

SPANGDAHLEM HIGH SCHOOL

Home of the Sentinels



PARENT/STUDENT HANDBOOK

2020-2021

Dr. Anneliese Hyde
Principal

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Dr. Seth Stillman
Assistant Principal

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Message from Superintendent pending

Section 1: Introduction



Principal's Message

Welcome to Sentinel Nation! The staff and I are excited to begin a new school year and look forward to working with each family as we navigate the rewarding high school experience. Spangdahlem High School has a reputation of success in both academics and athletics. Our students win national recognition, are awarded prestigious scholarships, win sports championships, and participate in a robust program of rigorous course offerings. From our career practicum program which offers “real-world” work experience to AP Statistics that challenges mathematical thinking, our staff is ready to prepare your student for both college and career.

Spangdahlem High School promotes a culture of family, which means we work together to support each and every student that passes through our doors. Community, command, family, student, and staff partnerships ensure that our students are provided the support they need to reach their highest potential. Our open communication and willingness to listen starts with registration and continues each day after that. Please do not hesitate to contact the front office, the teaching staff or me at any point. We are here with the sole purpose of supporting our amazing military-connected students.

We moved into a state of the art 21st century building in January, 2020 and invite you to share our journey. Be on the lookout for information and opportunities to volunteer in our school. Please follow us on Facebook to stay updated on current school events. Community, command, and families are respected contributors to our success. My door is always open and I encourage you to spend time with us during the school day. I look forward to a year of learning, surprises, and student success. GO SENTINELS!

A handwritten signature in blue ink that reads "Anneliese Hyde". The signature is fluid and cursive.

Dr. Anneliese Hyde

Principal

ABOUT SPANGDAHLEM HIGH SCHOOL

Accreditation

Every five years a site visit team reviews school records, interviews stakeholders, and observes the operation of the school as part of the accreditation process. The school will undergo the first accreditation in 2020. Once the visit is complete, a copy of the site visit report will be available for review by students, staff, parents and patrons of the school.

School Profile

Spangdahlem High School (SpHS) commenced in August, 2017. SpHS is committed to the rigorous, high quality education.

SpHS serves about 160 students in grades 9-12. Our dedicated staff members include over 30 certified personnel including classroom teachers, school nurse, information specialist, counselor, principal and assistant principal. In addition, an administrative officer and several non-certificated staff support our students. Services are also provided by complex-wide specialists such as a speech pathologist, a school psychologist, and educational assessors, and a strong district-level support system. Over 65% of our certified educators hold a master's degree or higher and over half of our teachers have been with our DoDEA Schools for more than 6 years. Our overall student to educator ratio is approximately 8: 1.

The Eifel area students traditionally perform extremely well on standardized tests when compared to the national average, with over 75% showing scores in the top two quartiles in all subjects, and very few students in the lowest quartile. We expect SpHS student scores to show ongoing growth in achievement over time, and that our average student GPA will continue to be above 3.00, with a yearly 100% graduation rate.

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

Together, the Spangdahlem High School Community will establish a new tradition of excellence!!

Administration

Principal Dr. Anneliese Hyde
Assistant Principal Dr. Seth Stillman
Secretary/Registrar Saskia Siler
Counselor Jesus Posadas

School Address: Spangdahlem High School
 Unit 3822
 APO, AE 09126-3822
Phone Numbers: DSN 452 4469 Commercial 0656561-4469
E-mail: Anneliese.Hyde@dodea.edu
School Website: www.dodea.edu/SpangdahlemHS/
 www.facebook.com/SpangdahlemHS/

School Colors and Mascot

Our school colors are Orange and Black. Our mascot is the SPANGDAHLEM SENTINEL

Department of Defense Education Activity: Administration Contact Information

DoDEA Europe West District

Mr. Kent Worford, Superintendent
Unit 28100 Box 26
APO, AE 09714
Phone: DSN: (314) 368-9925 Commercial: +32-2-717-9925
From the U.S. 011-32-2717 9925

Office of the Director, DoDEA-Europe

Dr. Dell McMullen DoDEA Europe Director
Unit 29649, Box 7000
APO AE 09002
Phone: 0611-380-7614
From the U.S.: 011-49-611-380-7614 Fax: 0611-380-7565
Fax from the U.S. 011-49-611-380-7565 DSN: 338-7614

DoDEA

Thomas M. Brady, Director
Department of Defense Education Activity
4800 Mark Center Drive
Alexandria, VA 22350-1400
Office of the Director 571-372-1885

OUR MOTTO

At SPANGDAHLEM High School we are:

Students
Preparing to be
Highly
Successful.

OUR MISSION

At SpHS we work to realize the DoDEA mission:

EDUCATE, ENGAGE, AND EMPOWER EACH STUDENT TO SUCCEED IN A DYNAMIC WORLD.

GUIDING PRINCIPLES

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

SpHS GUIDING PRINCIPALS/VALUES/ GOALS

Goal 1: Highest Student Achievement
Goal 2: Performance-Driven, Efficient Management Systems
Goal 3: Motivated, High Performing, Diverse Workforce
Goal 4: Network of Partnerships Promoting Achievement

Spangdahlem High School Bell Schedule



SPHS uses a BLOCK schedule where classes meet every other day.
The orange/black days alternate.

Monday, Tuesday, Thursday Friday		Wednesday	
1/5	0800-0925	1/5	0800-0915
2/6	0930-1055	2/6	0920-1035
3/7	1100-1225	3/7	1040-1115
Lunch	1230-1310	Lunch	1120-1230
4/8	1315-1440	4/8	1235-1350

Delayed Schedule (10:00am Start)

1/5	1000-1055
2/6	1100-1200
Lunch	1200-1235
3/7	1240-1335
4/8	1340-1440

Early Dismissal

1/5	8:00-8:47
2/6	8:52-9:40
3/7	9:45-10:35
4/8	10:37-11:25

*No lunch is served on early dismissal day

Please report all absences to the Registrar at saskia.siler@dodea.edu

Subject to Change – Last updated 8/18/2020

Sentinel Calendar SY 20/21



August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August:

Aug 24 First Day of School

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September:

Sep 7 Labor Day No School
 September 25 Half Day
 no lunch served Annual
 Trainings

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October:

Oct 12 Columbus Day No School
 Oct 16 No School CCRS Training
 Oct 23 N School Teacher Work Day
 Oct 26 Begin 2nd Quarter

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November:

Nov 6 NO SCHOOL P/T Conference
 Nov 11 Veterans Day No School
 Nov 26 Thanksgiving
 No School
 Nov 27 Thanksgiving Recess Day

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December:

Dec 4 No School CCRS Training
 Dec 21-Jan1 Winter Recess
 Dec 25 Christmas Day No School

January:

Jan 1st New Years Day No School
 Jan 4 Instruction Resumes
 Jan 14 End of 2nd Quarter
 Jan 15 No School Teacher Work
 Day
 Jan 18 Martin Luther King Day
 No School
 Jan 19 Begin 3rd Quarter/Second
 Semester Begins

February:

CSI Training Day No School
 Feb 8 No School CCRS Training
 Feb 15 Presidents Day No School

March:

Mar 24 End of 3rd Quarter
 Mar 25 No School Teacher Work
 Day
 Mar 26-Apr 2 Spring Break

April:

Mar 26-Apr 2 Spring Break
 Apr 5 Instruction resumes
 Apr 23 No School CCRS Training

May:

May 28 Recess Day No School
 May 31 Memorial Day No School

June:

HS ONLY:
 Jun 9+ 10 Half Day no Lunch
 Jun 10 Last day of School/End of
 4th Quarter
 Jun 11 Teacher Work Day

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



**EIFEL COMPLEX COMMUNITY SCHOOLS
SCHOOL YEAR 2020•2021 Calendar**

Monday, August 17	ALL Teachers Report
Monday, August 17	CCRS Training - Spang Complex Schools
Tuesday, August 18	CCRS Training - Spang Complex Schools
Wednesday, August 19	Commander's Welcome Back Breakfast - Spang Complex Schools @ Spang MS/HS 0800 - 0900
Friday, August 21	Spang MS/HS - Welcome Back Bash - 10AM to NOON
Friday, August 21	SpangES Back To School Bash - NOON to 1400

Monday, August 24	SPHS/SPMS/SPES- First Day of School (First Quarter/ First Semester)
Monday, August 31	SPES – First Day of School (Kindergarten)
Monday, September 7	Labor Day – Federal Holiday Observed
Thursday, September 10	Sure Start – First Day of School
Friday, September 25	Early Release for ALL Schools (No Lunch Served) (ANNUAL TRAININGS)
Friday, October 9	NO SCHOOL - CSI FULL TRAINING DAY (**SAB Family Day)
Monday, October 12	Columbus Day – Federal Holiday Observed
Friday, October 16	No School • CCRS Training
Thursday, October 22	End of First Quarter
Friday, October 23	No School • Teacher Work Day
Monday, October 26	Begin Second Quarter
Thursday/Friday, Nov 5 and 6	No School •Parent Teacher Conferences ELEMENTARY SCHOOL
Friday, November 6	No School •Parent Teacher Conferences MS/HS
Wednesday, November 11	Veterans' Day – Federal Holiday Observed
Thursday, November 26	Thanksgiving – Federal Holiday Observed
Friday, November 27	Thanksgiving Recess Day • No School
Friday, December 4	No School • CCRS Training
Monday, December 21-Jan 1	Winter Recess
Friday, December 25	Christmas – Federal Holiday

.....2021.....

Friday, January 1	New Year's Day – Federal Holiday
Monday, January 4	Instruction Resumes
Thursday, January 14	End of Second Quarter
Friday, January 15	No School • Teacher Work Day
Monday, January 18	Dr. Martin Luther King, Jr. Day– Federal Holiday Observed

Second Semester

Tuesday, January 19	Third Quarter/Second Semester Begins
Monday, February 8	No School • CCRS Training
Friday, February 12	NO SCHOOL - CSI FULL TRAINING DAY (**SAB Family Day)
Monday, February 15	Presidents Day – Federal Holiday Observed
March 16 to March 27	Cognia Visit
Wednesday, March 24	End of Third Quarter
Thursday, March 25	No School - Teacher Work Day
Friday, March 26	Begin Spring Recess (26 March-2 April)
Monday, April 5	Instruction Resumes – Begin Fourth Quarter
Friday, April 23	No School • CCRS Training
Friday, May 28	NO SCHOOL: Recess Day-No school for students and teachers
Monday, May 31	Memorial Day – Federal Holiday Observed
Thursday, June 3	Last day of school SURE START
Thursday, June 10	Last day of school / End of Quart 4/Early Release (No Lunch Served)
Friday, June 11	No School - Teacher Work Day

CAMPUS MAP

Campus maps are available in the Student Affairs Office.

DAILY BULLETIN

We have announcements first thing in the morning. The Sentinel Scroll, sent via email on Fridays, contains announcements and upcoming events. If you would like the Scroll sent to an additional e-mail account, please make that request in the Student Affairs Office (SAO).

Announcements for the bulletin must be endorsed by the administration and submitted to the SAO.

LOCKERS

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

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

Unsecured Property

Government and personal property are to be kept secure at all times on school grounds. Property left unattended or in unlocked lockers may be confiscated, and students responsible for the items may be subject to disciplinary action. Unattended property not only gives the school an unsightly appearance, but it also can create safety and security problems.

LOST AND FOUND / MISSING PERSONAL PROPERTY

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

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

POSTING NOTICES IN SCHOOL

All posters, handbills, or other types of advertisement for events must have prior administrative approval before being posted on school grounds.

TELEPHONES

In urgent situations, students may use school telephones. A phone for student use is located in the Student Affairs Office and is to be used for school related business such as contacting parents.

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

ACADEMIC RECOGNITION

Class Ranking and Eligibility for Academic Honors

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

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

Class rankings for graduation are determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades with a high school course code are averaged to determine class rankings for graduation honors. Students who completed a foreign language and/or an Algebra I or higher level math course in 7th or 8th grade should be aware that credits earned in these courses can count as high school credits, but grades will not be used to compute the cumulative GPA.

Honors Diploma

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

National Honor Society

This program is sponsored by the school and the National Association of Secondary School Principals. Students are selected on the basis of academic achievement, community service and leadership.

CURRICULUM

Advanced Placement Courses

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

Advanced Placement examinations are administered during the month of May. Students are required to take the requisite AP examination in order to receive a weighted grade for the course; DoDEA assumes responsibility for the costs. More than 1000 colleges and universities offer up to one full year of college credit for qualifying scores of 3, 4, or 5 on the Advanced Placement examinations. SPANGDAHLEM High School awards a weighted grade, and high school

credit towards graduation for successful completion of the Advanced Placement course during the school year. The college/university the student is attending may grant college credit based on receipt of the scores from the student. Any student not taking the required AP exam is responsible for paying the unused AP Exam fee charged by College Board (\$15).

Controversial Materials Policy

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

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

Curriculum Guides / Standards

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

Schedule Changes

Each student is provided an appropriate program of studies designed to foster academic and personal success. Placement of students is considered on an individual basis. Decisions reflect the best interests of the student. Occasionally it is necessary to make changes in a student's schedule. Some student schedule changes may be initiated by the counselor or administration to meet master schedule needs, for example to balance class sizes and/or to allow students to take advantage of additional course offerings. During the first 10 days of the school year for yearlong classes or the first 10 days of Semester 2 for semester long classes, a high school student's schedule may be changed at the request of the student with good cause. Parental approval and signature is required. The principal must approve schedule changes that occur after the first two weeks of the semester, and transcripts may be affected.

While we work hard to provide students with opportunities to engage in all classes, schedules are built around graduation requirements. With this in mind, students may not be enrolled in every specific class they request.

TEXTBOOKS

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

GUIDANCE COUNSELING

The guidance department is established to provide career, academic and personal counseling to the students of SPANGDAHLEM High School. Students may be excused from classes for appointments with the counselor.

Appointments are scheduled in advance; the counselor will send a hall pass for the student at the time of the appointment. Students should try to schedule appointments during their elective classes to minimize lost core class time.

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

The guidance office is open daily from 0800-1235 and 1310-1510. Appointments can be made for alternate times. In emergency situations, the student will be seen immediately.

ASACS

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

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

STUDENT SUCCESS TEAM (SST)

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

SEMINAR

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

Student Rights and Responsibilities

ANTI-BULLYING

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

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

- Watch for signs of bullying behavior and respond appropriately

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

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

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

Discipline Procedures for Bullying in School

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

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

ABSENCES

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

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

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

PRE-ARRANGED ABSENCES: If a student is to be absent for a reason other than illness or emergency for more than 3 days, the pre-arranged absence process is required. This ensures that students are responsible for checking on assignments and make-up work prior to the absence. All paperwork must be completed three days before the absence begins. Any exceptions are handled on an individual basis with the principal. This “TRIP SLIP” process is as follows:

- A parent comes to the school to request a trip slip and meets with the principal
- A trip slip is given to the student
- The student takes the trip slip to each of his/her teachers for classes that will be missed. Each teacher will assign homework and endorse the slip.
- The form will be given to the registrar in the SAO to send copies to the teachers, parents, and administration.
- Pre-arranged absences may be reported as unexcused.

Note that acceleration arrangements for final grades at the end of the school year are not authorized for family trips,

only for PCS moves. (See Early Departure / Accelerated Credit policy, above in Section 3) PCS orders are required to request acceleration. Once PCS orders are received the student will be given the acceleration form.

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

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

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

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

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

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

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

Tardiness

Tardiness is defined as being late for the start of a scheduled class. A student’s tardy arrival disrupts learning for all students in class, and is a serious matter. Students can avoid unnecessary tardies with planning and preparation—by visiting lockers only before school and at lunch (e.g. carrying materials for two class periods at a time), and limiting visiting with friends during the 5 minute passing time. Persistent tardiness will not be tolerated and will be handled with cooperation from the command, parent, student, staff, and administration.

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

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

An UNEXCUSED TARDY is defined as late arrival to an assigned area or class without a valid, acceptable reason (and thus without an excused tardy pass). Three (3) unexcused tardy violations during a quarter are deemed excessive, and violate the expectation policy. Students reaching the third tardy will generally be assigned one day of detention to be served in the SAO. Thereafter, the following actions will be taken at administrator discretion:

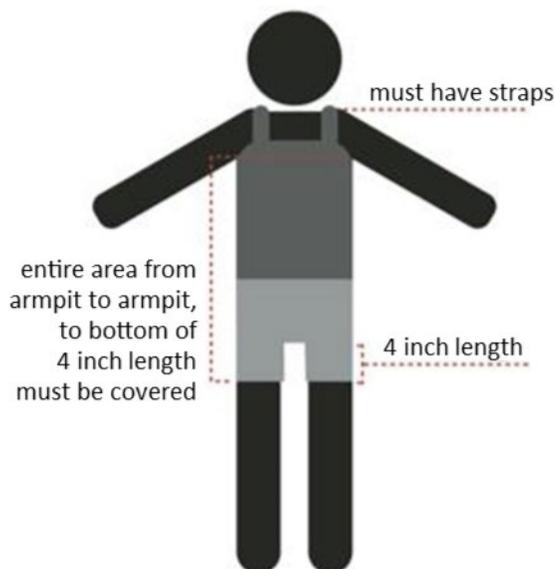
2nd referral: detention – (three days)

3rd referral: SLO notification, parent conference; to be determined by administration

LEAVING SCHOOL GROUNDS: Students who need to leave school during the day for an excused absence or for an emergency are to be signed out in the SAO by a parent or guardian. Students may not sign themselves out of school. Students leaving school without signing out are considered truant and subject to discipline. Career practicum students with a work site in the community are accepted, and will instead carry a pass authorizing them to be off campus during their CP periods. They are however required to sign in and out with their career practicum instructor.

DRESS CODE

SpHS students, staff and parents drafted a new, gender-neutral, gender-respectful dress code that supports student creativity and expression while maintaining a professional, academic environment. In general, neatness, decency, cleanliness and safety constitute the guidelines that all students are expected to follow in dress and grooming. Students dress and appearance that interferes with normal classroom instruction will not be permitted. See diagram for Standard dress requirements:



In Addition:

- All students will wear shoes (appropriate for educational activities, i.e., athletic shoes for PE, protective shoes for science labs)
- Garments with foul, provocative, racially inflammatory, sexist or tasteless words and pictures will not be permitted. Nor will any apparel with advertisements for tobacco, alcohol or drugs be permitted.
- Hats or any other headgear are not to be worn by members of either sex in the classrooms.
- No pajama bottoms or slippers should be worn to school.
- Transparent clothing is not considered adequate cover.
- No student shall present himself or herself to the school in a manner that is plainly offensive or likely to cause disruption. The school, in its discretion, shall prohibit any cosmetics, jewelry (such as fighting rings or chains or similar attachments), and clothing which it deems to have a substantial and disruptive or dangerous effect on the school atmosphere. Clothing items with gang affiliation or intention to cause provocation will not be tolerated.
- Costumes may not be worn at school except on approved occasions.

DRUG AND ALCOHOL ABUSE PROTOCOL

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

GANG AWARENESS AND PREVENTION

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

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

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

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

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

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

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

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

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

PUBLIC DISPLAYS OF AFFECTION

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

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

ELECTRONIC DEVICES

Electronic devices may be used before school, during lunch, or after school. Electronic devices may be used during the class period ONLY with permission from the instructor. If electronic devices are out during class time without instructor permission the student and the Device may be sent to the front office. The item will be returned to the student following the first offense. Subsequent incidents are treated as insubordination and the sponsor will have to come to the school to claim the item. The school takes no responsibility for lost/stolen items. Students may not film (audio/video/still photos) others without their advance permission.

SEARCHES AND SEIZURES

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

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

SEXUAL HARASSMENT

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

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

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

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

Refer to <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance")

for detailed information on the scope of the program and how to file a complaint.

TOBACCO PRODUCTS

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

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

VIDEO SURVEILLANCE

Video surveillance equipment may be used in public areas of the school; students may be subject to discipline based upon evidence gathered through surveillance equipment. Students are not allowed to record students, teachers or anyone on school grounds without their permission.

Student Activities

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

ATHLETICS:

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

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

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

CLUBS AND ACTIVITIES

Band (class) Choir (class)

Culinary Arts Club

*Film Festival

*International Student Leadership Seminar

*Jazz Seminar, Honors Music Festival

*Creative Connections

*Future Educators Association Drama (class) Future Business Leaders of America

International Student Leadership Institute

JROTC Drill Team, Color Guard, and Marksmanship Model United Nations (class)

National Honor Society

STEM

Student 2 Student

Student Council

Yearbook (class + club)

**DoDEA-Europe wide event opportunity for SpHS students.*

ATHLETICS

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

LIMITATION OF TEAM MEMBERSHIP:

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

INJURIES AND INSURANCE

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

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

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

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

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

All students are monitored for D's, F's and less than 2.0 on a weekly basis throughout the activity or season. Students who have more than one failing grade in the classes in which they are enrolled are ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team/activity. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season or activity carries over from one quarter to the next, then the quarter grades will be used to determine eligibility for the week following the end of the quarter.

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

weekly.

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

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

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

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

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

AGE RULE

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

EIGHT SEMESTER RULE

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

ACTIVITY BUSES

Activity buses are provided for students involved in extracurricular activities and run on a schedule. Housing/Town drop off points may vary from year to year. Check with the Bus Transportation Office or SAO for details.

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

DANCES

School sponsored dances are normally held on Friday evenings, with the exceptions of the Homecoming Dance and the Prom, which are on Saturday evenings.

- Students bringing a guest who is not a SpHS student must complete a permission form, which requires approval of a parent/sponsor and the principal.
- Individuals older than 19 will not be considered to attend a high school dance. (The permission slip must be

turned in 48 hours prior to the dance.

- Students will not be admitted later than one hour after the scheduled start of the dance.
- Students who leave the dance for any reason will not be readmitted.
- Approved guests are required to present ID prior to entry and must have obtained approval from administration prior to attending.
- Appropriate attire is determined by the nature/theme of the dance, but generally should not be in violation of the dress code for the school.

NATIONAL HONOR SOCIETY (NHS)

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

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

STUDY TRIPS

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

Unauthorized class trips

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

SOCIAL ACTIVITIES

All school social activities will be scheduled through the Student Council and approved by the Administration. All school sponsored social activities will be chaperoned by faculty members and parents. Only SPANGDAHLEM High School students and bonafide guests 14 to 18 years of age will be allowed to attend school social activities. A special form must be completed in order to have any guests attend many school functions. School sponsors of the event will have these available. All school policies are in effect during social activities and athletic events whether held at the school or another location.

STUDENT COUNCIL (STUCO)

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

of the year.

Parental Involvement and Responsibilities

PARENTS ARE PARTNERS

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

- Attendance: It is no surprise that regular attendance is linked by study after study to student success. Make students being in school a priority for your family: schedule doctor's appointments outside of school hours wherever possible, plan family trips around the school calendar, and allow students to stay home only when genuinely physically ill.
- Team with teachers: never hesitate to use our many modes of communication—phone, e-mail, Gradespeed, conferences—to work as partners with teachers. Support and back up teachers' expectations at home, and share any concerns promptly with teachers.
- Set aside regular time each day for homework and study.
- Encourage extracurricular participation, and attend the games and events.
- Take the time to review this handbook, together as a family.
- Feel free to visit the school at any time! We do ask that visitors please sign in at the Student Affairs Office just down the hall from the main entrance. Parents who believe their present insurance coverage is not adequate should either increase the protection available through their respective employers or supplement their existing coverage through a private company.

OUT-OF-TOWN (AWAY) EVENTS

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

APPEALS

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

The steps for appeal are:

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

CHAIN OF COMMAND

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

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

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

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

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

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

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

PARENTAL CONDUCT AT ATHLETIC CONTESTS

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

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

- Setting an example for your child to follow is the most important aspect of parent behavior. Players tend to imitate the behavior of their parents.

PARENT - SCHOOL COMMUNICATION

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

- The school's phone number is DSN 452 4469 Commercial 0656561 4469.
- Staff e-mail generally follows the pattern: Firstname.Lastname@dodea.edu.
- Gradespeed, with regularly updated information about students' schedules, grades, assignments and attendance, is accessible via a link from the school website; for new accounts follow the instructions as indicated.
- Visit us any time (please remember to sign in at the Student Affairs Office).

SPONSOR'S ABSENCE FROM THE AREA

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

DISCIPLINE

Please see the DoDEA Europe West District Expectation Matrix on the following link:

www.dodea.edu/SpangdahlemHS/

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 may be found on the DoDEA Web site at <http://www.dodea.edu/Offices/Regulations/index.cfm>.

Graduation Requirements (DoDEA Administrative Instruction 2000.1)

A standard diploma is awarded upon completion of the following requirements as stated in the High School Graduation Requirements and Policy Administrative Instruction 2000.1:

- 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
- 3). 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.

High School Graduation Course Requirements: Check dodea.edu for updates on graduation requirements.

Minimum Requirements		
Content Area	Standard Diploma	Honors Diploma
English Language Arts	4.0 credits	4.0 credits
Social Studies	3.0 credits	3.0 credits
Mathematics	4.0 credits	4.0 credits
Science	3.0 credits	3.0 credits
World Language	2.0 credits	2.0 credits
Career Technical Education	2.0 credits	2.0 credits
Physical Education	1.5 credits	1.5 credits
Fine Arts	1.0 credit	1.0 credit
Health Education	0.5 credit	0.5 credit
Summary		
Minimum Total Credits	26.0 credits	26.0 credits
Required Courses	20.0 credits	20.0 credits
Elective Courses	6.0 credits	6.0 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.		

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. ****Graduation requirements, subject to change****

Transferring Course Credits to a DoDEA School ([DoDEA Administrative Instruction 2000.1](#))

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 into a DoDEA school from other DoDEA schools or who earn course credits in a non-Department of Defense (DoD) system (public or private), correspondence, online, and/or homeschool program that are 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. Please contact your child's school for questions regarding course credit transfer process and approval.

Home-School Students ([DoDEA Directive Type Memorandum 16-E-001](#))

DoDEA recognizes that home-schooling is a sponsor's right and may be a legitimate alternative form of education for the sponsor's dependents. Home-school students who are eligible to enroll in DoDEA-Europe and DoDEA-Pacific on a space-required basis and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to 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 walk to participate in a DoDEA commencement ceremony.

Student Grade-Level Placement ([DoDEA Regulation 2000.03](#))

Kindergarten and grade 1 placements are determined by minimum age requirements. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year will be eligible to be enrolled in kindergarten. 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. Kindergarten is not a prerequisite to grade 1 entry. Placement in grades 2 through 8 is predicated upon successful completion of the preceding year. Students entering a DoDEA elementary, middle, or junior high 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 through 8.

Grade-level status (9, 10, 11, and 12) will be determined by the number of course credit units earned by the student. 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.

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.

Grading and Grading System ([DoDEA Policy Memorandum 09-E-001](#))

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 child 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 through 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 (10) 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](#) for instructions.

Progress Reports/Report Cards ([DoDEA Regulation 2000.10](#))

It is the policy of DoDEA to issue a progress report every nine weeks for any student present or enrolled for at least 20 days or more in a marking period. Marks will be given at the end of the second, third, and fourth marking period for students in grades K-1. Marks or grades will be given at the end of each of the four marking periods for students in grades 2-12. 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. In case of students

whose performance does not begin to decline until after the midpoint in the quarter, every effort will be made to contact parents as soon as this happens and work to get the student back on track. All students will receive assessments that fairly and accurately report their academic progress. Marks or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student academic performance.

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 student records [Web site](#) for further instruction based on your situation or discuss with the counseling department at your student's school.

System-wide Assessment Program (DoDEA Regulation 2000.06)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program. 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.

All assessments selected for use within DoDEA shall:

- 1) Affect instruction and student learning in a positive manner;
- 2) Be one of several criteria used for making major decisions about student performance/achievement; and
- 3) Align to clearly defined standards and objectives within the content domain being tested.

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.

Scholastic Integrity

Students are responsible for 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, 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.

Student Attendance (DoDEA Regulation 2095.01)

School attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction, successfully meet academic standards, and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, the school personnel, and in some cases the Command. Students with excessive school absences shall be monitored by the Student Support Team to assist them 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.

Accelerated Withdrawal ([DoDEA Administrative Instruction 2000.1](#))

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. Accelerated withdrawal will only be considered if the 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.

Interstate Compact on Educational Opportunity for Military Children ([DoD Instruction 1342.29](#))

The 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 the interstate compact that 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 by can cause children to miss out on extracurricular activities and to face challenges in meeting graduation requirements. 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 would work to coordinate graduation requirements, transfer of records and course placement and other administrative policies.

Religious Holiday Observance ([DoDEA Administrative Instruction 2051.02](#))

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 discussion. Students may observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, as long as the practice does not violate student standards or cause substantial disruption.

Student Discipline ([DoDEA Regulation 2051.1](#) & [DoDEA Administrative Instruction 2051.02](#))

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general. It 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. 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 as 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).

School Bus Behavior ([DoDEA Regulation 2051.1](#))

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. 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.

Student Dress Code ([DoDEA Administrative Instruction 2051.02](#))

Students are expected to dress in a manner that complies with the school's dress code policy as directed in the DoDEA Administrative Instruction 2051.02 — Students Rights and Responsibilities, Enclosure 2 (3,c,1) and Enclosure 2 (5,1). Please refer to your school's Web site for specific dress code policy.

Student Rights and Responsibilities ([DoDEA Administrative Instruction 2051.02](#))

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.

Interscholastic Athletics ([DoDEA Regulation 2740.1](#))

All high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without regard to race, religion, color, national origin, sex, disability, or other factors unrelated to that participation. There are uniform eligibility policies for participants in all athletic programs. Please refer to your Area 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.

Education Student Services

Education Student Services (ESS) is an integral part of the total education program. The ESS Department includes DoDEA school nurses, school counselors, school psychologists and school social workers (located only in certain locations). The ESS staff members at each DoDEA school partner with parents, community, students and other educators to assist in creating an educational environment conducive of academic, personal, social and career growth of all students. Please visit the Education Student Services [Web site](#) for further instruction based on your situation or discuss with an administrator at your student's school.

Special Education ([Department of Defense Instruction 1342.12](#))

Special education is considered specially designed instruction, which is provided at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, home, hospitals and institutions, and in other settings, as well as instruction in physical education. The law requires school districts with students with disabilities to be provided reasonable accommodations to allow access to educational programs and associated activities to the same extent as students without disabilities. Please contact your child's school for specific details relating to your child if you would like to discuss eligibility requirements.

Disability Services ([DoDEA Administrative Instruction 2500.14](#) & [DoDEA Regulation 2500.10](#))

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. Students with disabilities shall be provided a free and appropriate education in the least restrictive environment at no cost to the parents. Disability services that students may be eligible for include speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; school nurse services designed to enable a child with a disability; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. Please contact your child's school for specific details relating to your child. Either the parent or the school may request mediation to resolve a disagreement concerning a child's individualized education program, including the delivery of medically related services.

English for Speakers of Other Languages (ESOL)/Language Services ([DoDEA Regulation 2440.1](#))

An English language learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. DoDEA's ESOL Program is a language acquisition program designed to teach ELLs social and academic skills as well as the cultural aspects of the ELLs to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation at appropriate developmental and proficiency levels with little or no use of the native language. ESOL instruction is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student's needs and classification. ELLs are involved in mainstream classes during the day.

Counseling ([DoDEA Regulation 2946.1](#) & [DoDEA Manual 2946.2](#))

DoDEA school counselors provide comprehensive counseling programs to all students in grades K-12. Counseling programs are designed to foster a foundation for life-long 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 support student's self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as 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 high school students create and manage a four-year plan with their counselor. The four-year plan 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 ([DoDEA Regulation 2946.3](#))

DoDEA school psychologists provide a range of services designed to support students' learning, growth and development. 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 ([DoDEA Regulation 2720.1](#))

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse works with the school administrator to promote wellness and safety of all students and staff. The school nurse serves as the coordinator of school health services programs, by:

- Promoting healthy and safe learning environments;
- Providing health counseling, assessment, intervention and referrals;
- Providing health education to students, staff and the community; and
- Promoting community wellness through health education, counseling, and activities.

Core functions of the school nurse include providing injury and illness assessments and interventions, managing immunization requirements, screening for health factors that impact student learning, administering medications, providing health and wellness education and counseling, and serving as a healthcare liaison between the school and community.

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

The school nurse shall take the following measures:

- 1) Ensure appropriate care of students concerning necessary medical attention;
- 2) Contact sponsors and/or family members concerning a student's medical concern; and
- 3) Give immediate first aid as well as seek immediate medical referral(s) where deemed necessary.

All measures taken will be documented on accident form DS 4801.

Student Enrollment: Registration Process ([DoDEA Regulation 1342.13](#) & [DoD Instruction 1342.26](#))

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.

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including all dates and types of immunizations
- Sponsor's orders for current tour of duty
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence.

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

Student Enrollment: Immunization Requirements – Immunization Requirements Memorandum

At the time of enrollment, documentation of a student's immunizations is required. 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.

Parents must present proof of immunizations upon registration in any DoDEA school. Should the immunization documentation reveal missing immunization data, the necessary immunizations must be obtained. Proof of immunization compliance must be presented to school officials within 30 days of enrollment for continued enrollment in DoDEA schools. For a list of required immunizations and necessary forms, please visit http://www.dodea.edu/StudentServices/upload/2011_2942_0_M_F3.pdf.

Access to School Facilities

Schools shall allow equal access to school facilities being used for student sponsored non-curriculum related activities, if a school allows any such group access to its facilities.

Computer Access/Internet Policy/Electronic Devices ([DoDEA Administrative Instruction 6600.01](#))

Each student, together with the student's parent or guardian (if applicable), shall acknowledge and sign Form 700, which contains the "Use of DoDEA Internet and Use of Information Technology Resources," before he or she is assigned a user account. The following are required of all students:

- Students shall use DoDEA's 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.

Visitors and Volunteers ([DoDEA Administrative Instruction 4700.3](#))

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. Visitors may go only to the area they indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge that is to be displayed conspicuously at all times while on school grounds. Visitors may be asked for an item of value in exchange for the visitor's badge. Any change to the designated location must be cleared through the front office before visiting a different location. Upon finishing their visit, visitors must check out at the office, return the visitor badge, receive their item of value that may have been requested, and exit the school. Parents are welcome to visit the school and classrooms to observe our programs in action. A visitor or volunteer should never be left alone with students unless proper background clearances have been obtained. Please consult your school administrator to begin this process.

Child Abuse and Neglect ([DoDEA Regulation 2050.9](#))

It is DoDEA policy that all DoDEA personnel will participate in the identification of child abuse and the protection of children. School personnel shall promptly report all suspected or alleged child abuse to the local Family Advocacy Program (FAP) officer and to their immediate supervisor and shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Family Advocacy Program ([DoDEA Regulation 2050.9](#))

The Family Advocacy Program (FAP), which is an installation program, is designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up, and reporting of family violence. FAPs consist of coordinated efforts designed to prevent and intervene in cases of family distress and to promote healthy life. DoDEA school personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspected or alleged child abuse to the local FAP officer and to the reporting employee's immediate supervisor.

Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct ([DoDEA Regulation 1800.02](#))

All DoDEA employees and volunteers hold positions of trust and are responsible for establishing and maintaining professional distance with students. Adult-to-student sexual abuse, sexual harassment, or other inappropriate behavior or conduct demonstrate a lack of professional integrity and a breach of authoritative power of adults who are in positions of trust, and such are unacceptable and shall not be tolerated in DoDEA. Incidents of sexual abuse, sexual harassment, or other inappropriate behavior or conduct shall be reported promptly in accordance with DoDEA requirements.

Parent/Student/Teacher Communication

DoDEA encourages all communication take place through official school email accounts.

Non-Discrimination/Equal Opportunity Policy Statement ([EO 13160 Policy Statement](#))

No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity.

Student Health — Allergies and Chronic-Acute Conditions ([DoDEA Manual 2942.0-M](#) & [DoDEA Regulation 2720.1](#))

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.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. 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. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. 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 including food, drug, insects, and others;
- Providing the school nurse with medication/doctor's order/parent permission form;
- Teaching children at home about their food allergies and not to share any food in school; and
- Letting the classroom teacher know about your child's food allergies and checking with the classroom teacher before bringing any food for celebrations into the classroom.

Medication at School ([DoDEA Manual 2942.0-M](#))

It is best practice to take medication at home. If medication needs to be taken three times a day, the student should take it in the morning before leaving home, take it after school arriving at home, and take it before bed time; such schedule provides a more even time spacing. 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 Form H-3-2. 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.

In some rare situations, students are allowed to keep their 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 has to keep the medication at all times; also, a parent must provide written permission for the medication to stay with the student. See the school nurse to obtain appropriate paperwork for medications to be administered during school hours or for student to carry medication.

First Aid and Emergency Care (DoDEA Regulation 2720.1)

School personnel will administer first aid to the dependent student when needed to treat minor injury or illness. Should the dependent student sustain an illness or injury that a school official believes should receive immediate care from a health care provider, the school will a) make reasonable efforts to contact the sponsor/parent, or the alternate individual(s) identified as emergency contacts on the dependent student's registration document (DoDEA Form 600), and, if necessary, b) arrange for a response by an Emergency Response Team (EMT) and possible transportation of the dependent student for treatment to an available health care facility. The EMT, health care facility, or attending health care provider(s) may not be U.S. or military facilities or providers, especially if the dependent student is located overseas.

Treatment decisions will be made exclusively by a 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.

Emergency Notification Procedures (DoDEA Regulation 2720.1)

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

- The ambulance is requested;*
- The parent is notified that the student is en route to the nearest medical facility; and
- The school administrator is notified.

*A school official may accompany the student to the medical facility in an emergency.

Student Illness

While the education of your child is important, there are certain medical illnesses that require for your child to either be sent home or remain home from school. These are as follows:

- **Fever:** Elevated temperature of 100°F or greater. The student should be fever free (oral temperature below 99°F), without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.
- **Flu Symptoms:** Fever over 100°F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea. A student must remain home for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines.
- **Coughing:** Severe uncontrolled coughing or wheezing; rapid or difficult breathing; coughing lasting longer than five-seven days.
- **Vomiting:** Two or more episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- **Diarrhea:** Frequent, loose or watery stools compared to child'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; c) he/she has diarrhea and vomiting.
- **Rash *WITH* Fever:** A body rash *without* fever or behavior changes usually does not require exclusion from school; seek medical advice.
- **Conjunctivitis:** Pink/reddish color to white part of the eye *and* thick discharge may be yellow or greenish in color. A student should remain home until discharge and signs of infection have cleared or completion of 24-hour treatment with ophthalmic solution prescribed by a health care provider.
- **Head lice or scabies:** A student must remain home until treatment has been initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites.
- **Impetigo:** (Including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus ["MRSA"] infections). Blister-like lesions which develop into pustules. May "weep" and crust. A

student must remain home for 24 hours after medical treatment initiated.

Note: Lesions must be covered for school attendance.

- **Ringworm:** While a student may attend school with ringworm, lesions must be covered for school attendance.
- **Vaccine Preventable Diseases:** 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.

Please visit the DoDEA Student Health Services [Web site](#) for further instruction based on your situation or discuss with an administrator at your student's school.

COVID-19- Please check www.dodea.edu for updated COVID-19 guidance, requirements, and updates.

Medical Care for Overseas Non-DoD Dependents

Health care in the school setting is the same for overseas non-DoD dependents as it is for DoD-dependents.

Incident Reporting/Accident-Injury (DoDEA Manual 2942.0-M)

Parents will be contacted by the school administrator or school nurse for any of the following reasons:

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

Safety and Security

Spangdahlem High School maintains safety and security protocol in case of emergencies. Procedures are in place for situations in which lockouts, lockdowns, evacuations, and shelter-in-place action is necessary. For any questions regarding safety, security, or emergency procedures, please contact school administration.

School Closures

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

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

Additional resources for school closure information include the Spangdahlem website, <http://www.spangdahlem.af.mil/>, and the School Liaison Officer, DSN 452-6942 (Commercial 0656561-6942).

Sexual Harassment/Anti-Bullying

DoDEA is firmly committed to providing all students with a safe and supportive learning environment. Every child is entitled to feel safe in the classroom, in the hallway, and on playgrounds and buses. Bullying, verbal harassment, sexual harassment and cyber-bullying interfere with a student's ability to learn. All of us, teachers, administrators, students and parents, must work together to eliminate unacceptable bullying and harassing behavior. Together we can make our schools safe places to learn, grow, and thrive.

Transportation

Buses

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

Driving Cars

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

Student Meals

- Lunch is normally from 1225 to 1310. (Wednesday 1155-1235) The period after lunch starts at 13:10 or 1235 on Wednesday)
- All students may eat in the middle school cafeteria
- Juniors and Seniors have the option to go off campus for lunch
- Procedures for underclassmen to leave campus for lunch are currently under review.

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

(<http://www.aafes.com/about-exchange/school-lunch-program/>)

Parents are invited to join us during lunch; please remember to sign in at the SAO. During lunch periods, students are permitted in the cafeteria, the computer lab, or in the gym. During lunch students are restricted from classrooms, hallways, the track, and locker rooms.

School Trips

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

Unauthorized class trips

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

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 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.

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

This is one way for parents to get involved in their child's education. Please consult your child's school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas).

Role of Social Media

Use of personal social media between parents/teachers/students is discouraged, other than official school social media communication.

Noncustodial Parent Rights

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.). These orders will be maintained in the student's cumulative file. If any changes take place during the school year with the court order, the school must be notified immediately. Teachers will be notified of any restrictions that affect students in their classes.