



BAMBERG
MIDDLE HIGH SCHOOL
Unit 27539
APO AE 09139

Ulmenstrasse 20
96050 Bamberg

Home of the Barons

DoDEA Mission Statement

The entire DoDEA community provides a World-Class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment.

Bamberg Middle High School Vision Statement

BMHS creates and maintains a safe and supportive climate that provides differentiated instruction, fosters community involvement and inspires students to become lifelong learners who will be empowered to set and meet their goals in a changing global environment.

To create an inviting and vibrant environment for all stakeholders BMHS will:

- Provide opportunity to engaged learners in a global community
- Use technology effectively
- support all students and teachers
- Demonstrate a commitment to excellence & dedication to hard work
- Maintain a level of accountability
- Create a solid core of academic areas
- Ensure all students have a curriculum that fosters creativity through fine arts
- Foster individuality
- Recognize the importance of collaboration
- Recognize the power and strength of our adaptability

SCHOOL PHILOSOPHY

The students, faculty, administration and parents of Bamberg Middle High School recognize the uniqueness of our school. BMHS is in a multi-cultural environment.

The philosophy of Bamberg Middle High School is to provide the opportunity for each student's intellectual, emotional, physical, and social potential to be developed to the fullest. Thus, through curriculum, guidance, and extracurricular activities, and in conjunction with the local community, the philosophy at BMHS is implemented through the following objectives:

1. To encourage respect for human dignity, excellence and each individual's rights in a democratic society.
2. To foster academic, artistic, social and physical development of the student by emphasizing:
 - The need for a healthy, well - functioning body.
 - An understanding of economic, cultural, environmental, and political systems.
 - Critical thinking and problem -solving techniques.
 - Development of effective oral, listening, writing, and reading skills.
 - Appreciation for the arts, and artistic skills.
 - Discovery of and appreciation for occupational and leisure-time activities.
 - Development of skills for living in a technological world.
3. To promote leadership, responsible decision-making and group cooperation, all within a democratic framework.
4. To create awareness and appreciation for the many cultures of the world.

Bamberg Middle High School
Student Handbook
SY 2011-2012



Acknowledgement and Understanding of Student Handbook

The Bamberg Middle High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their seminar teacher NLT September 15 or 10 days after arriving at Bamberg Middle High School.

_____ Student Name (Printed)

_____ Student Signature and Date

_____ Parent Name (Printed)

_____ Parent Signature and Date

* PLEASE REVIEW CAREFULLY FOR UPDATED POLICIES

Continuous School Improvement Goals

GOAL 1:

By 2012, all students will improve reading comprehension of informational and imaginative reading materials across the curriculum as measured by system-wide and local assessments.

Goal 2:

By 2012, all students will demonstrate mathematical reasoning, computation, and sequential skills to improve problem solving across the curriculum as measured by system-wide and local assessments.



THIS PLANNER BELONGS TO:

Bamberg Middle High School

Bamberg MHS Website is:
<http://www.bamb-hs.eu.dodea.edu/>

Director for Europe - Dr. Nancy Bresell
Bavaria District Superintendent - Mr. Mike Thompson
Bavaria District Assistant Superintendent - Dr. Joan Islas

Principal
Mr. Dominick Calabria

Assistant Principal
Mr. Kenneth Harvey

Guidance Counselors
Ms. Beverly Brinn (7-9) Ms. Betty Bullard (10-12)

PHONE DIRECTORY

Principal's Office	469-8874/7630 or 0951-32316
Assistant Principal's Office	469-8874/7630 or 0951-32316
Main Office/ Secretary	469-8874/7630 or 0951-32316 Fax: 0951-32669
Guidance Counselor's Office	469-8254 or 0951-5098591 469-7341 or 0951-5098592
CSC District Office	469-8240
JROTC Office	469-8605
Nurse	469-8601 or 0951-303665
ASACS	0951-303-103
School Psychologist	0951-34997
Registrar's Office	469-8253/7630 or 0951303145
Supply Office	469-8874/7638 or 0951-32316
School Bus Office	469-8543
School Liaison Officer	469-7891



2011-2012 Daily Schedule



MONDAY/WEDNESDAY	TUESDAY/THURSDAY	FRIDAY
P1 0810-0935 (85)	P5 0810-0935 (85)	P1 0810-0900 (50)
Break 0935-0945	Break 0935-0945	Break 0900-0910
P2 0945-1110 (85)	SEMINAR 0945-1110 (85)	P2 0910-0948 (48)
1st Lunch 1110-1155	0945-1010 SSR	
P3A 1115-1240 (85)	1015-1040 Seminar A	P3 1003-1051 (48)
2nd Lunch 1240-1325	1045-1110 Seminar B	
P3B 1200-1325 (85)	1115-1120 RETURN to SEM	1st Lunch 1056-1126
P4 1330-1455 (85)	1 ST Lunch 1120-1155	P4A 1051-1139 (48)
	P6 A 1115-1240 (85)	P4B 1131-1219 (48)
	2 ND Lunch 1240-1325	P5A 1151-1239 (48)
	P6 B 1200-1325 (85)	P5B 1224-1312 (48)
	P7 1330-1455 (85)	2nd Lunch 1237-1307
		P6 1317-1405 (48)
		P7 1410-1458 (48)

SY 2011-2012 Calendar

First Semester (91/92* Instructional Days)

Monday, August 29	Begin First Quarter and First Semester
Monday, September 5	Labor Day Federal Holiday
Monday, October 10	Columbus Day - Federal Holiday
Thursday, November 3	End of First Quarter (47 days of classroom instruction)
Friday, November 4	No school for students - teacher work day
Monday November 7	Begin second quarter
Friday, November 11	Veterans Day - Federal Holiday
Thursday, November 24	Thanksgiving - Federal Holiday
Friday, November 25	Friday - Recess Day
Monday, December 19**	Begin Winter Recess
Monday, December 26	Christmas - Federal Holiday

2012

Monday, January 2	New Year's Day - Federal Holiday
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
Friday, January 27	No school for students - teacher work day (44 days of classroom instruction)

Second Semester - (91/92* Instructional Days)

Monday, January 30	Begin Third Quarter and Second Semester
Monday, February 20	Presidents' Day - Federal Holiday
Thursday, April 5	End of Third Quarter (48 days of classroom instruction)
Friday, April 6	No school for students - teacher work day
Monday, April 9	Begin Spring Recess
Monday, April 16	Instruction Resumes - Begin Fourth Quarter
Monday, May 28	Memorial Day - Federal Holiday
Thursday, June 14	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)

ACADEMIC INTEGRITY

Academic Integrity is expected of all students at Bamberg Middle High School. Personal responsibility for all academic performance is absolutely necessary, and the work that a student submits must be the student's own.

CHEATING

Cheating is the act of giving or receiving aid without the specific consent of the teacher. It is an intentional act of breaking the rules in order to achieve personal gain through fraud or deceit.

Cheating includes but is not limited to:

- Copying from another student's assignment, project, test, or homework without teacher consent for collaboration.
- Using material, or inappropriate procedures, during a test not authorized by the teacher.
- Sharing assignments, projects, tests, or homework with another student without teacher approval.
- Soliciting or receiving unauthorized information about any assignment, project, test, or homework.

PLAGIARISM

Plagiarism occurs when an individual intentionally uses someone else's language, ideas, or original material without acknowledging its source.

Plagiarism includes but is not limited to:

- Copying someone else's research.
- Claiming someone else's words, ideas, plots, characters, theories, opinions, concepts, design, or art work as one's own by failing to give credit to the writer or creator.
- Paraphrasing the ideas of others or recopying someone else's words without citing the source.
- Submitting someone else's text (paper) as one's own.
- Carelessly or inadequately citing the ideas and words borrowed from another source.
- If a student has concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.

CONSEQUENCES

FIRST OCCURRENCE (Teacher will choose one or both of these options)

1. No credit on the students affected work, and/or
2. Notification to parents with the option of the student receiving some credit for the work.

SECOND OCCURRENCE

1. No credit on the affected work, and
2. Notification to parents, and
3. Notification to the administration and student's counselor.

THIRD OCCURRENCE

1. Student/Parent meeting with teacher, administration, and counselor to determine further action.

SEMINAR PHILOSOPHY and STANDARDS

The seminar period provides time for independent study, research, tutoring, peer teaching, make-up work, homework, extra-curricular meetings, and other educational needs. Seminar is a non-evaluated period.

The first twenty minutes of seminar is set-aside for SSR (Sustained Silent Reading). This is followed by two twenty-five-minute sessions, during each of which students may travel to another teacher's room for any educational purpose. In advance of seminar, the student records in his planner an appointment with another teacher and secures that teacher's legible signature.

**Special note, all 9th grade students will be placed in a nine-week seminar academy.

STUDENTS WILL

- Maintain a 2.0+ G.P.A.
- Check GradeSpeed to monitor academic performance
- Come prepared with all books and supplies needed to complete assignments and study for the entire seminar session including reading material for SSR
- At the beginning of SSR, place planners ---opened to current date and showing appointment---on desk
- Move from seminar to appointments within five minutes
- Acquire signature of appointment teacher before returning to seminar or going to next appointment
- Return to seminar teacher and return card

RULES AND REGULATIONS

ACADEMICS

ACCREDITATION:

The North Central Association of Colleges and Secondary Schools through AdvancEd accredit Bamberg Middle High School annually.

ACCELERATION:

Students who withdraw from school due to early departure on a PCS move should contact the Registrar in the Main Office as soon as possible after learning of the impending departure. Students will be placed on a contract to complete the work required for the semester. DoDEA policy states that no student may accelerate prior to 20 school days from the end of a semester and then ON PCS ORDERS ONLY.

WITHDRAWAL GRADE:

Parents are requested to present a copy of orders to the Main Office at least two weeks before the student expects to be withdrawn in order for all necessary records to be completed. At that time, he/she will be given a clearance form to be signed by each teacher. Final clearance must be made with the Main Office.

NON-ACTIVITY WEEKS:

There are to be no interruptions to the academic schedule the week before and during semester exams.

EXAMINATIONS:

Teachers may administer quizzes, tests and exams at their discretion during the school year. Semester examinations are scheduled for all classes to ensure that students take no more than two examinations a day. The exam schedule is provided prior to each exam period. For semester examinations, only documented illness and family emergencies are considered excused.

EXPLANATION OF GRADES:

DoDEA, authorizes the following marks for use in Department of Defense Dependents Schools:

Mark	Meaning	Percentage Equivalent	GPA	Weighted GPA
A-, A, A+	Excellent	90 - 100 %	4	5
B-, B, B+	Good	80 - 89 %	3	4
C-, C, C+	Average	70 - 79 %	2	3
D-, D, D+	Poor	60 - 69 %	1	2
E	Effort		1	1
F	Failing		0	0

WEIGHTED GRADE POINT AVERAGE:

AP courses are weighted by giving one extra point and only if the student takes the AP Exam. The AP Exam is paid for by DoDEA.

CLASS RANK:

Class rank is a measure of how a student's performance compares to other students in his or her class. Weighted grade point averages will be included in determining class rank.

GRADUATION HONORS:

School recognition programs will rank students for graduation based upon cumulative grade point averages at the end of eight semesters.

HOMEWORK:

Homework is a meaningful part of each student's educational program. Each student is expected to spend study time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned student time for completion. Other assignments are cooperative and require students to communicate outside of the school day. BMHS provides a homework club after school twice a week.

INFORMATION CENTER:

The Bamberg Middle High School Information Center (IC) provides access to the Internet, CD-ROM Databases, satellite television, and over 15,000 books to meet students' needs. Students must have a pass to visit the IC. There are a limited number of passes available for research work during seminar on a first-come first-serve basis. Students are expected to follow school rules and respect the rights and property of others while in the IC. Failure to do so could result in loss of privileges and/or other disciplinary action.

MAKE-UP WORK:

It is the student's responsibility to obtain all make-up work from his/her teacher immediately upon return to school. Students are given, at a minimum, one class period for each day of excused absence to make-up work. More time may be granted at the teacher's discretion. Work due the day of absence is due immediately on the student's return. Failure to make up work may result in no credit.

PROGRESS REPORTS:

Parents are encouraged to use GradeSpeed (www.GradeSpeed) regularly to monitor student progress. Progress reports are electronically sent to parents during the 5th week of each quarter for students earning a "D" or "F". Parents are encouraged to contact teachers directly with questions or concerns.

SEMESTER REPORT CARDS:

Weighted grade point average shall be recognized on report cards issued by DoDEA secondary schools.

A report card will be mailed to parents of all students after the end of each marking period. They may also be picked up at the main office.

REQUIRED COURSES FOR GRADUATION:

Language Arts	4 Credits	2 years of ESL may be substituted for 2 years of English
Social Studies	3 Credits	1 credit in US History, 1 credit of either World Regions or World History, and 1/2 unit in US Government required
Science	3 Credits	Biology is required and either a chemistry or physics credit is required. Chemistry/Physics Applications in the Community meet the graduation requirement.
Mathematics	3 Credits	Algebra 1 and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.
Fine Arts	1 Credit	Courses used to meet this unit must relate to: visual arts, music, theater, dance and/or humanities.
Professional Technical Studies	2 Credits	½ credit must be in computer technology.
Physical Education	1½ Credits	PEF 301, PEN 301 AND PEL 301 are required.

Health Education	½ Credit	
Foreign Language	2 Credits	Must be in the same language
Elective Courses	6 Credits	
TOTAL UNITS	26 Credits	

PLEASE NOTE Graduation Requirements:

26 Credits needed & 2.0 (GPA) Grade Point Average

See your counselor for more information

To be officially designated a freshman; a student must have been promoted from grade 8. A sophomore must have accumulated 6 units of credit, a junior must have 12 units, and a senior must have earned 19 credits.

DROPPING AND ADDING COURSES:

Dropping and adding courses should be completed within the first two weeks of the semester. After that, class changes will be done ONLY in extenuating circumstances. A request to drop a course must go through the school's STUDENT PLACEMENT COMMITTEE; a written request must be submitted to the counselor. Course changes after the 2nd week will be added to the student's transcript as a "Withdrawal Failing".

SCHOOL ACTIVITIES & ATHLETICS

CLUBS/ACTIVITIES LIST

Fall

- Football (Men and Women)
- Volleyball (Women Only)
- Tennis (Men & Women)
- Golf (Men & Women)
- Cross Country (Men & Women)
- Cheerleading (Men & Women)

Winter

- Basketball (Men & Women)
- Wrestling (Men & Women)
- JROTC Rifle Team (Men & Women)
- Cheerleading (Men & Women)

Spring

- Baseball (Men)
- Softball (Women)
- Soccer (Men & Women)
- Track (Men & Women)
- JROTC Drill Team

Other Extracurricular Activities

- Drama Club
- Student Council
- Individual Class Activities (7-12)
- National Honor Society
- National Junior Honor Society
- Math Counts
- Academic Games
- Model United Nations
- JROTC Drill Team
- Multimedia Yearbook
- Technology Club
- Future Educators of America

Chess Club
2.0/Homework Club
Future Business Leaders of America
Spanish Club
Real World
S2S Ambassadors

Exhibition Sports:

Students in grades 7/8 may compete in the following but only in an exhibition capacity and they must follow the same rules as those in HS.:

- Cross Country
- Golf
- Tennis
- Wrestling
- Track & Field

*Supplemental after-school activities/athletics are available through Child and Youth Services.

ELIGIBILITY POLICY:

As part of BMHS school philosophy, we at BMHS try to provide the opportunity for each student's intellectual, emotional, and social potential to be developed to the fullest. The BMHS objectives are met through curriculum, guidance, and co-curricular activities, as well as local community interaction.

Students should enjoy the opportunity to participate in school-sponsored activities, whether they are field trips, co-curricular activities (which include fine arts, athletic and social events) or school assemblies and events deemed educationally valuable and approved by the principal.

Students who represent Bamberg Middle/High School (only grades 9-12) in school-sponsored extracurricular activities must qualify under the interscholastic rules and regulations specified in the eligibility requirements of the Department of Defense Education Activity (DoDEA). Students who have their 19th birthday on or before the first day of September are ineligible. Students who are eligible on the first day of September remain so throughout the year. Students are eligible only during the eight consecutive semesters beginning entry into the ninth grade and prior to graduation.

Students representing Bamberg Middle/High School at DoDEA sponsored events (MUN, Creative Connections, Academic Games, etc.) are subject to BMHS as well as event policies. Conduct or behavior that reflects negatively on the school will result in appropriate disciplinary action and attendance at any future events will be reviewed.

In order to be eligible to participate in any extra-curricular activity or sport, students must maintain a minimum GPA of 2.0. Semester grades are used to ensure that all students are on track to graduate. One may not have more than one "F". If one fails to meet the academic requirement, which is monitored weekly, one may not be eligible for that activity. See each coach/sponsor for details.

ACTIVITY REGULATIONS FOR ALL PARTICIPANTS:

1. A student is responsible for obtaining class assignments prior to school-related absences, such as athletic activities or study trips. Students must be prepared when they return.
2. Drinking /possession of alcoholic beverages and the illegal use of drugs is strictly prohibited and will result in dismissal from the activity and further administrative consequences.
3. Smoking, including possession of and use of tobacco products, may result in dismissal from the activity. If dismissed, participants have the opportunity to appeal to their activity sponsor within three days, who will forward it to the Activity Review Board made up of an administrator, teachers, and students.
4. Suspension from school may result in dismissal from the activity. A student may neither participate nor practice while suspended from school, including weekends.
5. Exemplary behavior will be expected at all home and away events (including travel time to and from) by all personnel who represent BMHS. Any behavior that is less than exemplary may result in dismissal from the activity and/or suspension from school.
6. A student who becomes academically ineligible a third time consecutively during an activity season will be dismissed from the activity/team.
7. A student may not participate in an activity until all obligations for sports uniforms and other equipment from the previous season have been met.
8. A student must be in school the entire day before the activity and attend all classes meeting the day of departure (for those activities that travel on school days). Justifiable reasons for being absent on those days are generally verified by a medical authority. If a student is absent and does not have proper medical verification, he/she may not travel or participate. A student may not participate in any activity if he/she has been truant. This includes Saturday contests if the truancy happened on a Friday.

9. The sponsor/coach of each activity may have additional rules.

10. To hold any court position, a student must not have been suspended the previous semester or since, maintained a 2.0 GPA and must meet established eligibility criteria.

11. All school social activities will be scheduled through the Student Council and approved by Administration. They will be chaperoned by faculty and parents/community members.

12. Only BMHS students and bona fide guests will be allowed into social activities. A special form must be completed in order to have guests attend and sponsors will provide that form.

13. Once students have entered a school dance, they are expected to remain. When students depart a dance, they will not be permitted to reenter.

Student Council/Class Officers:

Students are encouraged to participate in Student Council or as class officers. Students seeking election to these positions need to meet minimum eligibility criteria, have 2.0 GPA and must not have been suspended from school during the previous semester or since. An elected student will lose their position if they are suspended from school or have other serious disciplinary action. An elected class officer must also maintain a 2.0 GPA.

STUDENT BEHAVIOR EXPECTATIONS

DoDEA-Europe Student Activities:

These expectations are based upon DoDEA Regulation 2051.1 and are designed to make student participation in DoDEA-Europe student activities positive. Each DoDEA-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 replicas either in their possession or amongst their personal property during a DoDEA-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.
10. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction. 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. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

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

16. 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. Parent will be required to pick up the student at the earliest possible time.

ATHLETIC REGULATIONS FOR ALL PARTICIPANTS:

1. Once a student has made a commitment to a particular sport for that season, he/she will be prohibited from participating in another sport at BMHS after the first scheduled game or event. After the completion of the season of the first sport, a student may participate in another sport that is in season, provided the coach of the new sport approves.

2. Prior to the first official practice, each participant will have had a physical exam (record on file with the school nurse.) Physical form and other forms such as power-of-attorney; a copy of the policy regarding athletic code signed by a sponsor and emergency contact information must be in the coach's possession before the first official DoDEA scheduled event. An additional copy of the sports physical will be given to parents.

3. Students who have their 19th birthday on or before the first day of September are ineligible. Students who are eligible on the first day of September remain so throughout the year.

4. Students are eligible only during the eight consecutive semesters beginning entry into the ninth grade and prior to graduation.

EQUIPMENT & SUPPLIES:

In order to ensure the safety and security of all BMHS students, all students are required to carry a mesh or clear backpack if they wish to carry a backpack during the school day. Non-mesh or plastic packs are allowed to and from school, but must be kept in the locker during the day.

AGENDA PLANNER:

The Seminar teacher will issue each student one agenda book. Mandatory use of the agenda includes:

- Class assignments
- Correspondence between parent and teacher
- Hall pass
- Seminar Invitations

Knowledge of contents of agenda is the responsibility of the student.

A charge of \$7.50 will be required to replace a lost agenda.

BOOK ISSUE:

Classroom teachers issue textbooks to students. The student and his/her sponsor are legally responsible for returning the book in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. It is strongly recommended that students cover each of their textbooks. Lost or damaged books must be replaced. Students or parents can obtain payment information from the Main Office.

LOCKERS:

Lockers are available for each student's use.

PLEASE DO NOT SHARE LOCKERS OR LOCK COMBINATIONS.

The defacing of lockers such as writing, marring, scratching, or applying stickers is considered vandalism and is prohibited. All students must use the school issued lock. Unauthorized locks will be cut-off lockers. All students must provide a personal lock for their PE locker. Students that leave items unsecured in the PE locker room do so at the extreme risk of having those items stolen.

- Lockers should be kept locked at all times. Lockers are school property and subject to inspection. A charge of \$5.00 will be required to replace a lost lock.

LOST AND FOUND:

Students who find lost articles are asked to take them to the Main Office where the owner can claim them. Students who lose wallets/valuable items should complete an incident report so that, if found, they may be returned to the rightful owner. Incident reports are located in the main office.

HEALTH & SAFETY

Hallway Conduct:

Students are not allowed to be in the hallway prior to 0755 or after 1515 without permission/supervision.

Students in the hall during class time must have a pass with date, time, and teacher signature.

Students are responsible for containing their own trash in the hallways, inside and outside the lockers, and on the school grounds.

Please report any unacceptable behavior to the BMHS faculty and staff. All reports are treated in a confidential manner.

ACCIDENTS:

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse or to the office.

FIRE DRILLS/Evacuation Exercises:

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed routes as quickly as possible. The teachers in each classroom will give the students instructions.

BE CAREFUL AND OBSERVANT IN THE PARKING LOTS OF THE SCHOOL BUILDINGS. EMERGENCY VEHICLES RACE INTO PARKING LOTS EVEN DURING DRILLS.

Gang Awareness and Prevention:

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDEA-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place. Within DoDEA-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating.

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

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

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

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

HEALTH SERVICES:

If a student becomes ill in school, he/she should request a pass from his/her teacher to see the school nurse, who will decide what should be done. If the school nurse is not in, the student should report to the main office. The school nurse may only administer medication prescribed by a physician.

Students may not leave the building due to illness without authorization. This will be considered truancy and the student will be referred to the administration for disciplinary action.

LUNCH:

A hot lunch program and a la Carte menu are offered by AAFES in the school cafeteria. Meals can be paid in cash or via the use of a student lunch account.

Students are not permitted to take lunch trays outside the cafeteria or eat in the main lobby. Students will receive an automatic lunch detention for these offenses. Lunch can be consumed in the cafeteria and the gazebo area only. Each student is expected to clean his/her area and leave it neat for the next person. Show pride in BMHS!!

No food or drinks are permitted in class with the exception of H₂O. Students found carrying prohibited drinks or food to class will receive an administrative disciplinary consequence. **You may not store POST Lunch drinks in lockers!**

STARS in grades 9-12 may leave campus for lunch with parent permission and upon receipt of an off-campus lunch pass. Students are expected to be back at school on time for their next class. Grades 7-12 may go directly home and return from lunch with parent permission and a home-only lunch pass. Students with home-only lunch passes may not visit local eating establishments or the shoppette.

Lunch passes must be renewed quarterly upon receipt of parent permission forms and/or certification of STAR status. Students found off campus during lunch without the proper lunch pass will be considered truant. BMHS administration reserves the right to refuse off-campus lunch requests.

ATTENDANCE & TARDIES

ABSENCES:

Punctual and regular attendance is an extremely important part of one's official permanent school record. All students are required to attend school daily.

EXCUSED ABSENCES:

It is recognized that from time to time dependent children may be excused from school. Excused absences are those that are the result of the written consent from the physician, or sponsor for:

- Illness
- Medical or dental appointments which cannot be scheduled outside school hours
- Diseases, which require quarantine
- Death in the immediate family
- Emergency leave taken by the family
- Passport/visa requirements
- Absences considered to be in the best educational interest of the students approved by the principal.
- Recognized religious holidays

Examples of excused absences:

- Illness
- Medical treatment
- Pre-arranged study trip
- Pre-arranged family trip
- Pre-arranged family obligation

UNEXCUSED ABSENCES:

Unexcused absences are those, which occur without written consent of the sponsor/guardians or with reasons other than stated above.

Examples of unexcused absences:

- Oversleeping
- Missed ride/bus
- Helping with packing/unpacking/moving
- Baby-sitting
- Attendance at non-school-sponsored activities without prior written permission of the school administration
- Absent without an explanatory note from the sponsor upon return to school.
- Taking care of business.

RE-ADMIT PROCEDURE:

According to the new EUCOM policy, whenever a student is absent or tardy from school for any length of time (1 period, 1 day, etc.), it is the responsibility of the parent/guardian to call the school by 9 AM at 469-8874 or 0951-300-8874 EVERY time a student is absent. If the school is not notified by 9 AM, the attendance office will call the parent/emergency contact. If the parent/emergency contact cannot be reached, the sponsor's command/ supervisor will be contacted. In addition, parents MUST send a note with the student after the absence. The absence will be considered unexcused until the attendance office receives a note. The student is responsible for seeing the attendance officer before 0810 upon return to school. The attendance officer will provide a blue slip (no matter which period he/she missed the day before.) The student has two school days to clear the absence, or it will result in an unexcused absence and possible detention.

LEAVING SCHOOL:

All students leaving the school complex must obtain written parental permission and sign-out in the main office prior to leaving campus. Students reported off school grounds without permission and/or do not sign-out in the main office are considered truant and will receive disciplinary consequences.

TRAVEL/EXTENDED or PREARRANGED LEAVE:

Parents are encouraged to plan family trips and other outings to coincide with school vacations. We encourage students to pick up work ahead of time. If extenuating circumstances cause parents to remove a student from school for an extended period of time, the following procedure should be followed:

1. The student should pick up a "Request for Excused Absence" form in the office and have the form signed by the parent.
2. The student should have each teacher sign the form and note assignments.
3. The form is then returned to the main office for administrative approval.
4. This should be accomplished at least one week in advance.
5. An admittance slip is needed upon return to give to all teachers.
6. Students are expected to make up missed work in a timely manner.
7. Students may email assignments while on leave with teacher permission.

UNAUTHORIZED CLASS TRIPS:

Neither a senior trip nor any other unauthorized class trip is considered a school function. Such a trip is not an approved activity. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. Planning must not be done on school time, and class or school funds may not be expended for the activity. Students may not be excused from school to participate in such events.

Tardy Policy

If a student is unexcused tardy 30 minutes or more, the student will receive a detention until an excuse note is turned into the registrar.

Warning: Occurs when a student has a total of three unexcused tardies to any class.

After School Detention (15:15-16:15): Occurs when a student has four, five tardies to class.

Saturday School: Occurs when a student has six unexcused tardies.

* Command notification upon receipt of six or more quarterly unexcused tardies.

Saturday School with parent/student readmit conference: Occurs when a student has seven unexcused tardies. Students will not be permitted to return to class until a conference is held with the parent, student, counselor, and school administrator to discuss strategies for improvement.

All Future Referrals to Administrator -- Handled on an Individual Plan of Action.

Passing time between classes is built into the schedule. Class tardiness will be judged "excused" or "unexcused" by the receiving teacher.

Upon arriving at school late a student must sign in and bring a note from the parent/sponsor to receive an admit slip.

Students who arrive to school late on a school bus will have five minutes to report to class after the late bus arrival is announced.

STUDENTS MUST HAVE A BLUE ADMIT SLIP IF TARDY TO ANY CLASS.

AWARDS

STARS:

The STARS program (Students Tenaciously Assuming Responsibility for their own Success) provides recognition and rewards for student academic achievement. To be eligible for Gold or Blue cards, the student must meet the academic requirement and have no discipline referrals (to include tardies), no D's or F's, and no truancy. Cards will be revoked for suspensions of fighting or truancy. Students with a GPA of 3.5 or higher receive a Gold Card. Students with a GPA of 3.0-3.49 receive a Blue Card. These cards may entitle students to various privileges, e.g. ice cream social, incentive trips. Each quarter the teachers will select a male and female Middle School and High School Student of the Quarter.

AWARDS THROUGHOUT THE YEAR:

Students are recognized throughout the school year for achievement in academics, sports, and character. These awards and recognition are dispensed through the various clubs, activities, classes and athletic teams.

END OF THE YEAR AWARDS:

In May, assemblies are held at the middle school and high school level. Students are recognized publicly for outstanding achievement in academics, activities and character as well as the dispensing of Senior Scholarships. Included is the Principal's Award for Character and Baron Awards for Educational Excellence (8th grade and 12th grade) and Athletes of the Year. Other awards include the announcement of the Valedictorian and Salutatorian at Graduation.

NATIONAL HONOR/JUNIOR HONOR SOCIETY:

Bamberg MHS has an active chapter of the NHS (grades 10-12) and the NJHS (grades 7-9) for students who achieve scholastic excellence (3.5 accumulative GPA) and display outstanding character and service. In the spring of each year, academically eligible students in grades 10, 11, and 12 are invited to petition for membership in the Bamberg Chapter of NHS. Students must apply. The second part of the process involves an evaluation by selected faculty members in the following areas: leadership, service, and character. The Faculty Council, a group of five faculty members, makes the final step in the evaluation process. They review the numerical scores of each candidate and finally, the application of the eligible applicants. Candidates receiving a majority vote of the council are then invited to join The National Honor Society. The advisor is a nonvoting member of the Faculty Council. Inducted members must remain in good standing according to the by-laws to keep their membership.

COMMUNICATIONS-SCHOOL/HOME PARTNERSHIP

POWER OF ATTORNEY:

If a sponsor departs Bamberg, and leaves a power of attorney for his/her child, BMHS requires sponsors to share that information with the school. When parents leave the country and fail to notify the school, the school is unable to provide medical or other emergency support. Please notify the office whenever this happens.

ANNOUNCEMENTS:

Notices of club meetings, athletic and social events, and general information are announced in the morning. Students responsible for putting notices in the Daily Bulletin must have their notices signed by their advisor the preceding day. Special notices are posted on the bulletin boards outside the main lobby.

CHANGE OF CONTACT INFORMATION:

Please inform the office if sponsor changes his/her address, telephone number, email address or emergency contact.

SCHOOL CLOSINGS/DELAY:

Occasionally, a natural disaster or emergency may occur. This may include an earthquake, unsafe road conditions due to inclement weather (snow) or some other disturbance. Parents should listen to AFN (1140 AM) for instructions. The closing of school can only occur by direction of the Post Commander, and AFN will be notified immediately if this decision has been made. The Command Channel and Bamberg website may also have the information. The announcements will commence around 0600 hours. On delay days, students should not come in until the announced time.

PTSA:

The Parent/Teacher/Student Organization meets regularly to discuss school related concerns and to present informative educational programs. Sponsor involvement in any voluntary capacity is greatly appreciated.

SCHOOL ADVISORY COMMITTEE (SAC):

The SAC is composed of an equal number of parents and professional school personnel, a student representative, a representative of the local Teacher's Association, the installation commander's designee, and the school principal. The Committee advises the principal on matters affecting the operation of the school including school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, and student standards of conduct, school meal programs, and other education-related matters. All meetings are open to the public and are held at 1630 on the first Tuesday of the month.

TELEPHONE USAGE:

Telephones are located in the office for both off base calls and on base calls on an EMERGENCY BASIS ONLY. This policy is strictly enforced!

PARENTS AS VISITORS:

Classroom Visits for Parents During Instruction Time
(One-day notice is required for all visitors)

1. Please remember your visit is to observe your child. You are not visiting the class to observe or evaluate the teacher or any other child.
2. One-Day notice is required for all visits unless the teacher consents to an immediate visit.
3. You may only visit the selected class, no others without permission.
4. Please get a Visitor's Pass from the Main Office and wear it at all times.
5. No siblings, young children, or pets may accompany your class visit.
6. Please remain in the rear of the classroom throughout your visit.
7. No discussion with teacher(s), your child or other students is permitted during your entire in-class visit while teaching is in session.
8. We will permit only one visit per month unless there is a plan worked out with the teacher due to special or extenuating circumstances.
9. If you desire, our counselor will promptly arrange for a conference with you and the teacher, soon after your classroom observation.
10. Please remember that you are a guest in a learning environment and should not disrupt teacher instruction at any time

VISITORS IN THE CLASSROOM:

As a rule, students from other DoDEA schools are not allowed to "visit" BMHS. A note from the sponsor initiates permission forms. Forms will be signed by an administrator and then by each teacher to be visited. The preceding steps should eliminate disruption of valuable class time. The permission forms needed for visitor approval may be obtained in the Main Office. Permission forms must be filled out and returned to the Main Office with all approvals two days before the visit.

Students are not to have visitors during school hours, including lunch hours, without prior approval from an administrator. Security regulations require all visitors to report to the Main Office before visiting any area of the school.

No student visitor will be permitted the first and last week of the school year, during examinations, or the days prior to winter or spring recess.

GUIDANCE SERVICES:

School guidance counseling is an integral part of the educational program. The school counselors serve students and their families in areas of vocational, educational, career planning and personal/social development. Reference materials on personality development, being a successful student, personal growth and adjusting to specific situations are available in the guidance office. Reference materials and computer programs on colleges and careers are available for student/parent use. Parents/students should contact the school counselor at 469-8874 for specific concerns and more information.

DISCIPLINE & BEHAVIOR

SCHOOL DISCIPLINE POLICY:

The disciplinary action to be administered is covered in each item or referred to in the Table of Consequences, which follows at the end of this section. This list is not necessarily comprehensive and exhaustive, but contains the most common violations of accepted school policy. The administration will determine the consequence for any violation not contained in this handbook.

DETENTION (LUNCH or AFTER SCHOOL):

The detention period is a time when the student is assigned to stay in at lunchtime, after school, "on the spot" or on Saturday for any infraction of behavioral policies. Students should fully understand that any teacher in the building has both the authority and the responsibility to correct misconduct at any time. Therefore, it is understandable that a teacher might assign detention to a student who is not in any of his/her classes. Teachers may notify a student a day in advance, if necessary, whenever they assign a detention. If a student misses a detention, the detention is usually doubled. Students who consistently miss detention may be referred to the administration for appropriate disciplinary action including suspension.

CLASSROOM BEHAVIOR:

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Students will be given a copy of this plan within the first week of the semester. Plans are designed to encourage appropriate behavior and to involve parents in the discipline process for routine disciplinary matters. When preventive measures, including parental involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action. (See Section A of the Table of Consequences). Serious misconduct in the classroom may result in immediate referral to the administration.

BEHAVIOR IN COMMON AREAS/LOBBY:

The expectation for appropriate behavior and low voice levels in common areas of the school is the same as for those in classrooms. All students are expected to exhibit appropriate behavior in the common areas of the school. All staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior in the common areas of the school. Students are expected to abide by reasonable requests. Students are expected to give their name to a staff member when requested to do so. Failure to do so will result in an administrative referral with appropriate consequences for the nature of the offense. A staff member may ask the student to discontinue inappropriate behavior. If the student does not comply or is disrespectful, administrative action may be necessary. Repetition of inappropriate conduct will result in an administrative referral.

BEHAVIOR AT ASSEMBLIES AND SCHOOL-SPONSORED EVENTS:

High standards of student conduct are expected and required at all DoDEA-sponsored events. This includes events during school, before and after school, in the evenings, and on weekends, whether at our school or at an off-site location. Inappropriate behavior at school-sponsored events will be dealt with as that occurring during the school day with the same or similar consequences. Additionally, students removed from study trips may be prohibited from attending further trips. Different types of events require different responses from students. For example, a serious dramatic presentation requires a different audience behavior than would be allowed at a pep rally. Students will be instructed as to what behavior is appropriate. They are expected to adapt their behavior and reaction to the nature of the event. The conduct of the student body at assemblies and school-sponsored events is an important factor in establishing and maintaining the reputation of our school.

CORPORAL PUNISHMENT:

Corporal punishment is not practiced or condoned by DoDEA.

PRE-EXPULSION:

Every effort will be made to assist students/parents prior to seeking expulsion. Any student with five or more days of suspension will be required to meet with a discipline committee, which will include the sponsor's and post commander, to discuss strategies and ways to improve student behavior.

EXPULSION:

If a student has 10 or more consecutive days of suspension, he/she could be expelled from school. When a very serious act of misconduct occurs, or total disregard of DoDEA policies/rules occurs, expulsion may be necessary to protect the safety and rights of others. When the school administration determines an expulsion is necessary, a letter will be sent to the sponsor informing them of the school's intent to pursue expulsion. The letter will contain the charges against the student and inform the sponsor of the right to a formal hearing prior to the school requesting the expulsion. If the sponsor fails to respond before the given suspense date, the request for expulsion will be forwarded to the Area Superintendent.

SUSPENSION:

When a student is suspended from school, parents will be contacted by at least one of the following: telephone, email or letter. Please note suspension letters are notices of disciplinary action not requests for permission to administer disciplinary action. DoDEA regulation 2051.1 entitles school administrators to enforce school level disciplinary actions as deemed appropriate. A copy of each suspension will be sent to the Garrison Commander, the Sponsor's Commander and the District Superintendent. A parent conference may be required prior to re-admission. Students suspended from school are not allowed to participate in or be a spectator at school-sponsored activities for the duration of the suspension. Students who violate this prohibition from being at school or at school activities will have their suspension extended for one day for each violation. Suspensions are administered in accordance with the Table of Consequences. The length of the suspension may vary from 1/2 to ten days. Any suspension is an unexcused absence; however, any missed schoolwork may be made up.

· On the 2nd suspension during the school year, that student will become ineligible to participate in school activities such as homecoming/prom court and other similar school sponsored activities at the discretion of the school administration.

· A pre-expulsion hearing will be convened when deemed appropriate.

There are five types of suspensions:

1. Overnight suspension When parents cannot be contacted, or when the situation becomes necessary, a student may be placed on overnight suspension. This will require the parent(s) to accompany the child to school for a conference with an administrator prior to the start of the next school day. Upon completion of the conference, the student may be returned to class.

2. In-house suspension A student will attend school but will remain in an isolated area under administrative supervision.

3. Parent accompanied in-house suspension A student will attend school with a sponsor accompanying him/her to all of his/her classes for the entire class period for the duration of the suspension.

5. Out-of-school suspension w/ community service A student will spend the time working under the control and direction of the School's Officer in a community service program.

6. Special suspension When suspension occurs the week prior to any vacation period or prior to the last week of school, suspension may be given starting from the last school day prior to the start of vacation, at administration prerogative.

Tardiness:

Tardy students will report to the office for an admit (blue) slip to enter class. Student will also sign a tardy log in the office.

Truancy:

Truancy occurs when a student misses school/class without parental and/or school knowledge.

· First Offense: Two days of after school detentions Detention letter sent through community, sponsor's commander and Dependent Misconduct Officer (DMO) notified.

· Second Offense: Saturday School. Suspension letter sent through community, sponsor's commander and DMO notified.

· Third Offense: two to five day out of school suspension with community service. Suspension letter sent through community, sponsor's commander and DMO notified. Parent and student readmit conference with administrator required.

· Subsequent Offenses: Will be handled on an individualized plan of action with community officials

DRUG-FREE SCHOOLS:

DS REGULATION 2792.2 Drug Free School and Learning Environment, establishes policies and procedures for ensuring drug-free schools and learning environments for students of DoDEA by instituting clear and specific rules regarding illegal drug possession, use, and distribution. Over-the counter drug possession or distribution will be handled on a case-by case basis. In addition to the following automatic action, each student must meet with the school's alcohol and substance abuse counselor before returning to school. The drug-free regulation provides for the following penalties:

· POSSESSION OR USE OF ILLEGAL DRUGS: Suspension and possible expulsion pending disciplinary hearing.

· DISTRIBUTION OF ILLEGAL DRUGS: Expulsion

· POSSESSION, DISTRIBUTION OR USE OF OVER THE COUNTER DRUGS: Handled on a case-by case basis. In addition to the administrative action, each student must meet with the school's alcohol and substance abuse counselor (ASACS).

· ALCOHOL: The use, possession, or being under the influence of alcohol is strictly prohibited. The penalty for violation of this policy is suspension in accordance with Section C of the Table of Consequences. Additionally, a mandatory referral to the alcohol and substance abuse counselor will be initiated before the student is allowed to return to school.

· TOBACCO PRODUCTS: Tobacco products are not permitted on the school campus. Smoking or using smokeless tobacco on campus will result in suspension in accordance with Section B of the Table of Consequences.

ARSON:

Use of matches, lighters or any other devices for starting a fire will immediately revert to Section D in the Table of Consequences; administrative prerogative will increase the consequence depending upon the severity. It may be up to and including expulsion.

BANNED ITEMS:

Bandannas, laser pointers, cigarette lighters, matches, chained jewelry, including armbands, spiked bracelets, spiked dog collars, etc. are banned from school. A banned item will be confiscated and returned only to sponsors. No exceptions will be granted.

BANNED ITEMS, which are dangerous to the safety of others or have the potential to cause damage to personal or school property such as, but not limited to, fireworks, smoke and stink bombs, eggs, and shaving cream will be confiscated and will not be returned. When appropriate,

these items will be given to the Military Police. Students bringing these types of items to school will be suspended in accordance with Section C of the Table of Consequences and referred to Command.

BOMB THREATS:

Bomb threats are serious crimes and will be dealt with severely. The German police will routinely assume authority over a bomb threat suspect. If it is determined a student has initiated a bomb threat to the school, the school will immediately begin expulsion proceedings. The student will be suspended until the expulsion process is complete.

CLASSROOM REFERRALS:

Serious misconduct in the classroom will result in an immediate referral for the student to the administration. The administration will apply the policies in the handbook with regard to the type and seriousness of the misconduct.

DRESS CODE:

Students that violate the BMHS dress code will be given the opportunity to change to appropriate clothing or parents will be called to pick students up from school. Students with inappropriate clothing will not be permitted to attend class and their tardy or absence will be considered unexcused.

- Clothing must be clean and neat.
- Skirts and dresses must be at least fingertip length when both arms are straight down at the sides standing, and no more than 5" above the knee when sitting.
- Shirts and blouses will have at least a 3- finger width shoulder. No undershirts permitted as outside garments to include "wife-beater" t-shirts.
- Shirts will be no longer than fingertip length when both arms are straight down at the sides.
- Shorts will be hemmed and at least fingertip length.
- Pants will be worn with both pant legs the same length, above the hip, and with all anatomy and undergarments covered.
- No sagging or bagging pants and shorts.
- No exposed mid-riff, cleavage, or undergarments.

PROHIBITED CLOTHING:

Clothing that is extreme or provocative in style may be disruptive to the educational process and is deemed inappropriate and is not allowed.

- Pajamas and lounge pants. House slippers and/or nightwear is not allowed
- Blankets and large towels are not permitted in the hallways or class
- Clothing, pins or buttons promoting tobacco products, beer/alcohol or drug use or depicting violence, racial prejudice/obscenities/sexual implications, are not allowed.
- Clothing, apparel, or paraphernalia representing gang affiliations are prohibited. Some examples are
- Right or left shoe untied with laces hanging loose
- Right or left pants leg rolled up or sock pushed down into shoe
- Gloves worn on either hand
- Handkerchief/bandanna displayed to simulate gang affiliation
- Metal chains attached to clothing, belt loops or wallets and spiked accessories are prohibited
- Hats, hoods, sunglasses, headbands, combs, and similar items are not permitted inside school buildings. All headgear is not permitted. Students wearing such items at any school or school event will be asked to remove them immediately. If a student needs to be told a second time the item will be confiscated, sent to the office and returned only to the parent. The student may also incur a disciplinary action.

EATING/DRINKING IN SCHOOL:

Students may not bring outside drinks (except water) into the building. This includes Monster drinks, Red Bull, coffee, soda, etc... bought at the shoppette before school, during lunch, or after school.

* Students that bring bagged lunches from home may have an unopened drink in their lunch bag (stored in their locker) to be consumed at lunch time only. All students caught with prohibited drinks in class will receive an administrative disciplinary action.

Students are allowed to eat or drink in the cafeteria, or outside the building. Students are expected to maintain a clean and orderly environment within their areas; eating anywhere except the cafeteria is a privilege, which will be taken away if the areas are not kept clean. EATING OR DRINKING IS NOT PERMITTED IN THE COMPUTER LABS, BY COMPUTERS OR IN THE INFORMATION CENTER.

**Teachers have a right to inspect drinks. H₂O is the only permissible drink inside the classroom.

EXTORTION:

The practice of threatening another student for money, food, or any other item is extortion. This violation of school policy will result in suspension in accordance with Section D of the Table of Consequences.

FIGHTING/PHYSICAL AGGRESSION/HORSEPLAY:

Fighting in school or at school-sponsored events will result in AN AUTOMATIC SUSPENSION from school and a possible referral to the Security Police. Even if he/she does not initiate a fight he/she will be suspended if they fight back. Suspensions will be assigned to all parties involved in the fight starting with Section C of the Table of Consequences. An assault will result in suspension in accordance with Section D of the Table of Consequences. All assigned consequences will be at the discretion of the administration.

FOOD FIGHTS:

Throwing food will not be tolerated. If the action results in a food fight, students throwing food will be suspended in accordance with Section B of the Table of Consequences.

FORGERY:

Students forging the signature of a sponsor, teacher, etc. or misrepresenting a document, assignment, or paper, or using another's computer password will be disciplined in accordance to Section B of the Table of Consequences.

HARASSMENT/HAZING/BULLYING:

A student who persistently disturbs, irritates, or humiliates another student or teacher will be disciplined in accordance to Section C of the Table of Consequences.

INAPPROPRIATE LANGUAGE:

Student use of inappropriate language in common areas or in a classroom may be treated in accordance with B or C of the Table of Consequences. This is strictly up to the discretion of the school administration.

INSUBORDINATION:

The failure of a student to follow a reasonable request by any staff member is insubordination. Normally, insubordination results in suspension in accordance with Section B of the Table of Consequences. If the insubordination is accompanied by profanity or disrespect, it may be treated as a Section C or Section D suspension. This will be determined by the school administration.

NUISANCE ITEMS:

Possession of items, which are disruptive to the school environment, is not permitted at school. These nuisance items include, but are not limited to, pacifiers, iPods, MP3 players, radios, CD players, skateboards, cell phones (must be turned off), heellies, toys, etc. If students use the item in the school building, the item will be confiscated, sent to the office and returned after the student serves an after school detention for the infraction. Repeat offenses will require parental retrieval of confiscated items.

Electronic items may be used in the cafeteria or outside during lunch, before or after school. Electronic items are not to be used in the hallways and unattached headphones should not be draped around the neck. All above items are to be in lockers during class.

PERSONALLY OWNED VEHICLES

Students who drive to school must park the vehicle and leave it for the remainder of the school day. Students may not transport other students in their vehicles during the school day. Failure to observe this rule will result in the loss of driving to school privileges.

PUBLIC DISPLAY OF AFFECTION (PDA):

Public display of affection at school is not appropriate. Repeat offenses will result in suspension in accordance with Section A of the Table of Consequences.

SNOWBALLS/ACORNS:

Throwing snowballs, acorns, or any other object at school is potentially dangerous and will not be tolerated. The penalty for this will be B of the Table of Consequences.

THEFT:

Stealing of personal or government property is a crime. Incidents of stealing will be dealt with under Section B, C, or D of the Table of Consequences. In addition, the local Military Police will be notified in some situations at the discretion of the school administration.

THREATENING A STAFF MEMBER:

The safety and security of our students and staff is necessary to ensure the proper educational environment, as well as to maximize teaching and learning. Threatening a staff member, whether verbally or physically, will not be tolerated. A student who threatens a staff member will be suspended in accordance with Section D of the Table of Consequences with possible expulsion depending upon the circumstances. In addition, the threatened staff member may report the incident to the Military Police and press charges against the student.

TRASH:

The cleanliness of the school building and school campus reflects our attitude toward the environment in which we learn and teach. Students are expected to place their trash in the appropriate receptacles and return their lunch trays to the window in the cafeteria. Students will be expected to comply with requests to dispose of their trash. If the student refuses or becomes disrespectful, he/she will be suspended in accordance with Section B in the Table of consequences.

Department of Defense Education Activity (DoDEA)
Student COMPUTER AND INTERNET ACCESS Agreement

I. Acceptable Use

A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.

- B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges

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

III. Internet Etiquette

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

IV. No Warranties

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

V. Security

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

VI. Vandalism

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

VANDALISM/GRAFFITI:

The intentional destruction or damage to school property or the personal property of others is vandalism. Incidents of vandalism will be dealt with harshly. All incidents will result in a suspension in accordance with Section C of the Table of Consequences. Serious incidents will be reported to the Military Police and the Base Commander. The student's sponsor will be expected to reimburse the United States Government or the victim for all damages incurred.

POLICE INVESTIGATION:

The school cooperates very closely with Military Police (MP's) in investigations of break-ins, vandalism, etc. If the need arises to have local Military Police (MP's) officials meet with students, parents will be notified in order to secure parental permission.

SEXUAL HARASSMENT:

Sexual Harassment is a form of discrimination and will not be tolerated. "Sexual Harassment" in a school is defined as: "deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature." Such behavior is observable, explicitly sexual, contains sexual overtones, and is deliberate or repeated.

Some examples are:

- Jokes/Comments: regarding someone's body or dress.
- Sexual Remarks: from subtle hints to direct propositions.

- Physical Harassment: This may include: bumping, touching, stroking, cornering, rubbing, pinching, kissing, hugging, or grabbing.
- Other types of Sexual Harassment may be: leaving notes, displaying sexist cartoons, pictures or magazines.

The penalty for this behavior is suspension in accordance with Section C or D of the Table of Consequence.

WEAPONS:

Weapons are not allowed at school under any circumstances. A STUDENT IN POSSESSION OF OR USING A WEAPON TO THREATEN OR HARM ANOTHER INDIVIDUAL WILL BE SUSPENDED A MINIMUM OF TEN DAYS WITH EXPULSION PROCEEDINGS INITIATED. This policy also includes toy or fake weapons. In all instances, weapons will be turned over to the Security Police. USAREUR Reg. 190-6 describes items considered weapons. The following list of weapons provides examples of prohibited items by USAREUR Reg. 190-6 and DoDEA regulation 2051.1 and is not a complete listing. Please contact your local security police or provost marshal's office for a complete list. Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to:

- A. Any firearms or any guns, including shotguns, rifles, or air guns.
- B. Silencers or mufflers for any weapon.
- C. Any destructive devices, explosives
- D. Knives, for example, switchblade or butterfly knives.
- E. Club-type hand weapons (for example, blackjacks, brass knuckles, nunchuks, locks, etc.)
- F. Gas pistols and shooting pens
- G. Any of the following, if carried in a concealed manner, displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:
 - 1. Straight razor, razor blades, or weapons made from razors.
 - 2. Ice picks, scissors, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument.
 - 3. Clubs, or any object that may be used as a club to inflict bodily harm, (for example, pieces of wood or pipe, stones, bricks, locks.)
 - 4. Any flailing instrument such as a fighting chain or heavy studded or chain belt
 - 5. Objects designed to project a missile, slingshots
 - 6. Mace, pepper spray, or any other similar propellant
 - 7. Authentic replica of a firearm (toy, BB, water guns, etc.)
 - 8. Blank cartridge pistols.
 - 9. Any other object that might be used readily to inflict bodily harm (for examples, bicycle chains, canes with retractable blades, etc.)
 - 10. Locking blade knives, regardless of length, and other knives with blades 3 inches or longer, box or carpet cutters.
 - 11. Any other object concealed, displayed, brandished in a manner that reasonably provokes fear.

DoDEA Regulation 2051.1
April 4, 2008
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SUBJECT: Disciplinary Rules and Procedures

References: (a) DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," August 16, 1996 (hereby canceled).

(b) DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," *October 19, 2007*

(c) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," April II, 2005

(d) DoDEA Regulation 2500.14, "Nondiscrimination and Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," October 30, 2007(e) through (I) see enclosure **REGULATION**

1. REISSUANCE AND PURPOSE

This Regulation reissues reference (a) under the authority of reference (b) to update policy and procedures for disciplinary action for all students enrolled in schools under the Department of Defense Education Activity (DoDEA), including both Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) and Department of Defense Dependents Schools (DoDDS), and including special rules for students covered by reference (c).

2. APPLICABILITY AND SCOPE

This Regulation:

2.1. Applies to the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDSPIDDESS- Guam); and all DoDEA District Superintendents, School Principals, Teachers, and

Support Staff.

2.2. Applies to all students enrolled or participating in, or traveling to or from, programs or activities under DDESS and DoDDS jurisdiction; including home-schooled students who use or receive auxiliary services and/or attend courses/classes/activities in DoDEA schools or settings.

2.3. Does not create any rights or remedies outside of those enumerated within and may not be relied upon by any person, organization, or other entity to allege a denial of such rights or remedies.

3. DEFINITIONS

Terms used in this Regulation are defined in enclosure 2.

4. POLICY It is DoDEA policy that:

4.1. Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military and school communities; that consists of teaching and reinforcing positive student attitudes and behaviors.

4.2. Discipline should be progressively and fairly administered. Disciplinary actions not fully described in this Regulation, such as, but not limited to: verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs, and other behavior management techniques should be considered prior to resorting to more formal disciplinary actions that remove a student from school for a long term suspension or expulsion as a first offense; except when a student poses an immediate threat to his or her safety or the safety of others, (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

4.3. Removal from school by placing a student in an alternate educational setting outside of school, or a long-term suspension or an expulsion of a student from school, are extreme disciplinary consequences normally used to modify the undesirable conduct of a student for whom other behavior management techniques and disciplinary actions have proven futile; or when a student poses an immediate danger to himself/herself or to others (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

4.3. J. Students should be encouraged to perform community service in addition to the removal. The coordination of this community service must include input from the sponsor/parent/guardian and, when appropriate, the community commander or designee.

4.3.2. Students must complete all assignments of work and exams satisfactorily during the period of removal to earn credit.

4.3.2.1. The principal must make suitable arrangements for students who have been removed to ensure they can take necessary examinations.

4.3.2.2. The principal should make alternate examination arrangements for a graduating senior who is scheduled to start post secondary education or whose family is pending a permanent change of station, to minimize interference with those plans.

4.4. Corporal punishment by teachers, principals, or other persons employed by DoDEA is prohibited.

4.5. The grounds for imposing disciplinary consequences are prescribed in enclosure 3.

4.6. Discipline must be administered consistent with the student's behavior management plan, where applicable.

4.7. Disciplinary consequences for students with disabilities shall not be more frequent or severe than for students without disabilities committing the same or similar offenses.

4.8. All regular disciplinary rules and procedures in enclosure 4 apply to students with disabilities who are proposed for minor discipline, including removal to an alternate educational setting or removal from school or the school bus for 10 school days or fewer.

4.8.1. The DoDEA removal procedures for 10 school days or fewer are prescribed in enclosure 4.

4.8.2. The DoDEA procedures for removal for more than 10 consecutive school days are prescribed in enclosure 5.

4.9. Special rules must be followed when a disciplinary consequence for a child with disabilities would result in a change of placement.

4.9.1. The discipline procedures for students *with disabilities* eligible for special education *under reference (c)* are prescribed in enclosure 6.

4.9.2. *The discipline procedures for students with disabilities eligible for a 504 Accommodation Plan under reference (d) are prescribed in enclosure 9.*

4.9.3 *The DoDEA worksheet to determine if misconduct is a result of a student 'I' disability is at enclosure 7.*

4.10. Regular educational services required by this Regulation to be provided to a student without disabilities who is removed, must also be provided to a disabled student who is removed.

4.11. Written notices, appeals, documents, and memoranda in support of appeals required or authorized by this Regulation that are to be delivered to a parent/sponsor/guardian, or to the school; may be delivered by sending them home with the student, and/or may be sent to the parent/sponsor/guardian or to the school by mail or by-mail. If e-mail is used as the notification method to notify the parent/sponsor/guardian, the principal or designee will telephone to advise or her that an e-mail has been sent. Written notices may be used in lieu of oral notices when the use of a written notice will expedite the required communication.

TABLE OF CONSEQUENCES

BAMBERG MIDDLE HIGH SCHOOL DISCIPLINE TABLE

GUIDE FOR ADMINISTRATIVE ACTIONS

(Revised, Spring 2011)

The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion to account for unique circumstances, age appropriateness or special needs students when handling misconduct issues.

Category	Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A	<ul style="list-style-type: none"> Dress Code violation iPod/Electronics violations Public Display of Affection 	Warning	Conference with Administrator	Detention with parent contact and/or parent conference	Suspension 1 day
B	<ul style="list-style-type: none"> Disruptive Behavior Cheating/Forgery Inappropriate/Profane Language Insubordination Leaving Campus w/o permission Sexually Offensive Language/Behavior Unsafe Behavior/Horseplay <hr/> <ul style="list-style-type: none"> Plagiarism 	Conference with administrator and possible detention with parent contact	Additional detention and parent conference	Suspension 1 Day	Suspension 2 Day
		1 to 5 days detention to 3 rd - suspension From first consequence to third!			
C	<ul style="list-style-type: none"> Abusive Behavior/Bullying/Harassment Alcohol Possession/Use Fighting (any kind)/Acts of Violence Minor Vandalism (<\$100) Severely Sexually Offensive Behavior Theft Tobacco Use Truancy 	Suspension 1-3 Days	Suspension 3-5 Days	Suspension 5-6 Days	Suspension 7-10 Days
D	<ul style="list-style-type: none"> Arson, Bomb Threats, Extortion Communicating Serious Threats Dangerous behavior to self or others False Fire/Bomb Alarms Illegal Substance Possession/Use/Distribution Larceny Major Vandalism (>\$100) 	<div style="border: 2px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="margin: 0;">Suspension/Expulsion Proceedings Initiated</p> </div>			

Glossary:

Detention-Supervised after school or Saturday time

Suspension-Removal from classes in one of three scenarios:

- Parent Shadowing:** parent accompanies students to all classes and remains throughout the day, including lunch
- Saturday Suspension:** Student comes to school on Saturday for 4 hours and does schoolwork.
- At home Suspension:** Student does not come to school and is homebound or has Command Directed Community Service

**Administrative Action may include, but is not limited to, the following: Warning, Counseling Session, Teacher-assigned Detention, Parent Notification, Community or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, and Out-of-School Suspension.