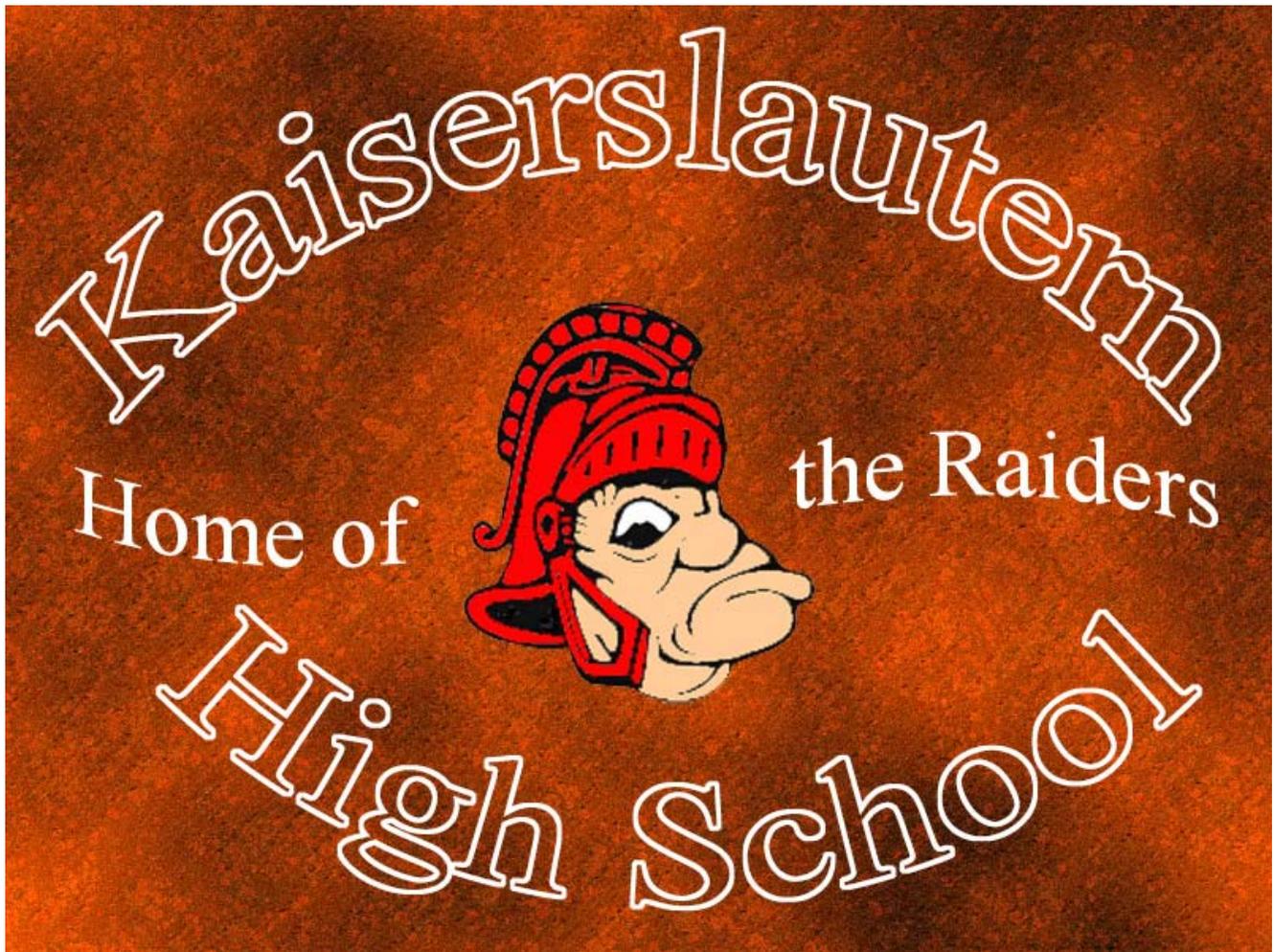


Parent — Student
HANDBOOK
2008-2009



UNIT 3240 BOX 440
APO AE 09021
TEL: 489-7541



**Department of Defense
Dependent Schools
OFFICE OF THE SUPERINTENDENT
KAISERSLAUTERN DISTRICT
Unit 3405
APO AE 09021
1 August 2008**

Dear Parents and Students:

The DoDDS-Kaiserslautern District would like to take this opportunity to welcome you to school year 2008-2009. As a new or returning member of the DoDDS family, your contribution to the school and its programs becomes a meaningful part of our partnership in education. Each school year brings change, and this school year is no exception. As DoDDS continues to implement new initiatives in Early Childhood, Special Education, and High School programs, your involvement in all school/district educational programs is essential and greatly appreciated. I invite you to join the teachers, administrators, support staff, and Kaiserslautern District Office personnel in forging a collaboration of common goals, values, and priorities. In order to have this meaningful partnership, it is incumbent on each of us to maintain effective lines of communication. When all members of the school community commit to an open, honest, and on-going dialogue, parents are informed of school activities, we are aware of your concerns and interests, and students understand that they are the focus of our endeavors.

The Kaiserslautern District is committed to providing every possible opportunity for all students to become productive members of society. Therefore, it is imperative that parents take an active role in the educational process. Research clearly indicates that when parents take an active role in the education of students, student achievement increases significantly. In order to ensure the development and continuation of quality programs and optimal educational opportunities for students, I encourage all members of the community to become involved in our schools as volunteers, co-teachers, co-decision makers, and active advocates for your children and their education.

My sincere wish is that this will be a successful and productive school year for us all.

Sincerely,
(Original Signed)
Lawanna H. Mangleburg
District Superintendent
DoDDS - Kaiserslautern



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS**

Unit 3240, Box 440
APO AE 09021

Dear Parents and Students,

I would like to extend a warm welcome to all of our students at KAISERSLAUTERN HIGH SCHOOL. Parents have an open invitation to visit our school at any time your dependent is in session. Both parents and students are asked to "keep in touch" with your teachers on a weekly basis. We ask that you do not wait until the end of a grading period to find out your progress was not what you expected. For your convenience the e-mail addresses for all the teachers are included in this handbook.

KHS has a fine tradition of excellence in the classroom and you can expect to be given plenty of homework and other assignments from all of your teachers. Although your teachers will continue to challenge you academically, students are expected to communicate with their teachers if your grades start to falter. Parents are also asked to call the school anytime your children will not be able to attend school or will be late to classes due to medical or other appointments. Please keep in mind that oversleeping is not an excused absence or excused tardy. This handbook is designed to give you comprehensive information on the daily and monthly student expectations but is not all-inclusive. Students are still expected to know the contents of this handbook and not only to act accordingly but also to take responsibility for their actions. All students are encouraged to join and take part in extra curricular activities so they can become active members of our community.

Students are also encouraged to become members of student government so they can become active leaders at KHS. I also believe students should be actively involved in the other public forums, such as SAC, PTO and the School Board. These are public forums that allow students to voice their concerns in school and throughout the community. Take full advantage of all the opportunities that are offered at our school so you can have a fruitful career during your short stay at KHS. Mr. Rick Nicholson, the assistant principal, and I have an open door policy and welcome students to come in and visit us if you have any questions or concerns about school related activities.

Jennifer Beckwith, Ph.D.
Principal KHS

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Please Note:

This document is continually updated to better serve the learning community. Students are informed of any policy changes and/or updates via student bulletins, parent newsletters, and assemblies.

Mission and Goal Statements

DoDEA Mission Statement: The entire DoDEA community 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.

DoDDS-Europe Mission statement: The entire DoDEA community 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.

Kaiserslautern High School Mission Statement: Kaiserslautern High School will provide a quality education for every eligible student in an environment that treats all students with equity and respects their individuality while encouraging the development of an enthusiasm for learning that will enhance his/her life and to provide a total educational program that will give the student the skills and knowledge necessary for success in life.

Students will:

Acquire command of academic skills and technical knowledge while developing creativity.

Become responsible members of adult society by developing a positive sense of self and self-reliance.

Achieve an understanding of respect for others in society who are of different cultures, races, and religions.

Identify problems and develop approaches to logical problem solving.

Develop the flexibility to deal with change.

Kaiserslautern High School 2008-2009 Goal: All students will increase their literacy across the curriculum.

**SCHOOL YEAR 2008-2009 CALENDAR
KAISERSLAUTERN MILITARY COMMUNITY**

FIRST SEMESTER- (92 INSTRUCTIONAL DAYS)

Monday, August 25, 2008	Begin First Qtr and First Sem
Monday, September 1	Labor Day
Thursday, September 11	KHS Open House (1600-1800)
Monday, October 13	Columbus Day (Federal Holiday)
Thursday, October 16	College Night
Wednesday, October 22	CSP Day No School for Students
Thursday, October 30	End of First Quarter (47 days of classroom instruction)
Friday, October 31	Teacher Workday No School for Students
Monday, November 3	Second Quarter Begins
Tuesday, November 11	Veterans' Day (Federal Holiday)
Thu-Fri, November 13-14	Parent Conferences (No School for ES/IS)
Friday, November 14	Parent Conferences (No School for MS/HS)
Thursday, November 27	Thanksgiving (Federal Holiday)
Friday, November 28	Thanksgiving Recess Day No School for Students
Thursday, December 11	Earliest Acceleration Day for Students PCS
Monday, December 22	Winter Recess Begins
Thursday, December 25	Christmas – Federal Holiday
Thursday, January 1, 2009	New Years Day - Federal Holiday
Monday, January 5	Instruction Resumes
Monday, January 19	Martin Luther Jr. Day (Federal Holiday)
Thursday, January 22	End of Second Qtr and First Sem (45 Instructional Days)
Friday, January 23	Teacher Workday (No School for students)

SECOND SEMESTER 91 INSTRUCTIONAL DAYS

Monday, January 26	Third Qtr and Second Sem Begins
Monday, February 2	No School – Parent/Teacher Conferences
Monday, February 16	President's Day Federal Holiday
Tuesday, February 24	No School (Fasching) – CSP Staff Development Day
Thursday, April 2	End of Third Quarter (47 Instructional days)
Friday, April 3	No School – Teacher Workday
Monday, April 6	Spring Recess Begins
Monday, April 13	Instruction Resumes – Begin fourth quarter
Thursday, May 14	Earliest Acceleration Day for Students PCS
Monday, May 25	Memorial Day (Federal Holiday)
Thursday, June 11	End of 4th Quarter/ Sem 2 Last Day for Students (43 Instructional Days)
Friday, June 12	No School for Students – Teacher Work Day

Total Days – School Year 2008- 2009 - 183 – Instructional Days - 190 – Teacher Work Days

Contacts

Kaiserslautern High School

Unit 3240 Box 440

APO AE 09021

Main Office..... 489-7300 / 0631-536-7300

Principal's Office 489-7541

Attendance Office 489-7300

Guidance Office 489-7300

Fax #, Main Office..... 0631-99846

CSC Office 489-7596

After Office Hours 0631-536-7300/7541

Auto Shop 489-6267

School Nurse 0631-90136

AFJROTC 489-7066

Business Lab 489-7721

Registrar 489-8288

Fax #, Registrar 0631-51221

CWE 489-7288

District Superintendent's Office .. 489-6339

School's Officer..... 489-6771

Bus Discipline 489-2877

Bus Lost & Found 489-2877

E-Mail Address principal@eu.dodea.edu

Web Address <http://www.kais-hs.eu.dodea.edu>

Dialing a DSN Number From A Civilian Phone:

A Vogelweh military number can be reached from a civilian telephone by dialing 0631-536 and then the last four digits of the military number.

Kaiserslautern High School History

KAISERSLAUTERN HIGH SCHOOL is part of the Department of Defense Dependents Schools (DoDDS), Europe Area. This school system comprises more than 250 schools at nearly 200 different locations in 26 countries around the world and is itself a part of the Department of Defense Education Activity, whose headquarters is in Arlington, Virginia. KHS is in the Kaiserslautern District, under the direction of Mrs. Lawanna H. Mangleburg, District Superintendent. The District Superintendent's Office is located on Kapaun Air Station.

With the Principal's Office in the bedroom, the English classes in a living-dining room and German in the kitchen, Kaiserslautern High School began its history in 1952 in a converted apartment building across the street from the present school location. The Americans had just taken over the Western area of Germany from the French; it was referred to as WACOM. The present site of the high school was carved out of the forest. Early students watched with avid interest all developments as the building took form. School officially opened on 12 March 1953. The original building, the big "E," was divided up with the junior high located in the lower center wing with the exception of Chemistry, Shop, and the Band rooms. The high school was in the upstairs center wing. All else was elementary school. The "K" building was originally planned for Kindergarten classes. The dormitory, the "A" building, 1953-58, housed 150 students from France (7-day students) and from parts of Germany where there were no high schools (5-day students). The high school was originally known as Rhine High. During the early sixties it was renamed Kaiserslautern High School.

In 1976, Creek Swap brought the Headquarters for the United States Air Force, Europe to the Kaiserslautern Area. At that time the Military Supporting Agency was moved from the Army to the Air Force at Ramstein Air Base. Prior to Ramstein High School opening in August of 1982, Kaiserslautern High School was the largest American high school outside the continental United States. Ramstein High School drew off about 700 students from an enrollment of well over 1600 students, grades nine through twelve. Today, KAISERSLAUTERN HIGH SCHOOL services students from the Vogelweh housing area and surrounding communities. Approximately 38% of the students are Army family members; 41% are Air Force; and 21% are from DOD civilian families. Projected enrollment for school year 2008/2009 is 562 students in grades 9-12.

School Colors - Red & White

School Logo - Raider

Acceleration

According to DoDDS regulations, a student who is withdrawing on PCS orders within 20 school days prior to the end of the semester may accelerate and receive semester credit by notifying the registrar's office at least 30 days prior to withdrawal. Assignments will be given to cover the work for the days to be missed in each subject and semester examinations may be given.

Before requesting acceleration of a student's academic program, parents must consider the following:

1. A copy of the sponsor's orders or a letter indicating that orders are forthcoming must be presented when requesting acceleration. Orders and a port call document (or airline ticket) must be presented before withdrawal on an accelerated basis is completed.

2. The last day of school for the student may not be prior to the posted DoDDS calendar date listed as "The earliest date a student may leave school under an accelerated program" for each semester. These dates for School Year 2008-2009 are as follows: Semester 1: COB December 12, 2008; Semester 2: COB May 15, 2009
3. The last day of the student's attendance will be specified on the acceleration form. Once determined, no changes will be made. The student must attend school on the last day specified so as to "clear" in all classes. Failure to attend will result in a failure to clear within school, and no grades will be issued directly to the student.
4. Parents are requested to allow the student to remain in attendance until the day immediately prior to departure from the area in order to allow the student to complete as much academic work as possible before withdrawal. Unnecessary absences from class are less than desirable for the student whose objective is to receive the maximum instruction in all courses before departure.

Acceptable Use Policy For Electronic Communication

KHS students have the opportunity for increasingly wide access to stand-alone computers, to the school wide network, and to the Internet. With these privileges come responsibilities. Students are expected to use these resources appropriately. Terms and conditions of use are spelled out in the ***DoDEA Student Computer And Internet Access Agreement***. DoDEA requires all students and parents to sign this written agreement. Parents will sign the document at registration; students will sign it subsequent to instruction and orientation during their first week of school. A list of consequences for violating this agreement is found in the DISCIPLINE POLICY AND PROCEDURES section of this handbook (and in the appendix).

Accreditation

The North Central Association of Colleges and Schools accredits KHS. The school is in full compliance with the standards of the North Central Association.

Advanced Placement

Preparation for Advance Placement Exams is available in the following disciplines: French Language, German Language, Spanish Language, Calculus AB, Chemistry, Art History, English Literature and Composition, English Language and Composition, US History, US Government, Physics (via telecommunications), and Pascal. These tests provide an opportunity for students to receive college credit for work completed in high school.

Agenda Costs

The PTO provided the Student Planner to students at no cost. It is important that each student use their planner to record assignments, project dates, testing dates, etc. In addition, the planner will be used to excuse students from class to use restroom, go to nurse, or for other reasons. Students will be charged \$10.00 for replacement planner.

Appointments And Conferences

Parents are encouraged to bring their questions and concerns to the attention of their students' teachers and/or appropriate school personnel. To make an appointment, parents can contact the school personnel directly or the Registrar (489-8288), who will make the appointment. Normally, at least one day's notice to allow teachers to adjust their schedule is required to set up an appointment. Traditionally, the school schedules one day at the end of the first quarter and one day at the end of the third quarter for sponsors to pick up report cards and to hold conferences with their students' teachers. These days present excellent opportunities for sponsors to meet one-to-one with teachers and discuss their students' academic progress.

ASACS

A substance abuse counselor is available to KHS students through the Adolescent Substance Abuse Counseling Service (ASACS), a program sponsored by the Military Drug and Alcohol Program. Students who are found to be in possession of alcohol or drugs, using alcohol or drugs, and/or intoxicated on school grounds, at a school-sponsored function or while "skipping" school will be referred to the on-site ASACS counselor. Parents will be notified of the referral. Students will participate in counseling sessions for assessment and education; they will be expected to attend at least 6 sessions. The counseling strategy is set up to include sessions with both students and parents. Although parents cannot be required to participate, we strongly encourage that they do.

It is our belief that the high school provides an excellent environment within the community for students desiring advice and assistance with drug and alcohol-related problems. It is essential, therefore, that trust be established between students and teachers, counselors and students, and administrators and students.

Athletics

The athletic program at KHS has always been a strong one. There is interscholastic competition for boys and girls during three seasons. All athletes must abide by the KHS 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, basketball and cheerleading

Spring — Track and field, soccer, and women's softball

DoDDS-Europe Starting Dates For Athletics School Year 2008-2009

Fall Sports: August 18, 2008 (FALL Interval Break: November 2 - 9, 2008)

Winter Sports: November 10, 2008 (WINTER Interval Break: February 22 - March 1, 2009)

Spring Sports: March 2, 2009

OFF-Season Coaching Protocol: Instruction of a sport is prohibited by a coach, or any member of his/her staff (to include volunteers), prior to the first starting date of that sport season. Coaches may supervise a weight training/conditioning program during the off-season.

Football Camp is scheduled for August 12 - 15, 2008 in Ansbach. Parents must provide transportation. Students must have current physical and signed Medical Power of Attorney.

Football Policy:

10-20 August: Helmets & Shoulder Pads - No Contact! This policy must be adhered to for each individual player.

21 August and beyond: All equipment w/ contact at the discretion of the coach

Limited Scrimmage Day: September 1, 2008 (Maximum 2 teams with heavy on-field coach involvement for all athletes who have completed 10 practice days).

Jamboree Day - September 6, 2008

NOTE: Teams are only authorized to participate in one scrimmage per weekend. You cannot participate in a scrimmage on Friday and then again on Saturday.

DoDDS-Europe Athletic Championship Dates SY 2008-2009

Oct 8-9Golf Wiesbaden

Oct 23-25Tennis..... Wiesbaden

Oct 30 – Nov 1Cross Country..... TBD

Nov 1-3Volleyball Ramstein/Kaiserslautern

Nov 1Football..... Baumholder

Feb 18-24*	Basketball	Mannheim
Feb 7	Wrestling (Sectionals)	Various
Feb 21	Cheer	Mannheim
Feb 13-14	Wrestling (Europeans)	Wiesbaden
May 20-23*	Soccer	Ramstein/Kaiserslautern
May 21-23	Softball	Ramstein/Kaiserslautern
May 22-23	Track	Wiesbaden

DoDDS-E Coaches Training Manual

The intent of this training manual is to provide guidance and resources that coaches can use in building rewarding athletic programs. By focusing on the "Athletes First, Winning Second" philosophy DoDDS-E athletes can be assured participation in a safe and healthy environment. Coaches are encouraged to implement the following best practices in all aspects of their training program. All training must be prescribed by the head coach and can only be supervised by the head or the assistant coach.

Attendance Rosters

Coaches are required to maintain a daily attendance roster from the first day of official practice through the end of the season. If a student is absent from practice, coaches must verify the reason for the absence within 24 hours. Athletes need to notify the coach of upcoming appointments or other reasons for missing practice.

Conditioning Program - Off Season, Pre-Season, In-Season

DoDDS-E recognizes the need for coaches to provide training opportunities for their athletes prior to the beginning of the season. Coaches and/or any qualified member of the coaching staff may offer conditioning programs (in season or off season) focusing on weight training, strength building, flexibility and cardiovascular fitness. Coaches or any member of the coaching staff (to include volunteers) may not "coach"(tactical and technical skills) their players in the off-season.

The attached information will provide DoDDS-E coaches with the resources and training principals to create periodized, safe training sessions for the off season, pre-season, and in-season. Periodization is the practice of scheduling practices and or blocks of training to allow for proper stress, recovery and adaptation to occur. Also, coaches can refer to the Successful Coaching Text, Chapter 14 for additional information.

Documentation of Season Goals/Practice Plans

Coaches are highly encouraged to develop team and individual goals and instructional plans for the season and each practice. These plans will then serve as documentation of sound coaching practices which cover: proper skill progression, training principles, and technical and tactical skills.

Documentation and proper instruction decreases the risk of injury for the athlete and liability for the coach and DoDDS-E.

Dynamic Warm-Up & Cool Down Guidelines

Before any activity athletes should participate in a dynamic warm-up which includes light running (5-10 minutes with increasing intensity over time), and sport specific movement patterns to raise the core body temperature and fire the muscle tissue.

The purpose of a cool down is to return the body to its pre-workout state lowering the heart rate and core body temperature and should be performed following the workout. This does include 5 minutes of low impact, low aerobic activity and static/passive stretching. Static/passive stretching at the end of practice/contests decreases the degree of muscle soreness and injury to muscle fibers enabling the athlete to recover from the workout.

Female Triad

Coaches of female athletes should review the following attachments to gain a greater awareness of the gender specific issue known as the female triad (Amenorrhea, Osteoporosis, Eating Disorders).

Fluid Replacement Recommendations

Hydration is the cornerstone of maximizing performance. Coaches need to emphasize the role that water plays as well as other fluid replacement. It is the responsibility of the coach to develop a plan for proper hydration at practices and contests as well as to communicate information on hydration during the recovery period. Water breaks must be scheduled every (15) fifteen minutes during the practice period. This does not mean that the entire team must stop practicing at the same time, but the water breaks can be alternated from one group to another group to insure that every athlete is hydrating at each break. During outdoor workouts when the temperature and humidity is high, breaks should be held in shaded area and all equipment should be removed. Coaches should review the attached guidelines and share the "Parent's Guide with their athletes' parents:

Fluid replacement Guidelines Parent's Guide to Hydration

Hazing

DoDDS-E has zero tolerance (expressly forbids) for programs which condone or ignore hazing in any form. Each coach is required to view the hazing NFHS DVD with their athletes and disseminate the attached brochure to every athlete. The topic of hazing must be included in all parent meetings.

While our goal is to provide leadership opportunities for our athletes, at no time may student athletes direct or mandate training to any other athlete. Students may "lead" warm-ups and model skills under the supervision of a coach.

http://www.nfhs.org/core/contentmanager/uploads/Sexual_Harassment_English.pdf

Head Injuries

Head trauma is a common problem in sports and has the potential for serious complications if not managed correctly. An athlete deemed unconscious for any amount of time cannot return to any physical activity without clearance from a medical physician. Please review the attached brochure outlining sideline decision making and medical clearance return to play protocol. The attached documents (Fact Sheets) can be copied and disseminated to parents.

Fact Sheet English (PDF) Fact Sheet Spanish (PDF)

Pre-Season Assessment

Coaches are required to complete a pre-season fitness assessment for each athlete prior to participation in practice. This information should guide the coach in preventing overtraining or undue injury as drills or activities are selected when developing a practice plan. This practice protects both the athlete and the coach.

The following assessments are required by DoDDS-E: (Successful Coaching by Martens, 3rd Edition)

1.5 mile run - Cardiovascular fitness

1 min step test (ht. 12-18 in)

1 min. push ups

Other assessments recommended (not required) for additional sport specific information:

Line Test

T-Test

40 Yd Dash

Physical Activity as Punishment

DoDDS-E does not condone or accept the use of physical activity to punish athletes. Coaches need to be aware that the use of physical activity as punishment can be considered corporal punishment, which is expressly prohibited by DoDEA regulation. Coaches should continue to provide optimum conditioning, using drills and activities that are sport specific. For guidance on managing athletes' behavior, see chapter 8 of "Successful Coaching," referenced below. The following article also provides guidelines on positive reinforcement for athletes.

Steroids and Nutritional Supplements

The use of anabolic steroids is prohibited for use by DoDDS-E athletes. Coaches should send strong messages to their athletes which discourage the intake of performance enhancing substances. Instead, athletes should be encouraged to hydrate, eat a well balanced diet, and get adequate sleep.

Coaches should review the information provided on steroids at:

http://www.nfhs.org/web/2006/09/nfhs_steroids_awareness.aspx

Varsity Lettering Criteria And Participation Code

A student who is a member of a given school team on the date of the first scheduled contest is ineligible to compete in another sport during that season. Coaches shall give guidance to athletes concerning what sport they should participate in. Similarly, a student may not join a team after the first scheduled contest. (Transfer students may try out for a given team upon their arrival.)

Meeting or exceeding the lettering criteria established for the various programs and activities sponsored by KHS may earn varsity letters. Criteria include attendance, discipline, observation of team rules, and performance standards established by the individual coaches/sponsors of activities and cleared through the Athletic Director and the Administration.

Criteria for lettering must be well understood and published to the participants for each activity at the beginning of the season. Written criteria must be given to team members and their sponsors. A copy is to be submitted to the Athletic Director for filing.

The following criteria are to be incorporated into the requirements for lettering in all activities:

A Attendance:

1. Attendance at all scheduled games/ practices/meets.
2. Absences from games and practices may be excused for:
 - a. all-day illness (or illness resulting in the student leaving school).
 - b. family emergency.
 - c. hospitalization.
 - d. religious observation.
 - e. field trips and pre-planned family trips with prior approval in advance by the coach.
3. Two or more unexcused absences may preclude from earning a varsity letter.
4. Completion of the season in good standing (includes academic eligibility, return of equipment).

B Discipline:

1. Maintain a high level of self-discipline and control.
2. Maintain a high level of good sportsmanship.

C Grade Level Status

1. Only students in grades 9-12 may earn a varsity or junior varsity letter.
2. Students beyond the eighth semester of high school are ineligible to participate in interscholastic athletics.

3. Only ONE chenille letter may be earned on each level of competition (junior varsity and varsity). Sports insignias and bars may be awarded to indicate further achievement.

D Performance Standards In Contests

1. Performance standards are to be established and published by the coach/sponsor. Minimum participation is required. Standards are to be signed by the participant and sponsor. A copy of the performance standards is to be given to the Athletic Director for mutual approval prior to the season. Injury default is considered on an individual basis in conjunction with the coach/sponsor, participant and the parent/sponsor.
2. Additional specific rules are to be established and published by the coach/sponsor. Rules are to be signed by the participant and the parent/sponsor and returned to the coach/sponsor.

E Social Behavior

- Athletes are expected to display only commonly accepted social behavior at all times.
- In the school community student conduct in class, in the hallways, in the cafeteria and on the school grounds have bearing upon their effectiveness as a member of a team.
- In the community, students are expected to provide an outstanding example that reflects credit upon themselves, their family, and their school.
- While traveling with a team, students will be expected to provide an example by their personal conduct and dress. At practice, acceptance of and practicing the rules set down displays a social maturity essential to being a good athlete in accordance with present day acceptable standards.
- Unsociable/unsportsmanlike conduct at any time or in any place may result in suspension or dismissal from the team.
- Inappropriate language will not be tolerated. Excessive vulgarity or profanity may result in an athlete being suspended from the team. Repetition may result in dismissal or indefinite suspension from the team.

Junior Varsity Letters:

Participation on the varsity level does not preclude a participant earning a junior varsity letter.

Junior varsity letters may be awarded to varsity team members who do not meet the requirements for a varsity letter. The same basic lettering criteria (varsity letter) will apply to a junior varsity letter.

Disputes:

The dispute resolution process described below will be followed:

- All complaints concerning coaches' decisions in the areas of lettering, discipline, team membership, etc. should be addressed to individual coaches.
- Unresolved disputes will be taken to a school-level committee, called the Athletic Dispute Resolution Committee.
- This committee will be composed of the following persons: the assistant principal, a coach, and a teacher. The coach will be an individual who is not involved in the same season as the dispute.
- An appeal of the committee's decision must be directed within 48 hours of receipt of the decision to the principal.
- The principal's ruling can be appealed to the DSO. Complainants will be given the DSO's telephone and FAX numbers as a matter of course by the principal when the ruling is made. Appeals to the DSO must be made within 48 hours of receipt of the principal's decision.

Non-School Supervised / KHS Authorized Sports Lettering Eligibility

All KHS authorized auxiliary sports (for example swimming & baseball, etc.) must follow DoDDS-E and KHS athletic eligibility, starting date, practice regulations in order to letter.

Academic Eligibility (DoDEA Manual 2740.2.)

Students who have less than a 2.0 GPA or receive more than one failing grade in the classes in which they are enrolled are ineligible for competition. The following classification is made regarding the above stated policy:

- All student participants will have their grades monitored on a weekly basis, throughout the season. Grades during the quarter of monitoring will be cumulative to date for that quarter.
- All student participants must maintain a GPA of 2.0 with no more than one failing grade cumulative to date. This eligibility will begin on the first day of school each school year.
- A student with one failing grade cannot be denied the opportunity to participate in practice or competition.
- 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.
- Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty.
- Each school is to develop a specific plan for monitoring grade eligibility; however, to achieve uniformity, all schools must complete the grade check by 4 p.m. every Tuesday of each week that the interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m.
- A student participant who has been identified as ineligible for three consecutive weeks may be dropped from the team.

AFTER SCHOOL ACTIVITY BUS

Season Passes and Year Passes are available for students that are actively involved in after school activities. Interested students should obtain form from coach or sponsor. Students with this pass need to participate in the after school activity on the day that they intend to ride the bus. Students who have this pass but do not participate in the after school activity may not ride the After School Activity Bus on that day (because they did not participate that day).

NOTE- After School Detention is NOT considered as an after school sport or club activity; therefore, students who are assigned to after school detention need sponsor/parent to pick them up after detention. * Mis-use of this pass or using this pass in a manner contrary for its intended use will result in disciplinary action and possible loss of this privilege. Activity Bus Departs: 1745 from Bldg 2001, the Gym.

Arrival: Sembach Post Time -1820 and Landstuhl Housing Time -1810

Academic Eligibility for Fall Sports Season 2008

Requirement: 2.0 GPA and no more than 1 F

Establish eligibility by checking GPA and F's from Spring Semester 04 for all students except "incoming" 9th grade students. Those meeting the requirement are eligible, and those not meeting the requirement are ineligible.

<p>Incoming 9th Grade Students</p>	<ul style="list-style-type: none"> • No previous semester GPA/F check • Weekly monitoring • Students with more than one F during the weekly monitoring period will be ineligible for one week
<p>Eligible 10th, 11th, 12th Grade Students</p>	<ul style="list-style-type: none"> • GPA/F check from Spring SEMESTER 2008 (Student met requirement) • Weekly monitoring • Students with more than one F during the weekly monitoring period will be ineligible for one week
<p>Ineligible 10th, 11th, 12th Grade Students</p> <p>These are the only students whose GPA's need to be checked after the initial semester check.</p>	<ul style="list-style-type: none"> • GPA/F check from Spring SEMESTER 2008 (Student did not meet the requirement) • Student is ineligible for the first three weeks of fall semester. At the end of the three weeks, student must have a 2.0 GPA and/or no more than one F for that three week period • If eligible, the student is eligible for the next three weeks, provided he/she has no more than one F in the weekly monitoring • *If ineligible, the Principal may grant another three week period of ineligibility. If the Principal does not grant another three weeks, the student is ineligible for the remainder of the semester • Student must have GPA/F's checked every three weeks • Any time after student has regained their eligibility and they fall below a 2.0GPA/more than one F, the student is ineligible for the remainder of the semester
<p>Transfer Students (No Transcript)</p>	<ul style="list-style-type: none"> • Student will be monitored weekly for F's • If transcript has not arrived by the end of the 1st three-week period, student must meet the GPA/F requirement for these first three weeks • If student meets the requirement, continue weekly monitoring until transcript arrives. At six weeks if transcript has not arrived, repeat GPA check • If student does not meet the requirement at the end of the first three-week period, Principal can grant an additional three weeks of ineligibility. If not granted, student is ineligible for the remainder of the semester • Upon arrival of transcript student can be placed in the eligible/ineligible category

***Principals can grant an additional three weeks of ineligibility only after the first three-week period of the semester.**

Principals do not have the right to waive the academic eligibility requirements! (Exception: Students who are currently on an IEP).

Athletic Code

The coaching staff and administration of KHS have established the following Athletic Code and policies. It consists of regulations that all participants in interscholastic athletics are expected to adhere to 24 hours a day while in training during a sport season. Each coach may establish additional requirements for team membership. These additional requirements will be in writing, thoroughly understood by each player and consistent with this code.

- i. To be eligible to participate in interscholastic athletics, students must not have reached or passed his/her 19th birthday on September 1 of the current school year. Students beyond the eighth semester of high school are ineligible to participate in interscholastic athletics.
- ii. The student/athlete must submit a completed Physical Examination and a Power of Attorney for the current year prior to the first practice. A physical is valid for one calendar year.
- iii. The student/athlete will have his/her grades monitored on a weekly basis.
- iv. The student /athlete will neither use nor possess alcohol, tobacco or controlled substances that are not prescribed by a physician drugs.
- v. The student /athlete must meet the requirements and expectations of the team coaches during the sport season. Each coach will make clear these expectations.
- vi. Student/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 listed as a team member on the roster.
- vii. Student/athletes may not participate in an athletic contest if they are absent from school on the day of that activity. If a student/athlete is absent on Friday, the student/athlete may not participate in contests that weekend. If the student/athlete is absent for other than illness, they may participate with the approval of the coach and administration. The student/athlete should be in attendance for at least one-half of the school day.
- viii. A student/athlete, suspended from school is ineligible for one week from the date of the suspension. The student athlete may practice after being reinstated to school, but may not compete. If the suspension is longer than three (3) days, the athlete cannot participate in practices or competition for one week after his/her reinstatement to school.
- ix. Students/athletes are expected to be in class the day following a contest that takes place on a school night.
- x. All uniforms and equipment must be returned at the end of the season or departure from the team. Athletes will not be eligible for another sport if they have not "cleared" a previous sport.
- xi. The student/athlete will travel to and from all away contests with the team and coach. A written request for the student/athlete to ride home from the contest with his/her parents must be presented prior to departure from the school.

Attendance Boundaries

The local military commander and the District Superintendent (DSO) jointly establish the school attendance boundaries. School attendance is based on where a child lives, not where the sponsor works. Falsifying school documents will be reported to the local commander. Waivers to the attendance boundary may be granted for educational or health reasons. Waivers must be requested using forms available at the school or at the DSO. The waiver must receive approval at the district office level. Both District Superintendents must approve waivers to cross-district boundaries. Educational waivers may be considered for students to complete the current school year only at a particular school.

Attendance Policy And Procedures

At KHS, we believe that punctuality and regular attendance at school will increase the chances of students' academic success and will teach them the values and rewards of self-reliance and dependability. We also believe that punctuality and regular attendance contribute to a distraction-free learning environment. It is recognized that absence from school is necessary under certain conditions. Every effort must be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum. The attendance policy delineated below has been designed with these premises in mind.

DEFINITIONS: A student who is not in the classroom by the time the tardy bell has rung, and who does not have a written excuse from an administrator or a teacher, will be counted as unexcused tardy to class. If a student arrives to class extremely late, it may be counted as an absence. Each absence is classified as excused absence, unexcused absence, or truancy.

Excused Absences

- Excused absences are granted for illness, emergency leave, and religious observances, official appointments that cannot be arranged during non-school time. (e.g., dental or medical appointments), attendance at school-sponsored activities, and family trips.
- Excused absences are granted to those students participating in school-sponsored activities including athletics, tournaments, and other interscholastic events occurring away from school.
- The sponsor must provide the principal with a note explaining the absence to include the date, time, purpose of the absence, signature and phone number. The student must bring the note from the sponsor prior to attending the classes missed; otherwise, the student will be charged with an unexcused absence.
- When students are sent home because they are ill, they are to be accompanied by their sponsor or an individual designated and authorized by their sponsor.
- Absences - To date, there is no rule setting the maximum number of absences allowed students. Again, the staff at KHS encourages students to attend school on a regular basis, and we ask parents to monitor their children's attendance patterns. Parent conferences will be requested for excessive absences.

Excessive Tardies Policy

At KHS, we believe that punctuality and regular attendance at school will increase the chances of students' academic success and will teach them the values and rewards of self-reliance and dependability. We also believe that punctuality and regular attendance contribute to a distraction-free learning environment. It is recognized that absence from school is necessary under certain conditions or for unforeseen problems or emergencies and those are excused. Every effort must be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum. The tardy policy delineated below has been designed with these premises in mind.

Tardies - Classroom teachers will establish and post their classroom management policies that include tardy policies. It is recommended by the administration that the teachers have a "ZERO" tardy policy. Tardies are tracked by semester. Teachers will notify students and parents with a First Tardy Warning. For the second tardy, teachers will notify parents and students and provide a classroom discipline. For a third tardy, and for each subsequent tardy in the semester, students will receive an Administrative consequence. NOTE- the DoDDS -Europe discipline guidelines recommend suspension for fourth tardy (and subsequent tardies).

Blatant Tardy to class/school may result in detention for first offense at the discretion of Administration. Admin may conduct hall sweeps to address tardy trends and assign detention for all students in the hall without a pass (especially to first class, after lunch and other times evident as a tardy trend or a blatant tardy.

Unexcused Absences & Truancy

An unexcused absence results from failure to attend class because of reasons which are known by the student's sponsor but which fall outside the reasons that constitute an excused absence (e.g., oversleeping, attending non-school-sponsored events).

Any student who is absent from school or class for any length of time or for any portion of the school day without the prior knowledge and permission of her/his sponsor, parent, or legal guardian or school authorities is truant. Truancy includes cutting class but remaining on school grounds. (Cutting class to go somewhere to finish an assignment without permission is still considered as truancy.)

Please Note: The above list of reasons for excused and unexcused absences is by no means an inclusive list; rather, it is meant to serve as a guide. The final decision regarding the legitimacy of an absence will rest with school administrators.

Readmittance To School

A Note From The Parent/Guardian Must Verify All Excused Absences On Day Of Return. Students are readmitted to school by presenting to the attendance monitor in the Front Office - SAO a note dated and signed by the student's sponsor. The note should include the student's full name, date(s) of absence, reason for the absence, and the sponsor's phone number. This note must be presented to the Front Office - SAO before being readmitted to the classes that you missed. Failure to present this note in time will result in the student being charged an unexcused absence at the minimum. Students will not be allowed to telephone their sponsor to excuse an absence to replace a written note. ***It is not necessary to get a pink slip from the SAO for an unexcused absence.*** If your absence is unexcused, just go directly to class and inform the teacher of the unexcused absence.

Leaving Campus

Due to security requirements, Parents/Sponsors must sign their dependents out of school at the Student Affairs Office – New Office. Telephone calls are not an acceptable substitute. Dependents who are eighteen years old or older are not exempt from this policy. Students are not allowed to leave the campus or base installation for any reason without administrative permission.

Consequences For Absences

Students will not be penalized for an excused absence. Normally, the student will have one day of school for each day of his or her absence to make up work missed; however, students are encouraged to make up their work as quickly as possible. For example, if a student is absent an extended period of time for a school-sponsored trip or a family trip, the student can arrange with some or all teachers to turn in work prior to the absence, or immediately upon return to school after the absence. (Note: All parties—teacher, student, and parent—will agree to such an arrangement.)

Students who receive an unexcused absence may not be given credit for the work missed during this absence. Further, continued unexcused absences may result in detention, and possibly, suspension.

Students who are suspended or expelled are permitted to make up their work and earn grades and credits. DoDEA Regulation 2051.1

Other Attendance Matters

Late Buses: Students whose bus arrives late to school are to report directly to the class in session. The attendance monitor of the late buses will notify teachers.

Family Trips: Students whose families schedule trips during the school year will be given excused absences. It is requested that students and parents notify the school in advance of such trips. Note: Students will not be granted excused absences if the family trip occurs during the final two weeks of a semester, as finals must be taken and grades must be turned in by teachers at the end of the semester.

Signing Out/In: The school staff is charged with accounting for the presence of students at all times. Thus, it is critical that students who leave the campus for any reason during school hours must sign out in the main office. Seniors going to the Food Court at lunch do not sign out; Seniors with

permission forms on file to go to housing must sign out to go to housing area. NOTE: Failure to sign out will result in an unexcused absence or truancy. Students also are required to sign in at the office when they return during the school day. Students must be signed-out of school by sponsor/parent or documented emergency contact. Students cannot sign themselves out of school. An unexcused absence/truancy will be recorded for students who do not follow the sign-out and sign-in procedures and disciplinary consequences will also be assigned.

Awards Program

KHS rewards and recognizes student achievement in a variety of ways.

Academic Letter—Academic letters are awarded to students who achieve a cumulative grade point average (GPA) of 3.8 or higher through the first three quarters of an academic year. Students who earn the award on succeeding years will be given a gold-tone bar to be worn on the letter. This award will be presented at an awards ceremony held during the last quarter of the school year.

Athletic Letter—Athletic letters are awarded to student athletes who met lettering criteria established for the sport. Athletic letters are awarded at the end of the sports season. Students receive one letter during their high school career. If they meet lettering criteria in more than one sport and/or in succeeding years, they will receive a gold-tone sport symbol and/or a gold-tone bar to wear on the letter.

Honor Roll—Three levels of honor roll recognize students' quarter academic achievement. The PRINCIPAL'S HONOR ROLL names students who achieve a 4.0+ GPA. The HIGH HONOR ROLL names students who achieve a 3.8-3.99 GPA with no D's or F's. The HONOR ROLL names students who achieve a 3.4-3.79 GPA with no D's or F's. Honor roll lists are published at the end of each quarter.

Honor Graduate—Graduating seniors are designated honor graduates if they achieve a cumulative GPA of 3.6 or higher by the end of their eighth semester.

K-Awards—Teachers nominate students for annual K-Award recognition. Students receiving one academic nomination and/or one activity nomination receive a certificate. Students receiving two or more academic nominations receive a white "K" pin in addition to a certificate. Students receiving two or more nominations for participation in activities receive a red "K" pin in addition to a certificate. Students receiving two or more academic nominations and two or more activity nominations receive a red and white pin in addition to a certificate. Awards are presented at a ceremony held during the last quarter of the year.

Salutatorian—The graduating senior with the second highest cumulative GPA by the end of the eighth semester will be named the class salutatorian. The honor will be shared if students hold identical GPA's.

Valedictorian—The graduating senior with the highest cumulative GPA by the end of the eighth semester will be named the class valedictorian. The honor will be shared if students hold identical GPA's.

Combat Proud—Students observed participating in keeping the campus and installation neat and clean will be nominated for incentive rewards provided by AAFES and/or the school.

Raiders P.R.I.D.E. AWARD—Teachers will nominate students observed being good citizens supporting the goals and overall mission of KHS to receive the Assistant Principal Award and incentive rewards.

Cafeteria

The cafeteria is operated by AAFES. Any questions or complaints concerning this service should be directed to that organization. Contact the supervisor at 0631-90523. Students purchasing lunch in the cafeteria are expected to eat there.

Campus Pride

Students are expected to keep their campus clean at all times. Please keep hallways and outside campus areas policed. JROTC helps keep our campus attractive and they would appreciate your assistance throughout the entire school day.

Career And Post Secondary Education Information

The Guidance Office contains a wide range of detailed information on careers and post secondary education opportunities. This office has books, pamphlets, and audio visual aids about various occupations. Materials and complete programs on college selections, financial aid, courses to take in preparation of the future and other information are available. Vocational tests to help predict vocational interest can be taken by making arrangements through the guidance counselors.

Change Of Address And Emergency Contact

It is important that the school have a sponsor's correct address and telephone numbers (both work and home), e-mail address, and the name and telephone numbers of a person to contact in an emergency if we are unable to contact the sponsor. Please inform us immediately of any change in home or work telephone numbers.

Clubs, Activities, And Organizations

KHS has a variety of student clubs and organizations that students may join. Some have open membership while others have membership based on selection criteria. Students are encouraged to participate in extra-curricular programs. The following clubs, organizations, and activities are available for student participation:

Brain Bowl

CAD Club

Chess Club

Class Activities (9th -12th)

Concert Band

Drama Club

French Club

Future Business Leaders of America

German Club

German National Honor Society

Interscholastic Varsity and Junior Varsity Sports (football, cross country, volleyball, tennis, golf, basketball, softball, wrestling, track, soccer, cheerleaders)

Intramurals

Jazz Band

JROTC Color Guard

JROTC Drill Team

Kaiserslautern All Life Style Alliance

K-Raider Staff

Model US Senate

Model United Nations

National Honor Society

Poetry Club
Rainbow Club
Red Raider Chorale
Spanish Club
Student Government (Student Council Officers and Class Officers)
Technology Club
Tri-M (National Music Honor Society)
Yearbook

Combined Kaiserslautern Schools' Complex

Students attending a Kaiserslautern school are authorized presence and attendance only in the school in which they are enrolled. High school students are not authorized to be in another school unless they work as an aide or sign in through the main office on a business matter.

Computer Class/Lab Usage Rules

- Check with the instructor PRIOR to using any personal discs
- Do not send broadcast messages
- Do not spam others (send multiple, unnecessary and/or irrelevant emails to a user)
- Refrain from making ANY changes to the desktop generic settings (this includes closing or moving the toolbar)
- Do not save files to places other than your home directory (H:\) folder
- Do not use streaming audio or video programs
- Do not listen to music while using the computer (unless authorized by the instructor within that classroom)
- Do not use the Internet without your instructor's permission
- Do not download ANY files or programs
- Do not play ANY on-line computer games
- Do not access email during class or seminar
- Do not print without permission
- Do not shop on-line
- Do not eat or drink near the computers
- Do not install ANY program on a school computer

Daily Bulletin

A bulletin containing important announcements about school events, activities, and programs is published daily, distributed to teachers, and posted on classroom bulletin boards. Additionally, daily bulletin information is broadcast over the PA system during second period of each day. Students should listen carefully as well as read the announcements in order to stay informed about school news and happenings.

Daily Schedule

KHS operates on an alternating block schedule. Class periods are 85 minutes long, and classes meet every other day.

Red day	Meeting time	White day
Per 1	0820-0945	Per 5 (Seminar)
Per 2	0950-1115	Per 6
Per 3	1120-1245	Per 7
Lunch	1245-1330	Lunch
Per 4	1335-1500	Per 8

Only Grade 12 has off-campus privileges for lunch. Grades 9, 10 and 11 are required to remain on campus during lunch. Parents must come to the SAO to sign students out during lunch; no notes or phone calls will be accepted.

Students in grades 9, 10, and 11 who violate lunch privileges will be assigned detentions, and given other disciplinary actions.

Upperclassmen with off-campus privileges during lunch must eat in designated areas only. Students are restricted from going into Housing Area, BX, Power Zone, etc. Students who have parent permission to go home for lunch must have a signed permission slip on file in the office and these students are only allowed to go home (not the Food Court). Students going home for lunch must sign-out before leaving campus and sign-in upon returning to school. All students must return to school and make it to class on time. Bringing food back to the campus is prohibited. Students who violate lunch privileges will be restricted to campus, assigned detentions, and given other disciplinary actions.

Note- Seminar is considered to be instructional time for students to work on assignments or to make arrangements to obtain help with mastering curriculum knowledge & skills, understanding assignments, or with obtaining missed assignments/taking missed tests, etc. Students need to obtain a written pass in advance for permission to go to a specific teacher during Seminar. Waiting until Seminar to seek a pass on the same day is too late. Students obtain Seminar pass from specific teacher in advance, report to assigned Seminar teacher at normal time and show the pass to Seminar teacher, after permission to go is given, student report to requesting teacher during the first 5 minutes of Seminar and remain for the duration of the Seminar period.

Dance Rules

1. All school rules apply at a dance, in particular those related to fighting, smoking, consumption of alcohol and dress codes.
2. Once a student enters the dance, she/he may not leave and re-enter. Nor may students leave early unless sponsor/parent picks them up in person.
3. A designated area MAY be provided outside the dance area for rest and fresh air. Going beyond the boundaries is considered leaving the dance.
4. Students who arrive later than designated time will not be admitted.
5. To bring a guest, a KHS student should request a VISITORS FORM FOR STUDENT ACTIVITY from the SAO before cut-off date. The form should be completed as directed, and, if an administrator approves the request, must be brought to the dance.
6. Student and guest should enter together and give the completed form to the chaperone on duty at the door.

7. All guests who are not a KHS student must have a personal interview with an administrator. A guest is defined as a person other than a KHS student or a KHS student's sponsor.
8. No Middle School students are allowed at KHS dances.
9. No backpacks allowed. We reserve the right to inspect any packages or luggage and they will be kept in a closed room.
10. No beverages can be brought inside of the building
11. All will be subject to an inspection upon entering.
12. Generally, students must purchase tickets in advance and tickets are not sold at the door.
13. Attending school dances is a privilege that be forfeited as a disciplinary consequence. Note—loss of privilege to attend dances can result from a single discipline referral or as an additional consequence added to continued multiple referrals.

Discipline Policy And Procedures

General Information

Kaiserslautern High School's Discipline Policy is based on compliance with DODEA Regulation 2051.1. This regulation, Department of Defense Education Activity Disciplinary Rules and Procedures, is available in the principal's office. Discipline will be maintained at a high level which will result in (1) maximum growth of the student in self-control; (2) high regard for fellow members of the student body; and (3) pride in the school as a part of the community. Serious or repeated school misbehavior is related to the military responsibility of ensuring proper conduct of dependents in the command. Principals have an obligation to keep responsible military authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to the enhancement of the American reputation and position overseas. Principals additionally have a responsibility to coordinate with responsible military authorities when military requests for information relating to the above problems are received.

The teacher is responsible for maintaining a classroom environment which best fosters the development of positive, self-directed behavior. Each teacher has and enforces a classroom management plan that has been approved by the administration. Students will be given a copy of this plan within the first week of school. Plans are designed to encourage appropriate behavior and to involve parents in the disciplinary process for routine matters. When preventive measures, including teacher-student conference and parental notification, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action.

In School Year 1999-2000, KHS began implementing the KMC-wide discipline policy. This policy reflects the combined efforts by school and community representatives to standardize consequences for misbehavior and to assure increased parental involvement in these consequences. The table on the next page serves as a guide for consequences for student misbehavior, as well as parental involvement required.

Disciplinary Regulations

The following items are violations of school policy. The list is not comprehensive or exhaustive, but contains the most common violations of accepted school policy. Teacher referrals and all violation of accepted school policies may be handled by the administration.

Discipline Policy And Procedures General Information

Kaiserslautern High School's Discipline Policy is based on compliance with DODEA Regulation 2051.1. This regulation, Department of Defense Education Activity Disciplinary Rules and Procedures, is available in the assistant principal's office or online at the DoDEA website at www.dodea.edu.

Click on About DoDEA * Click on Regulations and Directives * Scroll down to 2051.1

The behavioral expectation for all students is for students to come to school prepared to learn and acquire knowledge and skills. Students disrupting the learning environment or otherwise not actively pursuing a quality education will be subject to administrative and/or disciplinary actions. Administrative and Disciplinary Actions may include, but is not limited to, the following: Warning, Counseling Session, Teacher-assigned Detention, Parent Notification, Community or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, and Out-of-School suspension. Students who continue to exhibit behavior problems after they have been referred to the Office three times demonstrate that this consequence has not been sufficiently aversive to change their behavior; the next step will be suspension and/or Parent Shadowing. In addition to disciplinary actions, parents & students encouraged to seek counseling services as needed (Guidance Counselors, ASACS Counselors, and/or School Psychologist) or within the community (Pediatric Behavioral Medicine Clinic or Child & Adolescent Psychiatry -LRMC).

The following are examples of frequent and/or significant infractions and consequences; see the Parent/Student Handbook for more details.

Fighting: KHS has a zero tolerance policy regarding violence. Students involved in fighting of any kind will receive a minimum of five-day suspension from school and notification to the community commander and Community Service. (Please refer to the discipline matrix.)

Theft: Minor theft will result in a minimum two-five day suspension and Community Service. Major Theft (\$250+) will result in a minimum five- ten day suspension with Community Service. NOTE— Students are encouraged to not bring valuables to school. Students who bring valuables to school are WARNED that neither DoDDS nor the school is responsible for loss or theft. Students are responsible for securing personal property and school property issued to them. When a theft occurs students are instructed to inform teacher, write out a school theft report for the Office, contact parents, and file a police report (with sponsor).

Illegal Drugs/Substance Abuse: Use/Possession results in immediate suspension/expulsion. Possession, use, and/or distribution of illegal drugs (including inhalants) and alcohol in school, during school hours when the student should be in school, or at a school sponsored activity not during the normal school hours, will be subject to disciplinary action in accordance with DS Regulation 2792.2. Please refer to the KMC Guide for Administrative Action for the consequences for substance abuse. Consequences will include mandatory referral to ASACS program (see ASACS), possible exclusion from all school activities for the remainder of the school year and possible expulsion.

Alcohol: Use/Possession ten-day suspension and mandatory referral to the ASACS program. Consequences also may include exclusion from some or all school activities for the remainder of the school year. The second referral for alcohol possession or use, and the first referral for alcohol distribution, will be treated as a "Category D" offense.

Misuse of Medications: ten-day suspension and mandatory referral to the ASACS program and Community Service.

Vandalism: minimum 3-10 day suspension, and depending on severity expulsion.

Misuse of Computers and/or Internet: use of school-government computers and the Internet are for educational purposes only. Misuse includes but not limited to the following: Going to prohibited sites or sites not directed by teachers (shopping or music), sending/receiving offensive material, SPAMing, accessing or using another person's account, password, or files, attempting to get around safety & security measures. Violations will result in suspension/termination of school computer privileges.

Plagiarism: violation will result in grade of zero for assignment and other action as deemed appropriate by teacher.

Forgery: violation will result in detention, community service, and/or suspension.

Tardies: See Attendance Policy

Dress Code: Hats, Caps, Do-Rags, Bandanas and other head coverings are not allowed in the school building. Sunglasses are for outside use only. Violation is results in the item being held in the Office

for 30 days. Backpacks and Large Coats are not allowed in class. Please store them in your locker. Other examples of inappropriate dress includes, but not limited to, clothing that with profanity or other inappropriate messages, gang related, clothing that is too revealing (lewd), sagging pants, underwear showing, etc. Parents will be called and students must change into appropriate clothing or be suspended for the remainder of the day, in addition to detention and/or community service.

Profanity/Inappropriate Language: results in contacting parents and detention and/or community service.

Sexual Harassment, Bullying and other types of Harassment: results in detention, community service, suspension, expulsion.

Behavior at assemblies and school sponsored events: The same high standards of student conduct are expected and required at a school assembly, an athletic event, a concert, a drama presentation, a study trip, or any other school-sponsored event. This includes events during school, before and after school, in the evenings, and on weekends, whether at our school or at an off-site location. Inappropriate behavior will be dealt with as inappropriate behavior during the school day.

Behavior in Common Areas: The expectations for appropriate behavior in common areas of the school are the same as for those in classrooms. All students are expected to exhibit appropriate behavior in the common areas of the school. All staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior in the common areas of the school. Students are expected to abide by reasonable requests. Students must give their name to a faculty or staff member when requested. Failure to do so will result in an administrative referral with appropriate consequences for the nature of the offense. Frequently repeated acts of inappropriate conduct will result in an administrative referral.

Misuse of Electronics: Electronics may cause a distraction to the learning environment and are restricted. Cell phones and music devices are allowed on campus to be used in the Common Areas but must not disrupt the learning environment. ***The school is not responsible if these items are brought to school and they are lost or stolen.*** Electronics should be put away out of sight in the classroom, assemblies, and safety drills and their use is prohibited at these times. Violation of these restrictions results in the items being held in the office for 30 days. Cell phones that ring in class or using the cell phones and other devices as a calendar or clock is not considered as an excuse to have them out in class. Headphones that are not plugged-in is not an acceptable excuse either. Headphones/devices should not be worn on the head, around the neck, or on clothing. These are just a few of the common examples of attempted excuses. Students who argue or otherwise oppose faculty/staff instructions will be given additional consequences. ***Use of personal electronics is strictly prohibited during assemblies and safety drills.***

Skateboards/Scooters and other Wheels: Skateboards & scooters are considered as sports equipment that cannot be used on campus. These items and other sports equipment need to be carried in a sports bag. Riding or standing on skateboards & scooters (or other wheels) on campus results in the items being held in the office for 30 days.

Violation Of The Computer/Internet Access Agreement will result in an overnight suspension and loss of internet privileges for 18 weeks for the first offense; a two-day suspension, loss of Internet privileges for 36 weeks, and cancellation of log-on privileges except for computer-related classes (e.g., Business Lab, Computer Science, and Drafting) for the second offense; and, for the 3rd offense, a three-day suspension, withdrawal from all computer-related courses for the remainder of the current and following semester, and cancellation of log-on privileges.

Weapons: immediate suspension/expulsion. DoDDS maintains a strict, zero-tolerance policy toward weapons. Simply stated, weapons-as well as toy or fake weapons-are not allowed at school or school activities under any circumstances. USAREUR Reg. 190-6 and USAFE Reg. 125-17 describes items that are considered weapons. The following non-inclusive list provides examples of items covered by this regulation: switchblade knives, locking blade knives, (regardless of length), and other knives with blades 3 inches or longer; club-type hand weapons (e.g., blackjacks, brass knuckles, nunchaku, and

locks); gas pistols and shooting pens; any destructive devices; any unregistered firearms; any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety: (1) straight razor, razor blades, or weapons made from razor blades; (2) ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument; (3) clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks, locks); authentic-appearing replica of a firearm (for example, toy guns, BB guns); blank cartridge pistols; any other object that might be used readily to inflict bodily harm (for example, bicycle chains, canes with retractable blades). (Contact your local security police or provost marshal's office for a more complete listing or for questions.)

Detention/Suspension Policies And Procedures

1. Students assigned detention will be notified verbally and/or in writing. The letter will contain all information concerning the time, date, and rules of the detention room. Students are responsible for reading and complying with this information.
2. The sponsor will be notified by phone or email of the detention assignment. Notices sent home with the student or emails sent to parent are to be signed by parent to acknowledge the disciplinary action and returned the following day to the teacher or administrator that initiated the action.
3. If students are unable to attend the assigned detention, a sponsor-written note must be presented to the administration with an acceptable reason (i.e., doctor's appointment, no transportation, etc.), asking for the detention to be reassigned.
4. Failure to attend detention will result in a more serious consequence (e.g., longer detention or suspension).

Special Notes Concerning Suspension: Although we try to use other means of discipline to correct student misbehavior, serious or recurring rule violations require that we resort to at-home suspension of students. Please be advised of the following guidelines concerning this consequence:

1. Students who are suspended or expelled are permitted to make up their work and earn grades and credits. DoDEA Regulation 2051.1. (It is the student's responsibility to initiate make-up.)
2. While students are suspended from school, parents may arrange for them to perform community service. (School administrators will provide parents with the necessary information.)
3. A conference between sponsor, student, and an administrator is required before, during, or after the suspension.
4. A copy of all suspension letters will be sent to the sponsor's commanding officer, the district superintendent, the family member misconduct authority, and the school's officer. Students whose suspensions exceed 10 days at one time, or cumulative during the school year, will be referred to the Discipline Committee for possible expulsion from school.

Student Behavior Expectations DoDDS-Europe Student Activities for SY 2008-2009

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

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.

3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours, etc.
4. Students must observe curfew regulations as they pertain to "in the room" and "lights out."
5. Students will not have electronic music devices "on" during instruction or after "lights out".
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for their personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1). Possession/use of tobacco products is prohibited.
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or among their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding "Zero Tolerance for Weapons." Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.
10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are "off limits" to members of the opposite sex.
12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words "please" and "thank you" are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

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

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

Parents and students must sign a form indicating that they have read these rules, understand them, and agree to comply with their intent.

KAISERSLAUTERN MILITARY COMMUNITY/DODDS DISCIPLINE TABLE

Guide For Administrative Actions Revised SY 2008-2009

	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A	<ul style="list-style-type: none"> • Dress Code Violation • Hall Pass Violation • PDA • Scuffling • Tardies • Electronic/Restricted Items Violation (30 Day Rule) • Other 	Administrative Action**	Administrative Action**	Administrative Action**	Suspension 1 Day + Community Service
B	<ul style="list-style-type: none"> • Disruptive Behavior • Inappropriate Language/Behavior • Insubordination • Unsafe Behavior • Cheating/Forgery/Theft • Communicating a Threat • Truancy • Other 	Administrative Action**	Administrative Action**	Suspension 1 Day + Community Service	Suspension 2 Days + Community Service
C	<ul style="list-style-type: none"> • Insubordination with Disrespect or Profanity • Loud and/or intense arguing with or without profanity that appears to be escalating to a possible fight. • Aggressive physical contact, pushing-shoving, but less than a fight. • Abusive Behavior to Peers – Bullying – Sexual Harassment, etc. • Sexually Offensive Behavior • Tobacco Use • Minor Vandalism • Minor Theft or possession of stolen property • Fighting (minimum 5- 10 day suspension) • Alcohol Possession/Use (5-10 day suspension + ASACS intervention) • Other 	Suspension 1-3 Days + Community Service	Suspension 3-5 Days + Community Service	Suspension 5-6 Days + Community Service	Suspension 7-8 Days + Community Service
D	<ul style="list-style-type: none"> • Dangerous Behavior Toward Self or Others • Illegal Substance Possession/Use/ Distribution • Larceny or possession of stolen property (\$250+) • Arson, Bomb Threats, Extortion • Major Vandalism • False Fire/Bomb Alarms • Weapon Possession/Use • Communicating Serious Threat • Other 	Suspension/Possible Expulsion Pending Disciplinary Hearing			

**Administrative Action may include, but is not limited to, the following:

Warning, Counseling Session, Teacher-assigned Detention, Parent Notification, Community or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, Out-of-School Suspension, Discipline Board Review, and Disciplinary Hearing.

CHILD(REN) MUST BE ACCOMPANIED BY A PARENT/GUARDIAN ON THE DAY(S) OF SUSPENSION. This applies for all three suspension scenarios lasting more than one day:

1. Shadowing - Parent accompanies student to all classes and remains throughout the day, including lunch.
2. Out-of-School Suspension - Parent accompanies, and remains with, student at Community Work Detail.

3. In-School Suspension - Parent accompanies, and remains with, student in designated room at the school. School assignments for the day are to be completed.

The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion to account for unique circumstances or special needs students when handling misconduct issues.

Dismissal/Delayed Opening For Inclement Weather

The decision to close or delay the opening of schools is made by the KMC military commanders, based on road safety conditions. Announcements will be made over the Armed Forces Radio Station (Kaiserslautern AFN-AM), 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.

Dress Code

There is not a formal dress code for students; however, a student's appearance must be appropriate for normal classroom instruction. Students who do not conform to the Dress Code will receive appropriate consequences and parents will be informed. Students' attire should not be a distraction to the normal educational process of the school. Dress should be in accordance with the standards established by the Kaiserslautern Community Commander. For sanitary and safety reasons, stocking feet or bare feet are prohibited.

To offer guidance concerning appropriate dress for school, the following list of INAPPROPRIATE wear is provided. This list is not all-inclusive but provides examples of clothing that should not be worn to school:

- wear shoes at all times.
- do not wear hats, caps, sweat bands, visors, head coverings, picks, combs or bandanas in the building;
- do not wear sunshades or sunglasses in the building or classrooms;
- do not wear any clothing and/or jewelry that advertises or depicts tobacco products, alcoholic beverages, drugs, death and dismemberment, or writing and pictures that are lewd, offensive, or vulgar;
- do not wear any see-through styles, revealing fashions such as low neck lines, bare midriffs, bare shoulders, backless fashions, spandex, tight-fitting clothing, cutoffs, sleepwear or other clothing which is torn or cut, short shorts, muscle shirts, tank tops, halter tops, mini-skirts or underwear garments that are worn as outerwear;
- do not wear any dress, skirt, slit skirt or dress, slacks, jeans, knickers, pants, shorts or unhemmed attire which, when measured with the student standing, must be below the student's fingertips.
- do not wear pants around the hips or lower; pants are designed to fit around the waist;
- do not wear any apparel or accessory that separates students from the general student body into small groups and denotes gang-related association;
- do not wear hair coloring that extends beyond natural tones;

The school administrator reserves the right to decide what clothing is appropriate. Teachers who believe a student is dressed inappropriately should refer the student to the school nurse or administration if the student cannot correct his/her dress. No head covering is to be worn inside the facility. See head covering policy head covering.

Driving To School

The Overseas Dependents School contracts for bus transportation for students to and from school. Along with transportation, the liability for the students' safety is accepted. For these reasons, students who cannot walk to school should utilize the transportation provided. Due to limited parking space, students who drive a POV to school will only be permitted to park in the large BX parking lot during school hours. Student POVs must be registered with the main office at Kaiserslautern High School.

Early Graduation

DS Regulation 2000.1, Department of Defense Dependent Schools, governs graduation requirements for our school. Paragraph III, Section B, Part 5 refers to early graduation and states: Students may be considered for early graduation if health or family concerns would be best served. An application with parental approval must be made in writing to include a definite and comprehensive plan. The application must be submitted prior to course selection for Grade 11 for students desiring to graduate at the end of their junior year and prior to course selection for grade 12 for those students desiring to graduate at the end of the first semester of their senior year. The request will be reviewed by the Student Placement Committee, which will make a recommendation to the principal.

Evacuation Procedures

1. Anyone who discovers an emergency situation should notify the main office immediately. Fire alarm bells should be activated if the emergency is a fire.
2. Notice of building evacuation will be given in one of three ways: (1) activating the fire alarm system, (2) an announcement over the public address system or (3) a messenger will be sent to each classroom.
3. A diagram of the evacuation route from each classroom will be posted by the exit of the classroom.
4. Teachers will evacuate with their classes and take attendance after the building has been evacuated and the classes assembled outside.
5. The soccer field at the north end of the gymnasium will be used as a Stage II area for an evacuation of an extended duration. Students will move with their teachers during the evacuation period from the soccer field to identified community facilities (i.e., the Vogelweh Gym), should the situation warrant a Stage III area. Teachers will accompany their classes and take attendance upon reaching their assigned areas.
6. Smoking is strictly prohibited during evacuation procedures.

Parents are requested not to instruct a high school student to pick up a younger brother or sister from another school during an emergency situation. The military community and the school have emergency procedure plans. School personnel will supervise your dependent children during any emergency situation.

Evaluation Of Students

Unsatisfactory Achievement Notice - Notices of unsatisfactory achievement are sent midway through the marking period to the sponsor of any student who is near failing, or is earning a failing grade at the time. Other notices may be sent any time during the marking period if the situation warrants. The teacher should counsel every student who receives a notice. The guidance counselor will, in all likelihood, see only those students who receive three or more of these notices.

Examinations — Credits for courses are given by the semester. For semester and yearlong courses, a final evaluation must be made each semester. Semester examination schedules and other pertinent information will be distributed by the principal well in advance of examination week.

Grades — Students should know how and when they will be evaluated and should not have to wait until their parents receive the report card to find out how well they have performed. There should be a continual evaluation process going on between student and teacher.

Grading — Grades (i.e., marks on report cards) will be determined by the student's achievement in each course. Each teacher will explain his/her grading procedure to students at the beginning of the semester.

The grading scale adopted by DoDDS is as follows:

Mark	Grading Scale
A—Excellent	90-100
B—Good	80-89
C—Average	70-79
D—Poor	60-69
F—Failure	0-59

The grade of "I" (Incomplete) may be given to a student who has not completed the required work. Incomplete work must be made up within two weeks of the end of a grading period. If the work is not completed within two weeks, a grade representing the value of the work accomplished in the course will be given. An "I" cannot be given for the last marking period, and none will be put on the permanent record card.

The grade of "E" (Effort) is for the student who works to capacity but whose achievement is below standards for a passing grade. Students receiving the "E" grade will receive credit for the course. The "E" will be equivalent to the grade of "D" for purposes of computing the student's grade point average.

WP, which denotes Withdrawn Passing, is recorded if a student withdraws (passing) from a course within the first six weeks of the beginning of a semester. No credit is given.

WF, which denotes Withdrawn Failing, is used to denote that a student is failing at the time of withdrawal. NOTE: DoDDS regulations require that a WF be given if the withdrawal occurs after the first six weeks of a semester, even if the student is passing at the time. It is counted as an "F" in the course for purpose of GPA. No credit is given.

Grade Point Average — A student's grade point average (GPA) will be determined in accordance with the following guidelines with respect to each mark authorized for use with secondary school grade reports. The GPA is calculated by the semester. In the calculation of the GPA, the grade received for any semester exam is also included; thus the grades for both quarters and the semester exam grades are used in the calculation. GPA's are cumulative by semesters (e.g., the 1st semester would be the cumulative GPA for both 1st and 2nd quarters). NOTE: The last "average" shown on the report card is NOT a GPA, but rather an average of all class grades WITHOUT the grades given for semester exams included. Grade points are computed as follows:

Mark	Grade Points	Weighted Points
A	4	5
B	3	4
C	2	3
D	1	2
E	1	
F	0	0
I	0	0
WP	not used	
WF	0	0

Advanced placement and honors courses approved by the Department of Defense Education Activity (DODEA) receive weighted grades. DoDDS accepts at face value student transcripts from accredited high schools previously attended. Class rank will be determined on the basis of weighted grade point averages.

REPORT CARDS — Report cards are prepared and mailed home at the end of each quarter marking period. A copy of the student's report card is attached to the permanent record, which is sent to colleges and universities.

Final Exams

Final examinations are scheduled at the end of each semester. Absences other than illness and/or unforeseen emergencies are not acceptable during exam weeks. Make-up or early exams may be given provided students make arrangements with classroom teacher.

FIRE DRILLS

Fire drills are held weekly during the first month of school and monthly thereafter. Students are expected to be familiar with all fire exits and the route of departure from every classroom. (See Evacuation Procedures.) Note: For safety and security reasons, do not use electronics (IPODS, mp3 players, cell phones, etc.) during emergency drills.

Floor Plans (See Appendix B)

Grade Level Classification

The grade in which a student is registered in high school is determined in the following manner:

- A. Freshmen - Satisfactory completion of 8th grade.
- B. Sophomore - At least 5 units of high school credit
- C. Juniors - At least 10 units of credit.
- D. Seniors - 19 units of credit to meet graduation requirement of a minimum of 24 units of credit.

Gifted Education

The education of the Talented and Gifted pupils enrolled at the KAISERSLAUTERN HIGH SCHOOL emphasizes Honors and Advanced Placement classes. Task commitment is the significant criteria for participation in these classes

Graduation Requirements

DoDDS graduation requirements have changed, effective school year 2004/05. Below are the minimum requirements (26 units) for those entering the 9th grade. A cumulative grade point average of 2.0 is required for graduation.

Fine Arts	1.0
Foreign Language	2.0
Health	0.5
Language Arts (English)	4.0
Mathematics	3.0
Physical Education	1.5
Professional Technical Studies (to include .5 computer credit)	2.0
Science	3.0
Social Studies*	3.0
Electives	6.0

*To include either World Regions or World History (1), in addition to U.S. History (1), and U.S. Government

A waiver to the graduation requirements may be approved for a student arriving from CONUS who, through no fault of his own, cannot meet the requirements as outlined above. In such cases, the sponsor must request a waiver in writing.

A student may repeat a course previously taken to improve mastery of that subject. However, credit can only be awarded the first time the student earns a passing grade in the course.

Graduation Ceremonies

Graduation of the senior class is planned for the last few days of the school year. Since each year's calendar varies, specific dates must be decided upon during the year. Appropriate announcements will be made.

Guidance And Counseling Services

The guidance department has counselors available to serve students. Any time students need to discuss their academic program or need assistance in solving a problem, they should see their counselor. Parents are also encouraged to contact their student's guidance counselor for assistance with student-related problems or for academic information. The guidance department maintains a college handbook library and career information files, has the EXPAN computer program that provides financial assistance, college search information, and career aptitude guidance.

The guidance office is open from 0800-1530 hours, allowing students to see a counselor before school, during lunch, or after school. Students may make appointments to see their counselor and to use the resources available in the guidance office through the guidance secretary. Students may be excused from class to go to the guidance office if they have a hall pass signed by a counselor. Emergency requests for appointments will be accepted immediately and feedback given to all teachers affected. Students must sign in and out on the guidance log to receive an excused absence.

In addition to the school guidance counselors, a counselor with the Army ASACS program is assigned to KHS and available to work with students and parents on alcohol and drug-related issues. (See ASACS.)

Hall Pass Policy

In order to be released from class during a class period, a student must receive a hall pass signed by a teacher indicating the date, time, and destination. Student agendas must be used as a hall pass and students must use their own agenda. Teachers will note on the calendar inside the handbook the time and purpose of student being release from class. Groups of students (2 or more) may, at the teacher's discretion, be allowed to leave the classroom; however, each student must be on a separate hall pass.

Student aides may be issued permanent passes covering authorized periods of official business.

Health Services

The Health Office is on the second floor in Room 217. Students desiring to see the nurse must obtain a pass from their teacher before reporting to the Health Office except in cases of serious emergencies.

The emphasis of the school health program is health education. While parents have primary responsibility for health care, chronic and acute medical problems which interfere with a student's learning often are identified at school. At the high school level, self-responsibility for one's state of health is emphasized. The school nurse will coordinate with all concerned for the best means of dealing with a health problem.

Students who are ill should stay home. Students with communicable diseases expose large numbers of others to the illness. Moreover, someone who is ill obviously cannot give full attention to school work. Students who become ill during the day should report to their teacher and request a pass to the health office. The school nurse will evaluate the illness and call parents to pick up students who are too sick to remain in school. Students reporting to the nurse are required to sign in and out in the logbook to receive an excused absence.

In emergencies, the school will attempt to notify the sponsor without delay. In the event the parents cannot be reached in an emergency, each parent should designate an emergency contact. Students will not be allowed to leave the school without sponsor approval except in the case of emergency when an ambulance is deemed necessary. Therefore, it is imperative that the school has both the sponsor's current unit telephone number and an alternate emergency number.

Students with undiagnosed skin disorders, head lice or suspected communicable diseases will be excluded from school and will be readmitted only with a doctor's certificate.

Health Services Offered at KHS — The school nurse is available to provide direct care and make decisions regarding the following types of emergencies, allergic reactions, asthma attacks, diabetic reactions, head injury, seizures, possible broken bones or sprains, eye injury, severe bleeding, breathing problems, and any life threatening emergency.

- When students are bleeding badly, experiencing shortness of breath, or are unable to walk the nurse will be notified and will go to the site.
- The nurse screens for vision and hearing problems, scoliosis and other back problems, high blood pressure and other health problems as needed.
- The school nurse offers guidance for students in identifying health problems and using appropriate health resources in the community. Assistance is provided in understanding and adjusting to health and related problems. Information and counseling is available for health problems such as diet and weight control, stress management, depression, extreme fatigue, pregnancy, birth control, acne, frequent headaches, colds, and infection.

- The nurse maintains an extensive file of current health education materials. These materials are available to students working on health related class projects or for students wanting to learn more about their own health related issues.

Adolescent Clinic Service — Medical staff from Landstuhl Regional Medical Center provide sports physicals, care for students with infections, strains, sprains, cuts, follow-up care when needed for students with chronic conditions. Students 15 and older requesting confidential health services will be seen in the clinic as well. The services offered include pregnancy testing and counseling, testing for sexually transmitted diseases, birth control, and addressing other health issues and related concerns. Students are encouraged to talk to their parents or guardians.

Confidential services are provided by army regulation 40 - 66. The privacy act section 552-a provides confidentiality to students from ages 15 through 17 seeking or consenting to treatment in a program where regulation or statute provides confidentiality of records and he or she has asked for confidentiality.

Medication Policy — In keeping with the concept of self-responsibility, school personnel will not administer medication except for emergency medication for life threatening conditions such as severe allergy, asthma, or heart conditions. In such cases, written permission is required from the parent along with written instructions from the student's physician.

If a student is taking medication on a regular basis for any physical or emotional condition, this information should be reported to the school nurse for inclusion on the student health record. If possible, prescribed medication should be taken at home rather than at school. If a prescribed medication must be taken during school hours, students must take responsibility for self-administering of the medication. Only one or two doses, properly labeled, should be carried to school. Medications that are considered controlled substances, such as Ritalin, Dexedrine, etc., must be brought to the nurse's office by the parent and counted and logged in with the school nurse every time medication is delivered.

The school nurse does not dispense over-the-counter drugs such as aspirin, Tylenol, and cold remedies. Students with chronic complaints, like headaches, can often eliminate their problem through adequate rest, good nutrition, exercise, and other stress reducing techniques.

HOMEWORK AND HOMEWORK ASSIGNMENT

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 KHS 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.

When students are absent from school for illnesses or other emergencies, sponsors may request that teachers give assignments for students to work on at home. Teachers will be notified of the request on receipt. If the request is received before the lunch hour, teachers are expected to have assignments in the Student Affairs Office (SAO) by 0845 the following day. If the request is made in the afternoon, the teacher is expected to have assignment in the SAO by the afternoon of the following day. Because of the nature of some assignments and lessons, (e.g., science labs, group projects) a student may not always be able to do all required work at home.

Immunizations

All students in DoDDS schools must provide proof of immunization against diphtheria, Pertussis, Tetanus, Measles, Rubella, Mumps and Polio. The second MMR is required. Students new to DoDDS as of school year 1998/99 also are required to be inoculated against Hepatitis B (a series of 3 shots) and varicella, or chicken pox (2 doses). Proof of immunization is required before a student can be enrolled in school.

Locker Assignments

Each student will be assigned a hall locker. Locks are provided by the school. All other locks will be removed by administration. Students should not share lockers or give other students their combinations. Care and maintenance of assigned lockers is the responsibility of the student. Locker privileges may be lost if proper care is not given. 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 materials must be removed when lockers are changed, the student transfers, or the school year ends. Periodic locker inspections will occur throughout the year. Generally, students will not be dismissed during class to go to lockers.

Warning: Lockers are not secure and may be easily compromised.

1. Student lockers will be assigned by the SAO.
2. The locker should be secured at all times. Valuables should NOT be left in the hallway lockers.
3. Students may not share lockers unless so assigned.
4. Students may not switch lockers unless cleared with the Student Affairs Office.
5. Lockers are subject to periodical inspection by the school administration.
6. Though assigned to a student, the locker remains the property of the U.S. Government. Abuse of the locker will result in the student being held financially liable to the U.S. Government.
7. All problems with lockers should be reported immediately to the Student Affairs Office. The school is not responsible for items that are lost or taken from hallway lockers. Incidents of theft should be reported to the proper military authorities and the assistant principal.
8. 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 will be cut off and contents will be removed. Valuables should not be left in the lockers at any time.

Lost And Found

Lost and Found is located in the Supply Room (Room 112). Students who find items should turn them in there. Students who lose items on the school grounds should go to Supply to see if they have been found. (Items remaining in the school's lost and found two weeks after the close of school will be disposed of.) Items left on buses are returned to the Transportation Office. Students should contact the Transportation Office at 480-2877.

Lunch Program

Students may purchase lunch in the cafeteria, bring a sack lunch from home, purchase food at one of the school concessions or in the Vogelweh shopping complex, or walk home for lunch if they live nearby. The cafeteria is operated by AAFES. Questions, comments, and concerns regarding the cafeteria should be addressed to that organization at 0631-90523.

Only Grade 12 has off-campus privileges for lunch. Grades 9, 10 and 11 are required to remain on campus during lunch. Parents must come to the SAO to sign students out during lunch; no notes or phone calls will be accepted.

Students in grades 9, 10, and 11 who violate lunch privileges will be assigned detentions, and given other disciplinary actions.

Seniors with off-campus privileges during lunch must eat in designated areas only. Students are restricted from going into Housing Area, BX, Power Zone, etc. Students who have parent permission to go home for lunch must have a signed permission slip on file in the office. Students must return to school and make it to class on time. Bringing food back to the campus is prohibited. Students who violate lunch privileges will be restricted to campus, assigned detentions, and given other disciplinary actions.

Media Center

The Media Center is open for student use from 0800-1500 hours. Passes are required during class time from the teacher to whom the student is assigned. A pamphlet outlining policies and procedures for the Media Center is available in the library. Food and beverages are not to be brought to the Media Center.

Open House

The high school conducts an "OPEN HOUSE" for parents in the fall of the school year. Notice will be given before the date so that interested parents may attend, see the school facilities, and meet the teachers. Please refer to the school calendar on page 6.

Parent Newsletter

The RAIDER REPORT, a newsletter for parents, is emailed monthly to the sponsor's address. The newsletter is sent electronically to parents who provide the school with their e-mail address.

Parent Support Activities

Booster Clubs - Two parent booster clubs operate at KHS. They are the Music and Athletic Booster Clubs. The purpose for these organizations is to foster interest, spirit, and enthusiasm for these programs and to provide financial assistance through fund raising activities. Membership is open to parents and students at KHS. Parents are encouraged to join and participate in the activities of the booster club that supports the activity their student is involved in.

Parent-Teacher Organization (PTO) — The PTO supports the academic and extra-curricular activities programs. This organization may conduct fund raising activities. It receives and distributes any moneys donated to the school from community groups.

School Advisory Committee (SAC) —The SAC is composed of an equal number of elected parents and professional school personnel, a student representative, a representative of the local Teacher's Association, the installation commander or designee, and the school principal. The committee is responsible for advising the principal on all matters affecting the operation of the school. Committee matters include school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs, and other education-related matters. Items for the agenda may be called in to the school office prior to the meetings (489-7541). All meetings are open to the public.

School Advisory Board — The School Advisory Board, composed of parent representatives from the KMC, meets regularly in an advisory capacity with the military command.

Volunteers — Many opportunities exist for parents who wish to volunteer at KHS. Those involved in volunteer activities may be registered as an American Red Cross Volunteer, if they desire. Anyone interested in volunteering should contact the School/Home Partnership Program leaders via the school office (489-7300).

Participation In School Activities

When students are not present in school due to their participation in a DoDDS-sponsored event (e.g. study trips), they are marked excused as long as the conditions addressed in the study trip and attendance policies have been met. All school-sponsored events that will result in student's missing school must be approved by the administration prior to their being organized. Students who miss school due to their participation in activities that are not sponsored by DoDDS (e.g., Boy Scouts' outings, AYA programs, etc.) will be marked unexcused unless the student brings a parent note to school stating out of school due to family outing.

Permission To Leave School

When a student must leave school for part of the day to keep a medical or dental appointment, he/she should bring an excuse note from home or the medical facility appointment office on the morning of the appointment. When the appointment time comes, the student should present the note and inform his/her teacher and go to the attendance office to present the note again and sign out. When the student returns, he/she should sign in again immediately on entering the building. The attendance office will issue an excused admission slip. Failure to sign out or in will result in the absence being marked unexcused.

Parents have the option of coming to the Student Affairs Office (SAO room 114) to sign out their dependent. Due to Force Protection, telephone calls cannot replace this procedure.

Personal Property

DO NOT bring valuables to school! Large amounts of money, expensive jewelry, walkmans, cell phones, CD Players, CD's radios, boom boxes, etc. should be left safely at home. Students and staff have suffered losses during the past years; musical instruments, calculators, expensive watches, radios, trading cards and clothing have been stolen. ***The school is not responsible for any lost or stolen items.***

Power Of Attorney

When a Power of Attorney is granted during a sponsor's absence, the person granted the responsibility must be an adult, preferably an authorized military sponsor or spouse. Students are not acceptable Powers of other students. When a Power of Attorney is required for a student during the sponsor's absence, a copy must be given to the Student Activities Office; this copy will be maintained in the school files.

Public Display Of Affection

Unseemly displays of affection between students at school are inappropriate. Physical contact may not go beyond holding hands. Excessive body contact such as kissing, embracing, sitting on laps, and wrapping arms are not allowed and fall under the school discipline code. (Refer to Discipline Policy.) In response to student behavior, some areas of the campus are off limits and will result in consequences for being in a restricted area.

Registration

Students returning to the KHS or transferring to KHS from Sembach or Kaiserslautern Middle School meet with counselors in the spring for advice concerning their program of study for the next school year. They receive registration packets to take home to parents. Parents should complete the registration forms and return the packets in person to the registrar during the announced registration dates.

Students enrolling in KHS for the first time will meet with school personnel at the time of enrollment to work out a course of study. Parents will be given registration forms that must be completed prior to the student's enrollment.

Schedule Changes

Once a student selects his/her courses and the student and parent sign off on the course selection, schedule changes will take place only in rare instances. Reasons such as "not liking" the course, personality conflicts, etc., are not valid reasons for a schedule change. Making decisions and choices of course selection and learning to deal with people are part of the overall educational process.

School Hours

The school is open daily during the week from 0730 to 1630 hours.

Seminar Expectations And Procedures

1. The purpose of the seminar period is to provide time outside the regular class period for faculty to provide additional academic assistance and support services to students. Examples of assistance and services include but are not limited to the following: re-teaching, making-up work, completing work not finished during the class period, retesting, conducting group counseling activities, providing computer time. The goal of the seminar period is increased student learning and achievement with the focus of meeting student's individual needs.
2. To leave the seminar class, a student must present a "seminar pass" initialed by the requesting teacher in advance of seminar. On leaving the seminar class, the student must sign out on the log and has five minutes to arrive at the seminar destination. Late arrival will result in a tardy.
3. All students who leave the seminar class with a pass for another teacher will be released from that class when dismissal bell sounds.
4. A student may sign out for one location. A pass from the requesting teacher must support in advance. Exceptions will be considered on an individual basis.
5. School rules are in effect for seminar class. Misuse of seminar or of a seminar pass will result in restriction to seminar class for specific length of time or restriction from a specific destination, detention, assignment to a special seminar, or suspension from school.

Note- Seminar is considered to be instructional time for students to work on assignments or to make arrangements to obtain help with mastering curriculum knowledge & skills, understanding assignments, or with obtaining missed assignments/taking missed tests, etc. Students need to obtain a written pass in advance for permission to go to a specific teacher during Seminar. Waiting until Seminar to seek a pass on the same day is too late. Students obtain Seminar pass from specific teacher in advance, report to assigned Seminar teacher at normal time and show the pass to Seminar teacher, after permission to go is given, students report to requesting teachers during the first 5 minutes of Seminar and remain for the duration of the Seminar period.

DoDEA Student No-Smoking Policy

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

KHS Smoking Rule

Due to the increase of smoker infractions during the school day, students will no longer be allowed by the bridge area or at the base bus stop any time during the day. This includes before, during, or after school (and other restricted areas as needed in response to students smoking). You are not allowed to be in the area of the teacher parking lot to include the building next to ROTC. If you are caught in these areas, except to go home across the bridge, you will be violating this RULE and as a result be kept after school, during lunch, or suspended. Any and all students observed in a group where smoking is occurring may be disciplined. As stated in the DoDDS-E Smoking Policy, you are not allowed to bring tobacco products to school. If you have possession of these items, your parents will be required to immediately pick you up from school or you will be suspended the following day.

Snowballs

Snowball throwing often results in both property damage and physical damage to individuals. In the interest of all students and personnel, snowball throwing is not permitted. Violation of this policy will result in disciplinary action/consequence.

Special Education And Resource Programs

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

Case Study Committee — This committee reviews all referrals and assessment results of students to determine eligibility for special education services; places eligible students in appropriate educational settings; and develops, reviews, and modifies, as needed, the individual educational program of students receiving special education services. It is composed of the principal or his designee, a classroom teacher, parents, the nurse, appropriate resource personnel (e.g., psychologist, speech therapist), and special education resource teachers.

Child Find — Each handicapped child is entitled to an education appropriate to his or her needs. Child Find is the on-going process through which DoDDS seeks to identify individuals from birth through 21 years of age who show indications that they may be in need of special education and related services. DoDDS provides special services in the following areas: communication impaired, physically impaired, learning impaired, and emotionally impaired. Parents who believe their student is in need of special services should contact the school for further information and assistance.

Special Education Administrative File — The Freedom Of Information Act, as amended 5 USC, paragraph 552 (1982), requires that decisions of hearing officers and the Assistant Secretary of Defense (FM&P) be indexed and made available to the public. The Department of Defense Education Activity (DODEA) has made copies of the related files available to all District Superintendents (DSO) and regional offices. Parents and school employees who wish to have access to this information may contact the high school.

Student Council

Officers elected by the student body are President, Vice-president, Secretary, and Treasurer. The Student Council itself appoints a Historian and Parliamentarian. Regularly scheduled meetings of the council board are held monthly. Students in each grade level elect class officers. Student Council members must maintain a 2.0 grade average and fewer than two minor discipline referrals to the office per year and no category C or D discipline referrals. Council Members who violate these requirements will be subject to probation or immediate dismissal from the Student Council.

Student Presence In Community Facilities During School Hours

During school hours community facilities such as the BX, commissary, etc., are closed to students unless the student is accompanied by a parent. During lunch periods, community facilities that offer over-the-counter food service to the general public (e.g., food mall, Bowling Center snack bar) are open to students.

Student Placement Committee

The Student Placement Committee reviews requests for out-of-the-norm placement of students. Examples of requests this committee reviews include early graduation, course changes after the semester has begun, placement in a course normally reserved for a different grade level. The committee makes a recommendation to the principal, who will make the final decision.

Student Responsibilities And Privileges

Education

1. All command sponsored students whose DoD sponsor elects to enroll them in a DoDDS school, Kindergarten (K) through grade 12, are entitled to a free public education, the purpose of which is to ensure that children overseas are able to return to stateside public schools without loss of stride. Other students may be enrolled on a space available basis. The educational enrollment rights and privileges are fully described in DoD Directive 1342.13, "Eligibility Requirements for Minor Dependents in Overseas Areas," dated July 8, 1982, with changes 1 and 2.
2. Once enrolled, it is the policy of DoDDS to accord all students, regardless of whether they are command sponsored or space available, the same educational opportunities and privileges regardless of their status. DoDDS administrators permit educational enrollment in the DoDDS schools without regard to race, religion, sex, creed, national origin, disability or intellectual ability, marital status or pregnancy. Students with disabilities who meet the eligibility requirements and enroll in DoDDS schools, have a right to a free, appropriate public education from age 3 through 21, in accordance with DoD Instruction 1342.12, "Provision of Early Intervention and Special Education to Eligible DoD Dependents in Overseas Area," dated March 12, 1996.
3. Teachers will periodically evaluate each student's performance, will regularly evaluate each student's assignments and return them to the students and will periodically inform students and their parents of student educational progress. Students, with the advice and consent of their parents, may make decisions when options are available regarding their own course of study.
4. DoDDS administrators will offer students who have been expelled the opportunity to continue their educational services outside of the school environment (see DS Regulation 2051.1, "Disciplinary Rules and Procedures," dated August 16, 1996.). Students who have dropped out of school and are still within eligibility regulations may return to school.
5. Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conformance to school rules and regulations. Students have a responsibility to notify school staff of behavior that may endanger the safety and well being of others. These responsibilities are more fully explained in DS Regulation 2051.1, "Disciplinary Rules and Procedures," dated August 16, 1996.

Antidiscrimination

1. Students and staff have the responsibility for fostering good human relations within the school by practicing courtesy and tolerance in their dealings with each other and with members of the school, staff, students and parents and other visitors.
2. Students enjoy the opportunity to participate fully in classroom instruction and in school activities unabridged and unimpaired because of race, religion, sex, creed, national origin, disability or intellectual ability, or marital status. DoDDS staff will extend equal opportunity to participate in educational and school-sponsored activities to all students.

Sexual Harassment

Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from adults and other students. Sexual harassment may occur when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by an individual is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Students must avoid certain specific behaviors that create an environment of sexual harassment. Engaging in the following behaviors may result in disciplinary proceedings against a student, consistent with DS 2051.1, "Disciplinary Rules and Procedures, dated August 16, 1996:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. 1Spreading sexual rumors.
6. 1Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. 1Touching an individual's body or clothes in a sexual way.
8. 1Cornering or blocking normal movements.
9. 1Displaying sexually suggestive objects.
10. 1Students are responsible for comporting themselves in a respectful manner and in accordance with the above guidelines. Any student who feels he/she has been sexually harassed should report the incident to a staff member or the school principal. The staff member or school principal, or designee shall investigate the matter and institute appropriate disciplinary consequences if warranted.

Freedom of Expression - Oral, Written, Symbolic, and Association

Student expression that interferes with the orderly conduct of classes or school operations, or that otherwise disrupts the learning environment or host nation environment is not permitted. Materials (electronic, written, or graphics) that are to be distributed on school grounds must be approved by the principal. The principal may edit the content or prevent dissemination of student publications on the school campus, including student newspapers, flyers, and yearbooks, if the principal determines that:

1. Dissemination of such material would reasonably lead to substantial disruption of or material interference with school activities or would endanger the health or safety of students.
2. The materials, libelous or slanderous (statements that are inaccurate or false that injure the person by damaging his or her reputation), or that cause personal humiliation, mental anguish, and suffering or cause other injuries is not permitted.
3. The material advocates the commission of a criminal act or is in itself a criminal act.
4. The material is lewd, offensive, or obscene.
5. Students may recite the Pledge of Allegiance and salute the American flag, but may decline to do so as long as they respect the rights of other who wish to do so. Students are responsible for showing proper respect for those who wish to participate in flag salutes or patriotic ceremonies, and to respect the customs and flags of all nations.
6. Students are responsible for the content of their expression and for ensuring that such expression does not interfere with the freedom of others to express them. Students also have a responsibility to avoid libel, slander, obscenity, profanity, and known falsehood.
7. Distribution of literature, announcements, posters, bulletins, and communications by individuals not directly connected with the schools, including students not currently enrolled, shall not be permitted without the express approval of the principal or his or her designee.
8. The principal may also restrict student speech, or the formation of school sponsored groups and clubs when necessary to ensure that they do not disrupt or interfere with school activities.

Personal Appearance

1. Students and parents are responsible for ensuring that student dress and appearance is clean and appropriate. Neither student dress nor appearance may create a health, sanitation, or safety hazard, violate any reasonable requirement for a specific course or activity, or cause disruption to the educational process.
2. Students may participate with school officials and parents in the development and dissemination of school policies concerning student dress and appearance.

Religion

1. DoDDS maintains a strict policy of neutrality about religion. It neither proposes to advance nor to retard religious exercise.
2. Teaching about Religion: DoDDS may teach students about religion as part of some secular curricular program (e.g., in classes, for example, about the history of religion, comparative religion, the Bible or other scripture-as-literature, the role of religion in the history of the United States and other countries). However, instruction how to practice or not practice any particular religion, indoctrination in or against particular religious beliefs and advocacy for or against any particular religious practice or set of beliefs are not part of the school program.
3. Although schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, schools may not observe holidays and religious events or promote such observance by students.
4. **Student Prayer:** Students may engage in private prayer at any time in the same manner in which they are able to engage in other speech—in a non-disruptive manner. Schools will not encourage or discourage prayer, nor offer time for or organize prayer as part of daily school activities. Students may read their Bibles or other scriptures, say grace before meals, and pray before tests to the same extent that they may engage in comparable non-disruptive activities.
5. **Graduation and Baccalaureate Ceremonies:** School officials may not mandate or organize prayer at graduation, nor organize religious baccalaureate ceremonies. If a school generally opens its facilities to private groups, it must make its facilities available on the same terms to organizers of privately sponsored religious baccalaureate services. A school may not extend

preferential treatment to baccalaureate ceremonies and may in some instances be obliged to disclaim official endorsement of such ceremonies.

6. **Religious Discussion and Expression:** Student expression of religious ideas is subject to the same rules applicable generally to any other speech. Students enjoy the privilege of engaging, on their own, in any discussions of religious ideas, views or beliefs. The freedom to engage in religious expression in school does not include the right to a "captive audience" listen, or to compel other students to participate. Students may also engage in religious practices that do not disrupt the educational environment. For example, students may read their Holy Scriptures, engage in private or group prayer, and organize student clubs or activities that promote religion. Students will respect the choices of other students to engage in non-disruptive religious activities.
7. **School Groups, Clubs and extra-curricular Activities:** Principals must ensure that the school does not sponsor, endorse, promote or discourage student groups, clubs or activities that are religious in nature. However, the principal may allow such groups to meet on school property so long as the school does not endorse the activity, discourage or encourage participation, or allow students to be coerced into participating.
8. **Sporting Activities:** The rules of behavior described in this section are not altered by the fact that the school-sponsored activity is a sporting event.
9. **Student Assignments:** Students may express their beliefs about religion in the form of homework, artwork, and other written and oral assignments, free from discrimination by school faculty or other students based on the religious content of their submissions. Teachers will judge such home and classroom work by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns identified by the school.
10. **Distribution of Religious Literature:** Students may distribute religious literature to their schoolmates.
11. **Student Clothing:** Students may display religious messages on items of clothing to the same extent that they are permitted to display other comparable messages. Students may wear particular attire, such as yarmulkes and headscarves, during the school day or at school activities, as part of the student's religious practice. School personnel will prohibit the wearing of such items if the conduct threatens to be disruptive or if the apparel consists of traditional garb (i.e., graduation caps and gowns).
12. **Religious Excusals/Release Time:** Schools enjoy substantial discretion to excuse individual students from lessons that are objectionable to the student or the student's parents on religious grounds. Teachers may prescribe suitable make-up work for a child as a substitute for missed activity, or may require a student to remain in the class and proceed with the study when the teacher can demonstrate a compelling reason why the child should not be excused. School officials may neither encourage nor discourage students from availing themselves of an excusal option.

Right to Complain

Students who believe that conditions of the school or decisions made by staff members are not in their best interests may present complaints to teachers or school administrators. Teachers and school administrators shall make themselves available or schedule appointments to hear these complaints. If a student is not satisfied that a complaint previously presented to a member of the school staff has been resolved satisfactorily, the student or his/her parent may request a meeting of the student, parent, and principal. The principal may require that the parent attend and shall, following the meeting, promptly inform the parent of his/her decision.

The student or his/her parent may appeal a principal's decision on a complaint to the district superintendent. The appeal must be submitted to the superintendent in writing within three days of the receipt of the principal's decision. The student/parent written complaint shall state precisely the reasons for dissatisfaction with the principal's decision and shall be limited to the matter under review.

Upon receipt of a complaint from a parent, the superintendent, or his/her designee, shall promptly review the complaint and inform the parent in writing of his/her decision within three days. The superintendent or designee may at his/her discretion include a meeting with the principal, parent and student as part of his/her review of the complaint. The decision of the superintendent or designee shall be final. The superintendent may waive the above timelines. The superintendent will notify both parties of any such waiver.

These procedures are more fully described in Dependent Schools regulation 2500.11, "Department of Defense Dependents Schools Complain Management System," dated September 7, 1983.

Student Government and Involvement

1. Students may question, examine, and discuss any issue relating to the school environment or to the policies, practices, proposals or authority of the school. School personnel will carry out their responsibilities as necessary and provide responsible student inquiry with a timely, direct and reasonable response. Students wishing to make responsible inquiries have the responsibility to pursue their inquiry and participate in disseminating information concerning issues they raise.
2. Students may establish and participate in student government that provides all students a voice in school affairs through a representative system. Student government should represent the interests of the students in a cooperative effort with the school faculty and administration.

Student Activities

Students who comply with all rules and regulations may participate in all school activities. Students may also participate in the planning of school activities. The selection of activities should be the result of mutual agreement between student organizations and school officials. Approved activities can function as long as they proceed in accordance with the conditions agreed to by student representatives and school officials.

School Property and Use of Facilities

1. Students may use school facilities, equipment, and services for student-planned activities scheduled through the school activity program.
2. Students have the responsibility for respecting school property and adhering to reasonable regulations governing the conditions for such use.
3. Students and their families may be held financially liable for acts of vandalism that cause damage to school property, including school buses.
4. Desks, lockers, and storage spaces provided by the school are school property and as such may be searched by school officials.

Search and Seizure - Students, Lockers

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

General Search: The principal or designee may conduct unannounced general inspections of student desks, lockers, and storage spaces provided to students by the school, which spaces are the property of the school, when there is a general notice that such searches may be undertaken. This manual hereby provides notice to all parents and students that principals may undertake unannounced inspections of school spaces. Unannounced searches may be

undertaken with the cooperation of the host installation military police. Dogs trained to sniff out contraband and weapons may be used in these inspections.

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

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

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

Off-Campus Events

1. Students who comply with school rules and regulations may attend and participate in school-sponsored off campus events and participate with school officials in determining the conditions under which those events take place.
2. Students have the responsibility for acting in accordance with school rules, installation regulations and host nation laws at all off-campus events.

School Records

1. The Privacy Act affords each student the right to expect the school to maintain accurate official student records for each student enrolled. These records contain official data pertinent to understanding the student's educational history (e.g. name, birth date, academic work completed, and grades received, disciplinary actions, medical histories, special education requirements, etc.).
2. Each student or their sponsor has access to his/her own school records. In the case of students under 18 years of age, their parents may restrict student access to their records. Students who have reached 18 years of age have access to and jurisdiction over their school records. A professional staff member will be available to assist a student or parent to interpret the contents of any student record.
3. Privacy of the student's records is the responsibility of the school administration and those people authorized access to the records. Access to a student's record is restricted to the student, the parents or sponsor, and persons with a "need to know" as more particularly described in the DoDDS Privacy Act Systems Notice. Generally, student record information may be released within the DoD on a need-to-know basis under the terms of the Systems Notice. The student records will be released within the school when the release is directly associated with the education of the student (e.g., to a teacher, counselor, or school nurse). Persons other than authorized school officials, or who are not recipients under the Systems Notice, will not have access to student records without permission of the parent and/or student. Student records may be released without a formal release by the student or parent when the release is formally requested by an authorized investigative agency. Student records also will be made available to recruiters and properly identified agents of Department of Defense investigative agencies upon presentation to the school principal of a written request, signed by the senior investigative official supervising the investigation, outlining the scope and

purposes of the investigation. An accurate accounting will be kept of all disclosures. However, neither parents nor students shall be advised of disclosures to law enforcement activities without prior authorization of the law enforcement agency concerned.

4. The parent and/or student has the right to challenge any information contained in the student's record which is considered of questionable validity and to enter into the official record a statement of their reasons for the challenge. This process is known as correcting a record.
5. Students and parents have the responsibility for periodically reviewing the student's record in order to determine the accuracy, completeness, timeliness and relevancy of the contents and to request corrections.
6. Parents of students have a right of access to student records. In the case of a child whose parents are divorced, both parents may access their child's records unless a court order explicitly restricts such access or denies custody to one or both parents.

School and Community Social Service/Medical/Family Advocacy Resources

1. Students have the responsibility for seeking information regarding available community resources and for seeking proper assistance regarding medical problems. Students and parents have the responsibility for informing the school of specific medical problems affecting the students. School officials have independent responsibility to identify students who may be in need of social services, family, or medical interventions and to report their observations and conclusions of need to the responsible authorities.
2. School officials will refer students to social service/family/medical resources available in the community. School officials will protect the confidence of students who request information to the extent compatible with legal duties to report certain types of behavior (i.e. suspected child abuse).
3. School officials will report information to military installation personnel when required by law (as in suspected instances of child abuse) or when a child's medical condition presents a threat to the health or safety of other students or the larger military community.

Nurse and Counselor Confidentiality

Students are encouraged to discuss their personal concerns with school nurses and counselors. These professionals have a responsibility to assist students to resolve their problems. Ordinarily, communications between a counselor or nurse and a student will be afforded the protection associated with sensitive, personal information. However, both nurses and counselors have legal duties to disclose certain information to proper military authorities. Generally, such disclosures are limited to reports of child abuse. However, revelation of conduct or behavior that may tend to threaten the health or safety of other persons may also be grounds for disclosure.

Study Trip Policy

- A study trip is thought of as part of the regular school curriculum. All students in the class participating in the trip will be given the opportunity to participate. The sponsor of the study trip is responsible for informing other teachers of the date, time and participants going on the study trip a minimum of 5 school days in advance.
- When participating in a study trip, students will be marked absent from school, but the absence will be considered excused. The parental permission form insures that the absence from the other classes and other school activities is excused and that the student has the right to make up missed work in those classes as a result of the study trip.
- The KHS Discipline Policy and Procedures applies on all study trips. Offenses of the policy on study trips will be acted upon in the same manner as offenses on the school campus. (See Behavior Expectations, p. 25.)

- There will be no study trips during the last week of the 1st and 3rd quarters and the last two weeks of the 2nd and 4th quarters (end of fall and spring semesters). Fourth quarter study trips will be limited.

Procedures

- The teacher will inform students of an upcoming study trip.
- The teacher will give students a parental permission form, which includes a Power of Attorney.
- Each student attending the study trip will have the form completed and returned to the teacher prior to participating on the study trip. No student will attend a trip without a slip on file with the teacher.
- An itinerary and contact point will be supplied to the parents 5 school days prior to the study trip.

Study trips requiring an overnight stay:

- A mandatory meeting with parents, sponsoring teachers and chaperons will be held prior to the study trip.
- Students will also take a teacher permission form to each teacher five (5) days prior to an overnight trip for each teacher's recommendation, as well as school work assignments. Parents and a school administrator must also sign this form. School work for other classes must be prepared in advance by the students who participate in an overnight trip whenever possible.
- When traveling outside of Germany, the student's ID card number and passport number must be submitted to the sponsoring teacher. A list of these numbers will be kept in the Student Activities Office during the duration of the study trip.

Duties and responsibilities on a study trip:

All participants shall:

- Maintain a positive image in the host nation while on the bus and on site.
- Refrain from consuming intoxicating beverages and illegal drugs.
- Abide by the KHS discipline policy.
- Follow all reasonable requests and/or directions of an adult.
- Make the sponsor aware of any special needs (i.e., medical problems, allergies, etc.).

Trip sponsor shall:

- Have a list of telephone numbers for emergencies. This list will be distributed to chaperoning teachers and parents.
- Provide for appropriate supervision of students throughout the trip.
- If a student's behavior warrants, contact the sponsor for student pick-up at the site.

Telephone Use By Students

Military and civilian phones are for official use only and are not available for students' personal use except in an emergency.

Testing Services

Scholastic Aptitude Test (SAT) — Measures students' mathematical and verbal abilities with emphasis on reasoning. The student in evaluating his/her chances for college success can use scores received. Seniors and juniors applying for college admission take the SAT.

SAT II Subject Tests — Attempts to measure a student's knowledge of a specific subject and his ability to solve problems related to that subject. Achievement tests are offered in American History, Chemistry, English, European History and World Cultures, French, German, Hebrew, Latin, Literature, Mathematics Level I, Mathematics Level II, Physics, and Spanish.

American College Testing Program (ACT) — Is designed to measure student ability in English, Mathematics, Social Studies, and Natural Sciences. Usually taken early or in the middle of the senior year. Juniors applying for early admission may want to take it late in their junior year.

PSAT/NMSQT — The National Merit Scholarship Qualifying Test (NMSQT) and the Preliminary Scholarship Aptitude Test have been combined to form the PSAT/NMSQT. The NMSQT has been the screening test for the National Achievement Scholarship Program for Outstanding Black American Students.

Advanced Placement Examinations — Offers a student an opportunity to receive advanced placement and/or credit upon entering college. The examinations are administered to advanced placement candidates each May. Students taking AP classes are required to take and pass exams before weighted grade is given. Examinations are returned to the Educational Testing Service for scoring. Participating colleges and universities then grant credit and appropriate placement to candidates presenting qualifying grades. Advanced placement examinations are available for the following subject areas: American History, Art History, Studio Art, Biology, Chemistry, Classics, English, European History, French, German, Literature, Calculus, Music, Physics, US Government & Politics and Spanish.

School-Wide Achievement Testing — Student achievement is measured through the use of Terra Nova, which is given in the spring of each year. The test is administered to students in grades 9 through 11. Parents receive a copy of their student's scores reported in percentiles, allowing a comparison to student's stateside counterparts.

Textbooks And Other School Property Responsibilities

Textbooks are issued to students by the school are the responsibility of the student. Full publisher's price will be charged for lost or damaged books.

Other school property issued to students (e.g., uniforms, library books) becomes the responsibility of the student on issue. Loss of or damage to the property will be charged to the student.

All furnishings in classrooms, offices, and other school areas are government property. Marring, defacing, or otherwise damaging this property is prohibited. Students who willfully damage government property will be charged for the damage.

Students may not clear school until their textbooks and other school property accounts are cleared. To pay for lost or damaged government property, a check or money order made payable to "US Treasury" is required. Cash is NOT acceptable.

Transportation

DoDDS-Europe Transportation Management Office (DETMO) assumes responsibility for all bus transportation for KHS students. All students who require bus transportation to school must register at the DETMO office. Students will receive bus passes, must have them in their possession, and show them when riding the bus. School bus behavior rules and expectations will be distributed when students are registered, and responsible student behavior will be expected at all times when boarding, riding, and exiting buses. Safe transportation of students is an overriding concern. The military community enforces the school bus behavioral policy.

Unauthorized Items

A list of unauthorized items and consequences for possessing unauthorized appears in the DISCIPLINE section of this handbook.

Visitors

Parents are encouraged to schedule time to meet with teachers as needed. However, due to Force Protection procedures, guests are discouraged. As a general rule, neither guests nor students who attend another DoDDS school or who attend a stateside school will be allowed to accompany a KHS student to school.

All visitors to KHS must sign-in in the Visitor's Log in the SAO office (Room 113). They will be given a nametag to identify them as a visitor to the school. When leaving the grounds, visitors are to sign out in the log.

Weekly Progress Report

Parents may request that their student receive a weekly progress report. The student should pick up a weekly progress reporting form in the Guidance Office and hand carry it to each teacher. It is suggested that the student pick up the form on Thursday morning so he/she will have the opportunity to see all of his/her teachers by the end of the day on Friday. This method of tracking student performance is not mandatory, but parents may use it in order to stay abreast of their student's work.

Withdrawals And Transfers

The registrar will provide school clearance forms to withdrawing students on the basis of a parent note or a copy of the sponsor's orders. Students must clear school on their last full day of attendance. They will receive a clearance form, which they must present to each of their teachers. Occasionally, an emergency situation will require a student to clear school within a brief period of time; however, such emergency situations should be minimal. Withdrawing students will receive a course grade to the date of withdrawal.