



UNIT 3010
APO AE 09021

Dr. Jacqueline Ferguson, Principal

Mr. Richard Jimenez

Ms. Patrice Powdar, Assistant Principal

Dear Students,

On behalf of the faculty, we welcome you to KHS for SY 2019/2020. We look forward to working with you as you continue your academic pursuits. KHS has a proud tradition of academic excellence and extra-curricular accomplishments. We encourage you to do your personal best and continue to uphold this tradition.

This student planner is provided to you as a quick reference for some important school rules, policies and procedures.

Again, we welcome you to what we hope will be a successful and enjoyable year at KHS!

Jacqueline Ferguson, Ed. D.
Principal

Richard Jimenez
Assistant Principal

Patrice Powdar
Assistant Principal

Kaiserslautern High School's Mission Statement

To provide a challenging, comprehensive education for students to become model citizens in a diverse and global society.

Vision Statement

As a RAIDER, I am

Resilient
Ambitious
Imaginative
Determined
Empowered
Reliable

Continuous School Improvement Goals

Goal #1: All students will improve reading proficiency.

Goal #2: KHS will implement effective professional learning collaboration teams that improve professional practice.

School Colors – Red and White

School Logo – The Raider

KHS School Fight Song

**Cheers, Cheers for Our Red And White! Show Me That K-town
Raiders Can Fight! Send Our Loyal Cheers on High!
To Shake Down Thunder From The Sky! Whether We Win Or
Whether We Lose, KHS Will Not Have The Blues;
As Our Loyal Team Goes Marching Onward To VICTORY!!!!**

Please note that this handbook is a combination of information provided by DoDEA for application in all DoDEA schools, along with additional information provided by Kaiserslautern High School. Following a short section providing quick-access information on contacts, schedules, and calendars, you will find the “DoDEA Student Handbook” which provides information that applies throughout DoDEA. The final section of this publication provides information that applies specifically to Kaiserslautern High School, and provides necessary information on various school policies and procedures.

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CONTACTS

**KAISERSLAUTERN HIGH SCHOOL
UNIT 3010
APO AE 09021**

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

MAIN OFFICE	545-1425 / 0611-143-545-1425
FAX #, MAIN OFFICE	0631-99846
PRINCIPAL'S OFFICE	545-1431
ATTENDANCE & ASSISTANT PRINCIPALS	545-1433 / 545-1434
REGISTRAR	545-1426
FAX#, REGISTRAR	0631-99846
COUNSELOR: Student last name A-Di	545-1441
COUNSELOR: Student last name K	545-1444
COUNSELOR: Student last name L-Ri	545-1443
COUNSELOR: Student last name Ro-Z	5451445
CSC OFFICE	633-5245
SCHOOL NURSE	545-1447 / 0631-90136
ASACS COUNSELOR	633-5215
AFJROTC	545-1449 / 545-1448
COMPUTER CISCO LAB	545-1468
DISTRICT SUPERINTENDENT'S OFFICE	545-1774 / 0611-143-545-1774
SCHOOL'S LIAISON OFFICER	541-9061 / 0611-143-541-9061
BUS DISCIPLINE	489-2877
BUS LOST & FOUND	489-2877
KHS BUS OFFICE	0611-143-545-1401
SCHOOL E-MAIL ADDRESS: KaiserslauternHS.Principal@eu.dodea.edu	
SCHOOL WEB ADDRESS: https://sites.google.com/a/student.dodea.edu/kaiserslautern-high-school/	

DIALING A DSN NUMBER FROM A CIVILIAN PHONE:

A Vogelweh military number can be reached from a civilian telephone by dialing 0611-143 and then the last four digits of the military number.

SCHEDULES AND CALENDARS

RED DAY	DAILY CLASS SCHEDULE	WHITE DAY
Period 1	0820-0945	Period 5
Period 2	0950-1115	Period 6
Lunch	1115-1200	Lunch
Period 3	1205-1330	Period 7
Period 4	1335-1500	Period 8 (Seminar)

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

2019-2020 SCHOOL YEAR CALENDAR	
Thursday, August 22	Freshman Orientation, 1300-1400
Friday, August 23	New Student Orientation, 1300-1400
Monday, August 26	Begin First Quarter and First Semester
Friday, August 30	Early dismissal for students; Teacher training
Monday, September 2	Labor Day - Federal Holiday
Tuesday, September 10	KHS Open House, Time: TBA
Wednesday, September 25	KMC College Night - 1800 @ ROB
Friday, October 11	No School for Students (CSI Professional Day)
Monday, October 14	Columbus Day - Federal Holiday
Friday, October 18	No School for Students/Teacher CCR Prof Dev
Thursday, October 31	End of First Quarter
Friday, November 1	No School for Students – Teacher Work Day
Monday November 4	Begin Second Quarter
Friday, November 8	Parent-Teacher Conference Day – No School for Students
Monday, November 11	Veterans Day – No School
Monday, November 18	No School for Students/Teacher CCR Prof Dev
Thursday, November 28	Thanksgiving - Federal Holiday
Friday, November 29	Recess Day – No School
Thursday, December 12	Earliest Day for Accelerated Withdrawal for Credit (PCS Only; must attend all day on Dec 11)
Monday, December 23	Winter Recess Begins
Monday, January 6	Instruction Resumes
Monday, January 20	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 23	End of Second Quarter and First Semester
Friday, January 24	No School for Students – Teacher Work Day
Monday, January 27	Begin Third Quarter and Second Semester
Friday, January 31	No School for Students/Teacher CCR Prof Dev
Monday, February 17	Presidents' Day - Federal Holiday
Tuesday, February 25	No School for Students/Teacher CSI Prof Dev
Thursday, April 2	End of Third Quarter
Friday, April 3	No School for Students – Teacher Work Day
Monday-Friday, April 6-10	Spring Recess
Monday, April 13	Instruction Resumes - Begin Fourth Quarter
Thursday, April 23	No School for Students/Teacher CCR Prof Dev
Tuesday, May 12	Earliest Day for Accelerated Withdrawal for Credit (PCS Only; must attend all day on May 11)
Monday, May 25	Memorial Day - Federal Holiday
Tuesday, June 2	KHS Graduation - 1800
Tuesday, June 9	End of Fourth Quarter and Second Semester – Last day for students (Early dismissal for students)
Wednesday, June 10	No School for Students – Teacher Work Day

Red/White DAY SCHEDULE & Semester Exams

SY 2019/2020 SEMESTER 1

<u>PINK DAY (ALL Classes meet):</u>	August 26
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<u>Red Day (no seminar):</u>	
August	27, 29
September	3, 5, 9, 11, 13, 17, 19, 23, 25, 27
October	1, 3, 7, 9, 15, 17, 22, 24, 28, 30
November	4, 6, 12, 14, 19, 21, 25, 27
December	3, 5, 9, 11, 13, 17, 19
January	6, 8, 10, 14, 16

<u>White Day (seminar):</u>	
August	28
September	4, 6, 10, 12, 16, 18, 20, 24, 26
October	2, 4, 8, 10, 16, 21, 23, 25, 29, 31
November	5, 7, 13, 15, 20, 22, 26
December	2, 4, 6, 10, 12, 16, 18, 20
January	7, 9, 13, 15

<u>SEMESTER EXAM DAYS (ALL GRADES):</u>	
January	17, 21, 22, 23

1st Semester Non-Student Days and Partial Days:
August 30 – EARLY DISMISSAL / HALF DAY FOR STUDENTS
September 2 – LABOR DAY
October 11 – PROFESSIONAL DEVELOPMENT FOR TEACHERS
October 14 – COLUMBUS DAY
October 18 – PROFESSIONAL DEVELOPMENT FOR TEACHERS
November 1 – TEACHER WORK DAY
November 8 – PARENT/TEACHER CONFERENCES
November 11 – VETERANS DAY
November 18 – PROFESSIONAL DEVELOPMENT FOR TEACHERS
November 23/24 THANKSGIVING/RECESS DAY
December 23 through January 3 – WINTER BREAK
January 20 – MARTIN LUTHER KING JR. BIRTHDAY
January 24 – TEACHER WORK DAY

Red/White DAY SCHEDULE & Semester Exams

SY 2019/2020 SEMESTER 2

<u>Red Day (no seminar):</u>	
January	27, 29
February	3, 5, 7, 11, 13, 18, 20, 24, 27
March	2, 4, 6, 10, 12, 16, 18, 20, 24, 26, 30
April	1, 13, 15, 17, 21, 24, 28, 30
May	4, 6, 8, 12, 14, 18, 20, 22, 27, 29
June	2

<u>White Day (seminar):</u>	
January	28, 30
February	4, 6, 10, 12, 14, 19, 21, 26, 28
March	3, 5, 9, 11, 13, 17, 19, 23, 25, 27
April	2, 14, 16, 20, 22, 27, 29
May	1, 5, 7, 11, 13, 15, 19, 21, 26, 28
June	1

<u>SEMESTER EXAM DAYS (9-11th GRADES):</u>	
June	3, 4, 5, 8

<u>PINK DAY (ALL Classes meet):</u>	June 9
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<u>2nd semester Non-Student days and Partial Days:</u>	
January 31 – PROFESSIONAL DEVELOPMENT FOR TEACHERS	
February 17 – PRESIDENTS’ DAY	
February 25 – PROFESSIONAL DEVELOPMENT FOR TEACHERS	
April 3 – TEACHER WORK DAY	
April 6 through 10 – SPRING BREAK	
April 23 – PROFESSIONAL DEVELOPMENT FOR TEACHERS	
May 25 – MEMORIAL DAY	
June 9 – EARLY DISMISSAL / HALF DAY FOR STUDENTS	
June 10 – TEACHER WORK DAY	

**Excellence in Education for
Every Student, Every Day,
Everywhere**

DoDEA Student Handbook

SY 2019-2020



dodea
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

DoDEA School Rules, Regulations and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents/students and stakeholders of specific rules, regulations and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures are available on the DoDEA [Web site](#). The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

General Information

Interstate Compact on Educational Opportunity for Military Children

Policy Reference: [DoD Instruction 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2017](#)

The Department of Defense (DoD), in collaboration with the National Center for Interstate Compacts and the Council of State Governments, has developed an interstate compact that addresses the educational transition issues of children of military families. Currently, all 50 states and the District of Columbia participate in this interstate compact, which provides a uniform policy platform for resolving the challenges experienced by military children.

It is estimated that the average military family moves three times more often than the average non-military family. These frequent moves can cause children to miss out on extracurricular activities and face challenges in meeting graduation requirements. In accordance with Enclosure 4 of DoD Instruction 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2017, the Compact will ensure that the children of military families are afforded the same opportunities for educational success as other children and are not penalized or delayed in achieving their educational goals by inflexible administrative and bureaucratic practices. States participating in the Compact work to coordinate graduation requirements, transfer of records, course placement, and other administrative policies.

Access to School Facilities

Policy Reference: [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single non-curriculum related student group access to school facilities, the principal shall ensure that all non-curriculum related student groups (including activities of religious nature) are permitted equal access to meet on school premises and use school facilities during non-instructional time. Access to groups may be denied if the principal determines that a student or student group has or is likely to substantially interfere with good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

Visitors and Volunteers

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. The school administration has the final determination on visitors/volunteers authorized to be at the school. When visiting, volunteers/visitors may go only to the approved area indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge, which is to be displayed conspicuously at all times while on school grounds. Any change to the designated location must be approved by the school's front office before visiting a different location within the school. Upon finishing their visit, visitors must check out at the front office, return the visitor's badge, and exit the school. Parents are welcome to visit the school and classrooms to observe the school's programs for brief periods of time that do not interfere with instruction.

School Advisory Committees (DoDEA-Europe & DoDEA-Pacific) and School Boards (DoDEA-Americas)

Policy Reference: [DoD Instruction 1342.15, "Educational Advisory Committees and Councils," December 7, 2012](#)

Policy Reference: [DoD Instruction 1342.25, "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," October 30, 1996](#)

DoDEA school administrators, in partnership with sponsors/family members, students and military leaders, promote communication through the establishment of advisory committees to address issues (school initiatives, procedures and policies) at the local level. This is one way for parents to get involved in their child's education. Consult your child's school to learn more about school advisory committees (DoDEA-Europe and DoDEA-Pacific) or school boards (DoDEA-Americas).

Enrollment

Student Registration Process

Policy Reference: [DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas,” September 20, 2006, as amended](#)

Policy Reference: [DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\),” March 4, 1997](#)

Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas,” September 20, 2006, as amended, and DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997.

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including information on medical conditions, medications, and all dates and types of immunizations
- Official documents to support eligibility (e.g., letter of employment, contract, PCS orders, etc.)
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence

Contact the registrar at your child’s school for more information on enrollment or to update your child’s information.

Student Immunization Requirements

Policy Reference: [DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016](#)

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110 IP, CG COMDTINST M6230.4G, “Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases”, 7 October 2013](#)

Students who enroll in DoDEA schools are required to meet specific immunization requirements (DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016). These requirements represent the minimum and

do not necessarily reflect the optimal immunization status for a student. Acceptable forms of official proof of immunization status may include, but are not limited to:

- Yellow international immunization records;
- State agency-generated immunization certificates;
- School-generated immunization certificates; and
- Physician, clinic, or hospital-generated immunization records.

It is the responsibility of the sponsor/parent/guardian to provide their child's most current immunization record at the time of enrollment and when immunizations are updated. Parents of incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s). If the missing required immunization is a series, then the first dose of the series must be administered, and documentation must be provided to the school within the 30 days. Students who have immunization(s) due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

STUDENTS IN NON-COMPLIANCE AFTER 10 DAYS MAY BE DISENROLLED, UNTIL PROOF OF COMPLIANCE OR APPROVED EXEMPTION IS PROVIDED.

Immunization Exemptions

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110 IP, CG COMDTINST M6230.4G, "Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases", 7 October 2013.](#)

A waiver for immunization exemption may be granted for medical or religious reasons. Philosophical exemptions are not permitted. The DoD Component must provide guidance on the waiver process.

A statement from the child's health care provider is required if an immunization cannot be administered because of a chronic medical condition wherein the vaccine is permanently contraindicated or because of natural immunity. The statement must document the reason why the child is exempt. This request for immunization exemption from specific vaccines due to vaccine contraindications or natural immunity must be completed and submitted to the school at the beginning of the child's enrollment or when a vaccine is due. Request for exemption only needs to be completed one time for the duration of the child's enrollment at the school.

If an immunization is not administered because of a parent's religious beliefs, the parent must submit an exemption request in writing, stating that he or she objects to the vaccination based upon religious beliefs. The request must be completed and submitted to the school at the beginning of every school year. For students arriving after the school year has started, this request/written statement must be submitted at the initial enrollment and at the beginning of every school year.

During a documented outbreak of a vaccine-preventable disease (as determined by local DoD medical authorities), the child who is attending a DoDEA school program under an immunization waiver for that vaccine will be excluded from attending. This is for his or her protection and the safety of the other children and staff. The exclusion will remain in place until such time that the DoD Command determines that the outbreak is over and that it is safe for the child to return to school.

DoDEA immunization requirements can be found at:

<https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>

DoDEA health forms can be found at:

<https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

Student Grade-Level Placement

Policy Reference: [DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010](#)

Policy Reference: [DoDI 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2017](#)

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year is eligible to be enrolled in kindergarten. In addition, an otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages, assuming yearly progression from grades 1–8.

Grade-level status (grades 9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6

course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

In accordance with DoDI 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2019, for students transitioning from a sending state LEA to a DoDEA school, at the time of transition and regardless of the age of the student, the DoDEA school shall enroll the transitioning student in the same grade level as the student's grade level (i.e. in kindergarten through grade 12) in the sending state's LEA. For kindergarten, the student must have been enrolled and attended kindergarten class in order to assure continued attendance in kindergarten in DoDEA. Students who have satisfactorily completed the prerequisite grade level in the sending state's LEA will be eligible for enrollment in the next higher grade level in the DoDEA school, regardless of the student's age.

All DoDEA students, including students with disabilities, English language learners (ELLs), and students with accommodation plans, should be afforded the opportunity to participate in the standard DoDEA secondary curriculum, as appropriate, based upon their individual circumstances.

Transcripts/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the DoDEA Student Records Center located at <https://www.dodea.edu/students/transcripts.cfm> for further instruction based on your situation or discuss with the counseling department at your child's school.

English for Speakers of Other Languages (ESOL)/Language Services

Policy Reference: [DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007](#)

An English Language Learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007, DoDEA's ESOL Program is an English language acquisition program focused on teaching language and content that is designed to teach ELLs social and academic skills, including cultural aspects, in order for the ELLs to succeed in an academic environment. The ESOL Program involves teaching listening, speaking, reading, writing, study skills, subject area content, and cultural orientation at appropriate developmental and English language

proficiency levels, with little or no use of the native language. ESOL instruction is conducted in English and can be provided in a variety of settings and program configurations. The amount of instruction given will be differentiated according to the student's age, grade level, academic needs and English language proficiency. ELLs may receive instruction both through the ESOL Program and in the main classroom setting.

Accelerated Withdrawal

Policy Reference: [DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014](#)

The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester in accordance with Enclosure 3, Section 9, of DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014. Accelerated withdrawal will only be considered if the parent/sponsor presents permanent change of station (PCS) orders. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., PCS orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

High School Graduation Information

Graduation Requirements

Policy Reference: [DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014](#)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3, of DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 2014:

1. Minimum 2.0 GPA;
2. Completion of 26.0 units of credit; and
3. Completion of specific course requirements.

An honors diploma is awarded upon completion of the following additional requirements:

1. Completion of all requirements for a standard diploma and additional course requirements;
2. Minimum 3.8 GPA at the end of the second semester of the

- graduating year; and
- Earning a passing grade and the requisite exams in a minimum of four Advanced Placement (AP) exams and/or International Baccalaureate diploma (IB) in advanced-level courses.

Minimum Requirements			
Content Area	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	<ul style="list-style-type: none"> 1.0 credit (ELA 9) 1.0 credit (ELA 10) 1.0 credit (ELA 11) 1.0 credit (ELA 12) 	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> 1.0 credit (World History 9 or 10; or Honors World History 9 or 10, aka Global Studies) 1.0 credit (U. S. History) 0.5 credit (U. S. Government) 0.5 credit (Social Studies elective) 	3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> 1.0 credit (Algebra) 1.0 (Geometry) 1.0 credit (Math course code 400 or above) 1.0 credit (Algebra II or identified equivalent course) 	4.0 credits	4.0 credits
Science	<ul style="list-style-type: none"> 1.0 credit (Biology) 1.0 credit (Chemistry or Physics) 1.0 credit (Science elective) <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> 2.0 credits (World Language [WL] course) <p>Note: Credits must be in the same WL course.</p>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> 1.5 credits (CTE course offering) 0.5 credit (Computer Technology CTE course) 	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> 0.5 credit (Lifetime Sports) 0.5 credit (Personal Fitness) 0.5 credit (Activity & Nutrition or equivalent PE) <p>Note: Two years of JROTC taken in a</p>	1.5 credits	1.5 credits

	DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.		
Fine Arts	<ul style="list-style-type: none"> 1.0 credit (course in visual arts, music, theater, and/or humanities) 	1.0 credit	1.0 credit

Health Education	<ul style="list-style-type: none"> 0.5 credit (Health Education course offering) 	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> 0.5 credit in Economic Literacy in CTE, Social Studies, Science & Mathematics 	–	0.5 credit

Summary		
Minimum Total Credits	26.0 credits	26.0 credits
Required Courses	21.0 credits	21.5 credits
Elective Courses	5.0 credits	4.5 credits
AP and/or IB Courses and Requisite Exams	–	4 courses
Minimum GPA	2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.		

High School Graduation Course Requirements

In Bahrain only, an IB diploma is awarded upon completion of the established requirements for the IB diploma. Students unable to successfully meet requirements for receipt of the IB diploma must meet all requirements for the standard or honors diploma to receive a DoDEA diploma.

Transferring Course Credits to a DoDEA School

Policy Reference: [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy.”](#) September 5, 2014

Policy Reference: [DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children.”](#) January 31, 2017

Policy Reference: [DoDEA Procedural Guide 15-PGED-002, Graduation Requirements and Policy – Interstate Compact on Educational Opportunities for Military Children.”](#) February 4, 2016

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7–8) and high school (grades 9–12) students who transfer to a DoDEA school from other DoDEA schools or who earn course credits in a non-

DoD system (public or private), correspondence, online, and/or home-school program accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation, in accordance with Enclosure 3, Section 10, of DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014. Please contact your child’s school for questions regarding course credit transfer process and approval.

Home-school Students

Policy Reference: [DoDEA Administrative Instruction 1375.01, “Home-School Students,” October 15, 2018](#)

DoDEA recognizes that home schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependent(s). Home-school students who are eligible to enroll in a DoDEA-Europe, DoDEA-Pacific, and DoDEA-Americas school are eligible to utilize DoDEA auxiliary services without being required to either enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor participate (walk) in a DoDEA commencement ceremony.

Report Card and Grading Information

Grading and Grading System

Policy Reference: [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

If any student demonstrates unsatisfactory progress or achievement, teachers must notify parents with enough time to correct the deficiency. Notification must occur as soon as unsatisfactory achievement is evident, and not later than the midpoint of the nine-week grading period.

Timely and accurate reporting of student progress shall be accomplished for students in grades 4–12, using the approved DoDEA Electronic Gradebook

(EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System. To create an account and access the EGB System, please visit the [DoDEA Web site \(https://dodea.gradespeed.net/gs/Default.aspx\)](https://dodea.gradespeed.net/gs/Default.aspx) for instructions.

A traditional letter grading system will be used for grades 4–12 report marks.

Grade	Numerical Range	Description
A	90 – 100	Excellent: Outstanding level of performance
B	80 – 89	Good: High level of performance
C	70 – 79	Average: Acceptable level of performance
D	60 – 69	Poor: Minimal level of performance
F (failing)	0 – 59	Failing (No credit awarded)

For purposes of calculating a student’s high school GPA, the following scales shall be used:

Unweighted Standard Scale	Weighted Advanced Placement (with AP exam)
4.0	5.0
3.0	4.0
2.0	3.0
1.0	2.0
0	0

For grades K–3, achievement codes rather than letter grades will be used.

Location	Code	Description
Americas Region	E	Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards.
	M	Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support.
	S	Steady progress towards grade-level expectations: Student exhibits the skills/behaviors with teacher guidance and

		support.
	L	Limited progress towards grade-level expectations: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
Europe and Pacific Regions	CD	Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support.
	P	Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support.
	N	Not Yet Evident: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
	X	Not addressed: The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period.

Progress Reports/Report Cards

Policy Reference: [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

In accordance with the policies and procedures in DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018, it is DoDEA policy to issue a progress report every 9 weeks for any student present or enrolled for at least 20 instructional days or more in a marking period. Any written comments by teachers on progress reports should be stated objectively. The comments should be based on evidence about the student and should not represent opinions that cannot be supported by evidence.

Achievement codes will be given at the end of the second, third, and fourth marking period for students in grades K-1. Grades will be given at the end of each of the four marking periods for students in grades 2-12. Achievement codes or grades on report cards will be determined by the degree to which students are achieving established program objectives or

standards. For students in grades K-12, unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem.

Parent-Teacher Conferences

All DoDEA schools should encourage parents to meet with their child's teacher for parent-teacher conferences. Parent-teacher conferences allow parents the opportunity to ask questions about their child's classes or progress in school. Parent-teacher conferences are also a great way to discuss how parents and teachers can work together to help students perform at their best in school. If you are going to a meeting that was scheduled by the teacher or school, ask beforehand how much time you will have. If you will need more time or want to meet with the teacher again, let the teacher know at the end of the meeting. Please consult your child's school for details regarding scheduling. DoDEA encourages all communication to take place through official school email accounts.

Attendance

Student Attendance

Policy Reference: [DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended](#)

In accordance with the policy stated in DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction and that they successfully meet academic standards and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, student, classroom teacher, school personnel and, in some cases, the Command. Students with excessive school absences (or tardiness) shall be monitored by the Student Support Team to assist in the completion of all required work and successful mastery of course objectives.

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified as present or absent, based on the following criteria:

1. Absent up to 25% of the school day = absent one-quarter of the school day
2. Absent between 26%–50% of the school day = absent one-half of

- the school day
3. Absent 51%–75% of the school day = absent three-quarters of the school day
 4. Absent 76%–100% of the school day = absent full day

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities:

1. Personal illness
2. Medical, dental, or mental health appointment
3. Serious illness in the student’s immediate family
4. A death in the student’s immediate family or of a relative
5. Religious holiday
6. Emergency conditions such as fire, flood, or storm
7. Unique family circumstances warranting absence and coordinated with school administration
8. College visits that cannot be scheduled on non-school days
9. Pandemic event

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child’s absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

Assessments

System-wide Assessment Program

Policy Reference: [DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018](#)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA Comprehensive Assessment System in accordance with DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment, as per their Individual Education Plan (IEP), 504 Accommodation Plan, or English Learner Plan.

All assessments selected for use within DoDEA shall:

1. Align to clearly defined standards and objectives within the content domain being tested,
2. Valid and reliable and controlled for bias, and
3. Be one of several criteria used for making major decisions about student performance/achievement.

The results of each assessment shall be used as one component of the DoDEA Assessment System for major decisions concerning the student's future learning activities within the classroom setting.

Special Education

Special Education Services

Policy Reference: [Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#)

Policy Reference: [Department of Defense Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#)

Special education is specially designed instruction, support, and services provided to students with an identified disability requiring an individually designed instructional program to meet their unique learning needs. The purpose of special education is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act (IDEA) as implemented by DoD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents" (DoDM 1342.12).

In DoDEA, special education and related services are available to eligible students, ages 3 through 21 years of age. To be eligible for special education:

- The child must have an identified disability;
- The disability must adversely (negatively) affect the child's educational performance; and
- The child must require a specially designed instructional program.

If found eligible for special education and related services, DoDEA students are provided a free and appropriate public education (FAPE) in accordance with an individualized educational program (IEP), with services delivered in the least

restrictive environment and with procedural safeguards in accordance with the requirements of DoDM 1342.12.

Please contact your child's school to discuss your concerns if you suspect your child may have a disability and be in need of special education services. The Case Study Committee (CSC) chairperson will provide you with specific details relating to the evaluation process and can explain eligibility requirements further.

Disability Accommodations and Nondiscrimination

Policy Reference: [DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended](#)

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, Executive Order 13160 Administration: Compliance Requirements and Appeals, February 22, 2019](#)

Apart from special education, a student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended, students with disabilities shall be provided a free and appropriate education and shall participate with students without disabilities to the maximum extent appropriate to ensure equal access to educational opportunities. This means that a student with a disability that does not require specialized instruction may be eligible for accommodations to ensure participation in school programs and activities. Please contact your child's school for specific details.

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

Policy Reference: [DoDEA Administrative Instruction 1356.01, "Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect," November 5, 2018](#)

In accordance with the policy in DoDEA Administrative Instruction 1356.01, "Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect," November 5, 2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Suicide Risk and Threats Towards Others

In order to prevent violence, suicide, and other harmful acts among children and adults in schools, the need for reliable ways to identify persons who may require assistance is a critical step. All DoDEA employees must notify the DoDEA school administrator when a DoDEA student has made any statement or engaged in actions that may indicate threat of harm towards self or others.

Suicide Risk

Any indication of student suicidality must be immediately reported to the DoDEA school administrator. The DoDEA student who exhibits suicidal ideation or behavior, or who makes a statement or engages in actions that may indicate self-harm or suicidal thoughts, shall be immediately assessed to obtain specific information to determine the risk level. The results of that assessment are communicated to the DoDEA school administrator and documented. Regardless of the level of risk reported, in all cases, a DoDEA administrator or designated member of the Case Management Team must directly notify parents or legal guardians of the concern. For any additional assistance in this process, please contact the District school psychologist ISS.

If a parent or legal guardian disagrees with school recommendations for evaluation of a student's dangerousness to self, or refuses to take parental or legal guardian responsibility for the safety of their child, the DoDEA School Administrator must inform the parent or legal guardian that DoDEA policy requires that school personnel protect the safety and health of the students. Parent or legal guardian refusal to address identified medical needs may necessitate a report to the local Family Advocacy Clinic and local Child Protective Services if neglect is suspected as outlined in DoDEA Administrative Instruction 1356.01, which is available at <https://www.dodea.edu/Offices/PolicyAndLegislation/Administrative-Instructions.cfm>.

Threats Towards Others

When a DoDEA student makes an explicit or implicit threat, or if the student's behavior indicates that a threat is serious and reasonably likely to be acted upon, the DoDEA school administrator shall take action based on the level of the threat. Certain types of serious threats require immediate notification to local law enforcement entities without regard to the level of threat yielded. The DoDEA school administrator shall immediately report the following to the local law enforcement entity:

1. A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity.
2. Threats to bomb, burn, kill, or harm school personnel.
3. Threats of death or bodily injury to a person or members of his or her family or threats to commit serious bodily harm to persons on school property.

The DoDEA school administrator shall also immediately report any act that may constitute a criminal offense to the parents or legal guardians of minor students involved in the act and shall report that the incident has been reported to local law enforcement, as required by Federal, state, or local law. The DoDEA school administrator may report other threats to the local law enforcement entity, as necessary and appropriate. The DoDEA school administrator shall inform the parents or legal guardians that they may contact local law enforcement for further information, as necessary and appropriate.

System Programs and Services

School Counseling Services

Policy Reference: [DoDEA Regulation 2946.1, "School Counseling Services," July 13, 2009](#)

Policy Reference: [DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006](#)

DoDEA school counselors provide comprehensive counseling programs to all students in grades K–12 in accordance with DoDEA Regulation 2946.1, "School Counseling Services," July 13, 2009, and DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006. Counseling programs are designed to foster a foundation for lifelong learning by removing barriers to students' academic success. Early identification and intervention of students' academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential

academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs are crucial in supporting students attitudes and personal views toward schools, self, peers, and social groups. In elementary grades, the school counseling programs support and provide education on prevention and intervention services, promoting positive academic skills, career awareness, and social-emotional development — skills students need to be competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6–12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning/study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All secondary students create and manage a four- to six-year plan with their counselor. The four- to six-year plan is managed in Choices360 and is designed to teach students how to create and attain their graduation, college, and career goals while taking into account their interests, aptitudes, and graduation requirements.

Please contact your school counselor for additional information regarding the school counseling program.

School Psychology Services

Policy Reference: [DoDEA Regulation 2946.03, “School Psychological Services,” May 21, 2010](#)

Policy Reference: [DoDEA Manual 2946.4, “School Psychological Services,” June 2004](#)

DoDEA school psychologists provide a range of services designed to support students’ learning, growth and development in accordance with DoDEA Regulation 2946.03, “School Psychological Services,” May 21, 2010. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students’ academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

School Health Services

Policy Reference: [DoDEA Regulation 2942.01, "School Health Services," September 2, 2016](#)

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse serves as the health service expert, providing health care to students/staff and implementing interventions that addresses both actual and potential health and safety conditions. The school nurse collaborates with the school administrator to promote the health and academic success of students and serves as the liaison between, the school, community, and health care systems. This collaborative effort creates opportunities to build capacity for self-care, resilience, and learning.

The school nurse's responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;
- Providing quality health care and intervening with actual and potential health problems through health screenings, health assessments and nursing interventions, and the development of healthcare and emergency care plans to enable students to safely and fully participate in school;
- Providing case management services to direct care for students with chronic health conditions, to ensure their safety, and to increase their access to the educational program; and
- Collaborating with school and community-based resources to reduce health-related barriers to student learning, improve access to healthcare, and develop school-community partnerships to support academic achievement and student success.

Student Illness

Do not send your child to school if he or she is ill. Staying home to get the proper rest, nutrition, and parental care is for your child's benefit as well as for the benefit of the other children in the school who may be unnecessarily exposed to a contagious illness. The

following are examples of when a student should remain home:

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox,

pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

If your child becomes ill during the school day, the school nurse will contact you to pick up your child. To return to school, your child must be without symptoms for 24 hours and fever-free without fever-

reducing medications for at least 24 hours.

Parent Notification

As a general rule, the parent or sponsor will be notified by the school administrator or school nurse if your child has:

- Any illness or injury that causes concern or inability to participate in school activities
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain
- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting or diarrhea
- Wounds that may require stitches

Allergies and Chronic-Acute Conditions

Policy Reference: [DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#)

Policy Reference: [DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended](#)

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child's welfare in accordance with DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have;
- Providing the school nurse with medication/doctor's orders/emergency care plan/parent permission form;

- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere; and
- Notifying the classroom teacher about your child's allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

Medication at School

When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Consent Form. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child's use at school, but they must be accompanied by a physician's prescription and signed parental consent form.

In some rare situations, students are allowed to keep their rescue or emergency medicine with them while in school or at school-related activities. The student's prescribing primary care manager must provide a written statement that the student must be in control of his or her medication due to a life-threatening medical condition. The parent must provide written consent for the medication to stay with the student. See the school nurse to obtain appropriate form for medications to be administered during school hours or for a student to self-carry emergency medication.

Students may not share medications (including non-prescription medications) at school or at school-sponsored events.

First Aid and Emergency Care

Policy Reference: [DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#)

School personnel will administer first aid as efficiently as possible to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. In accordance with Section 6 of DoDEA Regulation 2720.1, should a student sustain a more serious illness or injury, the school nurse will make a judgment call based on nursing assessment to determine if the student needs

emergency medical care requiring a response by an emergency medical team (EMT) and possible transportation for treatment at a health care facility. If a student needs emergency medical care requiring an ambulance, the school will make reasonable efforts to contact the sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non-military facilities or providers, especially if the dependent student is located overseas. Treatment decisions will be made exclusively by the health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

It is very important for the school to have a current address, home phone number, mobile phone numbers, duty phone number, and the phone number of another adult to act as emergency contact in case parents cannot be contacted.

Contact your school nurse for additional information regarding the DoDEA School Health Services Program.

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, "Executive Order 13160 Administration: Compliance Requirements and Appeals," February 22, 2019](#)

No DoDEA student shall be excluded from participation in, be denied the benefits of, be subjected to or be permitted to subject others to, discrimination in any DoDEA-conducted education and training programs and activities on the basis of their race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, commonly known as their protected class, in accordance with DoDEA Administrative Instruction 1443.01, Volume 1, "Executive Order 13160 Administration: Compliance Requirements and Appeals," February 22, 2019.

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under "Student Conduct and

Discipline”), or impermissible disparate impact based on a student’s protected class, or retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

Student Rights and Responsibilities

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Students are expected to actively participate in the educational process, including school-sponsored activities in and outside of the classroom, as deemed appropriate. Students should bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

Students shall:

- Comply with policies, procedures, and standards for student behavior;
- Refrain from conduct or behavior that is disruptive;
- Respect the rights and human dignity of other students and all school employees.
- Attend school and classes regularly and punctually and make a conscious effort in all classes;
- Participate in and take advantage of educational opportunities provided by DoDEA schools; and
- Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures.

Scholastic Integrity

Students are responsible for their own scholastic integrity by neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of an individual. Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will receive no credit. There will be an appropriate consequence for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student’s discipline folder for the period of the school year.

Freedom of Religious Expression

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

According to Enclosure 3 of DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012, students may observe religious practice in school, such as celebration of religious holidays, engaging in private prayer, saying grace before meals, and wearing yarmulkes and head scarves, so long as the practice does not violate student standards or cause substantial disruption. Students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious practices or discussion.

Interscholastic Athletics

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019](#)

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without unlawful discrimination based on their race, sex, color, national origin, disability, religion, age, sexual orientation, status as a parent, or other factors unrelated to that participation. There are equitable uniform eligibility policies for participants in all athletic programs. Please refer to your Regional Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

Student Dress Code

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Students are expected to dress in a manner that complies with the school’s dress code policy as directed in DoDEA Administrative Instruction 2051.02, “Students Rights and Responsibilities,” April 17, 2012. Please refer to your school’s Web site or school handbook for specific dress code policy.

Search and Seizure

Policy Reference: [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

General, non-individualized searches of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), may be conducted by the principal on a periodic or random basis. The school affords students and parents adequate prior notice of its general search policy through the issuance referenced above and this Handbook. The search shall be conducted by the principal in the presence of another school employee who will serve as a witness. General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband. Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item.

Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

A targeted search of a student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non-public area, and by a school official of the same sex as the student. Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances.

Student Conduct and Discipline

Discipline

Policy Reference: [DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended](#)

Policy Reference: [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school

communities in general, in accordance with Enclosure 2 of DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012. Student behavioral management consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members.

In accordance with the policy stated in DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended, discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion following a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence, or the possession, use, or sale of drugs). Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

School Bus Behavior

Policy Reference: [DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended](#)

Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations, which is in accordance with Enclosure 8 of DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended.

Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct

Policy Reference: [DoDEA Administrative Instruction 1443.02, "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response," February 21, 2019](#)

Policy Reference: [DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended](#)

DoDEA does not allow any form of sexual harassment, sexual assault, problematic sexual behavior in children and youth (PSB-CY) and other related abusive misconduct of, or by, employees, students, or anyone participating in DoDEA-conducted/sponsored education, training programs, and activities, committed both on and off DoDEA premises.

All DoDEA students are responsible for not committing acts of sexual harassment, sexual assault, PSB-CY, and other related abusive misconduct in accordance with DoDEA Administrative Instruction 1443.02, "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response," February 21, 2019 (DoDEA AI 1443.02, and for cooperating with any investigations and resolution of complaints made in accordance with this Issuance. Students who violate this policy are subject to discipline in accordance with DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended.

The right to be free from other related abusive misconduct includes physical and/or emotional misconduct that does not qualify as sexual assault or sexual harassment, but that is still intended to make a student feel pressured, uncomfortable, physically threatened, in pain, embarrassed, or offended. It also includes the right to be free from an adult, or another student, trying to exploit their position of authority or influence over a student to force or manipulate them into an inappropriate personal and/or sexual relationship, even if the student does not think it is harmful. DoDEA does not recognize sexual or romantic interactions between any student and a DoDEA employee or volunteer to ever be consensual, even if the student is of the lawful age of consent.

Students who are experiencing sexual assault, sexual harassment, PSB-CY, or other related abusive misconduct should report it in accordance with Sections 4 and 5 of DoDEA Administrative Instruction 1443.02, "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response," February 21, 2019.

It is extremely important that a student not suffer in silence, or be allowed to be exploited or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at any time. When a DoDEA employee or volunteer becomes aware of a violation of this Issuance, they are required to report it to their school principal or program director, with the possible exception of certain disclosures made during confidential communications not otherwise subject to mandatory reporting requirements in accordance with Issuance.

Students may visit DoDEA's "Sexual Harassment Awareness and Prevention" webpage to learn more at www.dodea.edu/sexualHarassment.

Technology

Computer Access/Internet Policy/Electronic Devices

Policy Reference: [DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010](#)

Each student, together with the student's parent or guardian (if applicable), shall acknowledge and sign Form 700, "Use of DoDEA Internet and Use of Information Technology Resources," before he or she is assigned a user account. In accordance with Enclosure 4 of DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010, the following are required of all students:

- Students shall use DoDEA information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.
- Students shall be polite in all electronic communication.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear; use vulgarities; or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to disciplinary measures.

The signed agreement is to be retained in the administrative office at the student's school for the duration of the student's enrollment. A copy will be provided to the student and, if applicable, the student's parent or guardian.

Role of Social Media

Use of personal social media between parents/teachers/students is discouraged. The only acceptable form of social media communication between parents/teachers/students is through official school social media.

Transportation

Student Transportation Services

Policy Reference: [DoDEA Administrative Instruction 4500.02, “Student Transportation Services,” August 13, 2018](#)

Student transportation is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, during the mid-day, and for return to their assigned bus stop at the end of the normal scheduled school day. DoDEA principals are responsible for monitoring student loading/unloading zones when students are coming and going from school sites as well as administering discipline. A school bus or any device operating to provide student transportation will function as an extension of the school. The walking distance for grades 6 and below should not exceed one mile from the student’s primary residence to the school or designated bus stop. Students in grades 7–12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop. These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6–8), the walking distance criteria shall be the same as the criteria for grades 7–12.

Transportation is not authorized to take students to their homes or to eating facilities for their mid-day meal. No other transportation between the assigned bus stop and the school will be charged to commuting transportation unless noted on a special education student’s IEP and/or required by Section 504 guidelines. “Curb-to-curb” only applies to students with disabilities who require such service as documented in the student’s IEP. DoDEA District Superintendents, in coordination with the District Logistics Chief and the supporting military installation commanders, will establish a commuting area to determine eligibility for transportation of dependent students.

Leading the Way

Kaiserslautern High School



Kaiserslautern High School Rules, Regulations and Procedures

This section of the handbook provides information that applies specifically to Kaiserslautern High School, and provides necessary information on various school policies and procedures. Even though you will find topics in this section which have already been addressed in the previous section, the information in the previous section was intended to provide the overall guiding rules, regulations and procedures that apply to every DoDEA School, whereas in the section you will find “nuts and bolts” type information detailing more specifically how DoDEA rules, regulations, and procedures are applied at Kaiserslautern High School, as well as more detailed information on a variety of topics not covered in the previous section. For additional information, please visit our school websites: <https://www.dodea.edu/KaiserslauternHS/index.cfm> and <https://sites.google.com/a/student.dodea.edu/kaiserslautern-high-school/>.

Academics

Progress Reports, Report Cards, Teacher Conferences, Access to Grades

- **Progress Reports / Email Notices:** Parents who provide an email address will receive Progress Reports of all of their student’s grades at least monthly. Progress reports are also provided at min-quarter during each 9-week period. Additionally, some teachers provide weekly Progress Reports of student progress in their individual class.
- **Grade Cards / Parent-Teacher Conferences:** Grade cards are issued at the end of each 9-week grading period. A Parent-Teacher conference day is scheduled following the end of the first 9-week period, but parents are encouraged to contact teachers to arrange a personal conference at any point when this seems beneficial.
- **GradeSpeed:** Parents/sponsors and students have continuous access to grades, information on assignments, and other student information through GradeSpeed, which serves as an online grade reporting program. To access or create an account in GradeSpeed, log onto: <https://dodea.gradespeed.net/gs/Default.aspx>

Academic Recognition/Awards

KHS rewards and recognizes student academic achievement in a variety of ways, including:

- **Class Awards:** Students are recognized for having the highest achievement and the most improvement in individual subject areas.

- **Academic Letter:** Academic letters are awarded to students who achieve a cumulative grade point average (GPA) of 3.8 or higher during each of the first three quarters of the academic year.
- **Honor Roll:** Three levels of honor roll recognize students' quarter academic achievement. Membership on the **Silver Honor Roll** is awarded to students who achieve a 3.0-3.49 GP:A with no D's or F's, the **Gold Honor Roll** recognizes students who achieve a GPA of 3.5-3.9, and students who achieve a GPA of 4.0 and above earn a place on the **Principal's Honor Roll**.
- **Honor Graduate/Honors Diploma:** Information on requirements for earning an Honors Diploma can be found on pages 17-18 of the handbook, as part of the topic of "Graduation Requirements" in the previous section.
- **Salutatorian:** The graduating senior with the second highest cumulative GPA by the end of the eighth semester will be named the class salutatorian.
- **Valedictorian:** The graduating senior with the highest cumulative GPA by the end of the eighth semester will be named the class valedictorian.

Grade Improvement, Transfer Credit, and Credit Recovery

A student may repeat a course previously taken to improve mastery of that subject, and to improve the grade recorded on their transcript. The most recent semester grade(s) for the course will be the grade(s) recorded on the student's transcript. However, credit can be awarded only once if the subject was awarded credit after completion of the initial enrollment.

Students who are transferring credit from non-DoDEA institutions and those taking coursework for credit recovery outside Kaiserslautern High School should first verify that the **school providing the coursework is accredited through an accepted accrediting agency. No course work and/or credit from a non-accredited program will be placed on a DoDEA transcript until the credit has been validated.**

Validation of credit can occur in one of three ways:

1. Credit by examination,
2. Portfolio review (for fine arts courses), or
3. Successful performance in a higher level course that is sequential in nature (e.g., mathematics, world language).

In order to count toward fulfillment of graduation requirements, courses taken through non-DoDEA institutions must also meet the specific class and credit requirements that students must meet in order to earn a diploma from Kaiserslautern High School. Students must also receive advance school approval in order to count courses taken through non-DoDEA institutions toward

fulfillment of graduation requirements. **Before enrolling in such courses, students must contact their School Counselor for completion of the required permission slip.**

Note: Seniors who are taking courses through non-DoDEA institutions must complete all required coursework/exams and have official notice of passing

grades sent to KHS by May 15, in order to allow sufficient time for the credit to be placed on their KHS transcript prior to graduation. If credit for the course is

needed to fulfill graduation requirements, the student will not be able to graduate until the course credit is officially entered on his/her KHS transcript.

Some correspondence schools students have used to complete requirements for credit recovery include:

1. BYU Independent Study High School: <http://ce.byu.edu>
(1-800-914-8931)
2. Keystone High School: <https://www.keystoneschoolonline.com/>
(1-800-255-4937)
3. Milburn Academy: www.milburnacademy.org (1-703-494-0147)

Academic Eligibility

Students who receive more than one failing grade in the classes in which they are enrolled are ineligible for participation in extra-curricular activities of the DoDEA Europe Student Activities Program and in the DoDEA-Europe Interscholastic Athletic Program. The DoDEA-E Student Activities program includes any school or DoDEA sponsored extra-curricular program, club, or event which is not a part of the regular curricular offerings, for which no academic grade is assigned, and in which student participation is voluntary. The DoDEA-E Interscholastic Athletic Program includes any school or DoDEA-sponsored program which provides opportunity for students to participate in an organized sports program.

The following classification is made regarding the above stated policy:

1. All student participants will have their grades monitored on a weekly basis, throughout the season. Grades during the quarter of monitoring will be cumulative to date for that quarter.
2. All student participants must maintain a minimum GPA of 2.0 with no more than one failing grade cumulative to date. The eligibility will begin on the first day of school each year.
3. A student with one failing grade cannot be denied the opportunity to participate in practice or competition, provided they maintain a minimum GPA of 2.0.
4. A student declared ineligible can practice but is not authorized to participate, be in school uniform at a scheduled event, or travel with the team to any away event until regaining eligibility.

5. Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty.

Each school is to develop a specific plan for monitoring grade eligibility. So long as the grade check is completed by 4:00 p.m. on Tuesday afternoon, eligibility may be calculated *any time after 12:01 am on Tuesday morning until the 4:00*

Tuesday deadline each week that the interscholastic programs are being held. Therefore, **students should turn in all assignments that are due prior to each Tuesday eligibility check** by a time that allows teachers to have sufficient time to grade work turned in and post related grades by the end of teachers' work day on Monday. The sooner work can be turned in to the teacher, the more likely it will be graded and the grade posted by the end of the work day on Monday. Students should realize that turning in work late in the day on Monday does not guarantee it will be graded in time to be reflected in the Tuesday eligibility check.

A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m. A student participant who has been identified as ineligible for three consecutive weeks may be dropped from the team.

Academic Eligibility for All Activities

- **Requirement: 2.0 GPA and no more than 1 F**

Establish eligibility by checking GPA and F's from Spring Semester 2017 for all students except "incoming" 9th grade students. Those meeting the requirement are eligible, and those not meeting the requirement are ineligible.

Incoming 9th Grade Students	<ul style="list-style-type: none"> • No previous semester GPA/F check • Weekly monitoring • Students with more than one F during the weekly monitoring period will be ineligible for one week
Eligible 10th, 11th, 12th Grade Students	<ul style="list-style-type: none"> • GPA/F check from Spring SEMESTER 2017 (Student met requirement) • Weekly monitoring • Students with more than one F during the weekly monitoring period will be ineligible for one week

*Principals can only grant an additional 3 weeks of eligibility for a student, which can be done only after the first three-week period of the semester, if justified.
PRINCIPALS DO NOT HAVE THE RIGHT TO WAIVE THE ACADEMIC ELIGIBILITY REQUIREMENTS! (Exception: Students who have current IEP).

Extracurricular: Athletics and Activities

Athletics

The athletic program at KHS has always been a strong one. There is interscholastic competition for boys and girls during three seasons. All athletes must abide by the KHS Athletic Code. A physical examination each year is required to try out, practice, or play. Sports available to our students include:

- **FALL** - Football, golf, cross-country, cheerleading, tennis, women's volleyball and swimming.
- **WINTER** - Wrestling, cheerleading, swimming and basketball.
- **SPRING** - Track and field, soccer, women's softball and men's baseball.

Recognition of Athletic Achievement

Athletic letters are awarded to student athletes who meet lettering criteria established for the sport in which they are participating.

Athletic Gear

The Spirit Pack is the official warm-up of Kaiserslautern High School Athletics and is used for all sports throughout the entire year. Although it is a requirement for athletes, any student may order a Spirit Pack and wear the warm-up. The Spirit Pack is intended to support school spirit and unity. The jacket, pants and bag can be ordered and purchased from the KHS Booster Club. Orders are made periodically, usually at the beginning of each season, with deliveries taking approximately five weeks. If enough students order in May, their Spirit Packs will arrive during the summer and be ready for use at the beginning of the fall season. An athlete does not have to be a fall athlete to order a Spirit Pack in the fall.

The KHS PE Department offers a high quality **PE uniform** at a very reasonable cost. The Grey Printed T-shirt and red mesh athletic short combo are for sale through the Booster Club and are highly recommended for both the 9th grade LIFETIME SPORTS/PERSONAL FITNESS classes as well as the P.A.N. course. This one time buy can be used for all PE classes as well as many athletic programs.

Contact the Booster Club for current prices on Spirit Packs, PE uniforms, or other items of spirit wear. You can also contact the KHS Athletic Director for any information regarding athletic gear.

Clubs, Activities, and Organizations

KHS extracurricular clubs, activities and organizations may include, but may not be limited to the following examples:

Archery Club	Junior Science and Humanities
Black Legacy Club	Symposium (JSHS)
Chess Club	Model US Senate (MUSS)
Class Activities (9th –12th)	Model United Nations (MUN)
Concert Band	National Honor Society (NHS)
Cyber Patriots	Rainbow Club
Deployment Buddies	Spanish Club
Drama Club	Spanish National Honor Society
French Club	StellarXplorers
French National Honor Society	Student Government (Student Council Officers and Class Officers)
Future Business Leaders of America	K-Raider Staff
German Club	Poetry Club
German National Honor Society	Yearbook
Interscholastic Varsity and Junior Varsity Sports (football, cross country, volleyball, tennis, golf, basketball, wrestling, track, soccer, cheerleading, baseball and softball)	Step Club
International Thespian Society	Dance Club
JROTC Color Guard	Spanish Club
JROTC Drill Team	Homework Club
JROTC Marksmanship Team	Students Against Destructive Decisions (SADD)
	Technology Club / Robotics Club

Attendance Policies and Procedures

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

Providing Notice of an Absence

It is the responsibility of the parents or guardians to notify the school every time a student is absent, either prior to or on the day(s) of the absence(s).

Parents/guardians may contact the School Attendance Officer between 0800 and 0900 to report an absence by

- 1) emailing the school's attendance box:
KaiserslauternHS.Attendance@eu.dodea.edu (If emailing, also include a contact phone number.)

or by

- 2) calling the Attendance desk:
DSN: 545-1425
CIV: 0611-143-545-1425

The parent/sponsor should provide the student's name, date of absence and a valid reason for the absence

The earliest possible notification of an absence will be appreciated.

- **Advance notice:** When an absence can be anticipated, students have the opportunity to make arrangements ahead of time to collect assignments that may be missed during the absence. For advance notice of short-term absences, contact the school using the information provided above.

However, when a multiple-day absence is anticipated, the student should ask for the **Request for Authorized Excused Absence From School form (yellow form)** which is available in the SAO office. These should be signed by

parents and each of the student's teachers and an administrator. Arrangements can then be made with teachers regarding make up work.

- **Notice given on morning of the absence:** When it is not possible to provide advance notice of an absence, the parent/guardian should notify the Attendance Office early in the morning on the day of the absence.
- **Notice given on the day of the student's return from an absence, or following a partial-day absence:**

NOTE: Please see the section "3 re-admittance options for notice given on day of return from absence, or following a partial-day absence" on the following page for procedures to follow when:

- 1) providing notice of an absence on the day of the student's return from the absence, or
- 2) providing notice following a partial-day absence (for students who are arriving at school during school hours after missing classes for a portion of the day) when advance notice has not been provided.

Attendance Categories

Absences: Each absence is classified as an **excused absence** or an **unexcused absence**, and **unexcused absences may also be counted as truancy**.

- **EXCUSED ABSENCES**

Excused absences are granted when parents notify the school of an absence for valid reasons such as illness, emergency leave, and religious observances, and for official appointments that cannot be arranged during non-school time. (e.g., dental or medical appointments).

Excused absences are granted to those students participating in school-sponsored activities including athletics, tournaments, and other interscholastic events occurring away from school.

- **UNEXCUSED ABSENCES & TRUANCY**

Unexcused absences result from:

- failure to provide appropriate notice of an absence according to the procedures described above, (or because)
- the student fails to attend class for reasons that are known by the student's parent/sponsor, but which fall outside the reasons that constitute an excused absence (e.g., oversleeping, attending non-school-sponsored events, etc.).

Truancy: Any student who is absent from school or class for any length of time or for any portion of the school day without the prior knowledge and permission of his/her sponsor, parent, legal guardian or school authorities is truant. Truancy includes unauthorized failure to attend school, leaving school without permission once having arrived, or cutting class while remaining on school grounds.

PLEASE NOTE: The above-mentioned reasons for **excused** and **unexcused** absences do not represent an all-inclusive list; rather, these examples are meant to serve as a guide. The final decision regarding the legitimacy of an absence will rest with school administrators.

TARDIES: A student who is not in the classroom by the time the tardy bell has rung with all needed items (no need to go back to locker), and who does not have a written excuse from an administrator or a teacher, will be counted as **unexcused tardy** to class. Students who are late to class for a valid reason should secure a pass from an adult who can verify their valid reason for being late *before* they report to class; students who report to class late without a pass will automatically be counted “unexcused tardy”. They will not be sent back out of class to secure a pass. [See “**Discipline**” section for consequences applied for **excessive unexcused tardies.**]

- Note: If a student arrives to class extremely late, it may be counted as an **absence**, and depending on the reason can either be considered as an excused or unexcused absence, and if unexcused, possibly also as truancy.

Procedures for Re-admittance to School: Excused Absence

- For an absence to be considered “excused”, parents/sponsors must verify a valid reason for the absence *on or before the day the student returns to school.*
- If the school has been **notified** of an excused absence **at least a day prior to the student’s return** to school, teachers will have a record of the excused absence, and the student can report directly to class upon arriving to school.
- **3 options for notice given on day of return from absence, or following a partial-day absence:** If the parent/sponsor has not notified the school of a student’s absence prior to the day of the student’s return to school, they may select one of the following options in order for the student to be granted an **excused absence**:
 - 1) Call or email to notify the School Attendance Officer of a valid reason for the absence before the student arrives to school, and the student should then report to the Attendance Office for an admit slip before reporting to class.
 - 2) Provide the Attendance Office with a note explaining the absence, to include the student’s full name and the date(s) a valid reason for the absence, as well as the parent’s/sponsor’s signature and phone number. The student must bring the note from the parent/sponsor to the Attendance Office prior to returning to class following an absence. The student will then be issued an admit slip and may return to class.

- 3) The parent/sponsor may accompany the student to the Attendance Office to sign them in, and the student may continue to class after being provided an admit.

PLEASE NOTE: Students will not be allowed to telephone their parent/sponsor to obtain an excused absence if they arrive at school without a note, and the parent/sponsor has not contacted the school prior to their arrival to provide notice of an excused absence.

Procedures for Re-admittance to School: Unexcused Absence

- **STUDENTS WHO ARE RETURNING TO SCHOOL FOLLOWING AN UNREPORTED ABSENCE MUST REPORT TO THE SAO PRIOR TO ATTENDING CLASS. AN ATTEMPT WILL BE MADE TO CONTACT THE PARENT/SPONSOR, TO VERIFY THEIR KNOWLEDGE OF THE ABSENCE.**
- If it is not immediately possible to contact the parent/sponsor to verify their knowledge of the absence, the student will be given an “unexcused” admit to class, and the SAO will continue attempting to contact the parent/sponsor.
- Teachers will notify the SAO regarding any student who reports to class following an absence, but has not followed correct re-entry procedures (for whom advance notice of an excused absence was not provided, and who also does not have an “excused” or “unexcused” admit to class).
- When a student reports to class following an absence without an “excused” admit slip and with no prior notice of an excused absence, the teacher is not required to provide work missed during the absence.
- If it is determined that an absence involves truancy, the teacher or School Attendance Officer will submit a referral to an administrator for appropriate disciplinary action.

Documentation of Absences

- **By the school:** School staff members are responsible for maintaining accurate attendance records. School records provide written documentation of excused/unexcused absences. School attendance records will be used by Administration to notify parents when unexcused absences occur or when a student’s absences are excessive.
- **By parents/sponsor:** Parents are advised to document all known

absences of their child. Copies of email or handwritten notes, or notations of time/date and content of phone calls to the school serve as documentation of absences.

Maximum Number of Absences

Absences – To date, there is no rule setting the maximum number of absences allowed students. However, the DoDEA Attendance Policy includes provisions for excessive absences including the implementation of an **intervention plan**, **requesting Command assistance to improve school attendance**, and ***possible loss of course credit following seven unexcused absences***.

Again, the staff at KHS encourages students to attend school on a regular basis, and we ask parents to monitor their children’s attendance patterns. Parent conferences will be requested for excessive absences.

Consequences for Absences / Make Up Work

Students will not be penalized for **excused absences**. Normally, the student will have *one day of school for each day of his or her excused absence to make up work missed*; however, students are encouraged to make up their work as quickly as possible. For example, if a student is absent for an extended period of time for a school-sponsored trip or other excused absence, the student can arrange with some or all teachers to turn in work prior to the absence, or immediately upon return to school after the absence. (Note: For such an agreement to be valid, it must be agreed to by all parties involved, including the teacher, student, and parent/sponsor.)

Students who receive **an unexcused absence or who are considered truant** may not be given credit for the work missed during this absence. Further, continued unexcused absences may result in detention and other disciplinary actions including suspension and Discipline Board Review, and **all** incidents of truancy are subject to disciplinary action.

Additional Attendance Matters

- **ARRIVING LATE TO SCHOOL**
 - **LATE BUS RIDERS**: Students will not be counted tardy due to their bus arriving late to school. Students arriving on late buses should go directly to class and show their bus pass to verify their excused tardy. Late bus route numbers will be announced.
 - **ALL OTHER STUDENTS ARRIVING**

AFTER 8:20: Students arriving at school after the 8:20 tardy bell (other than late bus riders) must check in at the SAO office, Room 165.

• **LEAVING CAMPUS DURING THE SCHOOL DAY:**

Signing out/in

The school staff is charged with accounting for the presence of students at all times. Students are not allowed to leave the campus or base installation for any reason without administrative permission. Due to security requirements, it is critical that students who leave campus for any reason during school hours must be signed out at the Attendance Office. No phone calls or notes will be accepted (other than the **lunch-time exceptions** explained below).

Note: Dependents who are eighteen years old or older are not exempt from this policy. No student is exempt from any school rule/policy based on age.

Students are also required to sign back in at the office when they return during the school day after having been signed out.

- **NOTE:** Leaving campus without being signed out by a parent/sponsor will result in an unexcused absence or truancy.
- When students are sent home because they are ill, they are to be signed out and accompanied by their sponsor or an individual designated and authorized by their sponsor.

Please note that the requirement of being signed out by a parent/sponsor also applies during the lunch period, unless the student meets conditions for one of the following exceptions:

Lunch-time Exemptions to the requirement of being “signed out” by parent/sponsor:

- 1) **Permission to go to Housing Area (base housing):** Students who live in base housing and who have parent permission to go home for lunch must have a signed permission slip on file in the office, and must sign in/out every time in SAO and only go straight home & return. **NOTE: Students with parent permission to go to base housing during lunch are not authorized to go to other off-campus areas during lunch unless they have an authorized off-campus lunch pass. (See below.)**
- 2) **Students with an authorized off-campus lunch pass:**
 - a) All students in grades 11-12 with parent permission* will be issued an off-campus lunch pass.

- b) Students in **grades 9-10**:
1st Quarter of the school year: All students in grade 9 will remain on campus for lunch during the first quarter of the school year. Students in grade 10 with parent

permission and at least a 4.0 GPA from quarter 4 of the previous year will be issued an off-campus lunch pass for the 1st quarter of the current school year.

2nd – 4th quarters of school year: All students in grades 9-10 with parent permission* and at least a 4.0 GPA from the previous quarter will be issued an off-campus lunch pass for the current quarter. To retain the privilege, these students must continue to meet the 4.0 GPA requirement.

(Students in grades 9-10 not meeting this requirement must remain on campus during lunch unless they have permission to go to base housing as explained above, or unless they are signed out by a parent.)
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***IMPORTANT: Meeting grade level or GPA requirements does not give students automatic permission to leave campus.** Eligible students must first submit a permission form signed by a parent/sponsor to the SAO Officer, who then provides them with a lunch pass. Students do not have permission to leave campus until they receive this pass. Students who are issued lunch passes are not required to sign out for lunch, but must have their lunch pass with them when they leave campus during lunch, or their departure from campus will be considered unauthorized. Students with off-campus privileges must abide by the conditions printed on the back of the lunch pass in order to retain off-campus lunch privileges. **NOTE: Even with an authorized lunch pass, students are restricted from going into the Housing Area, unless they have a signed permission slip on file as explained above.**

All students leaving campus during lunch based on the above exceptions must return to school and make it to class on time. Students violating lunch privileges provided through these exceptions will be restricted to campus during lunch, and depending on the situation, may be subject to disciplinary actions up to and including suspension.

Part-Time Attendance

- Students should not be enrolled in DODEA schools to attend on an intermittent or irregular basis.
- Only regular and consistent attendance allows students to successfully master course content.
- Exceptions to full-time attendance may be approved by the Principal for seniors when that would be in the best interest of the student and the family on the basis of established family, personal, and financial obligations (e.g., part-time employment in order to earn income to defray expenses incurred or anticipated, for family support or for college expenses). Part-time enrollment may be authorized by a principal to permit a child to complete a course of study necessary for graduation or admission to college, or when the part-time enrollment, in the principal's judgment, enhances the educational opportunities of children who are pursuing alternative educational programs.
- Space-required, tuition-free students who are home-schooled may attend DoDEA schools on a part-time basis when their attendance provides them the opportunity to use resources of the DoDEA schools and to interact with peers.
- Principals may deny part-time enrollment for which attendance is so irregular and sporadic that mastery of the curriculum or course will not be achieved based on the attendance pattern of the student.

Accelerated Withdrawal

According to DoDEA regulations, a student who is withdrawing **on PCS orders*** within 20 school days prior to the end of the semester may accelerate and receive semester credit by notifying the registrar's office at least 30 days prior to withdrawal. Students requesting accelerated withdrawal should collect the **Accelerated Withdrawal (red form)** from the Attendance Office, which is signed by parents and teachers. Assignments will be given to cover the work for the days to be missed in each subject and semester examinations may be given.

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

1. **A copy of the sponsor's orders or a letter indicating that orders are forthcoming must be presented when requesting acceleration.** Orders and a port call document (or airline ticket) must be presented before withdrawal on an accelerated basis is completed.
2. The last day of school for the student may not be prior to the posted DoDEA calendar date listed as "The earliest date a student may leave

school under an accelerated program” for each semester. Students must attend the full school day prior to the accelerated date on which they withdraw.

The earliest accelerated withdrawal dates for School Year 2019-2020 are as follows:

Semester 1: Thursday, **December 12, 2019**

Semester 2: Tuesday, **May 16, 2019**

See Guidance Counselors for complete details.

***Please note: Taking final exams at an earlier date than exams are scheduled is limited to students who are withdrawing on PCS orders.**

Different procedures are in place for students who anticipate an *absence* during final exams for emergency travel or other reasons, in keeping with the KHS policy on **makeup work for excused absences**.

These procedures include:

1. Inform all of the student’s teachers of the situation.
2. Teachers can give students homework to do while away, and any work not completed while absent becomes makeup work, subject to the standard policy on makeup work upon the student’s return to school.
3. Upon return, the student can hand in the assigned homework and take final exams.

If the student does not resume attendance in school before summer vacation begins:

1. The teacher will give the student a grade of incomplete (I).
2. The teacher will leave a copy of the final exam in the office. The student will come to the office and take the exam after returning.
3. The teacher will grade the homework and final exam upon their return, and will submit a letter grade to replace the grade of incomplete (I).

Discipline Policy and Procedures

This regulation, “**Department of Defense Education Activity Disciplinary Rules and Procedures**”, is intended to alert administrators to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequences. Disciplinary sanctions may be imposed for student conduct:

- 1) anytime while on school property, whether or not during the school day,
- 2) at all times during the school day - including during the lunch period - whether on or off campus,
- 3) while attending or participating in school-sponsored activities or trips,
- 4) while in route between school and home
- 5) while on vehicles owned by the government or contracted by DODEA schools for the transportation of students to school or home, or to and from any school-sponsored or school-supervised trips/events/activities that affect the mission or operations of the school.
- 6) **Disciplinary action may also be imposed for out-of-school actions, including online activities, when the good order, safety, or welfare of the school, students, or staff is affected as a result of these actions**

Classroom Rules and Consequences

Teachers have the flexibility to determine appropriate rules that are needed in their own classrooms to meet the needs of their particular class situations. Students are responsible to follow all applicable rules in each classroom, in addition to all rules that apply throughout the school. Students in violation of classroom/school rules are subject to disciplinary consequences.

Classroom teachers are responsible for utilizing a range of behavior management techniques, and have autonomy to independently assign appropriate minor classroom-level disciplinary consequences for minor student misconduct. Classroom-level disciplinary consequences assigned by teachers may include lunchtime or after school detentions or other appropriate disciplinary actions. Students who show disregard for a teacher’s authority through repeated violation of classroom/school rules while in his/her classroom or by disregarding teacher-assigned disciplinary consequences will be referred for administrative disciplinary consequences, as will students whose behavior constitutes severe disrespect or a severe disruption of class.

Administrative Disciplinary Consequences

The behavioral expectation for all students is for students to come to school prepared to learn and acquire knowledge and skills. Students disrupting the learning environment or otherwise not actively pursuing a quality education will

be subject to disciplinary action. Disciplinary actions will be assigned at administrator's discretion and may include, but are not limited to the following consequences: **Warning, Counseling Session, Parent Notification, Community Service or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, Parent Shadowing, Out-of-School suspension (which may be combined with Community Service), and Expulsion.**

Additional Resources for Behavior Intervention

In addition to the application of disciplinary actions, which are applied for the purpose of correcting inappropriate behaviors, parents and students are encouraged to seek counseling services as needed. These are available through the school (Guidance Counselors, ASACS Counselors, and/or School Psychologist) or within the community (Pediatric Behavioral Medicine Clinic or Child & Adolescent Psychiatry – LRMC).

Examples of Disciplinary Infractions and Related Consequences

Illegal Drugs - Use/Possession: Immediate suspension/expulsion.

Alcohol - Use/Possession: suspension.

Tobacco – Use/Possession: - suspension.

(NOTE: Use/possession of e-cigarettes or similar devices will be treated the same as use/possession of tobacco, unless it is determined that the device contains illegal drugs.)

Misuse of Medications: suspension.

Vandalism: Appropriate consequences will be applied based on severity of incident.

Weapons - Possessing, using or transferring weapons (including but not limited to “dangerous weapons”) to another person at school or at a school sponsored activity: Immediate suspension/expulsion. (NOTE: A minimum 1 year expulsion is required for the possessions of fire arms.)

Fighting: Students willingly involved in fighting will be suspended.

Harassment (Including Sexual Harassment and Bullying): Appropriate consequences will be applied based on severity of incident.

***Note:** Bullying includes Cyber Bullying and any other form of bullying of another person or group by engaging in physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing or verbally abusing any person.

Disrespect / Refusal to Follow Instructions: Appropriate consequences will be applied based on severity of incident.

Theft: Minor theft will result in suspension. Major theft (\$250+) will result in suspension or expulsion.

NOTE: Students are encouraged to not bring valuables to school. Students who bring valuables to school are WARNED that neither DoDEA nor the school is responsible for loss or theft. Students are responsible for securing personal property and school property issued to them. When a theft occurs students are instructed to inform teacher, write out a school theft report for the Office, contact parents, and file a police report (with sponsor).

Plagiarism/Cheating: In addition to academic penalties, appropriate disciplinary consequences may be applied as determined by the teacher or administrator.

Misuse of Electronics: Cell phones and music devices are allowed on campus and may be used in the common areas **before and after school and during lunch**, but must not disrupt the learning environment. Unless students have been given specific permission to use devices such as cell phones, music devices, other electronics and headphones, their **use is prohibited in the *classroom and during class breaks, assemblies and safety drills**. Unless otherwise specifically permitted, these items should be **put away and kept out of sight** during these times. Electronic items in use or not appropriately put away during disallowed times are subject to confiscation. Confiscated items will be returned to the student at the end of the day for a first violation of this policy. Items confiscated due to subsequent violations must be picked up by a parent. (**NOTE:** Teachers confiscating electronic devices are responsible for the item until they return it to the student or turn it in to an administrator.)

*Teachers determine the times and circumstances under which the use of electronic devices is allowed in their classes, and students may use such devices in classrooms as long as they do so in compliance with their teacher's guidelines. However, using such devices in class except as permitted by the teacher is a violation of classroom rules; **such violations are subject to the same consequences applied to violation of other classroom rules**. Additionally, any device involved in such a violation is subject to confiscation. (**Note:** Having a cell phone ring during class or using a cell phone or other device as a calendar or clock are not accepted as excuses for having these items out in class during disallowed times, nor is the fact that headphones

are not plugged-in. Any use during class time other than that which is specifically permitted by the teacher is a rule violation, and is subject to disciplinary consequences and item confiscation.)

Misuse of Computers and/or Internet: Use of school-government computers and the Internet are for educational purposes only. Misuse includes but is not limited to the following: Going to prohibited sites or sites not directed by teachers (shopping or music), sending/receiving offensive material, Spamming, accessing or using another person's account, password, or files, attempting to get around safety & security measures. Violations will result in suspension/termination of school computer privileges and other disciplinary measures as deemed appropriate. **NOTE:** Determination of violations will be based not only on observed misuse, but also on evidence of misuse that may exist in computer history, memory, accessed login data or inappropriate material stored on the computer.

Public Displays of Affection (PDA): Students are expected to keep displays of affection to simple hand-holding, brief hugs, or a quick kiss on the cheek. Anything other than these will result in disciplinary action including after school detention or Saturday School, or – for repeated violations, suspension.

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

Forgery: Consequences for this violation may include detention, community service, or suspension.

Skateboards/Scooters and other Wheels: Skateboards/scooters are considered as sports equipment that cannot be used on campus. These items and other sports equipment need to be carried in a sports bag/backpack. Riding or standing on skateboards & scooters (or other wheels) on campus results in confiscation of these items, and administrative disciplinary action may be assigned for repeated violations.

Excessive tardies: Students referred to an administrator for disciplinary action for excessive tardies may be assigned after school detention, Saturday School detention, or in severe cases, may be suspended.

EXCESSIVE TARDIES POLICY:

Each quarter students are issued a card with 4 signature lines for recording unexcused tardies to class. This card is presented to the teacher for a signature when the student arrives late to 1st – 3rd period or 5th – 7th period classes, unless the student can present a pass from an adult verifying a valid reason for being tardy.

Teachers signing a student's first unexcused tardy for the quarter will warn

the student of consequences for additional tardies during the quarter. Teachers signing a student's second or third unexcused tardy for the quarter will notify parents. If a student reaches a 4th unexcused tardy in the quarter, the teacher signing the 4th signature slot on the tardy card will collect the card and report the student to the office for "excessive tardies". For a fourth unexcused tardy during the quarter, and for each subsequent unexcused tardy in the same quarter, students will receive an Administrative consequence.

Automatic consequences: A student who is unable to present a card to the teacher upon arriving late to class with an unexcused tardy is automatically referred to the office for consequences, whether the card has been collected due to excessive tardies, lost, or is simply not in the student's possession at the time for any reason.

The tardy card system is not used for students with unexcused tardies to 4th or 8th periods. Instead of signing a tardy card for these students, teachers will simply report all students with unexcused tardies to 4th or 8th period to the office for administrative consequences, which are automatic for reporting unexcused tardy to these after-lunch periods.

In addition to the above, administrators may conduct hall sweeps to address tardy trends and assign detention for all students found in the hall after the tardy bell without a valid pass.

Truancy: Leaving class or campus without permission, skipping class, or other forms of truancy: After school or Saturday School detentions may be assigned, depending on number or severity of incidents; suspension may result depending on circumstances or for repeated incidents of truancy.

Repeated school violations: Appropriate consequences will be applied based on severity of violations, and may include suspension or expulsion. Students who continue to exhibit behavior problems after being referred a third time for Administrative disciplinary action are demonstrating that the level of consequences so far applied have not been sufficiently aversive to change their behavior. Their continued misbehavior indicates a need for a stronger consequence/deterrent. Suspension is a consequence for serious infractions and for repeated minor infractions. Expulsion is removal from school for the remainder of the semester and/or school year. Suspension and expulsion may be carried over into the following school year, if the term of suspension or expulsion is not completed during the current school year.

Student Dress Code Violations: Although a student's style of dress and/or grooming may reflect individual preference, each student's personal appearance at school should be appropriate and not distract from the learning process. The KHS student dress code is intended to help maintain an effective learning atmosphere, and to promote a positive, safe and healthy environment within the school. The dress code will be enforced by staff members, teachers, counselors, and administrators.

Students in violation of Kaiserslautern High School's dress code will be required to change their attire to comply with this code before they are allowed to attend class, and will be sequestered until appropriate dress is acquired and worn. If a student is unable to find a solution that brings their attire into compliance, parents will be called to deliver needed items or to provide transportation if a student needs to leave school to change his/her attire in order to comply with the dress code.

Administrative disciplinary consequences will be assigned for repeated violation of the following student dress code and/or for refusing to cooperate with any request/instruction intended to bring a student into compliance with this code:

Kaiserslautern High School Student Dress Code

The administration reserves the right to make the final decision if there is a question of whether a student is in violation of the dress code.

Exemptions to dress code may be requested by a parent for religious or philosophical belief, disability, medical reason, or due to financial hardship.

Student dress and grooming must meet the requirements of the "Student Dress Code" as shown below:

1. **Grooming** — Cleanliness of hair, body, and clothing is required.
2. **Unacceptable Clothing and Accessories**

Although not all-inclusive, the following are examples of unacceptable dress for Kaiserslautern High School:

- A) Bare feet or house slippers. Students must wear appropriate foot wear.
- B) Shorts/skorts/skirts/dresses that are shorter than fingertip length at any point (with arms at sides and fingers extended).
- C) Pants with holes that are higher than the required length for shorts.
- D) Excessively baggy pants, pants worn too low (sagging).
- E) Tops matching any of the following descriptions:
 - 1) bare midriffs (tops which do not meet the lower garment at all times),
 - 2) not properly buttoned,
 - 3) having excessively low necklines,

- 4) sleeveless,
- 5) see-through (net or otherwise).
- F) Any clothing that exposes undergarments.
- G) Caps, hats, hoods or other similar head coverings shall not be worn to class or within the school building unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- H) Headphones/ear buds or other listening devices not prescribed by medical authority (except before and after school or during lunch, unless given specific permission for use at other times).
- I) Dark glasses (unless prescribed by a physician) shall not be worn to class or within school buildings.
- J) Wearing clothing to other classes that is worn (or intended to be worn) in gym/PE/fitness classes.
- K) Dog collars, wallet chains, hair picks, studded/spiked bracelets earrings or necklaces or other jewelry/accessories etc. that pose a safety concern for the student or others.
- L) The **following decorations** and/or designs imprinted upon or attached to the body or clothing (including jewelry) **are prohibited**:
 - 1) Symbols, mottos, words or acronyms that convey crude, vulgar, profane, obscene, violent, death-oriented, gang-related, racist, sexually explicit or sexually suggestive messages;
 - 2) Symbols, mottos, words, or acronyms advertising tobacco, alcohol or illegal drugs, or drug paraphernalia;
 - 3) Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Behavior at Assemblies and School Sponsored Events

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

Behavior in Common Areas

The expectations for appropriate behavior in common areas of the school are the same as for those in classrooms. All students are expected to exhibit appropriate

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

Behavior on School Bus

Responsible student behavior will be expected at all times when boarding, riding, and exiting buses. Students are expected to respect bus personnel, follow their instructions, and abide by all bus-specific rules while being transported to and from school or school activities. Additionally, students being transported on buses are subject to all school rules and consequences which they are normally subject to while present at school, and violation of rules will result in consequences ranging from assignment to a specific seat on the bus to suspension from the bus, or depending on severity may result in suspension or expulsion from school.

Student Support Services

Guidance and Counseling Services

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

The Counseling Office is open from 0800-1530 hours, allowing students to see a Counselor before school, during lunch, or after school. Students may make appointments through the Counseling Secretary to see their Counselor and to use the resources available in the counseling office. Students may be excused from class to go to the Counseling Office ***if they have a hall pass signed by a Counselor***. Emergency requests for appointments will be accepted immediately and feedback given to all teachers affected.

For additional counseling needs besides those provided for by the school Counselors, students may also consult the School Psychologist or the ASACS Counselor, a counselor with the Army ASACS program who is assigned to KHS and is available to work with students and parents on alcohol and drug-related issues.

Health Services

- **Immunizations:** Students who do not have appropriate records of the mandatory immunizations will not be allowed in school. See School Nurse for details.

Health Services: The School Nurse is available to provide direct care and make decisions regarding the following types of emergencies: allergic reactions, asthma attacks, diabetic reactions, head injury, seizures, possible broken bones or sprains, eye injury, severe bleeding, breathing problems, and any life threatening emergency. Students who are bleeding badly, who are experiencing shortness of breath, or who unable to walk should send for the nurse's assistance to avoid further injury. Students should assume responsibility for administering their own first aid for minor problems such as small cuts, scratches, abrasions, blisters, replacing old Band-Aids, etc. First Aid kits for such problems are available in most classrooms, the shop and gym. Care for minor problems and/or injuries that happened at home should be taken care of outside of class time. The School Nurse screens for vision and hearing problems, scoliosis and other back problems, high blood pressure, and other health problems as needed. The School Nurse offers guidance for students in identifying health problems and utilizing appropriate health resources in the community. Assistance is provided in understanding and adjusting to health problems. Information and counseling is available for health problems such as diet and weight control, stress management, depression, extreme fatigue, pregnancy, birth control, acne, frequent headaches, colds, and infection. The nurse maintains an extensive file of current health education materials. These materials are available to students working on health related class projects or for students wanting to learn more about their own health related materials.

- **Adolescent Health Service:** In compliance with military regulations, Adolescent Health Services are available to students attending Kaiserslautern High School. A comprehensive school-based clinic, staffed by pediatricians from Landstuhl Regional Medical center, provides a variety of services to the students. Staff from the clinic will assess and treat acute and chronic illnesses and injuries, sport physicals, and provide follow-up care as appropriate.

Confidential Health Services include, but are not limited to, such areas as pregnancy testing, STD testing and counseling, as well as well-woman check-ups. Confidential services are offered to those students age 15 and older. Referrals will be made to specialty clinics as necessary. The point of contact for appointments is the School Nurse. Due to the large number of students requesting services and the small number of appointments, the nurse will make a determination of who will be seen by the doctor through this appointment process.

- **Medication Policy:** In keeping with the concept of self-responsibility, school personnel will not administer medication except for emergency medication for life threatening conditions such as severe allergy, asthma, or heart conditions. In such cases, written permission is required from the parent along with written instructions from the student's physician. If a student is taking medication on a regular basis for any physical or emotional condition, this information should be reported to the School Nurse for inclusion on the student health record. If possible, prescribed medication should be taken at home rather than at school. If a prescribed medication must be taken during school hours, students must take responsibility for self-administering of the medication. Only one or two doses, properly labeled, should be carried to school. Medications that are considered controlled substances, such as Ritalin, Dexedrine, etc., must be brought to the nurse's office by the parent and counted and logged in with the School Nurse every time medication is delivered. The School Nurse does not dispense over-the-counter drugs such as aspirin, Tylenol, and cold remedies. Students with chronic complaints, like headaches, can often eliminate their problem through adequate rest, good nutrition, exercise, and other stress reducing techniques.

General Topics

Graduation Ceremony Dress Code Guidelines

It is the policy of DoDEA that graduation ceremonies and school-sponsored celebrations at each high school be an occasion which will be conducted with dignity and decorum. Our school will adhere to the following guidelines:

The Caps and Gowns should be selected by the Senior Class and approved by administration.

The only changes to the gown would be the addition of a US Flag Patch if the graduate's parent(s) are down range and a unit pin for the deployed parent.

No additions are permitted to the caps other than the tassel. Writing on the cap is forbidden.

The only cords permitted for academic recognition are those authorized by National Honor Societies such as the Thespian Society, World Language Honor Societies (German, French, Spanish, etc.), and National Honor Society.

A distinguishing cord or ribbon for the Valedictorian and the Salutatorian is acceptable.

The clothing under the gown should follow the school's dress code.

Hall Passes

Students must have a signed Hall Pass to leave the classroom when class is in session. Students who fail to secure a valid pass before leaving the classroom during class time are subject to being assigned an after-school detention.

Lockers

Each student will be assigned a hall locker. Most lockers have built-in locks. **The school provides locks. All other locks will be removed by administration.** Students should not share lockers or give other students their combinations. Care and maintenance of assigned lockers is the responsibility of the student. Locker privileges may be lost if proper care is not given. While the inside of lockers may be personalized with appropriate removable materials, absolutely nothing is allowed on the outside, except on special occasions-birthdays and school pride information. All materials must be removed when lockers are changed, the student transfers, or the school year ends. Periodic locker inspections will occur throughout the year. Generally, students will not be dismissed during class to go to lockers.

Warning: Lockers are not secure and may be compromised.

- Student lockers will be assigned by the School Attendance Officer.
- The locker should be secured at all times.
- **Valuables should NOT be left unattended.**
- Students may not share lockers unless so assigned.
- Students may not switch lockers unless cleared with the Attendance Office.
- Lockers are subject to periodical inspection by the school administration.
- Though assigned to a student, the locker remains the property of the U.S. Government.
- Abuse of the locker will result in the student being held financially liable to the U.S. Government. All problems with lockers should be reported immediately to the Attendance Office.

- **The school is not responsible for items that are lost or taken from hallway lockers.** Incidents of theft should be reported to the proper military authorities and the assistant principal.
- **Gym Lockers** - Gym lockers are to be used as temporary lockers only during the time a student is actually engaged in a PE class period or an after school sport. They are not to be used as a second locker. Locks left on overnight will be cut off and contents will be removed. **Valuables should not be left in the lockers at any time.**

Lost and Found

Lost and Found is located in the Supply Office. Students who find items should turn them in there. Students who lose items on the school grounds should go to Supply to see if they have been found. (Items remaining in the school's lost and found two weeks after the close of school will be disposed of.) Items left on buses are returned to the Transportation Office. Students should contact the Transportation Office at 489-2877.

School Closure / Delayed Start for Inclement Weather

The decision to close or delay the opening of schools is made by the KMC military commanders, based on road safety conditions. Announcements will be made over the Armed Forces Radio Station (Kaiserslautern AFN-AM), beginning about 0630 hours on days when the opening of school is affected. Should conditions warrant closing school early, announcements will be made over AFN. Parents are urged to listen to AFN for announcements about school closings, delayed openings, or early dismissals, and may check the following websites for updated information:

- <http://www.ramstein.af.mil/weatherinfo.asp>
- http://www.imcom-europe.army.mil/webs/sites/staff_org/safety/road_conditions/index.asp

Seminar/Pass Procedure

Seminar is considered to be structured time for students to work on assignments or to make arrangements to obtain help with mastering curriculum knowledge and skills, clarifying understanding of assignments, obtaining missed assignments, taking missed tests, etc. Teachers will request students who need to attend their Seminar class. Students who have not been requested for a particular Seminar session may choose to remain in their Homeroom Seminar, or they may ask another teacher to request them to attend their Seminar, and must do so in time for the teacher to submit the request by the 1330 deadline prior to a scheduled Seminar class. Students who are requested to attend a Seminar session (including those who ask to be requested) are required to attend the

Seminar to which they are requested. There are 2 Seminar sessions scheduled during each Seminar period. Students report to their Homeroom Seminar by 1335 and those who have been requested to Seminar Session 1 are released at 1340. (Students who have not been requested to Session 1 remain in their Home Seminar classes during this time.) Session 1 is held from 1345-1420, at which time students are released to Seminar Session 2, which is held from 1425-1500. (Students who were requested for Seminar Session 1, but not for session 2, return to their Home Seminar at this time.) Students who leave a Seminar class at times other than passing periods must have teacher permission and a pass, and must return prior to the end of the Seminar session unless arrangements have been made between Seminar teachers to have the student report to a different Seminar class.

School Sponsored Social Activities – School Policy and Expectations

SCHOOL FUNCTIONS: School functions are an important part of our extra- curricular program. The following guidelines assist those concerned with scheduling, sponsoring, chaperoning or attending such activities.

- Every event must be sponsored by an approved student group recognized by the Student Council Association (SCA) and the School Administration.
- The group must have a faculty sponsor and an adequate number of chaperones must be present.

NOTE: Anyone sponsoring a guest to attend a school activity must complete the “Request form to bring Visitor to School Function” (available in the SAO) by the end of the last school day prior to the function. The original copy of the form, signed by an administrator, must be given to the event sponsor, and you must have a copy of this form on your person while at the event.

DANCES:

- Dances are organized for Kaiserslautern High School Students. Sponsored visitors may attend dances with approval by School Administration. (See note above regarding sponsoring a guest for a school activity.) The deadline for such approval is 1530 hours of the last school day before the dance. Group approval may be granted to members of visiting student groups.
- Potential visitors must be of high school age (15-20) for dances other than the Junior/Senior Prom, and are required to abide by the visitor procedure.
- Potential visitors to the Junior/Senior Prom must meet the age requirements shown above, with the addition that Sophomore class students may attend

the Junior/Senior Prom only if invited by a Junior or Senior, and students in or below Freshman class are not eligible to attend.

- The duration of dances generally will not exceed four hours. Formal or semi-formal dances (weekends only) will end at or before 2300 hours.

Student Council Association (SCA)

Officers elected by the student body are President, Vice-president, Secretary, and Treasurer. The Student Council itself appoints a Historian and Parliamentarian. Regularly scheduled meetings of the Student Council Board are held monthly. Students in each grade level elect class officers.

Student Meals

Students may purchase breakfast and lunch in the cafeteria. Students may also bring a sack lunch from home, purchase food at one of the school concessions or walk home for lunch if they live nearby and have the appropriate permission (see “Lunch-time Exceptions” on pages 30-31).

The cafeteria is operated by AAFES. Parents/sponsors register for the meal program at Customer Service in the AAFES KMCC. Meals are paid through the use of “My Payments Plus”: (<https://www05.mypaymentsplus.com/default.aspx>).

If you are interested in applying for **Free or Reduced Meals**, the application is now done online at the following website: <https://freeandreducedapps.aafes.com/>

Questions, comments, and concerns regarding the cafeteria should be addressed to AAFES at 0631-90523.

Transportation

- **Buses:** DoDEA-Europe Transportation Management Office (DETMO) assumes responsibility for all bus transportation for KHS students. All students who require bus transportation to school must register at the DETMO office. Students will receive bus passes, must have them in their possession, and show them when riding the bus. School bus behavior rules and expectations will be distributed when students are registered, and responsible student behavior will be expected at all times when boarding, riding, and exiting buses. Safe transportation of students is an overriding concern. The military community enforces the school bus behavioral policy.
- **Driving to School/Student Parking:** Students who cannot walk to school should utilize the bus transportation provided. Due to limited

parking space, students who drive a POV to school **will only** be permitted to park in certain parking areas. **Student POV's must be registered with the School Attendance Officer at Kaiserslautern High School.** WARNING - students who drive themselves to school and are late due to traffic are considered as tardy-unexcused. Before a student may drive other students, either to school or during the school day, we must first have a written parental permission form on file in the Attendance Office for all students involved, including the driver and all passengers. All students traveling in a POV during lunch must have an off-campus lunch pass. Also, please note that driving or riding in a POV does not give the driver or passengers privileges of going anywhere during lunch other than those destinations listed on the lunch pass where all students with a lunch pass have permission to go.

Visitors – During School Day

- Parents are encouraged to schedule time to meet with teachers as needed, and should consult the teacher to make arrangements for the meeting time/location.
- All visitors to KHS must present proper identification and sign in the Visitor's Log at the office nearest the point entered. Visitors will be given a nametag to identify them as a visitor to the school. When leaving the grounds, visitors are to sign out in the log and return the tag.
- Students visiting classrooms during the school day must have prior teacher/administrator approval. A KHS student sponsoring such a visitor should obtain a "Permission to Visit KHS" form (available in the SAO), fill in all requested information, gather all required signatures, and turn the completed form in to the SAO one week prior to the visit. On the day of the visit, the KHS student will check the visiting student in at the SAO with a completed copy of the form.

Volunteer Organizations

Interested in volunteering? KHS volunteer organizations are looking for interested parents, sponsors, students and teachers. KHS volunteer organizations include the Parent Teacher Student Organization (PTSO), School Advisory Committee (SAC), and Booster Club. These organizations are dedicated to supporting the school. Contact information is available in the school office.

Notices

Video Surveillance in Use

Video surveillance is in use in various areas outside around the school. Evidence of student misconduct obtained through video surveillance will result in appropriate disciplinary consequences being assigned.

School's Authority to Conduct Searches

- **Search of School Property:** The school has the authority to conduct random and periodic searches of school property and to seize contraband items belonging to students. Students should not have any reasonable expectation of privacy towards school personnel regarding the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of the students. School lockers, desks, and other areas of school facilities may be opened and examined by school personnel at any time and no reason shall be necessary for such a search.
- **Search of Student's Possessions and Person:** The school has the authority to search a student's possessions and person when there is reasonable suspicion to believe that the student is in possession of prohibited items. Based upon reasonable suspicion, school personnel have the authority to detain and search, or authorize the search, of any student or of any property in the possession of the student when the student is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. School personnel have the authority to confiscate and preserve any prohibited item for which a search may be conducted. The extent of any search being conducted shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Reporting/Filing Concerns, Claims and/or Complaints

School personnel will promptly investigate and respond to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. Complaints may include, but are not limited to, incidents of discrimination, harassment (including sexual harassment), intimidation, hazing, bullying (including cyber bullying) or retaliation. Further, school personnel will enact no retaliation against any individual for raising concerns, reporting claims, or filing complaints alleging discrimination or harassment (including sexual harassment), intimidation, hazing, or bullying (including cyber bullying) based on race, sex, color, national origin, disability, religions, age, sexual orientation, or status as a parent, or for testifying, assisting or participating in

any matter in an investigation or other proceeding raising such claims. A student who is found by the Administration to have made an intentional false claim, complaint etc. may be disciplined in accordance with rules, regulations, policies, and procedures.

Acknowledgment

On behalf of our faculty, staff, students and parents, the Kaiserslautern High School administration would like to thank our wonderful KHS PTSO as well as the Kaiserslautern Landstuhl Spouses' Association (KLSA) and the Ramstein Officers' Spouses Club (ROSC) service organizations for their efforts and sponsorship through which funds have been provided for publication of the 2019-20 KHS Student-Parent Handbook / Agenda, which makes it possible to provide this service at no cost to the school, parents or students. We greatly appreciate the service that these organizations are providing.