



ANSBACH MIDDLE HIGH SCHOOL

WELCOME TO

COUGAR COUNTRY

**STUDENT & PARENT HANDBOOK
SCHOOL YEAR 2012-2013
FIRST QUARTER**

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Acknowledgement and Understanding of Student and Parent Handbook School Year 2012-2013



The Ansbach Middle High School Student and Parent Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Failure to follow policies outlined in this handbook may result in adverse action. Please read the handbook, and then sign below to acknowledge your receipt and understanding of the information it contains, and return this page to the school. Students are to return this signed portion to their seminar teacher NLT 13 SEPTEMBER 2012.

Parent Name (Printed)

Student Name (Printed)

* _____
Parent Signature Date

* _____
Student Signature Date

Primary Email Address

Secondary Email Address

*Signatures represent receipt of the Student and Parent Handbook and awareness of school policies and procedures for School Year 2012/2013

Introduction



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
ANSBACH MIDDLE HIGH SCHOOL
OFFICE OF THE PRINCIPAL
UNIT 28614
APO AE 09177



Dear Students and Parents,

Welcome to another year in the proud tradition of Ansbach Middle High School. We are hopeful that your student/s will have a successful year as they progress on their educational journey. As you know, the journey to success has many twists and turns, challenges, and obstacles. Your success in school depends on many factors, to include focusing on academics, working with teachers and your peers, taking responsibility for yourself, and maintaining a positive outlook. I am hopeful that all of our students can feel proud of accomplishing their personal goals throughout the year.

As students, it is important to remember that you only have a few more years before you enter into the world of adults. The school is here to help prepare you for that world in a number of different ways. Your preparation will depend on how seriously you take what we offer here. There are opportunities to participate in sports, extra-curricular activities, and above all, the academic courses we have to offer. You must take responsibility for your own learning, and as you do so, you take control of your life and your future.

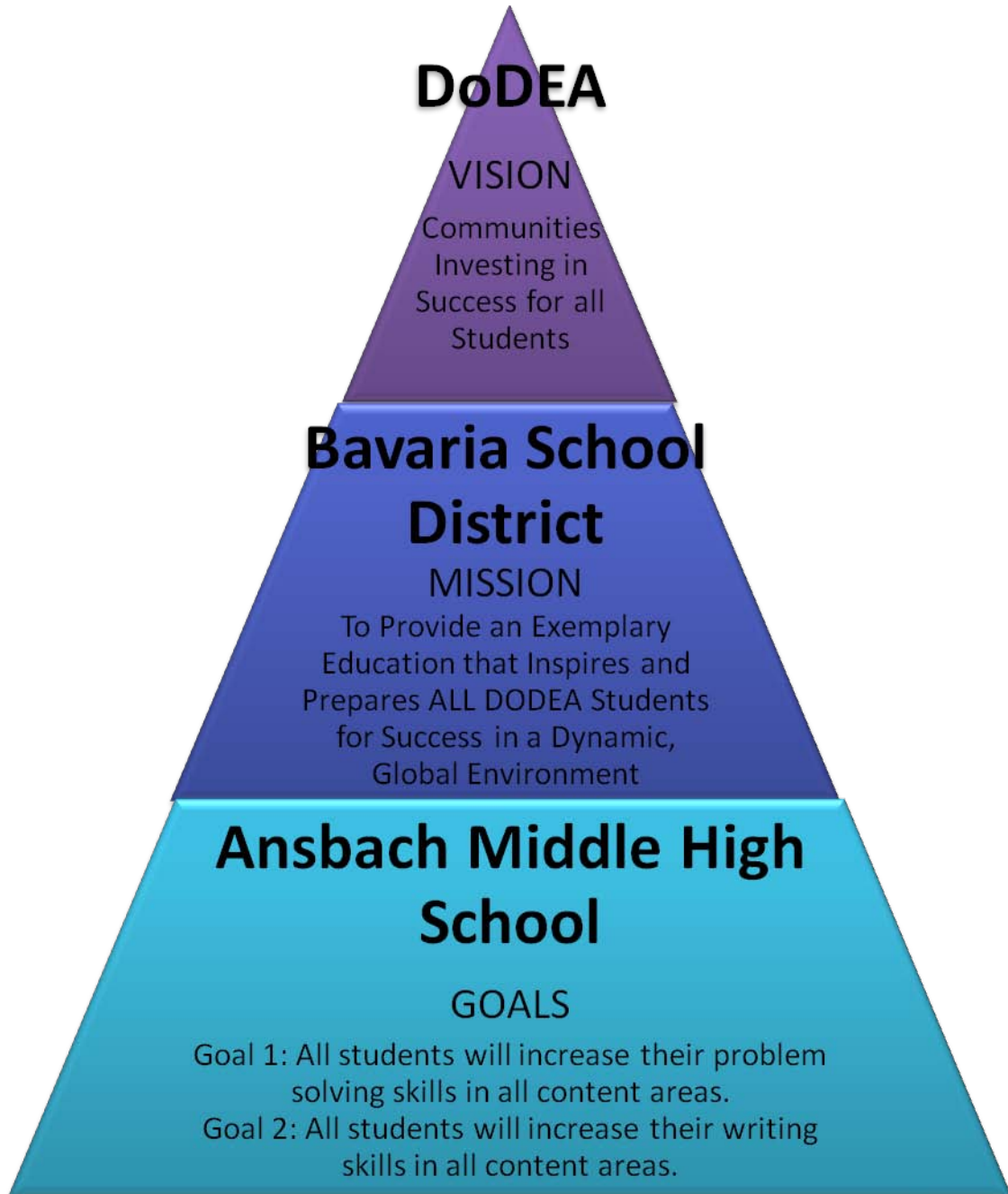
As parents, please work closely with the school as we have an important goal that we share as responsible adults. It is important to raise our children to be responsible citizens who have marketable skills and a sense of civic responsibility. You can support the school by ensuring your student has a good area to study, a desk that is well lit, and supporting materials to include a dictionary, paper and office supplies, organizational materials and a computer. Students often need help with organization and tracking their assignment. Please don't hesitate to find a workable solution with the teachers if your student is struggling in a class.

This handbook should provide a comprehensive overview of the expectations at Ansbach Middle High School. The handbook is under continued revision for the 2011-2012 school year with input from SAC, the FEA and the Student Council. It will be continually updated as new policies and procedures are implemented in DoDDS. The handbook should be clear and consistent with DoDEA policy and sound school practices. Hopefully, it also reflects the unique nature of Ansbach Middle High School and the positive community that supports it.

Sincerely,

David W. Carlisle, Principal

Department of Defense Education Activity
Organization Vision, District Mission, School Goals



Accreditation

Ansbach Middle High School is fully accredited by AdvancED, the accreditation agency that supervises most of the schools and colleges through-out the United States.

Every five years 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 February 2011. A copy of the site report is available for review on the school website.

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 community to assure a positive school environment for students. 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 matters educationally related. **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. Such matters include DODEA policy matters and budget plans and priorities for local schools.

SAC meetings occur monthly in the school's Information Center at 1515. 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.

Logistics

ADDRESS

Ansbach Middle High School
 Attn: Principal
 Unit 28614
 APO AE 09177

TELEPHONE NUMBERS

DSN: 467-2808 / 2809
 CIV: 09802-83-2808 / 2809
 Fax: 09802-1496

GPS Address: 5924 Von Steuben Strasse, Katterbach, Germany 95122

School Web Site: www.ansb-hs.eu.dodea.edu

School e-mail: AnsbachHS.Principal@eu.dodea.edu

Principal	David W. Carlisle
Assistant Principal	Dr. Mayreather Willis
Administrative Officer	Bryan Osewalt
Supply	Dennis McCain
Secretaries	Colleen Fisher, Office Manager Howard Childress, School Registrar Valentina Grady-Corral, Time and Attendance Clerk
Counselor	Myra Taylor (10-12) Dr. Debbie Behnke (Grades 7-9)
Nurse	Michele George
Athletic Director	Michael Jimerson
School Liaison Officer	Derek Hyde

Administration Contact Information

Ansbach Middle High School Attention: Principal Unit 28614, APO AE 09177	DSN: 467-2808/2809 CIV: 09802-83 2808/2809
DoDDS – Bavaria District Office of the Superintendent Unit 28614, APO AE 09177	DSN: 468-7429 CIV: 0981-183-7429
DoDDS – Europe Office of the Associate Director Unit 29649, Box 285, APO AE 09096-0285	DSN: 338-7615 CIV: 0611-380-7615
DoDEA/DoDDS Office of the Director 4040 North Fairfax Drive	DSN: 226-4252 CIV: 703-696-4252

Arlington, VA 22203	
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CHAIN OF COMMAND

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 be actively involved in their student's education. Solutions to questions or concerns may be a phone call or visit. Please avail yourself of the opportunity to become involved with our school and its programs.

For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. 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 necessary to schedule a parent – teacher conference. If additional assistance is needed, contact the Counselor or Principal.

Parent conferences with the teacher; teacher and student; and teacher, student and counselor is the most dependable way for solving problems with students before they develop into major difficulties.

Parents may call the Main Office or the Guidance Office to schedule a conference with all the student's teachers in attendance.

The remaining DoDEA chain of command, from lowest to highest, is: Ansbach Administration, Assistant Superintendent, District Superintendent, DoDEA Area Director, and Director of DoDEA.

Daily Schedule

AMHS M,Tu,F Bell Schedule			
7 period Day			
<i>MS Students who have a HS period 5, take HS Lunch</i>			
<i>Middle School</i>		<i>High School</i>	
Warning Bell	0816	Warning Bell	0816
(P1) Block 1	0820-0910	(P1) Block 1	0820-0910
(Passing)	0910-0914	Passing	0910-0914
(P3) Block 2	0914-1002	(P3) Block 2	0914-1002
Break	1002-1010	Break	1002-1010
(Passing)	1010-1014	(Passing)	1010-1014
(P4) Block 3	1014-1102	(P4) Block 3	1014-1102
Lunch	1102-1132	(Passing)	1102-1106
(Passing)	1132-1136	(P5) HS Block 4	1106-1154
(P5) Block 4	1136-1224	HS Lunch	1154-1224
(Passing)	1124-1228	(Passing)	1224-1228
(P6) Block 5	1228-1316	(P6) Block 5	1228-1316
(Passing)	1316-1320	(Passing)	1316-1320
(P7) Block 6	1320-1408	(P7)Block 6	1320-1408
(Passing)	1408-1412	(Passing)	1408-1412
(P8) Block 7	1412-1500	(P8) Block 7	1412-1500

AMHS W, Th Bell Schedule			
Block Period Days			
<i>MS Students who have a HS period 5, take HS Lunch</i>			
<i>Middle School</i>		<i>High School</i>	
Warning Bell	0816	Warning Bell	0816
(P1/P6) Block 1	0820-0948	(P1/P6) Block 1	0820 - 0948
Break	0948-0956	Break	0948 - 0956
(Passing)	0956-1000	(Passing)	0956 - 1000
(P3/P7) Block 2	1000-1127	(P3/P7) Block 2	1000 - 1127
MS Lunch	1127-1157	(Passing)	1127 - 1131
(Passing)	1157-1201	(P2/P5) Block 3	1131- 1220
(P2 /P5) Block 3	1201-1328	Lunch	1220-1250
		(Passing)	1250-1254
		Block 3 (Split)	1254-1328
(Passing)	1328-1332	(Passing)	1328-1332
(P4/P8) Block 4	1332-1500	(P4/P8) Block 4	1332-1500

Attendance Policy Quick Sheet

Ansbach Middle High School

Attendance Policy
DoDEA Regulation 2095.01

Parents please notify AMHS of student absence NLT 0900
AMHS Office Hours 0700-1600

- ✓ Email AMHS.Attendance@eu.dodea.edu
- ✓ CIV 09802-83-2808/2809
- ✓ DSN 467-2808/2809

Parent or sponsor will be contacted for students who are “absent unexcused” from school beginning at 1000.

Students are responsible to identify and make up all classroom activities and assignments missed as a result of an absence.

DoDEA ATTENDANCE POLICY

DoDEA Regulation 2095.01 26 August 2011

“Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college”.

- School attendance is mandatory
- Absences such as family vacations and absences during standardized testing will be unexcused except for exigent circumstances
- Medical appointments should be scheduled after school
- A student educational monitoring plan shall be implemented during all pre-approved extended absences
- Students with excessive absences will be monitored by the Student Support Team

Excused Absences and Tardy

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. Tardy “excused” fall under the same guidelines. The principal has final authority to identify an absence as excused from school.

- Personal Illness
 - For extended illness please provide documentation from care provider
- Medical, dental, or mental health appointment
- Serious illness in the student’s immediate family
- Religious holidays
- Emergency conditions such as fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration
- College Visits that cannot be scheduled on non-school days
- Pandemic Event

Request for Student Excused Absence

School Administrator will consider the following factors prior to approving an absence.

- The student is in good academic standing
- The student has a record of consistent school attendance during the current school year.
- Review impact previous extended absences on students educational progress
- Administration shall confirm with the parent or sponsor’s Command, if dates of absence are mandatory or discretionary.

Absence Monitoring Procedure

- ✓ After 3 unexcused absences the student will be verbally notified of possible loss of credit
- ✓ After 3 unexcused absences the parent or sponsor will be notified via email or written notification of possible loss of credit
- ✓ After 5 cumulative absences (excused or unexcused) in a semester, administrator will review student’s academic profile and determine if SST referral and intervention is appropriate
- ✓ After 7 cumulative absences in a semester the SST will review student’s academic profile and develop or revise the educational monitoring plan
- ✓ Educational monitoring plan and additional educational supports may include:
 - Meeting with the parent or sponsor
 - Command notification and assistance
 - Establishment of attendance plan
 - Participation in online courses
 - Disciplinary action may be imposed

Loss of course credit is possible if the student does not comply with the educational monitoring plan agreed upon by school, sponsor, and student. Loss of credit may be appealed by submitting a written petition to the school principal within 10 days of official notification.

ARRIVAL

Students are not to be dropped off any place except at the school entrance during arrival in the morning. Students coming to school are to enter the building after 0800 hours. There is to be no gathering or loitering outside the building. Once students arrive on school property, they are to remain at the school unless dismissed by the office.

ATTENDANCE RESPONSIBILITIES

The faculty and administrators of Ansbach Middle High School want to provide the best education possible for your child. In order to ensure the academic success of your child, cooperation in encouraging regular attendance is essential. Please be aware that another critical purpose of this policy is to provide a safe educational environment for our students. Parents and guardians are required to call the school to report their child's absence. Calls should be made to the office at the beginning of the school day between 0800 to 0900 hours at DSN 467-2808 or CIV 09802-223. At 1000, Ansbach Middle High School will begin contacting the parent or guardians of students with an unexcused absence. Refer to Page 9 for Attendance Policy Quick Sheet.

BUS ROUTES AND CHANGES

All changes or questions regarding bus routes should be directed to the School Bus Office at Rainbow Elementary School: DSN 468-7874 or CIV 0981-183-874.

CHECKING STUDENT IN/OUT

Parents must sign their Ansbach Middle High School Student into the office and out when transporting their student on and off school property.

DRIVING

DoDEA offers extensive bus transportation to students of Ansbach Middle High School. Therefore students are encouraged NOT to drive to the campus. If parents or sponsors deem driving necessary, they and the student must sign a contract and register the vehicle in the SAO. In the contract, the student will agree NOT to drive off campus during the lunch period, *nor* will they transport fellow students. Parents and student drivers will understand that they will be held liable and subject to discipline in the event of contract violation. Parking is allowed in the high school parking lot by permit only. Parking permits may be obtained in the main office. Students must register their cars and obtain parking permits. *Repeated disciplinary action may result in the loss of driving privilege to and from school.*

INCLEMENT WEATHER ANNOUNCEMENTS

Notification for delayed opening or cancellation of school will be made on the AFN Radio Station beginning at 0530 or on the USAG Ansbach webpage. Delays or cancellations may result from inclement weather and/or hazardous conditions that may create an unsafe

environment for students and staff members. Students and parents should not call the administration, faculty or staff regarding delays or cancellation.

LOCKERS

Lockers are the property of the school and are offered to the students for their use. It is the student's responsibility to see that his/her locker is **kept locked** and in order at all times. School combination locks are to be used and students will use the locker assigned to them. Students should not give their locker combinations to other students or use a locker other than the one they are assigned by the school. Since lockers are considered a permanent part of the building, students are expected to keep them in good usable condition. Anything attached to the interior of the locker must be removed at the end of the school year or when the student disenrolls. The search of lockers may be conducted by the administration if it is determined that the safety and well-being of the student body and building is in jeopardy. Some reasons include, but are not limited to: contraband, health and safety.

LOST AND FOUND

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it to office personnel. All articles will be kept for a reasonable period of time after which time they will be disposed of if not claimed. Unclaimed items will be removed from the school promptly at the end of each academic semester.

MESSAGES/PHONE USE

It is school policy that only messages from a parent/ guardian will be given to a student. The messages will be delivered at the end of the day unless the situation is an emergency. Students should not be pulled out of classes for any reason other than to be checked out of school by parents. Please inform employers, friends and relatives that the school will not accept messages for students. Students are not allowed to use the telephone in the office for anything except emergencies or to contact the school bus office. Leaving homework or lunches at home or forgetting to tell parents about personal plans after school do not constitute emergencies.

MISSING PERSONAL PROPERTY

In the case of missing personal property, notify the administration, (if necessary, military law police or host nation law enforcement) and make a statement concerning the circumstances of the theft. Actions taken against suspects involved in a theft and subsequent legal processes will depend on the evidence obtained through the investigations conducted by the administration or law enforcement agencies.

PARENT ACCESS

The school policy is to accept only those visitors who have legitimate business. Visitors and parents must register in the office in the appropriate register to gain a visitor badge. Any guest in Ansbach must acquire visitor identification before entering corridors and return to the office prior to leaving the school. It is school policy to deny graduated

ANSBACH MIDDLE HIGH SCHOOL

Ansbach Middle High School students access to students during the school day for the purpose of visiting teachers or students.

SIGNING OUT

Students who have legitimate reasons to leave school after the school day has started must sign out in the main office. Parental approval must be obtained prior to signing out either through the presentation of a note or by telephonic contact. This rule applies to all students who will miss any class time. **Any student older than 18 years of age must also comply with this rule.**

SPONSOR'S ABSENCE FROM THE AREA

When either parents or a single parent are absent from the address including home and duty station, it is important that they inform the school of the appointed acting guardian. When the sponsor or parent absence is 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.

STUDENT GUESTS

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. Approval for visitors from other DoDEA schools are rarely granted and never granted when their DoDEA school is in session. Parents are encouraged to visit their son or daughter's classes as often as desired. We require that Administration be notified 3 days ahead of the planned visit.

STUDENT PROPERTY

A student is always responsible for the safety and care of his or her own personal property. This includes not only during the school day, but any outside school sponsored functions (class trips, study trips, visitations, etc.). Students are cautioned not to bring large amounts of money or personal property to school. Students, not the school, are responsible for their personal property. Lockers and locks are assigned to each student and should be kept secure at all times. During PE classes, lockers and locks are available. Under no circumstances should students leave valuables or belongings in the gym locker rooms unsecured. The school is NOT responsible for lost or stolen items.

TEXTBOOKS AND SCHOOL EQUIPMENT

Textbooks, school equipment, and materials that are issued are the responsibility of the student. Teachers will not accept a book that has been mutilated or shows other signs of

excessive wear. If these conditions exist, the student must pay the replacement cost of the book before the grade in this subject is recorded on the permanent record card and final credit given.

Section
3

Academic Program / Student Records

CLASS MEMBERSHIP

Academic Standing by Class

Beginning in Grade 9, eligibility for membership in the sophomore, junior and senior classes shall be determined on the basis of credits earned as follows:

- Sophomore Class 05 Credits
- Junior Class 12 Credits
- Senior Class 19 Credits

GRADUATION REQUIREMENTS

Please refer to the Guidance Counselors for current Graduation Requirements or the school’s web page.

DoDEA Class of 2008 and Beyond Graduation Requirements

Required Courses	Units
English Language Arts 9, 10, 11, 12 (2 years of ESL may be substituted for 2 years of English Language Arts.)	4
Social Studies (1 credit of U.S. History, 1 credit of either World Regions or World History, and 1/2 credit in U.S. Government required.)	3
Mathematics (Algebra I and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.) Starting with the freshmen class of 2016 the Math requirement has been increased to 4.	3
Science (Biology is required and either a chemistry or physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation.)	3
Foreign Language (A total of 2 credits in the same foreign language is required.)	2
Professional Technical Studies (1/2 credit must be in a computer technology.)	2
Physical Education	1.5
Fine Arts (Courses used to meet this credit must relate to: visual arts, music, theater, dance , and/or humanities.)	1
Health Education	.5
Sub-total for Required Courses	20
Sub-total for Elective Courses	6
TOTAL CREDITS	26

ACCELERATED CREDIT FOR DEPARTING STUDENTS

A student who withdraws from school with 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. 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 completion of a semester examination may be required by the teacher. The earliest date for acceleration for the first semester is COB December 15, 2011. The earliest date for an acceleration program for the second semester is COB May 17, 2011. Classes in which the student is currently failing are not normally approved for acceleration. Acceleration programs are provided only in the case of PCS moves.

ADVANCED PLACEMENT COURSES

The Advanced Placement (AP) program is sponsored by College Board and Educational Testing Service. Advanced Placement examinations are administered during the month of May. Students taking an Advanced Placement 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. High school credit to meet graduation requirements and a weighted grade is awarded for successful completion of the Advanced Placement course during the school year.

CLASS RANKING FOR GRADUATION

Class rankings for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades with a high school course code will be averaged to determine class rankings for graduation honors. Grade 7 and 8 students who enroll in a foreign language and/or an Algebra I or higher level math course should be aware that credits earned in these courses will count towards high school credits, but grades will not be used to compute the cumulative GPA.

CONTROVERSIAL MATERIALS POLICY

If a book, film, video or other assigned teaching material is challenged by a student or parent as being improper or unacceptable, the person with the concern should immediately schedule a meeting with the teacher to review the unacceptable material (assignment) and attempt to resolve the situation. If this informal intervention doesn't result in a satisfactory solution a committee consisting of the Department Chairperson, a parent, a student and the school's information specialist will be appointed to review the complaint. The committee will address the complaint and material as well as hear from both the teacher and the complainant prior to making a ruling. If the material has been previously challenged, the committee will make a decision regarding the outcomes of the current and previous challenges and make a recommendation to the principal, who will make a final determination with respect to the use of the material. The inclusion of controversial issues and/or teaching methodologies in any area of the school program should involve communication with sponsors prior to the use of any such material.

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 6 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

FINAL AND SEMESTER EXAMS

It is suggested that all high school students take a final exam in their core courses. These exams may count as much as 25% of the semester average. The school administration reserves the right to determine the acceptability of an absence excuse and to authorize or deny the privilege of make-up. Students who fail to take the exam (for legitimate reasons) will receive an "incomplete" until the exam is made up. It is the responsibility of each student to make arrangements with the teacher for makeup exams. All exams must be made up within 3 days after the student returns to school.

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. Weighted point values are assigned to each letter mark in advanced placement courses, if the student finishes the course and takes the AP test. Following is the method by which GPA is determined and the percentage required to earn each grade.

Mark	Meaning	% Equivalent	Standard GPA	Weighted GPA
A	Excellent	90-100%	4	5
B	Good	80-89%	3	4
C	Average	70-79%	2	3
D	Poor	60-69%	1	2
F	Fail	Below 60%	0	0
I	Incomplete	Make up work	0	0
P	Pass	NA	NA	NA
F	Fail	NA	NA	NA

HONOR ROLL

The Honor Roll is posted after each semester during the school year. Copies are sent in the parent newsletter and Honors assemblies are held twice each year. The Honor Roll is divided into three categories. A failing grade in any subject automatically disqualifies a student from the Honor Roll, regardless of the grade point average.

Principal’s Honor Roll	4.0 and above
High Honors	3.50 – 3.99
Honor Roll	3.00 – 3.49

Honors Diploma

Is awarded to students fulfilling the following criteria:

- Pass 4 Advanced Placement Classes
- GPA of 3.8 through the last semester of the senior year

In addition to meeting all standard requirements for graduation.

INCOMPLETE GRADE(S)

Students who receive a grade of incomplete on their report cards are required to make up the missing work within two academic weeks of the date the report card is issued. Those who fail to do so will receive a grade of zero for the work missed when calculating the quarter grade.

PROGRESS REPORTS

Progress reports are issued to students who are achieving below expected level, or who show improvement or commendable progress. It is the student's responsibility to ensure that the parent signs any progress report and returned to the issuing teacher. A duplicate copy is kept in the Teacher/Student File. GradeSpeed is an excellent means by which teachers and parents can communicate. We encourage teachers and parents to maintain close and continuing contact, especially when students are experiencing academic or personal adjustment difficulties, so that help, support, supervision and cooperation will result in academic success rather than failure. Parents concerned about their child's progress are urged to contact the Guidance Office and the teacher involved.

STUDENT RECORDS

The eligible student or the parent shall have access to the student record. In no event shall such access be delayed more than two consecutive workdays after the initial request, unless the requesting party consents to a delay. Upon such request for access, the entire student record regardless of the physical location of its parts shall be made available.

Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

STUDENT TRANSCRIPTS

Under DoDEA regulation, school records are maintained on all enrolled students. Permanent copies of secondary transcripts are retained at the school for four years following graduation or withdrawal from Ansbach Middle High School. At the end of the fourth year, transcripts are forwarded to the DoDDS-Europe Area Office for consolidation for one year. Student requests for transcripts during the fifth year after leaving school should be sent to the Regional Executive Services Division at the following address:

1-4 Years Post Graduation

DoDDS-Europe
Attn: Records Management
Unit 29649
APO AE 09096

5 Years and Beyond

Educational Testing Services
PO Box 6605
Princeton, New Jersey 08541
Phone: (609) 720-6740
Fax: (609) 720-6800

WITHDRAWALS AND TRANSFERS

Use the following procedure:

1. Parents or sponsors should contact the Main Office for further directions.
2. Obtain appropriate forms from the Main Office. Sponsors must have orders in order to request withdrawal unless an exception is made by the administration. Requests should be made at least one week prior to the expected withdrawal in order to inform staff and prepare paperwork.
3. Have the forms filled out by teachers, return all books and property and make sure all fees are paid.
4. Take the completed forms to the Main Office for exit clearance.

Student Services: Educational Services

THE ADVANCED PLACEMENT

AP Courses provide a program through which a student can earn college credit for course work that is certified by College Board. DoDEA assumes responsibility for the costs to take the Advanced Placement examinations for all students enrolled in Advanced Placement courses. Consequently, a student taking an Advanced Placement course in a DoDEA high school will be **required** to take the requisite examination in order to receive weighted grade for the course. The examinations are proctored in May.

ASSESSMENT PROGRAMS

A number of voluntary national standardized tests will be administered in our school throughout the year. The results of these tests can be of considerable value to all students preparing for education beyond high school and are of special significance for students seeking college financial aid through scholarships and loans.

Pamphlets describing these tests and application material are available in the Guidance Office.

Some facts about these tests are given below:

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) is primarily given to 10th & 11th grade students. This test is good practice for the SAT college entrance test and serves as the qualifying examination for the National Merit Scholarship program. This test is a shorter version of the **SAT**, and should be taken by any Junior who plans to attend college. To take the **PSAT** the student must normally register in the Guidance Office and pay the standard fee that is forwarded to the testing organization. DoDEA pays for all 10th grade students to take the PSAT. This test permits the student to automatically compete for many scholarships. Students who fail to win scholarships but who make high test scores are placed on a special list that is sent to many colleges. Some colleges use the list for admission purposes and also for offering scholarships.

SAT and ACT

College entrance exams are the **SCHOLASTIC APTITUDE TEST (SAT)** and the **ACHIEVEMENT TESTS (ACT)**. The SAT is required as an entrance exam by many colleges while the ACT, if required, is used for placement purposes by the colleges.

TO REGISTER FOR THE SAT AND ACT THE APPLICANT MUST FIRST
OBTAIN APPLICATION MATERIALS IN THE GUIDANCE OFFICE. IT
IS THEN THE APPLICANT'S RESPONSIBILITY TO MAIL THE
COMPLETED FORM AND FEES TO:

**College Entrance Examination Board
P.O. Box 592
Princeton, New Jersey 08540**

Information regarding registration, cost and test site information is available from the school's guidance counselor. When registering online for testing, the ACT and SAT codes for Ansbach High School is 576014 and the site code for Ansbach is 57601.

Terra Nova

Terra Nova is a series of tests given to all 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.

CASE STUDY COMMITTEE

Ansbach Middle High School is fortunate to have a wide array of expertise in its multi-disciplinary team of support specialists. These specialists aid parents, students, and teachers with their health, social, emotional, and academic concerns. This team functions as the Case Study Committee (CSC). The CSC is composed of one counselor, one resource room teacher, speech and language specialist, school nurse and an administrator.

The procedure for processing an initial referral from a parent, teacher, or student is simple. If the problem concerns a student who is having learning difficulties, which cannot be attributed to student motivation or adequate preparation, then a conference is called between the parents and teachers. If the consensus of this conference is that the student does appear to have a learning problem, then a permission-to-test form is signed.

The appropriate specialists will do the diagnostic testing. The student's records, teacher observations, and testing results will be discussed at the CSC meeting. At this time, the committee, with the help of the concerned parents, will discuss an appropriate program to meet the student's needs. This plan may or may not include the services of some of the specialists. At the time of the team meeting all members of the Evaluation Team will determine whether or not the particular student's special need requires modifications of the rules and regulations outlined in the handbook. If the Team recommends modifications, those specific modifications shall be written into the student's IEP. If no modifications are made, the special needs student will comply with the handbook as written. As noted in the student's IEP, any violations will be acted upon as stated in the handbook. Additional information may be obtained through the main office, the counselor's office or the CSC Chairperson.

CHILD FIND

The Child Find Program is DoDEA's initiative to locate and identify children who may potentially have disabilities or medical conditions that impede learning and require individual and appropriate special education services. DoDEA is actively in search of these students so they can receive educational support through necessary interventions and/or the special education services. Teachers who learn of students who could be considered for services under this program should inform the principal, school nurse, or CSC Chairperson. Parents are also encouraged to contact the school regarding special education concerns.

Student Health Services

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, at any athletic event, or field trip sponsored by the school 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.

ILLNESS

If a student becomes ill, he/she should notify the teacher in charge, get a corridor 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 100° F 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.

IMPORTANT NOTE CONCERNING MEDICATIONS

Administering Medication - DoDEA Regulation 2942.0-F.3 (pg.34)

The school nurse should encourage parents to administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date. Prior to administering the medication, the physician and parent must complete and sign a permission-for-medication form. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications to students.

Medications given at school must be documented either on an individual log or in an adopted computerized student health management system. Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage time.

Please be aware that this law 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.

ADOLESCENT SUBSTANCE ABUSE COUNSELING SERVICE
(ASACS)

Ansbach Middle High School is fortunate to have an ASACS Counselor assigned to assist students who are experiencing problems with alcohol, drugs, tobacco, etc. The ASACS Counselor is available to meet with students individually or in small group sessions, also with families with a scheduled appointment. The counselor can be reached at CIV. 09802-83 2153 or DSN 467-2153 during school hours.

BAVARIA WELLNESS POLICY AND ENERGY DRINKS

Ansbach Middle High School follows the guidelines of the Bavaria Wellness Policy. This policy provides guidance to schools regarding nutritional requirements of food sold at school and at school sponsored activities. Energy drinks of any kind are prohibited at school and at any school sponsored activity to include bus transportation.

Student Activities

ACTIVITIES

Ansbach Middle High School takes great pride in student achievement and student involvement in a wide range of extra-curricular activities. Activities available to students are listed below:

- Future Business Leaders
- Future Educators' Association
- JROTC Drill Team
- Math Counts Team
- National Junior Honor Society
- National Honor Society
- MUSS
- POLIS
- Student Council
- Student 2 Student

ACTIVITY BUSES AT 1715

1715 busses are provided for students involved in extracurricular activities. Housing and town drop off points may vary from year to year. Check with the Bus Transportation Office.

ACADEMIC REQUIREMENTS FOR ACTIVITIES

Students wishing to participate in extra-curricular activities (band, school play, and chorus) may be required to meet the same academic requirements as those students involved in the athletic program.

If there is a question of eligibility because of interpretation of these regulations, the student is ineligible until an administrator, in consultation with the advisor, makes a decision.

DANCES

The following dance policies are in effect for all school dances. Special policies (ending time and dress requirements) will be established for the Junior/Senior Prom, Homecoming and the JROTC Military Ball.

Student attendance at school sponsored dances may be prohibited by administration due to student's disciplinary record and behavior.

ANSBACH MIDDLE HIGH SCHOOL

All dances will be age appropriate. Middle School dances will run from 1800-2100 and High School dances will run from 1900-2300. Students and guests leaving the dance for any reason will not be permitted return entrance.

Students must be in attendance during the day of the dance or day before for a Saturday dance. All school rules apply and no book bags, backpacks or belt pouches are permitted.

DANCE GUESTS

Students will be allowed to bring a guest to the dances under the following conditions:

- * The guest must be enrolled in a middle or high school (exceptions may be made by the administration for the Jr/Sr Proms.)
- * Students must complete a Guest Permission Form and return to Ansbach Administration.
- * The Ansbach Middle High student will be responsible for his or her guest.
- * Ansbach students that are in grades 9-12 may not attend the middle school dances or activities.
- * Ansbach students that are in grades 7-8 may not attend the high school dances (Home Coming, JROTC Ball, and Prom).

NATIONAL HONOR SOCIETY

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 from 9th grade and must have been enrolled at AMHS for at least one semester. There is one membership selection process each year that begins after the first semester.

Students who have been inducted at another school and who transfer to AMHS become members of the Ansbach Chapter and they must meet the standards of our chapter. NHS has group service projects and all members are expected to participate. Members are reviewed by the faculty. Those who fall below the standards, which were the basis for their selection will be counseled, put on probation, or dismissed, based on the NHS Sponsor decision. Any questions regarding NHS should be directed to the faculty sponsor of the activity.

STUDENT COUNCIL

At Ansbach Middle High School, the student council offers an opportunity for students to develop positive civic responsibilities through participation in student government. The Student Council is responsible for encouraging students to become reasonable 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 Student Council is elected at the beginning of the year.



DoDDS-E

Interscholastic Athletic Program

DoDDS-Europe Manual 2740.2 July 2010

I N T E R S C H O L A S T I C A T H L E T I C S A R E G O V E R N E D B Y T H E
R U L E S A N D R E G U L A T I O N S O F T H E D E P A R T M E N T O F
D E F E N S E D E P E N D E N T S S C H O O L S A T H L E T I C A S S O C I A T I O N

In accordance with the authority and requirements of Reference (a), this Manual establishes policy, procedures, and responsibilities in support of the Department of Defense Dependents Schools-Europe (DoDDS-E) Interscholastic Athletic Program (IAP).

The policies set forth in this Manual apply to DoDDS-E superintendents, school administrators, teachers, students, DoDDS-E staff, and IAP volunteers.

P O L I C Y

Athletics play a major role in the lives of many people within DoDDS-E schools who participate as players, coaches, officials, and spectators. A well-administered athletic program is an integral part of the total curriculum of a school and should enhance the physical, mental, social, and emotional growth of each participant. A student athlete engages in challenging learning opportunities both on and off the playing field, with responsible and productive citizenship a requisite part of sports participation. The IAP is administered in accordance with existing DoDDS-E policies, rules, and procedures.

The DoDDS-Europe Interscholastic Athletic Program (IAP) is designed to promote and encourage maximum participation of students attending a DoDDS-E school in wholesome, supervised activities in order to enhance students', social, physical, and emotional development. These valuable educational experiences directly complement classroom academic performance. They are also viewed as very important in the total preparation of every DoDDS-E student to be a productive citizen in the 21st Century.

E L I G I B I L I T Y R E Q U I R E M E N T S

AGE

Any student who, on the first day of August, has reached or passed his or her 19th birthday, will be ineligible to practice/participate in athletic events. A contestant who is age-eligible from the first day of August remains eligible throughout the school year. A student shall be eligible for competition only during eight consecutive semesters after entry into the 9th grade and prior to graduation. No student may participate on a high school team who has not entered the 9th grade.

H O M E S C H O O L E D S T U D E N T S

Students eligible to attend a DoDDS-E school on a space-required, tuition free (category 1-A) basis are eligible to participate in the IAP. Home schooled students participating in the IAP must meet the same eligibility requirements applicable to all other student participants.

8.6.2 Home schooled tuition paying students are required to pay a participation fee as determined by the Associate Director, DoDEA

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. Exceptions to these limitations due to injury will be considered by the DoDDS-E Athletic Coordinator.

OUT-OF-TOWN AND 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. This will release the coach from the responsibility of the athlete's safety and behavior. The coach will release the student athlete to only their parent/guardian/sponsor.

A P P E A L S

Ansbach 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.

ATHLETICS AND ATTENDANCE POLICY

Students are required to be in school the full day on the day of a weekday game. The only exception is for an appointment approved by the school administration in advance. A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance. If games are scheduled for both Friday and Saturday only the Friday game will be missed due to absence on Friday.

S P O R T O F F E R I N G S

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.

Providing there are a sufficient number of participants, the following sports are available at Ansbach Middle/High School:

- Football – High School
- Volleyball – High School
- Cross Country – High School and Middle School
- Tennis – High School and Middle School
- Cheerleading – High School
- Basketball – High School
- Wrestling – High School and Middle School
- Rifle Team – High School
- Soccer - High School
- Track and Field - High School and Middle School
- Softball- High School
- Baseball- High School

ACADEMIC ELIGIBILITY REQUIREMENTS

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 that 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 then the quarter will be used to determine eligibility for the week following the end of the quarter.

All incoming Ninth grade students are eligible for the first semester if they are not failing more than one class weekly.

Tenth, Eleventh, and Twelfth grade students must earn a 2.0 GPA and may fail no more than one class the previous semester to be eligible.

Students who participate in activities, for which air travel are 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.

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.

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

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.

Each school is to develop a specific plan for monitoring grade eligibility. Ansbach Middle High School will complete grade checks by 1200 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 0800 through the following Wednesday 0800. 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. Any student declared ineligible cannot be changed by the Administrator on Friday of any week the student has been declared ineligible.

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.

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

MEDICAL REQUIREMENTS FOR PARTICIPANTS

Ansbach Middle/High School participates in Division II. For any student who participates in any athletic program in the DoDDS, the school must have possession of a physical examination report by the military or family physician, medical power of attorney (MPOA), and record of emergency care prior to any student participating on a school teams, to include practice sessions.

INJURIES AND INSURANCE

An athlete who sustains a major injury or is deemed unconscious 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.

DoDDS-E

Athletic Drug and Alcohol Policy

DoDDS-Europe -Effective August 23, 2010

The possession, use, or sale of controlled or mind-altering substances, tobacco, alcoholic beverages, hallucinogenic drugs, inhalants, or combination of drugs or paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by any student are prohibited.

Members of an athletic team who, during the season (the 1st day of practice through the awards ceremony), violate the controlled substance policy during the school day, on or off school property (to include while riding to or from school, school events or school buses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, will be removed from the team for the remainder of the season.

Violations occurring during the post season championships (to include qualifying tournaments) will result in suspension from participation in the next sports season. Parents will be responsible for transporting their child when athlete is removed during the championships.

2nd Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

Members of an athletic team who, during the season, possess/use tobacco and/or alcohol – outside of the time and events stated above in point A, are subject to the following:

1. 1st Offense during the school year: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

For the team member to be reinstated to the team, the student-athlete must show proof of attending one counseling session and scheduling and attending at least two more counseling sessions within the next three weeks. If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

2. 2nd Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

ATHLETE CONDUCT, HAZING

Hazing, or aiding and abetting any other student in the commission of hazing, is unacceptable. Any such behavior will be reported to the appropriate DoDDS-E authority and subject to disciplinary action. A safe learning environment that is free from hazing for students and staff members will be maintained at all times. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

SCHOOL SUSPENSIONS

Any student suspended from school is not eligible, at the minimum, for the next scheduled DoDDS-E competition.

APPEALS TO ATHLETIC COUNCIL

Any athlete removed from a team for disciplinary reasons will have the opportunity for a hearing before the Athletic Council upon a written request from the athlete involved. The hearing will be held within 48 hours of receipt of the request and the decision of the Council will be binding. The athlete may not practice, participate nor travel with the team until the hearing is held. The decision of the Council will be final. Procedures for appeal may be obtained from the Athletic Director.

The Athletic Council will be composed of an administrator, the athletic director, the coaches of the season in which the student is involved, a student representative from the Student Council and a community representative.

SPECTATOR AND PARENTAL CONDUCT AT ATHLETIC CONTESTS

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. At DoDDS-E athletic events, it is inappropriate for spectators to engage in violence, obscenity or obscene gestures, harassment of officials, verbal abuse, possession of or use of alcohol and tobacco, using illegal substances, vandalism, or throwing objects. Artificial noise makers to include, but not limited to, air horns, trumpets, drums, and cow bells are not permitted to be used before, during, and after DoDDS athletic events.

We feel that parental interest and support are important. The Ansbach Middle High School and our community have been praised in the past for our sportsmanship. This is an area, however, that needs to be continually stressed.

1. Parents should be encouraged to relieve the pressure of competition by stressing the importance of having fun. Players should not be pressured by excitement or tension created by their parents.
2. Coaches should emphasize their surrogate role within their coaching function on the field. Parents are to be reminded that they are not to question any decision of the coach or the referees.
3. Excessive screaming or direction of inflammatory remarks to coaches, players or referees is strictly prohibited. Only cheering of a positive nature should be encouraged.
4. Under no circumstances will a parent be allowed to enter the playing field during active play.
5. Encourage parents to avoid conflicts with parents or other adults from the opposing team.
6. Always encourage good sportsmanship. Parents should teach their children to be gracious winners and good losers.
7. Discourage conversations between parent and player. No communication should be allowed during the game. Avoid additional distractions (e.g., film taking) whenever possible.
8. Parents should know the playing rules of the sport. They should teach these rules to their children. The coach can clarify any idiosyncratic aspects of the game if you have questions.
9. Punctuality and proper dress are a major responsibility of the parents. In addition, improper dress on the field creates unnecessary difficulties for the coach, player and his/her teammates.
10. Setting an example for your child to follow is the most important aspect of parent behavior. Players tend to imitate and emulate the behavior of their parents religiously, without any evaluation of its veracity.

The complete DoDDS-Europe Policy statement is available from the Athletic Director located in the Gymnasium Office.

Student Rights and Responsibilities

BUS PASSES AND DISCIPLINE

The purpose of school transportation is to provide safe, comfortable and economical transportation for those students who live beyond walking distance to the school. It is not a taxi service for children, parents or unauthorized persons. Parents must be aware that the pick-up time on routes may vary due to bad weather, new students, or other circumstances. Bus passes will be issued to each student requiring transportation and the student is expected to carry the bus pass as well as dependent ID card at all times. Responsible and age appropriate behavior is expected at all times. The School Bus Officer will provide each student and sponsor with a copy of the expectations of student behavior on the bus. If a student needs a temporary bus pass, that **MUST** be arranged through the school bus office by noon on the day it is required.

CORRIDOR PASSES

Students must have an **official teacher-issued** corridor pass to leave an assigned room. Lavatory passes from a room are limited to one student at a time. Students are encouraged to use the lavatory between classes. Middle school students will use an agenda for hall pass.

HOMEWORK REQUESTS

Parents/Sponsors may request homework assignments for students absent from school for two (2) or more days by contacting the Main Office at DSN 467-2808.

HOMEWORK DURING SUSPENSION

Considering most students are at school when suspended, the question frequently arises as to whether the student can go to his/her teachers to obtain homework and assignments prior to leaving on suspension. In this situation, students **ARE NOT ALLOWED** to disrupt the educational process of others by interrupting classes for work. Students should check directly with teachers upon his/her return from suspension for any work and assignments missed while on suspension.

IPODS AND PERSONAL MUSIC/MEDIA DEVICES

IPODS and electronic devices are allowed in the building if set for private listening with headphones. If a teacher asks a student to put a music playing device or IPOD away in their classroom and the student refuses, it will be treated as insubordination. Teachers have a right to maintain an environment conducive for learning.

INFORMATION CENTER

The students of Ansbach Middle High School High School are fortunate to have a well-equipped Information Center under the supervision of a certified school Information Specialist. The Information Center is open before school, during classes and after school.

Procedure for Using Information Center

The Information Center is maintained so that students and staff have a quiet place for research, reference, and reading. During the school day, time is booked with the Information Specialist by the classroom teacher for the class to do an assigned project. Individual student use of the Information Center is only allowed during seminar sessions. Students wishing to use the Information Center during this time must obtain a seminar pass from the Information Specialist prior to reporting. The following rules have been established for use during the seminar period and/or during non-class time:

- Computers may be used when available. All terms of the technology contract apply.
- Each student must have his/her own homework, research and reading to do for the entire time they are using the Information Center.
- Proper conduct is expected. For example: soft talking only when necessary, no disruptive actions, respect for others and the property of others.

Borrowers are responsible for all Information Center materials taken out. Students will be charged the monetary value of any books lost.

Students having material overdue for two weeks or more may forfeit their Information Center privileges until such items are returned.

INTERNET ACCEPTABLE USER POLICY

Computer/Internet User Policy

The Acceptable User Policy is included in the Registration Packet and must be signed by the student and the sponsor prior to student use of any computer in the school. Violation of this policy may result in the temporary or permanent loss of computer privileges. Loss of computer privileges does not excuse a student from work required on the computer. Instead it requires them to accomplish said work outside of school.

MAKE-UP WORK

Tests, quizzes, classwork and homework assignments may be made-up when the student is absent from school. It is the responsibility of the student to approach the teacher for the missed work. Students will be granted a reasonable number of days to complete any missed classwork or homework when the student is absent. Normally the student will have the same number of days to make up the work that he/she was absent. Failure to complete make-up work within established time limits may result in a failing grade for the work missed. If a test, quiz, or assignment has been announced in advance it is reasonable for a teacher to expect a student to be prepared even if they have been absent.

Student Discipline and Consequences

Discipline at Ansbach Middle High School will be maintained at a high level. The management of student behavior is a responsibility shared by students, parents, the school and the community. It consists principally of teaching and reinforcing positive student attitudes and behavior. Ansbach Middle High School administration will inform responsible military authorities of serious or repeated misbehavior. Together, parents, student, the military, and the school cooperate so the following school rules are followed. Ansbach Middle High School discipline policy is based on the Department of Defense Education Activity rules and procedures, DoDEA Regulation 2051.1. When there is a conflict

Definitions of Discipline Process

Code of Conduct

A discipline system aims at providing a climate for learning and emphasizes regulations in order to create a safe environment and to enhance the learning process. This discipline code establishes growth in maturity and individual sense of responsibility. It also establishes closer, more frequent parental contact, along with strong, consistent administrative support to the teacher who has the responsibility to maintain order. Options in dealing with discipline problems include counseling and rehabilitation for the recalcitrant student. This code creates a fair, orderly and effective system of discipline for Ansbach Middle High School.

Detention

Two hour administrative detentions are held from 1515 to 1715 each Wednesday and Thursday after school. Students assigned a detention are not to leave school grounds between their last class and the scheduled detention. Students will not be admitted to detention hall after 1515 and will be recorded as failing to serve the assigned detention. The student will receive an additional detention and will be rescheduled to serve the original detention. Students who are removed from the detention hall for misbehavior

will receive a 1-3 day suspension from school as appropriate to the offense. Failure to serve a detention, when assigned, will result in the addition of another detention. Failure to serve the two detentions on assigned dates will result in an out-of-school suspension and parent/sponsor conference. If the student is absent on the assigned day, the detention will automatically be moved to the next detention date. Repetitive assignment of detention and/or failure to serve detentions within the school year may result in a discipline committee hearing to determine appropriate action.

Discipline Committee

Procedure for Due Process

In the case of any disciplinary action that leads to a suspension or expulsion from school, due process of law will be observed. Prior to the suspension, "Due Process of Law" requires the administrator to review the case, interview witnesses if possible, and determine what action should take place to assure the modification of behavior necessary for the learning environment.

Every student should be given the opportunity to make amends. It is our endeavor to educate, not eliminate. There comes a time, however, when the suspension or expulsion of a poor school citizen enhances the welfare of the school population. Suspension for poor citizenship, including the failure to respect the rights of teachers may be from one to ten days.

A student suspended from school may not be on school grounds or attend any school-sponsored event during the duration of the suspension. A readmit conference with the parent will be required prior to readmitting the student to school.

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.

Suspension Pending Expulsion

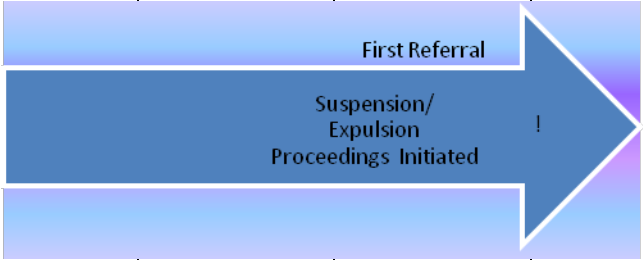
When a student at Ansbach Middle High is considered a serious discipline problem to the extent that the administration feels that additional control is needed in regard to the student's behavior, the student may be placed on suspension pending expulsion. A Disciplinary Committee will hear and review the case of the student involved and recommend course of action to the District Superintendent. The nature of the individual student's discipline record and the case in point will be considered in making the decision. Any student that is on suspension will not participate in class or any school-related activity.

Dress Code Policy

Category	Inappropriate Clothing	Inappropriate References	Inappropriate Length or Size
Head	<ul style="list-style-type: none"> ▪ Hats of ANY kind ▪ Hoods ▪ Bandanas ▪ Do-rags ▪ Distracting Cosmetics/ Jewelry 	<ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco reference ▪ Hats hanging off pants or pockets 	
Shirts	<ul style="list-style-type: none"> ▪ Cleavage Exposed ▪ Spaghetti straps, racer backs, tank tops ▪ Muscle Shirts, under Shirts ▪ Straps less than 1" ▪ Bra Straps Showing ▪ Open Midriffs ▪ Halter and Tube tops ▪ Sheer/See-through ▪ Off Shoulder/ Open Back ▪ Inappropriate References 	<ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco ▪ Drug Reference ▪ Obscene/ Lewd ▪ Provocative/ Revealing ▪ Indecent References 	<ul style="list-style-type: none"> ▪ Any shirt shorter than waist band of pants or skirt ▪ Biggie or Oversized ▪ Too Small
Shorts Skirts Pants	<ul style="list-style-type: none"> ▪ Excessive holes or holes above finger tips ▪ Worn below the waist, sagging. Pants must fit appropriately. ▪ Leggings and tights may only be worn with appropriate length shorts or skirts over them. ▪ Pajama Pants 		<p>ALL SHORTS AND SKIRTS MUST BE LONGER THAN THE FINGER TIPS</p>
Dresses	<ul style="list-style-type: none"> ▪ Top must comply with shirt requirements and the hem must comply with skirt requirement. 		
Shoes	<ul style="list-style-type: none"> ▪ Socks/Bare Feet ▪ Slippers ▪ Heelies 		Students must wear shoes at all times
Other	<ul style="list-style-type: none"> ▪ Visible Underclothing ▪ Chains ▪ Spikes/Studs ▪ Sun Glasses ▪ Costumes 		

- **School Personnel Determine Inappropriate Dress at ALL DODEA FUNCTIONS**
- **Official Ansbach Athletic Uniforms Are Considered Appropriate**
- **PE/Athletic Shorts Must Be Finger Tip Length Minimum**

Discipline Policy: Administrative Table of Consequences

Category	Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A	<ul style="list-style-type: none"> ▪ Public Display of Affection ▪ Lunch Tray or Cafeteria Violation ▪ Cell Phone 	Warning or/or Letter Home	Warning, Letter Home and/or parent contact	Detentions and parent contact/ or conference	Detentions or 1 Day Suspension
B	<ul style="list-style-type: none"> ▪ Disruptive Behavior ▪ Sexually Offensive Language or Behavior ▪ Insubordination ▪ Unsafe Behavior ▪ Horseplay ▪ Dress Code Violation ▪ Profane Language 	Conference with Administration and possible detention with parent contact. Dress code violation student must change clothing.	Detention 1-3 Days and parent contact	Detention 4-6 days and parent contact	Suspension 1-3Days
C	<ul style="list-style-type: none"> ▪ Plagiarism ▪ Cheating/forgery ▪ Truancy 	Zero (0) on assignment Detention 1-2 days with Parent Contact	Detention 3-5 Days	Suspension 1 Day	Suspension 2-5 Days
D	<ul style="list-style-type: none"> ▪ Fighting/ acts of violence/aggression ▪ Bullying/Harassment verbal, written, and physical ▪ Cyberbullying resulting in disruption at school ▪ Tobacco/ Alcohol possession or use ▪ Theft ▪ Minor Vandalism (less than \$200) ▪ Severely Sexually Offensive Behavior 	Suspension 1-3 Days Possible MP/Command notification Monetary reimbursement by parent	Suspension 3-5 Days	Suspension 5-6 Days	Suspension 7-10 Days
E	<ul style="list-style-type: none"> ▪ Dangerous Behavior to self and others ▪ Illegal Substance Possession/ Use/ Distribution. ▪ Larceny ▪ Arson, Bomb Threats, Extortion ▪ Major Vandalism ▪ Weapon Policy Violation 	MP/Command Notification			

Bus Discipline Policy: Table of Consequences

SCHOOL BUS TABLE OF CONSEQUENCES

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral	
A Minor Misconduct	<ol style="list-style-type: none"> Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus No bus pass or improper bus pass Standing while bus is in motion or not being properly seated Obstructing an empty seat, door, stairs or aisle Making excessive noise Disturbing, insulting, or harassing other students Public Display of Affection (PDA) Eating, drinking, chewing gum Using profane or obscene language or gestures Littering 	Oral/Written Warning	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	
B Serious Infractions	<ol style="list-style-type: none"> Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions Exchanging or refusing to show bus pass Horsey and spitting Throwing objects at, within, or out of the bus Sticking objects or body parts out the window/door Full or partial nudity Damage, theft, or pilfering <\$100 	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	<ol style="list-style-type: none"> Tobacco or alcohol use Sitting in driver's seat/tampering with controls Interfering with driver Unauthorized operation of emergency exits Fighting, hitting, biting, pushing Vandalism, damage, or theft >\$100 Any action that leads to a bus accident 	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	Suspension of Riding Privileges for the Remainder of SY	Suspension of Riding Privileges for the Remainder of SY	
D Criminal or Illegal Acts	<ol style="list-style-type: none"> Possession or use of weapons or other prohibited items Possession of illegal substances Lewd or indecent acts Threatening or causing injury to another person Bomb threat 	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Officer (SLO) if appropriate					

Note:
 1 - All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
 2 - All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
 3 - SLO to be informed when suspensions/expulsions from bus occur.
 4 - Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
 5 - Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.

Violations

All discipline is in accordance with DoDEA Regulation 2051.1, March 23,2012.

ACADEMIC DISHONESTY (*Cheating & Plagiarism*)

Cheating and plagiarism are considered very serious offenses. If a student is found participating in these offenses a zero (0) will be given for the assignment, the parents will be notified, and a 1 day detention assigned. A second incident during the school year will result in a zero (0) for the assignment and a 2-4 day detention. A third incident will include a 1-3 day suspension. Academic dishonesty includes copying homework, answers from another student's test, sharing tests or teacher material, and plagiarism from either electronic or print material. The student has the right of appeal.

BULLYING

USAG Ansbach and Ansbach Schools are committed to making out community and school safe, caring, and welcoming places for all our children and youth. We will treat each other with respect, and we will refuse to tolerate bullying in any form in our community or at our school. Our community and school define respect as follows: Treat others with the dignity and regard you would want to be treated with. Our community and school define bullying as follows: Bullying is a mean one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child's pain and /or misery. Bullying can be verbal, physical, and/or relational; have as its overlay race, ethnic, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying.

Bullying that happens off of school grounds, including all forms cyberbullying can impact the feeling of safety the targeted child has upon returning to school with the perpetrator(s) and can create an intimidating, hostile or offensive environment for all students. The school and Civilian Misconduct Action Authority (CMAA) will address these actions when necessary for the well-being and safety of the community and all students involved. All suspension and expulsion documents forwarded to the CMAA may be used as aggravating factors when considering administrative action in juvenile civilian misconduct under Army Europe Regulation 27-9.

Examples of bullying include but are not limited to:

- Taunting
- Put-downs-such as insulting or making fun of someone's race, religion, physical ability or disability, mental ability or disability, gender-including sexual orientation
- Threatening or ganging up on someone
- Stealing or damaging another person's belongings
- Spreading rumors about someone
- Physically hurting a targeted child including but not limited to hitting, kicking, tripping, shoving, pushing
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping
- Shunning or purposefully excluding a targeted student by an individual or group

- Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out, or hack into accounts
- Hazing of any form

FIGHTING

Students who are involved with fighting or any act that leads to violence or violation of other students’ civil rights on school grounds may be suspended from school for up to ten days and/or subject to expulsion.

TARDINESS

Students are expected to be in their classroom when the late bell rings. Students who are late to class will be reported to the attendance clerk for tracking. Students arriving after 0820 hours report directly to the office and obtain a late pass to class. In the event of a late bus, an announcement will be made excusing those students riding the bus. Tardies are cumulative for an academic **semester**.

When a student is frequently tardy for class, one or more of the following will occur:

4 th tardy	Warning sent home via email
5 th tardy	1 day detention, parent notification
6 th tardy	2 days detention
7 th tardy	Double detentions assigned and parent/ administration conference
10 th tardy	Student placed on SST behavior contract

TRUANCY

Any student who is absent from school for unacceptable reasons will be considered truant. Truancy will result in no credit for the day’s work and additional consequences will be assigned. If a student is identified as truant, the sponsor or designee must bring the student to school for a readmit conference.

WEAPONS AND CONTROLLED SUBSTANCES

DoDDS regulation identifies zero tolerance prohibition on the possession of firearms and other dangerous weapons. Weapons possession involving DoDDS students and occurring on school property (to include school buses or while participating in school sponsored activities) will result in immediate suspension pending an expulsion hearing. All instances of weapons possession will be fully coordinated with local military and DoDDS officials.

Any student who has been expelled from the school pursuant to these provisions shall have the right to appeal as outlined in DoDEA Disciplinary Regulation 2051.1. The expelled student and his/her sponsor will be provided with the policy to appeal at the time of expulsion.

POLICY ON WEAPONS IN THE SCHOOL

The following is taken from the Administrator's Guide, Regulation 1005.1

15.13 Weapons

15.13.1 Students are prohibited—while on school property, on school-owned and operated buses or chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus—from the unauthorized use or possession of guns, knives, other weapons, explosives, or other objects that can be used with the intent of threatening or harming any individual.

15.13.2 Weapons include, but are not limited to:

15.13.2.1 any gun (e.g., pistol or revolver), any look-alike gun, ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or may be readily converted to expel a projectile by the action of an explosive (e.g., a starter gun), or any stun gun or laser;

15.13.2.2 any knife (e.g., dirk, bowie knife, switchblade knife, or any knife having a metal blade of three inches or longer);

15.13.2.3 any razor, slingshot, spring stick, metal knuckles, or blackjack;

15.13.2.4 any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nun chuck or fighting chains);

15.13.2.5 any studded accessory or article of clothing (e.g., a studded collar or chain belt);

15.13.2.6 Mace, pepper spray, or similar propellants;

15.13.2.7 any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled (e.g., a throwing star or oriental dart);

15.13.2.8 any explosive device (e.g., a firebomb, explosive material, a hoax explosive device, a chemical bomb, poison gas, a grenade, a rocket or other incendiary device); or

15.13.2.9 any weapon of like kind as those enumerated above.

15.13.3 Violation of this policy will result in disciplinary action up to and including expulsion. The cognizant DoDEA deputy director may determine, based on a review of the facts of a particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate.

15.13.4 The principal shall report all violations of this policy to the cognizant law enforcement authority.

VANDALISM

The student or students responsible will pay for malicious damage to school property, books, or equipment. Assessment of any damage done will be based on replacement costs, including materials, and labor. Serious offenders will be disciplined accordingly and

are subject to suspension or expulsion. Students and parents will be reported to the appropriate military authorities if restitution is not made in a timely manner.