

BITBURG HIGH SCHOOL



PARENT / STUDENT HANDBOOK 2012-2013

Patrick Gross, Principal

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DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000



August 22, 2012

**A Message from the Director, DoDDS Europe
Back to School Greetings**

As we prepare to begin a new school year, I want to extend a "Welcome Back," to all of our administrators, teachers, parents and students. I hope that everyone had a relaxing and enjoyable summer.

Speaking as a lifelong educator, this is the best time of year. Not only is the beginning of the school year a great opportunity to renew our commitment to our very important work, but it is also a time of excitement as we wonder what the new school year will offer. Hopefully over the summer, you took the opportunity to step back from the routines of the classroom and school to recharge your batteries. Now it's time to get back to work.

For our students returning to school, this is a time filled with anticipation and excitement as they prepare to reacquaint themselves with friends, develop new relationships, and enter the next grade level. For students new to DoDDS Europe, or entering school for the first time, this is a very special time indeed.

For our administrators and staff, we are living in a time of transitions and transformation. As the military footprint in Europe gets smaller, DoDDS-Europe will contract with it. This is the last school year for the Heidelberg schools, whose closing will mark the end of an era. For the employees in Heidelberg, worry not. Ms. Fitzgerald, DoDEA Director, made a commitment to look out for our employees impacted by transformation, as have all of the leaders in DoDDS-E.

We will see new superintendents in 4 of our 5 districts. Frank Roehl has assumed responsibility in the Isles District and Kent Worford is now leading the Mediterranean District. We are currently in the process of recruiting for the Bavaria and Heidelberg superintendents. Until then Joan Islas and Steven Sanchez will serve in an acting capacity in those respective districts.

To all of our DoDDS-Europe administrators, educators and staff, thank you for your continued loyalty to our students and schools, and especially to the military communities we serve. I am proud to serve as your director and humbled to work with such fine educators who are inspirational role models for our future citizens.

Welcome back and have a great first day!

Dr. Nancy C. Bresell
Director, DoDDS-Europe



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
KAISERSLAUTERN DISTRICT
UNIT 3405
APO AE 09021



22 August 2012

I am delighted to welcome you to the Kaiserslautern District for School Year 2012-2013! Our district is committed to providing every possible opportunity for your child to be successful, armed with the skills critical to living and working productively in our 21st Century society.

Research clearly indicates that when parents take an active role in the education of their children, student achievement increases. Toward that end, I want to share the Kaiserslautern District Vision with you, and invite you to become part of our vision.

First, we are Standards Based: This means that the DoDEA standards and 21st Century skills are the basis for prioritizing what we teach and how we teach. Second, we are Data Driven: All assessment data, to include grades, attendance, and performance on a variety of assessments, as well as the "soft" data, to include issues children are dealing with such as deployments and PCS moves, must be addressed in order to maximize student learning.

Third, and most important, we are Student Focused: We are committed to knowing and understanding every child's uniqueness. This means that we are dealing with the "heart and the head" of every child, ensuring their needs are addressed, and expecting and working toward every student's maximum potential.

Fourth, Highest Student Achievement for all students: All means each and every child that comes through the doors of our classrooms. We are committed to doing everything in our power to help every single child be successful. In order to do this most effectively, we need your help and involvement.

I invite you to join the teachers, administrators, support staff, and district office personnel in forging a strong collaboration based on our vision. We welcome you and hope that you will get involved in every aspect of our school program. There is no question that when all members of the school community commit to an open, honest, and ongoing dialogue, our students will be the winners.

We look forward to working in partnership with you to ensure a top-notch educational program for your child this year.

Dr. Dell McMullen
Kaiserslautern District Superintendent

Patrick Gross, Bitburg High School Principal

Dear Students and Parents,

Welcome to a new year in the proud tradition of Bitburg High School. We look forward to working as partners toward each of our students' success in school and in life. That partnership is like a three-legged stool, with level function depending upon contributions from student, parents, and school staff.

Our school faculty and staff are united in a mission to provide an exemplary education that inspires and prepares each of our students for success in a dynamic, global environment. In the Kaiserslautern district, we are standards-based, data driven, and most importantly, *student focused*, with a goal of ensuring highest student achievement for all students. Our teachers are highly qualified, talented, caring, knowledgeable, and enthusiastic—in short, they are outstanding.

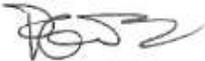
We have a supportive community, and active, involved parents: keys to student success. I look forward to continuing and building upon that positive dynamic. Parents, please never hesitate to contact your son's or daughter's teachers, counselors, or the school administrative staff as an active participant in your child's education. Contact information is included in this handbook.

Students, know this: Bitburg High School is all about you; at the end of the day, you ARE Bitburg High School. I encourage your robust involvement, not only with ownership of your education and your post-high school goals, but also with active participation in sports, clubs, and extra-curricular activities. We have broad and varied offerings in academics, athletics, and activities—I challenge you to pursue personal and shared excellence in each of those venues. The cliché is true: you will get out of your high school experience what you put in to your high school experience. I challenge you to put in your all.

This handbook should provide a comprehensive overview of the expectations at Bitburg High School. The handbook was developed with input from SAC, the FEA and the Student Council. It will continue to be updated and revised as new policies and procedures are implemented; the most current version should be available on the school website.

With those practices and policies, but more importantly, with that three-way partnership in mind, let's make it a great year!

Go Barons,



Patrick Gross, Principal

ABOUT BITBURG HIGH SCHOOL

Accreditation

Bitburg High School is accredited by AdvancED. In April 2006 the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and the National Study of School Evaluation (NSSE) came together to form one strong and unified organization under the name AdvancED. Every five years a site visit team reviews school records, interviews stakeholders, and observes the operation of the school as part of the accreditation process. The last site visit was conducted in May 2011. The school was fully accredited and received a rating of Highly Functional in the standards of

Teaching and Learning, and Stakeholder Communications and Relationships. A copy of the site visit report is available for review by students, staff, parents and patrons of the school.

School Profile

Bitburg High School is a Department of Defense Education Activity (DoDEA) school located in the Eifel region of South West Germany. This is a rural area with many small farms providing the majority of the economic framework. The city of Bitburg has about 20,000 residents, and the largest employer in this area is the Bitburg Brewery. The second largest employer is the 52nd Fighter Wing.

The hosting military organization is the 52nd Fighter Wing of the 3rd Air Force, at Spangdahlem Air Base, and dependents of military and civilian personnel serving there make up the vast majority of students at BHS.

BHS serves about 220 students in grades 9-12. Our school has 37 dedicated staff members, with 27 classroom teachers, an information specialist, two counselors, a principal and an assistant principal, a school nurse, and several non-certificated support staff. Services are also provided by complex-wide specialists such as a speech pathologist, a school psychologist, and educational assessors, and a strong district-level support system. Over 75% of our certified educators hold a masters degree or higher, and our average staff member has been with the school for 6 years. Our overall student to educator ratio is approximately 6 : 1.

Our students perform extremely well on standardized tests when compared to the national average, with over 75% showing scores in the top two quartiles in all subjects, and very few students in the lowest quartile. Additionally, our scores show ongoing growth in achievement over time. Overall, our average student GPA is 3.3. For the past five consecutive years, Bitburg High School has graduated 100% of its seniors, with almost all going on to immediate higher education, service in the armed forces, or other employment.

BHS offers the benefits of a small school, with individualized student focus and a family atmosphere, along with the benefits of a large school—a strong college-preparatory program of study, eight Advanced Placement courses, vocational programs, multiple elective offerings, and robust athletics and activities opportunities beyond the classroom.

Our students agree: it's a great place to be!

Administration

Principal: Patrick M. Gross
Assistant Principal: Kaawa Fulton
Secretary: Annemarie Schaefer
Registrar: Kristen Wenke
Counselors: Jennifer Heinen (Grades 9 and 11)
Jesus Posadas (Grades 10 and 12)

School Address: 52 MSG/CCSH-B
Unit 3820, Box 50
APO, AE 09126 - 0050

Phone Numbers: DSN: 452-9202, 452-9337
Civilian: +49 (0) 6565-61-9202 / 9337
Fax: +49 (0) 6561-940-905
Civilian numbers effective Sept. 15, 2012: +49 (0) 6561 18713 / +49(0) 6561 604 9618

E-mail: BitburgHS.Principal@eu.dodea.edu
School Website: www.bitb-hs.eu.dodea.edu

School Colors and Mascot

Our school colors are BLUE and RED, with white as an accent color. Our mascot is the BITBURG BARON.

Department of Defense Education Activity: Administration Contact Information

DoDDS-Kaiserslautern District

Dr. Dell McMullen, Superintendent of Schools
Dr. Liz Dunham, Assistant Superintendent

Unit 3405

APO, AE 09021

Phone: 0631-536-5905

From the U.S.: 011-49-631-536-5905

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Office of the Director, DoDDS-Europe

Dr. Nancy Bresell

DoDDS Europe Director

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DoDEA

Ms. Marilee Fitzgerald, Director
Department of Defense Education Activity
4800 Mark Center Drive
Alexandria, VA 22350-1400
Office of the Director 571-372-1885

OUR VISION

At BHS, we fully embrace the Kaiserslautern District Vision. We are:

**STANDARDS BASED,
DATA DRIVEN,
and
STUDENT FOCUSED
For Highest Student Achievement**

OUR MISSION

At BHS, we work to realize the DoDEA mission:

To provide an exemplary education that inspires and prepares all students for success in a dynamic, global environment.

“A World-Class Education in a World-Class Environment.” (WCE²)

GUIDING PRINCIPALS

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

BHS SCHOOL IMPROVEMENT GOALS

The school’s **Continuous Improvement Plan (CSI Plan)** is based on AdvancED guidelines, the DoDEA Strategic Plan, and ongoing input from the school’s stakeholders (parents, students, teachers, and community members). Please contact the principal for more information on specific opportunities for involvement.

Our Improvement Goals:

Goal 1: Students will increase performance on critical analysis of data as measured by a local assessment to be developed with the triangulation of data through system wide standardized tests.

Goal 2: Students will increase the ability to use critical reading skills in the content areas.

We evaluate progress using a variety of data, including information from our students' performance on the PSAT, the TerraNova, and local assessments.

Section 2: Logistics

SCHOOL YEAR CALENDAR – Bitburg High School

Wednesday, August 22	Reporting Date for Teachers
	<i>FIRST SEMESTER</i>
Wednesday, August 15	Fall Sports Start Date
Monday, August 27	Begin First Quarter and First Semester
Monday, September 3	Labor Day – Federal Holiday Observed
Thursday, September 13	BHS Open House
Friday, September 14	DoDEA Training: Eifel Complex Early Release – 11:10 AM
Saturday, September 29	Homecoming
Friday, October 5	No School – Eifel Complex CSI Staff Development Day
Monday, October 8	Columbus Day – Federal Holiday Observed
Wednesday, October 17	BHS – PSAT
Saturday, October 27	BHS – ACT
Thursday, November 1	End of First Quarter
Friday, November 2	No School – Teacher Work Day
Saturday, November 3	BHS – SAT
Monday, November 5	Begin Second Quarter
Friday, November 9	Parent Conference Day - No School for students
Monday, November 12	Veterans Day – Federal Holiday Observed
Tuesday, November 13	Winter Sports Start Date
Thursday, November 22	Thanksgiving – Federal Holiday Observed
Friday, November 23	No School – Thanksgiving Recess Day
Saturday, December 1	BHS - SAT
Saturday, December 8	BHS ACT
Wednesday, December 13	Accelerated Withdrawal date for PCS
Monday, December 24	Winter Recess Begins
Tuesday, December 25	Christmas – Federal Holiday
Tuesday, January 1, 2013	New Year’s Day – Federal Holiday Observed
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day – Federal Holiday Observed
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	No School – Teacher Work Day
	<i>SECOND SEMESTER</i>
Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 4	No School – Parent/Teacher Conference Day
Saturday, February 9	BHS ACT
Monday, February 18	Presidents Day – Federal Holiday Observed
Monday, March 4	Spring Sports Start Date
Monday, March 11 - 15	Terranova3 Test Week
Monday, March 18 - 22	Terranova3 Make-ups

Friday, March 22	No School for students – CSI Day (All Eifel Schools)
Thursday, April 4	End of Third Quarter
Friday, April 5	No School – Teacher Work Day
Monday, April 8	Spring Recess Begins
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Thursday, May 16	Accelerated Withdrawal Date for PCS
Monday, May 27	Memorial Day – Federal Holiday Observed
Saturday, June 1	BHS SAT
Thursday, June 13	Last day for students Early Dismissal
Friday, June 14	No School for students – Teacher Work Day
<i>Total Days – School Year 2012-2013: 183 - Instructional Days; 190 – Teacher Work Days</i>	

BELL SCHEDULES

We use a block schedule with alternating “blue” and “red” days. Occasionally for special events other bell schedules are announced and used.

Regular Bell Schedule

<u>Time</u>	<u>'Blue' Day</u>	<u>'Red Day'</u>
0800	Warning Bell	Warning Bell
0805 – 0935	(Per1) Blue 1 (90 minutes)	(Per5) Seminar (90 minutes)
0940 – 1110	(Per2) Blue 2 (90 minutes)	(Per6) Red 2 (90 minutes)
1110 – 1150	Lunch (Warning Bell)	Lunch (Warning Bell)
1155 – 1325	(Per3) Blue 3 (90 minutes)	(Per7) Red 3 (90 minutes)
1330 – 1500	(Per4) Blue 4 (90 minutes)	(Per8) Red 4 (90 minutes)
1500	Dismissal	Dismissal

Delayed Opening Bell Schedule

<u>Time</u>	<u>'Blue' Day</u>	<u>'Red' Day</u>
1010 – 1105	(Per1) Blue 1 (55 minutes)	(Per5) Seminar (55 minutes)
1110 – 1150	Lunch (Warning Bell)	Lunch (Warning Bell)
1155 – 1255	(Per2) Blue 2 (60 minutes)	(Per6) Red 2 (60 minutes)
1300 – 1400	(Per3) Blue 3 (60 minutes)	(Per7) Red 3 (60 minutes)
1405 – 1500	(Per4) Blue 4 (55 minutes)	(Per8) Red 4 (55 minutes)
1500	Dismissal	Dismissal

CAMPUS MAP

Campus maps are available in the Main Office and the Student Affairs Office.

DAILY BULLETIN

Our bulletin is published daily and e-mailed to parent sponsors as well as to student Gaggle e-mail accounts. If you would like the bulletin sent to an additional e-mail account, please make that request in the Student Affairs Office (SAO).

Announcements for the bulletin must be endorsed by a faculty member and submitted to the SAO.

ENROLLMENT

To enroll in Bitburg High School, we need the sponsor/parent to submit completed enrollment paperwork (available from our registrar), current required shot records, and a copy of the official transcript from the preceding school. Students will meet with a counselor (who will need a transcript, report card, or official withdrawal papers from you), and schedule their classes. They may begin attending class the following day.

INCLEMENT WEATHER

On occasion, it may be necessary to cancel school or delay school opening because of inclement weather. Fog, snow and ice can make it unsafe for school buses to make their normal runs. When this occurs it will be announced on AFN (105.1 FM) as soon as possible in the morning. If school is delayed, students will report to school two (2) hours late (10:00 a.m.). On these days all buses also run two hours late. Because of rapid changes in road conditions from very early morning a two-hour delay is often declared initially. Continue listening to AFN. If it is later determined to cancel school for the entire day, updated announcements will be made. Please DO NOT telephone the school or AFN. Listen to the radio for school delay/cancellation announcements.

If you live in an area where there is no AFN reception, it is recommended that you plan now by determining a friend you can call, who receives that station.

Additional resources for school closure information include the Spangdahlem website, <http://www.spangdahlem.af.mil/>, and the School Liaison Officer, DSN 452-6942.

LOCKERS

The office assigns lockers and locks, and maintains an updated listing of locker assignments and lock combinations. Students may not share lockers, and are responsible for their own locker's security, contents, cleaning and care. Students and their sponsors may be held financially responsible for repair costs. Contents found in unsecured lockers will be removed, and students using a locker other than the one assigned may lose the privilege of having a locker.

Lockers remain the property of the school, and may be searched at any time. The school reserves the right to make general locker searches in conjunction with community or military police authorities, and school administrators may conduct a warrant-less search of an individual student's locker when there is a reasonable suspicion that the search will produce evidence that the student has violated the law or the school's rules.

Unsecured Property

Government and personal property are to be kept secure at all times on school grounds. Property left unattended or in unlocked lockers may be confiscated, and students responsible for the items may be subject to disciplinary action.

Unattended property not only gives the school an unsightly appearance, but it also can create safety and security problems.

LOST AND FOUND / MISSING PERSONAL PROPERTY

Please bring found items to the Student Affairs Office. Lost and found articles are kept until claimed or for a period of one month, after which school personnel may dispose of them.

In the case of missing personal property, notify the administration as soon as possible, and if necessary, military or host nation law enforcement and make a statement concerning the circumstances. Actions taken against suspects involved in a theft and subsequent legal process will depend on the evidence obtained through investigations conducted by the administration or law enforcement agencies.

LUNCH PROGRAM

Lunch is normally from 1110 to 1150. Bitburg High School is a closed campus; students remain on campus during lunch except in special circumstances.

AAFES holds the contract for the school lunch program and is responsible for menus, service, and pricing in the cafeteria. Full information is available via a link on the school website.

[\(http://www.shopmyexchange.com/Community/Schoollunch/\)](http://www.shopmyexchange.com/Community/Schoollunch/)

Parents are invited to join us during lunch; please remember to sign in at the SAO. During lunch periods, students are permitted in the cafeteria, the outside dining area, the courtyard near the skate park. During lunch students are restricted from classrooms and the second floor classroom hallways, the track, locker rooms, the gym and weight room (unless monitored and approved by the teacher in charge of that space).

MONTHLY NEWSLETTERS

A monthly newsletter is published and distributed to parents via e-mail and sent to other interested individuals who supply the school with their e-mail address. Parents, teachers and students may have information placed in the newsletter by contacting the Student Affairs Office. Articles and announcements must be submitted no later than the 15th day of the month preceding publication. All articles are subject to approval by the Principal.

POSTING NOTICES IN SCHOOL

All posters, handbills, or other types of advertisement for events NOT sponsored by DoDEA must have prior administrative approval before being posted on school grounds.

TELEPHONES

In urgent situations, students may use school telephones. A phone for student use is located in the Student Affairs Office and is to be used for school related business such as contacting parents. Parents are asked not to call the office with messages for the students except in the case of an emergency.

Student cell phones are to be turned off during school hours; they may be used before and after school, and during lunch. The school takes no responsibility for lost/stolen cell phones.

TRANSPORTATION

Busses

Bus transportation to outlying communities is provided via the DoDDS European Transportation Management Office (DETMO). The authority and the responsibility for school bus transportation at BHS belong to the Eifel Student Transportation Office (STO) located in Building 433 on the Spangdahlem Elementary School campus. Please direct any inquires about bus passes, bus routes, delays in students' arrival home after school, complaints or concerns to this office. The school bus office numbers are DSN 452-5340, or 06565-61-5340/5342. See also Bus Behavior in Section 5 below.

Driving Cars

We offer extensive bus transportation to students off Bitburg AB. Therefore, we strongly discourage students from driving to campus. If parents or sponsors deem driving necessary, they and the student must sign a contract and register the vehicle in the SAO. In the contract, the student will agree NOT to drive off campus during the lunch period, *nor* will they transport fellow students (to and from campus) without the express written permission from the passengers' sponsors or parents. Parents and student drivers are subject to discipline in the event of contract violation.

WEBSITE

The school maintains a dynamic web presence at <http://www.bitb-hs.eu.dodea.edu>. We encourage you to explore.

Section 3: Academic Program and Student Records

ACADEMIC RECOGNITION

Class Ranking and Eligibility for Academic Honors

The determination of grade point average for class ranking, valedictorian and salutatorian selection is based on student grades attained at the end of the second semester of the graduating year.

Students who are graduating early, i.e., after completing 6 semesters of high school, are eligible to compete for these honors. However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible.

Class rankings for graduation are determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades with a high school course code are averaged to determine class rankings for graduation honors. Grade 7 and 8 students who enroll in a foreign language and/or an Algebra I or higher level math course should be aware that credits earned in these courses can count towards high school credits, but grades will not be used to compute the cumulative GPA. Additionally, for entering freshmen in 2012-13 onwards, three of the four years of math must be completed at the high school.

Honors Diploma

The honors diploma is awarded to graduating students who pass at least four (4) Advanced Placement courses and maintain a GPA of 3.8 or higher through the last semester of their senior year, in addition to meeting all standard requirements for graduation.

Honor Roll

BITBURG HIGH SCHOOL HONOR ROLL

The school publishes honor rolls quarterly. These recognize achievement by students who have earned quarter grade point averages in the ranges 3.00-3.49 (Honor Roll); 3.50-3.99 (High Honor Roll); and 4.00 and above (Principal's Honor Roll). Students receiving an "F" or an "I" grade are not eligible for the Honor Roll.

National Honor Society

This program is sponsored by the school and the National Association of Secondary School Principals. Students are selected on the basis of academic achievement, community service and leadership. (See also National Honor Society in Section 6, below).

CURRICULUM

Advanced Placement Courses

The Advanced Placement (AP) program is sponsored by the College Board and Educational Testing Service. Courses are available in the following curricular areas: Art, Calculus, German, Spanish, English Language, English Literature, United States Government, United States History, and additional AP courses are available through the DoDEA DL/Virtual school offerings.

Advanced Placement examinations are administered during the month of May. Students are required to take the requisite AP examination in order to receive a weighted grade for the course; DoDEA assumes responsibility for the costs. More than 1000 colleges and universities offer up to one full year of college credit for qualifying scores of 3, 4, or 5 on the Advanced Placement examinations. Bitburg High School awards a weighted grade, and high school credit towards graduation for successful completion of the Advanced Placement course during the school year. The college/university the student is attending may grant college credit based on receipt of the scores from the student. Any student not taking the required AP exam is responsible for paying the \$13.00 unused AP Exam fee charged by College Board.

Controversial Materials Policy

The inclusion of controversial issues and/or teaching methodologies in any area of the school program should involve communication with sponsors prior to the use of any such material or methodology.

If a book, film, video or other assigned teaching material is challenged by a student or parent as being improper or unacceptable, the person with the concern should immediately schedule a meeting with the teacher to review the unacceptable material or assignment and attempt to resolve the situation. If this informal intervention doesn't result in a satisfactory solution, a committee consisting of the Department Chairperson, a parent, a student and the school's information specialist will be appointed to review the complaint. The committee will address the complaint and material as well as hear from both the teacher and the complainant prior to making a ruling. If the material has been previously challenged, the committee will make a decision regarding the outcomes of the current and previous challenges and make a recommendation to the principal, who will make a final determination with respect to the use of the material.

Curriculum Guides / Standards

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

GRADES AND REPORT CARDS

Grade Point Average

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

Mark	Grade Point Value	AP COURSES ONLY
A = 90-100%	4.0	5.0
B = 80-89%	3.0	4.0
C = 70-79%	2.0	3.0
D = 60-69%	1.0	2.0
F = 59% AND BELOW	0.00	
I = Incomplete	Not used in computation	
P = No credits or GPA points	Not used in computation	

N = No Grade	Not used in computation	
+ or –	Not used in computation	

Grading

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

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

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

The grading system will be explained to students at some time prior to the first quiz/test; likewise, the grading system will be explained to sponsors/parents at the school's open house. Upon request of a student, parent, or administrator, teachers can provide a written explanation of their grading policy.

Progress Reports

Progress reports are a means of keeping both students and parents informed of the student's current grade status in a particular class. These reports are sent to the sponsor during the fifth week of the grading period. They can also be requested from the teacher at any time. Bitburg High School schedules Gradespeed to send progress reports on all students to sponsors with accounts, thus keeping the sponsor apprised of the academic status of the student. Parents who may be concerned about their son/daughter's progress are urged to contact the teacher(s) involved or the Counseling Department at any time during the school year. Parents are also encouraged to sign up for Gradespeed to track students' progress in real time.

Report Cards

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

GRADUATION REQUIREMENTS

Required Courses	Units	Units (entering freshmen, 2012-13 and beyond)

Language Arts 9, 10, 11, 12 (2 full school years of ESL may be substituted for 2 full years (two credits of English))	4	4
Social Studies (1 credit of World History, 1 credit of U.S. History, and 1/2 credit in U.S. Government required)	3	3
Mathematics (1 credit each of Algebra and Geometry are required. The third math credit must have a course code of 400 or above excluding lab classes) <i>For freshmen entering during or after the 2012-13 school year, 4 credits of math are required, and 3 of the credits must be earned in grades 9-12.</i>	3	4
Science (Biology is required and either a chemistry or physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation)	3	3
Foreign Language (2 credits in the same foreign language are required)	2	2
Career Technical Education (1/2 credit must be in a computer technology)	2	2
Physical Education (PEF 301-Personal Fitness, PEL 301-Lifetime Sports and PEN 301-Physical Activity and Nutrition are required)	1.5	1.5
Fine Arts (Courses used to meet this credit must relate to: visual arts, music, theater, dance, and/or humanities)	1	1
Health Education	.5	.5
Sub-total for Required Courses	20	21
Sub-total for Elective Courses	6	5
TOTAL CREDITS	26	26

Twenty-six (26) credits should be viewed as a MINIMUM for successful high school preparation and/or completion. Parents are encouraged to help their teen plan for a full schedule (seven courses per semester/seven credits per year) whether or not those four years will be at Bitburg High School.

Students need to have a cumulative GPA of 2.0 to be eligible for a DODEA Diploma.

Early Graduation

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

Grade Level Classification

Grade level classification is determined as follows:

- 9th Grade Completion of 8th grade
- 10th Grade Student must have earned at least six (6) credits.
- 11th Grade Student must have earned at least twelve (12) credits and be able to meet all graduation requirements with normal scheduling in the junior and senior years.
- 12th Grade Student must have earned at least nineteen (19) credits and meet all graduation requirements with normal scheduling.

HOMWORK POLICY

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

Homework is an extra-class activity or project designed to accomplish one or more of the following:

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

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

Policy requires homework that is appropriate to both the class and the age of the student. For students in grades 9-12, expect 10 to 15 hours per week.

We believe that homework is an essential element in the educational process. Homework provides the student with the opportunity to:

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

All homework is to be reviewed in the class and evaluated, to ensure that it is meaningful to the student. The success of any homework policy involves the students, teachers and parents.

STUDENT SCHEDULES

Course Selection

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

Schedule Changes

Each student is provided an appropriate program of studies designed to foster academic and personal success. Placement of students is considered on an individual basis. Decisions reflect the best interests of the student.

Occasionally it is necessary to make changes in a student's schedule. Some student schedule changes may be initiated by the counselor or administration to meet master schedule needs, for example to balance class sizes and/or to allow students to take advantage of additional course offerings.

During the first week of a semester, a student's schedule may be changed at the request of the student with good cause. Parental approval/agreement is required. After the first week of the semester, schedule changes may occur to accommodate the special needs of the student, the school or both. Changes may be at the request of the teacher, the administration, or the parent. Changes require the approval of the gaining and losing teachers.

The principal must approve schedule changes that occur after the first two weeks of the semester, and transcripts may be affected.

TEXTBOOKS

All required textbooks are supplied without charge. Students are responsible for their care, and replacement if lost or damaged.

TRANSCRIPTS AND CUMULATIVE RECORDS

Cumulative Files

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

In addition, each student should maintain his or her own portfolio. This includes a 4-year or 6-year academic plan, graduation requirement checklist, activity record, resume, letters of reference, awards and special recognition, test scores, goals, and reflections. Counselors work with students to maintain an electronic portfolio on the school's network, as well.

Early Departure / Accelerated Credit

A student who withdraws from school with PCS orders within twenty (20) days of the end of a semester may be placed on an acceleration program that allows the student to earn full academic credit for the semester. The request for the acceleration program must be made through the principal's office at least thirty (30) days prior to the student's proposed withdrawal date. Teachers will provide additional assignments and assessment opportunities to cover the instructional time lost by the student's early departure. Teachers may require completion of semester finals. Copies of all acceleration work requirements are provided to students, parents and administration. Classes in which the student is currently failing are not normally approved for acceleration.

ACCELERATION IS NOT AVAILABLE FOR STUDENTS NOT MAKING A PCS MOVE. Acceleration programs are provided only in the case of PCS moves. A copy of PCS orders is required for a student to be placed on an acceleration program.

It is the job of the school, as a support agency within the military community, to cooperate with and facilitate the movement of military families. **When students depart school early because of a PCS move**, termination of an overseas assignment, or for other family connected reasons; the school staff will try to accommodate the student and family in every way. **The Early Withdraw dates are December 13, 2012 for first semester, and May 16, 2013 for second semester.** In accordance with this part of our mission, the staff will:

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

Students leaving school early for reasons other than a PCS move must request approval from the principal. However, the DoDEA Acceleration Policy is not intended for those desiring to start summer vacation sooner than the official last day for students. Parents are also advised that significant absences from school during the year in conjunction with a PCS move can negatively impact a student's academic program.

Transcripts and Records

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

Transcripts fewer than five years old can be obtained through the registrar. The following address is to be used by students when requesting transcripts more than five years old:

Prometric
DoDDS Program
1260 Energy Lane
St. Paul, Minnesota 55108

Telephone: (651) 603-3012 and (877) 471-9860

Fax: (651) 603-3008

Transferring from Bitburg High School

When transferring from Bitburg High School during the school year, parents/sponsors should:

- Advise the Student Affairs Office as early as possible before the departure date.
- Provide the Student Affairs Office a copy of the orders as soon as available.
- Advise each teacher of the departure date. The withdrawal date should not be more than two school days before the day of actual departure.

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

Section 4: Student Services

CHILD FIND and CASE STUDY COMMITTEE

The Child Find Program is the DoDEA effort to locate and identify children who may potentially have disabilities or medical conditions that impede learning and require individual and appropriate special education services. DoDEA is actively in search of these students so they can receive educational support through necessary interventions and/or the special education services. Teachers who learn of students who could be considered for services under this program should inform the principal, school nurse, or CSC Chairperson. Parents are also encouraged to contact the school regarding special education concerns.

Qualified teachers, consultants and other specialists use a variety of tests at the time a student is referred for the purposes of assessment and evaluation. Many tests for disabilities result in the identification of handicapping conditions that require special education services. A goal of DoDEA is to provide each student with the type of education he/she requires. Programs are provided for the following handicapping conditions:

Deaf / Hearing Impaired	Pre-School Handicapped
Speech Impairments	Blind / Vision Impaired
Physically Handicapped	Mentally Impaired
Learning Disabled	Seriously Emotionally Handicapped
Multi- Handicapped	Health Impaired

The Child/Case Study Committee (CSC) meets regularly for the purpose of identifying, programming and monitoring the educational needs of students with disabilities. Parents, as well as teachers, may make referrals to the CSC. Parents and teachers are required to sit as part of CSC meetings and eligibility determinations for special needs students. Contact with the specialists who support the CSC and parent referrals can be made through the Guidance Office 452-9202 or 06565-61-9202.

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

GUIDANCE COUNSELING

The guidance department is established to provide career, academic and personal counseling to the students of Bitburg High School. Students may be excused from classes for appointments with the counselor. Appointments are scheduled in advance; the counselor will send a hall pass for the student at the time of the appointment.

The pass must have the date, time and signature of the guidance counselor. The student presents the pass to the teacher in the class that meets at the time of the scheduled appointment. The signature of the teacher from the class being missed is also required on the pass.

The guidance office is open daily from 0800-1100 and 1145-1500. Appointments can be made for alternate times. In emergency situations, the student will be seen immediately.

Checklist for College Preparation

The following checklist is provided by the guidance department for college preparation planning:

Junior Year

Fall

- Take the PSAT in October.
- Start looking at colleges and universities that you may be interested in, and start planning ahead for the SAT I that will be coming around the corner sooner than you may think.
- Establish your own free account at www.fastweb.com. This is the monster scholarship search engine. Your profile will be matched against a bank of 600,000+ scholarships so check your submitted e-mail DAILY!!!

Winter

- Research College options through talking to seniors, and familiarizing oneself with guidebooks.

Spring

- Attend the college fair, talk with representatives from different colleges across the country and gain information about applications, deadlines, curriculum, scholarships and opportunities.
- Begin discussing college finances with your parents and develop a plan to pay for college.
- Begin exploring scholarship opportunities.
- Talk to seniors who have already gotten into college about their experiences.
- Visit the Education Center and become familiar with the college resources that are available.
- Meet with your counselor to discuss college options and graduation requirements
- Take the SAT and/or ACT PLUS Writing.
- By the end of your junior year check the individual college website online to see which one, if any, is required.
- Continue to monitor www.fastweb.com

Summer Prior to Senior Year

- Develop a list of colleges that are of interest to you. Consult the individual college website for details & applications.
- Send away for application forms for the colleges that are on your list (most of which are available on the web.)
- Visit as many of the colleges on your list as possible (virtual online tours), and/or participate in a summer activity such as an internship, university-based summer program, summer job or travel
- Update your resume to reflect accomplishments and activities through the junior year

Senior Year

Fall

- Take the SAT or ACT Plus Writing in the Fall, if needed or if not already taken. The official DoDDS test date is always the first Saturday in November.
- Meet with your counselor to discuss college options and to request a recommendation
- Narrow your list of college choices to a reasonable working amount (perhaps six) as applications are time consuming to complete and may require processing fees, which are nonrefundable.
- Determine if your college offers Early Decision or Early Action and observe the posted deadlines.

Winter

- Meet all application deadlines
- Consult again with your counselor regarding scholarship opportunities, and application deadlines—they are very important and can be found online or in the application packet.

- ❑ You and your parents must complete the Free Application for Federal Student Aid (FAFSA). This is a basic requirement for all college assistance programs including part time on campus jobs.

Spring

- ❑ Await the arrival of college decision notifications - meet with your counselor to review your options
- ❑ Continue to monitor announcements regarding local scholarships. Be sure to observe the deadlines and requirements.

HEALTH SERVICES

ASACS

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

An ASACS counselor's primary objective is to provide adolescents who are experimenting with, or who have had exposure to, alcohol or other drugs an opportunity to learn more about substance use and its impact. ASACS prevention program is for students who have not experienced drugs or alcohol, but who may be at risk for substance misuse. Referrals can be made by concerned teachers, peers, parents, or can be self-referrals.

School Nurse

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

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

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

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

Administering Medication - DoDEA Regulation 2940.2

Parents need to administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date. Prior to administering the medication, the physician and parent must complete and sign a permission-for-medication form (hold harmless letter). This form, with signatures of both the physician and the parent, must be on file before any medications (prescription and over-the-counter) can be administered to students or taken by students independently at school.

The school health office DOES NOT STOCK MEDICATIONS for students. The school nurse is not able to dispense any medications to students unless there is a doctor's order on file.

Medical Emergencies

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

1. The nurse
2. The Student Affairs Office
3. Any staff member

Any injury sustained by a student during class should be reported to the teacher immediately. The teacher will refer the student to the school nurse. The nurse's office is located in room 110. **It is critical that any student or staff injury that occurs on school grounds or during school sponsored activities be reported to the school nurse and to the administration.**

Students who need to see the nurse must first go to class and obtain a pass from the teacher. Exceptions will be made in an urgent/emergency situation.

Students are not able to rest in the nurse's office for extended periods. If the student cannot attend class and participate, then the student must be picked up to go home or to seek medical care.

Parents or emergency contacts will be notified to assume the responsibility for the student if they need to go home or to the medical facility. In an emergency, where time saving measures are essential, or when a student needs to be medically evaluated and a parent cannot be contacted, a German ambulance may be summoned to the school to transport the student to a local hospital off post. **PLEASE BE CERTAIN THAT TELEPHONE NUMBERS ON FILE IN THE OFFICE ARE UP TO DATE.** Send a note or call 452-9337/9202 or 06565-61-9337/9202.

Immunizations

Prior to enrollment in DoDDS schools, students must meet the following minimum requirements for immunization established by DoDEA:

Hep B – 3 doses

Hep A – 2 doses

Dtap – 3 doses (one after 4th b-day)

Tdap – age 11-12

Meningococcal – age 11-12

HIB – 2-4 doses (not given after age 5)

IPV/OPV – 3 doses (3rd dose after 4th b-day)

MMR – 2 doses

Varicella – 2 doses or documented history of chicken pox

The sponsor must have immunizations verified at the local clinic on the "certificate of immunization" and then return it to the school. This is a condition of enrollment into Department of Defense Schools and **NO STUDENT WILL BE ENROLLED AND PERMITTED TO ATTEND CLASSES UNTIL THIS IS ACCOMPLISHED AND IS ON FILE WITH THE SCHOOL NURSE.**

Health Service Procedures

Bring a doctor's note if students are restricted from certain activities for physical or health reasons. Parents should contact the school nurse if the student is expected to be out of school for an extended period of time due to illness or compromised health.

Bring a signed Hold Harmless Letter for the use of any medication in school, including medication purchased over-the-counter (Tylenol, ibuprofen, cough drops, allergy medication etc). Students may not carry medication on them in school unless there is signed paperwork in the nurse's office.

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

INFORMATION CENTER (IC)

The media center/information center (library) is centrally located on the second floor of our campus, and houses a wide variety of print and electronic media for student and staff use.

THE IC is staffed with a certified Information Specialist. The Information Specialist is available to answer questions, lend assistance, aid in the development and use of research skills and provide instruction in using the information resources available.

Computers with Internet access are available in the Information Center. A student must have on file an Internet Agreement signed by both the student and his/her parent/sponsor prior to the use of any computer in the school.

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

STUDENT SUCCESS TEAM (SST)

This committee reviews student situations where there is a concern on the part of faculty, parents, administration, or students regarding poor student performance academically, socially, or psychologically. Sometimes, cases are referred to the CSC (see Case Study Committee, above). More often, the SST develops an individualized action plan to address the concerns presented. The team presently consists of the school psychologist, guidance counselor, school nurse, administration, and teachers as appropriate. Parent referrals may be made by contacting any member of the team.

SEMINAR

First period on RED days is SEMINAR period at BHS; each student is assigned to a seminar. This period is a time for students to read, get help from a teacher, work on school projects, do research in the information center, work in the computer lab, get organized, and conduct other matters related to school. Students who do not use seminar effectively may be referred to administration for disciplinary action. It is the student's responsibility to prepare for seminar.

TESTING PROGRAMS

A number of voluntary national standardized tests will be administered throughout the year. The results of these tests can be of considerable guidance value to all students preparing for education beyond high school and some are of special significance for students seeking college financial aid through scholarships and loans.

Pamphlets describing these tests and application material are available in the Guidance Office. Some facts about these tests are given below:

THE SAT AND THE ACT

College Board tests include the **SAT** and the **ACT**. The SAT is required as an entrance exam by many colleges while the ACT, if required, is used for placement purposes by the colleges.

To register for the SAT and ACT the applicant must obtain application materials in the Guidance Office. It is then the applicant's responsibility to mail the completed form and fees to:

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

The SAT and the ACT tests are given several times during school year. Information regarding registration the cost and test site information is available from the school's guidance counselors. Currently, when registering online for testing, the ACT and SAT code for Bitburg High School is **576100** and the site code for BHS is **57625**.

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

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

This test is a shorter version of the SAT, and should be taken by the junior year for college bound students. The PSAT/NMSQT will be given in our school on Wednesday, October 12, 2011, and will enable students to:

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

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

THE ADVANCED PLACEMENT (AP) PROGRAM

AP is a program through which a student can earn college credit for course work that is verified by means of an examination. The College Board and Educational Testing Service sponsor the Advanced Placement (AP) program. DoDEA assumes responsibility for the costs to take the Advanced Placement Examinations for all students enrolled in Advanced Placement courses. Consequently, a student taking an Advanced Placement course at BHS is required to take the requisite AP examination in order to receive a weighted grade for the course. The AP examinations are given in May. (See also Advanced Placement in Section 3, above)

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

Section 5: Student Rights and Responsibilities

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

ANTI-BULLYING

DoDEA leadership is committed to making our schools safe, caring, and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; and may have as an overlay race, ethnicity, religion, gender, physical, or mental ability.

Staff at our school will do the following to prevent bullying and help children feel safe:

- Watch for signs of bullying behavior and respond appropriately
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Look into reported bullying incidents and respond appropriately
- Assign consequences for bullying based on the school discipline code.
- Provide consequences for retaliation against students who report bullying

Children and youth in our community are expected to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Discipline Procedures for Bullying in School

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

- Notifying parents/guardian of the incident and consequences
- Assisting the involved student(s) to find more appropriate ways to relate to peers
- Conferencing with teacher, principal, and/or parent
- Initiating a referral to a school counselor
- Providing corrective instruction
- Temporarily removing the student from the classroom
- Withholding school privileges
- Assigning classroom or administrative detention
- Suspending the student
- Recommending for expulsion

ATTENDANCE

DoDEA policy states that all students must attend classes regularly and punctually in order to remain enrolled, and that adherence to the school attendance policy is the responsibility of the parents and students.

The educators of Bitburg High School believe that education is important and necessary. It is very difficult to educate and relate to students who are not present. We believe that students should be in school as many of the school days as possible and, that parents should make every effort to ensure that the students are there. Not only does an absent

student miss out on what is happening in the classroom, he/she also misses the opportunity to impact the other students and teachers by his/her contributions. Education is a two-way street, and the communication occurring in class is far superior to just “making up the work.”

There are several school holiday periods during the year when family trips may be planned without loss of instructional time. Parents should consider the negative impact of school absence carefully when planning their vacations. Medical and dental appointments are not always easy to schedule, but with advance planning can be scheduled outside of the school day. Remember the class is not the same without students’ presence and contributions.

The Student Affairs Office and the school administration actively track attendance and address truancy and excessive absence through both disciplinary (detention, suspension, and ultimately expulsion) and support processes, including contacting the sponsor and/or the sponsor’s supervisor.

Absences

EXCUSED ABSENCES are granted for illness, family emergencies (e.g. severe illness or death in the family or local hardship situation), pre-arranged family trips (see PRE-ARRANGED ABSENCES, below), and medical appointments and religious observances that cannot be arranged during non-school hours. Excused absences are also granted to students participating in school-sponsored activities such as field trips, interscholastic activities and athletic events.

Extended absences due to hospitalization, emergency leave, etc., will be addressed on an individual basis by school administration.

For all excused absences, the completion of missed work is mandatory, and credit is granted (see MAKEUP WORK, below).

PRE-ARRANGED ABSENCES: If a student is to be absent for a reason other than illness or emergency, the pre-arranged absence process is required. This ensures that students are responsible for checking on assignments and make-up work prior to the absence. All paperwork must be completed three days before the absence begins. Any exceptions are handled on an individual basis with the principal. This “TRIP SLIP” process is as follows:

- The student brings a note from the sponsor explaining the dates and reason for the planned absence to the SAO, and receives a “trip slip.”
- The student takes the trip slip to each of his/her teachers for classes that will be missed. Each teacher will assign homework and endorse the slip.
- The form will be signed by the student’s sponsor, to indicate he/she has seen all teacher comments.
- The form is submitted to administration for approval.

Note that acceleration arrangements for final grades at the end of the school year are not authorized for family trips, only for PCS moves. (See Early Departure / Accelerated Credit policy, above in Section 3)

UNEXCUSED ABSENCES are recorded in cases of truancy, failure to provide a note following an absence (see ADMISSION FOLLOWING AN ABSENCE, below), attending non-school sponsored activities, “skip days,” oversleeping, babysitting siblings, missing the bus, and suspension from school. For all unexcused absences, the completion of missed work is mandatory; the classroom teacher determines the granting of credit, if any.

LEAVING SCHOOL GROUNDS: Students who need to leave school during the day for an excused absence or for an emergency are to be signed out in the SAO by a parent or guardian. Students may sign themselves out at the discretion of the registrar with parental permission via phone, note, or e-mail. Students leaving school without signing out are considered truant and subject to discipline. Career practicum students with a work site in the community are excepted, and will instead carry a pass authorizing them to be off campus during their CP periods. They are however required to sign in and out with their career practicum instructor.

ADMISSION FOLLOWING AN ABSENCE: Students are to report to the Student Affairs Office immediately upon their arrival to school following an absence. The student must bring a written note from the sponsor stating the date(s) of and reason(s) for the absence. Absences not cleared with a sponsor-signed, dated note specifying an excusable (see above) cause within one day following the absence, will be coded as unexcused. No student should be admitted to class following an absence without an admission from the office: a student who shows up without a pass should be sent to the office, and may be marked tardy for the class as a result.

MAKE-UP WORK is required for all absences. The time allowed for make-up work is based on the number of days (class periods) absent. As a rule, one day (class period) for make-up is allowed for each day (class period) of absence. After a reasonable time, and with appropriate notification to the student, the sponsor and the administration, make-up work may not be accepted for credit. The student is responsible for getting his/her make-up work from each teacher following an absence. Because Bitburg High School is on a block schedule, the make-up work is due at the next class meeting.

When a student is ill and it is anticipated the absence will be for more than one day, or when a student is suspended from school for discipline, sponsors may contact teachers to arrange to pick up homework assignments from the SAO, or to receive them electronically. Please telephone the SAO early in the day. The office will attempt to have work ready for pick up the next school day.

ATTENDANCE DURING SEMESTER EXAMS AND SCHOOL-WIDE TESTING: All students must be in attendance during scheduled semester examinations and system-wide (TerraNova) testing. Only medical emergencies supported with verification from a doctor or clinic will be granted excused absence status during these times. Make-up time for these examinations will be outside of the normal school day.

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

HALL PASSES: Students are not allowed in the halls during the time classes are in session without a hall pass from their teacher or from the office; students without valid hall passes are subject to discipline.

Tardiness

Tardiness is defined as being late for the start of a scheduled class. A student's tardy arrival disrupts learning for all students in class, and is a serious matter. Students can avoid unnecessary tardies with planning and preparation—by visiting lockers only before school and at lunch (e.g. carrying materials for two class periods at a time), and limiting visiting with friends during the 5 minute passing time.

Students arriving **late to school** for any reason must report to the SAO to sign in.

An EXCUSED TARDY pass is given by the office or by a teacher, for valid reasons, for example a scheduled appointment, or a teacher holding students briefly for conferences, assistance etc.

An UNEXCUSED TARDY is defined as late arrival to an assigned area or class without a valid, acceptable reason (and thus without an excused tardy pass). Three (3) unexcused tardy violations to any class during a quarter are deemed excessive, and violate the discipline policy.

Students reaching the third tardy will generally be assigned one day of detention to be served in the SAO. Thereafter, the following actions will be taken at administrator discretion:

2nd referral: detention – (three days)

3rd referral: suspension; to be determined by administration

BUS BEHAVIOR

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

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

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

All misconduct will be evaluated on a case-by-case basis: dependent upon severity, frequency and pattern of infraction, consequences as serious as suspension of bus privileges, school detention or suspension, and, ultimately recommendation for expulsion, may result from bus misbehavior. Spangdahlem Wing Command is notified of bus privilege suspensions.

DRESS CODE

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

- All students will wear shoes (appropriate for educational activities, i.e., athletic shoes for PE, protective shoes for science labs).
- Shirts must cover the midriff, cleavage and back. Straps on sleeveless shirts must cover undergarments.
- Spaghetti straps or strapless shirts are not allowed. Unbuttoned or un-zippered shirts require that an appropriate undershirt be worn.
- Garments with foul, provocative, racially inflammatory, sexist or tasteless words and pictures will not be permitted. Nor will any apparel with advertisements for tobacco, alcohol or drugs be permitted.
- Shorts are acceptable attire, particularly in warm seasons. Shorts and pants must be worn up around the waist. Shorts and skirts must be of acceptable length (mid-thigh). Biking shorts, leggings, and yoga pants require a shirt or top of acceptable length (mid-thigh).
- Hats, bandannas, do-rags, sweatbands, sunglasses, or any other headgear are not to be worn by members of either sex in the classrooms or in any areas inside the school buildings at any time, to include lunchtime and passing times.
- No student shall present himself or herself to the school in a manner that is plainly offensive or likely to cause disruption. The school, in its discretion, shall prohibit any cosmetics, jewelry (such as fighting rings or chains or

similar attachments), and clothing which it deems to have a substantial and disruptive or dangerous effect on the school atmosphere. Clothing items with gang affiliation or intention to cause provocation will not be tolerated. An example would be bandannas worn around the wrist, hanging out of a pocket, or strapped around a leg.

- A student may be sent home to change clothes if any attire is deemed inappropriate or unacceptable by school personnel. The sponsor will be required to pick the student up, transport them home and bring them back to school following established check out procedures. For students in the local housing area or students with driving permission, they may walk or drive home after parent phone contact and permission granted. Students may be subject to discipline for violating the dress code and/or refusing to cooperate with a request to bring his/her dress into compliance.
- Exemptions to dress code may be requested by a parent for religious or philosophical belief, disability, medical reason, or due to financial hardship. Administration has the final say in whether the clothing is appropriate for school.

DISCIPLINE

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

At Bitburg High School, we believe that students can learn to manage their own behavior. With this belief in mind, the following three general rules for conduct are established to guide the behavior of students:

- Students will respect the rights and property of themselves and others.
- Students will behave in such a manner as to create and maintain a positive learning environment.
- Students will respect the health, safety and person of others.

Students are to treat all staff members, substitute teachers, and adult volunteers with respect, and are to follow reasonable requests from them. This includes giving one's name or showing identification when asked.

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

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

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

To focus on academic and social growth, we use progressive steps in discipline matters when the learning environment or peaceful nature of the school environment is disrupted. Teacher discipline and parent contact generally precede discipline from administration, however this is handled on a case-by-case basis with attention to each individual situation. Disciplinary consequences range from counseling, parent contact, detention, work detail, in- and out- of school suspension, and ultimately to recommendation for expulsion.

If a suspension is given, the Spangdahlem Wing Commander is notified through the School Liaison Officer.

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

- While the student is on school property
- While en route between school and home, regardless of the mode of transportation
- During the lunch period
- While going to or coming from school sponsored activities such as field trips, sporting events, field trips, school assemblies and other school related activities
- When off-campus during the school day.

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

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

Suspension Practices: The principal may suspend a student from school for any of the previously enumerated reasons for up to ten (10) consecutive school days for a single incident of misconduct and for not more than ten (10) days per school year without a formal hearing

An informal conference to include the principal, or designee, the student and when appropriate the school employee who referred the student to the administration, shall precede suspension. During the informal conference, the principal or designee will share the reason suspension is warranted, and will allow the student to present information and evidence. After a review of all evidence and information, the principal or designee will make a determination and will inform the student of any disciplinary action that will be imposed.

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

- Contact the student's sponsor by telephone to inform him/her of the suspension.
- Provide a copy of the suspension letter to the sponsor, which includes a statement of facts leading to the suspension, as well as the date and time that the student can return to school.
- Notify the wing command, via the School Liaison Office, of the student's suspension.
- Notify appropriate law enforcement, if the law has been violated.

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

Students are responsible for classwork/homework during their period of suspension.

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

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

DRUG AND ALCOHOL ABUSE PROTOCOL

The school is one of many resources within the community for students desiring advice and assistance with drug and/or alcohol related problems. An atmosphere of trust between all involved parties – students, parents, teachers, counselors and administrators is necessary for this resource to function efficiently and effectively.

The use or possession of drugs or alcohol at school or school-sponsored activities subjects the student to disciplinary action.

If drug or alcohol use is suspected, the following steps will be taken:

- The faculty member who witnesses or suspects possession and/or use of alcohol or drugs will send the suspected student, along with an escort, to the nurse's office. It is best that the teacher accompanies the student. If this is not possible the teacher should provide a brief description of what leads him/her to suspect the student.
- The school nurse will make the initial assessment.
- Following the assessment, the student will be sent to the principal's office for disciplinary action that can include:
 - Notification of the parent/sponsor with the request that they come to the school immediately.
 - A review and discussion of the situation with appropriate disciplinary action agreed upon.
 - Supervision and a counseling referral (mandatory). Confidential counseling services are provided by the Adolescent Substance Abuse Counseling Services (ASACS) program as outlined in DS Regulation 2792.2, dated January 21, 1988. (See ASACS in Section 4 above)

GANG AWARENESS AND PREVENTION

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

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

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

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

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

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

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

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

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

INTERNET TERMS AND CONDITIONS

BHS students agree to the following conditions of Internet and computer use:

I. **Acceptable Use**

- I agree to use DoDEA’s computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use I will ask my teacher.

- I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- I understand transmission (sent or received) of any material in violation of any U.S. or State regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges

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

III. Netiquette

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

IV. No Warranties

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

V. Security

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

VI. Vandalism

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

PUBLIC DISPLAYS OF AFFECTION

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

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

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

ELECTRONIC DEVICES

Electronic devices may be used before school, during lunch, or after school. Electronic devices may be used during the class period ONLY with permission from the instructor. If electronic devices are out during class time without instructor permission, the items may be confiscated and turned into the principal's office. The item will be returned to the student following the first offense. Subsequent incidents are treated as insubordination and the sponsor will have to come to the school to claim the item. The school takes no responsibility for lost/stolen items.

SEARCHES AND SEIZURES

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

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

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act.

Students at Bitburg High School have every expectation to be free from sexual harassment. Sexual harassment may include, but is not limited to, verbal harassment – including derogatory remarks or slurs, physical harassment, physical interference with movement or participation in school and school activities, visual harassment such as derogatory drawings, pictures, etc. Sexual harassment is prohibited when it occurs against members of the same sex as well as toward members of the opposite sex.

Students are not to tolerate sexual harassment and should notify a teacher, counselor, or administration if sexual harassment occurs.

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.

Refer to <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

TOBACCO PRODUCTS

Bitburg High School is a United States government building and, as such, is a smoke free area. There is a No Smoking policy in effect for all. There is no designated smoking area on or off the school campus. Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in DoDDS-sponsored or school-supervised activities.

Violation of this policy will result in disciplinary action/consequence to be determined by the principal, which may include referral to counseling or appropriate authority.

VIDEO SURVEILLANCE

Video surveillance equipment may be used in public areas of the school; students may be subject to discipline based upon evidence gathered through surveillance equipment.

VISITOR POLICY

A student may bring a guest to school under these conditions:

A Request for a Visitor form, available in the SAO, must be signed by:

- The Parent / Sponsor
- The Student
- The Teachers whose classes the student will attend
- The Principal

The completed Request for a Visitor form must be submitted to administration at least forty-eight (48) hours prior to the scheduled visit; visits may be denied based on individual circumstances at the discretion of administration.

The following people are not allowed as guests:

- Students from another DoDDS school in Europe
- A person who is not attending high school and who has not graduated from high school
- Persons under fourteen (14) or over nineteen (19) years of age

PARENTS are ALWAYS welcome visitors (with no forms necessary), although we do request that the student's counselor be notified a day ahead of the planned visit so the teacher can have a courtesy notice.

Section 6: Student Activities

Bitburg High School offers a robust program of sports, clubs and activities as part of our overall educational program. Activities in place for the current school year include:

ATHLETICS:

Fall: Football, Girls' Volleyball, Cross Country, Tennis, Cheerleading, Golf

Winter: Wrestling, Boys' Basketball, Girls' Basketball, Cheerleading

Spring: Boys' Soccer, Girls' Soccer, Track and Field, Girls' Softball, Boys' Baseball

CLUBS AND ACTIVITIES

Band (class)

Choir (class)

Culinary Arts Club (class)

*Academic Bowl

*Culinary Arts Expo

*Film Festival

*International Student Leadership Seminar

*Jazz Seminar, Honors Music Festival

*Creative Connections

*Future Educators Association

Drama (class)

Future Business Leaders of America

Intramurals

International Student Leadership Institute

JROTC Drill Team, Color Guard, and Marksmanship

Model United Nations (class)

National Honor Society

Peer Mediation

Student 2 Student

Student Council

Yearbook (class)

**DoDDS-Europe wide event opportunity for BHS students.*

ATHLETICS

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

LIMITATION OF TEAM MEMBERSHIP:

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

INJURIES AND INSURANCE

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

Parents who are not entitled to free medical care for their dependents should be aware that responsibility for injuries these students may incur is a personal expense unless satisfactory evidence can be presented, through established claim procedures that the injury resulted from government negligence, and monetary compensation should be provided.

Parents who believe their present insurance coverage is not adequate should either increase the protection available through their respective employers or supplement their existing coverage through a private company.

OUT-OF-TOWN (AWAY) EVENTS

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

APPEALS

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

The steps for appeal are:

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

AGE RULE

Students who have reached or passed their 19th birthday on the first day of August will be ineligible to practice/participate in athletic events. A participant who is age-eligible before the first of September remains eligible throughout the school year.

EIGHT SEMESTER RULE

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

SPECTATOR CODE

The Spectator Should:

- Realize that he/she represents the school just as definitely as does the member of a team, and therefore, has an obligation to be a true sportsman, to be encouraging through his/her behavior, and to promote the practice of good sportsmanship by others.
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
- Recognize that since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well-being of the players through the medium of contests, victory or defeat is of secondary importance.
- Treat visiting teams and officials as guests, extending them every courtesy.

- Be modest in victory and gracious in defeat.
- Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The primary purpose of the DoDDS-E schools is to prepare students to be productive citizens now and in their future lives. Our academic eligibility policy serves to ensure uniformity, promote good sportsmanship, achieve sound educational objectives, and assist students in staying on track for graduation.

Students must meet academic and behavioral guidelines in order to participate in school-sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team or student organization.

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

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

All incoming ninth grade students are eligible for the fall sports/activity season if they are not failing more than one class weekly.

Students who do not meet the GPA/1 F requirement:

- Students may request reinstatement of eligibility after the first three weeks of ineligibility.
- This request must be supported by demonstrated academic achievement which meets the basic eligibility requirement of 2.0 GPA and no more than one failing grade.
- The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the season to ensure students maintain eligibility requirements.
- Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.

We will provide intervention support services to students identified as having academic difficulty. Examples of these support services include, but are not limited to: monitoring sessions, tutoring, before and after school study halls/instruction, etc.

Grade checks are done by 4pm every Tuesday of each week that interscholastic/activity programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8am through the following Wednesday 8am.

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

Scholastic eligibility may be waived for students at the discretion of the Principal if the student is identified as special needs and an Individual Education Program is on file. All other eligibility requirements must be met.

ACTIVITY BUSES

5:55 p.m. activity buses are provided for students involved in extracurricular activities. Additionally, an earlier bus may be provided when warranted by activity schedules. Housing/Town drop off points may vary from year to year. Check with the Bus Transportation Office for details.

Students are required to be with an athletic or club/academic sponsor when on campus after school hours. Immediately following the school sponsored event, students are to wait for the activity bus near the designated pickup location. Students are not permitted to leave campus without participating in a school sponsored event and return to campus to ride the activity bus.

DANCES

School sponsored dances are normally held on Friday evenings, with the exceptions of the Homecoming Dance and the Prom, which are on Saturday evenings. Dances are normally scheduled to begin at 1900 and end at 2300.

- Students will not be admitted later than one hour after the scheduled start of the dance.
- Students who leave the dance for any reason will not be readmitted.
- Students bringing a guest who is not a BHS student must complete a permission form, which requires the approval and signature of a parent and the principal, and submit the completed form to the Student Affairs Office forty-eight (48) hours prior to the dance.
- Appropriate attire is determined by the nature/theme of the dance, but generally should not be in violation of the dress code for the school.

NATIONAL HONOR SOCIETY (NHS)

Membership selection is based on leadership, service, character and scholarship. Members must have and maintain a cumulative grade point average of at least 3.4 from 9th grade and must have been enrolled at BHS for at least one semester. There is one membership selection process each year that begins after the first semester.

Students who have been inducted at another school and who transfer to BHS become members of the Bitburg Chapter, and they must meet the standards of our chapter. NHS has group service projects and all members are expected to participate. Members are reviewed by the faculty. Those who fall below the standards which were the basis for their selection will be counseled, put on probation, or dismissed, based on the NHS sponsor decision. Any questions regarding NHS should be directed to the faculty sponsor of the activity.

FIELD TRIPS

School policies and rules are in effect on all field trips sponsored by the school. A teacher is responsible for the students on a field trip, with parents and/or other adults sometimes assisting with the supervision. Permission slips are sent home for parental signatures prior to the trips. A ratio of 10 students per chaperone is our norm. Schoolwork and class assignments that will be missed should be completed before going on a field trip.

Unauthorized class trips

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

SOCIAL ACTIVITIES

All school social activities will be scheduled through the Student Council and approved by the Administration. All school sponsored social activities will be chaperoned by faculty members and parents. Only Bitburg High School students and bonafide guests 14 to 21 years of age will be allowed to attend school social activities. A special form must be completed in order to have any guests attend many school functions. School sponsors of the event will have these available. All school policies are in effect during social activities and athletic events whether held at the school or another location.

STUDENT COUNCIL (STUCO)

At Bitburg High School, the student council offers an opportunity for students to develop positive civic responsibilities through participation in student government. The Student Council encourages students to become responsible citizens through their participation in student government. Eligibility rules for candidates and rules for conducting campaigns and elections are published, announced, and uniformly enforced. Elections for class officers and representatives are held in the first month of each school year. Likewise, the Student Council is elected at the beginning of the year.

Section 7: Parental Involvement and Responsibilities

PARENTS ARE PARTNERS

We look forward to working closely with you in pursuit of our mutual goal: our students' success:

- Attendance: It is no surprise that regular attendance is linked by study after study to student success. Make students being in school a priority for your family: schedule doctor's appointments outside of school hours wherever possible, plan family trips around the school calendar, and allow students to stay home only when genuinely physically ill.
- Team with teachers: never hesitate to use our many modes of communication—phone, e-mail, Gradespeed, conferences—to work as partners with teachers. Support and back up teachers' expectations at home, and share any concerns promptly with teachers.
- Set aside regular time each day for homework and study. One to two hours per day is par.
- Encourage extracurricular participation, and attend the games and events.
- Take the time to review this handbook, together as a family.
- Feel free to visit the school at any time! We do ask that visitors please sign in at the Student Affairs Office just down the hall from the main entrance.

BARONS ATHLETIC BOOSTER CLUB

The Barons Athletic Boosters support athletics, activities, and the life of the school as a whole, raising funds through operating concessions at the games and selling school spirit items. Additionally, the boosters award scholarships to worthy students, and recognize teachers, administration and staff during National Teacher Appreciation Week. Contact the school to find out more about how you can become a booster.

CHAIN OF COMMAND

Frequent and open communication between school and parent reinforces the bond of mutual cooperation that is essential for our students' continued educational growth.

We urge parents never to rely on rumor or hearsay. If you have a question or concern, the answer can be as close as a phone call or visit. Our principal maintains an open door, open access policy. Please become involved with our school and its programs.

For any questions involving a particular class, please contact the teacher involved to arrange a conference. Conferences should be held at any time a parent or teacher feels that a student's academic performance, attendance, or conduct necessitates such a meeting. These conferences are normally scheduled during the teacher's preparation periods or after the school day. Twenty-four (24) hours' notice is normally required to schedule a parent – teacher conference. If additional assistance is needed, contact a counselor or the principal.

Parent conferences with the teacher; teacher and student; and teacher, student and counselor are dependable ways to solve problems with students before they develop into major difficulties.

Parents may call the Main Office or the Student Affairs Office to schedule a conference with all the student's teachers in attendance.

The remaining DoDEA chain of command, from lowest to highest, is: Principal, Assistant Superintendent, District Superintendent, DoDEA Area Director, and Director of DoDEA. Contact phone numbers and/or addresses for these offices are listed in the Section 1, above.

An additional resource in the school-home-command partnership is the School Liaison Officer with the 52nd Mission Support Group, available at DSN: 452-6942 or Commercial: 06565-61-6942.

PARENTAL CONDUCT AT ATHLETIC CONTESTS

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

- Parents are encouraged to relieve the pressure of competition by stressing the importance of having fun. Players should not be pressured by excitement or tension created by their parents.
- Parents are reminded that they are not to question any decision of the coach or the referees.
- Excessive screaming or direction of inflammatory remarks to coaches, players or referees is strictly prohibited. Only cheering of a positive nature is encouraged.
- Under no circumstances will a parent be allowed to enter the playing field during active play.
- Parents must avoid conflicts with parents or other adults from the opposing team.
- We always encourage good sportsmanship. Parents should teach their children to be gracious winners and good losers.
- We discourage conversations between parent and player. No communication should occur during the game. Avoid additional distractions (e.g., film taking) whenever possible.
- Parents should know the playing rules of the sport. They should teach these rules to their children. The coach can clarify any idiosyncratic aspects of the game if you have questions.
- Punctuality and proper dress are a major responsibility of the parents. In addition, improper dress on the field creates unnecessary difficulties for the coach, player and his/her teammates.
- Setting an example for your child to follow is the most important aspect of parent behavior. Players tend to imitate the behavior of their parents.

PARENT - SCHOOL COMMUNICATION

We view education at Bitburg High School as a three-way partnership, like a three-legged stool, that is supported by teachers, parents, and students. As a result, parents are most welcome visitors to the school campus. They may visit the classes attended by their children at any time, but are required to obtain a visitors' pass from the Student Affairs Office. Additionally, we value ongoing communication via telephone, e-mail, written correspondence, Gradespeed, and the school website. Further, commanders give clear guidance that sponsors should have the opportunity to attend **parent teacher conferences**, and their attendance is supported by our local command. The intent of the guidance is to bolster the home-school partnership by fostering the interaction between sponsors and educators.

- The school's phone number is DSN: 452-9202 / Commercial 06565-61-9202/9337.
- Staff e-mail generally follows the pattern: Firstname.Lastname@eu.dodea.edu.
- Gradespeed, with regularly updated information about students' schedules, grades, assignments and attendance, is accessible via a link from the school website; for new accounts follow the instructions as indicated.
- Visit us any time (please remember to sign in at the Student Affairs Office).

SCHOOL ADVISORY COMMITTEE (SAC)

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

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

The SAC meetings are scheduled regularly in the school's information center at 1530. This year's SAC meeting times will appear in the parent newsletter. Any community member is welcome to attend the SAC meetings. Membership of the SAC comes from the parents, the staff and the student body. Election procedures are outlined in the SAC Constitution and By-Laws. Please contact the principal if you are interested in serving as a SAC member or officer.

SPONSOR'S ABSENCE FROM THE AREA

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