

BAMBERG
MIDDLE HIGH SCHOOL
Unit 27539
APO AE 09139

Ulmenstrasse 20
96050 Bamberg

Home of the Barons

The MISSION of BAMBERG HIGH SCHOOL is to prepare all students to achieve success and personal fulfillment in a dynamic global environment.

Continuous School Improvement Goals

MATH: All students will apply and communicate mathematical thinking across the curriculum.

READING: All students will become proficient in using vocabulary strategies in all curricular areas to increase comprehension



THIS PLANNER BELONGS TO:

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Principal

Mr. Dominick Calabria

Assistant Principal

Mr. Richard Jimenez

Guidance Counselors

Ms. Beverly Brinn (7-8)

Ms. Betty Rowlands (9)

Ms. Myra Taylor (10-12)

PHONE DIRECTORY

| | |
|--|--|
| <i>Principal's Office</i> | <i>469-8874/7630 or 0951-32316</i> |
| <i>Assistant Principal's Office</i> | <i>469-8874/7630 or 0951-32316</i> |
| <i>Main Office/ Secretary</i> | <i>469-8874/7630 or 0951-32316 Fax: 0951-32669</i> |
| <i>Guidance Counselor's Office</i> | <i>469-8254 or 0951-5098591 469-7341 or 0951-5098592</i> |
| <i>CSC District Office</i> | <i>469-8240</i> |
| <i>JROTC Office</i> | <i>469-8605</i> |
| <i>Nurse</i> | <i>469-8601 or 0951-303665</i> |
| <i>ASACS</i> | <i>0951-303-103</i> |
| <i>School Psychologist</i> | <i>0951-34997</i> |
| <i>Registrar's Office</i> | <i>469-8253/7630 or 0951303145</i> |
| <i>Supply Office</i> | <i>469-8874/7638 or 0951-32316</i> |
| <i>School Bus Office</i> | <i>469-8543</i> |
| <i>School Liaison Officer</i> | <i>469-7891</i> |

Bamberg MHS Website is:

<http://www.bamb-hs.eu.dodea.edu/>

Director for Europe

Dr. Nancy Bresell

Bavaria District Superintendent

Mr. Mike Thompson

Bavaria District Assistant Superintendents.

Dr. Joan Islas

Vacant

The Bamberg Community is currently a transitional base. It has a population of approximately 2,000 military, dependent and Department of Defense personnel and is located in the middle section of the Federal Republic of Germany, county of Franconia and state of Bavaria.

Bamberg Middle High School (BMHS) is a unique learning environment. It is a small school. Everyone gets to interact with ALL classmates. There is ample opportunity to be a participant in virtually every phase of school life; athletics (for grades 9-12), student government, clubs, activities, etc. At BMHS one can be a STAR! One is welcome in everything in which one chooses to participate at BMHS. Sponsors love members! Teammates need other teammates!

Of course, the school's small enrollment (about 400 students, grades 7-12) has some drawbacks. Teachers have many responsibilities; some have as many as five different classes to prepare for each day. Many classes that a larger high school might have may not be offered at all; the class size may not warrant having the course or there isn't a teacher available to teach the course. BMHS does offer, however, Honors classes and Advanced Placement (AP) courses via a telecommunications program that will adequately prepare hardworking students for A. P. exams.

One will receive personalized attention from teachers, and freedom to explore almost any facet of high school life one wants.

Middle School Schedule

| | |
|-----------|----------|
| 0810-0940 | Period 1 |
| 0940-0950 | Break |
| 0950-1120 | Period 2 |
| 1120-1125 | Passing |
| 1125-1255 | Period 3 |
| 1255-1325 | Lunch |
| 1330-1500 | Period 4 |

High School Schedule

| | |
|-----------|----------|
| 0810-0940 | Period 1 |
| 0940-0950 | Break |
| 0950-1120 | Period 2 |
| 1120-1150 | Lunch |
| 1155-1325 | Period 3 |
| 1325-1330 | Passing |
| 1330-1500 | Period 4 |

SY 2009-2010 CALENDAR

| 2009 | |
|--|---|
| Wednesday, August 26 | Reporting date for teachers |
| Friday, August 28 | New Student Orientation |
| First Semester - (92 Instructional Days) | |
| Monday, August 31 | Begin First Quarter and First Semester |
| Thursday, September 3 | OPEN HOUSE |
| Monday, September 7 | Labor Day - Federal Holiday |
| Monday, October 12 | Columbus Day - Federal Holiday |
| Thursday, November 5 | End of First Quarter |
| Friday, November 6 | No school for students - teacher work day |
| Monday, November 9 | Begin second quarter |
| Wednesday, November 11 | Federal Holiday (Veterans Day) |
| Thursday, November 26 | Thanksgiving - Federal Holiday |
| Friday, November 27 | Recess Day |
| Monday, December 21 | Begin Winter Recess |
| Friday, December 25 | Christmas - Federal Holiday |
| 2010 | |
| Friday, January 1 | New Year's Day - Federal Holiday |
| Monday, January 4 | Instruction Resumes |
| Monday, January 18 | Martin Luther King, Jr. Day - Federal Holiday |
| Thursday, January 28 | End of Second Quarter and First Semester |
| Friday, January 29 | No school for students - teacher work day |
| Second Semester - (92 Instructional Days) | |
| Monday, February 1 | Begin Third Quarter and Second Semester |
| Monday, February 15 | Presidents' Day - Federal Holiday |
| Thursday, April 8 | End of Third Quarter |
| Friday, April 9 | No school for students - teacher work day |
| Monday, April 12 | Begin Spring Recess |
| Monday, April 19 | Instruction Resumes - Begin Fourth Quarter |
| Monday, May 31 | Memorial Day - Federal Holiday |
| Thursday, June 17 | End of Fourth Quarter / Second Semester |
| Friday, June 18 | No school for students - teacher work day |

SCHOOL PHILOSOPHY

The students, faculty, administration and parents of Bamberg Middle High School recognize the uniqueness of our school. BMHS is in a multi-cultural environment. Most students have been separated from a familiar environment and must face adjustment to a new one. The frequent and lengthy deployment of troops from Bamberg creates a unique situation for many students because the sponsor is frequently away from home for extended periods of time.

The philosophy of Bamberg Middle High School is to provide the opportunity for each student's intellectual, emotional, physical, and social potential to be developed to the fullest. Thus, through curriculum, guidance, and extracurricular activities, and in conjunction with the local community, the philosophy at BMHS is implemented through the following objectives:

1. To encourage respect for human dignity, excellence and each individual's rights in a democratic society.
2. To foster academic, artistic, social and physical development of the student by emphasizing:
 - a. The need for a healthy, well - functioning body.
 - b. An understanding of economic, cultural, environmental, and political systems.
 - c. Critical thinking and problem -solving techniques.
 - d. Development of effective oral, listening, writing, and reading skills.
 - e. Appreciation for the arts, and artistic skills.
 - f. Discovery of and appreciation for occupational and leisure-time activities.
 - g. Development of skills for living in a technological world.
3. To promote leadership, responsible decision-making and group cooperation, all within a democratic framework.
4. To create awareness and appreciation for the many cultures of the world.

SEMINAR PHILOSOPHY and STANDARDS

The seminar period will meet as an eighth period, meeting every other day like any other class. It has no specific curriculum, but instead provides time for independent study, research, tutoring, peer teaching, make-up work, homework, extra-curricular meetings, and other educational needs. Seminar is a non-evaluated period. Each seminar grouping will be based on an across-the-board, even distribution of high school (9-12) or middle school (7-8) students.

The first twenty minutes of seminar are set-aside for SSR (Sustained Silent Reading). This is followed by two twenty-five-minute sessions, during each of which students may travel to another teacher's room for any educational purpose. In advance of seminar, the student records in his planner an appointment with another teacher and secures that teacher's legible signature. Middle school students can be placed according to need.

STUDENTS WILL

- Maintain a 2.0+ G.P.A.
- Come prepared with all books and supplies needed to complete assignments and study for the entire seminar session
- Be responsible for their own possessions and carry materials with them to appointments
- At the beginning of SSR, place planners ---opened to current date and showing appointment---on desk
- Move from seminar to appointments within five minutes
- Acquire signature of appointment teacher before returning to seminar or going to next appointment
- Return to seminar teacher and return card

RULES AND REGULATIONS

ACADEMICS

ACCREDITATION:

The North Central Association of Colleges and Secondary Schools through AdvancEd accredit Bamberg Middle High School annually.

ACCELERATION:

Students who withdraw from school due to early departure on a PCS move should contact the Registrar in the Main Office as soon as possible after learning of the impending departure. Students will be placed on a contract to complete the work required for the semester. DoDDS policy states that no student may accelerate prior to 20 school days from the end of a semester and then ON PCS ORDERS ONLY.

WITHDRAWAL GRADE:

Parents are requested to present a copy of orders to the Main Office at least two weeks before the student expects to be withdrawn in order for all necessary records to be completed. At that time, he/she will be given a clearance form to be signed by each teacher. Final clearance must be made with the Main Office.

THE ACADEMIC LETTER:

The Academic Letter will be presented once a year in the fall. To qualify for an academic letter, a student must have maintained a 3.5 GPA or better for both semesters of the school year at. The student must be a full time student (taking at least 6 classes or class periods for credit, only 1 may be an office aide). All three quarters prior to determination must be at Bamberg HS.

NON-ACTIVITY WEEKS:

There are to be no interruptions to the academic schedule the week before and during semester exams.

EXAMINATIONS:

Teachers may administer quizzes, tests and exams at their discretion during the school year. Semester examinations are scheduled for all classes to ensure that students take no more than two examinations a day. The exam schedule is provided prior to each exam period. For semester examinations, only documented illness and family emergencies are considered excused.

EXPLANATION OF GRADES:

The Director, DoDDS, authorizes the following marks for use in Department of Defense Dependents Schools:

| Mark | Meaning | Percentage Equivalent | G PA | Weighted GPA |
|-------------|----------------|------------------------------|-------------|---------------------|
| A-, A, A+ | Excellent | 90 - 100 % | 4 | 5 |
| B-, B, B+ | Good | 80 - 89 % | 3 | 4 |
| C-, C, C+ | Average | 70 - 79 % | 2 | 3 |
| D-, D, D+ | Poor | 60 - 69 % | 1 | 2 |
| E | Effort | | 1 | 1 |
| F | Failing | | 0 | 0 |

WEIGHTED GRADE POINT AVERAGE:

Only AP courses are weighted by giving one extra point and only if the student takes the AP Exam. The student is required to take the A P Exam, paid for by DoDDS.

CLASS RANK:

Computing the relative student achievement within graduating classes, class ranking will be determined on the basis of weighted grade point averages.

GRADUATION HONORS:

School recognition programs will rank students for graduation based upon cumulative grade point averages at the end of eight semesters. Designation of class rank will be determined by weighted grade point averages.

HOMEWORK:

Homework is a meaningful part of each student's educational program. Each student is expected to spend study time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned student time for completion. Other assignments are cooperative and require students to communicate outside of the school day. BMHS provides a homework club after school twice a week.

INFORMATION CENTER:

The Bamberg Middle High School Information Center (IC) provides access to the Internet, CD-ROM Databases, satellite television, and over 15,000 books to meet students' needs. Students must have a teacher's pass to visit the IC. There are also a limited number of passes available for research work during seminar on a first-come first-serve basis. Students are expected to follow school rules and respect the rights and property of others while in the IC. Failure to do so could result in loss of privileges and/or other disciplinary action.

MAKE-UP WORK:

There will be no make up privileges for un-excused absences or absences for no reason.

Students who are absent are expected to make up work missed in each class.

Students are given, at a minimum, one day per each day absent to make-up work, or more at teacher's discretion. A day's excused absence doesn't excuse a student from responsibility for all prior assignments due on the day after his/her return to school.

It is the student's responsibility to obtain all make-up work from his/her teacher immediately upon return to school. Failure to make up work may result in a "0" or no credit.

PROGRESS REPORTS:

Progress reports are mailed and electronically sent to parents during the 5th week of each quarter when the quality of student's work is at failing point or when the work is considerably below the level of expectation. Parents are encouraged to contact teachers so that they may work cooperatively to improve student performance.

SEMESTER REPORT CARDS:

Weighted grade point average shall be recognized on report cards issued by DoDDS secondary schools. Weighted courses shall be appropriately annotated, and the printed grade point average will be weighted.

A report card will be mailed to parents of all students after the end of each marking period. They may be picked up at the school.

REQUIRED COURSES FOR GRADUATION:

| | | |
|--------------------------------|---------------|--|
| 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 REGIONS OR WORLD HISTORY, AND 1/2 UNIT 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 | 1/2 CREDIT MUST BE IN COMPUTER TECHNOLOGY. |
| PHYSICAL EDUCATION | 1 1/2 CREDITS | PEF 301, PEN 301 AND PEL 301 ARE REQUIRED. |
| HEALTH EDUCATION | 1/2 CREDIT | |
| FOREIGN LANGUAGE | 2 CREDITS | MUST BE IN THE SAME LANGUAGE |
| ELECTIVE COURSES | 6 CREDITS | |
| TOTAL UNITS | 26 CREDITS | |

PLEASE NOTE Graduation Requirements:

26 Credits needed & 2.0 (GPA) Grade Point Average

See your counselor for more information

To be officially designated a freshman; a student must have been promoted from grade 8. A sophomore must have accumulated 6 units of credit, a junior must have 12 units, and a senior must have earned 19 credits.

DROPPING AND ADDING COURSES: Based on students' needs and requests, a great deal of time and effort is devoted to scheduling courses for each student. Dropping and adding courses should be completed with the first two weeks of the semester. After that, class changes will be done ONLY in unusual circumstances. A request to drop a course must go through the school's STUDENT PLACEMENT COMMITTEE; a written request must be submitted to the counselor. Course changes after the 2nd week will be added to the student's transcript as a "Withdrawal Failing".

SCHOOL ACTIVITIES & ATHLETICS

CLUBS/ACTIVITIES LIST

Fall

Football (Men and Women)
Volleyball (Women Only)
Tennis (Men & Women)
Golf (Men & Women)
Cross Country (Men & Women)
Cheerleading (Men & Women)

Winter

Basketball (Men & Women)
Wrestling (Men & Women)
JROTC Rifle Team (Men & Women)
Cheerleading (Men & Women)

Spring

Baseball (Men)
Softball (Women)
Soccer (Men & Women)
Track (Men & Women)
JROTC Drill Team

Other Extracurricular Activities

Drama Club
Student Council
Individual Class Activities (7-12)
National Honor Society
National Junior Honor Society
Math Counts
Academic Games
Model United Nations
Drill Team
Multimedia Yearbook
Women/Men Leadership Group
Technology Club
Future Educators of America
Chess Club
2.0/Homework Club
Future Business Leaders of America
Spanish Club

Exhibition Sports:

Students in grades 7/8 may compete in the following but only in an exhibition capacity and they must follow the same rules as those in H.S.:

- Cross Country
- Golf
- Tennis
- Wrestling
- Track & Field

***After-school activities/athletics for middle school age children are the responsibility of Youth Services, not DoDDS-E. DoDDS-E does not have the authority nor does it receive the funding to initiate such services.**

ELIGIBILITY POLICY:

As part of BMHS school philosophy, we at BMHS try to provide the opportunity for each student's intellectual, emotional, and social potential to be developed to the fullest. The BMHS objectives are met through curriculum, guidance, and co-curricular activities, as well as local community interaction.

Students should enjoy the opportunity to participate in school-sponsored activities, whether they are field trips, co-curricular activities (which include fine arts, athletic and social events) or school assemblies and events deemed educationally valuable and approved by the principal.

Students who represent Bamberg Middle/High School (only grades 9-12) in school-sponsored extracurricular activities must qualify under the interscholastic rules and regulations specified in the eligibility requirements of the Department of Defense Dependents Schools (DoDDS). Students who have their 19th birthday on or before the first day of September are ineligible. Students who are eligible on the first day of September remain so throughout the year. Students are eligible only during the eight consecutive semesters beginning entry into the ninth grade and prior to graduation.

Students representing Bamberg Middle/High School at DoDDS sponsored events (MUN, Creative Connections, Academic Games, etc.) are subject to BMHS as well as event policies. Conduct or behavior that reflects negatively on the school will result in appropriate disciplinary action and attendance at any future events will be reviewed.

In order to be eligible to participate in any extra-curricular activity or sport, students must maintain a minimum GPA of 2.0. Semester grades are used to ensure that all students are on track to graduate. One may not have more than one "F". If one fails to meet the academic requirement, which is monitored weekly, one may not be eligible for that activity. See each coach/sponsor for details.

ACTIVITY REGULATIONS FOR ALL PARTICIPANTS:

1. A student is responsible for obtaining class assignments prior to school-related absences, such as athletic activities or study trips. Students must be prepared when they return.
2. Drinking /possession of alcoholic beverages, and the illegal use of drugs is strictly prohibited and will result in dismissal from the activity and further administrative consequences.
3. Smoking, including possession of and use of tobacco products, may result in dismissal from the activity. If dismissed, participants have the opportunity to appeal to their activity sponsor within three days, who will forward it to the Activity Review Board made up of an administrator, teachers, and students.
4. Suspension from school may result in dismissal from the activity. A student may neither participate nor practice while suspended from school, including weekends.
5. Exemplary behavior will be expected at all home and away events (including travel time to and from) by all personnel who represent BMHS. Any behavior that is less than exemplary may result in dismissal from the activity and/or suspension from school.
6. A student who becomes academically ineligible a third time consecutively during an activity season will be dismissed from the activity/team.
7. A student may not participate in an activity until all obligations for sports uniforms and other equipment from the previous season have been met.
8. A student must be in school the entire day before the activity and attend all classes meeting the day of departure (for those activities that travel on school days). Justifiable reasons for being absent on those days are generally verified by a medical authority. If a student is absent and does not have proper medical verification, he/she may not travel or participate. A student may not participate in any activity if he/she has been truant. This includes Saturday contests if the truancy happened on a Friday.
9. The sponsor/coach of each activity may have additional rules.
10. To hold any court position, a student must not have been suspended the previous semester or since, maintained a 2.0 GPA and must meet established eligibility criteria.
11. All school social activities will be schedules through the Student Council and approved by Administration. They will be chaperoned by faculty and parents/community members.

12. Only BMHS students and bona fide guests will be allowed into social activities. A special form must be completed in order to have guests attend and sponsors will provide that form.
13. Once students have entered a school dance, they are expected to remain. When students depart a dance, they will not be permitted to reenter.

Student Council/Class Officers:

Students are encouraged to participate in Student Council or as class officers. Students seeking election to these positions need to meet minimum eligibility criteria, have 2.0 GPA and must not have been suspended from school during the previous semester or since. An elected student will lose their position if they are suspended from school or have other serious disciplinary action. An elected class officer must also maintain a 2.0 GPA.

STUDENT BEHAVIOR EXPECTATIONS

DoDDS-Europe Student Activities:

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to "in the room" and "lights out."
5. Students will not have electronic music devices "on" during instruction or after "lights out".
6. Students will turn cell phones off during activity instruction and presentations.

7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding "Zero Tolerance for Weapons." Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.
10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are "off limits" to members of the opposite sex.
12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words "please" and "thank you" are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

Minor infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.).

Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. Parent will be required to pick up the student at the earliest possible time.

ATHLETIC REGULATIONS FOR ALL PARTICIPANTS:

1. Once a student has made a commitment to a particular sport for that season, he/she will be prohibited from participating in another sport at BMHS after the first scheduled game or event. After the completion of the season of the first sport, a student may participate in another sport that is in season, provided the coach of the new sport approves.
2. Prior to the first official practice, each participant will have had a physical exam (record on file with the school nurse.) Physical form and other forms such as power-of-attorney; a copy of the policy regarding athletic code signed by a sponsor and emergency contact information must be in the coach's possession before the first official DoDDS scheduled event. An additional copy of the sports physical will be given to parents.
3. Students who have their 19th birthday on or before the first day of September are ineligible. Students who are eligible on the first day of September remain so throughout the year.
4. Students are eligible only during the eight consecutive semesters beginning entry into the ninth grade and prior to graduation.

EQUIPMENT & SUPPLIES:

AGENDA PLANNER:

The Seminar teacher will issue each student one agenda book. Mandatory use of the agenda includes:

- Class assignments
- Correspondence between parent and teacher
- Hall pass
- Seminar Invitations

Knowledge of contents of agenda is the responsibility of the student.

A charge of \$7.50 will be required to replace a lost agenda.

BOOK ISSUE:

Classroom teachers issue textbooks to students. The student and his/her sponsor are legally responsible for returning the book in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. It is strongly recommended that students cover each of their textbooks. Lost or damaged books must be replaced. Students or parents can obtain payment information from the Main Office.

LOCKERS:

- Lockers are available for each student's use. Lockers for students in grades 7-10 will be assigned. Juniors and seniors will choose their own lockers.
- **PLEASE DO NOT SHARE LOCKERS OR LOCK COMBINATIONS.**
- The defacing of lockers such as writing, marring, scratching, or applying stickers is considered vandalism and is prohibited. All students should use only the school issued lock. All students should also provide another lock for their PE locker. Lockers should be kept locked at all times. Lockers are school property and subject to inspection. A charge of \$5.00 will be required to replace a lost lock.

LOST AND FOUND:

Students who find lost articles are asked to take them to the Main Office where the owner can claim them. Students who lose wallets/valuable items should report their loss to the office so that, if found, they may be returned to the rightful owner.

HEALTH & SAFETY

Hallway Conduct:

Students in the hall during class time must have their own student agenda. Students are responsible for containing their own trash in the hallways, inside and outside the lockers, and on the school grounds. Students are not allowed to be in the hallway prior to 0730 or after 1515 without permission/supervision. *If an item gets stuck on the front door overhang, report that to the front office for retrieval.

ACCIDENTS:

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse or, in her absence, to the office.

FIRE DRILLS/Evacuation Exercises:

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed routes as quickly as possible. The teachers in each classroom will give the students instructions.

BE CAREFUL AND OBSERVANT IN THE PARKING LOTS OF THE SCHOOL BUILDINGS. EMERGENCY VEHICLES RACE INTO PARKING LOTS EVEN DURING DRILLS.

Gang Awareness and Prevention:

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

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

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

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

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating

form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

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

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

Graffiti in any form will not be tolerated and 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 concerns for the wellbeing and security of all students.

HEALTH SERVICES:

If a student becomes ill in school, he/she should request a pass from his/her teacher to see the school nurse, who will decide what should be done. If the school nurse is not in, the student should report to the school office. The school nurse may only administer medication prescribed by a physician.

Students may not leave the building due to illness without authorization. This will be considered truancy and the student will be referred to the administration for disciplinary action.

LUNCH:

A hot lunch program and a la Carte are offered by AAFES in the school cafeteria. The school cafeteria can adequately handle the student population during the scheduled lunch periods. Students in grades 11-12 with a 3.0 may leave campus for lunch with parent permission. Students are expected to be back at school on time for their next class. Grades 7-10 may only go directly home and return from lunch with parent permission.

Cost of the hot meal in the cafeteria is \$2.35 that can be paid in cash or with the student lunch account. Each student is expected to clean his/her area and leave it neat for the next person. Show pride in BMHS!!

ATTENDANCE & TARDIES

ABSENCES:

Punctual and regular attendance is an extremely important part of one's official permanent school record. All students are required to attend school daily.

EXCUSED ABSENCES:

It is recognized that from time to time dependent children may be excused from school. Excused absences are those that are the result of the written consent from the physician, or sponsor for:

1. Illness
2. Medical or dental appointments which cannot be scheduled outside school hours.
3. Diseases, which require quarantine.
4. Death in the immediate family.
5. Emergency leave taken by the family.
6. Absences considered to be in the best educational interest of the students approved by the principal.
7. Recognized religious holidays.
8. Passport/visa requirements.

Examples of excused absences:

- Illness
- Medical treatment
- Pre-arranged study trip
- Pre-arranged family trip
- Pre-arranged family obligation

UNEXCUSED ABSENCES:

Unexcused absences are those, which occur without written consent of the sponsor/guardians or with reasons other than stated above.

Examples of unexcused absences:

1. Oversleeping
2. Missed ride/bus
3. Helping with packing/unpacking/moving
4. Baby-sitting
5. Attendance at non-school-sponsored activities without prior written permission of the school administration
6. Absent without an explanatory note from the sponsor upon return to school.
7. Taking care of business.

RE-ADMIT PROCEDURE:

According to the new EUCOM policy, whenever a student is absent or tardy from school for any length of time (1 period, 1 day, etc.), it is the responsibility of the parent/guardian to call the school by 9 AM at 469-8874 or 0951-300-8874 **EVERY** time a student is absent. If the school is not notified by 9 AM, the attendance office will call the parent/emergency contact. *If the parent/emergency contact cannot be reached, the sponsor's command/ supervisor will be contacted.* In addition, parents **MUST** send a note with the student after the absence. The absence will be considered unexcused until the attendance office receives a note. The student is responsible for seeing the attendance officer before 0810 upon return to school. The attendance officer will provide a blue slip (no matter which period he/she missed the day before.) **The student has two school days to clear the absence, or it will result in an unexcused absence and possible detention.**

LEAVING SCHOOL:

All students leaving the school complex during lunch must obtain **written** parental permission. These students will be issued a student ID and must carry that ID at all times when off school grounds during school time. Students reported off school grounds without permission will receive disciplinary consequences.

TRAVEL/EXTENDED or PREARRANGED LEAVE:

Parents are encouraged to plan family trips and other outings to coincide with school vacations. We encourage students to pick up work ahead of time. If extenuating circumstances cause parents to remove a student from school for an extended period of time, the following procedure should be followed:

1. The student should pick up a "Request for Excused Absence" form in the office and have the form signed by the parent.
2. The student should have each teacher sign the form and note assignments.
3. The form is then returned to the main office for administrative approval.
4. This should be accomplished at least one week in advance.
5. An admittance slip is needed upon return to give to all teachers.
6. Students are expected to make up missed work in a timely manner.
7. Students may email assignments while on leave with teacher permission.

UNAUTHORIZED CLASS TRIPS:

Neither a senior trip nor any other unauthorized class trip is considered a school function. Such a trip is not an approved activity. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. Planning must not be done on school time, and class or school funds may not be expended for the activity. Students may not be excused from school to participate in such events.

Tardy Policy

If a student is unexcused tardy 30 minutes or more, the student will receive a detention until an excuse note is turned into the registrar.

Warning: Occurs when a student has a total of three unexcused tardies to any class.

After School Detention (15:15-16:15): Occurs when a student has four, five, and six tardies to class.

Saturday School: Occurs when a student has seven, eight and nine unexcused tardies.

Saturday School with parent/sponsor in attendance: Occurs when a student has ten unexcused tardies.

All Future Referrals to Administrator -- Handled on an Individual Plan of Action.

Passing time between classes is built into the schedule. Class tardiness will be judged "excused" or "unexcused" by the receiving teacher.

Upon arriving at school late a student must sign in and bring a note from the parent/sponsor to receive an admit slip.

Students who arrive to school late on a school bus will have five minutes to report to class after the late bus arrival is announced.

STUDENTS MUST HAVE A BLUE ADMIT SLIP IF TARDY TO ANY CLASS.

AWARDS

STARS:

The STARS program (Students Tenaciously Assuming Responsibility for their own Success) provides recognition and rewards for student academic achievement. To be eligible for Gold or Blue cards, the student must meet the academic requirement and have no discipline referrals (to include tardies), no D's or F's, and no truancy. Cards will be revoked for suspensions of fighting or truancy. Students with a GPA of 3.5 or higher receive a Gold Card. Students with a GPA of 3.0-3.49 receive a Blue Card. These cards may entitle students to various privileges, e.g. ice cream social, early dismissal to lunch, homework pass. Each quarter the teachers will select a male and female Middle School and High School Student of the Quarter.

AWARDS THROUGHOUT THE YEAR:

Students are recognized throughout the school year for achievement in academics, sports, and character. These awards and recognition are dispensed through the various clubs, activities, classes and athletic teams.

END OF THE YEAR AWARDS:

In May, assemblies are held at the middle school and high school level. Students are recognized publicly for outstanding achievement in academics, activities and character as well as the dispensing of Senior Scholarships. Included is the Principal's Award for Character and Baron Awards for Educational Excellence (8th grade and 12th grade) and Athletes of the Year. Other awards include the announcement of the Valedictorian and Salutatorian at Graduation.

NATIONAL HONOR/JUNIOR HONOR SOCIETY:

Bamberg MHS has an active chapter of the NHS (grades 10-12) and the NJHS (grades 7-9) for students who achieve scholastic excellence (3.5 accumulative GPA) and display outstanding character and service. In the spring of each year, academically eligible students in grades 10, 11, and 12 are invited to petition for membership in the Bamberg Chapter of NHS. Students must apply. The second part of the process involves an evaluation by selected faculty members in the following areas: leadership, service, and character. The Faculty Council, a group of five faculty members, makes the final step in the evaluation process. They review the numerical scores of each candidate and finally, the application of the eligible applicants. Candidates receiving a majority vote of the council are then invited to join The National Honor Society. The advisor is a nonvoting member of the Faculty Council. Inducted members must remain in good standing according to the by-laws to keep their membership.

COMMUNICATIONS-SCHOOL/HOME PARTNERSHIP

POWER OF ATTORNEY:

If a sponsor departs Bamberg, and leaves a power of attorney for his/her child, BMHS requires sponsors to share that information with the school. When parents leave the country and fail to notify the school, the school is unable to provide medical or other emergency support. Please notify the office whenever this happens.

ANNOUNCEMENTS:

Notices of club meetings, athletic and social events, and general information are announced in the morning. Students responsible for putting notices in the Daily Bulletin must have their notices signed by their advisor the preceding day. Special notices are posted on the bulletin boards outside the main lobby.

CHANGE OF CONTACT INFORMATION:

Please inform the office if sponsor changes his/her address, telephone number, email address or emergency contact.

SCHOOL CLOSINGS/DELAY:

Occasionally, a natural disaster or emergency may occur. This may include an earthquake, unsafe road conditions due to inclement weather (snow) or some other disturbance. Parents should listen to AFN (1143 AM) for instructions. The closing of school can only occur by direction of the Post Commander, and AFN will be notified immediately if this decision has been made. The Command Channel and Bamberg website may also have the information. The announcements will commence around 0600 hours. On delay days, students should not come in until the announced time.

PTSA:

The Parent/Teacher/Student Organization meets regularly to discuss school related concerns and to present informative educational programs. Sponsor involvement in any voluntary capacity is greatly appreciated.

SCHOOL ADVISORY COMMITTEE (SAC):

The SAC is composed of an equal number of parents and professional school personnel, a student representative, a representative of the local Teacher's Association, the installation commander's designee, and the school principal. The Committee advises the principal on matters affecting the operation of the school including school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, and student standards of conduct, school meal programs, and other education-related matters. All meetings are open to the public and are held at 1630 on the first Tuesday of the month.

TELEPHONE USAGE:

Telephones are located in the office for both off base calls and on base calls on an EMERGENCY BASIS ONLY.

PARENTS AS VISITORS:

Classroom Visits for Parents During Instruction Time

(One-day notice is required for all visitors)

1. Please remember your visit is to observe your child. You are not visiting the class to observe or evaluate the teacher or any other child.
2. One-Day notice is required for all visits unless the teacher consents to an immediate visit.
3. You may only visit the selected class, no others without permission.
4. Please get a Visitor's Pass from the Main Office and wear it at all times.
5. No siblings, young children, or pets may accompany your class visit.
6. Please remain in the rear of the classroom throughout your visit.
7. No discussion with teacher(s), your child or other students is permitted during your entire in-class visit while teaching is in session.
8. We will permit only one visit per month unless there is a plan worked out with the teacher due to special or extenuating circumstances.
9. If you desire, our counselor will promptly arrange for a conference with you and the teacher, soon after your classroom observation.
10. Please remember that you are a guest in a learning environment and should not disrupt teacher instruction at any time

VISITORS IN THE CLASSROOM:

Only bona fide visitors will be allowed to accompany students to class. As a rule, students from other DoDDS schools are not allowed to "visit" BMHS. A note from the sponsor initiates permission forms. Forms will be signed by an administrator and then by each teacher to be visited. The preceding steps should eliminate disruption of valuable class time. The permission forms needed for visitor approval may be obtained in the Main Office. Permission forms must be filled out and returned to the Main Office with all approvals two days before the visit.

Students are not to have visitors during school hours, including lunch hours, without prior approval from an administrator. Security regulations require all visitors to report to the Main Office before visiting any area of the school.

No student visitor will be permitted the first and last week of the school year, during examinations, or the days prior to winter or spring recess.

COUNSELING

GUIDANCE SERVICES:

School guidance counseling is an integral part of the educational program. The school counselors serve students and their families in areas of vocational, educational, career planning and personal/social development. Reference materials on personality development, being a successful student, personal growth and adjusting to specific situations are available in the guidance office. Reference materials and computer programs on colleges and careers are available for student/parent use. Parents/students should contact the school counselor at 469-8874 for specific concerns and more information.

DISCIPLINE & BEHAVIOR

SCHOOL DISCIPLINE POLICY:

The disciplinary action to be administered is covered in each item or referred to in the Table of Consequences, which follows at the end of this section. This list is not necessarily comprehensive and exhaustive, but contains the most common violations of accepted school policy. **The administration will determine the consequence for any violation not contained in this handbook.**

DETENTION (LUNCH or AFTER SCHOOL):

The detention period is a time when the student is assigned to stay in at lunchtime, after school, "on the spot" or on Saturday for any infraction of behavioral policies. Students should fully understand that any teacher in the building has both the authority and the responsibility to correct misconduct at any time. Therefore, it is understandable that a teacher might assign detention to a student who is not in any of his/her classes. Teachers may notify a student a day in advance, if necessary, whenever they assign a detention. If a student misses a detention, the detention is usually doubled. Students who consistently miss detention may be referred to the assistant principal for appropriate disciplinary action including suspension.

CLASSROOM BEHAVIOR:

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Students will be given a copy of this plan within the first week of the semester. Plans are designed to encourage appropriate behavior and to involve parents in the discipline process for routine disciplinary matters. When preventive measures, including parental involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action. (See Section A of the Table of Consequences). Serious misconduct in the classroom may result in immediate referral to the administration.

BEHAVIOR IN COMMON AREAS/LOBBY:

The expectation for appropriate behavior and low voice levels in common areas of the school is the same as for those in classrooms. All students are expected to exhibit appropriate behavior in the common areas of the school. All staff members have the right and responsibility to enforce the school's rules and insist upon appropriate behavior in the common areas of the school. Students are expected to abide by reasonable requests. Students are expected to give their name to a staff member when requested to do so. Failure to do so will result in an administrative referral with appropriate consequences for the nature of the offense. A staff member may ask the student to discontinue inappropriate behavior. If the student does not comply or is disrespectful, administrative action may be necessary. Repetition of inappropriate conduct will result in an administrative referral.

BEHAVIOR AT ASSEMBLIES AND SCHOOL-SPONSORED EVENTS:

High standards of student conduct are expected and required at all DoDDS-sponsored events. This includes events during school, before and after school, in the evenings, and on weekends, whether at our school or at an off-site location. Inappropriate behavior at school-sponsored events will be dealt with as that occurring during the school day with the same or similar consequences. Additionally, students removed from study trips may be prohibited from attending further trips. Different types of events require different responses from students. For example, a serious dramatic presentation requires a different audience behavior than would be allowed at a pep rally. Students will be instructed as to what behavior is appropriate. They are expected to adapt their behavior and reaction to the nature of the event. The conduct of the student body at assemblies and school-sponsored events is an important factor in establishing and maintaining the reputation of our school.

CORPORAL PUNISHMENT:

Corporal punishment is not practiced or condoned by DoDEA/DoDDS.

PRE-EXPULSION:

Every effort will be made to assist students/parents prior to seeking expulsion. Any student with five or more days of suspension will be required to meet with a discipline committee, which will include the sponsor's and post commander, to discuss strategies and ways to improve student behavior.

EXPULSION:

If a student has 10 or more consecutive days of suspension, he/she could be expelled from school. When a very serious act of misconduct occurs, or total disregard of DoDDS policies/rules occurs, expulsion may be necessary to protect the safety and rights of others. When the school administration determines an expulsion is necessary, a letter will be sent to the sponsor informing them of the school's intent to pursue expulsion. The letter will contain the charges against the student and inform the sponsor of the right to a formal hearing prior to the school requesting the expulsion. If the sponsor fails to respond before the given suspension date, the request for expulsion will be forwarded to the Area Superintendent.

SUSPENSION:

When a student is suspended from school, parents will be contacted by telephone, email or letter. A copy of each suspension will be sent to the Garrison Commander, the Sponsor's Commander and the District Superintendent. A parent conference may be required prior to re-admission. Students suspended from school are not allowed to participate in or be a spectator at school-sponsored activities for the duration of the suspension. Students who violate this prohibition from being at school or at school activities will have their suspension extended for one day for each violation.

Suspensions are administered in accordance with the Table of Consequences. The length of the suspension may vary from 1/2 to ten days. Any suspension is an unexcused absence, however, any missed schoolwork may be made up.

- On the 2nd suspension during the school year, that student will become ineligible to participate in school activities such as homecoming/prom court and other similar school sponsored activities at the discretion of the school administration.
- A pre-expulsion hearing will be convened when deemed appropriate.

There are six types of suspensions:

1. **Overnight suspension** When parents cannot be contacted, or when the situation becomes necessary, a student may be placed on overnight suspension. This will require the parent(s) to accompany the child to school for a conference with an administrator prior to the start of the next school day. Upon completion of the conference, the student may be returned to class.
2. **In-house suspension** A student will attend school but will remain in an isolated area under administrative supervision.
3. **Parent accompanied in-house suspension** A student will attend school with a sponsor accompanying him/her to all of his/her classes for the entire class period for the duration of the suspension.

4. **Community suspension** A student will spend the time working under the control and direction of the School's Officer in a community service program.
5. **Out-of-school suspension** A traditional form of suspension where the student is sent home in the care of his/her sponsor.
6. **Special suspension** When suspension occurs the week prior to any vacation period or prior to the last week of school, suspension may be given starting from the last school day prior to the start of vacation, at administration prerogative.

Tardiness:

Tardy students will report to the office for a admit (blue) slip to enter class. Student will also sign a tardy log in the office.

Truancy:

Truancy occurs when a student misses school without parental permission or without parental and/or school knowledge.

- **First Offense:** One day in school suspension. Suspension letter sent through community, sponsor's commander and Dependent Misconduct Officer (DMO) notified.
- **Second Offense:** Two day out of school suspension. Suspension letter sent through community, sponsor's commander and DMO notified.
- **Third Offense:** Three to five day out of school suspension. Suspension letter sent through community, sponsor's commander and DMO notified. Parent and student readmit conference with administrator required.
- **Subsequent Offenses:** Will be handled on an individualized plan of action with community officials

DRUG-FREE SCHOOLS:

DS REGULATION 2792.2 Drug Free School and Learning Environment, establishes policies and procedures for ensuring drug-free schools and learning environments for students of DoDDS by instituting clear and specific rules regarding illegal drug possession, use, and distribution. Over-the counter drug possession or distribution will be handled on a case-by case basis. In addition to the following automatic action, each student must meet with the school's alcohol and substance abuse counselor before returning to school. The drug-free regulation provides for the following penalties:

- **POSSESSION OR USE OF ILLEGAL DRUGS:** Suspension and possible expulsion pending disciplinary hearing.
- **DISTRIBUTION OF ILLEGAL DRUGS:** Expulsion
- **POSSESSION, DISTRIBUTION OR USE OF OVER THE COUNTER DRUGS:** Handled on a case-by case basis. In addition to the administrative

action, each student must meet with the school's alcohol and substance abuse counselor (ASACS.)

- **ALCOHOL:** The use, possession, or being under the influence of alcohol is strictly prohibited. The penalty for violation of this policy is suspension in accordance with Section C of the Table of Consequences. Additionally, a mandatory referral to the alcohol and substance abuse counselor will be initiated before the student is allowed to return to school.
- **TOBACCO PRODUCTS:** Tobacco products are not permitted on the school campus. Smoking or using smokeless tobacco on campus will result in suspension in accordance with Section B of the Table of Consequences.

ARSON:

Use of matches, lighters or any other devices for starting a fire will immediately revert to Section D in the Table of Consequences; administrative prerogative will increase the consequence depending upon the severity. It may be up to and including expulsion.

BANNED ITEMS:

Bandannas, laser pointers, cigarette lighters, matches, chained jewelry, including armbands, spiked bracelets, spiked dog collars, etc. are banned from school. A banned item will be confiscated and returned only to sponsors. No exceptions will be granted.

BANNED ITEMS, which are dangerous to the safety of others or have the potential to cause damage to personal or school property such as, but not limited to, fireworks, smoke and stink bombs, eggs, and shaving cream will be confiscated and will not be returned. When appropriate, these items will be given to the Military Police. Students bringing these types of items to school will be suspended in accordance with Section C of the Table of Consequences and referred to Command.

BOMB THREATS:

Bomb threats are serious crimes and will be dealt with severely. The German police will routinely assume authority over a bomb threat suspect. If it is determined a student has initiated a bomb threat to the school, the school will immediately begin expulsion proceedings. The student will be suspended until the expulsion process is complete.

CHEATING/PLAGIARISM:

Cheating and plagiarizing are not acceptable practices at Bamberg Middle High School. Students found engaged in either activity will receive a grade of zero on that test, project, or homework assignment. On the second offense, it may revert to Section B in the Table of Consequences and a possible suspension.

CLASSROOM REFERRALS:

Referrals for violation of individual teacher's classroom behavior management plans will be handled in accordance with Section A of the Table of Consequences.

SERIOUS CLASSROOM REFERRALS:

Serious misconduct in the classroom will result in an immediate referral for the student to the administration. The administration will apply the policies in the handbook with regard to the type and seriousness of the misconduct.

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 bagging 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
 - Right or left shoe untied with laces hanging loose
 - Right or left pants leg rolled up or sock pushed down into shoe
 - Gloves worn on either hand
 - 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. If a student needs to be told a second time the item will be confiscated, sent to the office and returned only to the parent.

EATING/DRINKING IN SCHOOL:

Students are allowed to eat or drink in the cafeteria, outside the building or with permission, in a classroom. Students are expected to maintain a clean and orderly environment within their areas. **EATING OR DRINKING IS NOT PERMITTED IN THE COMPUTER LABS, BY COMPUTERS OR IN THE INFORMATION CENTER.** Eating anywhere except the cafeteria is a privilege, which will be taken away if the areas are not kept clean. Lunch trays may not be taken out of the cafeteria without permission. ****Teachers have a right to inspect drinks.**

EXTORTION:

The practice of threatening another student for money, food, or any other item is extortion. This violation of school policy will result in suspension in accordance with Section D of the Table of Consequences.

FIGHTING/PHYSICAL AGGRESSION/HORSEPLAY:

Fighting in school or at school-sponsored events will result in **AN AUTOMATIC SUSPENSION** from school and a possible referral to the Security Police. Even if he/she does not initiate a fight he/she will be suspended if they fight back. Suspensions will be assigned to all parties involved in the fight starting with Section C of the Table of Consequences. An assault will result in suspension in accordance with Section D of the Table of Consequences. **All assigned consequences will be at the discretion of the administration.**

FOOD FIGHTS:

Throwing food will not be tolerated. If the action results in a food fight, students throwing food will be suspended in accordance with Section B of the Table of Consequences.

FORGERY:

Students forging the signature of a sponsor, teacher, etc. or misrepresenting a document, assignment, or paper, or using another's computer password will be disciplined in accordance to Section B of the Table of Consequences.

HARASSMENT/HAZING/BULLYING:

A student who persistently disturbs, irritates, or humiliates another student or teacher will be disciplined in accordance to Section C of the Table of Consequences.

INAPPROPRIATE LANGUAGE:

Student use of inappropriate language in common areas or in a classroom may be treated in accordance with B or C of the Table of Consequences. This is strictly up to the discretion of the school administration.

INSUBORDINATION:

The failure of a student to follow a reasonable request by any staff member is insubordination. Normally, insubordination results in suspension in accordance with Section B of the Table of Consequences. If the insubordination is accompanied by profanity or disrespect, it may be treated as a Section C or Section D suspension. This will be determined by the school administration.

NUISANCE ITEMS:

Possession of items, which are disruptive to the school environment, is not permitted at school. These nuisance items include, but are not limited to, pacifiers, iPods, MP3 players, radios, CD players, skateboards, cell phones (must be turned off), hee-lies, toys, etc. If used in the school building, the item will be confiscated, sent to the office and returned only to the parent. Electronic items may be used in the cafeteria or outside during lunch, before or after school. All above items are to be in lockers during class.

PERSONALLY OWNED VEHICLES

Students who drive to school must park the vehicle and leave it for the remainder of the school day. Students may not transport other students in their vehicles during the school day. Failure to observe this rule will result in the loss of driving to school privileges.

PUBLIC DISPLAY OF AFFECTION (PDA):

Public display of affection at school is not appropriate. Staff members will ask students to refrain from this type of behavior, and if the students comply in a respectful manner, no further action will be taken. Failure to comply with the request to stop or a disrespectful response will result in suspension in accordance with Section B of the Table of Consequences.

SNOWBALLS/ACORNS:

Throwing snowballs, acorns, or any other object at school is potentially dangerous and will not be tolerated. The penalty for this will be B of the Table of Consequences.

THEFT:

Stealing of personal or government property is a crime. Incidents of stealing will be dealt with under Section B, C, or D of the Table of Consequences. In addition, the local Military Police will be notified in some situations at the discretion of the school administration.

THREATENING A STAFF MEMBER:

The safety and security of our students and staff is necessary to ensure the proper educational environment, as well as to maximize teaching and learning. Threatening a staff member, whether verbally or physically, will not be tolerated. A student who

threatens a staff member will be suspended in accordance with Section D of the Table of Consequences with possible expulsion depending upon the circumstances. In addition, the threatened staff member may report the incident to the Military Police and press charges against the student.

TRASH:

The cleanliness of the school building and school campus reflects our attitude toward the environment in which we learn and teach. Students are expected to place their trash in the appropriate receptacles and return their lunch trays to the window in the cafeteria. Students will be expected to comply with requests to dispose of their trash. If the student refuses or becomes disrespectful, he/she will be suspended in accordance with Section B in the Table of consequences.

Department of Defense Education Activity (DoDEA)
Student COMPUTER AND INTERNET ACCESS Agreement

I. Acceptable Use

- A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.
- B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges

- A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)
- B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

III. Internet Etiquette

- A. I will be polite. I will not use sexual or abusive language in my messages to others.
- B. I will use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
- C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
- D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
- E. I will not use the network in such a way as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters," or "broadcast" messages to lists or individuals.

IV. No Warranties

- A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or my errors or omissions.
- B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.

V. Security

- A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- C. I may be denied access to the network if I am identified as a security risk.

VI. Vandalism

- A. I understand vandalism will result in cancellation of privileges.
- B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

VANDALISM/GRAFFITI:

The intentional destruction or damage to school property or the personal property of others is vandalism. Incidents of vandalism will be dealt with harshly. All incidents will result in a suspension in accordance with Section C of the Table of Consequences. Serious incidents will be reported to the Military Police and the Base Commander.

The student's sponsor will be expected to reimburse the United States Government or the victim for all damages incurred.

POLICE INVESTIGATION:

The school cooperates very closely with Military Police (MP's) in investigations of break-ins, vandalism, etc. If the need arises to have local Military Police (MP's) officials meet with students, parents will be notified in order to secure parental permission.

SEXUAL HARASSMENT:

Sexual Harassment is a form of discrimination and will not be tolerated. "Sexual Harassment" in a school is defined as: "deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature." Such behavior is observable, explicitly sexual, contains sexual overtones, and is deliberate or repeated.

Some examples are:

- **Jokes/Comments:** regarding someone's body or dress.
- **Sexual Remarks:** from subtle hints to direct propositions.
- **Physical Harassment:** This may include: bumping, touching, stroking, cornering, rubbing, pinching, kissing, hugging, or grabbing.
- **Other types of Sexual Harassment may be:** leaving notes, displaying sexist cartoons, pictures or magazines.

The penalty for this behavior is suspension in accordance with Section C or D of the Table of Consequence.

WEAPONS:

Weapons are not allowed at school under any circumstances. A STUDENT IN POSSESSION OF OR USING A WEAPON TO THREATEN OR HARM ANOTHER INDIVIDUAL WILL BE SUSPENDED A MINIMUM OF TEN DAYS WITH EXPULSION PROCEEDINGS INITIATED. This policy also includes toy or fake weapons. In all instances, weapons will be turned over to the Security Police. USAREUR Reg. 190-6 describes items considered weapons. The following list of weapons provides examples of prohibited items by USAREUR Reg. 190-6 and DoDEA regulation 2051.1 and is not a complete listing. Please contact your local security police or provost marshal's office for a complete list. Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to:

- A. Any firearms or any guns, including shotguns, rifles, or air guns.
- B. Silencers or mufflers for any weapon.
- C. Any destructive devices, explosives
- D. Knives, for example, switchblade or butterfly knives.

E. Club-type hand weapons (for example, blackjacks, brass knuckles, nunchuks, locks, etc.)

F. Gas pistols and shooting pens

G. Any of the following, if carried in a concealed manner, displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:

1. Straight razor, razor blades, or weapons made from razors.
2. Ice picks, scissors, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument.
3. Clubs, or any object that may be used as a club to inflict bodily harm, (for example, pieces of wood or pipe, stones, bricks, locks.)
4. Any flailing instrument such as a fighting chain or heavy studded or chain belt
5. Objects designed to project a missile, slingshots
6. Mace, pepper spray, or any other similar propellant
7. Authentic replica of a firearm (toy, BB, water guns, etc.)
8. Blank cartridge pistols.
9. Any other object that might be used readily to inflict bodily harm (for examples, bicycle chains, canes with retractable blades, etc.)
10. Locking blade knives, regardless of length, and other knives with blades 3 inches or longer, box or carpet cutters.
11. Any other object concealed, displayed, brandished in a manner that reasonably provokes fear.

TABLE OF CONSEQUENCES

BAMBERG MIDDLE HIGH SCHOOL DISCIPLINE TABLE

GUIDE FOR ADMINISTRATIVE ACTIONS (Revised, MAR 28, 2006)

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

****Administrative Action may include, but is not limited to, the following: Warning, Counseling Session, Teacher-assigned Detention, Parent Notification, Community or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, and Out-of-School Suspension.**

| Cat. | Examples of Infractions | 1 st Ref. | 2 nd Ref. | 3 rd Ref. | 4 th Ref. |
|------|--|--|----------------------|----------------------|----------------------|
| A | Cheating/Forgery/Theft Dress Code Violation Disruptive Behavior Hall Pass Violation Horseplay Inappropriate Lang/Behavior Nuisance Item violation Tardiness Unsafe Behavior | Det. | Det. | Det. | Sus. 1 Day |
| B | Disruptive Behavior Inappropriate Lang/Behavior Insubordination Scuffling Cheating/Forgery Theft Communicating a Threat | Det. | Det. | Sus. 1 Day | Sus. 2 Days |
| C | Fighting (Play, Any kind) Abusive Behavior to Peers Bullying Tobacco Use Alcohol Possession/Use Minor Vandalism Insubordination w/disrespect - profanity Sexually Offensive Behavior Truancy | Sus. 1 - 3 Days | Sus. 3 - 5 Days | Sus. 5 - 6 Days | Sus. 7 - 10 |
| D | Dangerous Behavior- toward self or others Illegal Substance Possession/Use/Distribution Larceny (\$250+) Arson, Bomb Threats, Extortion Major Vandalism False Fire/Bomb Alarms Weapon Possession/Use Communicating Serious Threat | Suspension/Possible Expulsion Pending Disciplinary Hearing | | | |

**Bamberg Middle High School
Student Handbook
SY 2009-20010**



**Acknowledgement and Understanding of Student
Handbook**

The Bamberg Middle High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their seminar teacher NLT September 15 or 10 days after arriving at Bamberg Middle High School

Parent Name (Printed)

Student Name (Printed)

Parent Signature and Date

Student Signature and Date