

Hohenfels High School Student / Parent Handbook



Home of the Tigers

SY '08-'09

Daniel J. Mendoza, Principal

Unit 28214, APO AE 09173
DSN: 466-3162 CIV: 09472-90-9608/9698
www.hohe-hs.eu.odedodea.edu

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SECTION I: INTRODUCTION

WELCOME LETTER

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
HOHENFELS HIGH SCHOOL
OFFICE OF THE PRINCIPAL
UNIT 28214
APO AE 09173

Dear Students and Parents,

Welcome to HOHENFELS High School. Demonstrating excellence in learning through excellence in teaching, Hohenfels High School provides a family-like atmosphere with a full range of curricular and extra-curricular offerings. HOHENFELS High School students have consistently demonstrated excellence in academic achievement, athletics, and the performing arts. HOHENFELS High School is also well known for having a friendly and highly motivated student body, faculty, and support staff. I am indeed fortunate to be associated with such an outstanding school.

This school year promises to be filled with excitement, challenge, change, achievement, and success. Our highly competent and professional staff will provide a challenging curriculum and high expectations for all students. My challenge to each one of you is to seize the opportunity to learn in a healthy and positive school environment that is free of many of the negative influences that are affecting American education today. As students, I will expect that you are here to learn and take advantage of the educational opportunities being offered to you. Your future successes will depend, to a very large extent, upon the skills and knowledge you have attained during your high school years.

Parents, support your student and HOHENFELS High School by reinforcing the importance of education and playing an active role in your student's educational life. The efforts your students make in the classes offered here will very likely set lifelong habits of work, study, organization, punctuality, and goal setting. Our combined efforts will assure your student's success in all these areas. The student in your house has one major responsibility this year, being a successful student at HOHENFELS High School. Help us see that your student accepts and is successful in that responsibility. This is going to be a great year! Call me, or better yet, come in and see me if you have questions or need help. I am here to be of service to your student and to you. My door is always open. Communication and an effective and positive home/school partnership are vital to a successful relationship between the school and the family. Please contact the administrative team or our teachers if you have a concern or compliment. I look forward to meeting with each one of you during the school year.

Sincerely,

Daniel J. Mendoza
Principal

PRINCIPAL'S MESSAGE TO PARENTS

Our objectives, as parents and educators, are the same: to give students the best possible guidance toward the realization of their highest capacities. To accomplish this goal, full cooperation between home and school is essential. The following suggestions are intended to help you make the fullest possible contribution to your child's success in school.

A wholesome attitude toward school and confidence in the teacher is essential for the student's maximum success in school. **THERE IS NO SUBSTITUTE FOR A STUDENT WANTING TO LEARN AND DO WELL.** Students will learn little from a teacher they do not trust or believe in, regardless of how capable or trustworthy the teacher may actually be. Therefore, it is recommended parents bring questions and problems to the teacher rather than criticize the school to the student or encourage criticism by lending an ear to it.

REGULAR AND PUNCTUAL ATTENDANCE is of inestimable importance to success in school; therefore, your first concern should be to see that your son or daughter attends regularly. Parents who permit a child to be absent from school, unnecessarily, not only place a handicap upon the student's opportunity to succeed in their studies, but they also indirectly encourage the development of poor attitudes toward work and obligations. Your cooperation with school officials in the promotion of regular attendance will be well worth the time and effort.

Our policy is to keep parents informed of attendance patterns that appear to be reaching levels of concern. While excused absences are not as great a concern because the reason is acceptable, an excessive number of absences, excused or unexcused, cause important classroom interaction to be missed. Therefore the total number of absences is important to monitor.

Work outside of class is necessary for satisfactory progress in the majority of subjects in the curriculum. You can contribute greatly to your son or daughter's success in school by **PROVIDING FOR STUDY TIME**. A minimum of one hour of home study per day is recommended for those students who take the normal load of subjects. A minimum of two hours of home study is recommended for those students who are enrolled in an honors course, and for those who take part extensively in extra-curricular activities. Providing a structured study time in your home also is often a cure for students who "forget to bring their homework home", claim they "don't have any", or say they "did it in school" when you suspect otherwise.

You may further help the school to serve your child by:

- a. Making it your business to know your child's teachers and course expectations
- b. Sending a written note to the Main Office when your child has been absent or tardy to school
- c. Reviewing school reports showing progress made in each course
- d. Refraining from telephoning or taking students out of class during the school day, except for emergencies
- e. Attending student games and school events
- f. Reading this handbook and understanding as fully as possible the operation of the school

This handbook is prepared to serve as an aid to students and parents of students at Hohenfels High School. This handbook, by no means, can be considered as the final answer to all questions or solutions to all situations that arise during the school year.

Students and parents are asked to familiarize themselves with this handbook. Copies of appropriate regulations, directives and policies that might be referenced in this document are available in the principal's office at Hohenfels High School.

Please feel free to ask questions or to seek clarification of items in the handbook by calling the school at 466-3162 or 09472-90-9608/9698 or by visiting the school at any time.

TIGER PRIDE FIGHT SONG

Look out there's a tiger on the loose, it is us coming through
Hohenfels High School!

We're gonna fight hard and we're gonna win cause we're
Hohenfels High School!

Oh, we're going for the record and you can't stop us now
Hohenfels High School!

So that's your warning here and now, cause we're
Hohenfels High School!

Lyrics: By A Student



The Department of Defense Education Activity (DoDEA)
Vision

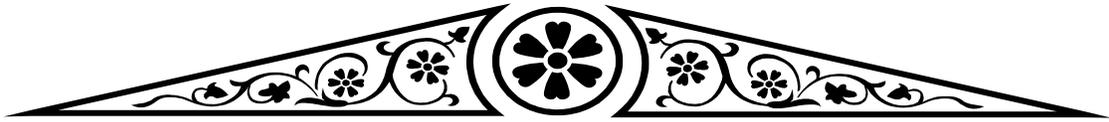
Communities investing in success for ALL Students!

Educational Mission

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

DoDEA Guiding Principles

Student achievement...a shared responsibility
Trust and respect for others' rights
Unlimited opportunities to reach high expectations
Dedicated to lifelong learning
Equal access to a quality education based on standards
New and motivating challenges to inspire excellence
Total accountability with teamwork.
Success for all...students first!



Bavaria District Mission Statement

The mission of the Bavaria District is to pursue excellence in teaching in order to ensure that all students

Acquire and apply information
Communicate effectively
Hold high expectations for themselves and others
Interact cooperatively to establish positive human relationships
Engage in thinking, reasoning and problem solving
Value and respect diversity in a multi-cultural society
Establish habits for emotional, physical and social well-being

in order to become life-long learners who will serve as responsible members of a global, dynamic society.

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

Hohenfels High School

Mission Statement

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

Core Commitments / Beliefs

Hohenfels Middle / High School will prepare students to:

- Set and pursue goals
- Read, acquire and apply academic knowledge, while thinking critically to analyze and solve problems.
- Communicate information effectively while learning and applying technology
- Take responsibility for independent and team work, and
- Develop character, social courtesies, and respect for the diversity of others.

PHILOSOPHY

The school, as an institution in a democracy, is concerned with creating opportunities to permit and encourage each person to realize their fullest potential. In our complex, interdependent society creativity, imagination and flexibility are necessary skills. Our students will need to cope with a technological and social future that is changing so rapidly it is not yet fully recognized, much less understood.

A continuing purpose of school is that of introducing youth to the roles of adults within our social system. In this conservator function, it places emphasis on the cultural traditions and values of the social system, and it seeks to communicate the wisdom that social system has judged to be significant.

DODEA's goals and Hohenfels High School's educational mission statement address quality in education. Each learner should strive toward the ideal implicit in each of the stated goals and the mission statement.

The goals and mission statement are interrelated: No goal stands in isolation from the rest. They define behavior outcomes for learners, identify tasks to be performed by teachers, and help to determine means for evaluating learner's progress. DODEA's goals and our mission statement express Hohenfels High School's commitment to quality education for our students.

ACCREDITATION

The North Central Association of Colleges and Schools (NCA), the accreditation agency that supervises most of the schools and colleges in the mid-western United States, accredit Hohenfels High School. Hohenfels High School has been accredited without any deviation since being initially accredited in school year 1995/96, the first year of operation for the school.

Every five years an NCA site visit team reviews school records and observes the operation of the school as part of the accreditation process. The last site visit was conducted in May 2001. A copy of the site visit report is available for review by students, staff, parents and patrons of the school.

Each year the staff qualifications are reviewed by the NCA. Teachers, students and parents are provided an opportunity to provide input in the annual report filed with the NCA.

CONTINUOUS SCHOOL PROGRESS (SIP)

The Continuous School Progress for the school is based on NCA guidelines, the DoDEA Strategic Plan and input from the school's stakeholders (parents, students, teachers, and community members). Our current SIP focus is "Communication Skills and Critical Thinking." If you would like to be involved in the on-going process for our CSP, contact the main office at 466-3162 or use the self-mailer feedback form attached to every Parent Newsletter.

COMMUNITY PARTICIPATION IN SCHOOL

TIGERS ATHLETIC BOOSTER CLUB

The purpose of the Tigers Athletic Booster Club is to help raise money for the school by having concession stands at the games. The Booster Club also sells school spirit items, such as T-shirts, sweat-shirts, etc.

PARENT/TEACHER/STUDENT ASSOCIATION (PTO)

The purpose of the Parent/Teacher/ Organization is to support the school by having fundraisers to raise money to buy school equipment and other items. Membership of the PTO comes from the parents, the staff and the student body.

SCHOOL ADVISORY COMMITTEE (SAC)

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

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

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

SECTION II: LOGISTICS

Administration

Hohenfels High School

Telephone Numbers: DSN: 466-3162

Attn: Principal

CIV: 09472-90-9608/9698

Unit 28214

Fax: DSN: 466-3161

APO AE 09173

CIV: 09472-83-3162

School Web Site: www.hohe-hs@odedodea.edu

School e-mail: hhs_pr@eu.odedodea.edu

Principal:

Daniel J. Mendoza

Asst. Principal

Candice A. Wojciechowsky

School and School-Related Telephone Contacts

<u>Office</u>	<u>DSN</u>	<u>Civilian</u>
Main Office	466-3162	09472-90-9608/9698
Guidance Counselor		09472-90-9605
Supply Office	466-3164	09472-90-9672
ASACS Counselor		09472-90-9610
ROTC Office		09472-90-9692/682
Nurse's Office		09472-90-9613
Media Center		09472-90-9642
Cafeteria		09472-91-1755
DETMO (School Bus Office)	466-2782	09472-90240
Elementary School	466-2829/2729	
Civilian to Military Conversion: 09472-83-XXXX		

DoDDS-EUROPE
SCHOOL YEAR 2008-2009 CALENDAR

FIRST SEMESTER

Monday, August 25, 2008	Begin First Quarter and First Semester
Monday, September 1, 2008	Labor Day – Federal Holiday
Monday, October 13, 2008	Columbus Day – Federal Holiday
Thursday, October 30, 2008	End of First Quarter (42 days of classroom instruction)
Friday, October 31, 2008	No school for students – teacher work day
Monday, November 3, 2008	Begin second quarter
Friday, November 11, 2008	Veterans Day - Federal Holiday
Thursday, November 27, 2008	Thanksgiving- Federal Holiday
Friday, November 28, 2008	Recess Day
Monday, December 22, 2008	Begin Winter Recess
Thursday, December 25, 2008	Christmas – Federal Holiday
Monday, January 1, 2009	New Year’s Day – Federal Holiday
Monday, January 5, 2009	Instruction Resumes
Monday, January 19, 2009	Martin Luther King, Jr. Day – Federal Holiday
Thursday, January 22, 2009	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 23, 2009	No school for students – teacher work day

SECOND SEMESTER –

Monday, January 26, 2009	Begin Third Quarter and Second Semester
Monday, February 16, 2009	Presidents’ Day – Federal Holiday
Thursday, April 2, 2009	End of Third Quarter (48 days of classroom instruction)
Friday, April 3, 2009	No school for students – teacher work day
Monday, April 6, 2009	Begin Spring Recess
Monday, April 13, 2009	Instruction Resumes – Begin Fourth Quarter
Monday, May 25, 2009	Memorial Day – Federal Holiday
Thursday, June 11, 2009	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 12, 2009	No school for students – teacher work day Last day for non-administrative educator personnel

Several In-Service Days and/or delayed openings for teacher in-service purposes will be held during the year. Information regarding these days will be provided as soon as schedules are completed.

REGULAR DAY BELL SCHEDULE

<u>Bell Schedule</u>		
Time	‘A’ Day	‘B’ Day
0805	Warning Bell	Warning Bell
0810 – 0935	Period 1 (85 minutes)	Period 5 (85 minutes)
0940 – 1105	Period 2 (85 minutes)	Period 6 (85 minutes)
1110-1235	Period 3 (85 minutes)	Period 7 (85 minutes)
1105-1145	1 st Lunch (High School)	1 st Lunch (High School)
1150-1315	Period 3 (HS 85 minutes)	Period 7 (HS 85 minutes)
1235-1315	2nd Lunch (MS)	2nd Lunch (MS)
1320-1445	Period 4 (85 minutes)	Seminar (85 minutes)
1445	Dismissal	Dismissal

DELAYED OPENING SCHEDULE

Bell Schedule

<u>Time</u>	<u>'A' Day</u>	<u>'B' Day</u>
1010 – 1105	Period 1	Period 5
1105 - 1145	Lunch (HS)	Lunch (HS)
1110 - 1210	Period 2 (MS)	Period 6 (MS)
1150 - 1245	Period 2	Period 6
1210 - 1250	Lunch (MS)	Lunch (MS)
1255 – 1345	Period 3	Period 7
1350 – 1445	Period 4	Seminar
1445	Dismissal	Dismissal

ASSEMBLY SCHEDULE

Bell Schedule

Time	'A' Day	'B' Day
0810 – 0935	Period 1	Period 5
0940-1105	Period 2	Period 6
1105-1145	Lunch	Lunch
1105-1215	Period 3	Period 7
1150-1250	Period 3	Period 7
1215-1255	Lunch	Lunch
1255-1400	Period 4	Seminar
1405-1445	Assembly	Assembly
1445	Dismissal	Dismissal



ENROLLMENT IN HOHENFELS HIGH SCHOOL

All enrollment paperwork, INCLUDING CURRENT REQUIRED SHOT RECORDS, must be completed by the sponsor or parent, eligibility requirements to enroll must be met, and a copy of the official transcript OR a valid report card from the preceding school must be presented PRIOR to the student being scheduled for classes. After meeting with the counselor to schedule classes, the student will begin attending the following day. Without valid documents (transcripts/report cards or official withdrawal papers) that indicate what classes the student has completed or are in progress the student cannot be scheduled.

DRIVING CARS

Bus transportation is available for all students. Students' driving of automobiles to school is discouraged. If permitted to drive by the parent the student must bring the "Permission to Drive" form written by the parent stating that driving is permitted. The Assistant Principal will then write a letter to the parent granting permission. Additionally, the student's auto must be registered in the Main office to comply with the school's Force Protection Plan. No students are to be in the auto during the school day. Student must park their autos in the Festplatz and then walk to the front of the school and enter school through the main door.

LOST AND FOUND

Articles that are found should be taken to the main office. "Lost and Found" articles are kept in the Main Office or the supply room until claimed or for a period of three months, after which school personnel dispose of them. Non-essential items should not be brought to the school. This eliminates many of the items that often are in the "Lost and Found" category of materials.

LOCKERS

Students will be assigned lockers and locks. The Main Office makes locker assignments and maintains an up-to-date listing of locker assignments and combinations of locks issued to students. Locker assignments are made on a random basis. Once a locker is assigned, the locker, its security, contents and care, are the responsibility of the student assigned. Students are not permitted to share lockers. Locker damage or lost locks will be charged to the sponsor for reimbursement of costs.

Lockers are provided as a privilege and not as a right. Students who abuse locker privileges may be denied the use of a school locker. The school is not responsible for personal or government property stored in a locker. Only the school provided lock may be used on the locker, and it must be kept locked at all times.

Regardless of the cause, students are responsible for the care, maintenance, and cleaning of their locker. Any defacing of a student's locker must be immediately reported to the administration. Students are expected to return their locker in a neat, clean, and presentable condition for use by the next user.

Locker checks will be made throughout the year. Locker contents will be removed from lockers not locked. Students using more than one locker will be subject to losing the privilege of having a locker.

The school reserves the right to make general locker searches in conjunction with community or military police authorities related to bomb threats, drug sniffing dog inspections, and investigations related to illegal contraband or violation of school policies. Lockers are the property of the school and, as such, are subject to search at any time.

School administrators may conduct a warrant-less search of an individual student's locker when there is a reasonable suspicion that the search will produce evidence that the student has violated the law or the school's rules.

SEARCHES AND SEIZURES

School property is U.S. Government property and, therefore, public in nature. Individual rights are subject to public scrutiny whenever suspicion exists of a civil or criminal breach of the law. Students must be aware that their possessions, including book bags and contents of lockers while on school property, are subject to search and illegal or illicit materials are subject to seizure. Legal action can follow for violations of the law.

Searches will be conducted if deemed necessary and involved students will, if possible, be present for the search by school, civil, host nation or military officials.

TEXTBOOKS

All required textbooks are supplied without charge. Students have the responsibility to care for their textbooks in a proper manner. Payment of the replacement cost of lost or damaged books will be made to the school supply officer. Payment must be made by check or money order made payable to: **Treasury of the United States**. If texts or other monetary obligations incurred are not paid in a reasonable time after notification of the sponsor, a follow-up letter with a copy to the commander of the sponsor will be mailed requesting payment of the incurred debt.

UNSECURED PROPERTY

Government and personal property is to be kept secure at all times on school grounds. Property left unattended or in unlocked lockers may be confiscated, and students responsible for the items may be subject to disciplinary action. Unattended property not only gives the school an unsightly appearance, but it also can create safety and security problems.

MISSING PERSONAL PROPERTY

In the case of missing personal property notify the administration and as appropriate, law enforcement agencies (military police or host nation) and make a statement concerning the circumstances of the theft.

Actions taken against suspects involved in a theft and subsequent legal processes will depend on the evidence obtained through the investigations conducted by the administration or law enforcement agencies.

INCLEMENT WEATHER

On occasion, it may be necessary to cancel school or delay school opening because of inclement weather. Fog, snow and ice may make it impossible for school buses to make their normal runs. When this occurs it will be announced on AFN (1485 AM) as soon as possible in the morning. If school is delayed, students will report to school two (2) hours late (10:10 a.m.). On these days all buses also run two hours late. Because of rapid changes in road conditions from very early morning a two-hour delay is often declared initially. Continue listening to AFN. If it is later determined to cancel school for the entire day, updated announcements will be made. **Please DO NOT telephone the school or AFN.** Listen to the radio for school delay/cancellation announcements.

If you live in an area where there is no AFN reception, it is recommended that you plan now by determining which friend has AFN reception that you can call. Information may also be obtained by contacting the Staff Duty Officer or MP Desk.

POSTING NOTICES IN SCHOOL

All notices for posting in the school, such as posters and handbills or any other type of advertisement, other than for school sponsored events, must have prior administrative approval before being posted.

DAILY BULLETIN

A bulletin to student and faculty members is published daily. Announcements for the student bulletin must be endorsed by a faculty member and submitted to the main office by 1300 hours. Announcements submitted after the above time frame cannot be guaranteed appearance in the following day's bulletin.

PARENT NEWSLETTERS

A monthly newsletter is published and distributed to parents via the military mail system. An electronic version is also available and sent to families supplying the school with their e-mail address. Parents, teachers and students may have information placed in the newsletter by contacting the office of the principal.

USE OF THE OFFICE TELEPHONE

Students will not be allowed to use the office telephones unless the situation is considered to be urgent. Parents are asked not to call the office with messages for the students except in the case of an emergency. A phone for student use is located directly outside of the Media Center to be used for school related business such as contacting parents. Note the posted rules regarding these phones. They may be used **BEFORE** the first morning bell, **DURING** your assigned lunch period and **AFTER** the final release bell. Only necessary call should be placed. Abuse of these phones by any student will result in the loss of the phone privileges for all students.

LUNCH PROGRAM

Hohenfels High School has a **CLOSED CAMPUS**. Students who leave the school grounds any time during the school day are in violation of this policy and are subject to disciplinary action.

The school lunch program is the responsibility of the AAFES. All menus and service in the cafeteria are AAFES responsibilities. Students who do not wish to eat the AAFES lunch can bring a sack lunch to be eaten in the cafeteria. **The lunch period lasts from 1105 to 1140, first lunch and 12305 to 1315, second lunch, each day.**

In all instances, the students are expected to eat their lunch in the cafeteria. **NO FOOD TRAYS ARE TO BE TAKEN FROM THE CAFETERIA TO OTHER AREAS OF THE SCHOOL.** Students are expected to clean up after themselves and will be required to return trays to the tray cleaning area.

SECTION III: ACADEMIC PROGRAM/STUDENT RECORDS

GRADE LEVEL CLASSIFICATION

Grade level classification is determined as follows:

- 7th Grade Completion of 6th grade
- 8th Grade Completion of 7th grade
- 9th Grade Completion of 8th grade
- 10th Grade Student must have earned at least six (6) credits.
- 11th Grade Student must have earned at least twelve (12) credits
and meet all graduation requirements with normal scheduling in
the Junior and Senior years.
- 12th Grade Student must have earned at least eighteen (18) credits and
meet all graduation requirements with normal scheduling.

GRADUATION REQUIREMENTS

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

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

NOTE: Twenty-four (24) credits should be viewed as a MINIMUM for successful high school preparation and/or completion. Parents are encouraged to help their teen plan for a full schedule (seven courses per semester/seven credits per year) whether or not those four years will be at Hohenfels High School.

YO 2.0 – Beginning with the graduating class of 2007 and thereafter, students will need to have a cumulative GPA of 2.0 to be eligible for a Diploma.

Courses Meeting **AESTHETICS** requirement:

Drama
Humanities
All Art courses
All Music courses

Courses Meeting **CAREER EDUCATION** requirement:

Any courses listed under Business, except keyboarding I
Any courses listed under Vocational, Career Education or Career Work Experience (CWE), Home Economics
Graphics, JROTC.
Any Professional Technical Studies

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

Algebra I
Geometry
Algebra II

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

Biology
Chemistry

NOTE: Physics is recommended for students who wish to pursue a math-science program in college.

Foreign Language
(2 or 3 years of same language)

NOTE: Not all colleges have a foreign language requirement. Others prefer 3 or 4 years study of the same language.

Additional Social
Studies Classes

NOTE: Students interested in political science, international relations, etc., should plan to take at least one additional social studies course.

- **Also see appendix B - College Preparation Checklist for Students**
- **Separate publications of the school include:**
 - **Hohenfels Course Description Guide and Program of Studies**
 - **Hohenfels Guide to College Planning**

ADVANCED PLACEMENT COURSES

The College Board and Educational Testing Service sponsor the Advanced Placement (A.P) program. Courses are available in the following curricular areas: Art, Calculus, German, Spanish, English Language, English Literature, and Computer Sciences or in areas where there is sufficient demand and staff available to offer the course. Advanced Placement examinations are administered during the month of May. Beginning in SY 03-04, DoDEA assumed responsibility for the costs to take the Advanced Placement Examinations for all students enrolled in advanced Placement courses. Consequently, a student taking an Advanced Placement course in a DoDEA high school will be **required** to take the requisite AP examination in order to receive a weighted grade for the course. The A.P. examinations are given in May. Presently more than 1000 colleges and universities offer up to one full year of college credit for qualifying scores of 3, 4, or 5 on the Advanced Placement examinations. High school credit to meet graduation requirements and a weighted grade is awarded for successful completion of the Advanced Placement course during the school year. The college/university the student is attending will grant the credit based on receipt of the scores from the student.

CURRICULUM GUIDES / STANDARDS

DoDDS provides Curriculum Guides/Standards for subjects offered within the school's curriculum. Guides and Standards books are updated on a regular basis. These guides serve as planning resources for the courses that are being taught. The curriculum guides/standards are available for review by parents, students and staff members. Consult the principal's office to review these materials, or visit the DoDEA Website at <http://www.dodea.edu>.

In addition to the curriculum guides/standards, the teachers of Hohenfels High School provide a listing of "Ten Essential Learnings" for each of the courses they teach each grading period. The Essential Learnings are available from the classroom teacher or the principal.

GRADE POINT AVERAGE

A student's cumulative grade point average (GPA) is determined by the average of the grade point values for all grades received to date. GPA is calculated after each semester. Weighted point values are assigned to each letter mark in advanced placement courses, if the student finishes the course and takes the AP test. Following is the method by which GPA is determined and the percentage required to earn each grade.

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

ACADEMIC RECOGNITION

Student academic achievement at Hohenfels High School is recognized in a variety of programs:

HONOR ROLL RECOGNITION: Honor rolls are published quarterly. These recognize achievement by students who have earned quarter grade point averages in the ranges 3.40-3.69, 3.70-3.99 and 4.00+. The PRINCIPAL'S Honor Roll consists of students whose quarterly average is a 4.0 and above. Students receiving an "F", "D", "I", "E" or "N" grades and students who receive discipline referrals and suspensions are **not eligible** for the Honor Roll.

Student of the Quarter (SoQ): Students are nominated by students, parents, teachers and/or community members. Students are selected by a committee and awarded such items as; 5 minute early passes to lunch, school spirit shirts/jackets, free bowling, etc. Criteria for nomination are: good citizenship, outstanding leadership qualities, mature work ethic and superior conduct.

NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY: the school and the National Association of Secondary School Principals sponsor these programs. Students are selected on the basis of academic achievement, community service and leadership.

HONORS DIPLOMA: Is awarded to students fulfilling the following criteria:

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

In addition to meeting all standard requirements for graduation.

ELIGIBILITY FOR ACADEMIC HONORS

The determination of Grade Point Average for class valedictorian will be based on student grades attained **at the end of the second semester of the graduating year.** Students, who are graduating early, i.e., after completing 6 semesters of high school, are eligible to compete for the honor. However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible.

CLASS RANKING FOR GRADUATION

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

GRADING

All work for an entire grading period is to be considered in determining a student grade. For a semester grade, the student work from both quarters and a final examination may be used to determine the semester grade for the student.

Grades entered for report cards are to be determined by the student's achievement in the course and not by any other action. This does not preclude the use of "class participation" as a factor in grading. It does, however, preclude an act of behavior being used to determine a grade.

Students are to know when and how they are being evaluated. There should be continuous assessment/evaluation and communication of results between teacher, student and parent. Students who enter from other schools should have withdrawal grades from the previous school taken into account when grades are computed and issued.

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

A grade of 'F' in the first or third grading period will not be counted at such a level as to preclude the student from having a chance of passing the semester's work with at least an average performance during the second and fourth grading period **COURSE SELECTION**

Students make course requests in the spring for the following school year. Requests are from among courses planned for the master schedule next year. Requests for particular instructors will not be honored. Parents must be actively involved with their students in making course selections. The school guidance counselor is available to assist parents and students in designing their high school educational plan. Particular emphasis should be placed on completing graduation requirements by the years recommended to avoid trying to schedule too many requirements into the last year or two. Choosing courses outside the grade level course requirements indicated by the school often leads to schedule conflicts and students being unable to take a desired course.

CHANGES IN SCHEDULE

It is the policy of DoDDS that each student will be provided an appropriate program of studies designed to foster academic and personal success. Placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.

Occasionally it is necessary to make changes in a student's schedule. The purpose of this policy is to establish guidelines for student schedule changes:

- The counselor or administration to meet needs inherent in the school's master schedule will initiate some student schedule changes.
- Changes in schedule will be made to balance the size of classes and/or to allow students to take advantage of additional course offerings.
- During the first week of a semester a student's schedule may be changed at the request of the student with good cause. Parental approval/agreement is required.
- After the first week of the semester, schedule changes may occur to accommodate the special needs of the student, school or both. Changes may be at the request of the teacher, the administration, or the parent. Changes require the approval of the gaining and losing teachers.
- After the first 10 school days of the semester, a grade of WF (withdraw-fail) is given in accordance with DoDEA policy.

MID-QUARTER PROGRESS REPORTS

Progress reports are a means of keeping both students and parents informed of the student's current grade status in a particular class. These reports are sent to the sponsor during the fifth week of the grading period; however they can be given at any time. Progress reports may be mailed to the sponsor or given to the student to deliver to the sponsor. Progress reports are required for notification of sponsors of any student who might be failing or in danger of failing. Most teachers send progress reports for all students, thus keeping the sponsor apprised of the academic status of the student. Parents must be advised, by mail (Progress report) of unsatisfactory academic achievement before a failing grade can be issued. Parents who may be concerned about their son/daughter's progress are urged to contact the teacher(s) involved or the Counseling Office at any time during the school year.

REPORT CARDS

Parent conferences are held after the end of the first quarter. Report cards are available for pick up on the day of the conferences and teachers are available to confer with parents. Parents are strongly encouraged to take advantage of this opportunity to talk with their child's teachers. Report cards not picked up are mailed to parents, usually the next day. For other quarters and end of the semesters, report cards will be mailed to the sponsor as soon as possible after the close of the marking period. Students will receive a copy of their report card, normally on the Tuesday following the end of the quarter.

HOMEWORK POLICY

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities. Homework is an extra-class activity or project designed to accomplish one or more of the following:

- A. Provide drill or practice on a principle or skill already taught
- B. Enrich, enhance, and extend school experience
- C. Provide real-life application of the matter at hand
- D. Develop appreciation for or knowledge of community resources
- E. Develop the personal culture of the student

At Hohenfels High School, we strongly support the philosophy that homework is a necessary adjunct to school life that serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and will support the teacher's instructional objectives.

Hohenfels High School's homework policy requires homework that is appropriate to both the class and the age of the student. The homework guidelines regarding amount are:

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

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

- Work independently
- Apply skills learned in the classroom
- Practice material that has been taught
- Review material
- Develop and use creativity

All homework is to be reviewed in the class and evaluated so as to ensure that it is meaningful to the student.

The success of any homework policy involves the students, teachers and parents.

(Reference: DS Administrative Instruction 2000.9, dated July 7, 1993)

CUMULATIVE RECORDS

A cumulative record file is maintained for each student in the school. This record contains information concerning the ability and achievement, standardized test scores, report cards and other pertinent information regarding the student. The records are confidential and are to be seen only by authorized persons, including the student's parent/sponsor. The cumulative records are maintained in the Main Office. The records are not to leave the office and are to be examined in privacy.

In addition, each student should maintain his or her own Portfolio. This includes a 4-year or 6-year academic plan, graduation requirement checklist, activity record, resume, letters of reference, awards and special recognition, test scores, goals, and reflections.

TRANSFERRING FROM SCHOOL

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

1. Parents must advise the Main Office as early as possible before the departure date.
2. Provide the Main Office a copy of the orders as soon as available.
3. Advise each teacher of the departure date. The withdrawal date should not be more than two school days before the day of actual departure.

Two days prior to the actual withdrawal date, the student should be sure all obligations have been met including turning in all materials and paying for anything lost or damaged. On the day of withdrawal, the student is expected to complete the full school day. Before school on the day before the withdrawal date, the student must report to the Main Office to pick up a Clearance Form. This form must be completed during that day and the day of withdrawal and returned to the Main Office before departing school. This must be accomplished before school records may be released. Parents may pick up a copy of the student's records after completion of clearance procedures. Parents are encouraged to hand carry a copy of students Withdrawal Form, Last Report Card, Test Scores and Unofficial Transcript.

EARLY DEPARTURE OF STUDENTS POLICY

It is the job the school, as a support agency within the military community, to cooperate with and facilitate the movement of military families. **When students depart school early as a result of a PCS move** (see Acceleration Program for dates involved), termination of an overseas assignment or for other family connected reasons; the school staff will try to accommodate the student and family in every way.

In accordance with this part of our mission, the staff will:

- Not lower a student's grade solely because of the early departure.
- Cooperate in accelerating the student who notifies the school at least two weeks before a scheduled PCS move. This cooperation means providing assignments and tests needed in a timely manner.
- Be able to give the student a grade at the time of departure. If the departure is scheduled within twenty (20) days of the end of the semester, and the student has completed the assigned acceleration work, this can be a semester grade and full credit for the semester can be granted. If the withdrawal is prior to the twenty days before the end of the semester or if the acceleration work is not completed, the grade issued is a withdrawal grade (grade-to-date) and no credit is granted.
- Help students who do not give two weeks notice of departure as much as possible while considering the time restraints involved.

Students should not suffer as a result of a late Notice of Move by the military or the parents. The Superintendent must approve all students requesting to leave school early for reasons other than a PCS move. However the Acceleration Policy, a DoDEA policy, is not intended for those desiring to start summer vacation sooner than the official last day for students. Parents are also advised that significant absences from school during the year in conjunction with a PCS move can nevertheless impact a student's academic program.



ACCELERATED CREDIT FOR DEPARTING STUDENTS

A student who withdraws from school with PCS orders within twenty (20) days of the end of a semester may be placed on an acceleration program that allows the student to earn full academic credit for the semester. The request for the acceleration program must be made through the principal's office at least thirty (30) days prior to the student's proposed withdrawal date. Teachers will provide additional assignments and assessment opportunities to cover the instructional time lost by the student's early departure. The teacher may require the completion of a semester examination. The earliest date for acceleration for the first semester is COB Dec. 14, 2008 meaning that a student **must remain in school through December 14th and have PCS orders** to be eligible for consideration to receive an accelerated program of study. The earliest date for an acceleration program for the second semester is COB May 17, 2009.

ACCELERATION IS NOT AVAILABLE FOR STUDENTS NOT MAKING A PCS

MOVE. Classes in which the student is currently failing are not normally approved for acceleration. Acceleration programs are provided only in the case of PCS moves. A copy of PCS orders is required for a student to be placed on an acceleration program. Requests for acceleration programs for reasons other than PCS mover will be handled on an individual basis.

Copies of all acceleration work are provided to students, parents and administration.

EARLY GRADUATION

A request for early (mid-year) graduation must be submitted, in writing, to the principal prior to Sept. 20,2006. The request must be signed by the student and the sponsor and must describe how the student intends to complete the graduation requirements necessary for the mid-year graduation, as well as reasons for requesting early graduation.

RETENTION OF STUDENTS

The retention of middle school students (grades 7 and 8) is covered in DS Regulation 2000.3. A placement committee as outlined in the regulation will be in place to cover such actions. The principal will chair the committee.

TRANSFER OF RECORDS

The school recommends to parents that a COPY of School Records be hand carried from school to school. This will aid the receiving school in scheduling the student. However, only records requested by the receiving school and sent in the mail are considered "OFFICIAL." Parents are encouraged to contact the Main Office prior to leaving and appropriate parts of a student's records will be photocopied for the parents to hand carry to the new school.

TRANSCRIPTS

Transcripts fewer than five years old can be obtained from Hohenfels High School.

The following address is to be used by students when requesting transcripts more than five years old:

Educational Testing Services
P.O. Box 6605
Princeton, New Jersey 08541
Telephone Toll Free: 1-800-257-9484

CONTROVERSIAL MATERIALS POLICY

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

SECTION IV: STUDENT SERVICES

GUIDANCE DEPARTMENT

The guidance department is established to provide career, academic and personal counseling to the students of Hohenfels High School. Students may be excused from classes for appointments with the counselor. In order to schedule an appointment, the student must make the appointment and receive a signed agenda hall pass from the counselor. This must be done in advance of the scheduled appointment. The pass must have the date, time and signature of the guidance counselor. The student presents the pass to the teacher in the class that meets at the time of the scheduled appointment. The signature of the teacher from the class being missed is also required on the pass. The guidance office is open daily from 0800-1100 and 1145-1500. Appointments can be made for alternate times. In emergency situations, the student will be seen immediately. The guidance office can be contacted at 09472-90-9605.

CASE STUDY COMMITTEE

The Child/Case Study Committee (CSC) meets regularly for the purpose of identifying, programming and monitoring the educational needs of handicapped students. Parents, as well as teachers, may make referrals to the CSC. Parents and teachers are required to sit as part of CSC meetings and eligibility determinations for special needs students. Contact with the specialists who support the CSC and parent referrals can be made through the Guidance Office, telephone 09472-90-9605.

The procedure for processing an initial referral (presenting problems) from a parent, teacher, or student is simple. If the problem concerns a student who is having learning difficulties that cannot be attributed to student motivation or adequate preparation, then a conference is called between the parents and teachers. If the consensus of this conference is that the student does appear to have a learning problem, then a permission-to-test form is signed. Testing will be done by the appropriate specialists to enable these personnel to diagnose the problem. The parents are then invited to the meeting of the Case Study Committee. The student's records, teacher observations, and testing results are discussed. The committee, with the help of the concerned parents, will determine eligibility for special education services and discuss an appropriate plan to meet the student's needs.

STUDENT SUCCESS TEAM

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

CHILD FIND

The Child Find Program is the DoDEA effort to locate and identify children who have handicapping conditions and require individual and appropriate special education services. DoDEA is actively in search of these students so they can receive the special education services they require. Teachers who learn of students who could be considered for services under this program should inform the principal, school nurse or CSC Chairperson. Parents, as well, are encouraged to contact the school regarding special education concerns. Qualified teachers, consultants and other specialists use a variety of tests at the time a student is referred for the purposes of assessment and evaluation. Many tests for disabilities result in the identification of handicapping conditions that require special education services. A goal of DoDEA is to provide each handicapped student with the type of education he/she requires. Programs are provided for the following handicapping conditions:

Deaf / Hearing Impaired

Pre-School Handicapped

Speech Impairments
Physically Handicapped
Learning Disabled
Multi- Handicapped

Blind / Vision Impaired
Mentally Impaired
Seriously Emotionally Handicapped
Health Impaired

TESTING PROGRAMS

A number of voluntary national standardized tests will be administered in our school area throughout the year. The results of these tests can be of considerable guidance value to all students preparing for education beyond high school and are of special significance for students seeking college financial aid through scholarships and loans. Pamphlets describing these tests and application material are available in the Guidance Office. Some facts about these tests are given below:

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

The Preliminary Scholastic Aptitude Test (PSAT) is primarily given to 10th & 11th grade students. This test is good practice for the SAT college entrance test and serves as the qualifying examination for the National Merit Scholarship program. The test is given in October.

This test is a shorter version of the SAT, and should be taken by any Junior who plans to attend college. The PSAT/NMSQT is given in our school in October, and will enable students to:

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

To take the PSAT/NMSQT the student must normally register in the Guidance Office and pay the standard fee that is forwarded to the testing organization. DoDDS pays for all 10th grade students to take the PSAT. This test permits the student to automatically compete for many scholarships. Students who fail to win scholarships but who make high test scores are placed on a special list that is sent to many colleges. Some colleges use the list for admission purposes and also for offering scholarships.

College Board tests are the **SCHOLASTIC APTITUDE TEST (SAT)** and the **ACHIEVEMENT TESTS (ACT)**. The SAT is required as an entrance exam by many colleges while the ACT, if required, is used for placement purposes by the colleges. To register for the SAT and ACT the applicant must first obtain application materials in the Guidance Office. It is then the applicant's responsibility to mail the completed form and fees to:

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

The Scholastic Aptitude Test (SAT) and the American College Testing (ACT) program are given several times during school year. Hohenfels High School juniors and seniors generally take these tests in Vilseck. However, two SAT test dates have been tentatively established for Hohenfels. Information regarding dates, registration, cost and test site information is available from the school's guidance counselor.

THE ADVANCED PLACEMENT (A.P.) PROGRAM is a program through which a student can earn college credit for course work that is verified by means of an examination. The College Board and Educational Testing Service sponsor the Advanced Placement (A.P.) program. Beginning in SY 03-04, DoDEA will assume responsibility for the costs to take the Advanced Placement Examinations for all students enrolled in advanced Placement courses. Consequently, a student taking an Advanced Placement course in a DoDEA high school will be

required to take the requisite AP examination in order to receive a weighted grade for the course. The A.P. examinations are given in May. The Advanced Placement Program test schedule is subject to change but for planning purposes, the 2008/2009 school year testing schedule includes:

May 4	Monday	English Language (a.m.) / Human Geography (p.m.)
May 5	Tuesday	Calculus AB/BC (a.m.) / World History (p.m.)
May 6	Wednesday	Computer Science A/AB (a.m.) / Spanish Language (a.m.) / Statistics (p.m.)
May 7	Thursday	English Literature (a.m.) / German Language (p.m.)
May 8	Friday	US History (a.m.) / Studio Art (portfolios due) (p.m.)
May 11	Monday	Biology (a.m.) / Physics B/C (p.m.)
May 13	Wednesday	US Government & Politics (a.m.)

THE TERRA NOVA MULTIPLE ASSESSMENTS is a series of tests given to all DoDDS students as a part of the DoDEA system-wide testing program. The program is conducted in March of each year and provides students, parents and the school with information regarding student performance and comparisons with stateside schools.

TerraNova TEST DATES:

2009 March 9 -13 (tentative)

STUDENT HEALTH SERVICES

ASACS

The Adolescent Substance Abuse Counseling Service (ASACS) is a U.S. Armed Forces Counseling Services Contractor. ASACS provides prevention education, identification and referral, and treatment. An office is provided in DoDDS schools to provide ASACS and stakeholders the opportunity to work together to help teens make healthy and safe choices.

An ASACS counselor's primary objective is to provide adolescents who are experimenting with, or who have had exposure to, alcohol or other drugs an opportunity to learn more about substance use and its impact. ASACS prevention program is for students who have not experienced drugs or alcohol, but who may be at risk for substance misuse. Concerned teachers, peers, parents, or self-referrals can make referrals. Please contact Mr. Bruner, ASACS counselor 466-3162 x 610.

SCHOOL NURSE

Our school nurse provides health education services in addition to being community liaison for child abuse. The health program deals with preventive medicine and has these major aspects:

Health Services: This includes prevention of disease and detection and correction of defects. This is done through on-going screening programs for vision, hearing, scoliosis and immunizations.

Health Counseling: This includes individual and group health instruction, personal guidance and cooperation with the home and community through parent conferences.

Health Education: The school nurse is also an important part of the health education program and works with teachers and students providing classroom instruction in all aspects of health education. The nurse is an integral member of our Case Study Committee and Student Success Team and offers valuable counseling to our students.

The health office is not a dispensary and cannot treat students sent to school ill or dispense any medication.

Medication supplied by a parent can be taken by the student under the supervision of the nurse when a note from the parent authorizes such. The note must contain the name of the medication, dosage, frequency, name of the doctor and the condition being treated. The school nurse renders first aid in emergency situations and institutes necessary immediate nursing procedures for the student who becomes ill or injured at school.

Parents or emergency contacts will be notified to assume the responsibility for the student if they need to go home or to the medical facility. In an emergency, where time saving measures are essential, or when a student needs to be medically evaluated and a parent cannot be contacted, an German ambulance may be summoned to the school to transport the student to a local hospital off post. **PLEASE BE CERTAIN THAT TELEPHONE NUMBERS ON FILE IN THE OFFICE ARE UP TO DATE.** Send a note or call 466-3162 or 09472-90-9608/9698.

Prior to enrollment in DODDS schools, students must have the "basic seven immunizations": polio, measles, mumps and rubella (MMR), diphtheria, pertussis, and tetanus (DPT). Diphtheria and tetanus immunizations are required every 10 years. In addition, Hepatitis B immunization and Haemophilus influenza type B (HiB) are required. A DS Form 122 will be accepted as proof of immunization. The sponsor should complete this form, have it verified at the local clinic, and then return it to the school. This is a condition of enrollment into Department of Defense Schools and **NO STUDENT WILL BE ENROLLED AND PERMITTED TO ATTEND CLASSES UNTIL THIS IS ACCOMPLISHED AND IS ON FILE WITH THE SCHOOL NURSE.**

Health Room Policies:

Medical Emergencies: If there is a medical emergency, students should report to the:

1. Nurse
2. Main Office (If nurse is not available, use offices in order listed.)
3. Any staff member.

Students should see the nurse on their time, not class time. Those who come during their lunch period or before school will be issued a pass via the agenda and sent back to class.

Students sent to the nurse during class time must have a signed agenda or they will be sent back to class.

Health Service Procedures Students Should Follow:

Bring a doctor's note if they are restricted from certain activities for physical or health reasons.

Bring a note from a parent authorizing the nurse to supervise taking medication. The note should contain type of medication, dosage, frequency, name of doctor, and illness being treated.

Carry only a single dosage of medication in its original container, including aspirin, when it is necessary that it be taken during the school day. This should be given to the nurse at the beginning of the school day and will be given to the student at the correct time when the student reports to the health room.

Furnish the school office with a telephone number where a parent can be contacted. If there is no home phone, the number of a neighbor or friend will be accepted. This is included in the registration procedure. If there is any change, please notify the school office immediately.

Health Care and Injuries

Any injury sustained by a student at school should be reported to the teacher immediately. The teacher will refer the student to the school nurse. The nurse's office is located at room 113. **It is critical that any injury to a student or staff member be reported to the school nurse and to the administration.**

Seminar

Hohenfels High School has a Seminar period. This period is intended as a time for students to read, get help from a teacher, work on school projects, do research in the information center, work in the computer lab, get organized, and conduct other matters related to school. This is not a social hour. Students who do not use seminar effectively may be referred to administration for disciplinary action. It is the student's responsibility to prepare for seminar. Seminar Policies are printed in the Student Agenda. Passing periods of Seminar are only for students who have properly signed Agendas. Passing periods are NOT a free time for students.

INFORMATION CENTER

The media center/information center (library) is staffed with a certified Information Specialist and a Media Center Technician. The Information Specialist is available to answer questions, lend assistance, aid in the development and use of research skills and provide instruction in using the variety of information resources that are available, as well as to develop a positive attitude on the part of students toward the use of the available resources. Computers with Internet access are available in the Information Center. A student must have on file an Internet Agreement signed by both the student and his/her parent prior to the use of any computer, Internet enabled or not, in the school.

Our Information Center is quickly changing from one of a more conventional type library to a computer and Internet access information center that provides the latest and most up-to-date information for our students through electronic technology of the latest design.

STUDENT ACCESS TO INFORMATION CENTER

With a pass from their teacher and for a specific research or study activity, students may access the Information Center during class periods. The Information Center also is open before and after school and during lunch, but may be closed on occasion due to other school functions.

SECTION V: PARENTAL INVOLVEMENT

RESPONSIBILITY

Teachers and parents must share the task of instilling a sense of responsibility in students. Maturity is more rapidly attained if students are allowed to manage their own lives at school. Accepting responsibility for completing assignments, not losing textbooks and materials, and resolving misunderstandings is a practical life experience that students need to develop confidence and maturity. Experiencing difficulties, situations of perceived unfairness or minor injustice are a part of growing up. Learning to resolve or accept these experiences helps a student to become a responsible and strong individual. We welcome parental support and involvement. However, co-dependency, supporting unacceptable behavior, and the tendency to look for excuses to forgive students does not help, but in fact, weakens a youth and may develop undesirable lifetime habits.

PARENT – TEACHER COMMUNICATION

An integral part of the school program is to share the responsibility with the parents to assist and encourage the students for learning. As a result, parents are most welcome visitors to the school campus. They may visit the classes attended by their children at any time, but are required to obtain a visitors' pass from the main office. Additionally, some parents, or teachers, find it advantageous to initiate ongoing communication between the school and parent. Guidelines for establishing a positive school-home information exchange are:

- Staff members are encouraged to discuss, by telephonic or written communication, student performance and behavior with parents. Progress reports to the home are also most informative communication.
- Some parents may wish to be advised periodically through the use of weekly progress reports. Some staff members may, likewise, prefer this method of communication. The use of such weekly progress reports is supported by the administration, but will be continued only as long as there is two-way communication between the teachers and parents.
- Letters sent to parents describing special programs, field trips, class expectations, major assignments, etc.
- Notes or calls regarding behavior problems, social adjustment, missing or inadequate work, etc. are also valuable home-school communication.

PARENT – TEACHER CONFERENCES

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

CHAIN OF COMMAND

Frequent and open communication between school and parent can only serve to reinforce the bond of mutual cooperation that is deemed essential for the students' continued educational growth. We urge parents to never rely on "rumor" or "hear-say". If there is a question or concern, the answer can be as close as a phone call or visit. Please avail yourself of the opportunity to become involved with our school and its programs. For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. Conferences should be held at any time a parent or teacher feels that a student's academic, attendance or conduct performance necessitates such a meeting. These conferences are normally scheduled during the teacher's preparation periods or after the school day. Twenty-four (24) hours' notice is normally required to schedule a parent – teacher conference. If additional assistance is needed, contact the Counselor or Principal Parent conferences with the teacher; teacher and student; and teacher, student and counselor are the most dependable way for solving problems with students before they develop into major difficulties. Parents may call the main office to schedule a Parent/Teacher Conference.

The remaining DoDEA chain of command, from lowest to highest, is: Principal, Assistant Superintendent, District Superintendent, DoDEA Area Director, and Director of DoDEA. Contact phone numbers and/or addresses for the next in the chain of command are listed below.



Administration

Principal
Mr. Daniel J. Mendoza

DoDEA / DoDDS Director
Dr. Shirley Miles

Assistant Principal
Ms. Candice Wojciechowsky

DoDDS-Europe Deputy Director
Dr. Diana Ohman

Guidance Counselor

DoDDS- Bavaria District Superintendent
Mr. Michael Thompson

School Secretary

DoDDS –Assistant Superintendent
Mr. Ed Atterberry

School Registrar

DoDDS – Assistant Superintendent
Dr. Joan Islas





Administration Contact Information

Hohenfels High School
Attn: Principal
Unit 28214
APO AE 09173

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

DoDDS – Bavaria District
Office of the Superintendent
CMR 449
APO AE 09031

DSN: 350-7555
Civilian: 0931-889-7555

DoDDS – Europe
Office of the Associate Director
Unit 29649, Box 285
APO AE 09096-0285

DSN: 338-7615
Civilian: 0611-380-7615

D0DEA / DoDDS
Office of the Director
4040 North Fairfax Drive
Arlington, VA 22203

DSN: 226-4252
Civilian: 703-696-4252

USAREUR Education Hotline:

DSN: 430-6121
CIV: 0711-680-6121

LEAVING MESSAGES FOR STUDENTS

Only emergency messages should be left in the office for delivery to students. Reminders of appointments and other non-emergency personal business should be handled outside of school. Please plan ahead so that changes in pick-up, for example, are known to the student before he/she leaves for school in the morning as much as is possible. Delivering messages disrupts classes. Additionally, the school does not always have the necessary manpower to deliver these messages.

VISITORS

Students occasionally request to have guests accompany them to classes for all or part of a school day. This must be approved in advance. A form is available in the Main Office for the student and parent to make such a request. Requests for stateside and local national visitors 12 to 19 years old will be considered for approval. Approval for visitors from other DODDS schools are rarely granted and never granted when their DoDDS school is in session. Parents are encouraged to visit their son or daughter's classes as often as desired. We request that the counselor be notified a day ahead of the planned visit so the teacher can have a courtesy notice of a visit.

SPONSORS ABSENCE FROM THE AREA

When both parents, or a single parent, are absent from the area (TDY, special trip, etc.) it is important that they inform the school of the name, address, home and work telephone numbers of the person appointed as acting guardian. When the sponsor or parent absence is for overnight, a Power of Attorney should be obtained from the Base Legal Office. In emergencies, if the school cannot contact sponsors or the individual designated as acting guardian, we are obligated to inform the respective commander.



SECTION VI: STUDENT ACTIVITIES

SPORTS, CLUBS AND ACTIVITIES

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

SPORTS

Football	Wrestling
Girls' Volleyball	Boys' Basketball
Cross Country	Girls' Basketball
Tennis	Cheerleading
Boys' Soccer	
Girls' Soccer	
Track and Field	
Golf	
❖	

CLUBS AND ACTIVITIES

Student Council	Math Counts
Class Officers	NHS
Odyssey of the Mind	NJHS
Honor Band	MS Bowling
Honor Chorus	Drama
School Newspaper	Yearbook
Creative Connections	Outdoor Ed
MUSS	Showcase



JROTC

Rifle Team	Honor Guard
Drill Team	Color Guard
Raiders	

NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY

Membership selection is based on leadership, service, character and scholarship. Members must have and maintain a cumulative grade point average of at least 3.4 from 9th grade and must have been enrolled at HHS for at least one semester. There is one membership selection process each year that begins after the first semester. 7th, 8th and 9th grade students are chosen for the National Junior Honor Society.

Students who have been inducted at another school and who transfer to HHS become members of the Hohenfels Chapter and they must meet the standards of our chapter. NHS has group service projects and all members are expected to participate. Members are also reviewed by the Faculty Council; those who fall below the standards which were the basis for their selection will be counseled, put on probation, or dismissed, based on the Faculty Council's decision. Any questions regarding NHS or NJHS should be directed to the faculty sponsors of these activities.

DELTA EPSILON PHI – THE NATIONAL GERMAN HONOR SOCIETY

Delta Epsilon Phi (DEP), the National German Honor Society for High School students of German is a National Honorary established to recognize High School scholastic achievement in German and to promote interest in the study of the German language, literature and culture. Only accredited public and private High Schools are eligible to have chapters. Chapter sponsor must be a German teacher and a member of the American Association of Teachers of German. Hohenfels High School has it's own chapter with it's "Kapitalurkunde" with the Greek affiliation name. To become a German Honor Society member, a student must have completed a minimum of three semesters of German. The student must have attained an average of 3.6 in German and a 3.0 overall GPA in these three semesters, on a 4.0 scale. Individual schools may set additional requirements. The German Honor Society Insignia are: Graduation cap tassel (black/red/gold), Graduation Honor Cord (black/red/gold), DEP printed Membership Certificate.

HMHS GOVERNMENT

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

SOCIAL ACTIVITIES AND ATHLETIC EVENTS

All school social activities will be scheduled through the Student Council and approved by the Administration. All school sponsored social activities will be chaperoned by faculty members and parents. Only Hohenfels High School students and bonafide guests 12 to 21 years of age will be allowed to attend school social activities. A special form must be completed in order to have any guests attend many school functions. School sponsors of the event will have these available. All school policies are in effect during social activities and athletic events whether held at the school or another location.

DANCES

School sponsored dances are normally held on Friday evenings. Exceptions to this policy are the Homecoming Dance and the Prom. Dances are normally scheduled to begin at 1900 and end at 2300.

- Students will not be admitted later than one hour after the scheduled start of the dance
- Students who leave the dance for any reason will not be readmitted
- Dances must be approved at least two weeks prior to the scheduled date by the principal. Students who bring guests who are not students at HHS must obtain a permission form to bring the guest. All requests to bring guests must be completed and returned to the principal's office forty-eight (48) hours prior to the scheduled dance.
- For those seniors who are dating service members, and **for the Prom only**, they may have that service member accompany them to the Prom providing they have completed the permission form which requires the approval and signature of a parent and the Principal, and have submitted the completed form to the Principal's Office forty-eight (48) hours prior to the dance. This is not an open invitation to invite service members to high school dances. This is an accommodation, with input from SAC (School Advisory Committee) and USAG-Hohenfels, to match the age group of this dance and the special nature of the event. For all other school dances, the current policy remains in effect, and that is not to have service members accompany students to school events, including dances, unless the service member is acting in an official capacity such as in the mentoring program.
- Appropriate attire is determined by the nature/theme of the dance, but generally should not be in violation of the dress code for the school.

ACTIVITY BUSES

5:00 p.m. activity buses are provided for students involved in extracurricular activities. Housing/Town drop off points may vary from year to year. Check with the Bus Transportation Office located in Room 501 of the elementary school building to inquire further.

FIELD TRIPS

School policies and rules are in effect on all field trips sponsored by the school. A teacher is responsible for the students on a field trip, with parents and/or other adults sometimes assisting with the supervision. Permission slips are sent home for parental signatures prior to the trips. Schoolwork and class assignments that will be missed should be completed before going on a field trip.

UNAUTHORIZED CLASS TRIPS

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

ACADEMIC ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

As a result of a review conducted by the DoDDS Europe Athletic Council during SY 2003/2004, the Academic Eligibility Policy was changed and applies to all interscholastic athletic program sports and extra curricular activities for which an academic grade is not assigned and in which participation is voluntary. As a minimum students will maintain eligibility to participate in a sport or extracurricular activity as long as their weekly grade reports reveal a 2.0 GPA and no more than one failing grade. During the period of ineligibility the student may practice but cannot participate in competitions/events with the activity or be in uniform for a scheduled event. This includes accompanying the team/group for “away” events. A newly enrolled student for whom a transcript or copy of the last report card is not yet available, but for whom one has been requested by the school, will be eligible to participate providing the current scholastic progress is satisfactory. The student may continue to participate on the basis of weekly scholastic approval until the official transcript arrives.

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

A. PURPOSE

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

B. APPLICABILITY AND SCOPE

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

C. DEFINITIONS

1. Interscholastic Athletic Program (IAP): Any school/DoDDS sponsored program, which provides opportunity for students to participate in an organized athletic/sports program. This may include:

Basketball, Cross Country, Football, Golf, Gymnastics, Soccer, Tennis, Track and Field, Volleyball, Wrestling, Cheerleading JROTC Rifle Team, Softball/Baseball, Swimming.

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

D. POLICY

1. Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades will be used to determine eligibility for the fall and spring sport/activity seasons. First quarter grades will be used to determine eligibility for the winter sport/activity season. This policy will ensure that all students are on track to meet graduation requirements.

2. The initial eligibility for the activity of sport will be determined by the semester or quarter grades as outlined above.

3. All students will be monitored for D's and F's on a weekly basis throughout the activity or season. Students who have more than one failing grade in the classes in which that are enrolled are ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the activity/team. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season or activity carries over from one quarter to the next then the quarter will be used to determine eligibility for the week following the end of the quarter.

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

5. 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.

6. Students who participate in activities, for which air travel are purchased, other than athletics, such as Honors Band and Choir and Creative Connections, cannot be declared ineligible within three weeks prior to the event.

7. **STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT:** Students may request reinstatement of eligibility after three weeks of ineligibility. This request must be supported by demonstrated academic achievement which meets the basic eligibility requirement of 2.0 GPA and no more than one failing grade.

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

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

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

9. Each school is to develop a specific plan for monitoring grade eligibility; however, to achieve uniformity, all schools must complete the grade checks by 4:00 p.m. every Tuesday of each week that interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will

be ineligible from Wednesday 8:00 a.m. through the following Wednesday 8:00 a.m. A letter of exception to this policy may be submitted to the Athletic Coordinator for changing the day. This request must be based upon unique needs. The Administrator cannot change any student declared ineligible on Friday of any week the student has been declared ineligible.

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

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

E. EFFECTIVE DATE AND IMPLEMENTATION

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

* **ATHLETIC CODE AND ATHLETIC INFORMATION ATTACHED IN APPENDIX A**

SECTION VII: STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

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

ABSENCES

DODEA policy states, “All students enrolled in DODEA schools must attend classes regularly and punctually in order to remain enrolled.” It further states, “Adherence to the school attendance policy is the responsibility of the parents and students.” The educators of Hohenfels High School believe that education is important and necessary. It is very difficult to educate and relate to students who are not present. We believe that students should be in school as many of the school days as possible and that parents should make every effort to ensure that the students are there. Not only does an absent student miss out on what is happening in the classroom, he/she also misses the opportunity to impact the other students and teachers by his/her contributions. Education is a two-way street, and the communication occurring in class is far superior to learning that is just “making up the work.” There are several time periods in the school year during which family trips may be planned without loss of school time and we believe those times should be used for that purpose. Parents should consider the school absence carefully when planning their vacations. Students also should consider these thoughts when making choices from among the wonderful extracurricular, or even curricular, trips that are available. Remember the class is not the same without students’ presence and contributions. The main office will run daily attendance reports to track down truant students. The office will make follow-up calls to parents to determine the nature of an absence. Parents will be reminded of the requirement for a written/signed note to excuse the absence. Students have a one-day grace period to bring the note, or the absence becomes unexcused and may be reported as truancy.

PRE-ARRANGED ABSENCES

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

1. First, the student must bring a note from their parent explaining the dates and reason for the absence. If it is an absence that may be considered for excused status, the student will be given a pre-arranged absence form that they must have endorsed by each teacher of classes to be missed.
2. Secondly, the form is to be signed by the sponsor indicating they have seen all teacher comments.
3. Lastly, the form is to be submitted to the administration for approval. Again, all is to be completed at least three school days before the absence. Students are responsible for checking on assignments and make up work prior to the absence.
4. **Accelerated arrangements for final grades at the end of the school year ARE NOT AUTHORIZED for Family trips, ONLY for PCS moves.**

Students enrolled at Hohenfels High School are required to attend all scheduled classes and class periods. The administration and clerical staff have the responsibility for determining whether and absence is ‘Excused’ or ‘Unexcused.’

EXCUSED ABSENCES are granted for illness, family emergencies (e.g., severe illness or death in the family or local hardship situation), pre-arranged family trips (see Pre-arranged absence section for requirements), as well as medical appointments and religious obligations that cannot be arranged during non-school hours. Excused

absences are also granted to those students participating in school-sponsored activities such as athletic events, interscholastic activities, and field trips. Absences for an extended period of time because of hospitalization, emergency leave, etc. will be dealt with on an individual basis by the school administration.

UNEXCUSED ABSENCES are assigned for incidents of truancy, failure to provide a note following an absence, class 'skip days', oversleeping, missing the bus, suspension from school, baby-sitting, and non-school sponsored/recognized activities. The completion of missed work is mandatory in the case of unexcused absences. The classroom teacher determines the granting of credit, if any.

Absences, tardiness and time out of class for discipline matters are considered to be unexcused absences. Excessive unexcused absences will result in the administration contacting the sponsor and/or the sponsor's supervisor.

ADMISSION FOLLOWING AN ABSENCE

Students who were absent are to report to the Main Office upon their arrival at school following the absence. It is the responsibility of the student to bring a written note/excuse from the sponsor stating the date(s) and reason(s) for the absence. Excuses that lack the date(s) of the absence and/or the signature of the sponsor are not acceptable. Excuses of "personal reasons" will not be automatically excused; the parent needs to speak with the principal. A one-day 'grace period' will be allowed for the student to bring the note/excuse providing the student brings the note to the Main Office by the beginning of the second day of school after the absence. Thereafter, the absence will remain as unexcused. No student marked absent should be admitted to a class with an admission from the office. A student who shows up without a pass will be sent to the office, and may be marked tardy to the class.

Any student arriving late for school for any reason must report to the main office and sign in. Student's agendas will be signed and the student sent to class. Teachers should not admit a student who has been absent without a signed agenda.

MAKE-UP WORK is required in the case of all absences. The time allowed for make-up work is based on the number of days (class periods) absent. As a general rule, one day (class period), for make-up is allowed for each day (class period) of absence. After a reasonable time, and with appropriate notification to the student, the sponsor and the administration, make-up work may not be accepted for credit. The responsibility for the completion of the make-up work by the student remains.

TRUANCY is the unauthorized absence from school. DODDS policy states, "All students enrolled in DODDS school must attend classes regularly and punctually in order to remain enrolled." It further states, "Adherence to the school attendance policy is the responsibility of the parents and students." Students are expected to be in attendance for all classes unless they have an excused absence. Truancy will be treated as an unexcused absence from the attendance standpoint and a violation of the school's discipline policy resulting in the imposition of consequences for violation of the discipline policy. A student who is truant 1-2 Periods will be assigned 1-2 DETENTIONS for the first offense. Truancy beyond two periods may result in additional detention or SUSPENSION. Repeated truancy will result in longer suspension and possible expulsion.

TARDINESS is defined as being late for the start of a scheduled class. Being tardy disrupts the education process for all students. Those who are late disturb teachers and students alike when they are actively engaged in a lesson. Tardiness is a serious matter.

Any student arriving late for school for any reason must report to the main office and their parent/guardian **MUST** sign the student in.

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

An **UNEXCUSED TARDY** is defined as the late arrival at an assigned area or class without a valid, acceptable reason. Three unexcused tardy violations to any class during a grading period are considered excessive and violations of the school's discipline policy. Teachers are to follow their discipline policy regarding tardies. Upon the fourth tardy in any one grading period, teachers are to provide the administration with a discipline referral. Administration will require students to serve after school detention or any punishment as deemed appropriate.

LATE (TARDY) PASSES FOR STUDENTS

Sometimes a teacher's lesson requires that the instructor keep some of his/her students beyond the normal class period. In this case, it is the responsibility of the teacher to issue passes to any/all students who will be late for their next class period. Teachers receiving such students are expected to consider the late arrival as an Excused Tardy, thus honoring the professional judgment of the teacher issuing the pass.

HOW TO AVOID BEING TARDY

Being on time and prepared for classes is a must for all students. Students must limit the time spent with their friends between classes. They also should plan on only going to their lockers before and after school and at the beginning and end of lunch if they are not able to go to their locker between classes and still get to class on time. Make an effort to be on time. Many students are never late, and some are seldom on time. Being on time is a matter of motivation.

ATTENDANCE DURING SEMESTER EXAMINATION AND SCHOOL-WIDE TESTING PROGRAMS

All students are required to be in attendance during scheduled semester examinations and the system-wide (Terra-Nova) testing. Only medical emergencies supported with verification from a doctor, clinic, etc. will be granted excused absences during these times. Make-up time for these examinations will be outside the normal school day.

PARTICIPATION IN ACTIVITIES

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

MAKE-UP WORK

When students are absent they are to stay current with assigned class work and are responsible for the work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence. Teachers will set up a make-up schedule. It is the student's responsibility to make arrangements for make-up work immediately upon their return to school. For prearranged absences, students are to check with the teacher about assignments before the absence.

HOMEWORK DURING ILLNESS

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

HOMEWORK DURING SUSPENSIONS

Since most students are at school when suspended, the question frequently arises as to whether the student can go to his/her teachers to obtain homework and assignments prior to leaving on suspension. Students in this situation ARE NOT ALLOWED to further disrupt the educational process of others by interrupting classes for work. They are to call a friend that evening or wait until they are re-instated in school following the suspension period, but in any event, should check directly with teachers upon his/her return from suspension for any work and assignments missed while on suspension. Similar to homework during illness, the parent may arrange to pick up homework by calling the main office early in the day for work to be picked up the next day.

RELEASE TIME

No non-school sponsored activities may take place in the school building during the school day, nor may students be dismissed to attend non-school sponsored activities during the school day except under teacher supervision or upon written parental request with administrative approval. Often school principals receive requests from non-school groups or associations

requesting groups of students to be dismissed early from school and, in some instances, for periods involving one or more days. While the merits of these requests are not questioned, they cannot be granted in the interest of retaining valuable classroom time. These organizations should be encouraged to schedule their activities during holiday or vacation periods in order to permit each student to fully accomplish his or her academic objectives. Each installation is expected to make every effort to schedule religious activities and medical or dental appointments for students at times other than during school hours. Students who can attend required religious services or arrange their medical appointments during non-school hours are expected to do so. Students who cannot meet their religious obligations or cannot have their medical or dental appointments during non-school hours may be excused for the time necessary during the school day to meet these obligations.

EARLY DISMISSAL

Students will not be dismissed during the school day without a parent/guardian physically signing the student out through the main office. Students, regardless of age, are not allowed to sign themselves in and out of school. Student absence without proper parent/guardian action will be counted as unexcused absences.

AGENDA / HALL PASS POLICY

Students are not allowed in the halls during the time classes are in session without a signed hall pass (**agenda**) from their teacher or the main office. The hall pass must indicate the date, time, destination, student's name and teacher signature. Students in the halls without a valid hall pass are subject to disciplinary action. If a student is ill and desires to go home, the student must report to the school nurse to accomplish this or the absence will be unexcused and the student subject to disciplinary action. Students may not share agendas. Every student is responsible for his or her own agenda. Borrowing/sharing agendas is NOT permitted.

STUDENT APPOINTMENTS/SIGNING OUT OF SCHOOL

All student appointments, including medical and/or dental, should be made after school hours or on non-school days if possible. If appointments must be made during school hours, however, the student must have a note from the parent stating the type of appointment, the date and time of the appointment and the parent must sign and date the note. Also acceptable is the appointment slip from the doctor or dentist. The note or appointment slip should be shown to the teacher of the class the student is attending at the beginning of the period to inform the teacher of the appointment time. The parent must sign student out of school in the Main Office for appointment. When the student is finished with the appointment, the note or appointment slip should be signed and the time noted by one of the clinic personnel. The student then returns to the office and signs in and is given a pass to his current class and an admit slip for classes missed.

LEAVING SCHOOL GROUNDS

We have a CLOSED CAMPUS, which means students may not leave the campus at any time. Students are not to leave the school campus without first being signing out by parent in the Main Office. Upon returning to school students are to sign in at the Main Office and obtain an admission to class. Students who leave school without signing out may be considered unexcused for the periods missed, and receive a detention (or suspension if truant). The only exception to the above is for students enrolled in CWE who have a work site in the community. These students will carry a special CWE pass authorizing them to be off campus during their CWE periods. They are not required to sign out or in of the main office when attending their CWE assignment, BUT are required to sign out with the CWE Instructor.

CAMPUS BOUNDARIES

Hohenfels is considered a closed campus. The main campus boundaries are the roads surrounding the complex. Students should not be behind the gym or main building unless an adult supervises them. Students who cross the roads surrounding the complex are considered off campus. Administration reserves the right to establish campus boundaries. A good rule of thumb is to stay in sight. The front section is designed for student use during breaks. Gathering behind buildings is prohibited.

INTERNET TERMS & CONDITIONS

I. Acceptable Use

- A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use I will ask my teacher.
- B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges

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

I. Netiquette

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

IV. No Warranties

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

V. Security

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

VI. Vandalism

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

DISCIPLINE

School discipline should protect and nurture the physical, social, mental and emotional growth of the students served by the school. Rules and regulations are made first to protect people and property and secondly, to protect the right of every student to participate in every facet of the educational program. The school's discipline policies reflect an understanding of adolescent human maturation. The school's rules specifically limit the for any individual to interrupt another student's education or growth or the opportunity for teachers to perform their assigned tasks. As each student proceeds through the high school years, greater levels of self-control and self-discipline are expected.

It is the philosophy of Hohenfels High School that students can learn and can be taught to manage their own behavior. With this belief in mind the following three general rules for conduct are established to guide the behavior of students:

Students will respect the rights and property of themselves and the others.

Students will behave in such a manner as to create and respect a positive learning environment.

Students will respect the health, safety and person of others.

Individual classroom teachers may develop more specific rules for students. The individual classroom rules must be consistent with the above listed general rules. Teacher may assign after school detention with a 24-hour notice.

When students do not adhere to the three general rules or to specific classroom rules, appropriate action will be taken to ensure that a positive learning environment exists for all students in the school.

The school rules are in effect at all events sponsored by Hohenfels High School to include after school and off campus events.

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

- | | |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | The Teacher as the first line of discipline
The student is to be made aware of the unacceptable behavior and counseled as to the consequences by the teacher. |
| Step 2 | Teacher – Parent Contact

The teacher contacts the parent with respect to the unacceptable behavior and explains actions and intervention already taken and consequences for further incidents. |
| Step 3 | Referral to the Administration – 1 st Referral

The teacher refers student to the administration. The administration contacts the parent/sponsor in writing or by telephone. The student can be counseled, placed on detention or suspended for a period determined by the Administration. |
| Step 4 | Referral to the Administration – 2 nd Referral

The teacher refers the student to the administration. The administration contacts the sponsor and/or the sponsor's supervisor. The student may be counseled, placed on detention or suspended for a period determined by the Administration. |
| Step 5 | Referral to the Administration – 3 rd Referral

The teacher refers the student to the administration. The administration contacts the sponsor, the sponsor's supervisor and the USAG-Hohenfels Commander. The student may be suspended for a period of up to ten (10) days. |

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

This discipline policy applies to students in attendance at school or engaged in a school activity and any time, including, but not limited to:

- While the student is on school property
- While en route between school and home, to include school buses
- During the lunch period
- While going to or coming from school sponsored activities to include field trips, sporting events, field trips, school assemblies and other school related activities
- When off-campus during the school day. **The school and community have a closed campus policy for the school.**

The following activities may result in suspension or expulsion from the school if the principal or, in the case of suspension for ten (10) days or expulsion, the discipline committee determines that the student has:

- Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against a person
- Possessed, sold or otherwise furnished any firearm, knife, explosive or any other dangerous object.
- Possessed, used, offered to sell or arranged to sell, sold or otherwise furnished, or been under the influence of, any mind-altering substances (drugs or alcohol). An expulsion recommendation is possible on the first offense and is mandatory on the second offense.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school, government, vendor or private property.
- Stolen or attempted to steal and/or knowingly received stolen school, government, vendor or private property.
- Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew, chew packets, etc.
- Committed any lewd, indecent, or obscene act or engaged in habitual profanity or vulgarity.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school staff, or other personnel engaged in the performance of their duties.
- Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drugs or drug paraphernalia.
- Gambling in any form
- Conduct, including fighting, that endangers the well-being of others.
- Unauthorized presence in the school, on school grounds, or on school buses.
- Cursing, gesturing, or verbally abusing any person, including, but not limited to, abuse or harassment based on a person's race, religion, creed, gender, national origin, personal or physical attributes, disability, intellectual ability, and matters pertaining to sexuality.
- Vandalism, arson, or any threat to bomb, burn, or damage or destroy in any manner a school building or school property.
- Forgery, plagiarism, or cheating.
- Use or possession of fireworks.
- Violation of attendance regulations and policies.
- Unauthorized or illegal use of, or access, to computers, software, telecommunications and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download or view obscene material.

Grounds for Expulsion: The principal, or designee, shall recommend a student's expulsion from the Department of Defense Dependents Schools for any of the following acts:

Causing serious physical injury to another person.

- Possession of any firearm, knife, explosive, laser light pointer/pen or any other dangerous or potentially dangerous object that is of no reasonable use to the student at the school, at a school activity, on the school grounds or on a school bus. A minimum one-year expulsion is required for the possession of firearms.
- Unlawful possession, use of, or sale of any mind-altering substance. (Mandatory on the second offense.)

Concurrent with the suspension of any student, the principal, or his/her designee, will notify the installation commander, or his/her designee for law enforcement or legal affairs, of any acts that might violate local laws.

SUSPENSION PRACTICES

The principal may suspend a student from school for any of the previously enumerated reasons for up to ten (10) consecutive school days for a single incident of misconduct. An informal conference to include the principal, or designee, the student and when appropriate the school employee, who referred the student to the administration, shall precede suspension by the principal, or his/her designee. During the informal conference: The principal, or designee, will inform the student of the information that indicates that the student may have committed the act for which for which the suspension is being considered.

The principal, or designee, will:

- Allow the student the opportunity to explain and/or present evidence that supports the student's explanation or to establish that the student has not committed the act for which the suspension is being considered.
- Review the material presented by the student and the staff member
- Make a determination based on the review of the evidence
- Inform the student of the disciplinary action, if any that will be imposed

In the imposition of the suspension, the principal, or designee, will:

- Contact the student's sponsor by telephone to inform him/her of the suspension
- Provide a copy of the suspension order, in writing, to the sponsor, that includes:
 1. A statement of the facts leading to the decision to suspend.
 2. The date and time that the student can return to school
- Provide a copy of the suspension order for the parent in person or through the mail and a hand carried copy via the student
- Identify to the USAG-Hohenfels commander the student who has been suspended for a second offense and in some instances for the first offense.

While suspended, a student may not participate in any school-sponsored activities, including being a spectator at athletic and other extra-curricular activities, after school or on weekends, nor be present on school grounds.

DIRECT ESCORT / SUSPENSION

When warranted, direct escort suspension is an option an administrator may use as an alternative to out-of-school suspension. If this option is extended by the school and accepted by the parent, the day(s) of direct escort will follow at least 24-hour notice to the school.

Direct escort is a procedure whereby a student's sponsor or parent directly escorts the student throughout the school day during the period of suspension. They accompany the student to class, during lunch, and to and from the school vicinity. They must remain with the student at all times.

FORGING NOTES, HALL PASSES, READMIT SLIPS, ETC.

Students who forge official documents such as those indicated in this heading will be suspended from school.

INSUBORDINATION

Students are to treat all school staff members, substitute teachers, and adult volunteers with proper respect and follow reasonable requests. This includes giving one's name or showing identification when asked. Any student who is insubordinate to any school staff member, substitute teacher, or adult volunteer will be subject to disciplinary action.

WEAPONS POLICY

A safe learning environment is one where the possession or threat of weapons cannot be tolerated. Weapons are defined as any object that can inflict harm to a person or thing included but not limited to: guns, knives, lighters, chains, etc. As such, the following policy is in effect at Hohenfels High School:

For instances of weapons possession involving DoDDS students and occurring on school property, to include school buses or while participating in school-sponsored activities, suspension and/or expulsion proceedings will begin immediately.

All instances of weapons possession and actions taken with respect to the weapons possession will be fully coordinated with local military and DoDDS officials.

The possession of weapons is covered by a variety of DoDDS, USAREUR, U.S. Army policy and regulations that are available for review.

DRUG AND ALCOHOL ABUSE PROTOCOL

The school is one of many resources within the community for students desiring advice and assistance with drug and/or alcohol related problems. An atmosphere of trust between all involved parties – students, parents, teachers, counselors and administrators is necessary for the resource to function efficiently and effectively. The use or possession of drugs to include Over the Counter drugs, or alcohol at school or school-sponsored activities subjects the student to disciplinary action. If drug or alcohol use is suspected, the following steps will be taken:

- The faculty member who witnesses or suspects possession and/or use of alcohol or drugs will send the suspected student, along with an escort, to the nurse's office. It is best that the teacher accompanies the student. If this is not possible the teacher should provide a brief description of what leads him/her to suspect the student.
 - The school nurse will make the initial assessment.
 - Following the assessment, the student will be sent to the principal's office for disciplinary action that can include:
 1. Notification of the parent/sponsor with the request that they come to the school immediately.
 2. A review and discussion of the situation with appropriate disciplinary action agreed upon
 3. Supervision and a counseling referral are mandatory. Confidential counseling services are provided by the Adolescent Substance Abuse Counseling Services (ASACS) program as outlined in DS Regulation 2792.2, dated January 21, 1988.
- Students may be reported to MPI for drug possession and use.

TOBACCO PRODUCTS

Hohenfels High School is a United States government building and, as such, is a smoke free area. There is a No Smoking policy in effect for students and staff. There is no designated smoking area for students or staff on the

school campus. Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. A two-day suspension is imposed for students caught smoking.

ALARMS

The school has many alarms including handicapped alarms in the bathroom – pulling these alarms, as well as fire alarms, without reason will result in Expulsion or Suspension.

IPODS, MP3 PLAYERS, RADIOS, CD PLAYERS, CELL PHONES, PAGERS, ELECTRONIC DEVICES

Electronic devices such as IPODS, hand-held video games, CD players, portable stereos, pagers, radios, cellular telephones, etc. are discouraged in the school buildings. Teachers and administrators will confiscate these items if they are being used during class without teacher permission. The item with the owner's name affixed is to be brought to the principal's office. The item will be returned to the student following the first offense. On the second and subsequent incidents, the sponsor will have to come to the school to claim the item. **The school takes no responsibility for lost/stolen items.**

EEO/SEXUAL HARASSMENT/HARRASSMENT

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

PUBLIC DISPLAYS OF AFFECTION Inappropriate displays of public affection between students is a behavior that is offensive to other students, parents, teachers and visitors. As such, the following guidelines are in effect regarding such actions during school hours and on school grounds or at school events at any time.

- Students are expected to demonstrate mature and socially acceptable behavior
- Hands are to be in clear view at all times
- Mutual respect is to be demonstrated for and by all students

Consequences for failure to demonstrate acceptable respect can range from warning for a first offense to suspension for continued inappropriate displays of affection between students.

BUS BEHAVIOR

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

DODEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

On or around school buses, students must conduct themselves in accordance with these school bus rules:

The 10 School Bus Rules

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.
3. Stay properly seated and use seatbelts when available.
4. Keep you hands, feet and other body parts to yourself.
5. Do not throw things.
6. Put nothing out of the window.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, indecency, smoking, prohibited items or vandalism.
9. Do not eat, drink or chew gum.
10. Be responsible, be safe.

School Bus Infractions and Recommended Consequences		BUS RIDING PRIVILEGES SUSPENDED FOR:				
		WARNING	5 SCHOOL DAYS	20 SCHOOL DAYS	30 SCHOOL DAYS	REMAINDER OF YEAR
<i>Number in columns designates the number of incidents.</i>						
1 UNSAFE BEHAVIOR						
a	FIGHTING, PUSHING, SHOVING OR TRIPPING	1	2		3	4
b	USE OR POSSESSION OF UNACCEPTABLE ITEMS IDENTIFIED IN THE SCHOOL CODE OF CONDUCT. (THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL/CAMPUS.)	1	2	3		4
c	FAILURE TO HAVE BUS PASS IN POSSESSION	1	2	3		4
d	PUSHING WHILE BOARDING OR LEAVING THE BUS	1	2	3		4
e	GETTING ON OR OFF BUS WHILE BUS IS IN MOTION		1		2	3
f	NOT PROPERLY SEATED	1	2	3	4	5
g	MAKING EXCESSIVE NOISE OR PLAYING ELECTRONIC EQUIPMENT WITHOUT USING EARPHONES	1	2	3	4	5
h	PUTTING OBJECTS OUT OF BUS WINDOWS OR HANGING OUT OF WINDOW		1		2	3
i	ENGAGING IN HORSEPLAY	1	2	3	4	5
j	OBSTRUCTING AISLES, STEPS, OR SEATS	1	2	3	4	5
2 INAPPROPRIATE BEHAVIOR						
a	FAILURE TO REMAIN PROPERLY CLOTHED	1	2		3	4
b	PUBLIC DISPLAYS OF AFFECTION	1	2			
c	EATING, DRINKING, OR LITTERING ON BUS	1	2		3	4
d	USING ABUSIVE/PROFANE LANGUAGE AND/OR GESTURES	1	2		3	4
e	SPITTING		1	2	3	4
f	HARASSING OR INTERFERING WITH OTHER STUDENTS	1	2		3	4
g	FAILURE TO COMPLY WITH BUS DRIVER'S OR MONITOR'S INSTRUCTION	1	2	3	4	5
h	DISRESPECT, DISTRACTION, OR INTERFERENCE WITH DRIVER	1	2	3	4	5
3 DESTRUCTIVE BEHAVIOR						
a	DAMAGING PRIVATE PROPERTY (REQUIRES PAYMENT OF DAMAGES)		1		2	3
b	SITTING IN DRIVER'S SEAT OR TAMPERING WITH BUS CONTROLS		1			2
c	OPENING OR TRYING TO OPEN BUS DOOR		1			2
d	THROWING OR SHOOTING OBJECTS INSIDE OR OUT OF BUS		2	3	4	5
4 PROHIBITED BEHAVIOR						
a	TAMPERING WITH BUS CONTROLS OR EMERGENCY EQUIPMENT		1			2

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.

2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.

3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.

4. Possession of weapons or prohibited items, as described by DS or jurisdictional military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.

**DODEA
BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the school Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.

Dress Code

In general, neatness, decency, cleanliness and safety constitute the guidelines that all students are expected to follow in dress and grooming. Student dress and appearance that interferes with normal classroom instruction will not be permitted. Therefore:

- All students will wear shoes (appropriate for educational activities, i.e., athletic shoes for PE, protective shoes for science labs).
- Shirts must cover the midriff and allow no cleavage. Straps on sleeveless shirts should be no less than 2.5 inches wide, and should hang no lower than two inches below the armpit, providing undergarments are not shown. **Bras and bra straps should not be visible.** Shirts will be buttoned or zippered. An unbuttoned shirt requires that an appropriate undershirt be worn.
- Garments with foul, provocative, racially inflammatory, sexist or tasteless words and pictures will not be permitted. Nor will any apparel with advertisements for tobacco, alcohol or drugs be permitted.
- Shorts are acceptable attire, particularly in warm seasons. Shorts and pants must be worn around the waist with no sagging and showing no under-garments. **Shorts and skirts must be fingertip length (the length of the middle finger or longest finger) or have a 14-inch outer-seam.**
- Hats, bandannas, sweatbands or any other headgear are not to be worn by members of either sex in the classrooms or in any areas inside the school buildings.
- Sunglasses are not to be worn in the school.

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

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



VISITOR POLICY

A student may bring a guest to school provided the following conditions are adhered to:

1. A Request for a Visitor form must be signed by:
 - The Parent / Sponsor
 - The Student
 - The Teachers whose classes the student will attend
 - The Principal
2. The Request for a Visitor form must be obtained and completed at least forty-eight (48) hours prior to the scheduled visit.
3. The following people are not allowed as guests:
 - Students from another DoDDS school in Europe
 - A person who is not attending high school and who has not graduated from high school
 - Persons under twelve (12) years of age



S.O.R.T. – ENVIRONMENTAL AWARENESS

Hohenfels High School and the Hohenfels Military Community strongly support and encourage the measures to clean and protect the environment. The school, its students and employees are to make every effort possible to abide by all aspects of the S.O.R.T. (Separate Or Recycle Trash) program and to be proactive in the clean up and the maintenance of the environment. Batteries may be disposed in a drop box near the main office.

Containers are marked accordingly:

Blue
PAPER

White
GLASS

Yellow
PLASTIC

Red
METAL



Green
FOOD/WASTE

APPENDIX A - CODE FOR INTERSCHOLASTIC ATHLETICS

SPECTATOR CODE

The Spectator Should:

1. Realize that he/she represents the school just as definitely as does the member of a team, and therefore, has an obligation to be a true sportsman, encouraging through his/her behavior, and the practice of good sportsmanship by others.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well being of the players through the medium of contests, victory or defeat is in reality of secondary importance.
4. Treat visiting teams and officials as guests, extending to them every courtesy.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

ATHLETICS

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

FALL: cross country, football, tennis, volleyball and cheerleading

WINTER: basketball, wrestling, rifle team and cheerleading

SPRING: soccer, track and field, softball and baseball

ATHLETIC CODE

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

1. To be eligible to participate in Hohenfels High School athletics, students must be under 19 years of age on August 31 of the current school year.
2. Students will submit completed Physical Examination/Parental Consent for Interscholastic Sports for the current year prior to the first practice. A physical is valid for one calendar year.
3. Students must adhere to the athletic eligibility code.

4. Students will not use or possess alcohol, tobacco or unprescribed drugs.
5. Vulgar, profane or inflammatory language is not to be used while representing Hohenfels High School.
6. Students will meet the requirements and expectations of the team coaches during the sport season. Each coach will cover these requirements.

At the beginning of each season, coaches will provide, in written form, the criteria used for determining letter eligibility. Criteria common to all sports eligibility include:

- a. The athlete must attend practice and contests, and be on time unless specifically excused by the coach.
 - b. The athlete must complete the season.
 - c. The athlete must turn in equipment.
 - d. The athlete must attend the tournament, if the team qualifies.
 - e. The athlete must meet any additional criteria established by individual coaches.
7. Students may not change team membership following the opening contest of each sport season. A student does not have to participate in that contest, only be listed as a member on the team roster.
 8. Students may not participate in an athletic contest IF THEY ARE ABSENT ON THE DAY OF THAT ACTIVITY AND IF THAT ABSENCE IS A RESULT OF AN ILLNESS. This means that an athlete absent on Friday may not play that night, but may conceivably play on Saturday.
 9. STUDENTS MUST ATTEND SCHOOL THE FULL DAY PRIOR TO (OR THE DAY OF) ANY SCHEDULED GAME IN WHICH SHE/HE IS TO PLAY. If the absence is not due to illness and is excused then the athlete may participate with the approval of the coach and/or administration.
 10. A player who is suspended from school is ineligible to compete in the next competition except for suspension due to tardies.
 11. Students are expected to be in class the day following a game or match that takes place on a school night.
 12. Students must return all uniforms at the end of the season or departure from the team. No athlete will be eligible for another sport if they have not "cleared" a previous season's sport. A letter will not be awarded until clearance is accomplished. An athlete who completes the season, is removed or resigns from a team must return all equipment to the coach within three school days. Items not returned will be paid for by the individual or sponsor prior to receiving an athletic letter or participation in another sport.
 13. Students who have serious misconduct problems or display a tendency for criminal behavior do not meet our standards of conduct and therefore will not represent our school and community.
 14. The player and his/her sponsor will sign the appropriate athletic team code, retain the code, and return the signatures through the coach to the Athletic Director.

VIOLATIONS

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

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

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

ACADEMIC ELIGIBILITY

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

LIMITATION OF TEAM MEMBERSHIP:

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

INJURIES AND INSURANCE

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

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

OUT-OF-TOWN (AWAY) EVENTS

The school provides transportation for athletes to "away" events. A coach is responsible for athletes until they are picked up by parents/guardian. If an athlete wants to return home using transportation other than the team bus, then their parents must notify the coach in person or in writing. This will release the coach from the responsibility of the athlete's safety and behavior.

APPEALS

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

The steps for appeal are:

1. The athlete and coach should try to resolve all problems between themselves.
2. Any request for an appeal should be submitted, in writing, to the athletic director stating the reason(s) for the appeal.
3. A meeting to resolve the dispute will be held within three days of the receipt of the written request. The athlete and coach will be given notice of the time and place of the meeting.
4. When the Athletic Council meets, each side in the dispute will be ready to present their positions. Once both sides have been presented, the board will make a recommendation to the Principal.
5. The recommendation of the council will be reviewed by the Principal whose ruling will then be final.

AGE RULE

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

EIGHT SEMESTER RULE

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

THE TEN COMMANDMENTS OF PARENTAL CONDUCT AT ATHLETIC CONTESTS



We feel that parental interest and support are important. The Hohenfels High School and our community have been praised in the past for our sportsmanship. This is an area, however, that needs to be continually stressed. With this in mind, we offer the following article by Mitchell Wenxel, Chairman, Health and Physical Education Department, Bronx Community College in New York City.

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

APPENDIX B – CHECKLIST FOR COLLEGE PREPARATION

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

Junior Year

Fall

- ❑ Take the PSAT in October
- ❑ Start looking at colleges and universities that you may be interested in, and start planning ahead for the SAT I that will be coming around the corner sooner than you may think.

Winter

- ❑ Research college options through talking to seniors, and familiarizing oneself with guide books.

Spring

- ❑ Attend college fair, talk with representatives from different colleges across the country and gain information about applications, deadlines, curriculum, scholarships and opportunities.
- ❑ Begin discussing college finances with your parents and develop a plan to pay for college
- ❑ Begin exploring scholarship opportunities
- ❑ Talk to seniors who have already gotten into college about their experiences
- ❑ Stop into the Education Center and become familiar with the college resources that are available
- ❑ Meet with your counselor to discuss college options and graduation requirements
- ❑ Take the SAT I - if your scores are not as high as you expected, consider attending after-school tutoring on Tuesdays and Thursdays. Or go to the Teen Center computer lab and practice using an SAT prep program available through CD ROM.
- ❑ Take the SAT II in May or June (optional)
- ❑ Consider taking the AP exam in May for any advanced placement classes in which you are doing extremely well.

Summer Prior to Senior Year

- ❑ Develop a list of colleges that are of interest to you - continue reviewing college guidebooks as part of this narrowing process
- ❑ Send away for application forms for the colleges that are on your list (most of which are available on the web.)

- ❑ Visit as many of the colleges on your list as possible (online—tours and reference guides), participate in a summer activity such as an internship, university-based summer program, summer job or travel
- ❑ Update activity sheet to reflect accomplishments and activities during junior year

Senior Year

Fall

- ❑ Take the SAT I in the Fall, if needed or if not already taken. The official DoDDs test date is always the first Saturday in November.
- ❑ Take the SAT II, if needed and not already taken
- ❑ Meet with your counselor to discuss college options and to request a recommendation
- ❑ Narrow your list of college choices to a reasonable working amount (perhaps six) as applications are time consuming to complete and application fees are expensive
- ❑ Keep up your grades, as colleges will look at your fall semester grades when making admission decisions
- ❑ Determine if Early Decision or Early Action is the appropriate path to take

Winter

- ❑ Meet all application deadlines - completed applications must be turned into the counselor two weeks before they are due to the college
- ❑ Consult again with your counselor regarding scholarship opportunities, and application deadlines—they are very important and can be found online or in the application packet.
- ❑ Complete and mail the Free Application for Federal Student Aid (FAFSA) if planning to utilize financial aid

Spring

- ❑ Await the arrival of college decision notifications - meet with your counselor to review your options
- ❑ Make a final decision and notify all schools of your acceptance or denial of admission
- ❑ Consider taking the AP exam in May for any advanced placement class in which you are doing extremely well
- ❑ Maintain your grades and enjoy the end of your senior year, including graduation

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Student Handbook
SY 2008-2009

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 wellbeing and security of all students.