

**Patch High School**  
**Student Handbook**  
**2012/2013**



**School Colors – Black and Gold, School Logo – Panthers**

**UNIT 30401**  
**APO AE 09107**

**Mr. Frank Roehl**  
*Superintendent*

**Mr. Danny Robinson**  
*Principal*

**Mrs. Regina Hendrix/Dr. Marshall Blankenship**  
*Assistant Principals*

Dear Students,

Our staff and teachers would like to welcome students to what will be a great year at Patch High School. I want to thank returning students for leading the way to Patch High School's positive climate and culture. New students to our community will quickly adjust to their transition to PHS and discover that Patch High School is a school of excellence and has a wide variety of extracurricular activities. We encourage you to do your best and get involved.

A student planner is provided to you for a dual purpose: as a quick reference for some important school rules, policies and procedures, and as a tool to help you develop strong organizational and study skills. In order to get the maximum benefit from your planner, you should bring it to school each day as it will be your pass to leave the classroom and it will be helpful when you record your assignments and appointments.

Again, we welcome you to what we hope will be a successful and enjoyable year at Patch High School!

Danny Robinson  
Principal

**AGENDA COSTS**

The Patch High School PTA and Stuttgart Community Spouses Club provided funds to purchase the Student Planners so that every student at PHS could have one for FREE. It is important that each student has a planner because it will be used to excuse students from class to use the restroom, go to the nurse, or for other reasons. Replacement cost will be \$5.00.

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**SCHOOL YEAR 2012-2013 CALENDAR**

**FIRST SEMESTER**

|                       |   |
|-----------------------|---|
| Monday, August 27     | Begin First Quarter and First Semester  |
| Monday, September 3   | Labor Day Federal Holiday   |
| Monday, October 8     | Columbus Day - Federal Holiday  |
| Thursday, November 1  | End of First Quarter (47 days of classroom instruction)                         |
| Friday, November 2    | No school for students - teacher work day                                       |
| Monday November 5     | Begin second quarter  |
| Monday, November 12   | Veterans Day - Federal Holiday  |
| Thursday, November 22 | Thanksgiving - Federal Holiday  |
| Friday, November 23   | Friday - Recess Day   |
| Monday, December 24   | Begin Winter Recess   |
| Tuesday, December 25  | Christmas - Federal Holiday   |
| <b>2013</b>           |   |
| Tuesday, January 1    | New Year's Day - Federal Holiday  |
| Monday, January 7     | Instruction Resumes   |
| Monday, January 21    | Martin Luther King, Jr. Day - Federal Holiday                                   |
| Thursday, January 24  | End of Second Quarter and First Semester  |
| Friday, January 25    | No school for students - teacher work day<br>(45 days of classroom instruction) |

**SECOND SEMESTER**

|                               |   |
|-------------------------------|---|
| Monday, January 28            | Begin Third Quarter and Second Semester   |
| Monday, February 18           | Presidents' Day - Federal Holiday   |
| Thursday, April 4             | End of Third Quarter<br>(48 days of classroom instruction)                                      |
| Friday, April 5               | No school for students - teacher work day   |
| Monday, April 8               | Begin Spring Recess   |
| Monday, April 15              | Instruction Resumes - Begin Fourth Quarter  |
| Monday, May 27                | Memorial Day - Federal Holiday  |
| Thursday, June 13             | End of Fourth Quarter and Second Semester<br>(43 Days of classroom instruction)                 |
| Friday, June 14               | No school for students - teacher work day<br>Last day for non-administrative educator personnel |
| <b>School Year 2012-2013:</b> | <b>Instructional Days -183/ Teacher Work Days - 190</b>   |

**Patch High School Mission Statement**

*The mission of Patch High School is to be a community committed to success for all students by providing an exemplary education that inspires and prepares students for success in a dynamic, global environment.*

**School Improvement Goal 1**

By 2012, all students will improve problem solving skills across the curriculum, as evidenced by TerraNova, PSAT, and local assessments.

**School Improvement Goal 2**

By 2012, all students will improve their abilities to organized and interpret information across the curriculum, as evidenced by TerraNova, PSAT, and local assessments.

**Patch High School Contact Information**

|                                    |                         |
|------------------------------------|-------------------------|
| PRINCIPAL'S OFFICE                 | 430-1970/430-5347       |
| ASSISTANT PRINCIPAL'S OFFICE       | 430-4999/430-4782       |
| ATTENDANCE OFFICE                  | 430-7191                |
| REGISTRAR                          | 430-2326                |
| GUIDANCE OFFICE                    | 430-2325                |
| ASACS COUNSELOR                    | 485-8772                |
| SCHOOL PSYCHOLOGIST                | 430-6630                |
| FAX # MAIN OFFICE                  | 0711682506              |
| SCHOOL NURSE                       | 430-7257                |
| ROTC                               | 430-7279                |
| GYM                                | 430-7155                |
| INFORMATION CENTER                 | 430-4380                |
| DISTRICT SUPERINTENDENT'S OFFICE   | 388-9383/9373           |
| BUS DISCIPLINE                     | 430-8493/8497           |
| Generic email address for teachers | first.last@eu.dodea.edu |

**DoDDS-E/DoDEA Officials**

**Principal of PHS, Mr. Danny Robinson**

*e-mail: danny.robinson@eu.dodea.edu*

PatchHS.Principal@eu.dodea.edu

**Acting Superintendent of Heidelberg District, Mr. Steven Sanchez**

Heidelberg, Germany

*e-mail: steven.sanchez@eu.dodea.edu*

**Director of DoDDS-Europe Area, Dr. Nancy Bresell**

Wiesbaden, Germany

*e-mail: director.europe@eu.dodea.edu*

**Director of Dependents Schools, Ms. Marilee Fitzgerald**

Arlington, Virginia

*Email: director.dodea@hq.dodea.edu*

**DIALING A DSN NUMBER FROM A CIVILIAN PHONE:**

A Patch military number can be reached from a civilian telephone by dialing 0711-380- and then the last four digits of the military number.

## DAILY SCHEDULE

PHS operates on an alternating block schedule. Class periods are 90 minutes and classes meet every other day.

### BLACK DAY

|          |           |
|----------|-----------|
| Period 1 | 0800-0930 |
| Period 2 | 0930-1100 |
| Lunch    | 1100-1140 |
| Period 3 | 1145-1310 |
| Period 4 | 1315-1440 |

### GOLD DAY

|          |           |
|----------|-----------|
| Period 5 | 0800-0925 |
| Period 6 | 0930-1100 |
| Lunch    | 1100-1140 |
| Period 7 | 1145-1310 |
| Seminar  | 1315-1440 |

### DELAYED OPENING

(Due to weather conditions)

#### BLACK DAY

|          |           |
|----------|-----------|
| Period 1 | 1000-1100 |
| Lunch    | 1100-1140 |
| Period 2 | 1145-1240 |
| Period 3 | 1245-1340 |
| Period 4 | 1345-1440 |

#### GOLD DAY

|          |           |
|----------|-----------|
| Period 5 | 1000-1100 |
| Lunch    | 1100-1140 |
| Period 6 | 1145-1240 |
| Period 7 | 1245-1340 |
| Seminar  | 1345-1440 |

### BOLD DAY

(Due to school cancellation or as needed)

|          |           |
|----------|-----------|
| Period 1 | 0800-0840 |
| Period 2 | 0845-0930 |
| Period 3 | 0935-1015 |
| Period 4 | 1020-1100 |
| Lunch    | 1100-1140 |
| Period 5 | 1145-1225 |
| Period 6 | 1230-1310 |
| Period 7 | 1400-1440 |

## DISMISSAL/DELAYED OPENING FOR INCLEMENT WEATHER

The decision to close or delay the opening of school is made by the Stuttgart military commander and based on road safety conditions. Announcements will be made over the Armed Forces Radio Station (Stuttgart AFN-AM/FM) beginning about 0630 hours on days when the opening of school is affected. Should conditions warrant closing school early, announcements will be made over AFN. Parents are urged to listen to AFN for announcements about school closings, delayed openings, or early dismissals. The ASG website will also post school closings.

## ATHLETICS and ACADEMIC ELIGIBILITY

The athletic program at Patch High School includes interscholastic competition for men and women during three seasons. All athletes must abide by the PHS Athletic Code. A physical examination each year is required to try out, practice, or play. Sports available to our students include:

FALL - Football, golf, cross-country, tennis, cheerleading and women's volleyball.

WINTER - Wrestling, cheerleading, rifle, and basketball.

SPRING - Track and field, soccer, baseball, drill team, and women's softball.

### **Requirement: Students must maintain a 2.0 GPA and no more than 1 F**

Those meeting the requirements are eligible, and those not meeting the requirement are ineligible. A student declared ineligible can practice but is not authorized to participate, be in school uniform at a scheduled event, or travel with the team to any away event until regaining eligibility. Principals do not have the right to waive academic eligibility requirements except in the case of students on an individual educational plan (IEP).

|   |   |
|---|---|
| <b>Incoming 9th Grade students (and MS students as applicable)</b>  | <ul style="list-style-type: none"> <li>No previous semester GPA/F check</li> <li>Weekly monitoring <u>by 4 p.m. every Tuesday of each week</u></li> <li>Students with more than one F during the weekly monitoring period will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m.</li> </ul>  |
| <b>Eligible 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Grade Students</b>  | <ul style="list-style-type: none"> <li>GPA/F check from prior year Spring Semester for Fall; current year 1<sup>st</sup> Quarter for Winter Sports; and Fall Semester for Spring sports (Student met requirement)</li> <li>Weekly monitoring <u>by 4 p.m. every Tuesday of each week</u></li> <li>Students with more than one F during the weekly monitoring period will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m.</li> </ul>  |
| <b>Ineligible 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Grade Students</b><br>These are the only students whose GPA need to be checked after the initial semester checks. | <ul style="list-style-type: none"> <li>GPA/F check same as above (Student did not meet requirement)</li> <li>Student is ineligible for the first 3 weeks of fall semester. At the end of the 3 weeks, student must have a 2.0 GPA and/or no more than one F for that first week period</li> <li>If eligible, the student is eligible for the next 3 weeks, provided he/she has no more than one F in the weekly monitoring</li> <li>*If a student is ineligible, the principal may grant another 3-week period of ineligibility. If the principal does not grant another 3 weeks, the student is ineligible for the remainder of the semester</li> <li>Student must have GPA/F checked every 3 weeks</li> <li>Any time after a student has regained his/her eligibility and he/she falls below a 2.0GPA/more than one F, the student is ineligible for the remainder of the semester</li> </ul> |
| <b>Transfer Students (No Transcript)</b>  | <ul style="list-style-type: none"> <li>Weekly monitoring <u>by 4 p.m. every Tuesday of each week</u></li> <li>If transcript has not arrived by the end of the first 3-week period, the student must meet the GPA/F requirement for these first 3 weeks</li> <li>If student meets the requirement, continue weekly monitoring until transcript arrives. At 6 weeks, if transcript has not arrived, repeat GPA check</li> <li>If the student does not meet the requirement at the end of the first 3-week period, The Principal may grant an additional 3 weeks of ineligibility. If not granted, the student is ineligible for the remainder of the semester</li> <li>Upon arrival of transcript student can be placed in the eligible/ineligible category</li> </ul>  |

**SECTION I: GUIDANCE**

**ACCELERATION**

Students are eligible to accelerate the first or second semester ONLY if their sponsor has orders for a permanent change of station. The reporting date to the new duty station must fall within 30-60 days of the scheduled last day of school. Acceleration is NOT granted locally for anything except PCS orders; all other requests must be directed to the district superintendent.

Students will receive high school credit only if they successfully complete an acceleration plan along with final examinations. Students who do not complete an acceleration plan will receive a grade to date and no credit. **The acceleration request must be initiated at least four weeks before the final school day. The DoDDS Area Office establishes the dates for acceleration.**

**Semester 1: 13 December, 2012 Semester 2: 16 May 2013**

**Students must be in attendance for the entire acceleration day.**

Orders and a letter indicating the student's last day in school should be brought to the registrar. It is the student's responsibility to take the acceleration form to teachers and complete the required work and examinations before departure.

- On the last day of attendance, students receive a clearance form, which must be completed by teachers and other staff members before departure and given to the attendance office.
- Payment for books or other items must be made before clearance can be completed.
- Parents must call ahead to arrange for records pick up.

**EARLY GRADUATION**

In order for a student to graduate early (one to two semesters early), a conference must be held with the principal, parents, and student. At the time of the conference, a letter from parents and a letter from the student stating the reasons for the early graduation must be submitted. Students should have at least a 2.5 GPA.

**GRADE CLASSIFICATION**

- Grade 9 Satisfactory completion of 8th grade
- Grade 10 Students who earn at least 6 units of credit
- Grade 11 Students who earn at least 12 units of credit
- Grade 12 Students who earn at least 19 units of credit

**GRADE POINT AVERAGE**

Grade point average is calculated on a point system with an "A" counting four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points. A weighted point value has been assigned to each letter mark in Advanced Placement (AP) courses. This weighting will be used to determine class rank and for other competitive purposes. The weighting will be as follows: A-5, B-4, and C-3, D-2. The Valedictorian and the Salutatorian will be determined at the end of the eighth semester during the senior year.

PHS offers the following weighted courses (subject to change based on student enrollment): AP English Literature, AP English Language, AP Physics, AP Calculus, AP US History, AP French, AP German, AP Physics, AP Art History, AP Biology, AP World History, AP Spanish, AP German, and AP Chemistry. Other AP courses are available through distance education. *\*Students enrolled in Advanced Placement (AP) classes **MUST** take the AP exam in that subject area in the spring in order to receive AP weighted credit on their transcripts.*

Students who repeat a course will have the most recent grade counted in the GPA. Credit by examination does not count toward the GPA. Students will receive a pass/fail.

Middle school students may earn high school credit if they successfully take algebra, geometry, or a foreign language. The grade earned is not calculated in the high school GPA.

**GRADUATION REQUIREMENTS  
(Class of 2013, 2014, 2015)**

|                                     |           |
|-------------------------------------|-----------|
| Language Arts.....                  | 4         |
| Social Studies.....                 | 3         |
| Mathematics.....                    | 3         |
| Science.....                        | 3         |
| Foreign Language.....               | 2         |
| Fine Arts.....                      | 1         |
| Personal Fitness.....               | 0.5       |
| Lifetime Sports.....                | 0.5       |
| Physical Activity & Nutrition.....  | 0.5       |
| Health.....                         | 0.5       |
| Professional Technical Studies..... | 2         |
| Electives.....                      | 6         |
| <b>TOTAL.....</b>                   | <b>26</b> |

**GRADUATION REQUIREMENTS  
(Class of 2016 and beyond)**

|                                     |           |
|-------------------------------------|-----------|
| Language Arts.....                  | 4         |
| Social Studies.....                 | 3         |
| <b>Mathematics.....</b>             | <b>4</b>  |
| Science.....                        | 3         |
| Foreign Language.....               | 2         |
| Fine Arts.....                      | 1         |
| Personal Fitness.....               | 0.5       |
| Lifetime Sports.....                | 0.5       |
| Physical Activity & Nutrition.....  | 0.5       |
| Health.....                         | 0.5       |
| Professional Technical Studies..... | 2         |
| Electives.....                      | 6         |
| <b>TOTAL.....</b>                   | <b>27</b> |

*All Students must have a cumulative GPA of 2.0 to graduate.*

## **GRADUATION AFTER LEAVING A DODDS SCHOOL**

Seniors who cannot meet state graduation requirements through no fault of their own can earn a DoDEA diploma up to one year after leaving a DoDDS school if DoDDS graduation requirements are met

### **GUIDANCE AND SUPPORT SERVICES**

A. **COUNSELORS:** Counselors are available to help students achieve their four-year objectives and determine which courses to take to achieve their educational goals. Counselors will also monitor student academics and are available to assist students with their affective needs.

A transition counselor is dedicated to assisting students coming into and leaving from PHS through the Ambassador/Student 2 Student (S2S) program. S2S uses a team of volunteer students who assist in and outbound students with academics; relationships with other students, faculty, and staff; and learning the school and community culture.

B. **DROPPING AND ADDING COURSES:** Courses may be added or dropped prior to the completion of ten instructional days. Courses dropped within this time period will not appear on the transcript. No courses may be dropped after this time without permission from the principal.

C. **INFORMATION CENTER:** The Library Information Center (IC) provides assistance and resources for everyone at PHS. Resources include class-related and recreational books, DVDs, and nationally recognized databases.

Students receive a school network account and a DoDDS-E net e-mail account when they register. School-wide policies and procedures for computer use also apply in the IC (see computer use policy under discipline). The e-mail account makes it possible to send messages to parents at all times, to file documents from home to school, and to communicate with colleges and fellow students when necessary.

The center is open from 0630 until 1600 daily. A limited number of IC passes are available for seminar. These passes must be picked up on the day of the seminar. Checkout policies vary according to the type of material being circulated. Most books are checked out for three weeks, while DVDs are loaned for only three days. All items must be returned, paid for, or replaced before PCSing or leaving for the summer months.

D. **PARENT-TEACHER-STUDENT CONFERENCES:** Report cards are sent home through the internet, *GradeSpeed*. A printed copy of the report card may also be picked by the parent/student upon request. Parents are encouraged to access *GradeSpeed* frequently to monitor student progress. Throughout the school year parents and students may schedule conferences with teachers as they feel necessary. There will also be two scheduled Parent/Teacher conference days. Notice of these dates will be posted in Daily Bulletin and Monthly Newsletter. Parents should e-mail the teacher directly to set up a conference. Parents who need *GradeSpeed* access should contact the school office.

E. **SCHOOL PSYCHOLOGIST:** The school psychologist identifies and diagnoses pupils experiencing severe learning problems and/or emotional and social issues. Testing and evaluation can determine the probable causes of these problems and remediation for them. The school psychologist also serves as liaison and consultant to other professionals to include physicians, social workers, nurses, and psychiatrists.

F. **SEMINAR:** The main purpose of seminar is academic: reading, studying, tutoring, test or assignment make-up, researching, and writing. During the first 25 minutes all students will remain in their original seminars. Student may read or study independently until 1340.

The first step in leaving seminar is for the student to present a pass from a teacher for travel. NO student will be permitted to leave without first having a pass from the destination teacher or without his or her planner. Each student will have a seminar pass for seminar teachers to

record student travel and responsible to return their seminar teacher before the end of seminar. Failure to do so will mean no travel for the following seminar period.

Following the 25 minute silent study period, students will be allowed to go to other classrooms, provided they receive a pass and sign out in the seminar classroom. Students may go to multiple destinations provided they come to seminar with a pass from those teachers they need to see. Seminar teachers will sign students out for any and all destinations. Students must return to their home seminar by 1435.

**G. SPECIAL EDUCATION & CHILD FIND:** The Child Find program is part of Special Education services. Child Find is designed to locate and identify all children from three to twenty-one years of age who may have some type of learning, speech and language, physical, or emotional impairment. Children suspected of having impairment will be tested by DoDDS school personnel and Medically Related Services (MRS) as appropriate. If impairment is identified, the student will receive the appropriate services. The Special Education program augments and replaces basic skill classes within the framework of Public Law 94-142 services to exceptional students. Parents, students, teachers, counselors, community professionals, and administrators may make referrals. Procedural forms are available from Special Education personnel. If you believe evaluation for special education services is needed, contact the counselor for further information.

**H. STUDENT SUPPORT TEAM:** The Student Support Team (SST) consists of the counselors, psychologist, nurse, teachers, and administrators. The team monitors evaluates and refers students who are experiencing difficulty in social or academic settings. The team meets regularly to review crisis and safety plans. Parents and teachers can refer students to the SST team.

**I. TUTORING:** PHS offers free tutoring four days a week from 1445-1630. All tutoring sessions are supervised by PHS National Honor Society members, teachers and trained volunteers. Monday and Wednesday tutoring is for any subject.

### **HOMEWORK**

Homework is an integral part of school life. As an extension of classroom activities, it supports instructional objectives and mastery of those objectives. The purpose of homework assignments may be one or more of the following: to reinforce classroom instruction, to increase understanding and retention, to transfer and extend classroom instruction, to prepare one for class discussion, to provide curricular enrichment.

Students at PHS can expect to be assigned homework commensurate with the difficulty of their academic program, their needs and abilities, and the learning objectives of the curricular area. The amount of time a student is given to complete an assignment will be directly related to the length, complexity, and purpose of the assignment. Students should prepare homework assignments carefully. Assignments will be evaluated and feedback will be given to students as appropriate to the assignment. Parents and students will be periodically informed of the student's academic progress and mastery of learning objectives. Teachers will inform students of the homework policy in their individual classrooms. Students will be expected to become familiar with and follow the policies.

### **INCOMPLETE GRADES**

Incomplete grades are only granted in the case of a medical emergency or emergency leave. Incomplete grades must be approved by the administrators. Incomplete work must be made up within ten (10) instructional days following the marking period, provided that the student absence is not extended beyond 10 days. Students will be given a reasonable amount of time to make-up work if the absence is extended into the next quarter. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame. All incomplete grades may automatically be changed to an "F" grade within two weeks. It is the student's responsibility to ensure their grade has been changed.

## REPORT CARDS

Report cards are issued four times a year. A printed report card will be send home at the end of the school year. Progress reports and report cards will be send home through the internet. Printed report cards are always available upon request.

### Honor Roll

Honor roll is based on Semester Grades and quarter grades. Honor roll certificates will be distributed at the end of first semester and mailed after the end of the second semester.

|                              |  |
|------------------------------|--|
| Principal's Honor Roll.....  | 4.0 or higher GPA                                |
| High Honor Roll.....         | 3.5 - 3.99                                       |
| Honor Roll .....             | 3.0 - 3.49                                       |
| Improvement Honor Roll ..... | .05%) improvement between quarters under 3.0 GPA |

### Academic Letter

On Award Day, students who have a GPA for 3 consecutive quarters of 3.7 will be award the Patch High School Academic Letter.

### LOST AND FOUND

Lost and Found is located in the Nurse's Office. Items remaining in the school's lost and found two weeks after the close of each semester will be disposed of. Items left on buses are returned to the Transportation Office. Students should contact the Transportation Office at 485-6874.

### STANDARDIZED TESTING

The Department of Defense Schools (DoDDS) participates in several standardized testing programs designed to provide student and system information. Individual academic progress and program trends are studied to allow DoDEA to make important curricular decisions. Tests include the Terra Nova and End of Course exams in some subject areas.

### TRANSCRIPTS

The transcript is the official record of a student's school career. The academic career is recorded on the transcript. PHS maintains transcripts for four years after a student graduates. <http://www.dodea.edu/transcript/>

- To obtain a copy of an official transcript up to four years after graduating, write to:  
*PHS  
Unit 30401  
Attn: Registrar  
APO AE 09107*
- After five years transcripts are sent to the following address for one year:  
*Area Superintendent's Office - DoDDS Europe  
Unit 29649 Box 7000  
APO AE 09096*
- After the 5-year period from graduation or in the event that PHS has been deactivated, address your request to:  
*ETS attn: Daryl Moore  
DoDDS Transcripts  
2000 Lenox Drive  
Lawrenceville, New Jersey 08648*
- Once the transcript has been retired, there is a \$3.50 charge for an initial copy, and \$45 for each additional copy. A check or money order should be provided with the request, made out to Finance and Accounting Officer, U.S. Army MDW.

## SECTION II: HEALTH AND SAFETY

### CHILD ABUSE/NEGLECT

EVERY DoDDS employee is required by DS Regulation 2050.2 to immediately report ANY suspected cases of child abuse or neglect. Social Work Services is the school's first contact and responsible for directing the investigations.

## EMERGENCY PROCEDURES

Emergency procedures are established in coordination with base officials and DoDDS safety and security personnel. In all cases of emergency, parents should not call the school but get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities.

Fire drills are the most common drill practiced. Throughout the year the school will practice and/or review lockdown, shelter in place, earthquake, and bomb threat procedures.

## HEALTH SERVICES

A nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse. **In order to be considered excused, a student who is ill must check out through the nurse.**

Sponsors are required to keep the school informed of current emergency phone contacts. Students will not be released to any person other than a designated emergency contact.

Only medications that have been prescribed by a physician with the proper permission forms, and match pharmacy labels on the medication will be administered. "Over the Counter" medications will not be administered unless they follow the guidelines as published in the School Health Services Guide. Students are NOT allowed to carry any medications unless cleared through the School Nurse office. (The DoDDS form is available in the nurse's office and the on the school website.)

Various health screening will be conducted throughout the school year. Parents will be notified if there is a problem with any of the screenings. Additional screenings will be done if requested by teachers and/or parents.

***Notify the school nurse of any current or special medical problems that a student might have. This will help in monitoring any potential problems.***

## SECTION III: ATTENDANCE & DISCIPLINE

### ATTENDANCE POLICY

It is the school's policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0800 and ends at 1440. Sponsors are required to ensure each dependent child regularly attends school unless the child is excused from attendance or is suspended. Attendance records are maintained for each student. Parents are encouraged to check *Gradespeed* regularly to check their child's attendance. Chronic absences affect a student's school progress. For discipline purposes, the school day begins the moment the student leaves their home to come to school and ends when they return.

### Scheduled Appointments

When a student has a scheduled appointment, parents must check their student out of school in the office. If parents are unable to come to school, the student must have a valid note from a parent, or alternatively, parents may call the office before the student will be permitted to leave. Students sign in/out at the office before departing or upon return. Leaving school grounds without such permission is considered truancy.

### Students with Partial Schedules

Students with partial schedules due to home schooling or other reasons may only be on campus during their scheduled classes. A student may make prior arrangements to meet with a teacher if they require assistance.

### ATTENDANCE PROCEDURES

**On a day that a student misses school, it is the parents' responsibility to call DSN 430-7191/CIV 0711-680-7191 between 0800 and 0900 to inform the school of the student's absence and the reason for the absence.** When the student returns to school, he/she should

bring a note, signed by the sponsor or a parent, to verify the reason for the absence. This note should be given to the attendance clerk within three days of return.

## EXCUSED ABSENCES

### Planned Family Trips

Students will be excused to travel with their families on family trips for a maximum of 10 school days per year if they complete the excused absence form at least one week in advance. Work is due the day students return to class. **Teachers have the right to request that the work is turned in ahead of time or that tests are taken prior to departure. Family trips will not be authorized after the Semester 2 acceleration date or during exam weeks for Semester 1 or 2.**

- Parents notify the school in writing at least one week prior to the first day of the absence.
- Students pick up the proper form from the front office
- Students have teachers complete the pre-approval form
- Administration signs the form.
- A copy is given to the student and a copy is filed in the student's folder.

### Planned School Trips

Students involved in sports and other activities, MUST contact teachers PRIOR to their absence to collect work. All work is due the first class meeting after students return to school. Teachers have the right to request that the work is turned in ahead of time or that tests are taken prior to departure. Students must take scheduled tests upon their return.

### Unplanned Excused Absences

When students return to school after an unplanned absence, they must bring in a note if the parents have not called the school. The student has three school days to bring in verification from the parents. In the case of unplanned excused absences, students are allowed to make up the class work. It is the student's responsibility to obtain the required assignments. Upon student's return to school they will have the opportunity to make up tests, quizzes, or class work and get clarification from teachers. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established. Students have one class color day for each absence to do make up work. For example, a student misses school on gold Monday; they return to school on black Tuesday, they request work from the teacher on gold Wednesday and are expected to return completed work on gold Friday. An exception to this policy is when a teacher has a published syllabus of assignments and due dates that the student is in possession of, then students are expected to turn the work in upon their return. Additionally, students must take scheduled tests upon their return.

### Excused absences include:

- Illness of student (**Students who are ill for three consecutive days or more must present a doctor's excuse upon return.**)
- Family emergency
- Religious holiday
- Medical, dental or legal appointments (If possible, schedule these appointments before or after school.)
- School-sponsored or approved events
- Family trips that are pre-arranged with administration
- Special opportunities at community leadership conferences.
- Promotion, change of command, or retirement ceremonies for a member of the immediate family
- Sanctioned Youth Services activities

## UNEXCUSED ABSENCES/TARDIES

Students may not make up work after an unexcused absence. Disciplinary consequences are invoked in the case of unexcused absences/truancy. Participation in extra-curricular activities may be denied due to excessive and/or unexcused absence at any time.

Unexcused absences include:

- Oversleeping
- Missing the bus or ride
- Seeing friends or relatives off at the terminal
- Non-school sponsored functions
- Family trips that are not pre-arranged
- Not attending school on EUCOM training days
- Leaving school to attend tournaments when the student is not part of the team
- Moving/Packing out
- Babysitting
- Class "Skip Day"

*NOTE: The above list is not all-inclusive.*

### **EXCESSIVE ABSENCES**

Being absent more than 10% of school days during a semester (9 days or more) is considered excessive, unless there is a documented medical reason. In this case, the school needs to be informed in order to assist in continuing the student's education. If there is not a documented medical reason for excessive absences, then administrative action will be taken to include possible referral to Social Work Services (SWS) for educational neglect.

### **ATTENDANCE VIOLATIONS**

#### **A. TRUANCY**

Students cannot learn effectively if they do not attend class. Students who skip school, fail to bring a note, or fail to have parents contact the school after three days beyond an absence will be considered truant. Incidents of truancy are considered for the entire year. For each truancy, a one and one-half hour detention will be assigned. Students who habitually skip class may also be suspended. The command will be notified if disciplinary consequences do not correct behavior. Students who are truant may not participate in extra-curricular, athletic or special events scheduled for the same day or the following day. Truancies will be considered cumulatively for the year.

#### **B. TARDINESS (BY QUARTER)**

Passing time between classes is five minutes. Students must be in the classroom ready to work when the starting bell chimes or they will be counted tardy. Students who are detained by school officials and consequently late to class will be given a hall pass. Students who arrive late to school for the day will report to the office where they will sign in and be given an admit slip to class. It is the teacher's responsibility to establish and enforce classroom procedures to ensure their students are in class on time. Effective classroom management is dependent/relies on a teacher's ability to set and enforce learning norms. The integrity of this system lies in consistency and the strength of discipline in the classroom. If, after contacting parents and instituting strong classroom discipline procedures, tardiness persists, administration should be contacted.

### **DISCIPLINE**

#### **A. INTRODUCTION**

It is DoDDS policy to maintain a high level of discipline and regulation 2051.1 is adhered to. Students are encouraged to utilize self-control, develop a sense of regard for fellow students, and take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to maintain good order and discipline within the school system, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents, community resources, and military authorities when inappropriate behavior of a student continues to disrupt the educational

program. Recommendations for persistent violations may be expulsion from the school and removal from the community.

**In all discipline cases the administration reserves the right to determine the severity of consequences.**

**Host Nation Authority When Involved in Potential High School Criminal Matters:**

1. US civilian employees and family members are not subject to US military courts. Rather the German authorities have jurisdiction over family members regardless of location, and may conduct searches in accordance with host nation law on or off US installations. Under the supplementary agreement to the SOFA, our relationship with the German authorities is based on cooperation. Generally, the German authorities will request access and assistance before attempting to conduct a search on a US installation.
2. German authorities may combine the rules of law for adults and juveniles in order to discover the truth or for other important reasons. Police “may” use search procedures normally reserved for adults on children if the circumstances warrant. The types of searches that may be employed against a juvenile are: Stop and Frisk, Searches in clothing – Jacket linings/pockets, Strip Searches – Nude/Full Body/Orifices and Cavities
3. A judge normally must order searches. If an effective prosecution could be jeopardized by a delay, however, the public prosecutor or the police assigned to a public prosecutor may order a search. A search carried out by the public prosecutor or police does not require subsequent confirmation by a judge and the evidence discovered is admissible in a German Court.
4. German law generally allows searches, including searches of school students, when:
  - a. The person to be searched can be taken into custody or detained.
  - b. Facts justify the assumption that the person is in possession of objects that may be seized or confiscated (probable cause).
  - c. It is necessary to determine the person’s identity and he or she is obviously incapacitated or otherwise helpless.
  - d. The person is at, in or near roads, public utilities, public transportation, or government offices, and the facts justify the assumption that crimes are to be committed in or on these objects.
  - e. It appears necessary under the circumstances to protect the police officer or a third party against death or injury (for weapons, dangerous tools and explosives).
5. A doctor or same sex officer will normally execute invasive type searches on juveniles except in cases protecting injury or death.

One core tenet of German law is the principle of “reasonableness.” A police measure is allowed if it is reasonable under the circumstances to prevent or uncover criminal activity. Under the principle of reasonableness, proximity to an area alone may not be a sufficient basis to conduct a search. If, for example, a person is at a location where criminals are known to hang out, there may be a valid basis for an ID check, but in the absence of other facts, a search should normally not be conducted. (Information provided from the Provost Marshall – Stuttgart Garrison)

**Behavior Expectations**

Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists
- Arrangements for a parent conference
- Referral to administration at which time a discipline referral form is completed by the teacher and given to the administration.

*Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or question a teacher’s authority.*

Each student is responsible for following three basic rules established at the beginning of the school year:

1. **Respect yourself**
2. **Respect others**
3. **Obey any reasonable request by a staff member or adult volunteer in the school**

## B. DETENTION

### Teacher Detention

Teachers may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do the assigned classroom work. After school detention requires 24-hour notice to parents or parent telephonic approval. Failure to attend a teacher's detention will result in a referral to administration.

### Administrative Detention

Detention may also be assigned by the administration on an as-needed basis. Students will be given a discipline notice at least the day before the detention is to be served stating the date of the detention and the reason for it. This referral must be signed by the student's parent or sponsor and returned to the administration the next school day. Students placed on detention must report with materials necessary to do homework. The student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result. Normally, after school administration detention is one and one-half hours.

## C. SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. A letter of suspension will be sent home to the parents, the sponsor's commander, the garrison commander, the school's officer, the civilian misconduct officer, and the district superintendent with the conditions of the suspension fully noted. Suspensions may be in school suspensions or stay-at-home suspensions. Suspensions are considered excused absences; therefore, suspended students have the privilege of making up work for credit per regulation. A condition of the suspension may be a referral to the Alcohol Substance Abuse Counselors (ASACs). Upon return to school the student must contact their teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student were in class.

***While suspended, students may not participate in any school activity nor will they be allowed on school grounds until they have been reinstated by administration. This includes any weekend activity such as sports events, dances, or special events. Students will not be permitted to go to another school where activities with the student's school are being conducted while the student is suspended. In addition, students will not be allowed to travel or participate in special activities with the exception of sports, drama, or other extra-curricular practice for one week following the beginning day of the suspension. Multiple days of suspension could result in missing multiple weekends of extra-curricular activities.***

Following a suspension, the parents are required to bring the student to school for a scheduled readmit conference with the administration before being allowed back to classes.

A formal Discipline Committee Hearing, governed by DoDEA Regulation 2051.1, will be held in the event that a student is suspended for **more than ten days** (cumulative or continuous) in one school year.

## D. WEAPONS

According to DODEA Regulation 2051.1, August 16, 1996, Disciplinary Rules and Procedures, "Weapons are items carried, presented, or used in the presence of another person in a manner likely to make a reasonable person fear for their safety. They include, but are not limited to guns, look-alike (replica) guns, knives, razors, razor blades, box or carpet cutters, slingshots,

nun chunks, any flailing instruments such as a fighting chain or heavy studded chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any object concealed, displayed, brandished in a manner that reasonably provokes fear.” Laser Pointers can damage the eyes if the light makes contact with the eye’s retina. Due to this possible damaging side-effect Laser Pointers are classified as weapons. Students are not permitted to have weapons or replica weapons in their possession at school, during school-sponsored events or while traveling on DoDDS provided transportation.

#### E. EXPULSION

Expulsion from PHS will result from any serious offense to include, but not limited to weapon possession and/or use, drug possession and/or use, bodily harm to another person or any criminal act. In cases where suspension of a student reaches 10 days all DoDEA Disciplinary Regulations 2051.1 will be followed. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to American reputation and position overseas.

#### F. BEHAVIOR POLICIES & DISCIPLINARY ACTION

##### F.1. ACTIVE PARTICIPATION

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

##### F.2. ALCOHOL USE/ POSSESSION

Students may not consume, nor be in possession of alcohol during the school day or at any school event. A minimum of two days of suspension will result. A referral will be made to the Adolescent Substance Abuse Counselor (ASAC).

##### F.3 CHEATING

PHS has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student. (This is not all-inclusive.) Additionally, students involved in cheating will receive a “0” grade for the assignment and the parents will be notified by the classroom teacher.

Plagiarism is a form of cheating and is not acceptable. Cutting information and pasting it into personal work without giving credit to the source is also plagiarism. Students will receive no credit and parents will be notified. Further consequences may also be assigned.

##### F.4. COMPUTER-USE POLICIES

- Students are to use the Internet for instructional, school approved activities.
- Students must have teacher approval before they use the Internet.
- Students are not allowed to use chat rooms or free email accounts. DoDDS-net is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.
- Students will not tax the network by broadcasting messages.
- Students are to leave the working system of any computer as they find it. Down loading of files is prohibited.
- Students are expected to keep the network secure and not share their passwords or accounts with anyone else.
- Students are not to publish their photo, name or address or that of any other person.
- All external drives must be scanned for viruses by an adult prior to use.

Students should do nothing that would cause harm to files, operating system, computer set-up, Internet, student work, or the network. Visiting pornographic sites is prohibited. Violating these policies could result in suspension of computer use and/or further disciplinary action.

##### F.5. DRESS CODE

Dress code is established to insure that students are dressed appropriately for learning, specifically to insure that parts of the body to include the chest, back, and below the waist are adequately covered at all times. Headgear is not allowed indoors unless it is worn in conjunction with a special event, or has received prior approval from administration. If a faculty member observes a student whose dress exposes any area of the chest, back or below the waist or is not in keeping with the norm of the school's expectations, they will work with the student to find appropriate clothing, or send them to the office. Sagging of pants is prohibited.

#### F.6. FIGHTING

Conflict should be resolved before violence results. Teachers, counselors, and administrators will help students resolve conflict before it escalates. If there is a fight, involved students will be suspended for a minimum of two days depending upon severity, provocation, and past record. A student who attacks another student and causes injury can expect a longer suspension or referral to a discipline board.

#### F.7. FOOD

In order to maintain a clean attractive campus students are expected to maintain clean hallways. Food sales are allowed before school, during breaks and at lunch, but will end one minute before classes begin. There are to be NO sales during class time.

#### F.8. FORGERY

Students who forge sponsor or school signatures will be subject to suspension.

#### F.9. GANG BEHAVIOR

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. Gang related behavior includes; joining a fight in progress, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in gang-related behavior can expect suspension or expulsion depending on the nature and severity of the offense.

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.

#### F.10. HALL CONDUCT

Students are to conduct themselves in an orderly manner when passing between classes. Students out of class for any reason MUST have a hall pass. Any adult in the building may request to see the hall pass. Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

#### F.11. HAZING

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."

#### F.12. ILLEGAL DRUG USE/POSSESSION

The security police will be notified of any suspected drug use. Students will be suspended pending a disciplinary board.

### F.13. INSUBORDINATION

Students who willfully refuse to follow directions of a teacher or other staff are considered insubordinate. Violators face a minimum of detention. The severity of the act and the student's previous record of offenses will determine the length of the punishment. Open defiance, inappropriate language or profane gestures may result in suspension.

### F.14. INTIMIDATION/HARASSMENT

Rude, abusive, or threatening comments/behaviors towards others will not be tolerated. Violators will be subject to disciplinary action.

### F.15. ITEMS INAPPROPRIATE AT SCHOOL

Students are not permitted to bring to school any personal items that interfere with the classroom atmosphere or endanger the health and safety of other students. **Students are responsible for all personal property and therefore should not bring items that may easily be stolen.** It is recommended that electronic items not be brought to school. The only authorized times when cell phones are allowed to be used at school are before school, during lunch, or after school. Classroom use of *music/communications devices* are at the discretion of the classroom teacher. Unauthorized use of audio and video recording devices (cameras) is prohibited. Skateboards and roller blades may not be ridden anywhere on school property at any time to include before and after school. *Note: The above list is not all inclusive. Violations will result in confiscation of the banned article.*

### F.16. MISCONDUCT IN THE CLASSROOM

Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

### F.17. OFF CAMPUS DEFINITION

Off campus is defined as outside of the high school complex without permission at anytime during the school day with the exception of lunchtime or under the supervision of a teacher. The single soldiers' barracks are off limit to students as are the wooded areas behind the school. Students should not be at or around the elementary school unless they have specific business.

### F.18. PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling, and throwing objects in the halls or classrooms are dangerous and are not acceptable behaviors. This also includes the throwing of snowballs outside. In addition, any behavior that has the potential to harm another person is not acceptable at school.

### F.19. PROFANITY AND INAPPROPRIATE LANGUAGE

The use of profanity, vulgarity, and inappropriate verbal or written language or gestures is unacceptable conduct at PHS. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

### F.20. PUBLIC DISPLAYS OF AFFECTION

Kissing or embracing on campus, during school, or at school functions is not allowed. This applies to both girls and boys. Such conduct can interfere with the school's academic mission and can create an offensive environment. Handholding is permitted.

### F.21. SEXUAL HARASSMENT

**Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.**

Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Sexual

harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others. What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand this type of behavior, when unwelcome, is a form of illegal discrimination. Students involved in sexual harassment of any type will be subject to disciplinary action.

- **Verbal harassment includes but is not limited to:** Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), and inappropriate language.
- **Non-verbal harassment includes but is not limited to:** Looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
- **Physical harassment includes but is not limited to:** Touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.

#### F. 22. SPREADING RUMORS

If a person contributes to an altercation by spreading information ("He said/She said" situations), he/she will be referred to the administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and taking the time to talk things out. Students have the responsibility to refer potential confrontations to a staff member, counselor, or administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, counselor, and administrator).

#### F.23. THEFT

A student guilty of theft will be suspended a minimum of two days and restitution of the property or equivalent value must be made.

#### F.24. TOBACCO USE

PHS follows DoDDS-Europe smoking policy at all times. Students are prohibited from possessing or using tobacco products or lighters during the school day on or off school property, on buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action which may include referral to counseling or appropriate authority. For discipline purposes, the school day begins the moment the student leaves their home to come to school and ends when they return.

#### **No Smoking Policy from DoDDS**

The following modification to the DoDDS-Europe Smoking Policy is issued to clarify that the policy is considered to be in effect ***"en route to or from school."***

- Students are *prohibited from possessing or using tobacco products during the school day, en route to or from school, 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 a disciplinary action/consequence to be determined by the principal and 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. Parents will be called for immediate pick-up for smoking ban violators.

There will be no designated smoking areas defined or condoned by DoDDS-E schools

#### F.25. UNPREPARED FOR CLASS

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include, but are not limited to; writing utensils, books, class material, completed homework, and proper physical education attire. Repeat offenders will be dealt with by the teacher and may result in a referral to the administration.

#### F.26. VANDALISM

The student will be required to pay for or repair damages. Consequences will depend upon the severity and intention.

## SECTION IV: GENERAL INFORMATION

### BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

The school furnishes textbooks to all students and school equipment as needed. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to PHS. Students are responsible for the texts and equipment checked out to them. Lost books may be replaced by ordering the book on-line and having it sent directly to the school. The office will supply necessary details regarding the specific book.

### BULLETINS

A daily bulletin is read each day during the second instructional block or broadcast by the video productions class to inform the students of upcoming activities. The daily bulletin is also sent electronically to all sponsors. Additional e-mail addresses may be added with the registrar. The school newspaper is published periodically and is distributed school-wide. The PHS Webpage at <http://www.stut-hs.eu.dodea.edu> is available to keep the community informed about school activities.

### LOCKERS

- Student lockers will be assigned by the Administration.
- **The school provides locks. All other locks will be removed by administration.**
- The locker should be secured at all times.
- Students may not share lockers, unless approved by administration.
- Students may not switch lockers unless cleared with the administration.
- Lockers are subject to periodic inspection by the school administration. Abuse of the locker will result in the student being held financially liable to the U.S. Government.
- Do not slam locker doors
- **“Popping lockers”** will cause damage to your locker and repair costs will be passed on to sponsor
- While the inside of lockers may be personalized with appropriate removable materials, absolutely nothing is allowed on the outside, except on special occasions-birthdays and school pride information.
- All problems with lockers should be reported immediately to the Main Office. **The school is not responsible for items that are lost or taken from lockers.**
- Incidents of theft should be reported to the Administration.

**GYM LOCKERS** - Gym lockers are to be used as temporary lockers only during the time a student is actually engaged in a PE class period or an after school sport. They are not to be used as a second locker. Locks left on overnight may be cut off and contents will be removed. **Valuables should not be left in the gym lockers at any time.** Student athletes may use a locker for their sports equipment and clothes during the season. At the end of the sports season all lockers must be emptied and cleaned by the athlete. Athletes should provide their own lock and athletes must keep their locker locked.

### LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office. If identified, identification cards and wallets are returned to the owner immediately. At the end of each quarter, unclaimed items are donated to an off-post charity.

### LUNCH

The school cafeteria has a hot lunch program and a la carte items for sale provided by AAFES. The school has one lunch period. High school students are permitted to leave campus for lunch. **Students will be restricted to campus for 3 weeks if they are tardy from lunch or**

**their behavior is inappropriate off campus during lunch.** If students are given detention during lunch, they must sign in and out at the attendance office to indicate that they have not left campus. Lunch is to be eaten in the cafeteria or outside. Students who have planned meetings with teacher may take their lunches directly to the teacher's room with prior permission. Students are responsible for cleaning up after themselves wherever they eat lunch.

### **SCHOOL DANCES**

Students wishing to bring a guest to school dances must have written permission from their parents and the prior approval of the administration. This form must be given to the sponsor of the dance at least one day before the dance unless otherwise designated. School rules apply at all dances. Once a student has entered a dance, they may not return if they leave the site. Special dress codes may be defined for certain dances. If a student leaves a dance early, administration and student will contact parent to alert them of the student's actions.

### **STUDY TRIPS**

Authorized study field trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students may be required to turn in work ahead of time or upon return to school.

### **TELEPHONES**

Students will not be called from their class work unless an emergency exists. Students needing to use the telephone during the school day may use cell phones outside the building in between classes or during lunch.

### **VISITORS**

All visitors, including parents, must sign in at the main office and obtain a visitor's pass before visiting classrooms. Parents are permitted to visit teacher classrooms at any time. It is recommended that the parent contact the teacher prior to their visit.

Students wishing to bring visitors to school are required to present a written request the DAY BEFORE the visit. This written request must have the signature of all the student's teachers before a visitor's pass will be given. No visitors are permitted during exams or standardized testing. Final approval is given by the administration.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

**Rights:** All students, in kindergarten (K) through 12, are entitled to an educational program comparable to those offered in public schools in the United States, in accordance with pertinent directives and regulations governing eligibility for enrollment.

**Responsibilities:** Students, regardless of age, have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with administrators and teachers the responsibility of developing a climate within the school that is conducive to productive learning and living.

It is the responsibility of students to complete a course of study necessary to obtain a high school diploma. Students and parents must take the responsibility for class attendance. In accordance with local school policy, students are responsible for properly maintaining the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

For more information, or a more detailed description, see DoDEA Administrative Instruction 2051.02 dated 17 APR 2012. This instruction includes due process procedures for students, parents and teachers as well as a student's right to fair and consistent discipline. This instruction emphasizes the expectation that students, teachers and parents respect one another at all times and comply with established policies.

## **SECTION V: TRANSPORTATION BICYCLES**

Students riding bicycles to school are to park them in designated areas and keep them locked to the rack. Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner.

### **BUS INFRACTIONS**

The school bus office deals with minor bus infractions. School administration will get involved when serious misconduct occurs that may lead to suspension or expulsion from the bus as well as school.

### **PRIVATE VEHICLES**

Students driving scooters or cars to school must be properly licensed and obey all on-post driving rules. Students are not excused if they arrive late to school in private vehicles. Students are not to park in designated teacher parking which includes all parking spaces in front of the high school.

## **SECTION VI: EXTRA-CURRICULAR ACTIVITIES**

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills as well as develop strong character traits to include fairness, trustworthiness, responsibility, and respect.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics
- Behavior
- Practice and participation time

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing PHS will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with local, DoDDS, and National Federation policies.

An athletic and extra-curricular code has been established for the members of all athletic teams, organizations, and clubs at PHS. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parents must sign the DoDDS Europe, Student Behavior Expectations memorandum. Anyone having any questions concerning athletics and extra-curricular at our school, should contact the Athletic Director or Principal prior to signing these important documents.

PHS offers a wide range of curricular and extra-curricular activities for students. Some of these are Chorus, Drama, Key Club, German Honor Society, National Honor Society, Poet's Corner, Model United Nations, Yearbook, Journalism, JROTC Drill Team competitions, and various other clubs depending on student interest and sponsor availability. The policies, eligibility criteria, and code of conduct developed for the interscholastic athletic program apply to any regularly occurring school activity. Involved students must meet the same academic eligibility as athletes. The final determination of eligibility for students in all curricular or extra-curricular trips rests with the principal.

### **ATHLETIC & EXTRA-CURRICULAR ACTIVITY CODE**

Staff, administration, and parent representatives established the PHS Athletic and Extra-Curricular Code. It consists of rules all participants in interscholastic athletics and extra-curricular activities are expected to adhere to during the season and/or school year. The season begins with the first day of practice or first meeting and ends with the sports banquet or final meeting. Each coach or sponsor may establish additional requirements for group membership.

(1) **AGE** To be eligible to participate in PHS athletics, a student must not have reached or passed his/her 19th birthday as of September 1 of the current school year. Students beyond the eighth semester of high school are ineligible to participate in interscholastic athletics.

(2) **PHYSICAL EXAMINATION** Athletes must submit a completed physical examination, parent consent, and Power of Attorney for the current year prior to the first practice. Students may not attend practice until the physical is complete. A physical is valid for one school year. Whenever possible, exams should be scheduled during the summer for returning athletes. It is the athlete's responsibility to plan ahead for this requirement.

(3) **ACADEMIC ELIGIBILITY** Eligibility to participate in interscholastic and extra-curricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester 2 grades from the previous school year are used to ensure that all students meet the GPA standard for fall sports. Quarter 1 grades determine eligibility for winter sports and Semester 2 grades will be used for spring sports. All student participants will be monitored for D's and F's on a weekly basis throughout the semester. Students who earn more than one failing grade are ineligible for competition or participation. A student participant who has been ineligible for three consecutive weeks will be dropped from the team.

Students not meeting the quarter or semester GPA requirement may regain eligibility after three weeks of ineligibility if they demonstrate academic achievement meeting the basic GPA eligibility requirement and no more than one failing grade.

(4) **FALSIFYING OFFICIAL FORMS** Falsifying official forms required for participation will result in dismissal from the athletic team for the season.

(5) **USE OF ALCOHOL, TOBACCO, DRUGS** The student/athlete will neither use nor possess alcohol, tobacco, or non-prescribed drugs. Violations will result in removal for at least one contest and could result in the removal for the season.

(6) **INJURY** If a student is injured in a game or practice where more than minor medical attention is required, medical personnel must give written notice that the student can participate in further practices and/or games. This is not up to discretion of parents or coaches.

(7) **INDIVIDUAL COACHES'/SPONSORS' RULES** Students must meet the requirements and expectations of the coaches or sponsors during the season.

(8) **DROPPING AND TRANSFERRING SPORTS** Athletes may not change team membership following the opening contest of each sports season. A student does not have to participate in a contest for this to be in effect, only be listed as a member on the team roster.

(9) **SCHOOL ATTENDANCE AND PARTICIPATION** Students may not participate in an athletic contest or extra-curricular event if they are absent from school on the day of that activity due to illness. If a student is absent from school or practice on Friday due to illness, he/she may not play on Friday, but could play on Saturday with a doctor's clearance.

Students must attend school the full day prior to (or the day of) any scheduled contest or event in which he/she is to participate unless the absence is due to a scheduled medical appointment, which may not exceed three hours of absence from school. Approval for the student to participate in the scheduled event will be determined by the administrator.

Students are expected to be in class the day following a contest or on Mondays following away events. Students with numerous absences (more than 10% of a time period) may be dropped from a team or activity. In this case, the student, sponsor or coach, administrator, and the student's parents will meet to review the matter.

(10) **SUSPENSION** A student who is suspended from school is ineligible for one week from the date of the suspension commencing on the date the suspension begins. This includes in school suspension.

(11) **UNIFORMS AND EQUIPMENT** All uniforms and equipment must be returned at the end of the season or departure from the team or the athletic letter or certificate of participation will not be awarded. No athlete will be eligible for another sport if they have not cleared a previous sport.

(12) **CONDUCT** Students who have serious misconduct problems or display a tendency towards criminal behavior do not meet our standards of conduct and therefore will not represent our school and community. Serious criminal activity occurring outside of school will affect participation in the athletic program.

(13) **TRAVEL** All students must travel to and from all out of town events in transportation provided by the school unless prior written permission has been granted by the coach/sponsor and parent.

(14) **RELEASE FROM CLASS** It is the responsibility of all students to see their teacher the day before the classes they will miss because of an athletic contest or away event. All work will be made up promptly. All students are encouraged to travel with schoolwork of some kind.

(15) **PARTICIPATION ON Non-DoDDS TEAMS** Students participating on Non-DoDDS teams and PHS teams must participate in all DoDDS practices and scheduled games to maintain eligibility for a PHS team.

(16) **VACATION POLICY** Taking vacations or attending non-DoDDS sponsored activities during a sport season is not permitted. Parents/athletes wishing to do so should reassess their commitment to being a team member. In the event an absence due to a vacation/trip is unavoidable, an athlete must contact the head coach no later than two weeks before the scheduled trip and be willing to assume the consequences related to his/her team status and lettering. Multiple absences from contests or practice could result in removal for the season.

(17) **FINANCIAL OBLIGATIONS** Students are financially responsible for all equipment issued to them. All equipment is to be returned within five days of the last contest or meeting, clean and in good condition. School furnished equipment/uniforms are to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

(18) **LETTERING** An athlete must complete the season in good standing and have met all requirements set forth by the coach at the beginning of the season. A season begins with the first practice and ends at the awards ceremony. Coaches will set lettering criteria after approval from the principal.

(19) **CODE OF ETHICS** All students shall abide by a code of ethics. Any conduct that results in dishonor to the student, team, or school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, and/or violations of the law, tarnish the reputation of everyone associated with the athletic and extra-curricular programs and will result in immediate dismissal from the team and/or suspension from school. Negative behavior reports may be grounds for suspension from practice and/or competition.

(20) **HAZING** Students engaged in hazing of any kind face suspension from school and the team or club. Students at PHS do not need to take part in any kind of hazing activity to be accepted into the team. Hazing can be described as "any activity expected of someone that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate." Alfred University

(21) **DUE PROCESS FOR STUDENTS** A student who wishes to have the Athletic/Extra-Curricular Council review an action taken against him/her by the coach or sponsor may request a review of the actions when extenuating circumstances appear to have occurred. The student must submit the request, in writing, to the Athletic Director within 24 hours of the

action. The council will usually be comprised of the following individuals: Athletic Director, Assistant Principal, Additional Coach or Sponsor, Faculty Representatives, and Parent Representatives.

The council will make its recommendation to the Principal, whose decision is final.

**(22) PARENTAL ACKNOWLEDGMENT OF ATHLETIC AND EXTRA-CURRICULAR POLICIES**

Each parent or guardian shall read these policies and verify they have received a copy of the athletic eligibility rules and extra-curricular policies of PHS. The signed document will be kept on file. Parents are expected to adhere to appropriate spectator behavior to include no harassment of officials, coaches, or players. Any parent who has a concern during a competition should bring it to the attention of an administrator or athletic director.

**(23) INSURANCE** Students who are not I.D. card holders must show proof of private insurance. Medical care resulting from student’s participation in any aspect of interscholastic or extra-curricular activities is the sole responsibility of the parents.

**(24) ILLEGAL ACTIVITIES WHILE AWAY** Should a student be involved in an illegal activity while traveling to or from a DoDDS sponsored event which results in arrest or detainment by police authorities, parents will be required to travel to the site to assume responsibility for the student. Should this situation arise, procedures will be coordinated with parents, administration, command, and police officials. At no time will a team be delayed at a site to accommodate a student who has been apprehended by police authorities for a violation of law or military regulation. Students involved in gross violation of school and team rules could also be sent home at the expense of the student. These violations include: fighting, possession of alcohol or tobacco, vandalism, theft, and failure to follow requests by the sponsors or chaperones.

**(25) NATIONAL FEDERATION RULES** National Federation Rules govern all athletic play. All participants at an athletic event are expected to fully adhere to these expectations. Sanctions by the coach will result for violations.

**(26) DoDDS REGULATIONS DoDDS Manual 2740.3** (Athletic Policies and Guidelines, available at: [www.dodea.edu](http://www.dodea.edu)) will govern all interscholastic competition and participation. PHS policies compliment or extend these requirements.

**(27) TRAVEL** Each coach or sponsor will provide a trip itinerary that includes locations, times, and contact phone numbers to students prior to travel. Items needed for travel to include food, money or foreign currency, and any special equipment will be part of the travel packet.

**Extra-Curricular Activities**

**A. ATHLETICS**

The athletic teams participate with other DoDDS-Europe Division I schools. Tournaments are scheduled at the end of the regular season of play. See the athletic section for more detailed information.

| <b>FALL</b>  | <b>WINTER</b>  | <b>SPRING</b>   |
|--|--|---|
| Football<br>Volleyball (Women’s)<br>Cross-country<br>Cheerleading (co-ed)<br>Tennis (Men’s and Women’s)<br>Golf (co-ed)<br>Swimming (co-ed)* | Wrestling (co-ed)<br>Basketball (Men’s and Women’s)<br>Cheerleading (co-ed)<br>Rifle Team (co-ed)<br>Swimming (co-ed)* | Soccer (Men’s and Women’s)<br>Track & Field (Men’s and Women’s)<br>Softball (Women’s)<br>Baseball<br>Drill Team |

## B. DRAMA

Each year the drama department presents several plays performed for the community. Plays vary in content and scope dependent on the students involved.

## C. FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

FBLA brings business and education together in a positive working relationship through innovative leadership and career development programs. It provides students a competitive edge through career exploration, self-improvement, and community service opportunities. As a member of FBLA, students build resumes, experience the rewards of volunteerism, and enjoy travel and special activities.

## D. JOURNALISM

The school newspaper is published monthly. Students may enroll in journalism class at the beginning of first or second semester. Other students may submit articles to the newspaper editors for possible publication.

## E. JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)

The JROTC program teaches leadership skills and the basics of military science. JROTC is a curricular program further enhanced by extra-curricular activities to include Color Guard, Drill Team, camp, and study trips.

## F. MODEL UNITED NATIONS

MUN is a simulation of the United Nations. Students travel to the Hague in the Netherlands where they are assigned various UN roles. They propose, write, and deliver resolutions.

## G. MUSIC

When enrolled in band or chorus classes, students may participate in the community band, jazz band, honors music festival, recitals, concerts, band exchanges, and other special events as scheduled.

## H. NATIONAL HONOR SOCIETY

The National Honor Society, sponsored by the National Association of Secondary School Principals, recognizes and fosters academic achievement while developing other characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction. Second semester sophomores with a cumulative GPA of 3.4 or higher are eligible to be considered for membership. Membership is both an honor and a continual obligation.

## I. SCIENCE RESEARCH

Students may pursue an individually selected research project for submission to the DoDDS-Europe Junior Humanities and Science Symposium. A science teacher will assist with selecting a project topic, finding a community mentor, and following scientific procedure.

## J. STUDENT COUNCIL

The executive student council is elected in the spring of each year for the following year. They are responsible to assist with the beginning of the year orientation activities and locker distribution. Throughout the year the executive board is responsible for school-wide activities and directing class events. In the fall, students may run for student council class officer positions. Other students can join student council.

## K. VIDEO PRODUCTIONS

Through video productions classes, students learn to produce and display video projects for broadcast on the school's television circuit and special events.

## L. YEARBOOK

The yearbook is published annually. Students are encouraged to talk with the yearbook advisor as enrollment in the yearbook class is required.

## **DoDDS-EUROPE STUDENT ACTIVITIES**

The European area office sponsors many activities independent of anything else in the school system while others are offshoots of participation in a school-based activity. For some, students must compete at the school, district, or European level for selection. Other activities allow many students to participate. Students need to commit their time in order to prepare for participation. Criteria are announced when the activity is advertised.

### **A. ACADEMIC GAMES**

School academic teams compete against each other in a tournament format patterned after the "College Academic Bowl." Students must be selected by the school sponsor to participate.

### **B. BERLIN SEMINAR**

This activity is reserved for selected seniors based on an application process and school recommendations. American and German students work together to achieve cultural understanding using Berlin as a case study.

### **C. CREATIVE CONNECTIONS**

Students apply to participate in a weeklong seminar emphasizing the fine arts. The week ends with performances, displays, and demonstrations in the areas of dance, theater, literature, and art.

### **D. FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

Students have the opportunity to compete in events testing their business knowledge and skills learned in their local FBLA chapter.

### **E. HONORS BAND, CHOIR, AND JAZZ BAND**

Students compete to be selected to perform in these honors music programs at the DoDDS-Europe level. Sessions end with culminating performances with students from all over Europe.

### **F. INTERNATIONAL STUDENT LEADERSHIP INSTITUTE (ISLI)**

Students from European and DoDDS high schools come together to discuss and practice leadership skills. The activity is organized and run by a board of directors composed of German, Dutch, Czech, and American teachers and students.

### **G. JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) SUMMER CAMP**

The US Army and Air Force sponsors three separate summer camps for JROTC students to sharpen cadet leadership and basic military skills.

### **H. JUNIOR SCIENCE & HUMANITIES SYMPOSIUM (JSHS)**

Students interested in the sciences, engineering, or mathematics work on original projects at school then compete in the DoDDS-Europe Regional for scholarships and awards.

### **I. MODEL UNITED NATIONS (MUN)**

MUN is a simulation of the United Nations. Students are assigned to play various UN roles.

### **J. MODEL U.S. SENATE**

Model US Senate is a simulation of the US Senate. Students are assigned various Senatorial roles where they develop, debate and pass legislation.

### **K. NATIONAL HISTORY DAY**

Divided into two divisions (6-8 and 9-12) and seven categories, National History Day promotes the study of citizenship and civics through the construction of history based projects entered into a competition.

### **L. TECHNOLOGY FAIR**

The technology Fair is dedicated to advancing technology education. Students may attend the fair to submit projects for competition and/or view demonstrations of state-of-the-art technology from education, private, and public sectors of industry.

## VII: PARENT & COMMUNITY PARTNERSHIPS

### MUSIC BOOSTER CLUB

The PHS Music Booster Club is a volunteer organization dedicated to supporting students involved with the music program. The support provides supplementary assistance to activities for which other fund sources are insufficient or non-existent.

### PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The PHS PTSA is dedicated to improving the school environment for parents, teachers, and students by providing various kinds of support and activities.

### SCHOOL ADVISORY COMMITTEE (SAC)

The PHS SAC is a group composed of four parents and four teachers, elected for two-year terms. SAC also has a student member, the president of the student council. Elections for the open positions are held each spring. SAC officers are elected during the first school-year meeting, typically in September. SAC serves to advise the principal and provides an important avenue for official recommendations.

### **EQUAL OPPORTUNITY**

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.

## **USAG Stuttgart and Stuttgart Schools Anti-Bullying Policy**

The U.S. Army Garrison and DoDD Schools are committed to making our community and school safe, caring, and welcoming places for all our children and youth. We will treat each other with respect, and we will refuse to tolerate bullying in any form in our community or at our school.

Our community and school define respect as follows: Treat others with the dignity and regard you would want to be treated with.

Our community and school define bullying as follows: Bullying is a mean and one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child's pain and/or misery. Bullying can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying.

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

Examples of bullying include but are not limited to:

- Taunting
- Using put-downs, such as insulting or making fun of someone's race, religion, physical ability or disability, mental ability or disability, gender—including perceived or actual sexual orientation
- Threatening or ganging up on someone
- Stealing or damaging another person's things (stealing or damaging can also be considered a criminal offense)
- Spreading rumors about someone
- Physically hurting a targeted child, including, but not limited to hitting, kicking, tripping, pushing, shoving
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping (can be considered a form of assault which is a criminal offense)
- Shunning or purposefully excluding a targeted student or trying to get other students not to play with targeted child
- Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out of a game, or hack into a targeted child's account
- Hazing, i.e. "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"

Adults in our community and staff at our school will do the following to prevent bullying and help children feel safe:

- Closely supervise children and youth in all areas of the Child, Youth and School (CYS) Services and school (to include the school and playground)
- Watch for signs of bullying behavior and stop it when it happens

- Teach the Steps to Respect program and/or other supplemental Social Skills lessons to increase awareness and empowerment in all children and youth in our school and CYS Services (It is the school culture and social environment that these policies, procedures, and programs create as well as reflect)
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Take seriously families' concerns about bullying and create a procedure for reporting
- Look into all reported bullying incidents and respond quickly and appropriately
- Assign consequences for bullying based on the school discipline code.
- Maintain open communication between CYS Services staff and school staff for optimal support of all children involved in a bullying incident
- Provide immediate consequences for retaliation against students who report bullying

Children and Youth in our Community will do the following to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult
- Try to include everyone in play and social interaction, especially those who are often left out

#### Discipline Procedures for Bullying in School

Consequences for bullying will always include a procedure for holding accountable for their actions the perpetrator(s) and any bystanders who played an active supporting role in the bullying. Other procedures can range from positive behavioral interventions to expulsion from school. These consequences are dependent on the nature and severity of the behavior, the age of the student and the student's past behavior. The purpose of these procedures is for holding student(s) accountable for the bullying, preventing another occurrence, and protecting the targeted child.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers
- Conference with teacher, principal, and/or parent
- Referral to school counselor
- Corrective instruction
- Behavior management plan
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- In-school suspension
- Out of school suspension
- Legal action
- Expulsion

Note: If the school can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of the Garrison, the individual should be referred to the Assistant Civilian Misconduct Action Authority (ACMAA). Any behavior that constitutes a criminal act or breaks the law *must* be reported to the military Police with a notification to the ACMAA.

#### Discipline Procedure for Bullying in CYS Services

Consequences for bullying will always include a procedure for holding accountable for their actions the perpetrator(s) and any bystanders who played an active supporting role in the

bullying. Other procedures can range from positive behavioral interventions to removal from the program. These consequences are dependent on the nature and severity of the behavior, the age of the youth and the youth's past behavior. The purpose of these procedures is for holding perpetrator(s) accountable for the bullying, preventing another occurrence, and protecting the targeted youth.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers.
- Conference with youth and/or parent
- Referral to Social Work Services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors
- Corrective instruction
- Behavior management plan
- Community Service—as determined by the CMAA
- Temporary loss of CYS Services program privileges as determined by Program Director and CYS Services Coordinator
- Loss of logistical support as determined by the CMAA
- Legal action
- Removal from all CYS Services programs

Note: If CYS Services can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of the Garrison, the individual should be referred to the ACMAA. Any behavior that constitutes a criminal act or breaks the law *must* be reported to the Military Police with a notification to the ACMAA.

#### Support for a Target of Bullying

The effects of bullying on the targeted youth cannot be over emphasized. Isolation, lack of friends and/or support, and a feeling of helplessness that targets of bullying experience can be devastating. The Garrison and School will ensure that targeted youth receive all support necessary. Actions may include but are not limited to:

- Notify parents/guardians immediately of the incident. Give them the method to use to report any further targeting of their child.
- Take effective measures to keep the targeted youth safe at school and at CYS Services; give him/her tools to stand up to the perpetrator(s), and support to keep the targeted youth from succumbing to the bullying.
- Identify a person or persons to whom the targeted youth can safely report any further bullying incidents.
- Should the targeted youth appear to be in immediate danger of hurting himself/herself; parents will be notified without delay. If parents are not available, the Military Police will be contacted and asked for an immediate and emergency referral to Social Work Services.
- Should the behavior be a concern to the well-being and safety of the community, the ACMAA will be contacted.
- Provide referrals to counseling services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors.
- Maintain open communication between CYSS staff and school staff for optimal support of the targeted youth.

#### Important note on Discipline vs. Punishment:

Punishment is adult oriented, imposes power from without, arouses anger and resentment, invites more conflict, exacerbates wounds rather than heals them; is preoccupied with blame and pain; does not consider reasons or look for solutions; does something to a student; involves a strong element of judgment; and demonstrates a teacher's ability to control a student.

Discipline is not judgmental, arbitrary, confusing, or coercive. It is not something we do to students. It is working with them. It is a process that gives life to a student's learning. It is restorative, and invites reconciliation. Its goal is to instruct, guide, and help students develop self-discipline—an ordering of the self from the inside, not an imposition from the outside.

The process of discipline does four things the act of punishment cannot do:

1. Shows students what they have done.
2. Gives them as much ownership of the problem that they can handle.
3. Gives them options for solving the problem.
4. Leaves their dignity intact.

For mistakes, mischief, and mayhem that unintentionally or intentionally create serious problems of great consequence, the Three R's—restitution, resolution, and reconciliation—are incorporated into the four steps of discipline.

R.S.V.P.--Consequences need to be Reasonable, Simple, Valuable, and Practical.

Signed on this 16<sup>th</sup> day of April, 2012

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Carl D. Bird III  
COL, LG  
Commanding

Suzanne V. King  
CYS Services Coordinator  
USAG Stuttgart

-----  
Dr. Robert Allen  
Principal  
Patch Elementary School

-----  
Michael Johnson  
Principal  
Robinson Barracks ES/MS

-----  
Dale Moore  
Principal  
Boeblingen ES/MS

-----  
Danny Robinson  
Principal  
Patch High School

Note of explanation:

Civilian Misconduct Action Authority=Garrison Commander

Assistant Civilian Misconduct Action Advisor=staff member that serves as action advisor to the Garrison

PHS  
Student Handbook  
SY 2012-2013



**Acknowledgement and Understanding of Student Handbook 2012-2013**

The PHS Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their seminar teacher.

\_\_\_\_\_  
Parent Name (Printed)

\*

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Student Name (Printed)

\*

\_\_\_\_\_  
Student Signature                      Date

**\*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2012-2013**