

ANSBACH ELEMENTARY SCHOOL



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MINI COUGARS

SY 2012-2013

Mrs. Collette Purcell

Principal

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Acknowledgement and Understanding of Student and Parent Handbook School Year 2012-2013



The Ansbach Elementary School Student and Parent Handbook is a valuable resource for parents and students. Information includes school operational information, attendance policies, behavior expectations, regulation notifications, student activities, etc. Please read the handbook, sign below to acknowledge receipt and understanding of the information it contains, and return this page to the school. Students are to return this signed portion to their homeroom teacher NLT 13 SEPTEMBER 2012.

Parent Name (Printed)

Student Name (Printed)

* _____
Parent Signature Date

* _____
Student Signature Date

Primary Email Address

Secondary Email Address

*Signatures represent receipt of the Student and Parent Handbook, awareness, and notification of school policies and procedures for School Year 2012/2013

Introduction



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
ANSBACH MIDDLE HIGH SCHOOL
OFFICE OF THE PRINCIPAL
UNIT 28614
APO AE 09177



Dear Parents and Students,

Welcome to another year in the proud tradition of Ansbach Elementary School. We, at AES, are hopeful that your student/s will have a successful year as they progress through their educational development. As you know, the journey to success has many twists and turns, challenges, and obstacles. Your student's success in school depends on many factors, to include focusing on academics, working with teachers and peers, accepting accountability, and attitude. We are hopeful that all of our students will feel proud of meeting and exceeding their personal goals throughout the year.

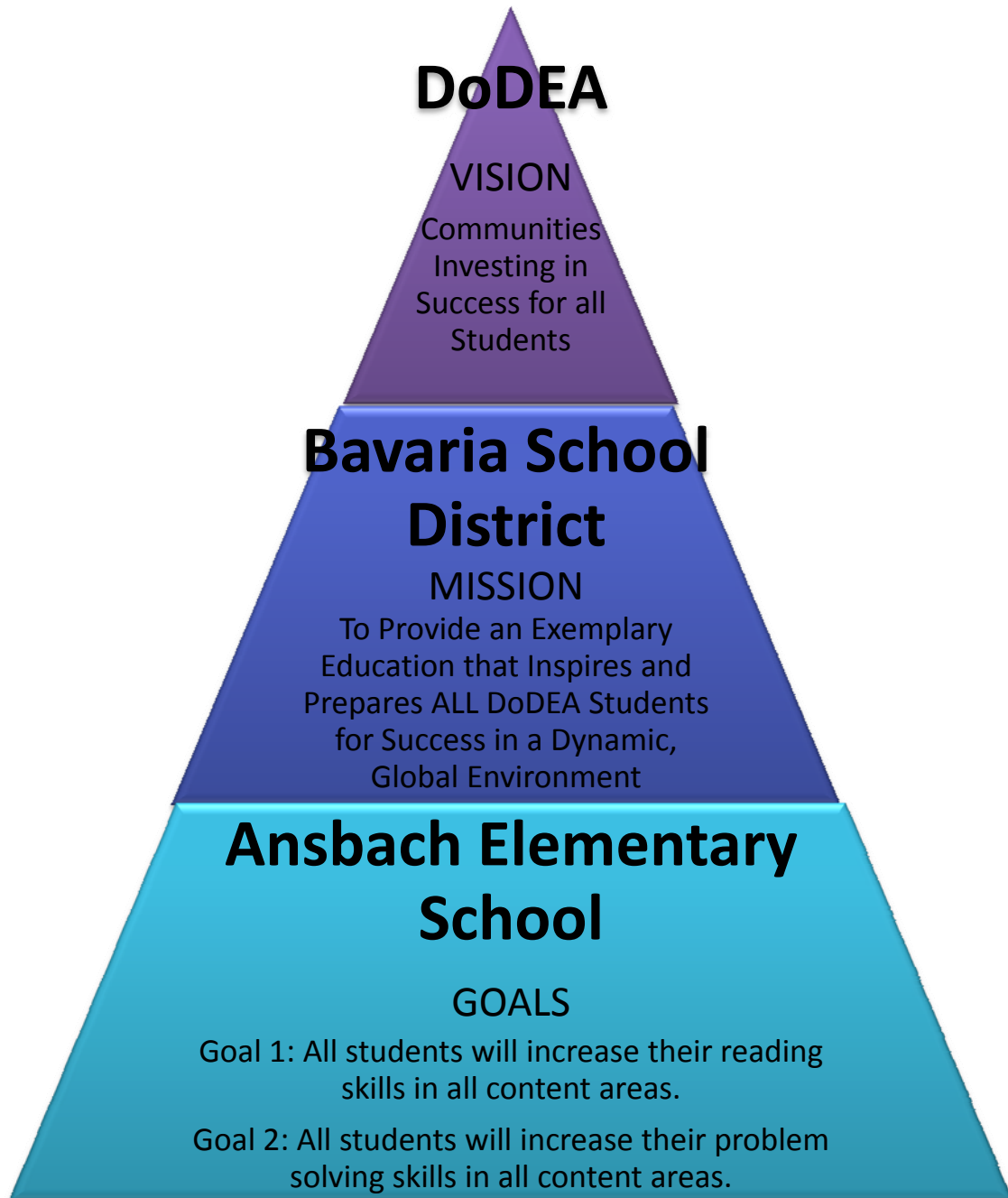
As parents, please work closely with the school as we have an important goal that we share. It is our goal to guide your student's educational development, enabling them to be responsible citizens who are ready for success in the 21st Century. In tandem, we strive to prepare your student for the many transitions they will encounter both academically and physically. You can support these goals by ensuring your student has breakfast each morning, an appropriate area to study, school supplies, organizational materials, and a consistent bed time. We also encourage you to be actively involved in our school community and invite you to join Ansbach Elementary School's PTSA, SAC, SILT, or volunteer in our school. Young students often need help with organization and tracking their assignments. Please check their backpacks, notebooks, and your email for assignments, teacher correspondence, and school distributed notifications. Last, please don't hesitate to find a workable solution with your student's teacher if you notice your student is struggling in class.

This handbook should provide a comprehensive overview of the daily procedures, routines, and expectations at Ansbach Elementary School. The handbook is under continued revision for the 2012-2013 school year with input from SAC, FEA, and Student Council. It will be updated as new policies and regulations are implemented throughout DoDEA schools. The handbook should be clear and consistent with DoDEA policy and sound school practices. Additionally, it reflects the unique nature of Ansbach Elementary School and our community.

Sincerely,

Mrs. Collette Purcell, Principal

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



Accreditation

Ansbach Elementary School is fully accredited by AdvancED, the accreditation agency that supervises most of the schools and colleges throughout the United States.

Every five years site visits occur during which teams review school records and observe the operation of the school as part of the accreditation process. The last site visit was conducted in February 2011. A copy of the site report is available for review on the school website.

School Advisory Committee (SAC)

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

SAC meetings occur monthly in the school's Information Center. This year's SAC meeting times will appear in the Parent Newsletter. Any community member is welcome to attend SAC meetings. SAC membership is comprised of parents, staff and the student body. Election procedures are outlined in the SAC Constitution and By-Laws.

Parent-Teacher-Student Association (PTSA)

All parents are urged to become active participants in the Ansbach Elementary PTSA. Your PTSA will hold general membership meetings during the school year. Your attendance at these meetings is encouraged. The PTSA program is student-oriented with the hope of providing parents insight into various school experiences.

School Improvement Leadership Team (SILT)

SILT is a school improvement leadership team that leads the entire school community in analyzing data, reviewing and discussing school improvement goals, and determining plans to ensure that students receive the best education possible. Parents are encouraged to join this committee.

Logistics

ADDRESS

Ansbach Elementary School
Attn: Principal
Unit 28614
APO AE 09177

TELEPHONE NUMBERS

DSN: 467-2628 / 2629
CIV: 09802-7657
Fax: 09802-8636

GPS Address: 5507 Von Steuben Strasse, Katterbach, Germany 95122

School Web Site: www.ansb-es.eu.dodea.edu

School e-mail: AnsbachES.Principal@eu.dodea.edu

| | |
|-------------------------------|---------------------|
| Principal | Collette J. Purcell |
| Administrative Officer | Bryan Osewalt |
| Supply | William Collins |
| Office Manager | Lisa Butler |
| Registrar | Dede Denefield |
| Counselor | Jann Richter |
| Nurse | Stephanie LeMaster |
| School Liaison Officer | Derek Hyde |

Chain of Command Information

| | |
|--|---|
| Ansbach Elementary School Attention: Principal Unit 28614, APO AE 09177 | DSN: 467-2628/2629 CIV: 09802-7657 |
| DoDDS – Bavaria District Office of the Superintendent Unit 28614, APO AE 09177 | DSN: 468-7429 CIV: 0981-183-7429 |
| DoDDS – Europe Office of the Associate Director Unit 29649, Box 285, APO AE 09096-0285 | DSN: 338-7615 CIV: 0611-380-7615 |
| DoDEA/DoDDS Office of the Director 4040 North Fairfax Drive Arlington, VA 22203 | DSN: 226-4252 CIV: 703-696-4252 |

CHAIN OF COMMAND

Frequent and open communication between school and parent can only serve to reinforce the bond of mutual cooperation that is deemed essential for the students' continued educational growth.

We urge parents to be actively involved in their student's education. Solutions to questions or concerns may be a phone call or visit. Please avail yourself of the opportunity to become involved with our school and its programs.

For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. Conferences should be held at any time a parent or teacher feels that a student's academic, attendance or conduct performance necessitates such a meeting. These conferences are normally scheduled after the school day at 1430. Twenty-four (24) hours' notice is necessary to schedule a parent – teacher conference. If additional assistance is needed, contact the Counselor or Principal.

Parent conferences with the teacher; teacher and student; and teacher, student and counselor is the most dependable way for solving problems with students before they develop into major difficulties.

Parents may call the Main Office or the Guidance Office to schedule a conference with all the student's teachers in attendance.

The remaining DoDEA chain of command, from lowest to highest, is: Ansbach Elementary Administration, Bavaria Assistant Superintendent, District Superintendent, DoDEA Area Director, and Director of DoDEA.

Daily Schedule

| Ansbach Elementary School Schedule | |
|------------------------------------|-----------------------------------|
| 0755-0810 | Student Arrival Time |
| 0810 | Students Enter Building |
| 0815 | Classes Begin Tardy bell rings |
| 1110-1155 | Lunch K-Grade 3 |
| 1145-1230 | Lunch Grade 4-6 |
| 1430 | Grades K-6 dismissed |

| Ansbach Elementary Assembly Schedule | | |
|--------------------------------------|-----------------|-----|
| AM One Session | AM Two Sessions | |
| 0915-1015 | 0845-0920 | K-3 |
| | 0930-1005 | 4-6 |
| PM One Session | PM Two Sessions | |
| 1315-1415 | 1300-1335 | K-3 |
| | 1345-1420 | |

Attendance Policy Quick Sheet

Ansbach Elementary School

Attendance Policy
DoDEA Regulation 2095.01

Parents: please notify AES of student absence NLT 0900
AES Office Hours 0730-1600

- ✓ CIV 09802-7657
- ✓ DSN 467-2628/2629

Parent or sponsor will be contacted for students who are “absent unexcused” from school beginning at 1000.

Students are responsible to identify and make up all classroom activities and assignments missed as a result of an absence.

DoDEA ATTENDANCE POLICY

DoDEA Regulation 2095.01 26 August 2011

“Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college”.

- School attendance is mandatory
- Absences such as family vacations and absences during standardized testing will be unexcused except for exigent circumstances
- Medical appointments should be scheduled after school
- A student educational monitoring plan shall be implemented during all pre-approved extended absences
- Students with excessive absences will be monitored by the Student Support Team

Excused Absences and Tardy

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. Tardy “excused” fall under the same guidelines. The principal has final authority to identify an absence as excused from school.

- Personal Illness
 - For extended illness please provide documentation from care provider
- Medical, dental, or mental health appointment
- Serious illness in the student’s immediate family
- Religious holidays
- Emergency conditions such as fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration
- Pandemic Event

Request for Student Excused Absence

Request for Student Excused Absence

School Administrator will consider the following factors prior to approving an absence.

- The student is in good academic standing
- The student has a record of consistent school attendance during the current school year.
- Review impact previous extended absences on students educational progress
- Administration shall confirm with the parent or sponsor’s Command, if dates of absence are mandatory or discretionary.

ARRIVAL

Students who walk or are brought to school by parents should arrive at school no earlier than 0755. There is no supervision prior to 0755. Supervision is the responsibility of the parent until 0755. Students will depart from school immediately after dismissal at the end of the day. With prior parent and teacher permission, students may stay after school for activities, detention and special events. Please notify teachers and the main office in writing if a student is deviating from the normal routine after school. Please be familiar with the bus policy.

ASSEMBLIES

Throughout the school year, we will be having assembly programs for students' 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 their teacher.
2. Take seats in the assembly hall as directed by their teacher.
3. Refrain from talking, horseplay, or booing. This behavior is discourteous to those on stage and will not be tolerated.
4. Listen carefully to dismissal instructions and leave in an orderly manner.

ATTENDANCE RESPONSIBILITIES

DoDEA ATTENDANCE POLICY (DoDEA 2095.01)

In 2011, DoDEA implemented the first comprehensive policy on student attendance. This policy is based on the foundational principle that regular student attendance promotes higher levels of student achievement, school-connectedness, and readiness for higher education and careers. Please take time to review the policy on our website or in the office.

It is the responsibility of the parent/guardian to inform the school every time a student is absent.

ANSBACH ELEMENTARY PROCEDURES and POLICIES

1. Please notify the Main Office if your child(ren) will be absent or late for any reason NLT 0900. If we do not receive notification from you, we will attempt to call you at 0930. **If we are unable to contact you, we are expected to call Command.**
2. A student who has been absent must bring to school, when he/she returns, a note containing the following information:
 - a. The student's full name
 - b. The date or dates of absence
 - c. Reason for absence
 - d. Signature of parent or guardian
3. If a child must leave school for any reason during the school day, the parent must sign the student out in the Main Office. Please note: For the safety and security of

your students, students will not be allowed to leave school grounds based on a telephone call.

4. If a child becomes too ill to remain at school, the parent will be called by the nurse or principal and asked to accompany the child from school.

Children are not routinely excused from specific activities such as recess or physical education. If a child is too ill to participate in all school activities, s/he should be kept at home. Under some circumstances a physician may request in writing that a child not participate in physical education for a specific time.

UNEXCUSED ABSENCES

Unexcused absences include truancy, suspension, oversleeping, baby-sitting younger siblings, going shopping with parents, vacations, and not bringing a note for re-admittance. Please be informed that students may not be able to make up work when they receive an unexcused absence.

TRUANCY

Any student who is absent from school for any length of time or for any portion of the school day without the prior knowledge and permission of her/his sponsor, parent, or legal guardian or school authorities is truant. Truancy will lead to disciplinary consequences wherein the deterrent measures are increased to improve effective behavioral intervention. Truancy will result in no credit for the day’s work and additional consequences will be assigned. Habitual truancy will also be reported to the Schools’ Liaison Officer.

TARDINESS

Students are expected to be in their classroom when the late bell rings. Students arriving after 0815 hours report directly to the office and obtain a late pass to class. Please send a note with your student explaining the reason for the tardiness. Any students arriving late to class without a note from a parent will receive an unexcused tardy.

In the event of a late bus, an announcement will be made excusing those students riding the bus. Tardies are cumulative for an academic **semester**.

When a student is frequently tardy for school, one or more of the following will occur:

| | |
|------------------------|---|
| 4 th tardy | Warning sent home via email |
| 5 th tardy | Parent notification/ Phone Call |
| 6 th tardy | Assigned Detention |
| 7 th tardy | Parent/ administration Conference Assigned Detention |
| 10 th tardy | Student placed on SST behavior contract |

BYCICLES

We have bicycle racks at the side of the school for students who opt to ride bicycles to school. Students are not to ride their bicycles in the bus lane or on the sidewalks from 1430-1445 for the safety of departing students and buses. Students who come to school on skateboards, roller blades, scooters, and other such recreational devices must realize

ANSBACH ELEMENTARY SCHOOL

that the school has no way to secure them during the day and assumes no responsibility for loss of these items. The same is true for an unlocked bicycle. German law requires individuals riding bicycles to wear helmets. We strongly recommend your child is informed and follows German bicycle safety rules.

BUS ROUTES AND CHANGES

All changes or questions regarding bus routes should be directed to the School Bus Office at Rainbow Elementary School: DSN 468-7874 or CIV 0981-183-874.

CHECKING STUDENT IN/OUT

Parents or registered designee must sign their Ansbach Elementary School Student into the office and out when transporting their student on and off school property.

INCLEMENT WEATHER ANNOUNCEMENTS

Notification for delayed opening or cancellation of school will be made on AFN Radio beginning at 0530 or on the USAG Ansbach webpage. Delays or cancellations may result from inclement weather and/or hazardous conditions that create an unsafe environment for students and staff members. Students and parents should not call the administration, faculty or staff regarding delays or cancellation.

It is essential that each family designate an alternate destination for their children in the event schools are closed early. Children need to know where to go if their parents are not home.

LOST AND FOUND

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

LOST OR DAMAGED MATERIALS

Books or other educational materials are issued at no cost to students, but children are held responsible for the condition of all textbooks, workbooks, and library books checked out to them. A charge will be assessed for their replacement if these books are lost or damaged beyond usual wear and tear.

LUNCH PROGRAM

At Ansbach Elementary School, we are fortunate to have a hot lunch program prepared and run by AAFES. Students may either bring a lunch from home or purchase their lunch from the AAFES cafeteria. Parents may wish to open an account through the PX.

This is an especially good idea for younger children so as to avoid the need to carry money to school. It also ensures that your child receives a fully balanced and nutritional hot meal.

School Lunch Prices:

| | |
|---------------|--------|
| REDUCED LUNCH | \$.40 |
| STUDENT LUNCH | \$2.05 |
| TEACHER/ADULT | \$5.00 |

A free or reduced lunch program is available for families who qualify. More information as well as application forms are available from the schools' liaison officer, located in building 5817. Call 09802-83-2098 or 467-2098 to make an appointment for screening

MESSAGES / PHONE USE

It is school policy that only a parent/guardian may give messages to a student. The messages will NOT be delivered unless the situation is an emergency. Parents are able to come into the school office and students will be pulled out of class to deliver a message. Please inform employers, friends, and relatives that the school will not accept messages for students. Students are not allowed to use the telephone in the office for anything except emergencies or to contact the school bus office. Leaving homework or lunches at home or forgetting to tell parents about personal plans after school do not constitute emergencies.

MISSING PERSONAL PROPERTY

In the case of missing personal property, notify the administration (if necessary, military law police or host nation law enforcement) and make a statement concerning the circumstances of the theft. Actions taken against suspects involved in a theft and subsequent legal processes will depend on the evidence obtained through the investigations conducted by the administration or law enforcement agencies.

NEWSLETTER AND SCHOOL ANNOUNCEMENTS

A weekly newsletter will be sent via email to all parents for announcements, information and news regarding the school. A hard copy of this newsletter is also available upon request by parents without access to email by calling the Main Office at DSN 467-2628 or civilian 09802-7657. For news flashes, check the USAG Ansbach or PTSA Facebook page and AFN. Please be informed about your school. Read all bulletins, school newsletters, and other notices. Please visit our website at: www.ansb-es.eu.dodea.edu. If you are in doubt about some phase of school life, ask your child's teacher, the front office staff, or the principal.

PARENT ACCESS

School policy is to accept only those visitors who have legitimate business. Visitors and parents must register in the office in the appropriate register to gain a visitor badge. Any guest in Ansbach must obtain visitor identification before entering corridors and return to the office prior to leaving the school.

PARKING LOT

The parking lot in front of the school is for faculty and staff parking only. A parking permit is required for faculty and staff to park within the area. All visitors may utilize the overflow parking lot located adjacent to the high school.

ANSBACH ELEMENTARY SCHOOL

REGISTRATION FOR NEW STUDENTS

Parents are given a registration packet to be completed and returned. Information needed for new students registering for the first time includes:

1. A copy of all orders to include dependent travel orders. If dependents are not command sponsored, we must have a signed statement from Military Personnel Office or Human Resources Office stating the listed dependents is the service member's legal dependents and that they are entitled to other privileges such as access to post facilities.
2. A copy of Student's Birth Certificate or Passport for students entering kindergarten or first grade to show that the student turns five or six prior to 01 September.
3. A copy of student's immunization records.
4. Show the sponsor's or parent's ID card.
5. Any previous school records that parents may have.

In order that we may keep current information, it is requested that the parents notify the school immediately if there is a change in any of the following:

- Home/cellular telephone numbers
- Telephone number at work
- Overseas home address
- Duty address of sponsor
- Emergency contact name and telephone number (which must be someone other than the sponsor or spouse)
- Rotation date

REGISTRATION FOR RETURNING STUDENTS

Any returning students must re-register for the new school year. During registration, parents of returning students need to update registration forms including medical information.

RETIREMENT OF ELEMENTARY SCHOOL RECORDS

Elementary school records are maintained by the local DoDDS schools for three years after the student departs the school (special education files are kept for five years). In the case of transfer, copies of the original records are given to parents and the originals are sent to the forwarding school upon request from that school.

RECESS AND APPROPRIATE ATTIRE

Children who remain inside at recess periods present problems of supervision and accountability as it is difficult to provide adequate supervision for pupils both inside and outside the school building at the same time. Should a teacher desire that a pupil remain in to complete assignments, for misconduct, to work on a class project, or any other reason, the teacher must provide the supervision.

Should a parent request that a child remain inside for health reasons, the parent is to present to the office a statement from the child's doctor stating:

- That the child has a certain health problem.
- That the child should remain inside.
- The length of time this should be in effect.

Children are expected to go outside for recess during the school year when weather conditions allow it. Children will be kept inside for recess when the temperature, including the wind chill factor, falls below zero degrees Celsius. In the case of heavy precipitation or conditions such as ice and snow, the principal, or designee, will make the determination of indoor or outdoor recess for students. Please ensure your student has appropriate attire to include coat, hat, gloves, and boots when necessary.

SCHOOL PICTURES

School pictures are taken throughout the school year. The PTSA sponsors the school picture program. Appropriate and timely notices will be sent home prior to the photographer's arrival containing specific information and fees.

SECURITY OF STUDENT PROPERTY

A student is always responsible for the safety and care of his/her own personal property. This includes not only during the school day, but during outside school sponsored functions (class trips, study trips, visitations, etc.). Valuable personal materials should not be brought to school. In no case should valuable materials be left unattended. Students who bring especially valuable items to school to be used for special school projects should make arrangements with their teacher to have these items secured in the classroom. Items stolen should be immediately reported to the teacher. Students, not the school, are responsible for their personal property. The school is NOT responsible for lost or stolen items.

SPONSOR'S ABSENCE FROM THE AREA

When parents are absent, it is important that they inform the school in writing of the appointed acting guardian to include emergency contact information. When the sponsor or parent absence is overnight, a Power of Attorney should be obtained from the Base Legal Office. In emergencies, if the school cannot contact sponsors or the individual designated as acting guardian, we are obligated to inform the respective commander.

STUDENT GUESTS

Students occasionally request to have guests accompany them to classes for all or part of a school day. This must be approved in three days in advance. A form is available in the Main Office for the student and parent to make such a request. Requests for stateside and local national visitors 5 to 12 years old will be considered for approval. Approval for visitors from other DoDEA schools are rarely granted and never granted when their DoDEA school is in session.

Academic Program / Student Records

ACADEMIC PROGRAMS

Early Childhood Program

Ansbach Elementary School is committed to a developmental program of instruction, which encourages students to acquire those skills necessary to be ready in a non-competitive environment. Not all children begin walking at the same age. Some crawl, and then walk; others simply stand and walk when they are ready. Some children begin speaking in complete sentences much earlier than others. So it is with cognitive skills such as reading, spelling, writing and mathematics.

The DoDEA Early Childhood Philosophy encompasses preschool through grade three. The concept of developmental programs, as defined by the National Association for the Education of Young Children (NAEYC) and National Association of Elementary School Principals (NAESP) and supported by education research, consists of two dimensions: age appropriateness and individual appropriateness.

Age appropriateness refers to what is known through human development research about the universal, predictable sequence of growth and development during childhood in the areas of physical, emotional, social, and cognitive domains.

Individual appropriateness views each child as a unique person with an individual pattern and timing of growth, personality, preferred learning style, area(s) of giftedness, and varying patterns of family background. Both the curriculum and adult interactions with children should be responsive to individual differences.

The Intermediate Grades

Students in grades 4-6 have cognitive, social, physical and emotional needs unique to their level of growth and development. These pre-adolescent years can be very challenging for parents and teachers and very distressing for the child. It is critical for home and school to work together to guide children through this time.

AES offers many opportunities in and beyond the classroom for children in the “tween” years to explore their individuality and to acquire the skills and attitudes to be successful in the future.

ACCELERATION PROGRAM

Students are eligible to accelerate the first or second semester ONLY if the sponsor has orders for a permanent change of station. As a general guideline, those students that PCS within twenty (20) days of the end of the semester or school year will be considered to have completed the entire period and sponsors may request to enter the Acceleration Program. The reporting date to the new duty station must fall within 30-60 days of the scheduled last day of school. Acceleration is generally NOT granted locally for anything except PCS orders. This program does not apply to a family that will be leaving school early for family summer vacation purposes. Should a family leave for vacation before the end of the school year, an annotation will be made on the report card that "The student would/would not have been promoted to the next higher grade had they finished the school year at Ansbach Elementary School." Students will receive credit only if they complete the required assignments, homework, and exams. Students who do not complete the requirements will receive a withdrawal grade and no credit. The acceleration request must be in writing and submitted to the school principal at least thirty days before the final school day. The DoDDS-Europe area office establishes the dates for acceleration. They are 13 December 2012 for the first semester and 16 May 2013 for the second semester. Students must be in attendance for the entire day on the above acceleration days.

ACHIEVEMENT TESTING

DoDEA-Europe tests all students in Grades 3-6 in the spring of each year using the *Terra Nova* Multiple Assessment published by ST/McGraw. In addition, fourth grade students participate in the National Assessment of Educational Performance every two years, which focuses on a different subject area each year. The information gathered from these various assessments is used to evaluate our performance as a school compared to other schools throughout the United States and to make decisions regarding instructional needs at each grade level.

CLASSROOM PLACEMENT (REQUEST FOR A TEACHER)

We take great care in placing students for optimal achievement, and equity in creating a balanced, heterogeneous classroom. Therefore, it is not possible for us to honor name-requests for a specific teacher.

In special circumstances, parent input can be given by writing a letter to the principal stating specifics about any special needs your child may have. Any letter requesting a specific teacher by name will be discarded and will not be honored in order to preserve the integrity of our placement process. These input letters will be considered by the counselor and teachers from the grade level concerned, when making up class lists for upcoming school year. Providing a parent input letter does not guarantee placement into any specific class.

The deadline for receipt of special needs input letters for currently enrolled students is close of business on 1 June 2013. Special needs request letters for students who are new to the community and enroll after 1 June are due not later than one week after enrollment. Letters received after the deadline will not be considered.

CONTROVERSIAL MATERIALS POLICY

If a book, film, video or other assigned teaching material is challenged by a student or parent as being improper or unacceptable, the person with the concern should immediately schedule a meeting with the teacher to review the unacceptable material (assignment) and attempt to

resolve the situation. If this informal intervention doesn't result in a satisfactory solution a committee consisting of the Department Chairperson, a parent, a student and the school's information specialist will be appointed to review the complaint. The committee will address the complaint and material as well as hear from both the teacher and the complainant prior to making a ruling. If the material has been previously challenged, the committee will make a decision regarding the outcomes of the current and previous challenges and make a recommendation to the principal, who will make a final determination with respect to the use of the material. The inclusion of controversial issues and/or teaching methodologies in any area of the school program should involve communication with sponsors prior to the use of any such material.

CURRICULUM AND INSTRUCTION

Each subject taught at AES is reviewed by DoDEA every six years in accordance with its Curriculum Development Plan. This plan provides for the review and revision of curriculum standards, instructional materials and training for teachers to ensure that our instruction is based on the best educational practice supported by current research and that we are using high quality textbooks. All teachers are expected to use adopted texts and approved supplementary materials as tools to teach the DoDEA curriculum standards.

The curriculum in each DoD school is similar to that offered in schools in the United States. The elementary/middle level programs include language arts, mathematics, science, social studies, music, health, physical education, art and experiences in intercultural education.

Ansbach provides exceptionally rich opportunities to supplement study with experiences derived from two unique environmental sources: the military community and the host nation community. The military establishment employs a broad spectrum of specialists who supports numerous activities. These specialists and activities serve to enrich the local educational program as do the nearby host nation resources which add dimensions of linguistic and intercultural opportunities to the regular school program.

ELIGIBILITY REQUIREMENTS

A child must be five years of age by 01 September of the current year to enroll in kindergarten. To enroll in first grade, the child must be six years of age by 01 September of the current school year. When enrolling for the first time in an overseas school, parents of kindergarten and first grade students must bring a birth certificate or other legal proof of the date of birth. If the child is entering from another school at the beginning or during the school year, a transfer statement or report card from an accredited school previously attended would be useful for proper placement. **Kindergarten is not a prerequisite for first grade if the child meets the age requirement. An exception may be made if the student transfers from an accredited school. Documentations must verify that school was accredited.**

GRADING POLICY

In keeping with the philosophy of developmentally appropriate practices for all students, each child is evaluated according to his/her individual progress in the acquisition of specific skills. Not all first graders or second graders start at the same level nor do they progress at the same pace. Evaluation in Grades K-3 will indicate that a skill is "consistently displayed," "developing/progressing" or "not yet evident," along with a narrative description of performance.

Grades 4-6 will use the more traditional letter grades A-F along with “participates,” “shows strength,” or “more participation needed” for content area skills. The following numerical scale shows letter grade equivalent.

| Mark | Meaning | % Equivalent |
|------|------------|--------------|
| A | Excellent | 90-100% |
| B | Good | 80-89% |
| C | Average | 70-79% |
| D | Poor | 60-69% |
| F | Fail | Below 60% |
| I | Incomplete | Make up work |
| P | Pass | NA |
| F | Fail | NA |

H O M E B O U N D S T U D E N T S

It is the policy of Ansbach Elementary School that students unable to attend classes due to a short-term, medically-related convalescence shall receive home instruction that parallels, as nearly as possible, the curriculum provided in the regular classroom, and that this home instruction shall be initiated as soon as possible but no later than 15 days after certification of a medical handicap. DS Regulation 2500.1, Special Education Services for Home or Hospital Instruction, provides for such instruction. A copy of this regulation is available through the school office and the DoDEA web page at www.dodea.edu.

H O M E S C H O O L I N G

All sponsors who wish to home school their children must communicate their desire to the community commander to determine if there are policies or other rules that ensure that home schooling practices meet host nation or state requirements. A recent change to section 1407 of the Defense Dependents’ Education Act of 1978 states the following; “A dependent who is educated in a home school setting, but who is eligible to enroll in a school of the Defense Dependents Education System, shall be permitted to use or receive auxiliary services of that school without being required to either enroll in that school or register for a minimum number of courses offered by that school. The dependent may be required to satisfy other eligibility requirements applicable to students actually enrolled in that school who use or receive the same auxiliary services”. The term auxiliary services include registration in individual courses, use of academic resources, access to the Information Center of the school, after hours use of the school facilities, and participation in music, sports and other extra curricular and interscholastic activities. For more information, please contact the SLO.

H O M E W O R K

DoDEA strongly supports the philosophy that homework is a necessary part of school, which serves different purposes according to the student’s grade level. In addition to work completed in school, students will have assignments to do at home. There may be times when some children need extra practice on a subject. There may also be times when projects need to be completed outside of the classroom. The development of study skills is an important part of the educational process.

The objectives for homework are:

To reinforce skills taught in class
To increase understanding
To enrich classroom instruction
To encourage responsibility

Homework will be of a reasonable length depending on the age and ability of the student. Parents should designate a particular time and place for homework and follow the schedule every day. ***Approximate time limits are listed below for on-task work at each grade level.***

| | |
|--------------|-----------------------|
| Kindergarten | 10-15 minutes per day |
| Grade 1 | 15-20 minutes per day |
| Grade 2 | 20-30 minutes per day |
| Grade 3 | 30-45 minutes per day |
| Grade 4 | 30-45 minutes per day |
| Grade 5 | 45-60 minutes per day |
| Grade 6 | 45-60 minutes per day |

If children are spending significantly more or less time in doing homework, parents should contact the teacher immediately. It is DoDEA-Europe’s policy that homework will not introduce new or unfamiliar concepts or skills. Assignments should be designed to meet the needs and abilities of individual students. It should be recognized that homework might not always be pencil and paper tasks. In the elementary grades, in particular, homework may include children reading to parents, parents reading to children, and participation in Host Nation and other cultural activities.

HOST NATION (INTERCULTURAL PROGRAM)

The Department of Defense Dependents Schools (DoDDS) Foreign Language/ Intercultural Curriculum Guide DS Manual 2650.0 -8 provides a system-wide structure to a program unique to DoDDS that makes available to students the opportunity to learn about the culture and the language of the people who are their hosts. The emphasis placed on the language and/or cultural instruction will be determined by the needs of the students, the number of host nation teachers, and the instructional time and materials available.

PARENT-TEACHER CONFERENCES

Parent conferences are scheduled two or three times during the school year. Parents are encouraged, however, to request conferences whenever they wish to review their student's progress, or at any time a question or problem arises, by sending a note to the individual teacher or by calling the office to leave a message for that teacher. Conferences cannot be scheduled during class time and, in the interest of students' privacy, will not be held at public gatherings such as Open House, PTSA meetings, assemblies, or programs.

PROGRESS REPORTS

Parents will be kept informed of the student’s progress and achievement by mid-term progress reports, report cards, and by conferences with the teacher. These are either mailed by the

school or taken home by the student. Parents may also check GradeSpeed, which is a web-based program for grades four through six that allows teachers, administrators, students, and parents to interact on-line regarding students' grades.

Students in grades four through six will receive a midterm progress report. A notice will be sent home if a student is failing or close to failing a subject, the student's performance in a subject is significantly below his/her indicated ability, or the student's current work is significantly lower than his/her previous performance. Parents are asked to review the comments made by the teacher involved, sign for the notice and have their student return it to the teacher. Since the greatest amount of achievement is made by students when there is close cooperation between home and the school, parents are urged to make an appointment with the teacher at the time their student receives a progress report.

RETENTION AND OR ACCELERATION

It is the policy of Ansbach Elementary School that all students being considered for retention will be referred to the Student Placement Committee for review and assessment of academic status. Promotion or retention of each student will be considered on an individual basis. Decisions will be based on parent/teacher input as well as academic and personal data. Teachers will prepare an educational plan for students who are retained.

The educational plan will include present level of functioning and goals in each academic area as well as social/emotional development for the next school year. Retention policy for students with a learning disability will be in accordance with DoDEA Guidelines and must involve the members of the Case Study Committee.

STAR PROGRAM

At Ansbach Elementary School, students are expected to exhibit STAR behavior at all times.

(S = Safety, T = Try your best, A = Act responsibly, R = Respect yourself, others, and your environment)

Shining Stars are students recognized monthly for STAR behavior they exhibit in his/her classroom. Each classroom teacher may select two students per month to receive the Shining STAR certificate and first choice from a variety of incentives. Caught Being a STAR is when each student is given an opportunity to earn stars to be placed in the STAR box in each classroom. Names are drawn from the box to allow students to select an incentive of choice. Classroom STARS are when an entire class may earn the Classroom Star Award by being nominated by specialists for exhibiting STAR behavior during the month. Classes can also earn STAR class recognition during lunch and recess times. If a class is selected by one specialist, the class receives verbal recognition. If a class is selected by two different specialists, the class receives a popcorn or ice cream party. If a class is selected by three or more different specialists, the class will receive a special surprise.

This is a PTSA sponsored program. The program is also supported by our army unit, 5-158th Aviation Regiment. Assemblies will be held quarterly to recognize the students starting in November.

STUDENT RECORDS

Teachers have access to the records of students in their classes. Other DoDEA-Europe personnel with a need to know may have access to student records with the approval of the school administrator. The eligible student or the parent shall have access to the

student record. In no event shall such access be delayed more than two consecutive workdays after the initial request, unless the requesting party consents to a delay. Upon such request for access, the entire student record regardless of the physical location of its parts shall be made available.

Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

Persons other than authorized school officials will not have access to student records without the written permission of the parent and/or student, except where a student's record is formally requested by an authorized investigative agency. Student records will be made available to properly identified agents of Department of Defense investigative agencies upon presenting the school principal with a written request, signed by the senior investigative official supervising the investigation, outlining the scope and purposes of the investigation. An accurate accounting will be kept of all disclosure; however, neither parents nor students will be advised of disclosures to law enforcement activities without prior authorization of the law enforcement agency concerned.

WITHDRAWALS AND TRANSFERS

Use the following procedure:

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

Student Services: Educational Services

ASSESSMENT PROGRAMS

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

Pamphlets describing these tests and application material are available in the Guidance Office.

BAS

The Benchmark Assessment System (BAS) is a reading assessment given to all DoDEA students in kindergarten through third grades. The BAS is used by teachers to determine students' independent and instructional reading levels and to group students for reading instruction.

Terra Nova

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

CASE STUDY COMMITTEE

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

The procedure for processing an initial referral from a parent, teacher, or student is simple. If the problem concerns a student who is having learning difficulties, which cannot be attributed to student motivation or adequate preparation, then a conference is called between the parents and teachers. If the consensus of this conference is that the student does appear to have a learning problem, then a permission-to-test form is signed.

The appropriate specialists will do the diagnostic testing. The student's records, teacher observations, and testing results will be discussed at the CSC meeting. At this time, the committee, with the help of the concerned parents, will discuss an appropriate program to meet the student's needs. This plan may or may not include the services of some of the specialists. At the time of the team meeting all members of the Evaluation Team will

determine whether or not the particular student's special need requires modifications of the rules and regulations outlined in the handbook. If the Team recommends modifications, those specific modifications shall be written into the student's IEP. If no modifications are made, the special needs student will comply with the handbook as written. As noted in the student's IEP, any violations will be acted upon as stated in the handbook. Additional information may be obtained through the main office, the counselor's office or the CSC Chairperson.

CHILD FIND

The Child Find Program is DoDEA's initiative to locate and identify children who may potentially have disabilities or medical conditions that impede learning and require individual and appropriate special education services. DoDEA is actively in search of these students so they can receive educational support through necessary interventions and/or the special education services. Teachers who learn of students who could be considered for services under this program should inform the principal, school nurse, or CSC Chairperson. Parents are also encouraged to contact the school regarding special education concerns. The Ansbach Elementary School is involved in a continuous program called CHILD FIND. The CHILD FIND program is in response to Public Law 94-142, the Education of All Children Act of 1975, which requires that children who are in need of special education and/or related services be identified and located regardless of the severity of the disability. Examples of handicapping conditions are the hearing impaired, deaf, visually impaired, and blind; speech impaired, orthopedically impaired, mentally retarded, learning disabilities, and developmentally delayed.

If you have concerns about a child's development and/or questions concerning special education or related services, please call our school nurse, at DSN 467-2628 or civilian 09802-7657.

COMMUNICATIONS IMPAIRMENT PROGRAM

The Communications Impairment (CI) program is designed to meet the needs of children who have a significant delay or deficit in speech and language reception, production or fluency. This program follows the same procedures and regulations described below for the Learning Impairment program.

ENGLISH AS A SECOND LANGUAGE

The ESL teacher provides support to children who may have learned another language before or at the same time as learning English. Sometimes these students speak English at school and another language at home. Special training is provided to eligible students to enable them to become proficient speakers and writers of Standard English and to enable them to perform successfully in all areas of the curriculum. Some students receive support in the classroom and others are involved in intense individual and small group instruction.

GIFTED EDUCATION PROGRAM

The Gifted Education program provides special academic challenges and social/emotional activities for identified students. In addition, the Gifted Education Specialist provides enrichment opportunities and skills training for all AES students.

To be eligible for the DoDEA-Europe Gifted Education program, a student must be selected by the Gifted Education Committee on the basis of teacher or parent nomination and prescribed achievement and intellectual test results. The team consists of an administrator, several classroom teachers, a counselor, a parent and the Gifted Education specialist. The team meets

quarterly to make placement decisions as space permits. In May, the Committee reviews all placements and makes recommendations for the following school year.

GUIDANCE AND COUNSELING PROGRAM

The primary responsibility of the counselor is to help children adjust to their school setting. The counselor also meets with parents who are concerned about their child's academic, social and/or emotional development. Information about professional help and services available through either the school or local agencies can be provided. Parents are encouraged to inform the counselor when there is a family crisis, such as deployments, divorce, death, serious illness or adjusting to a stepfamily. This helps both the counselor and the classroom teacher provide support during a difficult time.

INSTRUCTIONAL SUPPORT SERVICES PERSONNEL

The role of the ISSP is to work with teachers and specialists to meet the individual needs of all of our students. They assist teachers in the implementation of the DoDDS adopted reading/language arts program, assess students using various local assessments, and to coordinate the administration various local assessments – STAR, BAS, SRI Reading and Math – with regular education teachers. The ISSP also facilitates training in the use of research-based strategies to teach reading, writing, and math to help in integrating these skills across the curriculum. The ISSP is responsible to promote school-wide reading activities and math and serve as a consultant to teachers and parents. The ISSP is available to observe individual students and make recommendations regarding instruction and to conduct model lessons for teachers and specialists wishing to expand their knowledge of techniques to teach reading.

LEARNING IMPAIRMENT PROGRAM

The Learning Impairment (LI) program is designated primarily to meet the needs of children who experience significant difficulty in learning as a result of a physical, intellectual or processing deficit. Following the referral, assessment and eligibility process, teachers and parents develop an Individual Educational Plan for the child to assist him/her in learning.

Parents and classroom teachers are an important part of the Case Study Committee or CSC, which is responsible for this program.

Special Education, under which the Learning Impairment program falls, is carefully regulated by Federal Law, which requires that all disabled children have access to a free and appropriate education in the least restrictive environment. Most students in this program receive the majority of their support in the classroom with their peers. Additional services are provided to individual and small groups of students in the resource room as needed.

READ 180

The Read 180 program provides a way to organize instructions and classroom activities. It is for students in grades four through six who are experiencing difficulties in the areas of reading.

SCHOOL PSYCHOLOGIST

An itinerant school psychologist does psychological and intelligence testing as well as individual and group counseling. The school psychologist also participates in meetings of the Case Study Committee as needed. The psychologist provides a range of services designed to develop the child's highest personal, social, and academic potential.

STUDENT SUPPORT TEAM (SST)

The Student Support Team allows for general educators to work with counselors, psychologists, and other specialized staff, as needed, to develop specific interventions to increase the referred students' achievement and educational performance. The SST functions as a "think tank" for discussions resulting in intervention plans that will work toward students' success.

Student Health Services

ACCIDENTS

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

ILLNESS

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

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

When should my child return to school after being ill?

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

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

IMPORTANT NOTE CONCERNING MEDICATIONS

Administering Medication - DoDEA Regulation 29420-F.3 (pg 34)

The school nurse should encourage parents to administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date. Prior to administering the medication, the physician and parent must complete and sign a permission-for-medication form. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications to students.

Medications given at school must be documented either on an individual log or in an adopted computerized student health management system. Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage time.

Please be aware that this law applies to inhalers, Tylenol, cough syrups, etc. If a student needs any medications during school hours, the nurse must have the physician's order. Students are not to have medication in their possession at school and in the event of violation are subject to disciplinary action.

BAVARIA WELLNESS POLICY AND ENERGY DRINKS

Ansbach Elementary School follows the guidelines of the Bavaria Wellness Policy. This policy provides guidance to schools regarding nutritional requirements of food sold at school and at school sponsored activities. Energy drinks of any kind are prohibited at school and at any school sponsored activity to include bus transportation.

SCHOOL NURSE

The school nurse screens vision and hearing, provides immediate first aid, cares for ill or injured students until they can be taken home, and provide instruction in special health and nutrition units.

Student Activities

ACTIVITIES

Ansbach Elementary School takes great pride in student achievement and student involvement in a wide range of extra-curricular activities. Information on activities available to students can be obtained by contacting the front office staff.

STUDENT COUNCIL

At Ansbach Elementary School, the student council offers an opportunity for students to develop positive civic responsibility through participation in student government. Eligibility rules for candidates and rules for conducting campaigns and elections are published, announced, and uniformly enforced.

STUDY TRIPS

Ansbach Elementary School's students are typical representatives of all that is American in education, customs, and culture. When attending a school study trip into the German community, students are expected to conduct themselves as guests in the home of a friend. Remember that dress and behavior reflect not only on the individual, but also our whole school and community.

As a study trip is part of the planned school program, all school rules and regulations will be observed. Students will need signed parental consent in order to participate.

Students who demonstrate serious and/or chronic behavior problems in school may be excluded from trips unless their parents accompany them.

Parents are encouraged to accompany their student on study trips whenever possible. Study/field trips are not planned just for fun; they have an educational purpose behind them. If you would like to volunteer to chaperone as needed, your efforts will be appreciated. Please note that when acting as a chaperone, your full attention is needed as you monitor your assigned students, therefore, please do not bring small children or older children on any study trip.

Student Rights and Responsibilities

ACCESS TO SCHOOL FACILITY AND SUPPORT

The equal access policy applies to student sponsored groups that are noncurricular, Please contact the main office or http://www.dodea.edu/foia/iod/pdf/2051_02.pdf for further guidance.

DISCIPLINE AND BUS PASS

The purpose of school transportation is to provide safe, comfortable and economical transportation for those students who live beyond walking distance to the school. It is not a taxi service for children, parents or unauthorized persons. Parents must be aware that the pick-up time on routes may vary due to bad weather, new students, or other circumstances. Bus passes will be issued to each student requiring transportation and the student is expected to carry the bus pass as well as dependent ID card at all times. Responsible and age appropriate behavior is expected at all times. The School Bus Officer will provide each student and sponsor with a copy of the expectations of student behavior on the bus. If a student needs a temporary bus pass, that MUST be arranged through the school bus office by noon on the day it is required.

DISCIPLINE AND LUNCH ROOM

In order to provide a healthy and pleasant noon hour, it is necessary to enforce rules and maintain order. Teachers and supervisors will enforce the following basic rules:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.
5. Sit at assigned classroom tables.
6. Clean up after one's self by bringing trays and utensils to designated area and cleaning up personal area of table.
7. Remain in the school/on school grounds during the lunch hour unless advanced written permission dictates otherwise.

Any evidence of misuse of the lunchroom such as vandalism, throwing of food, or interference with another person who is having lunch, will result in suspension from use of the lunchroom for a designated period of time.

DISCIPLINE AND PLAYGROUND

We believe recesses are an important part of the total school curriculum; all students are expected to go outside to get physical exercise. Adult supervision is provided for the safety and enjoyment of the children, however, the very nature of recess play makes it necessary to enforce the following standards for behavior:

1. All students must remain on the playground area.
2. All students must obtain permission for a playground supervisor to re-enter the building.
3. All students will avoid rough games including: contact games, tackle football, dodge ball, wrestling, pushing from snow banks, etc.
4. All students will be respectful of playground supervisors and other children.
5. All students will use appropriate language, manners, and behavior.
6. Students will not throw rocks, sticks, snowballs or any other potentially dangerous objects.
7. Students will not carry or play with sticks or other potentially dangerous objects.

FREEDOM OF EXPRESSION AND RELIGION

Students may express their individual viewpoints in a respectful manner that does not interfere with orderly conduct or endanger others, advocate misconduct, engage in inappropriate communication or performances, discriminate, or violate law or policy. The principal must approve school-sponsored publications, productions, and other media under standards. The Principal will establish content-neutral guidelines (time, place, manner) for distribution or display on non-school sponsored media. The school dress code is subject to school policy which promotes safety, good order and discipline.

Students are provided an opportunity to participate in patriotic exercise but may decline to do so. Students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech; includes observation of religious practices and prayer. http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

HALL PASSES

Students must have an **official teacher-issued** hall pass to leave an assigned room. Lavatory passes from a room are limited to one student at a time. Students in grades four through six will use an agenda for hall pass.

HOMEWORK REQUESTS

Parents/Sponsors may request homework assignments for students absent from school for two (2) or more days by contacting the teacher.

IPOD, CELL PHONES AND PERSONAL MUSIC/MEDIA DEVICES

iPods, cell phones, and electronic devices are *NOT* allowed at school. If a teacher is aware of such a device, it will be taken from the student and provided to the Principal. Parent pick up is required on first and every offense. If a student refuses to surrender the device, it will be treated as insubordination. Teachers have a right to maintain an environment conducive to learning.

INFORMATION CENTER

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

Students are responsible for all materials and fines.

The Information Center is maintained so that students and staff have a quiet place for research, reference, and reading. During the school day, time is booked with the Information Specialist by the classroom teacher for the class to do an assigned project. Individual student use of the Information Center is only allowed with teacher and information specialist permission.

INTERNET ACCEPTABLE USER POLICY

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

MAKE-UP WORK

Tests, quizzes, classwork and homework assignments may be made-up when the student is absent from school. Normally the student will have the same number of days to make up the work that he/she was absent. Failure to complete make-up work within established time limits may result in a failing grade for the work missed

Student Discipline, Notice, and Consequence Tables

Discipline at Ansbach Elementary School will be maintained at a high level. The management of student behavior is a responsibility shared by students, parents, the school and the community. It consists principally of teaching and reinforcing positive student attitudes and behavior. Ansbach Elementary School administration will inform responsible military authorities of serious or repeated misbehavior. Together, parents, student, the military, and the school cooperate so the following school rules are followed. Ansbach Elementary School discipline policy is based on the Department of Defense Education Activity rules and procedures, Regulation DoDEA 2051.1 and AI 2051.02. If there is a conflict between Ansbach Elementary School policy and DoDEA Regulations, DoDEA Regulation and AI has precedence.

Violations, Definitions and Notice of Discipline Process

DoDEA Regulation 2051.1 and AI 2051.02

ACADEMIC DISHONESTY (*Cheating & Plagiarism*)

Cheating and plagiarism are considered very serious offenses. Academic dishonesty includes copying homework or answers from another student's test, sharing tests or teacher material, and plagiarism from either electronic or print material. The student has the right of appeal.

BULLYING

USAG Ansbach and Ansbach Schools are committed to making our community and school safe, caring, and welcoming places for all our children. We will treat each other with respect and we refuse to tolerate bullying in any form in our community or at our school.

Our community and school define respect as follows: Treat others with the dignity and regard you would want to be treated with.

Our community and school define bullying as follows: Bullying is a mean one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child's pain and /or misery.

Bullying can be verbal, physical, and/or relational; have as its overlay race, ethnic, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying.

Bullying that happens off of school grounds, including all forms cyberbullying can impact the feeling of safety the targeted child has upon returning to school with the perpetrator(s) and can create an intimidating, hostile or offensive environment for all students. The school and Civilian Misconduct Action Authority (CMAA) will address these actions when necessary for the well-being and safety of the community and all students involved. All suspension and expulsion documents forwarded to the CMAA may be used as aggravating factors when considering administrative action in juvenile civilian misconduct under Army Europe Regulation 27-9.

Examples of bullying include but are not limited to:

- Taunting
- Put-downs-such as insulting or making fun of someone’s race, religion, physical ability or disability, mental ability or disability, gender-including sexual orientation
- Threatening or ganging up on someone
- Stealing or damaging another person’s belongings
- Spreading rumors about someone
- Physically hurting a targeted child including but not limited to hitting, kicking, tripping, shoving, pushing
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping
- Shunning or purposefully excluding a targeted student by an individual or group
- Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out, or hack into accounts
- Hazing of any form

A discipline system aims at providing a climate for learning and emphasizes regulations in order to create a safe environment and to enhance the learning process. This discipline code establishes growth in maturity and individual sense of responsibility. It also establishes closer, more frequent parental contact, along with strong, consistent administrative support to the teacher who has the responsibility to maintain order. Options in dealing with discipline problems include counseling and rehabilitation for the recalcitrant student. This code creates a fair, orderly and effective system of discipline for Ansbach Elementary School.

BUS BEHAVIOR AND PROCEDURES

The school bus transportation officers establish bus routes, pick-up points, and schedules. Parents must register their children for bus transportation each school year by filling out a “Request for Bus Transportation” form at the bus office. DoDEA guidelines specify that elementary age children are allowed to walk up to one mile to the nearest bus stop. All inquiries should be made directly to the School Bus Transportation Officer at Rainbow Elementary School on Barton Barracks or call DSN 468-7874 or civilian 0981-183874.

Regulations. The following regulations are established to ensure safe and efficient operation of the school bus program:

- a. Students will follow the instructions of safety attendants, bus drivers, DoDEA Officials and installation officials at all times.

- b. Students will get on and off buses in an orderly manner, using only the door designated by the safety attendant. Students will be seated at all times when the bus is in operation.
- c. Students will remain in their seats, keeping arms, legs and personal belongings from blocking passage in the aisles. Students will not engage in activities which would require them to leave or turn around in their seats.
- d. Students will not lean out bus windows nor allow their arms to protrude from the bus window.
- e. Students will not communicate, nor attempt to communicate with pedestrians, nor will throw objects from the bus.
- f. Students will not destroy, deface, or vandalize bus equipment, including seats and curtains.
- g. Students will not smoke on the school bus.
- h. Students will not talk to the bus drivers or distract them from maintaining their complete attention on their driving.
- i. Students will not drink beverages nor eat food on the busses.
- j. The transportation officer, upon written request from the parent concerned, can authorize changes in bus assignment or permission to ride a different bus on any specific day. Approved requests should be presented to the safety attendant on the day in question.
- k. Unseemly conduct, such as removing of clothing, public displays of affection, disobedience, obscene language or gestures, and discourtesy will not be tolerated.
- l. Students may get off the bus only at their regular stop. Exceptions will be made by the School Bus Officer (SBO) only after receipt of a written request from the parent concerned.

CHILD ABUSE AND/OR NEGLECT

All cases of suspected child abuse or repeated neglect will be referred, as required, to the garrison military police and Family Advocacy Coordinator. Current military information defines child abuse as the physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child by a parent, guardian, or any other person who is responsible for the child's welfare on a temporary or permanent basis. Child neglect is defined, as inattention to the child's minimal needs for nutrients like food, clothing, shelter, medical/dental care, education, safety and supervision. Neglect tends to be chronic in nature and occurs when parents or guardians deviate grossly from the commonly accepted standards of childcare.

DETENTION

Detentions are assigned and held at the discretion of either the teacher or principal. Failure to serve a detention, when assigned, will result in the addition of another detention and parent notification. If the student is absent on the assigned day, the detention will be arranged at the convenience of the teacher or principal. Repetitive assignment of detention and/or failure to serve detentions within the school year may result in further appropriate action.

DISCIPLINE COMMITTEE (PROCESS FOR DUE PROCESS)

In the case of any disciplinary action that leads to a suspension or expulsion from school, due process of law will be observed. Prior to the suspension, "Due Process of Law" requires the administrator to review the case, interview witnesses if possible, and determine what action should take place to assure the modification of behavior necessary for the learning environment.

Every student should be given the opportunity to make amends. It is our endeavor to educate, not eliminate. There comes a time, however, when the suspension or expulsion of a poor school citizen enhances the welfare of the school population.

FIGHTING

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

SEARCH AND SEIZURES

Principals may conduct a general search of school property (e.g., desks, lockers) on a periodic or random basis; in the presence of another school employee. Searches may be conducted in cooperation with local law enforcement. (e.g., use of trained dogs) Evidence found during general search may provide reasonable suspicion.

In the case of individualized, reasonable suspicion, and targeted searches, principals may conduct such searches of personal property (e.g., bags) where reasonable suspicion to believe student possesses prohibited item (e.g., drugs). Such items may be confiscated and used as evidence, this includes search of person if exigent. School will make a reasonable effort to locate student and/or notify parent prior to search or as soon as practicable.

SUSPENSION PENDING EXPULSION

When a student at Ansbach Elementary School is considered a serious discipline problem to the extent that the principal feels that additional control is needed in regard to the student's behavior, the student may be placed on suspension pending expulsion. A Disciplinary Committee will hear and review the case of the student involved and recommend course of action to the District Superintendent. The nature of the individual student's discipline record and the case in point will be considered in making the decision. Any student that is on suspension will not participate in class or any school-related activity.

WEAPONS AND CONTROLLED SUBSTANCES

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

Any student who has been expelled from the school pursuant to these provisions shall have the right to appeal as outlined in DoDEA Disciplinary Regulation 2051.1. The

expelled student and his/her sponsor will be provided with the policy to appeal at the time of expulsion.

POLICY ON WEAPONS IN THE SCHOOL

The following is taken from the Administrator's Guide, Regulation 1005.1

15.13 Weapons

15.13.1 Students are prohibited—while on school property, on school-owned and operated buses or chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus—from the unauthorized use or possession of guns, knives, other weapons, explosives, or other objects that can be used with the intent of threatening or harming any individual.

15.13.2 Weapons include, but are not limited to:

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

15.13.2.2 any knife (e.g., dirk, bowie knife, switchblade knife, or any knife of any length);

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

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

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

15.13.2.6 Mace, pepper spray, or similar propellants;

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

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

15.13.2.9 any weapon of like kind as those enumerated above.

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

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

VANDALISM

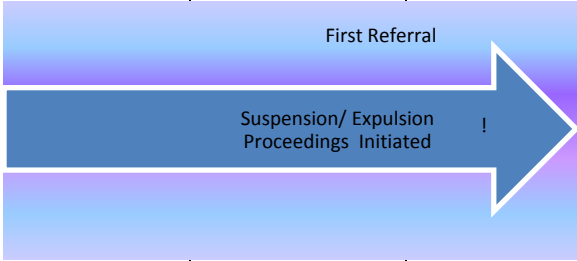
The student or students responsible will pay for malicious damage to school property, books, or equipment. Assessment of any damage done will be based on replacement costs, including materials, and labor. Serious offenders will be disciplined accordingly and are subject to suspension or expulsion. Students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

Dress Code Policy

| Category | Inappropriate Clothing | Inappropriate References | Inappropriate Length or Size |
|----------------------------|---|---|---|
| Head | <ul style="list-style-type: none"> ▪ Hats of ANY kind ▪ Hoods ▪ Bandanas ▪ Do-rags ▪ Distracting Cosmetics/ Jewelry | <ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco reference ▪ Hats hanging off pants or pockets | |
| Shirts | <ul style="list-style-type: none"> ▪ Spaghetti straps, racer backs, tank tops ▪ Muscle Shirts, Under Shirts ▪ Straps less than 1" ▪ Bra Straps Showing ▪ Open Midriffs ▪ Halter and Tube tops ▪ Sheer/See-through ▪ Off Shoulder/ Open Back ▪ Inappropriate References | <ul style="list-style-type: none"> ▪ Gang Affiliation ▪ Alcoholic Beverage or Tobacco ▪ Drug Reference ▪ Obscene/ Lewd ▪ Provocative/ Revealing ▪ Indecent References | <ul style="list-style-type: none"> ▪ Any shirt shorter than waist band of pants or skirt ▪ Biggie or Oversized ▪ Too Small |
| Shorts Skirts Pants | <ul style="list-style-type: none"> ▪ Excessive holes or holes above finger tips ▪ Worn below the waist, sagging. Pants must fit appropriately. ▪ Leggings, jeggings, and tights may only be worn with appropriate length shorts or skirts over them. ▪ Pajama Pants | | ALL SHORTS AND SKIRTS MUST BE <u>LONGER</u> THAN THE FINGER TIPS |
| Dresses | <ul style="list-style-type: none"> ▪ Top must comply with shirt requirements and the hem must comply with skirt requirement. | | |
| Shoes | <ul style="list-style-type: none"> ▪ Socks/Bare Feet ▪ Slippers ▪ Heelies | | Students must wear shoes at all times. |
| Other | <ul style="list-style-type: none"> ▪ Visible Underclothing ▪ Chains ▪ Spikes/Studs ▪ Sun Glasses ▪ Costumes | | |

- **Principal will determine appropriate dress during special events such as Spirit Week.**

Discipline Policy: Administrative Table of Consequences

| Category | Infractions | First Referral | Second Referral | Third Referral | Fourth Referral |
|----------|---|--|---|---|---|
| A | <ul style="list-style-type: none"> ▪ Disruptive Behavior ▪ Lunch or Cafeteria violation | Warning or/or Letter Home | Warning, Letter Home and/or parent contact | Referral to Principal/Parent contact | Parent escort detention |
| B | <ul style="list-style-type: none"> ▪ Horseplay. Unsafe behavior ▪ Insubordination ▪ Minor Vandalism ▪ Profane or offensive Language ▪ Dress Code Violation ▪ Cell Phone, Electronic device | <p>Conference with teacher, teacher assigned consequence, and/or parent contact.</p> <p>Dress code violation student must change clothing. Turned into the office and parent pick up required.</p> | Referral to Principal and parent contact | Parent Escort Detention | After School Detention 1-3 Days |
| C | <ul style="list-style-type: none"> ▪ Plagiarism ▪ Cheating/forgery | <p>Zero (0) on assignment and redo</p> <p>Parent contact</p> | <p>Zero (0) on assignment and redo.</p> <p>Parent conference</p> | <p>Zero (0) on assignment and redo.</p> <p>Referral to Principal and detention.</p> | <p>Zero (0) on assignment and redo.</p> <p>Referral to Principal and detention.</p> |
| D | <ul style="list-style-type: none"> ▪ Bullying/Harassment verbal, written, and physical ▪ Unkind Behavior ▪ Lying ▪ Cyberbullying resulting in disruption at school ▪ Sexually Offensive Behavior | <p>Referral to Principal, counseling, and parent contact</p> <p>Possible further consequences</p> | <p>Referral to Principal, counseling, and parent contact</p> <p>Possible further consequences</p> | <p>Referral to Principal, SST intervention, parent-student conference.</p> <p>Possible further consequences</p> | <p>Referral to Principal, SST intervention, parent-student conference, Civilian Misconduct and SLO Notification.</p> <p>Possible further consequences</p> |
| E | <ul style="list-style-type: none"> ▪ Fighting /Dangerous Behavior to self and others ▪ Prohibited or illegal Substance Possession/ Use/ Distribution. ▪ Theft ▪ Major Vandalism ▪ Weapon Policy Violation ▪ Other | <p>REGULATION DODEA 2051.2 SUSPENSION,</p> <p>MP and COMMAND NOTIFICATION</p>  | | | |

Bus Discipline Policy: Table of Consequences

SCHOOL BUS TABLE OF CONSEQUENCES

| Category | Examples of Infractions | First Referral | Second Referral | Third Referral | Fourth Referral | Fifth Referral |
|--------------------------------------|--|---|------------------------|---|---|---|
| A Minor Misconduct | <ol style="list-style-type: none"> 1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane or obscene language or gestures 10- Littering | Oral/Written Warning | 1-5 day Bus Suspension | 10 day Bus Suspension | 20 day Bus Suspension | Suspension of Riding Privileges for the Remainder of SY |
| B Serious Infractions | <ol style="list-style-type: none"> 1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Striking objects or body parts out the window/door 6- Full or partial nudity 7- Damage, theft, or pilfering <\$100 | 1-5 day Bus Suspension | 10 day Bus Suspension | 20 day Bus Suspension | Suspension of Riding Privileges for the Remainder of SY | |
| C Severe Offenses | <ol style="list-style-type: none"> 1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- Any action that leads to a bus accident | 10 day Bus Suspension | 20 day Bus Suspension | Suspension of Riding Privileges for the Remainder of SY | | |
| D Criminal or Illegal Acts | <ol style="list-style-type: none"> 1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb threat | SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Officer (SLO) if appropriate | | | | |

Note:

- 1 - All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2 - All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
- 3 - SLO to be informed when suspensions/expulsions from bus occur.
- 4 - Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 5 - Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.

ANSBACH ELEMENTARY SCHOOL INCIDENT/REPORTING FORM FOR STUDENTS

YOUR NAME: _____

DATE OF INCIDENT _____ TIME _____

WHERE THE INCIDENT TOOK PLACE _____

PERSON(S) YOU ARE REPORTING/SUSPECTS _____

NAME(S) OF WITNESS(ES)

DESCRIPTION OF INCIDENT

| | | | | | |
|------------|--------------------------|--------------|--------------------------|-----------------|--------------------------|
| BULLYING | <input type="checkbox"/> | BUS | <input type="checkbox"/> | TEACHER CONCERN | <input type="checkbox"/> |
| DEPLOYMENT | <input type="checkbox"/> | RELATIONSHIP | <input type="checkbox"/> | ACADEMIC | <input type="checkbox"/> |
| FIGHT | <input type="checkbox"/> | THEFT | <input type="checkbox"/> | OTHER | <input type="checkbox"/> |

More Information

The statements made here are true to the best of my understanding.

YOUR SIGNATURE

PRINTED NAME

TODAY'S DATE

Date: _____ Admin Signature: _____

| | | | | | |
|-----------|--------------------------|-----------------------------|--------------------------|-----------|--------------------------|
| WARNING | <input type="checkbox"/> | PARENTS NOTIFIED | <input type="checkbox"/> | DETENTION | <input type="checkbox"/> |
| FILED | <input type="checkbox"/> | SLO and CIVILIAN MISCONDUCT | <input type="checkbox"/> | TEACHER | <input type="checkbox"/> |
| COUNSELOR | <input type="checkbox"/> | ADMIN COUNSELED | <input type="checkbox"/> | Other | <input type="checkbox"/> |

OTHER FOLLOW-UP ACTION BY ADMINISTRATOR(S) _____