

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

DoDEA Student Handbook

SY 2019-2020



dodea
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

Wiesbaden High School

Home of the Warriors

Website: www.wies-hs.eu.dodea.edu

Planner Cover Art by Kaleigh Mackey

School Address

Wiesbaden High School
Unit 24313 Box 88
APO, AE 09005-4313
DSN: 314.337.2260

International Address

Wiesbaden High School
Texas Strasse 190
65189 Wiesbaden-Hainerberg
Tel: +49.0611.705.2260

DoDEA MISSION STATEMENT

Educate, Engage, and Empower Each student to succeed in a dynamic world.

DoDEA VISION STATEMENT

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

CONTINUOUS SCHOOL IMPROVEMENT (CSI)

CSI is a required, on-going process of school accreditation. It is geared toward targeting local educational challenges and setting SMART goals for improved student performance. Wiesbaden High School is an accredited member of AdvancED.

DoDEA BLUEPRINT FOR CONTINUOUS IMPROVEMENT

Goal 1: Student Excellence

Challenge and prepare each student to maximize his or her academic growth and well-being for college, career, and life.

Goal 2: School Excellence

Develop and sustain each school to be high performing within a culture of innovation, collaboration, continuous improvement, and caring relationships.

Goal 3: Talent Excellence

Recruit, develop, empower, and retain a high-performing workforce that reflects the diversity of our students.

Goal 4: Organizational Excellence

Build an enduring, accountable, and responsive organization that provides appropriate resources, direction, and support to accomplish the mission.

Goal 5: Outreach Excellence

Partner with internal and external stakeholders and industry leaders to advance student and organizational success.

WELCOME MESSAGE

August 2019

Dear Parents and Students:

On behalf of the entire school staff, welcome to Wiesbaden High School, home of the Warriors.

Wiesbaden High School is the first 21st-century-designed high school in DoDEA. The campus includes the main building, the specialized-curriculum building, the multi-purpose room (MRP), and the gymnasium. The new main building design includes “neighborhoods” with flexible walls, studio instructional spaces, student collaboration hubs, and teacher collaboration spaces. The commons area and black box theatre offer flexible spaces as well.

Maintaining high academic standards for college and career readiness is our central focus. This focus aligns with DoDEA’s Priority 1: We must strengthen DoDEA’s standards-based educational system by transitioning to: college- and career-ready standards that are infused with rigor and relevancy; a common standards-aligned curriculum; a common instructional framework; and, a common assessment system. Wiesbaden High School curricular and extra-curricular programs are designed with the goal of seeking excellence in all we do.

We look forward to working with you in our joint effort to provide each student with a successful, productive, and rewarding educational experience. Your full participation and active involvement in the educational program can make a valuable contribution to success in achieving this goal. Students are encouraged to engage actively in their own learning and to be involved in the life of the school. Wiesbaden High School celebrates the individual talents and collective efforts of our students. We are confident that each student will find a place both to thrive and to contribute to the spirit that makes Wiesbaden High School special. Parents are encouraged to visit the school, join the School Advisory Council (SAC), Booster Club, or other parent organization, and become fully involved in your student’s educational process.

This handbook has been prepared to identify those school policies and procedures that have been established to protect the health, safety and welfare of students. Further, it is our intent to foster the best possible environment in which students may grow, develop and learn.

Wiesbaden High School is always open to hearing your suggestions, questions, and concerns. You may call or send an email requesting an appointment, Wiesbaden DSN: 337-2260, Civilian: 0611-705-2260, or stop by the Main Office.

We appreciate the opportunity to serve this military community and look forward to a rewarding, successful, and enjoyable year together!

Wiesbaden High School Administrative Team

Military Chain of Command

Department of Defense, Secretary of Defense
Mr. Patrick M. Shanahan

USAG Wiesbaden Garrison Commander

Col. Noah C. Cloud

DSN 548-0100

Deputy to the Wiesbaden Garrison Commander

Mr. Doug Earle

DSN 548-0100

School Liaison Officer

Mr. Peter Witmer

DSN 548-9305

DoDEA Chain of Command

Director of Dependents Schools

Mr. Thomas Brady

Arlington, Virginia

email: director.dodea@dodea.edu

Director of DoDEA-Europe Area

Dr. Dell McMullen

Wiesbaden, Germany

e-mail: director.europe@dodea.edu

Superintendent of DoDEA Europe-East

Mr. Steven Sanchez

Kaiserslautern, Germany

e-mail: EuropeEast.Superintendent@dodea.edu

DSN 545-1774

CIV 0611-143-545-1774

Principal of Wiesbaden High School

TBD

e-mail: TBD

DSN 337-2260

CIV 0611-705-2260

Assistant Principal of Wiesbaden High School

Mr. John Zesiger

e-mail: john.zesiger@dodea.edu

DSN 337-2260

CIV 0611-705-2260

Classroom Teacher

e-mail: First.Last@dodea.edu

Wiesbaden Complex Calendar SY 2019-2020

Reporting date for non-administrative educator personnel

Aug. 19	All Schools Teacher Return Date
Aug. 19-20	CCRS Training Wiesbaden Complex
Aug. 21	AES New Family Orientation 1100-1200 WHS New Family Orientation 1400-1515
Aug. 22	WMS 6 th Grade Orientation 1300 HES New Student Orientation 0900-1000 HES Kindergarten Orientation 1000-1100
Aug. 23	Army Garrison B2S Expo @ 1100 (BX) WMS New Student Orientation 1300; Meet and Greet @ 1400 AES Meet and Greet 0930-1030 HES Meet and Greet 1330-1430

First Semester (89 Instructional Days)

Aug. 26	Begin 1 st Quarter, First Day of School Grades 1-12
Aug. 26-30	HES and AES Kindergarten Home Visits
Sept. 2	Labor Day (No School)
Sept. 3	HES and AES – First day of school for Kindergarten students
Sept. 4	HES Open House Time TBD AES Open House 1700-1800
Sept. 10	WHS Open House: 1530-1800
Sept. 11	WMS Open House: Time TBD
Sept. 12	HES and AES Sure Start Begins
Oct. 3	Mandatory Trainings; Early Release @ 1100
Oct. 4	Professional Development Day (No School for Students)
Oct. 14	Columbus Day (No School)
Oct. 16	PSAT (8 th -11 th Graders)
Oct. 21	Q1 CCR Training (No School for Students)
Oct. 31	End 1 st Quarter (46 instructional days)
Nov. 1	Teacher Workday (No School for Students)
Nov. 4	Begin 2 nd Quarter
Nov. 11	Veteran's Day Observance (No School)
Nov. 14	Parent Teacher Conferences – Elementary Schools (No School for Elementary Students)
Nov. 15	Parent Teacher Conferences – All Schools (No School for Students)
Nov. 20	Q2 CCR Training (No School for Students)
Nov. 28-29	Thanksgiving Observance (No School)
Dec. 12	Accelerated Withdrawal Date
Dec. 23	Winter Recess Begins (No School)

Jan. 6 School Resumes
Jan. 20 Martin Luther King, Jr. Day (No School)
Jan. 17-23 WHS Exams
Jan. 23 End 2nd Quarter (43 instructional days)
Jan. 24 Teacher Workday (No School for Students)

Second Semester (86 Instructional Days)

Jan. 27 Begin 3rd Quarter/2nd Semester
Feb. 3 Q3 CCR Training (No School for Students)
Feb. 17 Presidents' Day (No School)
Mar. 20 Professional Development Day (No School for Students)
Apr. 2 End 3rd Quarter (45 instructional days)
Apr. 3 Teacher Workday (No School for Students)
Apr. 6-10 Spring Recess (No School)
Apr. 13 School Resumes – Begin 4th Quarter
May 1 Q4 CCR Training (No School for Students)
May 4-15 WHS AP Exams
May 12 Accelerated Withdrawal Date
May 25 Memorial Day (No School)
May 27-June 2 WHS Senior Exams
June 2-3 & 5-9 WHS Exams
June 4 WHS Awards & JuneFest
June 9 Last Day of School – Half Day for Students – End 4th Quarter (41 instructional days)
June 10 Teacher Workday (No School for Students)

Tentative Athletic Championship Dates	Tentative DoDEA-Europe Student Activities
Oct. 9-11 Golf	Nov. 3-8 Creative Connections
Oct. 19 Cross Country	Dec. 1-6 STEMposium
Oct. 24-26 Track	Jan. 12-16 Jazz Festival
Oct. 31- Nov. 2 Volleyball	Jan. 26-31 THIMUN
Nov. 2 Football	Jan. 28-31 Educators Rising
Feb. 1 Marksmanship	Feb. 11-13 Culinary Faire
Feb. 8 Wrestling (Sectionals)	Mar. 1-6 International Student Leadership Institute (ISLI)
Feb. 14-15 Wrestling (Europeans)	Mar. 4-6 Junior Science & Humanities Symposium
Feb. 19-22 Basketball	Mar. 8-13 Future Business Leaders of America (FBLA)
Feb. 19-22 Cheer	Mar. 15-20 Honors Music Festival
May 18-21 Soccer	Mar. 16-19 Model United States Senate (MUSS)
May 21-23 Baseball	Apr. 15-18 Drama Festival
May 21-23 Softball	May 16 Army Drill Finals
May 22-23 Track & Field	

SAT AND ACT DATES

SAT Dates	ACT Dates
WHS code: 576360 Testing code: 57792 October 5, 2019 November 2, 2019 December 7, 2019 March 14, 2020 May 2, 2020 June 6, 2020	WHS code: 576360 Testing code: 866440 *Pick up an international surcharge waiver form from your counselor <u>BEFORE REGISTERING</u> to avoid the overseas surcharge fee.

BELL SCHEDULE

GREEN DAY	
Period 1	0755-0845
Period 2	0850-0935
Nutrition Break	0935-0945
Period 3	0950-1035
Period 4	1040-1125
Lunch	1125-1210
Period 5	1215-1300
Period 6	1305-1350
Period 7	1355-1440

BLUE/GOLD DAY	
Period 1/5	0755-0925
Period 2/6	0930-1055
Lunch	1055-1140
Period 3/7	1145-1310
Period 4/Seminar	1315-1440
THURSDAY	1315-1340
SEMINAR	

Wiesbaden High School

2019 - 2020 School Calendar

August '19						
Su	M	Tu	W	Th	F	S
				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

September '19						
Su	M	Tu	W	Th	F	S
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					

October '19						
Su	M	Tu	W	Th	F	S
		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		

November '19						
Su	M	Tu	W	Th	F	S
					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

December '19						
Su	M	Tu	W	Th	F	S
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				

January '20						
Su	M	Tu	W	Th	F	S
			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 '20						
Su	M	Tu	W	Th	F	S
						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

March '20						
Su	M	Tu	W	Th	F	S
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 '20						
Su	M	Tu	W	Th	F	S
			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 '20						
Su	M	Tu	W	Th	F	S
					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 '20						
Su	M	Tu	W	Th	F	S
	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				

July '20						
Su	M	Tu	W	Th	F	S
			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	



School Closed/ Holidays



Teacher Work/Training Day (no school for students)



First/Last Day of School



Conference Day (Nov), PSAT (Oct), JuneFest (June)



Semester Exams

*Oct. 3 is a half day – 1100 release.

**Acceleration dates: December 12, May 12

School History & Traditions

History

Originally students from Wiesbaden attended an American high school in Frankfurt. In 1948, facilities were made available in a former German school building on Lahnstrasse to accommodate the Wiesbaden High School population of 56 students and nine faculty members. In 1949-50, the students and faculty chose to name their school **General H. H. Arnold High School**, honoring a five-star general who held the position of General of the Army Air Forces and General of the Air Force during and immediately after World War II. The school moved to its location at Hainerberg in January 1955, and the building was officially dedicated on 27 February 1955. In 2006, General H. H. Arnold High School officially became **Wiesbaden High School**.

Over the years the school has experienced many changes in population. The peak population of 1,809 students occurred in the 1972-1973 school year. In an interesting twist of fate, students from Frankfurt High School joined Wiesbaden High School in 1995, as changing political events brought about the closing of the Frankfurt community. Other school populations that have joined Wiesbaden High School include Bad Kreuznach in 2001, Hanau in 2008, and Heidelberg in 2013.

Construction for the new campus began in 2009 and was completed in several phases. From 2011 to 2014, the gymnasium, the multi-purpose building, and the specialized curriculum building were added to the existing school campus. In 2017 construction of the current building was completed, and Wiesbaden High School became the first 21st-century-designed high school in Department of Defense Education Activity-Europe.

Traditions

Mascot: The Warrior is a brave, competitive individual who takes pride in the environment and respects others. Just as the Indian warrior exemplifies bravery and sportsmanship in the hunt, the Wiesbaden Warrior is a true, proud individual in all undertakings. The colors that adorn the Wiesbaden Warrior are the blue of the sky and the gold at the end of the rainbow.

School Crest: The senior class has always assumed responsibility for the protection of our mystic, mosaic symbol, the "Old Warrior," which was donated by the student council of 1957-1958. When the crest is walked upon, the "Old Warrior" is said to groan and turn in his grave just as he does when our Warriors come home in defeat from competition. The crest was salvaged from the previous building prior to demolition and is installed as a display in the current facility.

School Colors: The school colors are royal blue and gold, adopted in 1948 from the city flag of Wiesbaden.

Alma Mater: Miss Dorothy Maffeo, a former social studies teacher, wrote the alma mater in 1954.

*"High about the bustling city,
Like a gem most rare,
Shines our Noble Alma Mater
Wiesbaden High, all hail.
Hail, all hail dear Alma Mater.
Green thy memories be.
By a bond of happy hours
Are we bound to thee"*

DoDEA School Rules, Regulations and Procedures

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

General Information

Interstate Compact on Educational Opportunity for Military Children

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

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

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

Access to School Facilities

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

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

Visitors and Volunteers

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

Wiesbaden High School Procedure

Students wishing to bring visitors to school are required to fill out a [CLASSROOM VISIT FORM](#) at least 3 DAYS BEFORE the visit and return it to the Student Affairs Office. This written request must have the signature of all the student's teachers, the parents, and the administration before a visitor's pass will be given. The form must be returned to the main office no later than 1500 the day before a guest visits the classroom. Students are expected to welcome and assist visitors. No visitors are permitted during exams, standardized testing, and the last week of school. It is inappropriate to bring infants and small children into the school for visitation except for a special function. If visitors intend to participate in any school functions, such as a dance, special permission forms must be completed first.

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

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

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

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

Enrollment

Student Registration Process

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

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

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

The following documents are necessary to complete the registration process:

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

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

Student Immunization Requirements

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

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

Students who enroll in DoDEA schools are required to meet specific immunization requirements (DoDEA Regulation 2942.01, "School Health Services," September 2, 2016). These requirements represent the minimum and do not necessarily reflect the optimal immunization status for a student. Acceptable forms of official proof of immunization status may include, but are not limited to:

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

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

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

Immunization Exemptions

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

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

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

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

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

DoDEA immunization requirements can be found at:

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

DoDEA health forms can be found at:

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

Student Grade-Level Placement

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

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

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

Grade-level status (grades 9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

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

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

Wiesbaden High School Procedure

Grade Classification for Senior Activities

Fourth year students with less than 19 credits will be classified as Juniors and will not be able to participate in senior class activities until there is certainty that graduation requirements will be met by the end of the school year.

Transcripts/Records Policy/Access to Student Records

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

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

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

An English Language Learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007, DoDEA's ESOL Program is an English language acquisition program focused on teaching language and content that is designed to teach ELLs social and academic skills, including cultural aspects, in order for the ELLs to succeed in an academic environment. The ESOL Program involves teaching listening, speaking, reading, writing, study skills, subject area content, and cultural orientation at appropriate developmental and English language proficiency levels, with little or no use of the native language. ESOL instruction is conducted in English and can be provided in a variety of settings and program configurations. The amount of instruction given will be differentiated according to the student's age, grade level, academic needs and English language proficiency. ELLs may receive instruction both through the ESOL Program and in the main classroom setting.

Accelerated Withdrawal

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

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

Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive “withdrawal” grades rather than final grades.

Wiesbaden High School Procedure

The acceleration request must be initiated at least four weeks before the final school day. The DoDEA Area Office establishes the dates for acceleration. Students must be in attendance for the entire day prior to these dates. To be successful, students eligible for an accelerated program should have at least a 2.5 grade point average, and are required to have a passing grade in each course for which he/she seeks acceleration. Students will receive high-school credit only if they successfully complete an acceleration plan along with final examinations. Students who do not complete an acceleration plan will receive a grade to date and no credit.

1. The sponsor must provide the school with a copy of the PCS orders and complete the registrar to complete the [REQUEST FOR EARLY DEPARTURE FORM](#) at least four weeks before the final school day. The request must contain the acceleration date, which should be no more than two days prior to the Port Call. The sponsor should provide the registrar with verification of the Port Call. Please note, individual teachers do not have the authority to grant acceleration.
2. Students receive an [ACCELERATION OF CREDIT FORM](#) from the registrar. It is the student’s responsibility to consult with teachers to develop a timeline for assignments and examinations. Students who do not complete an acceleration plan will receive a grade to date and no credit.
3. The student must complete all assignments and examinations successfully. A passing grade is needed in order to earn credit for the class; mere completion of the work will not suffice.
4. Two days prior to departure, students receive a [STUDENT CLEARANCE FORM](#), which must be completed by teachers and other staff members before departure.
5. The student returns all forms to the registrar. At that time, payment for books or other items must be made before clearance can be completed. An updated transcript may not be immediately available. It will be sent as soon as possible. Parents must call ahead to arrange for records pick up.

High School Graduation Information

Graduation Requirements

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

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

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

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

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

Minimum Requirements				
Content Area	Course Requirements		Standard Diploma	Honors Diploma
English Language Arts	<ul style="list-style-type: none"> ● 1.0 credit (ELA 9) ● 1.0 credit (ELA 10) ● 1.0 credit (ELA 11) ● 1.0 credit (ELA 12) 		4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> ● 1.0 credit (World History 9 or 10; or Honors World History 9 or 10, aka Global Studies) ● 1.0 credit (U.S. History) ● 0.5 credit (U. S. Government) ● 0.5 credit (Social Studies elective) 		3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> ● 1.0 credit (Algebra) ● 1.0 (Geometry) ● 1.0 credit (Math course code 400 or above) ● 1.0 credit (Algebra II or identified equivalent course) 		4.0 credits	4.0 credits
Science	<p><i>Students starting HS in SY2018-2019 or earlier</i></p> <ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry or Physics) ● 1.0 credit (Science elective) 	<p><i>Students starting HS in SY2019-2020 or later</i></p> <ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry) ● 1.0 credit (Physics) 	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> ● 2.0 credits (World Language [WL] course) <p>Note: Credits must be in the same WL course.</p>		2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> ● 1.5 credits (CTE course offering) ● 0.5 credit (Computer Technology CTE course) 		2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> ● 0.5 credit (Lifetime Sports) ● 0.5 credit (Personal Fitness) ● 0.5 credit (Activity & Nutrition or equivalent PE) <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p>		1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> ● 1.0 credit (course in visual arts, music, theater, and/or humanities) 		1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> ● 0.5 credit (Health Education course offering) 		0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> ● 0.5 credit in Economic Literacy in CTE, Social Studies, Science & Mathematics 		–	0.5 credit
Summary				
Minimum Total Credits			26.0 credits	26.0 credits
Required Courses			21.0 credits	21.5 credits
Elective Courses			5.0 credits	4.5 credits
AP and/or IB Courses and Requisite Exams			–	4 courses
Minimum GPA			2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.				

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.

For students who earned high-school credit for algebra, geometry, and/or foreign language in middle school, the grade earned is not calculated in the high school GPA. Only high-school credit courses taken in high school will be used to calculate the high school GPA.

Wiesbaden High School Procedures

Course Requests

The course request process is completed in the spring for the following school year. Teachers make recommendations for courses based on student performance, academic readiness for subsequent coursework, and graduation requirements. Student course requests are also made in the spring. Elective courses are chosen to meet a student's future educational and vocational needs, and after consultation with the counselor. Course requests for a particular teacher will not be honored. Parents are encouraged to be actively involved with their students in making course requests. School guidance counselors are available to assist in designing an educational plan based on graduation requirements, college/career preparation, and student interests.

Curriculum Guides and Standards

DoDEA provides Course Descriptions and Standards for subjects offered within the school's curriculum. You may access this information on the DoDEA website at www.dodea.edu. See teacher classroom websites, when applicable, for information such as syllabi and assignments.

Dropping and Adding Courses

Once schedules are issued in the fall, changes may be requested only if a student is in the wrong class or a teacher sees that a student is not properly placed. Courses may be added or dropped only prior to the completion of ten instructional days. Courses dropped within this time period will not appear on the transcript. No courses may be dropped after this time. Classes will not be changed for teacher preference.

Early Graduation

In unusual circumstances, requests for early graduation will be considered. According to regulation, students may be considered for early graduation if they have clearly demonstrated a scholastic aptitude or vocational readiness, if there is a financial need for early entry to the labor market, or if health or family concerns would be best served. A [REQUEST FOR EARLY GRADUATION FORM](#) with parental approval must be submitted in writing and must include a definite and comprehensive plan. The application must be submitted prior to course selection for grade 12 for those students desiring to graduate at the end of the first semester of their senior year. The guidance counselors will review the application and make a recommendation to the Principal for final determination.

Rank in Class

Many colleges use rank in class as one consideration for college entrance. Final class rank is determined on 8 semesters of work and is recorded as a fraction (for example 16/124). This

means that a student is ranked number 16 from the top in a graduating class of 124 students. WHS computes class rankings for each senior student using weighted GPA (only AP courses are weighted). Class rank for graduation will be determined at the end of the second semester of the senior year. All letter grades with a high-school course code will be averaged to determine class rankings for graduation honors.

Transferring Course Credits to a DoDEA School

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

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

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

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7–8) and high school (grades 9–12) students who transfer to a DoDEA school from other DoDEA schools or who earn course credits in a non-DoD system (public or private), correspondence, online, and/or home-school program accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation, in accordance with Enclosure 3, Section 10, of DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014. Please contact your child's school for questions regarding course credit transfer process and approval.

Home-school Students

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

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

Report Card and Grading Information

Grading and Grading System

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

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

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

Timely and accurate reporting of student progress shall be accomplished for students in grades 4–12, using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System. To create an account and access the EGB System, please visit the [DoDEA Web site](#) (<https://dodea.gradespeed.net/gs/Default.aspx>) for instructions.

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

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

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

Students enrolled in Advanced Placement (AP) classes **MUST take the AP exam in that subject area in the spring in order to receive AP weighted credit on their transcripts*

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

Wiesbaden High School Procedure

Examinations (Semester Exams)

Examinations are given throughout the school year. Semester exams are scheduled for the last week of each semester and may count as much as 20% of a student's semester grade. For second semester, senior exams are the week prior to graduation. Parents and students must make arrangements to ensure attendance during these times. The only excused absences during semester exams will be for emergency situations. If a student is absent for any other reason during this time, it is unexcused.

Homework

On average students in Grades 9-12 will receive 10-15 hours of homework per week. Students who take AP courses should expect higher levels of homework. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Assigned homework will reinforce or supplement instruction accomplished in class. Homework will not be assigned as punishment. Homework assignments shall be designed to meet the needs and abilities of individual students. The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration should be given to school events and other subject area requirements. Students will be informed at the beginning of each semester the degree to which homework will affect the determination of the grade. Students not completing homework assignments in a timely manner may be required to make up those assignments during lunch, Seminar, After-school Scholars, or during detention. Parents are encouraged to meet with the appropriate classroom teacher if students are dedicating extensive time to complete homework assignments.

Honor Roll

Recognizing and rewarding excellence in student achievement, effort, citizenship, service, and leadership are important at WHS. Students who are registered full time (at least 6 classes) are recognized each semester for academic excellence. Honor roll is based on Semester Grades. No D's or F's are allowed.

Gold Status	4.0+ GPA
Blue Status	3.30+ with NO C's or D's or F's or incompletes

Incomplete Grades

Incomplete grades are only granted in the case of a medical emergency, emergency leave, or other extenuating circumstances. Incomplete grades must be approved by the administrators. Incomplete work must be made up within a reasonable timeframe agreed upon between the student and the teacher, and generally within ten (10) instructional days following the marking period. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame.

Interventions for Students Needing Additional Assistance

Wiesbaden High School is committed to highest student achievement that prepares students to meet college and career readiness standards. Some students may require additional time and support to meet benchmarks and to experience academic success. The following is a partial list of interventions available to assist students in meeting goals.

- Differentiated instruction and assessment where appropriate
- Disciplinary consequences (detention) for behaviors impacting academic achievement
- Documented interventions attempted before SpEd referral
- GradeSpeed triggers that provide messages for parents, coaches, counselors, SpEd managers
- Lunch Scholars program
- Peer tutoring – making use of those who do understand to help those who don't
- Revised assessment policies – assessment re-takes, late work policies, grading structure
- Seminar Support, including use of eSeminar Control, specialized seminars, Warrior Seminar
- Scholars program – school facilities and certified teachers available after school
- Student Support Team program
- Supervised study hall for students during teachers' weekly collaboration time (Thursdays)
- Teacher availability outside the assigned class period (before/after school, during lunch)
- Weekly D/F list - used by admin, coaches, counselors, seminar teachers

Make-up Work

Students are responsible for ALL required class work. Late work is discouraged. Teachers manage and penalize late work in accordance with their class policies

- Students who know they will be on extended absences must ensure they bring a note from their parent/sponsor to the Student Affairs Office, or have parent/sponsor make that contact, to acquire an PRE-ARRANGED ABSENCE FORM, which they will use to contact teachers in advance for work or to arrange for email contact during the absence.
- When an absence is excused by the school or is due to school-sponsored activities, students must present their work in accordance with the amount of time they were absent. Teachers may give students specific deadlines, especially when absent for school sponsored activities.
- Work due on the day a student is absent is to be handed in upon the student's return to class.
- Work assigned on the day a student is absent is due one day after the student returns to class.
- Teachers may put students on contract to make up late assignments. Failure to abide by the contract may result in assignment to Warrior Seminar to make up assignments for credit.

Students with truanancies will not be given the opportunity to make-up class work for credit missed due to the unexcused absence. When grades are earned during the period of truancy, the grade(s) for each missed day or portion of the day will be “F.”

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

Location	Code	Description
Americas Region	E	Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards.
	M	Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support.
	S	Steady progress towards grade-level expectations: Student exhibits the skills/behaviors with teacher guidance and support.
	L	Limited progress towards grade-level expectations: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
Europe and Pacific Regions	CD	Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support.
	P	Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support.
	N	Not Yet Evident: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
	X	Not addressed: The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period.

Progress Reports/Report Cards

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

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

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

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

Parent-Teacher Conferences

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

Attendance

Student Attendance

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

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

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

1. Absent up to 25% of the school day = absent one-quarter of the school day
2. Absent between 26%–50% of the school day = absent one-half of the school day
3. Absent 51%–75% of the school day = absent three-quarters of the school day
4. Absent 76%–100% of the school day = absent full day

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

1. Personal illness
2. Medical, dental, or mental health appointment

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

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

Wiesbaden High School Procedure

Early Departure Not Due to PCS

Students Withdrawing: Teachers will give withdrawal grades only (not final grades) on the student's last day at school. **NO credit will be granted to students leaving early.** Report cards will be mailed to the sponsor after proper checkout is completed.

Students Returning: Complete a PRE-ARRANGED ABSENCE form. If the absence is for an unexcused reason, including a family trip, teachers are not required to allow make-up work, which may negatively affect a student's grades and may potentially result in loss of credit.

Pre-Arranged Absences

- (1) For preplanned absences: a request needs to be submitted using the appropriate form: **PREPLANNED ABSENCE FORM** for 1-5 days and a Student Educational Monitoring Plan **(SEMP)** for absences lasting more than 5 days. Once approved by administration, the student requests assignments from the teachers.
- (2) Students going on school/sports trips need to rectify expectations with teachers in advance of the absences.
- (3) See DoDEA section for conditions to constitute reasonable cause for absence from school for reasons other than school related activities.

Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teacher(s) within a reasonable time period.

Scheduled Appointments

When a student has a scheduled appointment, parents must check their student out of school in the office. The student must sign in/out at the office before departing and/or upon

return. Students who have a scheduled appointment and who show an appointment slip (from the office where the appointment is) may sign themselves out. Students returning from an appointment who can show an appointment slip from the office where the appointment is may also sign themselves back in to school. School officials reserve the right to follow up with sponsor/parent if the length of the absence seems unreasonable. We appreciate all efforts for medical appointments to be scheduled so as to avoid conflict with classes.

Tardiness & Truancy

Passing time between classes is five minutes. Students must be in the classroom ready to work when the starting bell rings or they will be counted tardy. Students who are more than 20 minutes late to the first period and/or 10 minutes late to subsequent periods with no valid reason will be considered excessively tardy and possibly truant. Unaccounted time away from seminar will be considered as truancy. Tardies are considered on a quarterly basis; truancy is cumulative for the school year. Disciplinary consequences will be assigned in accordance with the DoDEA Student Discipline Policy.

Unplanned Excused Absences

When students return to school after an unplanned absence, they must bring in a note if the parents have not called or emailed the school from an official email address. Two days are allowed to verify the absence. In the case of unplanned excused absences, students are allowed to make up the class work. It is the student's responsibility to obtain the required assignments. Upon return to school, students will have the opportunity to make up tests, quizzes, or class work and get clarification from teachers. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established. Students have one class color day for each absence to do make up work. An exception to this policy is when a teacher has a published syllabus of assignments and due dates that the student is in possession of, then, students are expected to turn the work in upon their return to class. Additionally, students must take scheduled tests upon their return to class.

Unexcused Absences/Tardies

In some cases, students may not be allowed to make up work after unexcused absences including those resulting from truancy. When make-up work is not allowed, grades earned during each missed day or portion of the day will be zero. Disciplinary consequences are invoked in the case of unexcused absences resulting from truancy. Participation in extra-curricular activities may be denied due to excessive and/or unexcused absences at any time.

Withdrawal from School

Sponsors who wish to withdraw their students should notify the Registrar at least two weeks in advance of the date of withdrawal. The Registrar will inform the student and parents about withdrawal procedures. Sponsors should ensure that all debts to the government are paid prior to withdrawal. All schoolbooks, materials, courseware and uniforms must be returned. Normally, students who withdraw during the school year will be provided only with a withdrawal grade. The gaining school will determine final grades.

Assessments

System-wide Assessment Program

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

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

All assessments selected for use within DoDEA shall:

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

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

Special Education

Special Education Services

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

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

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

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

- The child must have an identified disability;

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

If found eligible for special education and related services, DoDEA students are provided a free and appropriate public education (FAPE) in accordance with an individualized educational program (IEP), with services delivered in the least restrictive environment and with procedural safeguards in accordance with the requirements of DoDM 1342.12.

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

Disability Accommodations and Nondiscrimination

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

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

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

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

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

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

hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Suicide Risk and Threats Towards Others

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

Suicide Risk

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

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

Threats Towards Others

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

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

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

System Programs and Services

School Counseling Services

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

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

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

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

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

School Psychology Services

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

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

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

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

Wiesbaden High School Resources

ASACS

Adolescent Support And Counseling Services provides a wide range of counseling services to students and families. Assessment, individual, group and family therapy are available to those students experiencing emotional, behavioral, social, or academic problems that may be related to the abuse of alcohol and other drugs or those impacted by alcohol in the family. ASACS provides screening services, prevention groups, and presentations. Participation is voluntary and confidentiality is respected. Referrals are accepted from students, teachers, parents and community agencies.

MFLC

The Military Family Life Counselor is available to meet with students to assist with short-term concerns related to transition, crisis intervention, deployment, grief counseling, relationships, stress management, and other similar topics.

Student Support Team (SST)

The SST is composed of teachers, counselors, student support personnel, and an administrator. The SST is designed to review, monitor, and evaluate student situations where there is a concern on the part of the faculty, parents, administration, or students regarding poor academic, social, or psychological performance. An individualized action plan is developed to address the concerns and may even result in school-wide intervention. Often referrals to the SST precede a referral to the case Study Committee, but not always. The

team meets regularly to review crisis and safety plans. Parents and teachers can refer students to the SST.

School Health Services

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

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

The school nurse's responsibilities include:

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

Student Illness

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

The following are examples of when a student should remain home:

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing

- lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

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

Parent Notification

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

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

Allergies and Chronic-Acute Conditions

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

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

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

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

- Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have;
- Providing the school nurse with medication/doctor's orders/emergency care plan/parent permission form;
- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere; and
- Notifying the classroom teacher about your child's allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

Medication at School

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

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

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

First Aid and Emergency Care

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

School personnel will administer first aid as efficiently as possible to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. In accordance with Section 6 of DoDEA Regulation 2720.1, should a student sustain a more serious illness or injury, the school nurse will make a judgment call based on nursing assessment to determine if the student needs emergency medical care requiring a response by an emergency medical team (EMT) and possible transportation for treatment at a health care facility. If a student needs emergency medical care requiring an ambulance, the school will make reasonable efforts to contact the sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

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

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

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

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

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

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

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory

unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under “Student Conduct and Discipline”), or impermissible disparate impact based on a student’s protected class, or retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

Student Rights and Responsibilities

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

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

Students shall:

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

Wiesbaden HS Procedure

Study Trips

Authorized study field trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students may be required to turn in work ahead of time or upon return to school. It is the student’s responsibility to make arrangements for make-up work prior to taking the study trip. Questions regarding specific study trips should be directed to the sponsoring teacher. Teachers are responsible for students on authorized school study trips.

Class Trips

So-called “Senior Trips” or other “Class Trips” are not sponsored, authorized, sanctioned or excused by the school. Senior “skip days” will be dealt with as unexcused absences and may lead to not participating in graduation ceremonies.

Scholastic Integrity

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

Freedom of Religious Expression

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

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

Interscholastic Athletics

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

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

Student Dress Code

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

Students are expected to dress in a manner that complies with the school's dress code policy as directed in DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," April 17, 2012.

Wiesbaden High School Expectation

General Information

Appropriate dress and appearance not only make a good impression for our school and community, but also have a positive influence on overall school climate. Students are expected to dress in a manner that does not interfere with the educational process of the school. Good judgment and commonsense should be used in selecting clothing that is neat, comfortable, and appropriate for a school environment. Shirts and footwear are required at all times. Dress code applies to ALL school activities during the school day. No form of clothing or accessory that creates distractions, is “suggestive” in nature, or is considered hazardous to student safety or health will be permitted. The Dress Code for Wiesbaden High School applies to all functions on campus property and during all school activities in other locations. The school administration, the teachers, the military chain of command, and the parents will enforce this policy. Exemptions—Parents may request an exemption to the policy for religious or philosophical belief, disability, medical reason, or financial hardship.

Tops

Tops must be long enough not to expose any skin between the shirt and trousers/skirt/shorts or undergarments; no see through clothing; spaghetti strap tops and tank tops may be worn only if completely covered. **Not Allowed:** Extremely low-cut blouses or dresses that reveal cleavage or back; tube tops and halter tops; backless, strapless, or one shoulder tops; muscle shirts.

Bottoms

The hem of shorts, dresses, skirts cannot be higher than arm length to the finger tips (arms at side, fingers extended). Holes/tears in clothing should also fall within this range. Skinny jeans are allowed. Jeggings/leggings are allowed only with an appropriate top. **Not Allowed:** Provocative dress; short skirts, dresses and apparel with slits above fingertip length while standing; Sagging pants; pants worn too low (more than 2” below navel).

Accessories (not allowed)

Hats, hoods, visors, caps; gang insignia bandanas worn on any part of the body; sunglasses worn inside buildings; very large wallet chains, jewelry with spikes, including chokers and rings, chains that could cause injury or damage; any jewelry or accessory that can be used as or is perceived to be a weapon.

Inappropriate Dress

- Visible undergarments
- Displays of inappropriate language or graphics on clothing, accessories, or body, (i.e., using profanity or displaying violence or weapons, alcohol, drugs or tobacco, gang and/or sex symbols)
- Any clothing that contains offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious, or ethnic values
- Pajamas and slippers
- Unsanitary clothing, including wearing PE clothes to other classes

Consequence

Warning, discussion of violation(s), and review of student handbook. Student will be required to adjust or change clothes. Students who do not have immediate change of clothing may be provided with a sweatshirt or T-shirt or parents notified to bring appropriate items of clothing. Student will notify the parent about the offense. Repeated offenses will be viewed as insubordination with appropriate consequences. The school administration reserves the right to make judgments concerning the appropriateness of items of clothing addressed and not addressed in this policy.

Search and Seizure

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

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

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

Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search. A targeted search of a student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non-public area, and by a school official of the same sex as the student. Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances.

Student Conduct and Discipline

Discipline

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

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

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 of DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012. Student behavioral management consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members.

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

Wiesbaden High School Expectation

Behavior Expectations

All students are expected to exhibit appropriate behavior during the school day, including school-sponsored events on or off campus. Different types of events require different responses from students. For example, a serious dramatic presentation requires a different audience behavior than would be allowed at a pep rally. They are expected to adapt their behavior and reaction to the nature of the event. Inappropriate behavior at school-sponsored events will be dealt with the same as inappropriate behavior occurring during the school day.

All staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior. Many types of inappropriate behavior may be handled simply by the staff member asking the student to stop or refrain from the inappropriate behavior. Students are expected to abide by reasonable requests without showing disrespect or arguing with the staff member. Students are required to give their name to a staff member when requested to do so. Failure to do so will result in an administrative referral with appropriate consequences for the nature of the offense. Noncompliance or repeated inappropriate conduct will result in an administrative referral.

Classroom Behavior Expectations

Each teacher has and enforces a classroom behavior plan as addressed in the class syllabus. When preventive measures, including parental involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action. Serious misconduct in the classroom may result in referral to the administration. Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion, argue, or question a teacher's authority.

TABLE OF CONSEQUENCES

The Table of Consequences provides a general guideline for infractions. Administration will consider all circumstances before determining discipline consequences in each case. In most cases, home consequences may also be recommended. *For discipline purposes, the school day begins the moment the student leaves their home to come to school and ends when they return.*

<p><u>CLASS 1 OFFENSES: DISRUPTIVE BEHAVIORS IN THE CLASSROOM AND COMMON AREAS</u></p> <p>Examples: Electronic devices (cell phone, iPod), Dress Code Violation, Taunting (name calling, play fighting, etc.), Violation of Class rules and Expectations (no materials, repeated failure to do homework, chronic unpreparedness, cheating, tardy, lack of self-discipline), Poor Self-management (Littering, lying, public display of affection, throwing objects, inappropriate language, running in halls, excessive talking, refusal to comply to a reasonable request, conduct inappropriate to activity).</p>
<p><u>CONSEQUENCES:</u> 1) Classroom consequences according to the teacher's management plan (warnings confiscations, detentions, parental contact, etc.). 2) Repeated offenses may be forwarded to administration in cases when an individual fails to correct behavior in response to teacher consequences. 3) Consequences for repeated behaviors may be detention or elevated to suspension (ISS or OSS). NOTE: Offenses occurring in "common area" (hallways, study trips, assemblies) may result in restriction from future assemblies/trips, etc.</p>
<p><u>CLASS II OFFENSES: DISRUPTIVE, RUDE, INAPPROPRIATE, AND REPEAT OFFENSES</u></p> <p>Examples: Repetitive Class 1 Offenses, Property Violations (loss of/ damage to school property, damage or defacing property of others) Truancy, forgery, profanity, Disrespectful Behavior Toward Adults (defiance, insubordination, name calling, leaving class without permission, skipping ASD), Disrespectful Behavior Toward Other Students (bullying, threatening, push/shove/slap in anger), Administrative Offenses (truancy, forgery of school notes, smoking, found in restricted areas, and self-inflicted injuries).</p>
<p><u>CONSEQUENCES:</u> 1) 1-2 days suspension to include community service. 2) Second suspension may be elevated to a 2-5 days suspension. Suspension notifications will be sent to the community commander. The second notification of suspension for truancy/tardiness will be routed through the community commander to the sponsor's chain of command. Monetary restitution will be requested if appropriate for property damage.</p>
<p><u>CLASS III OFFENSES: BEHAVIORS THAT IMPACT ON THE LIVES AND/OR SAFETY OF OTHERS</u></p> <p>Examples: Repetitive Class II Offenses, Prohibited Substance Related (Possession to include alcohol and tobacco), Harmful Devices (Possession of firecrackers, laser pens) Theft, Sexual Harassment (as defined by DoD policy), Property Destruction, Assault of School Personnel.</p>
<p><u>CONSEQUENCES:</u> 2-10 days out of school suspension. The BSB Commander and the sponsor's Chain of Command will be notified. Military Police will be notified as required. Monetary restitution will be requested if appropriate.</p>
<p><u>CLASS IV OFFENSES: ILLEGAL ACTIVITY, ACTIVITY IN VIOLATION OF LOCAL LAWS OR AGENCY REGULATIONS:</u></p> <p>Examples: Drug Related, Weapons (Possession/use of weapons or anything used as a weapon), Drugs (dealing, distribution, use), Arson, Threats (burn, bomb, destroy school property, false fire alarm), Battery of School Personnel, Unauthorized or illegal use of school computers (entering or down-loading unauthorized material, use of computers to communicate to harass or threaten, cyber bullying, willfully damaging computer software), Causing Physical Injury to Another (not in self-defense) resulting in medical treatment.</p>
<p><u>CONSEQUENCES:</u> 5-10 days out of school suspension and/or recommendation for expulsion (or as determined by administration). The BSB commander and Civilian Misconduct Officer will be notified. For the first incidence of these offenses, notification is sent through the community commander to sponsor's chain of command. Military police and other authorities will be notified as required. Monetary restitution will be requested if appropriate.</p>

Types of Consequences		
TD	Teacher Detention	Teachers may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do the assigned class work. After-school detention requires 24 hour notice to student and sponsor. Failure to attend a teacher's detention may result in a referral to school administration.
LD	Lunch Detention	Student reports to lunch detention location designated by the administrator; student should bring his/her own lunch; there is no talking or electronic devices allowed.
ASD	After School Detention	Student reports to designated detention room with assignments to work quietly throughout the detention time; students must report directly after school.
SS	Saturday School	Saturday School begins at 0800 and ends at 1200; report prepared to work on class assignments /study for tests; bring all necessary materials/supplies to complete work: textbooks, notebooks, pen/pencil etc.; bring enough work to occupy the full 4 hours.
ISS	In School Suspension	Student reports to the ISS location upon arrival to campus with assignments and the necessary materials to complete those assignments and reading materials; it is expected that student will remain engaged in quiet work throughout the ISS; bring a lunch from home; a readmit conference with an administrator, at least one parent and the student will be requested prior to the student attending classes following the ISS; athletes cannot participate in next DoDEA-E event.
OSS	Out of School Suspension	Student is not allowed at school during an OSS; a readmit conference with an administrator, at least one parent and the student will be requested prior to the student attending classes following the OSS; Home consequences/extra chores will be recommended; athletes cannot participate in next DoDEA-E event.
School campus community service may be administered in some cases for acts that occur during the school day.		

School Bus Behavior

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

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

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

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

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

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

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

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

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

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

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

Technology

Computer Access/Internet Policy/Electronic Devices

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

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

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

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

Role of Social Media

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

Transportation

Student Transportation Services

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

Student transportation is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, during the mid-day, and for return to their assigned bus stop at the end of the normal scheduled school day. DoDEA principals are responsible for monitoring student loading/unloading zones when students are coming and going from school sites as well as administering discipline. A school bus or any device operating to provide student transportation will function as an extension of the school. The walking distance

for grades 6 and below should not exceed one mile from the student’s primary residence to the school or designated bus stop. Students in grades 7–12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop. These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6–8), the walking distance criteria shall be the same as the criteria for grades 7–12.

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

Questions about school bus transportation should be directed to the School Bus Office (SBO), located on the WMS campus, at DSN 335-5382 or CIV 0611 408-0382.

In the event of an emergency or if you receive no answer; please call the local Military Police Desk at 337-5096/5047 or CIV 0611-705-5096/5047. They will contact someone at the Bus Office.

Wiesbaden School Bus Office C/O Wiesbaden Middle School UNIT 29647 Box 0087 APO AE 09005-0087	SBO Hours: 8:30-13:00 14:00-14:15 15:10-16:00
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Wiesbaden High School Procedures

Activity Bus

An activity bus is available to transport students when activities are concluded. To ride the bus, students must have an activity bus pass issued by the sponsor of the activity, or a one-day pass issued by a supervising teacher. (Regular bus passes are not the same as activity bus passes.) Seasonal activity bus passes are to be turned in to the activity sponsor once the season/activity is over. Activity buses go to the military community. Activity buses are ONLY for students involved in legitimate, supervised after school activities. Activity buses do not provide added transportation for students who remain after school just to “hang out” at the YS, PX, with friends, etc. Students who do not have an appropriate activity bus pass will not be allowed to ride the activity bus. No pass, no ride.

Private Vehicles

Students with a valid driver’s license are permitted to drive an automobile to school and must obey all on-base driving rules. Students are not excused if they arrive late to school in private vehicles. It is the student’s responsibility to secure the car and its contents. Students

are not authorized to use the car during the school day. Students are required to park in general parking available on Hainerberg; they are not permitted access to Faculty Parking.

Skateboards & Bicycles

Students are allowed to use skateboards, scooters or other approved devices for transportation to and from school. However, these items must be stowed during the entire school day and are not allowed to be used on campus at any time. Such devices must remain stowed until the conclusion of the school day. These devices are not authorized for usage during open campus lunch. Students who are being checked out before the conclusion of school must first check out in the SAO before retrieving their skateboard, scooter or other personal transportation device. Students in possession of skateboards, scooters or other like items during the school day are subject to confiscation and or disciplinary action. Repeated violations will result in confiscation of the skateboard, which will be returned at a meeting with the sponsor/parent, student, and administration.

Traffic Safety

Students should never walk in front of or behind the school bus. Students should wait six feet back from the curb. In Europe, traffic does not stop for the loading and unloading of school buses.

Wiesbaden High School Information

Athletics

The primary purpose of our competitive sports program is to provide experiences that will enable our students to progress toward established educational objectives. These objectives include the following qualities: physical strength, endurance, vitality, neuromuscular skills, courage, alertness, resourcefulness, good sportsmanship character, high moral standards, loyalty and a healthy self-concept. Our coaching staff is dedicated to helping the student athlete reach these goals. Both the physical and psychological growth of each student is conscientiously considered when planning and implementing our athlete program. Coaches are aware of the individual needs of our youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training, excellent equipment and facilities, and skilled instruction to reach their maximum athletic potential if they dedicate themselves to our program. Our goal is to also produce young men and women who have the capacity to be successful citizens in our highly competitive society. We are committed to achieving this goal. We want our athletes to leave Wiesbaden High School and be able to say that they are proud to have been a "Warrior."

Coaches will provide students with information regarding the DoDEA-Europe High School Interscholastic Athletic Program (IAP). Students are required to adhere to all guidance contained within that document.

High School Sports Offered			
Sport	Boys	Girls	Season
Cross Country	X	X	Fall Beginning of school until approximately the first week of November.
Football	X	X	
Golf	X	X	
Tennis	X	X	
Volleyball		X	
Cheerleading	X	X	Fall and Winter
Basketball	X	X	Winter —Mid November until @ 1 March
Marksmanship	X	X	
Wrestling	X	X	
Soccer	X	X	Spring Mid-March until approximately 1 June
Baseball	X		
Track and Field	X	X	
Softball		X	

AVID Program

“AVID (Advancement Via Individual Determination) is a college-readiness system designed to increase the number of students who enroll in four-year colleges. AVID focuses on the least served students in the academic middle.” (www.avid.org) Eligible students will submit an application, have teacher recommendations, participate in an interview process, and sign a contract of commitment. Mid-year PCS plans do not preclude eligible students from applying.

Awards

WHS recognizes students throughout the year for excellence and improvement in a broad range of areas, including, but not limited to, academics, citizenship, athletics, fine arts, STEM, languages, service, and leadership. The end-of-year awards assembly recognizes awards earned at the district, area, and national levels, and those awards selected by departments and administration.

The John Blaha Award is given in honor of Colonel Blaha, a retired space shuttle astronaut and Astronaut Hall of Fame inductee, who attended Wiesbaden HS in the early 1960s. This award is presented to an outstanding senior leader who consistently demonstrates positive role modeling, strong work ethic, assistance to others, sensitivity and tolerance toward others, exceptional communication and active listening skills, participation without domination, respect for the rights and property of others, and leadership in various roles.

Backpacks

Backpacks are not permitted in classroom spaces. Students may store backpacks in their assigned lockers. Backpacks must remain in lockers during the school day, to include lunch. Bags left unattended outside of lockers will be treated as a safety concern.

Books, Equipment, and On-Campus Property

The school furnishes textbooks to all students and school equipment as needed. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to WHS. Students are responsible for the texts and equipment checked out to them. Students should carefully inspect textbooks before signing an acceptance sheet. It is good practice to cover books. Lost books may be replaced by ordering the book on-line and having it sent directly to the school. The office will supply necessary details regarding the specific book. The replacement books must be the same edition as the one lost and must be in serviceable condition. Return a copy of the receipt or online order form to the school supply specialist. Once the replacement book has been received, the student's obligation regarding this matter has been met.

Wiesbaden High School
ATTN: Supply – Lost/Damaged
Unit 24313 Box 88, APO, AE 09005-4313

Bulletin and Newsletter (Warrior Talk)

New information from the daily bulletin is read each morning to inform the students of upcoming activities. The daily bulletin is also sent electronically to all sponsors and students. The WHS webpage is also available to keep the community informed about school activities. Submissions are limited to the school administration, faculty, and staff. The school newsletter, Warrior Talk, is sent to parents weekly. If you are not receiving school communications, please contact the registrar to add your email to the distribution list.

Contact Information

Sponsors are required to keep the school informed of current address, home phone number, duty phone number, and emergency contact information. Students will not be released to any person other than the sponsor/parent or a designated emergency contact.

Fundraising

Only student activities or clubs that have been approved by school administration may conduct fundraising. These groups must have a documented business plan, student office representation, and bylaws or a constitution. These documents are kept on file with the Student Council Association (SCA) and Student Activity Fund (SAF) managers. If they are not an approved student activity or club, the activity should not be raising funds and they should not have an active SAF account. The SCA does not process requests for fundraising activities and the SAF should not process deposits or withdrawals for activities that are not in compliance. Additionally, those activities selling food must have at least one food handler card holder on duty during the duration of the activity. This is part of our school's policy to stay in compliance with SAF guidelines and the US Army health & safety requirements.

Graduation Information

The school's official celebration honoring our graduates is held in June. Senior students who have fulfilled all requirements, academic and otherwise, may be allowed to participate in graduation exercises. Those students failing to meet requirements will be notified prior to the ceremony and their privilege of participating withdrawn. Students will be required to pay senior dues that will include the purchase of the selected cap, gown, and tassel, and end-of-year senior activities to include graduation. All graduation rehearsals are MANDATORY in order to participate in the graduation ceremony. The graduation ceremony is a privilege, not a right. The school reserves the right, with consultation from seniors and their parents, to determine the site, program, and the official dress for the graduation ceremony.

Graduation Dress and Decorum

The caps and gowns should be selected by the senior class and approved by administration. The only changes to the gown would be the addition of a US Flag patch if the graduate's parent(s) are down range and a unit pin for the deployed parent. No additions are permitted to the caps other than the tassel. Writing on the cap is forbidden. The only cords permitted for academic recognition are those authorized by National Honor Societies, such as the International Thespian Society, World Language Honor Societies (German, French, Spanish, etc.), and National Honor Society. A distinguishing cord or ribbon for the Valedictorian and the Salutatorian are acceptable. The clothing under the gowns must follow the school's dress code.

Valedictorian and Salutatorian

Valedictorian and Salutatorian honors will be determined based on GPA attained through the end of the second semester of the graduating year. To compete for these honors, students must have been enrolled in a DoDEA school during the first semester of the graduating year.

High Value Items

Personal items of high value should not be brought to school. The school assumes no responsibility for the loss of high value items!

Information Center

The Information Center is located in the Main Building. Students will find books, DVDs, newspapers, magazines and computers with vast databases and production programs. In order to utilize the Information Center during class periods, a student must have a pass signed by the teacher. Students visiting the Information Center are expected to work productively. Materials may be checked out for thirty days. Lost or damaged materials must be paid at replacement value.

Lockers

DoDEA owns and maintains lockers that students may use to store books, coats, and other items during the school year. Because the lockers are government property, the school reserved the right to joint control over the student lockers, including the right to search lockers at any time without prior notice. Students are responsible for the locker assigned to them.

- Lockers and locker combinations may not be shared.

- The defacing of lockers (i.e., writing, marring, scratching, pictures or applying stickers) is considered vandalism and is prohibited. Students will be asked to remove anything seen in a locker that is not proper. Magnets may be used on the outside of the locker.
- Report needed repairs to the Student Affairs Office.
- Gym lockers are available to PE students for daily use only.
- In-season athletes, JROTC cadets, and Culinary Arts students will be issued an additional locker in the Curriculum Building to store equipment and uniforms needed for those programs.
- Lockers are to be kept locked at all times. The school assumes no responsibility for lost or stolen items left in unsecured lockers. Do not leave valuables in your locker! Unclaimed items left in lockers at the conclusion of the school year will be discarded or donated to local charities.

Lost and Found

Students who find lost articles are asked to take them to the Student Affairs Office, where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office. If identified, identification cards and wallets are returned to the owner immediately. If an item is found in a classroom, it should be given to the teacher. At the end of each quarter, unclaimed items are donated to an off-base charity. Please note that keeping “found” property may be considered stealing.

Lunch

Students are not allowed to congregate in school neighborhoods, hallways, or foyers of any building, and if choosing to remain in the school building during lunch, must be in designated lunch location areas or under the supervision of a teacher/staff member. Students choosing to eat in the Commons Area of the Main Building or at the picnic tables on campus may bring a sack lunch (sandwich, salad, etc.). Hot lunches served in the MPR must remain in the MPR.

Following lunch, students are expected to report to classes on time. Students not on time to any class because of leaving campus may receive loss of off-campus eating privileges. Students are not allowed to leave Hainerberg Kaserne during the school day unless he or she has followed the proper sign-out procedures with the SAO.

Upperclassmen (juniors and seniors) who are in good standing with school rules and policies may leave campus for lunch. Open campus for lunch is a privilege, not a right. Loss of open-campus lunch privileges may include, but are not limited to: excessive tardiness, excessive absences, or office discipline referrals. When a student loses his or her off campus eating privileges, he or she **must be inside the MPR or immediately outside the MPR doors** from 5 minutes after lunch starts to 5 minutes before lunch ends. Failure to abide by the lunch restriction may result in extended loss of privileges and/or ASD.

Underclassmen (freshmen and sophomores) must remain on campus for lunch. Students will be classified for the entire school year based on their grade-level classification on the first day of school for the school year.

Remember to follow these guidelines during lunchtime:

- Use crosswalks to cross streets
- Be respectful and courteous at all times.
- Be responsible for the proper disposal of your trash.
- Do not be loud and rowdy in public eating places.
- Do not be late to class after lunch. Allow yourself plenty of time to walk back to school.

Open House

WHS encourages parents to visit during the annual Open House. This is an opportunity to become familiar with your student's courses and teachers. Discussion of individual student performance is not appropriate at this time; however, a conference for a later date may be scheduled with the teacher.

Parent Advocacy

Booster Club

The WHS Booster Club is a volunteer organization dedicated to supporting students, teachers and educational programs. The support provides supplementary assistance to activities for which other fund sources are insufficient or non-existent.

School Advisory Committee (SAC)

(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).

The WHS SAC is a group composed of three parents and three teachers, elected for two-year terms. SAC also has a student member, the president of the student council. Elections for the open positions are held each spring. SAC officers are elected during the first school-year meeting, typically in September. SAC serves to advise the Principal and provides an important avenue for official recommendations.

Parent/Student/Teacher Communication

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

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. Please consult your child's school for details regarding scheduling.

Parental Contact with Students during the School Day

Classrooms are not to be interrupted to deliver personal messages (except in emergency situations approved by administration), lunch money or school supplies/assignments. This can be accomplished at the lunch break or after school. Please do not text or call students during class time.

Protection of Curricular Time

Forgotten items (such as books, assignments or money) from home may be left with the SAO and will be delivered to the student during lunch time or after school. It is part of your student's responsibility to be prepared each day with the items needed for school. Please make arrangements to meet your student during lunch or after school if items need to be delivered. If you need to text them, please do so during lunch, not during class time. Preservation of curricular time is a priority during the school day.

Public Relations

Electronic displays will be utilized to advertise events and to showcase student work. Administrators must approve advertisements prior to submission for display. Nothing is permitted to be posted on painted surfaces or windows. Announcements for the Student Bulletin are to be submitted from the activity sponsor to the Student Affairs Office by 1200 the day prior to the announcement being published. Announcements will not run for more than three consecutive days. New information from the Student Bulletin is read each morning to inform the students of upcoming activities. The Student Bulletin is also sent electronically to all sponsors and students. Additional e-mail addresses may be added with the school registrar.

Safety and Security

DoDEA Administrative Instruction 6055.01, "DoDEA Safety Program," November 17, 2017

Emergency Procedures

Emergency procedures are established in coordination with base officials and DoDEA safety and security personnel. DoDEA schools use the Standard Response Protocol for emergency situations. In all cases of emergency, parents should not call the school but get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities.

Safety Drills

Emergency procedures are practiced throughout the year in accordance with DoDEA Policy. Fire drills are the most common drill practiced. Throughout the year, the school will practice and/or review lockdown, shelter in place, earthquake, and bomb threat procedures. Students are required to behave in a calm and orderly fashion and to comply with staff instructions throughout drills. Students are not allowed to use electronic devices during safety drills. Visitors are also required to comply with drill requirements and procedures.

School Closures

There are times when weather situations could result in school being closed. Please contact your child's school for details regarding notification procedures. Late openings and early school

closure are determined by the Garrison Commander. Listen to AFN (FM 98.7) or watch AFN TV for scrolling informational updates and announcements.

School Dances

Homecoming and other school-sponsored dances throughout the school year are open for all WHS students, grades 9-12. Middle school students are not allowed to attend high school dances. The duration of dances will generally not exceed four hours and will conclude at or before 2100 hours (weekdays) and 2200 hours (weekends). Formal or semi-formal dances (weekends only) will end at or before 2300 hours. Attendees at dances will show ID and/or permission forms when requested.

The Prom is for juniors and seniors. Sophomores may attend if invited by a junior or senior, and with administrative approval. Freshmen and middle-school students are not permitted to attend under any circumstances.

Students wishing to bring a non-WHS guest to school dances must have written permission from their parents and the prior approval of the administration. The **PERMISSION TO BRING A GUEST TO A SCHOOL EVENT** must be given to the sponsor of the dance at least one week before the dance unless otherwise designated. Guests are required to abide by school rules and visitor procedures. If a guest is asked to leave a dance, the sponsoring student will also be required to leave, and vice versa. Guests who have already graduated must be within one year of graduation; no guest age 21 or older will be permitted to attend under any circumstances. Group approval may be granted to members of visiting student groups.

School rules apply at all dances.

- Observe the school dress code or DANCE DRESS CODE (if formal or semi-formal).
- Refrain from using alcohol, tobacco, and other harmful drugs at any point during the evening/night.
- Participate in dancing activities in a tasteful, appropriate way, which demonstrates respect for your dancing partner and others in attendance. Whether you think your dancing style is disrespectful or not, you agree to stop dancing in a particular way if a chaperone tells you the style in which you are dancing is inappropriate. Dance Chaperones have sole discretion of what constitutes inappropriate dancing.
- Show respect for yourself and others by using appropriate language. (No form of foul language is considered appropriate.)
- Students in attendance may not return to the dance once they have left the area where the dance is being held.

School Dances – Dress Code for Semi-formal and Formal Events

Formal/semi-formal attire is required for these events.

- Formal/Semi-formal attire includes a cocktail-type dress, formal dress, formal pantsuit, jacket or vest, tuxedo, and dress shoes.

- Dresses/skirts may be no shorter than 4" above the knee, including any slits, at the shortest portion of the dress/skirt. Cleavage must be fully covered. Backless dresses may not dip lower than mid-back.
- Kilts are acceptable if a traditional kilt ensemble is worn, the kilt is no higher than the knee, and appropriate undergarments are worn.
- NO jeans, sagging, t-shirts, sneakers/trainers, DCs, or VANS.

School Hours

The administration office is open Monday through Friday from 0730-1600 hours. The school is open to students from 0730-1515. Neighborhoods will be open to students from 0740-1510. Students may remain on the school campus after hours to take part in school-sponsored activities.

School Records

Persons other than authorized school officials will not have access to student records without the written permission of parent and/or student. Exceptions may be necessary when a student's record is formally requested by an authorized investigative agency. Under provisions of the No Child Left Behind Act, schools are required to provide military recruiters access to the names, addresses and phone numbers of our high school students. Parents and students may request a non-disclosure form that will deny access to personal information by military recruiters. The form will be kept on file in the Student Affairs Office.

Seminar

As required by DoDEA regulation, the Seminar periods are instructional time. Curricular and co-curricular activities must focus upon the pursuit of increased student learning. Some valid uses of this time include, but are not limited to, developing study skills, independent study, research, make-up work, enrichment activities, and academic reading. Sport and extracurricular activities cannot be conducted during Seminar without prior approval of the principal or vice-principal.

Seminar and Tutorial Procedures and Expectations

- Seminar time is for academic work and is not free time.
- Students are accountable for utilizing agenda books as an organizational tool.
- Seminar movement will be generated and monitored through a Seminar Control System.
- Students are expected to move between seminar sessions quickly and directly.
- Students late for Seminar will be marked tardy.
- Students remaining in Seminar must use this time for academic study.
- Students in the halls during Seminar without a pass may receive consequences.

Student Activities

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills as well as develop strong character traits to include fairness, trustworthiness, responsibility, and respect. Participation in the extra-curricular program is a privilege to all students who meet DoDEA and WHS eligibility requirements.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics: have no more than 1 failing grade as confirmed by weekly grade checks and maintain a 2.0 GPA
- Behavior: abide by policies and philosophies established by the administration and sponsors
- Practice and participation: adhere to the principles governing interscholastic competition

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing WHS will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with local, DoDEA, and National Federation policies.

An athletic and extra-curricular code has been established for the members of all athletic teams, organizations, and clubs at WHS. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parents must sign the DoDEA Europe, [STUDENT BEHAVIOR EXPECTATIONS](#) memorandum. Anyone having any questions concerning athletics and extra-curricular at our school, should contact the Athletic Director or Principal prior to signing these important documents.

WHS offers a wide range of curricular and extra-curricular activities for students. The policies, eligibility criteria, and code of conduct developed for the interscholastic athletic program apply to any regularly occurring school activity. Involved students must meet the same academic eligibility as athletes. The final determination of eligibility for students in all curricular or extra-curricular trips rests with the Principal.

Student Meals

AAFES operates the school cafeteria located the High School Multi-Purpose Room and serves a daily hot meal to students. Money can be applied to your student's account at the AAFES cashier cage. Reduced lunch is available for students who qualify. Students are not allowed to eat in hallways, neighborhoods, or information center. Applications for Free and Reduced Lunch are available from the School Liaison Office.

Telephones

Students will not be called from class unless an emergency exists. Students needing to use the telephone during the school day may use cell phones only outside the building while traveling between classes or during lunch. Sending/Reading texts during class may result in loss of device.

Wellness Policy

WHS is committed to maintaining a safe, healthy, drug-free educational environment that enhances learning and development of lifelong wellness practices for all students. Food sales must meet the DoDEA Requirements for "[FOODS AND BEVERAGES SOLD IN DODEA SCHOOLS.](#)"