

VILSECK HIGH SCHOOL

FALCONS



STUDENT PLANNER

SY 2012-2013

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

Name: _____

Address: _____

Phone: _____

Grade: _____

Partial funding for this planner was graciously provided by the Vilseck & Grafenwoehr Spouses' Clubs.

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.

Bob Nicholson, Principal
Kelly L. Pulliam, Ass't Principal

ACCREDITATION

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

VHS Mission

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

VHS Vision

Falcons **S.O.A.R.** (Success, Opportunity, Achievement, Respect)

Goals

Goal 1: By the end of SY 2012, all students will improve grammatical and editing skills in all content areas by 3 percent as measured by the Terra Nova *Editing Skills* Objective, the PSAT *Word Choice and Grammatical Relationships* objective, and local assessments.

Goal 2: By the end of SY 2012, all students will improve their ability to analyze and represent information effectively in all content areas by 3 percent as measured by the Terra Nova *Data, Stats and Probability* Objective, the PSAT *Representation* objective, and local assessments.

VILSECK HIGH SCHOOL MOTTO

Building for Success

VILSECK HIGH SCHOOL COLORS

Maroon and Gold

VILSECK HIGH SCHOOL MASCOT

Falcon

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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
SY 12-13 CALENDAR**

SCHOOL ADDRESSES			
Local	Vilseck High School Sudlager GEB 1801 92249 Vilseck, Germany	APO	Vilseck High School Unit 28041 APO AE 09112
DoDDS CALENDAR FOR SY 2012/13			
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	13 June	Q4 Ends/ * <i>Graduation</i>
15-16 November	Parent/teacher Conference	14 June	Teacher Work Day
22-23 November	Thanksgiving Holiday		
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	Acceleration Dates	15 May
Acceleration Dates	21 December	Teacher Work Days 190	* <i>Subject to change</i>
Totals Days SY 12/13	Student School Days 183	Teacher Work Days 190	* <i>Subject to change</i>

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**Daily Bell Schedule with Lunch
SY 12-13**

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	Period 7 A	1125 - 1250	85
A			
B Lunch	B Lunch	1250 - 1335	45
Period 3 B	Period 7 B	1205 - 1330	85
Period 4	Seminar	1335 - 1500	85

TWO HOUR DELAY			
MAROO N	GOLD	CLASS TIME	MINUTES
WARNING BELL			1005
Period 1	Period 5	1010 - 1115	65
Period 3A	Period 7A	1120 - 1220	60
A Lunch	A Lunch	1115 - 1150	35
Period 3 B	Period 7 B	1155 - 1255	60
B Lunch	B Lunch	1220 - 1255	35
Period 2	Period 6	1300 - 1400	60
Period 4	Seminar	1405 - 1500	55

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

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)
Ahlstromer	Cassou	Ahlstromer	Cassou
Anglim	Colemann	Anglim	Colemann
Chanin	Connors	Chanin	Connors
Cunningham D	Connolly B	Cunningham D	Connolly B
Cunningham K	Connolly T	Cunningham K	Connolly T
Goodfellow	Gehring	Goodfellow	Gehring
Hahn	Hall	Hahn	Hall
Hare	Hasley	Hare	Hasley
Hogberg	Hooker	Hogberg	Hooker
Jakus	Loe	Jakus	Loe
King	Mead	King	Mead
Massey	Medsker	Massey	Medsker
McGhee	Morrison	McGhee	Morrison
Pollock M	Pollock K	Pollock M	Pollock K
Rauscher	Ritter	Rauscher	Ritter
Sabala	Sanchez	Sabala	Sanchez
Saldana	Smithson	Saldana	Smithson
Schaffer	VanDeventer	Schaffer	VanDeventer
Shannon	Wall	Shannon	Wall
Swenty	Watson	Swenty	Watson
Villella	Vavalli	Villella	Vavalli

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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.

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.
- ✓ If the student has another **Seminar pass**, he/she may sign-out at the passing bell and then proceed to his/her 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.

VILSECK HIGH SCHOOL INFORMATION CENTER

Information Specialist: Tracy Thornbrugh

LIBRARY HOURS: 800 TO 1510 (Before school, breaks, lunch and after school)

GUIDELINES

- 📖 Please, enter the information center quietly. The library is a **QUIET** area to study. Please keep the noise down to a whisper. **Be courteous.** Keep chairs on the floor and avoid rowdy behavior.
- 📖 Place your backpacks on the shelves inside the door. Backpacks should not be at the tables/computer area.
- 📖 Food, **gum**, and drinks are prohibited.
- 📖 Check out all books before exiting the library. **Do not reshelf the books**, please place them on the library carts or tables after you have taken them off the shelves, or give them to the librarian.
- 📖 If entering the library during class time, please sign-in and sign-out when you leave.
- 📖 Students may sign-up to come to the library during seminar.

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📖 Computers hooked up to SynchronEyes, a classroom management software that connects the teacher's computer with every computer in the library, are available for use during classes and seminar.

📖 **Books** can be checked out for 10 student days (@2 weeks) **Renewals** -- You can renew a book once, if it is not more than 2 days overdue. You can check out **2 books** at a time. Students with overdue book(s) can NOT check out any more books until the overdue book is returned. Overdue books cannot be renewed.

📖 **Fiction** is organized alphabetically by the author's last name, except for the first three bookcases which are organized by genre i.e. Romance, Science Fiction, Horror, Western, etc. These will have authors like J.K. Rowling, S.E. Hinton, Stephen King, and James Patterson.

DoDEA-PURCHASED ONLINE DATABASES

ENCYCLOPEDIA BRITANNICA: www.school.eb.com

Username: Vilseckjrs **Password:** !dodea

THOMSON GALE: <http://infotrac.galegroup.com/itweb/vilshs>

Authoritative reference and e-research of more than 600 databases

To Access from School: **Username:** vilshs **Password:** !dodea

To Access outside of School: **Username:** ravilshs **Password:** ra!dodea

PROQUEST/SIRS: <http://www.proquestk12.com>

Over a million images, 150,000 full text resources and 25,000 primary sources: millions of articles from more than 4,600 full-text scholarly journals, magazines, and newspapers.

To Access from School: **Username:** Vils-hs **Password:** !dodea

To Access outside of School: **Username:** ravilshsss **Password:** ra!dodea

NEWSBANK: <http://infoweb.newsbank.com>

Electronic editions of national and international newspapers

To Access from School: **Username:** Vils-hs **Password:** !dodea

To Access outside of School: **Username:** Ra-vils-hs **Password:** Ra-!dodea

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 teacher 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
- ✓ Sponsor daytime phone number and official email
- ✓ Student name and grade
- ✓ Specific reason for absence
- ✓ Sponsor signature

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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.

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 st = ASD/Saturday School X1	1 st = Saturday School X1
ASD excused if note brought within two days	2 nd = ASD/Saturday School X2	2 nd = Suspension
No note, ASD is served	3 rd = Suspension	3 rd = Suspension
If failure to bring a note is habitual, absences will be treated as truancy and require parent conference		4 th = Chronic Truancy will prompt the involvement of Civilian Misconduct Office
If you have concerns about your child's attendance please call DSN 476-2573/CIV 09662-83-2573. Current attendance records are maintained and we are happy to provide you with updates.		

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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.

TARDIES UP TO 10 MINUTES:	
1 st – 5 th	Teachers handle tardies according to his/her discipline plan*, which should include: 1) a warning; 2) a successful parent contact; 3) a serious consequence; *Student signs tardy log each time tardy.
6 th	Administrative referral = ASD/Saturday School X 1 assigned, parent contact
7 th	Administrative referral = ASD & Saturday School X 2 assigned, parent contact
8 th	Administrative referral = Suspension
TARDIES MORE THAN 10 MINUTES = REPORTED AS "UNEXCUSED ABSENCE"	
1 st	Student is NOT admitted to class without an admit slip and is sent to the 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.
2 nd	ASD detention/Saturday School
3 rd	Saturday School
4 th	Suspension
NOTE: Consequences for tardiness are accumulated per class per semester. Rules for all other offenses apply to the school year	

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 from **(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."

► **THE PURPOSE OF DETENTION IS BEHAVIOR MODIFICATION. IF, AFTER 5 DETENTIONS, BEHAVIOR HAS NOT BEEN**

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MODIFIED, MORE SERIOUS CONSEQUENCES WILL BE APPLIED. ◀

Detentions are at teacher and administrators discretion. Detentions may be assigned for 5 or more tardies, chronic and repetitive misbehavior, or a violation of classroom rules, disruptive behavior in the classroom and common areas, and behaviors which impact the safety and security of staff, students, and community.

SCHOOL ACTIVITIES AND EXCUSED ABSENCES

STUDY TRIPS. Students participating in class study trips must have a permission form completed by their sponsor and returned to the teacher/sponsor of the trip **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 0815 **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.

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. 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. Seniors may obtain off campus lunch privileges if the following guidelines are met:

2.0 GPA, satisfactory attendance, no detention or Saturday School owed. Seniors are to pick up an application in the office and it must be signed by administration. Seniors are not allowed to drive other non-seniors off campus for lunch. Senior passes will be reviewed each quarter. Excessive tardies, truancy or suspensions will jeopardize senior off campus pass. **Following lunch, students are expected to report to their 4th or 5th period or Seminar classes on time.**

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

http://www.dodea.edu/foia/iod/pdf/2051_02.pdf Student Rights and Responsibilities: DODEA Regulations

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

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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 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)

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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).

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- ✓ 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. 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.

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- ✓ 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.

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.

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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"> ✓ Homework and assigned tasks submitted 95% or more of the time ✓ Timeliness ✓ Positive Leadership - Constructive contributions in the classroom ✓ Exceptional demonstration of achievement in the class maintaining a grade of 90% or above all 4 quarters ✓ No discipline referrals and otherwise in good standing in the school.
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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. This may include:

Student may receive an "F" on the assignment, telephone call to the sponsor, and/or ASD.

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:

- ✓ F on the paper/assignment
- ✓ Possible removal from the National Honor Society, AVID, Student Council and other organizations per coach/sponsor and administration agreement.
- ✓ Disciplinary referral to administration for repeated offense,
- ✓ 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"*

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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. Teachers may give permission to listen to iPod, MP3 players, etc. at their discretion. 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.** ◀

CELL PHONES

Cell phones must be turned off during school hours. However cell phones may be used during lunch period. Teachers may use electronic devices for educational purposes. 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, parents must come to the school to pick up the phone.

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

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 22 December, 2012.

Earliest departure is close of business (COB) on 21 December, 2012.

Semester 2

Students must attend school all day on 12 May, 2013.

Earliest departure is close of business COB on 13 May, 2013.

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- ✓ 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** ◀

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

SCHOOL BUS RULES & RESPONSIBILITIES

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;
- ✓ keep all parts of the body inside the bus windows;
- ✓ keep aisles, steps, and empty seats from obstruction;
- ✓ 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

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.

Offenses may require suspension from bus privileges. A two week suspension will be implemented for repeat offenders.

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,” September, 2008, 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.

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- ✓ 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, & 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 requirements 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).
 - c. If you still do not have an official transcript by the 6th week to determine the GPA eligibility requirement, then again, at the 6th 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.

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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/removal 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 the 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**

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AUTHORIZES. IT IS NOT THE CALL OF A PARENT. ◀

VILSECK HIGH SCHOOL SPONSORED CLUBS AND ACTIVITIES

STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS IN ORDER TO PARTICIPATE		
Drama	Art Club/Enrichment	
Pep Band	Special Olympics	
Video Club	Multi-cultural Club	
Music Enhancement	Robotics Club	

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)	Culinary Faire
Future Business Leaders of America (FBLA)	Model United Nations (MUN)	
Future Educators Association (FEA)	Model United States Senate (MUSS)	
Honors Music Festival	National Honor Society	

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