



**BAUMHOLDER  
MIDDLE HIGH  
SCHOOL**

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**HOME OF THE  
BUCCANEERS**

**Joseph Malloy, Principal**

**Richard Jimenez, Assistant Principal**

**DSN: 485-7591 CIV: 06783-6-7591**

**E-mail: [BaumholderHS.Principal@eu.dodea.edu](mailto:BaumholderHS.Principal@eu.dodea.edu)**

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DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
BAUMHOLDER MIDDLE/HIGH SCHOOL  
UNIT 23816, BOX 30  
APO AE 09034-3816



Dear Students and Parents:

Welcome to Baumholder Middle High School! You are going to love this school! We look forward to an excellent school year focusing on academic achievement and personal development. The information in this handbook has been prepared to familiarize you with our educational programs and operational procedures. We urge you to carefully review this information as a family and keep it available for reference during the school year. Our school has enjoyed a long, proud history of academic excellence, co-curricular activities, and exemplary character development. I am looking forward to continuing many of the "Buccaneer" traditions. I hope that we can work together to make sure that each and every student maintains the high academic standards that our school has enjoyed. Our faculty and staff are here to assist you in reaching your academic goals. We have a wonderful school where each student is valued and supported.

The administration, faculty, and staff are set on delivering a quality education to each of our middle and high school students. We are committed to implementing the very best practices from the research on effective schools. In the middle school, our grade level teams work together toward success for every student. High school teachers work together in departments to guarantee a curriculum that meets the needs of all students. Students also find many opportunities to develop their interests and abilities. A wide range of programs is offered to expand the students' physical, cultural, and intellectual development. We realize the importance of attitude and self-respect; therefore, we focus on character education as well.

Baumholder Middle High School is fully accredited by AdvancED. Approximately 200 students are enrolled in grades 7-12. The year consists of two semesters with a total of 183 instructional days. As a Department of Defense Dependents' School (DoDDS), our educational program generally exceeds the standards of stateside schools. School policies have been designed to provide the best possible learning environment. The combination of fully qualified educators, a strong DoDDS curriculum, and our policies and procedures have enabled us to gain and maintain full accreditation from the AdvancED.

Students: We hope that you will become actively involved in our school's activities and special programs. You will soon find that there is much to do here. Your teachers will get to know you quickly and will help you to be happy and successful and Baumholder Middle High School.

Parents: Think of this as a community school. Your input is essential for our continued growth. The door is open to you any time you want to ask a question or raise a concern. We invite you to spend time with us so that you get to know the school. We encourage you to come in and lend a hand. Join the PTO, SAC, and School Improvement Team, or volunteer at school. By working together, we can continue to make Baumholder Middle High School a great place for students and parents.

We welcome you to BMHS and look forward to working with you!

Joseph Malloy  
Principal

# Introduction

## Department of Defense Education Activity Organization Vision, District Mission, School Goals

The mission of Baumholder Middle/High School is to provide an exemplary education that inspires and prepares all students for success in a dynamic, global environment.

The vision of Baumholder Middle/High School is to provide an education for all students that is standards-based, data driven student focused for highest student achievement.

Goal 1 – Critical Reading: Students will understand a variety of texts in all classes by using critical reading strategies.

Goal 2 – Problem Solving: Students will improve problem solving in all classes by following a variety of strategies.

### **ACCREDITATION**

Baumholder Middle High School is fully accredited by AdvancED, the accreditation agency that supervises most of the schools and colleges throughout the United States. Every five years the site visit team reviews school records and observes the operation of the school as part of the accreditation process. The last site visit was conducted in February 2009. A copy of the site report is available for review on the school website.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The purpose of the School Advisory Committee (SAC) is to act as a liaison and to provide two-way communication between the school and community to assure a positive school environment for students. The committee advises the principal on matters affecting the operation of the school. Committee concerns include school policy, instructional programs, staffing, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, and other matters educationally related. **This is an important vehicle for parent input into school matters. Often when a parent perspective is particularly desired, the Principal looks to the SAC for guidance.**

The SAC advises the Installation Commander on improvements for dependents' education, including matters related to administrative and logistical support and any other school matter that falls within the jurisdiction of the Installation Commander. The SAC provides comments and recommendations on matters that are decided at higher levels but which impact upon the school. Such matters include DODEA policy matters and budget plans and priorities for local schools.

**SAC meetings** occur quarterly in the school's Information Center. This year's SAC meeting times will appear in the Daily Bulletin. Any community member is welcome to attend the SAC meetings. Membership of the SAC comes from the parents, the staff, and the student body. Election procedures are outlined in the SAC Constitution and By-Laws.

## General Information

### ADDRESS

Baumholder Middle High School  
Attn: Principal  
Unit 23816 Box 30  
APO AE 09034

### TELEPHONE NUMBERS

DSN: 485-7590/7591  
CIV: 06783-6-7590 / 7591  
Fax: 06783-9116

**GPS Address:** 8801 School Road, Baumholder, Germany 55774

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

**School e-mail:** [BaumholderHS.Principal@eu.dodea.edu](mailto:BaumholderHS.Principal@eu.dodea.edu)

<b>Principal</b>	Joseph Malloy	<b>485-7590</b>
<b>Assistant Principal</b>	Richard Jimenez	<b>485-8109</b>
<b>Counselors</b>	Nakeam Binyard (7-8)	<b>485-7121</b>
	Mandy Quevedo (Grades 9-12)	<b>485-6656</b>
<b>Attendance/Registrar</b>	Tammie Kujawski	<b>485-7590</b>
<b>School Secretary</b>	Angela Drellack	<b>485-7591</b>
<b>Nurse</b>	James Copley	<b>485-6126</b>
<b>BUS</b>	Michael Mertz	<b>485-6874</b>
<b>Athletic Director</b>	Stephanie MacDowell	<b>485-6295</b>
<b>School Liaison Officer</b>	Randy Lambert	<b>485-6968</b>
<b>ASACS Counselor</b>	Audra Stock	<b>485-8772</b>
<b>Psychologist</b>	Michael Kieta	<b>485-85926432</b>
<b>School-Based Services</b>	Dana Tamasi	<b>485-6432</b>
<b>FAX # MAIN OFFICE</b>		<b>06783-9116</b>
<b>CSC Office</b>		<b>485-7121</b>
<b>AJROTC</b>	Major Schwab	<b>485-6722/6724</b>
<b>Playhouse</b>	Donna Andre'	<b>485-6420</b>
<b>Gym</b>		<b>485-6295</b>
<b>Information Center</b>	Judy Walter	<b>485-6289</b>
<b>District Superintendent's Office</b>		<b>489-6339/7132</b>

**CHAIN OF COMMAND and CONTACT INFORMATION**

**Classroom Teacher**

Baumholder Middle High School  
Attention: Classroom Teacher  
Unit 23816 Box 30  
APO, AE 09034  
DSN: 485-7590/1  
Commercial: 06783-67590/1

**Guidance Counselor**

Baumholder Middle High School  
Attention: Guidance Counselor  
Unit 23816 Box 30  
APO, AE 09034  
DSN: 485-7590/1  
Commercial: 06783-67590/1

**Joe Malloy, Principal**

Baumholder Middle High School  
Attention: Principal  
Unit 23816 Box 30  
APO, AE 09034  
DSN: 485-7590/1  
Commercial: 06783-67590/1

**Dr. Dell McMullen, Superintendent**

District Superintendent's Office, Kaiserslautern  
Unit 3405  
APO AE 09021  
DSN: 489-6339  
Commercial: 0631-351370

**Dr. Nancy Bresell, Director**

DoDDS Europe  
Unit 29649 Box 285  
APO, AE 09096-0285  
DSN: 338-7614  
Commercial: 0611-380-7614

**Ms. Marilee Fitzgerald, Director**

Department of Defense Education Activity  
4800 Mark Center Drive  
Alexandria, VA 22350-1400  
Commercial: 571-372-1885

**DAILY SCHEDULE**

BMHS operates on an alternating block schedule. Class periods are 90 minutes and classes meet every other day.

<b>MAROON DAY</b>		<b>GOLD DAY</b>
Period 1	0800-0930	Period 5
Period 2	0935-1105	Period 6
Lunch (HS)	1105-1140	Lunch (HS)
Period 3 (MS)	1110-1240	Period 7 (MS)
Period 3 (HS)	1145-1315	Period 7 (HS)
Lunch (MS)	1240-1315	Lunch (MS)
Period 4	1320-1450	Seminar
Seminar	1320-1350	Silent Study
	1350-1450	Report back to Seminar Class

**DELAYED OPENING**

(Due to weather conditions)

<b>MAROON DAY</b>		<b>GOLD DAY</b>
Period 1	1000-1100	Period 5
Period 2	1105-1205	Period 6
Lunch (HS)	1205-1240	Lunch (HS)
Period 3 (MS)	1210-1305	Period 7 (MS)
Period 3 (HS)	1245-1345	Period 7 (HS)
Lunch (MS)	1305-1345	Lunch (MS)
Period 4	1350-1450	Seminar

**MOLD Day**

(Due to school cancellation or as needed)

Period 1	0800-0850
Period 2	0855-0945
Period 3	0950-1040
Period 4	1045-1135
Period 5 (MS)	1140-1230/ 1135-1210 HS Lunch
Period 5 (HS)	1215-1300/1230-1300 MS Lunch
Period 6	1305-1355
Period 7	1400-1450

**DISMISSAL/DELAYED OPENING FOR INCLEMENT WEATHER**

The decision to close or delay the opening of school is made by the Baumholder military commander and based on road safety conditions. Announcements will be made over the Armed Forces Radio Station (Kaiserslautern and Baumholder AFN-AM/FM) beginning about 0630 hours on days when the opening of school is affected. Should conditions warrant closing school early, announcements will be made over AFN. Parents are urged to listen to AFN for announcements about school closings, delayed openings, or early dismissals.

### **ATTENDANCE RESPONSIBILITIES**

The faculty and administrators of Baumholder Middle High School want to provide the best education possible for your child. In order to ensure the academic success of your child, cooperation in encouraging regular attendance is essential. Please be aware that another critical purpose of this policy is to provide a safe educational environment for our students. Parents and guardians are **required** to call the school to report their child's absence. Calls should be made to the office at the beginning of the school day between 0730 to 0830 hours at DSN 485-7590 or CIV 06783-6-7590. At 0900, Baumholder Middle High School will begin contacting the parent or guardians of students with an unexcused absence.

### **CHECKING STUDENT IN/OUT**

Parents must sign their Baumholder Middle High School Student in or out through the main office when transporting their student on and off school property. Students who have legitimate reasons to leave school after the school day has started must be signed out in the main office. Parental approval **must** be obtained prior to signing out either through the presentation of a note or by telephonic contact. This rule applies to all students who will miss any class time. **Any student older than 18 years of age must also comply with this rule.**

### **DRIVING TO SCHOOL**

The Overseas Dependents School contracts for bus transportation for students to and from school. Along with transportation, the liability for the student's safety is accepted. For these reasons, students who cannot walk to school should utilize the transportation provided. Due to the limited parking space, students who drive a POV to school will only be permitted to park in the large Playhouse parking lot during school hours. **Student's POVs must be registered with the main office at Baumholder Middle High School.**

### **HALL PASSES**

Students must have an agenda planner to leave an assigned room. Students are encouraged to use the lavatory between classes.

### **INTERNET ACCEPTABLE USER POLICY**

Computer/Internet User Policy

The Acceptable User Policy is included in the Registration Packet and must be signed by the student and the sponsor prior to student use of any computer in the school. Violation of this policy may result in the temporary or permanent loss of computer privileges. Loss of computer privileges does not excuse a student from work required on the computer. Instead it requires them to accomplish said work outside of school.

### **LOCKERS**

Lockers are the property of the school and are offered to the students for their use. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used. Students should not give their locker combinations to other students or use a locker other than the one they are assigned by the school. Since lockers are considered a permanent part of the building, students are expected to keep them in good usable condition. Anything attached to the interior of the locker must be removed at the end of the school year or when the student is disenrolled. The search of lockers may be conducted by the administration if it is determined that the safety and well-being of the student body and building is in jeopardy. Some reasons include, but are not limited to: contraband, health, and safety.

**LOST AND FOUND**

Articles found in and around the school should be turned into the main office or nurse's office where the owners may claim their property by identifying it to office personnel. All articles will be kept for a reasonable period of time after which time they will be disposed of if not claimed. Unclaimed items will be removed from the school promptly at the end of each academic semester.

**MESSAGES/PHONE USE**

It is school policy that only messages from a parent/ guardian will be given to a student. The messages will be delivered at lunch or the end of the day unless the situation is an emergency. Students should not be pulled out of classes for any reason other than to be checked out of school by parents. Please inform employers, friends, and relatives that the school will not accept messages for students. Students will be allowed to use the telephone in the office for emergencies or to contact the school bus office.

**MISSING PERSONAL PROPERTY**

In the case of missing personal property, notify the administration (if necessary, military police or host nation law enforcement) and make a statement concerning the circumstances of the theft. Actions taken against suspects involved in a theft and subsequent legal processes will depend on the evidence obtained through the investigations conducted by the administration or law enforcement agencies. A student is always responsible for the safety and care of his or her own personal property. This includes not only during the school day, but any outside school-sponsored functions (class trips, study trips, visitations, etc.). Students are cautioned not to bring large amounts of money or personal property to school. Students, not the school, are responsible for their personal property. Lockers and locks are assigned to each student and should be kept secure at all times. During PE classes, lockers and locks are available. Under no circumstances should students leave valuables or belongings in the gym locker rooms unsecured. The school is NOT responsible for lost or stolen items.

**PARENT ACCESS**

The school policy is to accept only those visitors who have legitimate business. Visitors and parents must register in the office in the appropriate register to gain a visitor badge. Any guest in Baumholder must acquire visitor identification before entering corridors and return to the office prior to leaving the school. It is school policy to deny graduated Baumholder Middle High School students access to students during the school day for the purpose of visiting teachers or students.

**SPONSOR'S ABSENCE FROM THE AREA**

When either parents or a single parent are absent from the address including home and duty station, it is important that they inform the school of the appointed acting guardian. When the sponsor or parent absence is overnight, a Power of Attorney should be obtained from the Base Legal Office. In emergencies, if the school cannot contact sponsors or the individual designated as acting guardian, we are obligated to inform the respective commander.

### **STUDENT GUESTS**

Students occasionally request to have guests accompany them to classes for all or part of a school day. **This must be approved in advance.** A form is available in the Main Office for the student and parent to make such a request. Requests for stateside and local national visitors 12 to 19 years old will be considered for approval. We require that Administration be notified **3 days** ahead if a student plans to visit.

### **TEXTBOOKS AND SCHOOL EQUIPMENT**

Textbooks, school equipment, and materials that are issued are the responsibility of the student. Teachers will not accept a book that has been mutilated or shows other signs of excessive wear. If these conditions exist, the student must pay the replacement cost of the book before the grade in this subject is recorded on the permanent record card and final credit given.

### **USE OF SCHOOL FACILITIES**

Anyone interested in using the school facilities for an event or a regularly scheduled meeting should fill out the facility use request form in the Main Office. If approved, the school secretary will work out the details of the facility use.

### **VIDEO SURVEILLANCE EQUIPMENT**

We use video surveillance equipment at the entrances of the school.

# Academic Program / Student Records

## CLASS MEMBERSHIP

### Academic Standing by Class

Beginning in Grade 9, eligibility for membership in the sophomore, junior, and senior classes shall be determined on the basis of credits earned as follows:

- Sophomore Class 06 Credits
- Junior Class 12 Credits
- Senior Class 19 Credits



### GRADUATION REQUIREMENTS Classes of 2013-2015\*

Language Arts	4 Credits	2 years of ESL may be substituted for 2 years of English
Social Studies	3 Credits	1 credit in US History, 1 credit of either World History 9 or 10, and 1/2 credit in US Government required.
Science	3 Credits	Biology is required and either a chemistry or physics credit is required. Chemistry/Physics Applications in the Community meet the graduation requirement.
*Mathematics	3 Credits	Algebra 1 and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.
Fine Arts	1 Credit	Courses used to meet this unit must relate to: visual arts, music, theater, dance and/or humanities.
Professional Technical Studies	2 Credits	½ credit must be in computer technology.
Physical Education	1½ Credits	PEF 301, PEN 301 AND PEL 301 are required.
Health Education	½ Credit	
Foreign Language	2 Credits	Must be in the same language
*Elective Courses	6 Credits	
<b>TOTAL UNITS</b>	<b>26 Credits</b>	

**PLEASE NOTE:**

- 26 Credits needed & 2.0 (GPA) Grade Point Average
- See your counselor for more information.
- \*Starting with the class of 2016, students are required to earn 4 credits of mathematics in lieu of an elective. 26 Credits will still be the total number of units required.
- A waiver to the graduation requirements may be approved for a student arriving from CONUS who, through no fault of his own, cannot meet the requirements as outlined above. In such cases, the sponsor must request a waiver in writing.

### **ACCELERATED CREDIT FOR DEPARTING STUDENTS**

A student who withdraws from school with PCS orders within twenty (20) days of the end of a semester may be placed on an acceleration program that allows the student to earn full academic credit for the semester. The request for the acceleration program must be made through the principal's office at least thirty (30) days prior to the student's proposed withdrawal date. Teachers will provide additional assignments and assessment opportunities to cover the instructional time lost by the student's early departure. The completion of a semester examination may be required by the teacher. **The earliest date for acceleration for the first semester is December 13, 2012. The earliest date for an acceleration program for the second semester is May 16, 2013.** Classes in which the student is currently failing are not normally approved for acceleration. Acceleration programs are provided only in the case of PCS moves.

### **ADVANCED PLACEMENT COURSES**

The Advanced Placement (AP) program is sponsored by College Board and Educational Testing Service. Advanced Placement examinations are administered during the month of May. Students taking an Advanced Placement course in a DoDEA high school will be **required** to take the requisite AP examination in order to receive a weighted grade for the course. High school credit to meet graduation requirements and a weighted grade is awarded for successful completion of the Advanced Placement course during the school year.

### **CLASS RANKING FOR GRADUATION**

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

### **CONTROVERSIAL MATERIALS POLICY**

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

### **ELIGIBILITY FOR ACADEMIC HONORS**

The determination of Grade Point Average for class valedictorian will be based on student grades attained **at the end of the second semester of the graduating year**. Students who are graduating early, i.e., after completing 6 semesters of high school, are eligible to compete for the honor. However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible

**FINAL AND SEMESTER EXAMS**

It is suggested that all high school students take a final exam in their core courses. These exams may count as much as 2 of the semester average. The school administration reserves the right to determine the acceptability of an absence excuse and to authorize or deny the privilege of make-up. Students who fail to take the exam (for legitimate reasons) will receive an "incomplete" until the exam is made up. It is the responsibility of each student to make arrangements with the teacher for makeup exams. All exams must be made up within 3 days after the student returns to school.

**GRADE POINT AVERAGE**

A student’s cumulative grade point average (GPA) is determined by the average of the grade point values for all grades received to date. GPA is calculated after each semester. Weighted point values are assigned to each letter mark in advanced placement courses, if the student finishes the course and takes the AP test. Following is the method by which GPA is determined and the percentage required to earn each grade.

**GRADING**

Mark	Meaning	% Equivalent	Standard GPA	Weighted GPA
A	Excellent	90-100%	4	5
B	Good	80-89%	3	4
C	Average	70-79%	2	3
D	Poor	60-69%	1	2
F	Fail	Below 60%	0	0
I	Incomplete	Make up work	0	0
P	Pass	NA	NA	NA

**HONOR ROLL**

The Honor Roll is posted after each quarter during the school year. Copies are sent in the parent newsletter and Honors assemblies are held four times each year. The Honor Roll is divided into three categories. A failing grade in any subject automatically disqualifies a student from the Honor Roll, regardless of the grade point average.

**Principal’s Honor Roll 4.0 and Gold Honors 3.50 – 3.99 Maroon Honor Roll 3.00 – 3.49**

**HONORS DIPLOMA**

The Honors Diploma is awarded to students fulfilling the following criteria:

- Pass 4 Advanced Placement Classes
- GPA of 3.8 through the last semester of the senior year In addition to meeting all standard requirements for graduation.

**HOMEWORK REQUESTS**

Parents/Sponsors may request homework assignments for students absent from school for two (2) or more days by contacting the Main Office at DSN 485-7590/7591 or emailing the teacher(s).

**HOMEWORK DURING SUSPENSION**

Considering most students are at school when suspended, the question frequently arises as to whether the student can go to his/her teachers to obtain homework and assignments prior to leaving on suspension. In this situation, students ARE NOT ALLOWED to disrupt the educational process of others by interrupting classes for work. Students should check directly with teachers upon their return from suspension for any work and assignments missed while on suspension.

**INCOMPLETE GRADE(S)**

Students who receive a grade of incomplete on their report cards are required to make up the missing work within two academic weeks of the date the report card is issued. Those who fail to do so will receive a grade of zero for the work missed when calculating the quarter grade.

**INFORMATION CENTER**

The students of Baumholder Middle High School High School are fortunate to have a well-equipped Information Center under the supervision of a certified school Information Specialist. The Information Center is open before school, during classes, and after school.

**MAKE-UP WORK**

Tests, quizzes, class work, and homework assignments may be made-up when the student is absent from school. It is the responsibility of the student to approach the teacher for the missed work. Students will be granted a reasonable number of days to complete any missed class work or homework when the student is absent. Normally the student will have the same number of days to make up the work that he/she was absent. Failure to complete make-up work within established time limits may result in a failing grade for the work missed. If a test, quiz, or assignment has been announced in advance, it is reasonable for a teacher to expect a student to be prepared even if the student has been absent.

**PROGRESS REPORTS**

Progress reports will be sent electronically at the fifth (5<sup>th</sup>) and ninth (9<sup>th</sup>) week. A printed report card will be mailed at the end of quarter. Parents should make sure that they check GradeSpeed regularly. To register for a GradeSpeed account, please contact Tammie Kujawski at 485-7950.

**STUDENT RECORDS**

The eligible student or the parent shall have access to the student record. In no event shall such access be delayed more than two consecutive workdays after the initial request, unless the requesting party consents to a delay. Upon such request for access, the entire student record, regardless of the physical location of its parts, shall be made available. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. The eligible student or the parent shall have the right, upon request, to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

**STUDENT TRANSCRIPTS**

Under DoDEA regulation, school records are maintained on all enrolled students. Permanent copies of secondary transcripts are retained at the school for four years following graduation or withdrawal from Baumholder Middle High School. At the end of the fourth year, transcripts are forwarded to the DoDDS-Europe Area Office for consolidation for one year. Student requests for transcripts during the fifth year after leaving school should be sent to the Regional Executive Services Division at the following address:

<b>1-4 Years Post Graduation</b>	<b>5 Years and Beyond</b>
DoDDS-Europe	Educational Testing Services
Attn: Records Management	PO Box 6605
Unit 29649	Princeton, New Jersey 08541
APO AE 09096	Phone: (609) 720-6740
	Fax: (609) 720-6800

**WITHDRAWALS AND TRANSFERS**

Obtain appropriate forms from the Main Office. Sponsors must have orders in order to request withdrawal unless an exception is made by the administration. Requests should be made at least one week prior to the expected withdrawal date in order to inform staff and prepare paperwork. Have the forms filled out by teachers, return all books and property, and make sure all fees are paid. Take the completed forms to the Main Office for exit clearance.

## Student Services: Educational Services

### ASSESSMENT PROGRAMS

A number of voluntary national standardized tests will be administered in our school throughout the year. The results of these tests can be of considerable value to all students preparing for education beyond high school and are of special significance for students seeking college financial aid through scholarships and loans. Pamphlets describing these tests and application material are available in the Guidance Office.

Some facts about these tests are given below:

#### PSAT

The Preliminary Scholastic Aptitude Test (PSAT) is primarily given to 10th and 11th grade students. This test is good practice for the SAT college entrance test and serves as the qualifying examination for the National Merit Scholarship program. This test is a shorter version of the **SAT**, and should be taken by any Junior who plans to attend college. To take the **PSAT**, the student must normally register in the Guidance Office and pay the standard fee that is forwarded to the testing organization. DoDEA pays for all 10th grade students to take the PSAT. This test permits the student to automatically compete for many scholarships. Students who fail to win scholarships but who make high test scores are placed on a special list that is sent to many colleges. Some colleges use the list for admission purposes and also for offering scholarships.

#### SAT and ACT

College entrance exams are the **SCHOLASTIC APTITUDE TEST (SAT)** and the **ACHIEVEMENT TESTS (ACT)**. The SAT is required as an entrance exam by many colleges while the ACT, if required, is used for placement purposes by the colleges. To register for the SAT and ACT, the applicant must first obtain application materials in the guidance office. It is then the applicant responsibility to mail the completed form and fees to:

**College Entrance Examination Board  
P.O. Box 592 Princeton, New Jersey 08540**

Information regarding registration, cost, and test site information is available from the school's guidance counselor. When registering online for testing, the ACT and SAT codes for Baumholder High School is 576060 and the site code for Baumholder is 576060.

#### TERRA NOVA

Terra Nova is a series of tests given to all students in grades 3-11 as a part of the DoDEA system-wide testing program. The program is conducted in March of each year and provides students, parents, and the school with information regarding student performance and comparisons with stateside schools.

#### CASE STUDY COMMITTEE

Baumholder Middle High School is fortunate to have a wide array of expertise in its multidisciplinary team of support specialists. These specialists aid parents, students, and teachers with their health, social, emotional, and academic concerns. This team functions as the Case Study Committee (CSC). The CSC is composed of one counselor, one resource room teacher, speech and language specialist, school nurse and an administrator.

The procedure for processing an initial referral from a parent, teacher, or student is simple. If the problem concerns a student who is having learning difficulties, which cannot be attributed to student motivation or adequate preparation, then a conference is called between the parents and teachers. If the consensus of this conference is that the student does appear to have a learning problem, then a permission-to-test form is signed. The appropriate specialists will do the diagnostic testing. The student's records, teacher observations, and testing results will be discussed at the CSC meeting. At this time, the committee, with the help of the concerned parents, will discuss an appropriate program to meet the student's needs. This plan may or may not include the services of some of the specialists. At the time of the team meeting all members of the Evaluation Team will determine whether or not the particular student's special need requires modifications of the rules and regulations outlined in the handbook. If the Team recommends modifications, those specific modifications shall be written into the student's IEP. If no modifications are made, the special needs student will comply with the handbook as written. As noted in the student's IEP, any violations will be acted upon as stated in the handbook. Additional information may be obtained through the main office, the counselor's office or the CSC Chairperson.

#### **CHILD FIND**

The Child Find Program is DoDEA's initiative to locate and identify children who may potentially have disabilities or medical conditions that impede learning and require individual and appropriate special education services. DoDEA is actively in search of these students so they can receive educational support through necessary interventions and/or the special education services. Teachers who learn of students who could be considered for services under this program should inform the principal, school nurse, or CSC Chairperson. Parents are also encouraged to contact the school regarding special education concerns.

# Student Health Services

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, at any athletic event, or field trip sponsored by the school must be reported immediately to the person in charge, the school nurse, and the school administration. Written accident reports are required and must be returned to the school nurse as soon as possible.

## **ILLNESS**

If a student becomes ill, he/she should notify the teacher in charge, get a corridor pass from the teacher, and report directly to the nurse for care. If the nurse is temporarily out, students are to report to the main office.

The school nurse will call parents if he feels the student should go home. It is the parent's responsibility to pick students up at the school. Neither the nurse nor any staff member is allowed to drive the student home. No student will be dismissed because of illness unless the parent or command sponsor will pick up the student or assume responsibility for the student's safety.

### **When should my child return to school after being ill?**

- Temperature below 98.8 ° F for 24 hours, unaided by medication, after a temperature elevation of 100 ° F or greater.
- No significant nausea, vomiting (more than twice in 24 hours) or diarrhea (more than two loose bowel movements in 24 hours)
- Chicken Pox (Varicella) lesions crusted and dry, at least 5-7 days from onset
- Lice treatment initiated
- Impetigo covered and under medical provider's care, note required
- Scabies, 8 hours after first prescribed treatment, note required
- Conjunctivitis, signs of infection have cleared or note from physician
- Ringworm covered, under medical provider's care, note required
- Any illness or condition that prevents a child from fully participating in school activities, such as a constant cough, lethargy (extreme tiredness), irritability, crying or behavioral changes should be resolved before the child returns to school.

If you are uncertain as to the health status of your child, please make an appointment with your child's primary health care provider for an evaluation.

### **IMPORTANT NOTE CONCERNING MEDICATIONS**

If a student needs any medications during school hours, the nurse must have the physician's order. Students are not to have medication in their possession at school and in the event of violation are subject to disciplinary action.

### **ADOLESCENT SUBSTANCE ABUSE COUNSELING SERVICE (ASACS)**

Baumholder Middle High School is fortunate to have an ASACS Counselor assigned to assist students who are experiencing problems with alcohol, drugs, tobacco, etc. The ASACS Counselor is available to meet with students individually or in small group sessions, also with families with a scheduled appointment. The counselor can be reached at CIV. 06783-6-7121 or DSN 485-7121 during school hours.

# Student Activities

## ACTIVITIES

Baumholder Middle High School takes great pride in student achievement and student involvement in a wide range of extra-curricular activities. Activities available to students are listed below:

- Future Educators' Association
- Yearbook
- MS Brain Bowl
- HS Academic Games
- Drama Club
- After School Tutoring
- JROTC Rifle Team
- JROTC Drill Team
- Math Counts Team
- National Junior Honor Society
- National Honor Society
- Model United Nations
- Student Council
- Peer Mediation
- Student Government (Student Council and Class Officers)
- Student 2 Student

## ACTIVITY BUSES AT 1740

Busses leaving at 1740 are provided for students involved in extracurricular activities or after-school tutoring. Housing and town drop-off points may vary from year to year. Check with the Bus Transportation Office.

## NATIONAL HONOR SOCIETY - Baumholder High School Chapter

At BMHS, eligible students may apply for membership during the 4th quarter when application packets and specific application instructions are distributed. Interested students should contact Mr. Coyour for more information.

## PROCEDURES FOR SELECTION INTO THE NATIONAL HONOR SOCIETY

1. The National Honor Society will check the cumulative high school grade point average (GPA) of every student in the tenth and eleventh grades. The students must have a GPA of 3.4 or higher (without rounding up) to be considered eligible candidates.
2. Eligible students will be given invitations to apply for membership into the National Honor Society during the 4th quarter. Students will also be given the application packet with directions to return it to Mr. Coyour in room 214 by 3:15 p.m. within two weeks. Failure to return the completed application on time will automatically remove the student from further consideration for membership into the National Honor Society for the current school year.
3. A comprehensive list of all students who have submitted applications will be sent to the teachers for any comments teachers might have about the nominees. These comments will be kept confidential and will not be revealed to the students. Teachers will be asked to return their comments within one week.
4. Attendance and discipline records will be checked for every student who submitted an

application.

5. The Faculty Advisory Board will interview the prospective members after school beginning within one week of the application deadline. The board will make selections after the interviews are completed.
6. The selection of new members into the National Honor Society is at the sole discretion of the Baumholder NHS Faculty Advisory Board chosen by the sponsor. In selecting the final inductees, each board member will take into consideration the essay, the Student Activity Information Form, the attendance/discipline report, the interview, and any comments (either positive or negative) from the faculty. The selections made by the Faculty Advisory Board are final and will not be changed after the list of new inductees has been posted.
7. The new inductees will be announced through the Daily Bulletin the next school day after the members have been selected.
8. A final list of the new inductees will be placed at the door of Ms. Kretz's classroom (119) at the front office, and at the information media center no later than two days after the members have been selected.
9. An induction ceremony for the new members will be held at a time shortly thereafter.

### **STUDENT COUNCIL**

At Baumholder Middle High School, the student body elects a President, Vice President, Secretary, and Treasurer. The student council itself appoints an Historian and a Parliamentarian. Regularly scheduled meetings of the Student Council Board are held monthly. Students in each grade level elect their own class officers.

## **DoDDS-E**

### **Interscholastic Athletic Program**

*DoDDS-Europe Manual 2740.2 July 2010*

#### **INTERSCHOLASTIC ATHLETICS ARE GOVERNED BY THE RULES AND REGULATIONS OF THE DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS ATHLETIC ASSOCIATION**

In accordance with the authority and requirements of Reference (a), this Manual establishes policy, procedures, and responsibilities in support of the Department of Defense Dependents Schools-Europe (DoDDS-E) Interscholastic Athletic Program (IAP).

The policies set forth in this Manual apply to DoDDS-E superintendents, school administrators, teachers, students, DoDDS-E staff, and IAP volunteers.

#### **POLICY**

Athletics play a major role in the lives of many people within DoDDS-E schools who participate as players, coaches, officials, and spectators. A well-administered athletic program is an integral part of the total curriculum of a school and should enhance the physical, mental, social, and emotional growth of each participant. A student athlete engages in challenging learning opportunities both on and off the playing field, with responsible and productive citizenship a requisite part of sports participation. The IAP is administered in accordance with existing DoDDS-E policies, rules, and procedures. The DoDDS-Europe Interscholastic Athletic Program (IAP) is designed to promote and encourage maximum participation of students attending a DoDDS-E school in wholesome, supervised activities in order to enhance students', social, physical, and emotional development. These valuable educational experiences directly complement classroom academic performance. They are also viewed as very important in the total preparation of every DoDDS-E student to be a productive citizen in the 21st Century.

#### **ELIGIBILITY REQUIREMENTS AGE**

Any student, who, on the first day of August, has reached or passed his or her 19th birthday, will be ineligible to practice/participate in athletic events. A contestant who is age-eligible from the first day of August remains eligible throughout the school year. A student shall be eligible for competition only during eight consecutive semesters after entry into the 9th grade and prior to graduation. No student may participate on a high school team who has not entered the 9th grade.

#### **HOME SCHOOLED STUDENTS**

Students eligible to attend a DoDDS-E school on a space-required, tuition free (category 1-A) basis are eligible to participate in the IAP. Home schooled students participating in the IAP must meet the same eligibility requirements applicable to all other student participants.

8.6.2 Home schooled tuition paying students are required to pay a participation fee as determined by the Associate Director, DoDEA

#### **LIMITATION OF TEAM MEMBERSHIP**

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

### **OUT -OF –TOWN AND AWAY EVENTS**

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

### **APPEALS**

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

The steps for appeal are:

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

### **ATHLETICS AND ATTENDANCE POLICY**

**Students are required to be in school the full day on the day of a weekday game. The only exception is for an appointment approved by the school administration in advance. A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance. If games are scheduled for both Friday and Saturday only the Friday game will be missed due to absence on Friday.**

### **SPORT OFFERINGS**

Interscholastic Athletic Program (IAP): Any school/DoDDS sponsored program, which provides opportunity for students to participate in an organized athletic/sports program. This may include: Basketball, Cross Country, Football, Golf, Soccer, Tennis, Track and Field, Volleyball, Wrestling, Cheerleading, JROTC Rifle Team and Softball.

Providing there are a sufficient number of participants, the following sports are available at Baumholder Middle/High School:

- Football – High School
- Volleyball – High School
- Cross Country – High School and Middle School
- Tennis – High School and Middle School
- Cheerleading – High School
- Basketball – High School
- Wrestling – High School and Middle School
- Golf – High School and Middle School

- Rifle Team – High School
- Soccer -High School
- Track and Field -High School and Middle School
- Softball-High School

#### **ACADEMIC ELIGIBILITY REQUIREMENTS**

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

The initial eligibility for the activity of sport will be determined by the semester or quarter grades as outlined above.

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

All incoming Ninth grade students are eligible for the first semester if they are not failing more than one class weekly.

Tenth, Eleventh, and Twelfth grade students must earn a 2.0 GPA and may fail no more than one class the previous semester to be eligible.

Students who participate in activities, for which air travel are purchased, other than athletics, such as Honors Band and Choir and Creative Connections, cannot be declared ineligible within three weeks prior to the event.

#### **STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT**

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

The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the semester to ensure students maintain eligibility requirements.

Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.

Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to monitoring sessions, tutoring, before and after school study halls/instruction, etc. This paragraph is intended to establish equity for all students, to include those transferring to other DoDDS schools and who wish to continue participating in the IAP.

Each school is to develop a specific plan for monitoring grade eligibility. Baumholder Middle High School will complete grade checks by COB every Tuesday of each week that interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 0800 through the following Wednesday 0800. A letter of exception to this policy may be submitted to the Athletic Coordinator for changing the day. This request must be based upon unique needs. Any student declared ineligible cannot be changed by the Administrator on Friday of any week the student has been declared ineligible.

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

Scholastic eligibility may be waived for students at the discretion of the Principal if the student is identified as "special needs" by the Case Study Committee and the Individual Education Program is on file. All other eligibility requirements, i.e., age, number of semester, etc., must be met.

#### **MEDICAL REQUIREMENTS FOR PARTICIPANTS**

Baumholder Middle/High School participates in Division III. For any student who participates in any athletic program in the DoDDS, the school must have possession of a physical examination report by the military or family physician, medical power of attorney (MPOA), and record of emergency care prior to any student participating on a school teams, to include practice sessions.

#### **INJURIES AND INSURANCE**

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

Parents who are not entitled to free medical care for their dependents should be aware that responsibility for injuries these students may incur is a personal expense unless satisfactory evidence can be presented, through established claim procedures that the injury resulted from government negligence, and monetary compensation should be provided. Parents who believe their present insurance coverage is not adequate should either increase the protection available through their respective employers or supplement their existing coverage through a private company.

#### **DoDDS-E Athletic Drug and Alcohol Policy**

*DoDDS-Europe –Effective August 23, 2010*

The possession, use, or sale of controlled or mind-altering substances, tobacco, alcoholic beverages, hallucinogenic drugs, inhalants, or combination of drugs or paraphernalia expressly prohibited by federal, or local laws, including prohibited substances which shall include those substances possessed, sold, and/or used that are held out to be, or represented to be, controlled substances by any student are prohibited.

Members of an athletic team who, during the season (the 1<sup>st</sup> day of practice through the awards ceremony), violate the controlled substance policy during the school day, on or off school property (to include while riding to or from school, school events or school buses) or while attending/participating in a DoDDS-E function under the jurisdiction of the school, will be removed from the team for the remainder of the season.

Violations occurring during the post season championships (to include qualifying tournaments) will result in suspension from participation in the next sports season. Parents will be responsible for transporting their child when athlete is removed during the championships.

Members of an athletic team who, during the season, possess/use tobacco and/or alcohol – outside of the time and events stated above in point A, are subject to the following:

1<sup>st</sup> Offense during the school year: Team member is suspended from all competition for the next seven calendar days. If the suspension occurs during a time period when games are not scheduled, the team member will miss the next scheduled competition. If traveling on an overnight trip, team member will miss the entire weekend of competition.

For the team member to be reinstated to the team, the student-athlete must show proof of attending one counseling session and scheduling and attending at least two more counseling sessions within the next three weeks. If the offense occurs at the end of a sport season, the seven calendar days and one athletic competition will be carried over to the next season that the athlete participates.

2<sup>nd</sup> Offense during the school year: Team member is removed from athletic participation for the remainder of the school year.

### **HAZING**

Hazing, or aiding and abetting any other student in the commission of hazing, is unacceptable. Any such behavior will be reported to the appropriate DoDDS-E authority and subject to disciplinary action. A safe learning environment that is free from hazing for students and staff members will be maintained at all times. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **SCHOOL SUSPENSIONS**

Any student suspended from school is not eligible, at the minimum, for the next scheduled DoDDS-E competition.

### **APPEALS TO ATHLETIC COUNCIL**

Any athlete removed from a team for disciplinary reasons will have the opportunity for a hearing before the Athletic Council upon a written request from the athlete involved. The hearing will be held within 48 hours of receipt of the request and the decision of the Council will be binding. The athlete may not practice, participate nor travel with the team until the hearing is held. The decision of the Council will be final. Procedures for appeal may be obtained from the Athletic Director.

The Athletic Council will be composed of an administrator, the athletic director, and the coaches of the season in which the student is involved, a student representative from the Student Council and a community representative.

### **SPECTATOR AND PARENTAL CONDUCT AT ATHLETIC CONTESTS**

Spectators, both students and adults, are an important part of DoDDS athletic events. They serve to validate the positive values learned through athletic experiences, and to support the personal efforts and successes of individual athletes. At DoDDS-E athletic events, it is inappropriate for spectators to engage in violence, obscenity or obscene gestures, harassment of officials, verbal abuse, possession of or use of alcohol and tobacco, using illegal substances, vandalism, or throwing objects. Artificial noise makers to include, but not limited to, air horns, trumpets, drums, and cow bells are not permitted to be used before, during, and after DoDDS athletic events. We feel that parental interest and support are important. The Baumholder Middle High School and our community have been praised in the past for our sportsmanship. This is an area, however, that needs to be continually stressed.

1. Parents should be encouraged to relieve the pressure of competition by stressing the importance of having fun. Players should not be pressured by excitement or tension created by their parents.
2. Coaches should emphasize their surrogate role within their coaching function on the field. Parents are to be reminded that they are not to question any decision of the coach or the referees.
3. Excessive screaming or direction of inflammatory remarks to coaches, players or referees is strictly prohibited. Only cheering of a positive nature should be encouraged.
4. Under no circumstances will a parent be allowed to enter the playing field during active play.
5. Encourage parents to avoid conflicts with parents or other adults from the opposing team.
6. Always encourage good sportsmanship. Parents should teach their children to be gracious winners and good losers.
7. Discourage conversations between parent and player. No communication should be allowed during the game. Avoid additional distractions (e.g., film taking) whenever possible.
8. Parents should know the playing rules of the sport. They should teach these rules to their children. The coach can clarify any idiosyncratic aspects of the game if you have questions.
9. Punctuality and proper dress are a major responsibility of the parents. In addition, improper dress on the field creates unnecessary difficulties for the coach, player and his/her teammates.
10. Setting an example for your child to follow is the most important aspect of parent behavior. Players tend to imitate and emulate the behavior of their parents religiously, without any evaluation of its veracity.

**The complete DoDDS-Europe Policy statement is available from the Athletic Director located in the Gymnasium Office.**

# Student Rights and Responsibilities

## STUDENT RIGHTS

- Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160, DoDEA Administrative Instruction 2500.14, and DoD Instruction 1342.12 without regard to race, sex, color, national origin, disability, age, sexual orientations, or status as a parent.
- Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassments, bullying, drugs, and alcohol, and other unwanted conduct.
- Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution; freedom from unwarranted search and seizure under Amendment IV; and due process under Amendment V. These rights shall be recognized, respected, and balanced with the responsibility of DoDEA School to maintain an environment conducive to learning and free from disruption.
- Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1.
- School allow equal access to school facilities by student sponsored noncurriculum-related activities if a school allows any such student group access to school facilities.

## STUDENT RESPONSIBILITIES

Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect.

### DoDEA Students Shall:

- Actively participate in the educational process, to include school-sponsored activities in and outside of the classroom, as appropriate.
- Refrain from conduct or behavior that is disruptive or causes, or might reasonably be predicted to cause, disruption at school, on school-provided transportation, and at school-sponsored and school-supervised activities on or off campus. Also refrain from interfering with the education of other students or the orderly operation of the school.
- Respect the rights and human dignity of other students and all school employees, which includes refraining from discrimination or harassment (including sexual harassment), based on the race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent; intimidation; hazing; or bullying (including cyber bullying); or retaliation.
- Attend school and classes regularly and punctually, except when excused.
- Make a conscientious effort in all classes
- Participate in and take advantage of educational opportunities provided by DoDEA schools.
- Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures, and by complying with the directions of principals, teachers, educational assistants, and other authorized school employees when the student is properly under the authority of school employees.
- Properly maintain school property.
- Not endanger themselves, other students, school employees, or the public by possessing materials or objects that are potentially hazardous and/or prohibited by law in the United States, the military installation, or the host nation.
- Dress in a manner that complies with the school's dress code policy.
- Bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

- Accept the consequences of their actions, including discipline, in accordance with DoDEA 2051.1.  
**The complete “Student Rights and Responsibilities” will be found in DoDEA Administrative Instruction 2052.02**

## CODE OF CONDUCT – STUDENT DISCIPLINE AND CONSEQUENCES

### DISCIPLINE

Baumholder Middle High School’s Discipline Policy is based on compliance with DODEA Regulation 2051.1. This regulation, Department of Defense Education Activity Disciplinary Rules and Procedures, is available in the principal’s office.

Discipline will be maintained at a high level, which will result in (1) maximum growth of the student in self-control; (2) high regard for fellow members of the student body; and (3) pride in the school as a part of the community.

Principals have an obligation to keep the responsible military authorities informed of serious or repeated misbehavior when it is apparent such actions negatively impact the American reputation and position overseas. Principals also cooperate with the responsible military and community authorities providing requested information related to discipline and other issues.

The teacher is responsible for maintaining a classroom environment which best fosters the development of positive, self-directed behavior. Each teacher enforces a classroom management plan approved by the administration. Students are given a copy of this plan within the first week of school. Plans are designed to encourage appropriate behavior and to involve parents in the disciplinary process for routine matters. When preventive measures, including teacher-student conference and parental notification, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action.

Individual classroom teachers may develop more specific rules for students. Teachers may assign after school detention with a 24 hour notice.

When students do not adhere to the school or classroom rules, appropriate action will be taken to ensure that a positive learning environment exists for all students in the school. The school rules are in effect at all events sponsored by Baumholder Middle/High School to include after school and off campus.

To focus on academic and social growth, we use progressive steps in discipline matters when the learning environment or peaceful nature of the school environment is disrupted.

## **DEFINITIONS OF DISCIPLINE PROCESS**

### **Detention policies and procedures:**

1. Students will be notified concerning the time, date, and rules of the detention room. Students are responsible for complying with this information.
2. The sponsor will be notified of the detention assignment.
3. If students are unable to attend the assigned detention, a sponsor-written note must be presented to the administration with an acceptable reason (e.g., doctor's appointment, no transportation, etc.), asking for the detention to be reassigned.
4. Failure to attend detention may result in a more serious consequence (e.g., longer detention, overnight suspension, suspension).

### **Suspension policies and procedures:**

CHILD (REN) MUST BE ACCOMPANIED BY A PARENT/GUARDIAN ON THE DAY (S) OF SUSPENSION. This applies for all three-suspension scenarios lasting more than one day:

1. Shadowing – Parent accompanies student to all classes and remains throughout the day, including lunch.
2. Out-of-School – Parent accompanies, and remains, with student at Community Work Detail.
3. In-School – Parent accompanies, and remains with, student in designated room at the school. School assignments for the day are to be accomplished.

The following suspension guidelines apply:

1. Students who are suspended or expelled are permitted to make up their work and earn grades and credits (DoDEA Regulation 2051.1). It is the student's responsibility to initiate make-up work.
2. While students are suspended from school, parents may arrange for students to perform community service. School administrators will provide parents with the necessary information.
3. A conference between sponsor, student, and an administrator is required before, during, or after the suspension.
4. A copy of all suspension letters will be sent to the sponsor's commanding officer, the district superintendent, the civilian misconduct officer, and the school liaison officer.
5. Students whose suspensions exceed 10 consecutive days during the school year will be referred to the BMHS Discipline Committee for possible expulsion from school.

### **NOTICE SEARCH AND SEIZURE**

The school has the authority to conduct random and periodic searches of school property (to include lockers) and to seize contraband items belonging to students. The school also has the authority to search student possessions and person when there is reasonable suspicion that the student is in possession of a prohibited item.

### **DRUG AND ALCOHOL ABUSE PROTOCOL**

The school is one of many resources within the community for students desiring advice and assistance with drug and/or alcohol related problems. An atmosphere of trust between all involved parties –

students, parents, teachers, counselors, and administrators is necessary for this resource to function efficiently and effectively.

The use or possession of drugs or alcohol at school or school-sponsored activities subjects the student to disciplinary action.

If drug or alcohol use is suspected, the following steps will be taken:

- The faculty member who witnesses or suspects possession and/or use of alcohol or drugs will send the suspected student, along with an escort, to the nurse's office. It is best that the teacher accompanies the student. If this is not possible, the teacher should provide a brief description of what leads him/her to suspect the student.
- The school nurse will make the initial assessment.
- Following the assessment, the student will be sent to the principal's office for disciplinary action that can include:
  - Notification of the parent/sponsor with the request that they come to the school immediately.
  - A review and discussion of the situation with the appropriate disciplinary action agreed upon.
  - Supervision and a counseling referral (mandatory). Confidential counseling services are provided by the Adolescent Substance Abuse Counseling Services (ASACS) program as outlined in DS Regulation 2792.2, dated January 21, 1988.

### **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, works with the installation agencies and units to help ensure coordinate 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. Our military community fully supports our discipline actions.

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

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

Gang-like 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 of school, and even prompting health and mental problems.

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

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

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the property owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings or painting 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 well-being and security of all students.

#### **USAG BAUMHOLDER AND BAUMHOLDER SCHOOLS ANTI-BULLYING POLICY**

The U.S. Army Garrison Baumholder and Baumholder Schools are committed to making our schools safe, caring, and welcoming places for all our children. We will treat each other with respect, and we will refuse to tolerate bullying in any form in our community or at our school.

Bullying is a mean and one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child’s pain and/or misery. Bullying may be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender, physical, or mental ability and includes all forms of hazing and cyber bullying. Other examples of bullying include taunting, insulting, ganging up on someone, threatening, stealing, spreading rumors, physically hurting, unwanted touching, shunning, hacking into gaming or social media accounts and hazing.

Children and Youth in our Community will do the following to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult
- Try to include everyone in play and social interactions, especially those who are often left out.

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

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

- Notifying parents/guardian of the incident and consequences
- Assisting the involved student(s) to find more appropriate ways to relate to peers
- Conferencing with teacher, principal, and/or parent
- Referrals to school counselor
- Corrective instruction
- Behavior management plan

- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- Suspension
- Expulsion
- Legal Action

Note: If the school can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of the Garrison, the individual should be referred to the Assistant Civilian Misconduct Action Authority (ACMAA). Any behavior that constitutes a criminal act or breaks the law must be reported to the military police with notification to the ACMAA.

#### **Important Note on Discipline vs. Punishment**

Punishment is adult-oriented, imposes power from without, arouses anger and resentment, invites more conflict, exacerbates wounds rather than heals them; is preoccupied with blame and pain; does not consider the reasons or look for solutions; does something to a student; involves a strong element of judgment; and demonstrates a teacher's ability to control a student.

Discipline is not judgmental, arbitrary, confusing, or coercive. It is not something we do to students. It is working with them. It is a process that gives life to a student's learning. It is restorative, and invites reconciliation. The goal of discipline is to instruct, guide, and help students develop self-discipline – an ordering of the self from inside, not an imposition from the outside. The process of discipline does four things that the act of punishment cannot do:

1. Shows the students what they have done.
2. Gives them as much ownership of the problem that they can handle.
3. Gives them options for solving the problem.
4. Leaves their dignity intact.

For mistakes, mischief, and mayhem that unintentionally or intentionally create serious problems of great consequence, the three R's – restitution, resolution, and reconciliation – are incorporated into the four steps of discipline. R.S.V.P. – Consequences need to be Reasonable, Simple, Valuable, and Practical.

#### **DRESS CODE FOR STUDENTS**

A student's appearance must be appropriate for normal classroom instruction. Students who do not conform to this Dress Code will receive appropriate consequences and parents will be informed. Students' attire should not be a distraction to the normal educational process of the school. Dress should be in accordance with the standards established by the Baumholder Community Commander. For sanitary and safety reasons, stocking feet or bare feet are prohibited.

Dress Code:

- Clothing must be clean and neat.
- Skirts and dresses must be at least fingertip length when both arms are straight down at the sides standing, and no more than 5" above the knee when sitting.
- Shirts and blouses will have at least a 3- finger width shoulder.
- Shirts will be no longer than fingertip length when both arms are straight down at the sides.

- Shorts will be hemmed and at least fingertip length.
- Pants will be worn with both pant legs the same length, above the hip, and with all anatomy and undergarments covered.
- No sagging or baggy pants and shorts.
- No exposed mid-riff, cleavage, or undergarments.

Prohibited Clothing:

- Clothing that is extreme or provocative in style may be disruptive to the educational process and is deemed inappropriate and is not allowed.
- Pajamas. House slippers and/or nightwear is not allowed.
- Clothing, pins or buttons promoting tobacco products, beer/alcohol or drug use or depicting violence, racial prejudice/obscenities/sexual implications, are not allowed.
- Clothing, apparel, or paraphernalia representing gang affiliations are prohibited. Some examples are:
  - Handkerchief/bandanna displayed to simulate gang affiliation
  - Metal chains attached to clothing, belt loops or wallets and spiked accessories are prohibited
  - Hats, hoods, sunglasses, headbands, combs, and similar items are not permitted inside school buildings. All headgear is not permitted. Students wearing such items at any school or school event will be asked to remove them immediately.

**The school administrator reserves the right to decide what clothing is appropriate. Teachers who believe a student is dressed inappropriately should refer the student to the administration if the student cannot correct his/her dress. Parent may request an exemption for religious or philosophical belief, disability, medical reason, or due to financial hardship.**

# Discipline Policy: Administrative Table of Consequences

The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion to account for unique circumstances or special needs students when handling misconduct issues.

<b>Cat.</b>	<b>Examples of Infractions</b>	<b>1<sup>st</sup> Ref.</b>	<b>2nd Ref.</b>	<b>3<sup>rd</sup> Ref.</b>	<b>4<sup>th</sup> Ref.</b>
<b>A</b>	Dress Code Violation Hall Pass Violation Nuisance Item Violation PDA Scuffling/Horseplay Tardiness Other	<b>Admin Action</b>	<b>Admin Action</b>	<b>Admin Action</b>	<b>Sus. 1 Day</b>
<b>B</b>	Disruptive Behavior Lang/Behavior Violation Insubordination Unsafe Behavior Cheating/Forgery/Theft Communicating a Treat Truancy Other	<b>Admin Action</b>	<b>Admin Action</b>	<b>Sus. 1 Day</b>	<b>Sus. 2 Days</b>
<b>C</b>	Fighting Abusive Behavior to Peers Tobacco Use Alcohol Possession/Use Minor Vandalism Insubordination/W/disrespect/profanity Sexually Offensive Behavior Other	<b>Sus. 1 – 3 Days</b>	<b>Sus. 3 – 5 Days</b>	<b>Sus. 5 – 6 Days</b>	<b>Sus. 7 – 10 Days</b>
<b>D</b>	Dangerous Behavior-Toward Self/Others Illegal Substance Possession/Use/Distribution Larceny (\$250+) Arson, Bomb Threats, Extortion Major Vandalism False Fire/Bomb Alarms Weapon Possession/Use Communicating Serious Threat Other	<b>Suspension/Possible Expulsion Pending Disciplinary Hearing</b>			

# Discipline Violations

## **ACADEMIC DISHONESTY** (*Cheating & Plagiarism*)

Cheating and plagiarism are considered very serious offenses. If a student is found cheating, a zero (0) will be given for the assignment, the parents will be notified. A second incident of cheating during the school year will result in a zero (0) for the assignment and a referral made to administration.

## **ALCOHOLIC BEVERAGES**

The use of, serving, consumption, or possession of any alcoholic beverage on school property or at any school function is prohibited. This includes the drinking of alcoholic beverages prior to attendance (or participation in) a school-sponsored activity. Students may be suspended for up to 10 days and/or subject to expulsion.

## **FIGHTING**

Students who are involved with fighting or any act that leads to violence or violation of other students' civil rights on school grounds may be suspended from school for up to ten days and/or subject to expulsion.

## **ILLEGAL DRUGS AND ALCOHOL**

The following actions will be taken for students who are in attendance at school or any school-sponsored event under the influence or possession of illegal drugs and or alcohol.

1. Parents will be contacted immediately and the Military Police may be called. The Garrison Commander and/or the Schools Liaison Officer will be notified.
2. The student will be suspended pending disciplinary committee meeting.

## **TARDINESS**

When a student is tardy to class or dismissed from class, there is inevitably a disruption to class proceedings. It reduces the teaching/learning procedures that are already in progress. This is not fair to the students who are in class on time, or to the teacher who has planned the class work for the day.

In accordance with DoDEA regulation 2095.1, all student attendance will be tracked daily. When a student is frequently tardy for school one or more of the following may occur: After the first three tardies students will serve be referred to administration. After another set of 3 tardies, student will serve a detention. The third set of 3 tardies may result in a more serious consequence. Each quarter students get a fresh start.

Students are expected to be in their classroom when the late bell has rung.

Students arriving after 0820 hours report directly to the office where you will be marked tardy (excused or unexcused by the office staff) and given a late pass to class. In the event of a late bus, an announcement will be made excusing those students riding the bus.

## **TRUANCY**

Any student who is absent from school with the school's knowledge or parent knowledge for unacceptable reasons will be considered truant. Truancy can result in no credit for the day's work and additional consequences will be assigned.

## **WEAPONS AND CONTROLLED SUBSTANCES**

Any student who is found on school premises or at school-sponsored or school-related events, including dances and athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, look-alike guns, a knife, a laser pen or any item that may be perceived as a weapon or any object concealed, displayed or brandished in a manner that provokes fear; any explosive, mace, pepper spray, or any similar propellant; or of a controlled substance, including but not limited to marijuana, cocaine, ecstasy and heroin, will be subject to suspension pending an expulsion hearing.

Any student who has been expelled from the school pursuant to these provisions shall have the right to appeal as outlined in DoDEA Disciplinary Regulation 2051.1. The expelled student and his/her sponsor will be provided with the policy to appeal at the time of expulsion.

## **POLICY ON WEAPONS IN THE SCHOOL**

**DoDDS regulation identifies a prohibition on the possession of firearms and other dangerous weapons. Weapons possession involving DoDDS students and occurring on school property (to include school buses or while participating in school sponsored activities) may result in immediate suspension pending an expulsion hearing. All instances of weapons possession will be fully coordinated with local military and DoDDS officials.**

15.13.2 Weapons include, but are not limited to:

15.13.2.1 any gun (e.g., pistol or revolver), any look-alike gun, ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or may be readily converted to expel a projectile by the action of an explosive (e.g., a starter gun), or any stun gun or laser;

15.13.2.2 any knife (e.g., dirk, bowie knife, switchblade knife, or any knife having a metal blade of three inches or longer);

15.13.2.3 any razor, slingshot, spring stick, metal knuckles, or blackjack;

15.13.2.4 any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nun chuck or fighting chains);

15.13.2.5 any studded accessory or article of clothing (e.g., a studded collar or chain belt);

15.13.2.6 Mace, pepper spray, or similar propellants;

15.13.2.7 any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled (e.g., a throwing star or oriental dart);

15.13.2.8 any explosive device (e.g., a firebomb, explosive material, a hoax explosive device, a chemical bomb, poison gas, a grenade, a rocket or other incendiary device); or

15.13.2.9 any weapon of like kind as those enumerated above.

15.13.3 Violation of this policy will result in disciplinary action up to and including expulsion. The cognizant DoDEA deputy director may determine, based on a review of the facts of a particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate.

15.13.4 The principal shall report all violations of this policy to the cognizant law enforcement authority.

## **VANDALISM**

The student or students responsible will pay for malicious damage to school property, books, or equipment. Assessment of any damage done will be based on replacement costs, including materials, and labor. Serious offenders will be disciplined accordingly and are subject to suspension or expulsion. Students and parents will be reported to the appropriate military authorities if restitution is not made in a timely manner.

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