

The John F. Kennedy School

2020-2021
HIGH SCHOOL
STUDENT
HANDBOOK

with

Official School Rules and Regulations
(Hausordnung)

Revised Edition
Berlin, Germany
September 2020



GETTING STARTED

SECTION A:
Official School Rules and Regulations
(Hausordnung)

SECTION B:
JFKS from A-Z

SECTION C:
Student Council Bylaws



The 2020-2021 Student Handbook

WELCOME to the John F. Kennedy School. This handbook contains basic information, procedures, policies, rules and regulations for students in the high school, grades 7-12.

For frequently asked questions, please consult JFKS A-Z (section B), a document containing an alphabetical listing of topics regarding the school, its procedures and its rules.

Should you NOT find what you're looking for, please contact one of our high school secretaries, the American secretary in room W103 or the German secretary in room W102.

DAILY SCHEDULE

Period 1	08:00-08:45	Period 6	12:20-13:05
Period 2	08:52-09:37	Period 7	13:25-14:10
Period 3	09:45-10:30	Period 8	14:15-15:00
Period 4	10:37-11:22	Period 9	15:05-15:50
Period 5	11:30-12:15	Period 10	15:55-16:40

(H.S. Lunch 13:05-13:25)

QUICK ANSWERS

ABSENT? If a student is ill, he/she must turn in a written, signed request to be excused from his/her parents/guardians within three days of the start of the absence. This written request is to be submitted to the homeroom teacher/tutor. If a student in grades 11-12 misses an exam (Klausur), a doctor's excuse must be submitted to the Pedagogical Coordinators in order to be allowed to make up the exam. (See pages 10 and 17 for more information.)

LATE TO SCHOOL? Tardies are reported to the homeroom teacher. If a student is more than 10 minutes late, the tardiness counts as an absence. Students who are late because the S-Bahn was off-schedule may request confirmation of the schedule disruption from: kundenbetreuung@s-bahn-berlin.de

NOT FEELING WELL? Need Medical Attention? Report to the secretary's office. (W102 or W103)

ACCIDENTS and INJURIES? Report to the secretary's office (W102 or W103). First aid kits are located in the high school secretary's office (W 103), in the First Aid Room (W 112), and in the gym.

WANT TO DISCUSS SOMETHING PERSONAL OR SCHOOL RELATED WITH SOMEONE? Stop by the Pedagogical Assistant room (B203) or see a School Counselor in Haus Reil, your homeroom teacher or tutor, the contact teacher, Vertrauenslehrer, or an administrator you particularly trust in.

LOST SOMETHING? Ask in the secretary's office (W102 or W103). There is also a Lost & Found collection in the gym. More info: <https://jfks.de/elementary-school/lost-and-found>

FOUND SOMETHING? Turn in items for Lost and Found in the secretary's office (W102 or W103).



LOCKER PROBLEMS? See the American Assistant Principal in W108.

NEED AN ELEVATOR KEY? Elevator keys are available for students who are physically incapacitated. Ask in the secretary's office in W102 or W103.

TEST SCHEDULE / KLAUSUR SCHEDULE:

Grades 11-12: *Klausur* plans are posted outside W116 and in the display case outside the entrance to W108-W117. They are also available for viewing as a shared document on our website: www.jfks.de

Grades 7-10: Tests are scheduled by the administration and the plans for each grade level may be viewed via shared documents on our website.

Cancelled classes and test/Klausur schedules as well as other official announcements are posted daily on the announcement monitors in the Blue as well as in the White Building.

STUDENT EXPECTATIONS

The opportunity for a meaningful educational experience is the right of every student at the John F. Kennedy School. With that right comes the responsibility of using that opportunity and respecting the rights of others. All students share in the responsibility of making our school the best possible learning environment. Students are generally expected to:

- Be positive, polite, courteous and considerate.
- Be respectful of yourself, others and property.
- Be involved and always do your best.
- Be in class, on time and prepared to learn.
- Be honest with yourself and others.
- Be safe and stay healthy.

SCHOOL PHILOSOPHY

The John F. Kennedy School is a bilingual, bicultural German-American tuition-free public school. It offers an integrated elementary and high school program that combines the strengths of both the German and American educational traditions. Acknowledging and appreciating cultural diversity, it serves German and English-speaking students of all nations for the purpose of developing international understanding. The languages of instruction, German and English, are equally respected. Within this framework the educational program incorporates the essentials of the German and American school curricula.

The Kennedy School, founded in 1960, continues to pioneer a curriculum which responds to and reflects a changing community and world. In keeping with this spirit, the faculty, staff and administration constantly search for new ways to challenge each student intellectually, emotionally and socially.

Upholding high academic standards of both educational systems, the Kennedy School gives students an opportunity to learn through different modes and strategies. Promoting learning as a continuous lifetime process, the balanced curriculum supports student growth in all areas, including the fine and performing arts, humanities, languages, sciences, mathematics, and sport classes.



In guiding students to understand themselves and the world around them, the Kennedy School fosters independent inquiry, critical thinking, open-mindedness and service to others. The curriculum and learning strategies encourage the development of responsible, democratic citizens. At all times the dignity of the individual student and teacher is paramount.

The Kennedy School by its very nature strives to embody the finest spirit of international cooperation. Learning to better understand oneself and one's culture through bilingual education and interaction with other cultures is a key to tolerance and respect for others, a vital prerequisite for peace and understanding in the world.

MISSION STATEMENT

The John F. Kennedy German-American Community School:

- ❖ encourages independent, collaborative, and critical thinking,
- ❖ fosters bicultural, bilingual academic excellence,
- ❖ embraces international diversity based on mutual respect and cooperation, and, in doing so, shapes responsible and democratic global citizens.

Die John F. Kennedy Deutsch-Amerikanische Gemeinschaftsschule

- ❖ unterstützt unabhängiges, auf Zusammenarbeit bezogenes und kritisches Denken,
- ❖ fördert die Fähigkeit zu herausragenden akademischen Leistungen in einem bilingualen und bikulturellen Umfeld,
- ❖ setzt sich für internationale Vielfalt auf der Basis gegenseitigen Respekts ein und erzieht somit die Schüler zu verantwortlichen und demokratischen Weltbürgern.

JFKS Telephone Numbers

High School Administration

<u>Principals</u>	<u>Room</u>	<u>Phone</u>
American Mr. Krupski	W104	030 90299-5713
German Hr. Schulz	W101	030 90299-5700
<u>Assistant Principals</u>		
American Ms. Hale	W108	030 90299-5771
German Frau Hinrichsen	W110	030 90299-6595
<u>Secretaries</u>		
American Ms. White-Stein	W103	030 90299-5758
German Frau Decker	W102	030 90299-5710



School Fax Number 030 90299-6868

Business Manager

Frau Borschel W124 030 90299-5712
Fax Number 030 90299-5977

Pedagogical Coordinators (*Oberstufenkoordinatoren*)

Frau Krüger W115 030 90299-6577
Frau Aust W116 030 90299-6575

Middle School (grades 7 - 10) Coordinator

Frau Simons W111 030 90299-6595

School Counseling Office - Haus Reil

Counselor grades 6-9

Ms. Krull HR107 030 90299-6221

Diploma Coordinator/Counselor grades 10-12

TBD

HR104 030 90299-6585

Registrar

Ms. Mack HR101 030 90299-5021

Pedagogical Assistants

Frau Lopocz HR101 (a.m.) 030 90299-6584
B203 (p.m.) 030 90299-6138
Frau Böhm-Wirt B203 030 90299-6138

Library

Frau Scott-Kellermeier W105 030 90299-5663

Hausmeister/Campus Engineers

Hr. Dammann & Hr. Gracner 030 90299-5709

School Caterer

Die Schulköche 030 97898700



Department Chairpersons

<i>Department</i>	<i>Room</i>	<i>Chairperson</i>	<i>Telephone</i>
Art	G 210	Fr. Stahl (acting)	030 90299-5174
Biology/Chemistry	W 211	Fr. Schultke	030 90299-6260
Computer Science	W 107	Hr. Henning (acting)	030 90299 5214
Drama	B 118	Dr. McDaniel (acting)	-----
English MT/PT	B 103	Mr. Beckley	030 90299-5146
Geography	B 109d	Hr. Martens	030 90299-6580
German MT	B 306	Fr. Jendretzki (acting)	030 90299-6590
German PT	B 306	Hr. Verteiler (acting)	030 90299-6590
French	B 303	Dr. Neumann	030 90299-6327
Latin	W 117	Fr. Amann (acting)	-----
Math	W 115	Fr. Krueger	030 90299-6577
Music	G 114	Dr. Curtis	030 90299-5187
Philosophy & Ethics	B 308	Hr. Schäfer (acting)	-----
Physics	W 304	Mr. Blessman (acting)	030 90299-5133
Social Studies	B 109d	Fr. Wernstedt	030 90299-6580
Spanish	B 211	Mr. Larriuz (acting)	-----
Sport	S 108	Hr. Müller (acting)	030 90299-6436



SECTION A: OFFICIAL SCHOOL RULES

Student Conduct Policies

I. Classrooms

- A. All students are responsible for their behavior. Students should behave in such a way that school property as well as individual property does not get damaged. Students are also responsible for keeping their rooms neat and clean. No person may destroy or deface another's personal property or school property. Graffiti is considered acts of vandalism and are consequently prohibited. Any damages will be reported to the administration or the custodian by the teachers.
- B. Throughout the day, students should make sure that their classrooms are left in an orderly manner. Blackboards are to be cleaned, paper scraps picked up, and windows shut. It is the responsibility of the teachers to see that these duties are carried out.

II. Hallways and School Grounds

- A. Students are to observe the following regulations:
 - 1. Game playing and ball or frisbee throwing are permitted only on the playground.
 - 2. Skateboards, bicycles, roller skates, rollerblades, and scooters are not permitted.
 - 3. Water pistols are not to be brought to school.
 - 4. The possession and use of fireworks is strictly prohibited.
 - 5. The possession and/or use of "broad tipped" permanent markers in school is forbidden.
 - 6. The possession of weapons is strictly prohibited. (s. VIII.)
 - 7. Students must be neatly dressed in clothing appropriate for an EC-Grade 12, multicultural, school environment.
 - 8. Clothing must not distract from the school being a serious and respectful learning environment.
- B. For the safety and health of everyone, students must:
 - 1. Walk in the hallways.
 - 2. Wear shoes at all times.
 - 3. Deposit garbage, waste paper, and unwanted food items in the proper waste receptacles.
 - 4. Never throw rocks, snowballs, or any other items.
 - 5. Refrain from riding bicycles on the schoolground or in the bus loading areas.
 - 6. Remember that vandalism is prohibited.
 - 7. Remember that violence of any kind, including verbal or online violence with the intent to cause psychological or emotional injury (bullying) to one another are not acceptable and will not be tolerated.



III. Student Conduct when Eating Lunch in the Cafeteria

Students must:

1. Wait their turn patiently in the lunch line and not run, push, or shove.
2. Consume food and drinks in the lunch area when eating lunch in the Aula.
3. Exercise good manners and cleanliness. Mealtimes should be a pleasant experience for relaxing and socializing.
4. Return their trays and utensils to the kitchen leaving the table clean for the next person.

IV. Leaving Campus During School Hours

- A. Students in grades 7 - 10 must stay on school grounds during school. Only those 10th grade students who have completed a permission form with signatures from parents or guardians and the homeroom teacher may leave campus between 12:15 and 13:25. Homeroom teachers must have a record of which students have permission and **students must have the permission form with them when leaving campus.**
- B. Students in grades 11 and 12 may leave the campus during free periods. Older students who choose to remain on campus during free periods are to stay either in the student lounge or the high school library.

V. Conduct for High School Students During Testing

- A. Students are expected to behave in such a way that they do not disturb others. Students will not be allowed to leave the room during breaks while writing an exam, not even for the bathroom, except in extreme emergencies.

VI. Smoking on the Campus

- A. The School Conference decided that as of August 2000 the Kennedy School is a smoke free school. **Smoking is not permitted anywhere on campus.** In addition, German Law prohibits smoking by students under the age of 18.

VII. Drugs and Illegal Substances

- A. The consumption, possession, selling, or distribution of drugs or alcohol is prohibited on school grounds and at all school functions. Being under the influence of drugs or alcohol is also prohibited.

VIII. Weapons and other Dangerous Objects

- A. In order to ensure the safety of all persons on the school campus, it is forbidden to bring any sort of weapon or dangerous object to school.

Weapons include:

1. Fixed knives of all types,
 2. Jackknives,
 3. Switchblades,
 4. Butterfly knives,
 5. Gas pistols,
 6. Fire arms,
 7. Laser Pointers,
 8. Any implement or instrument which could be used as a weapon.
- B. If a student threatens another person using a weapon, the principal can expel the student from school or press charges. Anyone who is aware of weapons being kept at school must report this information to a principal immediately.



IX. Student Conduct While Being Transported to and from School

- A. Students are expected to observe proper behavior on the private school buses as well as on public transportation. The public image of our school is influenced by the behavior of our students. Obnoxious or threatening behavior gives the school a poor reputation. Students should board buses immediately when they arrive and should not walk or run around or between the busses.

X. Student Conduct: Bullying, Harassment, Intimidation, and Assault

- A. Every student has the right to be free from personal harm, intimidation, and verbal and/or physical assault. No student or group of students may deliberately frighten, disturb, or inhibit another person by threatening them with negative or demeaning remarks about his/her gender, religion, nationality, ethnicity or sexual orientation. Nobody is allowed to film or photograph another student without the expressed approval of the administration and/or permission of the individual before the filming. Nobody is allowed to send social media messages which are defamatory and abusive. Photographing a student or group of students without their knowledge is strictly prohibited. Stalking is also considered a violation of this rule.

XI. Electronic Device Policy

- A. JFKS High School Electronic Media Device (EMD*) Policy
1. Grades 7 - 10: No EMDs shall be used by any student on campus during school time except for use in a classroom directed by the teacher. In all other times, the EMD must be turned off and out of sight (no buzz, tones or lights).
 2. Grades 11 - 12: No EMDs are allowed on campus during school time, other than in the student lounge or for use in a classroom directed by the teacher. In all other times, the EMD must be turned off and out of sight (no buzz, tones or lights).
 3. All Grades: Teachers can specifically allow the use of EMDs during their class for educational purposes. Students are allowed to use their own EMDs for educational purposes in the library.
 4. All Grades: It is inappropriate and not permitted (i) to use EMDs for uploading or otherwise distributing photographs and/or personal information about other students, teachers, administration, and parents without their explicit permission and to use EMDs for obtaining or distributing in any fashion restricted information for tests, quizzes and other school work and (ii) while on campus to play games without educational purposes or to access websites banned by the school."
 5. *Definition of EMDs: All devices, including smartphones, laptops, tablets, watches, desktops, etc, which have online-access.
 6. Permission to use a specific EMD in class may be granted as an official accommodation for a special learning need.
- B. The use of any electronic devices other than an acceptable calculator is also not allowed during tests and "*Klausuren*". Students must ensure that any and all electronic devices are turned off and put away during the test or Klausur. Teachers should collect all mobile phones prior to the start of a test or a Klausur. If a student is seen using the device at any time, including breaks, the



test or Klausur is graded as a “6”, (0 points) or an “F”.

XII. Leaving Building after School Policy

- A. After the completion of the school day, all students should exit the building and leave the campus.
- B. The only exceptions are students who are directly supervised in an after-school activity. Once that after-school activity has ended, all students must exit the building and leave the campus.

XIII. Intramural House Rules

- A. Regular instruction has priority regarding space and equipment. See supervising teacher list in the gym for daily information.
- B. Students who wish to participate MUST change into sports clothes -- INCLUDING SHOES.
- C. “Intramurals” is a participatory activity hour and is not intended for observers (i.e. not a place to “hang out”).
- D. Students are responsible for their belongings during this time.
- E. Students who were unable to participate in regular sport class on a given day may not participate in Intramurals on that day.
- F. Non-emergency use of the emergency exits in the gym will result in a misconduct report.
- G. Food and drinks are not allowed in the gym building.
- H. Offenders of these rules will be banned from participation for a set period of time, to be determined, and / or receive a misconduct report.

Procedures For the Handling of Accidents and Emergency Evacuations

I. Accidents

- A. When a serious accident or injury occurs, the administration will be notified by the supervising adult. The student's parents will then be contacted.
- B. The school secretaries will handle other accidents and injuries. They are located in rooms W102/W103. First aid kits are kept in these offices, in the first aid room (W112), and in the gym.

II. Emergency Evacuations

- A. The fire alarm will sound in a series of short signals. Upon hearing the signal:
 - 1. Close windows.
 - 2. Switch off lights.
 - 3. Close, but do not lock the door behind you.
 - 4. Students are to leave the building quickly and quietly following the evacuation plan shown next to the door of each room. Classes must leave the building under all circumstances including exams. Once outside, classes must stay together with their teacher and maintain sufficient distance from the school building. Teachers should carry their class books with them.
- B. For other emergency situations, you will be notified via the PA system. Upon hearing it, students and faculty are to follow the directions given, i.e. either stay in the classroom or leave the building immediately according to the emergency evacuation plan. If the building cannot be reentered after an emergency evacuation, the students in grades 7 - 12 will be sent home.
- C. Students are not to use emergency exits except in case of an emergency



evacuation.

Policies for Attendance, Leaves, and Withdrawals

I. **Attendance**

- A. **Tardiness**: Every tardiness is recorded and reported to the homeroom teacher and is listed on the report card. Any tardiness which exceeds ten minutes is counted as an unexcused absence. Students who are detained from their next class should be sure to get an excuse from the teacher. Teachers are obligated to provide that excuse.
- B. **Absences**: Parents are required within three days of their child's first day of absence to have them present a parent-signed, written request to be excused to the homeroom teacher or tutor. It should include the name, date of absence, and reason for the absence. The validity of the request will be determined by the homeroom teacher or tutor. If the teacher does not accept this request, he/she will provide the student with an explanation. Students older than 18 years of age may sign their own requests to be excused. Classroom teachers will enter student absences daily. The homeroom teachers will process excuses received from students after their return from an absence. These procedures do not apply to a **leave of absence**, which is explained below (see III).
- C. **Make-up Work & Exams**: Students are responsible for making up work missed during their absence. If a student in grades 11-12 misses an exam (Klausur), he/she is required to submit a doctor's note (Attest) to the "Oberstufenkoordinatoren" before a make-up exam can be scheduled.

II. **Unexcused Absences**: The homeroom teacher will contact parents and counselors after three unexcused absences.

- A. After five unexcused absences, the homeroom teacher can call a class conference to decide what necessary actions are appropriate.
- B. Repeated episodes of unexcused absenteeism will be handled using the following disciplinary measures:
 - 1. If a student is under the age of 18, the homeroom teacher and principal will speak to the parents. If necessary, the class conference may decide on further measures.
 - 2. If a student is over the age of 18, he/she will receive a written warning from the principal that he/she will be dropped from the school role if the unexcused absenteeism continues. If necessary, a grade level conference may decide upon other measures.
- C. If a student in grades 11-12 has been unexcused for one or more periods on ten different days within two months or for one or more periods on fourteen different days within six months (not including vacations), the superintendent of the district has the authority to expel that student. A student's oral commitment to change his/her unexcused absenteeism will improve his/her position. This change must be evident and observable by the teachers.
- D. Teachers will issue a grade of "6" for written work missed due to unexcused absences. Quizzes, tests, and Klausuren may not be made up and will be graded with a "6" as well.



III. Leaves of Absence

A. Leaves of Absences not due to sickness may be granted by:

1. The subject teacher for an individual class
2. The homeroom teacher for a period of up to three days
3. The principal for the time bordering any school vacation or, for a period of up to one school year.

All requests for a leave of absence longer than 3 days are to be submitted in written form at least two weeks before the planned absence!

4. A "Heimaturlaub" or home leave of absence may be granted by the administration to students returning to their homes in North America for family reasons. **No leaves of absence, however, will be issued to those wishing to take advantage of cheaper airfares or to extend their vacations.**

B. Leaves of absence and Excuses from Physical Education

Parents may submit written requests for their child not to participate in physical education. Additionally, a doctor's note must be enclosed with these requests for non-participation. The physical education teacher may approve the excuse for a time period of up to four weeks. The principal must decide for longer periods.

C. Leaves Prior to the Last School Day

1. A student in grades 7-12 who desires to leave school prior to the last day of school must be aware of the following points:
2. Credit is not automatically granted to a student who leaves earlier than three weeks before the end of the school year. A request for a student to leave before this time must be approved by one of the principals.
3. Any student granted an early leave is responsible for informing all his or her teachers and must make arrangements to complete the work assigned for the period of time to be missed.
4. Ten school days prior to the date of departure, the student must contact the School Counseling Office and then pick up the checkout form from the High School Secretaries. Each teacher is to sign this form certifying that all educational materials and the student ID card have been returned.

IV. Withdrawals from the School

Parents must notify one of the administrators in writing if their child is permanently withdrawing from school.



Pedagogical and Disciplinary Actions

I. Introduction

- A. An atmosphere which promotes learning, teaching, and living together is vital for any school. This is especially true for a bilingual, bicultural school. Students' positive behavior in instructional and social situations is to be acknowledged by teachers and principals alike. Responses to students' negative behavior should be pedagogically directed to motivate students toward positive behavior. In order to insure the rights of all students to equal opportunities for education, certain school rules are necessary.
- B. All members of the school community have the responsibility to:
 - 1. Respect and protect the rights of others.
 - 2. Treat others with kindness, courtesy, and consideration.
 - 3. Respect and treat carefully both school property as well as the property of others.
 - 4. Attend classes and meetings regularly and give full attention and maximum effort to learning.
- C. **Berlin School Law:** According to Paragraphs 62 & 63 of the Berlin School Law, students may be subjected to disciplinary measures if they hinder the normal course of school events or endanger a member of the school by:
 - 1. Not obeying the orders of a principal, individual teacher or the decisions of school committees that have been dutifully made.
 - 2. Not obeying the rules set forth in the school manual.
 - 3. Refusing to carry out their duties as stated in Paragraph 46 of the Berlin School Law (these duties are described above).
 - 4. Frequent unexcused absences, like the other three points above, interfere with pedagogical aims and are considered to be an infringement of the Berlin School Law.

II. **Pedagogical Measures** (Preliminary Disciplinary Action)

- A. When an offense is committed, a student will be given an opportunity to correct the situation before serious disciplinary action is considered. The teacher will facilitate this by:
 - 1. Initiating a dialogue with the student.
 - 2. Explaining to the student why his or her behavior was inappropriate.
 - 3. Encouraging the student to give reasons for the behavior in question.
 - 4. Requesting that an apology be made when appropriate.
 - 5. Advising the student of the student's responsibility for the replacement of any damaged property.
- B. It is important for students to realize that there are consequences for their behavior. If the above procedures prove to be unsuccessful, a disciplinary measure known as a misconduct report will be issued. A misconduct report is a written report to the parents concerning either the student's involvement in a specific incident or a pattern of his or her behavior. A copy of the misconduct report will be given to the homeroom teacher as well as to the student's file. If a student has received three misconduct reports in the course of the school year, a class conference will be scheduled.



III. **Disciplinary Measures** (Secondary Disciplinary Action)

A. Disciplinary measures are:

1. Written reprimands
2. Exclusion from certain voluntary school events
3. Suspension from school up to three days
4. Transfer to a parallel class or another group
5. Transfer by the school superintendent to another school that has similar educational goals
6. Expulsion from school when the student has completed the minimum number of school years required by law.

B. The type of measures taken will depend on the rules that have been set down by law.

IV. **Conflict Resolution**

A. The following sequence of steps should be used in solving a problem:

1. Initiate a dialogue with the concerned parties.
2. Consult the school counseling department if satisfactory results do not occur.
3. Contact department heads for further assistance in the high school.
4. If the conflict is not resolved, the following resources are available for mediation:
 - a. For conflicts between students: Peer Mediators, school counselors, pedagogical assistants, teachers of trust, and principals.
 - b. For conflicts between students and adults: school counselors, pedagogical assistants, and principals.
 - c. All situations are handled confidentially.



SECTION B: JFKS from A - Z

ABITUR

The Abitur qualifies a student for admission to a German University as well as to European universities. A student may earn the "Abitur" at the end of the 12th grade upon successful completion of the "Qualifikationsphase" (grades 11-12) and the final written and oral examinations.

The required courses for the Abitur in grades 11-12 are:

Languages:

Both German and English each year in grades 11 - 12

Foreign languages:

i) French or Spanish:

4 years in grades 7 - 10

or

ii) Latin, French or Spanish:

5 years in grades 8 - 12

Social Studies:

Each year in grades 11 - 12 with various emphasis on geography, history, political science, psychology or philosophy

Mathematics:

Each year in grades 11 - 12

Sciences:

One science (physics, chemistry or biology) throughout grades 11 and 12. If biology is selected, students must take an additional year of chemistry or physics.

Physical Education:

2 hours per week in grades 11 through 12

Fine Arts:

One year of either music, art or drama in grade 11

In addition to the above requirements, students must determine two subjects as majors (Leistungskurse = LK) in grades 11 through 12. LK's meet 5 hours per week. One of the LK's selected must be either biology, chemistry, a foreign language, German, mathematics, or physics. The second LK may be selected from any other subject area. In addition to the two LK's, students enroll in fundamental courses of the other subjects (Grundkurse = GK) which meet three hours per week.

Abiturprüfung:

In the Abitur exam the students are examined in both LK's and two additional GK's according to their specific subject combinations. One of the GK exams is given orally. The other subjects are tested in written form.

Additionally, students have to give either an oral presentation or submit a term paper (Besondere Lernleistung - BLL) as the fifth component (5. Prüfungskomponente) of the overall Abitur exam.



Abitur Exam		
LK	written	1.Prüfungsfach
LK	written	2.Prüfungsfach
GK	written	3.Prüfungsfach
GK	oral	4.Prüfungsfach
GK	Presentation or Term Paper (BLL)	5.Prüfungskomponente

ACCIDENTS AND INJURIES

See one of the secretaries (W102 or W 103) for assistance. First-aid kits are located in the high school secretary's office (W103), in the First-Aid Room (W112) and in the gym (S108).

ACTIVITIES

The Kennedy School offers a great variety of extracurricular activities. These activities play an integral role in the integration of German and American students. These activities meet at various times dependent upon the students' schedules. A [list of activities](#) offered each semester is located on the JFKS website. Some of the activities available include:

Music: Orchestra, Symphonic Band and Concert Choir are considered regular graded classes for students grades 9-12 and are activities for students in grades 7-8. Ensembles such as Jazz Ensemble and Vocal Ensembles rehearse once or twice a week. All of these groups perform in and outside of school throughout the year. For further information ask any music teacher.

Drama: German and American drama groups present plays each school year. A musical in either language (German or English) is also performed. Check the drama boards for more information.

Sports: After school sports activities such as badminton, baseball, basketball, fitness, flag football, lacrosse, rowing, soccer, team handball, track and field and others are offered by the Sport Department. For further information ask any sport teacher.

Additional sports activities are offered by the "Sports Club JFKS" which include baseball, cheerleading, apparative gymnastics, soccer, swimming and taekwondo.

Politics/Model United Nations (MUN)/Debate:

The Model United Nations program meets weekly in "Weekly Debate" to address international political issues. Students simulate being "delegates" from different countries throughout the world. They learn the skills of public-speaking, diplomacy, and leadership while discussing international issues as if they were a representative from one such country.



The student leadership team or “student officers’ work with JFKS teachers and the wider JFKS community to host two Berlin Model United Nations (BERMUN) conferences. In November, BERMUN hosts around 700 participants from over 25 different countries for a four-day simulation in partnership with the Friedrich-Ebert-Stiftung. In March, the Konrad-Adenauer-Foundation hosts about 200 participants for BERMUN2 at its facility.

The BERMUN conferences simulate the work of the member states of the UN in various committees. Students participate in many different forums that discuss political, social, economic, environmental or legal issues—or they take part in the Youth Assembly, whose members work to develop implementable solutions to solve an issue or problem in their local communities.

In addition to the student delegates and leaders, many students join both the Press Team and the administrative team (“Admin”). The Press Team members draw students who are interested in journalism and media. The “Admin” team coordinates the logistics of the conference, where students learn the organizational and interpersonal skills needed in event management.

Finally, the MUN program participants travel to other conferences: The Hague International Model United Nations (THIMUN) in The Hague, Netherlands; the Global Classrooms International Model United Nations (GCIMUN) in New York City, NY; and the Baltic Model United Nations (BALMUN) in Rostock Germany.

For more information about the Model United Nations program at JFKS, visit <https://jfks.de/high-school/bermun-mun/> or see Mr. Lang or Mr. Robertson.

Peer Support Groups: Student Advocates, Peer Mediators, Student Ambassadors, Gay Straight Alliance. These groups are facilitated by school counselors and other staff members. Students receive special training in the respective areas and are available to support other students. Peer groups generally meet in B219.

Schülerzeitungen/Student Newspapers:

The “Muckraker” - Founded in 1997, The “Muckraker” is the John F. Kennedy School's independent student newspaper. It is published monthly, and students interested in participating as journalists, cartoonists, photographers, or -- after some prior involvement -- as editors, can contact the editorial staff via email (themuckraker@gmail.com). The Muckraker office is room B214.

Haywire - Haywire is a student-led activity that curates a bi-annual art magazine. Haywire publishes poems, art, and stories from JFKS-HS students. Haywire students need to appreciate art and enjoy discussing it! Students need critical thinking skills and an artistic sensibility. Haywire roles are editors, public relations, and designers. Haywire meets once a week. For further information see Mr. Beckley.

Finances for Extra-Curricular Activities: There are no specific funds for extracurricular activities. The individual activities raise whatever money they need through fund raising projects. All monies raised by an activity must be deposited in the Student Activity Fund. All expenditures by a school sponsored activity including the Student Council must be approved in writing on a Student Activity Fund Expenditure Request form by the official



faculty advisor of the activity before it is transacted. All financial obligations must be paid through the Student Activity Fund and can only be honored by submitting an original receipt or bill. Financial obligations incurred by individual students outside the framework of this policy cannot be honored by the School Activity Fund or the John F. Kennedy School and will become a personal or private obligation of the individual responsible for the transaction.

ADVANCED PLACEMENT PROGRAM

Through the **Advanced Placement** (AP) program, students may take college level classes that give them the opportunity to gain skills and content recognized by colleges. JFKS offers a wide variety of AP courses in mathematics, science, English, German, French, Spanish, Latin, history, social studies, and the fine arts.

AP Exams are given each year in May. Many U.S. colleges accept AP exam scores for college credit and/or advanced course placement. Scores are also used by Diploma students for admission to German, UK, and other world universities. For specific policies and to determine how scores (1-5) are honored, please contact universities directly. Exam registration takes place each year in January and February. There is a charge for each exam and students are asked to pay in full when submitting their registration. Please see Ms. Mack in Haus Reil for more information about the AP program and its examinations.

ADVERTISEMENTS

Commercial advertisements and advertisements for political parties, unions and societies, unless specifically and previously approved by the JFKS Administration, are not allowed on the school grounds except for commercial advertisements in the student newspaper.

Posting information about activities inside or outside of the school: Anyone who wishes to post information about activities must see the American Assistant High School Principal for approval of the poster before it can be put up anywhere in the school.

ANNOUNCEMENTS

Announcements are read daily over the PA system usually at the beginning of the 5th period, except when "Klausuren", AP tests or other exams are scheduled. Students wishing to have an announcement read should email it to the American Assistant High School Principal at least one day in advance.

ATTENDANCE POLICIES

Every student is expected to attend school regularly and to be on time for classes. Regular attendance is important for a successful school experience. Classroom experiences, discussions and laboratory experiments are essential to the curriculum. Time lost from class cannot be regained. Please note: Excessive absences may result in a class conference and removal from school!

For details see section A, pages 10-11 for the Official School Attendance Policy.



BETRIEBSPRAKTIKUM

During 9th grade students have to attend a two-week vocational internship ("Praktikum") in spring. For details see Hr. Vetterick in the German Department.

BULLYING & HARASSMENT

The Kennedy School is founded upon bi-cultural (German and American) and international understanding. Any incident which undermines this understanding and tolerance will be dealt with accordingly. Acts of harassment, hostility, defamation, bullying, whether verbal, written, digital or physical, will not be tolerated and constitute grounds for disciplinary action (see page 9). If you experience possible bullying or harassment, please contact your HR teacher, school counselor, Vertrauenslehrer/in, or a School Administrator.

BUNDESJUGENDSPIELE

The Bundesjugendspiele (Sportfest) is a one-day sports festival mandated by the German government which takes place each year in June at JFKS. Students displaying exceptional achievement in three different track and field events are awarded certificates. All high school students in grades 7-10 are required to participate in the Bundesjugendspiele.

CLASS CONFERENCE

The purpose of a class conference is to discuss and make decisions about all matters important for the education of a particular student or class. Generally, a class conference is called for a student who may be having problems in the areas of discipline, academics, attendance, or special health or psychological problems. A class conference consists of the homeroom teacher, all teachers who teach the student for whom the conference is called, two student council representatives and two parent council representatives. Parent and student representatives are non-voting members of the conference. Also, students and parents do not participate in the meetings if the discussion concerns grades, promotion to the next grade level or confidential matters such as accommodations or illnesses.

CLASS TRIPS

Class trips involving an entire grade level are held on a regular basis in different grade levels. Generally, these include:

8th grade: A two-week ski trip to Austria in March

11th grade: The German department conducts one-day trips or excursions to various destinations according to language level. For example, the 11th grade students in D1 and D2 spend a day in Weimar, and D4 students take a trip to Nürnberg in December each year.

11th-grade "Leistungskurse/AP courses": Frequently students participate in a trip in June. The exact date of these trips is set by the administration at the beginning of each school year.

Students should not be excluded from a trip because of financial need. Student financial support from the Verein is available in extreme circumstances. Students should speak with the teacher in charge of the class trip. Requests for financial assistance from the Verein need to be submitted three months in advance of the class trip.

School rules remain in effect during all class trips and excursions!



DISCIPLINE

See **School Rules and Regulations: Pedagogical and Disciplinary Actions**, page 12.

ELEVATOR KEYS

Students who are physically handicapped and cannot use the stairs may check out an elevator key from the German secretary (W 102). The elevator is only to be used by those students who received the key.

FIRE ALARM/ EMERGENCY EVACUATION

The Fire alarm is a series of short, loud sound bursts. Upon hearing the signal, close all windows, switch off all lights, and close the door behind you. Students and teachers are to leave the building quickly and quietly according to the evacuation plan posted in each room. Classes must leave the building under all circumstances, even during exams. Students should not congregate on the bus ramp or block any of the fire lanes. Classes must stay together with their teacher and proceed to the collection points assigned to that grade level.

An administrator will give teachers and students the signal when they can re-enter the building.

In case the building cannot be re-entered after an emergency evacuation, students in grades 7 through 12 will be dismissed from the assembly sites.

FUNDRAISING EVENTS

To organize a fundraising event for a school activity (e.g., school dance, bake-sale, hamburger sales, etc...), permission must be granted by the American Assistant Principal (office W108). The event must be requested at least ten days prior to the time scheduled. Approved posters and information about the fundraising event should only be attached with masking tape (Tesa-Krepp) and are not to be attached to painted surfaces (see page 26). Posters should be removed immediately after the event. All monies collected are to be deposited in the Student Activity Account (see page 16).

GRADES

All grades (marks) are in the German number system, and are transcribed to the American letter system as follows:

1 = very good	1+ = A+	1 = A	1- = A
2 = good	2+ = A-	2 = B+	2- = B
3 = satisfactory	3+ = B-	3 = C+	3- = C
4 = adequate	4+ = C-	4 = D+	4- = D
5 = poor, failing	5+ = F	5 = F	5- = F
6 = absolute failing	6 = F		

In grades 7 - 10, a 4- is the lowest passing grade, in the Abitur Program grades 11 and 12, a 4- is a failing grade!

According to an E.D. resolution, a 4- is the lowest passing grade for HSD program evaluations.

Absences can have a negative effect on the grade.



In the 3 hours/week "Grundkurse", the final grade is calculated as 1/3 on the written Test(s)/Klausur grades and to 2/3 on the oral grade. The oral grade is based upon class participation, quizzes, reports, and all other work done in class. In grades 7 - 10 the teachers may deviate from these fixed proportions.

Each of the two Klausuren per semester in the "Leistungskurse" counts as 1/4 of the final grade. The remaining 1/2 of the final grade is based on the same criteria as the oral grade in the "Grundkurse".

Some departments have established specific criteria for High School Diploma courses. A teacher is obligated to explain to the students the evaluation criteria for their grades and any other marks they receive. The student shall be informed about his/her current class grade if he/she requests it. This also applies to explanations of individual evaluations as well as to the score achieved in tests.

GRADE POINT AVERAGE

Grade Point Average (GPA) is calculated based on all courses taken in grades 9-12, including courses which have been repeated, and it is based on a 4-point scale (A = 4 pts, B = 3 pts, C = 2 pts, D = 1 pt, F = 0 pts). Honors/Leistungskurse, and Advanced courses are provided with a factor that increases their weight in the overall GPA calculation.

HANDY / CELL PHONES

See EMD Policy on page 9.

HIGH SCHOOL DIPLOMA PROGRAM

To be awarded the American high school diploma at the Kennedy School, a student must earn at least 26 credits in grades 9-12 as follows:

English	4 credits
Mathematics	3 credits
Social Studies	4 credits (3 if not at JFKS for 4 years) which must include US History)
Science	4 credits
Physical Education	2 credits
German	1 credit each year enrolled at JFKS
Electives	3 credits

High School Diploma Program students must carry a minimum class instruction load of 28 hours per week. One credit is earned for successfully completing a course which meets 4 or 5 periods a week for two semesters. There are special US-courses which follow the American curricula and fulfill the High School Diploma requirements.

HIGH SCHOOL HONORS DIPLOMA

Candidates for the Honors Diploma must have met the following requirements:

- 1) Completed four (4) Honors Courses within Grade 11 and/or 12. (An Honors Course is an AP course, Leistungskurs, or German level D1, D2 and D3a course.) Abitur candidates for the Honors Diploma must have completed four Leistungskurse in grades 11 and 12.
- 2) Achieved a grade of 3+ or better in all enrolled subjects in grades 11 and 12.
- 3) Not have any grade below 3- in all enrolled subjects in grades 9 and 10.



Students entering JFKS in grade 12 are eligible for the Honors Diploma only after a case-by-case review of their transcripts. Particular attention will be given to evaluating the academic quality and rigor of the student's grade 11 course work.

HOMWORK REGULATIONS

Students should be able to do homework without the help of a parent or other person. The School Conference has the authority to decide on the principles of homework according to this regulation. Homework as a punishment or as a disciplinary measure is pedagogically not sound and not allowed.

Over school holidays and over school vacations no homework may be given in grades 7-10.

HOT LUNCH PROGRAM

A hot lunch is served daily in the school cafeteria. Two different menus (vegetarian and non-vegetarian) are offered daily as well as sandwiches, snacks and drinks. Hot lunches can be purchased with a "chip" card or cash. You can transfer money from your bank account to the "chip" card whenever the balance is low.

INFORMATION MONITORS & BOARDS

Monitors are located in two places in the blue and the white building. They are used to display substitution information as well as other important daily information or announcements.

The master Test- and "Klausur-" schedules, Abitur information and MSA information are posted in the white building next to the glass doors leading to the offices W 108-W 117. Students should check the monitors and the bulletin board frequently for last-minute changes in schedules.

INTERNET ACCESS

Each student has access to the internet at school through their own account where they receive an initial balance of €5 for printing. When the €5 allotment is used up, students can add more money to their printing account. Students are allowed to sign-in on only one computer at a time. They should not share their password with others.

The possession of "hacking" software is a criminal offense in Germany, and consequently, the school is obligated to report all cases to the German police. Any student caught "hacking" into the computer system or installing unauthorized software will be subject to a class conference and ensuing disciplinary action. Similarly, downloading of copyrighted protected items, including music is strictly forbidden. Please note that schools are monitored for the illegal downloading of music.

ILLEGAL SUBSTANCES

The consumption, possession, selling, or distribution of drugs or alcohol is prohibited on school grounds and at all school functions. Being under the influence of drugs or alcohol is also prohibited (see page 8).

LANGUAGE LEVELS

Every student must be enrolled in both English and German. One of them must be designated as mother tongue, the other as partner tongue. Exceptional students may enroll



in both mother tongue German and mother tongue English (double mother-tongue).

All English and German courses are divided into different levels. English is taught at two levels: mother tongue (E1) and partner tongue (E2). German is taught at six levels: mother tongue (D1); and at five levels of partner tongue (D2, D3AII, D3AI, D3B, D4). To change to a more advanced level of a language, a student must pass a test. Changes are usually made by the first week of the school year, under special circumstances this may also occur at the beginning of a new quarter. Ask your German or English Teacher for more details.

When a student passes the D4 level he/she usually advances to D3B. After one year in D3B the student advances to D3A. A student may be in D3A for two years (one year in D3AI and one year in D3AII) before being advanced to D2. If the student achieves at least a grade of "2" or higher in D2, he/she may be advanced to D1.

In all classes other than languages or the special science project classes:

- 1) All instruction may be in English from 7th grade on;
- 2) Instruction and testing may be in German if all students are in German D1 or D2, or in some cases, in D3A. **Students in D3A and below must always have the option to take their tests in English if they choose.** Special subject matter terms must be provided in all classes in both languages.

LEAVE OF ABSENCE

See page 11.

LEAVING CAMPUS

According to a ruling by the Educational Directorate (E.D.), only students in grades 11-12 may leave school grounds during lunch or other free periods. Students in grade 10 may leave only if they have submitted a written consent from their parents (see page 8).

LIBRARY

The High School Library is open Monday, Wednesday and Thursday from 7:45 am to 4:00 pm, and Tuesday and Fridays 7:45 to 3:30 pm. It holds a large print and electronic media collection in both German and English. In addition to the electronic card catalogue, the library offers online databases and encyclopedias. These can be accessed on or offsite. See the Librarian for passwords!

Students who do not have a school issued Photo-ID Card should see the librarian to set up a library account. Students may use library computers for school related work only. Classes supervised by their teacher can reserve instruction time in one of the library computer labs. Please do not bring food or drink, other than water, into the library. Please treat staff, other students, and library property with respect and consideration, refraining from disruptive behavior. Students who violate these rules will be asked to leave the library.

The library collects fines on overdue materials: 10 cents daily for books and 20 cents for DVDs and audiobooks. Cameras and other digital equipment cost 1€ per day overdue in fines! Vacations and weekends do not count. Students are responsible for all materials checked out on their account and will be asked to replace lost or damaged items.



LOCK DOWN

A Lock Down would be announced to all students and staff either one of the building administrators using the PA system or via the emergency button. Classes should stay together with their teacher and the teacher should direct students to stay away from windows and doors. The teacher will lock the classroom door from the inside to keep anyone from entering the classroom. Any students out in the halls at the time of a Lock Down should find the nearest open classroom and stay there until the Lock Down is over. Any students outside of the school should not enter the school but remain away from the school premises. An administrator will give teachers and students the signal when they can re-enter the building via the loudspeaker.

LOCKERS

For the purpose of stowing personal property of students attending JFK High School, lockers and combination locks are assigned to all, new and returning, students whose parents are members of the JFK VEREIN (<http://theverein.com>). The lockers and locks are assigned to the students by the American High School Assistant Principal and the VEREIN. The VEREIN remains the legal owner of the lockers and the locks.

Lockers may only be changed with the permission of the American High School Assistant Principal. In order to prevent theft or damage by a third party, the lockers must be locked at all times! Valuables and / or musical instruments should not be stored in the lockers. The school and the VEREIN assume no responsibility for the contents of the locker. The security of the lock combination is the student's responsibility! Do not share the combination with anyone else. Do not allow anyone to watch you open the lock. Spin the dial after you close the lock. For summer vacation, the locker has to be emptied for repair and cleaning. This is only true for other vacations if special announcements are made. Lockers not emptied for summer will be opened and all content will be removed and discarded. The parents and volunteers of the VEREIN's Locker Team (lockers@theverein.com) are happy to answer all questions regarding the locker distribution.

LOST AND FOUND

Books, articles and other personal items found on school grounds should be brought to the main office in W103 (high school), lost and found sport clothing should be brought to the teachers' room in the gym, S108. Visit the [Lost & Found website](#) for more information

MAKE- UP TEST POLICY

I) For Students in Grades 7-10:

A. Short Term Illness:

1) If a student is absent when a test or quiz is given, the student is obligated to submit an excuse within three days after the absence. Students may only be excused from a test or quiz if they are ill or have previously received a "leave of absence" from the school.

2) If a student misses a test or quiz due to short-term illness, the student must be prepared to take the test or quiz during the next time that class is regularly scheduled. However, the teacher is not required to give a make-up test at all if he/she can evaluate the student's work without the test.



3) If the student does submit an excuse for his/her absence within the prescribed three-day period, it is the responsibility of the teacher to organize when and where the student will take the make-up test or quiz. It is the responsibility of the teacher to prepare a different exam, but the questions or problems should be of similar difficulty as those in the original exam. Teachers must arrange for the make-up test to be taken at a time when the student is not otherwise scheduled for instruction.

4) If the student fails to turn-in an excuse, a failing grade ("6") or zero points will be assigned, and the student will not be given an opportunity to make-up the test or quiz.

B. Long Term Illness:

In the case of long term illness individual arrangements need to be discussed with the teachers involved.

II) For Students in Grades 11-12:

1) If a student is absent when a previously scheduled "Klausur" is given, the student must submit a doctor's excuse within three days after the "Klausur" to his or her tutor. The doctor's excuse must be dated **on or before** the scheduled date of the "Klausur". Retro doctor's excuses are not acceptable.

2) If the student fails to submit a valid excuse within the prescribed three-day period, the student will receive a failing grade ("6") for the Klausur.

3) When the student's absence is excused, the Oberstufen-Coordinators will arrange a time and place for the "Nachklausur" to be taken. Suggestions from students and/ or teachers for time and place of the "Nachklausur" are welcome. However, the "Nachklausur" can only be scheduled during a time when the student does not have instruction. This may necessitate that the "Nachklausur" be scheduled on a Saturday.

4) It is the student's responsibility to inform him/herself of the time and place of the "Nachklausur". Should it become impossible to schedule a "Nachklausur", it is the teacher's responsibility to select another type of evaluation (an oral exam, classroom participation, or special homework) by which the student's performance can be evaluated.

MIDDLE SCHOOL EXAM (MSA)

In 10th grade every JFKS student has to undergo the state mandated "Mittlerer Schulabschluss (MSA)" exams. The MSA is a full-fledged German graduation certification at the end of 10th grade which entitles students to leave school after their 10th year of general education and for example continue their education in the dual system of apprenticeship and vocational school (Berufsschule).

The MSA consists of two parts: The final grades for the 10th grade year plus the exam part consisting of four exams: English (written and oral), German, Mathematics and a presentation about a self-chosen topic in one of the subjects taught in 10th grade.

Passing the MSA is a necessary prerequisite to continue in the Oberstufe grades 11 and 12 when pursuing the Abitur.



PARENT COUNCIL

The parent council is the official body to represent the parents' interests in their children's school. The Parent Council is authorized to inform parents about current issues and topics. The Parent Council consists of two parent representatives for each grade level in grades 7-10 plus an adequate number of parents for grades 11 and 12. Parent representatives are elected at the beginning of each school year. The Student Council also elects representatives to attend the monthly meetings of the Parent Council.

PARKING

Parking is only available on Teltower Damm or other neighboring streets. Parking is restricted by respective traffic signs close to the driveway leading to the bus ramp. **No parking or stopping is permitted on the ramp or anywhere else on school grounds.** The bus ramp is closed to all traffic!

PEER SUPPORT GROUPS

Peer Mediators are specially trained and available to help students and classes with conflict resolution. Contact Frau Böhm-Wirt in B203 for more information. The Peer Mediation room is B219. Student Ambassadors greet new students on Orientation Day and are available throughout the school year to support students in transition to JFKS.

These programs are based on confidentiality and trust - you may come yourself or on behalf of a friend. Anyone interested in knowing more should contact Ms. Krull or Frau Böhm-Wirt.

POSTERS

According to school law, all posters must be approved by the administration before they can be posted. Please see the American Assistant Principal for approval. Posters should only be put up with masking tape (Tesa-Krepp) and should not be attached on painted surfaces. Some items may also be posted on the monitors in the blue and the white building. See the American High School Assistant Principal for details.

PROMOTION REGULATIONS

A student should not be promoted if:

1. their achievement is evaluated as deficient (5+ or below) in more than two subjects.
2. their achievement in both English and German is deficient (5 or 6).

Promotion from the 8th to 9th grade will only take place if the achievement in German and English is at least adequate (4).

Students in grades 9-11 who plan to graduate with the High School Diploma and **not the Abitur** will be promoted provided they have received passing grades in all courses that are relevant and required for the high school diploma. They need to have earned sufficient credits to graduate by the end of the 12th grade. An 11th-grade high school diploma student must have earned at least 16 credits at the end of grade 11 in order to be promoted to the 12th grade.



Students in grades 10 who plan to graduate with the Abitur need to have passed the MSA and have to fulfill a second foreign language (French, Latin or Spanish) requirement to be promoted into the “gymnasiale Oberstufe”.

Students of grade 7 to 10 and candidates for the High School diploma in grades 11 and 12 usually must leave JFKS if they fail the same grade twice. In all cases the class conference can decide to make an exception.

In grades 11 and 12 high school diploma and Abitur side, the ability to continue in the program depends on the fulfillment of the graduation requirements of the respective program and is checked by the counselor or the Oberstufenkoordinator on an individual basis at the end of each semester. For details see the counselor or the Oberstufenkoordinator.

QUIZ POLICY

See Test and Quiz Policy below.

REPORT CARDS

Report Cards are issued quarterly in grades 7-10. Classes with two or less hours per week only receive grades at the end of a semester. In grades 11-12, report cards are issued once a semester. All courses appear on this report card. In grades 7-10, the final grades (the average of all quarter or semester grades) are decisive for the promotion.

All report cards are legal documents and may serve you later in your career to document your enrolment and achievements in academic and non-academic classes or activities in school. They should be handled with care and be filed at home in a folder designated for that purpose. Lost report cards cannot be reissued, for legal reasons there must be only one original copy.

SCHEDULE CHANGES

Formation of classes, scheduling, hiring of staff as well as purchasing materials for a new school year is based on student registration for that year. Once this process is completed, changes are very difficult to make. Generally, changes will be made only if a definite error has occurred, if a student is placed in an inappropriate level class or has failed a course and needs additional credit.

Classes may be changed, added or dropped only during the first week of a semester if there is adequate reason for a change and if there is space available. Students should see the counselors or the Mittel- or Oberstufenkoordinatoren for advice and assistance in changing courses. Class changes can only be made by those, any class change needs to be documented by an official new schedule issued to the student. Students are only admitted to a class if they provide over a schedule that indicates that they are enrolled in the respective class. Teachers can not change classes and are advised not to admit students unless the student produces an official schedule that indicates his/her enrollment in the class.



SCHOOL COLORS AND MASCOT

The Kennedy School colors are blue and white. The school mascot is the ram.

SCHOOL COUNSELING

In the School Counseling Office there are two counselors to assist high school students with educational planning, career choices, personal problems and other issues of concern to students.

Ms. Krull, middle school counselor, (room: HR 107, phone 90299-6221) is responsible for the academic, social and personal counseling and development of students in grades 6 through 9.

Ms. Gebhardt, high school counselor, (room HR 104) is responsible for high school diploma students in grades 11 and 12. Ms. Gebhardt also helps students to meet the requirements for the high school diploma, advises students about colleges and universities, and processes applications and other appropriate documents needed by institutions of higher education or employers.

Two Abitur coordinators, who have their offices in the white high school building, assist students in the selection of courses necessary for the Abitur and help students to meet the requirements of the Abitur program for grade 11 and 12. Fr. Krüger (room W 115, phone 90299-6577) also schedules Klausuren, and provides educational career information for students through the coordination of services provided by the Berlin State Employment Office (Arbeitsagentur). Fr. Aust coordinates the Abitur (room W 116, phone 90299-6575) and is responsible for report cards.

SCHOOL DANCES

School dances are fundraising events that can be organized by students under the supervision of sponsoring teachers and may be scheduled on demand. Such dances take place in the aula and begin no later than 19:30 and end no later than at 21:30. Students may bring a guest from outside JFKS to the dance only if the guest is registered on the guest sign-up sheet in the main office (W 103) by 1:30 P.M. on the day of the dance.

SMOKING

The John F. Kennedy School is a Smoke Free School. Smoking is not allowed anywhere on school grounds.

SPIRIT WEEK

"Spirit Week" is usually held during the month of May. The exact dates are set by the Student Council and the American High School Assistant Principal. In addition to generating more school spirit, spirit week activities also serve as fund raising events for the Student Council. (See Student Council By-Laws for more information.)



STUDENT ID CARDS

Student ID Cards (Schülerschein) are issued to students at the beginning of the school year. The plastic student ID Cards are both student ID and library card. A valid student ID entitles students to reduced entrance fees to museums, special exhibitions, swimming pools, etc. The Student ID Card is generated by the school photographer once a year, new students will have their picture taken by the school photographer at the beginning of each school year and are issued a card thereafter. If a student loses his/her Student ID Card he/she must notify the school secretary. The student will receive a temporary ID Card from the secretary (W102). The Student ID Card remains the property of the Kennedy School and is to be surrendered upon demand.

STUDENT NEWSPAPERS

Student Newspapers are different from school newspapers. A school newspaper is an official activity of the school, has a faculty supervisor, receives funding from the school and is an official publication of the school. A student newspaper is an unofficial publication, has no faculty sponsor and does not represent or reflect any opinions or policies of the school, nor does it receive funds from the school.

According to German Law, each issue of a student newspaper must include a statement which identifies who the editors are, how many copies were printed and by which printing company. In addition, the law specifies that the disclaimer which states that the newspaper does not represent or reflect any opinions or policies of the school must also appear in each issue. See "Student Newspaper" under "Activities" on page 16 above.

TEACHERS' WORKSHOP

The Teachers' Workshop is an opportunity for teachers to coordinate the German and American curricula and learn about recent developments in their subjects or school wide developments. The Teacher's Workshop days are usually scheduled in November during the BERMUN conference and in spring at the beginning of the second semester. On these Workshop days there is no regular instruction.

TECHNOLOGY AND COMPUTERS

JFKNET is the John F. Kennedy School's local area networking service. Through JFKNET students and teachers can have access to the Internet, can have an email account and can use the software on the local network for their school related work. Students or their parents (if the student is under 18) must sign an Acceptable Use Policy contract in order to receive an account on the JFKNET file server.

Student access to computer workstations follows these priorities:

- working on a class project, homework, research paper
- working on extracurricular, school related tasks
- email
- independent work on the Intranet or Internet

For more information, please contact the Technology Department in W 106.



TEST, QUIZ AND "KLAUSUR" REGULATIONS

Quizzes (kurze schriftliche Lernerfolgskontrolle) are divided into two types:

- a) To evaluate material learned. This kind of quiz is usually does not have to be announced in advance.
- b) To give a broader base for marking. This type of quiz is announced at least two days in advance.

In grades 7-10 quizzes should not take more than 20 minutes of the period and their results will be worked into the oral portion of the grade. No more than two quizzes a day should be taken by a student. Only one quiz should be administered to a student if a test is taken on the same day.

Tests for grades 7-10 are scheduled on the test schedule published on the web site at the beginning of each quarter. Tests are one or two periods long. There should not be more than one test a day or more than three tests per week. Only in special situations may there be an exception to this rule.

Tests for grades 11-12 (Klausuren) are scheduled each semester. See the "Klausur Schedule" which is posted on the Bulletin Board in the White Building and is published on the web site as well.

TESTING PROGRAMS: STANFORD, PSAT, SAT, AP

Students in grade 8 take the Stanford Assessment Test every year. The results of these tests are placed in the individual student records.

The PSAT, SAT, and AP tests are administered at JFKS on specific dates each year. Each of these tests has a required fee. The PSAT is offered to all 11th grade students each October. The SAT is offered approx. 6 times a year, always on Saturday mornings. AP (Advanced Placement) Exams are offered in May of each year. For dates, registration and other information, see Ms. Mack in the School Counseling Office.

VEREIN DER JOHN- F.- KENNEDY-SCHULE

The Verein of Parents and Friends of the John F. Kennedy School (known as "the Verein") consists of parents and other people interested in the Kennedy school. The members' dues and the fund-raising activities of the "Verein" allow the "Verein" to provide funding for several programs at the Kennedy School. It subsidizes the BERMUN and Odyssey of the Mind programs, lockers, new instruments for the music department, and other things necessary for the Kennedy School community. Any friend or parent of the JFKS may become a member. The Verein board is elected during the annual general meeting of all members and consists of approximately ten people. The board meets approximately once a month. Families must become a member in order to receive a locker.



VISITORS

Any person not regularly enrolled at JFKS must obtain a visitor's pass. Any student or guest from outside the school who attends Kennedy school events must be approved by the administration. Students should bring their visitors to the main office (W102 or W103) to obtain a visitor's pass. Visitors should present a valid ID document when requesting a visitor's pass and notes of permission from both parents (JFK student and visitor). Students are asked not to bring visitors to school during the first weeks of school and the last weeks of school. Students from other Berlin schools are not allowed as guests on days where there is no scheduled instruction at those schools.

"WANDERTAG"/ FIELD TRIP DAY

Each year on the next to the last day of school all classes in grades 7-11 participate in a "Wandertag" or field trip. Each homeroom organizes their field trip activity in cooperation with the homeroom teacher. Homeroom teachers receive a special bulletin with guidelines for the "Wandertag" in early June each year. For more information please see the American High School Assistant Principal in W 108.



SECTION C: STUDENT COUNCIL BY-LAWS

STUDENT COUNCIL

The Student Council serves to realize the student body's interest as a whole, carrying out self-directed duties within the framework of instructional and educational goals of the school and school law. The Student Council consists of one American and one German representative elected from each homeroom in grades 7-12. The Student council is chaired by one American and one German President elected by the student body at large. Major duties of the Student Council include events such as the organization of Career/Seminar Day, student dances, Valentines & Christmas grams, charity events, raising funds for the Student Council Scholarship, and the selection of a recipient of the Student Council Scholarship each year. The Student Council also meets at higher levels, such as district & state levels.

Student Council By-Laws

Article 1 - Object

- I. The Student Council is the parliament of the Student Body. Its goal is to realize and maintain the Students Body's interests by democratic means. To achieve this goal, the Student Council has the following self-imposed duties:
 - A. To discuss, decide, and act upon matters concerning the Student Body.
 - B. To represent the Student Body at the administration, the faculty and other organs of the school.
 - C. To maintain the rights of the students.
 - D. To inform the Student Body of matters concerning it and of all Student Council proceedings.
 - E. The Student Council carries out these duties within the framework of the instructional and educational goals of the school and school law.
 - F. The quorum of the Student Council is one third of its elected members.

Article 2 - Membership

- II. Election of Student Council representatives
 - A. Number of representatives per class
 - i. Student Council members will be elected in the classes designated by the administration as early as possible in the beginning of the new school year. The basis for determining the number of SC representatives in a class is the following: The average number of students per electing class is calculated at the beginning of each new school year. Classes with the average number of students will have two representatives. Classes with half of the average or less will have one representative. Classes with the average number of students and an additional half of the average (equal to three halves of the average) will elect three representatives.
 - ii. For grades 7-10, each class will also elect 2 alternates to Student Council. These two candidates should be the runner up in the voting to the SC class representatives.



- iii. For 11th and 12th grade elections, the students who receive the most votes will be the representatives and those under the cut-off for representatives will be the alternates.
- B. Method of Election
- i. Each class elects one German and one American representative to the Student Council separately. If two candidates of different nationalities cannot be found, the representatives may be of the same nationality. Students of a third nationality may choose their side. After calculating the number of representatives to be elected by a class, those candidates who receive the simple majority of votes on their ballot will become SC representatives. In the case that an elected representative otherwise cannot assume his or her duties another round of voting will be held to determine a replacement.
- C. Duties of SC members
- i. Student Council representatives represent the class in which they were elected and its views, not their own. All SC members have a duty to report to their classes on Student Council proceedings after each meeting in the class in which they were elected. During these SC reports, the SC representatives have the duty to report to their class of all SC proceedings and to find the opinion of their class on certain topics (by informal vote, a show of hands, etc.). SC representatives must attend all SC meetings unless they are writing a Test or Klausur during that hour.
 - ii. Try to give a thorough account of the SC's proceedings without having to repeat every word. Always remember that you should represent your class' interests not your own. Read the agenda posted before every meeting so that you are prepared for what will be discussed. Also check the SC board for any other information posted there.
 - iii. Attendance records are kept at every SC meeting, so be sure to sign the attendance sheet at every meeting. You are excused from class to attend SC or SC-related committee meetings only if you are a member of the Student Council and do not miss a test or "Klausur". To stay informed of what is going on in Student Council, keep a folder, take notes and read protocols. If there is anything you do not understand, speak up immediately. Encourage your class members to take an active part in school affairs.
 - iv. If you represent the SC in a committee, conference or other organization, inform the SC Presidents after having attended a meeting so that your report will be included on the next agenda. If you are unable to attend a meeting of your body, you are responsible to find a substitute. For the Educational Directorate ("ED") and School Conference, special substitutes are assigned, but for any other body, any other SC representative is eligible as substitute. If you cannot find a substitute, contact the SC presidents.
 - v. To report to your class, you have the right to report in the class in which you were elected (Schulgesetz §83 und §84).
- D. The rights of the officers and representatives are in effect until the new Student Council has been formed, but only up to a maximum of two months after the beginning of classes for the following school year.



Article 3 - Officers

I. Presidents

A. Method of Election

- i. The entire student body will elect one American and one German president (each student gets two votes - one for the American candidate and one for the German candidate).
 1. Any Student of the High School may run for Student Council President.
 2. To become a candidate, you have to collect at least 50 signatures of students in the high school that support you as a candidate.
 3. The signature list is submitted to the election committee or the American High School Assistant Principal.
 4. The election committee sets the date for the election speeches and the election in cooperation with the American High School Assistant Principal. There should be at least three days between the speeches and the election.
 5. The speeches are held at an assembly of all high school students.
 6. The time allotted for the speeches is equally divided among the candidates.
 7. The election committee prints out the ballots.
 8. The election takes place during class time.
 9. Every High School student votes for one American and one German presidential candidate.
 10. The election committee counts the votes and determines which American and which German candidate has the simple majority of the votes. If the number of abstentions on either side is greater than the votes for the candidate with the highest number of votes, a second round of voting will take place on that side. The reelection is final.

B. Rights and Duties

- i. The presidents are responsible for representing the student body's interests. They will attend all ED meetings, call the SC meetings and lead them, make sure that the rules of order are followed during the SC meetings, and receive all of the mail addressed to the Student Council, student body, or the presidents. They have the right to dismiss anyone who is disturbing an SC meeting and they may adjourn the meeting whenever necessary. The presidents may attend any meeting of the Partial Student Councils. Furthermore, the S.C. presidents are responsible to call the meetings of the Permanent Advisory Committee and to work together with their Vice-Presidents and the treasurers.
- ii. Creation of the Student Council Cabinet
 1. Council Cabinet consists of the Presidents, Vice-Presidents, the secretary, the treasurer, the Scholarship Administrator and all Committee Heads.
 2. The Committee can meet regularly before important meetings to handle organizational work and prepare possible solutions to problems.



3. The committee should distribute organizational work equally among its members and should ensure that there is more time for actual discussion during SC meetings by offering possible solutions.

II. Vice Presidents

A. Method of Election

- i. The Vice Presidents will be elected at the first SC meeting: one American and one German. A second election procedure might be necessary to determine who is the 3rd and the 4th president, respectively.

B. Rights and Duties

- i. They will substitute for the presidents whenever necessary. They work together with the presidents in the SC Cabinet.

III. Representatives in Committees

A. Method of Election

- i. At its first meeting, the SC will elect representatives to the following bodies, councils, and committees:
 1. School Conference: 2 American & 2 American Alternates; 2 German & 2 German Alternates
 2. Parent Council: 2 Members (either nationality) and 2 Alternates (either nationality)
 3. Educational Directorate: SC Presidents and 2 Alternates are Vice-Presidents
 4. BSV (District Student Council): 1 American & 1 German
 5. The Verein: 2 Members & 2 Alternates (all of either nationality)

ii. Rights and Duties

1. Represent SC

IV. Treasurer & Assistant Treasurer

A. Method of Election

- i. One treasurer and one assistant treasurer (both of either nationality) will be elected by the SC at the beginning of the school year. Both are considered the Heads of the Fundraising Committee.

B. Rights and Duties

- i. The treasurer will account for all of the money in the account and will work with the American High School Assistant Principal the faculty member in charge of Student Financial Accounts.

V. Scholarship Administrator

A. Method of Election

- i. One Scholarship Administrator will be elected by the SC at the beginning of the school year.

B. Rights and Duties

- i. The Scholarship Administrator will be in charge of the Student Council Scholarship Program.

VI. Secretary

A. Method of Election

- i. One secretary will be elected by the SC at the beginning of the school year

B. Rights and Duties



- i. The secretary will take the minutes of each SC meeting and at the end of the year will be responsible for creating a compact summary of the SC activities for that year to be distributed to the student body.
- ii. If the Secretary is absent, the Vice President(s) will take minutes at the SC meeting.

VII. Advisors to the SC

A. Method of Election

- i. The Teachers' Conference will elect two advisors to the SC.

B. Rights and Duties

- i. They should attend all meetings, inform, and advise the SC and approve all expenditures. The advisors are also responsible for recording members' attendance at the meetings which take place during school.

Article 4 - Meetings

- I. The Student Council may meet two times per month for a double period during the time of instruction.
- I. The SC presidents must call a meeting if at least one fifth of the representatives request it.

Article 5 - General Assemblies

- I. At least once a month during the school year, the SC may call for assemblies to be held during the school day for all high school students. The Presidents conduct the meeting. The agenda will be fixed by the SC presidents in accordance with the school principals.

Article 6 - Partial Student Council (P.S.C.)

- I. The Student Council may form, if necessary, two P.S.C., one consisting of representatives of grades 7-10 (P.S.C. I); the other one of representatives of grades 11-12 (P.S.C. II).
- III. The SC may divert certain questions to the appropriate P.S.C. The P.S.C.'s will elect their own presidents and secretaries who will call the meetings and take the protocols.
- IV. The P.S.C. will give reports to the Student Council after each meeting.

Article 7 - Rules of Order

- I. The SC will use the rules of order described below. If there is any doubt over the procedures the presidents may decide on how to act or consult "Robert's Rules of Order."

Article 8 - Committees & Special Meetings

- I. Meetings of the old SC in the New School year
 - A. Within the first three weeks of the new school year one of the former SC presidents or their alternates calls an SC meeting for all former SC members. The old SC will form an election committee which will organize the election of the new SC presidents. The old SC may form a committee to give a report ("Rechenschaftsbericht") to the student body on the achievements of last school year's SC. The old SC presidents are members of this committee.
 - B. If the previous presidents are no longer attending JFKS, it will be up to the former vice-presidents to lead these meetings. If these students no longer



attend JFKS, then it will be up to the remaining former 11th grade Class Representatives to meet with the American Assistant Principal to plan & schedule this first meeting.

- II. Constituting Session of the Newly Elected SC
 - A. In its first meeting, the new SC will approve of the by-laws and the rules of order and will elect the officers as prescribed by the by-laws.
- III. SC reserves the right to create permanent and ad hoc committees as needed.

Article 9 - Amendment of the By-Laws

- I. The SC By-Laws may be amended at any official meeting by a majority of all members. The By-Laws must be re-ratified by each new Student Council at the beginning of the school year.
- II. The SC By-Laws were first enacted in 1983 and were amended on Feb. 9, 1987, Jan. 19, 1988 and Mar.22, 2018.