

PHS



**Student Handbook
2009/2010**

This handbook belongs to:

Seminar Teacher

PHS
UNIT 30401
APO AE 09107
DSN 430-7191/CIV 0711-680-7191
Web Site: <http://www.stut-hs.eu.dodea.edu>

DoDEA MISSION

The Department of Defense Education Activity provides a world-class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment.

PHS MISSION

PHS prepares all students to take ownership of their learning, to communicate effectively, to make responsible decisions, and to be productive citizens in a diverse society.

Continuous School Progress

Goal #1: All students will improve problem solving skills across the curriculum.

Goal #2: All students will improve their ability to organize and interpret information across the curriculum.

PHS is an accredited member of the North Central Association (NCA) of Schools and Colleges. NCA approves only schools whose teaching staff, curricular standards and equipment and materials standards meet or exceed the criteria for certification. PHS was accredited by NCA in April 2007

PHS Teachers Contact Information

Generic email address for teachers'
first.last@eu.dodea.edu

Chain of Command

Assistant Principal of PHS, TBD
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Principal of PHS, Ms. Susan Page
e-mail: susan.page@eu.dodea.edu

Superintendent of Heidelberg District, Mr. Frank Roehl
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Director of DoDDS-Europe Area, Dr. Nancy Bresell
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**PHS CALENDAR
SCHOOL YEAR 2009/2010**

24 AUG	Fall sports practice begins
28 AUG	Newcomer Orientation
31 AUG	Begin quarter 1 & semester 1, Orientation for all students, Picture day for underclassmen
4 SEP	Open House, 1110-1440
7 SEP	Labor Day, Federal Holiday
9 OCT	Inservice day, No school for students
12 OCT	Columbus Day, Federal Holiday
5 NOV	End quarter 1
6 NOV	Teacher work day, No school for students
9 NOV	Begin quarter 2
___ NOV	Winter sports practice begins
11 NOV	Veterans' Day, Federal Holiday
13 NOV	Conference day and quarter 1 report card pick-up, No school for students
26-27 NOV	Thanksgiving, Federal Holiday
17 DEC	First day to Accelerate Semester 1 (PCSing students only)
18 DEC	Last school day before winter break
21 DEC-1 JAN	Winter break
4 JAN	Return to school after winter break
18 JAN	Martin Luther King Day, Federal Holiday
25-28 JAN	Semester 1 exams
28 JAN	End quarter 2 & semester 1
29 JAN	Teacher work day, No school for students
1 FEB	Begin quarter 3 & semester 2
5 FEB	Conference Day, No school for students
15 FEB	Presidents' Day, Federal Holiday
___ MAR	Spring sports practice begins
5 MAR	Inservice day, No school for students
8 APR	End quarter 3
9 APR	Teacher work day, No school for students
12-16 APR	Spring break
19 APR	Begin quarter 4
20 MAY	First day to Accelerate Semester 2 (PCSing students only)
31 MAY	Memorial Day, Federal Holiday
3-9 JUN	Senior exams
9 JUN	Awards Ceremony
10 JUN	Graduation Practice, Class of 2009
11 JUN	Graduation, Class of 2010
14-17JUN	Semester 2 exams, underclassmen
17 JUN	End quarter 4 & semester 2

18 JUN

Teacher work day, No school for students

BELL SCHEDULE

BLACK DAY

Period 1	0800-0925
Period 2	0930-1100
<i>Lunch</i>	<i>1100-1140</i>
Period 3	1145-1310
Period 4	1315-1440

GOLD DAY

Period 5	0800-0925
Period 6	0930-1100
<i>Lunch</i>	<i>1100-1140</i>
Period 7	1145-1310
Seminar	1315-1440

Note: Black and gold days are established at the beginning of the school year and are not deviated from. If a day of school is missed due to weather or unforeseen event, the day is either skipped or the next day's schedule is modified. Always refer to the daily bulletin for the schedule.

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. To be successful, students eligible for an accelerated program should have at least a 2.5 grade point average.

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. They are 17 December, 2009, for first semester and 20 May 2010, for second semester. 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 before or after school, between classes, or during the lunch period.
- 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 DEPARTURE/NOT PCS

A request for students to leave early must be in writing to the principal. Teachers will give withdrawal grades only (not final grades) on the student's last day at school. **NO credit will be granted to students leaving early.** Report cards will be mailed to the sponsor after proper checkout is completed.

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 must 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, 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 take algebra, geometry, or a foreign language. The grade earned is not calculated in the high school GPA.

GRADUATION REQUIREMENTS

Curricular Area

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
<u>Electives</u>	<u>6</u>

TOTAL 26

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 are also available to assist students with personal problems

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.

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 0740 until 1510 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 given to students first. A second copy is mailed home. Report cards may also be picked up by the parent and student on designated days at the end of the first and second marking period, during which open conferences are held. These dates are 13 November 2009 and 5 February 2010. Parents are encouraged to access *Gradepeed* frequently to monitor student progress. Throughout the school year parents and students may schedule conferences with teachers as they feel necessary. Parents should e-mail the teacher directly to set up a conference.

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. Seminar cards are included in the planner.

Students will be allowed to move from their seminar to other locations after the first 25 minutes. 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 an impairment will be tested by DoDDS school personnel and Medically Related Services (MRS) as appropriate. If an 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 1500-1630. All tutoring sessions are supervised by PHS teachers and trained volunteers from the professional military and civilian community. Monday and Wednesday tutoring is for any subject. Tuesday and Thursday tutoring is dedicated to math only.

HOMEWORK

DoDDS policy is to assign homework to all students capable of completing assignments. Homework is a part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. Students enrolled in AP

classes can expect 15-20 hours of outside work per week. See further information on the homework make-up policy under attendance.

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. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame. All incomplete grades will 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. At the end of the first quarter and the first semester, grade cards are presented to the parent and student on conference day. Report cards for the third, and fourth quarter are mailed home. Students will always receive their report cards from their seminar teachers before conferences and report cards are mailed home.

Honor Roll

Honor roll is based on Semester 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 Roll4.0 or higher GPA
- High Honor Roll 3.5 - 3.99
- Honor Roll 3.0 - 3.49

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.

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.

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 classwork. 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 classwork 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 more than 20 minutes late for no reason will be considered truant. 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.

The following disciplinary consequences apply quarterly:

Four tardies:	1.5 hours after school detention
Six tardies:	Suspension. Conference
Eight or more:	Suspension. Conference

Alternate means of discipline will be considered for repeat offenders.

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 chucks, 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

Students and parents are responsible for ensuring that dress is not a health or safety hazard, and that it does not offend or cause distractions at school. Students with hair, make-up, or clothing that interrupts the learning in any classroom will be asked to change their appearance or dress so that it does not disrupt the classroom environment. Students are required to wear clean, suitable clothing at all times. Footwear must be worn at all times.

- No offensive or drug related words on clothing or jewelry.

- No pictures of drugs or weapons on clothing.
- No spaghetti strap blouses for women, basketball and undershirts for men.
- No short shorts or skirts. (Neat shorts or skirts may be worn as long as they are no more than **two inches** above the knee. Slits in skirts should be no higher than mid-thigh.) Even if leggings are worn under skirts, the two-inch rule applies.
- Leggings may not be worn in place of pants.
- No midriff shirts or tube tops. Skin should not be visible between bottom and top clothing.
- No shirts with low necklines are permitted.
- Hats, hoods, bandanas, and/or sunglasses may not be worn inside the building.
- Combs or brushes should be stored appropriately and not worn in the hair.
- Chains holding wallets should not be visible, nor should they be part of the clothing.
- Underwear should not be visible, or worn as exterior clothing.
- For safety reasons, no jewelry to include; arm or neck bands and piercings, may have spikes or other protruding parts.
- With the exception of spirit days, no pajamas (or pajama-like clothes) or slippers will be worn at school.
- Clothes must fit properly and the crotch should not be at the knees.

Inappropriate dress will result in requesting the sponsor to bring appropriate clothes to school. Additional dress requirements are specified for special activities such as graduation, National Honor Society programs, dances, and awards assemblies.

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. Students will not be allowed to eat in the hallways during lunch, but may eat quick

snacks during passing periods. Generally, NO FOOD IS PERMITTED IN CLASSROOMS unless a teacher is holding a meeting or activity during lunch. Food sales are allowed before school, during breaks and at lunch, but will end one minute before classes begins. 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. If they are, they should not be visible before, during, or after school. **While electronic music players are authorized on the busses, they are not allowed in the school building with the exception of the Forum during the lunch hour and should not be visible in the halls before, during, or after school.** Cell phones are not to be used nor visible in the school building. 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.

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.

TABLE OF CONSEQUENCES

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol Possession/Consumption	2 Days Suspension	5 Days Suspension	10 Days Suspension/Expulsion
Bomb Threat	10 Day Suspension/Expulsion	Expulsion	
Cheating	0 Grade – No Credit	0 Grade – No Credit Detention/ Suspension	0 Grade – No Credit Suspension
Computer Violations	Detention/Computer suspension	Computer suspension/Suspension	Computer suspension/Suspension
Dangerous behavior/Safety Issue	Detention	Suspension	Suspension
Disruption	Detention	Detention/ Suspension	Suspension
Distribution/ Sale of drugs	10 Day Suspension/Expulsion	Expulsion	
Drug Possession/ Use of or under the influence	10 Day Suspension/Expulsion	Expulsion	
Fighting 1/1	2 Day Suspension	5 Day Suspension	10 Day Suspension/Expulsion
Fire false alarm	5 Day Suspension	10 Day Suspension/Expulsion	
Forgery	Suspension	Suspension	Suspension
Gambling	Detention/	Suspension	Suspension

	Suspension		
Hitting another Student	Detention/Suspension	Suspension	Suspension
Insubordination	Detention	Detention/Suspension	Suspension
Lying	Detention	Detention/Suspension	Suspension
Sexual Harassment verbal, non verbal or physical	Detention/Suspension	Suspension	Suspension
Swearing	Warning, Detention	Detention	Suspension
Swearing at someone	Detention	Detention/Suspension	Suspension
Tardies	See Attendance Policy		
Theft	Suspension/Restitution	Suspension/Restitution	10 Day Suspension/Restitution
Threats, Intimidation, Harassment, etc	Suspension	2/5 Day Suspension	10 Day Suspension/Expulsion
Truancy	See Attendance Policy		
Use of Tobacco	Suspension/Cessation Class	Suspension/Cessation Class	Suspension
Vandalism/Destruction of Property	Detention/Suspension/Restitution	Suspension/Restitution	Suspension/Restitution
Weapons Possession/ Possession of item that could be used as weapon/Intent to use an item as a weapon	10 Day Suspension/Expulsion	Expulsion	

NOTE: The Table of Consequences provides a general guideline for infractions. Administration will consider all circumstances before determining discipline consequences in each case.

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.

LOCKER RULES

Lockers are available for student use. The administration reserves the right to search any locker with probable cause. When possible, the student will be present for the search.

- No graffiti is allowed inside or outside lockers
- Pictures inside lockers are acceptable only if taped onto the inside of the lockers. No obscene pictures or drawings are permitted. Students will be asked to remove anything seen in a locker that is not proper. Use good judgment on what is displayed in the locker
- Do not slam locker doors
- The locker area inside and out must be kept clean
- No sharing of lockers
- Lockers are to be kept locked at all times
- "Popping lockers" (yours or another student's) will result in a suspension
- Gym lockers are available to PE students for daily use only. 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. This privilege may be revoked if students are persistently tardy after lunch or for any other reason deemed appropriate by the administration. 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.

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. If a parent wishes to visit their children's classrooms during class time, 24 hour notice is required.

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.

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 the pamphlet entitled Students' Rights and Responsibilities in the Department of Defense Dependents Schools System, available in the school Information Center. This pamphlet includes the topics, "Access to Learning," "Freedom of Expression," "Student Governance," "School Records," "School Discipline," "Protection of Personal Privacy," and "Community Resources."

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) 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.

FALL	WINTER	SPRING
Football	Wrestling (co-ed)	Soccer (Men's and Women's)
Volleyball (Women's)	Basketball (Men's and Women's)	Track & Field (Men's and Women's)
Cross-country	Cheerleading (co-ed)	Softball (Women's)
Cheerleading (co-ed)	Rifle Team (co-ed)	Baseball
Tennis (Men's and Women's)	Swimming (co-ed)*	
Golf (co-ed)		
Swimming (co-ed)*		

**This is a community activity. High school students can letter if they meet requirements in the MOU between CYS and DoDDS.*

PHS's colors are BLACK and GOLD and its mascot is the Panther!

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. 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.

**PHS
Student Handbook
SY 2008-2009**



**Acknowledgement and Understanding of Student
Handbook 2008-2009**

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 2008-2009**