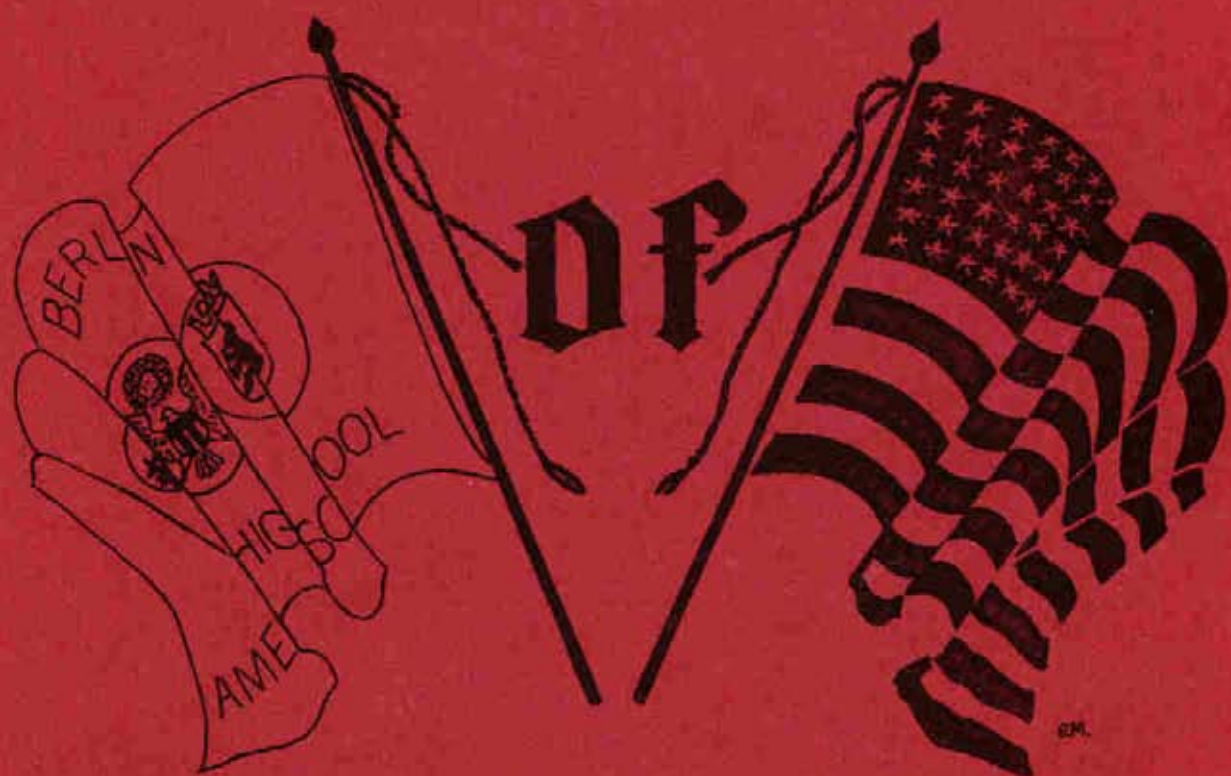
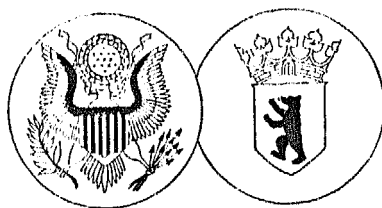


# BRITISH FOLDER



THE BERLIN-AMERICAN HIGH SCHOOL

BRIEFING FOLDER  
OF THE  
BERLIN AMERICAN HIGH SCHOOL  
S Y 1968/69



## F O R W A R D

This handbook is designed as a guide for official visitors. Its purpose is to provide information that will enable you to move about freely and to spend your time analyzing programs. We hope, in this way, to make your visit the more pleasant for you and professionally profitable for us.

PAUL F. LeBRUN JR.  
Principal

SECTION I

PERSONNEL



BRIGADIER GENERAL SAMUEL McC. GOODWIN, COMMANDING GENERAL, BERLIN BRIGADE





PAUL F. LeBRUN JR., PRINCIPAL, BERLIN AMERICAN HIGH SCHOOL

NAME	DEGREES & INSTITUTIONS	Number of Years Taught in		
		U.S.	DOD	Berlin
Aliano, Christine	BA - San Diego State MA - Univ of Southern Calif	0	5	3
Allwardt, Ulrich	BA - Frie University, Berlin MA - " " "	0	9	9
Barlow, Alberta	BA - Oregon State University	9	2	2
Beams, Anne	BA - Bowling State University MA - " " "	2	9	3
Belt, Judith	BA - Michigan State University	7	1	1
Clark, Evelyn	BS - Tennessee A & I University	2	1	1
Cook, Lehman	BS - Polytechnic Institute, Tenn MA - Peabody College, Tenn	2	11	2
Cossarini, Barbara	BA - University of Missouri	3	2	2
DeYoung, Mary	BA - Mississippi College	5	4	2
DeYoung, Norbert	BA - Central College, Iowa	3	9	2
Douglas, Howard	BS - Oklahoma State University	2	2	2
Echeveste, Samuel	BA - Arizona State University MA - " " "	2	7	3
Fenstermacher, Wayne	BA - N.Y. University MA - Teachers College, Columbia	4	11	1
Hiller, John	BS - East Stroudsburg State, Pa.	2	3	3
Huffer, Charles	AB - University of Arkansas MA - " "	3	1	1
Itoga, Edward	BA - Drake University BED " " MED University of Hawaii	1	7	2
Kawaoka, Jean	BS - Marquette University	5	2	2
Kilpatrick, Bebe	BA - Louisiana Polytechnic Institute	20	17	8
Knight, Lillian	BS - West Texas State	3	1	1
LeBrun, Paul F.	BA - State Univ of New York, Albany MA - " " " "	3	14	3
Leeper, Ava	BS - Rocky Mountain College, Montana MA - Northwestern University, Illinois	18	10	8
Lewis, Barbara	BS - Oregon State	0	1	1

Locher, William	BS - Miami University, Fla.	2	6	2
Luccarelli, Elsie	BS - State Univ of New York, Geneseo	0	1	1
Moser, William	BA - Stanford University MA in Education - Stanford University MA in History - San Francisco State	8	10	1
Pepoy, George	BS - Michigan State University	2	8	1
Pietsch, Margot	BA - Art Institute, Chicago, Ill.	0	22	22
Priebe, Donald	BA - State University of Iowa	4	15	4
Rekucki, Mary	BA - University of Minnesota	8	19	5
Rice, James	BS - Moorehead University, Minn.	3	7	3
Schirmer, Erika	BA - Berlin Teachers Colleges MA - " " " PhD " " "	0	22	22
Stanley, Caryl	BS - University of Arizona	4	1	1
Sullivan, Philip	AB - Marquette University MA - " "	7	9	3
Spernol, Allene	BS - Illinois State University	7	3	1
Valmore, Birdell	BA - Prairieview A&M, Texas	8	3	3
Vandagriff, Lois	BS - Carson-Newman College, Tenn.	5	1	1
Voigt, Heinz	BA - Paedagogische Hochschule, Berlin MA - " " , "	0	10	10



SECTION II

SPECIAL PROGRAMS

## OPEN CAMPUS

Berlin American High School operates as an open campus for students in grades 9-12. During their free period students in these grades have the option of quiet study in the General Reading Room, relaxation in the Student Union, or leaving the building. Students may also do research in the library at this time providing they have a pass from a teacher.

Since students in grades 7 and 8 have no free period, the open campus is applicable to them only during the lunch hour. At this time they may stay in the Student Union, go home for lunch or study in the library providing they have a pass from a teacher.

In support of the Open Campus, EES offers limited snack bar service from 0800 - 1600 hours each school day. Breakfast items, hot dogs, hamburgers and pastries are available during the day in addition to the hot lunch served at noon.

The purpose of the Open Campus is to train students in habits of self-discipline and self-motivation. These qualities are essential to success in college and important in all forms of adult life. Students who are still too immature to benefit from the Open Campus are handled individually by the Assistant Principal.

## TIME - BLOCK SCHEDULE

The school day extends from 0830 - 1530 hours. This allows seven 55 minutes instructional periods and one 30 minutes multi-purpose period daily. The multi-purpose period provides a time for Clinic, homerooms, assemblies, activities, pep rallies as appropriate. It allows these complementary functions to be carried on without encroachment on the instructional program.

## CLINIC

At least once per week, multi-purpose period is reserved for Clinic. The Clinic provides a time when both teachers and students are free of other scheduled duties and during which any student can see a teacher by appointment. It is an opportunity for students to receive individualized instruction whether their need be for remedial or advanced work. It provides a time for individual assistance that can not be rendered in regular classroom without neglecting the other students. Students are urged to take advantage of the opportunities afforded by the Clinic.

## PROGRAM OF STUDIES

### DEPARTMENT

### COURSE OFFERINGS

Business Education	Typing I, II; Stenography I, II; Bookkeeping; Office Procedures
English	English JHS, I, II, III, IV; Creative Writing; Drama; Humanities; Speech; Reading Improvement
Fine Arts	Arts & Crafts JHS, I, II, III; Vocal Music; Instrumental Music
Health	Instruction in both mental and physical health topics is required for each student each year, unless otherwise excused.
Home Economics	Homemaking JHS, I, II, III; Family Living.
Industrial Arts	JHS Survey of Industry; HS Industrial Technology; HS Technical Graphics; HS Industrial Design; HS Architectural Design.
Languages	French I, II, III, IV; German JHS, I, II, III, IV; Latin I, II; Russian I, II.
Mathematics	JHS Math; General Mathematics; Computer Programming; Algebra I; Geometry; Algebra II; Trigonometry; Calculus
Physical Education	Physical education is required for each student each year, unless otherwise excused.
Science	JHS General Science; JHS Time, Space, Matter; Introductory Physical Science; Biology (Yellow BSCS); Chemistry (Chem. Study); Physics (PSSC);
Social Studies	JHS World and American History; World Regions; World History; United States History; American Government; Contemporary Problems.
Special Education	An individualized program of studies for students with learning impediments.

## B.E.L.L. - THE STUDENT ACTIVITY PROGRAM

"..... students progress at differentiated rates and by various means."

From the BAHS Philosophy

The student activity program provides an important adjunct to the curriculum of the school. At BAHS, we refer to the co-curricular rather than extra-curricular program to emphasize this tenet.

During school year 1967-68, a faculty committee studied the existing student activity program. After polling the student body and studying such programs at other locations, the B.E.L.L. concept was evolved. B.E.L.L. stands for the Berlin Education and Learning Lyceum, a catch phrase which conveys our belief in the educational value of co-curricular activities.

The B.E.L.L. program is committed to provide an activity to fit the need of each student providing (1) the activity is worthwhile and (2) an adult sponsor can be found on the faculty or in the community. Activity possibilities range from sail boating to stamp collecting and gas station attendant to radio and TV DJ work.

If it is worthwhile, you name it and B.E.L.L. will approve it. New students are advised individually by their counselor about B.E.L.L. at the time of registration.

## IN-SERVICE EDUCATION

This year the Berlin American High School is experimenting with a different approach to in-service education. From the recommendation of the Curriculum Review Committee, it was decided to attempt to wed the in-service education program to a meaningful assembly and/or all school exhibition program.

Each department has been charged with providing one assembly or exhibition. This event must be such that it will have meaning for all grades 7-12 as well as faculty members of the other departments. It must be educational in nature rather than entertaining or spectacular.

It was the feeling of the Curriculum Review Committee and later the assembled faculty that the approach could be more meaningful than more traditional in-service programs for several reasons. First, our source of expertise for a traditional program is far removed and difficult to obtain because of our isolation. Many times, it was felt, in our situation traditional programs become little more than boring conversations without the catalyst of the expert.

Second, our approach forces the individual instructor to relate to his department and the department to the school. To produce the required meaningful event, one must view his subject and department within the framework of the larger curriculum. This, in turn, forces a review of priorities, objectives while encouraging in-depth research into one's discipline. These, of course, are some of the same goals as traditional in-service education.

## PUPIL PERSONNEL SERVICES

Objective: The objective of the Guidance Department is to provide information and counseling to enable students to understand themselves and their role in an ever-changing society. Basic to this objective are the assumptions that individuals differ in attainment of this understanding and that society is in transition from a primarily working society to a learning centered society.

Such an objective can only be accomplished through cooperative efforts of the entire school staff with the counseling staff providing a catalyst. Facilitating the best possible learning processes requires individual consultations with students, teachers, and parents to help them define more completely their specific role.

Testing: All students are encouraged and assisted in every way possible to take advantage of opportunities for higher education by taking qualifying examinations and applying for scholarships.

Our testing program, which spans grades 7-12, attempts to measure the growth of students in the basic skills, aptitudes, interests, and vocational possibilities.

In addition to evaluating the individual child, the tests are invaluable in measuring the strength and weaknesses of the program and in serving as a guide to future curriculum planning.

Aside from the USDESEA testing program, Berlin American High School is a test center for the College Board Entrance Exams (Scholastic Aptitude Test, Achievement Tests and Writing Sample), the A.C.T. (American College Tests), and the P.S.A.T. (Preliminary Scholastic Aptitude Test).

The school also administers other supplemental tests such as the National Merit Scholarship Qualifying Exam and the National Educational Development Test.

College Information: Current college catalogs are available in the library for student and parent use. The collection includes catalogs of most four and two year colleges, nursing schools and accredited business schools in the United States. Students are encouraged to use the catalogs during free time and to sign out materials.

The guidance department has many college guides and scholarship information guides for student use. These are also available on a loan basis.

Group Guidance: Among the common areas of need of junior high school youth are school adjustment and educational planning, group relationships, personal-social development, boy-girl relationships, and career planning. Methods used are pupil involvement or planning, participating and evaluating of activities with the teacher.

Group guidance is an elective offered to junior high students. Group guidance uses group processes in assisting pupils with problems related to decisions, plans, goals, and personal value judgements.

Group guidance is found both within and beyond the curriculum. Non-curricular group guidance is offered in such activities as voluntary discussion groups, orientation programs, homeroom functions, and certain types of student activity projects. In some instances our group guidance goals are met by a combination of curricular and non-curricular procedures, as in developing orientation plans or developing occupational exploration experiences.



## INSTRUCTIONAL MATERIALS CENTER POLICIES

The Instructional Materials Center (IMC) consists of the library, professional reading room, and audio-visual room. It is located in rooms 205, 206 and 207.

### INSTRUCTIONAL MATERIALS CENTER (IMC)

**HOURS:** The Instructional Materials Center is open from 0800 - 1700 hours each day the school is in session. It is open from 0900 - 1200 hours Saturday morning by arrangement if students express a desire to study or use materials at that time.

**PASSES:** Students who come to the Instructional Materials Center during school hours will bring a pass from the teacher who authorizes them to be there. This pass will be signed by the IMC Supervisor and returned to the classroom teacher before the end of the period.

**CHARGING BOOKS:** The library has a collection of 7,800 books. Last year's circulation: 17,805 books. Books are charged out on the student's signature for a two-week period. They may be renewed once for another two weeks if necessary.

**REFERENCE BOOKS:** Three sets of encyclopedias and most of the other reference books may be checked out for overnight use.

**PERIODICALS:** The library has 5000 back issues of magazines and subscribes to 72 magazines. The current issue of each magazine is kept on the magazine rack for library use and cannot be checked out. Back issues may be checked out for a three-day period.

**NUMBER OF BOOKS A STUDENT MAY TAKE OUT:** No limit is placed on the number of books a student may have out at one time. Instead, they are encouraged to use common sense and take out only what they can use and return within the two-week period.

**OVERDUE NOTICES:** Overdue notices are sent to the student's first period classroom each Wednesday morning. If this fails to bring in the overdue material, the student is called for a conference with the Vice Principal. Then, if necessary, a letter is sent to the father of the student asking that he see that it is returned.

**MATERIALS:** Anyone who checks out material does so with the understanding that he will return it by the date due. Any material that is not returned must be paid for.

**SUGGESTIONS FOR NEW MATERIALS:** Students are urged to inform the IMC Supervisor of any library material they would like to have included in the next order.

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

SPECIAL SHELVES: The library maintains special shelves for NEW BOOKS and for RECOMMENDED READING FOR COLLEGE-BOUND STUDENTS. It will also maintain a special section for a collection requested by any teacher for special use.

FILMSTRIPS AND RECORDINGS: The IMC has 661 filmstrips and 223 recordings in the audio-visual room. They may be used as the teacher desires by making arrangements with the audio-visual instructor.

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

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

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

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

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

SECTION III

COMMUNITY PROGRAMS

P T A

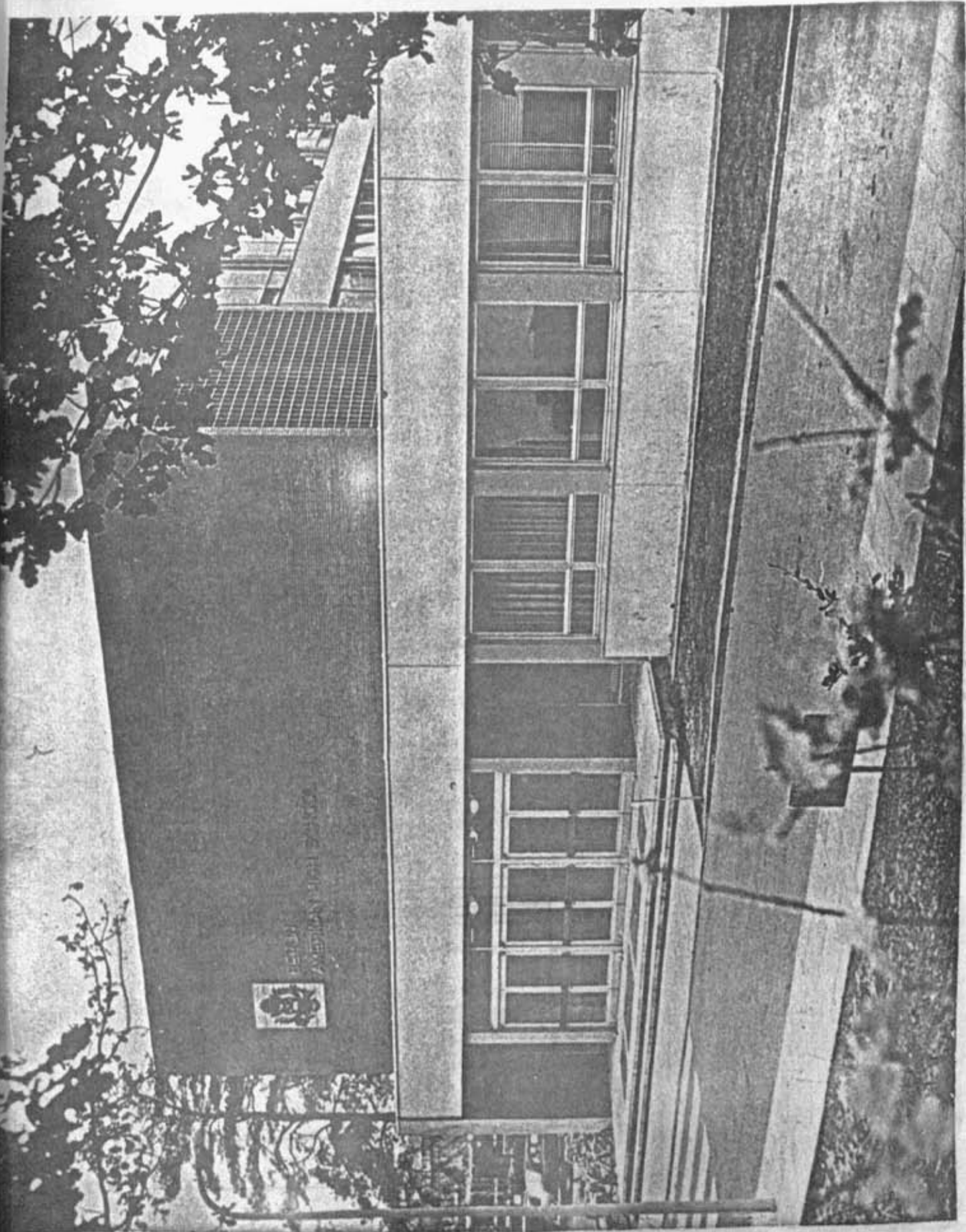
The Parent-Teacher Association functions as a school support and communication group for both the elementary and high school. It is generous in providing financial support for materials and activities that supplement the basis USDESEA program. Through a planned series of monthly meetings communication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

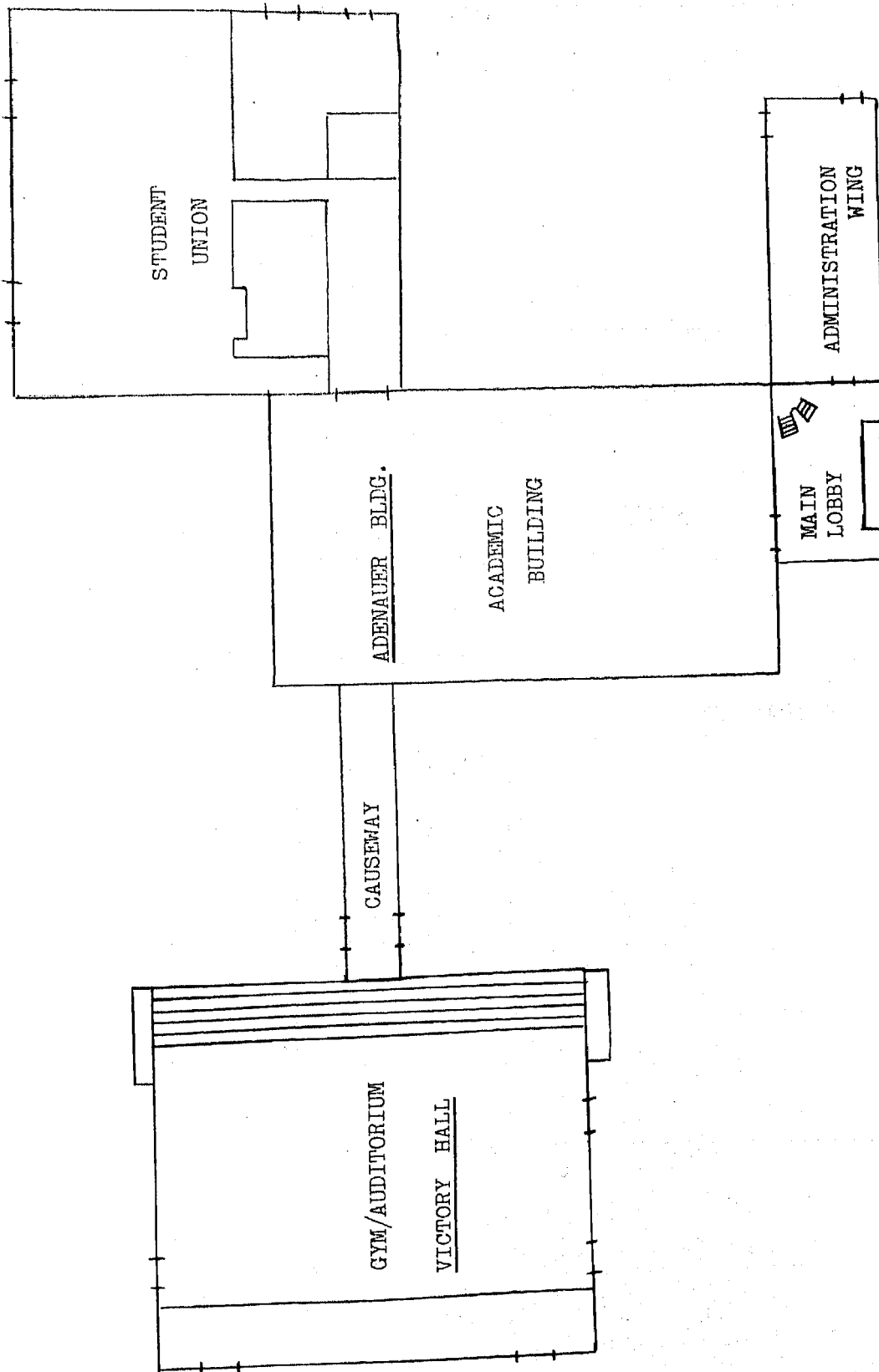
The elected officers of the SY 1968-69 PTA are:

President .....	LTC J. N. Chapman
Vice President, Jr. Div. ....	Mrs. R. Rankin
Vice President, Sr. Div. ....	Mrs. C. Aliano
Secretary .....	Mrs. E. Andrews
Treasurer .....	M/Sgt. C. R. Burtner

SECTION IV

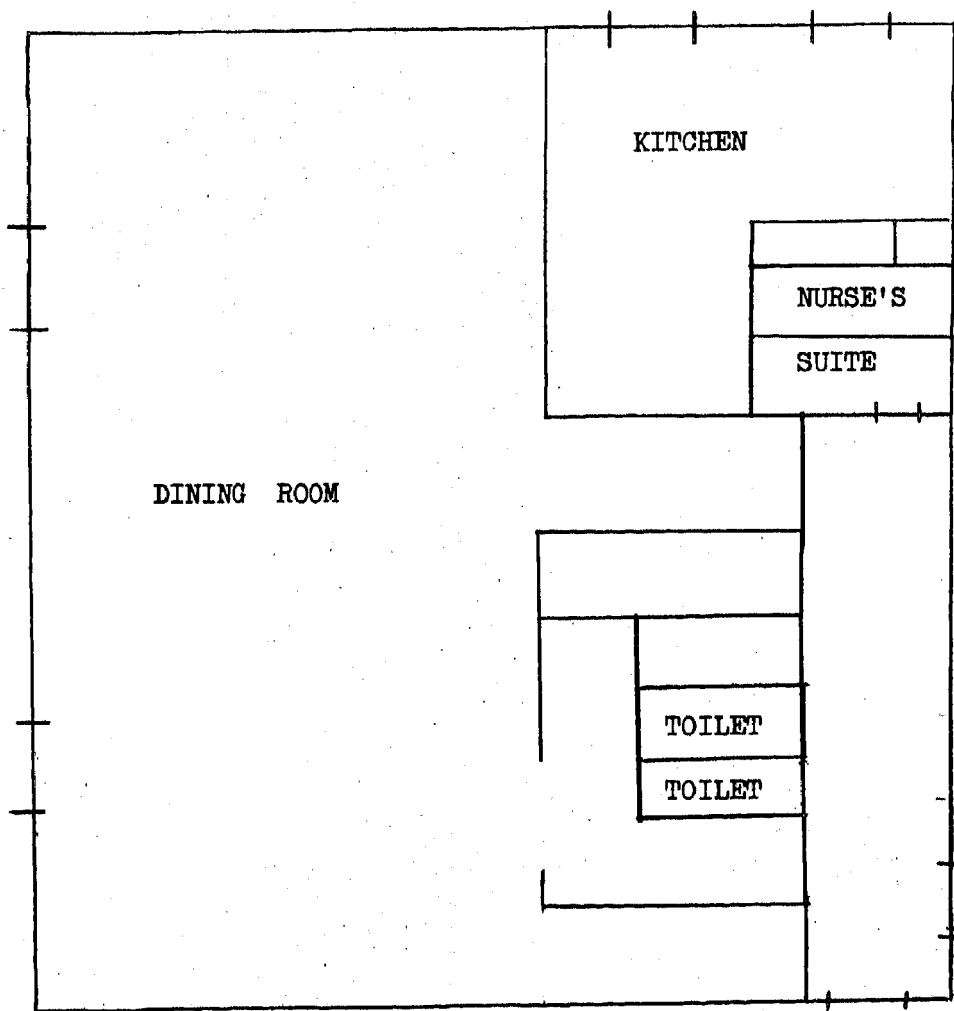
FLOOR PLANS



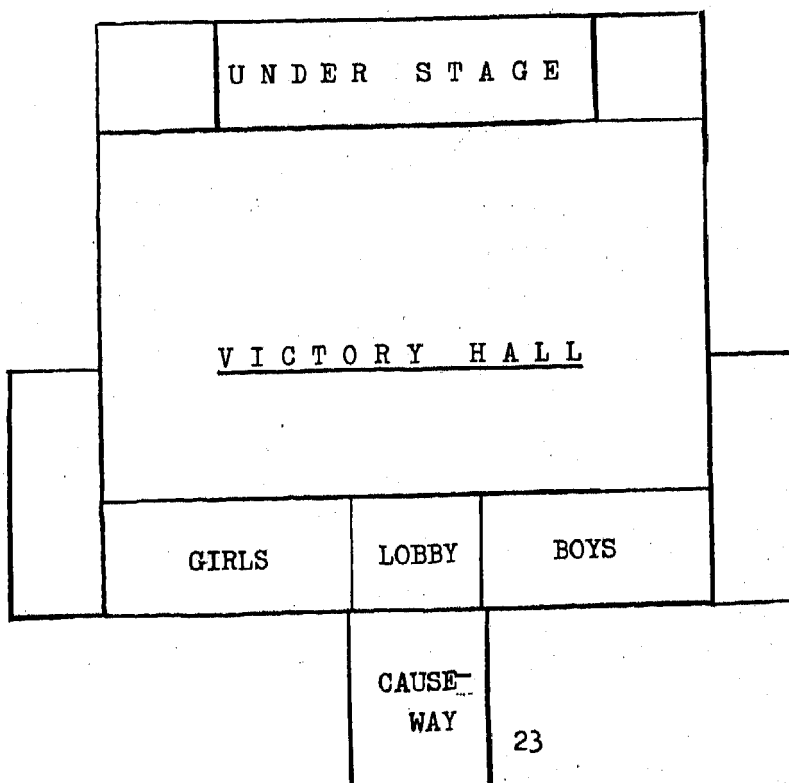
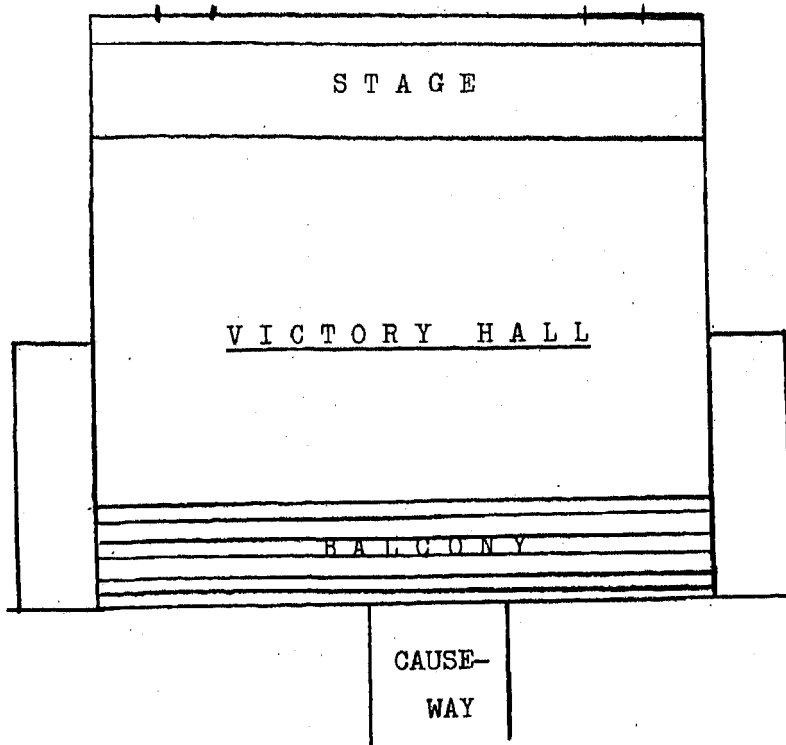




# STUDENT UNION



# GYM / AUDITORIUM

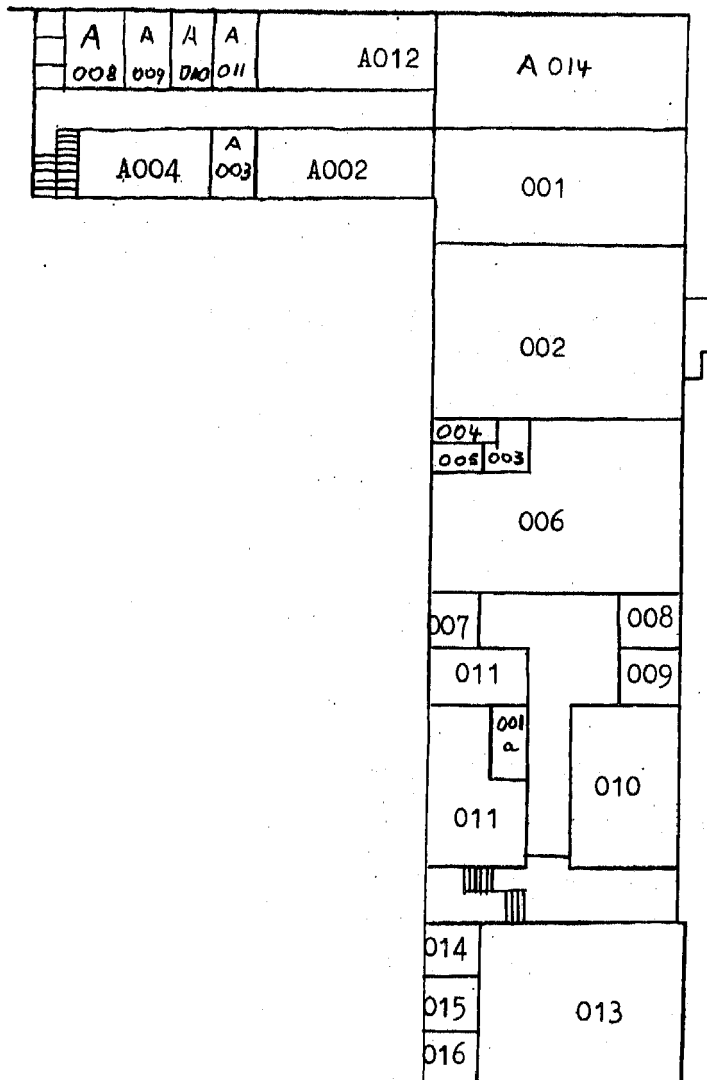


# HIGH SCHOOL

## BASEMENT

- A D E N A U E R   B U I L D I N G

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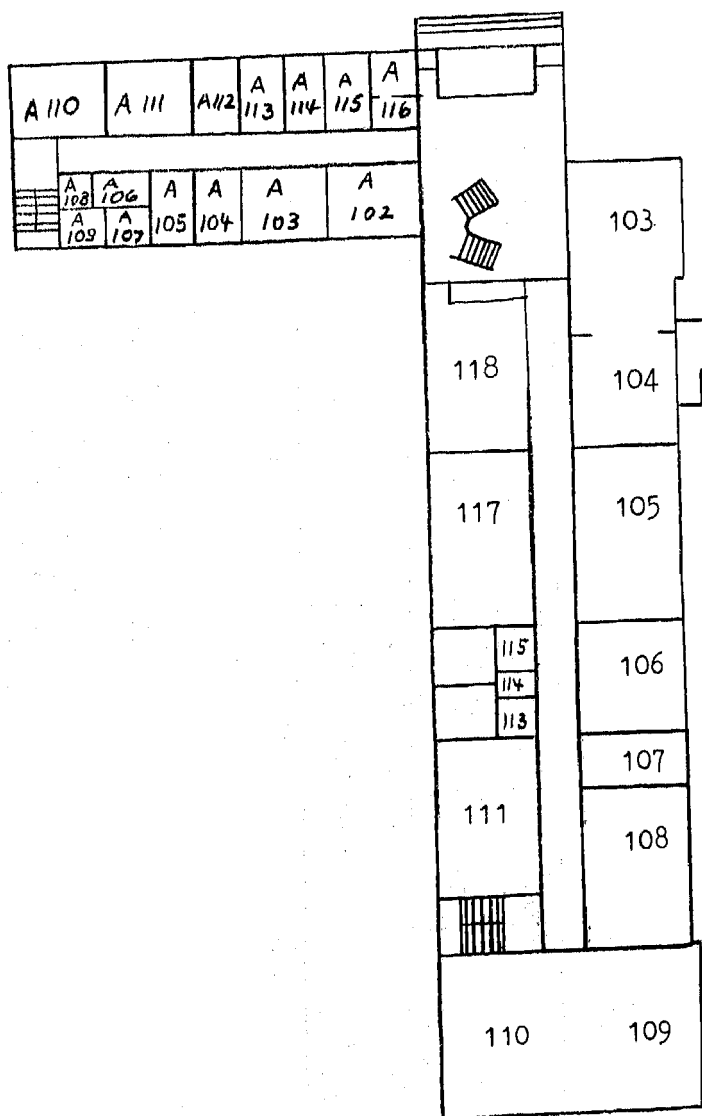


- 001 - Reserve Coal
- 001 - Machinery & Pumps
- 002 - Heating Plant
- 003 - Office
- 004 - Toilet
- 005 - Electrical Area
- 006 - Industrial Arts
- 007 - Storage
- 008 - Finishing Room
- 009 - Art Storage
- 010 - Drafting
- 011 - Art
- 011a - Storage
- 013 - Music Hall
- 014 - Practice Room
- 015 - Practice Room
- 016 - Office
- A002 - Supply
- A003 - Floridation Plant
- A004 - Classroom
- A008 - High & Low Voltage
- A009 - BEWAG
- A010 - Emergency Batt.
- A011 - Toilet
- A014 - General Storage

# HIGH SCHOOL

## FIRST FLOOR - ADENAUER BUILDING

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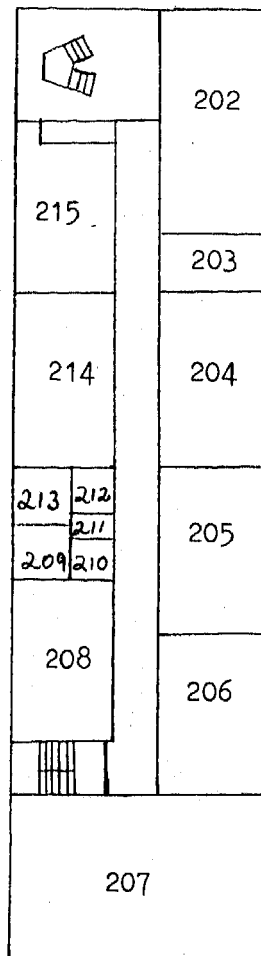
- 103 - Classroom
- 104 - Classroom
- 105 - Classroom
- 106 - Classroom
- 107 - Read. Improvem.
- 108 - Language Lab
- 109 - Classroom
- 110 - Classroom
- 111 - Language Lab.
- 112 - 116 Toilets
- 117 - Classroom
- 118 - Classroom
- A102 - Principal
- A103 - Admin. Office
- A104 - Asst. Principal
- A105 - Asst. Principal
- A106-A109 Toilets
- A110 - Lounge
- A111 - Conference Room
- A112 - Counseling
- A113 - Registrar
- A114 - Counseling
- A115 - Records Center
- A116 - Dental Clinic

# HIGH SCHOOL

## SECOND FLOOR

1:500

### A D E N A U E R   B U I L D I N G



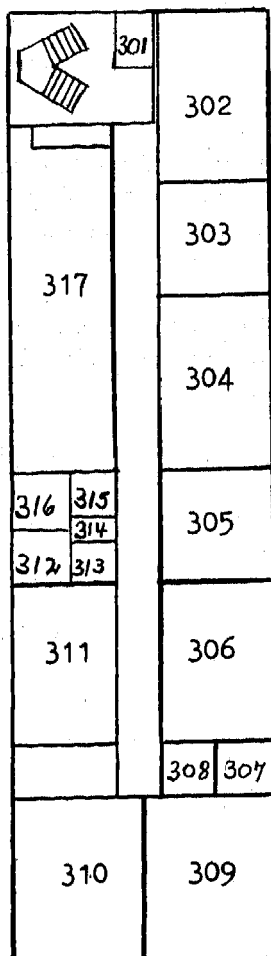
- 202 - Buisiness - Typ.
- 203 - Business Classroom
- 204 - Classroom
- 205 - Inst. Mat. Center
- 206 - Inst. Mat. Center
- 207 - Inst. Mat. Center
- 208 - Classroom
- 209 - 213 Toilets
- 214 - Classroom
- 215 - Classroom

# HIGH SCHOOL

## THIRD FLOOR

1:500

### A D E N A U E R   B U I L D I N G



- 301 - Photo Lab
- 302 - Class Room
- 303 - Class Room
- 304 - Class Room
- 305 - Gen. Science Lab
- 306 - Biology
- 307 - Chemistry Storage
- 308 - Biology Storage
- 309 - Chemistry
- 310 - Physics
- 311 - General Science
- 312 - 316 Toilets
- 317 - Home Economics

The following will help identify and locate rooms in the Administrative Wing and the Konrad Adenauer Building.

ROOM NUMBERS STARTING WITH

ARE LOCATED

A 0—

Admin. Wing, basement level

A 1—

Admin. Wing, first floor

0—

Adenauer Bldg, basement level

1—

Adenauer Bldg, first floor

2—

Adenauer Bldg, second floor

3—

Adenauer Bldg, third floor

LOCKER NUMBERING: Special purpose lockers are located in the industrial arts area and boys and girls locker rooms in Victory Hall. The use of these lockers is controlled by the teacher concerned.

All student lockers are located in the hallways of the Konrad Adenauer Building. The following will help locate these lockers:

LOCKER NUMBERS

LOCATION

1—

1st floor

2—

2nd floor

3—

3rd floor



SECTION V

SCHEDULES

ROOM	PERIOD I	PERIOD II	PERIOD III	PERIOD IV	PERIOD V	PERIOD VI	PERIOD VII
A004	Alg. I	Alg. II		Trigeom.		Alg. II	Alg. I
006		JH Shop			JH Shop	JH Shop	Ind. Techn.
010		Arch. Desig.	Tech Graph.		SocStud. 8	Ind Design	
011		Art I, II, III	Art I, II, III	Art III, IV		JH Art	JH Art
013	Adv. Band		SH Chorus		Music 7	Music 8	JH Band
103/4	US Hist	SocStud 7	SocStud 7			SocStud 7	US Hist
105	Eng IV	Latin I, II	Eng III	Eng III		Eng III	
106	French III <sup>IV</sup>	Grp. Couns.	Fr. II	Fr. I		Germ. III	Germ. III
107	Rdg.	Rdg.	Rdg.			Rdg.	Rdg.
108	Germ Ia		Germ. II	Germ. II		Germ. II	Germ Ia JH
109	SocStud 8	Wld. Reg.	Wld. Reg.	Eng. IV			Eng. IV
110	Eng 7 (F)	Eng. 8	Eng. 7	Sp+Drama	Eng 8 (S)		
111		Germ. Ia	Germ. Ia	Russ. I, II		Germ. Ia	Germ. Ib
117	Eng. II	Eng. II		Eng. I		Eng. I	Eng. II
118	SocStud. 7	SocStud7(S)	Eng. 7		Eng. 7(S)	Eng. 7	
202	Bookkeep.	Shorth. I, II	Typing II	Typing I			Typing I
204	Math. 7	Math 7 (F)	Math 7 (S)		Math 8 (F)		Math 7
205	IMC	IMC	IMC	IMC	IMC	IMC	IMC
206	IMC	IMC	IMC	IMC	IMC	IMC	IMC
207	IMC	IMC	IMC	IMC	IMC	IMC	IMC
208	Sci. 8	Sci. 8	Eng. 7		Sci. 8	Sci. 7	Sci. 7
214	Eng. I	Eng. 8 (F)	Eng. 8		Eng. 8	Eng. I	
215		Wld. Hist.	SocStud8(F)		SocStud7(F)	Wld. Hist.	US Hist.
302	SocStud8(S)	Int. Rel.	SocStud. 8	Soc. Stud8		Gov't.	Gen. Math.
303	Sp. Educ.		Sp. Educ.	Sp. Educ.		Sp. Educ.	Sp. Educ.
304		Math. 8	Math. 8(S)		Math. 7	Math. 7	Study Hall
305	Math.	Alg. I	Math.			Adv. Math.	
306	Math. 8	Sci. 8(S)	Biology	Biology		Biology	
309	Geom.	Geom.	Math. 8			Chem.	Chem.
310	Sci. 7 (S)	Sci. 7	Sci. 7(F)	Wld. Reg.	Sci. 7		PSSC
311	Sci. 8 (F)	IPS	IPS			IPS	IPS
317	Home Ec II	Sp. Educ.		Home Ec I		JH HomeEc	JH Home Ec
Gym Boys	PE JH		PE	PE		PE JH	PE JH
Gym Girls	PE JH	PE SH	PE SH			PE JH	PE JH

**BERLIN AMERICAN HIGH SCHOOL**  
**MASTER SCHEDULE OF CLASSES SCHOOL YEAR 1968-69**  
**1st Semester**  
**(Reports Control Symbol: L-AEUE-SC-15)**

	I	II	III	IV	V	VI	VII	Multi-Purpose
ALIANO	0830-0925 Guidance A114	0928-1023 Grp. Couns. 106	1026-1121 Eng 305	1124-1219 Guidance A114	1203-1258	1301-1356 Guidance A114	1359-1454 Guidance A114	1457-1530
ALLWARDT	Germ Ia 108	Prep.	Germ II 108	Germ II 108		Germ II 108	Germ Ia JH 108	MONDAY: Clinic TUESDAY: Activity WEDNESDAY: Student Council/ Homeroom
BARLOW	PE JH Gym	PE SH Gym	PE SH Gym	Prep		PE JH Gym	PE JH Gym	
BEAMS	Prep	Wld. Hist. 215	SocStud 8 215 (F)		SocStud 7 215 (F)	Wld Hist 215	US Hist 215	
BELT	Bookk. 202	Shorth. I, II 202	Typing II 202	Typing I 202		Prep	Typing I 202	
COOK	SocStud 8 302 (S)	JH Shop 006	SocStud 8 302		JH Shop 006	JH Shop 006	Prep	
COSSARINI	SocStud 8 109	WldReg 109	Wld. & g 109	Eng IV 109		Prep 109	Eng IV 109	
DeYOUNG, Mrs.	Alg. I A004	Alg. II A004	Prep	Trigeo A004		Alg II A004	Alg I A004	
DeYoung, Mr.	Sci. 8 311 (F)	IPS 311	IPS 311	Prep		IPS 311	IPS 311	
DOUGLAS	Math 8 306	Sci. 8 306 (S)	Biology 306	Biology 306		Biology 306	Prep	
ECHVESTE	Prep	ArchDesign 010	Technaph C10		SocStud 8 010	Ind Design 010	Ind Tech. 006	THURSDAY: Activity FRIDAY: Assembly/ Pep Rallies
FENSTER- MACHER	Adv. Band 013	Prep	SH C & rus 013		Music 7 013	Music 8 013	JH Band 013	
HILLER	Sci 7 310 (S)	Sci 7 310	Sci 7 310 (F)	Wld Reg 310	Sci 7 310		Prep	
HUFFER	Math 305	Alg I 305	Math 305		Prep	Adv. Math 305	Gen. Math 305	
ITOGA	Guidance A112	Guidance A112	Guidance A112	Guidance A112		Guidance A112	PSSC 310	

BERLIN AMERICAN HIGH SCHOOL  
MASTER SCHEDULE OF CLASSES SCHOOL YEAR 1968-69

	I	II	III	IV	V	VI	VII	Multi-Purpose
KAWAOKA	0830-0925 Geom. 309	0928-1023 Geom. 309	1026-1121 Math 8 309	1124-1219	1203-1258 Prep 309	1301-1356 Chem. 309	1359-1454 Chem. 309	1457-1530
KILPATRICK	Eng I 214	Eng 8 214 (F)	Eng 8 214		Eng 8 214	Eng I 214	Prep 214	
KNIGHT	Math 7 204	Math 7 204 (F)	Math 7 204 (S)		Math 8 204 (F)	Prep 204	Math 7 204	
LeBRUN Jr.	Admin. A102	Admin. A102	Admin. A102		Admin A102	Admin A102	Admin. A102	
LEEPER	Lib. 207	Lib. 207	Lib. 207		Lib 207	Lib. 207	Lib. 207	
LEWIS	Eng 7 110 (F)	Eng 8 110	Eng 7 110	Sp + Dram 110	Eng 8 110 (S)		Prep 207	
LOCHER	Admin. A104	Admin. A104	Admin. A104	Admin A104		Admin. A104	Admin. A104	
LUCCARELLI	Prep	Math 8 304	Math 8 304 (S)		Math 7 304	Math 7 304	Study Hall 304	
MOSER	Admin. A105	Int.Rel. 302	Admin. A105		Admin. A105	Gov't. 302	Admin. A105	
PEPOY	PE JH Gym	Prep	PE Gym	PE Gym		PE JH Gym	PE JH Gym	
PIETSCH	Prep	Art I, II, III	Art I, II, III	Art III, O11-IV		JH Art O11	JH Art O11	
PRIEBE	Rdg. 107	Rdg. 107	Rdg. 107		Prep	Rdg. 107	Rdg. 107	
REKUCKI	US Hist. 103/4	SocStud.7 103/4	Soc.Stud.7 103/4	Prep.		Soc Stud 7 103/4	US-Hist. 103/4	
RICE	Eng. II 117	Eng. II 117	Prep.	Eng I 117		Eng I 117	Eng. II 117	
SCHIRMER, Dr.	French III, IV	Prep.	French II 106	French I 106		Germ. III 106	Germ. III 106	
SPIERNOL	Sp. Ed. 303	Sp. Ed. 317	Sp. Ed. 303	Sp. Ed 303		Sp Ed 303	Sp. Ed. 303	
								<p>MONDAY: Clinic</p> <p>TUESDAY: Activity</p> <p>WEDNESDAY: Student Council/ Homeroom</p> <p>THURSDAY: Activity</p> <p>FRIDAY: Assembly/ Pep Rallies</p>

MASTER SCHEDULE OF CLASSES SCHOOL YEAR 1968-69

	I	II	III	IV	V	VI	VII.	Multi-Purpose
STANLEY	0830-0925 HomeEc II 317	0928-1023 Sp.HomeEc 317	1026-1121 Prep	1124-1219 HomeEc I 317	1203-1258	1302-1356 JH HomeEc 317	1359-1454 JH HomeEc 317	1457-1530
SULLIVAN	Eng IV 105	Latin I, II 105	Eng III 105	Eng III 105		Eng III 105	Prep	
VALMORE	SocStud 7 118	SocStud 7 118 (S)	Eng. 7 118		Eng 7 118 (S)	Eng 7 117	Prep	
VANDAGRIFT	Sci. 8 208	Sci. 8 208	Prep.		Sci. 8 208	Sci. 7 208	Sci. 7 208	
VOIGT	Prep.	Germ. Ia 111	Germ. Ia 111	Russ. I, II 111		Germ. Ia 111	Germ. Ib 111	

S E C T I O N   V I

TRAVELING TO BERLIN FROM WIESBADEN

## TRAVELING FROM WIESBADEN TO BERLIN

### I. Processing Points

Processing points for travel to Berlin are designated as the main rail stations in Frankfurt and Bremerhaven for rail travelers, and the US Army Helmstedt Support Detachment for autobahn travel. To obtain transportation from Wiesbaden to Frankfurt, telephone Wiesbaden Motor Pool. Air travel to Berlin will originate at Rhein Main Air Base, while travel on the duty train will begin at the RTO office at the main rail station in Frankfurt.

### II. Clearance Requirements for Land Travel

Prior clearance is required for all land travel to and from Berlin.

All requests for travel to and from Berlin will be prepared on AE Form 2793 (Request for Clearance to Travel to Berlin), in two (2) copies, and submitted to the Commander in Chief, USAREUR, ATTN: AEAAG-AP, to arrive not later than 10 workdays before the date the traveler is scheduled to depart from his home station.

### III. Documentation Requirements

Civilian personnel, including dependents, require valid DD Forms 1173 (Uniformed Services Identification and Privilege Card) and valid passport.

### IV. Clearance Procedures

Clearance for travel of personnel stationed in Berlin or for PCS travel from the continental United States to Berlin will be controlled by the US Commander, Berlin (USCOB).

### V. Preparation of Documentation

a. See USAREUR Reg. 550-180 for a sample of completed AE Form 2793. The form may be used for any number of personnel as long as the travel is performed on the same date. All information entered on this form will be exactly the same as that appearing on the identity documents, including grades, service or identity document numbers, and middle names, when applicable.

Personnel traveling in duty or non-duty status are required to certify that they have read and understood annex C of Reg. 550-180 by executing the certificate on the reverse of the AE Form 2793.

Personnel traveling to and from Berlin by more than one mode of transport-



VII. Billeting Reservations: Because of the limited billeting facilities in Berlin, travelers are required to make arrangements as far in advance as possible. Berlin clearance will not be granted unless billeting arrangements have been completed. Requests for reservations in military facilities should be addressed to the US Commander, Berlin, APO 09742, ATTN: Accom. Off.

Military personnel in a duty status are required to use military facilities.

ation will include pertinent information regarding the mode of travel in each direction and the license number of the vehicle, when applicable.

b. Movement Orders (also called Flag Orders)

When the AE Form 2793 is submitted to the Commander in Chief, USAREUR, ATTN: AEAAG-AP, movement orders will be prepared and returned to the requesting authority for delivery to the traveler, who will present them to the rail transportation officer (Frankfurt train station) or Helmstedt checkpoint on arrival, if travelling by car.

VI. Mode of Travel

a. Rail Travel: The guarded US military train from Frankfurt to Berlin and similar British and French military trains are the only authorized passenger rail routes. The traveler is responsible for obtaining reservations on the Berlin duty train. Clearance to visit Berlin does not include reservations of any kind. Reservations may be made by contacting the office of the rail transportation officer at the Frankfurt train station. For further information see chapter 312, USAREUR Regulation 55-355.

b. Motor Vehicle: The autobahn between Helmstedt and Berlin is the only authorized motor vehicle route through the Soviet Zone of Germany. US civilian personnel who are traveling on movement orders issued by the Commander in Chief, USAREUR, the US Ambassador or Charge d'Affaires, Bonn, or the US Commander, Berlin, are authorized to travel the Berlin - Helmstedt autobahn in automobiles bearing USA license plates issued in Germany, "C" plates issued in Italy or plates issued by the Federal Republic of Germany to US personnel assigned, attached, or on duty with the US Embassy in Bonn, Germany, or one of the Consulates General in the Federal Republic of Germany.

Personnel will be briefed at the US checkpoint at Helmstedt prior to entering the autobahn.

c. Air Travel: Personnel traveling by air in a duty or non-duty status are required to accomplish AE Form 2793 as described under Preparation of Documentation above.

Advance billeting arrangements are also required for air travelers. The only authorized routes of air travel to Berlin are commercial and military air flights that land in the US, British or French sectors of the city.

Movement orders (Flag Orders) and compliance with the Berlin clearance procedures, except for AE Form 2793, are not required for round-trip air travel. When either entry into or exit from Berlin will be made by land route, necessary documentation for land travel will be obtained before the traveler departs from his home station.

**Visitor's Guide**

BERLIN AMERICAN HIGH SCHOOL

CEMETERY

CHapel

OUTPOST THEATER

TAR SCHOOL

GYM BOWLING ALLEYS

SHOPPING CTR.

COMMISSARY

BUS TERMINAL

GAS ST.

US HEADQUARTERS

TOURS OFFICE

CLUB 50

U-Bahn STATION Ostkar-Welene-Heim

ARGENTINISCHE ALLEE

Pritchard St.

Steward St.

CLAY ALLEE

SARGENTMUNDER ST.

THIEL-PLATZ

FOOT PATH

HARNACK HOUSE

BERLIN  
AMERICAN  
HIGH