



# DEPARTMENT OF DEFENSE

DEPENDENTS SCHOOLS

OFFICE OF THE PRINCIPAL

HEIDELBERG HIGH SCHOOL

**UNIT 29237**

APO AE 09102

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**(0)6221 375 872**

Website: [www.heid-hs.eu.dodea.edu](http://www.heid-hs.eu.dodea.edu)



August 2007

On behalf of the faculty, staff, and administration, I welcome you to Heidelberg High School. Our mission is to provide the very best educational experience for our students in order to prepare for them for future life endeavors. The fulfillment of that mission will depend upon the positive collective efforts of our staff, students, parents, and community members working together toward our mutual goals.

The primary purpose of the STUDENT/PARENT HANDBOOK is to provide the students and parents with useful information about all aspects of our school. It is our expectation that all of our students and parents will read through the information presented in the handbook in order to familiarize themselves with our school routines and procedures. Should there be an area that is not covered or if you have a question about individual procedures, policies, and/or routines, please contact any of the school's administrative team members or other contact individuals at the one of many telephone numbers listed in this handbook.

You are encouraged to contribute your expertise, efforts, and enthusiasm toward the many wonderful aspects of our school. Volunteers are always welcome. Effective communication between the school and home is one of the cornerstones of a great school. We welcome your strong partnership to meet the diverse educational and social needs of our students. Our community has a great school and I pledge to you TEAM HEIDELBERG HIGH SCHOOL's continuing commitment to provide the very best educational experience for our children.

Sincerely,

Kevin J. Brewer  
Principal  
Heidelberg High School

Email: [kevin.brewer@eu.dodea.edu](mailto:kevin.brewer@eu.dodea.edu)

“DODEA – MATH MATTERS!”

## Acknowledgement and Understanding of Student Handbook 2007-2008

The Heidelberg High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their homeroom/first period teacher NLT 4 September 2007.

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

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

\*

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

\_\_\_\_\_  
Date

\*

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

\_\_\_\_\_  
Date

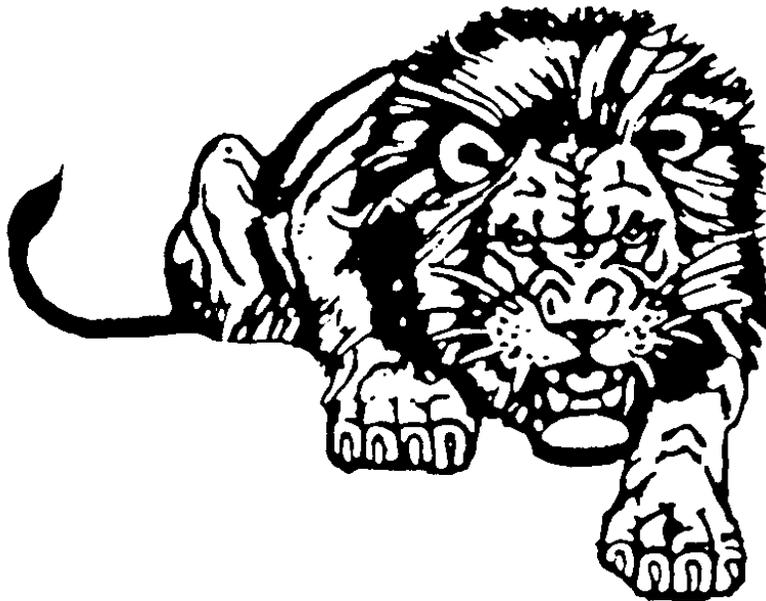
**\*SIGNATURES REPRESENT RECEIPT OF THE STUDENT  
HANDBOOK AND PARENT/STUDENT AWARENESS OF  
SCHOOL POLICIES AND PROCEDURES FOR  
SCHOOL YEAR 2007-2008**

**Founded in 1946**

**Colors: Blue and gold**

**Mascot: Lion**

Heidelberg High School, home of the Mighty Lions, was founded in 1946. It is located in picturesque Heidelberg on the Neckar River, in south central Germany. HHS is located in Mark Twain Village, one of the two military housing areas in Heidelberg. Heidelberg is headquarters for the US Army in Europe (USAREUR) and for V-Corps. Most students at HHS are dependents of American military and civilian personnel.



**Student Handbook / Planner  
2007/2008**

Name \_\_\_\_\_ Grade \_\_\_\_\_

**This handbook outlines Heidelberg High School’s rules, policies, and procedures.**

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## **Heidelberg High School Mission Statement**

**The mission of Heidelberg High School is to provide a high-quality, comprehensive educational program that challenges and supports all students and prepares them to become productive, responsible citizens of a diverse community.**

### **Belief Statements**

The Heidelberg High School community believes:

1. Education is the shared responsibility of students, parents, school, and community.
2. All children have abilities and learning styles unique to them, and all children can succeed.
3. The best curriculum is a comprehensive curriculum that addresses not only core courses but also career and aesthetic needs.
4. Technology supports instruction and enhances the educational program.
5. A safe, positive environment supports learning.
6. It is possible to hold students to high standards of achievement in academics, behavior, and attendance if we provide support to help their endeavor.

- **Goal 1: Highest Student Achievement Heidelberg High School's Mission Statement and Belief Statements support the DoDEA Community Strategic Plan:**

All students will meet or exceed challenging standards in academic content so that they are Prepared for continuous learning and productive citizenship.

- **Goal 2: Performance-Driven, Efficient Management Systems**

DoDEA will use a performance driven management system that operates in a timely, efficient and equitable manner, places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

- **Goal 3 and Outcomes: Motivated, High Performing, Diverse Workforce**

The DoDEA workforce will be motivated, diverse and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

- **Goal 4 and Outcomes: Network of Partnerships Promoting Achievement**

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

## School Business Information

School Website .....www.heid-hs.eu.dodea.edu

District Website.....www.heid-dso.eu.dodea.edu

### School Telephone Numbers

From a civilian phone, dial 06221-57 and the number. The DSN prefix is 370.

Main Office .....8004/7513  
(Civilian) .....06221-390587

Principal .....8004/7513

Assistant Principal .....8004/7513

Attendance Office .....8356/6893

Guidance, Registrar .....8558/6680  
(and Psychologist)

Nurse .....8230

Teen Clinic .....8774/8321

JROTC  
(Junior Reserve Officer's Training Corps) .....6933

CSC or SPED .....7570

ASACS  
(Alcohol Substance and Abuse Counseling Services).....7670

**School Fax** .....06221-375872

All school telephones are for official school business. A German pay phone is available in the main lobby for student use.

### School Address

<b>German</b>	Heidelberg Oberschule Mark Twain Strasse 1 69126 Heidelberg	<b>APO Postal</b>	Heidelberg High School Unit 29237 APO AE 09102
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**School hours**           **0755-1450**

**Office hours**           **0730-1630**

## 2007-2008 School Year Calendar

Wednesday, August 22 Reporting date for non administrative educator personnel for orientation and classroom preparation

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### First Semester - (92 Instructional Days)

2007

Monday, August 27 Begin First Quarter and First Semester

Monday, September 3 Labor Day - Federal Holiday

Monday, October 8 Columbus Day - Federal Holiday

Thursday, November 1 End of First Quarter  
(47 days of classroom instruction)

Friday, November 2 No school for students - teacher work day

Monday November 5 Begin second quarter

Monday, November 12 Federal Holiday (Veterans Day)  
(Veterans' Day - November 11)

Thursday, November 22 Thanksgiving - Federal Holiday

Friday, November 23 Friday - Recess Day

Monday, December 24 Begin Winter Recess

Tuesday, December 25 Christmas - Federal Holiday

2008

Tuesday, January 1 New Year's Day - Federal Holiday

Monday, January 7 Instruction Resumes

Monday, January 21 Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 24 End of Second Quarter and First Semester  
(45 days of classroom instruction)

Friday, January 25 No school for students - teacher work day

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### Second Semester - (91 Instructional Days)

Monday, January 28 Begin Third Quarter and Second Semester

Monday, February 18 Presidents' Day - Federal Holiday

Thursday, April 3 End of Third Quarter  
(48 days of classroom instruction)

Friday, April 4 No school for students - teacher work day

Monday, April 7 Begin Spring Recess

Monday, April 14 Instruction Resumes - Begin Fourth Quarter

Monday, May 26 Memorial Day - Federal Holiday

Thursday, June 12 End of Fourth Quarter and Second Semester  
(43 Days of classroom instruction)

Friday, June 13 No school for students - teacher work day

Last day for non administrative educator personnel

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School Year 2007-2008: Instructional Days - 183  
Teacher Work Days - 190

DoDEA: Teaching the children of America's military families worldwide.

## DAILY CLASS SCHEDULE

<u>Blue Day</u>		<u>Gold Day</u>	
Period 1	0755-0925	Period 5	0755-0925
Period 2	0929-1059	Period 6	0929-1059
Period 3	1103-1321	Period 7	1103-1321
Lunch A	1103-1143	Lunch A	1103-1143
Lunch B	1237-1317	Lunch B	1237-1317
Period 4	1320-1450	Period 8	1320-1450

### Arrival and Departure from School

Upon arrival at school, students are not to leave the school grounds. They are to enter the school or move to a school courtyard area. Walking through or loitering in MTV housing area is not permitted and is in violation of the HD Community Policy on DoDDS Student Responsibilities in the Housing Areas. (Policy will be included in Parent Newsletter. A summary is listed in the Policies section of this handbook.) When school dismisses, students are to pass through the MTV housing area, i.e. to the shuttle bus, according to the community policy. Students must stay on sidewalks adjacent to the main road.

### Lunch

Heidelberg High School has a closed campus during the school day. Students are not authorized to leave campus to go to the Campbell Food Court during the lunch break. **Students are not authorized to leave the campus at any other time** unless they have an assigned worksite in the community. Seniors have the opportunity to eat off campus.

Lunch options include hot lunch and a la carte items which are sold in the cafeteria daily, or bringing lunch from home. Food is not to be removed from the cafeteria. Students who are attending a meeting in a teacher's classroom should bring a bagged lunch on that day. Eating is only allowed in the cafeteria or in the courtyards adjacent to the cafeteria and the gym.

### Seminar/Tutorial/Advisory (terms are used interchangeably) and Hall Passes

Seminar is Period 8. Students are assigned a seminar period every other day (Gold Day). Seminar is a time for individual instruction, small group instruction, assemblies, making up tests, independent study and other similar activities. Attendance is required in the assigned seminar class as it is part of the instructional day. A student who wishes to leave the seminar class to go to another teacher's class for academic reasons must obtain a seminar pass from the receiving teacher prior to the seminar period. Without prior signatures, students must remain in assigned seminar class.

The Student Planner (handbook) is used as a hall pass at HHS and must be signed by a teacher anytime a student leaves a classroom.

## Grades and Graduation Requirements

### Requirements for Graduation

Graduation requirements are found in DSR 2000.1 “High School Graduation Requirements,” dated August 27, 1997. Beginning with the ninth grade class of SY 2003-04 (graduating in SY 2006-07), students will require a grade point average of 2.0 or better to receive a DoDEA diploma. In addition, beginning with the ninth grade class of SY 2004-05 (graduating class of SY 2007-08) students will need a minimum of 26 credits and a 2.0 GPA.

Required Course Areas	Units Required
Language Arts (LA 9, 12, 11, 12 required)	4
Mathematics (Algebra I, Geometry and one higher level required)	3
Science (Biology required and Pysics or Chemistry required)	3
Social Studies (US History and Government required)	3
Foreign Language (Must be two years of same language)	2
Professional Technical Studies (must include 1 semester of a computer oriented courses)	2
Fine Arts	1
Physical Education (must include 2 of the following: personal fitness, lifetime sports, activity and nutrition)	1.5
Health	.5
Electives	6
<b>TOTAL</b>	<b>26</b>

### Repeating a Credit Course

With the permission of the Principal, a course for which credit is granted may be repeated for content or skill mastery. **Credit will be given only once and the grade will be for the most recent course taken.** The student’s permanent record will show that the course was repeated. Students repeating a course in which weighted grades are assigned will receive credit only for the most recent course taken. The grade point average will reflect the most recent course taken. In the case where a student fails a course required for specific graduation requirements, he or she may repeat the course.

Any exception to this policy will be submitted, in writing, to the Associate Director for Education, DoDEA.

### GPA and Weighted Grades

Grade Point Average is based on a 4-point system. An “A” is worth 4 points, “B” 3, etc. For each AP or Honors course, add 1 additional point, i.e. “A” is worth 5 points, unless the grade is an “F”, in which case no credit or points are given. To receive a weighted grade, the student must take the AP exam administered in May of each school year.

Mark	Meaning	% Equivalent	Standard GPA	Weighted GPA
A	Excellent	90-100%	4	5
B	Good	80-89%	3	4
C	Average	70-79%	2	3
D	Poor	60-69%	1	2
E	Effort		1	0

F	Fail	Below 60%	0	0
I	Incomplete	Make up work	NA	NA
WF	Withdraw Fail	NA	NA	NA
WP	Withdraw Pass	NA	NA	NA

### **Class Rank**

Class rank is determined at the end the eighth semester of high school for graduating seniors.

### **Report Cards**

Report cards are issued at the end of each 9 weeks marking period. They are distributed to parents at the Parent Conference Days held at the end of the first and third quarters. These days provide parents an opportunity to discuss their student's academic progress with teachers. Report cards are mailed to all sponsors at the end of second and fourth quarters.

### **Acceleration Procedures**

A student whose sponsor is transferring to another duty location (on PCS orders) and who will withdraw from school within twenty school days of the end of the semester may be eligible to complete advance assignments and examinations and receive credit for the semester in an accelerated program. Specific dates for acceleration will be announced at the beginning of each school year. The student should receive permission to accelerate at least thirty days prior to departure. Forms to request acceleration are available in the Guidance Office and require approval of the principal. A copy of the sponsor's PCS orders is required. Credit is awarded if the student successfully completes all the requirements outlined by his/her teachers. It is the responsibility of the student to make arrangements with all teachers to take semester/final exams. Acceleration is not authorized for early release to go on a family trip.

### **Withdrawal and Transfer Procedures**

The sponsor of a student who is being withdrawn because of a permanent change of station move must inform the Registrar a minimum of three days prior to withdrawal from HHS. This allows time for records to be copied and for students to complete required withdrawal tasks. The student will be given a **Student Clearance Sheet** from the guidance office, which must be signed by the teachers, information specialist, attendance clerk, and the principal. Students must establish that all materials have been returned.

### **Attendance Procedures**

#### **Sign-In and Sign-Out**

All students are required to Sign-In the Attendance Office if they arrive late to school. Students must Sign-Out any time they leave school during the day. Students must have a note from a parent or call a parent to Sign-Out of school at any time during the school day. Students who are ill must report to the nurse's office prior to Signing-Out. Students who fail to Sign-Out are subject to disciplinary action.

#### **Excused Absences**

School officials determine whether an absence is excused or unexcused. Students with excused absences are granted full make-up privileges. Examples of excused absences include

- Personal illness

- Prearranged family trips (During semester exams, absences for family trips and reasons other than illness or emergency leave are discouraged.)
- Medical, dental, and other health appointments
- Emergency leave
- Religious observances
- School sponsored activities and trips

### **Unexcused Absences**

Students with unexcused absences are not granted make-up privileges. Excessive absences or truancy may be grounds for the initiation of Disciplinary Hearing Procedures. Suspension results in an unexcused absence. A student who accrues 10 or more days of suspension in a school year will be referred to a disciplinary hearing. The school provides the Base Support Battalion Commander a report of student excessive absences.

Absences that do not fall under those categories listed as excused are generally unexcused, i.e. missing bus, babysitting, oversleeping, suspension, truancy, etc.

### **Re-Admission after an Absence**

The sponsor must write and sign a note explaining the reason for the student's absence, call, or accompany the student to school on the day the student returns to class. The note must include the following:

- Date note is written
- Student's full name
- Date and periods absent (i.e. all day, period 1-3, etc.)
- Specific reason for absence (Personal business or family matter are not specific reasons.)
- Signature of sponsor/parent
- Telephone number where the sponsor can be reached

Students who return without a note will receive an unexcused absence pending contact from the parent. Absences should be cleared within three days of the student's return to school.

Readmit passes are issued in the attendance office. Students present their readmit slips to each teacher whose class was missed. **Make-up work is the student's responsibility and should be completed in a timely manner**, normally, one day for each day of absence. It is the student's responsibility to make specific arrangements with each teacher.

### **Unauthorized Absence**

"Senior trips" or "skip days" are not authorized, sponsored, or excused by the school. These will be dealt with as unexcused absences.

### **School Sponsored Absences (Study Trip/Athletics):**

Students going on a study trip must have a **Study Trip Permission Form** filled out by the sponsor, signed by teachers whose classes they will be missing, and returned to the issuing teacher by the deadline. The student is responsible for making arrangements for make-up work prior to taking the field trip. All school rules and expectations apply for the duration of the trip.

## STUDENT BEHAVIOR EXPECTATIONS

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

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conferences hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours, etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out”.
5. Students will not have electronic music devices “on” during instruction or after “lights out”.
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1)
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items

### Extended Absences

If a student will be absent for an extended period (minimum of 3 days), homework assignments can be requested by notifying the attendance office. Sponsors should inform the school of the anticipated length of the student’s absence. Assignments will be available for the sponsor to pick up within 24 hours.

### Prearranged Family Trips

Students who will be accompanying their sponsor on a family trip must prearrange this absence to ensure an excused absence. Students should bring a note from their sponsor at least three days prior to the planned trip. The student will be issued a **Permission to be Absent Form** in the attendance office, which should be presented to each teacher. The teacher will sign the form and provide students with the required assignments. Teachers can require that work be completed prior to the trip. No trips are excused during semester exams. Exceptions must be approved by the principal. Upon return to school, the student is to follow the “Re-admission after Absence” procedure. Non-family trips are generally unexcused, but exceptions can be made for trips that have clear educational value. To request an exception to policy, sponsors should contact an assistant principal in advance of the trip.

### **Emergency Leave**

When possible the parent/sponsor should notify the attendance office in case of an emergency leave. A copy of emergency leave orders should be presented to the school for an excused absence. Special arrangements for make-up work can be made depending upon the length of absence and circumstances. Every effort will be made to accommodate the family.

### **Attendance Prior to all Extracurricular Events**

Students are required to be in attendance the full day of an extra-curricular event or the full day prior to an extracurricular event held on the weekend in order to be eligible to participate in that event. For example, students must be in attendance all day Friday for a Friday or Saturday event. If the bus leaves for an event on Thursday afternoon for a weekend event, the student must be in school all day Thursday. Parents should be aware of the excused absence guidelines. Exceptions must be approved by an administrator **prior to** the absence.

### **Tardiness**

Every student is responsible for being present in class and ready for lessons to begin at the designated starting time. Students not in class at the tardy bell are considered tardy. The first three times a student is tardy in a particular class will result in teacher-given consequences, i.e. counseling, detention, parent notification, etc. Fourth and subsequent tardiness will be referred to the administration. Consequences will range from detention to suspension. Tardiness is cumulative by semester.

### **Discipline Policy**

Heidelberg High School implements the discipline policy outlined in DoDEA Regulation 2051.2. Student conduct expectations apply

- While on school property.
- While en route between school and home, to include school buses and at bus stops.
- During the lunch period whether on or off campus.
- During or while going to or coming from all school-sponsored events/activities, including field trips, sporting events, assemblies, and evening school-related activities.

### **Student Responsibility**

Students are expected to take responsibility for their behavior. The school's policies and procedures respect and protect the general rights of all students and parents. Students will respect the rights and property of themselves and others. They will behave in a manner that creates a positive learning environment. They will respect the health and safety of others and conduct themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conformance to school rules and regulations. Additionally, students have a responsibility to notify school staff of behavior that may endanger the safety and well being of others.

### **Minor Discipline Issues**

Minor infractions are generally addressed by the classroom teachers. Teachers use routine actions such as behavior plans, parent contact, parent conferences, lunch detention, after school detention, etc. Repeated acts of minor misconduct will be reported to the administration and will result in more serious consequences, i.e. detention, counseling, temporary removal from the classroom, parent conferences, Saturday school, in or out of school suspension, etc.

### **Serious Discipline Issues**

Serious offenses include but are not limited to conduct that has a potential to harm others; seriously disrupts the educational process or threatens the educational environment; is unlawful or in violation of community rules or regulations; involves controlled substances; intentionally presents information known to be false; or purposefully harasses, abuses, or incites others.

Serious offenses may result in suspension or expulsion. In the case of suspension or expulsion, the student or the student's sponsor may request a review of the case. Specific requirements regarding disciplinary review are contained in the DoDEA Regulation 2051.2. The student or the sponsor should notify the school administration of their intention to request a review and receive a copy of the regulation.

If students are suspended or expelled for acts that may violate local laws, the school administration will notify the installation commander or the suspension or expulsion.

Students who are suspended have the right to complete make-up assignments. Generally students are granted one day for make-up for each day of suspension.

### **Gang Awareness and Prevention**

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

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

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

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

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

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

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

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

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

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

### **Grounds for Expulsion**

The principal shall recommend a student’s expulsion for any of the following acts:

- Causing serious physical injury to another person.
- Possession of any firearm, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity.
- Unlawful sale of any mind-altering substance.
- Making, or participating in the making, of a bomb.
- Making a false fire alarm or bomb threat.
- Arson
- Assault against a member of the school staff

### **School Policies**

#### **Academic Eligibility Policy**

Any student who wishes to participate in athletics or extra-curricular activities must meet the DoDDS-Europe Academic Eligibility criteria.

- Students must have a **minimum GPA of 2.0 and no more than one failing grade** from the previous semester.
- Students who are academically ineligible based on the semester criteria will be monitored every three weeks to determine if they have achieved the required GPA and are currently receiving no more than one F. The student may regain eligibility but will continue to be monitored during the semester in three-week intervals. If the student regains and then loses eligibility again at a subsequent three-week check, the student forfeits eligibility for the remainder of the semester.
- All student participants who are academically eligible according to the semester criteria will be monitored weekly for F's for the duration of the activity. If the student has more than one F during any weekly grade check, the student will lose his/her eligibility until a regularly scheduled weekly grade check indicates that the student has regained eligibility. Weekly eligibility grade checks are based on the student’s grade as of Friday of the previous week

### **Campus Cleanliness**

Students exhibit pride in their school by properly disposing of trash. Garbage cans are placed throughout the building and outside for the disposal of trash. Additionally, students are responsible for keeping the outside of their school lockers free of stickers, graffiti, and other writing. Students who eat in the cafeteria are asked to clear their tables of trays and trash before leaving the cafeteria. Students who eat in the school cafeteria or at the Campbell Food Court are expected to clear their eating area of trays and trash before leaving.

### **Community Policy on DoDDS Students in Housing Areas**

Students will be provided a copy of the community policy and a copy will be sent to parents. In summary, the following conditions are to be met at all times during the school year: Students who live in MTV cannot take guests to their house during the school day. MTV housing areas are off limits to students before and after school, during break, lunch or at anytime during the school day.

Off limits areas include all courtyards, all stairwells, all playground and gazebo areas. Students are not to congregate on sidewalks or in the parking areas in front of and near family quarters. Students are not to sit on the steps of family quarters. High school students should not be on the elementary school grounds or play areas. **Students and parents are not authorized to park in MTV resident spaces.** We at HHS want to be good neighbors with the MTV residents.

### **Computer/Internet Policy**

Each student and the student's sponsor must sign the **DODEA Computer Use Agreement**. Students are not authorized to use school computers or electronic equipment until the agreement is signed. A copy of this signed document will be kept on file.

Abuse of the policies governing computer electronic information sources will result in disciplinary action, which could mean temporary or permanent suspension of computer privileges, depending on the seriousness of the infraction. Any costs incurred for repairing damage caused by unethical or malicious actions by a student will be charged to the student/sponsor.

### **Quick Guide to Computer Use**

- Only authorized use of computers and printers.
- If you have questions about what is authorized—ASK!
- Do not visit unauthorized web sites.
- Do not share your password.
- Do not allow access to your account.
- Do not bring unauthorized software to school.
- Logout completely.

### **Daily Bulletin**

School information updates will be communicated daily to students via the daily bulletin read over the intercom during the first period of each day and posted on the School Information Board near the main office. Students are encouraged to pay close attention to the daily announcements and to read the posted bulletin copy in order to stay abreast of school activities, events, and expectations.

### **Dress Code**

To enhance high standards, students at Heidelberg High School are expected to dress in a manner that does not interfere with the educational process and that presents a respectable image in keeping with good taste. School personnel determine inappropriate dress. Any clothing, jewelry or accessory that school staff deems as inappropriate for a school setting, presents a safety concern or that causes a disruption to the educational process will be prohibited. Clothing which demonstrates disrespect for others or symbolizes or promotes illegal actions or substances is prohibited. Hats, headgear, bandannas, etc. are not to worn in the school. They are to be removed and put away when the student enters the school.

### **Gang-Like Behavior**

Heidelberg High School has a “no tolerance” policy in respect to gangs and gang-like behaviors. Students are prohibited from participating in gang-like behaviors and activities in school and in the community. If a student is identified as displaying gang-like behaviors or being in a gang, he or she will be counseled, reported to the Community Misconduct Officer, and recommended for family counseling. Those proven to have association with gangs will be given a discipline hearing with a recommendation for expulsion.

### **Inclement Weather**

In emergency situations or in the case of inclement weather, the Community Commander may determine that is necessary to close school, delay the opening of school, (usually a two hour delay), or release students early. The decision to close or delay the opening of school cannot be made by school officials. On mornings with heavy snow, ice, or fog, students and their sponsors should listen to AFN (AM 1140 or FM 104.6) for announcements about school closure or delays.

### **Lockers**

Student lockers are available for issue to each student. Students sign a contract regarding the use of the lockers. School officials may conduct general and targeted searches of lockers. Searches may be coordinated with the military police or community officials. Students are advised to use lockers for storage of books. They are not intended for storage of valuables, CD players, MP3 players, money, cell phones, etc. The school will accept no responsibility for valuables stored in school lockers. These type items are not required or necessary in an educational environment and should be left at home. Students are also advised not to leave personal property such as book bags, gym bags, purses, etc. unattended in the halls or lobbies.

### **Medication Policy**

The school nurse does NOT administer medication, to include but not limited to aspirin, Tylenol, and cough drops. The only exception is specific, individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, and attention deficit hyperactivity disorder. In these cases, the following are needed:

- written permission from sponsor.
- written order from the physician.
- medication in a pharmacy-labeled bottle marked with the student’s name, time to be taken, and the name of the medication.

When short-term illnesses require the use of prescription or non-prescription medications, sponsor should make arrangements for the students to take the medication before or after school.

### **Public Display of Affection (PDA)**

PDA is prohibited at HHS. Examples of PDA include kissing, long-term embraces, lap sitting, etc. Students who continue to engage in PDA after being counseled to refrain are subject to disciplinary action.

### **Restricted items (Other than those outlined in the DoDEA Discipline Policy)**

- Skateboards, roller blades, etc.
- Toys such as water pistols, bean shooters, water balloons, etc.
- Laser pointers
- Pets or other animals
- Electronic devices of any type.

**Students and parents are advised that walkmans, Discmans, headphones, any electronic music devices are not to be visible in the school to include the lunch break.** We recommend that students not bring these items to school. If students do bring them, they should store the items in their backpacks before entering the school. **Electronic devices unless needed for educational reasons should not be brought to school. Cell phones are to be turned off and not visible during the school day to include lunch.** Parents who need to contact their students should do this through the school Attendance Office. Students and parents are advised that lockers are designed to store books and required school supplies, not valuables. The school cannot take responsibility for the loss or theft of these high-theft items, especially when stored in student lockers. Students should also avoid bringing large sums of money to school.

### **Respect for Adult Authority**

All members of the staff are responsible for enforcing school policies and procedures. Students are expected to follow all reasonable requests made by any adult who works in the school. This should be done immediately and without argument or discussion. A reasonable request is defined as one that will not induce harm to any individual or property. Examples include asking a student to move from his/her seat to another, asking a student to remove his/her hat upon entering the school, asking students to move off the stairwells, etc.

If a student does not understand or disagrees with a request, he/she should do the following:

- Follow the request without argument or discussion.
- Ask to speak to the staff member about the request at a convenient time.
- Ask a counselor to assist in discussing the issue.
- Ask an administrator to assist in discussing the issue.

### **Sexual Harassment**

The school, the District Office, and the DoDDS-Europe Area Office are committed to maintaining a school environment where students are protected from all forms of harassment and violence. It is a violation of DoDDS policy for any student or employee to sexually harass any student in attendance at a DoDDS-E school.

Sexual harassment is defined as unwanted, unwelcome sexual advance or overture, either verbal or non-verbal, which creates an environment that is hostile or abusive in the school. Students should report any sexual harassment incident to a teacher, nurse, counselor, or administrator.

A student should first identify the specific behavior, words, or actions that were offensive, unwelcome, and sexual in nature. The student should identify the people involved, including possible witnesses. Then the student should report the incident to a teacher or administrator.

The school will investigate all reported incidents

### **Smoking Policy**

Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised or sanctioned activities on or off campus. This is DoDEA policy.

Violation of this policy will result in disciplinary action/consequences to be determined by the school administration and may also include referral to counseling or smoking cessation programs. This would involve parent permission. Disciplinary action may include Saturday School or suspension. This applies to any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.

DoDEA does not authorize designated smoking areas defined or condoned by DoDDS-E schools.

### **Student Parking/Student Driving**

- Student parking is located along the fence adjacent to the sport field.
- Students must complete an information sheet and receive a pass in order to park in Student Parking.
- Students must display the parking permit on the front left dash of the vehicle and park in the matching numbered parking space..
- Spaces are available on a first-come, first-serve basis.
- If the spaces are full, students must park in the Campbell Barracks overflow lot.
- Student cannot park in MTV residents' spaces.
- Parking privileges may be suspended or revoked if parking instructions are not followed or if student displays unsafe driving practices around the school.
- Students cannot park in the teachers' parking lots.
- Violations are subject to ticketing by the MPs.
- **Students are not to leave campus during lunch in their vehicles.**

### **Visitor Policy (Sponsors, other adults and students)**

Sponsors are always welcome in our school. For security reasons, every visitor to the school, including sponsors, must report to the Main Office, Room B, upon arrival. The secretary will provide sponsors with a visitor's pass and assist in directing sponsors to their destination. Student visitors must be of high school age and the school visit must be prearranged. Permission to bring a student visitor is granted after the escorting student has obtained signatures of all his/her teachers and attendance office on the **Student Visitor Permission Form**. A copy will be kept in the attendance office. This must be done at least one day in advance.

### **Zero Tolerance for Weapons in DoDEA Schools**

One discipline issue that warrants special commentary regards the policy on weapons in DoDEA schools. In simple terms the policy is one of Zero Tolerance. In other words, if a student brings a

weapon, potential weapon, or replica weapon to school serious steps will be taken. All cases will be referred to community authorities and will be referred to the School Discipline Committee with a recommendation for extended suspension or expulsion. Maintaining a safe, orderly learning environment is paramount at HHS.

Students are prohibited from having any inherently dangerous items, weapons, dangerous items which could injure or instill fear, i.e. replicas, fire crackers, tools, knives of any type, etc. This policy also includes items that is used as or attempted to be used as a weapon. This policy applies on campus and at any DoDDS activity or function no matter where it is scheduled. Please take a few minutes to discuss the seriousness of this issue with your students. If you have any questions regarding this policy, contact the school principal.

## **Student Services**

### **Counseling Services**

We strive to support all students in being as successful as possible in all areas of life. Sometimes life can feel challenging, upsetting, or difficult. This can interfere with a student's focus on academics, social activities, family life, and their personal life. It can be helpful to seek assistance in order to manage difficulties. If you feel you need some assistance, the following services are available at HHS:

- Guidance Counselors are located in Room G and can assist with academic, social, or life decision issues.
- The school psychologist is located in Room 233 and can also assist you with academic, social, family and personal issues.
- Adolescent Substance Abuse Counselors are located in room 365 and can help students who are dealing with their choices regarding the use of alcohol or other substances. They provide confidential assessments and services in helping students to manage their choices.

If you or someone you know is feeling unsafe at home, has a problem, or is considering or talking about suicide, please involve your counselor, the school nurse, the ASACS counselors, or the school psychologist. You may also talk to a teacher or an administrator. Let these people help you with the situation.

### **Teen Clinic Services**

To reduce the time missed for medical appointments and to provide students with comprehensive health care, the Army operates a teen Clinic on campus at HHS. Services include sports physicals, immunizations, acute care for illnesses, and treatment of chronic problems such as asthma, counseling, treatment and education on reproductive health, substance abuse, and emotional issues. To schedule an appointment for the Teen Clinic, see the school nurse during lunch. Parents complete a teen Clinic Consent Form for teen Clinic Services during school registration. Sports physicals, immunizations, and confidential care are free for all students at this time. Parents of civilian pay patients will be billed for all other services received. You may contact the teen Clinic/Pediatrics at 06221-17, DSN 371-2690, or through the school nurse.

## **Student Activities**

Heidelberg High School offers a variety of extra-curricular activities to students. Included are interscholastic athletics, DoDDS-sponsored academic activities, as well as school-sponsored

activities. Students who participate in extra-curricular activities must meet academic eligibility criteria (see General School Policies). Following is a list of activities typically offered at HHS.

All students who participate in a DoDDS athletic or co-curricular programs must meet eligibility requirements, must sign a Student Behavior Expectations agreement, must have written permission from parents if the activity involves travel outside the school, must have appropriate medical releases when required, and must have a medical power of attorney when travel is involved.

<b>Athletics</b>	<b>Academics</b>	<b>Other Activities</b>
*Basketball-Men's & Women's	Academic Games (Brain Bowl)	*Drama Club
*Cheerleading	Future Business Leaders (FBLA)	*Dance Team
*Cross Country	German Honor Society	*Drill Team
*Football	Model United States Senate (MUSS)	*JROTC Color Guard
*Golf	Mock Security Council	Jazz Band
*Rifle Team (JROTC)	Model United Nations (MUN)	*Madrigals
*Soccer- Men's & Women's	National Honor Society (NHS)	Newspaper
+Swim Team	*Renaissance	Outdoor Education
*Tennis	Science and Humanities Symposium	Student Government
*Track and Field	Spanish Honor Society	Cosmetology Club
*Volleyball- Women's		
*Wrestling		
*Softball-Women's		

\*Activities that award letters according to established criteria

+Activity operated by Youth Services according to the Memorandum of Agreement with DoDDS-Europe.

### **Responsibilities of Adult Sponsors of DoDDS Activities**

All DoDDS sponsors will agree to adhere to the guidelines and procedures outlined for supervising DoDDS sponsored or sanctioned activities.

### **National Honor Society (NHS)**

NHS is the nation's premier organization recognizing outstanding high school students. More than just an organization that selects members based on academic achievement, NHS serves to honor those students who have demonstrated excellence in the areas of Leadership, Service, and Character, as well as Scholarship. These characteristics have been associated with membership since 1921.

The Heidelberg Lions NHS Chapter inducts members twice a year. Students in grades 10–12 may apply. The earliest a tenth grader can apply is second semester of his/her tenth grade year. Students must have a minimum cumulative grade point average (GPA) of 3.4 and be enrolled at HHS for at least a semester to apply for NHS candidacy. A five member NHS Faculty Council reviews applications based upon criteria established by the national organization, to include but not limited to GPA, discipline and attendance records. NHS members must continue to meet membership scholarship, character, service, and leadership standards to remain a member in good standing. Additionally, HHS NHS members must participate in chapter activities and earn

at least 20 service hours per year. A member may be dismissed if he/she is suspended from school. Members who are removed from NHS must return all organization paraphernalia.

### **Renaissance**

Heidelberg High School became a Renaissance school in 1990. The Renaissance Program is a national network of schools, which recognizes and promotes both academic excellence and academic improvement. The Renaissance program's immediate goal is to recognize academic excellence, but the end goal is to encourage personal motivation and pride in all students so they work toward their own personal achievement goals. .

Student's earning Renaissance recognition will receive a Renaissance card and benefits and incentives associated with the card at a Renaissance program conducted each semester. Benefits vary but may include t-shirts, pizza parties, pins, discounts on school items, and donated incentives. A HHS letter may be awarded according to established policies

### **Student Government and Class Officers**

Each year Student Government, in conjunction with Heidelberg Youth Services, sponsors a Leadership Conference and Camp. Students who wish to run for a class or student body office for the next school year are required to attend the conference, which focuses on the development of leadership skills.

Criteria for conference attendance, candidacy, and maintaining elected office are:

- No suspensions or multiple discipline referrals
- Recommendation from two teachers
- A minimum 2.5 GPA
- Acceptable attendance (no excessive absences or tardiness, no truancy)

Students denied acceptance, candidacy, or who are recommended for dismissal from office may appeal the decision to an Appeals Board consisting of the student body government sponsor, two student body officers, two current teachers of the appealing student, and an administrator.

### **Athletic Program**

The Heidelberg High School interscholastic athletic program (IAP) is operated in accordance with the DoDEA Manual 2740.2 and Memorandums of Understanding between DoDDS and Youth Services (YS) agencies

- Each student eligible to participate in tryouts, practice, and regularly scheduled contests must have a physical examination or a certified statement from a physician that the student is medically qualified to participate in the designated sport.
- DoDDS assumes no responsibility for the cost of physical exams, for medical insurance or incurred medical expenses as a result of participation in the IAP.
- Students changing schools within DoDDS retain their eligibility. Students transferring from other schools must meet DoDDS eligibility requirements.
- Students declared academically ineligible can practice but are not authorized to participate, be in uniform at a scheduled event, or travel with the team to any away event, until regaining eligibility.
- Students are authorized to participate in one sport per season.
- Members of high school teams shall not participate in a contest until they have practiced a minimum of 10-calendar days.
- Teams will travel as a unit under the supervision of the coach and/or sponsor.

- Students are responsible for all work assigned during their absence. An away trip is not an excuse for missing assignments.
- Students will not consume alcoholic beverages or use tobacco products while participating in the interscholastic athletic program
- Mind-altering drugs of any kind are prohibited for use by all participants.
- Students will be informed in writing of the requirements for earning varsity and junior varsity letters.
- Students are expected to follow all DoDDS Standards of Behavior. Incidences of unethical behavior by players before, during, or after competition should be brought to the attention of the school, district, and area administration.
- YS Sport Branch personnel will insure that students participating in community sports eligible for an athletic letter meet school academic eligibility rules for participating in an official event. Additionally, they will insure that students follow the athletic code to maintain eligibility for the school letter.
- All school and DoDDS athletic rules apply to YS sports that letter from HHS. .

The school administration, Athletic Director, and coaching staff are responsible for enforcing IAP policies. Student athletes who wish to appeal actions taken by school personnel who enforce the policy have that right. To appeal, the student athlete must notify school authorities in writing within 48 hours of the decision he/she wishes to appeal. The principal will convene an Athletic Appeal board consisting of the following members: the Athletic Director, an off-season coach, a classroom teacher, a student council president or representative. This board will review the student's appeal and make a recommendation to the principal. The decision of the principal is final

### **Athletic Lettering Contract**

1. All athletes will sign a sports contract. The language of the contract applies 24 hours a day, 7 days per week, for the duration of the sports season, including tryouts.
2. Athletes must be cleared (equipment and uniforms cleaned and returned) by the previous sport coach or Athletic Director in order to participate in the next sport.
3. An athlete who is observed by a reliable source under the following circumstances will be in violation of athletic regulations. **The discipline for any of the following actions is removal from the sport for the rest of the season.**
  - Smoking or in possession of tobacco or any tobacco products
  - Drinking or in the possession of alcoholic beverages
  - Being under the influence of other intoxicants
  - Possessing and/or using non-prescribed drugs
  - Any student suspended from school for truancy will be ineligible to participate in the next scheduled competition.
  - Violation of laws in the community

### **4. Lettering and Letter Jackets**

Heidelberg High School has one authorized letter jacket. Any student who earns a school letter is eligible to purchase the letter jacket. Students can earn a letter in varsity and junior varsity sports, in activities, and in academics. The DoDDS' sponsor of each school activity (that awards a letter) will provide participants with the criteria for earning such letters. The criteria must be approved by the school administration. All letter candidates will abide by the same Code of Conduct and meet the same eligibility

requirements for athletics, academics, and other activities, which offer a letter. The Athletic Director must sign off on all letter authorizations.

### **Transportation**

The safe transportation of DoDDS students is a primary concern. DoDDS requires contractors to supply and maintain mechanically sound vehicles and qualified drivers. In addition, the safe operation of the buses also depends on proper conduct by students who ride the buses.

Parents and students share the responsibility for student behavior on the school bus. Students must follow the “DoDEA Behavioral Standards for School Bus Students”. Disobeying the rules makes the bus unsafe for all aboard and may result in disciplinary action or a student’s bus riding privileges being suspended or revoked.

### **Abbreviated School bus Behavior Plan**

**When students are registered to ride a school bus, they will receive a copy of the school bus rules from transportation personnel. A summary follows.**

- Obey the driver/adult on the bus.
- Board and exit the bus in a safe manner.
- Stay seated.
- Keep your hands and feet to yourself.
- Do not throw things.
- Nothing goes out of the windows.
- Remain reasonably quiet
- No profanity, prohibited items, or vandalism.
- Food, drink and gum are not authorized.
- Always show your bus pass.

Students who fail to comply with the behavior standards may lose their bus privileges temporarily or for the entire year. Should a student be suspended from the bus, transportation to and from school becomes the responsibility of the sponsor. The cost of physical damage done by a student to the bus becomes the responsibility of the sponsor.

### **Bus Pass**

All students must be registered with DETMO to ride school buses. Each student is issued a bus pass, and must present it to the driver to ride the bus. Students are authorized three temporary bus passes a semester. They will be issued only for the bus for which a student is registered. Temporary passes are obtained in the attendance office and must be obtained before the end of school. Temporary passes will not be issued after school. Special circumstances must be coordinated through DETMO at DSN 370-6551/6552 or Civilian 06221-760852.

### **Activity Bus**

The purpose of the activity bus is to provide transportation for students to and from athletic practices. Activity bus passes will be issued. The community shuttle bus and Heidelberg Mass Transit are the recommended late transportation after school hours. Schedules are posted outside the Attendance Office.

### **“No Ride Home” Situation**

If a student finds him/herself without a ride home and there is no one available in the school, the student should report to the Military Police located at the main entrance of Campbell Barracks so

that a sponsor can be contacted. The main entrance at HHS has a German pay phone for student use.

### **Parent-School-Community Partnerships**

#### **Athletic Booster Club**

The Heidelberg High School Booster Club supports the school's interscholastic athletic program. Membership is open to parents, teachers, students, and community members. Parents of student athletes are particularly encouraged to join, attend meetings and support the clubs activities. Meetings are held monthly in Room K at HHS. Information about meeting dates and times is available at the school office DSN 370-8004 or CIV 06221-57-8004.

#### **Parent, Teacher, Student Organization (PTSO)**

The HHS PTSO is an organization that supports all the co-curricular programs and special school programs. Typical activities include organizing Open House, supporting College Night, supporting Parent Conference Days, presenting scholarships, dispersing funds to support special programs such as Model United Nations, Drama /Musical productions, Future Business Leaders, etc. Monthly Board meetings are held in Room D. Parents, students, and teachers are welcome to join and participate in this organization. The PTSO can be contacted at [ptso@pjsnet.com](mailto:ptso@pjsnet.com).

#### **Parent Volunteer Program**

Parents are encouraged to volunteer in all aspects of the school program. Some of the ways parents can support the school through volunteering include chaperoning trips or activities; working in a classroom, office or the Information Center; making a classroom presentation; working as a mentor; helping to organize events; assisting a co-curricular sponsor or a coach, etc. Parents wishing to volunteer should contact the school office, an activity sponsor or coach, or a teacher. In addition you may contact the HHS PTSO volunteer coordinator on line at [ptso@pjsnet.com](mailto:ptso@pjsnet.com).

#### **School Advisory Committee (SAC)**

The HHS SAC serves as an advisory body to the principal on matters related to the educational program and school policies. Committee membership consists of elected parents and teachers. Meetings are open forums and are held monthly. Anyone wishing to have an issue addressed by SAC should call the school office with the request. Meetings are open to everyone and are listed in the HHS monthly calendar. If you are interested in serving on the HHS SAC, please contact the school administration.

The Heidelberg High School webpage can be accessed at [www.heid-hs.eu.dodea.edu](http://www.heid-hs.eu.dodea.edu). Much information is available on the website such as course offerings and descriptions, registration requirements, and much more. It is best viewed with Internet Explorer in order to connect to links to DoDEA, DoDDS-Europe, and the Heidelberg District websites.

**PSAT TESTING**     **10/18/06**

**College Board Testing for 2007-2008**

**SAT**  
**Test Date**

06 October 07  
03 November 07  
01 December 07  
26 January 08  
03 May 08  
07 June 08

**ACT**

27 October 06  
8 December 06  
9 February 07  
12 April 07  
14 June 07

To register visit [www.collegeboard.com](http://www.collegeboard.com)

**AP exams will be administered at HHS during designated days (TBA) in May 2008.**