

Hohenfels High School Student / Parent Handbook



Home of the Tigers

SY '12 - '13

Cristina Echevarria, Principal

Unit 28214, APO AE 09173

DSN: 466-3162 CIV: 09472-90-9608/9698

<http://www.hohe-hs.eu.dodea.edu/>

Note from webmaster: DoDEA security regulations require that all faculty, staff and student names and e-mail addresses be removed from this web edition of the Student Handbook.

SECTION 1:

Welcome Message from the School Administration

On behalf of our faculty and support staff, we welcome you to Hohenfels Middle/High School SY 2012-2013. This handbook has been prepared to familiarize you and your parents with our educational program and daily operation procedures. Please make sure that you read the policies very carefully and adhere to them.

School Year 2012-13 will be an exciting time. The excitement starts with a strong commitment to student achievement by providing you with the most rigorous and challenging courses that will prepare you for the 21st century. Student work and accomplishments will be displayed throughout the school reminding us of our mission to make you successful as a student at Hohenfels.

As you walk through our halls you will sense a family atmosphere that welcomes and encourages parent/community participation in our Continuous School Improvement (CSI) process committees, school events and activities.

Our school Mascot is a tiger -The Siberian Tiger. Be wise like our tiger, make the right choices. Show your uniqueness. Demonstrate your school spirit and pride in everything you do.

Enjoy the new school year at Hohenfels Middle/High School. "Go Tigers, Go!"

Cristina Echevarria
Cristina Echevarria
Principal

Susan Waldron
Susan Waldron
Assistant Principal

THE DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)

Vision

Communities investing in success for ALL Students!

EDUCATIONAL MISSION

The Department of Defense Education Activity provides, in military communities world-wide, exemplary educational programs that inspire and prepare all students for success in a dynamic, global environment.

DODEA GUIDING PRINCIPLES

Sudent achievement...a shared responsibility

Trust and respect for others' rights

Unlimited opportunities to reach high expectations

Dedicated to lifelong learning

Equal access to a quality education based on standards

New and motivating challenges to inspire excellence

Total accountability with teamwork

Success for all...students first!

BAVARIA DISTRICT MISSION STATEMENT

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

Acquire and apply information

Communicate effectively

Hold high expectations for themselves and others

Interact cooperatively to establish positive human relationships

Engage in thinking, reasoning and problem solving

Value and respect diversity in a multi-cultural society

Establish habits for emotional, physical and social well-being

Learning, as a life-long process, must take place in a nurturing, safe atmosphere of mutual respect in which educators, students, staff and parents work together. As a community of learners we will foster high expectations, instructional leadership, and excellence in teaching to create an environment in which all students achieve.

Hohenfels Middle/High School

Vision Statement

Hohenfels Middle High School provides a safe environment where all students can acquire, with effort and guidance, skills, knowledge, and behaviors necessary to be productive citizens in a global society.

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ACCREDITATION

AdvancEd, the accreditation agency that supervises most of the schools and colleges in the United States accredits Hohenfels Middle High School. Every five years an AdvancEd site visit team reviews school records and observes the operation of the school as part of the accreditation process. The last site visit was conducted in May 2009.

A copy of the site visit report is available for review by students, staff, parents and patrons of the school. Teachers, students and parents are provided an opportunity to provide input in the annual report filed with AdvancEd.

CONTINUOUS SCHOOL IMPROVEMENT (CSI)

The Continuous School Improvement program for the school is based on AdvancEd guidelines, the DoDEA Strategic Plan, and input from the school's stakeholders (parents, students, teachers, and community members). If you would like to be involved in the on-going process for our CSI, contact the main office at 466-3162.

SCHOOL ADVISORY COMMITTEE (SAC)

The purpose of the School Advisory Committee (SAC) is to act as a liaison and to provide two-way communication between the school and the community to assure a positive school environment for those students who attend the school. The committee advises the principal on matters affecting the operation of the school. Committee concerns include school policy, instructional programs, staffing, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct and other educationally-related matters. **This is an important vehicle for parent input into school matters. Often when a parent perspective is particularly desired, the Principal looks to the SAC for guidance.**

The SAC advises the Installation Commander on improvements for dependents' education, including matters related to administrative and logistical support and any other school matter that falls within the jurisdiction of the Installation Commander. The SAC provides comments and recommendations on matters that are decided at higher levels but which impact upon the school. These include DODEA policy matters and budget plans and priorities for local schools.

The **SAC meetings** are scheduled monthly in the school's information center at 1530. This year's SAC meeting times will appear in the parent Newsletter. Any community member is welcome to attend the SAC meetings. Membership of the SAC comes from the parents, the staff and the student body. Election procedures are outlined in the SAC Constitution and By-Laws.

SECTION 2:

LOGISTICS

Mailing Address

Hohenfels High School
Attn: Principal
Unit 28214
APO AE 09173

German Mailing Address

Hohenfels High School
Truppenübungsplatz
Gebäude 780
92366 Hohenfels

School Web Site: <http://www.hohe-hs.eu.dodea.edu>

School e-mail: hohenfelsMHS.principal@eu.dodea.edu

Principal: Cristina Echevarria
Assistant Principal: Susan M. Waldron
Secretary:
Registrar:
Counselors: (Grades 9-12)
(Grades 7-8)

School Liaison Officer:

Assistant Superintendent, Bavaria District: Joan Islas

Superintendent, Bavaria District: **VACANT**

DoDDS- Europe Director: Nancy Bresell

Director, DODEA: Marilee Fitzgerald

TELEPHONE CONTACTS		
OFFICE	DSN	CIVILIAN
MAIN OFFICE	466-3162	09472-83-3162
SECRETARY	466-3162	09472-90-9608
REGISTRAR	466-3162	09472-90-9698
HS COUNSELOR		09472-90-9605
MS COUNSELOR		09472-90-9610
ASACS COUNSELOR		09472-90-9669
SCHOOL LIAISON OFFICER	466-2082	09472-83-2082
BUS OFFICE	466-4314	09472-83-4314
Civilian to Military Conversion	466 OR 520-XXXX	09472-83-XXXX

DoDDS-EUROPE SCHOOL YEAR 2012-2013 CALENDAR

First Semester (92 Instructional Days)

Monday, August 27: Begin First Quarter and First Semester

Monday, September 3: Labor Day Federal Holiday

Monday, October 8: Columbus Day - Federal Holiday

Thursday, November 1: End of First Quarter

Friday, November 2: No School for Students - Teacher Work Day

Monday, November 5: Begin Second Quarter

Monday, November 12: Veterans Day - Federal Holiday

Thursday, November 22: Thanksgiving - Federal Holiday

Friday, November 23: Friday - Recess Day

Monday, December 24: Begin Winter Recess

Tuesday, December 25: Christmas - Federal Holiday

2013

Tuesday, January 1: New Year's Day - Federal Holiday

Monday, January 7: Instruction Resumes

Monday, January 21: Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 24: End of Second Quarter & First Semester

Friday, January 25: No School for Students - Teacher Work Day

Second Semester (91 Instructional Days)

Monday, January 28: Begin Third Quarter and Second Semester

Monday, February 18: Washington's Birthday - Federal Holiday

Thursday, April 4: End of Third Quarter

Friday, April 5: No School for Students - Teacher Work Day

Monday, April 8: Begin Spring Recess

Monday, April 15: Instruction Resumes - Begin Fourth Quarter

Monday, May 27: Memorial Day - Federal Holiday

Thursday, June 13: End of Fourth Quarter and Second Semester

Friday, June 14: No School for Students - Teacher Work Day

HMHS Monday, Tuesday & Friday Bell Schedule			
7 Period Day			
MS Students who have a HS period 5, take HS Lunch			
<i>High School</i>		<i>Middle School</i>	
Warning Bell	0805	Warning Bell	0805
Period 1	0810-0858	Period 1	0810-0858
Passing	0858-0903	Passing	0858-0903
Period 2	0903-0951	Period 2	0903-0951
Passing	0951-0956	Passing	0951-0956
Period 3	0956-1044	Period 3	0956-1044
Passing	1044-1049	Passing	1044-1049
Period 4	1049-1137	Period 4	1049-1137
High School Lunch	1137-1211	Passing	1137-1142
Passing	1211-1216	Period 5	1142-1230
Period 5	1216-1304	Middle School Lunch	1230-1304
Passing	1304-1309	Passing	1304-1309
Period 6	1309-1357	Period 6	1309-1357
Passing	1357-1402	Passing	1357-1402
Period 7	1402-1450	Period 7	1402-1450

HMHS Wednesday & Thursday Bell Schedule			
4 Block Period Day			
MS Students who have a HS period 3 or 7, take HS Lunch			
<i>High School</i>		<i>Middle School</i>	
Warning Bell	0805	Warning Bell	0805
Period 1 or 5	0810-0940	Period 1 or 5	0810-0940
Passing	0940-0945	Passing	0940-0945
Period 2 or 6	0945-1115	Period 2 or 6	0945-1115
Lunch	1115-1145	Passing	1115-1120
Passing	1145-1150	Period 3 or 7	1120-1250
Period 3 or 7	1150-1320	Lunch	1250-1320
Passing	1320-1325	Passing	1320-1325
Period 4 or Seminar	1325-1455	Period 4 or Seminar	1325-1455

Students are not allowed in the building before 0730 or after 1520 unless under the direct supervision of a teacher.

Parents are responsible to make sure that students have transportation home.

ACTIVITY BUSES

Activity buses are provided at 5:30 p.m. for students involved in extracurricular activities and for students who stay after school for academic help. Housing/Town drop off points may vary from year to year. Check with the Bus Transportation Office located in Room 501 of the Elementary School building for details.

DRIVING CARS

In order to drive a car to school, students and their parents must complete a "Permission to Drive" form. Once approved, the assistant principal will write a letter to the parent granting permission. Additionally, the student's auto must be registered in the main office to comply with the school's Force Protection Plan. Students may not access their vehicles during the school day. Student parking is located at the Festplatz: students must enter the building through the school's main entrance.

ENROLLMENT/REGISTRATION

It is the responsibility of each parent to supply all necessary documents required by DODEA for registration of the student. Any failure to comply with regulations may result in your child not being allowed to attend school and/or the parent being billed for school. Please make sure you supply all documentation in a timely manner. All enrollment paperwork, including current shot records, is REQUIRED and must be completed by the sponsor or parent. Eligibility requirements to enroll must be met, and a copy of the official transcript OR a valid report card from the receding school must be presented PRIOR to the student being scheduled for classes. The Garrison Commander will be notified if necessary for the school to make sure that every student is registered correctly.

LOCKERS

Students will be assigned lockers and locks. The main office makes locker assignments and maintains an up-to-date listing of locker assignments and combinations of locks issued to students. Locker assignments are made on a random basis. Only the school-provided lock may be used on the locker, and it must be kept locked at all times. **Students are not permitted to share lockers.**

Once a locker is assigned, the locker, its security, contents and care, maintenance and cleaning are the responsibility of the student assigned. Students are expected to return their locker in a neat, clean, and presentable condition for use by the next user. Locker damage or lost locks will be charged to the sponsor for reimbursement of costs. Any damage or defacing of a student's locker must be reported immediately to the administration. Student may not affix any item to their lockers or any painted surface as tape and glue cause damage to the paint.

The school reserves the right to make general locker searches in conjunction with community or military police authorities related to bomb threats, drug-sniffing dog inspections, and investigations related to contraband or violation of school policies. School administrators may conduct a warrant-less search of an individual student's locker when there is a reasonable suspicion that the search will produce evidence that the student has violated the law or the school's rules.

LOST AND FOUND/ MISSING PERSONAL PROPERTY

Articles that are found should be taken to the main office. "Lost and Found" articles are kept in the main office or cafeteria until claimed or for a period of **three months or at the end of the**

school year. In the case of missing personal property, notify the administration immediately. They will contact the appropriate authorities as necessary.

LUNCH PROGRAM

The school lunch program is the responsibility of AAFES. All menus and service in the cafeteria are AAFES responsibilities. Students who do not wish to eat the AAFES lunch may bring a sack lunch to be eaten in the cafeteria. Students must clean up after themselves and return trays to the tray-cleaning area. Students must stay in the designated areas during lunch time.

OFFICE HOURS

HMHS office hours are 0730-1600 daily. See the DoDDs-Europe School Calendar for scheduled school closures.

SEARCHES AND SEIZURES

School property is U.S. Government property and, therefore, public in nature. Individual rights are subject to public scrutiny whenever suspicion exists of a civil or criminal breach of the law. Students must be aware that their possessions, including book bags and contents of lockers while on school property, are subject to search, and illegal or illicit materials are subject to seizure. Legal action can follow for violations of the law. Searches will be conducted if deemed necessary, and involved students will, if possible, be present for the search by school, civil, host nation or military officials.

TEXTBOOKS

All required textbooks are supplied without charge. Students have the responsibility to care for their textbooks properly. The sponsor will be responsible for replacing a textbook that has been mutilated or shows signs of excessive wear. A second notification will be sent to the sponsor and the command if these obligations are not met in a timely manner.

TRANSFERS/WITHDRAWALS

When transferring from Hohenfels Middle High School during the school year, the following procedures should be followed:

1. Parents must advise the registrar as early as possible before the departure date and complete a Withdrawal form. The withdrawal date should not be more than two school days before the actual departure date.
2. Provide the registrar a copy of the orders as soon as available.

Two days prior to the actual withdrawal date, the student must report to the main office to pick up a Clearance Form. Students must meet all obligations to include turn in of all materials and replacement or payment for any lost or damaged items. On the day of withdrawal, the student must complete the full school day. The Clearance Form must be returned to the main office before the withdrawal process is complete and before school records will be released. Parents may pick up a copy of the student's records after completion of clearance procedures.

UNSECURED PROPERTY

Government and personal property must be secure at all times on school grounds. Property left unattended or in unlocked lockers may be confiscated, and students responsible for the items may be subject to disciplinary action

COMMUNICATION

DAILY BULLETIN

A bulletin to student and faculty members is published daily. Announcements for the student bulletin must be endorsed by a faculty member and submitted to the main office by 1000 hours on the day prior to the announcement date. Announcements submitted late may not appear in the following day's bulletin or school announcements.

INCLEMENT WEATHER NOTICES/SCHOOL CANCELATION

Notification for delayed opening or cancellation of school will be made on AFN Radio (1485 AM or 93.7 FM) as soon as possible in the morning. If school is delayed, students will report to school two (2) hours late (10:00 a.m.). On these days all buses run two hours late. If it is later determined to cancel school for the entire day, updated announcements will be made. The following USAG Hohenfels web page also contains a link to access current road conditions:

<http://www.hohenfels.army.mil/>

Please DO NOT telephone HMHS or AFN.

MESSAGES / TELEPHONE USE

Students may only use the telephone located in the main office for emergencies. Only emergency messages from parents will be delivered to students during classes. The office staff will make every effort to deliver urgent messages, such as change in travel arrangements, before the end of the school day.

PARENT NEWSLETTERS

A monthly newsletter is published and distributed to parents via email. Parents, teachers and students may have information placed in the newsletter by contacting the office of the principal.

SECTION 3:

STUDENT SERVICES

ASACS

The Adolescent Substance Abuse Counseling Service (ASACS) is a U.S. Armed Forces Counseling Services Contractor. ASACS provides prevention education, identification and referral, and treatment. An office is provided in DoDDS schools to provide ASACS and stakeholders the opportunity to work together to help teens make healthy and safe choices. An ASACS counselor's primary objective is to provide adolescents who are experimenting with, or who have had exposure to, alcohol or other drugs an opportunity to learn more about substance use and its impact. ASACS prevention program is for students who have not experienced drugs or alcohol, but who may be at risk for substance misuse. Concerned teachers, peers, parents, or self-referrals can make referrals. Please contact our ASACS counselor at 09472 90 9669 or through the main office.

CASE STUDY COMMITTEE.

The Child/Case Study Committee (CSC) meets regularly for the purpose of identifying, programming and monitoring the educational needs of students with disabilities. Parents, as well as teachers, may make referrals to the CSC. Parents and teachers are required to sit as part of CSC meetings and eligibility determinations for special needs students. Contact with the specialists who support the CSC and parent referrals can be made through the Guidance Office. The procedures for processing referrals are covered by DoDEA Special Education regulations.

CHILD FIND

The Child Find Program is the DoDEA effort to locate and identify children who have handicapping conditions and require individual and appropriate special education services. DoDEA strives to provide each student with special needs the type of education he/she requires. Programs are provided for the following handicapping conditions:

Deafness / Hearing Impairments	Pre-School Handicaps
Speech Impairments	Blindness / Vision Impairments
Physical Handicaps	Mental Impairments
Learning Disabilities	Serious Emotional Handicaps
Multiple Handicaps	Health Impairments

DoDEA actively searches for these students so they can receive the special education services they require. Qualified teachers, consultants and other specialists use a variety of tests at the time a student is referred for the purposes of assessment and evaluation. Many tests for disabilities result in the identification of handicapping conditions that require special education services. Parents are encouraged to contact the school regarding special education concerns.

GUIDANCE DEPARTMENT

The guidance department, consisting of a full-time high school counselor (Grades 9-12) and part-time middle school counselor (Grades 7-8), exists to provide career, academic and personal counseling to the students of Hohenfels Middle High School. The guidance office is open daily. Appointments are preferable, but in emergency situations, a student will be seen immediately. The guidance office can be contacted at 09472-90-9605. See Appendix C for counselors' information

SEMINAR

Seminar is a multi-purpose period for promoting student achievement. During this period, students may receive extra help from teachers, complete make-up tests, labs, other assignments, or work and study individually. The time is strictly reserved for academic-related activities; school clubs and organizations will not meet during Seminar. As with every class period, each student is assigned to a specific teacher and room for seminar. However, a student with an agenda signed by another teacher may, after properly notifying the assigned Seminar teacher, report to the other teacher for a "Tutorial" session of extra help, completing make-up work or tests, or other academic purposes.

STUDENT SUCCESS TEAM (SST)

This committee, initiated in SY 2000/2001 as part of the Hohenfels School Improvement Plan, is designed to review student situations where there is a concern on the part of faculty, parents, administration, or students regarding poor student performance academically, socially, or psychologically. Often referrals made here are reviewed prior to a referral to the Case Study Committee, but many referrals never proceed to the CSC. Instead, an individualized action plan is developed to address the concerns presented and may even result in school-wide intervention. The team presently consists of the school psychologist, special education teacher, guidance counselor, school nurse, administration, and teachers as appropriate. Parent referrals may be made by contacting any member of the team.

TUTORING

All students and parents are encouraged to use the free online tutoring service provided by the U.S. Armed Forces at: <http://www.tutor.com/>. This resource is invaluable for helping students in any subject. Please do not neglect this valuable tool.

STUDENT HEALTH SERVICES

From the School Nurse-

A C C I D E N T S

Every accident on school grounds or on school-sponsored trips must be reported immediately to the person in charge, the school nurse, and the school administration. Written accident reports are required and must be returned to the school nurse as soon as possible.

I L L N E S S

If a student becomes ill, he/she should notify the teacher in charge, get a hall pass from the teacher and report directly to the nurse for care. If the nurse is temporarily out, students are to report to the main office.

The school nurse will call parents if she feels the student should go home. It is the parent's responsibility to pick students up at the school. Neither the nurse nor any staff member is allowed to drive the student home. No student will be dismissed because of illness unless the parent or command sponsor will pick up the student or assume responsibility for the student's safety.

When should my child return to school after being ill?

- Temperature below 98.8 F for 24 hours, unaided by medication, after a temperature elevation of 100F or greater.
- No significant nausea, vomiting (more than twice in 24 hours) or diarrhea (more than two loose bowel movements in 24 hours)
- Chicken Pox (Varicella) lesions crusted and dry, at least 5—7 days from onset
- Lice treatment initiated
- Impetigo covered and under medical provider’s care, note required
- Scabies, 8 hours after first prescribed treatment, note required
- Conjunctivitis, signs of infection have cleared or note from physician
- Ringworm covered, under medical provider’s care, note required
- Any illness or condition that prevents a child from fully participating in school activities, such as a constant cough, lethargy (extreme tiredness), irritability, crying or behavioral changes should be resolved before the child returns to school.

If you are uncertain as to the health status of your child, please make an appointment with your child’s primary health care provider for an evaluation.

IMMUNIZATIONS

Please click the following link to access the current DODEA Immunizations requirements for the current school year: <http://www.dodea.edu/parents/immunization.cfm>

MEDICATIONS AT SCHOOL **

Please click this link to access the current DODEA policy on dispensing medicine at school: <http://www.dodea.edu/parents/immunization.cfm>

**Please be aware that this policy also applies to inhalers, Tylenol, cough syrups, etc. If a student needs any medications during school hours, the nurse must have the physician’s order. Students are not to have medication in their possession at school, and in the event of violation, are subject to disciplinary action.

SECTION 4:

STUDENT ACTIVITIES

SPORTS, CLUBS AND ACTIVITIES

Students are invited to become members and to remain active in their school activities. Examples of sports, clubs, activities, and organizations in which students might be interested in organizing and/or participating in are:

Football
 Girls’ Volleyball
 Cross Country
 Tennis

SPORTS

Boys’ Soccer
 Girls’ Soccer
 Track and Field
 Softball and Baseball

Wrestling
 Boys’ Basketball
 Girls’ Basketball
 Cheerleading

CLUBS AND ACTIVITIES

Student Council	Math Counts
Class Officers	NHS / NJHS
Honor Band / Chorus	Future Business Leaders of America
Showcase	Drama
School Newspaper	Yearbook
Creative Connections	Outdoor Ed
Student2Student	Fine Arts Club

JROTC

Rifle Team	Honor Guard
Drill Team	Color Guard
	Raiders

DELTA EPSILON PHI – THE NATIONAL GERMAN HONOR SOCIETY

Delta Epsilon Phi (DEP), the National German Honor Society for High School students of German, is a National Honorary established to recognize high school scholastic achievement in German and to promote interest in the study of the German language, literature and culture. Only accredited public and private high schools are eligible to have chapters. The chapter sponsor must be a German teacher and a member of the American Association of Teachers of German. HMHS has its own chapter, called "Kapitalurkunde." To become a German Honor Society member, a student must have completed a minimum of three semesters of German. The student must have attained 3.6 average in German and a 3.0 overall GPA in these three semesters. Individual schools may set additional requirements. The German Honor Society recognition insignia include: graduation cap tassel (black/red/gold), graduation honor cord (black/red/gold), and DEP printed membership certificate.

HMHS GOVERNMENT

At Hohenfels Middle High School, the student Government offers an opportunity for students to develop positive civic responsibilities through participation in student governance. The student Government encourages students to become responsible citizens through their participation in student government. Eligibility rules for candidates and rules for conducting campaigns and elections are published, announced, and uniformly enforced. Elections for class officers and representatives are held in the first month of each school year. The executive board president and vice-president are usually elected in the spring of the preceding year.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

HMHS and the National Association of Secondary School Principals sponsor these programs. Membership selection is based on leadership, service, character and scholarship. Members must have and maintain a cumulative grade point average of at least 3.5 since 9th grade and must have been enrolled at HMHS for at least one semester. There is one membership selection process each year that begins after the first semester. Students in 7th, 8th and 9th grades are chosen for the National Junior Honor Society. Students who have been inducted at another school and who transfer to HMHS become members of the Hohenfels Chapter and they must meet the standards of our chapter. NHS has group service projects and all members are expected to participate. Members are also reviewed by the Faculty Council; those who fall

below the standards which were the basis for their selection will be counseled, placed on probation, or dismissed, based on the Faculty Council's decision. Any questions regarding NHS or NJHS should be directed to the faculty sponsors of these activities.

SOCIAL ACTIVITIES AND ATHLETIC EVENTS

All school social activities will be scheduled through the Student Council and approved by the Administration. All school-sponsored social activities will be chaperoned by faculty members and parents. Only HMHS students and bona fide guests 12 to 21 years of age will be allowed to attend school social activities. A special form, available in the main office, must be completed and approved by the administration in order to have any guests attend school functions. All school policies are in effect during social activities and athletic events whether held at the school or another location.

DANCES

School-sponsored dances are normally held on Friday evenings. Exceptions to this policy are the Homecoming Dance and the Prom. Dances are normally scheduled in the late afternoon to the evening.

- Students will not be admitted later than one hour after the scheduled start of the dance
- Students who leave the dance for any reason will not be readmitted
- Dances must be approved at least two weeks prior to the scheduled date by the principal. Students who wish to bring guests who are not students at HHS must obtain a permission form. All requests to bring guests must be completed and returned to the principal's office forty-eight (48) hours prior to the scheduled dance.
- Seniors who are dating service members, and **for the Prom only**, may have that service member accompany them to the Prom providing they have completed the permission form which requires the approval and signature of a parent and the principal, and have submitted the completed form to the principal's office forty-eight (48) hours prior to the dance. This is not an open invitation to invite service members to high school dances. This is an accommodation, with input from the SAC (School Advisory Committee) and USAG-Hohenfels, to match the age group of this dance and the special nature of the event. For all other school dances, service members may NOT accompany students to school events, including dances, unless the service member is acting in an official capacity such as in the mentoring program.
- Appropriate attire is determined by the nature/theme of the dance, but generally should not be in violation of the dress code for the school.
- All Discipline policies apply to dances and any other school activity.
- All discipline policies and regulations are in accordance DODEA Disciplinary Rules and Procedures regulation 2051.1 *updated. Please pay particular attention to the updates regarding students with disabilities and/or 504 Accommodation plans.

UNAUTHORIZED CLASS TRIPS

Senior trips and any other unauthorized class trip are NOT considered a school function, and therefore, 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.

ACADEMIC ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The Academic Eligibility Policy applies to all interscholastic athletic program sports and extracurricular activities for which an academic grade is not assigned and in which participation is voluntary. As a minimum students will maintain eligibility to participate in a sport or extracurricular activity as long as their weekly grade reports reveal a 2.0 GPA and no more than one failing grade. During the period of ineligibility the student may practice but cannot participate in competitions/events with the activity or be in uniform for a scheduled event. This includes accompanying the team/group for “away” events. A newly enrolled student for whom a transcript or copy of the last report card is not yet available, but for whom one has been requested by the school, will be eligible to participate provided the current scholastic progress is satisfactory. The student may continue to participate on the basis of weekly scholastic approval until the official transcript arrives.

SECTION 5:

STUDENT RIGHTS AND RESPONSIBILITIES

Hohenfels Middle High School recognizes student rights. A student has a right to a safe environment and to an education. Students do not have the right to disturb the education of others and will be subject to disciplinary action for inappropriate behavior. Following are rules, policies and procedures designed to maintain a safe environment and an environment free from disruption in which all students have an opportunity to learn.

ATTENDANCE

Students are required to attend all scheduled classes and class periods for 180 instructional days. Under the DoDEA Worldwide Attendance Policy adopted in September 2011, the principal has final authority to identify an absence as excused or unexcused and institute a Student Educational Monitoring Plan to be completed during absences when appropriate. DoDEA also requires the following:

- Students with excessive absences must complete an educational plan consistent with regularly planned school work during absences;
- Referral of students with five days of absences to the Student Support Team and with seven days of absences to the local command for appropriate intervention and support.

DoDEA policy states, “Adherence to the school attendance policy is the responsibility of the parents and students.” Parents should consider this policy carefully when planning their vacations.

ABSENCES

The administration and office staff have the responsibility for daily record-keeping, review, and analysis of attendance.

Each day by 10 am, an attendance report is run by the main office to determine which students have been counted absent. If the absence was pre-arranged (see below) the student will be

marked with an excused absence. If the absence was unplanned, the front office will initiate the following procedures:

- The school will contact the sponsor/parent to report the child's absence.
- If the school cannot contact the parent they will begin contacting all alternative contact names provided by the parent on the registration forms.
- If contact information is not current or correct, the principal or assistant principal will initiate contact through the chain of command.

Some helpful guidance for parents:

- If you know the student is going to be absent, please let the school know no later than the day prior to the planned absence.
- If your child is absent and it was not planned (i.e., sick) please contact the front office of the school within one hour of the start of the school day.
- If the student is going to be late, please contact the front office within one hour of the start of school.

PRE-ARRANGED ABSENCES

Every effort must be made to arrange family trips ahead of time with the school. If a student will be absent for other than illness or medical reasons and the absence is not an emergency, the pre-arranged absence process is required. All paperwork must be completed and turned in at least three days before the absence. Exceptions will be handled on an individual basis by the principal.

1. First, the student must bring a note from his/her parent explaining the dates and reason for the absence. If it is an absence that may be considered for excused status, the student will be given a pre-arranged absence form that they must have endorsed by each teacher.
2. Secondly, the form is to be signed by the sponsor indicating they have seen all teacher comments.
3. Lastly, the form is to be submitted to the administration for approval at least three school days before the absence. Students are responsible for getting assignments and make-up work prior to the absence.

EXCUSED ABSENCES are granted for illness, family emergencies (e.g., severe illness or death in the family or local hardship situation), pre-arranged family trips (see above), as well as medical appointments and religious obligations that cannot be arranged during non-school hours. Excused absences are also granted to those students participating in school-sponsored activities such as athletic events, interscholastic activities, and field trips. Absences for an extended period of time because of hospitalization, emergency leave, etc. will be dealt with on an individual basis by the school administration.

UNEXCUSED ABSENCES are assigned for incidents of truancy, class 'skip days,' oversleeping, missing the bus, baby-sitting, and non-school sponsored/recognized activities. Absences, tardiness and time out of class for discipline matters are considered to be unexcused absences. The completion of missed work is mandatory in the case of unexcused absences. Excessive unexcused absences will be addressed in accordance with the DoDEA Attendance Policy.

ADMISSION FOLLOWING AN ABSENCE

Students who were absent should report to the main office following the absence. The student must bring a written note/excuse from the sponsor stating the date(s) and reason(s) for the absence. Excuses that lack the date(s) of the absence and/or the signature of the sponsor are not acceptable. Excuses of "personal reasons" will not be automatically excused; the parent

needs to speak with the principal. Without a valid written excuse, an absence will be marked unexcused.

TRUANCY is the unauthorized absence from school. Truancy will be treated as an unexcused absence from the attendance standpoint and a violation of the school's discipline policy resulting in the appropriate consequences.

TARDINESS is defined as being late for the start of a scheduled class. Being tardy disrupts the education process for all students.

Any student arriving late for school for any reason must report to the main office accompanied by a parent/guardian. Once the student signs in, the student will report to class with a signed agenda. A student who reports to class without a pass will be sent to the office, and may be marked tardy to the class.

An **EXCUSED TARDY** is defined as the late arrival at an assigned area or class with a valid, acceptable reason. Acceptable reasons include late arrival at school or the class because of a scheduled appointment or a teacher holding a class or students for conferences, assistance, etc. In such cases, a pass, signed by the office or a staff member, is required for admittance to the class.

An **UNEXCUSED TARDY** is defined as the late arrival at an assigned area or class without a written note from the parent. Three unexcused tardy violations to any class during a grading period are considered excessive and violations of the school's discipline policy. Administration will require students to serve after school or lunch detention or any punishment deemed appropriate for excessive tardies.

PARTICIPATION IN ACTIVITIES FOLLOWING ABSENCE

Normally students who do not attend school for a full day will not be allowed to participate in or attend a school-sponsored event scheduled on that same day. Students with an absence on a Friday will not be permitted to participate in weekend activities. The administration must approve exceptions to this policy.

MAKE-UP WORK

Make-work is required in the case of all absences. The time allowed for make-up work is based on the number of days (class periods) absent. As a general rule, one day (class period) for make-up is allowed for each day (class period) of absence. After a reasonable time, and with appropriate notification to the student, the sponsor and the administration, make-up work may not be accepted for credit. The responsibility for the completion of the make-up work by the student remains. It is the student's responsibility to make arrangements for make-up work immediately upon his/her return to school.

HOMEWORK POLICY

Hohenfels Middle High School's homework policy requires homework that is appropriate to both the class and the age of the student. Students should expect assignments as follows:

Grades 7 & 8	7 to 9 hours per week
Grades 9 – 12	10 to 15 hours per week

The policy is based on the philosophy that homework is an essential element in the educational process. Homework provides the student with the opportunity to:

- Work independently
- Apply skills learned in the classroom
- Practice material that has been taught

- Review material
- Develop and use creativity

All homework is to be reviewed in the class and evaluated so as to ensure that it is meaningful to the student. The success of any homework policy involves the students, teachers and parents (Reference: DS Administrative Instruction 2000.9, dated July 7, 1993).

HOMework DURING ILLNESS

When a student is ill and it is anticipated the absence will be for more than one day, sponsors may contact the main office to arrange for the pick up of homework assignments. Please telephone the main office early in the day. The office will attempt to have work ready for pick up the next school day.

HOMework DURING SUSPENSIONS

When a student is suspended during the instructional day, the main office will notify teachers of the suspension and collect assignments for parents' pick up. Teachers will give full credit for all completed assignments during suspension. Students will be given the same amount of time to complete homework during a suspension as for illness: one day for each day missed unless more time is allowed by the teacher or administrator under special circumstances.

SPECIAL REQUESTS FOR ABSENCES

Non-school sponsored activities may NOT take place in the school building during the school day, nor may students be dismissed to attend non-school sponsored activities during the school day except under teacher supervision or upon written parental request with administrative approval.

EARLY DISMISSAL

Students will not be dismissed during the school day without a parent/guardian physically signing the student out through the main office. Students, regardless of age, are not allowed to sign themselves in and out of school. For illness during the school day, the student must see the nurse before being signed out; otherwise, the absence will be unexcused.

AGENDA / HALL PASS POLICY

Students are not allowed in the halls during the time classes are in session without a signed hall pass (**agenda**) from their teacher or the main office. The hall pass must indicate the date, time, destination, student's name and teacher signature. Students in the halls without a valid hall pass are subject to disciplinary action. Every student is responsible for his/her own agenda. Students may not share or borrow agendas.

STUDENT APPOINTMENTS / SIGNING OUT OF SCHOOL

All student appointments, including medical and/or dental, should be made for after-school hours or on non-school days if possible. If appointments must be made for during-school hours, the student must have a note from the parent stating the type of appointment and the date and time of the appointment. The parent must sign and date the note. The appointment slip from the doctor or dentist is also acceptable. The student should inform the teacher of the appointment time. The parent must sign the student out of school in the main office. The student then returns to the office and signs in and is given a pass to the current class.

LEAVING SCHOOL GROUNDS

HMHS has a CLOSED CAMPUS, which means students may not leave the campus at any time. Students are not to leave the school campus without being signed out by the parent in the main office. Upon returning to school, students are to sign in at the main office and obtain a PASS to class. Students who leave school without signing out may face disciplinary actions for an unexcused absence. The only exception to this policy is for students enrolled in Career Practicum (CP) who have a work site in the community. CP students sign out with the instructor, not in the main office.

CAMPUS BOUNDARIES

The main campus boundaries are the roads surrounding the complex. Students should not be behind the gym or main building unless an adult supervises them. The parking lot is considered out of bounds for students during the school day. Students who cross the roads surrounding the complex are considered off campus. A good rule of thumb is to stay in sight.

EEO/SEXUAL HARASSMENT/HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act. Students at Hohenfels Middle High School have every expectation to be free from sexual harassment. Sexual harassment may include, but is not limited to, verbal harassment – including derogatory remarks or slurs, physical harassment, physical interference with movement or participation in school and school activities, visual harassment such as derogatory drawings, pictures, etc. Sexual harassment is prohibited when it occurs against members of the same sex as well as toward members of the opposite sex. Students are not to tolerate sexual harassment and should immediately notify a teacher, counselor, or administrator if sexual harassment occurs to themselves or to others. Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance. Refer to <http://www.DoDEA.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

BUS BEHAVIOR

Inappropriate behavior on the school buses is subject to action by the School Bus Transportation Office (DETMO) and the school administration based on the Table of Penalties provided by the DoDEA European Transportation Management Office (DETMO). Suspension of transportation privileges is not a suspension from school and any time missed by students while transportation privileges are suspended will be considered as unexcused absences or tardies. It is expected that by the time students reach the seventh grade that they are capable of riding a bus without incident. In addition, bus misbehavior can have serious safety implications. Therefore, bus misbehavior most often will result in suspension of bus riding privileges for a specified length of time.

Dress Code

Proper attire is expected **and unacceptable appearance will result in administrative consequences**. Some examples of unacceptable attire include, but are not limited to, hats, headgear, bare feet, bare midriffs, tight, revealing, see-through or sheer clothing, short shorts, low-cut apparel, halters, tank tops, sagging pants, and gym shorts or spaghetti straps. Clothing that promotes violence, pornography, drugs, alcohol, or any illegal act, or that promotes fear in a school setting will not be allowed. For safety concerns, students may be asked to remove excessively long chains or other clothing attire that is possibly hazardous to themselves or others around them.

Students and parents are responsible for ensuring that dress is not a health or safety hazard. Students are required to wear clean, suitable clothing at all times. Students in violation of the dress code will be referred to the Office. Office personnel will assist the students in contacting parents to request that suitable clothes be provided. The student will not be allowed in classrooms or other public areas until his/her dress meets the Dress Code standard. Students with hair, make-up, or other items that interrupt learning in the classroom will be required to change their appearance so that it does not disrupt the classroom environment. Ms. Waldron will make the final decision if necessary.

- ❖ Clothing that is cut or torn and is too revealing (i.e. above mid-thigh) is not allowed.
- ❖ No offensive or drug related words on clothing or jewelry.
- ❖ No pictures of drugs or weapons on clothing.
- ❖ Appropriate footwear must be worn at all times
- ❖ No spaghetti strap blouses. Shoulder straps will be a minimum of two inches wide (approximately three finger widths in diameter).
- ❖ No basketball (tank-top with large open arms) or undershirts for men.
- ❖ No short shorts or skirts. Neat shorts or skirts may be worn as long as they are not offensive or distracting. Slits in skirts should be no higher than the bottom of the fingertips
- ❖ No midriff shirts or tube tops. Skin should not be visible between bottom and top clothing.
- ❖ No shirts with low necklines are permitted.
- ❖ Hats, hoods, bandanas, and/or sunglasses may not be worn inside the building.
- ❖ Combs or brushes should be stored appropriately and not worn in the hair.
- ❖ Chains holding wallets should not be visible nor should they be part of the clothing.
- ❖ For safety reasons, no jewelry to include arm or neck bands and piercings, may have spikes or other protruding parts.
- ❖ With the exception of spirit days, no pajamas (or pajama-like clothes) or slippers will be worn at school.
- ❖ Underwear should not be visible or worn as exterior clothing.

- ❖ Clothes must fit properly and at no time should pants sag below the waist and the crotch should not be at the knees. Underwear bloused above pants and shorts is a violation of the school dress code.

A student may be sent home to change clothes if any attire is deemed to be inappropriate or unacceptable by the administration. The sponsor will be contacted to provide transportation and/or acceptable dress.

In all instances the dress of students must be in accordance with the established dress code policy for the JMRC/USAG-Hohenfels.

CELL PHONES AND PERSONAL ITEMS

Students are not permitted to use any personal items that interfere with the learning environment or endanger the health and safety of other students. **Students are responsible for their personal property and therefore strongly advised not to bring items to school that are high-value, non-educational items.** However, if students choose to bring these items, they may only use them outside, in the entrance lobby or the cafeteria during lunch time, or before and after school. The following include, but are not limited to beepers, cell phones, personal computers, Blackberries, cameras, electronic games, portable radios, compact disc players, iPods, and portable DVD players, dice, toys and cards. **During class time, such items are to be completely turned off.** If used inappropriately, these may be subject to confiscation by administrators, support staff and teachers and must be picked up by the sponsor. Confiscated items not claimed by the sponsor will be donated to charity. The school is **NOT** responsible for any personal items that are lost or stolen.

SECTION 6:

PARENTAL INVOLVEMENT

Hohenfels Middle High School invites parents to become involved in the following organizations to support our school.

TIGERS ATHLETIC BOOSTER CLUB

The purpose of the Booster Club is to raise money for school athletic programs through concession stand sales at sporting events.

PARENT TEACHER (STUDENT) ORGANIZATION (PTO)

The purpose of the Parent Teacher Organization is to support the school through fundraisers to purchase school equipment and other items. The PTO Membership comes from the parents, the staff and the student body. The PTO also sells school spirit items, such as T-shirts, sweat-shirts, etc.

PARENT – TEACHER COMMUNICATION

Shared responsibility with the parents to assist and encourage student learning is an integral part of any school program. As a result, parents are most welcome visitors on the school campus. They may visit the classes attended by their children at any time, but are required to follow our established process (please see section below on “Parent Visitors to Classrooms”). Additionally, some parents, and teachers, find it advantageous to initiate ongoing

communication between the school and parent. Guidelines for establishing a positive school-home information exchange are:

- Staff members are encouraged to discuss student performance and behavior with parents, by telephonic or written communication.
- Letters sent to parents describing special programs, field trips, class expectations, major assignments, etc.
- Notes or calls regarding behavior problems, social adjustment, missing or inadequate work, etc. are also valuable school-home communication.
- Parents should ensure that contact information is kept up to date at the school. Please contact the school registrar with any changes.

PARENT – TEACHER CONFERENCES

The Army in Europe Command Policy Letter 36, Parent-Teachers Conferences, 04 May 2003, signed by General B.B. Bell clearly states that sponsors should have the opportunity to attend parent teacher conferences, and their attendance should be supported by the local command. The intent of the letter is to bolster the home-school partnership by fostering the interaction between sponsors and educators.

Conferences are generally in November and February. Parents may contact the main office to make an appointment for a conference during the scheduled conference days or at any time during the school year. Parents may also contact teachers through email for specific concerns. Conferences should be held at any time a parent or teacher feels that a student's academic, attendance or conduct performance necessitates such a meeting. These conferences are normally scheduled during the teacher's preparation periods or after the school day. Twenty-four (24) hours' notice is normally required to schedule a parent – teacher conference. If additional assistance is needed, contact the counselor or the assistant principal.

Frequent and open communication between school and parent can only serve to reinforce the bond of mutual cooperation that is deemed essential for the students' continued educational growth. We urge parents to never rely on "rumor" or "hear-say." If there is a question or concern, the answer can be as close as a phone call or visit. Please avail yourself of the opportunity to become involved with our school and its programs.

PARENT VISITORS

Parents may visit the classes attended by their children with prior permission from the principal, and then are required to obtain a visitor's pass from the main office. If a parent desires to make more than the occasional, casual visit to the classroom (i.e., to make consecutive visits to a classroom, or more than two visits in a single academic quarter) the parent will arrange to meet with the teacher and, when appropriate, counselors and/or administrators to form an action plan that will outline the duration and desired outcomes of the visitation. The action plan will target student behavioral and performance goals. Following the visitation, the parent and teacher and when appropriate, counselors and/or administrators will meet to discuss the results. The purpose of a parent's visit is not the evaluation of the teacher. Any parental concerns about a particular teacher should be addressed to the administrators.

SCHOOL-AGE VISITORS

Students occasionally request to have guests accompany them to classes for all or part of a school day. This must be approved in advance. A form is available in the main office for the

student and parent to make such a request. Requests for stateside and local national visitors 12 to 19 years old will be considered for approval.

SPONSORS ABSENCE FROM THE AREA

When both parents, or a single parent, are absent from the area (TDY, special trip, etc.) it is important that they inform the school of the name, address, home and work telephone numbers of the person appointed as acting guardian. When the sponsor or parent absence is for overnight, a Power of Attorney should be obtained from the Base Legal Office. In emergencies, if the school cannot contact sponsors or the individual designated as acting guardian, we are obligated to inform the respective commander. It is imperative that the school has updated contact information for every student. Any discrepancies in information or any problems with locating a parent will be forwarded to the Commander of the Garrison.

RESPONSIBILITY

Teachers and parents must share the task of instilling a sense of responsibility in students. Maturity is more rapidly attained if students are allowed to manage their own lives at school. Accepting responsibility for completing assignments, maintaining textbooks and materials, and resolving misunderstandings are practical life experiences that students need to develop confidence and maturity. Experiencing difficulties, situations of perceived unfairness or minor injustice are a part of growing up. Learning to resolve or accept these experiences helps a student to become a responsible and strong individual. We welcome parental support and involvement.

APPENDIX A – ATHLETICS

The school offers a well-rounded athletic inter-scholastic program in the DoDEA Division II League. Athletic programs are an integral part of the total educational offerings of a school and should enhance the physical, mental, social, and emotional growth of each participant. Practice sessions and games are scheduled outside the academic day. Close professional supervision will be maintained to insure that participants receive adequate instruction for safe, effective participation. Athletic schedules will be published prior to each sport season and advertised to the community by the athletic director for the following sports:

FALL:	cross country, football, tennis, volleyball and cheerleading
WINTER:	basketball, wrestling, rifle team and cheerleading
SPRING:	soccer, track and field, softball and baseball

ATHLETIC CODE

ATHLETIC CODE

The coaching staff and administration of Hohenfels Middle High School have established the following Athletic Code. It consists of regulations that all participants in interscholastic athletics are expected to adhere to 24 hours a day while in training during a sport season. Each coach may establish additional requirements for team membership. These will be in writing, thoroughly understood by each player, and consistent with this code. The player and his/her sponsor will sign the appropriate athletic team code, retain the code, and return the signatures through the coach to the Athletic Director.

1. To be eligible to participate in Hohenfels Middle High School athletics, students must be under 19 years of age on August 31 of the current school year.
2. Students will submit completed Physical Examination/Parental Consent for Interscholastic Sports for the current year prior to the first practice. A physical is valid for one calendar year.
3. Students must adhere to the athletic eligibility code.
4. Students will not use or possess alcohol, tobacco or unprescribed drugs.
5. Vulgar, profane or inflammatory language is not to be used while representing Hohenfels Middle High School.
6. Students will meet the requirements and expectations of the team coaches during the sport season. Each coach will cover these requirements.
At the beginning of each season, coaches will provide, in written form, the criteria used for determining letter eligibility. Criteria common to all sports eligibility include:
 - a. The athlete must attend practice and contests, and be on time unless specifically excused by the coach.
 - b. The athlete must complete the season.
 - c. The athlete must turn in equipment.
 - d. The athlete must attend the tournament, if the team qualifies.
 - e. The athlete must meet any additional criteria established by individual coaches.
7. Students may not change team membership following the opening contest of each sport season. A student does not have to participate in that contest, only be listed as a member on the team roster.
8. Students may not participate in an athletic contest IF THEY ARE ABSENT ON THE DAY OF THAT ACTIVITY AND IF THAT ABSENCE IS A RESULT OF AN ILLNESS. This

- means that an athlete absent on Friday may not play that night, but may conceivably play on Saturday. **please note: there may be an update to our Attendance Policy
9. STUDENTS MUST ATTEND SCHOOL THE FULL DAY PRIOR TO (OR THE DAY OF) ANY SCHEDULED GAME IN WHICH SHE/HE IS TO PLAY. If the absence is not due to illness and is excused then the athlete may participate with the approval of the coach and/or administration.
 10. A player who is suspended from school is ineligible to compete in the next competition.
 11. Students are expected to be in class the day following a game or match that takes place on a school night.
 12. Students must return all uniforms at the end of the season or departure from the team. No athlete will be eligible for another sport if they have not "cleared" a previous season's sport. A letter will not be awarded until clearance is accomplished. An athlete, who completes the season, is removed or resigns from a team must return all equipment to the coach within three school days. Items not returned will be paid for by the individual or sponsor prior to receiving an athletic letter or participation in another sport.
 13. Students who have serious misconduct problems, or display a tendency for criminal behavior do not meet our standards of conduct and therefore will not represent our school and community.
 14. The player and his/her sponsor will sign the appropriate athletic team code, retain the code, and return the signatures through the coach to the Athletic Director.

VIOLATIONS

Violations of item 4 will result in immediate dismissal from the activity for the remainder of the season.

Violations of item 5 may result in suspension from participation in the next scheduled contest. Decisions regarding such suspension will be made by the coach/sponsor and administration.

Violations of item 6.a. will result in the coach/sponsor counseling the participant. A second violation may result in removal from the activity for the remainder of the season.

OTHER ATHLETIC INFORMATION

ACADEMIC ELIGIBILITY

All players will meet the academic eligibility requirements as outlined in the DoDDS-Europe Policy effective May 27, 2003 and outlined elsewhere in this handbook.

AGE RULE

Any student, who, on the first day of September, has reached or passed his or her 19th birthday, will be ineligible to practice/participate in athletic events. A participant who is age-eligible prior to the first of September remains eligible throughout the school year.

APPEALS

Hohenfels Middle High School's Athletic Council will insure due process to students arbitrating a dispute over interpretations of athletic rules. The Athletic Council will consist of the Athletic Director, one uninvolved male coach, one uninvolved female coach, a representative of the School Advisory Council, and a faculty representative.

The steps for appeal are:

1. The athlete and coach should try to resolve all problems between themselves.
2. Any request for an appeal should be submitted, in writing, to the athletic director stating the reason(s) for the appeal.

3. A meeting to resolve the dispute will be held within three days of the receipt of the written request. The athlete and coach will be given notice of the time and place of the meeting.
4. When the Athletic Council meets, each side in the dispute will be ready to present their positions. Once both sides have been presented, the board will make a recommendation to the principal.
5. The recommendation of the council will be reviewed by the principal whose ruling will then be final.

EIGHT SEMESTER RULE

A student shall be eligible for competition only during 8 consecutive semesters after entry into the 9th grade and prior to graduation. Extenuating circumstances may be the basis of appeal to the DoDEA Deputy Director.

INJURIES AND INSURANCE

An athlete who sustains a major injury must obtain written approval from the doctor and/or parents in order to resume participation.

Parents who are not entitled to free medical care for their dependents should be aware that responsibility for injuries these students may incur is a personal expense unless satisfactory evidence can be presented, through established claim procedures that the injury resulted from government negligence, and monetary compensation should be provided. Parents who believe their present insurance coverage is not adequate should either increase the protection available through their respective employers or supplement their existing coverage through a private company.

LIMITATION OF TEAM MEMBERSHIP

Any player, who competes in the first scheduled game or is a member of a given team on that date, is not authorized to participate in any other sport during that sport season. Therefore, students are authorized to participate in only one sport in the fall, one sport in the winter, and one sport in the spring. The DODDS-G Athletic Coordinator will consider exceptions to these limitations due to injury.

OUT-OF-TOWN (AWAY) EVENTS

The school provides transportation for athletes to "away" events. A coach is responsible for athletes until they are picked up by parents/guardian. If an athlete wants to return home using transportation other than the team bus, then their parents must notify the coach in person or in writing. If an athlete wants to return home with someone other than his/her own parent, the parent must provide a written request to the principal and coach at least 24 hours before the team leaves school for the competition; the administration will decide if permission is granted. That parent takes responsibility for the student at that time.

SPECTATOR CODE FOR INTERSCHOLASTIC ATHLETICS

DODEA Interscholastic Athletic Policy, Regulation DoDDS-E Manual 2740.2

6.4.7. Reprisal - The school/district/Area will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

6.4.8. Dissemination of Policy - This policy shall appear in each school's Student Handbook and in each school's Building and Staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

6.5. Spectator Conduct:

6.5.1. Spectators, both students and adults, are an important part of DoDDS athletic events. They serve to validate the positive values learned through athletic experiences, and to support the personal efforts and successes of individual athletes.

6.5.2. At DoDDS-E athletic events, it is inappropriate for spectators to engage in:

- Violence
- Obscenity or obscene gestures
- Harassment of officials
- Verbal abuse
- Possession or use of alcohol and tobacco
- Using illegal substances
- Vandalism
- Throwing objects

6.5.3. Artificial noise makers to include, but not limited to, air horns, trumpets, drums, and cow bells are not permitted to be used before, during, or after DoDDS athletic events.

6.5.4. Under the direction of the school music department a school band may perform at appropriate times. These include half-times, time-outs, between quarters, and before/after games.

Any parent or visitor who does not act in accordance with the above regulations will be asked to leave the area and event.

DoDDS-Europe Interscholastic Athletic Program

The following is the DoDDS-Europe Interscholastic Athletic Program as adopted 27 May 03

A. PURPOSE

This memorandum updates the DoDEA Manual 2740.2, DoDEA Interscholastic Athletic Program" August 19, 1997 for administrative changes within DoDDS Europe. It clarifies and establishes the academic eligibility policy for student participation in DoDDS Europe extra-curricular activities and in the DoDDS Europe Interscholastic Athletic Program (IAP). The purpose of this policy is to ensure uniformity, promote good sportsmanship, and achieve sound educational objectives within the DoDDS Europe IAP and extra-curricular programs.

B. APPLICABILITY AND SCOPE

The requirements of this program apply to all DoDDS Europe schools and offices.

C. DEFINITIONS

1. Interscholastic Athletic Program (IAP): Any school/DoDDS sponsored program, which provides opportunity for students to participate in an organized athletic/sports program. This may include: Basketball, Cross Country, Football, Golf, Gymnastics, Soccer, Tennis, Track and Field, Volleyball, Wrestling, Cheerleading, JROTC Rifle Team, Softball/Baseball, Swimming.

2. Extra-curricular Activity: Any school/DoDDS sponsored program, club, or event that is not part of the regular curricular offering, for which no academic grade is assigned, and in which student participation is voluntary.

POLICY

- Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades will be used to determine eligibility for the fall and spring sport/activity seasons. First quarter grades will be used to determine eligibility for the winter sport/activity season. This policy will ensure that all students are on track to meet graduation requirements.
- The initial eligibility for the activity of sport will be determined by the semester or quarter grades as outlined above.
- All students will be monitored for D's and F's on a weekly basis throughout the activity or season. Students who have more than one failing grade in the classes in which they are enrolled are ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the activity/team. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season or activity carries over from one quarter to the next, the last quarter will be used to determine eligibility for the week following the end of the quarter.
- All incoming 9th grade students are eligible for the first semester if they are not failing more than one class weekly.
- 10th, 11th, and 12th grade student must earn a 2.0 GPA and may not fail more than one class the previous semester to be eligible.
- Students who participate in activities for which air travel is purchased, other than athletics, such as Honors Band and Choir and Creative Connections, cannot be declared ineligible within three weeks prior to the event.

STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT

Students may request reinstatement of eligibility after three weeks of ineligibility. This request must be supported by demonstrated academic achievement which meets the basic eligibility requirement of 2.0 GPA and no more than one failing grade.

a. The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the semester to ensure students maintain eligibility requirements.

b. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.

c. Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to monitoring sessions, tutoring, before and after school study halls/instruction, etc. This paragraph is intended to establish equity for all students, to include those transferring to other DoDDS schools and who wish to continue participating in the IAP.

d. Each school is to develop a specific plan for monitoring grade eligibility; however, to achieve uniformity, all schools must complete the grade checks by 4:00 p.m. every Tuesday of each week that interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8:00 a.m. through the following Wednesday 8:00 a.m. A letter of exception to this policy may be submitted to the Athletic Coordinator for changing the day. This request must be based upon unique needs. The Administrator cannot change any student declared ineligible on Friday of any week the student has been declared ineligible.

e. A student declared ineligible may practice but is not authorized to participate in scrimmages, competition, be in school uniform at a scheduled event, or travel with the team/club to any away event.

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

D. EFFECTIVE DATE AND IMPLEMENTATION

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

APPENDIX B – BULLYING AND DISCIPLINE

BULLYING

by Ms. Waldron

Dear Hohenfels students:

I define bullying as any act, word, or deed that would make someone feel less than, sad, despondent, or embarrassed. I believe that bullies have issues within themselves that they inflict on others. These bullies may have been bullied at some point in their lives, which means that as a school administrator, I want to prevent anyone from being bullied because it seems to continue and spread, infecting everyone in its path. Therefore, I want all of you to be aware of what bullying looks like so we can all be proactive and take steps immediately to stop it.

Bullying can appear in several different forms:

1. *Physical violence and attacks: Traditionally, any physical contact that harms someone else, through hitting, punching, or pinching, has been considered bullying. Constant poking, pulling someone's hair, while not considered violent, is still considered bullying.*
2. *Teasing, verbal taunts, name-calling, and making someone feel less than, despondent, embarrassed, humiliated, or sad: Unfortunately, this kind of bullying is very common at schools, but will not be tolerated.*
3. *Threats and intimidation: This kind of bullying results when someone feels superior or stronger than another.*
4. *Stealing or extortion: Many people remember a time when a bully stole their lunch money or possessions. This type of bullying occurs when students leave their possessions unattended or their lockers open.*
5. *Exclusion or "cliques": When students form cliques that exclude others, it is a form of bullying. Please make all students feel welcome and valued here at Hohenfels.*
6. *Cyber-bullying: Cyber-bullying includes any of the above forms through social networking sites, cell phones, emails, instant messaging, blogs, posting bad pictures, or using someone's name to spread rumors or lies about another. Cyber bullying will be prosecuted by the COG as well as the school.*

Bullying should not be considered a normal part of growing up, as it is hurtful and can scar the emotions of a person for life. I want all of the students here at Hohenfels to feel safe and free to express their own unique personality and flair (as long as it does not violate any of the discipline regulations☺), without fear of being bullied. If you know of a bullying situation, please contact me immediately. I will keep your information confidential. If you are the victim of bullying, please come to see me immediately, and I will protect you. The ancient proverb applies to bullying and if all students recognize and adhere to it, there would be no more bullying. It is the Golden Rule: Do unto others as you would have them do unto you. If you don't want to be bullied, don't bully anyone else. If you would want someone to help you when you're being bullied, help others.

If you have any questions, please see me.

http://www.wiredsafety.org/safety/personal_information_safety/website_safety/index.html
<http://wiredkids.org/parents/parentingonline/index.html>
<http://www.wiredkids.org/safesites/index.html>
<http://home.mcafee.com/AdviceCenter/Default.aspx>

DISCIPLINE

In an attempt to focus on academic and social growth, school personnel use the following steps in discipline matters when the learning environment or peaceful nature of the school environment is disrupted.

Step 1: The Teacher is the first line of discipline

Teachers will have rules and procedures in place so all students will know what is expected them. If a student violates rules or procedures, the teacher will warn or impose a pre-planned consequence. The teacher may contact parent via phone and/or email.

Step 2: Parent Contact, Student Consequences

The teacher contacts the parent with details of the behavior and assigns appropriate consequences to the student.

Next Steps: Parent Contact, Student Consequences, Administrative Referral

The teacher contacts the parent and a referral is sent to the administration. The teacher and/or administration assigns consequences and/or counsels student. Administration may also contact parent. If students repeatedly violate the rules of the classroom or school, further consequences will ensue. These may consist of detention, suspension, or expulsion. The administration will decide the consequences based upon the individual circumstances involving the violation. All students must remember to respect all staff, teachers, students, and visitors at all times, as well as obey all of the regulations, rules, and procedures of the school.

If a suspension is given, the USAG-Hohenfels Commander is notified.

Please see DODEA Regulation 2051.1, Discipline Policy at this website:

http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf

TABLE OF CONSEQUENCES FOR CODE OF CONDUCT/DISCIPLINE INFRACTIONS					
Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A Minor Infractions *see below	Bystander (witness to misconduct) Dress Code violation Horseplay General Classroom Misconduct Loitering in unauthorized places Misuse of Electronic Devices Profanity Public Display of Affection Tardies	Confiscate items Contact Parents Warning Document incident Conference w/parents	Confiscate items Conference w/parents Document Incident 1 Day suspension	Confiscate items Parent/teacher/admin conference Detention Document Incident Up to 2-day suspension	Confiscate items Contact Parents Document Incident Up to 3-day suspension

TABLE OF CONSEQUENCES FOR CODE OF CONDUCT/DISCIPLINE INFRACTIONS (CONT.)

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
B Intermediate Infractions *see below	Cheating/Plagiarism/ Forgery Disruption to learning environment Endangerment to self and others Offensive Material/language Insubordination Technology Misuse Theft less than \$25.00 Truancy Vandalism less than \$25.00	Contact Parents Warning Document incident Conference w/parents 1 day suspension	Parent/teacher/ admin conference Document Incident Behavior Contract Up to 2-day suspension	Parent/student/ admin conference Document Incident Behavior Contract Up to 4-day suspension	
C Serious Infractions *see below	Abusive behavior to peers Alcohol Assault and Battery Bullying/threats Deliberate disobedience Fighting Gambling Harassment (verbal, physical, electronic) Insubordination with disrespect Smoking/tobacco products Technology misuse (severe) Theft less than \$100.00 Vandalism less than \$100.00	Contact Parents Document Incident Parent/teacher/ admin Conference 3 day suspension	Document Incident Parent/teacher/ admin Conference Up to 4 day suspension Expulsion Hearing	Document Incident Parent/teacher/ admin Conference Up to 5 day suspension Expulsion Hearing	Document Incident Parent/teacher/ admin Conference Up to 10 day suspension Expulsion Hearing
D Severe Infraction *see below	Arson Drug and Substance Abuse (Possession and/or distribution) False (fire) Alarm/ bomb threat Sexual Harassment/ Assault Theft/vandalism greater than \$100. Threats to school personnel Unprovoked physical abuse Weapons	Parent Conference Document Incident Evaluation/Suspension Expulsion Hearing			

Revised 10.31.10 Disclaimer: The above table of consequences gives examples of infractions/consequences. It is not meant to be all-inclusive. As necessary, the table is reviewed and revised. Administrative discretion is allowed per DODEA policy for application of the range of consequences.

APPENDIX C – COUNSELORS’ CORNER

GRADE LEVEL CLASSIFICATION

Grade level classification is determined as follows:

- 10th Grade Student must have earned at least six (6) credits.
- 11th Grade Student must have earned at least twelve (12) credits, and meet all graduation requirements with normal scheduling in the Junior and Senior years.
- 12th Grade Student must have earned at least eighteen (18) credits, and meet all graduation requirements with normal scheduling.

GRADUATION REQUIREMENTS Requirements for graduation at Hohenfels High School are outlined in the DoDEA regulation, DS Regulation 2000.1. These requirements are:

REQUIRED COURSES	REQUIRED CREDITS
LANGUAGE ARTS (ENGLISH 9, 10, 11, 12)	4
MATHEMATICS (2 CREDITS IN ALGEBRA, AND GEOMETRY)	3
SCIENCE (BIOLOGY & CHEMISTRY OR PHYSICS)	3
SOCIAL STUDIES (2 CREDITS U.S. HISTORY & WORLD HISTORY & ½ CREDIT U.S. GOVERNMENT)	3
FOREIGN LANGUAGE (2 CREDITS OF SAME LANGUAGE)	2
HEALTH	.5
PHYSICAL EDUCATION	1.5
FINE & PERFORMING ARTS	1.0
CAREER EDUCATION/PROFESSIONAL TECHNICAL STUDIES (1/2 CREDIT MUST BE COMPUTERS)	2.0
ELECTIVES	6.0
TOTAL CREDITS	26

NOTE: Twenty-six (26) credits should be viewed as a MINIMUM for successful high school completion. Parents are encouraged to help their teen plan for a full schedule (seven courses per semester/seven credits per year) whether or not those four years will be at Hohenfels High School.

College-bound students are advised to take the following courses:

Algebra I
 Geometry
 Algebra II
 Math in the senior year

NOTE: Advanced math courses are required by some math-science college programs

Biology
 Chemistry
 Science in the senior year

College bound students should consider taking Honors and/or Advanced Placement courses

Foreign Language

Three years of the same language

CHANGES IN SCHEDULE

It is the policy of DoDDS that each student will be provided an appropriate program of studies designed to foster academic and personal success. Placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student. Occasionally it is necessary to make changes in a student's schedule. The purpose of this policy is to establish guidelines for student schedule changes:

- To meet needs inherent in the school's master schedule, the counselor or administration will initiate some student schedule changes.
- Changes in schedule will be made to balance the size of classes and/or to allow students to take advantage of additional course offerings.
- During the first week of a semester a student's schedule may be changed at the request of the student with good cause. Parental approval/agreement is required as well as approval from the guidance counselor and/or administration.
- After the first week of the semester, schedule changes are not allowed. However, in special circumstances schedule changes may occur to accommodate the special needs of the student, school or both. Changes may be at the request of the teacher, the administration, or the parent and will ultimately be approved by the administration.
- After the first 10 school days of the semester, a grade of WF (withdraw-fail) is given in accordance with DoDEA policy.

CURRICULUM GUIDES / STANDARDS

DoDDS provides Curriculum Guides/Standards for subjects offered within the school's curriculum at the following website: <http://www.dodea.edu/curriculum/>.

GRADE POINT AVERAGE

A student's cumulative grade point average (GPA) is determined by the average of the grade point values for all grades received to date. GPA is calculated after each semester. Following is the method by which GPA is determined and the percentage required to earn each grade.

MARK	Grade Point Average
A = 90 -100%	4.0 (5.0 AP)
B = 80 - 89%	3.0 (4.0 AP)
C = 70 - 79%	2.0 (3.0 AP)
D = 60 - 69%	1.0 (2.0 AP)
F = 59 AND BELOW	0.0
I	Not used in computation
P	Not used in computation
N	Not used in computation
W-A,B,C or D	Not used in computation
WF	0.0
+ or -	These modifying characters are not used in computations.

GRADING

Teachers will explain their grading system to students at some time prior to the first quiz or test and to parents at the school's open house. Teachers will provide a written explanation of their grading policy on request of the student, parent or administration.

Students and parents have online access to the grade book at <https://DoDEA.gradespeed.net>. Parents who may be concerned about their son/daughter's progress are urged to contact the teacher(s) involved or the Counseling Office at any time during the school year.

HONORS

HONOR ROLL RECOGNITION

Honor rolls are published quarterly. These recognize achievement by students who have earned quarter grade point averages in the ranges 3.40-3.69, 3.70-3.99 and 4.00+. The Principal's Honor Roll consists of students whose quarterly average is a 4.0 and above. Students receiving an "F", "D", "I", or "N" grade are **NOT** eligible for the Honor Roll.

HONORS DIPLOMA

An Honors Diploma is awarded to students fulfilling the following criteria, in addition to meeting all standard requirements for graduation:

- Pass and four Advanced Placement Classes
- Achieve a GPA of 3.8 through the last semester of the senior year.

ELIGIBILITY FOR ACADEMIC HONORS

The determination of Grade Point Average for class valedictorian will be based on student grades attained **at the end of the second semester of the graduating year**. Students who are graduating early, i.e., after completing six semesters of high school, are eligible to compete for the honor. However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible.

CLASS RANKING FOR GRADUATION

Class rankings for graduation will be determined **following the second semester of the senior year**. All letter grades for eight semesters in grades 9-12 will be averaged to determine class rankings for graduation honors.

TESTING PROGRAMS

A number of voluntary national standardized tests will be administered in our school area throughout the year. The results of these tests can be of considerable guidance value to all students preparing for education beyond high school. Some facts about these tests are given below:

THE PRELIMINARY SCHOLASTIC APTITUDE TEST / NATIONAL MERIT SCHOLARSHIP QUALIFICATION TEST (PSAT/NMSQT):

The Preliminary Scholastic Aptitude Test (PSAT) is primarily given to 10th & 11th grade students and should be taken by any Junior who plans to attend college. This test is a shorter version of the SAT and good practice for the SAT college entrance test. The PSAT also serves as the qualifying examination for the National Merit Scholarship program.

The PSAT/NMSQT is given in our school in October, and will enable students to:

- a. Compete for scholarships
- b. Predict their probable scores on the SAT
- c. Compare their performance with other students nationwide
- d. Estimate their ability to work at various kinds of colleges
- e. Experience a test similar to SAT

DoDEA pays for all 10th and 11th grade students to take the PSAT. This test permits the student to automatically compete for many scholarships. Some colleges use the test results for admission purposes and also for offering scholarships.

SCHOLASTIC APTITUDE TEST (SAT) and **AMERICAN COLLEGE TEST (ACT)** These tests are required for admission into most American universities. To register for the SAT and ACT, the applicant must first obtain application materials in the counselor's office. It is then the applicant's responsibility to complete the registration on-line: www.collegeboard.com or www.act.org.

The Scholastic Aptitude Test (SAT) and the American College Testing (ACT) program are given several times during school year. Information regarding dates, registration, cost and test site information is available from the guidance counselor.

THE ADVANCED PLACEMENT (AP) PROGRAM:

The AP program provides a student the opportunity to earn college credit for course work that is verified by means of an examination. The College Board and Educational Testing Service sponsor the AP program. Beginning in SY 03-04, DoDEA assumed responsibility for the costs to take Advanced Placement Examinations for all students enrolled in AP courses. Consequently, a student taking an AP course in a DoDEA high school will be **required** to take the requisite AP examination in order to receive a weighted grade for the course. The AP examinations are given in May.

THE TERRA NOVA MULTIPLE ASSESSMENTS

The Terra Nova is a series of tests given to all DoDDS students as a part of the DoDEA system-wide testing program. The program is conducted in March of each year and provides students, parents and the school with information regarding student performance and comparisons with stateside schools. Terra Nova tests are tentatively scheduled for March 11 – 15, 2013.

ACADEMIC PROGRAM/STUDENT RECORDS

EARLY DEPARTURE OF STUDENTS POLICY

It is the job the school, as a support agency within the military community, to cooperate with and facilitate the movement of military families. When students depart school early as a result of a PCS move, termination of an overseas assignment or for other family connected reasons; the school staff will try to accommodate the student and family in every way. In accordance with this part of our mission, the staff will:

- Be able to give the student a grade at the time of departure. If the withdrawal is prior to twenty days before the end of the semester or if acceleration work is not completed, the grade issued is a withdrawal grade (grade-to-date) and no credit is granted.
- Help students who do not give two weeks notice of departure as much as possible while considering the time restraints involved.

The District Superintendent must approve all requests for early student departure for reasons other than a PCS move. Parents are advised that significant absences from school during the year in conjunction with a PCS move can negatively impact a student's academic program.

ACCELERATED CREDIT FOR DEPARTING STUDENTS

A student who withdraws from school **with the sponsor's PCS orders** within twenty (20) days of the end of a semester may be placed on an acceleration program that allows the student to earn full academic credit for the semester. Acceleration dates for SY 2012-13 are:

First Semester – 13 December 2012

Second Semester -16 May 2013

To receive full academic credit for the semester, **the student must remain in school through this date.** The request for the acceleration program must be made through the principal's office at least thirty (30) days prior to the student's proposed withdrawal date. Teachers will provide additional assignments and assessment opportunities to cover the instructional time lost by the student's early departure. The teacher may require the completion of a semester examination.

EARLY GRADUATION

Early graduation applications must be submitted to the principal prior to the conclusion of the second week of the first semester by grade 12 students desiring to graduate at the end of the first semester (DODEA regulation 2000.1). The request must be signed by the student and the sponsor and must describe how the student intends to complete the graduation requirements necessary for the mid-year graduation, as well as reasons for requesting early graduation.

RETENTION OF STUDENTS

The retention of middle school students (grades 7 and 8) is covered in DS Regulation 2000.3. A placement committee as outlined in the regulation will cover such actions. The principal will chair the committee that determines whether a student needs to repeat the 7th or 8th grade.

REPORT CARDS

Report cards are mailed to parents as soon as possible after the close of each grading period. Parent conferences are held twice per year. Parents are strongly encouraged to take advantage of this opportunity to talk with their child's teachers.

TRANSFER OF RECORDS

Parents are encouraged to contact the main office prior to departure so that appropriate parts of a student's records can be photocopied and retained in the student's record at Hohenfels Middle High School. The originals will be given to the parents to hand carry to the new school. If the parents choose to have the student records sent, the receiving school must send a signed request from the parent to the registrar.

TRANSCRIPTS

Transcripts fewer than five years old can be obtained from Hohenfels Middle High School. Use the following address when requesting transcripts more than five years old:

Educational Testing Services

P.O. Box 6605

Princeton, New Jersey 08541

Telephone Toll Free: 1-800-257-9484

CHECKLIST FOR COLLEGE PREPARATION

The following checklist for college preparation is taken from the Hohenfels Middle High School Guide for College Planning.

Sophomore Year

- Take the PSAT in October.
- Attend College Night.
- Talk to the counselor about year six or four year plan, credits, post high school goals and course selection for the following year. Consider taking rigorous course work.
- Consider taking the SAT I Reasoning test in the Spring.

Junior Year

- Consider taking rigorous course work including an AP course.
- Take the PSAT in October.
- Attend College Night.
- Take the SAT I Reasoning test in the Fall and Spring.
- Research college options through talking to seniors, and familiarizing oneself with The College Handbook in the information center.
- Begin discussing finances with your parents and develop a plan to pay for college.
- Begin exploring scholarship opportunities.
- Talk to seniors who have already gotten into college about their experiences.
- Visit the Education Center and become familiar with the college resources that are available.
- Talk to the counselor about your six or four year plan, credits, post high school goals, college search and course selection for the following year. Consider taking rigorous course work including an AP class.
- Take the SAT II in May if the colleges you are considering applying to require them.
- Attend a College Search and Financial Aid Meeting in the spring with your parents.

Summer Prior to Senior Year

- Develop a list of colleges that are of interest to you - continue reviewing college guidebooks as part of this narrowing process.
- Search on-line for application forms for the colleges that are on your list (most of which are available on the web).
- Visit as many of the colleges on your list as possible (on-line tours and reference guides), participate in a summer activity such as an internship, university-based summer program, summer job or travel. Visit college campuses if your family plans are going to the states over the summer. Talk to as many admissions officers as you can.
- Update activity sheet and résumé reflecting accomplishments and activities during junior year. Include volunteer hours on this sheet. This is also a good time to start writing various essays for college and scholarship applications you are looking at.

Senior Year

- Meet with the counselor to check credits, and to discuss post-high-school plans. Talk about the college application process and start applying.
- Take rigorous course work including math and or science. Consider taking an AP class.
- Work diligently on the senior term paper. This paper will teach seniors the MLA writing style, which will be required on college papers throughout their college course work.
- Take the SAT I reasoning test in the fall, if needed or if not already taken. Check with the colleges you are applying to and sign up for the SAT II subject test if needed.
- Attend College Night and the Financial Aid briefing that is held on the same night.
- Narrow your list of college choices to a reasonable working amount (perhaps six), as applications are time-consuming to complete and application fees are expensive.
- Determine if Early Decision or Early Action is the appropriate path to take.
- Meet all application deadlines. If information from the counselor is needed, request that information from the counselor as soon as possible. Counselor forms must be given to the counselor four weeks prior to the deadline to make sure they arrive to the college on time.
- Look over the school's scholarship list and ask for any applications you would like. It is also important to look over various other scholarship lists available.
- Continue your rigorous course work through your second semester. Believe it or not, colleges are looking at this on your final transcript at the end of the year.
- Complete and mail the Free Application for Federal Student Aid (FAFSA) if planning to utilize financial aid. Parents need to fill out their previous year taxes in January. Please check the deadlines for the various states on the FAFSA website.
- Await the arrival of college acceptance letters. Discuss with parents the best and most feasible option available and make a final decision. Notify the school you decide to attend and start the registration process.
- Let the counselor know which college you have decided to attend and submit a list of scholarships you have been awarded. Maintain your grades and enjoy the end of your senior year, specifically your graduation.

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TIGER PRIDE FIGHT SONG

**We are the fiercely fighting tigers
We're clawing our way to the top.
We're gonna fight, we're gonna win
And we just can't be stopped.
Cause this is Hohenfels High School
The mighty blue, black, and white
Because the tigers are on their way
Fighting with all of our might!**

Original Lyrics and recent revisions by former Hohenfels High School Students

