

# Hohenfels Elementary School



## Parent/Student Handbook 2012-2013

Welcome to the Tiger Cub Nation

<https://inet.eu.ds.dodea.edu/hohe-es/index.htm>

**Contact Information:**

Hohenfels Elementary School

Unit 28214  
APO AE 09173

Nainhof Lager, Geb 5  
92366 Hohenfels

- **Office Hours:** 0730-1600
- **Main Office telephone:**
  - DSN 466-2729
  - CIV 09472-83-2729/2829
  - FAX 09472-8632
- **Principal:** Mr. Olaf Zwicker
- **Assistant Principal:** Ms. Esther Harrison
- **School Secretary/Office Assistant/Clerk:**
  - DSN 466-2729
  - CIV 09472-83-2729
- **Registrar:**
  - DSN 466-2829
  - CIV 09472-83-2829
- **Nurse:**
  - DSN 466-2739
  - CIV 09472-83-2739
- **School Liaison Officer:**
  - DSN 466-2082
  - CIV 09472-83-2082
- **Cafeteria Manager:**
  - DSN 466-2652
  - CIV 09472-83-2652
- **School Bus Office:**
  - DSN 466-2782
  - CIV 09472-83-2782
  - FAX 09472-306

**Email:**

Principal's Inbox: [HohenfelsES.Principal@eu.dodea.edu](mailto:HohenfelsES.Principal@eu.dodea.edu)

Staff email format: [firstname.lastname@eu.dodea.edu](mailto:firstname.lastname@eu.dodea.edu)

Parents are encouraged to handle concerns directly with:

- Teachers, first, Administration, next, Chain of Command, last.

We understand that in a rare circumstance when compromise or resolution cannot be achieved at the local level, that parents/sponsors have the right to access higher authority within DoDDS-Europe and DoDEA. In every situation, we at HES, try to problem solve at the lowest level.

**Ms. Marilee Fitzgerald, Director DODEA, Headquarters**

Department of Defense Education Activities

Office of Dependents Education

Arlington, VA 22203-1635

DSN 696-4252 ext. 104

CIV 001-703-696-4252 ext. 104

Email: [DODEA.Director@hq.dodea.edu](mailto:DODEA.Director@hq.dodea.edu)

**Dr. Nancy C. Bresell, Deputy Director, DoDDS-Europe, Area: Wiesbaden Germany**

DoDDS-European Area

Unit 29649, Box 285

APO AE 09096

DSN 338-7615

CIV 49-611-380-7615

Email: [Director.DODDS.Europe@eu.dodea.edu](mailto:Director.DODDS.Europe@eu.dodea.edu)

**Dr. Liz Dunham, Superintendent, Bavaria District: Ansbach Germany**

Office of the Superintendent

Bavaria District (DoDDS)

Unit 28614

APO AE 09177

DSN 468-7429

CIV 49-981-183-7442

Email: [BavariaDSO.Secretary@eu.dodea.edu](mailto:BavariaDSO.Secretary@eu.dodea.edu)

**Mr. Olaf Zwicker, Principal: Hohenfels Germany**

Office of the Principal

Hohenfels Elementary School

Unit 28214

APO AE 09173

DSN 466-2729

CIV 49-09472-83-2729

Email: [hohenfels.principal@eu.dodea.edu](mailto:hohenfels.principal@eu.dodea.edu)

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## Section I: Welcome and Introductions

August 2012

Dear Parents and Sponsors,

On behalf of the faculty and staff at Hohenfels Elementary School, we extend to each of you a warm welcome to the best little hometown in Germany. In as such, you are part of an outstanding military and civilian partnership, our community is excellent!

At HES we provide a caring and productive learning environment for every child. We are proud of our students, our parents, our soldiers, our staff-every part of our school contributes to the amazing place that is our "Home away from Home." We anticipate an exceptional year ahead, where improving student achievement, our school-home partnerships, and our quality of instruction are paramount in our decision making.

There are important changes to note in the world of education, our system is no different. Please visit both the HES and DoDEA websites to learn more about:

- our newly adopted attendance policy "**Be Here**" that went into effect at the beginning of school year 2011-2012
- our Anti-Bullying campaign, which we proudly signed alongside our Command Group, to demonstrate our commitment to safe at school = safe in our community
- the STEM (Science, Technology, Engineering, Math) initiative

We thank you in advance, for taking time to look into these changes in policy, as these initiatives are embedded within whom we are, and what we say as Hohenfels Tiger Cubs!

Each year we strive to make Hohenfels Elementary School even better; your involvement is critical in making every day an exceptional day at HES. We invite parents and sponsors to become actively involved in our school by considering the following volunteer opportunities:

- serving on the **School Advisory Committee (SAC)**
- serving on the board, or supporting a **Parent Teacher Association (PTA)** event
- serving as a parent representative on the **Continuous School Improvement-Leadership Team (CSI-LT)**
- or, by sharing your time as a volunteer.

We are committed to our belief that every parent has something to contribute to our school, and, research shows that the **best schools** are those in which parents are active partners in their child's education.

Every child matters at HES, and we are aware that there is at least one child in our school, who matters to YOU! We look forward to working with you and your family, to insure that your child has a positive and, most comprehensive experience while attending HES. Our doors are open and if questions ever arise, do not hesitate to contact us at DSN 466-2729 or CIV 09472-83-2729.

Very respectfully,

Olaf Zwicker  
Principal

Esther Harrison  
Asst. Principal



## **Section II: Mission and Goals**

### **Mission Statement**

The mission of Hohenfels Elementary School is to help all students become life-long learners; our students will accomplish this, by achieving their highest potential, through a safe, nurturing, and challenging environment.

### **Vision Statement**

Students will learn and acquire the understanding and skills necessary for success in a technologically adept world. Educators will model and teach the expected competencies for highest student achievement, as part of 21<sup>st</sup> Century learning and, the Bavaria District. Parents will partner in this effort, collaborating with Hohenfels Elementary School as active participants in school and at home.

### **Guiding Principals**

Leadership

Exploration

Achievement

Respect and Responsibility

Never stop LEARNing

### **Bavaria District Mission Statement**

It is the mission of the Bavaria District to guide and facilitate educators as they increase and improve the use of the DoDEA content and performance standards. These standards will serve as their foundation for selecting and implementing effective instructional strategies. Appropriate assessment activities will be used to guide and inform instruction, maximizing learning and achievement for all students.

## **School Accreditation**

Hohenfels Elementary School is fully accredited by AdvancEd, the parent organization of North Central Association and Southern Association of colleges and schools.

[www.advanced.org](http://www.advanced.org)

AdvancEd is an independent educational agency, in the United States, established for the purpose of setting standards for educational institutions. We, continuously strive to ensure that HES not only meets the standards of the association, but works to exceed them wherever possible. Parent and community involvement, is crucial to the success of, and ongoing cycle of development, in our continuous school improvement plan and evaluations.

Any parents or community members interested in participating in the spiraling process of school improvement are encouraged to contact the principal.

## **DoDEA: “Philosophy of School”**

The school, as an institution in a democracy, is concerned with creating opportunities to permit and encourage each person to realize their fullest potential. In our complex, interdependent society, creativity, imagination and flexibility are necessary skills. Our students will need to cope with a technological and social future that is changing so rapidly that it is not yet fully recognized, much less understood.

The language of both DoDEA’s goals and the educational mission statement of Hohenfels Elementary School address quality in education; each learner and their parent should strive toward the ideal implicit and embedded within. The goals and mission statement are interrelated. No goal stands in isolation from the next. These goals work to define

- student behavior
- outcomes for learners
- identified tasks to be performed by your child’s teacher, and
- support in determining “next steps” for evaluating learner progress.





## **DoDEA and Continuous School Improvement**

Continuous School Improvement equals “Our Vision + Our Mission + Our Goals.” Using the framework criteria established by AdvancEd, DoDEA has adopted 4 goals for her school systems to utilize in the classroom, school environment, and community. These goals are:

### **Goal 1: Highest Student Achievement**

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

### **Goal 2: Performance-Driven, Efficient Management Systems**

DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision making at the lowest operational level, and facilitates a safe environment conducive to optimum student achievement.

### **Goal 3: Motivated, High Performing, Diverse Workforce**

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

### **Goal 4: Network of Partnerships Promoting Achievement**

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.



## Section III: Operations and Policies

### Calendar DoDDS Europe 2012-2013 School Year

<b>First Semester (92 Instructional Days)</b>	
Monday, August 27	Begin First Quarter and First Semester
Monday, September 3	Labor Day • Federal Holiday
Monday, October 8	Columbus Day • Federal Holiday
<b>Thursday, November 1</b>	<b>End of First Quarter</b> (47 days of classroom instruction)
Friday, November 2	No school for students • teacher work day
Monday November 5	Begin second quarter
Monday, November 12	Veterans Day - Federal Holiday
Thursday, November 22	Thanksgiving - Federal Holiday
Friday, November 23	Friday • Recess Day
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas • Federal Holiday
<b>2013</b>	
Tuesday, January 1	New Year's Day • Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day - Federal Holiday
<b>Thursday, January 24</b>	<b>End of Second Quarter and First Semester</b> (45 days of classroom instruction)
Friday, January 25	No school for students • teacher work day
<b>Second Semester (91 Instructional Days)</b>	
Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents' Day - Federal Holiday
<b>Thursday, April 4</b>	<b>End of Third Quarter</b> (48 days of classroom instruction)
Friday, April 5	No school for students • teacher work day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes Begin Fourth Quarter
Monday, May 27	Memorial Day • Federal Holiday
<b>Thursday, June 13</b>	<b>End of Fourth Quarter and Second Semester</b> (43 Days of classroom instruction)
Friday, June 14	No school for students - teacher work day

## Absences

DoDEA policy states:

- **All students enrolled in DoDEA schools must attend classes regularly and punctually in order to remain enrolled.**
- **Sponsors of school age children are responsible for insuring their children's attendance in an educational program while stationed Overseas.**

Beginning School Year 2011-2012, DoDEA enacted the system-wide attendance policy "Be Here." <http://www.dodea.edu/attendance/index.cfm>, HES immediately initiated the tenets of the policy. Understanding that *education is important* and that it is very difficult to maintain high student success and achievement in students who are not present in school, it is *critical* that the partnership between school and home be fluid when communicating absences.

What does this mean for you?

- **It is the responsibility of the parent/sponsor/guardian to call the school every time their child is absent. We maintain an open phone line for these calls specifically between the hours of 0745 to 0900.**
- **If you know in advance, that your child will be absent from school on a particular day, please send a note/email to your classroom teacher as soon as possible.**
- **Parents should carefully consider the absence when planning supplemental vacations outside of Block Leave.**
- **After 2 unexcused absences contact from our office will be made to the School Liaison Officer**

In short...EVERY DAY at school, matters!

✓ **Absence Procedures:**

Your classroom teacher tracks student attendance. If your child is not at school and we have no record of a parent phone call confirming the absence, we will begin calling your provided contacts.

- We will attempt to call the first contact
- If contact is unsuccessful we will begin calling Emergency Contacts, followed by Chain of Command

✓ **Excused Absence Procedures:**

Excused absences are granted for

- Personal Illness (Chicken Pox, Measles, Flu)
- Reintegration Leave
- Family Emergencies (Red Cross message, severe illness, death in the family, local hardship situation)
- Block Leave
- Medical, Dental, Mental Health appointments
- Religious observation ( Please note this **does not include** Marriage/Family Retreats)
- Emergency conditions (fire, flood, storm, snow, in conjunction with Road Condition Alerts)
- College visits that cannot be conducted after school hours

Students who are excused from school will be provided 2 days to complete any missed work after returning to school. Absences for an **extended period** of time (14 days or more) will be dealt with on an individual basis by school administration.

✓ **Unexcused Absence Procedures:**

Unexcused absences include:

- Any absence without a note
- Staying home all day to baby-sit a sibling
- Staying home to pack out/clean up a bedroom
- Parent want a child to remain at home with the spouse is in the Field

All worked missed during a student absence is expected to be completed and returned to the classroom teacher. With respect to an unexcused absence, it is important for parents/sponsors/guardians to refer back to the classroom teacher's grading plan. If noted in that communication, partial credit for work returned, may be granted.

**An attempt to monitor students who have habitual unexcused absences; this includes phone calls, letters, notification to the School Liaison Officer sponsors Chain of Command, and/or FAP.**

✓ **Tardy Procedures:**

Tardiness and absence are required to be entered into our data system for accountability.

- Students are considered tardy if arriving to school after 0825.
- Parent/sponsor/guardian **must** sign their child into school, if they arrive after 0815.

## Admission

Hohenfels Elementary School holds the unique distinction of being a PreK-Grade 6 school. Admission requirements differ for the appropriate age groups we serve.

- **Preschool Developmental Class (PSCD):** students are eligible based these criteria:
  - Age: 3 years and older, and a developmental delay of 25% in one area or 20% in two areas. Areas considered are:
    - Physical or Motor Skills
    - Cognitive Ability
    - Language Development
    - Social and Emotional Development
    - Adaptive Skills
- **Sure Start:** to apply for Sure Start, students **must be 4 years old, on or before September 1<sup>st</sup>** of the current school year. Vacancies are filled throughout the year, with dependents of soldiers E4 and below will be identified as having priority.
- **Kindergarten:** Eligible dependents may be admitted provided they reach their **5<sup>th</sup> birthday on or before September 1<sup>st</sup>** of the current school year.
- **Grade 1:** Eligible dependents may be admitted as follows
  - during the first month of school, **provided the dependent student reaches his/her 6<sup>th</sup> birthday on or before September 1<sup>st</sup>** of the current school year
  - during the ensuing 14 week period, provided the dependent student meets the criteria above and is then recommended by the Grade Placement Committee, and principal
  - at any other time during the current school year, the dependent student, shows proof of attendance in 1<sup>st</sup> grade in another American school.

- **Grades 2-6:** Eligible dependents will be placed using supporting documents
  - in the like grade, from the school they have recently left
  - in the continuing grade (end of school year promotion/retention)Eligible dependents arriving in-country without school records will be placed provisionally, based on the sponsor's statement, pending the receipt of school records.

For more information regarding Admission, please see **Immunization** and **Registration** sections as outlined in our handbook.

### **AAFES Meal Program**

In support of the mission of DOD, our partner, AAFES sponsors the school meal program.

- All menus and service, in the cafeteria, are AAFES responsibilities. HES, DoDDS-Europe, and DoDEA are not affiliated with the meal program.
- Student accounts may be created, by the parent/sponsor, at the Cash Cage in the BX/PX.
- The student Hot Lunch price for School Year 2012-2013 is \$2.45
- The adult Hot Lunch price for School Year 2012-2013 is \$5.00
- Students may only purchase complete lunches.
- "Lunch Plus", an additional entrée, will be offered for purchase, after all children in line have been accommodated.
- Parents interested in receiving information about the Free or Reduced Lunch program are asked to contact the School Liaison Office at 466-2783
- AAFES allows students to charge up to 3 lunches, before receiving a sandwich vs. a Hot Lunch, however the cost of those lunches will be expected to be paid in full.
- If outstanding lunch charges go unanswered within a reasonable time period, the sponsor will be notified, a follow-up letter will be cc'd and mailed to the Company Commander requesting payment in full.



Monthly school lunch menus can be found here:

<http://odin.aafes.com/nutrition/menus/htm> please be advised that unannounced meal plan changes could occur, due to product availability.

## Arrival at School

Students should not arrive at school prior to 0800. **Supervision of students does not begin until 0810, as buses arrive and unload.** Students are not permitted in any school building before school hours unless they are under direct supervision for a special activity. Parents will be notified if their child continues to arrive at school too early. **Should the problem persist, the School Liaison Office and Chain of Command will be notified.** Your cooperation in this matter will greatly enhance the safety and security of our students.

- PSCD and Sure Start students will be met at the bus by their classroom teachers and escorted inside.
- Kindergarten-Grade 6 students who ride the bus, will enter the school by walking through the gates outside the Kindergarten playground.
- Car riders will enter the school through the side gate located next to the one-way PX parking lot.

## Attendance

Attendance is a DoDEA requirement and is maintained daily, within our school data base, for accountability purposes. **All school age children within the local command are required to be enrolled in a formal school or home school program.** Please refer to the section of our handbook “Absences” for any further information.

## Classroom Assignments/Requests

Classroom placements are initially made the Wednesday prior to the start of school, with final placements posted at the close of business that Friday afternoon. At Hohenfels Elementary School, every effort is made to create balanced classrooms, in several areas.

- Parents are asked to refrain from “Name Requests” for teachers, rather, we ask that a **letter describing your child as a learner and the stand alone qualities of their most productive classroom environment** prior to the year in question is considerably more helpful when determining placement.
- Please take the time to check the class lists when they are posted; inadvertent mistakes, do sometimes occur, and we do not want to leave any child “off” a class list.
- Complete registration (including compliant Immunization documentation) secures your child’s classroom assignment. If you have not fully completed the registration process at the time class lists are posted, your child will not be allowed to start school until the sponsor has met the registration requirements.
- As the year continues class lists are maintained in the Office, for equal distribution of students, as they are registered.

## Communication

Every Friday, the school newsletter “Hohenfels Elementary School : SCHREIBTISCH” is sent home via email, to all family members.

Classroom teachers send home a weekly communication regarding current events, assignments, reminders, calendar updates, and “Need to Know” information.

- The office maintains a bulletin board for changes in transportation, as they are received during the school day. In addition, emails are sent to classroom teachers notifying them of any transportation changes for students.
- Parents who come into the building are asked to leave a note that will be posted to our office Bulletin Board for the teacher, rather than interrupt instruction. We understand that emergencies do occur, and, will address such situations on an individual basis.

## Daily Schedule

Arrival Begins: 0800

Entry: 0805

Tardy Bell: 0815

Morning Announcements: 0820

Dismissal: 1440

	LUNCH	RECESS
1ST and 2ND	11:00 - 11:20	11:20 -11:40
3RD and 4TH	11:20 - 11:40	11:40 -12:00
KINDERGARTEN	11:40 - 12:00	12:00 - 12:20
5TH and 6TH	12:10 - 12:30	12:30 - 12:50



## **Dismissal**

Students are walked out the door and to buses, by the classroom teacher at dismissal, at 1440. Because space in the foyer is at a minimum, during this time, we ask that **parents and siblings wait outside the building** for their child.

## **Dress Standard**

Students are expected to be neat and clean in appearance and dressed for the weather/activity on any given day. It is recommended that for our youngest students that a labeled change of clothes be provided to the classroom teacher for safe keeping.

For boys and girls, this includes:

- Appropriate and safe shoes for inside and outside wear
- All shoes must have backs that fit snugly across the heel
- Hats and Headgear are not to be worn inside the building-this includes bandanas
- Clothing should fit and appropriately cover the body
- Pictures, graphics, language will be tasteful and age appropriate
- LABEL everything your child wears to school

### **Inappropriate dress includes, but is not limited, to the following items:**

- Halter/tube tops/tops with spaghetti straps
- Undershirts/sleeveless muscle shirts/see-through or sheer shirts/mesh shirts
- Bare midriffs/"Belly" shirts
- Short skirts/skorts/shorts: the hem of the garment should reach and/or pass the tip of the child's fingertips when hands area extended down the side of the body
- Saggy pants: anything worn below the natural hip, or, any pant/short that will slide down if arms are raised above the head
- Flip-flops, Heelys, cleats, oversized shoes, etc. as an ill-fitting shoe is considered a safety risk
- Profanity (obscene, vulgar, illegal, weapons, alcohol, tobacco, drugs) or implied profanity on clothing
- Make up and fingernail accessories are not appropriate for school activities

### **Recess Dress:**

Weather permitting, outdoor recess will occur every day...we will go out in light drizzle/rain. Our region is known for fast changing weather fronts to include rain and snow during spring and summer months. Outdoor recess is 20 minutes; we ask that children are dressed for the weather and expected duration of outdoor physical activity.

- Waterproof Mittens/gloves to cover hands
- A warm/insulated/ water proof jacket, that fits
- A waterproof hat/scarf
- Waterproof boots or shoes that cover the ankle
- Cloth/plastic shoes will become wet and cold when worn outside
- LABEL everything your child wears to school

## **Emergency Evacuations**

**\*\*Please note that Emergency Evacuations may be conducted without prior notice or warning!\*\***

### **Fire:**

In the event of fire,

- HES will evacuate into one of two predetermined safe areas; across the Students found cheating/plagiarizing will be subject to Section A of the Table of Consequences
- street in the Church parking lot or behind the school in the Housing parking lot, until the building is cleared and an “All Call Return” is announced
- Students, faculty and staff will quietly leave the building as a group according to the posted Fire Evacuation plan in each classroom and common area
- Fire drills may be conducted without previous warning to the students
- During September we will conduct one fire drill a week
- From October to June, fire drills will be conducted, monthly

### **Bomb Threat:**

In the event of a bomb threat,

- Students, faculty and staff will exit the building quietly and remain outside in one of two predetermined safe areas; either across the street in the Church parking lot or behind the school in the Housing parking lot, until the building is cleared and an “All Call Return” is announced
- If the building is not cleared in a reasonable amount of time, students will be walked to the Post Gym and await transportation.
- Parents are encouraged to meet students at the gym should the school be evacuated.

- Under no circumstances should parents attempt to pull students out of lines or interfere with the evacuation until all students are accounted for and dismissal procedures are in place.
- Any parents and/or volunteers in the immediate vicinity of the drill should assist in implementing evacuation procedures.

**Lockdown:**

In the event of a life threatening situation a lockdown will go into effect:

- Classrooms will be held “locked” inside the building until the crises passes
- During a Lockdown, no one is dismissed/excused from the school building until proper authorities notify the school administration of a situation “All Clear”
- School administration will notify teachers and staff that the building is “All Clear” at that time
- Weapon of Mass Destruction (WMD) and Shelter in Place (SIP) situations require Lockdown procedures to go into immediate effect.
- These procedures, and the practice of these procedures, are in place to ensure the safety of all within our building regardless of the likelihood of occurrence.

**Employment Opportunities**

We encourage all parents to be active participants in their child’s school experience, sometimes, that includes taking a position in our system! The following positions are classified as “Open-Continuous”:

- Substitute teachers
- Educational Aide (Kindergarten and Special Education)
- Computer Assistant/School Information Specialist
- DSO Secretary
- Health Technician (OA)
- Secretary
- School Support Assistant/Supply Clerk
- School Clerk
- Transportation Assistant (OA)

Any interested family member is encouraged to apply online through USAJobs.com . For further information, please visit their site at

<http://www.eu.dodea.edu/hr/open.php>

## Family Leave

Family leave is recognized as an important part of living Overseas. However, with the new DoDEA attendance policy in effect, supporting the calendar opportunities built into the school year and through Block Leave is recommended. On occasion, there are circumstances that warrant an unexpected return to the United States, those trips will be handled appropriately.

- **If you have any advance notice of an impending trip, inside or outside the commuting area, we ask that you notify your child's teacher as soon as plans are made.**
- Steps will be taken to ensure that your child has necessary school work to remain current with his/her classmates.

## Health Services

It stands to reason that, no one likes to be out and about, when they feel sick. Children are no different, and, in the event that they express illness at home should be kept at home. **HES does not have regular supervision for students to stay in from recess if they are ill. Any child who is sick enough to refrain from participating in outdoor recess, is, too ill to be at school.** While we do have a school nurse in house, she is assigned for instructional purposes and to handle emergency illness or emergency physical situations which occur during the school day.

- In the event of illness, parents are asked to call the school to report the absence
- In the event of fever, vomiting and/or diarrhea, students are expected to remain at home until 24 have passed from their last incident/occurrence.

### Medication:

The school nurse does not administer medications to include

- Over the counter drugs (pills and/or liquids)

The school nurse will dispense **prescribed medication** for students identified with any of the following conditions:

- Attention Deficit Hyperactivity Disorder (ADHD)
- Asthma
- Allergies (seasonal, insect)
- Diabetes
- Heart conditions

**When the above medications, associated with any listed condition, are administered at school the following information is required:**

- Permission for Medication form, signed by Physician and Parent (These forms are available at the Health Clinic or from the school nurse)
- Medication **must** be in a pharmacy labeled container, marked with the student's name, name of drug, amount to be taken, and time to be taken
- Medications **must** be brought to school by the parent/sponsor.
- Medication **will not** be dispensed without the above conditions met
- **Students will not be allowed to self-medicate**

When short term illnesses require the use of medication, the school nurse will arrange with the parent and physician for proper administration before and after school. **If medication must be taken during school hours the above procedure must be followed.**



### **Immunization Policy:**

There is a **mandatory** immunization policy for all children registered and enrolled in DoDEA schools. For further information on required immunizations please check out the DoDEA link at:

<http://www.dodea.edu/parents/immunizations.cfm?print=y>

Children will not be allowed to start school without proof of the following immunizations:

- 4 doses of Diphtheria, Pertussis, Tetanus
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 2-4 doses of Haemophilus Influenza type b
- 3 doses of Polio
- 2 doses of Measles, Mumps, Rubella

## **Health Services: School and Community**

### **Crisis Team:**

In the event of a death within our student body, within our faculty, a parent of immediate family member, the Principal will activate the HES Crisis Team. The crisis team will plan for next step actions, follow-up activities, services, etc. that are appropriate for the school. For more information, please contact, the School Psychologist.

### **Drug/Alcohol Counseling Services:**

Counseling service is available to students and their families who have concerns about adjustments, behavior, alcohol and drugs. All services are strictly confidential and voluntary. The drug/alcohol counselor is located in the Middle/High School.

### **Family Counseling Services:**

Assessments, individual, group, and family counseling are available through ASACS counselors as well as referral services when necessary for inpatient treatment.

## **Home Schooling**

It is the policy of DoDDS Europe to neither encourage nor discourage sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is the sponsor's right and often can be a legitimate alternative form of education, to that of our system. Any DOD sponsor considering home schooling should:

- communicate their desire to home school their dependents to their local command
- contact their local command to determine what, if any, command policies or other established rules are in place to ensure that provided home schooling will meet local and host nation requirements
- USAREUR regulation requires the sponsor of children ages 6-18 **who do not attend a DoDDS school**, to complete the Parent Choice Form, available from the School Liaison Office.

All home schooled students who wish to access school services (such as attend a Specials class) must complete a registration form. For more information, please contact our Registrar or School Counselor.

## **Inclement Weather**

The decision to delay or cancel bus transportation is made by the USAG Hohenfels Commander.

- Late opening or cancellation is announced on AFN Vilseck, no later than 0500, at least twice between 0600 and 0700, and after the 7 o'clock news.
- **The school office will not be open to take calls during this time.**
- If there is no announcement on AFN, a regular school will begin at 0805 and end at 1440.
- For those families who do not receive AFN, you may check the following link for weather updates:

<http://www.afneurope/bavaria/net>

AFN Weather Line: DSN 476-3444 CIV 09662-83-3444

MP Road Condition Closure Line: DSN 466-4001 CIV 09472-83-4001

### **Delayed Start:**

If road conditions are hazardous, school bus transportation may be delayed two hours or cancelled.

- If school buses are delayed two hours, buses will pick up students two hours later than the usual time from their assigned bus stop
- Students may not arrive prior to 0955
- USAG Hohenfels will alert units asap and information regarding the delayed start will be disseminated appropriately

**\*\*If school bus transportation is cancelled, there will be no school that day for all students.\*\***

### **Early Closing:**

There are many reasons for an unexpected early closure of school:

- Accumulation of ice or snow
- Mechanical failure at school (heat, power, or plumbing is lost)

Early Closing decisions will occur most likely between 1000 and 1300 and will be announced through the community immediately.

**It is absolutely essential that each family designate an alternative destination for their child(ren) in case school is closed early.**

## **Interruption of Class**

In an effort to keep interruptions to instruction at a minimum we ask that **parents wanting their child to be dismissed early, should communicate that directly to their child's teacher (in the take home folder or student agenda) with all necessary information included. Please note:**

- Any anticipated change in transportation
- the time of pick up
- the date
- the reason for early dismissal
- the name of person permitted to pick up your child

Safety procedures will be followed, if the person picking up your child is not listed on the pick-up permission list, we will ask for identification.

## Lost and Found

At the first sign that an item has not come home as planned...the Lost and Found is the next step for locating your missing property! Clothing articles will be kept in the Lost and Found Annex (by the doors to the playground) and will be hung down the Breezeway (the glass hallway to our Kindergarten classrooms).

Items such as found money, watches, personal electronics, jewelry and glasses should be turned into the office. At the end of the school year, any unclaimed eyeglasses will be turned over to the medical clinic.

Proper labeling reduces conflict and immediately makes items identifiable. **As the school cannot be responsible for lost, broken or stolen items, students should refrain from bringing anything of value to school.**

## Messages

Please refer to the category of **Communication** regarding our policy and procedures for receiving and distributing messages to students during operating hours.

## Parties

It is customary for classes to have four classroom parties a year, for one hour duration.

These parties include:

- Autumn party
- Winter celebration
- Valentine's Day
- Summer or End of the Year

**Student birthday parties are not appropriate events for school.** However, if a parent/sponsor wishes to send in a special snack to be shared at the end of lunch or the end of the day, it is permissible. Please speak to your child's teacher prior to the birthday.

If for any reason you do not want your child to participate in any of the four parties listed above, the classroom teacher is to be informed in a timely manner.



## **Snacks**

Snacks are considered a classroom decision, made by the teacher, based on the needs of the class. Snacks are encouraged, and then expected, to be healthy.

## **Recess**

At Hohenfels Elementary School we believe that all children should be physically active. We will have embedded in our school day a 20 minute outdoor recess period where children can appropriately play on the blacktop and/or either of the two surrounding play structure areas.

Recess rules and expectations can be found in **Section IV: Safety Policies**

## **Registration**

To register your dependent, the parent/sponsor will need to provide the following:

- Completed enrollment paperwork from HES Registrar
- A current copy of Orders, with the student listed as a dependent, assigning them to Hohenfels
- A copy of current shot records
- A copy of the student's birth certificate or passport (if applicable)
- Emergency contact information (local and stateside)
- All records from the students' prior schools

Students will be placed in a classroom as soon as possible following the day we receive a complete registration packet. This allows for appropriate teacher notification.

- In most cases, if the registration is completed before 1000 on Monday-Thursday, the student will be admitted the following school day.
- In the case that registration is not complete prior to 1000 on Monday-Thursday, then the student will be admitted two days later.

For any other questions regarding Registration, please refer to the category **Admission** and/or call our Registrar during office hours

## **School Liaison Officer**

The School Liaison Officer (SLO) is a vital link between the Command Group and the school. The SLO assists the school, and our parents, in many areas:

- Relocation issues
- School lunch program
- Installation questions
- School Advisory Committee (SAC)
- Contacting military units as needed
- General questions, comments, concerns, compliments
- Community calendar updates
- Homeschooling support

The SLO is our local version of a community handbook and remains an excellent resource for school, home, and command. The SLO can be reached at DSN 466-2082 and her office is located in Building 10.

## **School Spirit/Spirit Wear**

The moment you walked into our building, you became a HES **Tiger Cub**, we are happy that you are here! Every Friday is SPIRIT DAY! Show your HES Tiger Cub pride!

Our school colors are bright blue and silver/white. Spirit wear is available for purchase, in the office and, during PTA sponsored events held during and after school. Spirit wear will be advertised for sale occasionally during the school year.

## **School Supplies**

DoDEA offers a general school supply list on their webpage. Specific grade levels have specific needs, and in taking those needs into consideration, grade level appropriate supply lists can be found at the back of this handbook.

## **Tardy Procedure**

“Tardies” must be signed in, at our Office, by a parent/sponsor. Any child who arrives after the morning announcements/tardy bell will be marked as such. Without an appointment note, tardies are unexcused.

## Telephones

Personal cell phones/"Handys" are not allowed in school. Any cell phones that interrupt instruction will be taken by the teacher to administration, where the phone will be kept in a secure location until the parent/sponsor comes to school. In our office, there is a phone available for student use; this use is based on emergency, "must have" situations, and possible change in transportation.

## Transfer/Withdrawal of Student

As soon as PCS has been determined, we ask that the sponsor come to the Office, with a copy of PCS Orders, to complete a Student Withdrawal/Transfer form.

- **We ask that parents/sponsors provide at least 5 working days prior to the student's last day of attendance for our staff to provide secured Records for you to hand carry.**
- If we are not given advance notification, the student's report card cannot be processed in time to be delivered with Records on the student's last school day.
- If advance time is not available, Records can be requested by the student's new school. We are happy to email or "snail mail" Records to the new school.

## Visitors

All visitors are expected to identify themselves at the main office upon entering the building. We ask that, even those in uniform, be prepared to show their ID card, sign into the Visitor's Log and wear an identifying badge.

- We love sharing our school day with parents and visiting family, however, "drop-in" visits are discouraged.
- We ask instead that prior notice be made to your child's teacher for those special visitors.
- Similarly, Field Trips, Recess and Lunch time aren't appropriate times to "conference" with your child's teacher.
- We provide conference opportunity throughout the year, on specific days, and by appointment.

If a **conference** or classroom observation is desired, arrangements must be made in advance, as teachers cannot leave students unattended nor can they conduct conferences in front of their class.

- With respect to the confidentiality of other students in the classroom, **observations will be considered on a case by case basis, and will not last longer than 3-5 school days.**

## **Volunteers**

Volunteers are always welcome at HES. This year, with increased attention to safety and security, there are some changes to note regarding Volunteers in the building.

Background checks through ACS are required in these situations/circumstances:

- Any volunteers who support the classroom teacher, outside the line of vision of the classroom teacher, but inside the building (small groups)
- Any chaperones for Study (Field) Trips
- Parents of students enrolled in our Sure Start program

Please contact ACS at DSN 466-4860 if you have any questions.



## Section IV: Safety Policies

Regarding student safety, much can be done in advance, to eliminate accidents to children. To supplement safety instructions at school, please caution your children regarding the following:

### Street Safety

- Cross streets only at street corners and regular lined “Zebra” crosswalks never cross in the middle of the street/block \*\*This rule of caution is even more important while living in Germany, than in the United States.\*\*
- Never cross in front of, or, behind a stopped bus. Wait for the bus to leave and walk to the nearest corner or crosswalk to cross the street
- Never “Jaywalk” (cross a street diagonally)
- Never cross a street from between 2 or more parked cars
- Never ride your bicycle between parked cars
- Stop at the curb; look both ways, and then, cross the road
- Always walk on the sidewalk-leave the street open for vehicles, in Germany, this includes bicycles!
- Walk, don’t run to your bus stop
- Wait 3 steps back from the curb while waiting for the bus to arrive at your stop
- When the bus arrives at school, wait until the driver and/or safety monitor give the “okay” to disembark

**School Safety:** School safety is divided into 4 areas; Classroom, Playground, and Cafeteria, and our school community,

- **Classroom Safety:** Each teacher will develop and share a classroom management plan that clearly states classroom rules, expectations, and procedures. A copy of this plan will be sent home. In addition, teachers will use a variety of disciplinary actions to support and potentially enforce classroom rules and procedures.
- **Playground/Recess Safety:** The overriding rules of our playgrounds are to BE SAFE, BE KIND, and HAVE FUN. The following expectations are in effect:

- **Cafeteria Safety:** Eating in the “Tiger Cub Café” should be an enjoyable experience for students, teachers, and visitors. Using lessons learned from living overseas, we expect our Tiger Cubs to adhere to the following manners when eating:
- **Our School Community:** HES is a very special place. We believe that it is important to
  - **Celebrate each other’s success**
  - **Create and explore**
  - **Learn from our mistakes**
  - **Respect one another**
  - **Try our best-everyday**
  - **Remember WE are a TEAM!**

We encourage our Tiger Cubs to share this attitude with our Hohenfels community and partners.

## Internet Use

It is the responsibility of the student to use Internet technology in an appropriate manner. The User will access only educationally related materials and use only school provided materials while “online” at school. This practice is used to protect the children and to protect the system from viruses. In doing so, we are able to monitor all programs being used by students.

- Each student, utilizing the classroom computers, computer lab, and/or the Internet, will be expected to sign a “Technology Use Agreement” with his/her parent or guardian.
- Violation of this agreement will result in immediate loss of all Internet use.
- It is deemed inappropriate for students to access any material that exhibits explicit violence, obscene language, or pornography.
- Any student who chooses to violate this mandate will relinquish his/her rights to further computer network/Internet use.



## Items Not Allowed at HES or on the School Bus

In an effort to support concentrating on their role as LEARNER, we ask that the following distractions/prohibited items not come to school with your child. We understand that on occasion, a special item might find its way into a book bag, consequently ending up at school, however for the greater good please keep the following at home:

- Electronic equipment (phones, iPods, DS, DSi, etc.)
- Toys (dolls, action figures)
- Games
- Collectibles (trading cards, figures, cars, etc.)
- Weapons and/or key chains that might have a weapon represented

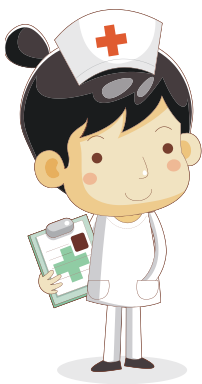
If any of these items find their way to school, becoming a distraction, they will be confiscated and kept in the office until a parent/guardian is able to come into school to request the item(s) be returned. **The school cannot be responsible for lost/stolen personal items.**

## Videos, Tapes, DVD's, CD's brought from Home

Please do not send in personal technology resources (videos, tapes, DVD's, CD's) from home and/or store bought. We ask this to eliminate any possibility that students view/hear any form of non-instructional or non-approved media during class that could involve the school in any copyright infringement laws.

## Nurse's Office/Clinic

For policies regarding our nurse's office, please return to page 17, **Health Services**.





## Section V: Student Rights, Responsibilities, Discipline

Hohenfels Elementary School recognizes and respects Student Rights. A student has the right to a safe environment and an appropriate education. Students do not, however, have the right to disturb or disrupt the education of others. Students found impeding the academic progress of their peers will be subject to disciplinary action for their choices and inappropriate behavior. We strongly believe in the rights of other students to be able to learn in an environment that is free of distraction. Please note that a revision to DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," has been issued and will be effective beginning SY 2012-13.

[http://www.dodea.edu/foia/iod/pdf/2051\\_02.pdf](http://www.dodea.edu/foia/iod/pdf/2051_02.pdf)

As children mature, they become increasingly capable of judging accurately, which behavior is appropriate in any given situation. The guidance of parents and teachers helps students develop their self-discipline and understanding required, for students to conduct themselves in a respectable manner in every venue in life.

Discipline will be maintained at an appropriate level that will result in:

- A safe and secure environment for all
- Growth of the student in self-control
- High regard and respect for all
- Pride in our school and our community

We expect all students at HES to abide by the rules and regulations established by their Student Council, their classroom teacher, and their school administration. Finally, it is important to remember, that school rules apply to all school functions.



## The 3 R's at Hohenfels Elementary School



**Respectful**



**Responsible**



**Ready**

### What the 3 R's look like at HES:

<b>Playground/Recess Behavior:</b>
Play nicely
Play safely
Line up as directed

<b>Hallway Behavior:</b>
Walk on the right side of the hall
Remember to walk quietly
Stay together in line

<b>Tiger Cub Café Behavior:</b>
Use your inside voice
Pick up after yourself
Use your time wisely

<b>Bathroom Behavior:</b>
Keep the bathroom clean
Flush
Wash your hands

## **Head gear in the Building**

Hats and headgear are to be removed inside the school buildings, including classes and at assemblies. This is in accordance with military custom.

## **Homework Policy**

At HES many educational approaches are used to assist children in their learning. The assigning, reviewing, and evaluating of homework is an integral tool used by teachers in the educational process. We believe that homework encourages students to be self-disciplines, independent, and responsible. We believe that homework increases students' academic achievement.

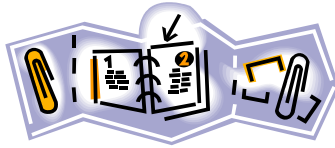
Assignments are carefully selected to supplement classroom instruction. Homework cannot be measured by the time required for its completion as different students will spend different amounts of time to complete the same assignment. Quality of homework assignments is considered to be more important than the quantity of work returned. Successful completion of these assignments reinforces the concepts taught in the classroom. Parental support for the value of, and completion of homework, is essential for students' success in the educational process.

**Philosophy** Effective education depends on the combined effort of the student, the school, the family, and the community. Homework is one of the many necessary tools used by teachers in the educational evaluation process.

**Definition** Homework is an activity to be completed outside the school day to reinforce classroom instruction and provide curriculum enrichment.

### **Purpose of Homework**

- **Practice:** to provide students with opportunities to apply recent learning or to reinforce newly acquired skills
- **Continuation:** to allow students to complete classroom work
- **Preparation:** to allow students to obtain background information so they are prepared for the following day's discussion
- **Extension:** to provide opportunities to extend a concept or skill learned to a new situation. The principle focus of extension homework is production, rather than, reproduction.
- **Creative:** to integrate many skills and concepts in producing a project



## Homework Responsibilities

### Teacher

- Communicate to students and parents homework expectations and guidelines, including purpose, types, time allotments and the degree that completed/unfinished homework affects the grading procedure
- Select and assign homework in accordance with school policy and curricular objectives
- Explain each homework assignment, exact requirements, and due date
- Evaluate, grade, and return homework assignments to students when appropriate
- Provide two days to complete assigned work due to an **excused** absence



### Student

- Communicate understanding of the homework assignment to the teacher, including what is required and the due date for completion
- Ask **any** questions to the teacher, if clarification, is necessary
- Is responsible for completing the assignment legibly, neatly, on time and according to instruction
- Is responsible for having the necessary materials both in class and at home for completion of assignments
- Is responsible for obtaining and completing assignments missed due to absence



## Parents/Sponsor

- Provide your child with a time, place, and materials necessary to successfully complete homework
- Encourage, praise, and require that your child completes the homework as assigned
- Assist and guide your child when appropriate
- Expect homework based on the discretion of the teacher and the performance of the student, as assigned on an individual basis
- Communicate with your child's teacher when problems and concerns arise regarding homework. If for example, nightly homework takes an inordinate amount of time, share that concern with your child's teacher
- Enrich your child's learning through modeled support and encouragement, for example, create a family time centered around daily leisure reading



## Administration

- Publish and distribute the school's homework policy to all stakeholders
- Review homework policy with staff members



**DoDDS Homework Policy: DS Administrative Instruction 2000.9**

- A) 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.

**Guidelines for Hours of Homework per Week:**

<u>Grade</u>	<u>Hours</u>
1-3	2-4 hours, in all
4-6	5-7 hours, in all

- B) Homework assignments are reinforcements for classroom curricular learning as appropriate for the ability of the student. Homework will not be used to introduce new information. Assignments shall be designed to meet the needs and abilities of individual students. Homework will be done outside class time, not during the instructional period.
- C) School events and other burdens will be taken into consideration when assigning homework. As appropriate to the nature of the assignment, teachers shall evaluate and return homework.

**Lockers**

Students in the Atrium have lockers. The expectation by faculty and staff is that students will maintain clean and locked Lockers. Combinations for locks must be school generated. Student Lockers can be generally searched at any time without the presence of students. Searching of a student or book bag requires reasonable suspicion.

**Smoking**

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

- There will be no designated smoking areas defined or condoned by DoDDS-E schools
- Violation of this policy will result in disciplinary action/consequences to be determined by the principal

- Actions and/or consequences may include a referral to counseling or appropriate authorities for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus

## **Student Discipline**

Discipline at HES is a cooperative undertaking between the student, the teacher, the parent/sponsor, and the administration. A high standard of conduct is expected of all students. We believe that all of our students can behave appropriately inside and outside the classroom. We will not accept behavior from a student that prevents us from teaching or stops any other student from learning. We believe that all students have the right to learn in a safe and orderly environment. The esteem and integrity of the student is very important to the discipline process.

Most disciplinary actions are minor in nature and can be resolved by the classroom teacher's management plan. When an action occurs that requires administrative intervention, the consequential action may range from a verbal warning to suspension or even expulsion. All disciplinary events will be considered on an individual basis and the seriousness of the offense, the child's age, and the number of repetitions will also be taken into consideration.

## **Severe Violations and Consequences**

The items below define severe violations of current school policy. These violations are considered above and beyond those included in classroom discipline plans. The disciplinary action to be administered is covered in every section and/or referenced to in the Table of Consequences, which follows at the end of this section and again in the Index/Appendix. This list is not necessarily comprehensive and exhaustive but, it contains the most common violations of accepted school policy. HES Administration will determine the consequences for any violation not covered in this plan.

### **Bomb threats:**

- Bomb threats are considered a serious CRIME and will be dealt with accordingly. Military Police will be contacted and will assume
- authority over a bomb threat suspect.
- If it is determined that a student has initiated a bomb threat to the school, it is the responsibility of the school administration to immediately begin Expulsion Proceedings.
- **The student will be suspended from school until the Expulsion process is complete.**

### **Bullying:**

Bullying is defined as **any behavior that is repetitive** with negative intent, targeting a specific individual. With younger students we identify bullying as something that hurts others on the inside and on the outside. However, bullying is recognized as behavior that hurts another either emotionally or physically.

At HES, and within our garrison, we have a zero tolerance policy against Bullying. In 2012 the Garrison Command Group, acting in partnership with HES and HMHS signed an Anti-Bullying Policy that went into immediate effect throughout our school and our community. A copy of that policy is included in Section X of this handbook.

- Students exhibiting bullying behavior will be subject to Section C of the Table of Consequences.

### **Cheating:**

Cheating and plagiarizing (to use and pass off the ideas or writings of another as one's own) are not acceptable practices at HES.

- Students found guilty of engaging in either activity will not receive credit on the assignment, test, or project in question
- Students found cheating/plagiarizing will be subject to Section A of the Table of Consequences

### **Dangerous Behavior:**

Dangerous behavior is defined as **actions that may injure or instill fear in others.**

- Students found engaging in dangerous behavior will be subject to Section A of the Table of Consequences

### **Dress Code:**

Students are expected to report to school neatly groomed and dressed in clothing that is appropriate for the activities in which they will be participating on any given school day.

- Please refer to page 16 "Dress Standard" for further guidance.

**Drug Free Schools:**

DS Regulation 2792.2 Drug Free School and Learning Environment establishes policies and procedures for ensuring drug-free school and learning environments for DoDDS students by instituting clear and specific rules regarding drug possession, use, and distribution. Substance abuse is unacceptable and will not be tolerated at HES. Drug possession, use, and/or distribution for or by any student will result in expulsion.

- Please refer to Section E of the Table of Consequences.

**Fighting:**

Fighting will not be tolerated at HES. "Play fighting" at recess will not be tolerated at HES. If students are found to be engaged in a fight, defined as **any physical contact between two or more individuals with the intent to cause physical or emotional harm**, suspensions will be administered to responsible parties involved.

- Please refer to Section C of the Table of Consequences.

**Insubordination:**

The failure of a student to follow a reasonable request by any staff member is considered insubordinate.

- Please refer to Section B of the Table of Consequences

Insubordination followed and/or accompanied by profanity, or blatant disrespect, may be treated as a Section C Suspension. This will be determined by administration.

**Nuisance Items:**

The possessions of items which are disruptive to the school environment are not permitted at school. These nuisance items include but are not limited to:

- Skateboards
- Razor Scooters
- iPods
- MP3 players
- Radios
- CD/DVD players
- Personal electronic devices
- Handheld games
- Toys
- Beepers

These items will be confiscated and remain with administration. The student's sponsor will be required to pick up the item.



While cell phones are generally not allowed at school, we do recognize that in rare circumstances, a student will need to keep a cell phone on his/her person during the school day. To keep a cell phone at school, administration must be contacted and specific need must be discussed. Administration will consider a request on individual basis.

**Profanity:**

Students using profanity will be asked to refrain from further use of inappropriate language.

- If it continues, the student will be referred to administration for action outlined in Section A of the Table of Consequences
- Is a student becomes disrespectful, suspension will result in accordance with Section C

**Racial Harassment:**

Racial harassment, like bullying, will not be tolerated at HES. Racial harassment is defined as **teasing, bullying, badgering, or similar acts/statements toward any individual or group based on differences in ethnicity.**

- Students reported to administration for racial harassment will be subject to Section C of the Table of Consequences

**Sexual Harassment:**

In accordance to our policy regarding bullying and racial harassment, sexual harassment will not be tolerated at HES.

- Students reported to administration for **verbal** sexual harassment will be subject to Section B of the Table of Consequences
- Students reported to administration for **physical** sexual harassment will be subject to Section D of the Table of Consequences

**Theft:**

A student caught stealing will be disciplined accordingly. A student caught stealing or committing forgery will be subject to Section B of the Table of Consequences. To protect themselves from being a victim of theft, students should:

- Refrain from bringing valuables or large amounts of money to school, the school body and teacher are not responsible for loss
- Report any theft immediately to teacher or supervising staff member
- Check the Lost and Found, and/or the Main Office

**Threats:**

The safety and security of our students and staff are necessary to ensure a proper educational environment that will maximize teaching and learning.

- Any student conveys a verbal threat to another student, staff member, volunteer, or parent will be subject to Section B of the Table of Consequences.
- Any student who conveys a physical threat to another student, staff member, volunteer, or parent will be suspended in accordance to Section C of the Table of Consequences.
- Parents who convey a verbal or physical threat to a student, staff member, volunteer, or another parent will be reported to their sponsor's chain of command and access to campus will be restricted.

**Vandalism:**

Vandalism is defined as **the intentional damage or destruction to school property or the personal property of others**. Intentionally deleting files from a school computer or changing the configuration of a school computer in any way is also considered vandalism. Incidents of vandalism will be treated seriously, and Military Police will be contacted.

- Incidents will result in suspension in accordance with Section C of the Table of Consequences.
- Students will be expected to reimburse the United States Government or the person for whom all damages incurred.
- Accidental damage or destruction of school or personal property of others may not result in punitive action but the student may be expected to reimburse the United States Government or person for the cost of the damage or destruction.



## Section VI: Curriculum, Programs, and Awards

Each subject in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to the Six-Year Curriculum Development Plan. This plan provides for review and revision of objectives and curriculum materials, selection of instructional materials, and staff development for Teachers. DoDDS Curriculum committees select textbooks and supplementary instructional materials, which support these curricula.

- The curriculum includes instruction in language arts (reading, writing, grammar and literature) mathematics, science, social studies and health

### **Kindergarten:**

Our “Kinder Cubs” have a full curriculum, including specialist support for Art, Music, PE, Guidance Counseling, and Host Nation. The full program can be found on the DoDEA website [www.dodea.edu/instruction](http://www.dodea.edu/instruction) . Kindergarten uses, the newly adopted, Reading Street “My Sidewalks” program for reading/language arts instruction as well as integrated learning centers and play to provide support of learning at all levels.

### **First through 6<sup>th</sup> Grade:**

Students in our first-sixth grade use the DoDEA prescribed curriculum academic content standards and performance standards to study mathematics, language arts, social studies, technology, health, music, art, physical education, guidance and counseling, and culture (Host Nation). Individual pamphlets are available to see the illustrated developmental sequence of skills offered at each grade level. We invite you to view the DoDEA curriculum at [www.dodea.edu/curriculum](http://www.dodea.edu/curriculum) .

### **Resource/Special Education Services:**

HES offers students the following resource services:

- Instructional System Support Personnel (ISSP) in Reading and Math
- Child Find

- Case Study Committee (“CSC”: made up of support staff listed here, and classroom teachers)
- Learning Impaired (LI) Teacher
- English as a Second Language (ESL) Teacher
- Speech and Language Pathologist (SLP)
- Occupational and Physical (OT/PT) Therapist
- Preschool Children with Disabilities (PSCD) Teacher
- Sure Start Teacher
- Information Specialist (Librarian)
- Talented and Gifted (TAG) Teacher
- Read 180
- Guidance Counselor
- School Psychologist
- School Nurse

Our Specialists include; Art, Education Technologist, Host Nation, Music, Physical Education. With the exception of Foreign Language/intercultural teachers (who are German nationals) teachers must be American citizens and fully qualified educators.

- A fully qualified educator holds a valid stateside teaching license
- A fully qualified educator is recruited from the United States, transferred for other DoDDS, DDESS schools, or is hired locally (generally a military spouse)

**Art:**

The goals of the Art Program at HES are to develop creative expression, perceptual awareness, technical skills, and an appreciation of the contributions of art to our culture.

- Students receive instruction based on DoDDS art curriculum from an art specialist as well as from their classroom teachers.
- Students work with a variety of materials such as clay, plaster, charcoal, pastels, and paint
- The art program includes instruction in drawing, design, painting, sculpture, craft, and art appreciation

**Child Find:**

Child Find is a DoDDS program that actively seeks to locate and identify children and youth (ages, birth through 21) who may have developmental delays or educational disabilities and may need special education and related services. HES is actively searching for these children so that they may receive the special education they need. Through Child Find, HES offers programs for students with

- Developmental needs,
- Communication problems,
- Physical disabilities, and/or
- Learning disabilities.

If you feel your child may qualify for a special education program, contact the school office at 466-2729 or 09472-83-2829. Child Find screening dates will be posted and held throughout the school year. Please call the school to make an appointment.

### **Education Technologist:**

The Education Technologist teacher works with classroom teachers to provide technological support.

- Instructional activities will be provided in a classroom or in a lab utilizing classroom instruction.
- Activities will include the introduction and practice of letter and number keys, as well as basic fundamentals.
- Activities also provide hands on practical experience.

### **English as a Second Language (ESL):**

Through the ESL program, students of limited or no English proficiency receive instruction that helps them participate successfully in the total school program.

- The skills taught are listening, speaking, reading, and writing in an interdisciplinary and interactive environment
- The ESL program builds self-esteem and promotes the development of positive self-image in ESL students

### **Guidance Counselor:**

HES provides many services to meet your child's needs, and especially so, during times of deployment and reintegration. This includes but is not limited to:

- Individual counseling: providing a private setting where students are encouraged to express themselves freely in order to problem solve and discuss personal issues
- "Mini classes" or Small Group Counseling: focusing on target issues such as deployment, anxiety, changes in family, friendship, and relational skills, social skills, and dealing with feelings such as anger and fear
- Parent Groups: offering opportunities to help manage adjustment, dealing with your child's emotions, parenting skills and tips, and managing all the changes that accompany deployment and reintegration

- Whole Class Guidance Lessons: educational in nature and covering DoDDS Counseling Standards as well as any special issues such as the unique challenges and adjustment skills needed for deployments, reintegration, moving, and the changing family. Sessions provide students with lessons in decision making, study skills, values, communication skills, self-concept and responsibility, address feelings and acceptable ways of expressing them toward other individuals, conflict resolution, and bullying

### **Host Nation:**

The Host Nation Program is an important part of our school's curriculum. The intercultural setting is, in fact, a real-time, real-life resource that no other system in the United States can provide Germany (and Europe) as an integral part of our classroom experience.

- In addition to providing direct instruction in the classroom, the Host Nation teacher also plans study trips, and visits to German schools in our local area. This provides our students with a better understanding of the German language, culture, and values of the German people
- Students will learn basic vocabulary and phrases
- Students will learn about German history, geography, economy, government, folks customs, sports, foods, and crafts

### **Information Specialist:**

The information specialist is responsible for ordering, cataloging, and maintaining the library collection. The information center uses a computerized cataloging system for books, equipment, and other materials. The specialist provides instruction in the use of the information center. Our information center represents a combination of resources that include people, print materials, Internet, computer programs, music, video and other AV software, equipment, facilities and services.

- The information center is open from 0800 to 1500.
- Kindergarteners may check out one book at a time
- 1<sup>st</sup> -6<sup>th</sup> grade students may check out two books at a time
- Books may be kept for one week and renewed if there is no request from another student or teacher
- Books must be returned before another can be checked out
- Lost or damaged library books must be paid for or replaced with a book/title of a comparable value and acceptable content

**Instructional System Support Personnel (ISSP):**

New to HES this school year, the ISSP provides instructional support in Reading and Math, working directly in the classroom with students and teachers. In addition, the ISSP provides small group instruction to those students identified as needing strategic intervention for a specific period of time.

**Learning Impaired (LI) Teacher:**

Special Education services are those designed to meet the unique educational needs of a student who has been identified and found eligible for services by the Case Study Committee (CSC). The LI Teacher is an important component of the special education program. The LI teacher is the educator responsible for providing those indented skills that are in need of an individualized education plan. These programs must be reviewed annually to determine continued eligibility. The program of study must ensure a student's placement in the least restrictive environment while providing academic progress. This kind of placement may involve some part of the school day out of the regular classroom setting to meet the student's individual needs.

**Music:**

General music education is offered to students in all grades: K-6. Some of the objectives of the general music program are:

- To help students understand that music is all around them
- To help students understand that there are a variety of musical styles and sounds
- To help students understand that music is a form of communication and self-expression

**Preschool Children with Disabilities (PSCD):**

The PSCD program identifies children with

- communication,
- motor,
- social/emotional,
- self-help and/or
- cognitive delays

Individual educational plans are developed and implemented for children 3-5 years old who qualify for services.

**Physical Education:**

The physical education curriculum at HES provides opportunities for positive physical development. These opportunities are provided through exercise, games, sport activities, dance, and rhythm activities.

- It is vital that students come to class in comfortable, loose clothing and rubber soled shoes. If girls wear dresses, shorts should be worn underneath.

**Read 180:**

The Read 180 program is designed for the student (grades 4-12) who has been identified as benefitting from personalized, intensive reading instruction.

- Students selected for this program receive 90 minutes of daily supplementary instruction in reading.
- The three components of the program include independent reading, computerized strategies development, and small group reading with guided skill development

**Speech Language Pathologist (SLP):**

The SLP is specifically trained to identify and provide a properly diagnosed treatment plan for children having language, voice articulation and hearing related difficulties, as well as physical abnormalities affecting speech patterns. The SLP is able to assist parents, teachers, and students improve the communication skills of a student with problems in this area of their development.

**Sure Start:**

The Sure Start Program is an early childhood program based on the well established Head Start model. The program serves children 4 years of age, prior to the start date. The program's goals for children and their families include;

- Comprehensive services
- Parent involvement
- Family support
- Training and technical support
- A collaborative effort!

Selections to the program are a committee decision-a wait list is maintained for any openings that may occur throughout the school year.

A criterion for acceptance into the program includes but is not limited to:

- A low family income
- English as a Second Language



- A single parent, who does not have a high school diploma
- Low birth weight

For those families interested, please stop by the main office for an information/application packet.

### **Talented and Gifted (TAG):**

The TAG program guides schools in identifying and providing higher level differentiated instruction for children with exceptional potential.

- All procedures for referral, record keeping, and services are consistent throughout our school system
- Students who are eligible for services at one DoDDS school are automatically eligible at any DoDDS school
- Students who transfer into a DoDDS school from a public or private school are referred to the Gifted Education Review Committee to determine if there is evidence of prior participation in a similar program, high standardized assessment scores, and/or teacher recommendation

### **Report Cards**

Report cards are sent home at the end of each quarter of school. **Parent-Teacher Conferences** are held at the end of the first quarter of school for all students, and report cards are distributed at that time. For families who PCS into and out of USAG Hohenfels, a student must be enrolled for 20 or more days to receive grades for reporting purposes. If you have any questions, specific to report cards, please call the main office at DSN 466-2829 or CIV 09472-83-2829.

### **Study Trips**

Teachers periodically plan study trips for their students; study trips provide experiences which are an extension of classroom instruction, that are correlated to curriculum standards, and/or introduce students to the culture of our Host Nation.

- School policy and rules are in effect on all study trips sponsored by HES
- The teacher is responsible for his/her students while on a study trip, with parents and/or other adults (over the age of 22) assisting with overall supervision
- Information regarding the study trip will be sent home by the sponsoring teacher

- Any paperwork (permission slips, emergency contact, etc.) sent home by the teacher requiring parent/ guardian signature must be returned, in a timely fashion, **prior to** the study trip
- Failure to return forms specific to your child’s study trip could result in the negative impact of your child’s participation
- Study trip approval requires a significant amount of prior work, and as approved, becomes a very important supplement to our curriculum. Because of this, we ask that Study Trips not be used as a form of leverage, or as a punishment
- In cases where student safety is questionable due to inappropriate student behavior, Administration holds the right to decide if parents must accompany their child on a planned trip

## Testing Programs

Beginning in 3<sup>rd</sup> grade through the 11<sup>th</sup> grade, standardized testing, of all curricular content, is administered through the *TerraNova*. Traditionally the testing window falls in the second week of March. We ask that during the month of March, interruptions to our school day and your family calendar be kept at and remain at a minimum.



## Academic Awards

In grades 4-6 HES participates in a quarterly award program that promotes academic achievement and excellence in education through a system of recognition and awards. The purpose of the academic awards program is to instill motivation, hard work, and self efficacy. Our end goal is to provide learning opportunities that motivate each student to work toward his/her personal best. As this is an evolving process, student incentives are used to help recognize and support our Tiger Cubs with visible symbols within our community. Current incentives include, but are not limited to:

- Certificates
- Lunch with the teacher/administration
- Dog Tag gift acknowledging achievement

The final award ceremony for the school year is held on the morning of the last day of school for students. This assembly runs longer, as additional awards are presented. These awards can include

- The President Academic Achievement Award (6<sup>th</sup> grade only)
- The Citizenship Award
- Show Case
- Yearly awards presented by Specialists
- Community awards, and recognition

**Honor Roll Requirement:**

1. **Principal's Honor Roll:** the student must achieve all A's for all reporting periods through the school year
2. **"A" Honor Roll:** the student must have all A's and no slashes
3. **"A/B" Honor Roll:** the student must have all A's and B's OR all B's and no slashes



## Section VII: Student Activities

### After-School Clubs and Activities

Students are invited to become members of advertised after-school clubs and remain active in our school community through their participation. Examples of past clubs include but are not limited to:

- Garden Club
- Student Council
- Chorus
- Zoombatronic
- Art Club
- Math Counts
- Homework Club

#### **Student Council:**

The Student Council of HES is responsible for encouraging students to become responsible, and reasonable student citizens through their participation in student decision making. Students can develop positive civic responsibilities through participation in their own school wide student government. Planning fun activities that support the mission of HES is one aspect of student participation in Student Council. Classes elect representatives for student council with teacher guidance in grades 3-6. Students meet after school or at lunch throughout the school year.

#### **School Parties:**

It is customary for classes to have four classroom parties a year, held at the end of the day, for **one hour duration**. Student birthday parties are not appropriate for school. However, if a parent wishes to send in a treat for the class, it will be shared during snack, lunch, or the end of the day prior to dismissal. Prior approval from the classroom teacher must be secured.

- If, for any reason (religious, dietary, etc.) parents do not want their child to participate in any classroom celebration, the classroom teacher should be informed at the beginning of the year.

### **Non-School Sponsored Activities:**

Activities not sponsored by DoDDS may not take place in the school building during the school day, nor may students be dismissed to attend non-school sponsored activities during the school day. The exceptions are few, and are generally restricted to remaining under teacher supervision, or upon **prior** written parental request with administrative approval.

There are occasions where school administration receives requests from non-school related groups or associations requesting groups of students to be dismissed early from school, and in some instances, for periods involving one or more days.

- While the merits of these requests are not questioned, they cannot be granted in the interest of retaining valuable classroom instruction time
- Organizations should be encouraged to schedule their enrichment activities during holiday or vacation periods
- Each community is expected to make every effort to schedule religious activities, medical or dental appointments for students **at times other than during school hours**
- Students who cannot meet their religious obligations or cannot have their medical or dental appointments during non-school hours may be excused for the time necessary during the school day to meet these obligations



## Section VIII: Parent Involvement

### Chain of Command

Frequent and open communication between school and home can only serve to reinforce the bond of mutual cooperation that is deemed essential for any student's continued educational growth. We **urge** parents/sponsors to never rely on "rumor" or "hear-say" regarding our school and school community.

- If there are questions or concerns, answers are as far away as a phone call or visit to our main office
- Please avail yourself of the opportunity to become involved with our school and our offered programs
- For questions involving a particular class, parents are asked to first contact their child's teacher to arrange a conference
- If additional assistance is needed, contact the Guidance Counselor and/or the Assistant Principal
- The remaining DoDEA chain of command, from lowest to highest, is
  - Principal
  - District Superintendent
  - Director; DoDDS Europe
  - Director, DoDEA

### Responsibility

Teachers and parents must share the task of instilling a sense of responsibility in our students. As our children go through elementary school, they obtain at each grade, more age appropriate responsibility. Accepting responsibility for completing assignments, not losing textbooks and/or materials, and resolving misunderstandings are practical life lessons, which students need to develop and practice. We welcome parental support and involvement. However co-dependency, supporting unacceptable behavior and the tendency to look for excuses forgiving children for immature peer interaction, weakens the positive ideals associated with being responsible and a strong

individual. Parents are encouraged to discuss problems with their child's teacher and invite the student into the conference.

### **Sponsor's Absence from the Area**

When both parents, or a single parent, are absent from the area (TDY, Rotation, Training Exercise etc.) it is important that they inform the school of the name, address, home and work telephone numbers of the person appointed as acting guardian.

- The parent/sponsor must come to the school office and verify with administration that any person(s) who will be caring for their child in their absence are listed in the child's record as an emergency contact
- In an emergency, if the school cannot contact sponsors or the individual designated as acting guardian, we are obligated to inform the respective Commander of "no contact provided" to the school

### **Parent Teacher Association (PTA)**

The Hohenfels PTA is a non-profit, private organization whose purpose is to improve the quality of life for our student body. It is affiliated with the European Congress of Parents, Teachers, and Students (ECAPTS) and the National PTA. This organization raises funds to:

- Supplement school activities
- Provide incentives within the school
- Fund projects that cannot be funded within the school budget

HES PTA is an advocate for children and all parents are encouraged to join!

### **Parent Support for Study Trips**

Participating in a study trip with your child and his/her classmates is a wonderful opportunity to support your child's learning process and enjoy some local attractions. A few things to remember when volunteering to chaperone:

- If you agree to act as a chaperone, please make prior arrangements for other children in the family to be cared for in your absence, outside of school
- Preschool children or brothers/sisters from other classrooms will not be allowed to accompany you on the trip
- These trips are not "family outings" nor are they age appropriate for non-school aged children
- All school/classroom rules are in effect on a study trip

- You may be responsible for as little as two children or as many as 8 children in a group
- You will be required to ride with the class in the bus unless there is an emergency. POV (privately owned vehicles) cannot be used to transport students or follow buses to the destination of the study trip

## **Privacy Act**

Parents shall have an opportunity to review the contents of their child's school records to ensure they are not in violation of the Privacy Act or the rights of their student. No items may be removed from the file, but information can be added. You may review your child's file in the office, with administration and/or office personnel.

## **School Advisory Committee (SAC)**

The School Advisory Committee provides an official forum for parents to express their ideas and voice their concerns with school and community officials. The SAC is comprised of

- Two elected parent representatives (from our community)
- Two elected teacher representative (from our school)
- The school Principal
- The School Liaison Officer (SLO)

The Principal and the SLO are non-voting members of the committee.

The purpose of our SAC is to assure the maintenance of a positive school environment for all students enrolled at HES. If you have any recommendations, comments, questions, or concerns that you would like addressed at a SAC meeting, please share them in writing, and leave them at the school office. SAC meetings are held no less than 4 times a year and are open to the public.





## Section IX: Bus and Transportation

### Walkers

Children who live in the post housing area directly behind school are considered “Walkers” and will walk to school.

- Walking students should not arrive at school prior to 0800.
- Bicycles are not to be ridden to school as we do not have available security and storage during the school day.
- The USAG Hohenfels Post Activity bus **may** transport students living in the Keltenwall Housing Area, if permitted by the Community Commander. This is a privilege, which will be revoked if students and family members riding the Activity bus to school do not comply with bus safety rules and regulations.

### Bus Riders

Children, who live outside the immediate school area, will have transportation provided to and from school through the School Bus Office. The School Bus Office (SBO) located in the main building of Hohenfels Elementary School will provide bus transportation to these students, “Bus Riders.”

- Parents are reminded that **all school age students** are expected to conduct themselves properly while waiting for the bus and while riding the bus.
- Misbehavior at the bus stop and on the bus can result in suspended bus privileges.
- Please review the standards of behavior for students riding the school bus, with your child, regularly.
- Parents/Sponsors are responsible for the behavior of their children on all buses, regular transportation and field trips.
- The SBO phone number is DSN 466-2782 or CIV 09472-83-2782.

## **Important Notes for Positive Bus Rides:**

School bus transportation is from home to school and school to home. Often there isn't room available on other bus routes without prior consideration. Parents **should not expect** children to change bus routes.

- These special requests to change routes of transportation must be for a change in mission or an emergency that requires a regular change of bus use.
- Parents wishing to change the bus route must request an exception, in writing, prior to the days needed.
- Play dates, social events, and convenience are not considered valid reasons for a change in transportation.
- Parents are not to board the bus, at an official bus stop, when a bus is already in motion home or in motion to school unless there is an emergency. In some circumstances, though rare, a parent might be acting as an Official Bus Monitor/Safety Attendant and/or School Bus Office personnel.
- This policy exists to prohibit anyone boarding the bus and interfering with the route safety of all children.
- Bus drivers are not authorized to check adult ID cards.
- Bus drivers do not have emergency contact/parent information on the bus.
- Bus Monitors/Safety Attendants are on board as a **Force Protection** service. These people are hired by the contracted bus company; they do not work for DoDDS-Europe or Hohenfels Elementary School. They **do not act as behavior monitors** but, will be asked on occasion, to provide any additional information to school administration in the event that bus riders disrupt the safe transportation of students.

## **Student Standard of Conduct**

### **On and Around School Buses and Designated Bus Stops**

Students of HES and/or HMHS will not:

- Fight, push, or trip other passengers
- Use or possess unacceptable items identified in the School Code of Conduct
- Push while boarding or exiting the bus
- Get on or off the bus, while the bus is in motion

- Make excessive noise
- Play electronic equipment without earphones
- Put objects, including body parts, out of the bus windows or hang out of windows
- Engage in public displays of affection
- Obstruct aisles, steps, or seats
- Eat, drink, or litter on the bus
- Use profane or abusive language or make obscene gestures
- Spit
- Harass or interfere with other students
- Disrespect, distract, or interfere with the bus driver, as the bus is in motion
- Damage private property
- Sit in any seat not designated for a bus rider, ie. Sit in the bus driver, safety monitor, or the assigned seat of another rider
- Tamper with bus controls, emergency equipment or try to open the bus door
- Throw or shoot objects outside of the bus
- Engage in horseplay
- Create a hostile riding environment for any student riding the bus

### **Important Notes for Study Trips**

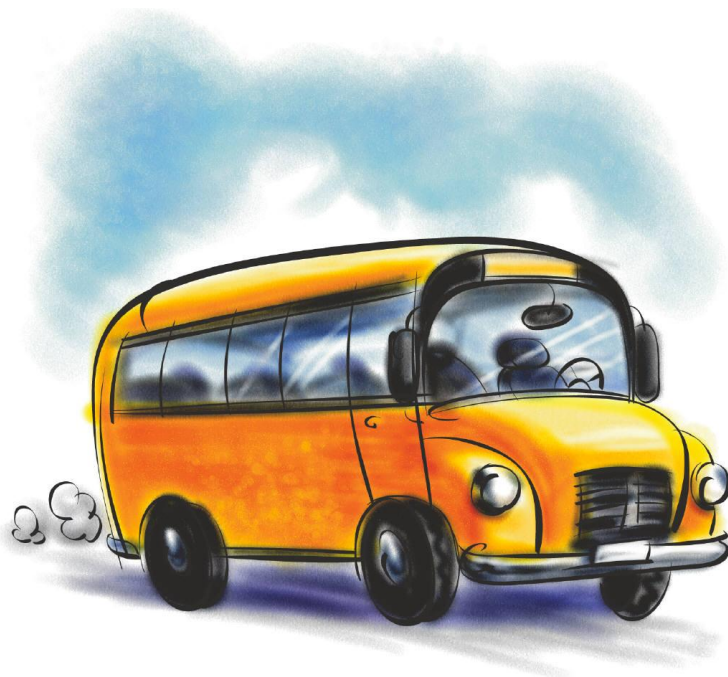
Participating in a study trip with your child and his class is a wonderful opportunity for you to support your child's learning process while enjoying some local attractions. A few things to remember if you are volunteering to chaperone for a study trip are:

- An agreement to chaperone is specific to your child's class. Please make arrangements for any other children in your family to be cared for outside the school for that day.
- Preschool children, brothers/sisters from other classrooms will not be allowed to accompany you on the trip.
- These trips are not "family outings" nor are they age appropriate for non school age children.
- Study trips are approved based on specific learning and educational objectives.
- Chaperones may be responsible for no less than 2 and no more than 8 students while on a study trip.
- Chaperones will be assigned seats with their group **by the supervising classroom teacher.**

- Chaperones are asked to ride on the school bus, unless there is an emergency. Private vehicles owned by designated chaperones cannot be used to transport students, or, to follow the school bus to the destination of the study trip.

Because study trips are an extension of our physical classrooms, all school, classroom, and school bus rules are in effect.

- For students who have consistently demonstrated and/or displayed disruptive or inappropriate behavior in the Homeroom, Specialist classroom, or on previous study trips the following may apply if approved by the Principal:
  - A parent or designated adult (aged 22 years +) must accompany the child and act as a chaperone of the child on a one-to-one basis.
  - The child may not be invited to attend the study trip.
  - If the child is not invited to attend, then the child will either be assigned to another classroom the day of the study trip and/or remain at home.
  - Should either scenario described above, be considered necessary to implement, the parent/sponsor will be notified in advance.



**Safe rides are OUR priority!**

## Recommended Bus Infraction Chart

Category	Examples of Infractions	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	5 <sup>th</sup> Referral
<b>A Minor Misconduct</b>	1-Boarding or exiting the bus unsafely, to include crossing in the front of or behind the bus 2-No bus pass or improper bus pass 3-Standing while the bus is in motion or not being properly seated 4-Obstructing an empty seat, door, aisle, or stair 5-Making excessive noise 6-Disturbing, insulting, or harassing other students 7-Public Display of Affection (PDA) 8-Eating, drinking, or chewing gum 9-Using profane or obscene language or gestures (English, German, and/or any other recognized language) 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 the school year
<b>B Serious Infraction</b>	1-Failure to comply (disrespectful, lying, talking back) with Bus Driver or adult instruction 2-Exchanging or refusing to show bus pass 3-Horseplay/Spitting 4-Throwing objects: at, within, or out of the bus 5-Sticking 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 the school year	

<p><b>C</b> <b>Severe Offenses</b></p>	<p>1-Tobacco or alcohol use 2-Sitting in driver's seat/tampering with controls 3-Interfering with driver's duties 4-Unauthorized operation of emergency exits 5-Fighting, hitting, biting, pushing 6-Vandalism, damage, or theft &gt; \$100 7-Any action that leads to a bus accident</p>	<p>10 day Bus Suspension</p>	<p>20 day Bus Suspension</p>	<p>Suspension of riding privileges for the remainder of the school year</p>		
<p><b>D</b> <b>Criminal Or Illegal Acts</b> **</p>	<p>1-Possession or use of weapons or other prohibited items 2-Possession and/or use of illegal substances 3-Lewd or indecent acts 4-Threatening or causing bodily harm or injury to another person 5-Bomb threat</p>					

\*\* In the event that any Category D infractions occur, school suspension/expulsion proceedings will be initiated:

- A Serious Incident Report will be made to the appropriate authorities regarding the incident in question.
- Notification to the Installation Commander via the School Liaison Officer (SLO) will be made, if deemed appropriate.



## Section X: DoDEA Acronyms

<b>ADD</b>	<b>Attention Deficit Disorder</b>
<b>ADHD</b>	<b>Attention Deficit Hypertension Disorder</b>
<b>AIR</b>	<b>Artist in Residence</b>
<b>CI</b>	<b>Communication Impaired</b>
<b>CMRB</b>	<b>Civilian Misconduct Review Board</b>
<b>COMP ED</b>	<b>Compensatory Education</b>
<b>COT</b>	<b>Co-Teaching</b>
<b>CONUS</b>	<b>Continental United States</b>
<b>CSC</b>	<b>Case Study Committee</b>
<b>CSI</b>	<b>Continuous School Improvement</b>
<b>CSI-LT</b>	<b>Continuous School Improvement Leadership Team</b>
<b>DAC</b>	<b>District Advisory Committee</b>
<b>DAP</b>	<b>Developmentally Appropriate Practice</b>
<b>DARE</b>	<b>Drug Abuse Resistance Education</b>
<b>DDESS</b>	<b>Domestic Dependent Elementary and Secondary Schools</b>
<b>DoDDS</b>	<b>Department of Defense Dependent Schools</b>
<b>DoDEA</b>	<b>Department of Defense Education Activity</b>
<b>DSO</b>	<b>District Superintendent's Office</b>
<b>ECAPTS</b>	<b>European Congress of American Parents, Teachers, and Students</b>
<b>ECE</b>	<b>Early Childhood Education</b>
<b>EDIS</b>	<b>Early Developmental Intervention Services</b>
<b>ESL</b>	<b>English as a Second Language</b>
<b>FAST</b>	<b>Families and Schools Together</b>
<b>HES</b>	<b>Hohenfels Elementary School</b>
<b>HMHS</b>	<b>Hohenfels Middle/High School</b>
<b>IAC</b>	<b>Installation Advisory Committee</b>
<b>IDEA</b>	<b>Individuals with Disabilities Education Act</b>
<b>IEP</b>	<b>Individualized Education Plan</b>
<b>ISSP</b>	<b>Instructional Systems Support Personnel</b>
<b>ISS</b>	<b>Instructional Systems Support</b>
<b>LI</b>	<b>Learning Impaired</b>
<b>LRE</b>	<b>Least Restrictive Environment</b>
<b>PE</b>	<b>Physical Education</b>
<b>PTR</b>	<b>Pupil to Teacher Ratio</b>
<b>PTSA</b>	<b>Parent Teacher Student Association</b>
<b>SAC</b>	<b>School Advisory Council</b>
<b>SBO</b>	<b>School Bus Office</b>
<b>SHCP</b>	<b>School Home Community Partnership</b>
<b>SLO</b>	<b>School Liaison Officer</b>
<b>TAG</b>	<b>Talented and Gifted</b>

## SEVERE CLAUSE: Table of Consequences

Section	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>A</b>	Counseling with an Administrator	Lunch or Recess Detention (one day)	Lunch and Recess Detention (one day)	Lunch and Recess Detention (up to 3 days) And removed from classroom for Parent Conference	One day of In-School Suspension
<b>B</b>	One day of In-School Suspension	One day of Suspension from school and school activities/events	2 Day Suspension from school and school activities/events	3 Day Suspension from school and school activities/events	4 Day Suspension from school and school activities/events
<b>C</b>	One day of Suspension from school and school activities/events	2 Day Suspension from school and school activities/events	3 Day Suspension from school and school activities/events	4 Day Suspension from school and school activities/events	5 Day Suspension from school and school activities/events
<b>D</b>	3 Day Suspension from school and school activities/events	5 Day Suspension from school and school activities/events	10 Day Suspension from school and school activities/events		
<b>E</b>	Possible Expulsion Pending Disciplinary Committee Hearing				

\*\* Sixth Offense in **Section A** will automatically become a **Section B** first offense.

\*\*The consequence for any combination of offenses resulting in more than 10 days of suspension, from school and school activities/events, will result in a Disciplinary Committee Hearing to determine possible expulsion.



## Description of Offenses

<b>A Level Offenses</b>	<p><b>Rough play or behavior</b> (pushing, hitting, kicking without intent of physical harm)</p> <p><b>Throwing rocks, snow, other objects</b></p> <p><b>Cafeteria misconduct</b> (throwing food, yelling across tables, repeatedly out of seat without permission)</p> <p><b>Nuisance item violation</b> (games, toys, cell phones, electronic devices/iPods)</p> <p><b>Disrespect to teacher/staff member/volunteer</b> (back talk, arguing)</p> <p><b>Inappropriate language/gestures</b> (profanity)</p> <p><b>Cheating/Plagiarism</b></p> <p><b>Other</b> ( to be determined at the discretion of Administration)</p>
<b>B Level Offenses</b>	<p><b>Insubordination</b></p> <p><b>No show for Lunch/ Recess detention</b> (Administrative)</p> <p><b>Repeated classroom disruptions</b></p> <p><b>Forgery/Theft</b></p> <p><b>Communicating a threat</b></p> <p><b>Other</b> ( to be determined at the discretion of Administration)</p>
<b>C Level Offenses</b>	<p><b>Bullying</b> (any behavior that is repetitive and has a negative intent)</p> <p><b>Sexually/Racially offensive behavior</b> (verbal)</p> <p><b>Extreme disrespect to a teacher/staff member/volunteer</b></p> <p><b>Fighting</b> (with intent to do physical harm)</p> <p><b>Vandalism</b></p> <p><b>Insubordination accompanied by profanity or disrespect, physical threat</b></p> <p><b>Other</b> ( to be determined at the discretion of Administration)</p>
<b>D Level Offenses</b>	<p><b>Dangerous Behavior</b></p> <p><b>Sexual/Racial harassment</b> (physical)</p> <p><b>False Fire Alarm</b></p> <p><b>Other</b> ( to be determined at the discretion of Administration)</p>
<b>E Level Offenses</b>	<p><b>Bomb Threat</b></p> <p><b>Use, possession, or distribution of drugs</b></p> <p><b>Other</b> ( to be determined at the discretion of Administration)</p>



## **Section XI: USAG Hohenfels Community Information**

Please note, when dialing to reach a party **off Post**, take the last 4 numbers from the DSN number in this directory and plug them into the following number format:

09472-83-XXXX

- Fire Department (Military): DSN 116/117 CIV 09472-83-1760
- Police (Military): DSN 114 CIV 09472-83-2812
- Provost Marshal Office (PMO): DSN 466-2812/2713
- Victim Advocacy: CIV 0162-296-1075
- Weather Line: DSN 466-4001 CIV 09472-83-4001

To phone the United States: direct dial 001 + Area Code + Number

- Army Community Service (ACS): DSN 466-4860
- Anthony's Pizza: DSN 466-4631 CIV 09472-527
- Child Development Center (CDC): DSN 466-4706/4707
- Child & Youth School Services (CYSS): DSN 466-4718/4270
- Dental Clinic: DSN 466-1720/2073
- Family Child Care (FCC): DSN 466-2783
- Hohenfels Middle/High School: DSN 466-3162
- Hohenfels Health Clinic: DSN 466-1750 CIV 09472-83-2858
- Library: DSN 466-1740
- Main Exchange (PX): DSN 466-2640 CIV 09472-94000
- Post Gym: DSN 466-2883
- P-Xtra: DSN 466-2863 CIV 09472-8429
- School Age Services (SAS): DSN 466-4492/2159
- Sunrise Lodge: DSN 466-1700



## Section XII: School Supply Lists

<http://www.dodea.edu/Europe/resources/supplies.cfm>

Please refer to the above link for recommended school supplies for your student. If you desire a more specific list, catered toward grade level needs, please refer to the link below.



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## **Appendix**

Bavaria Military Community Policy Letter #34: Anti-Bullying

Army in Europe Child Supervision Guidance



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON GRAFENWOEHR  
UNIT 28130  
APO AE 09114-8130

IMGF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Bavaria Military Community Policy Letter #34; Anti-Bullying**

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Commander's Philosophy.** The Bavaria Military Community (BMC) and the Department of Defense Dependents School (DoDDS) Europe Bavaria District are committed to making our community and schools safe, caring, and welcoming places for all our children and youth. We will treat each other with respect, and we will refuse to tolerate bullying in any form in our community or our schools.
3. **Bullying Definition.** *Bullying* is a 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, or via cyber medias. Bullying can be directed towards race, ethnicity, religion, gender, sexual orientation, physical, or mental ability. Examples of bullying include but are not limited to:
  - a. Taunting.
  - b. Using put-downs, such as insulting or making fun of someone's race, religion, physical ability or disability, mental ability or disability, gender and/or perceived or actual sexual orientation.
  - c. Threatening or ganging up on someone.
  - d. Stealing or damaging another person's things; stealing or damaging can also be considered a criminal offense.
  - e. Spreading rumors about someone.
  - f. Physically hurting a targeted child, including, but not limited to hitting, kicking, tripping, pushing, and shoving.
  - g. Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, and/or bumping.

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SUBJECT: Bavaria Military Community Policy Letter #34; Anti-Bullying

h. Shunning or purposefully excluding a targeted student, or trying to get other students not to play with targeted child.

i. Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out of a game, or hack into a targeted child's account.

j. Hazing, or any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.

4. **Bullying Prevention.**

a. Child, Youth & School Services (CYSS) and DoDDS staff will:

(1) Closely supervise children and youth in all areas of the facility/school and playground.

(2) Watch for signs of bullying behavior and stop it when it happens.

(3) Teach the Steps to Respect program and/or other supplemental Social Skills lessons to increase awareness and empowerment in all children and youth.

(4) Provide training opportunities for students and Families regarding awareness and prevention of bullying.

(5) Take seriously Families' concerns about bullying and create a procedure for reporting.

(6) Look into all reported bullying incidents and respond quickly and appropriately.

(7) Assign consequences for bullying based on the school discipline code.

(8) Maintain open communication between CYSS staff and school staff for optimal support of all children involved in a bullying incident.

(9) Provide immediate consequences for retaliation against students who report bullying.

b. Students, Children and Youth will:

(1) Treat each other respectfully.

(2) Refuse to bully others.



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SUBJECT: Bavaria Military Community Policy Letter #34; Anti-Bullying

- (3) Refuse to let others be bullied.
- (4) Refuse to watch, laugh, or join in when someone is being bullied.
- (5) Report bullying to an adult.
- (6) Strive to include everyone in play and social interaction, especially those who are often left out.

**5. Discipline Procedures.**

a. Consequences for bullying will always include a procedure for holding accountable perpetrator(s) and any bystanders who played an active supporting role in the bullying. Other procedures can range from positive behavioral interventions to expulsion from the DoDDS School, or removal from the CYSS program. These consequences are dependent on the nature and severity of the behavior, the age of the student, and the student's past behavior. The purpose of these procedures is to hold student(s) accountable for the bullying; preventing another occurrence; and, protecting the targeted child and/or youth. Consequences for bullying may include, but are not limited to the following:

- (1) Notify parents/guardian of the incident and consequences.
- (2) Assisting the perpetrator(s) to find more appropriate ways to relate to peers.
- (3) Meet with teacher, principal, student, and/or parent.
- (4) Referral to School Counselor, School Based Behavioral Health Counselor, Military Family Life Consultant, and/or Garrison Chaplain.
- (5) Corrective instruction.
- (6) Behavior management plan.
- (7) Temporary removal from the classroom.
- (8) Loss of school privileges as determined by the Principal or CYSS program privileges as determined by Program Director and CYSS Coordinator.
- (9) Classroom or administration detention.
- (10) In-school suspension.
- (11) Out-of-school suspension.

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SUBJECT: Bavaria Military Community Policy Letter #34; Anti-Bullying

(12) Community Service, as determined by the Civilian Misconduct Action Authority (CMAA).

(13) Loss of logistical support as determined by the CMAA.

(14) Expulsion or removal from all CYSS programs.

(15) Legal action.

b. If the school or CYSS can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of the Garrison, the individual should be referred to the CMAA. Any behavior that constitutes a criminal act or breaks the law must be reported to the Military Police.

c. Bullying that happens off of school grounds, including all forms of cyber bullying, 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 the 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, if forwarded to the CMAA, may be used as aggravating factors when considering administrative action in juvenile civilian misconduct under Army Europe Regulation 27-9.

**6. Support for a Target of Bullying.** The effects of bullying on the targeted youth cannot be over emphasized. Isolation, lack of friends and/or support, and a feeling of helplessness that targets of bullying experience can be devastating. The Garrison and school will ensure that targeted youth receive all support necessary. Actions may include, but are not limited to:

a. Notify parents/guardians immediately of the incident. Give them the method to use to report any further targeting of their child.

b. Take effective measures to keep the targeted youth safe at school and at CYSS, give him/her tools to stand up to the perpetrator(s), and support to keep the targeted youth from succumbing to the bullying.

c. Identify a person or persons to whom the targeted youth can safely report any further bullying incidents.

d. Parents will be notified in the event that the targeted youth appears to be in immediate danger of hurting himself/herself. If parents are not available, the Military Police will be contacted and asked for an immediate and emergency referral to Social Work Services.

e. Provide referrals to counseling services, such as Social Work Services, Garrison Chaplain and Military Family Life Consultants.

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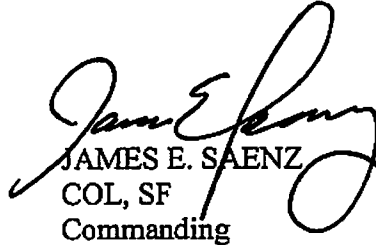
SUBJECT: Bavaria Military Community Policy Letter #34; Anti-Bullying

f. Maintain open communication between CYSS staff and school staff for optimal support of the targeted youth. For mistakes, mischief, and mayhem that unintentionally or intentionally create serious problems of great consequence, the "Three Rs" Restitution, Resolution, and Reconciliation, are incorporated into the four steps of discipline.

7. **Points of Contact.** The points of contact for this memorandum are the BMC School Liaison Officers at DSN 475-1770 (Grafenwoehr), DSN 466-2082 (Hohenfels), DSN 440-2393 (Garmisch).



JOAN C. ISLAS Ed. D.  
Bavaria District Acting Superintendent  
DoDEA-Europe



JAMES E. SAENZ  
COL, SF  
Commanding

DISTRIBUTION:

A



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014-0200

1 JUN 2012

IMEU-MWR-C

MEMORANDUM FOR Soldiers, Civilian Employees, and Family Members in the Army in Europe

**SUBJECT: Army in Europe Child-Supervision Guidance**

1. This memorandum provides child-supervision guidance and information to help parents safeguard their children (encl). This guidance is based on the child's grade in school, not the child's age.
2. Parents are ultimately responsible for the welfare and actions of their children. Failure to exercise those parental responsibilities may constitute child neglect. Parents must use good judgment and consider the physical, emotional, and psychological maturity of their child when determining the level of supervision the child requires. Parents should not give the degree of self-management and responsibility allowed in this guidance to children with an attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), behavioral problems, developmental delay, impulsivity, psychiatric problems, or other impairments.
3. Table 1 of the enclosure provides guidance on the level of adult supervision needed for children in different grades. Incidents of unsupervised children will be reported to the installation Family Advocacy Program (FAP) report point of contact (RPOC) (the military police), who will ensure that incidents are investigated. The FAP RPOC will forward cases of unsupervised children to social work services and to the garrison commander. Table 2 provides conversions from age to grade for home-schooled children. During the summer, children are considered to be in the grade they just completed.
  - a. Children in the fifth grade and below will have adult supervision at all times except as indicated in table 1 under the "May Be Left Outside Unattended (Including Playing)" and "May Be Left Unattended in a Car" columns.
  - b. Children in the sixth grade may babysit siblings over 2 years old for up to 3 hours if they have ready access to adult supervision. Children in the seventh grade and higher may babysit children for up to 6 hours if they have ready access to adult supervision. The definition of ready access constitutes a minimum requirement of availability of telephone access and the telephone number of each person designated as having an adult supervisory role. Children in the seventh grade and younger who are eligible to babysit may not pick up children from Child, Youth, and School Services (CYSS) activities.
4. Table 3 of the enclosure lists child-supervision criteria, including supervision levels, definitions, and supervision options for parents. Parents who need help identifying an option that meets their requirements should be referred to the CYSS resource and referral office.

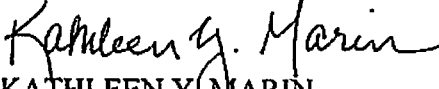
*This memorandum is available at <https://aepubs.army.mil/>.*

IMEU-MWR-C

SUBJECT: Army in Europe Child-Supervision Guidance

5. The POC is Ms. Stauber, DSN 496-5629 or e-mail: brandi.g.stauber.civ@mail.mil.

Encl

  
KATHLEEN Y. MARIN  
Director

<b>Age or Grade of Child</b>	<b>May Be Left Alone at Home</b>	<b>May Be Left Alone Overnight</b>	<b>May Be Left Outside Unattended (Including Playing)</b>	<b>May Be Left Unattended in a Car</b>	<b>May Babysit Siblings</b>	<b>May Babysit Others (Besides Siblings)</b>
Newborn through age 4	No	No	No	No	No	No
Kindergarten through grade 5	No (note 1).	No	<p>Kindergarten through grade 3: Yes, if in a playground or yard with immediate access (sight or hearing distance) to adult supervision (notes 2 and 3). The immediate-access requirement may be met by a minor who is qualified to babysit in accordance with this policy. Kindergarteners may not walk to or from school or other supervised activities without direct supervision.</p> <p>Grades 1 through 5: May walk to and from school and other DOD-sanctioned activities alone. Parents must consider the distance to the school, school-building opening time, hours of darkness, and the child's maturity level (notes 2, 3, and 4).</p> <p>Grades 4 and 5: Yes, if in a playground or yard with ready access to adult supervision.</p>	No (note 1).	No	No
Grades 6 and 7	Yes, for up to 6 hours in a 24-hour period (but not overnight) with ready access to adult supervision (notes 2, 3, 4, and 6).	No	Yes, for up to 6 hours with ready access to adult supervision (notes 2, 3, 4, and 6).	Yes (notes 2, 3, and 5).	Grade 6: Yes, for up to 3 hours with ready access to adult supervision (notes 2, 3, 4, and 6). Grade 7: Yes, for up to 6 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).	Grade 6: No Grade 7: Yes, for up to 6 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).
Grades 8, 9, and 10	Yes, but not overnight (note 3).	No	Yes (note 3).	Yes (notes 2, 3, and 5).	Yes, for up to 12 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).	Yes, for up to 12 hours with ready access to adult supervision, but not overnight (notes 2, 3, 4, and 6).
Grades 11 and 12	Yes (note 3).	Yes, for up to 48 hours, but an adult neighbor or adult friend must check on them at least every 12 hours. Minors must have telephone access to a neighbor in case of emergency and must know where at least one parent is (note 2).	Yes (note 2).	Yes (notes 2, 3, and 5).	Yes (notes 3, 4, and 6).	Yes (notes 3, 4, and 6).
<p><b>NOTES:</b></p> <p>1. Parents must make an informed choice (for example, regarding heat, level of danger, amount of time) when carrying groceries from the car to the stairwell apartment or doing laundry and leaving the child in the stairwell apartment.</p> <p>2. Adult supervision is defined as "someone 18 or older who has or assumes responsibility for the child (for example, a parent, guardian, care provider, friend)."</p> <p>3. Parents are responsible for assessing the individual capabilities of their children. Questions to answer may include "Can your child solve problems independently?" "Does your child think through to the consequences before choosing to behave in a certain way?" "How does your child occupy him- or herself when left with free time?"</p> <p>4. Ready access is defined as "as a minimum, telephone access and telephone number of each person designated as adult supervision."</p> <p>5. Children may have difficulty assessing dangerous weather conditions (for example, extreme heat or cold) and taking action to protect themselves.</p> <p>6. Red Cross or CYSS babysitting training is strongly recommended.</p>						

<b>Age</b>	4½ - 5	6	7	8	9	10	11
<b>Grade</b>	Kindergarten	1st	2d	3d	4th	5th	6th
<b>Age</b>	12	13	14	15	16	17 - 18	
<b>Grade</b>	7th	8th	9th	10th	11th	12th	

<b>Supervision Level</b>	<b>Definition</b>	<b>School Grade/Age Range</b>	<b>Supervision Options</b>
Direct	Someone has line of sight and sound supervision and responsibility for the child (for example, parent, guardian, care provider, babysitter, friend).	Elementary school (kindergarten through grade 5); generally 5 to 10 years old.	<p>CYSS sponsored:</p> <ul style="list-style-type: none"> <li>• Child development center (CDC)</li> <li>• Family childcare</li> <li>• School-age services (SAS)</li> </ul> <p>Community resources:</p> <ul style="list-style-type: none"> <li>• In-home babysitter</li> <li>• Nanny</li> <li>• Schools</li> <li>• Host-nation CDC and SAS programs</li> <li>• Other host-nation programs</li> </ul>
Monitored	An adult is aware of the child's location and activities. An emergency contact is available at all times.	Grades 6 through 9; generally 11 to 14 years old.	<p>CYSS sponsored:</p> <ul style="list-style-type: none"> <li>• Clubs and volunteer activities</li> <li>• Instructional classes</li> <li>• Middle-school programs</li> <li>• Neighborhood Activity Homes</li> <li>• Team sports</li> </ul> <p>Community resources:</p> <ul style="list-style-type: none"> <li>• Churches</li> <li>• Designated adult</li> <li>• Host-nation programs</li> <li>• Schools</li> <li>• Scouts</li> <li>• Youth centers</li> </ul>
Monitored self-care	Parents have assessed their child's ability and allowed the child to monitor him- or herself. The child has an emergency contact available.		