



SCHWEINFURT HIGH SCHOOL

WELCOME TO RAZORBACKS COUNTRY! STUDENT AND PARENT HANDBOOK 2012-13

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DSN: 354-6813/12 or CIV: 09721-804-301

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



The Schweinfurt 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 disciplinary 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 7 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
 SCHWEINFURT HIGH SCHOOL
 OFFICE OF THE PRINCIPAL
 UNIT 25850
 APO AE 09033



Dear Students and Parents,

Welcome to Schweinfurt High School's second year!

On behalf of the entire school staff, we would like to welcome you to an exciting school year. We are looking forward to working with you in our collaborative efforts to provide your son/daughter with a successful, productive, and rewarding educational experience. Your full participation and active involvement in the educational program will produce a vital impact to our overall success in achieving academic excellence.

Parents are highly encouraged to visit our school, join the School Advisory Council, Athletic Booster Club, IAC, and other parent organizations. Please become fully engaged in your student's educational journey at Schweinfurt High School. We are fortunate to partner with our community and continue new traditions as we prepare a generation of DODEA students for their successful futures.

This handbook has been prepared to identify school policies and procedures that have been established to protect the health, safety, and welfare of our students and staff. The overall imperative is to foster the best possible learning environment in which students may grow, exhibit personal responsibility, and exercise positive citizenship.

Schweinfurt High School is always open to your suggestions, questions, and concerns, please inform us of your particular concerns as soon as they arise. Our intent is to respond to your concerns and collaborate together towards positive resolutions. You may call or send an email requesting an appointment with the school administration and school staff members. This is an exciting year for the Schweinfurt Military Community as we partner together in providing each of your students an exemplary DODEA educational experience!

Best regards,

*Dr. Vince Diaz, Principal
 Mr. Marc Villarreal, Assistant Principal*

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

DoDEA's Vision:

DoDEA's mission is to "Educate, Engage, and Empower Each student to succeed in a dynamic world." The Community Strategic Plan (CSP) outlines five goals aimed at achieving that mission: Student Excellence, School Excellence, Talent Excellence, Organizational Excellence and Outreach Excellence.

Bavaria District's Mission:

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

Schweinfurt High School Vision:

Schweinfurt High School fosters academic rigor, preparing each student to become a successful, contributing citizen in a global society.

Accreditation

Schweinfurt 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 first visit for our new school will be conducted in April 2013. A copy of the site report will be available for review following the April 2013.

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 at least 5 times during the school year in the school's Information Center at 1530. This year's SAC meeting times will appear in the school daily bulletin. 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

Schweinfurt High School
 Attn: Principal
 Unit 25850 Box 2
 APO AE 09033

TELEPHONE NUMBERS

DSN: 354-6813/6812
 CIV: 09721-804-301
 Fax: 09721-843-63

GPS Address: Heeresstrasse GB No. 458, Schweinfurt, Germany 97424

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

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

Principal	Vince Diaz
Assistant Principal	Marc Villarreal
Secretaries	LaReesha Sias, Secretary Vacancy, School Registrar
Counselor	Amy Matney (09-12)
Counselor Technician	Rosita Hall
Nurse	Robin Stworzydlak
Athletic Director	Dan Brickl
School Liaison Officer	Beth Potter

Administration Contact Information

Schweinfurt High School Attention: Principal Unit 25850 Box 2, APO AE 09033	DSN: 354-6813 CIV: 09721-804-301
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 Arlington, VA 22203	DSN: 226-4252 CIV: 703-696-4252

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. 24-48 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 to schedule a conference with all the student's teachers in attendance.

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

Daily Schedule

<i>A Day</i>	<i>B Day</i>	<i>C Day</i>
Warning Bell 0755	Warning Bell 0755	Warning Bell 0755
(P1) 0800-0930	(P5) 0800-0930	P1 0800-0850
AM Break 0930-0940	AM Break 0930-0940	AM Break 0850-0900
(P2) 0940-1110	(P6) 0940-1110	P2 0900-0950
1st Lunch 1115-1145	1st Lunch 1115-1145	P4 0955-1045
(P3) B 1150-1320	(P7) B 1150-1320	1st Lunch 1050-1120
P3 A 1115-1245	(P7) A 1115-1245	P3B 1120-1210
2nd Lunch 1250-1320	2nd Lunch 1250-1320	P3A 1050-1140
P4 1325-1455	P8 Seminar 1325-1455	2nd Lunch 1140-1210
		P5 1215-1305
		P6 1310-1400
		P7 1405-1455

Attendance Policy Quick Sheet

Schweinfurt High School

Attendance Policy
DoDEA Regulation 2095.01

Parents please notify SHS of student absence NLT 0900
Office Hours 0700-1630

- ✓ Email LaReesha.Sias@eu.dodea.edu
- ✓ CIV 09721-804-301
- ✓ DSN 354-6813/6812

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.

SCHWEINFURT HIGH SCHOOL

ARRIVAL

Students are not to be dropped off any place except at the school entrance during arrival in the morning. **Students arriving before 0750 will report to the cafeteria unless other arrangements are made.** 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 Schweinfurt 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 354-6813 or CIV 09721-804-301. At 1000, Schweinfurt High School will begin contacting the parent or guardians of students with an unexcused absence. **Refer to Attendance Policy Quick Sheet.**

BUS ROUTES AND CHANGES

All changes or questions regarding bus routes should be directed to the School Bus Office at Schweinfurt Elementary School: DSN 354-6677 or 0162-271-7493.

CHECKING STUDENT IN/OUT

Parents must sign their Schweinfurt 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 Schweinfurt High School. Therefore students are encouraged NOT to drive to the campus. If parents or sponsors deem driving necessary, they and the student must submit a written request and register the vehicle in the main office. In the agreement, 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 agreement violation. Parking is only allowed in the high school parking for teachers and staff only. **Student Parking is only allowed at the Bowling Alley.** *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 Schweinfurt 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 quarter.

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 Schweinfurt must acquire visitor identification before entering corridors and return to the office prior to leaving the school. It is school policy to deny graduated Schweinfurt 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, Email, 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 request 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, laptops, 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 **(PLANNED MATH CREDITS CHANGE BY DODEA-TBA)**

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.)	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 are 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 13, 2012. The earliest date for an acceleration program for the second semester is COB May 16, 2013.** 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 20% 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

DODEA 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 (10 school days) 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. If requested, 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 teacher involved and the Guidance Counselor.

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 Schweinfurt 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.
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 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 **Schweinfurt High School is 576021 and the site code for SHS is 57757.**

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

Schweinfurt 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 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 - DoDEAR 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)

Schweinfurt 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. 09721-804-301 or DSN 354-6813/12 during school hours.

BAVARIA WELLNESS POLICY AND ENERGY DRINKS

Schweinfurt 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.

Student Activities

ACTIVITIES

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

- Future Business Leaders of America (FBLA)
- JROTC Drill Team
- National Junior Honor Society
- National Honor Society
- MUSS (Model United States Senate)
- MUN (Model United Nations)
- Associated Student Council
- Student 2 Student Ambassador Program

ACTIVITY BUSES AT 1725

1725 busses are provided for students involved in extracurricular activities. Housing and town drop off points may vary from year to year. Check with the School 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/sponsor, 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.

All dances will be age appropriate. 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 high school (exceptions may be made by the administration for the Jr/Sr Proms.)
- * Students must complete a Guest Permission Form and return to Schweinfurt Administration.
- * The Schweinfurt High student will be responsible for his or her guest.
- * Schweinfurt MS students may not attend the high school dances.
- * Schweinfurt MS students that are in grades 6-7-8 may not attend the high school dances (Home Coming, JROTC Ball, and Prom).

NATIONAL HONOR SOCIETY

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

STUDENT COUNCIL

At Schweinfurt 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

April 2012

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 administration via written request. 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

Schweinfurt 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 from the faculty, and the assistant principal.

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, Soccer, Tennis, Track and Field, Volleyball, Wrestling, Cheerleading JROTC Rifle Team, and Softball/Baseball.

Providing there are a sufficient number of participants, the following sports are available at Schweinfurt 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
- Drill/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. Schweinfurt High School will complete grade checks by 1600 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

Schweinfurt 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 consist of the Athletic Director, one uninvolved male coach, one uninvolved female coach, a representative from the faculty, and the assistant principal.

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 Schweinfurt 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 or
SHS Main Office**

Student Rights and Responsibilities

REFERENCE:
ADMINISTRATIVE INSTRUCTION 2051.02 APRIL 17, 2012:

It is DoDEA policy that:

a. The following rights are retained by students:

(1) Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160 (Reference (d)), Director of Department of Defense Education Activity Memorandum (Reference (e)). DoDEA Administrative Instruction 2500.14 (Reference (f)), and DoD Instruction 1342.12 (Reference (g)), without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

(2) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyber-bullying), drugs and alcohol, and other unwanted conduct, consistent with References (d) - (g) and DoDEA Director Memorandum 1 "Safe and Drug Free Schools" (Reference (h)).

(3) Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution (Reference (i)); freedom from unwarranted search and seizure under Amendment IV of Reference (i); and due process under Amendment V of Reference (i). These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.

(4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (Reference 0)).

b. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

c. This Administrative Instruction shall not be construed to limit the authority of DoDEA or its employees to maintain order and discipline in accordance with Reference 0).

d. Schools allow equal access to school facilities by student sponsored non-curriculum related activities if a school allows any such student group access to school facilities in accordance with the standards set forth in Enclosure 4.

e. This Administrative Instruction creates no rights or remedies other than those already in law or other regulation, and does not establish a basis independent of such other law or regulation and may not be relied upon by any person, organization, or other entity to allege a denial of any rights or remedies in any administrative, judicial or other forum.

5. RESPONSIBILITIES. See Enclosure 2.

6. EFFECTIVE DATE. This Administrative Instruction is effective beginning School Year 2012-2013

DoDEA students shall:

a. Actively participate in the educational process, to include school-sponsored activities in and outside of the classroom, as appropriate.

b. Comply with the policies and procedures in this Administrative Instruction.

c. Comply with the standards for student behavior outlined in school policy and procedures.

d. Refrain from conduct or behavior that is disruptive or causes, or might reasonably be predicted to cause, disruption at school, on school-provided transportation, and at school sponsored and school-supervised activities on or off campus. Also refrain from interfering with the education of other students or the orderly operation of the school.

e. Respect the rights and human dignity of other students and all school employees, which includes refraining from discrimination or harassment (including sexual harassment), based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent; intimidation; hazing; or bullying (including cyber-bullying); or retaliation.

f. Attend school and classes regularly and punctually, except when excused.

g. Make a conscientious effort in all classes.

h. Participate in and take advantage of educational opportunities provided by DoDEA schools.

i. Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures, and by complying with the directions of principals, teachers, educational assistants, and other authorized school employees when the student is properly under the authority of school employees.

j. Properly maintain school property.

k. Not endanger themselves, other students, school employees, or the public by possessing materials or objects that are potentially hazardous and/or prohibited by law in the United States, the military installation, or the host nation.

l. Dress in a manner that complies with the school's dress code policy.

m. Bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

n. Accept the consequences of their actions, including discipline, in accordance with Reference (j).

STUDENT RIGHTS AND RESPONSIBILITIES AND RELATED SCHOOL DUTIES

1. EQUAL ACCESS FOR STUDENT -SPONSORED NON-CURRICULUM RELATED GROUPS. If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single non-curriculum related student group access to school facilities, the principal shall ensure that all non-curriculum related student groups (including activities of a religious nature) are permitted equal access to meet on school premises and use school facilities during non-instructional time. Access to groups may be disallowed in accordance with Enclosure 4.

a. Students may:

(1) Initiate and organize non-curriculum related student groups that are open to all students upon approval of the group by the principal, or designee, if the student group is able to obtain a voluntary faculty or school employee to monitor the student activity to ensure compliance with applicable school policies. A student initiated group that is unable to find a faculty member or other school employee to volunteer for this purpose will not be permitted access to or use of school facilities.

(2) Meet only during non-instructional time; student attendance and participation shall be voluntary.

(3) Invite nonschool persons to attend meetings as long as the nonschool person does not direct, conduct, control, or regularly attend meetings, nonschool persons shall follow the school's established procedure for gaining access to school facilities.

(4) Have equal access during non-instructional time to school facilities and equipment, including the use of bulletin boards, the public address system, and copiers, subject to reasonable limitations of time and expense as determined by the principal, or designee.

b. Principals or designees, and school employees shall not:

(1) Deny the use of school facilities to a non-curriculum-related student group if at least one such group has been allowed access to school facilities.

(2) Sponsor any non-curriculum related student groups.

(3) Participate in a religious meeting of a non-curriculum related student group.

(4) Compel any faculty member or other school employees to serve as a faculty monitor.

(5) Expend appropriated funds beyond incidental costs.

(6) Impose a minimum size limit on student groups.

(7) Allow a student activity at which attendance of the students is not completely voluntary.

(8) Allow a student activity that violates any of the standards prescribed in Enclosure 4 of this Administrative Instruction.

c. For the purpose of this section only, the following definitions apply:

(1) Non-curriculum related student groups. Student-led groups not directly related to a school's curriculum because of one of the following:

(a) The subject matter of the group is not actually taught, or will not soon be taught, in a regularly offered course at the school.

(b) The subject matter of the group does not concern the school's body of courses as a whole.

(c) Participation in the group is not required for a particular course.

(d) Participation in the group does not result in academic credit.

(2) Non-instructional time. Time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. Schools that permit the use of facilities during lunch and recess periods shall make this time available to all non-curriculum related student groups.

(3) Non-school persons. Persons who are not students, employees, or authorized volunteers of the school.

2. FREEDOM OF EXPRESSION

a. Speech

(1) Students:

(a) May express their individual views in a respectful manner that does not violate the standards in Enclosure 4 of this Administrative Instruction.

(b) Shall respect the rights of fellow students to hold and express an individual or different viewpoint.

(c) Shall refrain from the use of vulgar or plainly offensive, obscene, or sexually explicit language, symbols, caricatures, drawings, or any other visual, auditory, or sensory expression in any media that detracts from a positive learning environment, is inconsistent with the goal of maintaining an atmosphere of mutual respect, or undermines the mission of the school.

(2) School employees shall encourage tolerance of different viewpoints that do not violate the standards of Enclosure 4 and respect for each student's right to his or her opinion. However, such expressive rights may be curtailed in accordance with Enclosure 4.

b. School-sponsored Publications, Productions, and Other Media

(1) Newspapers, yearbooks, and literary magazines, and school-sponsored productions, such as school plays, shall be approved by the principal or designee.

(2) Principals or designees may edit content or prevent dissemination of publications if the content or activity violates any of the standards described in Enclosure 4 of this Administrative Instruction.

(3) As with other school-sponsored activities, principals or designees shall identify for each publication/production a faculty member or advisor who shall:

(a) Establish, with the input of the student editorial staff, publication requirements and guidelines.

(b) Ensure that a variety of viewpoints are represented, and that students have the opportunity to express their views within the requirements and guidelines of the activity.

c. Non-school Sponsored Publications, Productions, and Other Media

(1) Students may distribute or display non-school sponsored publications or materials in accordance with school guidelines established by the principal or designee.

(2) Principals or designees shall:

(a) Establish the time, place, and manner of distribution or display based on reasonable content-neutral guidelines. Distribution or display may include designating a bulletin board, wall space, or other area that may be used to post non-school sponsored materials.

(b) Edit or prevent the distribution or display of publications or materials that violate the standards prescribed by Enclosure 4 of this Administrative Instruction.

(c) Inform students of the reason if distribution or display is edited or prevented.

d. Dress Code

(1) Students shall not be prohibited from self-expression in their style of dress or grooming unless it violates the school's dress code or the standards prescribed by Enclosure 4 of this Administrative Instruction.

(2) Student exemption to a school's dress code policy may be requested by a parent for a sincerely held religious or philosophical belief, disability, medical reason, or due to financial hardship. Principals or designees may require a written request at the beginning of each school year stating the basis for the exemption.

(3) Students may be subject to discipline, in accordance with Reference U), for violating the dress code, particularly for repeat offenses, and for refusing to cooperate with teacher or administrator requests to bring the student into compliance with the dress code

e. Patriotic Exercise

(1) Students shall:

(a) Have a daily opportunity to participate in patriotic exercises, such as reciting the Pledge of Allegiance under section 4 of title 4, United States Code (Reference (m)), and saluting the U.S. flag. However, they may not be compelled to participate if they or their parents object, and may decline to do so.

(b) Not be disciplined or stigmatized for participating or abstaining from participating in patriotic exercises, but may be disciplined for conduct that disrupts or interferes school activities or the educational environment in accordance with Reference U).

(c) Respect and not interfere with the rights of others who wish to participate in patriotic exercises.

(d) Respect the customs and flags of all nations.

3. RELIGIOUS EXPRESSION

a. Students shall:

(1) Ensure that they do not violate the rights of other students when exercising their own religious expression under Amendment I of Reference (h).

(2) Show proper respect for the religious or nonreligious beliefs of other individuals.

b. School employees shall ensure that:

(2) School-sponsored courses, activities, or events neither encourage nor discourage religion or religious practice.

(3) Students are not coerced to participate in student-initiated religious activities.

c. Students may:

(1) Engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion.

(2) Observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, so long as the practice does not violate the standards prescribed in Enclosure 4 of this Administrative Instruction.

(3) Express their beliefs about religion in the form of homework, artwork, presentations, and other written and oral assignments, free from discrimination by school faculty or other students based on the religious content of their submissions.

Such assignments and submissions shall be assessed by curricular standards or other relevant instructional criteria. This expression is subject to the standards in Enclosure 4.

4. SEARCH AND SEIZURE

a. General / on-individualized Searches

(1) Principals may conduct a general search of school property (e.g. desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis.

(2) The search shall be conducted by the principal in the presence of another school employee, who will serve as a witness. When practicable, teachers will not be used to perform search functions.

(3) The school affords students and parents adequate prior notice of its general search policy, by alerting students and parents of the search policy each school year. This is done by issuing a memorandum, by publishing and distributing a student handbook containing the notice, or by publishing such a notice on the school website.

(4) General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband.

b. Individualized / Reasonable Suspicion / Targeted Searches. Principals may conduct a targeted search of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Prohibited items include illegal drugs, weapons, or other items that are evidence of misconduct (as defined in DoDEA Regulation 205I.1 (Reference 0)) in violation of federal, state, or local law, or DoD (or any military installation thereof), or DoDEA policy, rule, or regulation. Such items shall be confiscated.

(1) Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

(2) A targeted search of the student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non public area, conducted by a school official of the same sex as the student being searched, and witnessed by one additional school employee of the same sex as the student. When practicable, teachers will not be used to perform search functions .

(3) Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances. The principal, or designee, shall advise the student and parent of the circumstances justifying the search and seizure.

(4) Evidence found during a general search, or a dog sniff, that alerts authorities to

potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

c. Surveillance

(1) Schools may use video surveillance in public locations of school property to monitor school grounds and on school-provided transportation.

(2) Principals or designees shall post in a visible place, notification regarding the presence of surveillance equipment and that students may be disciplined based on evidence gathered through surveillance equipment.

d. Seizure

(1) Illegal drugs, weapons, or other items prohibited by or constituting evidence of mis-conduct under Reference (j), that belong to or are found in the possession of any student and are found during a general or targeted search, shall be confiscated (seized). Appropriate discipline will be imposed for possession of the seized evidence in accordance with Reference(i).

(2) Unless possession of confiscated items is illegal or dangerous, the confiscated items shall be returned to the rightful student-owner or to the student-owner's parent as soon as is practicable and safe, or otherwise, a receipt for its retention shall be issued until such time as it may be returned.

(3) The confiscation of items shall not be considered a disciplinary action, but is accomplished to preserve health and safety or to provide evidence incidental to the exercise of a disciplinary action.

5. STUDENT COMPLAINTS

a. A student with a complaint about misconduct or other inappropriate conduct, including a violation of this Administrative Instruction, may report the complaint to any school employee with whom they feel comfortable making such a report (e.g., teacher, counselor, psychologist, coach, administrator).

(1) Students may personally, or through a representative, file a written complaint for a violation of this Administrative Instruction or of discrimination or harassment based on race, sex, color, national origin, religion, age, sexual orientation, status as a parent, or disability, or retaliation.

(2) Any school employee who receives a complaint by a student or parent that involves Mis-conduct or other inappropriate conduct, including a violation of this Administrative Instruction, shall promptly notify the principal or designee and assist as necessary in the investigation of the complaint.

b. Principals or designees shall:

(1) Establish and publicize procedures by which a student who alleges a complaint can report such incidents.

(2) Promptly report a complaint involving an allegation of child abuse to the local

Family Advocacy Program in accordance with Reference (k).

(3) Investigate and attempt to resolve complaints, when not inconsistent with b. (2). above.

(4) Ensure confidentiality to the maximum extent possible about the complaint, any resulting investigation, resolution, and any other information pertaining to the complaint.

(5) Follow proper protocol if the nature of a complaint requires communication of the complaint information to other officials.

ENCLOSURE 4

STANDARDS FOR DISALLOWING STUDENT EXPRESSIVE RIGHTS:

The principal shall deny or curtail student expressive rights, including access to facilities, described in this Administrative Instruction, when the principal determines that a student or student group has or is likely to:

- 1. INTERFERE WITH ORDERLY CONDUCT.** Materially and substantially interfere with the orderly conduct of educational activities within the school or threaten good order or discipline on school premises.
- 2. ENDANGER HEALTH, SAFETY, OR WELL-BEING OF OTHERS.** Threaten or advocate practices that endanger the health, safety, or well-being of students, school staff, or any other persons.
- 3. BE PERCEIVED TO ADVOCATE MISCONDUCT.** Be reasonably perceived to advocate misconduct, including but not limited to, student drug, alcohol, and or tobacco use; violence, or harassment, or discrimination based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.
- 4. ENGAGE IN INAPPROPRIATE LANGUAGE OR CONDUCT.** Employ language or conduct that is vulgar, plainly offensive, obscene, or sexually explicit; or engages in speech that is knowingly or recklessly false, defamatory, libelous, or slanderous.
- 5. ENGAGE IN INAPPROPRIATE-SCHOOL PERFORMANCES.** Engage in performances for the school as a whole and employ activities or speech that the principal, or designee, deems to be inappropriate for the intended audience (e.g., because of mature or adult subject matter).
- 6. DISCRIMINATE.** Discriminate or advocate discrimination, or deny attendance at meetings, based upon race, color, sex, gender, gender preference, national origin, disability, religious preference, marital status, or political affiliation.
- 7. VIOLATE LAWS AND POLICIES.** Violate any federal, state, or local law, or DoD or DoDEA regulation, or policy.

GLOSSARY

Bullying. Physical, verbal, psychological, or written intimidation, or harassment towards another individual. This includes, but is not limited to, conduct or words that are threatening, taunting, hazing, name calling, insulting, cursing, gesturing, coercing, manipulating, humiliating, or abusive.

Cyberbullying. Bullying/harassment through the use of electronic communications, or using electronic communications to convey a message in any form (text, image, audio, or video) that discriminates, harasses, or intimidates an individual. Includes but is not limited to, the use of computers, mobile phones, other electronic devices, or Internet, social networking sites, and instant messaging.

Defamatory. Tending to disgrace or lower public opinion about an individual or to harm an individual's reputation (i.e., the confidence, esteem, respect, or goodwill in which others hold a person).

Harassment. Words, conduct, or action (usually repeated or persistent) that demeans, annoys, alarms, or causes emotional distress in a person, and serves no legitimate purpose. It is often used in connection with conduct, based on status protected by References (d) and (e) (i.e., race, sex, gender, age, sexual orientation, marital status, religion, disability).

Incidental costs. Lighting, heat, power, and other expenses necessary for the daily operation and use of school facilities.

Libelous. Pertaining to false written statements or words about an individual that tend to harm an individual's reputation or lower public opinion about the individual.

Reasonable suspicion. Information sufficient to induce an ordinary, prudent, and cautious individual under circumstances to believe there is a moderate chance of finding evidence of misconduct.

Sexual harassment. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Slanderous. Pertaining to a false oral statement about an individual that tends to harm an individual's reputation or lower public opinion about the individual.

Student. An individual enrolled full or part-time in any DoDEA school or program.

Substantial disruption. A disruption that creates a significant likelihood of harm to persons and/or property, or materially interferes in the normal and routine conduct of classes, school activities, or operation of the school. When determining whether there is a substantial disruption, the following factors should be taken into account:

History of disruption at the school or during school activities and its causes.
Whether the activity in question would be likely to lead students to act in a disruptive manner.

Whether the activity in question is similar to an activity that has proven disruptive in a similar environment.

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 10:00 am 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.

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 354-6813/12.

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. Teachers may also email assignments during the suspension period.

IPODS AND PERSONAL MUSIC/MEDIA DEVICES

Electronic devices (iPods, MP3's, etc...) are not to be used, or in view, from the time that students enter the building (e.g. hallways and between classes) at the beginning of their school day, until students exit the building after the final dismissal bell (1455). Use of electronic devices, when needed for educational purposes only, in the classroom will be determined by the classroom teacher, should be outlined in the teacher's classroom management policies, and must serve an educational/curricular purpose.

Students who bring electronic devices to school do so at their own risk. Electronic devices visible/in use at unauthorized times and places will be confiscated. The student will be required to pick up the device from the main office/administrator at the end of the school day. Repeat offenders must have their electronic devices picked up by their parents/sponsors and will likely face further disciplinary actions.

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.

BACKPACKS, BOOKBAGS, CINCH BAGS, AND PURSES

Autonomy per teacher classroom with an emphasis on safety and security, and ease of evacuation when necessary for emergencies.

INFORMATION CENTER

The students of Schweinfurt 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 reserved with the Information Specialist by classroom teachers for the classes to do an assigned project. Individual student use of the Information Center is only generally 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 Schweinfurt 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. Schweinfurt 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. Schweinfurt 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 between Schweinfurt High School policy and DoDEA Regulations, DoDEA Regulation has precedence.

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 Schweinfurt High School.

Detention

Two hour administrative detentions are held from 1505 to 1705 per administrative arrangement. 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 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.

Due Process

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

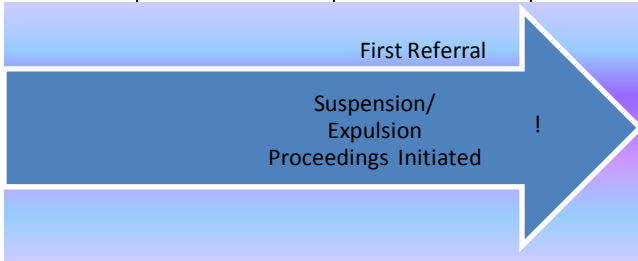
When a student at Schweinfurt High is considered a serious discipline problem to the extent that the administration feels that additional control is needed in regard to the student's behavior, the student may be placed on suspension pending expulsion. A Disciplinary Committee will hear and review the 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/headbands/combs ▪ Do-rags/hair-picks ▪ Distracting Cosmetics/Jewelry 	<ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco reference 	
Shirts	<ul style="list-style-type: none"> ▪ Cleavage Exposed ▪ Spaghetti Straps ▪ "Wife-Beaters" of Any Kind ▪ Straps less than 3 finger width ▪ Bra Straps ▪ Open Midriffs ▪ Halter Tops ▪ Sheer/See-through ▪ Open Back ▪ Loose, fitting sleeveless 	<ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco ▪ Drug Reference ▪ Obscene/ Lewd ▪ Provocative/Revealing ▪ Indecent References ▪ Violence ▪ Racial prejudice ▪ Sexual 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"> ▪ No holes above the knee ▪ Worn below the waist ▪ Leggings and tights may only be worn with appropriate length shorts or skirt over them. ▪ Pajama Pants/Lounge ▪ Sagging/Bagging pants/shorts 	<ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco ▪ Drug Reference ▪ Obscene/ Lewd ▪ Provocative or revealing 	<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 ▪ Shower/Flip-flops 		
Other	<ul style="list-style-type: none"> ▪ Visible Underclothing ▪ Chains ▪ Spikes/Studs ▪ Sun Glasses ▪ Costumes ▪ Jewelry 	<ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco ▪ Drug Reference ▪ Obscene/ Lewd 	

- **School Administrators Determine Inappropriate Dress Code Items.**
- **Official Schweinfurt 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 ▪ iPod/Electronics ▪ Dress Code 	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 ▪ Profane Language ▪ Horseplay ▪ Computer Misuse 	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 ▪ 	1 st offense: Zero (0) on assignment or partial credit 2 nd offense-no credit Parent Contact	Detention 3-5 Days	Suspension 1 Day	Suspension 2-5 Days
D	<ul style="list-style-type: none"> ▪ Fighting/ acts of violence ▪ Bullying behavior verbal, written, and physical ▪ Tobacco/ Alcohol possession or use ▪ Theft ▪ Truancy/Leaving Campus ▪ Minor Vandalism (less than \$200) ▪ Severely Sexually Offensive Behavior 	Suspension 1-3 Days Possible MP/Command notification	Suspension 3-5 Days Possible MP/Command notification	Suspension 5-6 Days Possible MP/Command notification	Suspension 7-10 Days Possible MP/Command notification
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 ▪ Communicating serious threats ▪ Weapon Policy Violation 	MP/Command Notification			

***Administrative action may include but not limited to the Table of Consequences (Reference: DoDEA Regulation 2051.1).**

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"> 1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane or obscene language or gestures 10- 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"> 1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Striking objects or body parts out the window/door 6- Full or partial nudity 7- 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"> 1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- 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"> 1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- 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

ACADEMIC DISHONESTY (*Cheating & Plagiarism*)

Cheating and plagiarism are considered very serious offenses. If a student is found participating in these offenses a zero (0) or partial credit will be given for the assignment, the parents will be notified. Please reference the Table of Consequences for the second offense. 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.

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.

BULLYING

USAG Schweinfurt and Schweinfurt Schools are committed to making our 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 and 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, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyber-bullying. 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 of 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 the 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, if forwarded to the CMAA, may be used as aggravating factors when considering administrative action in juvenile civilian misconduct under Army Europe Regulation 27-9.

Additional Reference DoDEA Regulation 2051.1 E3.5.14., page 18; Disciplinary Rules and Procedures:

Bullying (including cyber-bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical

attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).

TARDINESS

First hour tardies - All students tardy to their first hour of the day for any reason report to the office for an excused or unexcused admit slip.

Teachers, please do not admit any student to class after the tardy bell without a pass from the office.

Tardies up to 10 Minutes	
1 st Tardy	Warning from teacher. Record of warning maintained by teacher.
2 nd Tardy	Consequence from teacher (e.g. Warning, Detention at lunchtime, before or after school) <u>and</u> notification to parent (telephone call, email, or note sent to parent) <u>and email sent to office.</u>
3 rd Tardy	Tardy reported on disciplinary referral form to administrators; with dates of previous tardies indicated and parent contact notes. After school detention assigned. Parent conferences.
4 th Tardy	Tardy reported on disciplinary referral form to administrators; with dates of previous tardies indicated and parent contact notes. Two assigned after school detentions. Parent conferences.
5 th Tardy	Tardy reported on disciplinary referral form and sent to Assistant Principal with dates of previous tardies indicated. Administrative action can include parent conferences, attendance monitoring plan, detentions, suspensions, referral to command, and Teen Misconduct Board.

Tardies in excess of 10 Minutes	
1 st Offense	Any tardy of more than 10 minutes without a valid pass will be reported as an "Unexcused Absence". Student must obtain an admit slip from the main office before being admitted to class. Administrative review/conference w/ student before official readmits. Assigned after school detention.
2 nd Offense	After School Detention 2X, Parent Conferences
3 rd Offense	After School Detention 3X, Parent Conferences
4 th Offense	Consequences for Chronic Tardies will include parent conferences, detentions, and likely face suspension, chain of command involvement, Teen Misconduct Board, and/or invoke DODEA Attendance Policy Monitoring Plan.

Seminars: New bells will be set to expedite movement during Seminars.

1325-1330: All students report to assigned Seminar Teachers (Attendance taken).

1330-1400: Students with signed planners may visit 1st teacher.

1400-1430: Students with signed planners may visit 2nd teacher.

1430-1455: Students return to assigned seminars (SSR, HW, CSI Student Activities, and or enter homework/assignments in planners).

Students who do not plan to visit any other classes will remain w/ regularly assigned Seminar Teacher for the seminar session.

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 may be requested to accompany their 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.

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

VANDALISM

The student or students responsible may be held accountable for malicious damage to govt/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 will be reported to the appropriate military authorities for acts of vandalism which present considerable replacement costs or affecting the safety of all students.