

S H A P E

AMERICAN MIDDLE/HIGH

SCHOOL

SHAPE, BELGIUM



PARENT HANDBOOK

SCHOOL YEAR 2012-2013

SHAPE American Middle/High School

Unit 21420 / APO AE 09705

SHAPE AMERICAN MIDDLE/HIGH SCHOOL

Avenue de Paris, Bldg. 706 / 7010 SHAPE, Belgium

Tel: (32) (0)65 44 5715 // DSN: 423 5715 // Fax: (32) (0)65 32 6264

Website: www.shap-hs.eu.dodea.edu

INTRODUCTION

The SHAPE International School (SIS), created in 1967, is made up of eleven different school sections, SHAPE American Middle/High School being one of these. SIS supports the educational needs of the Supreme Headquarters Allied Powers Europe community located near the city of Mons in southwest Belgium, 20 kilometers from the French border. Our school serves grades 7 through 12 and adheres to a typical United States curricular and extracurricular program under the auspices of the United States Department of Defense Dependents Schools. SHAPE Middle/High School is unique in that our enrollment of 500+ students reflects approximately 50% international participation. During any given school year there may be more than 23 nationalities and fifteen languages represented at SHAPE Middle/High School. With this makeup, the students and faculty are exposed to a multicultural polyglot environment that provides them with special challenges and opportunities.

SHAPE is an international NATO military community populated by high-achieving and goal-oriented leaders from the United States, NATO, and Partnership for Peace (PFP) military and civilian components. As a result, our students tend to be culturally knowledgeable, aware of, if not fluent in, more than one language, and extremely successful in and out of the classroom. Although a number of languages can be heard throughout the corridors, English is the basic language of instruction.

SHAPE American Middle/High School has a certified, professional, dedicated staff. All educators are fully certified, possessing professional teacher certification from both the Department of Defense Dependents Schools and a home state. Over eighty percent of the teaching staff holds advanced professional degrees and certificates. Our strong instructional leadership and experience, high student achievement, and strong, supportive, meaningful parent/community involvement best accomplish the school mission.

The School Improvement Process: AdvancEd and the North Central Association Commission on Accreditation and School Improvement defines school improvement as a continuous process that runs on a five-year cycle. Our School Improvement Leadership Team and faculty have worked closely to refine our school focus and commit all available resources to implementing a school-wide plan that supports our overarching student achievement goal.

MISSION STATEMENT

The mission of SHAPE American Middle/High School is to provide an exemplary education that inspires and prepares all SHAPE students for success in a dynamic, global environment.

The guiding principles for reaching the mission are to:

- Strengthen each other through diversity.
- Help one another overcome adversity.
- Achieve excellence in curricular activities.
- Prepare each other to be successful in a global society.
- Expand our horizons to become lifelong learners.

VISION STATEMENT

The **vision** of SHAPE American Middle/High School was created by a group of students, teacher, and parent volunteers who narrowed a wide variety of suggestions to the easily understood phrase ***No Excuses – SHAPE Our Future.***

School Colors: Forest Green and Gold

School Mascot: SPARTAN. The mascot of an ancient and sternly disciplined Warrior of Sparta, Greece, exemplifies pride, fortitude, and determination -- the qualities needed to accomplish the tasks at hand.

School Song: Go, go golden team of SHAPE,
Pride of SHAPE High.
We never yield, or quit, or hesitate,
Until we fight on through that line.
Rah, Rah, Rah!
Keep your spirits clean and bold,
'Neath our colors green and gold.
Raise the chorus, victory's for us.
Golden team of, talk about the team of,
Golden team of SHAPE. Hey!

Words and Music by Tom Sanderson,
1st Music Teacher of SAHS
(In keeping with today's society, the word "team"
has replaced the original word "men.")

August 2012

On behalf of the faculty, staff, and administration, we welcome you to SHAPE American Middle/High School. Our mission is to dedicate all of our resources to provide students with the knowledge, skills, and guidance needed to become productive members of a global society. The fulfillment of that mission will depend upon the positive collective efforts of our staff, students, parents, and community members working together toward our mutual goals.

The primary purpose of the STUDENT / PARENT HANDBOOK is to provide the students and parents with useful information about all aspects of our school. It is our expectation that all of our students and parents will read through the information presented in the handbook in order to familiarize themselves with our school routines and procedures. Should there be an area that is not covered or if you have a question about individual procedures, policies, and/or routines, please contact any of the school's administrative team members with telephone numbers listed in this handbook.

You are encouraged to contribute your expertise, efforts, and enthusiasm toward the many wonderful aspects of our school. Volunteers are always welcome. Effective communication between the school and home is one of the cornerstones of a great school. We welcome your strong partnership to meet the diverse educational and social needs of our students. Our community has a great school and we pledge to you TEAM SHAPE AMERICAN MIDDLE/HIGH SCHOOL'S continuing commitment to provide the very best educational experience for your children.

David Tran
Principal
SHAPE Middle/High School

Dr. Kristen Warner
Assistant Principal
SHAPE Middle/High School

Email: David.Tran@eu.dodea.edu

Email: Kristen.warner@eu.dodea.edu

MISSION STATEMENT	3
VISION STATEMENT	3
INTRODUCTION	2
MISSION STATEMENT	3
VISION STATEMENT	3
CONTACT INFORMATION	7
School Address	7
Telephone Contacts	7
OPEN DOOR POLICY	7
CHAIN OF COMMAND	7
ACCREDITATION	8
SPECIAL EVENTS	8
SCHOOL RELATED GROUPS	8
SHAPE American Middle/High School	
Advisory Committee (SAC)	8
Parent Teacher Student Association	
(PTSA)	9
SHAPE American Middle/High School	
Booster Club	9
SHAPE American High School	
Scholarship Committee	9
CLOSING OF SCHOOL FOR	
INCLEMENT WEATHER	9
FORCE PROTECTION	9
CHANGE-OF-ADDRESS OR	
TELEPHONE	11
FAMILY ATMOSPHERE	11
DAILY BELL SCHEDULE	11
DAILY BULLETIN	12
LOST AND FOUND	12
LOST BOOKS	12
LOCKERS	12
Gym Lockers	12
Search And Seizure – Student Lockers	13
PARENT TEACHER CONFERENCES	14
ATTENDANCE POLICY	14
Excused Absences	14
Unexcused Absences	15
Planned Absences	15
Student Responsibilities	16
Missed Work	16
Administrative Actions	16

Illness During School	17
Medical/Dental Appointments	17
Late Buses	17
Late Arrival To School	17
Tardy Policy	17
BEHAVIOR	18
Classroom Conduct	18
Dismissal From Classroom	18
Behavior At Assemblies And School	
Sponsored Events	18
Behavior In Common Areas	18
Activities/Study Trips And Events	18
Dance Decorum	19
DISCIPLINE	20
Detention	20
Saturday School	20
SUSPENSION FROM SCHOOL	20
Referral to USAG Chievres Commander	
and/or Unit Commander	21
Expulsion	21
GENERAL POLICIES	21
Zero Tolerance Policy Regarding	
Weapons And Illegal Drugs	21
Alcohol/Tobacco Use And/Or	
Possession	22
Acceptable Use Policy for Electronic	
Communication	22
Cell Phones and Other Electronic	
Devices	22
Bomb Threats And False Fire Alarms	23
Cheating	23
Disrespectful Behavior	25
Fighting	25
Fireworks	25
Forgery	25
Harassment	25
Bullying And Intimidation	25
Public Display Of Affection (PDA)	27
Theft	27
Smoking And Tobacco Products	27
Laser Pointers	27
Vandalism	27

Vulgarity And Foul Language-----	27
Multiculturalism/Human Relations-----	28
Skateboards And Roller Blades-----	28
Insurance-----	28
Stolen Items-----	28
Gang Awareness and Prevention-----	28
Lunch Program-----	30
Visiting Privileges-----	30
Use Of School Building After School	
Hours-----	31
Chaperones For School Trips-----	31
Activity Buses-----	31
Bus Transportation-----	31
Media Center Services-----	31
Personal Appearance/Dress Code-----	32
<u>PUPIL SERVICES-----</u>	<u>32</u>
Ensuring Equal Opportunity in Federally	
Conducted Education and Training	
Programs-----	32
Adolescent Substance Abuse Counseling	
Service (ASACS)-----	32
The Counseling Program-----	33
Advanced Placement Courses &	
Examinations-----	33
Advancement Via Individual	
Determination (AVID)-----	33
Gifted Education-----	34
Special Education And Resource Programs	
-----	34
Case Study Committee (CSC)-----	34
Child Find-----	34
Student Support Team (SST)-----	35
<u>TESTING-----</u>	<u>35</u>
School Test Code-----	35
The Scholastic Aptitude Test (SAT I)---	35
SAT II Subject Tests-----	35
ACT-----	36
DoDEA Standardized Testing-----	36
Advanced Placement Examinations-----	36
PSAT/NMSQT-----	36
ASVAB-----	36
<u>GRADING AND GRADUATION</u>	
<u>REQUIREMENTS-----</u>	<u>36</u>

Examinations-----	36
Report Of Student Achievement-----	36
Minimum Requirements For Graduation	37
Virtual School and Distance Learning---	38
Rank In Class-----	38
Valedictorian And Salutatorian Honors -	39
Participation In Graduation Exercises---	39
Early Graduation-----	39
Acceleration-----	39
Student Placement-----	39
Credit From Other Schools-----	40
Withdrawal From School-----	40
Transcripts-----	40
<u>CLUBS AND ACTIVITIES-----</u>	<u>40</u>
<u>SHAPE INTERNATIONAL SCHOOL</u>	
<u>RULES-----</u>	<u>45</u>
Use of Corridors-----	45
Participation in American Section Events	45
Gymnasium-----	45
Safety-----	45
<u>STUDENT BEHAVIOR</u>	
<u>EXPECTATIONS-----</u>	<u>46</u>
<u>ATHLETIC ELIGIBILITY AND</u>	
<u>STANDARDS OF CONDUCT-----</u>	<u>48</u>
<u>School Supply List-----</u>	<u>51</u>

CONTACT INFORMATION

School Address

SHAPE American High School or
UNIT 21420
APO AE 09705-1420

SHAPE American High School
Ave de Paris, Bldg 706
7010 SHAPE, Belgium

Telephone Contacts

All numbers listed below are SHAPE military numbers and may be dialed from any SHAPE military phone; from outside SHAPE, please add extension 423- from a DSN line. If calling from a commercial phone, dial 065-44, followed by the number below. From outside Belgium, please dial 32-65-44, followed by the number below.

Principal	Mr. David Tran	5715
Assistant Principal	Dr. Kristen Warner	5715
Resource Manager		5774
School Secretary		5779
Registrar		6075
School Nurse		5757
Guidance Counselors	Grades 7/8	5749
	Grades 9-11	5750
	Grades 9-11	5834
	Grade 12	5751
Attendance Clerk		5715/5755
Athletic Director		5715/5743
Media Specialist		5754
Supply Office		5717

OPEN DOOR POLICY

SHAPE American Middle/High School enjoys an “open door policy.” Parents are encouraged to stop in or telephone to make appointments with the administration and faculty concerning their children, our students, and/or let us know in what ways they might be able to volunteer their expertise. We value parents’ input. We believe that our school and students are stronger because of the involvement of the parents. For security reasons, all visitors must register at the Main Office to secure a visitor’s pass before visiting classrooms. Then, return the visitor’s pass and sign out before leaving the building and/or school grounds.

CHAIN OF COMMAND

When issues arise or questions need to be answered, the Chain of Command is as follows: Teacher, Assistant Principal, Principal, District Superintendent, Director DoDDS-E, and DoDEA Headquarters in Arlington, VA.

ACCREDITATION

AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). AdvancED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services. AdvancED creates the world's largest education community, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide, educating 15 million students.

NCA CASI and SACS CASI schools share a unified, clear and powerful accreditation process designed to help schools continuously improve. SHAPE American Middle/High School (SHS) is an approved member of AdvancED and the North Central Association (NCA) of Colleges and Secondary Schools in the United States. The Association covers over twenty states, with a reciprocal agreement among regional accrediting associations. The North Central Association approves only those schools whose educational staffs, standards of scholarship, facilities, equipment and organization are of a caliber, which will commend them to the best colleges and universities. Recently, SHAPE American Middle/High School was commended by the NCA for offering, once again, an overall very high quality educational environment--without citation or limitation. Graduates of SHAPE American Middle/High School, therefore, will continue to be considered for admission to institutions of higher learning in the United States, with full credit given for their high school work.

SPECIAL EVENTS

There are many special events at SHS that are held regularly. These activities develop and promote a sense of unity and loyalty that is very important to each student. "SPIRIT WEEK" includes participation from each class and ends with the annual Homecoming football game and dance. The Winter Formal and the Junior/Senior Prom are the other two formal dances held for the upper level students. Dances also are held for the Middle School students. The involvement of students in the SHAPE International School Student Council and the development of various international and intercultural activities promote strong intercultural awareness and friendships. Academic field trips and international study trips accent the students' school year.

SCHOOL RELATED GROUPS

SHAPE American Middle/High School Advisory Committee (SAC)

The major objective of the SHAPE American Middle/High School Advisory Committee is to contribute advice to the Principal on all matters affecting the operation of the school. Committee matters include school policies, instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, student standards of conduct, school meal programs, and other educationally related matters. Parents are welcome to attend the SAC meetings that are held once a month in the high school information center conference room at 1600.

Parent Teacher Student Association (PTSA)

Parents, teachers, and students are encouraged to become members of the PTSA--an organization representing *both* the elementary and middle/high schools. The combined fund-raising activities provide financial assistance, and the parent volunteers support a wide variety of student activities. Dates and times for Executive Board meetings and General Membership meetings will be announced on the schools web page and in the daily bulletin.

SHAPE American Middle/High School Booster Club

The highly organized SAHS Boosters' Club, comprised of parents and other community members, provides funds through its many fund-raising activities (e.g., food booths, sweat shirts, buttons, etc.) to help support the SHAPE American High School Athletic Program. All parents are encouraged to join and participate in the Boosters' Club fund-raising activities. Meetings are held monthly and are open to all interested persons. Memberships are available for \$5.00 per year.

SHAPE American High School Scholarship Committee

The major purpose of the SHAPE American High School Scholarship Committee is to raise funds for scholarships for the graduating members of the current senior class. The primary fund-raiser is the Scholarship Committee's Bazaar each spring. Various other fund-raising activities are held throughout the year. The Scholarship Committee will post dates and times for meetings and activities on the web.

CLOSING OF SCHOOL FOR INCLEMENT WEATHER

During inclement weather, the Transportation Office (SHAPE Headquarters) may decide to cancel all school bus service. In the event of such a decision, the SHAPE International School (SIS), to include SHAPE American Middle/High School automatically will be closed. Prior to 0600 the Transportation Office will notify the Director General of SIS and all SIS Principals. Each Principal in turn will activate the respective school's emergency telephone tree. Should the command decide that only "essential personnel" are to report to duty, then educators assigned to SHAPE American Middle/High School need not report, since they are "mission essential" only if students are present. If, however, the command decides that all personnel must report to work, even if later than usual, all SAHS educators also must report to work at the appropriate time. Announcements will be made on AFN Radio, on all stations, including TV, beginning at approximately 0615 hours.

FORCE PROTECTION

CONDITIONS // SCHOOL OPENING & CLOSURES

SHAPE American Middle/High School is in session as follows during United States Military Force Protection Conditions **ALPHA through DELTA**:

ALPHA	Regular School Day Schedule
BRAVO	Regular School Day Schedule

CHARLIE Regular School Day Schedule
DELTA ** Regular School Day Schedule **** See Below**

In the event that United States Military Force Protection Condition **DELTA** goes into effect during the school day the following school closure and evacuation plans will be carried out: School will remain in session through the remainder of the day and students will be dismissed from school at the regular time and expected to use the normally available transport systems to return to their homes.

The School Principal will work in concert with the American Community Commander, the HSG Commander and the Commander of the ASG Benelux to determine whether or not there is sufficient cause to close school earlier than the regularly scheduled time. If so, students will then be transported home using the regular bus program with parents being notified of the school closure via the military command structure and local AFN radio and television. .

It is important for the parents of students attending SHAPE American Middle/High School to remember that if US Military Force Protection Condition DELTA were invoked, only the SHAPE American Elementary and Middle/High Schools would be affected, and not the other national school sections that make up SHAPE International School. It is also possible that during the normal school day, the SHAPE International authorities may determine that SHAPE International School (SIS) will close. In this event, school will be dismissed using the normal bus program with parents being notified of the school closure via the military command structure and local AFN radio and television.

If US Military Force Protection Condition **DELTA** goes into effect and the American schools are closed and/or if the SHAPE International authorities decide to close all SHAPE International Schools, the duration of the closures will be determined by the events that caused the action.

In the event that Force Protection Condition **DELTA** goes into effect before or after school hours, the ASG Benelux Commander, through command channels and local AFN radio and television, will announce the decision regarding school closure. Rest assured that in the event of a school closure occurring, the decision to do so was reached as a result of close coordination and communication between the SHAPE International and American community commands.

In summary, we are in a unique position being an American Middle/High school in an international school and base setting. On the one hand, the HSG Benelux Commander, through the SHAPE Provost Marshall, has the authority to close the entire SHAPE International School, and all national school sections are obliged to close and follow international procedures for school closures. On the other hand, the Commander of the ASG Benelux in conjunction with his higher can close all American schools in his area if Force Protection Condition DELTA is invoked.

CHANGE-OF-ADDRESS OR TELEPHONE

Sponsors who have a change-of-address, telephone number, and/or email address during the year must notify the SAHS Main Office, at 065-44-5715, or e-mail SHAPE.registrar@eu.dodea.edu of the change. Notification of sponsors during an emergency situation is hampered when up-to-date numbers are not on file.

FAMILY ATMOSPHERE

At SHAPE American Middle/High School, we take great pride in the sense of family we have cultivated among the students and with the faculty, staff, and administration. It is very important that all our students know that they are our first priority, that we care about them, and that every decision made and action taken is with their best interests at heart.

DAILY BELL SCHEDULE

Green Day		Gold Day	
<i>Warning Bell</i>	<i>0845</i>	<i>Warning Bell</i>	<i>0845</i>
<i>Period 1</i>	<i>0855-1015</i>	<i>Period 2</i>	<i>0855-1015</i>
<i>Period 3</i>	<i>1020-1145</i>	<i>Period 4</i>	<i>1020-1145</i>
	ANNOUNCEMENTS & NUTRITION BREAK		ANNOUNCEMENTS & NUTRITION BREAK
<i>HS Period 5</i>	<i>1150-1320</i>	<i>HS Seminar A</i>	<i>1150-1230</i>
<i>HS Lunch</i>	<i>1320-1405</i>	<i>HS Seminar B</i>	<i>1235-1320</i>
		<i>HS Lunch</i>	<i>1320-1405</i>
<i>MS Period 5</i>	<i>1150-1230</i>	<i>MS Seminar A</i>	<i>1150-1230</i>
<i>MS Lunch</i>	<i>1235-1320</i>	<i>MS Lunch</i>	<i>1235-1320</i>
<i>MS Period 5 cont'd.</i>	<i>1325-1405</i>	<i>MS Seminar B</i>	<i>1325-1405</i>
<i>Period 7</i>	<i>1410-1530</i>	<i>Period 6</i>	<i>1410-1530</i>

Nutrition Break

Nutrition fundraisers may be provided for the middle school students, or a small snack can be brought from home.

**** Please note that MS students are not allowed to leave school grounds during lunch.**

Before School Hallway Use

Students in grades 7-12 are not allowed to be in the hallways before 8:30. These students may wait in the Green Room.

DAILY BULLETIN

The Daily Bulletin is read each morning over the public address system. Copies of the Daily Bulletin also are posted in the main office, and can be sent by e-mail. Announcements for the Daily Bulletin must be submitted to the Main Office by 1500 hours the day before they are to be published. If you would like to be included on the listing that receives the daily bulletin electronically please send an email message to SHAPEHS.webmaster@eu.dodea.edu.

LOST AND FOUND

SHAPE Middle/High School Lost & Found is located in the Main Office. Items will periodically be given to charity and announcements will be made regarding this at least two weeks prior. There also is a Lost & Found in the cafeteria for items found on school grounds, which cannot be identified as belonging to students from specific sections of SHAPE International School. For items left on the buses, you must contact the Transportation Office at SHAPE military 4013/4053/4063.

LOST BOOKS

The school supplies textbooks. Students are responsible for books issued to them. A replacement of the textbook or payment for the book must be made as soon as possible. Publishers' prices are charged for replacement purposes. Checks to pay for a lost book should be made to "Treasurer, US Government" and given to the School Supply clerk who will issue a receipt. Students will present the receipt to the teacher to receive another textbook.

LOCKERS

Students are assigned their lockers within their assigned grade sections under the direction of the Class Sponsor during the first week of school. At the time of locker assignments, a school combination lock will be issued and must be used by the students. Lockers are subject to periodical inspection by the school administration. Students are expected to keep the lockers in a clean and undamaged condition and obtain permission from the Assistant Principal before changing lockers. Failure to comply with either of these actions may result in loss of locker privileges. Students are not to use or place locks on unassigned lockers; if this happens, the locks will be cut off. Students should keep their lockers secured at all times. Students are responsible for the locker that is assigned to them and should not share their locker or combination number with any other student. The outside of lockers may not be decorated or marked. Students may decorate the inside of their locker as long as it is not permanently altered. The locker must be returned to its original condition upon vacating the locker. There will be a final locker inspection at the end of the school year or before any student will be allowed to withdraw or clear school. All problems with lockers should be reported immediately to the Assistant Principal. The school is not responsible for items that are lost or taken from hallway lockers. Incidents of theft should be reported to the proper military authorities and the Assistant Principal.

Gym Lockers

Gym lockers are to be used as temporary lockers **only** during the time a student is actually engaged in a PE class period or an after school sport. Gym lockers are managed by Common Services. Students and/or parents with questions should talk with their PE teacher or call the Gym office at 5743.

Search And Seizure – Student Lockers

Students are responsible for cooperating with law enforcement agencies in accordance with local laws and customs and under the provisions of all DoD and DoDDS regulations. School principals and installation police authorities, in determining the propriety of particular searches and seizures, will use local regulations and host nation laws regarding search and seizure. Military and foreign government police may search student lockers and student persons under laws generally applicable to search and seizure in the investigation of the violation of a host nation or U.S. criminal law. Military police may conduct health and safety inspections of the school with the cooperation of the school principal. School officials, generally the principal or designee, may conduct two types of searches: general and targeted.

General Search: The principal or designee may conduct unannounced general inspections of student desks, lockers, and storage spaces provided to students by the school, because such spaces are the property of the school. This manual hereby provides notice to all parents and students that principals may undertake unannounced inspections of school spaces. Unannounced searches may be undertaken with the cooperation of the host installation military police. Dogs trained to sniff out contraband and weapons may be used in these inspections.

Targeted Search: When there are reasonable grounds to believe that an individual is storing, or is allowing another to store, illegal drugs, contraband, weapons, stolen property, or other similarly prohibited items, school officials may conduct targeted searches of individual lockers and/or students. Reasonable efforts to locate the student and to have him/her present shall be made prior to the search. The student shall be given a reasonable amount of time to arrive at the location of the search. If the student is present, the school official shall advise him or her of the circumstances justifying the search and seizure. Searches of a student's person while on school facilities or on school time may only be made by an authorized individual of the same sex as the person being searched and in the presence of a school official OR in accordance with local law.

During inspections, or incidental to a reasonable suspicion search, the principal will open student desks, lockers, or storage spaces in the presence of a witness and examine the contents, including personal belongings of students.

School officials conducting the search may seize any stolen items and items that are specifically prohibited by law, school policy, applicable regulation, or local law. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded. School officials or the pertinent police authority will keep seized items in a safe place until their utility, as evidence, has been exhausted.

PARENT TEACHER CONFERENCES

Parents are encouraged to bring their questions and concerns to the attention of their students' teachers and/or appropriate school personnel. To make an appointment, parents can contact the teacher via email, the main office at 423-5715, or the appropriate counselor as listed on page 5 if a conference is needed with more than one teacher. Normally, at least one day's notice to allow teachers to adjust their schedule is required to set up an appointment. Wednesday, 24 October 2012 is a scheduled parent-teacher conference day. Conferences will be scheduled by teachers as needed for students who are experiencing academic difficulties. Parents can also request appointments on these days. These days present excellent opportunities for sponsors to meet one-to-one with teachers and discuss their students' academic progress.

ATTENDANCE POLICY

In accordance with DoDEA attendance policy REGULATION 2095.01 which went into effect on August 26, 2011, regular attendance is expected of all students. Since absences represent a serious loss in gaining their middle and/or high school educations, all students enrolled in Department of Defense Dependents Schools must attend classes regularly and punctually in order to be academically successful.

The attendance policy can be found at: <http://www.dodea.edu/attendance/index.cfm>

Excused Absences

Every effort must be made to keep absences and tardiness to a minimum. Excused absences are granted only for illness, family emergencies, religious observations, family trips, medical appointments which cannot be arranged during non-school time, and school-sponsored activities.

Absences excused for school-sponsored activities: **Excused absences will be granted to those students participating in school-sponsored activities**, including athletics, tournaments, and other interscholastic events. Students involved in these activities do not need re-admit slips. However, it is the responsibility of the students to get their assignments for all classes BEFORE departing. Students who have difficulty meeting these requirements should discuss the problems with their teachers in order to arrive at alternative schedules and avoid possible grade reductions.

Excused Absence Procedures: It is the responsibility of the parent/ guardian to call the school at 423-5755/5715 every time a student is absent. A student who has been absent from school (unless student was on a school-sponsored activity as explained above) **is required, upon return to school,** to present a signed note from the sponsor, parent, or legal guardian, stating the reason for and specific dates of the absence.

Absences and tardies will be excused for school sponsored events, including athletics, tournaments, and other interscholastic events.

Absences may be excused for the following reasons:

- Personal illness
- Medical, dental, or mental health appt.
- Serious illness in immediate family
- Death in immediate family or of a relative
- Religious holidays
- Emergency conditions such as fire, flood, storm
- Unique family circumstances

It is the responsibility of the parent/sponsor to contact the school to report any absences. In the event of a Planned Absence, please contact the Assistant Principal to receive a Planned Absence Form.

SHAPEHS.attendance@eu.dodea.edu

DSN: 423-5715 Commercial: (32) (0)65-44-5715

****Please refer to the Athletic Handbook for specific attendance policies in reference to sports.**

Unexcused Absences

Truancy: A student who is absent from school without the permission of the sponsor or parent, or who, after reporting to school, skips or leaves a class without an excused permission, is truant. Each period missed by a student will result in a detention. In addition, parents will be notified. If a second incident occurs, the student may be restricted from all after-school activities for 5 days, receive double detention, and/or may be assigned Saturday School or in-school suspension.

Planned Absences

Parents or sponsors must contact the main office in the case of a planned absence or early departure. If a planned absence is excused, students will need to have Planned Absence form obtained in the Front Office. Students who have an excused planned absence will be able to obtain any make up work in advance from teachers and will have one day for every day absent to make up the assigned work.

In the event a Planned absence is unexcused (family trips included) students may obtain their work from their teachers however they will be required to submit any make up assignments upon their return to school with no additional days given. Teachers may assign zeros for certain assignments and projects with an unexcused absence.

Student attendance in school is necessary for the educational process to occur. Therefore, in accordance with DOD Regulation 1342.6-M-1, regular attendance at school is expected of all students.

The installation commander will encourage all educable, eligible dependents who have not completed high school to attend either DOD schools or a regular program of formal

instruction in the local school system, to enroll in a tuition school, or to enroll in an independent correspondence study program. DoDEA's policy on home schooling can be found at <http://www.dodea.edu/foia/iod/pdf/02OD002.pdf>. Only if the sponsor enrolls the student in DoDDS will DoDDS provide a "free and appropriate education."

The classroom teacher is responsible for taking attendance each class period during the regular school day. Each teacher must maintain accurate records since these are the official records of student attendance. All data will be recorded using the ASPEN data management system.

Attendance at all assemblies, regardless of the subject matter, and at special school-sponsored functions, **is mandatory**. Attendance carries with it the responsibility to be on time and to demonstrate the best possible behavior. Both parents and students are responsible for students' attendance in the classroom.

Student Responsibilities

Students should provide an excuse note prior to being absent. However, when returning after an absence, which was not for a school-sponsored activity, the student must report to the Main Office with a note from the doctor, sponsor, or legal guardian. The students database will be marked excused by the office upon receipt of a note. Students not in possession of notes will be recorded as unexcused unless an administrator approves an extension of time for providing a note. Consequences for truancy may vary from detention to Saturday School, depending on the frequency of the offense. In addition, parents will be notified. Should there be a confirmed forgery of a note, then the student is assigned a Saturday School.

Teachers will receive a list of students whose absences are UNEXCUSED. Generally, work may NOT be made up for unexcused absences.

Missed Work

Work missed due to an **excused** absence must be made up. The policy is that a student has **one day for every day absent** to turn in work. Work missed as a result of unexcused absence(s) may receive a zero for these assignments.

Administrative Actions

Sponsors will be contacted about student absences. School personnel will take appropriate administrative action concerning excessive or unexcused absences/tardiness. A concerted effort will be made to prevent and remedy truancy in the early stages. After-school detention, Saturday School, probation, loss-of-school/student activity privileges, temporary removal from class, in-school suspension, out-of-school suspension, and Community Service are disciplinary measures which may be used. In addition, there are other approved techniques and procedures used by counselors and teachers to reduce the frequency of unexcused absences and tardiness. Frequent truancy places the student in a status that would require more serious disciplinary measures, including suspension.

Illness During School

When a student becomes ill during the school day, the individual should request a pass from the teacher to see the SHAPE American Middle/High School Nurse. The nurse will then make the determination as to what further action is appropriate. When a student leaves class and/or school during the school day due to illness, the student is requested to see and coordinate the absence with the SHAPE American Middle/High School Nurse. When the school nurse is not involved with an absence due to illness, the student is usually considered as truant. If the school nurse is not available, the student should report to the Main Office. Then, the student will be referred to the international nurse, whose office is adjacent to the SHAPE International School cafeteria. When this procedure is followed, the student's absence from class will be excused.

Medical/Dental Appointments

High School students (grades 9-12) will be permitted to **sign out to go for a pre-arranged appointment** to the SHAPE Medical Facility when they provide an appointment slip, a note or phone call from their sponsor, or written permission from the School Nurse. Students must sign back in at the Main Office when they return and receive a permission slip to return to class. **Middle School students must have a sponsor sign them out and back into school when leaving for appointments during the school day.** Sponsors are STRONGLY encouraged to make all appointments for their children either before or after school so as to decrease, if not fully eliminate, the time students miss their classes.

Late Buses

When a school bus arrives after the beginning of school, students will report to the Main Office for a Late Bus Pass for admittance to class.

Late Arrival To School

Students who arrive late to school, but did not ride the school bus, will report to the Main Office with a written excuse from the sponsors. The students will sign in on the attendance sheet and will be given a pass to class. Students arriving late to class without valid written excuses will receive an unexcused tardy, which becomes a truancy unless a note is provided within one day to the Main Office.

Tardy Policy

Students are expected to be in their classes ready to work when the bell rings for class. Students are considered tardy to class if they are not in possession of a valid excuse or pass and arrive late to class. Tardies will be dealt with by the office, but teachers **must** diligently record tardies in their daily attendance. Students will be "given" four free tardies per quarter. On the fifth tardy, the student will be assigned an after school detention by the office. On the sixth, seventh, eighth, and ninth tardies, the student will be assigned another after school detention for each infraction. On the tenth tardy each quarter, the student will receive a Saturday School referral. Further consequences may be out-of-school or in-school suspension. Bear in mind that the tardies are now across all classes – students don't get four free tardies in each of their seven class periods, but four total for all classes.

BEHAVIOR

Classroom Conduct

In order for the best learning situation to exist, all students must cooperate and give their undivided attention to the teachers' instruction. When entering a classroom, a student should have the books and materials necessary for full participation in class activities. Misbehavior interrupts the learning atmosphere of a classroom and must not be tolerated by the teacher or the other students. Continued failure to observe good classroom behavior will result in a formal action plan involving the sponsor, the guidance counselor, and the school administration.

Dismissal From Classroom

Classroom teachers will handle most student behavior problems. There are occasions when dismissal from the classroom is appropriate. Students dismissed from a classroom for disciplinary reasons are to report immediately to the Main Office and see the appropriate administrator for disciplinary action. Action taken will be coordinated among the administrator, the teacher, the parent, and the student. Teachers must inform the office if a student has been asked to report there so the student's whereabouts can be known at all times. Generally, dismissal from the classroom will NOT be for a full class period, but to serve as a brief "cooling off" period.

Behavior At Assemblies And School Sponsored Events

The same high standards of student conduct are expected and required at a school assembly, an athletic event, a concert, a drama presentation, a study trip, or any other school-sponsored event. This includes events during school, before and after school, in the evenings, and on weekends, whether at our school or at an off-site location. Inappropriate behavior will be dealt with in the same manner as inappropriate behavior during the school day. The type of assembly being presented defines appropriate behavior for that assembly. Pep rallies, for example, do not require the same kind of decorum as Awards Assemblies. However, in all cases, **student behavior must be appropriate** for the occasion.

Behavior In Common Areas

The expectations for appropriate behavior in common areas of the school are the same as for those in classrooms. All students are expected to exhibit appropriate behavior in all areas of the school. Staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior. Students are expected to abide by reasonable requests and must give their name to a faculty/staff member when requested. Refusals require an administrative referral with appropriate disciplinary action(s) taken.

Activities/Study Trips And Events

School trips can be as short as one day or may last up to five days. Excellent behavior is expected of all students on all trips. **Smoking and drinking are not permissible on school trips.** On all overnight trips, parents and students will be requested to sign a

Student Behavior Expectations form that clearly explains the student's responsibilities in order to be able to participate on school trips/events.

Students are to be in attendance at school no less than one-half of the class periods on the day before the activity, trip, or sport; and they must be in attendance no less than one-half of the class periods on the day of the activity, trip, or sport when departure is on a school day. The Principal must approve exceptions to this policy.

Junior Varsity sports teams may participate in overnight travel when organized athletic competition has been arranged for them. Seventh and eighth graders may participate in overnight travel connected with athletic competition at the discretion of the coach.

Emergency Contact Information

Emergency contact information will be provided to parents of students participating on overnight school sponsored trips. Although estimated return times are reasonably accurate, parents may telephone the Chievres MP Desk at 06827-5301 for updated return-time information. The country code for Belgium is 32.

Dance Decorum

During the school year several dances are held, which are sponsored by classes or other student activity groups. The following guidelines were developed by our Associated Student Council and reviewed each year. They constitute our guidelines for what SHAPE American Middle/High School considers appropriate dance decorum and discipline:

- Observe the school dress code (or dance dress code if formal or semi-formal) and wear clothing that would be appropriate for normal school attendance.
- Refrain from using alcohol, tobacco, and other harmful drugs at any point during the evening/night.
- Participate in dancing activities in a tasteful, appropriate way, which demonstrates respect for their dancing partner, and others in attendance.
- Whether you think your dancing style is disrespectful or not, you agree to stop dancing in a particular way if a chaperone tells you the style in which you are dancing is inappropriate. Dance Chaperones have sole discretion of what constitutes inappropriate dancing.
- Show respect for yourself and others by using appropriate language. (No form of foul language is considered appropriate.)
- Students in attendance may not return to the dance once they have left the area where the dance is being held.

We want all of our students to enjoy the activity, but we expect all behavior to be appropriate for the setting. Additionally, a school administrator will be present at each and every dance. Please note that Middle School students may not attend High School dances and High School students may not attend Middle School dances. Each dance sponsor will announce guest procedures.

DISCIPLINE

The SHAPE American Middle/High School discipline policy is designed to be progressive and flexible. The reference document for all administrative actions related to school discipline can be found in our DoDEA 2051.1. The degree of consequences will be consistent with the severity of the infraction. It is important that both parents and students understand that the severity of the infraction will ultimately determine the consequence imposed, and that school administrators, while maintaining firmness and fairness, also will retain flexibility in dealing with misconduct. As a general rule, the school will adhere to a system of increasing consequences as follows:

- Teacher contacts the parent/sponsor.
- Teacher-assigned detention.
- Detention.
- Saturday School (0930-1300 or 1500, depending on the nature of the offense).
- Suspension (Notification sent to District Superintendent, ASG Benelux Commander, and other officials as required due to their “need to know”.)

Repeated or subsequent offenses result in the next level of action. It is possible for serious violations to result in immediate suspension or expulsion. The military command, as well as the Civilian Misconduct policies and regulations, may be put into effect, depending upon the severity of the students' actions.

Detention

For various reasons such as misbehavior, disruption in class, tardiness, etc., students will be assigned detention at lunch, after-school, or on Saturdays. There are two types of detentions: teacher-assigned and administrator-assigned. As a general rule, sponsors are notified when detention is assigned. Students assigned a detention are expected to be in attendance. **An administrator must approve exceptions.** Students missing detention with an unexcused absence - regardless of the type – will be assigned double detentions and repeat offenders may face the severe penalty of Saturday School, in-school or out-of-school suspension.

Saturday School

This innovation is very effective. It was designed to keep students from missing school. In other words, rather than being suspended from school, students are required to attend school an extra day "to get it right." Depending on the violation involved, students must attend school on Saturday, from 0930-1300, or, for more severe offenses, from 0930-1500. Students must work in upright positions at tables in absolute silence in the Information Center under the watchful supervision of a teacher-monitor. Failure to report to Saturday School may result in more severe penalties, such as in school suspension, out of school suspension, and referral to the sponsor's commanding officer.

SUSPENSION FROM SCHOOL

A student who persistently violates school rules or regulations or has committed a serious breach of conduct may be suspended by the school administration. In almost all cases school suspension is used as the means of last resort to correct inappropriate

student behavior and/or actions. The student's sponsor will be promptly notified of such action and the reasons for it, and will be asked to meet with the school administrator regarding the student's infraction. Students suspended from school may NOT participate in school-sponsored activities for the duration of the suspension. The duration of the suspension lasts from the time it is imposed until the reinstatement conference. A reinstatement conference includes the administrator, parent, and student, and will take place following each suspension. Several offenses may result in suspension: (1) truancy; (2) smoking; (3) repeated tardiness; (4) refusal to follow school policy, requirements, regulations, and (4) unacceptable conduct, which includes, but is not limited to fighting, use of profanity, disrespect, stealing, vandalism, carrying and/or using weapons, indecent exposure, intoxication, and illegal drug use.

Referral to USAG Chievres Commander and/or Unit Commander

If a student manages to work through all the above-listed penalties, the sponsor and student will be referred to the Commanding Officer or Unit Commander for counseling. If the student's discipline history is severe enough, it is possible that the result may be an early return of dependent and/or sponsor.

Expulsion

The authority to expel a student from school rests solely with the Isles District Superintendent. The recommendation for expulsion comes when the Principal determines that a student's misconduct is so offensive and of such a magnitude that it requires expulsion. A student may be expelled from school if adverse behavior persists after local corrective actions have taken place. All expulsions are initiated by the administration, reviewed by the Disciplinary Review Board, and then acted upon by the Isles District Superintendent.

GENERAL POLICIES

Zero Tolerance Policy Regarding Weapons And Illegal Drugs

The use and/or possession of weapons and illegal drugs in any way, shape or form, while on school grounds or at any school-sponsored activity, by any student regardless of the reason will result in automatic suspension and recommendation for expulsion **in accordance with DS Regulation 2792.2**. The sponsor's unit commander will be notified as well as the District Superintendent, ASG Benelux Commander, and SHAPE NATO National Military Representative. **DoDDS maintains a strict, zero-tolerance policy toward weapons. Simply stated, weapons—as well as toy or fake weapons—are not allowed at school or school activities under any circumstances.** USAREUR Reg. 190-6 and USAFE Reg. 125-17 describes items which are considered weapons. The following non-inclusive list provides examples of items covered by this regulation:

- Switchblade knives;
- Locking blade knives, (regardless of length);
- Other knives with blades 3 inches or longer;
- Club-type hand weapons (e.g., blackjacks, brass knuckles, nunchaku, and locks);
- Gas pistols and shooting pens;
- Destructive devices;

- Unregistered or registered firearms;
- Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety: (1) straight razor, razor blades, or weapons made from razor blades; (2) ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument; (3) clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks, bats, locks);
- Authentic-appearing replica of a firearm (for example, toy guns, BB guns, water pistols);
- Blank cartridge pistols;
- Other object(s) that might be used readily to inflict bodily harm (for example, bicycle chains, canes with retractable blades);
- Any object that is used to threaten and/or frighten others.

Contact your local security police or provost marshal's office for a more complete listing and/or for questions.

Alcohol/Tobacco Use And/Or Possession

The consumption/usage, possession, or transfer of alcohol and/or tobacco is strictly prohibited both during the school day and at all school-sponsored activities. Students whose behavior indicates the influence of alcohol will be denied entry to school or school activities. If a student appears to be under the aforementioned condition(s) after arriving at school or school activities, the student will be turned over to his/her sponsor or medical or police personnel, as deemed appropriate by school officials. Appropriate disciplinary action will be taken by the school to include notifying the ASG Benelux Commander as well as the corresponding National Military Representative.

Acceptable Use Policy for Electronic Communication

SHAPE American Middle/High School students have the opportunity for increasingly wide access to stand-alone computers, to the school wide network, and to the Internet. With these privileges come responsibilities. Students are expected to use these resources appropriately. Terms and conditions of use are spelled out in the **DODEA STUDENT COMPUTER AND INTERNET ACCESS AGREEMENT**. DoDEA requires all students and parents to sign this written agreement prior to usage. Parents will sign the document at registration; students will sign it subsequent to instruction and orientation during their first week of school. Consequences for misuse or malicious behavior regarding the use of the school wide network will result in appropriate disciplinary action.

Cell Phones and Other Electronic Devices

Musical devices of any kind may only be listened to in the Green Room or outside (without speakers). Usage OR display (headphones visible, etc.) is not permitted in the hallways during the school day. The school is not responsible for damage, loss, or theft. When on school grounds, students are expected to honor, respect, and follow the

directions of school personnel whether before school hours, during school hours, or after school hours. Infractions will result in appropriate disciplinary action to include confiscation. On the first offense, the item may be retrieved by the student at the end of the school day. On the second offense, the item may be retrieved by the parent. Subsequent offenses may have detentions, Saturday Schools, or suspensions as consequences.

Teachers will set out individual policies for the usage of electronic items in certain classroom situations. Those policies will be enforced by each individual teacher and by administrators.

Bomb Threats And False Fire Alarms

The perpetration of a bomb threat or false fire alarm is a very serious offense. SHAPE police will be notified and involved in all investigations of these offenses. In most instances, expulsion proceedings will be initiated for individuals who have committed these violations.

Cheating

The individual teachers and the administration will deal with cheating. Students who copy others' work, cheat on tests or exams, plagiarize (use other's material as their own), etc., will be punished accordingly. Cheating will adversely affect the students' grades.

CHEATING/PLAGIARISM

The following Plagiarism Policy has been adopted by the English Department of SHAPE Middle/High School and is applicable to all other academic areas.

Plagiarism is best described by using Michael Harvey's ideas in *The Nuts and Bolts of College Writing*:

The Random House dictionary defines plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Imitation or borrowing by itself is not plagiarism. Drawing on other people's ideas is perfectly reasonable and, in fact, unavoidable when you write academic essays—but you must acknowledge the borrowing.

You are obligated, as an ethical obligation to other writers and as a defense for yourself, to acknowledge all borrowings you take from other sources, even if you don't copy the exact words used in the original—even if you never actually quote the original. Some examples of plagiarism are:

- **Quoting material without attribution.**
- **Passing off another's idea as your own, even if it's been reworded without attribution.**
- **Imitating a passage's structure or argument without attribution.**
- **Concealing the extent to which you've borrowed from a text or other source.**
- **Submitting someone else's writing or someone else's ideas using your name.**
- **Copying from someone (homework, tests, etc.)**

The lesson: be afraid of plagiarism. It creates paper-trail time bombs that can destroy a career you've spent decades building—especially today, when teachers routinely keep copies of papers and the Internet makes it a snap to compare texts and locate sources. A final note on plagiarism: When you put your name on academic work and submit it, you are claiming ownership of the work. If through carelessness or design you've blurred the lines between what's yours and what you've taken from others, you are stealing intellectual property. Don't do it. Plagiarism is risky and counterproductive. It harms your intellectual and moral development. It leaves a permanent paper trail that can have devastating consequences, even years down the line. And, most of all, it's wrong.

Harvey, Michael. *The Nuts and Bolts of College Writing*. Hackett Publishing, 2002. <http://www.nutsandboltsguide.com/plagiarism.html> (20 May 2006).

As a student at SHAPE Middle/High School, you will receive plagiarism instruction (class discussion or reading) through your English classes. In addition, you will sign a letter verifying that you have received this instruction and that you are aware of the school's consequences for engaging in plagiarism.

If you plagiarize while attending SHAPE Middle/High School, the following academic and behavioral penalties will be applied once the teacher is satisfied that you understand the seriousness of plagiarism:

Offense	Penalty
First offense	<p>A discipline report will be submitted to the assistant principal for information purposes.</p> <p>The student will receive a ZERO for the plagiarized work with no opportunity to make it up.</p> <p>A conference will be held between the student and the teacher.</p> <p>The student's parents will be notified of the plagiarism/cheating/academic theft.</p> <p>Students in honor organizations (NHS, NJHS, etc.) will receive a warning letter regarding dismissal if another offense occurs.</p>
Second offense	<p>A discipline report will be submitted to the assistant principal for discipline purposes.</p> <p>The student will receive a ZERO for the plagiarized work with no opportunity to make it up.</p> <p>The student's parents will be notified of the plagiarism/cheating/academic theft.</p> <p>A conference will be held with the student, teacher, parents, counselor, and administration.</p> <p>The student will be required to do a Plagiarism Project to reinforce the serious nature of plagiarism.</p> <p>If a student refuses to complete the project by its deadline, the student's final quarter grade will suffer a one-letter grade reduction in the course in which the plagiarism occurred.</p>

	The student will be dismissed from honor organizations (NJHS, NHS, etc.).
Third Offense	<p>A discipline report will be submitted to the assistant principal for discipline purposes.</p> <p>The student will receive a ZERO for the plagiarized work with no opportunity to make it up.</p> <p>The student's parents will be notified of the plagiarism/cheating/academic theft.</p> <p>A conference will be held with the student, teacher, parents, counselor, and administration.</p> <p>The administration will suspend the student from school as warranted.</p> <p>The student's final quarter grade will suffer a one-letter grade reduction in the course in which the plagiarism occurred.</p>

Policy courtesy of Menwith Hill American High School, Harrogate, United Kingdom.

Disrespectful Behavior

Demonstrating disrespect to school personnel, anyone working within the school, or anyone volunteering services to the school is absolutely inappropriate and unacceptable. Students choosing to be disrespectful will face corrective action, which may include suspension.

Fighting

The belief that it takes more than one to fight holds true at this school. Therefore, students who engage in fighting will be suspended from school. However, the number of days assigned to each student will depend on which one was initially responsible and who "threw the first punch." The school focuses on helping students work out their differences through conflict resolution rather than physical altercations.

Fireworks

The use or possession of fireworks during school will result in suspension from school.

Forgery

Such actions will automatically result in Saturday School.

Harassment

To disturb a student by continued actions that are verbal and/or physical is unacceptable. Students involved in such behavior degrade themselves while annoying others. Such behavior may result in disciplinary action.

Bullying And Intimidation

The verbal or physical intimidation of one student by another will not be tolerated. Intimidation is considered to be any behavior that causes another student to feel threatened or be fearful for his or her own safety. A student who intimidates another on property where the school has jurisdiction, to include any locations hosting SHAPE M/HS events, will be subject to the school disciplinary code. School administrators may

refer incidents taking place off school property to the SHAPE police if circumstances warrant.

THREATS

Upon receiving information, either verbal or written, about any type of threat,

1. The parent of the student issuing the threat is called to come to school. (If it is deemed necessary by the severity of the threat or the body of evidence supporting an accusation, the student will be removed from class and left to await the parents in the office)
2. Once the parent arrives, the student is taken out of class and the entire body of evidence is presented.
3. **The student is suspended immediately** for a specified number of days and must be removed from the school by the parent. The parents may be asked to provide a mental health professional's opinion about the level of threat represented prior to the end of the suspension period so the child may return to school.
4. Base officials and the district office are notified immediately via phone and email. A Serious Incident Report is filed immediately and the SHAPE Police are notified.
5. If it takes longer than the period of suspension to provide assurance that no threat exists, **the student will remain out of school** but the days will not be counted as suspension days.
6. If it is deemed necessary to suspend a student for longer than 10 days, or if a recommendation for expulsion is made, a Discipline Committee will be called to host a formal hearing at which the school will present evidence and parents/student may present their arguments. **That committee, made up of both base and school personnel, makes recommendations to the District Superintendent who is the first deciding official.** The District Superintendent can accept the recommendation of the committee or not. If he/she does not accept the committee's recommendation, the entire matter, along with the body of evidence in written and audio formats, moves to the Area Director's office for decision.

The DoDEA discipline regulation is based upon constitutional law. The new discipline reg, 2051.1 dated 4 April 2008, makes expulsion mandatory for only two offenses: **first offense of possession of a firearm** (specifically a firearm; not the more generic "weapon") and **second offense of sale, use, or distribution of drugs**. The regulation includes this statement that was also in the 1996 version: "Discipline should be progressively and fairly administered. disciplinary actions not fully described in this Regulation, such as, but not limited to: verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs, and other behavior management techniques should be considered prior to resorting to more formal disciplinary actions that remove a student from school for a long term suspension or expulsion as a first offense; except when a student poses an immediate threat to his or her safety or the safety of others, (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs). [page 2]." The regulation also ensures the rights of the accused; without evidence, we cannot indefinitely suspend a student.

Public Display Of Affection (PDA)

Students will use discretion—commonly accepted good taste and good manners - towards their friends in school. Use of inappropriate physical contact - i.e., lip-to-lip, prolonged embraces, inappropriate touching, and/or suggestive movements – is considered inappropriate. Whether you think your actions are appropriate or not, you will discontinue your action(s) if an adult faculty member tells you that your actions are inappropriate. If clarification for your actions is needed, talk with a counselor and/or administrator. If you persist in your actions, parent notification and/or disciplinary action may be warranted.

Theft

Taking things that do not belong to you and not returning them immediately to the proper owner will be considered stealing. Theft of property owned by a student, a faculty or staff member, and the school in general, or any other individual connected with the school, will not be tolerated and will be punished accordingly. In some cases, the theft may be reported to the SHAPE authorities for investigation.

Smoking And Tobacco Products

SHAPE American Middle/High School and DoDDS-Europe regulations state that students are prohibited from possessing or using tobacco products **during the school day on or off school property**, on school-owned and operated buses, on chartered buses, or when participating in school-sponsored and/or school-supervised activities either on or off campus. Violation of this policy will result in disciplinary action and/or consequence(s) to be determined by the principal, which may include referral to counseling or other appropriate authorities. Any student found to be smoking or in possession of tobacco products during the school day whether on or off campus will be subject to disciplinary action(s).

Laser Pointers

Laser pointers are prohibited at school, since eye injury can result if inappropriately used. Thus, students bringing a laser pointer to school will have it taken away and a parent must come to school and pick it up.

Vandalism

If a student willfully alters, damages, or destroys school property, including electronic equipment, a conference will be held and the sponsors asked to reimburse the government for restoration of or damage to the property. This action will result in suspension or other action as deemed appropriate, including police involvement.

Vulgarity And Foul Language

Vulgarity and foul or abusive language--in any language--and/or conduct reflect poorly on the student involved and violates the rights of others. This type of behavior will not be permitted on school property or during school-sponsored activities. Repeated infractions will subject the offender to progressive disciplinary action.

Multiculturalism/Human Relations

Faculty members and students are encouraged to promote harmonious ethnic and cultural relationships among all nationalities, cultures, and backgrounds at SHAPE. Actions that are perceived to be inconsistent with such relations will be dealt with appropriately.

Rumors

Counselors and administrators support resolving differences by communication. Rather than spreading rumors about possible incidents or issues, students have the responsibility to refer potential problems to an adult. If a student contributes to a serious incident (fight, etc.) by spreading information ("He said/She said" situations), disciplinary action may be taken.

Skateboards And Roller Blades

SHAPE International School policy limits the use of skateboards and roller blades on the SIS premises. It is important to check with Common Services (X 5726) to find out what regulations apply. If these items are confiscated, they will be held in the Main Office and returned to the sponsor. The school does NOT accept responsibility for their loss or theft. Also, students are not permitted to ride bicycles or mopeds on the SIS premises. Bicycles and Mopeds must be parked in the approved areas once the students arrive at school.

Insurance

Belgian law requires that each student must carry accident insurance. This charge is payable at registration. Whenever accidental injuries occur, the injured student must complete the appropriate forms and return them WITHIN ONE WEEK to Common Services for the insurance to be valid. It also is wise to report the accident immediately to the respective teacher, nurse, or coach, as well as to the middle/high school administration--to ensure that all appropriate actions have been appropriately completed.

Stolen Items

When an item is stolen, students are requested to report the missing item to the Main Office or to the teacher. A reasonable attempt will be made to recover the item. If the missing item is of significant value, the student/sponsor will be advised to make out a report for the SHAPE police so that a police investigation can be instituted. Parents can file claims against their SIS insurance policies or may inquire at the Northern Law Center for restitution.

Gang Awareness and Prevention

Gang-like activities, such as **vandalism** and **bullying** are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS-Europe schools, **vandalism, bullying** or any other **gang-like activities** are not tolerated. Any form of **initiation, assault, or bullying**, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, **gang-wannabes** and other forms of **bullying** do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing **wannabe activities** and the **wearing of specific colors (identifying garments), drawing of symbols** associated with a certain gang, and or club by **flashing a unique hand or body gesture or symbol**.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

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

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

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings **will be suspended** based upon the nature and severity of the offense.

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

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

Lunch Program

High School students, those in grades 9-12, may eat lunch either on-campus or off-campus. The SIS cafeteria is their on-campus choice. Off-campus, the students may utilize various public eating facilities, such as The Rendezvous or Pizza Bowl, or they may go home for lunch.

Middle School students, those in grades 7-8, must eat lunch on-campus, whether they bring their lunches or purchase them. They may eat them in the Green Room or purchase and eat in the SIS Cafeteria. **They are not permitted to leave the school campus during lunch**, unless prior arrangements have been made between the sponsor and the school administration, permitting them to go home for lunch.

Both high school and middle school students who eat in the SIS Cafeteria are responsible for clearing off their own tables and placing their trays, dishes, and refuse in designated areas in the cafeteria. Throwing of food or other items while in the cafeteria will result in appropriate disciplinary action. Students are not permitted to take cafeteria trays out of the cafeteria. Food and drink are not permissible in school corridors. However, students may eat their lunches with teachers in their classrooms if they have obtained permission to do so. Trays cannot be removed from the cafeteria for the purpose of eating lunch with a teacher and/or for school related group activities.

Visiting Privileges

Parents and other visitors to the school must first report to the Main Office before contacting teachers or students. **Permission must be received from the school administration prior to anyone, other than regular personnel, visiting classes while they are in session.** Parents should make prior arrangements with teachers to visit classes as some activities taking place, such as tests, may render some times inappropriate time for visitors.

Students who wish to bring guests to classes must request permission 24 hours prior to the proposed visit or a Visitor Pass WILL NOT be issued. At least one day prior to the visit, students must take a special form from the Main Office to their teachers and an administrator for approval. On the day of the visit, the student must bring the guest to the Main Office to receive a Visitor's Pass. Such passes will be issued for ONLY one day. Should additional days be requested; the Principal MUST approve the days. These passes are never given for purposes of babysitting younger children or providing child care services. Visitors must be of an age appropriate to the classes of the host student – i.e., students may not bring adults or much younger children, seniors should not bring middle school visitors, etc. Students previously enrolled at SHAPE Middle/High School are considered to be visitors when they are no longer enrolled at SHAPE Middle/High School, e.g., prior graduates and previous students.

Use Of School Building After School Hours

School buildings may only be used after school hours for supervised activities or with permission of the Principal. **Students are not to be in school buildings after 1545 unless accompanied by a school teacher/advisor/coach.** School-related organizations, activities, or events may utilize the school only with prior approval and only if the school insurance applies to the organization or activity. Outside organizations may use the school only with the approval of Common Services and clearance by the high school administration.

Chaperones For School Trips

It is expected that all trips (to include athletic, activity, and study) will be chaperoned appropriately by gender and number of students. Parents are encouraged to provide chaperoning services, when possible, for trips in which their children participate. Coaches and sponsors will establish guidelines in accordance with DoDDS regulations and SHAPE American Middle/High School policies. The general policy is a 10-student to 1-adult ratio. Parent volunteers should pick up a volunteer packet from the school office well in advance of a trip as the packet takes some days to clear security. Parents without a volunteer packet approved and on file cannot participate in trips.

Activity Buses

Activity buses will be provided for students enrolled in the U.S. Secondary Section who are participating in legitimate after-school activities. This does not include detention or in-school suspension. Students will be dropped off at strategic locations throughout the SHAPE area (not door-to-door). At least five students must be on the bus for it to travel the designated route. Students must sign up with the Main Office prior to each sports season in order to ride the activity bus.

Bus Transportation

The administration of regulations for the safety and well-being of students while riding school buses rests with the Chief, School Bus Transportation, not the school. Disciplinary measures also are meted out by the military command supervising the school buses. If students inflict willful or malicious damage to buses or equipment, their sponsors will be required to reimburse the bus company for the cost of repairing the damage. Inappropriate behavior by students on the buses may result in suspension from riding any school bus. Bad manners will not be condoned nor hazardous behavior permitted. The bus transportation contact number is 065-44-4013 / 4365.

Media Center Services

The school information center is open for student use between the hours of 0830 and 1600 daily. Under special circumstances, the information center hours may be extended. The information center contains over 16,000 volumes, numerous current periodicals, various reference books, computers and audio-visual aids for students' use. **Students may go to the information center during class periods only with a pass signed by a teacher.** Students are encouraged to utilize the information center before school, during lunch period, and after school. Students requiring assistance with any

project may consult with the information specialist. Students may check out books for two weeks, and current magazines and reference books on an overnight basis. Lost or stolen books will be the responsibility of the borrowing students and, if not recovered, must be paid for before the end of the school year.

Personal Appearance/Dress Code

Proper attire is expected and unacceptable appearance will result in administrative consequences. Some examples of unacceptable attire include, but are not limited to, **hats**, headgear including bandanas, sweat bands worn across the forehead, bare feet, bare midriffs, clothing that is too tight or too sheer, clothing that is too revealing, short shorts/skirts, low-cut apparel, halters, tank tops with spaghetti straps, gym shorts, torn clothing, etc. **A short skirt or shorts is defined as no shorter than one dollar bill length above the top of the knee cap.**

Clothing/jewelry that promotes violence, pornography, drugs, alcohol, or any illegal act is prohibited. Clothing that promotes fear in a school setting will not be allowed. For safety concerns, students may be asked to remove excessively long chains or other clothing attire that is possibly hazardous to themselves or others around them in an emergency situation. Flip flops or shower shoes and dark glasses may not be worn for the same reason.

The first period teacher will make initial judgments about dress in his/her class. Final decisions on the appropriateness of garments/jewelry will be made by the administration. Students who comply with the first request, either of administrator or teacher, to change the offending piece of clothing will not have further consequences. It may be necessary to call the parent to bring a change of clothes.

PUPIL SERVICES

Ensuring Equal Opportunity in Federally Conducted Education and Training Programs

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance. This Order was created to achieve equal opportunity in all federally managed educational programs. Thus, if an individual feels they have been treated unfairly by an instructor or administrator of federally conducted educational programs - such as DoDDS schools - the individual can reference <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint. This EEO Executive Order supports our goal to provide a positive educational environment, which is free of discrimination of any kind.

Adolescent Substance Abuse Counseling Service (ASACS)

The nurse at SHAPE Middle/High School is the point of contact for information and/or appointments made during school hours with the ASACS Counselor.

The Counseling Program

Academic, occupational, and personal counseling services are offered to all students by the Guidance Department. Students are interviewed on a regular basis during the year and are encouraged to initiate counseling sessions themselves whenever they believe it necessary. The Guidance Department aids students in course selection that will best meet their individual needs and their future educational or career objectives.

The guidance counselors are readily available to those parents who would like to discuss academic, occupational, and personal matters that are especially relevant to their children. Students and parents also are able to avail themselves of up-to-date reference books, university/college brochures and financial information, and career literature. This information is available in the Guidance Office.

In addition, MY ROAD, a computerized program is available to help students and parents retrieve quickly and easily all the information needed in making decisions about university/college selection. The Guidance personnel are available to assist students and parents in using these programs.

Advanced Placement Courses & Examinations

These programs offer students an opportunity to receive advanced placement and/or credit upon entering college. All students enrolled in Advanced Placement (AP) courses are required to complete the College Board Advanced Placement Test given in May of the school year to receive the weighted grade. Examinations are returned to the Educational Testing Service for scoring. Participating colleges and universities then grant credit and appropriate placement to candidates presenting qualifying grades.

Advancement Via Individual Determination (AVID)

SHAPE American Middle/High School provides this program for students in grades 7 - 12 who meet specific program criteria. Advancement Via Individual Determination (AVID) is an academic, regularly scheduled elective class. The three main components of the program are: 1. Academic instruction in reading and writing skills, study skills, time management, test-taking strategies and College Board test (PSAT, SAT, ACT) preparation. 2. Tutorial support, which uses questioning rather than answer-giving to help students solve their own problems. 3. Motivational activities to explore college and careers and college through guest speakers, study trips, individual and class projects, and technology. AVID has been recognized by the Military Child Education Coalition and the Secondary Education Transfer Study (SETS) commissioned by the Department of the Army. In this study, AVID is noted as an exemplary support that promotes high achievement and improves the quality of a students' educational experience. AVID was called a "program without borders." The curriculum is the same wherever students go and the strategies a student learns in AVID can be used in any academic setting. The AVID class serves as a "home base" during the school day. Students stay together in the AVID class for their entire time at a particular school. Students must qualify for the

program based on their grade point average and standardized achievement scores. AVID students are expected to take and be successful in advanced classes.

Gifted Education

The education of the talented and gifted students enrolled at SHAPE American Middle/High School emphasizes honors and Advanced Placement classes. Task commitment is the significant criteria for participation in these classes. In addition, SHAPE American Middle/High School offers a Gifted Education program for identified middle school students. We have a gifted education (GE) coordinator assigned to work collaboratively with our middle school core (Language Arts, Social Studies, Science, & Math) instructors to identify students and provide appropriate and meaningful enrichment activities. We will continue to offer identified middle school students the opportunity to take advanced courses to include algebra, foreign language, and computer applications. Students in grades 9 through 12 will continue to have an opportunity to take a rigorous selection of courses to include honors and Advanced Placement courses. Teachers will work closely with our GE coordinator to identify and develop differentiated instructional strategies in order to best meet the needs of all identified gifted students and to ensure that they have challenging options as well as specialized assistance. We will take measures to review all available student data to include teacher recommendations and identify all students whose parents agree to their being declared gifted in any of the four core (Language Arts, Social Studies, Science, & Math) subject areas.

Special Education And Resource Programs

Specialized education programs are available to meet the needs of qualifying students. Present programs and services include courses of study in English as a Second Language (ESL), instruction in reading improvement, services for mild to moderate learning disabilities, and services for behavior and emotional problems. Related services for qualifying students who are in a special education program include speech, occupational therapy, and physical therapy.

Case Study Committee (CSC)

This committee reviews all referrals and assessment results of students to determine eligibility for special education services; places eligible students in appropriate educational settings; and develops, reviews, and modifies, as needed, the individual educational program (IEP) of students receiving special education services. It is composed of an administrator, a classroom teacher, parents, the nurse, appropriate resource personnel (e.g., psychologist, speech therapist), the grade level counselor, and special education resource teachers.

Child Find

Each handicapped child is entitled to an education appropriate to his or her needs. Child Find is the on-going process through which DoDDS seeks to identify individuals from birth through 21 years of age who show indications that they may be in need of special education and related services. DoDDS provides special services in the following areas at the middle/high school levels: communication impaired, physically impaired, learning

impaired, and emotionally impaired. Parents who believe their student is in need of special services should contact the school for further information and assistance.

Student Support Team (SST)

The Student Support Team (SST) has, as its primary task, the identification of, support for, and assistance to "At Risk Students." These are students who have demonstrated that they may be in jeopardy because of their academic and/or social behaviors. The committee develops strategies for the individual students and administers the plans developed by the committee members.

A teamwork approach is used as the primary strategy to help each student. The committee members include an administrator, school nurse, school case study committee coordinator, guidance counselors, school psychologist, and additional school personnel as needed.

Another function of the SST is to serve as the placement committee for the school. All recommendations for placement of students in any class other than those normally taken by certain grade levels must first be presented to the SST. Examples of such request include, but are not limited to, advanced placement in math courses, freshmen requesting enrollment in AP courses, double promotion (7th to 9th grade placement, etc.), retention, gifted program placement, graduation requirement waivers, and early graduation. The SST will thoroughly research each request, meet with parents and students, and make a recommendation to the principal.

TESTING

Several nationally recognized tests are administered during the year. Students will be notified of deadlines and all other information concerning testing. This information also will be posted in the Guidance Office and published in the Parent Newsletters, as well as in periodic Guidance Newsletters. The tests are normally administered on Saturdays.

School Test Code

The School Test Code for SHAPE American High School for ACT, PSAT/NMSQT, AP, SAT I, and SAT II is 574020.

The Scholastic Aptitude Test (SAT I)

The SAT measures verbal and mathematical abilities of students with emphasis on reasoning ability rather than remembered facts. The student can use the scores to evaluate his/her chances for college success. Seniors and juniors applying for college admission take this test. The Guidance Office announces the cost well ahead of time.

SAT II Subject Tests

The Tests attempt to measure students' knowledge of specific subjects and ability to solve problems related to those subjects. One-hour achievement tests are offered in a variety of subjects. These SAT II tests should not be confused with the Advanced Placement (AP) examinations given in May after the completion of a year's AP course.

ACT

The ACT consists of tests designed to measure students' ability in English, mathematics, social studies, and natural sciences, and is usually taken in the junior and/or senior year. Juniors applying for early admission may want to take the ACT late in their junior year. Further information about specific dates, times, and locations will be provided to the students by the Guidance Counselor.

DoDEA Standardized Testing

The DoDEA standardized testing program is conducted through the use of the Terra Nova Test. It is given to students in grades 7-11 during the spring, usually in March. The Terra Nova results provide useful profiles of instructional strengths and weaknesses, as well as traditional comparisons with national norms. Parents always receive copies of their children's results, which then become part of the students' permanent records.

Advanced Placement Examinations

The Advanced Placement Examinations are offered at DoDEA expense for every Advanced Placement course. Students may not receive weighted grades for the AP course if the AP exam is not taken. The examinations are given in May each year and span approximately two weeks. The Guidance Office will announce exact dates and locations.

PSAT/NMSQT

The PSAT/NMSQT is a combination of the National Merit Scholarship Qualifying Test (NMSQT) and the Preliminary Scholarship Aptitude Test. This test is offered in October and is taken at no cost to the student/parent by all sophomores and juniors. The NMSQT is used as a screening test for the National Achievement Scholarship Program for Outstanding Negro Students and the National Merit Scholarship Program. The College Entrance Examination Board (CEEB) is responsible for the test and results.

ASVAB

The ASVAB (Armed Services Vocational Aptitude Battery) is administered once per year to assist students in identifying their vocational interests. The Guidance Office announces in a timely manner the date and location of the test. The Guidance Office will announce the ASVAB test date, time, and location as soon as possible.

GRADING AND GRADUATION REQUIREMENTS

Examinations

Semester examinations are required in December for 1st semester (December 2012) and June for 2nd semester (June 2013). These exams will count up to one-fifth (20%) of the semester grade.

Report Of Student Achievement

The secondary school report card will be distributed to parents at the end of each marking period. The use of plus (+) and minus (-) signs with the grade is authorized but does not increase or decrease the value of the grade when the grade point average (GPA) is computed. Whenever appropriate, a progress report will be sent to parents in the middle of each marking period. However, this notice may be sent at any time during

the marking period if the situation warrants. Progress reports may be sent electronically. It is strongly recommended that parents share in the responsibility for their children's education by monitoring their academic progress on a regular basis. The use of GradeSpeed by both parents and students will allow constant and timely monitoring of grades/assignments in all classes. (Initial registration for and use of GradeSpeed will be explained at Open House. Assistance may also be sought from the school Educational Technologist.) Frequent parental contacts with the school are encouraged. The computation of grades is determined as follows:

A - Excellent	90-100
B - Good	80-89
C - Average	70-79
D - Passing	60-69
E - Effort	
I - Incomplete	None
F - Failure	Below 60
P - Pass (Pass/Fail Course)	

Minimum Requirements For Graduation

- Students graduating from SHAPE American High School must adhere to the DoDDS requirement of 26 Carnegie Units **and**
- are required to have a minimum cumulative 2.0 grade point average for all credits taken during grades 9-12.
- Two years of the same second (foreign) language are required.
- Eighth grade students enrolled in some high school level courses (foreign language and math only) may receive credits toward graduation.
- Please **see a Guidance Counselor for course selection** to meet DoDDS requirements.

DoDEA Graduation Requirements

Required Courses	Units
Language Arts 9, 10, 11, 12 (2 full school years of ESL may be substituted for 2 full years (two credits of English))	4
Social Studies (1 credit of U.S. History, 1 credit of World History 9 or World History 10 and 1/2 credit in U.S. Government required)	3
Mathematics * (1 credit each of Algebra 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 (2 credits in the same foreign language are required)	2
Career Technical Education (1/2 credit must be in a computer technology)	2
Physical Education	1.5

(PEF 301-Personal Fitness, PEL 301-Lifetime Sports and PEN 301-Physical Activity and Nutrition are required)	
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

Additional information can be obtained at:
<http://www.dodea.edu/students/graduation.cfm>

Virtual School and Distance Learning

Students are expected to take classes from teachers at the school IF the class is offered at the school, unless there is a severe scheduling conflict. The principal must approve all exceptions to this general policy. Exceptions will not be granted for the purpose of “avoiding” specific courses.

Rank In Class

Class rank is one consideration used by many colleges and universities for entry. Class rankings are recorded as fractions--5/140. This shows that a student ranks fifth from the top in a class of 140 students. Preliminary GPA rankings are calculated in September. Students must have 18 credits recorded on their transcripts. Final rankings are calculated in June. For this, students must have 26.0 credits recorded on their transcripts. The following scales are used to determine grade point averages:

Non-weighted Points	Weighted Points
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

Rank in Class is governed by DoDDS Regulations. Please reference DoDDS regulations for additional information.

Grade Point Averages (GPA) and class rankings are determined by using weighted and non-weighted grades. Weighted grades are given, by DoDDS regulation, for Advanced Placement courses only when the student completes the AP exam. If a student takes an AP course, but not the exam, the final course grade will not be weighted. Weighted grades from classes completed in non-DoDDS schools are not accepted except for AP classes. DoDDS transcripts indicate weighted classes with an asterisk.

Pass/Fail Grades: Under special conditions and on a case-by-case basis, Pass/Fail (P/F) grades may be an option for some students and some courses. P/F grades are

not utilized when GPAs and class rankings are calculated. Beginning in June 2008 all graduating seniors must have a grade point average of 2.0 or higher for all credits taken during grades 9 – 12.

Valedictorian And Salutatorian Honors

The graduating seniors with the first and second highest cumulative GPA – at the end of the eighth semester - will be named class Valedictorian and Salutatorian.

Participation In Graduation Exercises

For seniors to participate in the graduation exercises in June, they must have fulfilled all necessary requirements beforehand. Those failing to meet the requirements will be notified prior to the ceremony and their attendance withdrawn. Students and parents are cautioned that, due to the timing of final examinations and the ceremony itself, it may occur that students will be informed only one day prior to the commencement as to whether or not they will be able to take part.

Only seniors who are enrolled during the first marking period of the senior year at SHAPE American High School will be eligible for consideration/selection of valedictorian and salutatorian. Computation of the grade point average will be based on secondary school courses completed in grades 9-12 at the end of the eighth semester.

Early Graduation

Students may be considered for early graduation if they have clearly demonstrated a scholastic aptitude or vocational readiness, if there is a financial need for early entry into the labor market, or if health or family concerns would be best served. An application from the sponsor must be in writing to the Principal and must include a specific reason, as well as a definite and comprehensive plan. The application must be submitted to the Principal prior to the student's course selection for grade 11 if the student hopes to graduate at the end of semester one of the senior year. (Please reference DoDDS Regulations for additional information.)

Acceleration

A student withdrawing on PCS orders within twenty school days prior to the end of the semester may accelerate by notifying the Guidance Office at least thirty days prior to transfer. Additional assignments will be given to cover the work for the days to be missed in each subject and semester examinations may be given. Completion of this accelerated work must be of a passing standard and the grades will be averaged into the final 9-weeks grade. **Requests for acceleration by students who are failing a course will not be approved.**

Student Placement

Student placement is most important and will be based on an individual student and parent interview with the school counselor, a review of records (past performance), and DODDS requirements. “Other than routine” placement, including, but not limited to, graduation waivers, double-promotion, or any other unusual request, will be handled by the Student Support Team and/or placement committee.

Credit From Other Schools

A student who comes to SHAPE American High School from another school receives the credits recorded on the transcripts from the previous school. Incoming students with weighted grades that are not from AP courses will be assigned the point-value of the letter grade based on DoDEA's un-weighted scale used in calculating the GPA. If a student transfers to SAHS during a marking period, the grades as of the date of departure from the sending school are averaged with the grades received at SAHS; this determines the grades in the corresponding subjects for that marking period.

Students who fail to finish the previous year or semester at another school and receive no credit from the previous school are not credited by SAHS. The only place these students can receive credit is from the previous school. SHAPE American High School will administer final exams from another school if requested to do so by the other school.

Withdrawal From School

Students must bring a letter from parents with a copy of PCS orders **at least one month before leaving school**. A clearance sheet will be taken to all classes the day before leaving. One day is needed for clearance. Students will follow normal schedules on checkout day.

Students who are withdrawing for other reasons need to present a letter of explanation and a request from their parents to the Principal. An unofficial transcript of grades will be provided. All **official** records are forwarded upon written request by the receiving school. **They are not hand-carried by students or parents.**

Transcripts

Students will be furnished "unofficial" copies of transcripts to hand carry to their new schools when they withdraw from SHAPE Middle/High School during the school year. Students applying for entrance to colleges/universities will have their official transcripts sent directly to the institution upon the student's request and written parental permission. Students who complete the school year and transfer to other schools will take their report cards to the new schools. The receiving schools will request official transcripts from SHAPE. Students wishing to hand carry unofficial transcripts to their new schools must request them in writing before the end of the school year to be picked up before the end of June.

CLUBS AND ACTIVITIES

ALL fund raising activities held during lunch (MS and/or HS) MUST be coordinated with the Sponsor for Student Council and approval received.

Student participation in extracurricular activities is considered an important part of the students' lives at SHAPE American Middle/High School. Every effort is made to encourage all students to participate in the activities program according to their interests and abilities. As new interests develop, new activities may be added to the program. **All activities must be cleared by the school administration and placed on the official**

calendars. Most activities are coordinated through joint efforts with the Student Council. Depending on sponsors and finances, the following activities are regularly offered. School-sponsored events are published on the monthly calendar and are posted accordingly. The following is a partial list of clubs and activities on offer for our students.

Student Council: The Student Council provides the students with experience in government, an opportunity to present new ideas to the school, and a chance to take an active part in forming school policies and procedures. The student body elects the Student Council officers (president, vice-president, secretary, and treasurer) in the spring or early in the fall. The outgoing Student Council officers determine when the incoming Student Council officers will be elected (spring or fall). **Student Council elections for SY 2011-12 were held Wednesday, 15 June 2011.**

Class Government: Members of each class elect class officers in grades 7 through 12 soon after each school year begins. The date, time, and locations will be announced. The offices include president, vice-president, secretary, treasurer and representatives to attend and vote at the Student Council meetings. A candidate's name will not appear on the ballot unless the candidate obtains a petition signed by fifteen students prior to the election.

Academic Awards Assembly:

- Semester GPAs will be published and awards given during Homerooms.
- Awards Assemblies will be held at the end of each semester:
 - Grades 9-12 Green & Gold Awards Assembly in **January and May 2013.**
 - Senior (Grade 12) Scholarship Assembly in **June 2013.**
 - Grades 7,8 Green & Gold Awards Assembly in **January and June 2013.**

Art Club for Grades 7-12: Hands on activities are offered with paints, chalks, crayons and inks during lunch times and afternoons to provide special time for students with an interest in art.

Band and Chorus: These curricular programs develop musical talents in our students. The band and chorus present at least two concerts annually and the band provides lively pep music at some athletic events.

Drama & Speech: The drama and speech activities include, but are not limited to, periodic one-act plays, the Mini Speech & Drama Festival, participation in the regional festival, and two major theatrical productions each school year.

Athletics: All students must have a current medical examination **with all required immunizations** and Consent for Medical Care form completed before they may participate in any sport.

Fall Season

Football (HS)
Cross Country (HS & MS)
Cheerleading (HS)
Volleyball (F) (HS)
Tennis (HS & MS)
Golf (HS & MS)

Winter Season

Wrestling (HS & MS)
Basketball (M & F) (HS)
Cheerleading (HS)

Spring Season

Softball (F) (HS)
Baseball (M) (HS)
Soccer (M & F) (HS)
Track & Field (HS & MS)

Students participating in interscholastic sports and overnight field trips must sign and have their parents sign the ATHLETIC ELGIBILITY AND STUDENT BEHAVIOR Expectations forms. Violation of the code normally results in removal from the athletic team. **Among the code requirements is abstinence from drinking alcohol and smoking from the first day of practice through the awards banquet for that season.** A student may not have more than two academic failures to remain eligible for travel and play. Our teams participate with teams from high schools both inside and outside Belgium.

Before each of their trips, students will be provided an information sheet which will include the destination, the scheduled departure time from SHAPE, the scheduled return time to SHAPE, and emergency contact telephone numbers at the destination. Although the scheduled return times to SHAPE are reasonably accurate, parents may telephone the Chievres MP Desk at 32-06827-5301 for updated return-time information.

NOTE: After school activities/athletics for middle school students are the responsibility of Child and Youth Services (CYS) - not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services. SHAPE CYS registration office can be contacted at 423-3874 for more information.

JROTC Drill Team: All students enrolled in JROTC classes are eligible to be considered for this activity.

JROTC Honor Guard: All students enrolled in JROTC classes are eligible to be considered for this activity.

International Student Council: The SHAPE International School Student Council is comprised of members from each of the three secondary sections. These students select their own officers, who then represent their respective constituencies. The major focus of this group is to provide special functions and activities for all the students from the combined international school secondary population. Students enjoy such activities as: volleyball games, dances, and field trips. **When there is an exchange of students during the school day, permission must be obtained from the administration well in advance of the date of the exchange.**

Academic Games: Each year teams participate in a competition, which is held in Germany.

Creative Connections: Creativity, which is explored and expressed by students thinking “out side” the box. Selected students participate with other schools in Germany.

Junior Science and Humanities Symposium: If interested talk with a Counselor or Science Instructor.

Junior Leadership Seminar: If interested talk with the Counselor for grades 7 and 8.

Honors Music Festival: If interested talk with the Music Instructor.

SHOWCASE: If interested talk with the Art Instructor.

Technology Fair: If interested talk with a Technology Instructor.

Math Counts: Students in grades 7-8 with an interest in mathematics meet during lunch and/or after school to prepare for the annual Math Counts competition.

Model NATO: Model NATO provides students in grades 9-12 with opportunities to participate in simulated activities and issues, all currently part of the real NATO scene. This is particularly beneficial for students from the SHAPE area who have direct access to NATO personnel for special assistance.

Model United Nations: SHAPE American Middle/High School participates in The International Model United Nations (THIMUN). This activity includes students working on specific U.N. committees (e.g., Security Council, General Assembly, Economic and Social Council, etc.). SHAPE usually represents three different countries, combining efforts with students from the German Secondary Section.

Model United States Senate (MUSS): Students from DoDDS-E High Schools throughout Europe are given an opportunity to represent a U.S. Senator, member of a special interest group, or a member of the executive branch in a simulation of the Senate legislative process. A teacher board and an appointed student board organize MUSS cooperatively, which is a collective representation of high schools throughout DoDDS-E.

National Honor Society: The NHS is an honor organization composed of students who best represent the ideals of character, leadership, scholarship, and service. Inductees are selected after the first semester grades are finalized and are brought into the chapter during a special ceremony. To be eligible for membership a student must be in the 10th, 11th, or 12th grade, have a cumulative GPA of at least 3.75, and be enrolled at SHAPE the equivalent of one semester. Transfers from other schools may be accepted into the SHAPE chapter provided the student submits documentation of

membership. All students who are eligible scholastically will be invited by the NHS sponsor to submit a data sheet asking for examples of leadership and service. Actual selections will be made by a majority vote of a five-member faculty council appointed by the principal.

National Junior Honor Society: The NJHS makes its annual selection of new members after the first semester grades are finalized. To be eligible for membership consideration, students must have a cumulative grade point average of at least 3.75. Potential members must meet high standards of leadership, service, character, and citizenship. A faculty council will evaluate members of the middle school. To meet the service requirements, the student must have been active in service projects in the school and community. Character is measured in terms of integrity, behavior, ethics, and cooperation with students and faculty. Citizenship is measured by participation in civic organizations and/or activities. These leadership, service, and citizenship standards may be met by participation in previous schools. Students are selected by a majority vote of the faculty council, although all faculty members will be invited to make comments on the candidates.

Yearbook: The goal of the yearbook staff is to produce a poetic and photographic record of the people and events of SHAPE American Middle/High School. Students are given the opportunity to purchase a yearbook beginning in the fall.

Environmental Club: A club that emphasizes activities, which improve the environment. (This club is not offered every school year.)

SHAPE INTERNATIONAL SCHOOL RULES

"Example is the school of mankind, and they will learn at no other." --Field Marshall Lord Slim

This is your school. It will only be as pleasant, clean, and safe as you make it. We count on your adhering to the following rules to keep it that way.

Use of Corridors

Classes are in session as you walk through the corridors. Students should always have a hall pass whenever they are in the hallways during school hours. In order not to disturb other students, don't run and don't talk. Students attending meetings – during lunchtime - will move quickly and quietly. At the end of the school day, students must be out of the halls by 3:45 P.M. unless they are with a teacher/sponsor.

Participation in American Section Events

Students enrolled in SHAPE International School may be given the opportunity to participate in the U.S. Section's activities periodically throughout the school year. Students choosing to participate in those events are required to follow the same policies/rules as students enrolled in the U.S. Section. When a group of students plan to visit, prior approval must be obtained from the administration.

Gymnasium

Use of the gymnasium is permitted only under the supervision of an instructor. Protect the treated wooden floors by wearing special gym shoes while in the gym; reserve these shoes for inside use. Do not take food, drinks, or chewing gum inside the gym; these may cause irreparable damage. Lockers, bathrooms, halls, and other "common use" areas must NOT be damaged. Common Services or DoDDS may request payment for damage to the building or equipment.

Safety

The riding of bicycles, motorbikes, skateboards, scooters, and/or skates is prohibited on the school grounds. They must be parked or placed in the designated spaces and locked securely. The school has no insurance coverage.

During Fire Drills and/or in the event of a real fire, the Fire Lane in front of the Cafeteria is to be clear of students and personnel, so fire trucks can enter and exit. **Students** are to **exit the building quietly and in an orderly manner.**

STUDENT BEHAVIOR EXPECTATIONS

DoDDS-Europe Student Activities SY 2012 – 2013

SCHOOL_____

ACTIVITY_____

STUDENT NAME_____

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
5. Students will not have electronic music devices “on” during instruction or after “lights out”.
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).

9. **Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.**
10. Students are prohibited from possessing or using tobacco products on school-owned buses, vans, chartered buses, or when participating in school-sponsored and/or school-supervised activities both on and off campus.
11. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
12. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.
13. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
14. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
15. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

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

Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.

We have read these rules, understand them, and agree to comply with their intent.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

ATHLETIC ELIGIBILITY AND STANDARDS OF CONDUCT

The following is written specifically for students participating on school sponsored interscholastic sports teams. All students who represent SHAPE American Middle/High School (SAHS) are expected to adhere to the standards of conduct and comply with the eligibility requirements for the duration of the sport, to include vacation periods.

This document is an agreement between student athletes, managers, parents/sponsors and SHAPE American Middle/High School. It covers the various rules and regulations governing all participants in any extracurricular sport sponsored by DoDDS and SHAPE American Middle/High School. Both the participants and their sponsors must sign this document. The signatures acknowledge agreement to meet eligibility criteria and abide by the standards of conduct and its consequences. It should be understood that the head coach of the sport might formulate additional rules affecting the team but may not negate or eliminate the policies stated herein.

1. Student athletic participants must meet DoDDS regulations involving age limitations, number of years of eligibility, and other below mentioned qualifications for student eligibility at the SHAPE American Middle/High School.
2. The use and/or possession of tobacco products, alcoholic beverages or non-prescribed drugs are forbidden. The penalty for infractions will be specifically explained to each squad member at the beginning of the season and listed in the ATHLETIC ELIGIBILITY AND CODE OF CONDUCT FORM.
3. Vandalism, thievery, or insubordination may involve suspension, expulsion, loss of letter, or police intervention, depending upon the severity of the offense.
4. Student athletic participants who skip one or more classes will be suspended from the team or activity for a minimum of one day. The head coach may determine additional punitive measures. Legitimate reasons for missing practices, except for absence from school, must be cleared with the head coach or team sponsor in advance.
5. Students suspended from school by the administration also are suspended from all athletics for the duration of the suspension.
6. Academic eligibility requirements must be met.
 - (a) All incoming Ninth Grade students are eligible for first semester activities if they are not failing more than one class weekly.
 - (b) 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.

- (c) A student declared ineligible may practice, but is not authorized to participate in competition, be in school uniform at a scheduled event, or travel with the team to any away event.
 - (d) All student participants will be monitored for D's and F's on a weekly basis throughout the semester. Students who earn more than one failing grade in the classes in which they are enrolled are ineligible for competition. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team. Grades during the period of monitoring will be cumulative from the beginning of each quarter.
 - (e) Students who do not meet the GPA requirement 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.
 - (f) 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.
 - (g) Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.
7. Physical Examinations: Each student eligible to participate in tryouts, practice, and regularly scheduled contests must have a physical examination and a certified statement from a physician that the student is medically qualified to participate in the designated sport(s). The completion of *The Infant, Child and Adolescent Health Assessment* by a physician will be used to satisfy this requirement and will be kept on file with the school nurse. In addition, all immunizations required by DoDEA must be up-to-date.
8. At all times, but most particularly when involved in "away" travel, students are expected to behave in an exemplary fashion. Poor sportsmanship, fighting, or any activity which brings discredit to the school and/or community will not be tolerated. Disciplinary measures will be determined by the faculty sponsor and/or school administration.
9. No participation in an athletic practice will be permitted until the student has given the responsible head coach a properly executed limited *Medical Power of Attorney* form and a SAHS Athletic *Eligibility and Standards of Conduct* properly signed by both the student and the parent/sponsor.

- 10. Participants are to be properly groomed and attired for any "away" trip. The faculty sponsor, the school dress code, and security considerations will determine acceptable standards.
- 11. Injured students must present appropriate release for further activity from an acceptable medical authority, usually a physician.
- 12. All equipment, uniform items, or other school property must be returned in acceptable condition in order to fulfill the requirements for completion of the sport and prior to receiving any letter or other award. The student must pay for lost, stolen, or damaged items.
- 13. Athletes are encouraged to finish a sport.
- 14. In order for students to meet the age limitation, they must not turn nineteen before September 1st of the current school year.
- 15. Students are limited to four years of eligibility in interscholastic sports.
- 16. Should a faculty sponsor have personal knowledge of or receive a confirmed report from a reliable source that a student has failed to comply with the above participatory conditions, the faculty sponsor must take corrective action. The faculty sponsor and/or the school administration may reprimand the student, administer additional training or academic requirements, suspend or expel the student from the sport, or withhold any award or recognition.
- 17. In the event of an appeal of the disciplinary decision made by a faculty sponsor, it is possible for the student athlete to seek redress through the SAHS Disciplinary Council. Such action can be at the request of the student or the parent sponsor.

I understand and agree to abide by the athletic eligibility and standards of conduct as described above.

STUDENT: _____ DATE: _____

SPONSOR: _____ DATE: _____

School Supply List

Parents are expected to provide the following for their children as needed:

All schools K-12

- Pens and pencils
- Rubber eraser
- Colored pencils
- Glue (sticks, bottled)
- Pocket folders
- Highlighters
- Paper – loose leaf
- Book bag or backpack
- Spiral notebooks
- Plastic supply box
- Notebook dividers
- Bound composition book
- Gym shoes
- Notebook – 3-ring binder
- Paints (watercolor)
- Colored Markers
- Tissues (1 box, max.)

For Middle School Only

- Crayons
- Clip boards
- Scissors

For High Schools:

- Clipboards
- Scissors
- Protractor
- Compass
- Ruler