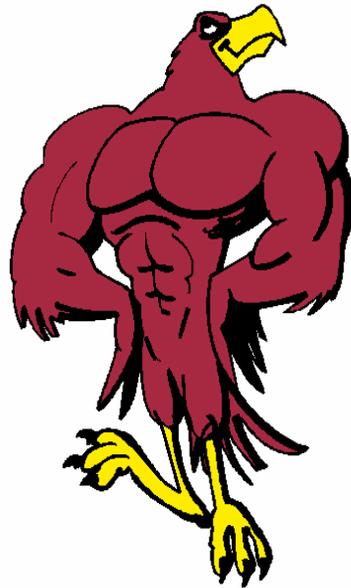


Vilseck High School  
Department of Defense Dependents Schools Europe  
Vilseck, Germany

# Falcons



## Parent/Student Handbook SY 2012-2013

School Web Site: <http://www.vils-hs.eu.dodea.edu/index.htm>

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VILSECK HIGH SCHOOL  
August, 2012

*Dear Parents and Students:*

*On behalf of the entire school staff, we would like to welcome you to Vilseck High School. We are looking forward to working with you in our joint effort to provide your **dependent** with a successful, productive, and rewarding educational experience. Your full participation and active involvement in the educational program can make a valuable contribution to success in achieving this goal. You are encouraged to visit the school, join the School Advisory Council, Booster Club, or other parent organizations, and become fully involved in your student's educational process.*

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

*Vilseck High School is always open to your questions and to resolve any concerns that you might have. We ask that you let us know of your concerns as soon as they arise. You may call for an appointment, Vilseck DSN: 476-2864, Civilian: 09662-83-2864 or stop by the Main Office. We look forward to working with you and anticipate an outstanding school year.*

**Robert Nicholson, Principal**  
**Kelly Pulliam, Asst. Principal**

## ACCREDITATION

Vilseck High School is a fully accredited member of Advance ED (Advancing Excellence in Education Worldwide).

## VILSECK HIGH SCHOOL MISSION STATEMENT

The vision of the Vilseck High School community is to become a model of academic proficiency and excellence.

## VILSECK HIGH SCHOOL VISION STATEMENT

It is the mission of Vilseck High School to achieve academic excellence, promote social skills, and develop sound judgment for all students.

Goal 1: All students will improve reading comprehension across the curriculum.

Goal 2: All students will improve problem solving skills across the curriculum.

## BAVARIA DISTRICT MISSION STATEMENT

It is the mission of the Bavaria District to guide and facilitate educators to increase and improve the use of the DoDEA content and performance standards. These standards will serve as their foundation for selecting and implementing effective instructional strategies and appropriate assessment activities that will be used to guide and inform instruction to maximize learning and achievement for all students.

## COMMUNITY STRATEGIC PLAN

<http://www.dodea.edu/pubs/csp2006.cfm>

### Goal 1: Highest Student Achievement

All students will meet or exceed challenging standards in academic content and special area programs so that they are prepared for continuous learning and productive citizenship.

### Goal 2: Performance-Driven Management Systems

DoDEA will use a performance-driven management system that operates in a timely, efficient and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

### Goal 3: Motivated, High Performing, and Diverse Workforce

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

### Goal 4: Network of Partnerships Promoting Achievement

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

Please refer to the last page in this handbook to submit editing suggestions OR visit our website at <http://www.vils-hs.eu.dodea.edu/index.htm> and click on the CSP link!

## VILSECK HIGH SCHOOL MOTTO

Building for Success

## VILSECK HIGH SCHOOL COLORS

Maroon and Gold

## VILSECK HIGH SCHOOL MASCOT

Falcon

## CHAIN OF COMMAND MILITARY/DoDEA

<b>MILITARY AND DODEA CHAINS OF COMMAND</b>	
<b>MILITARY</b>	<b>DoDEA</b>
<b>Department of Defense Secretary of Defense Robert Gates</b>	<b>Department of Defense Education Activity Director Marilee Fitzgerald</b>
IMCOM-Europe (Heidelberg) Ms. Kathleen Marin DSN: 370-3300 CIV: 06221-57-3300	DoDDS Germany Area Office – Wiesbaden Director Dr. Nancy Bresell Director's Office DoDDS-E DSN: 338-7614
USAG Grafenwoehr Commander Col. James Saenz DSN: 475-1300 CIV: 09641-83-1300	DSO Bavaria Superintendent, DSN: 468-7429 CIV: 0981-183-7429
USAG Grafenwoehr Deputy Commander Ms. Kathy Ayd DSN: 475-1310 CIV: 09641-83-1310	Vilseck High School Principal, Mr. Robert Nicholson DSN: 476-2864 CIV: 09662-83-2864
School Liaison Officer Mrs. Ann Bruennig DSN: 475-1770 CIV: 09641-83-1770	Vilseck High School Assistant Principal, Ms. Kelly Pulliam DSN: 476-2864 CIV: 09662-83-2864
	Vilseck High School Resource Manager DSN: 476-2554 CIV: 09662-83-2554

Any issues concerning school, military, or other government agencies should not be elevated above the school level without first consulting the principal. The chain of command should not become a barricade but rather a vehicle of communication in order to resolve problems at the lowest level.

## SCHOOL PHONE DIRECTORY

From a civilian phone, dial 09662-83 and the last 4 extension numbers.

The DSN prefix is 476 then the last 4 extension numbers

WHO?	EXTENSION	WHO?	EXTENSION
ASACS	2117/2119	Principal	2864
Asst. Principal	2864	Psychologist	476-2117
Athletic Director	2435	Resource Manager	2554
Attendance	2573	Registrar	2255
Career Practicum	3084	ROTC	2617/2619
Counselors	3234/2773/3238	School Transportation Office	2643/2422
Information Center	2430	Special Ed	2129/3524/2640
Main Office	2864	Supply	2551
Nurse	2968		
<b>FAX</b>	09662-83-2480	Staff email: <a href="mailto:firstname.lastname@eu.dodea.edu">firstname.lastname@eu.dodea.edu</a> Check School website for current staff listing <a href="http://www.vils-hs.eu.dodea.edu/index.html">http://www.vils-hs.eu.dodea.edu/index.html</a>	

### SCHOOL ADDRESSES

<b>Local</b> Vilseck High School Sudlager GEB 1801 92249 Vilseck, Germany	<b>APO</b> Vilseck High School Unit 28041 APO AE 09112
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### DoDDS CALENDAR FOR SY 2010/2011

FIRST SEMESTER-92 Instructional Days		SECOND SEMESTER-91 Instructional Days	
27 August	Q1/School Begins	28 January	Q3 Begins
3 September	Labor Day-No School	15 February	CSI
4 October	½ Teacher Training	18 February	President Day
5 October	CSI	4 April	Q3 Ends
8 October	Columbus Day	5 April	Teacher Workday
1 November	End of Q1	8-14 April	Spring Break
2 November	Teacher Work Day	15 April	Q4 Begins
5 November	Q 2 Begins	19 April	Parent Conferences
12 November	Veteran's Day Holiday	27 May	Memorial Day
15-16 November	Parent/teacher Conference	13 June	Q4 Ends/ *Graduation
22-23 November	Thanksgiving Holiday	14 June	Teacher work day
24 December-6 January	Christmas Holiday		
7 January 2013	Instruction Resumes		
21 January	Martin Luther King Day		
24 January	Q 2 Ends		
25 January	Teacher Work Day		

Check the school's calendar at <http://www.vils-hs.eu.dodea.edu/index.htm> for regular updates go to <http://www.dodea.edu/home/calendars.cfm> for DoDDs-E Calendar

### Acceleration

Acceleration Dates	21 December		
	15 May		

## Daily Bell Schedule with Lunch SY 10-11

REGULAR SCHEDULE A/B			
MAROON	GOLD	CLASS TIME	MINUTES
WARNING BELL		0815	
Period 1	Period 5	0820 – 0950	90
Period 2	Period 6	0955– 1120	85
A-Lunch	A lunch	1120 – 1205	45
Period 3 A	Period 7 A	1125 - 1250	85
B Lunch	B Lunch	1250 - 1335	45
Period 3 B	Period 7 B	1205 - 1330	85
Period 4	Seminar	1335 – 1500	85

Early Release Schedule	
Warning Bell	0815
Period 1 or 5	0820 - 0920
Period 2 or 6	0925 - 1025
Period 3 or 7	1030 - 1130
Lunch	1130 - 1205
Period 4 or Seminar	1210 - 1300

TWO HOUR DELAY			
MAROON	GOLD	CLASS TIME	MINUTES
WARNING BELL		1005	
Period 1	Period 5	1010 - 1110	60
Period 2	Period 6	1115 - 1215	60
A Lunch	A Lunch	1215 - 1300	45
Period 3 A	Period 7 A	1220 - 1310	50
B Lunch	B Lunch	1310 - 1355	45
Period 3 B	Period 7 B	1305 - 1355	50
Period 4	Seminar	1400 - 1500	60

Half Day Schedule	
Warning Bell	0815
Period 1 or 5	0820 - 0910
Period 2 or 6	0915 - 1005
Period 3 or 7	1010 - 1100
Period 4 or Seminar	1105 - 1155
Buses depart	1205

### Maroon A/Day Lunch Schedule

### Gold B/Day Lunch Schedule

A Lunch (1120-1205)	B Lunch (1250-1335)	A Lunch (1120-1205)	B Lunch (1250-1335)
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## ADMISSION REQUIREMENTS

**Admission to Vilseck High School** on a tuition-free basis is dependent on requirements specifying that prospective students must:

- ✓ Not be age twenty-one (21) on or before 31 December of the current school year.
- ✓ Be a bona fide dependent in the household of a DOD military or civilian sponsor living within the geographic "feeder plan" of Vilseck High School.
- ✓ Tuition Payment

Students enrolling for the first time will report to the Registrar in the Main Office. One parent/legal sponsor must be present and have:

- ✓ A valid ID Card,
- ✓ Orders assigning the sponsor to this area
- ✓ Current shot record.
- ✓ Copy of most recent report card or transcript

Sponsors should be prepared to complete health and enrollment forms and provide an official email.

Requests for admission that seek an exception to the specified requirements should be directed to:

### TUITION PAYMENTS

Students whose sponsors are retired military, unauthorized DOD employees; non-DOD government workers or non-government personnel must pay tuition. DOD dependents that are authorized attendance in a DoDEA school may complete the current school year if the DOD sponsor is transferred, dies, or retires during the school year. The tuition rate is payable at the start of each semester. If additional information is required, contact the Registrar (09662-83-2255).

**Principal, Vilseck High School  
Unit 28041  
APO AE 09112**

### CHANGE OF PUPIL REGISTRATION DATA

It is VERY important that any change of sponsor address unit, telephone number or official email be reported to the Main Office immediately. School records must reflect accurate and correct information at all times. This is also the school's emergency contact information.

**► Your accurate, official e-mail address is extremely important for speed of communication. ◀**

### CREDIT FROM OTHER SCHOOLS

Students who transfer to Vilseck High School from other accredited schools will receive credit from these schools at face value. In cases where a transfer is in the middle of a grading period, the work being done at the time of transfer will be averaged with the work completed here to determine the grade at the end of the current reporting period. Students must be in attendance at least 20 instructional days in order to grant credit.

### ELECTIVES

Six elective credits are required for graduation and are courses that allow students flexibility in choosing subjects in which they have an interest. Elective courses are chosen after consultation with the counselor to meet a student's future educational and vocational

needs. Students should check with their counselor upon registration to discuss career plans and begin a 4-year graduation plan that includes all necessary classes for graduation.

### **PARTIAL SCHEDULES**

A senior may request a partial schedule ONLY with a written parent request and administrative approval. A counselor, including all necessary classes for graduation, must work out the schedule in advance. Partial schedules will be approved only if a student is currently employed or for a medical or family emergency.

### **SCHEDULE CHANGES**

Students have an opportunity to select courses for the entire school year during the spring or upon registration. Parents, students, teachers and counselors are involved in the course selection process. Once schedules are issued in the fall, schedules can be changed ONLY if a student is in the wrong class or a teacher sees that a student isn't properly placed. Requests for schedule changes for frivolous reasons ("I don't like the teacher," "I don't like the course," "I don't need the course to graduate," etc..) will not be honored.

Dropping/adding of classes may occur ONLY during the first two weeks of each semester. Any class dropped after the second week of each semester will receive a grade of F (Fail) and no credit will be earned.

### **SCHOOL RECORDS**

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

<b>DODEA GRADUATION REQUIREMENTS</b>		
<b>REQUIRED</b>	<b>UNITS For DoDDS Graduation</b>	<b>UNITS Recommended for College Prep</b>
✓ Language Arts	4.0	4.0
✓ Social Studies	3.0	3.0
✓ Mathematics	3.0	4.0
✓ Science	3.0	4.0
✓ Professional Technical Studies	2.0	2.0
✓ Fine Arts	1.0	1.0
✓ Physical Education	1.5	1.5
✓ Health Education	.5	.5
✓ Foreign Language	2.0	3.0
✓ Electives	6.0	6.0
✓ TOTAL	26	29

It is the Department of Defense Education Activity (DoDEA) policy that students will be required to have a grade point average of 2.0 or better in order to graduate from a DoDEA high school.  
DoDEA Curriculum standards can be found at <http://www.dodea.edu/curriculum/index.cfm>

### **GRADUATION**

The school's official celebration honoring our graduates is held in June. Students must maintain 2.0 GPA or better in order to graduate. The school reserves the right, with consultation from seniors and their parents, to determine the site, program and the official dress for the graduation ceremony. Requests for exceptions or changes to any of our requirements or program will not be made without the approval of the principal. No requests for changes will be considered after 1 May.

### **EARLY GRADUATION**

Students are expected to complete a full four year program at Vilseck High School. Should economic necessity, medical or family

emergencies require that a senior consider early graduation at the end of the 7<sup>th</sup> semester, the sponsor must submit a request in writing to the principal prior to course selection for the senior year.

## HONORS DIPLOMA

To earn a DoDEA Honors Diploma, a student must earn passing course grades and take the requisite exams in a minimum of four (4) Advance Placement (AP) courses. The student must also obtain a cumulative GPA of 3.8 or higher, calculated from the grades attained at the end of the second semester of the graduating year, based on DoDEA's grade point average calculation.

## GRADING POLICY

### CLASS RANK

Computation of relative student achievement (class ranking) is determined on the basis of grade point averages using a 4 pt. scale. Official senior class ranking is computed at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters. The class ranking at the end of the 2<sup>nd</sup> semester determines Valedictorian and Salutatorian.

### GRADING SYSTEM

The computation of grades and grade point averages is determined as follows and is established by DoDEA

MARK	REPRESENTS	GRADE POINT	MARK	GRADE POINT
A = Excellent	90-100%	4	E = Effort	0
B = Good	80-89%	3	P = Pass	0
C = Average	70-79%	2	I = Incomplete	0
D = Poor	60-69%	1	WP = Withdraw Passing	0
F = Failing	59% ↓	0	WF = Withdraw Failing	0

### WEIGHTED GRADES

- ✓ Advanced Placement (AP) course grades are weighted. We do not offer an International Baccalaureate (IB) program.
- ✓ Honors courses grades are not weighted.

Many stateside school districts do not assign weighted grades to honors courses because the standards are unclear, content not well-defined, and academic rigor is not assured. When students transfer to these schools, the weighting is removed. The DoDEA current policy is the result of research on best practices in stateside schools. The intent is to protect our students from the unfair advantage gained when a student enters a DoDEA school with a variety of weighted grades from a range of courses carrying the designation of "honors." GPAs reported on high school transcripts are often recalculated using internal methods by the colleges and universities because of the varying standards used by high schools across the nation. Many factors are considered when assessing students for admissions to include academic rigor, SAT/ACT scores, participation in extracurricular activities, and GPA.

The following statement is included with transcripts:

**DoDEA does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from previous schools. AP and second year higher-level IB classes do carry a weighted grade as long as the student has also taken the respective AP or IB exam for that class.**

DoDEA-HQ will work with each area to ensure consistent data entry and recalculation of GPAs as necessary.

## ADVANCE PLACEMENT EXAMS

Advancement Placement (AP) Exam fees are paid by DoDEA. Individual schools will pay Alternate Exam late testing fees and non-participation fees when the reasons for rescheduling or non-participation are beyond the student's control and/or the result of a school decision. Payment criteria in these cases:

- ✓ is approved by the Principal;

- ✓ In accordance with College Board/AP fee waiver policy;
- ✓ In accordance with College Board/AP "not approved" alternate Exam testing list.

The student/sponsor will be responsible for all other Alternate Exam late testing fees and non-participation penalty fees. Parents/sponsors will submit a check for these fees, made out to AP/College Board, not to the school principal.

### HONOR ROLL & STUDENT RECOGNITION

Recognizing and rewarding excellence in student academic achievement, effort, citizenship, service and leadership are important in our school. Students are recognized each quarter for academic excellence with the awarding of certificates.

HONOR ROLL CRITERIA	
Principal's Honor Roll	4.0+ GPA for the term, cumulative at semester (all A's)
High Honor Roll	All A's and B's

Recognition for citizenship, leadership or service at the end of year student recognition assembly is based on criteria considered by teachers and school staff when making nominations.

Recognition for overall academic excellence at the end of the year, the following criteria are considered:

ACADEMIC EXCELLENCE	<ul style="list-style-type: none"> <li>✓ Homework and assigned tasks submitted 95% or more of the time</li> <li>✓ Timeliness</li> <li>✓ Positive Leadership - Constructive contributions in the classroom</li> <li>✓ Exceptional demonstration of achievement in the class maintaining a grade of 90% or above all 4 quarters</li> <li>✓ No discipline referrals and otherwise in good standing in the school.</li> </ul>
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### PARENT ACCESS TO GRADESPEED

All teachers at Vilseck High School are using the teacher grading program called GradeSpeed. This program allows parents to monitor their child's academic progress on a regular basis. The instructions of how parents can access the program at home are below. **Please note: Teachers do not enter grades everyday, so do not expect to see immediate, day-to-day changes. Parents are encouraged to check once a week to monitor their child's progress.**

Directions to create an account:

- Go to <https://dodea.gradespeed.net/pc/>
- Make sure the district is set to Department of Defense Europe
- Click where it says "Click Here to Sign Up"
- Follow the rest of the directions on the site to create the account
- Be sure to add your student (child/children)
- Once you create an account it will be pending until approved, which generally takes a few days.

### SEMINAR POLICY

As required by DoDEA regulation, the Seminar periods are instructional time. Curricular and co-curricular activities must focus upon the pursuit of increased student learning. Some valid uses of this time include, but are not limited to, developing study skills, independent study, research, make-up work, enrichment activities, and academic reading. Seminar gives students the opportunity to work more closely with teachers and peer tutors on subjects where students are experiencing difficulty as well as to explore aspects of coursework they would not normally cover in class. Sport and extracurricular activities **cannot** be conducted during Seminar without prior approval of the principal or vice-principal.

#### Seminar and Tutorial Procedures and Expectations

- ✓ Students must obtain a **Seminar pass**, stamped in the student **agenda book**, from an instructor and fill in the Seminar Sign-In Log. **The stamp in the agenda must be obtained prior to 1300 on Gold Days.**
- ✓ All students must report to their Seminar teacher at the start of the period. The Seminar instructor will release only students having a **Seminar pass stamp in their agenda book for that day.** Prior to leaving the Seminar class, students must sign the sign-out log.
- ✓ The Seminar instructor will release only students holding a **Seminar pass stamp in their agenda book for that day.**
- ✓ If the student has another **Seminar pass**, he/she may sign-out at the passing bell and then proceed to their next Seminar class. The first tutorial instructor will place his/her stamp in the agenda book prior to the student passing to the second tutorial.
- ✓ The issuing instructor must verify all Seminar passes the day of the Seminar.
- ✓ Students may sign-up for no more than **two** tutorial classes per Seminar period.
- ✓ Students late for Seminar will be marked tardy.
- ✓ Students remaining in Seminar must use this time for academic study.
- ✓ Students in the halls during Seminar without a pass will receive a detention.
- ✓ Students return to their original Seminar at 1455.

## GENERAL INFORMATION

### CELL PHONES

Cell phones will not be visible inside the school buildings and are to be turned off. Cell phones that are visible or audible are subject to confiscation. If confiscated, the student will be required to pick it up from the assistant principal at the end of the school day upon the first offense. From the second offense on, parents must come to the school to pick up the phone.

▶ **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR CELL PHONES BROUGHT TO SCHOOL.** ◀

### ELECTRONIC DEVICES

Use of electronic devices (iPods, MP3's, etc...) are permitted in school until 0815. They are permitted during lunch in authorized areas (MPR and outside areas). These devices are not to be used after lunch until 1500, when the dismissal bell rings. Use of electronic devices for educational purposes only in the classroom will be determined by individual teacher discretion and outlined in classroom management policies. Students who bring electronic devices to school do so at their own risk. Electronic devices visible at unauthorized times and places will be confiscated. The student will be required to pick up the device from the assistant principal at the end of the school day for the first offense. From the second offense on, parents must come to the school to pick up the electronic device.

▶ **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ELECTRONIC DEVICES BROUGHT TO SCHOOL.** ◀

### EXAMINATIONS

DoDDS requires semester examinations, assessments, or projects in all courses. These examinations take place during the last week of each semester during scheduled exams and may count as much as 20% of a student's semester grade. **Only valid medical emergencies are accepted for excused absences during final exams.**

### FIRE DRILLS AND EMERGENCY EVACUATION

Fire drills are conducted monthly. Directions for the drills are posted in each classroom in addition to instructions from teachers. When the alarm sounds, students, teachers, staff, and visitors will vacate the building in a calm and orderly fashion and reassemble in a designated area for attendance check.

### FOOD AND DRINK POLICY

Eating and drinking in hallways is not allowed during the school day except at lunch. Only water is allowed in the classroom. **Food and beverages are not to be taken out of the cafeteria or designated eating areas.**

### HIGH VALUE ITEMS

Personal items of high value should not be brought to school. Students may not use laptops on the school's network.

**► THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE LOSS OF HIGH VALUE ITEMS. ◀**

**HOMEWORK**

DoDDS policy requires that high school students complete homework assignments. Students can expect between 1-2 hours of homework each school night, depending on the demands of their courses and assignments. Students not completing homework assignments in a timely manner may be required to make up those assignments during lunch, after school, or during after school detention.

**SCHOOL SUPPLIES**

<b>PARENTS ARE EXPECTED TO PROVIDE THE FOLLOWING FOR THEIR CHILDREN AS NEEDED:</b>		
Pens/(Colored)Pencils/Erasers	Book bag or Backpack	Highlighters/Colored Markers
Glue (Sticks/Bottled)	Spiral Notebooks	Large 3-Ring Binder with Dividers
Pocket Folders/Loose Leaf Paper	Protractor/Compass/Ruler	Gym Clothes/Shoes
Paints (Watercolor)	Calculators	Tissues (1 box)
Scissors	Bound Composition Book	Clipboards
<b>SCHOOLS PROVIDE THE ITEMS BELOW:</b>		
Paints (Tempra)	Index Cards	Liquid Soap/Hand Sanitizer
Pencil Sharpeners	Dishwashing Detergent	Baby Wipes
Toilet Paper/Paper Towels	Plastic Bags	Locks
Graph Paper	Contact Paper	Copy/Printer Paper

**CHEATING**

Students at Vilseck High School are expected to do their own work. Those who are caught cheating will be dealt with according to the affected teacher and his/her classroom management policy.

**PLAGIARISM**

Teachers at Vilseck High School frequently assign challenging activities that require independent thinking and competent writing skills. There may be a temptation to plagiarize which is unethical and illegal. Plagiarism is using another person's words or ideas without clearly acknowledging the source. **Resources are available for teachers to check the authenticity of student work.**

Some examples of plagiarizing include but are not limited to the following:

- ✓ Quoting without attribution,
- ✓ Passing off ideas as your own even if reworded without attribution,
- ✓ Imitating a passage's structure or organization as your own,
- ✓ Borrowing unique organization from another source without attribution,
- ✓ Submitting someone else's words or ideas under your name,
- ✓ Copying someone else's work, including homework,
- ✓ Concealing the extent to which you've borrowed from a text or other source.

**Consequences for plagiarism may include, but not be limited to the following:**

- ✓ "0" on the paper/assignment which could significantly lower the quarter grade,
- ✓ Possible removal from the National Honor Society and/or AVID Program,
- ✓ Disciplinary referral to administration,
- ✓ Possible assignment to re-do the work, which would receive only partial credit,

*"A final note on plagiarism: When you put your name on academic work and submit it, you are claiming ownership of the work. If through carelessness or design you've blurred the lines between what's yours and what you've taken from others, you are stealing intellectual property. Don't do it. Plagiarism is risky and counterproductive. It harms your intellectual and moral development. It*

*leaves a permanent paper trail that can have devastating consequences, even years down the line. And, most of all, it's wrong"* (Harvey, Michael. *The Nuts and Bolts of College Writing*. Hackett Publishing, 2002. <http://nutsandbolts.washcol.edu/plagiarism.html> [7 Feb 2003] Other sources: University of Kentucky, Exeter University.

## INCLEMENT WEATHER

Late openings and early school closure are possible if local command believes that weather conditions dictate. Listen to AFN (FM 107.6/AM 1107) or watch AFN TV for scrolling informational updates and announcements about school and bus operations.

► DO NOT CALL THE SCHOOL OR THE TRANSPORTATION OFFICE. ◀

## LOCKERS

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

Responsibility includes:

- ✓ Keeping their lockers clean and free of debris and graffiti
- ✓ Reporting needed repairs to the Student Affairs Office.
- ✓ Preventing and reporting vandalism to a locker.
- ✓ Keeping personal combination confidential.
- ✓ Personal locks may NOT be used.

► **STUDENTS WHO DO NOT MAINTAIN LOCKERS WILL LOSE LOCKER PRIVILEGES FOR THE SEMESTER AND/OR SCHOOL YEAR.** ◀

## LOST AND FOUND

Lost items are turned in to Supply. These items will be held there for a period of one week. If not claimed during that one week period, these items will be disposed of. Items found in common areas should be turned in and claimed in Supply. If an item is found in a classroom, it should be given to the teacher. Usable items not claimed will be given to charity.

## LUNCH

Vilseck High School has a closed campus during lunch. All students in grades 9-11 are required to eat lunch in the cafeteria. Students may bring a sack lunch with them. Only seniors with written permission will be allowed off campus for lunch during the school day. Seniors must have signed parental permission to leave campus for lunch on file in the Main Office. Only underclassmen with written permission to go home for lunch will be allowed to leave campus. They may not take their friends. It is understood that underclassmen eating at home are supervised by their parents/sponsor/guardian while at home. Reduced price lunch tickets are available for students who qualify. **Following lunch, students are expected to report to their 4<sup>th</sup> or 5<sup>th</sup> period or Seminar classes on time.**

## MAKE-UP WORK

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

- ✓ Students who know they will be on extended absences must contact teachers in advance for work or to arrange for email contact during the length of absence. The work assigned during extended absences is due upon return to school.
- ✓ When an absence is **excused** by the school or is due to school sponsored activities must normally present their work in accordance with the amount of time they were absent.
- ✓ Work due on the day a student is absent *is* to be handed in on the student's return.
- ✓ Work assigned on the day a student is absent is due one day after the student returns to school.

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

the day will be "0".

## INFORMATION CENTER

The Information Center is located in the main building and is open from 0800 - 1530. Students will find books, videos, newspapers, magazines and computers with vast databases and production programs. In order to come to the Information Center during class periods, a student must have a pass signed by the teacher. Students visiting the Information Center are expected to work productively. Materials may be checked out for fourteen days. Lost or damaged materials must be paid at replacement value.

## NOTICE OF UNSATISFACTORY ACHIEVEMENT

Notice may be sent to parents any time a student is not performing to standard. Such notifications may be sent via email or home with students for parent signature. Notifications may also be mailed. Parents are encouraged to maintain contact with teachers particularly if a student is struggling in a course. Midterm progress reports are sent electronically. Parents may also check GradeSpeed on a regular basis to monitor their student's progress.

## OPEN HOUSE

Vilseck High School invites and encourages parents to visit during the annual Open House. This is an opportunity to become familiar with students' courses, teachers and the school. Discussion of individual student performance is generally not possible at this time. Parent conference days, however, are scheduled quarterly.

## PARENT-TEACHER CONFERENCES

We encourage conferences, including the student, his/her teachers, parents and a counselor in order to seek constructive solutions to academic problems. Conferences may be arranged through the Counseling Office (09662-83-3234/2773/2864). Individual teacher conferences may also be scheduled by contacting a teacher directly. Conference days are also scheduled during the second and fourth quarters. Parents may stop by to pick up report cards and consult with teachers regarding student progress. We encourage you to utilize email to contact teachers. **All teachers can be reached by: Firstname.Last [name@eu.dodea.edu](mailto:name@eu.dodea.edu) ([john.smith@eu.dodea.edu](mailto:john.smith@eu.dodea.edu))**

## PERMISSION FOR GUESTS TO VISIT CLASS

Visitors to our school are welcome. However, just as any place of business, the courtesy of advance notice is required if a visitor intends to visit a classroom, particular teacher or a specific area of the school. A permission form must be picked up in advance in the Main Office. The permission must be signed by teachers and parents and returned to the Main Office no later than 1500 hours the day before a guest visits the classroom. The visitor must check in and secure a pass that will then be returned at the end of the visit. Students are expected to assist and welcome our visitors. **It is inappropriate to bring infants and small children** into the school for visitation except for a special function. If visitors intend to participate in any school functions, such as a dance, special permission forms must be completed first. A sample form is located in the back of this handbook.

**► NO VISITORS WILL BE APPROVED DURING THE LAST WEEK OF SCHOOL. ◀**

## POWER OF ATTORNEY

Students must have a signed medical power of attorney on record before participating in extra and co-curricular activities.

## PROGRESS REPORTS

Progress reports are sent electronically at each mid term. The progress report intends to provide parents and students with a basis for determining where assistance may be needed with specific studies. It is important to note that with frequent graded tasks, grades can change dramatically in one direction or another depending on student performance. Students are encouraged to maintain their own grade records!

## PUBLIC RELATIONS

- ✓ Showcases and bulletin boards in common areas are for the display of student work, for student recognition and to provide information about activities. Teachers or sponsors may reserve a showcases or bulletin boards for various activities.
- ✓ Administrators must approve/initial all **posters and flyers**. Students should assure that the poster or flyer is neat has correct spelling and grammar, and is appropriate for display. It is the responsibility of the group or individual to remove posters, fliers, and adhesive materials as soon as they are past date. **Do not hang items on painted walls or exterior windows.**
- ✓ Announcements for the **Daily Bulletin** are to be in the Main Office by COB the day prior the announcement needs to be in the bulletin. They should be sent via email to the Main Office and kept short. All bulletins must be approved by a sponsor/teacher. Announcements will not run for more than three consecutive days.
- ✓ Students are encouraged to submit written items for the **Parent Newsletter**. The principal must clear items for publication outside of the school.

## REPORT CARDS

Report cards are issued quarterly. Parents are invited to pick up the report cards at the end of the first and third quarters and to take the opportunity to meet with teachers. Military commanders have agreed to provide liberal leave policies for this activity. Semester report cards are mailed within two weeks of the end of the semester.

## REQUESTS FOR TRANSCRIPTS

Copies of high school transcripts may be requested when withdrawing a student from school. Official transcripts will be sent at the request of the subsequent school the student attends. To insure the timely preparation of transcript copies, withdrawal requests should be made to the Registrar at least two weeks prior to checkout.

**Transcripts are maintained at the school for five years. After that time transcripts are retired to the:**

DoDEA Records Center	Telephone: (706) 545-4785
DDESS DSO	Fax: (706) 545-1239
201 Custer Road, Bldg. 2670	
Fort Benning, Georgia 31905	

## TEXTBOOKS

Because students must sign for issued textbooks they should carefully inspect textbooks before signing an acceptance sheet. Textbooks are school property and are entrusted to students for their use and safekeeping. It is good practice to cover the books. Books lost or stolen will require replacement according to the following procedure:

- ✓ Contact the publisher or use an on-line book source (Amazon).
- ✓ The replacement book must be the same edition as the one lost. It can be new or used providing it is in serviceable condition.
- ✓ Purchase and order the item for delivery to:

**Vilseck High School  
ATTN: Supply – Lost / Damaged  
Unit 28041  
APO AE 09112**

- ✓ Return a copy of the receipt or online order form with this document to the school supply specialist. Once the replacement book has been received your student's obligation regarding this matter has been met.

## THEFT

If personal property has been stolen, it must be reported immediately to the Assistant Principal. Students will complete a Theft Report and are also advised to inform parents and the Military Police.

## WITHDRAWAL FROM SCHOOL

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

## ACCELERATION POLICY

A student whose sponsor is required to transfer with Permanent Change of Station (PCS) orders during the last twenty school days of a semester may request acceleration privileges. Acceleration permits the student to complete work prior to the end of the semester and obtain full credit for the semester. In order to be considered for acceleration privileges, the following must be done.

- ✓ The sponsor must provide the school with a copy of the PCS orders.
- ✓ The sponsor must request acceleration **in writing NLT one month** prior to the student's check out date.
- ✓ The request must contain this date, which should be no more than one or two days prior to the Port Call.
- ✓ The sponsor should provide the Registrar with verification of the Port Call. **The student must have a passing grade in each course for which he/she seeks acceleration credit.**
- ✓ Request for acceleration must be processed through the Registrar. Individual teachers do not have the authority to grant acceleration.
- ✓ The student must complete all assignments and examinations successfully.

► **ACCELERATION REQUESTS FOR PERSONAL CONVENIENCE OR FAMILY TRAVEL PRIOR TO THE END OF THE SEMESTER WILL NOT BE APPROVED.** ◀

### Conditions and Procedures for Acceleration:

- ✓ Present PCS orders or a written request, signed by the sponsor and sponsor's commander, (if an emergency situation or orders are not yet available) to the registrar **AT LEAST 30 DAYS PRIOR TO DEPARTURE DATE.**
- ✓ There are fewer than 20 school days left in the semester before the departure date

#### Semester 1

Students must attend school all day on 15 December, 2010.

Earliest departure is close of business (COB) on 16 December, 2010.

#### Semester 2

Students must attend school all day on 15 May, 2011.

Earliest departure is close of business COB on 19 May, 2011.

- ✓ The withdrawal date from school will be **no sooner than two days before the port call departure date**
- ✓ Completed accelerated work must be turned in to individual teachers **no later than 5 school days prior to withdrawal from school**

► **QUESTIONS RELATING TO ACCELERATION SHOULD BE ADDRESSED TO THE REGISTRAR.** ◀  
(09662-83-2255)

► **FAMILY TRIPS WILL NOT BE APPROVED THE LAST TWO WEEKS OF THE SEMESTER.** ◀

## SPECIAL PROGRAMS AND SERVICES

### ASACS

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

Referrals are accepted from students, teachers, parents and community agencies. ASACS counselors can be contacted at (DSN: 476-2117 or 476- 2119).

## **CAREER INFORMATION**

Career information and counseling is available from the career practicum teacher and school counselors. The websites below serve as excellent resources for students and parents

- Chronicle Career Library - Available only in school (Information on Careers)
- [www.MyRoad.com](http://www.MyRoad.com) Current information on colleges and careers. Enter 576397 our school code to register.
- <http://www.bls.gov/oco/> Current information on careers and career trends.
- <http://careerbuilder.com/> Career and job search information.
- <http://www.careervoyages.gov> Information on industries with bright prospects.

## **COLLEGE APPLICATIONS AND FINANCIAL AID**

With thousands of American colleges and universities having various requirements, each student planning to attend college should get informational catalogs or online resources from target schools at the earliest possible date. Counselors can help students begin writing to schools, completing applications for admission and financial aid, and assuring that their high school academic plan corresponds with college requirements.

Scholarships are available from a number of generous communities, public and private sources. Announcements and reminders about scholarship availability are made regularly through the daily bulletin.

## **COUNSELING SERVICES**

Counselors are available to meet with students individually or in small groups. The counseling staff will help students with educational, personal, social, or scheduling concerns. Class schedules may be changed only in accordance with the guidelines as stated. Parents who wish to meet or talk with a counselor can phone 09662-83-3234 or 2773 to discuss concerns or make an appointment for a conference.

### **Military & Family Life Consultants (MFLC)**

Due to the unique challenges faced by military families, especially during this time of war, the Department of Defense has contracted professional licensed consultants to provide non-medical counseling services to Service members and their families. Vilseck High School is fortunate to have consultants assigned specifically to us. They are designed to provide anonymous, confidential support to Soldiers and their family members, especially those returning from deployments. Call the Main Office (476-2864) to contact the MFLC at VHS.

### **Bavaria-MEDDAC School Based-Behavioral Health Program**

As a result of a partnership between DoDEA Bavaria – District and the Bavaria Medical Command, Vilseck High School is one of the 5 schools in the Bavaria District that houses a mental health provider from the local behavioral health clinic. This professional is able to provide mental health counseling/therapy to children and families normally provided at the local behavioral health clinic, on site at the school. This allows for children and families to receive services without the child having to leave school. Please contact your local behavioral health clinic (DSN 476-2100) or school administrator/school counselor for more information regarding how to access these services.

## **SPECIAL EDUCATION SERVICES**

Students who have handicapping conditions or learning issues may be entitled to special education services under Child Find. Teachers are trained in the referral process; however, parents with questions or concerns may call 09662-83-2862/3524/2640 for information.

## **TESTING PROGRAM**

A number of voluntary, nationally standardized tests are administered on national test dates throughout the school year. Test dates for the ACT, SAT and PSAT are announced in the daily bulletins and the parent newsletters. Students may pick up registration

materials in the counseling office. They will receive specific information about each exam at that time. Advanced Placement (AP) tests, designed for those who have taken a rigorous academic program, are administered in May. Students should contact colleges regarding their AP credit policies.

## NURSE AND HEALTH SERVICES

The school nurse's responsibilities include:

- ✓ Health consultant
- ✓ Appraising the health status of students
- ✓ Vision and Hearing Screening throughout the year
- ✓ Identifying the health needs and conferring with individual students and their parents concerning specific health problems.
- ✓ Assisting parents in finding help for their children through knowledge of the various agencies and welfare organizations
- ✓ Pursue follow-up programs for the correction of health problems.
- ✓ Resource for current health information and material to school personnel, and will assist teachers in developing proper health attitudes in students.
- ✓ Liaison between community health and welfare organizations, military medical facilities, home and school
- ✓ Maintenance of accurate and current information in the child's health record
- ✓ Providing pertinent, current health information as needed

## HEALTH POLICIES

**IMMUNIZATIONS:** All students attending DoDDS schools must be in full compliance with their immunizations for school enrollment.

Students not in full compliance with current immunization standards will not be allowed to begin classes until they are in compliance. It is the parents/guardians responsibility to ensure their child's immunizations are updated as needed. Check with the school nurse/immunization clinic, if you have any concerns/questions. The school nurse may notify the sponsor for any immunizations requiring update. Parents are given 30 days from the date of enrollment for students to obtain the required immunizations, or obtain a waiver of immunizations. (DOD Instruction 6205.1)

**Immunization requirements are:**

- ✓ Hepatitis A – 2 shot series to prevent liver disease
- ✓ Hepatitis B – 3 shot series to prevent liver disease.
- ✓ Diphtheria, Pertussis, and Tetanus (DPT) and TDAP booster at 11-12 yrs
- ✓ Poliovirus (IPV or OPV)
- ✓ Measles-Mumps-Rubella (MMR)
- ✓ Varicella (Var)-for person who lack a reliable of Chickenpox.
- ✓ Meningococcal Conjugate Vaccine (MCV4) If the first dose of the vaccine was received before the age of 16, the student must receive a booster.

► **STUDENTS IN NON-COMPLIANCE AFTER 10 DAYS WILL BE DISENROLLED.** ◀

## MEDICATION POLICY

Medication is defined as prescription or non-prescription, to include Tylenol, aspirin, lozenges, cough syrups, etc. Students who require medication at school **MUST have a "Permission for Medication" form** completed by both the doctor/health provider and parent, with medications properly labeled from the pharmacy (student name, name of medication, instructions). All medications are locked in the Health Room (Nurse's Office). Only in rare situations will students be permitted to retain possession of their medication while in school or participating in school related activities. The student's prescribing physician must provide a written statement that the student must retain possession of the medication at all times; in addition, the student's parent must consent to the student's possession. This includes ALL over-the-counter and prescription medications.

Parents may:

- ✓ Get a permission form for medication to be given at school from the school nurse.
- ✓ Give medicine at home ...or
- ✓ Come to the school and give their child/children the medicine needed during school hours.

## ILLNESS AND INJURIES

**Illness:** If your child is ill, please do not send him/her to school. For his/her benefit, it is best that s/he gets the proper rest, nutrition and care by his/her parent at home. This will allow for a faster recovery and return to his/her routine. This also prevents other children from being in contact with those germs that can lead to illness. If a child becomes ill during school, the parent will be notified by phone to pick up the child. This will be based upon the assessment and evaluation by the school nurse determining:

- ✓ A temperature greater than 100 degrees
- ✓ Active vomiting or diarrhea
- ✓ An illness, which presents contagious symptoms (conjunctivitis/pink-eye, ringworm, varicella/chickenpox), which has not been cleared by your physician.

To return to school your child must be without symptoms for 24 hours. If your child is placed on antibiotics, s/he must complete 24 hours on antibiotics before s/he can return to school.

**Injuries:** In the event of an injury, first aid will be administered by the School Nurse or designated representative. The parent/guardian may be notified, if necessary, to take the student home or to the Emergency Room/Clinic. School Nurses follow clinical guidelines as set forth by DODDS such as:

- ✓ Clinical Guidelines in Child Health, 2nd edition, Mary Virginia Graham and Constance R. Uphold.
- ✓ Clinical Guidelines for School Nurses, 4th edition, copyright March, 1999.
- ✓ DS Manual 2942.0 - School Health Services Guide, Draft, August, 2003.

In case of extreme emergency, the student will be transferred by ambulance to the Emergency Room and parents will be notified ASAP. It is very important, in case of an emergency, for the school to have a current address, home phone number, duty phone number, and the phone number of another adult to act as emergency contact in case parents can not be contacted.

**NOTE: Any student who needs to be released from school due to illness or injury will be picked up by a parent/guardian/ or emergency contact.**

## ATTENDANCE POLICY

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out for more than five days, the attendance clerk will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
- Excused absences can include:
  - Personal illness
  - Medical, dental, or mental health appointment
  - Serious illness in the student's immediate family
  - A death in the student's immediate family or of a relative
  - Religious holiday
  - Emergency conditions such as fire, flood, or storm
  - Unique family circumstances warranting absence and coordinated with school administration.
  - College visits that cannot be scheduled on non-school days
  - Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

Sponsors must call before 10:00 a.m. when students are absent at DSN 476-2573 or CIV 09662-83-2573. **NOTES ARE STILL REQUIRED ON THE MORNING OF THE STUDENT’S RETURN TO SCHOOL AND SHOULD INCLUDE THE FOLLOWING INFORMATION:**

- ✓ Current date and date of absence and a doctor’s or dentist note if applicable
- ✓ Sponsor daytime phone number and official email
- ✓ Student name and grade
- ✓ Specific reason for absence
- ✓ Sponsor signature

Please note **Attendance Policy** for clarification on the school website.

▶ **ALL NOTES ARE SCANNED AND MAY BE VERIFIED WITH A PHONE CALL TO THE SPONSOR.** ◀

**MAKE-UP WORK**

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

- ✓ Students who know they will be on extended absences must contact teachers in advance for work or to arrange for email contact during the length of absence. The work assigned during extended absences is due upon return to school.
- ✓ When an absence is **excused** by the school or is due to a school sponsored activity students must normally present their work in accordance with the amount of time they were absent.
- ✓ Work due on the day a student is absent *is* to be handed in on the student’s return.
- ✓ Work assigned on the day a student is absent is due one day after the student returns to school.

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

When a student misses all or part of the day legitimately, a legitimate note must be presented to the attendance clerk **BEFORE MORNING CLASSES BEGIN**. For absences of up to three days, a written note from the student’s parent or sponsor is sufficient. An email from the sponsor is also considered a valid written note or doctor’s note.

**UNEXCUSED ABSENCE PROCEDURE**

An absence is considered unexcused when the student:

- ✓ Is truant
- ✓ Does not have a valid written note to present at the time the READMIT FORM is issued
- ✓ Oversleeps
- ✓ Has transportation difficulties (not including late school busses)
- ✓ Is babysitting
- ✓ Is on Non-family or Non-school related trips

▶ **SCHOOL ADMINISTRATION RETAINS THE RIGHT TO DETERMINE THE STATUS OF AN ABSENCE.** ◀

**UNEXCUSED ABSENCES, SKIPPING AND TRUANCY**

After School Detention (ASD)/Saturday school is assigned when an absence is determined to be unexcused OR if a student returns to school without a valid note. Students have two days to provide a legitimate excuse for the absence (a note, parent phone call or email from an official mailbox excusing the absence. Once legitimized, the ASD is excused.

Unexcused = No Note	Skipping A Class	Truancy = Skipping Multiple Classes
ASD Assigned ▼	1 <sup>st</sup> = ASD/Saturday School X1	1 <sup>st</sup> = Saturday School X1
ASD excused if note brought within two days	2 <sup>nd</sup> = ASD/Saturday School X2	2 <sup>nd</sup> = Suspension
No note, ASD is served	3 <sup>rd</sup> + = Administrative decision	3 <sup>rd</sup> = *Suspension

If failure to bring a note is habitual, absences will be treated as truancy and require parent conference		4 <sup>th</sup> = Chronic Truancy will prompt the involvement of the Civilian Misconduct Office.
If you have concerns about your child's attendance please call the Main Office (DSN 476-2573 CIV 09662-83-2573). Current attendance records are maintained and we are happy to provide you with updates.		

### SCHOOL ACTIVITIES AND EXCUSED ABSENCES

**STUDY TRIPS:** Students participating in class study trips must have permission form completed by sponsors and returned to the teacher sponsor **at least two days** prior to the scheduled trip. It is the student's responsibility to make arrangements for make-up work **PRIOR** to taking the study trip. Parents with questions about the nature of a study trip should contact the sponsoring teacher directly. Parents are encouraged to participate as chaperones!

**► TEACHERS ARE RESPONSIBLE FOR STUDENTS ON AUTHORIZED SCHOOL STUDY TRIPS. ◀**

#### CLASS TRIPS

So-called "Senior Trips" or other "Class Trips" are neither sponsored, authorized, sanctioned nor excused by the school. Parents and students must be aware that the school cannot be involved in any way, including fund raising. Senior "skip days" will be dealt with as unexcused absences and may lead to not participating in graduation ceremonies.

#### LEAVING SCHOOL DURING THE SCHOOL DAY

Students, **regardless of age**, who need to leave the school during the day, must report to the Main Office with an appropriate written excuse or appointment slip to receive approval to leave the school and to sign out. Failure to do so will result in a designation of truancy. We would appreciate that medical appointments be scheduled so as not to conflict with classes.

Students who return to school or who arrive after 0820 ***must be signed in by a parent or guardian*** in the Main Office before reporting to class, even if they return between classes or during lunch. Students who become ill must report to the school nurse before going home. Students are not authorized to leave school without the sponsor's permission.

**► STUDENTS 18 YEARS OR OLDER MUST COMPLY WITH SCHOOL PROCEDURES! STUDENTS MAY NOT SIGN OUT WITHOUT PARENTAL PERMISSION REGARDLESS OF AGE! ◀**

#### TARDIES

The expectation at Vilseck High School is that students attend class prepared and on time. Students who are chronically tardy create disruption and are subject to disciplinary action as outlined below. Students who were previously absent and neglected to get an admit slip will be sent to the Main Office and charged a tardy.

<b>TARDIES UP TO 10 MINUTES:</b>	
1 <sup>st</sup> -5	Teacher handles tardies according to his/her discipline plan*, which should include: 1) a warning; 2) a successful parent contact; 3) a serious consequence; <b><i>*Student signs tardy log each time tardy.</i></b>
6 <sup>h</sup>	Administrative referral = ASD/Saturday School X 1 assigned, parent contact
7 <sup>th</sup>	Administrative referral = ASD & Saturday School, parent contact
8 <sup>h</sup>	Administrative referral =Administrative direction
<b>TARDIES MORE THAN 10 MINUTES = REPORTED AS "UNEXCUSED ABSENCE</b>	
1 <sup>st</sup> -2 <sup>nd</sup>	Student is NOT admitted to class without an admit slip and is sent to Main Office. 1 X ASD assigned by the attendance clerk, and then sent back to class with official readmit. Teachers may consider <u>missed</u> time as "unexcused" in regard to work missed.

3rd	ASD/Saturday School X 2
4th	Suspension
5th	Suspension and referral to Civilian Misconduct Board
<b>NOTE: Consequences for tardiness are accumulated per class per semester.  Rules for all other offenses apply to the school year</b>	

### After School Detention (ASD)/Saturday School

- ✓ ASD students are to arrive on time, NTL than **1515 on Tuesdays and/or Thursdays**. Saturday School students are to arrive on time, NTL **0900 on Saturday mornings**. If an ASD/Saturday School student is late, he or she will be marked as a **NO SHOW**. A referral will be submitted the next school day to the AP. Students late for ASD/Saturday School will be given **two detentions/Saturday schools**.
- ✓ ASD/Saturday School students are assigned specific seats in the classroom after they have signed in.
- ✓ ASD/Saturday School students are not allowed to leave the classroom for two/three hours (**1515-1700**) or (**0900-1100**).
- ✓ ASD/Saturday School students are not allowed to talk, eat, listen to music, sleep, etc...
- ✓ ASD/Saturday School students are to bring at least two assignments to work on and another book to read.
- ✓ ASD/Saturday School students **ARE ALLOWED** to work on the computer to complete class works.
- ✓ **ASD/Saturday School students WHO BREAK THE BASIC RULES as listed above ARE ASKED TO LEAVE AND A REFERRAL IS SENT TO THE ADMINISTRATION THE NEXT SCHOOL DAY.**
- ✓ Students may only be released to teachers or admin during detention for in-class work, tests, or a legitimate, supervised work detail. **NO OTHER EXCEPTIONS!** Teachers must personally come to the detention monitor to request students, or come to the detention room to get the student. Teachers must confirm the prompt return of the student with the detention monitor if the student is re-released back to the detention room prior to 1700.
- ✓ Teachers may email or deliver copies of homework, tests, or assignments prior to the start of detention. Students are responsible for turning completed assignments in to the assigning teachers. Detention monitors will only keep and return tests to assigning teachers. In the case of a no-show, homework, tests, etc. will be returned to teacher with notation of "NS" for "no show."

**► ALL LUNCH TRAYS ARE TO REMAIN IN THE MPR. STUDENTS NEEDING TO TAKE A TRAY OUT OF THE MPR DURING LUNCH MUST HAVE A NOTE FROM A TEACHER. ◀**

## DISCIPLINE POLICY

Vilseck High School's DISCIPLINE POLICY is intended to define and interpret key points within the scope of DoDDS Regulation 2051.1, but is not intended to supersede it in content or intent. In order to promote and maintain good order and discipline in this community, administrative actions in accordance with Army Europe 27-9(Misconduct by Civilians)para 7b will be considered when the command is informed of the following school misconduct: DODDS/other school reports of five days or more of out of school suspension. These suspensions may be cumulative. Students are to be in attendance at school and on time; students are expected to treat our staff, school property and their peers with respect; students should observe the accepted forms of good behavior. **These rules of conduct apply from "door to door", that is, from the student's home, to school and back.**

### APPLICABILITY OF SCHOOL RULES

Rules apply to the entire school day, including lunchtime. Rules apply twenty-four hours during multi-day events on or off campus, study trips or when the school is hosting other students.

**The penalty for infraction may consist of detentions, Saturday school or suspension. Detentions may be teacher or administrative directive. The penalty for any serious offense may include suspension for 1-10 days or expulsion. Discipline is progressive. Serious offenses may include, but are not limited to, the following:**

1. The possession or use of any tobacco product on school property by a student of any age.
2. Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance.2. A mandatory expulsion recommendation is required for a second offense.
3. Fighting or provoking violence by gesture or words, including but not limited to racial/ethnic slurs and objectionable epithets.
4. Forgery or alteration of school forms, such as passes, admits, etc., or giving false information to school personnel.
5. Insubordination toward or disrespectful conduct toward the school staff, including threats of violence or actual violent conduct toward a staff member. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, *and/or* the violation of *other rules* and guidance established for an orderly educational atmosphere.
6. Gambling on school premises or at school activities.
7. Obscene, vulgar, indecent, or lewd acts or behavior deemed to be harmful to the morals of the student or other students.
8. Contact of a sexual nature including but not limited to groping or fondling.
9. Truancy.
11. Overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student (bullying).
12. Misuse of school computers. Students are not allowed to use school computers for non school purposes. "Hacking" or tampering with school technology may result in expulsion.
13. Possessing, using, or transferring to another person any dangerous weapon: any firearm, knife, explosive, incendiary device, or dangerous object at the school or at a school-sponsored activity. A minimum 1-year expulsion is required for the possession of firearms.

14. Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person). (Refer to Cyber Bullying policy)

15. Bomb threats and destruction of school property, Possessing, using, or transferring to another person any dangerous weapon (section 930(g) (2) (reference (i)), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. A minimum 1-year expulsion is required for the possession of firearms.

16. Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, BlackBerry; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities.

### **DISCIPLINE, CONSEQUENCES AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

- ✓ A student who is suspended is ineligible to participate in extra-curricular and co-curricular events, trips, competitions, etc., for the remainder of the week in which the suspension begins. A "week" is defined as the period from Monday through Sunday.
- ✓ A student who is suspended will NOT participate in extra-curricular **practices**, events, trips, or competitions, on any day in which the suspension is still in effect.
- ✓ Attendance at teacher or administrative detentions or work details supersedes attendance at **ANY** extra-curricular practices and events.
- ✓ If inappropriate behaviors occur on the bus, suspension from the bus will be considered.

### **MAKE-UP WORK AND DISCIPLINARY MATTERS**

Students who are suspended have the opportunity to make up all work missed. Students are granted one day for make-up work completion for each day of suspension.

### **DRESS POLICY**

#### **APPEARANCE AND DRESS**

Appropriate dress and appearance not only make a good impression for our school and community, but also have a positive influence on overall school climate. A student is expected to dress in a manner that is not offensive to others, is not revealing, and does not cause a distraction within the academic environment. The dress code for Vilseck High School applies to all functions on campus property and during all school activities in other locations. The school principal and assistant principal reserve the right to make judgments concerning the appropriateness of items of clothing not addressed in this policy. The school administration, the teachers, the military chain of command, and the parents will enforce this policy. Students are expected to dress and be groomed in support of the educational program and orderly operation of the school. The following standards are designed to promote health, safety, contribute to the teaching and learning climate, and to promote a positive image in the community.

**OUR EXPECTATION: DRESS FOR SUCCESS** Clothing will be clean, neat, serviceable (no holes, tears, slits deliberately cut, frayed, or ragged), and worn appropriately. Clothing will not create a distraction in the school or classroom. Students will exercise mature judgment in determining appropriate school attire.

#### **VHS DRESS STANDARDS**

Vilseck High School students are expected to dress and be groomed in support of the educational program and orderly operation of the school. The following standards are designed to promote health, safety,

contribute to the teaching and learning climate, and to promote a positive image in the community.

### **TOPS**

- ✓ Students may wear long or short-sleeved shirts, jackets, sweaters, and sweatshirts. Shirts must extend below the natural waistline. They may extend no lower than the end of the skirt or pant zipper (from the waist downward – see below).
- ✓ T-shirts, undershirts and wife beaters (for males and females) may be worn only as undergarments and may not show below outer tops. Undergarments may not be visible.

### **SLACKS, SHORTS, CAPRIS, SKIRTS, AND SKORTS**

- ✓ All must be secured at the natural waistline, belts are to be worn, no sagging. Oversized pants are not allowed.
- ✓ Shorts, skirts, skorts must meet the finger tip test with natural posture.
- ✓ All must be plain or pleated style (cargo pants and jeans accepted if they meet other requirements).
- ✓ Pajama pants or other sleepwear may not be worn.
- ✓ May not wear leggings with shirts that are above the waist and must be to the thigh.

### **SHOES**

- ✓ Students are expected to wear shoes with supportive soles and sides. Flip-flops and sliders are acceptable.
- ✓ In lab classes, closed toe shoes must be worn.
- ✓ Shoes manufactured with buckles, Velcro clasps or shoestrings will be buckled, attached, clasped or tied securely on both feet at all times. Sandals with back straps may be worn. There may be NO spikes on shoes.
- ✓ Bedroom slippers are not permitted.

### **SPIRIT DAYS, DRESS FOR SUCCESS DAYS, OTHER SPECIAL DAYS**

- ✓ Coaches frequently request team members to dress up the day of a game or the day of a departure for a game.
- ✓ In support of teams, students and faculty may wear, on the game days, jeans (at natural waistline and without sag) and tops similar to those sold by school organizations for spirit.

### **ACCESSORIES**

- ✓ Clothing and accessories with school related monograms and logos are permitted. All other logos must be appropriate to the educational atmosphere (without gang affiliation, violence, racial prejudice, sexual innuendo, printed obscenities in graphics or words, promoting no drug culture, alcohol, or nicotine based products).
- ✓ Small moderate and safe jewelry is acceptable **excluding** chains, spikes, or gothic jewelry, metal chains attached to any article or clothing, or belt loops or wallets where the chain hangs loose from the body, pins and buttons. This includes all piercings including facial. If in question, please ask administration for clarification.
- ✓ Tattoos must be covered. (Administration will answer any questions regarding appropriateness)
- ✓ Natural style makeup only – no club or costume makeup.

### **HATS AND HEAD COVERINGS**

- ✓ Hats or any head covering (including stocking caps, do-rags, bandanas, nylons, hairnets, caps, sun visors, head bands), gloves, and sunglasses will not be worn in the school building at any time and are to be stored in the student's locker during the day. This applies to both males and females. Hats are to remain in lockers from 0820-1500 or in book bags. Confiscated head coverings will be turned in to the assistant principal. The student will be required to pick up the head covering from the assistant principal at the end of the school day for the first offense. From the second offense on, parents must come to the school to pick up the head covering.
- ✓ Hair bands (not sweat bands) serving the purpose of holding hair in place are appropriate.
- ✓ Hair must be well groomed and styled to allow the face/eyes to be visible. The hairstyle of any individual may not interfere with the vision, safety and health of any other individual or the educational process.

### DRESS STANDARD GUIDELINES

- ✓ Strapless tops and spaghetti straps are not acceptable at Vilseck High School.
- ✓ Bra straps are not to show.
- ✓ Clothing items may not be see-through or laced.
- ✓ Spandex type items are prohibited.
- ✓ Cleavage and midriffs may not show.
- ✓ No bagging or sagging.
- ✓ No undergarments will be showing at any time (no thongs showing out of pants, at sides, or below pant waistband).
- ✓ VHS sweatpants may be worn on spirit days.
- ✓ Leggings are considered stockings and may not be worn alone and treated as an undergarment.
- ✓ No sexual, alcohol, or drug references will be allowed on any articles of clothing or accessories (hats, key chains, earrings, etc...)
- ✓ VHS Athletic training wear may be worn but must fit properly.
- ✓ Tank tops

### GANG AFFILIATION

- ✓ Clothing items, accessories and color combinations identified (such as red and blue t-shirts, shoe laces, etc...) with gangs will not be tolerated at Vilseck High School.
- ✓ Clothing, hats, bandanas or other paraphernalia that is worn in such a manner as to represent or indicate gang affiliation is not allowed, and includes the following:
  - A right or left shoe untied with laces hanging loose.
  - A right or left pants leg rolled up.
  - A glove worn on a right or left hand.
  - A right or left sock pushed down into the shoe/boot
  - All handkerchiefs/bandanas displayed (tied to a belt loop, wrapped & tied around a leg or arm, or hanging out of a pocket) to reflect gang affiliation.
  - Extra long belts or material used as a belt, where the length hangs on either the right or left side of the body.
  - "Paraphernalia" may include tattoos (should be covered), jewelry (including body pierced jewelry), hairdos, eyebrow shaving, etc....
  - Towels or T-shirts worn around the neck
  - Gang related items will be confiscated by the school administration, reported to the Military Police, and returned only to the parents.
  - Any items associated with potentially illegal activities will be turned over to the Military Police.
  - **AT NO TIME FOR ANY REASON SHOULD A STUDENT HAVE A BANDANA IN THEIR POSSESSION ON SCHOOL GROUNDS**

School officials will ensure students conform to this Dress Code and follow Disciplinary Rules and Procedure as outlined in DODEA Regulations 2051.1 ( dated April 4, 2008). This Dress Policy is not intended to inhibit student's self-expression, but to ensure a safe, appropriate academic environment free from "fashion distractions".

All staff members are responsible for monitoring dress standard compliance. Final decision and consequences rests with administrators. NOTE: For special events, the administration, union representatives and student council may agree upon alternate dress.

## GANG AWARENESS AND PREVENTION

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

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions. Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, intimidation, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

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

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

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

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

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

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

## STUDENT NETWORK/INTERNET USER GUIDELINES

Our goal in providing electronic communication and Internet access for teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

In accordance with DoDEA Regulation 2051.1, "Department of Defense Education Activity Disciplinary Rules and Procedures," August 16, 1996, grounds for suspension or expulsion include: *"Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material."* I understand that if my actions fall within the behavior quoted from DoDEA Regulation 2051.1, I may be subject to suspension or expulsion.

## Acceptable Use

- ✓ The use of your account must be in support of education and research consistent with the educational objectives of the DoDEA. Do not download files or subscribe to bulletin boards that are not related to DoDEA authorized activities.
- ✓ Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- ✓ Transmission of any material in violation of any U.S. or state regulation is strictly prohibited. Do not transmit obscene, harassing, or abusive messages, copyrighted material, or material protected by trade secret.
- ✓ Use for commercial, product advertisement or political lobbying is prohibited.
- ✓ Do not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but not limited to, the uploading or creation of computer viruses.
- ✓ Do not install any software downloaded from the Internet or from disks brought in from other sources on school computers.

Both the student and his/her sponsor will be asked to read and sign the "*Student Network and Internet User Agreement*" before the students can use this tool. Students must understand that the primary purpose of using electronic communication in the classroom is to conduct research and facilitate learning. Students who misuse electronic communication will lose their privilege.

### DoDDS-EUROPE ATHLETIC ACADEMIC AND ACTIVITIES ELIGIBILITY MONITORING PROCEDURES

\*\*Exceptions to this policy may only be granted by the Director, DoDDS Europe.

1. Coaches will check the previous semester's GPA and number of F's for all student athletes in grades 9, 10, 11, and 12. These students must have a 2.0 GPA or higher **AND** have **no more than 1 "F"** to be eligible. If ineligible, according to this standard, see # 4 below.
2. **ELIGIBLE STUDENTS:** Student athletes (all grade levels) who meet the 2.0 GPA/1 "F" requirement are eligible, but **must be monitored on a weekly basis.**
  - a. Any student athlete who has more than 1 "F" will be ineligible for all scrimmages and DoDDS-E scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
  - b. Students can regain their eligibility on a weekly basis.
3. **INELIGIBLE STUDENTS:** If a student athlete does not meet the 2.0 GPA/1 "F" requirement then he/she must adhere to the following:
  - a. The student is ineligible for **the first 3 weeks of the season** and will continue to have his/her GPA and number of F's checked every 3 weeks throughout the entire season as long as they meet the requirement at the end of every 3-week period. These 3-week checks must be done every 3 weeks, even though the student may meet the GPA requirement at the end of the first or second three-week period. During any 3 week check the athlete fails to meet the requirement, the athlete will be removed from the team immediately.
  - b. He/she may still practice during this time, but participation in all scrimmages and DoDDS-E scheduled games is prohibited. **Ineligible athletes cannot dress-out or travel with the team.**
  - c. Coaches should encourage tutors and additional study time for these students so that they may regain their eligibility at the end of the 3-week period.

NOTE: There is no requirement, during the ineligibility period, for these students to be monitored weekly. However, it is highly suggested that this be done to determine progress and provide assistance where necessary.

  - d. The student will be removed from the team for the remainder of the season the first time the student does not meet the 2.0 GPA/1 F requirement at a 3 week grade check .

4. Transfer students: If a student enrolls in your school without a transcript or any previous school record:
  - a. The student must be monitored on a weekly basis. If the student has more than 1 F at the end of the weekly monitoring period then the student is ineligible for that week.
  - b. Because you have no previous semester GPA to determine if the GPA requirement has been met, this student must also meet the three-week GPA check. If, at the three-week check, the student has a 2.0 GPA or higher and no more than 1 failing grade, then he will be ELIGIBLE for the next three-week period (he must continue to be monitored weekly). If you still do not have an official transcript by the 6<sup>th</sup> week to determine the GPA eligibility requirement, then again, at the 6<sup>th</sup> week a GPA check must be done. If the GPA requirement is not met, the athlete will be ineligible for the next three weeks.

**NOTE: Only students who do not meet the requirement at the beginning of the season will be subject to GPA checks every 3 weeks.**

### **STUDENTS CANNOT BECOME ELIGIBLE ON A FRIDAY AFTERNOON!**

#### **EXTRA CURRICULAR POLICY**

##### **EXTRA CURRICULAR ACTIVITIES & ELIGIBILITY REQUIREMENTS**

Participation in the extra-curricular program at Vilseck High School is a privilege to all students who:

- ✓ Abide by the policies and philosophies established by the administration and sponsors.
- ✓ Adhere to the principles governing interscholastic competition.
- ✓ Meet DoDDS and Vilseck High School eligibility requirements.
- ✓ Have no more than one (1) failing grade as confirmed by weekly grade checks, and maintain a 2.0 GPA.
- ✓ Students on trips or in uniform are easily identified as members of Vilseck High School and must be positive representatives of their school and community.
- ✓ Attendance in school on the day of (or before if weekend) the competition/activity is required. The sponsor must verify absences in writing. Absences due to illness will prohibit a participant from practice or competition that day. Any student caught skipping one or more classes may not be allowed to participate in the next competition/activity.
- ✓ Any student who verbally, or in any other manner attacks, insults, or otherwise degrades a teacher, administrator, or coach from this or any other school may be suspended from extra-curricular participation for the remainder of the season.
- ✓ If a student is suspended from school for any reason, he/she:
  - a. will not be allowed to practice/compete while on suspension.
  - b. may not be allowed to return to the team or activity until after a successful re-admittance conference with the school administration.

**The following may result in automatic suspension from athletics for the season and the loss of an athletic letter:**

- ✓ Use or possession of un-prescribed drugs, narcotics, alcoholic beverages, over the counter drugs, or tobacco products
- ✓ Stealing/forgery
- ✓ Destruction of property. (home or away)
- ✓ Sexual misconduct

Head coaches/sponsors and/or activity sponsors at Vilseck High School are responsible for ensuring the enforcement of the above requirements and rules. Student athletes who wish to appeal actions taken by the coaching staff may make an appeal to the high school athletic council. This council is comprised of the Athletic Director, a school administrator, a member of the involved team and all head coaches for that season. The decision regarding participation and eligibility is the final recommendation to the principal.

## REQUIREMENTS FOR ATHLETIC PARTICIPATION

In order to participate in a DoDDS athletic program a student must:

- ✓ Submit a valid Physical to the Athletic Director, signed Parental Consent form and a team contract to their head coach.
- ✓ Enroll in at least four classes.
- ✓ Must be less than 19 years old on the first day of school
- ✓ Have fewer than 8 semesters of sports competition in grades 9 through 12 or fewer than 8 semesters of enrollment in grades 9 through 12.
- ✓ Be enrolled at the beginning of a sport season ready to begin practice on the first scheduled day.
  
- ✓ Must attend 10 practices before participating in a competition. Exceptions are transfer students who've been participating in a particular sport at their former school.
- ✓ Abide by athletic regulations; including physicals.
- ✓ Understand that only one varsity and junior varsity letter will be given during a student's enrollment at Vilseck High School. After the first letter the athlete will receive a certificate stating that he/she has earned another letter.

**► STUDENTS WHO HAVE SUSTAINED A CONCUSSION ARE NOT ELIGIBLE TO PLAY UNTIL MEDICAL PERSONNEL AUTHORIZES. IT IS NOT THE CALL OF A PARENT. ◀**

### SPORTS

FALL	WINTER	SPRING	
Cheerleading	Basketball	Baseball	
Cross Country	Cheerleading	Soccer	
Football	Wrestling	Softball (Women)	
Golf	Rifle Team	Track	
Tennis		JROTC Drill Team	
Volleyball (Women)	Sports Schedules are set yearly and will be posted on the school's website. Students are financially liable for uniforms and equipment issued to them		

### DoDDS SPONSORED ACTIVITIES AT VILSECK HIGH SCHOOL

STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS IN ORDER TO PARTICIPATE		
Academic Games	JROTC Drill Team	Student-to-Student (S2S)
Berlin Seminar	International Student Leadership Institute (ISLI)	Student Council
Creative Connections	Jazz Seminar	Showcase Anthology
Drama Fest	Junior Science & Humanities Symposium (JSHS)	
FBLA	Model United Nations (MUN)	
FEA	Model United States Senate (MUSS)	
Honors Music Festival	National Honor Society	

- **Academic Games:** School academic teams compete against each other in tournament format. The format is patterned after the College Academic Bowl.

- **Creative Connections:** Creative Connections is a week long Fine Arts workshop for students. The art, music, and drama instructors first select students locally. Applications are forwarded to the DoDDS regional office where they undergo a rigorous second screening. Students who are selected spend a week studying in one of the ten workshops instructed by professional artists, dancers and actors from Europe and the United States. Interested students who wish to apply for Creative Connections should contact their fine arts instructor for details and application information during the fall semester.
- **Future Business Leaders of America Club:** The FBLA are aspiring entrepreneurs who come together to form this club. The highlights of the year are two Europe-wide conferences. Workshops, lectures and competitions related to businesses dot the convention halls, while DoDDS students from all over Europe get a chance to meet and share ideas. Those who place at the European conference get the chance to travel to the States.
- **Future Educators Association:** The purpose of FEA is to maintain a community of students dedicated to the field of education and the profession of teaching. FEA establishes a network with the faculty, staff, and experienced educators in local school districts and professional educational organizations. FEA helps students explore financial aid and job opportunities in the field of education by providing opportunities to participate in conferences, conventions, workshops, and trips relevant to the profession.
- **Honors Music Festival:** The Honors Music Festival program offers 60 student instrumentalists and 80 vocalists the opportunity to gather for 5 days to study a variety of band and choral music. After a period of intensive rehearsals conducted by two of America's finest conductors, the students present a concert with a combined band and choral finale. The concert is performed in the Kurhaus in Wiesbaden, Germany, a large audience of both Americans and Germans.
- **International Student Leadership Institute (ISLI):** The focus of the 6-day ISLI is the instruction and development of leadership skills with students from DoDDS, the host nation, and international community schools. The faculty selects students who represent the school. The student participants at the Institute are expected to contribute to the roles of learner, planner, investigator, contributor, and team member.
- **JROTC Drill Team:** The JROTC Drill Team is composed of students enrolled in the JROTC curriculum. Drill team members provide Color Guards at home sporting events for local services. Members learn precision drill movements and intricate drill maneuvers. The drill team is cadet-run and develops leadership, self-confidence, and teamwork.
- **Junior Science & Humanities Symposium (JSHS):** JSHS is for students in grades 7-12 who are interested in the sciences, engineering, or mathematics. Students work on original projects at their schools, then compete in the DoDDS-Europe Regional for scholarships and awards.
- **Model United Nations:** MUN teaches parliamentary procedure and skills of debate, while keeping students abreast of the vital issues gripping the world today. The culmination of a semester of intensive classroom practice and research is participation in the Prague Model United Nations (PRAMUN) or The Hague International Model United Nations (THIMUN) conference in January. There, students participate in a mock UN session, along with other students from around the world. MUN offers excellent opportunities for students to improve leadership skills and expand their global awareness.
- **Model United States Senate:** MUSS is for students interested in controversial issues, current events, and debate. Students in grades 9–12 role play United States Senators, lobbyists, and members of the executive branch in a simulation of the Senate. Participants research a wide variety of contemporary issues and prepare bills for discussion

and debate. Parliamentary procedures used in legislative debating are an essential part of the debate and are easy to learn. In short, MUSS provides a forum for students to use a wide range of communication skills as they seek to promote and pass legislative proposals in a dynamic and challenging simulation. If you like to argue the issues, MUSS is for you!!!

- **National Honor Society:** Membership in the National Honor Society is open to sophomores, juniors, and seniors who have attended Vilseck High School for one year. Students must exhibit excellence in character, leadership, and service in the school and community. Students who are selected must maintain a semester average of 3.5.
- **Showcase Anthology:** Showcase is an anthology of original art and literature submitted by DoDDS-E students from pre-school through grade 12. Works included in the annual publication are vetted through a screening committee. Only those determined most worthy and publishable are included in the final printing.
- **Student Council:** The Student Council at Vilseck High School is a forum through which students can voice their opinions and express their concerns to the administration. Also acting as a mediator between the various clubs and interest groups in the school, the Student Council helps organize the calendar of student events, encouraging participation from the whole student body.
- **Student 2 Student (S2S):** S2S is an organization welcoming new students to Vilseck High School. S2S members acquaint new students not only with the school, but the surrounding military and host nation communities as well. S2S activities offer new students the opportunity to become positively and actively involved at Vilseck High School from the first day they arrive.
- **Jazz Seminar:** The Jazz Seminar incorporates 28 student instrumentalists and 6-8 vocalists who focus on the study of jazz. The students, under the direction of major musicians/educators, have the opportunity to listen, read, perform, and improvise jazz music. The culminating activity for the seminar is a series of jazz concerts presented by the students for the local community and schools. The seminar and concert are usually held in January each year.

### VILSECK HIGH SCHOOL SPONSORED CLUBS AND ACTIVITIES

STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS IN ORDER TO PARTICIPATE		
Drama	Art Club/Enrichment	Robotics
Pep Band	Special Olympics	Students Encouraging Students (SES)
Video Club	Writers' Club	
Music Enhancement	Multi-cultural Club	

### SCHOOL POLICY AND EXPECTATIONS FOR SOCIAL ACTIVITIES

#### SOCIAL FUNCTIONS

School social functions are an important part of our extra curricular program. The following guidelines should assist those concerned with scheduling, sponsoring, or chaperoning such activities.

#### DANCES

- ✓ Dances are organized for Vilseck High School students. Visitors may attend sponsored dances with approval by School Administration. Potential visitors must be at least high school age and are required to abide the visitor procedure. The deadline for such approval is 1530 hours the last school day before the dance. Group approval may be granted to

members of visiting student groups.

- ✓ The duration of dances will generally not exceed four hours. Events for weekday nights should end at 2200 hours. Events for weekend nights should end at 2300 hours. Formal or semi-formal dances (weekends only) will end at 2400 hours.
- ✓ Every event must be sponsored by an approved student group recognized by the student council and school administration. The group must have a faculty sponsor and an adequate number of chaperones must be present.

## TRANSPORTATION

### TRANSPORTATION POLICY

Students with a valid driver's license are permitted to drive an **automobile** to school. It is the student's responsibility to secure the car and its contents. *Students are not authorized to use the car during the school day.*

### SCHOOL BUS POLICY, SERVICE AND STUDENT BUS BEHAVIOR

The school district (not the military community) is in charge of school buses. The local school bus office coordinates the buses, implements and enforces the school bus rules.

It is the student's responsibility to meet the school bus on time and to engage in safe and proper behavior while on the bus. Transportation to and from school is a privilege.... not a right. Students found in violation of established rules regarding conduct aboard school buses will be subject to disciplinary action to include **loss of bus privileges**.

### ACTIVITY BUSES

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

Questions about school bus transportation should be directed to the School Transportation Office (STO)  
at DSN 476-2643 or CIV 09662-83-2643/2422

In the event of an emergency or if you receive no answer; please call the local Military Police Desk at 476-2490. They will contact someone at the Bus Office

- ✓ Parents must register their student(s) for bus transportation at the annual school registration or at the STO. A current photo of the student is required for the bus pass. Students may accompany parents for registration and a photo can be taken at that time.
- ✓ Each bus rider is issued a bus pass to ride an assigned bus. Students without bus passes will be reported for "failing to have a bus pass". The student will be given temporary status as an authorized bus rider and will be allowed to board the bus. However, with repeated offenses, it will be treated as a disciplinary issue with escalating consequences. With the second offense the student will lose riding privileges for one day, third offense – two days, fourth offense – three days. The sponsor will be contacted by phone and/or by letter and the days of the suspension will be arranged ahead of time. **Students will not be "stranded" because they forgot or lost their bus pass.**

- ✓ Please Notify the STO at least a week in advance if you change your home address if it will affect your child's school bus transportation. This includes when you move into or out of temporary lodging.
- ✓ Temporary bus passes can be issued on a limited basis. Normally the temporary is for 1 or 2 days to ride to or from school on a different bus but up to 30 days for purposes involving temporary lodging, emergency leave or TDY any of which can be renewed for 30 days at a time.
- ✓ Parents, sponsors and family members are not authorized to instruct drivers how to perform services. Please ***do not ask drivers*** to drive around the block or change the location of an authorized bus stop. If a change needs to be made, please get in contact with the school bus office.
- ✓ Parents wishing to ride the bus and act as bus monitors must volunteer with the Middle school at the Main Office before being authorized by the school bus office.
- ✓ Parents must agree to serve as a bus monitor when required by the military commander.

### SCHOOL BUS RULES

#### ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- ✓ comply with all school rules with the "Behavior Standards for School Bus Students";
- ✓ board and exit the bus in a safe manner and always show your bus pass;
- ✓ present bus pass when boarding the bus, and upon demand;
- ✓ remain seated while on the bus;
- ✓ talk with other passengers in a normal voice;
- ✓ keep all parts of the body inside the bus windows;
- ✓ keep aisles, steps, and empty seats from obstruction;
- ✓ remain fully and properly clothed;
- ✓ treat the driver and fellow students with respect;
- ✓ promptly comply with the bus driver's or monitor's instructions;
- ✓ treat the bus and other private property with care.

#### ON AND AROUND SCHOOL BUSES STUDENTS WILL NOT:

- ✓ fight, push, shove, or trip other passengers;
- ✓ use or possess un acceptable items identified in the school "Code of Conduct";
- ✓ push while boarding, on, or exiting the bus;
- ✓ get on or off the bus while the bus is in motion
- ✓ make excessive noise, or play electronic equipment without earphones;
- ✓ put objects out of bus windows or hang out of windows;
- ✓ engage in horseplay
- ✓ obstruct aisles, steps, or seats
- ✓ engage in public displays of affection;
- ✓ eat, drink, or litter on the bus;
- ✓ use profane or abusive language or make obscene gestures;
- ✓ spit or bite;
- ✓ harass, bully, or interfere with other students;
- ✓ disrespect, distract, or interfere with the bus driver;
- ✓ damage private property;
- ✓ sit in the bus driver's seat, or touch bus operating devises or equipment;
- ✓ open or try to open bus door;
- ✓ throw or shoot objects inside or out of bus;
- ✓ tamper with bus controls or emergency equipment;
- ✓ violate any other school rules, law, or military installation regulations.

## SCHOOL BUS RESPONSIBILITIES

### STUDENTS are responsible for:

- ✓ Obeying the "School Bus Rules".
- ✓ Immediately reporting the loss or damage of the bus pass to the school bus office.
- ✓ Providing the school bus office with written notification from parent/sponsor/guardian for any change from the normal authorized school bus transportation.

### PARENTS/GUARDIANS/SPONSORS are responsible for:

- ✓ Ensuring that their family members know and comply with the "School Bus Rules".
- ✓ Any damage to vehicles that may result from improper behavior of their child.
- ✓ The safety and conduct of family members in route to or from and at the bus stop.
- ✓ Ensuring that their family members are at the designated school bus pickup point five minutes prior to the bus' scheduled arrival time.
- ✓ Reporting any unsafe actions by drivers or bus riders to the school bus office
- ✓ Getting family members to and from school in accordance with school arrival and departure policies if the family member's bus riding privileges are suspended.
- ✓ Providing the school bus office with timely written notification when a student has a change in his/her normal authorized school bus transportation.

**PARENTS!! PLEASE TEACH YOUR CHILDREN NEVER TO WALK IN FRONT OF OR BEHIND THE SCHOOL BUS AND TO WAIT SIX FEET BACK FROM THE CURB. IN EUROPE TRAFFIC DOES NOT STOP FOR LOADING AND UNLOADING SCHOOL BUSES. YOUR CHILDREN ARE IN HARM'S WAY WHEN THEY STAND ON THE EDGE OF THE CURB OR ENTER THE STREET IN ROUTE TO OR FROM A SCHOOL BUS**

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
Vilseck High School  
Unit 28041  
APO AE 09112

**MEMORANDUM FOR ALL CONCERNED**

SUBJECT: Student Smoking (No Smoking Policy)

This letter gives our policy about student smoking. According to Department of Defense Education Activity (DoDEA) Regulation 2051.1, Enclosure 2, "Grounds for Discipline Including Suspension or Expulsion," and the recent legal update interpretation of this regulation, a student may be suspended or expelled from school if the principal determines that the student has possessed or used tobacco or any product containing tobacco or nicotine products:

**Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.**

There will be consequences for smoking on school grounds. **For the first incident of use, a student will be required to attend the "Alternative to Suspension Program", a three to four hour smoking cessation program conducted by our ASACS counselors (missing a class will result in immediate suspension). The second incident will result in suspension and referral to the Civilian Misconduct Authority for action under USAREUR Regulation 27-9.** Further incidents will result in more serious consequences. The school nurse has implemented a voluntary smoking cessation class to help reduce the number of smokers and I hope you will assist by discussing this important issue with your children.

Robert Nicholson  
Principal

GLOSSARY			
ACS	Army Community Services	DDESS	Dept. of Defense Dependents Elementary and Secondary Schools
AP	Advancement Placement	IAC	Installation Advisory Committee
ASD	After School Detention	MFLC	Military Family Life Consultants
ASACS	Adolescent Substance Abuse Counseling Services	PCS	Permanent Change of Station
AVID	Advancement Via Individual Determination	POC	Point of Contact
COB	Close of Business	S2S	Student To Student
CMA	Civilian Misconduct Authority	SAC	School Advisory Committee
CSC	Case Study Committee	SES	Students Encouraging Students
CSP	Continuous School Progress/Community Strategic Plan	SST	Student Support Team
DoDDS	Dept. of Defense Dependents Schools	STO	School Transportation Office
DoDEA	Dept. of Defense Education Activity		

VILSECK HIGH SCHOOL  
 Unit 28041  
 APO AE 09112

REQUEST FOR PERMISSION TO BRING A VISITOR TO SCHOOL

Date(s) of Visit: Mon. Tues. Wed. Thurs. Fri.

Circle One

The visitor(s) named below is requesting permission to accompany \_\_\_\_\_,  
 a student at Vilseck High School, to class on the date(s) noted above. While at the school the guest must respect all the school  
 rules and it is the responsibility of the student's sponsor to see that the guest is aware of all these rules.

The signature of the teacher indicates approval for the visit in the specific class.

<u>PERIOD</u>	<u>SUBJECT</u>	<u>SIGNATURE</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
	_____	_____
	Printed Name of Guest	Signature of the Student's Sponsor/Parent
	_____	_____
	Date Issued	Signature of the Assistant Principal

<u>PERIOD</u>	<u>SUBJECT</u>	<u>SIGNATURE</u>
5	_____	_____
6	_____	_____
7	_____	_____
Seminar	_____	_____
	_____	_____
	Printed Name of Guest	Signature of the Student's Sponsor/Parent
	_____	_____
	Date Issued	Signature of the Assistant Principal



VILSECK HIGH SCHOOL  
Unit 28041  
APO AE 09112

**Student Request for Outside Guest to School Function**

**\*\* IMPORTANT NOTE:** In order to bring a guest to VHS function, the student **MUST** bring a copy of the guest's picture ID to the school with this form. The guest must also bring the actual ID (or photocopy if guest is a Local National) to the school event to be verified by school personnel. If the student does not bring in a copy of the ID or the guest does not bring an ID to the school event, the guest will be denied entry.

Student Information
<b>Function</b> _____ <b>Today's Date</b> _____
<b>Student's Name</b> _____
<b>Student's Physical Address:</b> _____

Guest Information
<b>Name:</b> _____ <b>Age of Guest:</b> _____
<b>Relationship to Student:</b> _____
<b>Home Number:</b> _____ <b>Physical Address of Guest:</b> _____
<b>Rank of Guest (if applicable):</b> _____ <b>Superior's Signature:</b> _____
<b>Parent/ Guardian Name (if applicable):</b> _____
<b>Parent Guardian Signature (if applicable):</b> _____

*\*In sponsoring the above named guest, I understand that I am responsible for his/her actions while at this event and will ensure that my guest will follow all school and district regulations.*

Student Signature: \_\_\_\_\_ Parent/ Guardian Signature \_\_\_\_\_

APPROVED

DISAPPROVED

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Theft Log Report

This report enables us to attempt to identify and/or locate missing property and can possibly be useful to you if you intend to file a claim against the government for stolen property. It does not imply that school authorities will initiate anything beyond routine inquiry or investigation nor does this report initiate local or military police action or investigation.

The school cannot assume responsibility for the security of locker (regular and athletic) contents, but will attempt to assist solving locker problems if reported.

Individuals sustaining losses that they believe to be significant and warranting police action should notify the military police after completing this form. They can be contacted at 476-2490.

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

Items missing (to include description, book numbers, etc.), books, pens, shoes, coats, etc.

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Police contacted      YES \_\_\_\_\_ NO \_\_\_\_\_      Time \_\_\_\_\_      Date \_\_\_\_\_

Condition of locker, desk, cabinet or other container before and after the theft.

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Were locks cut or jimmed? YES \_\_\_\_\_ NO \_\_\_\_\_

Any other pertinent information to include anything other than what has not been mentioned above.

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Reported by \_\_\_\_\_ Received by \_\_\_\_\_

**VILSECK HIGH SCHOOL**  
**Lost Book/School Property Items**

Dear Student:

According to information supplied by your teacher, you have failed to account for all of the equipment issued to you. This must be done prior to departing VHS or the end of the school year. Please follow the directions listed below. If you have questions, see your teacher.

How to replace lost textbooks:

1. Contact the publisher or use an on-line book source (Amazon).
2. The replacement book must be the same edition as the one lost. It can be new or used providing it is in serviceable condition.
3. Purchase and order the item for delivery to:

**Vilseck High School**  
**ATTN: Supply – Lost / Damaged**  
**Unit 28041**  
**APO AE 09112**

How to replace lost equipment:

1. It is preferred when equipment is lost the exact item(s) be replaced for continued use. Information regarding the specifics of the replacement may be obtained from the coach, teacher, sponsor, or Supply Tech. If direct replacement is not possible, the procedure listed below must be followed:
  - a. It is recommended that the lost item be replaced as payment to the US Treasury does not guarantee that the school will be able to replace that item. Items can be replaced by ordering on-line or by contacting a distributor. If you order a replacement, you can have it shipped to Vilseck High School, Unit 28041, APO AE 09112, ATTN: Supply. Please provide a copy of your receipt to the main office with this notice.
  - b. If you do not replace the item, you are required to submit payment of the item to the school supply personnel.
  - c. You must have a Money Order. A Money Order may be purchased at a local APO or Banking Facility and must be made payable to THE TREASURER OF THE UNITED STATES.
2. PERSONAL CHECKS AND CASH CANNOT BE ACCEPTED!!!!.
3. Official school records may not be sent until all obligations are met.

You will receive a receipt for the Money Order. The supply personnel will notify the SAO that you have met your obligations. Retain a copy of the receipt for your records.

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

VILSECK HIGH SCHOOL  
Lost Book/School Property Items (pg. 2)

Item Lost & Replacement Price (be specific)

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Student's Signature Date

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Teacher's Signature Date

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Sponsor's Signature Date

**STUDENT BEHAVIOR EXPECTATIONS**  
**Student Activities**  
DoDDS-Europe

SCHOOL \_\_\_\_\_

ACTIVITY \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) 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 activity 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 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 rooms 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.

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.

**We have read these rules, understand them, and agree to comply with their intent.**

Student Signature \_\_\_\_\_

Date\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date\_\_\_\_\_

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
VILSECK HIGH SCHOOL  
Office of the Principal  
Unit 28041  
APO AE 09112

APPLICATION FOR ACCELERATED PROGRAM

Conditions and Procedures for Acceleration:

- The sponsor will present PCS orders or a written request (if orders are not yet available) to the registrar (Ms. Leming) at least 30 days prior to the departure day.
- There are fewer than 20 school days left in the semester before the Germany departure date.
- The withdrawal date from school will be no sooner than two days before the departure date. Student is not allowed on campus after withdrawal.
- The teacher will sign and date the application and will provide the accelerated work to the student within 5 days of the signature.
- A conference between the student, sponsor/parent, teachers, counselor, and administrator will be held within 5 days of application. All work requirements will be discussed at this time.

Completed accelerated work must be turned in to the individual teachers no later than five (5) school days prior to withdrawal from school. No later than 2 days before withdrawal the grade will be submitted to the registrar.

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

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Last Day of School \_\_\_\_\_ Date of Application \_\_\_\_\_

I certify that all of the conditions and procedures for acceleration have been met, and I will provide supervision to my child to certify that the advance assignments are properly completed and turned in a timely manner.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

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Guidance Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Courses	Teacher	Teacher's Signature	Date of Signature

I have met the conditions for acceleration as stated on the front of this form; the signatures of my teachers indicate approval on their level. Furthermore, I agree to complete accelerated work and turn it in no later than five (5) school days prior to my withdrawal from school, unless individual teachers make exceptions.

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Student Signature

Date



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
VILSECK HIGH SCHOOL  
Unit 28041  
APO AE 09112

LUNCH PRIVILEGES

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Duty Phone \_\_\_\_\_

Building # \_\_\_\_\_

I request permission for \_\_\_\_\_ to come home for lunch on

\_\_\_\_\_ to the Building listed above on post.

(Indicate days, e.g. "daily, M-W-F, only Tues", etc.)

**I verify that a parent will supervise the student when at home for lunch.**

**Student will sign in and out for lunch in the Main Office.**

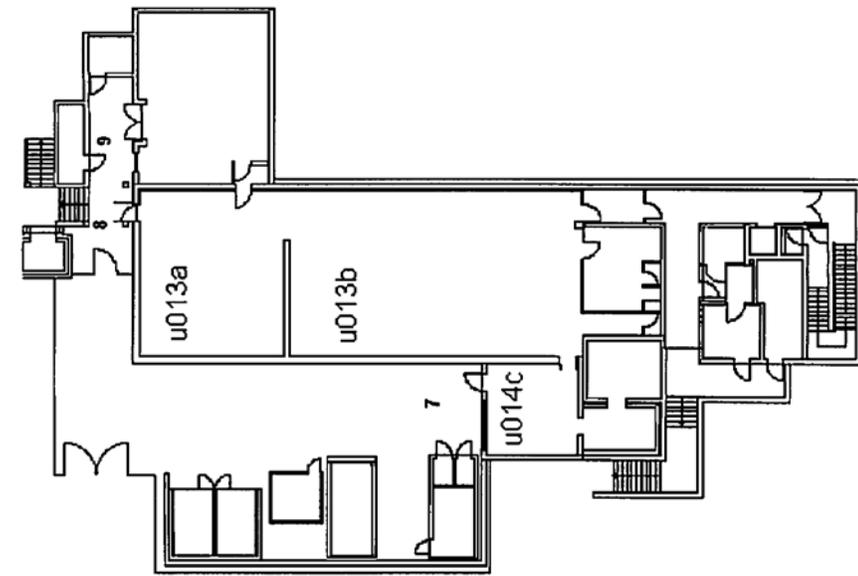
**Students must return to school in time for class.**

*(Note: Lunch privileges will be revoked if other students accompany the student home or if any school rules are violated during the lunch time.)*

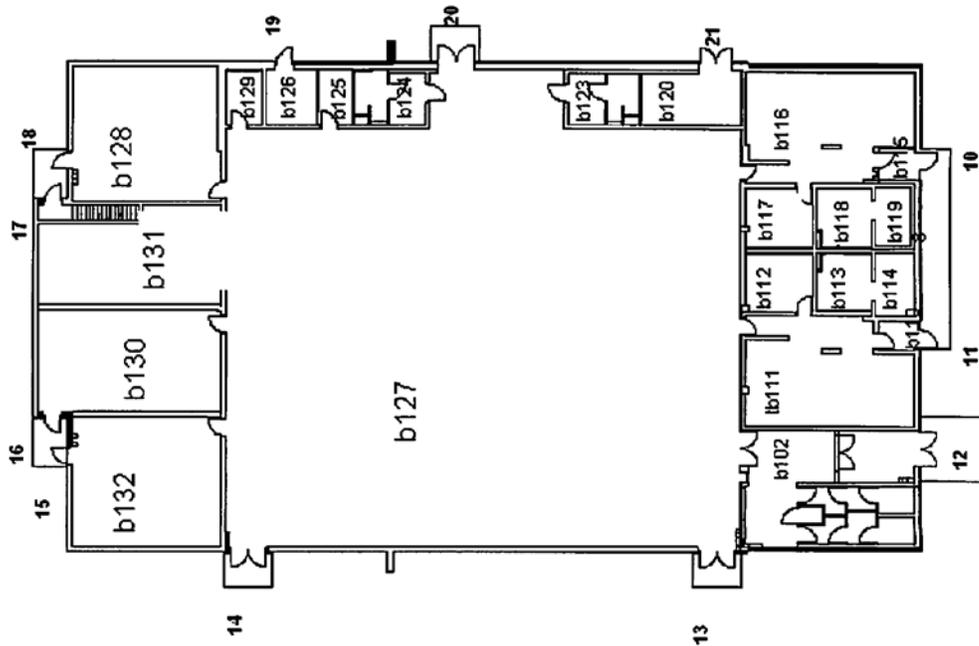
\_\_\_\_\_  
(Parent Signature)

*\*\* (This permission slip will remain valid for the current semester and must be renewed for the new semester)*

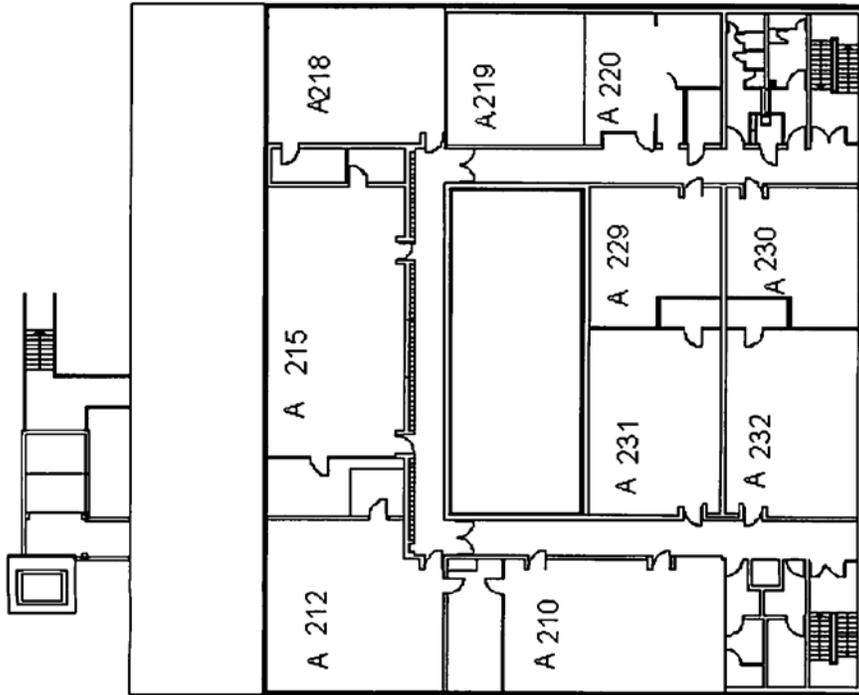




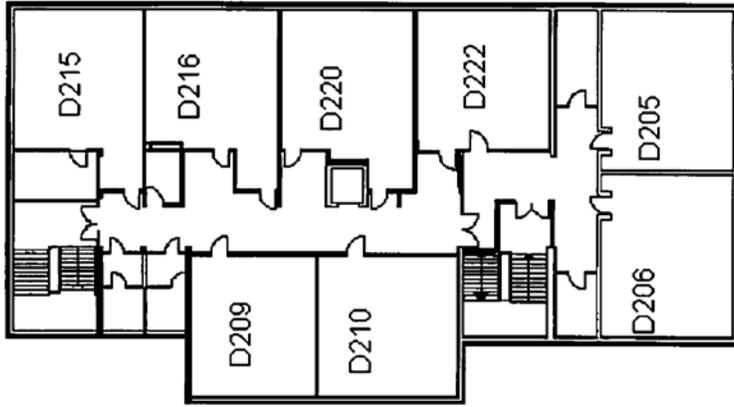
Underground 1801



Events Center 1802



1801 Upstairs



Upstairs 1804



*Welcome To*  
**Vilseck High School**