

Landstuhl Elementary/Middle School

Parent/Student Handbook 2008-2009



CMR 402
APO, AE 09180-0402
Telephone: 0637-192-6507

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Foreword

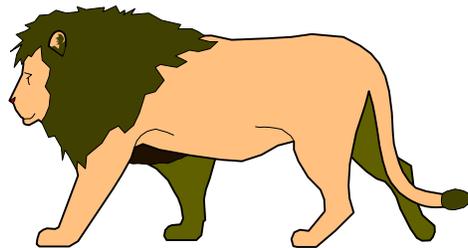
Welcome to Landstuhl Elementary/Middle School. You are an important member of our school, and the faculty invites you to take advantage of all opportunities offered to you.

Landstuhl Elementary/Middle School provides instruction to the children of the Landstuhl Military Community. There are over 800 students enrolled in pre-school through grade eight. There are over 100 employees including over 70 teachers. The school has a speech therapist, enrichment specialist, counselors, and specialists for the learning impaired. Physical education, art, and music teachers and a nurse are part of the regular school staff. Host nation teachers provide programs of orientation and familiarization with German language, culture, and tradition.

This handbook introduces you to the school, but it is not an all-inclusive publication. It does, however, contain broad statements and guidelines to assist you. We request that all parents and students become familiar with this guide. The information it contains will answer many questions, and its wise use can prevent many problems.

We are proud of our school. Landstuhl has an excellent reputation. It is a reputation built on hard work and high expectations. Should you have questions or concerns, please contact the school and we will provide information and support.

**Landstuhl Elementary/Middle School...The School on Top!
Be part of a great educational program!**





**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
LANDSTUHL ES/MS
CMR 402
APO AE 09180-0005**



Dear Students and Parents,

Welcome to Landstuhl Elementary Middle School and the “Lion Team!” You will find an exceptional staff and caring community devoted to making this year an outstanding success for every student. Our school-wide focus is to identify and address all students’ personal and academic needs in order to help them achieve their fullest potential.

The information in this handbook was prepared to introduce to you our educational programs, operational procedures, and Department of Defense Dependent School (DoDDS) regulations; all designed to provide the best possible educational experience and setting. It is important for your family to carefully review this information and to refer to it as a guide to assist you in participating in your students’ education.

Students: The “Lion-hearted” staff at LEMS is excited to get to know you and to help you have a successful school year. The school has a variety of wonderful educational programs and fun activities. We encourage you to participate in these opportunities as you will find we have something for everyone. We are so glad that you are here!

Parents: It is our most sincere belief that it takes your involvement and input to ensure our students flourish in a nurturing and collaborative learning environment. We encourage you to visit the school and to become part of our community through participation in our volunteer programs, committees, and associations. For example, you are invited to join our very robust and active Parent Teacher Student Association (PTSA) and participate in our School Advisory Committee (SAC) meetings.

As a part of DoDDS school system, our educational program compares favorably with Stateside schools. Our professional staff reflects the rich demographic background of our community, bringing with them the same diverse and rich perspective that helps to enhance this unique school culture. The combination of fully qualified educators, a strong DoDDS curriculum and our policies and procedures has enabled us to gain and maintain full accreditation from the North Central Association of Colleges and Schools.

I encourage you to drop by and visit me anytime to discuss suggestions and/or to address your concerns.

Ms. Susan L. Ransom
Principal



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
KAISERSLAUTERN DISTRICT
UNIT 3405
APO AE 09021**



1 August 2008

The Kaiserslautern School District would like to take this opportunity to welcome you to school year 2008-2009. As a new or returning member of the DoDDS family, your contribution to the school and its programs is an important and meaningful part of our partnership in education.

Each school year brings change, and this school year is no exception. As DoDDS-Europe continues to implement new initiatives and refine others, your involvement in all school/district educational programs is essential and greatly appreciated. In addition to our continuing efforts to study data to inform instructional practices, teachers will be involved in the pre-implementation and implementation of new curriculum materials in certain subjects.

I invite you to join the teachers, administrators, support staff, and Kaiserslautern District Office personnel in forging a collaboration of common goals, values, and priorities. In order to have this meaningful partnership, it is incumbent on each of us to maintain effective lines of communication.

Please come to our schools even if it is just to visit or seek information. We also welcome volunteers and hope that you will get involved in PTA/PTO, the School Advisory Committee, and School Board meetings. When all members of the school community commit to an open, honest, and ongoing dialogue, parents are informed of school activities, we are aware of your concerns, and interests, and students understand that they are the focus of our endeavors.

The Kaiserslautern District is committed to providing every possible opportunity for all students to become productive members of society. Therefore, it is our hope that parents will take an active role in the educational process.

Research clearly indicates that when parents take an active role in the education of their children, student achievement increases significantly. In order to ensure the development and continuation of quality programs and optimal educational opportunities for students, I encourage all members of the community to become involved in our schools.

We are committed to working with each child in our schools and doing everything in our power to help them to be successful. In order to do this most effectively, we need your help and involvement.

We hope that you enjoy your stay in the Europe. We look forward to working in partnership with you to ensure an outstanding educational program for your child.

Lawanna H. Mangleburg
Lawanna H. Mangleburg
Superintendent

DoDDS CHAIN OF COMMAND

School Administration

Ms. Susan Ransom, Principal
Mr. Stephen Austin, Assistant Principal
CMR 402
APO, AE 09180
Telephone: DSN: 488-6503
Civilian: 06371-92-6503

District Superintendent

Ms. Lawanna Mangleburg, Superintendent
Dr. Liz Dunham, Assistant Superintendent
Ms. Elaine Grande, Assistant Superintendent

Department of Defense Dependents Schools
Office of the Superintendent of Schools
Kaiserslautern District
Unit 3405
APO, AE 09094
Telephone: DSN: 489-6339
Civilian: 0631-351370

DoDDS Europe Area Office

Ms. Diane Ohman, Director, DoDDS-Europe
Office of the Director, DoDDS-Europe
ATTN:
Unit 29649, Box 7000
APO AE 09096-7000
Telephone: DSN: 0611-380-7614

Director-DoDEA

Dr. Shirley Miles, DoDEA Director
Department of Defense Education Activity
ATTN:
4040 North Fairfax Dr.
Arlington, VA 22203-1634

Questions or concerns related to DoDDS Chain of Command should not be elevated above the school level without first consulting the principal. This chain of command is intended to be used as a vehicle of communication in order to resolve problems at the lowest level.

A MESSAGE FROM YOUR PTSA

The Landstuhl Parent-Teacher-Student Association (PTSA) would like to welcome you to an exciting year ahead. We have a great group of parents and teachers committed to this year's activities and invite you to join us in building a positive partnership in support of our children's education.

PTSA recognizes that parents are the primary influence in children's lives and has worked hard over the years to bring the school and community together. We hope you will join our PTSA, attend our meetings, voice your concerns, and volunteer your time. In other words, BE INVOLVED! Our children at LEMS need your help! Your involvement, whether at home, in school, or in your community, makes the difference.

We are excited and ready to work hard this year in support of our students, teachers, and staff. Please join us! Volunteer opportunities are available in many areas throughout the school. Look for our sign-up tables at upcoming LEMS events or contact one of our PTSA Board Members.

Addresses and Office Personnel

SCHOOL ADDRESS	GERMAN ADDRESS	TELEPHONE
Landstuhl School CMR 402 APO, AE 09180 Email: landstuhLEMS.Principal@eu.dodea.edu School Web Page Address: /ww.lans-ems.eu.dodea.edu	Amerikanische Schule Geb. 3830 66849 Landstuhl-Kirchberg	488-6507 Civ to DSN: 06371-92-xxxx

Administration Office

Admin Assistant	Ms. Letesia Nettles	488-6503
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Student Affairs Office

School Information Specialist	Ms. Jennifer Keith	488-6509
Registrar	Mr. Walter Smith	488-6508
Clerk	Ms. Melinda Hardy	488-6507
Nurse	Ms. Kathleen Kearney	488-6510

Counselors

Pre-School – 2 nd grade	Dr. Donita Johnson Camerota	488-6561
3 rd – 5 th grade	Ms. Willa Roberson-Mitchell	488-6540
6 th – 8 th grade	Mr. Gregory Holley	488-6541

MISSION STATEMENT

Landstuhl Elementary/Middle School, in partnership with students, parents, and community will provide a quality education that values and promotes highest student achievement, cultural diversity, and respect for self and others to assure optimum success in a global society.

ARRIVAL TIME

It is essential that parents instruct their children to abide by the established arrival time if the health and safety of students are to be safeguarded. **Children should not arrive on school grounds before 0815 hours.** Children will be unsupervised if they arrive earlier than the established time. During inclement weather, walking children will not be admitted to the building until adequate supervision is available. Both the health and safety of your child are involved, so we urge your cooperation in this matter.

ASSEMBLIES

Throughout the school year, we will be having assembly programs for student enjoyment and participation. Since an assembly means that an extra large group of students will be together at one time, there are a few rules to follow. Students should:

1. Move to the assembly area accompanied by your teacher.
2. Take seats in the assembly hall as directed by your teacher.
3. Be polite and respectful members of the audience.
4. Listen carefully to the dismissal instructions, and then leave in an orderly manner.

ATTENDANCE

Attendance will be taken in every class each period and recorded electronically in the student information system. According to DoDDS policy, it is the responsibility of the parents or guardians to notify the school every time a student is absent. Attendance records are reviewed and follow-up action on excessive and/or unexcused absences is taken to include parental notification and disciplinary action when appropriate. All absences will be classified "excused" or "unexcused."

All anticipated absences (educational trips with family, etc.) should be requested in writing by the sponsor at least **two weeks prior to the absence** in order for the student to request make up assignments for class work which will be missed. Family trips are discouraged during the last two weeks of school.

All written requests for excused absences must state a specific reason for the absence. "Personal Business" and "Family Matters" do not constitute specific reasons. Every absence requires a note or phone call from parents.

Middle School

Absence notes should be brought to the office before the first period bell at which time the note will be exchanged for an admission slip. The student presents the note to the teachers of classes missed during the absence. The teacher will sign the admission slip, and at the end of the day, the student returns the slip to the office. Students will not be admitted to class after an absence without an admissions slip.

Attendance Boundaries

The local military commander and the district superintendent jointly establish the school attendance boundaries. School attendance is based on where a child lives, not where the sponsor works or a babysitter lives. Request for "Exception to the Feeder Plan" must be in writing and submitted to the District Superintendent's office at Kapaun Air Station, Bldg. 2786. Waivers to the attendance boundary must be approved by the District Superintendent's Office and will only be granted for educational or health reasons.

Excused Absences

An "excused" absence is one for which the student will be given make-up privileges, credit, and is documented in writing from the parents. It is recognized that absence from school is necessary under certain conditions. Every effort must be made by students, sponsors, parents, legal guardians, teachers, and administrators to keep absences and tardiness to a minimum.

According to regulations, students may be excused from school for the following reasons subject to the approval of the administration: religious holidays, family trips, illness, family emergency (severe illness, death, local hardship situation), and medical necessities which cannot be cared for on non-school time. Excused absences will also be granted to students participating in school-sponsored activities such as study trips, athletic contests, and music and drama programs. The principal and teachers are expected to monitor student attendance and enforce school policies. Each teacher must maintain accurate records and report daily classroom attendance.

Normally, students who do not attend school for a full day will not be allowed to participate in or attend any school-sponsored event scheduled on that same day. The principal must approve exceptions to the policy.

Unexcused Absences

As per DODEA policy, there are no makeup privileges for unexcused absences. Unexcused absences include missing the bus, truancy, trips other than family trips, etc. Chronic tardiness and truancy will result in disciplinary action.

Tardiness (Middle School)

With ample passing time between classes, there is no excuse for tardiness, and students are expected to be in class ready to work when the bell rings. If students are detained by a teacher or for any other reason that is legitimate, they should get a pass from the person who detained them - not from the main office, before going to class. Depending upon the severity and frequency of the offense, tardiness may result in a call home, detention after school, or other consequences.

Child Find

If you know of any child who is not attending school because of a handicap, please have the child's parents notify the school. By law, DoDDS is required to provide an education for all children. This includes pre-school handicapped children. Please call one of the school counselors at 488-6541/6561.

Leaving School Grounds

Since your children are our responsibility during school hours, we will not send your child off school grounds during instructional time. DoDDS security requirements are that whenever the parent wants the child to leave school, the parent **must** come to school in person and check the child out by presenting an official I.D. card and signing the child out on a release form. In a case where the child must leave the school grounds, i.e., illness, missing the bus, etc., and the parents cannot be reached, the person listed as the emergency contact can sign the release form upon verification of I.D. card. Any student who leaves the school grounds without being signed out will be considered truant.

Signing in/Signing Out

All students (Pre-school - 8th grade) who leave school during the school day may do so only in the company of parents or sponsors. Parents are required to show their I.D. cards and personally sign in/out students in the Student Affairs (Main) Office.

BUS TRANSPORTATION

General Information about Bus Transportation

The Ramstein School Transportation Office (STO) has administrative responsibility for school bus transportation for LEMS. Parents with school-age children who are new to the KMC must register at their school's STO for bus transportation in order to get bus passes and schedules for their children.

The **Ramstein STO** is located on Ramstein AB in building 904 at the Ramstein Elementary School. Dedicated customer service hours are 0900-1200, however, they will

provide customer service anytime they are in the office. Telephone numbers are DSN 480-BUSS(2877) or CIV 06371-47-2877. Please call if you have any questions regarding school bus transportation.

Parent/Sponsor/Guardian Responsibilities

Parents, sponsors or guardians will be responsible for the conduct and behavior of their child(ren) at all times. Offenses by students and/or lack of acceptance of this responsibility by the parents, sponsor or guardian may result in the permanent loss of their transportation privileges. Parents, sponsors or guardians are reminded that school bus transportation in an overseas community is a privilege that comes with clearly defined responsibilities.

A. Supervision and/or behavior of students at designated bus stops are the sole responsibility of individual parents, sponsors or guardians. Familiarize your child with host nation traffic laws, e.g., to wait until the bus departs and the roads are clear of traffic before crossing the street. Traffic does not stop for school buses. To ensure safe boarding, students lining up must be a minimum of three feet back or away from the curb. Parents must ensure students do not push and shove, especially during the approach of the school bus. Anyone observing inappropriate behavior at the bus stop should first try to correct the situation by talking to the students or contacting their sponsors. Continued misconduct, disrespect, or disregard of safe behavior at bus stops, should be reported to the 569th US Forces Police Flight, at extension DSN 489-6060 or commercial 0631-536-6060.

B. Parents, sponsors or guardians are responsible for transporting their children to and from school during periods when their transportation privilege is suspended or revoked. Students caught riding while under suspension will automatically have their suspension extended through the end of the school year. A second incident of riding under suspension will result in loss of riding privileges until the parent's, sponsor or guardian's DEROS.

Student Responsibilities

Students are the key individuals in helping to have a safe and enjoyable bus ride to and from school each day. Safety is paramount at all times and all students are expected to conduct themselves in a safe and responsible manner while riding the bus. Certain incidences of misconduct (such as shouting/loud noises, walking around while the bus is in motion, fighting, etc.) cause an unsafe situation and put the entire bus at jeopardy. Students should work together to create a safe riding environment.

Standards of Conduct

The following standards of behavior have been established out of concern for the safety and comfort of children riding school buses. As the sponsor, you should assure that your children are aware of what is expected of them. Transportation to and from school is a privilege – not a right. Children have been removed from the bus for misconduct. Don't let yours be one of them.

Expected of Students:

1. Correct identification upon request of driver
2. Respect for the rights and feelings of others
3. Special attention to the needs of smaller, younger or handicapped persons
4. Removal of all personal belongings when leaving the bus
5. Presence at the bus stop in time for the scheduled departure

Prohibited:

1. Extension of extremities from doors and windows while bus is in motion
2. Smoking or spitting
3. Eating or drinking
4. Horse play
5. Throwing any object at, in, or from the bus
6. Destruction, marking, alteration or mutilation of government or contract property
7. Interference with any other occupant's access to enter or exit at stops
8. Standing or sitting on anything other than seats provided for that purpose while the bus is in motion
9. Physical interference with the driver's vision, hearing or person
10. Giving instructions to drivers or conversing with drivers except when requested
11. Operation of emergency door mechanism or signals (except during bonafide emergencies)
12. Profanity or abusive language
13. Distracting noises
14. The conveyance of animals, alcoholic beverages, drugs, weapons or explosives of any type
15. Obstruction of aisles, steps or empty seats with personal belongings

Disciplinary Actions

Sponsors will be notified when the bus driver, school or another parent for bus misconduct identifies a student to the Dependent Schools Office. Please review the information you received from the Dependent Schools Office.

Lost & Found

Items found on the bus are delivered to the Ramstein Student Transportation Office, Bldg. 904, Ramstein Air Base, or Ramstein Elementary School.

Inclement Weather Procedures

- A. During inclement weather, bus transportation may be affected. Higher elevation locations may not be accessible and severe winter conditions (e.g. heavy rain, fog, light snow, etc.) may cause delays in service.
- B. When overnight extreme weather conditions (high winds, snow, ice, etc.) necessitates the closure of schools, instructions will be broadcast on American Forces Network (AFN) 1107 AM and 100.2 or 102.95 FM, beginning at 0600 on the day of closure. In situations, where the conditions are not serious enough to cancel school, pickup/drop off times may be delayed.
- C. When extreme daytime weather conditions necessitate closure of schools, parents, guardians, and sponsors of students residing in higher elevation areas may be required to pick up their students early. Instructions will be broadcast on AFN, 1107 AM and 100.2 FM in advance. If you elect for your child to stay overnight with a family in housing on base/post, written permission must be filed with the school's registrar office in advance.

CALENDAR: School Year 2008-2009

FIRST SEMESTER – (91 INSTRUCTIONAL DAYS)

2008

Monday, August 25	Begin First Quarter and First Semester
Mon-Fri, 25-29 Aug	Home visits for Kindergarten
Monday, September 1	Labor Day – Federal Holiday
Tuesday, September 2	First day of classroom instruction for KN
Tues-Wed, September 9 - 10	LEMS Open House
Monday, October 13	Columbus Day – Federal Holiday
Wednesday, October 22	No School – CSP Staff Development Day
Thursday, October 30	End of First Quarter (46 instructional days)
Friday, October 31	No School – Teacher Work Day
Monday, November 3	Begin Second Quarter
Tuesday, November 11	Veterans Day – Federal Holiday
Thurs-Fri, November 13-14	Parent Conferences (No School)
Thursday, November 27	Thanksgiving – Federal Holiday
Friday, November 28	Thanksgiving Recess Day – No School
Monday, December 22	Winter Recess Begins
Thursday, December 25	Christmas – Federal Holiday

2009

Thursday, January 1	New Year's Day – Federal Holiday Observed
Monday, January 5	Instruction Resumes
Monday, January 19	Martin Luther King, Jr. Day – Federal Holiday
Thursday, January 22	End of Second Quarter and First Semester (45 instructional days)
Friday, January 23	No School – Teacher Work Day

SECOND SEMESTER – (90 INSTRUCTIONAL DAYS)

Monday, January 26	Begin Third Quarter and Second Semester
Monday, February 2	Parent/Teacher Conferences – No School
Monday, February 16	Presidents Day – Federal Holiday
Tuesday, February 24	No School – CSP Staff Development Day
Thursday, April 2	End of 3 rd quarter (47 instructional days)
Friday, April 3	No School – Teacher Work Day
Monday, April 6	Spring Recess Begins
Monday, April 13	Instruction Resumes – Begin Fourth Quarter
Thursday, May 14	Earliest Acceleration Day for Students’ PCS
Monday, May 25	Memorial Day – Federal Holiday
Thursday, June 11	Last day for students (43 instructional days)
Friday, June 12	Last day for teachers

CELL PHONES

Many parents provide cell phones so that students can contact them after school. The cell phones should be turned off during the school day and the cell phone should be in a locker or student backpack. If students abuse the privilege of bringing a cell phone, the matter will be referred to the administration.

COMMITTEES & COUNCILS

National Junior Honor Society (NJHS)

Seventh and eighth graders who have attended the school for the equivalent of one semester, and who have a cumulative grade point average of 3.5 or better, are invited to apply for membership in NJHS. A voting faculty council appointed annually by the principal decides membership. The faculty council evaluates the applications on the basis of leadership, service, character and citizenship. Once selected, members must maintain these standards. Information regarding the selection criteria for the NJHS may be reviewed at the school.

School Advisory Council (SAC)

The Department of Defense Dependents Schools have established advisory committees at each overseas school in an attempt to foster local participation in school affairs by members of the school community. Members of the committee are elected from parents of students attending the school and professional school employees. The purpose of the Advisory Committee is to advise the principal on school matters. Monthly SAC meetings are held the third Thursday of every month at 3:15.

Student Support Team (SST)

The school assistance team is an interdisciplinary committee consisting of Counselors, Psychologists, Teachers, the School Nurse, and Administrators. The mission of this committee is to provide resources, interventions, and research-based strategies to meet the needs of students who are not being successful in some aspect of the school experience. The committee meets on an as-needed basis to support students of all grade levels.

School Home Partnership (SHP)

School Home Partnership conveys a collaborative relationship between families and school personnel to support and promote practice in the home and at school that positively influences children's learning and performance. It is our sincere hope that you will find many ways to be involved with our school. Parents are always welcome at Landstuhl ES/MS.

Continuous School Progress (CSP)

DoDDS is committed to enhancing student performance every year. In the CSP program, at each school, staff members and parents analyze data and then determine two school-wide goals. They identify and implement research-based interventions. Each year the school gathers data to indicate progress made. Members of the school staff welcome all parents who would like to join CSP efforts in Landstuhl School.

Student Council

Student Council is a middle school organization through which students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members. It is the duty of the representatives to bring to the council's attention complaints and suggestions from their classmates and to take to their rooms the actions of the council.

COMPUTER /INTERNET POLICY

The school provides computers with various programs that provide our students the opportunity to complete quality work. Because they use the Internet for research and information gathering, all students are required by DODEA policy to sign an Internet agreement that outlines rules and responsibilities for use. Any student found to be on an unauthorized site or found to be maliciously damaging a school computer will be banned from using any computer in the school for a time period determined by Administration.

CONFERENCES

Parent conferences are scheduled several times a year and are designed to help parents get a clear picture of their student's progress and performance. You will receive a notice from your child's teacher(s) concerning this conference. If you should want to meet with your child's teacher at any other time, please notify the teacher directly or call the school office.

COUNSELING AND GUIDANCE

Counseling services are available for every student in this school. These services include assistance with educational planning, interpretation of test scores, study help, help with home, school, and/or social concerns or any questions the student may feel a need to discuss with the counselors, nurses, or principals. Students may schedule an appointment through the counselors. Parents may call 488-6504 to talk with a counselor or request a conference.

DANCES - MIDDLE SCHOOL

Dances may be held periodically for Middle School students only. Students are expected to stay at the dance once they arrive. A student who leaves the building may not return without permission from an administrator. All school regulations are in effect at the dance. It is the parents' responsibility to provide a plan in the case of an emergency. The parents are to assume responsibility for their children immediately upon the closing of the dance activity.

DISCIPLINE, RULES & REGULATIONS

The basic premise underlying student discipline at Landstuhl ES/MS is that students are responsible for their behavior and there are consequences when students do not behave properly. We expect everyone to act with courtesy and consideration toward others. The school's policies respect and protect the general rights of all students and parents.

GENERAL RULES:

Three general rules of conduct guide behavior of students.

1. Students will respect the rights and property of themselves and others.

2. Students will behave in such a manner as to create a positive learning environment.
3. Students will respect the health and safety of others.

When students do not adhere to the three basic rules, appropriate action will be taken. Rules for Landstuhl ES/MS are in effect at all events sponsored by the school. The following items and actions are prohibited at our school:

- False fire alarms or bomb threats
- Weapons (or authentic looking replicas including laser pointers)
- Use or possession of drugs, including alcohol and tobacco
- Truancy
- Vandalism
- Inappropriate displays of affection
- Fighting/scuffling/shoving/horseplay
- Food out of designated areas
- Gum chewing
- Inappropriate dress (bare midriff, sagging pants, etc.)
- Inappropriate/offensive language
- Cheating or copying others' assignments
- Bullying

It is impossible to have an all inclusive list, but the actions listed previously are examples of the types of behaviors which are not acceptable at our school. Staff members have high expectations for proper student behavior and we have excellent students at Landstuhl ES/MS. Discipline problems are kept to a minimum. However, it is important that parents and students understand that items/actions listed and those not listed which are inappropriate or disruptive to the learning process will be dealt with firmly using a range of consequences.

Discipline Procedures

Each teacher in the school will manage his or her classroom discipline policy. Teachers will use routine actions such as parent contact, detention at lunch or after school, etc. to deal with student infractions. If these actions do not correct the situation, the student will be referred to an administrator.

When students are referred to the administration, a range of consequences will be considered for any disciplinary incident. These consequences include warnings, community service, detention, and in school or out of school suspension. In a very serious case, expulsion is a possibility. Should expulsion be contemplated, a Discipline Board will be convened to make a recommendation to the principal. In general, the administrator will choose a consequence which matches the circumstances. Students who

are repeatedly referred to the office for disciplinary reasons (for the same offense or different offenses) will earn stronger disciplinary consequences.

When it is deemed appropriate or necessary, parents are contacted and formally informed of their child's misconduct. At other times, the misconduct of students is satisfactorily handled without contacting parents. Such cases are generally not of any significant magnitude, but are simply a way of providing discipline support to the classroom teacher. Corporal punishment is not administered in this school. For specific information concerning the discipline procedures that are in use in your child's classroom, please feel free to contact your child's teacher.

DoDEA Zero Tolerance Policy

DoDDS has a policy of zero tolerance for weapons, bullying and sexual harassment. These policies have assisted DoDDS in establishing for our students a safer environment. The weapons policy states clearly that students having weapons in their possession within the school or school grounds will be dealt with harshly. The discipline committee may expel students guilty of violating the weapons policy from school for up to an entire school year depending on the recommendation of the discipline hearing. The base commanders throughout Europe support this policy. This policy includes replica or fake weapons in addition to real weapons. Students involved in bullying and/or sexual harassment will also be dealt with very severely.

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

There will be no designated smoking areas defined or condoned by DoDDS-E schools.

Detention

Detention for the Middle School is held after school on Thursday. Detention for individual classroom teachers may take place on any afternoon provided parents have already been notified. Keeping children after school to discuss misbehavior or complete assignments is, unfortunately, sometimes necessary. If your child is to be kept after school you will be notified before the child stays after. Bus riders will not be detained without previous parent notification. When detention is mandated, parents are responsible for supervision and transportation of their child after the detention has been served. The School's Officer will be called if a parent does not pick up the child.

Suspension

The purpose of imposing a suspension, whether it is home or in-school, is to correct unacceptable behavior.

1. A student who persistently violates school rules or regulations or commits a serious breach of conduct may be suspended from classes for up to ten days by the principal. Parents will be notified of such action promptly. If parents cannot be reached directly by phone, the unit commander or military authority will be asked to advise the sponsor of the action being taken.
2. Parents may be required to accompany the student back to school to be reinstated and to discuss ways to prevent the infraction from reoccurring.
3. Suspended students are not authorized to participate in any school-sponsored extra-curricular activities.
4. Students are not to be on the school grounds during their period of suspension.

DRESS AND APPEARANCE

The health and safety of students and freedom from interruptions in the learning process are the concerns of the school administration in regard to student dress. Parents are charged with the responsibility of assuring that their children report to school dressed in an appropriate manner. A student's appearance must be appropriate for normal classroom instruction. Dress should be in accordance with the standards established by the Kaiserslautern Community Commander. For sanitary reasons, stocking feet or bare feet are prohibited.

Dress or appearance that would be considered a health or safety hazard, offensive or potentially disruptive to the school program will be dealt with on an individual basis. (Example: No hats; no sagging pants; no spaghetti straps; no bare midriffs; shorts must not be shorter than a normal arm & hand can reach.) Clothing that advocates or advertises alcohol, drugs or inappropriate behavior is not allowed. Clothing styles associated with gangs or gang related behavior is prohibited.

The school administrator reserves the right to decide what clothing is appropriate. Teachers who believe a student is dressed inappropriately should refer the student to the administration if the student cannot correct his/her dress. It is likely that parents will be called to correct dress code violations.

EMERGENCY CONTACT

Parents are **required** to notify the school registrar whenever a change of telephone number or address, duty or home, occurs. Correct phone numbers are imperative for advising you or your emergency contact of your child's sudden illness or accident. This is especially important if your emergency contact has changed.

EMERGENCY EVACUATIONS

In case of certain emergencies, it may be necessary to evacuate the students from the school. Regulations and procedures for these emergencies have been established. During evacuation procedures, the students must remain with their assigned teachers.

It is not possible for all parents to be notified personally prior to students being released; therefore it is imperative that **parents have emergency plans and telephone numbers to handle situations when school must be dismissed early due to an emergency situation.** The KMC policy is to notify parents by way of AFN radio, television, and the assigned units email. Should you see weather conditions deteriorating, please tune your radio to AFN 100.2 FM or 1107 AM. Bomb threats, loss of water, and power outages are unpredictable and do cause problems if students do not know what to do for an emergency release from school.

ENRICHMENT

The Enrichment Program provides a wide variety of enrichment activities for our entire school in grades kindergarten through eight. These activities take place in the individual classrooms, the gym, or the media center.

EXTRA-CURRICULAR ACTIVITIES

Our school has a rich offering of extra-curricular activities designed to enhance our educational program. Students may participate in activities such as the following:

- Math Counts
- Chess/Board Games Club
- Yearbook
- Odyssey of the Mind
- Drama Club
- Student Council
- Intramural Sports
- National Junior Honor Society
- Technology Fair
- Jazz Band

FIRE AND BOMB EVACUATION DRILLS

All drills will be conducted as if there were an actual emergency. There will be a fire drill each week the first month of school, and one each month thereafter. Students should be familiar with all fire exit routes for each classroom. When the fire/bomb alarm sounds, students are to evacuate the building with their teacher and class. If an alarm goes off during lunchtime, students should report to the teacher that they had during their last class.

GIFTED EDUCATION

Landstuhl ES/MS follows DoDEA guidelines for identification of gifted education students. Selection criteria are available at the school. Once identified, students receive a variety of services from the Gifted Education teacher. Parents are provided with individual progress reports periodically.

GRADE PLACEMENT

It is DoDDS policy that each student being considered for retention or acceleration (double promotion) be screened and evaluated by the school Grade Placement Committee. A parent/teacher conference is held before the referral is submitted. At this conference, the referral procedure is explained and permission to proceed with the referral is requested from the parents. When testing and necessary information forms are completed, a meeting is scheduled with the parents to share all information and a grade level placement decision is made. At this time, if the student's normal grade progression is changed, an educational plan and/or recommendations will be made for the following school year.

All retention/acceleration referrals must be submitted by the last day of the third quarter; the referral suspense date for students enrolled after March is the last school day in April. Students who enroll in May/June will not be considered for retention/acceleration unless the report card from the previous school states that a grade placement decision has been made. This report card decision will be honored.

HALL PASSES

A student is not to be out of a scheduled class without a hall pass. It is the joint responsibility of the student and teacher to adhere to this policy. The elementary area of the school is off-limits to all middle school students unless the middle school student is on official business.

HALLWAY POLICIES

The halls are for passing to and from lockers and classrooms, and students are expected to behave appropriately when they are traveling. Students should keep to the right side and avoid any grouping that blocks traffic.

HEALTH CURRICULUM

The DoDDS Health curriculum in grades six, seven, and eight includes sex education. The content of the course includes changes of adolescence, human reproduction, preventing teenage pregnancy, AIDS, and other sexually transmitted diseases. If you have any questions concerning this program or do not want your child to participate in this section of the health curriculum, please contact an administrator or the school nurse at 488-6503.

HOMEWORK

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

Grades K - 3

Purposes:

- Reinforce skill already introduced in the classroom.
- Provide practice of skill taught.
- Promote parent awareness of material taught.
- Focus on improving problems in student progress.
- Teach responsibility to the student.

Guidelines:

- All students in class will be responsible for the same assignments, with only rare exceptions.
- All homework will be checked for completeness and will give instructional feedback.
- Parents are asked to provide a quiet area, scheduled time frame, and a positive environment (attitude) for students to accomplish homework assignments.
- Teachers will assign homework as indicated by student needs and curricular requirements.
- Assignment length for all subjects will be no longer than 30 minutes per night.
- Assignments will range from one to five per week.

Grades 4 - 5

Purposes:

- Reinforce skills taught in the classroom.
- Allow students to independently practice the skill.
- Provide the student a chance to successfully fulfill a personal responsibility.
- Provide the teacher rapid feedback on the effectiveness of instruction.

Guidelines:

- Homework assignments will be communicated clearly to students.
- Homework will be checked for completeness and accuracy and students will be provided immediate feedback.
- Lesson plans will be adjusted to improve on areas not well understood, as indicated by poor student performance on assigned homework.

- Parents are asked to support the purposes of homework by providing encouragement, a quiet study area, sufficient time in evening activities and a positive environment.
- Approximately 45 - 60 minutes of homework will be scheduled per evening.
- Homework will focus on math facts, independent reading, preparation for tests, book reports and special projects.
- Homework will be reviewed the following day in the classroom and concepts reinforced as appropriate.

Grades 6 - 8

Purposes:

- Clarify concepts and related activities taught in class.
- Strengthen students' organizational skills.
- Reinforce and review core and content course skills.
- Improve reading skills.
- Acknowledge that education leads to real-life problem-solving skills.
- Promote parent involvement.

Guidelines for Students:

- Students will be responsible for collecting and organizing assignments and information/instructions relating to assignments.
- Students are expected to do their assignments.
- Students are responsible for making up missed assignments due to illness or study trips in a timely manner.

Guidelines for Teachers:

- **No more than 10% of a student's grade will be affected by homework assignments.**
- Teachers will identify the nature and purpose of the homework.
- Teachers will provide clear, concise directions for completion of homework assignments.
- Assignment length will be appropriate to the time required to do the work. (For example, a long-range project will be assigned several weeks prior to the due date. Review and reinforcement practice exercises or preview reading may be assigned for the following day.)
- Teachers will evaluate and return homework assignments to students as appropriate to the nature of the assignment.
- Teachers will inform parents of student performance and completion of homework assignments as appropriate.
- Teacher articulation within grade levels will ensure that the total homework time for all courses combined will not exceed sixty minutes per day.

Parents may request homework assignments for children who are ill by calling the office **in the morning** (NLT 9:00 a.m.) Assignments can usually be picked up after school, between

3:00 -3:30p.m. Parents are also encouraged to attend the Fall Open House to meet the teachers and become familiar with individual class assignments and homework policies.

Make up work

All students with excused absences can make up work. If there is an extended absence, a student has the same number of days to make up work that he/she is absent. (Sick for 10 days - 10 days to make up the work)

HONOR ROLL

An Honor Roll will be published for grades 4 - 8 at the end of each quarter. The Honor Roll is divided into three levels according to grade point average:

Bronze: 3.0 – 3.49 Silver 3.5- 3.99 Gold 4.0

INCLEMENT WEATHER

In case of severe weather conditions, please tune to Kaiserslautern AFN 100.2 FM or 1107 AM radio station beginning at 0600 hours for guidance. If there is ice or snow on the roads, school bus transportation might be delayed up to two hours or canceled altogether.

If the school buses are delayed two hours:

- Buses pick up students two hours later than the usual time.
- Parents should not bring children to school before 10:15.

LIBRARY/INFORMATION CENTER

The library/information center is open all during the school day; students may come with their class or on an individual pass. It has an automated computer catalogue with 12 stations for student use; these also include electronic databases and Internet access.

Books are checked out for two weeks; unless there is a waiting list for a title, books may be renewed as needed.

Students are responsible for returning their books without reminders. If, after three notices a student has not returned a book, a letter will be sent to the parents. If a book is lost the student's family will be asked to replace it.

K-1 students may check out 1 book at a time; grades 2-5 students may have 2 books; middle school students may have 3. If the student is working on a special project, these numbers may be adjusted.

LOCKERS (Grades 4-8)

- Individual lockers will be assigned to each student in the middle school. Each student must provide a combination style padlock. No key locks or bicycle locks unless approved by the CSC office. The cleaning and organization of each locker is the student's responsibility.

- Students will not share lockers and will not give other students their combinations. Any and all damages will be considered vandalism, and the damages will be paid for with the further possibility of suspension. The locker privilege may be lost if proper care is not given.
- All materials must be removed when lockers are changed, the student transfers, or the school year ends. Periodic locker inspections will occur throughout the year.
- Lockers and lock combinations must be registered with Seminar teachers.
- Valuable items should not be kept in the lockers.

LOST AND FOUND

Lost and found items will be retained for a very short period of time before being discarded. Items with some type of identification on them have a better chance of finding their owners. For instance, writing the child's name and teacher's name on clothing items, lunch pails, umbrellas, etc., is helpful for identification purposes. Items in lost and found will be kept for one week after school closes for the summer, then they will be donated to the Red Cross.

LUNCH PROGRAM

Students have the option of bringing their own lunches to school or buying an AAFES lunch in the cafeteria. The lunch menu will be posted each week and published in the parent newsletter. Lunch accounts can be established in the Exchanges. The school does not loan money for lunches. Complaints and concerns about school lunch policy may be addressed by calling AAFES at 486-8526.

Please discuss the following lunchroom rules with your children:

1. **All students must respect and obey the lunchroom supervisors.**
2. All students will line up in a quiet, orderly manner to buy lunch. Students who brought lunch will go directly to their table.
3. There will be no "cuts" or saving places in line.
4. Elementary students will sit at their assigned table with their classes.
5. After students get their food, they may talk quietly to persons near them. Students may leave their seat when given permission by an adult. Students should raise their hand and request permission.
6. There will be no running, pushing, tripping or fighting in the lunchroom.
7. When their table/class is called, students must clean table areas and throw away their own trash before lining up to go outside for recess.
8. Food and drink may be consumed only in the cafeteria. No food or drink may be eaten on the playground during recess.

NEW STUDENTS

Parents that register children who are new to the school during the summer should come to the school after the first day to meet with the appropriate Counselor. All necessary forms and information will be supplied at that time. During the school year new students can begin class the day following their registration if completed by 1000.

NEWSLETTERS

We endeavor to keep parents informed of current school activities through our newsletter. Please look for it to be sent home via email. We welcome your input regarding items of interest to the school community.

NUISANCE ITEMS

Students are to leave iPods, MP3 players, and other electronic devices at home. They should not bring roller blades, skate boards, or bicycles to school. Such items create disturbances at the school and also are prime targets for theft. The same is true for trading cards. If students do bring a prohibited item, it will be confiscated. It will be returned to the student or in some cases, we will request that a parent come to school to pick up the item.

NURSE

A School Nurse is located in the Health Room. Students desiring to see the nurse must have a hall pass from their assigned teacher. The school nurse will contact sponsors as to the nature and severity of a student's illness. The parent will be notified first at the home telephone, then at the duty phone, then at the emergency contact number. Due to inherent dangers associated with an ill student who is dismissed to go home, it is required that a sponsor or authorized adult sign-out the student to ensure safe arrival home.

Nursing Services Provided

- Serves as a resource to teachers in implementing health education
- Provides or suggests health education materials
- Identifies students with health needs which interfere with learning
- Arranges for and assists with physical examinations of students
- Assists parents in obtaining needed corrective care when so advised
- Maintains health records on students
- Analyzes and evaluates school health procedures and activities
- Administers visual and audio metric tests
- Interprets school policy regarding communicable disease to school personnel and parents
- Identifies students and school personnel with suspected communicable diseases, and recommends appropriate action

- Identifies students with health needs
- Teaches students and other to recognize and report health deviations
- Provides emergency care
- Care to individuals who become ill or are impaired in school
- Administers prescription medication to students
- Serves as the POC for Blood-borne pathogens briefings

Responsibilities Not Assumed By the Nurse

Accidents and illnesses occurring at home are not the responsibility of the school nurse. They should be treated at the local clinic at the time they happen, not the following day by the school nurse. It is not the function of the school nurse to diagnose conditions.

Health Records

A school health record is obtained for every student at registration and is kept on file. Please ensure that it is kept accurate until the student's withdrawal.

Medication Policy

The school nurse does not administer medications except specific individually prescribed medications for conditions such as asthma, allergies to bee stings, ADHD, and seizures. These medications **MUST** be kept in the Health Office.

The following information must be on file in order for the nurse to administer medication at school:

- Written permission from the parent, and
- Written permission from the physician, stating the name of the medication, dosage, purpose, and time to be administered.
- Medication must come in a pharmacy labeled container marked with student's name and time, and amount to be taken.

Medication cannot remain at school over the summer. **Medication not picked up by the teacher's last day of school is taken to pharmacy for proper disposal.**

Short term medication (antibiotics, Tylenol)

When short-term illnesses require the use of medication such as antibiotics, please arrange with the physician for administration before and after school hours. Many antibiotics can be given in 2-3 dosages per day. If medication must be given at school, please follow the above procedure. The pharmacy can provide a school bottle. **Please keep in mind that medication should be administered at home whenever possible.**

ADHD Medication

Controlled substances such as Ritalin, Dexedrine and Adderall must be brought to school by a parent or adult. A new permission form/medication order is required each year for ongoing medications.

Asthma Inhalers

Asthma inhalers are kept in the nurse's office to be used as per doctor's order. Some students are allowed to hand carry, but this is done on an individual basis. Any misuse of the medication by the student (such as sharing) will be referred to Administration. For more information, call the nurse.

Fever

Oral or rectal temperature of 100.4 F (38 C) or higher.

How long should kids stay at home?

As a parent, you can help prevent the spread of illness by not sending a sick child to school. Children should not attend school if they have a fever, are vomiting or have diarrhea. If the illness is in the first or second day, and the previous day's fever was 101 or higher: students should be kept home one more day, even if no fever that morning. In addition, children with strep throat or pink eye need to be on antibiotic therapy for 24 hours before returning.

Generally, though, children can return to school when they:

- Have no fever
- Can eat and drink normally
- Are rested and alert enough to pay attention in class
- Have completed any period of medically recommended isolation

Resistance comes with time. Despite your best efforts, your child is going to get sick. The single most important thing your child can do to prevent illness is to wash his or her hands thoroughly and frequently.

PARENT CONCERNS

If you have any concerns about events in your child's classroom, your first step should be to contact your child's teacher. A parent-teacher conference will give you answers most of the time. If you are not satisfied with the results of the conference, then contact the school administrators. Opening the lines of communication between the home and school often solves problems which may exist. Your child is the one who will benefit from this open communication.

PLAYGROUND AND RECESS

The playground is an extension of the classroom. Students can learn many things on the playground: how to get along with others, what it means to be fair, how to follow directions, safety rules, how to care for equipment and property, etc. Children will be expected to behave appropriately.

Children cannot be left unattended and unsupervised in classrooms during recess time. We feel that children will benefit from outdoor play and recesses if the weather is at all suitable. Children recovering from an illness should not be sent to school unless they are physically able to participate in normal daily classroom activities; this includes outdoor recess. Please be certain that your child is appropriately dressed and has the proper clothing.

POSTERS

All posters, material for the bulletin boards, or advertisements of any kind to be displayed or distributed on school premises must have prior administrative approval from the school administration office.

POWER OF ATTORNEY

In the event that both parents will be absent from the command for any period of time exceeding one day, the name of Power of Attorney designee, who will assume responsibility for the student must be submitted to the main office.

PROGRESS REPORTS

A progress report will be mailed or given to students to take to their parents by the fifth week of each grading period for students whose progress is considered unsatisfactory. These notices may also be distributed at any other time the teacher thinks is appropriate.

REPORT CARDS

Parents will be kept informed of pupil progress and achievement by a report card that is issued quarterly. Since no report card is adequate in presenting the full picture of a pupil's progress, parents are encouraged to confer with teachers as often as possible.

Parent-teacher conferences are scheduled at the end of the first quarter for grades Preschool - 8 and at other times deemed necessary by the teacher and/or parents(s). Conferences are also scheduled one time during second semester for grades K - 8.

SCHEDULES

Lunch Schedule

1030-1115	3 rd
1040-1125	4 th and 5 th
1130-1200	Middle School
1200 -1245	Kindergarten
1205-1250	1 st
1210-1255	2 nd

MS Bell Schedule

0825	School Entry Bell (All Students)
0830	First Period Bell
0955	End of First Period Bell
1000	Second Period Bell
1125	End of Second Period (Lunch, Middle School)
1130	Middle School Lunch
1200	After Lunch Entry Bell (Middle School)
1201	Third Period Bell
1202	End of Third Period
1203	Fourth Period Bell
1500	End of Day Dismissal Bell (All Students)

SPECIAL EDUCATION

Children who experience difficulty in the classroom for various reasons are sometimes referred to the Case Study Committee (CSC).

The function of the CSC is to screen, assess, and find the proper educational program to fit the individual needs of each student who qualifies for special education.

Because DoDDS believes that a child should be in the least restrictive environment, i.e., a classroom and resource help if necessary, all possibilities are explored and tried during the

referral process. Sometimes it seems as if pre-referral and referral activities take a long time, but it is for the benefit of the child to explore all avenues.

Any decisions made regarding a special education for the child are by committee. You, the parents, are primary members of that committee. No decision will be made regarding educational placement without parent participation. The special education staff of Landstuhl consists of a CSC Chair/assessor, two learning improvement teachers, one communication improvement teacher, a psychologist, behavior management specialist, counselors and nurse. Parents of pre-schoolers may contact the school for more information regarding pre-school facilities.

SCHEDULE CHANGES - MIDDLE SCHOOL

Once a middle school student schedule is set, schedule changes will not take place. Only in the most unusual circumstances will schedule changes be considered. Reasons such as "not liking the course", personality conflicts, etc., are not valid reasons for changing a course. Making decisions and choices of course selection and learning to deal with people are part of the overall educational process. Students select courses, not teachers.

STUDENT RECORDS

Parents may have access to their children's files. In fact, we encourage all parents to hand-carry copies of records whenever possible, as it ensures a more efficient means of developing an educational program at the receiving school. School records are not released to any agency without parental approval. They are only shared with those in a "need to know" position, such as members of the Case Study Committee. This committee includes school counselors, L. I. specialists, school nurses, psychologist, special education teachers, administrators and district level personnel. Should you need to see your child's records, please feel free to contact the school's Student Affairs (Main) Office.

STUDENT RIGHTS AND RESPONSIBILITIES

I. Access to Learning

All students are entitled to an educational program similar to those offered in public schools in the United States. Students have the right to be informed of their educational progress and deficiencies, to receive regular teacher evaluations and to have assignments and tests evaluated and returned.

Students have the responsibility to conduct themselves in a manner, which does not violate the rights of others. Students share with school staff the responsibility of developing a climate within the school that is conducive to productive learning.

It is the responsibility of students to attempt the course of study necessary for each grade level. Students and parents must be responsible for class attendance, for maintaining property, and for properly caring for textbooks and other equipment

issued at school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

The right of students to participate fully in classroom instruction and activities shall not be abridged or impaired because of sex, race, color, nationality or religion. All students have the right to fair and equal opportunities in all activities.

II. Freedom of Expression

Oral: Students have the right to free inquiry and free expression of ideas. Free expression is not to be restricted unless its exercise interferes with the orderly conduct of classes or is done in an inappropriate or disrespectful manner.

Students are responsible for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have a responsibility to avoid libel, slander, obscenity, profanity, known falsehood, and disregard for truth. When the teacher makes a final decision, the discussion is considered over until after the class period.

STUDY TRIPS

1. The teacher will request an appropriate number of chaperons for each study trip. Parents will not bring other children (siblings) when chaperoning. Study trips are only authorized for school students, chaperons and teachers.
2. Only children who return approved permission slips will be allowed to go on a trip. If they do not have approval, they will be assigned to another class remaining at school.
3. Due care will be exercised, but the school authorities cannot accept responsibility for incidents which are caused by a child's wrongful violation of school rules which result in damages, injuries, or losses to German or U.S. Government property and/or persons.
4. On the trip bus, children will remain in their seats at all times. No running, shouting, kneeling in seats, eating or drinking will be allowed.
5. Students with past behavior problems may be excluded from school trips with the express approval of the principals. Children not behaving on a study trip may be kept from going on the next trip or any further trips. We must do everything we can to protect the health and safety of all the children and not do anything to damage our school image. School policies and regulations governing student conduct are in effect during all study trips.

6. Parents of students with impulsive, unpredictable behavior, serious health problems, or students needing medication to be administered during the trip may be required to accompany their child on the school trip. Teachers or chaperons cannot be asked to take on this added responsibility.
 7. Parents must meet their child at the stated time and place when trips last longer than the regular school hours (this applies to off-base children only). If a parent is more than 15 minutes late in picking up a child, the School will take appropriate steps to have the student picked up.
 8. For obvious reasons, parent chaperons **will not** smoke or consume alcohol on the trip. Corporal punishment of students by chaperons is prohibited by DoDDS.
 9. PARENTAL CONSENT OF FINANCIAL RESPONSIBILITY - The parents agree to hold the school and all sponsors free from liability, and further agree to pay all debts incurred by their child at any time during a school-sponsored trip. For some study trips, all contractual payments for the trip are personal between the parents and the travel agency. Parents (not DoDDS) will be obligated to pay all cancellation penalties should the trip be terminated.
6. Transportation of students to or from the study trip destination by parents will not be permitted.

SUBSTITUTES

Substitutes are valued members of our staffs. They allow us to continue our quality program when the regular teacher must be absent. Students are expected to behave for the substitute and treat him/her with complete respect. If you have had some college training and are interested in substituting, please contact the school secretary at 488-6503 for information and application procedures.

SUPPLIES

All pupils are issued textbooks and workbooks without any cost to parents. Responsibility for these materials lies with the student and sponsor, as in the case of all government property. Upon student withdrawal, all materials must be turned in and accounted for prior to final clearance. If materials are lost or damaged, a fee will be assessed.

Other supplies such as pens, pencils, rulers, crayons, writing paper, etc., will have to be purchased by parents. The type, sizes and numbers of these materials required, varies among the different grades and teachers. Should any special supplies be needed for a particular class, children will be notified on the first day of school or as the need occurs.

TELEPHONE CALLS

Office telephones are only available for student use in an **emergency**. Forgetting homework, lunch, etc., are not valid excuses for use of school telephones. Only in the most unusual circumstances will messages be received in the school from a parent to deliver to a student; and under no circumstance, will messages be delivered to a student from a non-family member. The delivery of personal messages to a classroom is an interruption.

VIDEOS AND DVD's

In general, whenever non-DoDDS sponsored DVD's or videos are shown at school, a written notice disclosing information regarding the main topic will be sent to parents before students view the film. The school will not require that parents respond to this notification whether to include or exclude their child from viewing the film. However, should a parent indicate in writing, or by telephone that the child should not view the film, we will appropriately comply with that request. Our expectation is that all teachers will act in a manner that shows proper respect for the child and the parents' wishes regarding exclusion from viewing films. The school will refrain from showing PG-13 and "R" rated films unless parental permission has been given.

VISITORS

You are welcome to visit our school at any time; however, all parents and official visitors are to report first to the Student Affairs (Main) Office immediately upon arrival in the school. There are no exceptions to this policy. If you are invited to a class activity; such as a party or play, please remember you may **NOT** bring other children unless the invitation so states. Students may not visit in the school without prior approval; this includes other DoDDS students from DoDDS schools and children of staff members. Students who wish to bring a guest must receive the approval of all teachers concerned at least three days prior to the intended visit. Only the most unusual circumstances will warrant approval for a visitor. Students who have withdrawn from school or are on suspension cannot be in the building under any circumstances; and, they cannot be on school grounds or take part in school sponsored/related activities. No one is permitted in school buildings after the school day, on weekends, or holidays, or at other times that the school is closed or not open for business. Only personnel who have received prior authorization are allowed in the buildings.

Parents are invited to visit classes in session. We ask that you arrange this at least 24 hours in advance with the teachers and check in through the Student Affairs (Main) Office before going to any classroom. This procedure is necessary not only to preclude unnecessary interruptions, but to prevent unauthorized persons from having contact with our students. Your cooperation is essential and your understanding appreciated.

Teachers have been instructed not to take time away from the entire class to hold a "parent-teacher" conference in the hall or classroom. Remember, just two minutes time multiplied by thirty students equals one hour of instruction. To make your child's school year profitable, parents and teachers must work together. Good school/home relations are vital.

If your child appears to be disturbed about school or is not making satisfactory progress, make an appointment for a conference with the teacher. This may be all that is necessary to resolve the problem. Our policy guarantees that suggestions or complaints of all parents will be given every consideration. Requests for conferences will receive prompt replies.

VOLUNTEERS

Volunteers provide the school with a variety of valuable services. Many parents and friends have acquired, through their experience and education, skills that would be extremely valuable to the school to enrich the services it offers children. There may be parents who could assist as tutors or in the teaching of art, handicrafts, etc. Even parents without specialized skills could receive some on-the-job training that would be of value to the teachers and the children, as well as the volunteer. If you are interested in volunteering at school, please contact one of the PTSA Board members for more information.