HANDBOOK

OF THE

BERLIN AMERICAN HIGH SCHOOL

SY 1967/68

This handbook is designed to serve as a guide for students, and parents. We hope that it will help you to become better acquainted with our school, our staff and our facilities. If it does, your experiences at BAHS will be more meaningful and profitable.

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PREFACE FOR THE STUDENT

When you joined us, you became part of a proud school with a rich tradition. As a Berlin "Cub," you inherit an opportunity to attend one of the finest American high schools overseas. This inheritance is passed to you by two generations of Americans in Berlin who have worked diligently to make BAHS what it is today.

In becoming a part of us and benefitting from the work of others, you also accept an obligation. That obligation is to leave BAHS just a little bit better than it was when you arrived. Others have met this challenge. I'm confident that you can and will.

Working together with your teachers, your stay here can be one of the most meaningful experiences of your educational career. Intellectual stimulation, vocational preparation, and aesthetic awareness can result from your studies here. Remember, however, that these things do not come to you by osmosis. Effort on your part is required in school as it will be in later life.

The faculty joins me in wishing you a rewarding experience on our campus.

PAUL F. LeBRUN, Jr.
Principal

SECTION I

BERLIN AMERICAN HIGH SCHOOL

School Philosophy
1967/68

Inherent in our American way of life is a universal belief in the optimal development of the individual. The field of education is of paramount importance in the development and propagation of this idea through emphasis upon cumulative knowledge, understanding and enlightenment applied to a dynamic environment, and the cultivation of the basic ethical values of democracy.

Within the framework of the educational process, it is important that each student develop into an independent person who can think for himself, reach his own judgements, choose his own goals, and play his proper part as an effective citizen.

The Berlin American High School recognizes that students progress at differentiated rates and by various means. As much as possible, the individual is allowed opportunity for experience in living, continuity of learning, and growth in self-discipline. We believe that the junior high student should be offered maximum opportunity to explore and that senior high students should have the opportunity to pursue terminal education or college preparatory work according to need.

Continuous re-examination of our goals as well as refinements in pedagogy lead us toward innovations. We believe in change for the better but not change for the sake of itself. New programs and methods that have demonstrated their effectiveness are incorporated into our program while the best of the traditional is maintained. Our quest for excellence demands it.

Our unique position in the world imposes an equally unique obligation and opportunity upon us. It is our belief that the Berlin American High School must represent the finest in American secondary education. This is our obligation. At the same time, we have the opportunity to learn much from the multiple cultures that are interwoven with our own as well as from those that surround us but choose to remain apart. We stand as a symbol of young America on freedon's frontier while simultaneously assimulating much that will enable us to better serve ourselves and our country in the years to come.

BACKWARDS AND FORWARD

The Berlin American High School reaches maturity as it celebrates its twenty-first birthday this year. It is one of the original schools established for American youngsters following the end of World War II and the subsequent influx of dependent families.

BAHS was first located in the Gertrauden Schule on Im Gehege in Dahlem. In 1953 it moved into new quarters on Huettenweg that it shared with the Thomas A. Roberts American Elementary School. Over the years, it became evident that a larger, separate unit was necessary and the cornerstone for the present plant was laid in 1964. Classes were first held in our new school during school year 1965-66. The last phases of construction were completed during school year 1966-67.

Currently, BAHS enrolls six hundred students. This is a far cry from the 95 students registered in 1949-50, the lean years of the Berlin Blockade.

BAHS students and teachers are proud of having shared in Berlin's community life for twenty years. We are proud, too, that our school has been termed a "showcase of excellence" by the Deputy Asst. Secretary of Defense. We hope to continue to deserve that title in the future. Whether or not we do depends on each of us - faculty and students.

THE FACULTY

The Berlin American High School is fortunate in being staffed with experienced, highly qualified instructors. The United States Dependent Schools, European Area requires a minimum of two years experience and a Bachelor of Arts degree from all of its teaching personnel.

BAHS has a relatively stable staff because of its cosmopolitan location and fine facilities. A large percentage of the teachers are pursuing or have pursued graduate work within the last five years. New BAHS faculty members are mostly experienced overseas teachers who have volunteered for assignment here.

All of the staff, newcomers and veterans, are capable of providing you with a good American high school education. How much of it you absorb depends mostly on you.

SECTION II

ADVICE TO STUDENTS AND PARENTS

Selecting a program of studies for a student's high school career requires careful planning. Discussion by a student of his aptitudes, interests, and goals with his counselor, his teachers, and his parents will assist him in developing a good plan for making the most of his high school career.

1. Interests. What are the student's chief interests, and in what way can the course program contribute to them? For instance, if the student has identified a general area of vocational interest, does his course program reflect or support that interest?

2. Abilities. Where do the student's strengths and weaknesses lie, as indicated by standardized tests, grades, and work in school? Selection of the number and kinds of courses should reflect the student's level of ability and general pattern and rate of maturation. Some students should take less courses per year and plan to spend five rather than four years in the high school.

   At each level of high school a student should be encouraged to examine his extracurricular activities and non-school responsibilities in the light of his abilities and his proposed academic course load. Different levels of high school involve varying degrees of non-academic commitment both in and outside of school; this should be considered.

3. Future Planning. Although Berlin American High School graduation requirements generally meet requirements for college admission, a few institutions recommend three or four years of work in one area, such as foreign language, mathematics, or science. If a student has given consideration to general types of colleges, he should check entrance requirements of colleges representative of the type of college he prefers.

4. Graduation Requirements. Does the student's proposed course plan fulfill BAHS' graduation requirements?

GRADUATION REQUIREMENTS

The Berlin American High School is part of the United States Dependent Schools, European Area (USDESEA). To be graduated from a USDESEA high school, students must successfully complete a minimum of 16 units, excluding physical education and health. At least 12 units must be earned in the upper three years. Graduation units must include:

(1) English: 4 units of credit

(2) Social Studies: 3 units of credit, including 1 unit in either Social Studies 9 (World Regions) or Social Studies 10 (World History); 1 unit in Social Studies 11 (US History); and 1 unit in Social Studies 12 (US Government plus Contemporary Problems).

(3) Science: 1 unit of credit in a laboratory science (Introductory Physical Science, Biological Science, Applied Science, Chemistry, or Physics)

(4) Mathematics: 1 unit of credit

(5) Electives: 3 units of credit in one subject area other than English or Social Studies.

PROGRAM OF STUDIES

DEPARTMENT	COURSE OFFERING
Business Education	Typing I, II; Stenography I, II; Bookkeeping; Office Procedures; General Business
English	English JHS, I, II, III, IV; Creative Writing; Drama; Humanities; Speech; Reading Improvement
Fine Arts	Arts & Crafts JHS, I, II, III; Instrumental Music; Vocal Music
Homemaking	Homemaking JHS I, II, III
Industrial Arts	General Shop JHS I, II, III; Mechanical Drawing I, II
Languages	French I, II, III, IV; German JHS, I, II, III, IV; Latin I, II; Russian I
Mathematics	JHS Math; General Mathematics; Applied Math; Algebra I; Geometry; Algebra II; Advanced Mathematics
Physical Education (including calisthenics, sports, Health, Safety, First Aid)	Physical education is required for each student each year, unless otherwise excused.
Science	JHS General Science; Introductory Physical Science; Biology; Chemistry; Physics
Social Studies	JHS World and American History; World Regions; World History; United States History; American Government; Contemporary Problems

COURSE OBJECTIVES

ART: The last few decades have seen a phenomenal increase in art. Painting and sculpture of the past and present have been brought forcibly to the attention of a wider public through new and often startling experiments, through excellently printed books and reproductions and through expanding programs of museums and educational organizations. Nearly all products of daily life have been redesigned by industrial designers. During the present century, college courses in art have increased rapidly and art in the public schools once regarded as frill, is now seen as part of the educational program. Art experiences are related to the inherent interest of children. Although varied in their stages of emotional, intellectual, physical or social growth, students come to us full of imagination, inventiveness and the desire to experiment. They should be given an opportunity to develop their powers of observation, judgement, imagination and creativeness; also they acquaint themselves with the function of art principles in the home and community. Students should be offered opportunities for group participation as well as individual expression. They must develop good working habits and respect for their own works of art as well as of others. The exhibition of student work is encouraged. Naturally, no one school can provide all the materials needed to cover every phase of art activity. Success of a program will always depend upon the teacher's ability in picking up supplementary materials from local sources.

We must realize that ideals, courage, self-reliance and skill are sorely needed by every individual and that we can contribute to these needs by opening the door to creation. Art is a universal language which allows us to ignore all national boundaries.

BUSINESS EDUCATION: The general objectives of the business education department are to prepare pupils to hold jobs in business offices and to provide those knowledges and skills which are necessary to insure vocational competence. Second, to give pupils essential business information and skills which they can use for their own personal use outside of their vocations. Third, to teach the student more efficient methods of buying goods and services and more efficient use of these goods and services, with emphasis placed upon the development of consumer skills and knowledge, better management of personal and home accounts, saving, investing, purchasing of consumer goods, avoidance of waste and sales resistance. Business courses are elective in grades 9-12.

ENGLISH: The first aim of the English Department is to develop through literature and extensive practical use of the library and its resources a desire for and appreciation of reading, the key to all doors of understanding. Much emphasis is placed on this at the junior high level. Secondly, we strive to improve written composition through simple expository skills: using clear, concise, specific language; following logical orders; writing directions; writing clear definitions and emphasis on spelling. Third, we attempt to enrich the students' vocabularies through presentation and use of words meaningful to their daily needs.

English is required each year, grades 7-12. Speech/drama is an elective open to Juniors and Seniors. Creative writing is an elective alternating each year with Humanities and available to selected Juniors and Seniors. Next offering: School Year 1968-1969.

FOREIGN LANGUAGES: The foreign language program is in a transitional stage from traditional reading, translation, grammar technique to that of development of the listening comprehension and speaking skills. However, the basic aim is to establish language as an instrument of contact and knowledge through which the student is exposed to a new mentality, a different culture and history and unknown views and opinions.

Instruction is offered in French, German and Russian. German is emphasized in grades 7-12 with French and Russian normally available only to students in grades 9-12.

HOME ECONOMICS: The general aim of the home economics program is to help prepare girls to meet the challenge of a homemaker in a changing society; as well as to stimulate an interest in the pursuit of advanced training in the field for those with ability.

During the school year the girls spend one semester in the clothing area where emphasis is placed upon the fundamentals of clothing construction, wardrobe planning, care and handling of textile fabrics, use in color and design, grooming and personal appearance. The alternate semester (nine week term change for 7th and 8th grade students total one semester) is spent in the foods department, with focus on family meal planning and food preparation, nutrition, child care and development, home management and planning, home nursing, marriage and family living, social development and consumer problems.

All Junior High School girls are expected to take one semester's work in homemaking. Electives are available in grades 9-12.

HUMANITIES: Through a study of ancient, medieval and modern classics, students encounter some of man's most humanly profound meditations, questions and dreams. The inter-relationship of disciplines is stressed but the focus remains on man's interaction with his external world.

Humanities is an elective alternating each year with Creative Writing and available to selected juniors and seniors. It will be offered during SY 1967-1968.

INDUSTRIAL ART: The emphasis in all the classes is on a personal creative interpretation of ideas and subject matter in a variety of materials and with different tools in both two-and-three dimensional forms. Craftsmanship is stressed but not to the extent of making the end product more important than the learning processes involved for both the individual and the group. In proper sequence students learn to use hand tools, the use of drafting equipment, architectural drawing, the planning and building of scale model houses.

All Junior High School boys are expected to take one semester's work in industrial arts. Electives are available in grades 9-12. Girls are invited to elect shop courses.

LATIN: Latin is the one classical language taught. Emphasis is placed on reading with understanding and, secondarily on speaking. The purpose of instruction is to facilitate the reading of Latin classics in the originals and to broaden the vocabulary by increasing one's understanding of word derivations.

Latin courses are elective and normally reserved for students in grades 9-12.

MATHEMATICS: The mathematics curriculum includes a four-year college entrance preparation sequence plus terminal courses in general mathematics and practical math. The main objectives of the department are to provide the factual knowledge needed by the individual to perform his daily functions, to provide the technical knowledge needed for success in other areas of study, to prepare students for study in technical areas beyond high school and to achieve in the individual an understanding of and appreciation for the place and function of mathematics as a tool of society.

Math is required in the Junior High School. One unit is required in grades 9-12 with all other courses being elective.

MUSIC, VOCAL AND INSTRUMENTAL: All vocal and instrumental music classes stress the fundamentals of music theory and appreciation, but the preparatory groups give most emphasis to reading music and learning to sing or play an instrument as a member of a group. To those already in a performing capacity, vocal and instrumental, the objective is to challenge them to more accurate and advanced proficiencies and to stimulate their interest in listening or actively participating in some form of music as an adult recreation.

All vocal and instrumental classes are elective.

PHYSICAL EDUCATION: The primary aim of boys' physical education is to physically strengthen the boys through a varied program including calisthenics and a variety of sports. Calisthenics are part of the daily program, while sports such as touch football, basketball, volleyball, badminton, softball, and track and field events are more seasonal. This variety of sports gives an opportunity for participation as well as appreciation of the sports, their rules, and the sportsmanship that is such an integral part of sports.

The aims and objectives of girls' physical education are to help girls with social adjustments, to give insight into methods of relaxation, and to introduce in sports a worthy use of leisure for the years ahead. The program includes soccer, basketball, volleyball, folk and modern dance, tumbling, and other individual and dual sports. Other activities under direction of the department are G.A.A., cheerleaders and Pep Club members.

Physical education is normally required through grade 10, although individual needs dictate the actual requirements at all grade levels. A Physical Education Leadership course is available for selected Juniors and Seniors.

SCIENCE: The basic aims of the science program are to develop a curiosity in the student regarding "causes and effects"; to include methods by which a student can learn by observation, reasoning and participation; and to relate all new material and experiences to past and present and thereby provide sequential and continuous growth with subsequent learning.

The study of science is required in the Junior high. One unit is required in grades 9-12 with all other courses being elective.

SOCIAL STUDIES: The phrase social studies is used to designate history, government, sociology, economics, geography, and social problems. This synthesizing process has been facilitated by the fact that all of the subjects have the common element of dealing with human relationships.

The field of social studies deals with human relationships, primarily with groups, social institutions, culture and societies. While the social studies utilizes all knowledge, its own province is strictly limited to social relationships. The main objectives, then, are to enable the student to gain certain basic understandings, acquire necessary skills, and develop attitudes that are needed for effective citizenship in a democratic society and to maintain our cultural heritage.

Social Studies is a requirement in grades 7-12. * Social Studies 9 or 10, but not both are required for Freshmen and Sophomores.

* Exception

GUIDANCE DEPARTMENT SERVICES

OBJECTIVE: The objectie 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 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: A library of current college catalogs is available in the Guidance Conference Room, A 111, 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 library 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.

Career Information: An Occupations File is also available in the Guidance Conference Room. 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 conference room and may be borrowed over night.

ACADEMIC POLICIES

HOMEWORK: Homework is an integral part of school work and must be carefully prepared. The amount of homework a student will be required to do will depend upon the difficulty of his academic program and his capabilities. A daily home preparatory period of at least thirty minutes for each subject is often necessary.

TRIPS: Field trips are undertaken to complement the academic program and to allow us to take advantage of our location. Transportation is generally provided by school bus. Occasionally parents will be asked to transport their own youngster. This is particularly true for evening affairs such as trips to the opera, Philharmonic, etc.

Overnight trips will be permitted under school sponsorship for athletic teams and for students representing the school in other interscholastic activities when the scope of the activity and/or the distance between schools is too great to permit completion of the activity within a single day. Overnight trips are permitted only when an adequate number of chaperones are available.

EXAMINATION: A final comprehensive examination constructed by the teacher and covering the work of the entire semester will be administered to all students at the end of each semester in grades 7-12 subjects. These examinations account for one-fourth of the final mark of the course.

MARKING POLICY: A report of each student's marks will be given to parents at the end of nine weeks marking period. A "Warning Report" will be sent at the end of the fourth week of each marking period if marks are unsatisfactory.

The computation of grades is determined as follows:

MARK	GRADE POINTS
A - Excellent	4
B - Good	3
C - Average	2
D - Poor	1
E - Effort	1
F - Failure	0
I - Incomplete	

The percentage of pupils with different marks will obviously vary in different classes in relation to the difficulty of the course, the ability of the students, and how hard they study. In all instances, the instructor concerned is the final determinate of the student's mark in a course.

HONOR ROLL: At the end of each marking period an honor roll will be published consisting of those students who have maintained an honor point average of at least 3.4 in courses meeting five times weekly and not less than a "C" in every course. Students on the honor roll for the year-end marks will be awarded a certificate. An "Honorable Mention" roll may also be published consisting of those students who have maintained an honor point average of 3.0 to 3.4.

TRANSFER OF STUDENTS: When a student transfers to another high school his student personnel folder will be forwarded upon request of the receiving school. An official transcript of a student transferring will be sent upon request of the receiving school.

A student with a "C" or better record in a subject who is to be transferred to the U.S. within one month prior to the end of a semester, may be given advance additional assignments to cover the work of the month in that subject. The student will be given an examination on the material covered. He will receive a mark and credit for the semester in the subject according to the examination, effort and achievement on the advance assignments, and his regular class work.

When a student transfers from Berlin American High School during the school year, he will be given a copy of his report card and his clearance sheet. These documents are all that will be needed to enroll the student in his new school.

SECTION III

CODE OF ETHICS

Every student is expected to realize that, as a member of the Berlin American High School, he owes an obligation to his parents, to his school, to his community, to his country which gives him liberty under the law, and to his own future as an individual and a citizen.

Every student is expected to:

maintain a neat general appearance,

obey every law or rule of the school, city, state, and nation, reserving the right to criticize rules and laws constructively, but respecting them as long as they prevail,

use his delegated or elected powers and influence for the common good,

have pride in himself and his school, by maintaining a high degree of integrity.

The above code was drafted by the Student Council and adopted by the Student Body in May 1967.

DISCIPLINE

GENERAL: The Berlin American High School has been variously termed a "showcase" and a "spotlight" school. This should be self-evident since BAHS is a part of the greater Berlin community, the "Showcase of the West". To the many visitors from many lands who will visit us during the course of the year, YOU represent American youth in this showcase. Fair or unfair as it may be, the impression they carry away with them will be a unique and lasting one.

The above facts impose a serious obligation on each of us to display the best in our culture. What may be a prank, a "kick", or even a practical joke in other places can be a serious international incident here. What might be tolerated back home in the way of behavior, or dress, often is intolerable here because of obvious consequences.

You can view this obligation as an unwarranted infringement upon your personal life. Some do. Others look upon it with pride just as your parents regard duty in this vital city as an honor. Regardless of your viewpoint, your duty to American youth remains. A positive attitude can make it rewarding fun.

APPEARANCE: Proper appearance and dress is expected of BAHS students. Learning to dress properly is as much a part of a teenager's education as anything else. Just as a bathing suit is appropriate at the beach, but not at the Junior Prom, some things are appropriate for school and some are not. All "uniforms of disrespect" regardless of their form at any given moment are forbidden. Any appearance which disrupts the learning process will not be tolerated. Your responsibilities to yourself, your school and your country demand that you present a positive image of young America.

The well dressed BAHS young lady wears a dress or skirt with blouse or sweater. Excessively short skirts, slacks, or shorts are considered inappropriate.

The BAHS gentleman wears slacks and a sport shirt. Sweat shirts, tee shirts are not allowed. Blue jeans are tolerated if properly worn. Shirts will be tucked into trousers. Belts will be worn on all trousers except those designed to be worn beltless. Boys will have conventional haircuts and be clean shaven at all times.

For reasons of health as well as appearance, boys will wear socks with shoes, and girls will wear socks or stockings with shoes.

When questions of appropriate appearance arise, the Assistant Principal will be the person responsible for final judgement.

ATTENDANCE

Regular attendance is essential to proper achievement in school. Excessive absence not only will result in lowered marks but also may be considered as a disciplinary matter. While students should not come to school when genuinely ill, high school students should be able to judge when illness is serious enough to warrant absence or is of danger to other students. Dental appointments, hospital appointments and certain type travel with parents are considered adequate reasons for absence if these events cannot be scheduled outside school time. Travel in Europe is encouraged as it is considered educational and informative; however, most traveling can be arranged when it does not interfere with regularly scheduled school days.

If a student knows in advance that he is going to be absent for some reason that can be deemed adequate, he should obtain a "Permission for Absence" form from the administration and have it signed by his teachers. When a student's parents cannot take leave coinciding with a school vacation, they should seriously consider what effect an absence would have on his school work. When he asks for a "Permission for Absence" he should make arrangements with his teachers to prepare as much as possible for his school work in advance or during his absence.

After an absence each student is required to bring a written note from a parent explaining the reason for the absence. The administration will decide on the adequacy of the excuse. If the reason for the absence is considered inadequate the classroom teachers will be notified, no make-up privileges will be allowed, and the student will receive no credit for the day(s) of absence. When the absence is considered adequate, the student is permitted to make up the work with full credit allowed.

Students may not miss scheduled classes during the day without a written request from the sponsor and permission from the Administration. Students are expected to be punctual to all classes.

Students who have reported to school and then miss classes without permission of the Administration will be considered truant.

CONDUCT: We consider each student to be a young lady or gentleman. The whole organization of the school is geared to this proposition. The open campus for senior high students and the limited rules imposed on junior high students are not workable unless you maintain the self-discipline of which you are capable. Your conduct must indicate a sincere interest in school work and an appreciation of the books and equipment you use at no cost to you.

Respect and courtesy for teachers, other school employees, students appointed to positions of authority and fellow students is required. Wholesome adolescent behavior and attitudes are expected of all students at all times.

SMOKING: Students are not permitted to smoke in the school buildings or on campus.

STANDING RULES: In any society, be it a home, club, school, or nation, rules are necessary to guarantee the general welfare. As the occasion demands, rules may be changed, added or eliminated.

The following rules apply to all students and must be followed in order to insure the safety and health of all:

1. The stairwell at the south end (nearest offices) of the academic building will be used for "down" traffic. The stairwell at the north end will be used for "up" traffic to all floors. From the first floor to the basement level only the north end stairwell serves for "down" traffic also.

2. Running or shouting in building is forbidden.

3. During fire drills students will walk and maintain ABSOLUTE SILENCE. Silence is imperative in case instructions must be relayed during evacuation.

4. During lunch periods students are permitted in the Student Union or on the campus at the north or west ends of the school grounds only. All students, including those who eat at home, will enter school through the Student Union only.

5. Lunch trays and trash will be taken to the refuse area. Tables will be left clean and orderly. Directions given by student monitors or cafeteria personnel will be followed.

6. At the ringing of the 12:34 gong, all period IV lunch students will enter the academic building via the north stairwell. Once the stairwell is clear of incoming students, the monitor will allow period V lunch students to leave the first floor hallway and proceed to the Student Union.

7. Seniors may enter the academic building via the main entrance. Students in grades 7-11 will use the causeway entrance for morning entry.

8. The academic building and the gym/auditorium are off limits to all students prior to the opening of school and during lunch time. Students going to the library during lunch time will use the north stairwell only and will not be allowed to go to their lockers beforehand. Seniors will be allowed to enter the first floor of the academic building before 0830.

9. All school buildings are off limits to students when classes are not in session. Students may enter specific areas of the school buildings to attend school functions or for other purposes when supervised by a faculty member.

10. Directions given by any teacher to any student will be followed. Even in cases where the teacher's instructions run counter to the above rules, they will be followed. All students must realize that it will be necessary on occasion for such action when, in the opinion of the faculty member, the maintenance of order, the health or safety of others require it.

OPEN CAMPUS: BAHS 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 buildings. 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.

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.

SECTION IV

STUDENT ACTIVITIES

The student activity program is designed to help meet student needs and to supplement the academic program.

Participation in the activity program is open to all interested students in grades 7-12. The aims for our program are:

--provide additional situations for individual and group development

--provide opportunities for students to perform services for the school with appropriate carry-over to adult life

--develop skills and abilities in non-academic areas

--provide situations for development of initiative and leadership

The following activities are offered at Berlin American High School this year. Membership is voluntary. Activities may be added during the year if sufficient interest is manifested and a sponsor found.

Audio-Visual Club	Library Club
Band	Chess Club
Chorus	Dramatic Club
German-American Club (Hi School)	German-American Club (Jr Hi School)
Girls Athletic Association	Yearbook
Pep Club	Newspaper
Science Club	Red Cross
Swim Club	Industrial Arts Club
Woodworking Club	Russian Club
Co-Ed Sports Club	Explorer Scouts
Stamp Collectors Club	Photography Club

All of the above activities meet each Thursday during Activity.

ATHLETICS

A well-balanced athletic program is a significant part of an American high school. Both intramural and interscholastic programs are available at BAHS for boys and girls.

The following athletics activities are provided: tennis, golf, track, cross country, football, basketball, soccer, swimming, and wrestling.

In order to be eligible for interscholastic athletic competition, a student must be in grades 9-12 and meet other requirements designated in the USAREUR High School Athletic Handbook. Parents are required to give written consent, and a medical examination must give evidence of satisfactory health.

It is an honor to represent Berlin American High School in athletics, The athlete must keep training rules in order to keep himself physically fit. Our rigid training requirements and the self-discipline it fosters help to strengthen the character of our young athletes. Sportsmanship is emphasized.

Cheerleading squads have the same significance and eligibility requirements as boys' interscholastic sports.

ORGANIZATIONS

The following organizations are authorized on campus. Membership is obtained as indicated.

Organization	Requirement
Class of 1968	Meet academic Requirements
Class of 1969	Meet academic Requirements
Class of 1970	Meet academic Requirements
Class of 1971	Meet academic Requirements
Class of 1972	Meet academic Requirements
Class of 1973	Meet academic Requirements
Lettermen's Club	Letter in a Varsity Sport
National Honor Society	Election by faculty
Student Council	Approval of faculty and Election by students

SOCIAL EVENTS

Dress for school sponsored social events will fit the occasion and be made known prior to each individual affair. School rules, including the ban on smoking, apply. Guests may be invited to most affairs unless it is formally announced otherwise. Generally, school social events will be on Friday or Saturday evening and will end at 2300 hours.

Transportation to and from the event for the student is a parent responsibility.

SECTION V

BERLIN AMERICAN HIGH SCHOOL

Calendar for School Year 1967-68

14-18 August	High School registration conducted jointly with the elementary school in the TAR auditorium
5 September	First day of classroom instruction
29 September	Report of unsatisfactory achievement, if applicable, sent home
3 November	End of first marking period
9 November	First marking period report cards sent home
10 November	Veterans' Day celebration. School closed
23-26 November	Thanksgiving recess. School closed
1 December	Report of unsatisfactory achievement, if applicable, sent home
14 December	Annual Student Council Orphans' Party
16 Dec-1 Jan	Christmas recess. School closed
22-26 January	First semester examinations
2 February	First semester and second marking period report cards sent home
22-25 February	Washington's Birthday recess. School closed
26 February	Report of unsatisfactory achievement, if applicable, sent home.
29 March	End of third marking period
4 April	Annual National Honor Society Induction Ceremony
5 April	Third marking period report cards sent home
12-21 April	Easter recess. School closed
26 April	Report of unsatisfactory achievement, if applicable, sent home

Calendar for School Year 1967-68 (contd)

29 May	Junior Senior Prom
30 May-2 June	Memorial Day recess. School closed
3-7 June	Final Exams
11 June	Annual Faculty-Student Field Day
12 June	Last day of school (178 days of classroom instruction)

SCHOOL SUPPORT ITEMS

SPONSOR INFORMATION CHANGES: Changes in sponsor status, address, phone number, etc. should be reported to the office as soon as the change is known. Accurate records are important so that parents can be contacted when necessary.

HEALTH: A full-time school nurse is provided courtesy of the Parent-Teacher Association. If a student is sick or injured at school, he is to report directly to the school nurse. The student must obtain a pass from a teacher in order to be admitted to the nurse's office unless it is a true emergency. Parents are notified of all serious injuries or illnesses that occur at school.

In the event of an emergency that requires attention of hospital personnel, it is the sponsor's responsibility to accompany the student to the hospital.

Physical examinations and immunizations, as specified by the Chief Surgeon, USAREUR, are required of all students. The School Nurse will advise parents of medical requirements at the time of registration.

STUDENT LOCKERS: Wall lockers are provided for the student's books and personal belongings. Individual keys are furnished on the first day of school. A fine of $1.00 is imposed for each lost key.

GOVERNMENT SUPPLIES: Most supplies (textbooks, workbooks, laboratory supplies, etc.) are Government property. The student is charged with responsibility for proper utilization and care. Good citizenship and common sense as well as regulations require that we hold students accountable for items provided to them.

TRANSPORTATION: Transportation is provided and supervised by the military. Rules governing school behavior are applicable to conduct on school buses.

CLOSING OF SCHOOL: In case of emergency school closings, announcement of it will be made over AFN.

FOOD SERVICE: The European Exchange System operates the hot lunch program, snack bar and vending machines. Snack bar prices apply.

FACILITIES

BUILDINGS: The Berlin American High School compus is one of the most modern U. S. facilities overseas. This multi-million dollar complex was completed during SY 1966-67 and provides Berlin secondary students with a campus and facilities second to none. The campus encompasses academic, athletic, and recreational areas that are contiguous and complimentary. The school plant consists of an administrative wing, academic building, gym-auditorium and cafeteria, all connected but separable for special activities as required.

The administrative wing consists of business offices, executive offices, counselors' suite, teachers' lounge, teachers' work center, parent-teacher conference room, supply and storage facilities.

The academic building houses classrooms, laboratories, shops and special rooms. The shop area, art room, music hall, and mechanical drawing room are all on the basement level. Floor one houses classrooms, foreign language lab, audio-visual room and a little theater room. Floor two contains the instructional materials center (library), business education rooms and standard classrooms. The top floor contains the home economics rooms, standard classrooms, science demonstration room and the biology, physics, chemistry lab and physical science labs.

The gym-auditorium is a multipurpose structure which can be utilized for physical education, sports, assemblies, dramatic and musical productions. When used for physical education, it contains multiple teaching stations and is divisible for separate boys' and girls' activities. It contains locker rooms for physical education classes, indoor and outdoor athletic teams, shower facilities, physical therapy room and instructors' offices.

The cafeteria building houses the Student Union. It can accommodate approximately five hundred students at one sitting. It is designed for multipurpose use and serves for dining, dances, certain assemblies, meetings and exhibitions during the year. A limited number of snack bar items are available throughout the day for students. (See "OPEN CAMPUS")

ROOM NUMBERING: Rooms in the Student Union and gym-auditorium are not numbered. The sign on individual doors indicates their function.

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

ROOM NUMBERS STARTING WITH	ARE LOCATED
A 0 _ _	Administrative Wing, basement level
A 1 _ _	Administrative Wing, first floor
0 _ _	Academic Building, basement level
1 _ _	Academic Building, first floor
2 _ _	Academic Building, second floor
3 _ _	Academic Building, third floor

LOCKER NUMBERING: Special purpose lockers are located in the industrial arts area and the gym. The use of these lockers is controlled by the teachers concerned.

All student lockers are located in the hallways of the academic building. The following will help locate these lockers

LOCKER NUMBERS	LOCATION
1 _ _	first floor
2 _ _	second floor
3 _ _	third floor

UNITED STATES DEPENDENT SCHOOLS, EUROPEAN AREA

Berlin American High School

ORGANIZATION

Dr. Joseph Mason . . . . . Director, USDESEA

Mr. Harold J. Evans . . . . . Superintendent of Schools

Mr. Paul F. LeBrun, Jr. . . . . Principal

PARENT TEACHERS ASSOCIATION

LTC T. C. Clary . . . . . President

Mr. J. C. Aliano . . . . . Vice-President, Jr. Division

SMAJ Peterson . . . . . Vice-President, Sr. Division

Mrs. Alderman . . . . . Secretary

SMS R. A. Travis . . . . . Treasurer

The Berlin American High School is a fully accredited member of the North Central Association of Colleges and Secondary School.

IMPORTANT PHONE NUMBERS

(All are Berlin Military (819))

NAME AND PHONE	CALL FOR
PRINCIPAL 6354/6391	School Policy Information
ASSISTANT PRINCIPAL 6395	Discipline, Regulations
DIRECTOR OF GUIDANCE 6393	Senior High Counseling, Testing
JUNIOR HI COUNSELOR 6359	JHS Counseling, Testing
SCHOOLS OFFICER 6392	Supply, Bus Problems
CAFETERIA SUPERVISOR. 6363	Food Service
SCHOOL NURSE.	Health Information

SCHOOL HOURS OF OPERATION

Business Office.	0800-1700 each workday
Student Union	0815-1600 each school day
Guidance	0800-1700 each school day
Nurse.	0900-1530 each school day
Supply	0800-1700 each work day

TIDBITS

NICKNAME: Cubs

SCHOOL COLORS: Maroon and White

FIGHT SONG: (To the Tune of) Berliner Luft

NOTES