language arts, reading, mathematics, social studies, science, and health. In each of these subjects, the standard grading system is used.

- A - Excellent
- B - Very Good
- C - Good
- D - Minimal
- F - Failing

Life skills, art, music, physical education, and host nation will be graded by use of the codes below.

- P - Participates
- Plus (+) - shows strength
- Minus (-) - More participation needed.

Grade Point Average: All courses that award grades carrying a point value, i.e., A, B, C, D, E, must be used in the calculation of grade point average (GPA). See the chart below for regular and weighted point values. GPA is calculated by adding the total credit earned for all marks and dividing this figure by the number of credits attempted.

Each quarter students who earn a GPA of 3.0 – 3.39 will be recognized as honorable mention scholars. Students who received a 3.4 or higher will earn recognition as Honor scholars. These two academic honor rolls will be published in the BAS Beacon after each nine-week grading period. Student honor roll photos will be taken for the Wall of Honor.

High School Grades: The following DoDDS-wide grading system is used for secondary school report cards. Listed are the letter grades used, their meaning, the percentage scores required for each grade, and their regular and weighted grade point values for the purpose of computing grade point average.

Grade	Meaning	Percentage	GPA	Weighted GPA
A	Excellent	90-100 %	4.0 pts.	5.0 pts.
B	Good	80-89 %	3.0 pts.	4.0 pts.
C	Average	70-79 %	2.0 pts.	3.0 pts.
D	Poor	60-69 %	1.0 pts.	2.0 pts.
E	Passing based on effort		1.0 pts.	2.0 pts.
F	Failing	59 % or below	0.0 pts.	0.0 pts.
I	Incomplete		not used	not used
WP	Withdrawn passing		not used	not used
WF	Withdrawn failing		not used	not used

Pluses and minuses ("+" and "-") are used to denote slightly higher or lower grade marks, but do not affect grade point average. For example, a "B+" and "B" are assigned the same point values when computing grade point average.

“I” for Incomplete may be given to a student when the student has not completed the required assignments of a course because of late entry, prolonged illness or excessive approved absence from school. Guidance counselors and teachers should determine the length of time allotted for the student to complete the work, normally not to exceed two weeks beyond the end of the semester in which the course was taken. If the work is not completed in this time, the "I" grade will be changed to a grade representing the value of the work accomplished in the course. The grade of "I" will not be recorded in the student's permanent transcript.

“P” for Passing may be given for credit by examination. Such courses are applied to graduation requirements, but are not used when computing grade point average.

Mid-Grading Period Notices: Secondary school teachers send home notices when students are performing poorly academically in a particular class. These notices go out midway through each nine-week grading period. Teachers often notify parents at midterm when students are not working to their acknowledged levels of achievement. An original copy of the mid-grading period notice goes to the parents. Copies of such notices are kept on file in the Guidance Office and retained by the teachers. Teachers provide students with their own copies as well.

“N” for No Grade shows that a student did not achieve passing mastery in a pass/fail course. The "N" grade will cause the course to appear on the student's transcript, but no credit will be awarded and the course will not be used when computing grade point average.

“WP” for Withdrawn Passing is used to denote withdrawal without prejudice. The course is not used when computing grade point average. Although the student receives no credit for the course, it does appear on his or her transcript.

“WF” for Withdrawn Failing is not counted when computing grade point average. Although the student receives no credit for the course, it does appear on his or her transcript.

O, S and U for Outstanding, Satisfactory and Unsatisfactory are approved for use as conduct or citizenship marks.

Weighted Grades: DoDDS follows a system for weighted grades that provides students in honors and advanced placement courses a reward for the extra effort they must put forth in these challenging classes.

Weighted grades are used for the calculation of grade point averages, class rank and the honor roll.

Weighted grades from non-DoDDS schools will be accepted.

EARLY GRADUATION

Although DoDEA does not encourage students to graduate from high school in less than four years, early graduation is sometimes approved due to extenuating circumstances. Families considering requesting approval for early graduation must begin planning early in the four-year course of study. Early graduation must be requested and approved not later than the month of April prior to the student's last year of high school. Additional credit needed to complete graduation requirements may be earned by taking a correspondence course approved by the North Central Association of Schools and Colleges. Parents must pay the cost of a correspondence course. BAS reserves the right to establish grade point and subject requirements for students graduating early.

GRADUATION REQUIREMENTS

Graduation requirements are based on DoDDS regulations. BAS offers a variety of courses that provide for individual choice and interest while also fulfilling graduation requirements. The normal high school course of study takes four years.

Twenty-four units are required as listed below:

Language Arts	4 credits	Fine Arts	1 credit
Social Studies*	3 credits	Physical Education	1 credit
Mathematics	3 credits	Health	1/2 credit
Sciences	3 credits	Computer	1 credit
Career Education**	1 credit	Electives	4 1/2 credits
Second (Foreign) Language	2 credits		

* Social studies must include 1 credit in U.S. History and .5 credit in U.S. Government

** Career education includes practical arts or vocational education.

Graduation Requirements

Beginning with the ninth grade class of School Year 2003-04, (graduating in 2007), students will need to have a minimum cumulative grade point average of 2.0 to graduate from a DoDEA high school.

Graduation Requirements – DoDDS Class of 2008 and beyond:

Required Courses:	<u>Units</u>
Language Arts 9, 10, 11, 12 (2 years of ESL may be substituted for 2 years of English)	4
Social Studies (1 unit of U.S. history and ½ unit of U.S. Government required)	3
Mathematics (2 credits must be earned in course work that includes algebra & geometry)	3
Science – All courses to meet the science credit requirement must contain a laboratory component as defined in this regulation.	3
Professional Technical Studies – Courses to meet this credit must relate to: industrial Technology; business education; automotive technology; graphic communications; electricity/Electronics; JROTC; school to work transition; family and consumer sciences (formerly home Economics) instruction in child care; clothing construction; culinary arts; and or cosmetology.	2
Second (foreign) Language – A total of 2 credits in the same second (foreign) language.	2
Fine Arts – Courses used to meet this credit must relate to: visual arts, music, theater, dance,	

and/or humanities. As part of the curriculum for a course used to meet this requirement, an aesthetic product must be successfully created and displayed or performed in order to earn this credit.	1
Physical Education – (PEF301, PEL301 and PEN301)	1.5
Health	0.5
Sub-total for Required Courses	20
Sub-total for Elective Courses	6
Total Credits:	26

Students will receive individual counseling about long-range educational plans. Contact the Guidance Office for more information on graduation requirements and secondary school scheduling.

HOMEWORK POLICY

Homework is an integral part of the learning process. All students are expected to complete homework needed to support classroom learning. Parents are expected to assure that homework is completed accurately and turned in on time. It is necessary to maintain an assignment booklet or keep a written record of assignments in every subject.

- It is DoDDS policy to assign homework as appropriate to the student’s grade.

<u>GRADES</u>	<u>HOURS PER WEEK</u>
1 - 3	2 to 4 hours
4 - 6	5 to 6 hours
7 - 8	7 to 9 hours
9 - 12	10 to 15 hours

INCOMPLETE GRADES

An incomplete (“I”) grade may be given at the end of the 1st, 2nd, or 3rd quarter if a student is unable to complete all requirements for course(s) work during the quarter for medical or emergency reasons. Upon return to school, the student will be given time to make up work missed during the leave.

PHYSICAL EDUCATION

When a student is not able to participate in the regular Physical Education program, the parent or guardian must write a note requesting the student be excused from activity or be given a modified activity.

A doctor's note is required if a student needs to be excused for more than three days. This note will be placed in the student's health file and the student will be assigned work that will allow the student to earn credit.

PROGRESS REPORTS

Progress Reports are a means of keeping both students and parents informed of the student's current grade status in a particular class. These reports are mailed to the sponsor midway through the grading period. However, they can be given at any time. Progress reports are issued to students who are achieving below expected level or who are currently earning a "D" or "F." A duplicate copy of the progress report is kept in the student's cumulative folder.

Sponsors who may be concerned about their son/daughter's progress are encouraged to contact the counseling office or the subject teacher(s).

DODDS STANDARDIZED TESTING

Each year tests of basic skills are given to measure the status of achievement for achievement for DoDDS students in the areas of Science, Reading, Language Arts, Mathematics, and Social Studies. These tests combine the most useful characteristics of norm-referenced and criterion-referenced tests, and they provide useful information about the instructional needs of the students.

Teachers review the scores for each grade level relative to their academic subject area, determine strengths and weaknesses, establish priorities, and devise action plans for instruction. From this information an overall School Improvement Plan is compiled to improve the mastery level of our students

Parents will receive the test results upon completion of scoring. If you have questions regarding the results, please call the Counseling Center.

TRANSCRIPTS

During the first four (4) years after graduation, transcripts are stored in the Counseling Center of Brussels American School. Requests for copies of transcripts should be addressed as follows:

Brussels American School
Guidance Office
PSC 79/BAS
APO AE 09714

If a request is made for a transcript copy during the fifth (5) year after graduation, mail the request to the following address:

Isles District Office DoDDS
Unit 5185, Box 470
APO AE 09461-5470

All requests for transcripts after the fifth (5) year, should be sent to:

Educational Testing Service (ETS)
PO Box 6605
Princeton, NJ 08541
Telephone Number: 800-257-9484

TRANSFER CREDIT

A transcript is a school's official record of student grades and credit. All credits recorded on an official transcript will be accepted by Brussels American School and applied toward our requirements for graduation.

WITHDRAWAL PROCEDURES

It is important that notification is given to the registrar in the Counseling Center as soon as the departure date from school is known. A copy of the sponsor's orders must be presented to the Counseling Center before withdrawal procedures may begin.

Withdrawal procedures are as follows:

1. The student should notify the counseling office of his/her departure date and obtain a pre-clearance form.
2. On the last day of attendance, the student should come to the counseling center on arrival at school. A clearance sheet will be provided which will be taken to each class. The teacher will give a grade-to-date and sign the clearance sheet. This sheet must be returned to the Counseling Center before a student can be officially cleared from school.
3. Parents should then come to the Counseling Center and sign student record release forms.

It is suggested and advised that withdrawal should not be accomplished earlier than one school day before departure from Brussels.

VIII. ATTENDANCE

ADVANCED ABSENCES

Students who know in advance that they are going to be absent for an extended period of time should obtain a Pre-Authorized Extended Absence Form from the appropriate administrator. **If PERMISSION IS GRANTED, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP WORK MISSED.** When this form has been completed, it should be returned to the main office. When a vacation is being planned during the school year, careful consideration should be given to the effect an extended absence would have on the student's schoolwork.

EXCUSED ABSENCES

Brussels American School uses a computerized system for tracking attendance each period. When a student is absent from classes, the parent or sponsor must notify the main office by calling 02/717-9552 or DSN 368-95552 on the day of absence. Without verbal notification, the absence is considered unexcused. The administration will determine if the absence is to be excused.

UNEXCUSED ABSENCES

The following reasons for missing school will be considered unexcused:

1. Oversleeping
2. Missing the bus
3. Absence due to withdrawal of school bus privileges
4. Automobile problems
5. Seeing a friend off at the airport or terminal
6. Absences due to suspension

TARDIES

Students are considered tardy to class if they are not in their assigned classroom seats with all necessary class materials when the tardy bell rings. Tardiness to class will be recorded and dealt with by individual classroom teachers who may, among other measures, assign after-school detention when tardiness becomes excessive. Chronic tardiness may result in suspension from school.

STUDENT CONDUCT

Orderly conduct of the school is shared by the administration and all personnel assigned to the school. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people, for properly maintaining textbooks and school equipment, for respecting property, for obeying school and classroom rules, and for accepting reasonable and appropriate consequences if their responsibilities are not fulfilled. Students are expected to promptly report to their teacher or principal any knowledge of the misconduct of others or of any offenses that violate law regulations or that threaten the safety or personal security of any student or other person on school grounds or engaged in

school activities. Failure to do so can be grounds for disciplinary action. It is important to understand all school rules are in effect at all BAS sponsored sports and extra-curricular activities.

LUNCH PROGRAM

The Army Air Force Exchange Service provides a daily lunch program in the school's Multipurpose Room. AAFES serves hot meals and cold a la carte items such as sandwiches and salads. Students may pay in U.S. dollars or Euros. Meal tickets can also be purchased (in U.S. dollars only) at the Mini Post Exchange (PX) at the NATO Support Activity facility or at any Post/Base Exchange. Many students also bring sack lunches from home. All students are expected to eat in the school's Multipurpose Room.

Secondary school students may not leave the campus during their lunch hour.

CARS, BICYCLES AND MOTORCYCLES (MOPEDS)

Students desiring to ride motorcycles (mopeds) must receive special permission from the school before riding the vehicle on campus. With administrative permission, parking is required on the gravel near the tennis courts. Riding a moped to school is a privilege that can be revoked for failure to comply with school rules and regulations.

Bicycles require no special permission for campus access. However, parking is required by the tennis courts, and students are not permitted to ride bicycles, mopeds, or cars on campus or to leave the campus during school hours. All safety gear **MUST** be worn when operating a moped or bicycle on campus.

Students may not drive automobiles to school without special permission from both the School and the NSA Provost Marshal. With approval, students driving cars to school must park in the racquetball court parking lot.

DANCE POLICY

School dances can be hosted only by recognized school-sponsored activities and organizations.

All dances will be held in the MPR or Foyer or at an approved location outside the school. Once the student leaves the dance, he/she is not allowed to reenter.

Students bringing guests to the dance must register the guests no later than two days prior to the dance with the organization sponsor. Guest lists will be prepared and only registered guests will be admitted to the dance.

Students (and guests) will be expected to comply with the school dress policy (as stated in this handbook) while attending dances. Guests are subject to all school policies.

Brussels American School does not allow the use of tobacco, alcohol, or prohibited drugs at school or any school sponsored function. Any student apprehended using or in possession of alcohol or prohibited drugs will immediately be reported to Military Police for investigation and will be subject to school discipline procedures. Smoking is not permitted in any area of the school or school grounds.

DoDDS ZERO TOLERANCE WEAPONS POLICY

Brussels American School will not tolerate weapons of any type. Dangerous and potentially dangerous weapons could be classified as pellet guns, BB guns, chains used as a weapon, small pocket knives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm another individual.

Students could be subject to a minimum of a 9- week suspension up to a 36- week expulsion depending on the infraction for carrying dangerous weapons. Potentially dangerous weapons could result in a 5 day suspension up to an 18 week expulsion depending on the infraction.

DISPLAYS OF AFFECTION

Public display of affection (i.e. hugging, kissing, etc.) is not appropriate in school, on school grounds and during school-sponsored activities.

DISTRACTIONS TO THE CLASSROOM

Celebrating birthdays with balloons and other expressions of celebration will not be permitted in the classroom during the instructional day. Should balloons, flower bouquets, stuffed animals, other gifts, toys be delivered to the school for students, the student will be notified to come to the office at the end of the day to pick up the items.

DRESS

Personal appearance is a subject on which opinions can and do vary. To be fashionably dressed is not necessary, but to be properly dressed is a necessity. Students and parents should assume responsibility for acceptable appearance. A student will not be permitted to attend classes if his/her appearance does not meet school standards. Parents will be notified by the administration, and the student will be sent home to change.

The following is **unacceptable** dress for Brussels American School:

1. Slippers, bare feet, bare midriffs, short shorts, short skirts, halters, see-through net shirts
2. Articles that can cause damage to other students or property (chains, studded accessories, etc.).
3. Unsanitary or torn clothing.
4. Clothing with cigarette, alcohol or drug advertisements.
5. Obscene writing on clothing/jewelry.
6. Dark glasses inside the building unless medically approved in writing.
7. Hats, bandanas, do-rags or other head coverings inside the building (**males and females**).
8. Clothes that are worn in gym class worn to other classes.
9. Any clothing or clothing style that depicts gang influence, gang violence or gang affiliation.

10. Any clothing that exposes undergarments. This includes sheer shirts/tops with halter top, spaghetti strap shirts or strapless shirt under the sheer top.
11. Inappropriate t-shirts (wife beaters, tank tops with large arm holes)
12. Any clothing that appears to be pajamas or boxer shorts

Tips for determining acceptable dress:

1. Pants need to be waist level and belted.
2. Shirts need to rest at the hip or to be tucked into the pants.
3. Shorts and shirts will be no shorter than fingertip level.

Dress and grooming will not disrupt the teaching-learning process. When a student's appearance or mode of dress disrupts the educational process, the student will be sent to the office, and parents will be called for corrective action. Some, but not all, examples of inappropriate dress are sunglasses in class, pants worn extremely low on hips, and immodest (see-through) attire.

HALL PASSES

All students are assigned to specific rooms each period of every day. Students must have a pass in their possession when they leave a room.

INTERNET USAGE

In order for students to use the Internet at school, a permission form **MUST** be signed by the parent and the student (Grades 4-12). This is a standard DoDDS form and may be picked up in the Main Office. Please call ahead to be sure a form is ready or have the student pick up the form.

LOCKER RULES

Students in grades 6-12 are assigned lockers during the first week of school. Students who register during the school year will receive their locker assignments from the Guidance Office. Students also will be assigned lockers in the gymnasium locker rooms for Physical Education. Students should keep their lockers locked at all times. **BAS assumes no responsibility for items stolen from the lockers.** Lockers must be maintained in the same condition as when assigned. Students must report broken lockers to the main office.

SMOKE FREE CAMPUS

In accordance with DoD regulations, Brussels American School maintains a smoke-free environment. This means the possession or use of tobacco products is prohibited on campus at any time, to include attendance at any school-sponsored function. Any student that violates this policy will be suspended from school. Students on or off campus are at risk being suspended from school for smoking either in school and/or any athletic or after school activity. This rule applies to all activities whether they are on or off campus.

- Students are prohibited from possessing or using tobacco products during the school day, enroute to or from school, on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.
- Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.
- There will be no designated smoking areas defined or condoned by DoDDS-E schools.

Questions pertaining the smoking policy should be addressed to the administration.

CELL PHONES, PAGERS, PORTABLE RADIOS, TAPE & CD PLAYERS, SKATEBOARDS & OTHER ITEMS

These items are a distraction in the classroom and are not permitted during school hours. If a student brings one of these devices to school and are seen or heard, it will be taken from the student and turned into the office. Parents can claim such items at any time during the school year.

SUSPECTED SUBSTANCE ABUSE

When a student is suspected of abusing alcohol, drugs, or inhalants, the following actions shall be initiated:

- Step #1:** The school nurse shall be contacted immediately. The nurse will evaluate the student's condition and proceed to Step #2 if she suspects or can confirm said abuse.
- Step #2:** The nurse will contact the sponsor and the principal to notify them of the (suspected) condition.
- Step #3:** The student will be met by the parent/sponsor and removed from the school premises as soon as possible. In severe cases, emergency medical personnel may have to be called. Telephone numbers and names of substance abuse counselors will be provided to the sponsor upon his/her arrival.

WARNING SIGNS FOR SUICIDE

Suicide remains a serious public health problem for children and adolescents. In 1996, suicide was the third leading cause of death in 15 to 24 year olds, and fourth leading cause in 10 to 14 year olds. However difficult, suicide is potentially preventable, and warning signs are prevalent in most cases.

In youth, the strongest risk factors are depression, alcohol or other drug use disorder, and aggressive or disruptive behaviors. According to a recent study by the Center for Injury Research and Policy in the School of Public Health at Johns Hopkins University, most doctors do not screen adolescent patients for suicidal tendencies and other risk factors, despite having 47 percent of the doctors reporting that one or more of their teen patients had attempted suicide in a year's time.

Many of the symptoms of suicidal feelings are similar to those of depression. Parents should be aware of the following signs of adolescents who may try to kill themselves:

1. Change in eating and sleeping habits.
2. Withdrawal from friends, family, and regular activities.
3. Violent actions, rebellious behavior, or running away.
4. Drug and alcohol use.
5. Unusual neglect of personal appearance.
6. Marked personality change.
7. Persistent boredom, difficulty concentrating, or a decline in the quality of schoolwork.
8. Frequent complaints about physical symptoms, often related to emotions, such as stomach aches, headaches, fatigue, etc.
9. Loss of interest in pleasurable activities.
10. Inability to tolerate praise or rewards.

If one or more of these signs occur, parents must talk to their child about their concerns and seek professional help when the concerns persist. If a child or adolescent says, “I want to kill myself” or “I’m going to commit suicide,” always take the statement seriously and seek evaluation from a child and adolescent Psychiatrist or other trained physician.

For more information or suicide prevention, visit the American Foundation for Suicide Prevention at www.afsp.org.

VULGARITY/PROFANITY

The use of vulgarity or inappropriate language is unacceptable conduct at Brussels American School. Students are encouraged to use appropriate language in all settings and at all times including athletic or extra curricular activities. Appropriate disciplinary action will be taken in cases where students use vulgarity or profanity against anyone on the Brussels American School campus.

IX. DISCIPLINARY PROCEDURES

DISCIPLINE

CONSEQUENCES FOR MISCONDUCT

The basic premise of student discipline at Brussels American School is that students are responsible for their own behavior. The following discipline referral procedures and actions will be followed:

1st Recorded Offense: Verbal correction by teacher or other adult authority and warning of consequences of repeating such misbehavior. After-school disciplinary detention may be assigned by classroom teacher.

2nd Recorded Offense: Oral notification by teacher to parent of student misbehavior and consequences of any future misbehaviors. After-school disciplinary detention may be assigned. Referral to the School Counselor is a teacher option.

3rd Recorded Offense: Referral of student and accompanying Discipline Referral Form to school administrator, and subsequent written Discipline Referral Report sent to parent via student. After-school disciplinary detention will be assigned. Required return of signed Discipline Referral Report acknowledging receipt by parent. School counseling of student will be required. Administration will contact parent by telephone.

4th Recorded Offense: Referral of student to school administration and Saturday detention or subsequent **suspension** of student from class/school for one school day.

Any of the following actions, however, are considered serious enough that they are subject to immediate administrative disciplinary action that most probably would include suspension from class or school for a one- to ten-day period, recommended concurrent community service, and in extreme cases expulsion from the school system:

- Caused, attempted to cause or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- Possessed, used, offered or arranged to sell, sold or otherwise furnished or been under the influence of any mind-altering substance.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school, Government, vendor or private property.
- Stolen or attempted to steal and/or knowingly received stolen school, Government, vendor, or private property.
- Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
- Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
- Cheating
- Lying
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school-related personnel engaged in the performance of their duties.
- Gambling in any form.
- Conduct, including fighting, that endangers the well being of others.
- Bullying
- Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
- Possession or control of a beeper, cell phone, or similar portable communication device unless authorized by the principal.

- Cursing, taunting, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
- Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or a school property.
- Forgery, cheating or plagiarism.
- Use or possession of fireworks.
- Violation of attendance regulations.
- Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing or indecent messages; or to download obscene material.
- Violation or any law, regulation of the military installation or school, or policy of the DoDDS system.
- Sexual or public display of affection
- Sexual harrasment

1) **Disciplinary Detention:** As indicated above, After-School Disciplinary Detention may be assigned to students by faculty, staff, and administrators for disciplinary infractions in the classroom and on the grounds of Brussels American School. .

Students will receive a “Notice of Assigned Detention” not less than one full day prior to detention. Parents are asked to acknowledge receipt of such notice, and students are required to bring the signed notice to the detention period in order to be properly admitted and credited with having served detention.

When a student fails to show up for assigned detention and/or where detention is not successfully served, further disciplinary action will be taken by school administrators who will assign a double detention.

For misbehavior that warrants more than After-School Detention, Saturday Morning Detention can be assigned.

2) **Suspension:** When student behavior warrants suspension from school, BAS can assign in-school or out-of-school suspension. When a student is suspended, in or out of school, he/she is not eligible to participate in extracurricular activities that day.

A student assigned out-of-school suspension is barred from campus and all campus activities for the duration of the suspension. There is an appeal process for students who are suspended.

3) **Expulsion:** For extreme forms of misbehavior a student can be expelled from BAS. Expulsion is noted on official school records. If a student is suspended for a total of 10 days during a school year, the student may be expelled from school. Possession of a weapon or drugs on campus or at a school activity is considered grounds for recommending expulsion from BAS.

X. ACTIVITIES, CLUBS, AND ORGANIZATIONS

EXTRA-CURRICULAR ACTIVITIES

Students at Brussels American School are encouraged to participate in one or more of the many extra-curricular activities available. Besides a well-rounded athletic program, the following activities are offered, on a year-by-year basis, depending upon student interest:

Drama (ES & MS/HS)	Model MUN	Band & Chorus
FBLA	Model NATO	Student Council (ES/MS/HS)
Yearbook	Model Senate	Talent Show
Newspaper	NHS/NJHS	MS Activities
Leadership	Geography Bee	Reading Counts
Academic Games	Art Club	

ATHLETIC POLICY GUIDELINES

All students must have a physical examination and, prior to the start of practice, a parental consent form for emergency treatment; these forms are distributed to students at the beginning of each sports season. The privilege of representing BAS in athletic competition may be revoked for failure to comply with school rules and regulations.

For information regarding eligibility standards for students participating in athletics, please refer to the Academic Eligibility paragraph of the Extracurricular Activities section of this Handbook.

ATHLETIC OPPORTUNITIES

The school offers a well-rounded athletic program for students in grades 9-12 each sports season. Eligibility requirements are outlined by DoDDS Europe and are available upon request.

Fall: Volleyball (girls)	Winter: Basketball (boys)	Spring: Track and Field
Cross Country	Basketball (girls)	Soccer (boys)
Tennis	Wrestling	Soccer (girls)
Football		

Should any student become injured with a concussion prior, during, or after an event, the student will not be permitted to resume activity in athletics until BAS or the coaches receive a medical clearance statement signed by the attending physician. There will be **NO EXCEPTIONS** to this regulation at any time,

ACADEMIC ELIGIBILITY

A new academic eligibility policy is being implemented for DoDDS-Europe, in accordance with the following timeline/phase-in schedule. This policy shall apply to both interscholastic athletic and

extracurricular activities. Extracurricular activities are defined as any activity for which the participant does not receive a grade.

- 1) Eligibility for the first semester of School Year 2005-2006 will be a minimum GPA of 2.0 based on grades earned in the previous semester.
- 2) No more than one failing grade is allowed.
- 3) Semester grades shall be used to ensure that all students are on track to meet graduation requirements.

Any parents and students will be informed of any changes in the DoDEA athletic policies.

NATIONAL HONOR SOCIETY

The National Honor Society was originally founded by Edward Rynearson, a principal in Omaha, Nebraska, in 1921. Today, both the National Honor Society (NHS) and National Junior Honor Society (NJHS) are under the sponsorship and supervision of the National Association of Secondary School Principals. The BAS chapters of the NHS and NJHS are organizations whose purposes are "to create an enthusiasm for the ideals which are so crucial for not only academic achievement, but also for social development and for an accurate awareness of communal responsibility."

In the effort to realize this goal, NHS candidates (grades 10-12) must demonstrate outstanding scholarship by earning a 3.5 cumulative Grade Point Average (GPA), as well as demonstrating character, service, and leadership. Candidates for the National Junior Honor Society (NJHS) (grades 7-9) must maintain a 3.4 GPA and demonstrate leadership, service, character, and citizenship. Academically eligible students will be asked to complete a Statement of Commitment Form and a Student Information Sheet. Both of these documents are based upon National Honor Society organizational standards that are outlined below.

The faculty council, a group of teachers selected by the Principal and chaired by the NHS/NJHS advisor, reviews each candidate's information sheet and statement of commitment based upon the guidelines that are given in the National Honor Society Handbook.

LEADERSHIP -- The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability

- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted.

SERVICE -- The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts, church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers and students.

CHARACTER -- The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

CLASS VALEDICTORIAN/SALUTATORIAN

Eligibility is based on a full time student status, defined as enrollment in seven classes. The student must also be enrolled in the Brussels American School senior class within the first marking period of the school year and complete the year with that class. Valedictorian/Salutatorian are determined by eight semesters and will only be announced the day of graduation.

XI. SCHOOL BUS TRANSPORTATION

Your local Brussels School Bus Office is collocated with the Brussels American School at J.F. Kennedylaan 12, 1933 Sterrebeek. Customer service hours are from 0900 – 1200 and 1300 – 1600. Contact the School Bus Office at DSN 365-9548 or Commercial (0032)(2) 717-9548 or leave a message on the answering machine at DSN: 365-9548 Civilian 02/717-9548. Your School Bus Officer is Ms. Cyndi Cote.

Activity buses are provided during the fall, winter and spring sports seasons. **Only secondary students (grades 6-12) who participate in school-sponsored athletics or activities for an after-school duration of at least two hours may ride the activity buses.** Buses depart the campus at 5:30 p.m. The responsibility for determining which activity bus will bring the student closest to home or for making other school-to-home transportation arrangements will be the responsibility of students and parents in conjunction with the Brussels School Bus Office, telephone 707-9458 or 707-9456.

The safety of DoDDS students is our first and foremost concern. DoDDS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. The safe operation of school buses also depends on the proper conduct of students who ride those buses.

When children ignore the school bus conduct rules, they potentially endanger the safety of every other student on that bus. Bus drivers must not be distracted by children's misconduct. Students must show respect for bus drivers and follow their instructions. When improper behavior is apparent, disciplinary action will be taken. Students not complying with bus rules may have their privileges suspended.

Students will:

- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the driver's or monitor's instructions.
- Treat the bus and other private property with care.

Students will not:

- Fight, push, shove, or trip other passengers.
- Engage in horseplay, harass or interfere with other students.
- Get on or off the bus while the bus is in motion.
- Make excessive noise or play electronic equipment without earplugs.
- Put objects out of windows.
- Throw or shoot objects inside or out of bus.

- Engage in public display of affection.
- Eat, drink, or litter on the bus.
- Use profane or abusive language or make obscene gestures.
- Spit.
- Distract or interfere with bus driver.
- Sit in the bus driver's seat.
- Open or try to open bus door.
- Tamper with bus controls or emergency equipment.
- Use or possess unacceptable items identified in the school Code of Conduct.

The 10 School Bus Rules

The following contains 10 simple rules that all children are expected to follow on the school bus. Violations of these rules and any other conduct detrimental to good order and discipline may draw a suspension.

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.
3. Stay properly seated and use seatbelts when available.
4. Keep your hands, feet and other body parts to yourself.
5. Do not throw things.
6. Put nothing out of the window.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, indecency, smoking, prohibited items or vandalism.
9. Do not eat, drink or chew gum.
10. Be responsible, be safe.

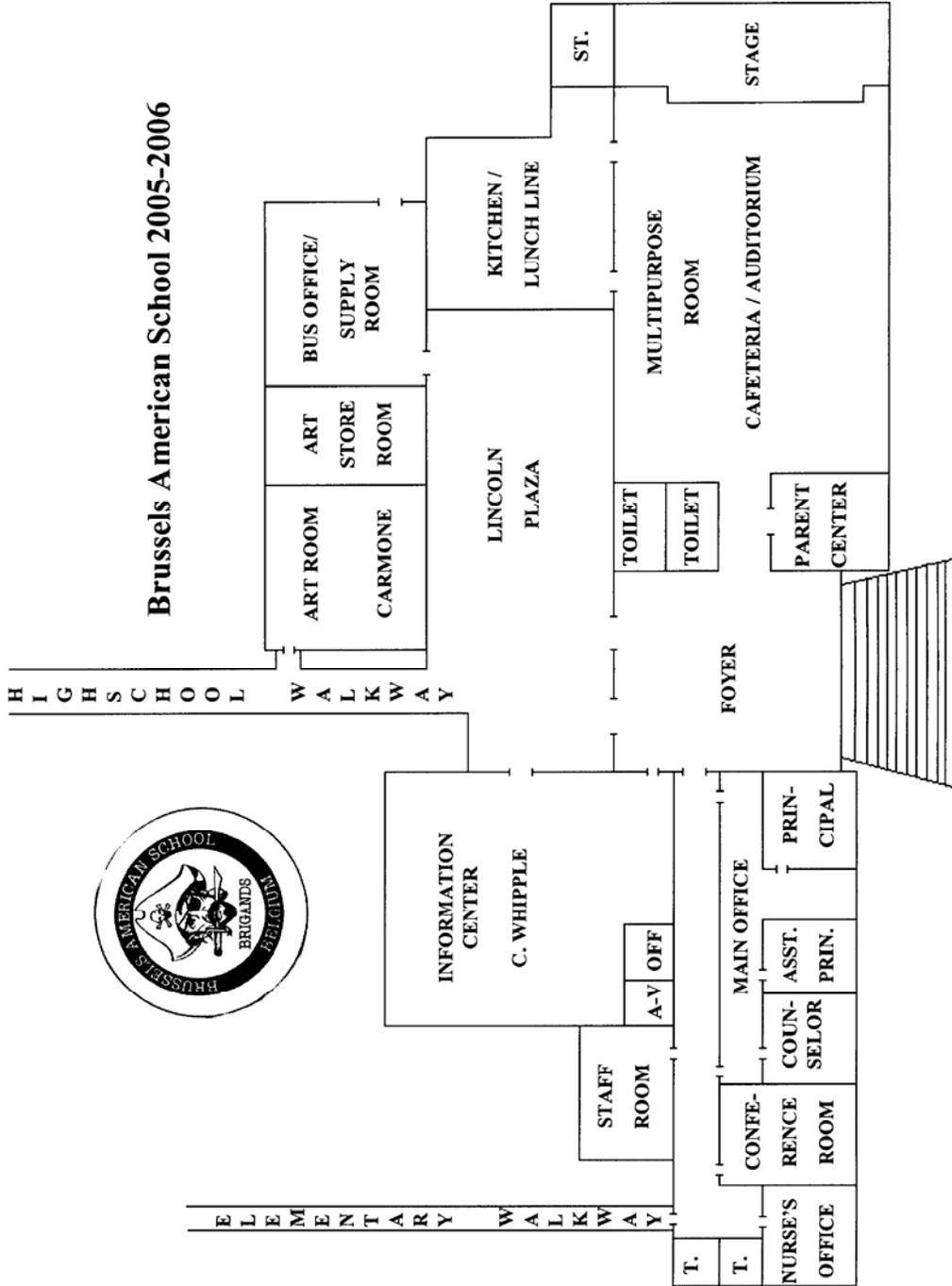
Older students are expected to behave more maturely and thoughtfully than younger students, therefore they will be held more responsible for the consequences of their conduct. Older students are expected to set an example for the younger students

SCHOOL BUS TABLE OF CONSEQUENCES

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	<ol style="list-style-type: none"> 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, or harassing other students 7. Public Display of Affection (PDA) 8. Eating, drinking, chewing gum 9. Using profane or obscene language or gestures 10. Littering 	Verbal/Written Warring	1-5 day bus suspension	10 day bus suspension	20 day bus suspension	Suspension of Riding Privileges for the Remainder of SY
B Serious Infractions	<ol style="list-style-type: none"> 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 5. Sticking objects or body parts out the window/door 6. Full or partial nudity 7. Damage, theft, or pilfering <\$100 	1-5 day bus suspension	10 day bus suspension	20 day bus suspension	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	<ol style="list-style-type: none"> 1. Tobacco or 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, or theft > \$100 7. Any action that leads to a bus accident 	10 day bus suspension	20 day bus suspension	Suspension of Riding Privileges for the Remainder of SY		
D Criminal or Illegal Acts	<ol style="list-style-type: none"> 1. Possession or 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 threat 	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Office (SLO) if appropriate				

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 incidents.
3. SLO to be informed when suspensions/expulsions from bus occur.
4. 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.
5. Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.

Brussels American School 2005-2006

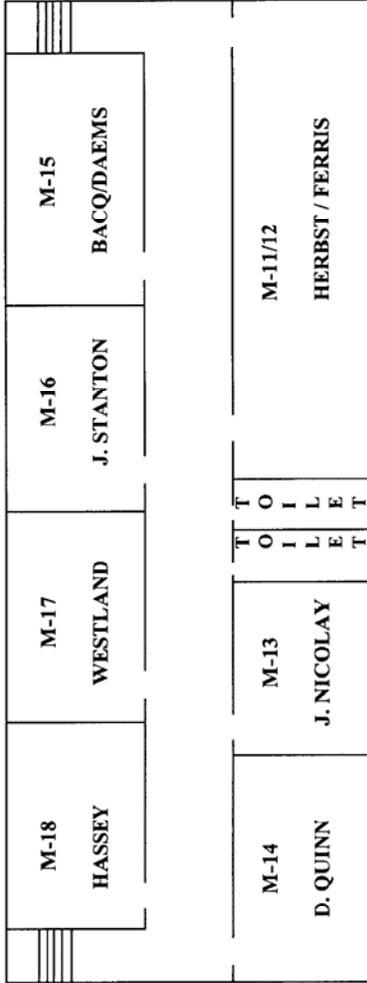


H-18 BROWN	H-17 ALLEN / QUINN	H-16 ARMETTA	T O I L L E T	H-15 R. NICOLAY
H-14 SMITH	H-13 FIEDLER /	H-12 PEABODY	H-11 VAHRENHORST	

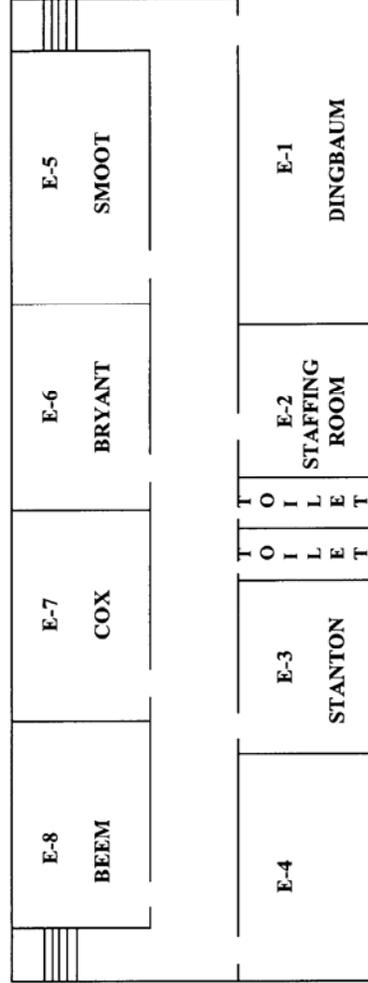
HIGH SCHOOL
UPSTAIRS

H-8 SCHUMA CHER	H-7 FERRY	H-6 D. MCVICKER	T O I L L E T	H-5 GREENAWALD
H-3 BOHN	LAB STORE ROOM	H-1 M. MCVICKER		

HIGH SCHOOL
DOWNSTAIRS



MIDDLE SCHOOL
UPSTAIRS



ELEMENTARY SCHOOL
DOWNSTAIRS

STUDENT BEHAVIOR EXPECTATIONS

STUDENT ACTIVITIES DoDDS-EUROPE

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.

14. Smoking is not permitted at any time.

15. All school rules will apply at all times.

Minor infractions will result in restrictions and obligations being placed on the students (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: _____