



# DEPARTMENT OF DEFENSE

## DEPENDENTS SCHOOLS

### OFFICE OF THE PRINCIPAL HEIDELBERG HIGH SCHOOL



**UNIT 29237**

**APO AE 09102**

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

August 2012

On behalf of the faculty, staff, and administration, I welcome you to Heidelberg High School. Our mission is to provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment. 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. We expect all of our students and parents to 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.

The vision of Heidelberg High School is to graduate young men and women with a solid academic foundation who are independent thinkers and responsible, contributing, and productive citizens. 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 an exceptional 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)

# Acknowledgement and Understanding of Student Handbook 2012-2013

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 5 September 2012.

\_\_\_\_\_  
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 2012-2013**



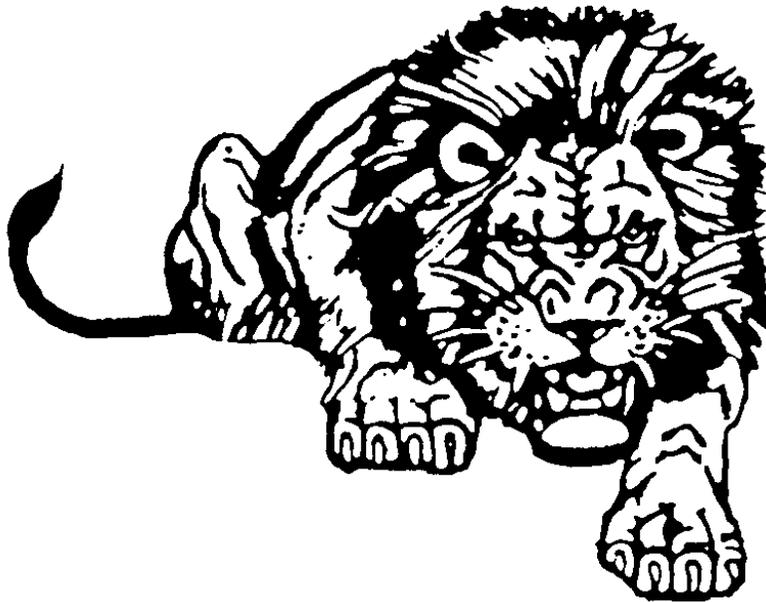


**Founded in 1946**

**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  
2012/2013**

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

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

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# **HEIDELBERG HIGH SCHOOL**

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

The vision of Heidelberg High School is to graduate young men and women with a solid academic foundation who are independent thinkers and responsible, contributing, and productive citizens.

## **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.

## **STUDENT RIGHTS**

Students have a right to be treated fairly and with respect. They have a right to work productively in a learning environment and to have professional instruction during the school day. Students have a right to be heard.

# 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

Main Office Civilian..... 06221-390587

Attendance Office.....8356  
06221-578356

**It is the responsibility of the parent or guardian to notify the attendance office in the morning every time a student has an absence that is not pre-planned.**

Guidance, Registrar and Psychologist.....8558

Nurse.....8230

Teen Clinic..... 8774

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

CSC or SPED.....7570

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

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

## **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**           **0730-1600**

# 2012-2013 SCHOOL YEAR CALENDAR

**Tuesday, August 23** Reporting date for nonadministrative educator personnel for orientation and classroom preparation

## First Semester - (92 Instructional Days)

### 2012

**Monday, August 27** Begin First Quarter and First Semester

**Monday, September 3** Labor Day - Federal Holiday

**Monday, October 8** Columbus Day - Federal Holiday

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

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

**Monday November 5** Begin second quarter

**Monday, November 12** Veterans Day - Federal Holiday

**Thursday, November 22** Thanksgiving - Federal Holiday

**Friday, November 23** Friday - Recess Day

**Monday, December 17** Mr. Jackson's Birthday

**Monday, December 24** Begin Winter Recess

**Monday, December 25** Christmas - Federal Holiday

### 2013

**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

## Second Semester - (91 Instructional Days)

**Monday, January 28** Begin Third Quarter and Second Semester

**Monday, February 18** Presidents' Day - Federal Holiday

**Thursday, April 4** End of Third Quarter (48 days of classroom instruction)

**Friday, April 5** No school for students - teacher work day

**Monday, April 8** Begin Spring Recess

**Monday, April 15** Instruction Resumes - Begin Fourth Quarter

**Monday, May 27** Memorial Day - Federal Holiday

**Thursday, June 13** End of Fourth Quarter and Second Semester (43 Days of classroom instruction)

**Friday, June 14** No school for students - teacher work day  
Last day for nonadministrative educator personnel

# SCHOOL SCHEDULE

## Daily Class Schedule

### Blue Day

Period 1 0755-0925  
 Period 2 0929-1059  
 Lunch 1103-1143  
 Period 3 1147-1317  
 Period 4 1321-1450

### Gold Day

Period 5 0755-0925  
 Period 6 0929-1059  
 Lunch 1103-1143  
 Period 7 1147-1317  
 Period 8 1321-1450

### 7 Period Day

Period 1 0755-0845  
 Period 2 0850-0940  
 Period 3 0945-1035  
 Period 4 1040-1130  
 Lunch 1130-1210  
 Period 5 1215-1305  
 Period 6 1310-1400  
 Period 7 1405-1450

## 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 not 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. **Seniors have the opportunity to visit the food court on Campbell Barracks but must walk.** 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. Eating is only allowed in the cafeteria or in the courtyards adjacent to the cafeteria and the gym. **Student vehicles, the skate park and any MTV Housing is off limits.**

## 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, make-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. 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 (4 for class of 2012 and beyond)
Science (Biology required and Physics 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, PAN)	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 and by e-mail. 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

**It is the responsibility of the parent or guardian to notify the attendance office in the morning every time a student has an absence that is not pre-planned.**

It is expected that all students will attend school regularly and punctually. Regular attendance is vitally important as it promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace. Although it is possible to make up reading and written assignments, it is not possible to replicate teacher directed lessons, class discussions, laboratory experiences, etc. Missing this instruction may adversely affect the student's learning and therefore, her/his grades. Sponsors are responsible for ensuring that students arrive on time and attend classes regularly unless they are ill, have medical or dental appointments, have followed procedures outlined below for Advanced Notification and Request for Excused Absence, or unless an emergency occurs. A Doctor's excuse is required and/or a parent conference with the counselor or administration when excessive absences or tardies are noted. When a child's educational success is impacted by excessive absences, Family Advocacy will be contacted to work with the family.

## 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 an e-mail must be sent to the attendance clerk (attendanceHeidelbergHS@eu.dodea.edu) for a student 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 follow this procedure are subject to disciplinary action. Parents can send a note if their child has an appointment during the day so that their child is ready for pick-up.

## 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.) or emergency leave
- Medical, dental, and other health appointments
- 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. Absences that do not fall under those categories listed as excused are generally unexcused, i.e. missing bus, babysitting, oversleeping, suspension, truancy, etc. "Senior trips" or "skip days" are not authorized, sponsored, or excused by the school. These will be dealt with as unexcused absences. Fasching is not considered an excused absence unless the parents escort their child to the event.

## Re-Admission after an Absence

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. If no specific arrangements have been made, a student is provided one day for each day of absence.** It is the student's responsibility to make specific arrangements with each teacher.

## 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 48 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 the 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. If the bus leaves for an event on Thursday morning for a weekend event, the student must be in school all day Wednesday. 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. In general, each tardy, after the first three, will result in a one hour after school detention. Tardiness is cumulative by semester.

# **DISCIPLINE PROCEDURE**

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

- While on school property.
- After a child is dropped off by a parent, guardian or a bus.
- Until a child is picked up from school by a parent, guardian or a bus.
- 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.

## **Academic Integrity**

Representing someone else's work as your own is dishonest. It compromises your integrity and diminishes what we stand for as a school community. We believe that your success is dependent on your efforts. You are expected to complete your work with honesty and integrity, as it represents what you can and can not do. It is left to the discretion of the individual teacher to impose a grade based consequence for that particular class. This may include, but is not limited to, a 0 for the assignment, the possibility of failing the class, and the notification of parents. In addition to the teacher's assigned consequence, the following procedure will be followed:

- The teacher will notify the Assistant Principal and documentation of the incident will be placed in the student's school file.
- If no other infractions are found, the documentation stating the infraction will simply be placed in the file and the parents will be notified.
- If previous infractions are noted in the file, the administration will contact the parent and disciplinary action will be determined. (depending on the individual situation)

## **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.

## **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.
- Possession of alcohol or any other mind-altering or controlled substance.
- Consumption of alcohol or any other mind-altering or controlled substance.
- Sexual Harassment
- Coming to school under the influence of alcohol or any other mind-altering or controlled substance.
- Unlawful sale or the intent to sell 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

## **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.

## **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

## **Bullying**

**Bullying defined:** Bullying is a conscious, willful and deliberate hostile activity intended to harm. Examples of bullying are the use of name calling, gossip, intimidation, harassment, staring, threats to intimidate, harm, cyber bullying, or to put someone in their place. Any allegation of bullying will be immediately investigated and responded to by administration.

**Cyber bullying defined:** The use of information and communication technologies such as email, cell phones, instant messages, and defamatory personal Web sites; to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

When activities related to bullying disrupt the educational process or threaten the educational environment they should be reported to the administration for investigation. Consequences for bullying will result in detentions, in-school suspensions or out of school suspensions depending on the nature of the activity.

## **Network Policy**

Students found to access the school network through the use of personally owned devices will have the device confiscated, forfeit normal network privileges, and be subject to further disciplinary actions.

## **No-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 with parent permission be referred to counseling or smoking cessation programs. 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.

## **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.

# **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. The following will be outlined at the beginning of the season and may alter slightly.

- 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 Boundaries

Students are “off limits” if they leave the complex at any time during the school day. Students are not to go to their cars, to the skate park or enter any area of MTV Housing. This policy is in effect from the time a student is dropped off or arrives at school until the time when they are picked up or leave campus. Seniors who have Campbell passes may walk to Campbell, but must stay on the sidewalks leading from the school to the Campbell gate.

## 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 school cafeteria or at the Campbell Barracks Food Court are expected to clear their eating area of trays and trash before leaving.

## Community Policy on DoDDS Students in Housing Areas

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 any time during the school day. Parents who live on MTV must send a signed note to the school for students to be granted a “go home for lunch” privilege.

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

Technology is a significant component of learning at Heidelberg High School. Our goal is to ensure that all available technology resources are maximized for educational use. Prior to using any technology resources, students who register at Heidelberg High School are required to sign the DoDEA Internet Agreement Form. This agreement authorizes students to use computers and other technology resources for educational purposes as designed by HHS educators. The signed agreement is maintained in the student's cumulative folder and must be resigned each year. Students who do not sign the IAF are not allowed to use HHS technology resources. However, this does not excuse the instructional components implemented by educators and alternate computer resources should be retained by the student if the need arises. Abuse of the policies governing computer electronic information sources will result in disciplinary action, which could mean temporary or permanent suspension of computer privileges or other possible actions, depending on the seriousness of the infraction. In addition, infractions which result in compromising the security of the DoDEA network will result in an Information Assurance incident audit. Any costs incurred for repairing damage caused by unethical or malicious actions by a student will be charged to the student/sponsor.

Connecting personally owned devices, such as iPods, iPads and non-DoDEA laptops, to our network (to include any DoDEA wireless network) is prohibited. DoDEA considers network and informational security a serious issue and actively implements policies to help prevent activities which could compromise our network and technology resources.

In the spirit of maximizing available technology resources for educational use, the following guidelines and possible infractions are provided. Not all possible infractions are listed. However, these items provide the general responsibility that we expect HHS students to practice when using technology at HHS.

Instead of...	Try this...
Playing games at school	Ask your teacher for technology activities that can be used for both learning and entertainment
Downloading multimedia files for non educational purposes	Create your own movies or videos that integrate the educational standards you are learning
Sharing files with other students	File sharing is extremely risky due to copyright and fair use laws. File sharing should be avoided on any computer.

Archiving or saving setup or installation files	Ask your teacher to have the school to review the software for it's educational value
Not performing file maintenance in your home directory and common drives	Ask your teacher for time at the end or beginning of the quarter to organize or delete files no longer needed. You can also use portable media to archive your files off of the network.
Sharing your network login and password	Ask your teacher to contact the IT Division or ET to reset or unlock your account
Using a computer if you are suspended from computer use or have not signed your Internet Agreement Form	In some cases, arrangements can be made with your teacher and ET to obtain a temporary login to be used only for 1 assignment made by the teacher. You could also be tasked with finding alternate computer resources (CYS, home, parents, etc.) to complete your assignment.
Locking other network accounts	Please remember that there are methods to determine exactly who is locking an account. If you lock someone's account, it is likely that you will receive a disciplinary action.
Streaming multimedia for non educational purposes	In general, streaming multimedia files degrades the quality of service for our technology resources. This can cause limited or intermittent experiences for other educational and administrative users. Make arrangements with your teacher and ET to ensure that other possible solutions are not available to ensure the highest quality of service for all educational users.
Cyber bullying or otherwise harassing or threatening students or staff with technology resources	Cyber bullying is considered to be no different than any other type of bullying or threatening behavior at HHS. Just as with other forms of bullying, cyber bullying or threatening behavior using technology resources is not tolerated at HHS. At HHS we consider cyber bullying to not be bound by the technology resources at school. The internet provides opportunities to create and digest information outside the walls of our school but relate to people or events within our school. This creates the potential to consider internet resources as possible forms of cyber bullying no matter when or where the information was created. At HHS, we expect students to respect our diversity as a community and celebrate our differences. Cyber bullying has no place within our school community.
Storing, copying or viewing questionable material or files that show provocative acts	HHS is a school community that does not tolerate trafficking of electronic media beyond a G rating. If files of a pornographic nature are found on technology resources, the author or owner of the files will be identified and a disciplinary action will be taken. In addition, files that mimic pornographic content or actions will be viewed as content beyond a G rating.
Connecting your own personal devices to any technology resource in the school (to include any wireless devices designated not for open or public use)	The technology landscape at HHS is robust. Multiple computers can be found in almost every room in the building. In addition, there are two open labs that can be reserved by teachers or students for your academic needs. All technology assignments are aligned with our available resources.

## 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. Shorts or skirts should end below finger tip length when arms are held down at the student's side (wearing hose or other garments under skirts or shorts does not negate the rule). Pants must be worn at the waist, shirts must have short or long sleeves and no bare skin showing the body's midriff or underarms may be seen at any time. 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, beanies etc. are not to be worn in the school. They are to be removed and put away when the student enters the school. Hoods on coats and sweatshirts must be down when students are in the school.

## **Inclement Weather**

In emergency situations or in the case of inclement weather, the Community Commander may determine that it 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, classrooms or lobbies.

## **Medical Requirements**

Medical requirements along with enrollment forms for DoDEA school enrollment can be found at <http://www.dodea.edu/parents/dodea.cfm?cId=imm>. Medical requirements are subject to change pending national guidelines and current recommendations. Parents will be notified through school mailings about any changes in requirements to enroll or maintain enrollment.

## **Medication Policy**

If a student has a medical condition that requires “as needed” or daily medication at school, the DoDEA medication policy requires proper medical authorization for any school day medications. This includes all over-the-counter medications such as Tylenol, Motrin, cough preparations, allergy medicines or throat sprays and lozenges. All medications (including over-the-counter preparations) require the completed medical provider authorization form “Medication During School Hours” to be on file prior to being brought to school for use. Students may not carry medications without additional authorization paperwork on file. All medication must be kept in the Health Office and administered from there. The School Nurse may only administer individually prescribed and labeled student medication. Guidelines for medication administration at school:

- No medication will be given without authorization forms completed by the medical provider providing the written order DoD schools cannot accept parent notes to administer medication.
- To be authorized at school, the medication must be provided in a pharmacy-labeled bottle marked with the student’s name, name of the medication, time to be taken, indication for use and possible side effects.
- Medication that can be dosed on a home schedule will not be given at school- such as once or twice a day doses. Other medications can be given before and after school and at bedtime to satisfy three times per day dosing.
- When short-term illnesses require the use of prescription or non-prescription medications, sponsors should make arrangements with their medical provider for the student to take the medication before or after school.
- Students are expected to be responsible for coming to the Health Office daily at the agreed upon time for medication. If they do not show for the initial start of therapy, the school nurse will call for them for one week to remind them. After one week there will be no more reminders and parents will be notified that the plan for school administration is not successful.

## **Medication - Student Possession of Medication During School Hours**

DoDEA policy prohibits students from carrying any medication without proper medical authorization. If a student’s medical condition warrants carrying medication such as an inhaler and epinephrine injections, the “Medication During School Hours” authorization form must be completed along with the “Permission for Student to Retain Control of Medication” form which requires completion by the medical provider and is signed by the parent and student before the medication is brought to school. Any student who brings a Schedule II, III or IV medication to school (such as anti-depressant, anti-anxiety, diet medications, pain medication, or medication prescribed for ADHD) shall face disciplinary actions.

## **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 and other electronic devices
- Pets or other animals

Students and parents are advised that electronic music devices are now allowed at Heidelberg High School. Teachers still have the right to ban these items in their classrooms. Other electronic devices (including cameras) 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.

## **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 a student displays unsafe driving practices around the school. Both interior parking lots are for staff members. Students cannot park in the staff members' 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.

## **Website, Weekly Bulletin and Email**

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. Parents and community members may visit the HHS website and may receive email notification of special events or programs. A copy of the Weekly Bulletin is emailed to all sponsors weekly.

# 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 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.

## Student Health Services

Comprehensive Care School Services and health care for minors per LRMC Command Policy Letter 75 and USAMH Memorandum will be available through the Family Practice Clinic at HMeDDAC. There will be no other location for care. Confidential Care will be facilitated by the School Nurse and POC in the Family Practice Clinic. All routine care for chronic problems such as asthma/allergies or acute minor illness or injuries such as sprains and strains will be managed by parents through routine appointment with a provider in Family Practice via Central Appointments 371-2622 or 06221 17 2622. Sports physicals will be by appointment only in Family Practice and Immunizations can be obtained in the Immunization Clinic on a walk-in basis during normal business hours.

## Office Illness Policy

Students who are seen in the Health Office will be screened for acute illness and injury and will be either directed to call home for parent/sponsor pick up or returned to class to monitor if acute symptoms of illness/injury are not evident. Parents/Sponsors will be called for student pick up for any of the following reasons:

- Temperature of 100 F or 37.8 C or above
- Reported onset of unresolved diarrhea
- Reported vomiting / Persistent vomiting
- Signs of communicable disease not under current medical care
- Acute upper respiratory symptoms in the event of Pandemic
- Persistent complaints not ameliorated by school based interventions
- Progression of symptoms
- Acute injury not responsive to first aid or indicative of significant injury

It is expected that all students will report to the School Nurse when illness symptoms emerge at school and only call home after screening by the School Nurse. After screening by the School Nurse and parent is called for pick-up, it is expected that the parent/sponsor will pick up the ill or injured student within 30 minutes of receipt of call. If a parent is not able to pick up a student within the expected time frame, parent or sponsor will arrange for an alternate or emergency contact person (listed with the school) to act on their behalf. If parent/sponsor/emergency contacts are not reachable or emergency contacts are not willing or able to pick up an ill or injured student-- sponsor command will be contacted to facilitate timely care for the student. Should a student and/or parent desire to pick up a student not screened or referred by the School Nurse, the student will wait in class until parent arrives.

Students who are out ill are expected to be fever-free (without anti-fever medication) for at least 24 hours before return to school. If a student has been diagnosed with a contagious/communicable disease it is required that they have been under medical treatment for at least 24 hours and have a doctor's clearance note for return to school. Examples are "Strept Throat", "Pink Eye"( conjunctivitis) and "Mono". Communicable skin rashes must be under medical care/treatment and lesions covered for the school day until completely cleared. Examples include ring worm, herpetic lesions, impetigo and MRSA.

## Transitioning

Heidelberg High School is part of a community in transition with an expected closure date of Spring 2013. Current information regarding transferring schools and the closure of HHS can be found on our FAQ page at the following web address under the General Information section: [www.heid-hs.eu.dodea.edu](http://www.heid-hs.eu.dodea.edu)

## 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 a current sports physical on file, appropriate medical releases when required, and must have a medical power of attorney when travel is involved.

### Athletics

\*Baseball (Men) /Softball (Women)  
\*Basketball  
\*Cheerleading  
\*Cross Country  
\*Football  
\*Golf  
\*Rifle Team (JROTC)  
\*Soccer  
+Swim Team  
\*Tennis  
\*Track and Field  
\*Volleyball (Women)  
\*Wrestling  
\*Activities that award letters according to established criteria  
+Activity operated by Youth Services according to the Memorandum of Agreement with DoDDS-Europe.

### Academics

Academic Games (Brain Bowl)  
Future Business Leaders (FBLA)  
German Honor Society  
Model United Nations (MUN)  
National Honor Society (NHS)  
\*Renaissance  
Science and Humanities Symposium  
Spanish Honor Society

### Other Activities

\*Drama Club  
\*Dance Team  
\*Drill Team  
\*JROTC Color Guard  
Jazz Band  
Newspaper  
Roots and Shoots  
Student Government  
Club Beyond

## Athletic Contract

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. 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. 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

## 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

## **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.

### **Activity Bus**

The purpose of the activity bus is to provide transportation for students to and from athletic practices. Activity bus passes may 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.

### **Student POV Transportation to Activities**

Students may not transport other students to school activities they participate in. This includes, but is not limited to, sporting events, athletic practices and club meetings held off campus.

### **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.

### **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.

### **“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.

## **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. 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. Parents, students, and teachers are welcome to join and participate in this organization.

### **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.

### **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.

## College Entrance Exams for 2012-2013

Registration deadline is at least 5 weeks in advance. Check websites for details

SAT& Subject Test Dates
October 6, 2012
November 3, 2012
December 1, 2012
January 26, 2013
March 9, 2013 (SAT Only)
May 4, 2013
June 1, 2013

ACT Test Date
September 8, 2012
October 27, 2012
December 8, 2012
February 9, 2013
April 13, 2013
June 8, 2013

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

To register visit <http://www.actstudent.org>

AP exams will be administered at HHS during designated days (TBA) in May 2013.

The advantages of taking your ACT Test in your junior year include:

- You will have completed most of the courses covered by the ACT.
- If you do not score as well on the ACT Test as you would like, you can retake the test in the fall of your senior year.
- You will be prepared for when colleges contact you during the summer before your senior year.
- You can use your test results to help plan what courses you want to take during your senior year.