

# Ramstein High School



## Parent—Student Handbook SY 2012-2013

Department of Defense Dependents Schools  
Ramstein High School  
Unit 3240 Box 445  
APO AE 09094

Revised: September 18, 2012

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# INTRODUCTION

## DoDEA Vision

Communities committed to success for ALL students!

## DoDEA Mission Statement

Providing an Exemplary Education that Inspires and Prepares All Students for Success in a Dynamic, Global Environment.

## Guiding Principles

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

## Kaiserslautern District Mission Statement

Standards based, data driven, student focused for highest student achievement!

## Ramstein High School Vision Statement:

Preparing independent thinkers and life-long learners in an ever-changing global society through:

- Rigorous curriculum
- High achievement
- Social responsibility

## School Improvement Goals:

**Goal 1:** As determined via regular intervals of data analysis, all Ramstein High School students will increase **critical thinking skills** across the curriculum, improving performance in application, analysis, synthesis, and evaluation, as measured by system-wide, local and classroom assessments.

**Goal 2:** As determined via regular intervals of data analysis, all Ramstein High School students will increase **written communication skills** across the curriculum, improving performance in clarity, precision, word choice, and sentence structure, as measured by system-wide, local, and classroom assessments.



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
RAMSTEIN HIGH SCHOOL  
Unit 3240, Box 445  
APO AE 09094



22 June 2012

## A Welcome Message from the Principal

Parents and Students,

Let me be the first this school year to welcome you to Ramstein High School, Home of the Royals!

At the beginning of the school year, we hold a new student orientation. This year's orientation is scheduled for August 23 from 1100 hrs. to 1200 hrs. Parents are more than welcome to attend this orientation. During the orientation students are welcomed primarily by student members of our Student 2 Student transition team; Student 2 Student also conducts tours of the building and sets up "buddies" throughout the year beyond orientation. Several members of the faculty, guidance office and administration also participate in this first orientation in order to review the important things to know about attending Ramstein High School. We created a welcome video which is posted on SchoolTube at the following address:

<http://www.schooltube.com/video/8ffacf9de3e583fd86cc/Ramstein-High-School-Welcome-to-RHS> . The all-school Open House is scheduled this year for August 30 from 1600-1800 hrs.

Schedules are typically provided on the first day of school; this year that first day falls on Monday, August 27. Students report to their designated grade level distribution point; signage and volunteers guide the way as students make their way in from the parking lot. Students who have not been registered/re-registered are delayed. Their sponsors are called to resolve these issues before schedules are created.

Each day the 0805 hrs. bell signals a reminder to students to go to their first class. On the first day of school we follow a bell schedule that allows students see all of their teachers. We call this a Purple Day. After the first day, we revert to our normal block schedule, alternating Blue/Red Days. Students have four classes on a Blue Day and four classes on a Red day. The days alternate throughout the school year.

**Sports Activities.** We offer football, golf, cross country, tennis, cheerleading, and women's volleyball for the fall. The other sports seasons' activities are listed on our website under the Student Activities link. You will also find a list of extra-curricular

activities there. Every student who wishes to participate in sports **must** have a physical on file and maintain academic eligibility. Grade checks are conducted weekly. Physicals remain in effect for 12 months.

Please review the **Student Handbook on the school website:** [www.rams-hs.eu.dodea.edu](http://www.rams-hs.eu.dodea.edu). Student agendas with handbook highlights are provided free during orientation and throughout the year by the PTSO. We keep dress codes, discipline information, graduation requirements, and a host of other information in our Student Handbook. Parents are highly encouraged to review this handbook with the student. It is an expectation that the handbook has been reviewed. We will go over significant parts of the handbook during grade level meetings, but parents should be aware of information as well. It is updated annually in early September.

The school has an active **Administrative Study Group** that meets weekly to provide assistance to students who are having academic difficulty. Parents who would like to refer their teen to the ASG can do so by contacting any guidance counselor. The Student Support Team and administration keeps a running record of all students who have more than two D's or F's during mid term and quarterly marking periods, or who have less than a 2.0 cumulative grade point average. We collect and compile data on this focus group and try to identify individual roadblocks to their success. The team is proactive and highly involved.

There is a single lunch schedule from 12:40-1:30 p.m. We have a limited open campus policy: Juniors and Seniors are allowed to go to Burger King, the KMCC food court or the commissary. Students who reside on Ramstein Air Base can obtain a permission form from the Main Office to go home for lunch. Freshmen and Sophomores are restricted to the school grounds for lunch unless they have that home pass. AAFES does provide lunch in our cafeteria, and students should have money on their accounts to pay for their lunch. You can put money on your student's lunch accounts at the AAFES customer service center in the BX or on-line once the account has been activated.

Parents can monitor the progress of their student weekly by accessing the on-line electronic gradebook, **GradeSpeed** . We provide access information to all parents and students each year.

During the course of the year, problems can arise. Please address problems at the lowest possible level. Your child should attempt to resolve issues with his/her teacher as the first order. Parents who wish to advocate for their child should first meet with the teacher and try to resolve the issue. If the issue cannot be resolved with the teacher, then involve guidance and/or administration. Using the **Chain of Command** is an expectation in the military and in DoDDS. When parents call the hotline, the District Office, or the director, the issue is generally returned to the school for resolution. We will make every attempt to resolve the issue at the school level.

**The School Liaison Officers** are Ms. Ladonna Abdullah, Air Force (480-9374/75) and Ms. Lynn Rice, Army (493-4123). Both serve as direct intermediaries between the school and the military community. In addition, Ms. Abdullah's office is the agent for the USDA's free and reduced lunch program. Contact her office for more information on this program.

**Homework** is necessary and required by most teachers. We often find in ASG that students who are doing poorly in classes are not completing homework or studying for tests. Please make sure that your students study **daily**, that they have an area designated for study, and that they turn off the Facebook, IM, MySpace, Gaming Website, Wii, X-Box, DS, online catalogue and cell phone, etc. If they tell you they did it all at school, give them the "look."

I wish you all a successful school year.  
(original signed)

Greg Hatch, Principal  
Ramstein High School

# PROFILE

## **Ramstein High School APO AE 09094**

**Telephone: DSN 480-6951 or Civilian 06371-476951**

Ramstein Air Base is located in the Rheinland-Pfalz region of Germany, ten minutes from the city of Kaiserslautern. The autobahn is only five minutes away and can quickly carry one to Frankfurt, Heidelberg, France, Switzerland, and other places of interest.

Kaiserslautern and the surrounding villages offer many outstanding activities. Available to everyone are indoor and outdoor swimming pools, ice-skating, and horseback riding, walking clubs which sponsor Volksmarches, symphony concerts, opera, and theatre.

Ramstein American High School is a modern facility that was completed in 1982; its first graduating class was the class of 1983. A several million-dollar MilCom project at that time added a football field and stadium, track, tennis courts, soccer fields, baseball fields, practice fields, and an auto lab. The new library extension was completed in September 2003. In August 2004, the new high school addition of 12 classrooms, a music room, and a weight room extension were ready for student and faculty use. Four modular science rooms were added during the summer of 2010.

The school serves approximately 1100+ students in grades 9–12. RHS offers a comprehensive academic and vocational instructional program that prepares students for quality colleges, universities, military academies, and the world of work. Students participate in a fine interscholastic athletic program sponsored by the Department of Defense Dependents Schools.

Although the weather is unsettled much of the time, the area does enjoy many pleasant days with reasonable temperatures. The winter is mild with some days of snowfall. The summer is generally warm and comfortable with few hot days. Throughout the year there is plenty of rain!

Ramstein Air Base also has one elementary school, one intermediate school and one middle school.

***SCHOOL MASCOT – Ramstein Royal (Lion with Crown)***

***SCHOOL COLORS –Red and Blue (with White)***

## School Fight Song

Ramstein Royals, Ramstein Royals

Fight on for your fame.

Onward ever, all together, we will win this game.

Rival s fear you, we will cheer you, on to victory.

GO! Ramstein Royals, on to victory!

## II. LOGISTICS

### Bell Schedule

First Bell – 0805 hrs.

Blue Day: Periods 1, 2, 3, 4

Red Day: Periods 5, 6, 7, 8

0810 – 0940 hrs. -----B1/R5

0945 – 1110 hrs. -----B2/R6

1115 – 1240 hrs. -----B3/R7

1240 – 1330 hrs. -----Lunch

1335 – 1500 hrs. ----- B4/R8

#### DELAYED OPENING BELL SCHEDULE

B1/R5 1000-1058 hrs. (58 minutes)

B2/R6 1103-1201 hrs. (58 minutes)

Lunch 1201-1254 hrs. (53 minutes)

B3/R7 1259-1357 hrs. (58 minutes)

B4/R8 1402-1500 hrs. (58 minutes)

#### Purple Day Bell Schedule

B1 0810-0908 hrs.

B2 0913-0958 hrs.

B3 1003-1048 hrs.

B4 1053-1138 hrs.

R5 1142-1227 hrs.

Lunch 1227-1335 hrs.

R6 1325-1410 hrs.

R7 1415-1500 hrs.

### Bus Passes

Students often are required to present their school bus passes to the bus driver as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the STO or school administration. Students or their sponsors must report the loss or damage to bus passes to the STO before that office will issue replacement passes. Parents/sponsors may be required to sign for receipt of replacement passes. The MAIN OFFICE does not issue bus passes. If students

require a temporary or replacement pass, they must obtain one through the **STO, Bldg 904**. For further clarification, call **DSN 480-BUSS (2877)** or **CIV 06371-47-2877**.

## Daily Bulletin

This is emailed to parents and read over the intercom each morning. The bulletin includes important information that students and parents need to know. Submissions are limited to administration, faculty, and staff.

## Driving to School

Parking permits will be issued to **SENIORS ONLY**. Before Seniors may be authorized to drive privately owned vehicles (POVs) to school, they are required to complete a “Request for Parking Permit” obtained in the SAO. The completed form must be approved by an administrator before students are issued a parking permit. Seniors who drive are expected to park their POVs in the designated student parking areas on a “first come, first served” basis. Under no circumstances are students allowed to park in faculty parking spaces. Students are informed of their designated area when they register. Parking privileges may be considered for suspension for disciplinary or academic reasons.

## Emergency Evacuations/Lockdowns

Emergency evacuation (fire drills and bomb threats) procedures are established to ensure the safety of all students during real and practice evacuations. Fire drills are conducted weekly the first month of school and monthly after that. Teachers are responsible for the students in their classrooms during an evacuation. For accountability purposes, students are expected to cooperate and stay with their teacher during the evacuations.

## Enrollment Boundaries

The local military commander and the District Superintendent jointly establish the school enrollment boundaries. School enrollment is based on where a child lives, not where the sponsor works or baby-sitter lives. Falsification of school documents concerning residence will be reported to the local commander. Waivers to the enrollment boundaries may be granted on a case-by-case basis for extenuating reasons. Waivers must be requested in writing (with ample justification) to the high school principal, who will submit the request to the District Office for a final decision. Educational waivers may be considered for students to complete unique courses offered only at a particular school.

## Inclement Weather/Delayed Openings/School Closure

If a day is missed due to inclement weather—or some other emergency—we will continue the schedule as it is. Therefore, if we miss a Blue Day, the next day will be a Red Day, as it normally would have been. When inclement weather requires school to

be closed, the official announcement will be made on AFN radio and posted on the Ramstein Air Base web site. Please begin checking on AFN or on-line beginning at 0600 hours. Please do not call the school. When the weather is marginal and the school is not closed, you can expect a delay in bus services from 30 minutes to an hour. On other occasions, when the weather conditions are more severe, school may be delayed by up to two hours or closed early.

## Lockers

All students will be assigned a hall locker and locks are provided by the school. If a lock provided by the school is lost or destroyed by a student, the lock must be replaced. Students should not share lockers or give other students their combinations. Students are never to use a locker that does not belong to them. Students should report any problems with their locker to the SAO.

## Lost and Found

Lost and found items will be retained for a very short period of time. Proper identification procedures will be required to retrieve high value items, e.g. iPods, jewelry, telephones, etc. For these high value items students should check with the Student Affairs Office.

## Lunch Program

AAFES provides a hot lunch, an a la carte selection in the school cafeteria. Students may pay cash for their hot lunch/a la carte items, or charge to their accounts. Parents establish accounts at the BX Cashier's Cage at the KMCC or on-line. Accounts may be replenished in the school cafeteria or online by using [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Students may also purchase food and drink (low fat and restricted sugar content) items from the Student Store. Freshmen and sophomores must remain on campus for lunch unless they have a pass to go home for lunch (if they live on base). This pass is also available to Juniors and Seniors who live on base. The MAIN OFFICE will provide students a permission form that needs to be signed by the parent/sponsor and returned to the SAO. Students will then be issued a lunch pass. Juniors and seniors may go to Burger King, the commissary and the KMCC food court during their lunch hour, but no other base or off-base location is authorized.

## Newsletter

The principal prepares a regular newsletter. Parents are encouraged to read the newsletter to obtain important and current information about our school. Parents and sponsors will receive the newsletter via email.

## School Contact Information

**SCHOOL ADDRESS:**

**INTERNATIONAL ADDRESS:**

Ramstein High School  
Unit 3240 Box 445  
APO AE 09094

Amerikanische Oberschule Ramstein  
Gebäude 900  
66877 Flugplatz-Ramstein

Student Affairs Office: 06371-47-6951/52

Principal:

Mr. Gregory A. Hatch 06371-47-7392

Assistant Principals:

Ms. Patricia Jorgenson 06371-47-6951/52

Mr. Dan Petritz 06371-47-6951/52

Student Affairs Office 06371-47-6951/52

Counselors 06371-47-6951

Nurse's Office 06371-47-3625

Registrar's Office 06371-405-8220

Attendance 06371-47-6952

FAX 06371-47-7645

To arrange an appointment with a counselor, please call the Guidance Office at DSN 480-7640. Transcript requests/issues go to the Registrar at DSN 478-8220. For information concerning attendance and/or discipline, please call the Main Office at DSN 480-6951/52.

## Search and Seizure

School property is U.S. Government property and, therefore, public in nature. Individual rights are subject to public scrutiny whenever reasonable suspicion exists of a civil or criminal breach of the law. Students must be aware that the school has the authority to conduct random and periodic searches of school property and to seize contraband items belonging to students. The school's authority extends to student possessions and person, including book bags and contents of lockers while on school property. Legal action can follow for violations of the law. Searches will be conducted if there is reasonable suspicion that the student is in possession of prohibited items and involved students will, if possible, be present for the search by school, civil, host nation, or military officials.

## ***School Calendar: 2012/2013***

### **2012 FIRST SEMESTER**

<b>Wednesday, August 22</b>	Reporting Date for Teachers
<b>Monday, August 27</b>	Begin First Quarter and First Semester
<b>Thursday, August 30</b>	RHS Open House (1600)
<b>Monday, September 3</b>	Labor Day – Federal Holiday Observed
<b>Tuesday, September 18</b>	Mandatory Training (.5 day early release in p.m.)
<b>Monday, October 8</b>	Columbus Day – Federal Holiday Observed
<b>Wednesday, October 18</b>	No School – CSI Staff Development Day
<b>Thursday, November 1</b>	End of First Quarter
<b>Friday, November 2</b>	No School – Teacher Work Day
<b>Monday, November 5</b>	Begin Second Quarter
<b>Monday, November 12</b>	Veterans Day – Federal Holiday Observed
<b>Friday, November 16</b>	First Quarter Parent-Teacher Conferences-No School
<b>Thursday, November 22</b>	Thanksgiving – Federal Holiday Observed
<b>Friday, November 23</b>	No School – Thanksgiving Recess Day
<b>Thursday, December 13</b>	Accelerated Withdrawal (PCS Only)
<b>Monday, December 24</b>	Winter Recess Begins
<b>Tuesday, December 25</b>	Christmas – Federal Holiday

## **2013**

<b>Tuesday, January 1</b>	New Year's Day – Federal Holiday Observed
<b>Monday, January 7</b>	Instruction Resumes
<b>Monday, January 21</b>	Martin Luther King, Jr. Day – Federal Holiday Observed
<b>Thursday, January 24</b>	End of Second Quarter and First Semester
<b>Friday, January 25</b>	No School – Teacher Work Day

## **SECOND SEMESTER**

<b>Monday, January 28</b>	Begin Third Quarter and Second Semester
<b>Wednesday, January 30</b>	No School – CSI Staff Development Day
<b>Monday, February 4</b>	No School – Parent/Teacher Conference Day
<b>Tuesday, February 12</b>	No School – CSI Staff Development Day
<b>Monday, February 18</b>	Presidents Day – Federal Holiday Observed
<b>Monday, March 11 - 15</b>	Terranova3 Test Week (Grades 9 – 11)
<b>Monday, March 18 - 22</b>	Terranova3 Make-ups
<b>Thursday, April 4</b>	End of Third Quarter
<b>Friday, April 5</b>	No School – Teacher Work Day
<b>Monday, April 8</b>	Spring Recess Begins
<b>Monday, April 15</b>	Instruction Resumes – Begin Fourth Quarter
<b>Thursday, May 16</b>	Accelerated Withdrawal (PCS Only)
<b>Monday, May 27</b>	Memorial Day – Federal Holiday Observed
<b>Thursday, June 13</b>	Last day for students Early Dismissal
<b>Friday, June 14</b>	No School for students – Teacher Work Day



Department of Defense Dependents Schools  
 RAMSTEIN HIGH SCHOOL  
 Unit 3240 Box 445  
 APO, AE 09094-0445



**Blue-Red Day Schedule  
 SY 2012/2013 – Semester 1**

Purple Day (ALL Classes meet)  
 August 27

Blue Day (No Seminar)  
 August 28, 30  
 September 4, 6, 10, 12, 14, 18, 20, 24, 26, 28  
 October 2, 4, 9, 11, 15, 17, 22, 24, 26, 30  
 November 1, 6, 8, 13, 15, 20, 26, 28, 30  
 December 4, 6, 10, 12, 14, 18, 20  
 January 7, 9, 11, 15, 17, 22, 24

Red Day (Seminar)  
 August 29, 31  
 September 5, 7, 11, 13, 17, 19, 21, 25, 27  
 October 1, 3, 5, 10, 12, 16, 19, 23, 25, 29, 31  
 November 5, 7, 9, 14, 19, 21, 27, 29  
 December 3, 5, 7, 11, 13, 17, 19, 21  
 January 8, 10, 14, 16, 18, 23

Non-Student Days  
 Labor Day – September 3<sup>rd</sup>  
 Columbus Day – October 8<sup>th</sup>  
 CSI Staff Development Day – October 18<sup>th</sup>  
 Teacher Work Day – November 2<sup>nd</sup>  
 Veterans Day – November 12<sup>th</sup>  
 Parent-Teacher Conferences – November 16<sup>th</sup>  
 Thanksgiving – November 22<sup>nd</sup> through 23<sup>rd</sup>  
 Winter Break/New Year Holiday- December 24 through January 4<sup>th</sup>  
 Dr. Martin Luther King Day – January 21<sup>st</sup>  
 Teacher Work Day – January 25<sup>th</sup>



Department of Defense Dependents Schools  
RAMSTEIN HIGH SCHOOL  
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## Blue-Red Day Schedule SY 2012/2013 – Semester 2

### Blue Day (No Seminar)

January	29
February	1, 6, 8, 13, 15, 20, 22, 26, 28
March	4, 6, 8, 12, 14, 18, 20, 22, 26, 28
April	1, 3, 15, 17, 19, 23, 25, 29
May	1, 3, 7, 9, 13, 15, 17, 21, 23, 28, 30
June	3, 5, 7, 11, 13

### Red Day (Seminar)

January	28, 31
February	5, 7, 11, 14, 19, 21, 25, 27
March	1, 5, 7, 11, 13, 15, 19, 21, 25, 27, 29
April	2, 4, 16, 18, 22, 24, 26, 30
May	2, 6, 8, 10, 14, 16, 20, 22, 24, 29, 31
June	4, 6, 10, 12

### Non-Student Days

CSI Staff Development Day – January 30<sup>th</sup>  
Parent-Teacher Conferences – February 4<sup>th</sup>  
CSI Staff Development Day – February 12<sup>th</sup>  
President's Day – February 18<sup>th</sup>  
Teacher Work Day – April 5<sup>th</sup>  
Spring Break – April 8<sup>th</sup> through April 12<sup>th</sup>  
Memorial Day – May 27<sup>th</sup>  
Teacher Work Day – June 14<sup>th</sup>

## Textbooks

Textbooks are issued to all enrolled students. If a textbook is lost or damaged, it must be replaced. Sponsors may do this by checking with the supply clerk to receive price and ordering information. If textbooks are not replaced—or a suitable substitute for the lost or damaged text is not received—the sponsor's command may be contacted and the student's records withheld.

## Use of Telephones

Office telephones are not available for student use except in case of an emergency. Forgetting homework, lunch, etc., is not a valid excuse for use of school telephones. A Euro coin-operated German telephone is located in the lobby of the school for student use.

## Visitors

All sponsors and official visitors are to report to the Main Office upon arrival in the school. Visitors must present an ID when checking in. Any visitor leaving the MAIN OFFICE must wear a white visitor's badge placed on their clothing so that it can be seen easily. Students may not bring visitors to school without prior approval. Students who wish to bring a guest must receive the approval of an administrator and all of their teachers at least 3 days prior to their visit.

Students who have withdrawn from school or who have been expelled or suspended will only be permitted in the building under special circumstances. In most cases, they are not to be on school grounds or take part in school sponsored/related activities. No visitors are permitted in school buildings after the school day, on weekends or holidays, or at other times when the school is not open for business, unless they are accompanied by appropriate school personnel. Only personnel who have received prior authorization are allowed in the buildings. Infractions are considered unlawful entry.

## III. ACADEMIC PROGRAM/STUDENT RECORDS

### Academic Recognition

Students' academic achievement at Ramstein High School is recognized in a number of ways:

**Honor Roll:** Published at the semester, recognizing students whose grade point average is 3.00 - 3.49 (Honor Roll); 3.50 - 3.99 (High Honor Roll); and 4.0 and above (Highest Honor Roll)

**National Honor Society:** Membership available to juniors, seniors and second semester sophomores, who have a GPA of 3.5 or higher, and who have demonstrated academic achievement, community service, and leadership.

**Honors Diploma:** Awarded to students who pass four (4) AP classes for which they have taken the AP exam; have at least a GPA of 3.8 through the last semester of the senior year; and have met all graduation requirements.

**Valedictorian/Salutatorian:** 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.

Students may also apply for membership to the French, Spanish, and German honor societies.

### Acceleration for Departing Students

A student who withdraws from school with PCS orders or who will be absent because the sponsor is on leave prior to/after deployment may be placed on an accelerated program that allows the student to earn full academic credit for the semester as long as the student will be in school at least up until twenty (20) days of the end of the semester. The request for acceleration must be made to the principal at least thirty (30) prior to the student's proposed withdrawal date. PCS orders or proof of deployment leave must be furnished to the school. Teachers will provide additional assignments and assessment opportunities to cover the instructional time lost by the student's early departure. The completion of a semester exam may be required by the teacher. The earliest date for acceleration for the each semester is released from the area headquarters level each school year. Contact the school to inquire for those dates. Acceleration is not available for students who are not PCSing or whose sponsor is not taking leave prior to/after deployment.

## Advanced Placement Courses

The Advanced Placement (AP) Program is sponsored by the College Board and Educational Testing Service. Courses are available in numerous curricular areas including language arts, foreign languages, and the sciences, according to student need and the availability of qualified faculty to teach the respective courses. Weighted grades are awarded in AP classes. It is understood that the student must complete the course(s) and take the requisite AP examination(s) in order to receive a weighted grade for the course(s). If the student completes the course, the AP exam will be paid for by the Department of Defense Education Activity (DoDEA) at no charge to the parents. Parents may purchase exams at a cost of approximately \$86.00 each if the student is not enrolled in the course. In the event the student is not able to take an exam ordered by the school, the unused exam fee of \$13.00 will be charged to the parents. The AP exams are taken in May; parents and students are charged with planning accordingly. Most AP classes are usually reserved for juniors and seniors, though underclassmen may take them in rare circumstances. Check with your guidance counselor for more information about AP courses.

## Challenged Materials

If parents wish to challenge curricular materials, they should discuss the circumstances with the teacher first in an effort to resolve the problem at the local level. If reconsideration or alternatives to textbooks or other curricular resources cannot be found, the parents should meet with the Principal, at which time the Complaint Procedure DMS 2992.1 (Information Center and Classroom Supplemental Materials Selection Policy and Challenge Procedures, November 2004) may be activated. In all cases, teachers will inform students and parents when there may be content or dialogue in a textbook or other resource that could be considered offensive.

## Class Ranking

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. The calculation of GPA and class rank includes weighted grades for Advanced Placement classes. Only AP and certain IB courses are weighted.

## Course Selection

Students make course requests in the spring for the following school year. Requests are from the courses planned for the master schedule of the upcoming school year. Requests for particular teachers will not be honored. Parents are encouraged to be actively involved with their students in making course selections. The school guidance counselors are available to assist students and parents in designing their educational plan based on graduation requirements, college preparation, and student interests.

## Cumulative Records

The school recommends that a COPY of school records be hand carried from school to school in an effort to assist the receiving school with student scheduling and placement. However, only records requested by the receiving school and sent by mail are considered "official." A copy of the student's record can be obtained from the Registrar's Office.

## Curriculum Guides/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](http://www.dodea.edu) . See teacher classroom websites for syllabi and assignments.

## 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. An application with parental approval must be submitted in writing and must include a 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.

## Grade Level Classification

The Department of Defense Dependents Schools has set the following standards governing class progression:

Freshman	Promotion from the 8th grade
Sophomore	6 credits
Junior	12 credits
Senior	19 credits
Graduation	26 credits

## Grade Point Average

A student's cumulative grade point average (GPA) is determined by the average of the grade point values for all semester grades received to date, except middle school credit. Weighted point values are assigned to each letter mark in AP courses provided that the student finishes the course and takes the AP exam. Following is the method by which GPA is determined and the percentage required to earn each grade.

<b>Mark</b>	<b>Grade Point Value</b>
A – 90-100%	4.0 (5.0 AP)
B – 80-89%	3.0 (4.0 AP)
C – 70-79%	2.0 (3.0 AP)
D – 60-69%	1.0 (2.0 AP)
F – 59 AND BELOW	0.0
*I	Not used in computation
+ or – (e.g., A+/A-)	Not used in computation

An incomplete, “I”, may be given if all required assignments and tests are not completed by the end of the semester or quarter. In general, a student is expected to complete all required work within two weeks of the end of the grading period. If the work is not completed by that time, the grade becomes “ZERO” for each assignment or test that is not completed. The “zeroes” for these assignments and tests will be averaged with other work for the quarter or semester.

## Graduation Requirements

Graduation requirements are found in DSR 2000.1. One credit is equal to one full year of a subject; one half credit is equal to one semester of a subject.

<b>Course Requirements</b>	<b>Required Credits</b>
Language Arts (English 9, 10, 11, 12)	4
Mathematics (Two credits in algebra and geometry)	3*
Science (Biology, chemistry or physics)	3
Social Studies (U.S. history, world history, .5 credit U.S. gov’t)	3
Foreign Language (two credits of same language)	2
Health	0.5
Physical Education	1.5
Career Education /Professional Technical Studies	1
Fine Arts	1
Computer Education	1
Electives	6
<b>TOTAL CREDITS REQUIRED</b>	<b>26.0</b>

**\* Students entering 9<sup>th</sup> grade in school year 2012/2013 are required to complete four credits of mathematics in order to graduate. Additionally, three of the four required credits must have been earned from courses completed in grades 9-12.**

**NOTE:** In addition, students are required to have a cumulative GPA of 2.0 to be eligible for a DoDEA diploma.

## Homework Policy

(Reference: DS Admin Instruction 2000.0, July 7, 1993)

Homework will be assigned to reinforce or supplement class work. It may range from an extension of a daily lesson, which is due the following day, to an extended project or paper that is due before a given date. Class work not completed in class or missed during absences frequently will be required to be completed outside the school day. **Homework will not be assigned as punishment.**

The total time required to complete homework may average two hours per evening. Students in Honors and Advanced Placement courses may expect significantly more homework. The amount of homework assigned will reflect the needs and abilities of the students. Projects and papers will be assigned well in advance of the due date. This will require students to budget their time appropriately to avoid an accumulation of assignments that are due on or near the same date.

When homework is assigned, it will have relevance to the class. It will be evaluated and returned to the students. Students will be informed at the beginning of each semester the degree to which homework will affect the determination of their grade.

## Mid-Quarter Progress Reports

All students are provided with access to a Gradespeed account so that they can track their own progress regularly. Parents are authorized access, but must request it (see RHS website for more information). RHS will send out reminders regularly to help parents and students track progress.

## Report Cards

Parents may pick up the report cards during the Parent Conference Day for 1st and 2nd quarters. Gradespeed reports will be available electronically for 1st and 3rd quarters. If you have not received a report card in the mail ten days after the end of the semesters, please contact the school for a copy. Report cards are not an official record. The official record is the student's transcript.

## Schedule Changes

It is the policy of DoDDs that each student be provided an appropriate program of study designed to foster academic and personal success. Placement of students will be considered on an individual basis. Decisions will reflect what is in the best interest of the student.

- Occasionally it is necessary to make changes in a student's schedule. Listed below are ways by which a student's schedule may change
- Some student schedule changes will be initiated by the counselor or administration to meet needs inherent in the school's master schedule

- Changes in schedule may be made to balance the size of classes and/or allow students to take advantage of additional course offerings
- During the first two weeks (10 school days) of a semester or of a student's enrollment, a student's schedule may be changed at the request of the student. Parental approval is required.
- Requests for schedule changes that are submitted after the first two weeks of the semester must go before the Student Placement Committee. The committee is composed of five faculty members and overseen by an administrator. Their job is to review the request and make a recommendation to the principal. Parents can expect a reply within two days of the committee's meeting. If parents wish to appeal the decision, they should contact the principal.

## Transcripts

An official transcript is available for each student at RHS. The transcript includes courses, grades, and credits earned for all courses attempted in grades 9-12 (also includes courses taken in the 7th and 8th grades for high school credit). Credits earned from accredited home school programs are included. Credits from non-accredited programs must be validated by the principal before entry is made onto an official RHS transcript. Such validation may include, but is not limited to: a review of the student's academic record; demonstrated mastery of the subject area by receiving a passing grade in an appropriate course assessment; successful student performance in a higher level course, when the courses are sequential in nature. For further clarification please contact the Guidance Center. A copy of your official transcript will be mailed to any school, college, or potential employer upon your request. You must complete a Request for Transcript form in the Registrar's Office.

## Transfers and Withdrawal

When sponsors receive notification of new duty assignments, they must bring a copy of their orders to the **Registrar's Office at least two weeks prior to the student's last day of school**. Normally, a student will not be cleared until the day prior to departure. The student should pick up a withdrawal sheet from the guidance office and have it signed by all parties listed to ensure that all obligations have been met, including turning in all materials and replacing anything lost or damaged. Parents may pick up an unofficial copy of students records after the completion of clearance procedures.

If students PCS during the last 20 school days of a semester, they may accelerate their studies to receive credit for the semester (see acceleration). If students elect not to accelerate or withdraw prior to the last 20 days of a semester, transfer grades will be issued. In this case, students do not receive credit for the semester and must complete their requirements at their next school.

## IV. STUDENT SERVICES

### ASG (After-school Study Group)

The After-school Study Group (ASG) is an after-school study session program that is overseen by teachers, administrators and counselors. Students can receive assistance, coaching, mentoring, etc., from professionals and from student tutors and community volunteers as they use this structured after-school time to catch up on missed assignments, make up quizzes and exams, and to study for future assignments. All students are highly encouraged to take advantage of this opportunity for additional assistance. Times and dates are announced.

### ASACS (Adolescent Substance Abuse Counseling Services)

The Adolescent Substance Abuse Counseling Service (ASACS) is a U.S. Air Forces Counseling Services Contractor. ASACS provides prevention education, identification and referral, and treatment. An office is provided in DoDDS schools to allow stakeholders to work together to help teens make healthy and safe choices. The ASACS counselor's primary objective is to provide adolescents who are experimenting with, or who have had exposure to, alcohol or other drugs an opportunity to learn more about substance use and its impact. ASACS prevention program is for students who have not experienced drugs or alcohol, but who may be at risk for substance misuse. Referrals can be made by teachers, peers, parents, or students may refer themselves. You may contact the ASACS counselor a DSN 478-8212. The sessions are confidential.

### AVID (Advancement Via Individual Determination)

Students who score in the mid-range on the terra Nova test, but who want to work hard in rigorous classes to prepare for college are invited to apply to this program. Students are given access to tutors in academic areas and learn research-based study skills to support them in their efforts. Students who are accepted into the program must sign a contract and stay in the program for at least a year. Sponsors of AVID students must also make a commitment to the program. For more information about AVID, please contact the Guidance Office.

### Case Study Committee

RHS has a Case Study Committee (CSC), which meets frequently to determine the special needs of students through assessment results. Members of this committee include qualified teachers, consultants, and other specialists. Parents are always an integral part of the process. Teachers of the learning impaired (LI) students are employed at RHS to plan and to provide for identified needs. Questions may be

addressed to the Special Education Department by e-mail or by calling the school at DSN 480-6951.

## Guidance

The school is staffed with Guidance Counselors who provide a wide range of services, including school, personal, vocational, and educational counseling. Counselors are also the referral agents for the school to the various DoDDS and community counseling resources. An educational psychologist is also available at the school, by referral only. Appointments with counselors can be made by calling DSN 480-6951 or 06371-476951. For an appointment with the ASACS Counselor, call DSN 478--8212 or 06371-4058212.

## Information Center

The Information Center (library) provides students with access to technology at its best. The expert Information Specialist provides possibilities for students to use the Internet and to learn from integrated/cross curricular technology. Students are also provided with other resources for academic research, study, and recreational reading. The book collection supports the school curriculum in all areas, offering a variety of topics of interest. These include, but are not limited to, study guides to prepare for college entrance exams, college and vocational school listings, career information, car repair, arts and crafts, sports, photography, computers, and home design. Current periodicals ranging from popular interest to scientific and current events are available. Hundreds of magazines and newspapers are accessible through the school's subscription to online databases.

The Information Center is open and staffed from 0730 to 1600 hours. Students may utilize the Information Center before school, during the school day with a pass from their assigned teacher, during the lunch period, and after school. Food and drinks are not permitted in the Information Center at any time.

## School Nurse

The school nurses are located in room C-06. Students desiring to see a nurse must have passes from their assigned teachers. Students who are ill should be kept at home by their sponsors. Please do not send ill students to school. Parents will be contacted first at the duty telephone, then at the home telephone, and then at the emergency contact number. Because of inherent dangers associated with ill students who are dismissed to go home, it is required that sponsors or authorized adults sign-out ill students to ensure safe arrival home. The school nurse will contact sponsors as the nature and severity of a student's illness warrants.

Per DoDEA Regulation 2940.2, students on medication of any type, including over the counter, must submit permission for medication form to the school nurse. Forms are available from the school nurse and must be signed by the parent and the physician. Medications will then be held in the nurse's office and distributed as prescribed. The

medicine must be in a pharmacy labeled container with the student's name, name of medication and the scheduled dose or doses. Students who bring controlled medication to school, such as anti-depressants, medication for ADHD, Codeine, painkillers or diet pills, will face disciplinary action if the above procedures are not followed. **The school does not dispense medication of any type unless the above procedures are followed.**

## Student Support Team

The Student Support Team (SST) is designed to review student situations where there is a concern on the part of the faculty, parents, administration, or students regarding poor academic, social, or psychological performance. Often referrals to the SST precede a referral to the Case Study Committee, but not always. Instead, an individualized action plan is developed to address the concerns and may even result in school-wide intervention. The committee is composed of teachers, counselors, and an administrator. Contact the Guidance Office for more information.

## Testing

**Scholastic Aptitude Test (SAT):** This college entrance examination is given at Kaiserslautern High School several times during the school year. Their test center code is 57735. Information regarding test dates, applications, deadlines, and location is available in the Guidance Office or at Collegeboard.com. Our high school code is 576-340 (you will need this code when registering). The College Board website also provides free preparation tools and practices tests, as well as research links for colleges and careers. Deadlines for registration are updated annually.

**American College Test (ACT):** This college entrance examination is given at RHS several times during the school year. Information regarding test dates and applications is available in the Guidance Office or at [www.act.org](http://www.act.org) (click on "The Test", click on "Sign up/Log-in", enter requested information). Our high school code is 866420. PLEASE BE SURE TO PICK UP AN OVERSEAS WAIVER FORM BEFORE SIGNING UP ON-LINE. Deadlines for registration are updated annually.

**Preliminary Scholastic Aptitude Test (PSAT):** This exam is primarily administered to sophomores and juniors, although most freshmen may take it at their own expense. The PSAT will be paid for by DoDDS for all juniors, sophomores and for freshmen in the AVID program. Test date is in October each year. Counselors are available to review test results with students and parents when results come in. Test results have a variety of uses, including identification of AP course potential and specific areas of weakness that should be addressed before taking the SAT. Students in the junior class compete in the National Merit Scholarship competition.

**Terra Nova Multiple Assessments:** This nationally norm-referenced, standardized test is given to all freshmen, sophomores and juniors to determine how they measure up against students in stateside schools. Results of this test are placed in each student's file and provided to the parents.

**Advanced Placement:** Students enrolled in AP classes take AP exams during May of each year. A score of a 4 or 5 will award students college credit in most colleges or universities, and in some, a score of a 3 will award credit. Students enrolled in AP classes must take the exam in order to receive a weighted grade for the course. DoDDS pays for the AP exams. Dates for AP tests for SY 12-13 fall during the first two weeks in May.

**End-of-course tests:** DoDEA administers a proficiency assessment in Foreign Language classes (STAMP test) to determine if course-learning objectives have been achieved. Test dates for SY 12-13 will be in the spring.

## Tutoring Services

Tutoring Services are available through the National Honor Society and After-school Study Group. Additionally, the Department of Defense funds an online tutoring program that is available at [www.tutor.com](http://www.tutor.com). Contact the Guidance office for more information.

## V. STUDENT RIGHTS and RESPONSIBILITIES

### Behavioral Expectations

Ramstein High School will operate and maintain a safe school environment that is conducive to learning. DS Manual 2050.1 Student Rights and Responsibilities in DoDDS provides for an understanding of the rights and responsibilities of all students in DoDDS. Students will be disciplined in a fair and appropriate manner.

These guidelines are general statements of principle and will be subject to limitations imposed by the laws or customs of the host nation or by the general authority of the installation commander. Legal jurisdiction in overseas military communities is shared by the host nation legal agencies and the installation commander.

The school will investigate and respond to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. Complaints may include, but are not limited to, incidents of discrimination, harassment (including sexual harassment), intimidation, hazing, bullying (including cyber-bullying), or retaliation.

Ramstein High School will ensure that no retaliation is taken against a student for raising concerns, reporting claims, or filing complaints alleging discrimination or harassment (including sexual harassment, intimidation, hazing, or bullying (including cyber-bullying)) based on race, sex, color, national origin, disability, religions, age, sexual orientation, or status as a parent or for testifying, assisting or participating in any matter in an investigation or other proceeding raising such claims. A student who is found by the Administration to have made an intentional false claim, complaint etc. may be disciplined in accordance with rules, regulations, policies, and procedures.

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents or sponsors, installation commanders, and students have the responsibility to work together so that all students have the opportunity to develop to their full potential in a safe school environment that is conducive to learning.

Responsible students:

- Respect the rights and property of others
- Attend school regularly and arrive at each class on time
- Contribute positively to the climate and cleanliness of the school

- Volunteer to do a little extra to make a class, the school, and the community a better place
- Admit their mistakes, accept the consequences, and consciously/conscientiously try to improve

A student's eligibility to participate or to hold a leadership position in a school activity will be determined by school policy when a student has been involved in inappropriate conduct.

## Classroom Behavior

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Students will be given a copy of this plan within the first week of the semester. Plans are designed to encourage appropriate behavior and to involve parents in the discipline process for routine disciplinary matters. 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 immediate referral to the administration.

## Behavior in Common Areas:

The expectations for appropriate behavior in common areas of the school are the same as for those in classrooms. All students are expected to exhibit appropriate behavior in the common areas of the school. All staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior in the common areas of the school. Students are expected to abide by reasonable requests. Students 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.

Many types of inappropriate behavior in common areas may be handled simply by the staff member asking the student to stop or refrain from the inappropriate behavior. If the student complies with the request without showing disrespect or hassling the staff member, administrative action is often unnecessary. Noncompliance or repeated inappropriate conduct will result in an administrative referral.

## Behavior at Assemblies/School-sponsored Events:

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

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. Students will be instructed as to what is appropriate. They are expected to adapt their behavior and reaction to the nature of the event. The conduct of the student body at assemblies and school-sponsored events are an important factor in establishing and maintaining the reputation of a school.

## Cell Phones and Electronic Devices

Cell phones and other electronic devices are permitted at school at the student's own risk. The school cannot assume liability or responsibility when these items are lost or stolen, and investigations into these matters are usually cursory. If these items come up missing while the student is at school, the student may come to the MAIN OFFICE to fill out an Incident report. If the item is worth \$250 or more, sponsors are encouraged to file a police report.

Cell phones may be used in the building after school, and outside the building before school and during lunch. Students may check messages between classes if they step outside the building. To cut down on the phone traffic in the Main Office, parents are asked to contact their students via text or phone message during the school day. Students may listen to electronic devices, such as iPods and MP3 players, in the building before and after school. Students may also listen to them outside during lunch. Headphones/ear buds or other listening devices not prescribed by medical authority are considered unacceptable dress inside the building during school (0810-1500 hrs.) and are not allowed to be worn/on display on the student's person.

## Computer/Internet Use

Students and their parents sign an Internet agreement at the beginning of each school year which clearly defines the appropriate use of school computers and the Internet. A quick summary of those rules is as follows:

1. Do not make ANY changes to the desktop generic settings (this includes closing or moving the toolbar).
2. Check with the instructor PRIOR to using any personal disks.
3. Do not send broadcast or network messages.
4. Do not use the computer CD-ROM for listening to music.
5. Do not save files to places other than YOUR home directory (H:\) unless told to by the instructor.
6. Do not use the Internet without your instructor's permission.
7. Do not print without permission.
8. No downloading or installing of ANY files without the instructor's permission.
9. No listening to music over the Internet.
10. No playing on-line computer games.
11. No on-line shopping.

12. No food or drink at the computers.
13. No mail other than the approved Ramstein mail (each teacher has the right to refuse email access within his/her classroom.)
14. No email during class or seminar and at other times only with the instructor's permission.
15. All email, both incoming and outgoing, must be "G-rated"
16. No chat, role-playing or personal classified ads.
17. Do not view/download obscene, offensive or inappropriate materials.

Specific consequences for not abiding by any one of these rules are spelled out in the Internet Usage/Computer Usage contract. Consequences range from a temporary suspension from usage of school computers to permanent withholding of computer privileges and or expulsion.

## Dress Code

Personal appearance at school should be appropriate and not distract from the learning process. **Any student who is not appropriately dressed can be sequestered until appropriate dress is acquired and worn.** Parents will be notified and students may be sent home to acquire appropriate school attire. Students may be subject to discipline for violating the dress code and/or refusing to cooperate with requests to bring the student into compliance. Although not all inclusive, the following are examples of **unacceptable dress** for Ramstein High School:

- Bare feet, bare midriffs, short shorts, braless halters, tank tops, see-through net shirts, shirts without sleeves (***no length specified***).
- ***Shorts/skorts must be no shorter than fingertip length (arms at sides, fingers extended). This applies even when wearing tights.***
- ***Skirts/dresses must be no shorter than fingertip length PLUS an inch. This applies even when wearing tights.***
- House slippers, pajama tops or pants, or any clothing that exposes undergarments
- Unsanitary, torn or ripped clothing (bearing in mind strategic locations of tears and rips)
- Clothing with cigarette, alcohol, or drug advertisements and clothing with racist, violent, profane, or obscene words or messages (includes jewelry)
- Dark glasses inside the building unless for medical reasons (must be in writing)
- Hats, bandanas, or other head gear inside the building
- Clothes that are worn in gym class to other classes
- Any clothing or clothing style which depicts gang affiliation, influence, and/or violence
- Accessories that can cause harm or damage to students or property (chains, studded bracelet and necklaces, etc.)
- Excessively baggy pants, pants worn too low, pants with holes
- Headphones/ear buds or other listening devices not prescribed by medical

authority.

Exemptions to dress code may be requested by a parent for religious or philosophical belief, disability, medical reason, or due to financial hardship. The administration reserves the right to make the final determination regarding the appropriateness of student attire.

## Drug-Free/Smoke-Free School

The sign along the entranceway to the school says that RHS is a Smoke-Free, Drug-Free School Zone. Toward that end, THERE WILL BE NO SMOKING ANYWHERE ON OR OFF SCHOOL GROUNDS--- TO INCLUDE THE WOODED AREAS, FROM THE TIME THE STUDENT LEAVES HOME FOR SCHOOL AND RETURNS HOME FROM SCHOOL. Students who smoke during the school day—at the bus stops in the morning or afternoon, on the buses, anywhere at school (whether inside or outside the buildings), in the parking lot, in any wooded area, during lunch period whether on or off campus or at any school function will be subject to discipline, including suspension. Students who violate the regulation more than once may face more severe penalties.

DoDEA Regulation 2051.1, Drug-Free School and Learning Environment, establishes policies and procedures for ensuring drug-free learning environments for students of DoDDS by instituting clear and specific rules regarding drug possession, use, and distribution. In addition to the following automatic action, each student must meet with the school's alcohol and substance abuse counselor and complete an assessment before returning to school. The school counselor will notify the Main Office to ensure that the students attended the counseling session and completed their assessment. If there is a "probable cause" of possession or use of any illegal item, the student may consent to the search with or without parents present. The search will require the student to empty pockets and/or book bag. The student's locker may also be checked. The search will not involve the actual touching of a student. If the student does not consent to a search the military police or Polizei will be called to transport the student to the Law Enforcement Desk for a sponsor to be present for a search.

## Hall Passes

Students may not leave the classroom while a class is in session without the approval of the classroom teacher. Teachers should issue the student a pass with the student's name, date, time the student left, and destination noted on the pass. Students caught in the hall during class time without a pass may be subject to disciplinary action.

## Plagiarism

The act of passing off as one's own the ideas or writings of another is called plagiarism. There are different levels of plagiarism. For example, failing to identify the source of a quotation or other information is perhaps a less serious offense than taking credit for an

entire piece of writing done by someone else. Students are taught about plagiarism in their language arts classes. Consequences for submitting plagiarized work will be determined by the teacher. In all cases, the student will not receive credit for the assignment and may be asked to do the assignment again.

## Public Displays of Affection

Simple handholding, a brief hug, or a quick kiss on the cheek are acceptable displays of affection. Anything other than these is prohibited.

## School Bus Discipline

Transportation for students who live on the economy in the Ramstein enrollment area is a privilege that may be suspended or revoked. The same buses also transport students to Ramstein American Elementary, Intermediate, and Middle Schools. It is mandatory that RHS students provide the leadership and proper example on these buses.

School buses are an extension of the school campus. As such, principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with DoDEA Regulation 2051.1 or may process them in accordance with procedures available for other school discipline.

Parents share with their students the responsibility for students' behavior on our school buses. Parents/sponsors must ensure that their student understands the rules for riding the school bus and that they follow those rules. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with school bus rules may have their bus riding privileges suspended or revoked up through the rest of the year. Likewise students riding any bus other than the assigned bus will be in violation of the bus policy. When this happens, parents and sponsors must make their own arrangements for their children to get to and from school according to established school hours. As a parent, you must agree, as a condition for having your children ride the school bus, that you will reimburse the U.S. Treasury for the cost incurred by the school to repair damaged caused to the school bus you your student's misconduct and to serve as a bus monitor when required by the military commander. Any questions concerning bus schedules or bus discipline should be directed to the STO at DSN 480-2877 or CIV 06371-472877. Good conduct on school buses is essential to ensure the safe, orderly and timely transportation of students.

## The 10 School Bus Rules

1. Obey the driver or adult.
2. Enter and exit the bus safely and ALWAYS show your bus pass available.
3. Stay properly seated and use seatbelts when available.

4. Keep your hands, feet, and other body parts to yourself.
5. Do not throw things inside or outside the bus.
6. Do not throw or place anything outside the window.
7. Remain quiet and do not disturb the driver or others.
8. Do not indulge in profanity, indecency, smoking, prohibited items, or vandalism.
9. Do not eat, drink, or chew gum.
10. Be responsible, Be safe.

## Seminar Passes

Teachers issue students seminar passes **or sign their agenda books on the specified date** to come to their room during the seminar period to make up work, receive help, or work with other students on projects. Teachers may issue seminar passes on their own, or students may request a seminar pass. If a student encounters problems while trying to complete an assignment, the seminar teacher may allow that student to check with the teacher of the subject that the student is having difficulties with, without a pass from that teacher. Students needing to go to their lockers or to the bathroom during the seminar period must be issued a separate pass. Seminar teachers and teachers receiving students during the seminar period keep very accurate sign in/sign out logs so as to account for each student.

## Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. It may include verbal harassment (e.g., derogatory remarks, slurs); physical harassment (e.g., interference with movement or participation in school or school activities); or visual harassment (derogatory pictures or drawings). Sexual harassment is prohibited when it occurs against members of the same sex as well as members of the opposite sex. Students are not to tolerate sexual harassment and should notify a teacher, counselor, or administrator if sexual harassment occurs.

## Student Expressive Rights

The principal will curtail, or disallow student expressive rights including student speech and dress, student participation in organizations, and student or organization access to school facilities, if the student or organization engages in conduct that the principal determines has met or is likely to meet any of the following criteria.

- Interfere with orderly conduct
- Endanger the health, safety, or well being of others
- Be perceived to advocate misconduct
- Engage in inappropriate language or conduct
- Engage in inappropriate school performances
- Discriminate
- Violate laws and policies

## Weapons

Students occasionally bring to school items which they might not think of as weapons, but which could possibly be used as weapons. Students who bring weapons (or replicas of weapons) to school will receive notice of proposed expulsion from school, and the incident and proposed disciplinary action will be deliberated by the RHS Disciplinary Committee. Any incidents of weapons in the school will also be reported immediately to the military police, the District Superintendent's Office, DoDDS-Europe and DoDEA.

According to the DoDEA Regulation 2051.1, April 4, 2008, Disciplinary Rules and Procedures, "Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to guns, look-alike (replica) guns, knives, razors, razor blades, box or carpet cutters, slingshots, nun chucks, any flailing instrument such as a fighting chain or heavy studded chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, or brandished in a manner that reasonably provokes fear." Weapons could include items not designed as weapons, such as locks, rocks, bats, or even nail files, if they are used or intended to be used to hurt others. Weapons can be any items used to hurt someone.

## Disciplinary Actions

Students have a right to fair and appropriate discipline in accordance with doDEA Regulation 2051.1. Students' rights will be respected while recognizing the need to take disciplinary action when necessary.

Classroom teachers may also issue a consequence for inappropriate student behavior that occurs during class. Most often, this consequence is a brief after-school detention or lunch detention. Parents are informed of administratively assigned detentions, Saturday School detentions and suspensions; students are informed of teacher-assigned detentions in case there are transportation arrangements that need to be made. Failure to serve a teacher-assigned detention will result in a referral to administration for action. **Failure to respond to an administratively assigned consequence is a serious offense which will lead to severe consequences.**

Ramstein High School utilizes surveillance equipment. Students may be disciplined based on evidence gathered through surveillance equipment.

Also, when appropriate, Ramstein High School convenes a Discipline Review Board (composed of teachers and community members) at the recommendation of the administration. The Board proposes interventions when a student's behavior suggests that he or she may be headed toward long-term suspension or expulsion. A Discipline

Hearing is considered when the student's behavior has led to 10 or more days of suspension, or when an infraction is so egregious that removal--either temporary or permanent--appears to be the only viable solution. The Discipline Hearing Committee is pulled from the same pool of participants as the Discipline Review Board.

Administrative actions may include, but are not limited to the following:

- Warning
- Counseling Session
- After-school Detention
- Lunch Detention
- Community or school work detail
- Parent Notification
- Saturday School
- Out-of-school Suspension
- Expulsion

## Academic and Behavior Expectations for Students who Participate in Interscholastic Activities

Academic and behavior requirements must be met by students to participate in school-sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team, or student organization. These expectations are based upon DoDEA Regulation 2051.1 (March 23, 2012) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

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

- 11 Students will respect that girls and boys restrooms are “off limits” to members of the opposite sex.
- 12 Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
- 13 Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
- 14 Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

Minor infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables. etc.). Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones, will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. **Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.**

# Anti-Bullying

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

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

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

## **Children and Youth in our Community are expected to prevent bullying:**

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

## **Discipline Procedures for Bullying in School**

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

- Notifying parents/guardian of the incident and consequences
- Assisting the involved student(s) to find more appropriate ways to relate to peers
- Conferencing with teacher, principal, and/or parent
- Referrals to school counselor
- Corrective instruction
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- Suspension
- Expulsion

## VI. ATTENDANCE

DoDEA policy states that school attendance is mandatory. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing readiness skills and success in college. Making up written work does not replace the full learning experience missed when students are not in class.

The staff will maintain accurate attendance records which will be used by Administration to notify parents when excessive or unexcused absences occur. Administration will ensure that the school documents excused absences in writing.

### Absences

**Parents are required to contact the school before 0900 on the day the student will be absent.** Parents may call the MAIN OFFICE or send an email from an official email address to [ramsteinhs.attendance@eu.dodea.edu](mailto:ramsteinhs.attendance@eu.dodea.edu). If a parent does not call the school, the attendance clerk will attempt to contact the parent to verify the absence of a student who has been reported as not being in class. However, if the attendance clerk is unable to reach the parent for any reason, the student will be marked "absent unexcused," which means the student will not be allowed to make up work and may be charged with truancy. A note, phone call, or email from parents explaining the student's absence may be accepted the day the student returns to school. However, the only way to ensure that the student's absence is excused is to provide written documentation. **IT IS IMPERATIVE that parents contact the school to inform us of the student's absence so as to allow for efficient and accurate attendance records.**

### STUDENT RESPONSIBILITIES

- a. Adhere to the school attendance policies and procedures identified in this handbook and in DoDEA Regulation 2095.01, August 26, 2011.
- b. Inform the local school main office in the event of an absence, arriving late, or departing early from school.
- c. Identify and make up all classroom activities, or assignments which were missed as a result of the absence(s).
- d. Understand the differences between excused and unexcused absences, to include possible consequences for excessive unexcused absences or tardies.
- e. Comply with the intervention plan developed by the SST or Student Educational Monitoring Plan.

## **SCHOOL SPONSORED ACTIVITIES**

- a. Curricular. Student attendance is recorded as "present school sponsored curricular activity."
- b. Non-Curricular. Participation in Interscholastic Athletic Programs
  1. Students are required to be in school the full day on the day of a weekday game. The only exception is for an appointment approved by the school administration in advance.
  2. A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.
  3. A student who is "unexcused absent" on the day of a scheduled athletic program is ineligible for participation in that event.
  4. A student suspended from school is not eligible, at the minimum, for the next scheduled competition.
  5. Student attendance is recorded as "present school sponsored non curricular activity."
  6. Students are responsible for identifying and making up all classroom activities or assignments which were missed as a result of being out of school while traveling to or from, and participating in, an Interscholastic Athletic Program.

## **REQUESTS FOR STUDENT ABSENCE**

Requests for student absence will be considered under the following circumstances:

- a. The student is in good academic standing,
- b. The student has a record of consistent school attendance during the current school year.
- c. Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- d. Administration shall confirm with the parent or sponsor's Command, if dates of any extended absence are mandatory or discretionary.

## **EXCUSED ABSENCE**

- a. The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.
- b. DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.
  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 holidays.
  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.

10. 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. The Student Educational Monitoring Plan shall be completed for excused absences of six or more days in length.

#### **UNEXCUSED ABSENCE**

- a. Absence from school or a class without written verification from a parent or sponsor will be unexcused.
- b. The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.
- c. School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.
- d. Unexcused absences may result in disciplinary action (i.e., detention, in-school suspension, and expulsion), along with loss of credit, if the student does not comply with the intervention plan.

#### **EXCESSIVE SCHOOL ABSENCE**

- a. Students who are not physically present in school because they are hospitalized, or otherwise receiving homebound services, are excluded from identification of excessive school absence.
- b. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year.
- c. If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

#### **MONITORING STUDENT ATTENDANCE**

This attendance policy 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.

#### **STUDENTS CONSIDERED AT-RISK.**

Students who are identified by school administration or the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school-year and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:

- a. Meeting with parent or sponsor.
- b. Command assistance.
- c. Participation in make-up class(es).
- d. Participation in summer school course(s).
- e. Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST.
- f. Secondary Students. Separate from any discipline that may be imposed, students with excessive absences may be subject to loss of course credit. Students may lose credit when

they have accumulated 7 or more unexcused absences in a class or course during a semester. The administration will verbally warn the student and parent or sponsor (via email or written notification) of possible loss of credit. As appropriate, the administration will meet with the parent or sponsor to discuss the student's educational progress.

g. Notification. The administration will send notification (via email or written notification) of possible loss of credit to a parent or sponsor of students who have 7 unexcused absences during a semester. The school principal shall conference (in person or telephonically) with the student, together with his/her parent or sponsor, to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. If credit will be denied the principal shall provide official written notification to the parent or sponsor.

h. Grade Level Placement and Loss of Credit. The grade level placement of students and loss of credit will be considered on an individual basis. Decisions will reflect the best interests of the student.

i. Appealing Loss of Credit

1. Students may appeal their loss of credit by submitting a written petition to the school principal within 10 days of official written notification.
2. The appeal process must include a discussion between the classroom teacher(s) and principal.

#### **TARDY**

- a. Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor or teacher consistent with the reasons for excused absences.
- b. Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.
- c. Students are responsible for making up all missed work when arriving late to class.
- d. Excused Tardy. Conditions that constitute an excused absence also constitute excused tardy.

#### **EARLY DISMISSAL**

- a. All students must have written permission from a parent or sponsor before leaving school while it is in session.
- b. Early dismissal will be documented based upon the time the student is dismissed from school. This will be counted as an absence from school in accordance with this Regulation.

#### **Miscellaneous General Attendance Procedures:**

- **Returning After an Absence:** If the student's parents have notified the attendance clerk of the absence on the day it occurred, the student need not present a note. If the student does present a note from the parent, it will be verified by the attendance clerk. A one day grace period may be granted for the student to bring in a note and if the absence is excusable, the "unexcused" absence will revert to an "excused" absence. However, parents are reminded that they are required to notify the attendance office on the day the absence occurs. Teachers will refer to SMS to determine excused/unexcused status.

- **Make-up Work:** The time allowed for make-up work is based on the number of days (classes) absent. As a general rule, one day (class period) for make-up is allowed for each day (class period) missed. After a reasonable time and with appropriate notification to the student, sponsor, and administration, make-up work may not be accepted for credit. Students who have been absent are urged to work closely with their teachers to complete missed assignments and parents are encouraged to monitor the situation.
- **Truancy:** When a student cannot be accounted for during a class period or anytime during the course of the school day, he or she is considered to be truant. Truancy is a type of unexcused absence, which means missed work cannot be made up. Truant students will be referred for administrative action. Excessive trancies may result in suspension or being put before a Discipline Review Board (A Discipline Review Board consists of teachers and members of the community who intervene to suggest possible interventions before it becomes necessary to move for the temporary or permanent removal of the student from the school).
- **Tardiness:** Students have five (5) minutes to get from one class to another and are expected to arrive to class on time. Being tardy disrupts the educational process for all students. **MAIN OFFICE runs a regular report and tracks student tardies from the ASPEN attendance.** Students who are late four or more times will face disciplinary action, which may include detention, Saturday School, or other consequences deemed appropriate by the teacher or administrator. Teachers are encouraged to release students on time and may not keep students from his or her next class without the approval of the receiving teacher.
- **Participation In Extra-curricular Activities After An Absence:** Students who do not attend school for a full day will not be allowed to participate in a school-sponsored event scheduled for that day. Students who know they are going to be absent, but who wish to attend/participate in an after-school activity, may petition an administrator for a waiver before the absence occurs. When the absence occurs on a Friday, and there are activities on both Friday and Saturday, the student will only be allowed to attend/participate in the Saturday event.
- **Homework during Illness:** When a student's illness is expected to render him absent for more than a couple of days, sponsors may contact the Main Office or teachers directly to request assignments.
- **Homework during Suspensions:** The Guidance Office will notify teachers of a student's suspension and request that they send work to the sponsor's email address, or collect the work for parent pick-up. Parents should inform the Guidance Office of the preferred method of receiving student assignments.
- **Signing In/Out:** Sponsors should notify the Main Office if his or her student is going to arrive late to school. If the Main Office is not notified, students arriving late should bring a note from the sponsor explaining why the student is late. Students who depart from school early should be signed out by the sponsor, and ideally, signed back in if the student returns to school later that day. Should special circumstances arise regarding the sponsor's inability to sign his or her

student in or out, they should contact an administrator to discuss possible options.

- **Leaving School Grounds:** Students are not to leave school grounds for any reason during the school day without prior written permission from the sponsor arranged through the MAIN OFFICE and approved by the administration. **This includes students who are ill and are picked up by their parents. Students who are ill must go to the nurse's office who will contact the parents. Students who call their parents directly and subsequently leave without going through the proper channels will be marked "unexcused."**

Special Note: Students who are in Career Practicum (CP) may leave during their assigned work periods on the bus to which they have been assigned. **No other mode of transportation to work sites is permitted without prior coordination with the CP instructors. The same rule applies to students enrolled in the CISCO program at Kaiserslautern High School--they must use the form of transportation provided by the district.**

## **VII. PARENTAL INVOLVEMENT and RESPONSIBILITY**

### **Accurate Contact/Emergency Contact Information**

Frequently, during the registration process, local quarters addresses, home and duty telephone numbers, and email addresses are not known, and often that information changes during the school year. It is essential that this data be provided to the school at the earliest possible date. You may email or call in the changes to the Student Affairs Office (SAO), or send the information in with your student. This applies to your emergency contact information as well.

### **Booster Club**

The Booster Club is an organization composed of parents—usually parents of athletes—and coaches who conduct fundraising activities on behalf of Ramstein High School's athletes. The club, which operates autonomously, meets once a month in the school Information Center. Contact the athletic director for more information.

### **Chain of Command and Parent Concerns**

Frequent and open communication between school and parents can only serve to reinforce the partnership that is essential for continued educational growth and success. For any questions involving a particular class, parents should contact the teacher first to arrange a conference. Teacher email addresses are routinely sent out to all RHS families via email; we cannot post them in this on-line document.

These conferences are usually scheduled during the teacher's preparation period or after the school day. If additional assistance is needed, contact the student's counselor or an administrator. Parent conferences with the teacher, student, and sponsor are the most effective way of dealing with the problem. A counselor or administrator may join in if the parents or teacher request it.

Assistant principals are Mr. Dan Petritz (9 & 10) and Ms. Patricia Jorgenson (11 & 12).

Beyond the classroom teacher and the assistant principals, the chain of command is as follows:

Ramstein High School Principal – Greg Hatch  
Kaiserslautern District Superintendent – Dr. Dell McMullen  
DoDDS-Europe Area Director – Dr. Nancy Bresell  
DoDEA Director – Ms. Marilee Fitzgerald

## Contacting Students during the School Day

Parents are strongly urged to make necessary arrangements for lunch, transportation, etc., with their son or daughter prior to the student coming to school. On the rare occasion that it is necessary for parents to contact their student during school hours, parents are asked to contact their students via text or phone message. In emergencies, parents may also call the Main Office to leave a message for the student. These interruptions should be few and far between, as constant disruptions have a negative impact on the educational process.

## Deliveries

Parents are asked to refrain from having balloons, flowers, or other items delivered to students at school for special occasions. Students will not be called out of class to receive these items. Students will not be released from class to receive items or to speak to parents (except in the case of a true emergency) as this practice is too disruptive to the learning environment.

## Notifying Main Office of Student Absence

Parents are required to notify the Main Office when their son or daughter will be absent or late to school. Notification should be made by 0900 on the day of the absence. Parents may call the Main Office or send an email from an official email address to **ramsteinhs.attendance@eu.dodea.edu**. Without proper notification, students may be charged with truancy, an unexcused absence, which would deny them the chance to make up any missed work.

## Parent Teacher Student Organization (PTSO)

The purpose of the PTSO is to provide support to all students and teachers through out curriculum enhancement and school-related opportunities. The PTSO meets at 1530 hrs. on the third Wednesday of each month in the RHS Information Center (Library). It has been proposed that the PTSO and the SAC meet on the same afternoon/evening.

## School Advisory Committee (SAC)

The Department of Defense Dependents Schools (DoDDS) has established advisory committees at each overseas school in an attempt to foster local participation in school affairs by members of the school community. Members of the committee are elected from among sponsors of students attending the school, professional school employees, and students. The purpose of the School Advisory Committee (SAC) is to advise the Principal on school matters. The SAC meets on the 3rd Tuesday of each month at 1530 hrs. in the Information Center. It has been proposed that the PTSO and the SAC meet on the same afternoon/evening.

## Sponsor's Absence from the Area

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

## Visiting Classes

Parents are welcome to visit classrooms with prior coordination with the classroom teacher. Occasionally parents will "shadow" their student, which also requires coordination with teachers if the shadowing is at the request of parents. When the shadowing is the result of an administrative consequence, arrangements will be coordinated by the SAO. Contact individual teachers to make arrangements for a classroom visit.

## VIII. STUDENT ACTIVITIES

Academic and behavior requirements must be met by students to participate in school-sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team, or student organization. The school will establish and render a decision regarding a student's eligibility, as determined by school policy, to participate or to hold a leadership position in said activity when a student has been involved in inappropriate conduct.

### Academic Eligibility Policy

Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades will be used to determine eligibility for the fall and spring sport/activity seasons. First quarter grades will be used to determine eligibility for the winter sport/activity season. All incoming Ninth graders are eligible for the fall sports/activity season if they are not failing more than one class weekly. This policy supports ensuring that all students are on track to meet graduation requirements.

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

All incoming 9th grade students are eligible for the fall sports/activity season if they are not failing more than one class weekly.

Students who participate in athletics are considered eligible once air tickets are purchased. Students who participate in activities, for which air travel tickets are purchased, other than athletics, cannot be declared ineligible within three weeks prior to the event.

### Clubs and Organizations

Students are encouraged to participate in the various clubs and organizations we have at Ramstein High School. A list of projected clubs and organization appears below.

- Senior Class
- Junior Class
- Sophomore Class
- Freshman Class
- AFJROTC Drill Team
- Academic Decathlon (Brain Bowl)
- Deployment Buddies
- French Honor Society
- Future Business Leaders of America (FBLA)
- Future Educators' Association
- German Honor Society
- International Thespian Society
- Model United Nations
- Model United States Senate
- Multicultural Club
- National Honor Society
- Photography Club
- Royals Step Team
- Russian Club
- Spanish Club
- Spanish Honor Society
- STEM Club
- Student 2 Student
- Student Council
- Varsity Club
- Video Club
- Yearbook

Access to school facilities and support will be granted based on general standards of access to include reasonable time, place, and manner in which an activity may be held. Access will not be determined by the philosophical, religious, or political content of the student activity. The principal shall decide whether to allow a limited open forum to operate on campus. If a school has at least one non-curriculum related student group, it must either discontinue its practice of allowing such groups access to school facilities, or provide equal access to all other non-curriculum related student groups.

## Dances and Prom

Homecoming and other school-sponsored dances throughout the school year are open for all students, grades 9-12. The Junior-Senior Prom, however, is a very special school-sponsored function. The Juniors sponsor the Prom for the Seniors. The Prom is for 11th & 12th grade students ONLY and their dates. The following are rules for prom:

- The Prom is for 11th & 12th graders ONLY and their dates.
- Tenth graders will be allowed to attend by exception. Requires administrative approval.
- Ninth graders and middle school students are NOT permitted to attend under any circumstances.
- Juniors and seniors may invite out-of-school guests as their dates prior to prom (special permission forms are located in the SAO).
- Students who are expelled or suspended at the time of prom will not be permitted to attend

These rules are implemented and enforced to ensure that the Junior-Senior Prom remains a special event and not merely another school dance for everyone in grades 9-12.

## Interscholastic Athletics

RHS has a comprehensive Interscholastic Athletics Program (IAP). This program is open to all students in grades 9—12. To participate on an athletic team, a student must meet all criteria established by DoDDS, DoDDS-Europe, and RHS. This includes adherence to the DoDDS Academic Eligibility Standards. Sportsmanship and personal fitness are two of the goals of the athletics program. All participants and parents must sign the Athletic Code and have a current sports physical on file before participants may begin practicing.

### **Fall Sports**

Football, cheerleading, volleyball (girls), golf, cross country, tennis

### **Winter Sports**

Basketball, cheerleading, wrestling

### **Spring Sports**

Soccer, softball, track& field, baseball

Coaches will announce try-out times and camp information in plenty of time to allow athletes to prepare.

## Participation of Home-Schooled Students in Extracurricular Activities

The 2002 Defense Appropriations Act directed the Department of Defense Education Activity (DoDEA) to allow home-schooled children to participate in DoDDS high School extracurricular activities with no requirement to attend DoDDS classes. Prior to this, home-schooled students were required to attend DoDDS classes for at least a half day in order to participate in extracurricular or interscholastic activities. Home-schooled students may request to participate at the school where they would attend if going to a DoDDS school

Participating students will be required to register at the school for accountability and liability reasons; they do not need to enroll in classes. Fees may apply. The following guidelines apply in order for home-schooled students to participate in extracurricular activities.

- Meet eligibility requirements. These may include, but are not limited to age, maintaining scholastic eligibility; providing documentation of current immunizations, physical exam, and proof of insurance coverage; and signing a standards of conduct form and internet access agreement.
- Provide for each academic quarter a certified statement of progress or other form of evaluation from an accredited home schooling provider. The statement of progress should attest to the dependent's satisfactory progress in the course of study in which the student is enrolled in order to verify the student's scholastic eligibility. If the dependent is not enrolled in an accredited home schooling program, the sponsor must provide a self-certified statement attesting to the dependent's satisfactory progress in the course of study.
- Comply with the same standards of conduct applicable to dependents enrolled and attending a DoDDS school that use or receive the same auxiliary services. All students have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with the DoD administrators and teachers the responsibility for developing a climate within the school that is conducive to productive learning. Standards of conduct that students are expected to adhere to include, but are not limited to, maintaining textbooks and equipment, respecting property, obeying school rules, and accepting reasonable and appropriate consequences if responsibilities are not fulfilled. Individual schools have standards of conduct outlining policies on student dress and grooming, drug use, smoking, alcohol use, possession of weapons, etc. Specific information related to student conduct can be found in this handbook.

Grades earned by the dependent while enrolled in the DoD school will be used to determine scholastic eligibility for the duration of the activity. Grades will be evaluated weekly to determine eligibility. Parents must ensure weekly grades are received by MAIN OFFICE no later than 12:00, Tuesday, for the prior week. Students must maintain a 2.0 or above GPA to retain eligibility.

## Students Who Do Not Meet GPA/2 F Requirements

Students may request reinstatement of eligibility after the first three weeks of ineligibility. This request must be supported by demonstrated academic achievement which meets the basic eligibility requirements of 2.0 GPA and no more than one failing grade.

1. The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the season to ensure students maintain eligibility requirements.
2. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.

Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to, monitoring sessions, tutoring, before and after school study halls/instructions, etc.

Each school is to develop a specific plan for monitoring grade eligibility; however, to achieve uniformity, all schools must complete grade checks by 4 p.m. every Tuesday of each week that interscholastic/activity programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m. A letter of exception to this policy may be submitted to the Area Athletic Coordinator for changing the day. This request must be based upon unique needs.

A student declared ineligible may practice but is not authorized to participate in scrimmages, competition, be in school uniform at a scheduled event, or travel with the team/club to any away event. Scholastic eligibility may be waived for students at the discretion of the Principal if the student is identified a "special needs" by the Case Study Committee and the Individual Education Program on file. All other eligibility requirements such as age and number of semesters must be met.