

DoDEA Community Strategic Plan

DoDEA provides education to eligible Department of Defense (DoD) military and civilian dependents from preschool through grade 12 with two distinct programs, the DoD Domestic Dependent Elementary and Secondary Schools (DDESS) for dependents at locations within the continental United States where DoD operates schools, and the DoD Dependents Schools (DoDDS) for dependents outside the continental United States. The DDESS system serves an estimated 25,500 students in 63 schools located in seven states, Guam, and the Commonwealth of Puerto Rico. The DoDDS system serves approximately 65,500 students in 154 schools in 13 countries. Courses of study in DoDEA schools parallel those found in public schools in the United States. This plan unifies the strategic direction for both DDESS and DoDDS, yet provides the flexibility to address unique issues and challenges each program and each community addresses. The process used to develop this 5-year plan, along with the vision, mission, guiding principles, goals, outcomes, members, and glossary of terms, are contained in the following pages. The plan provides a road map for keeping DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the Nation for improving student performance and achievement.

Four Goals of CSP

1. Goal 1: Highest Student Achievement

Outcome A: Student Performance and Assessment

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continually measured using multiple local and system-wide performance-based assessments.

Outcome B: Opportunities to Learn and Citizenship

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to meet the standards and foster lifelong learning and productive citizenship.

2. Goal 2: Performance-Driven, Efficient Management Systems

Outcome A: Efficient Management System of Facilities, Equipment, and Materials

All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

Outcome B: Resource Allocation / Academic and Student Support Services

An annual budget plan will be designed and implemented at all levels in direct support of the CSP. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to meet academic standards.

Outcome C: Secure and Safe Environment

All DoDEA levels will have a safe, secure, and well-managed environment conducive to learning

3. Goal 3: Motivated, High Performing, Diverse Workforce

Outcome A: Personnel Management Practices

In support of students achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly diverse, motivated, and committed workforce.

Outcome B: Continuous Professional Development and Training

Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.

4. Goal 4: Promoting Student Development through Partnerships and Communication

Outcome A: Partnerships

All levels of the organization will develop, promote, and maintain partnerships to enhance social, emotional, and academic growth. ***Outcome B: All schools, districts, areas, and headquarters will effectively communicate using a planned, systematic approach.***

DoDEA Mission Statement

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Grafenwoehr Elementary School Vision

Grafenwoehr Elementary School provides a safe learning environment which promotes academic and emotional growth of all learners.

GOALS

Student Performance Goal 1: All students will improve their written expression through well developed ideas across the curriculum.

Student Performance Goal 2: All students will increase their ability to use numbers

CORE COMMITMENTS / BELIEFS

Grafenwoehr Elementary School maintains a meaningful partnership by providing an open and welcoming atmosphere to all community members. The school stays in touch with parents and the military community through oral and written communication.

Grafenwoehr Elementary School provides support for the physical well being of all learners through school health services, physical education, and a safe, secure learning environment.

Grafenwoehr Elementary School provides support for the academic growth of all learners through classroom instruction, one on one tutoring, and small group instruction. A challenging curriculum is provided for academic instruction with standards as our guide. All staff continually participates in professional development to facilitate implementation of a challenging curriculum.

Grafenwoehr Elementary School provides emotional support for all learners by providing a positive, encouraging environment where the learners are safe from bullying and emotional abuse. Counseling services are available as well as support for our unique military environment.

Measures of Assessment

Benchmark Assessment System
Terra Nova
Criterion-Referenced
Engaged Learning
Classroom Tests & Projects
Scholastic Reading Inventory
Star Early Literacy

Contents

School Calendar	5-6
Acceleration	7
Admission	7
After School	8
Arrival at School	8
Attendance Policy	8-9
Administrative responsibilities	9
Awards	9-10
Bicycles	10
Bus Transportation	10-12
Case Study Committee	12-13
Caught Being a Star	13
Chain of Command	12-13
Child Find	13
Child Abuse / Neglect	13-14
Class Placements	14-16
Closed Campus Policy	17
Computer Use	17-20
Curriculum and Support Programs	21-24
Daily Schedule	25
Discipline Committee	25
Disciplinary Policies	25-27
Dismissal	27-28
Dress Standards	28
Emergency Contact	28-29
Emergency Evacuation	29
Employment Opportunities	29
Family Leave & Family Trips	29-30
Health Services	30-31
Home Schooling	31
Homework Policy	31-32
Inclement Weather	32
Lost and Found	32-33
Meal Program	33-34
Messages for Students	34
Parent-Teacher Conferences	34
Parent-Teacher-Student Association	35
Parties	35

Progress Reports	35-37
Prohibited Items to Include Animals in the School	37-38
Reading Counts	38
Recess	38
Registration	39
School Advisory Committee	39
School Hours	39
School Spirit	40
School Supplies	40-43
School-Wide Parent Newsletter	43
Student Rights and Responsibilities	44-46
Study Trips	47
Tardiness	47
Telephone Services	47
Traffic Safety	48
Transfer/Withdrawal of Students	48
Transportation	48
Visitors	49
Volunteer Programs	49
USAG-G Installation Services Listing	50
Child-Supervision Guidance Policy	51-56
Pet Turtle Alert	57
Anti-Bullying Pact	58
Glossary of DoDEA Acronyms	63
MOU (Memorandum of Understanding)	64



Grafenwoehr Elementary School Calendar SY 2012-2013

Wednesday, August 22	Reporting date for nonadministrative educator personnel for orientation and classroom preparation and inservice
Thursday, August 23	Class lists posted for GES at 16:00
Friday, August 24	Meet the teacher
Monday, August 27	Begin First Quarter and First Semester
Monday, August 27	First Day of School for Grades 1-5 & PSCD
Monday, September 3	No School - Labor Day - Federal Holiday
Tuesday, September 4-7	First Day of School for Kindergarten – staggered start
Thursday, September 6	Open House 17:00-18:00
Monday, September 17	Constitution Day
Thursday, October 4	Early Release 11:15 Mandatory trainings for teachers
Friday, October 5th	CSI Day – No School
Monday, October 8	No School - Columbus Day - Federal Holiday
Friday, October 12	Volksmarch
Thursday, November 1	End of First Quarter (47 Days of Classroom Instruction)
Friday, November 2	No School for Students - Teacher Work Day
Monday, November 5	Begin Second Quarter
Monday, November 12	No School - Veterans Day - Federal Holiday
Thursday, November 15	Parent Teacher Conferences - No School for Students
Friday, November 16	Parent Teacher Conferences – No School for Students
Thursday, November 22	No School - Thanksgiving - Federal Holiday
Friday, November 23	No School - Recess Day
Thursday, December 13,	Acceleration (Must be in school all day the entire day preceding the early withdraw date)
Monday, December 24	Winter Recess Begins
Tuesday, December 25	Christmas - Federal Holiday

2013

Tuesday, January 1, 2013	New Year's Day – Federal Holiday – Office closed
Monday, January 7, 2013	Instruction Resumes
Monday, January 21, 2013	No School – Martin Luther King Day – Federal Holiday
Thursday, January 24, 2013	End of second quarter and first semester (45 days of classroom instruction)
Friday, January 25, 2013	No School for Students - Teacher work day

Monday, January 28, 2013	3rd Quarter 2nd Semesters Begins
Friday, February 15, 2013	CSI day – NO SCHOOL
Monday, February 18, 2013	No School - President's day - federal holiday
March 11-15 2013 (tentatively)	Terra Nova testing grades 3-5
Thursday, April 4, 2013	End of third quarter (48 days of classroom instruction)
Friday, April 5, 2013	No School Students - Teacher work day
Monday, April 8, 2013	Spring Recess Begins
Monday, April 15, 2013	Instruction resumes - begin fourth quarter
Thursday, April 18, 2013	Parent /Teacher conferences – no school for students
Wednesday, May 15, 2013	Acceleration (student must be in school all day the entire day preceeding the early withdraw date)
Monday, May 27, 2013	No school Memorial Day - Federal Holiday
Thursday, June 13, 2013	End of fourth quarter and second semester (43 days of classroom instruction) 1/2 day Early dismissal at 11:15
Friday, June 14th, 2013	No School Students - Teacher work day

ACCELERATION

Acceleration can be granted at semester or end of the year if you are PCSing or participating in block leave. Supporting documentation is required for acceleration (PCS orders or block leave orders - a letter from the Commander can be used until orders arrive). Orders are required before acceleration can be finalized. **The request must be made early enough in the quarter for students to complete all requirements.** Please discuss with teacher or administrator. The acceleration dates for each school year are in December TBD (must be in school all day on Dec TBD) and May TDB (must be in school all day on May TBD). If you do not apply for acceleration only withdrawal grades will be given (no grade placement at the end of the year). Students must also complete all required assignments and turn them in one week prior the agreed upon acceleration date so assignments can be evaluated. If assignments are not turned in on time only withdrawal grades will be given. Please contact the office to apply for acceleration (09641-83-7133).

ACCESS TO INFORMATION

Teachers have access to the records of students in their classes. Other DoDEA-Europe Personnel with a need to know may have access to student records with the approval of the school administrator. Parents and legal guardians have the right to review all their student's records. The school administrator or qualified personnel will be made available within a reasonable length of time to interpret record information when appropriate. Persons other than the authorized school officials will not have access to student records without the written permission of the parents and / or student, except where a student's record is formally requested by and authorized investigative agency. Student records will be made available to properly identified agents of Department of Defense investigative agencies upon presenting the school principal with a written request, signed by the senior investigative official supervising the investigation, outlining the scope and purposes of the investigation. An accurate accounting will be kept of all disclosure. However, neither parents nor students shall be advised of disclosures to law enforcement activities without prior authorization of the law enforcement agency concerned.

ADMISSION

A child must be five years of age by 1 September of the current school year to attend a DoDEA-Europe Kindergarten. To enroll in first grade, a child must be six years of age by 1 September of the current school year.

All students, K-5, require the following documents and information when enrolling:

- Copy of the sponsor's current orders (and dependent travel orders, if applicable)
- Up-to-date immunization form
- Copy of birth certificate (required for Kindergarten and 1st Grade students) or current passport
- Sponsor or spouse (with military ID card) must sign the registration forms required by DoDDS

A child will not be allowed to start school unless immunized against the following: diphtheria, Pertussis, tetanus, hepatitis A series, haemophilus influenza type B, polio, meningococcal, measles, rubella, mumps, hepatitis B series, PPD TB tine/monovac, and varicella (immunization is NOT required for people with a history of chickenpox).

If the child is entering from another school at the beginning of or during the school year, a transfer-statement or report card from the previous school would be useful for proper placement.

AFTER SCHOOL ACTIVITIES

A variety of after school clubs and activities may be offered dependent upon availability of volunteers and sufficient student interest. Participation may be limited. Some special-activity clubs may incur a fee. Parents are responsible for transporting their child home from all after school activities. Students will be dismissed by the school sign in the bus area. The front office may be closed when your child's activity is over. Please wait outside for your child. If a child is not picked up on time – two times – he/she may be deselected from the after school activity.

ARRIVAL AT SCHOOL

Parents may drop off students in the front of the building on Shiloh Street. This is a 3 minute drop off area only. You may not park on Shiloh to enter the building. You may also drop off students in the Chapel parking lot. If you need to enter the building before school starts you will need to park in one of the parking lots across the street from the school. Students are to arrive no earlier than 0810 hrs, five minutes before the first bell. Students are not permitted in any school building before school hours unless they are under direct supervision for a special activity. **Supervision of students does not begin until 0810 hrs.** Parents will be notified if their child continues to arrive at school too early. Should the problem persist, the chain of command will be notified. Your cooperation in this matter will greatly enhance the safety and security of our students. Students are to wait under the front overhang. They are not to play on the playground as there is no supervision. This is for the safety of the student.

Pledge of Allegiance

Time is set aside for reciting the Pledge of Allegiance daily and at all school – wide assembled activities. Students have the right to recite the Pledge of Allegiance and to salute the American flag, but may decline to do so as long as they respect the rights of others. Students have a responsibility to show proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in patriotic ceremonies, and to respect the customs and flags of all nations.

ATTENDANCE POLICY

According to DoDDS attendance policy, all school age children, within the local command, are required to be enrolled in a formal school or home school program. The DoDDS educational program expects that all students will attend school regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and students. The purpose of this action is to establish patterns of good attendance and to assure that students and their educational programs have an opportunity to be successful.

It is the responsibility of the parent/guardian to call the school every time a student is absent. If you know that your child will be absent from school on a particular day, please send a note to the teacher in advance. If the absence is going to be for an extended period of time, such as emergency leave, illness, or family leave, please contact the teacher to see if it would be helpful to take any schoolwork along. Work assignments missed during an absence should be completed promptly upon return. Should you feel that your child needs to stay home because of illness, please call the school that morning and send a note as soon as he/she can return to school. Such absences, as well as medical appointments, will be considered excused when the school is notified at 09641-83-7133. You may also notify the school using the attendance email box at GrafES.Attendance@eu.dodea.edu.

Unexcused absences include, but aren't limited to:

If the school is not notified of the reason, the absence will be marked as unexcused. Other unexcused absences include truancy, and remaining home to accompany a parent or to baby sit siblings. After every

two unexcused absences within a quarter, the sponsor will be notified. After the second notification (4 unexcused absences), the military chain of command will be notified.

Tardiness:

Students arriving after 0820 are tardy. Parent/Guardian must sign their child in at the office after 0820. If a child is excessively tardy the chain of command will be notified.

ADMINISTRATIVE RESPONSIBILITIES

The Principal is responsible to the District Superintendent for the total operation of the school. He monitors the instructional program to insure that DoDDS objectives are met in all areas of the curriculum. The Principal is the authority in all matters of personnel, policy and procedures. He is also the primary point of contact with community commanders and organizations.

In the absence of the Principal, the designated teacher – in – charge has the authority to make any decisions necessary in an emergency. Routine matters will be deferred until the return of the Principal depending on the length of the absence of the Principal.

AWARDS

Grades 4-5:

Honor Roll – Quarterly

Students meeting the criteria for the School Honor Roll (Grades 4-5) will be recognized at an honors assembly each quarter. They will receive a certificate commending them for their achievements. In addition, their names will be published in the school newsletter. The core subjects: language arts/reading, mathematics, social studies, science and health, will be assessed to determine eligibility. Students receiving A's & B's will receive a certificate for the "A-B" honor roll. Students who receive all A's will receive a certificate for the "A" honor roll. Any student receiving a less – than – satisfactory mark in Host Nation, physical education, art, or music may be considered ineligible. The intent of this activity is to acknowledge those students who, day after day, give 100% and have superior progress reports to show for their efforts. If a student shows great improvement but does not earn honor roll, he/she may receive a certificate of improvement.

Presidential Awards - Yearly

President's Award for Education Excellence

Grafenwoehr Elementary participates in the *President's Award for Excellence*, a program that honors outstanding students for academic achievement at the conclusion of their 5th grade year. To be eligible for the award a student must maintain at least a 3.5 GPA on a 4.0 scale for grades 4 and 5 in the areas of Social Studies, Science, Reading/Language Arts, and Math. In addition, students must score at the 85th percentile or above on standardized tests in math or reading. Students who arrive after the start of 4th grade may have consideration for GPA's and standardized test results earned at a previous school. Recipients will receive a certificate, a letter from the White House, and a lapel pin.

President's Award for Achievement This award is given to students who have excellent school achievement but do not meet the criterion for the President's Award for Educational Excellence, and/or who have an unusual commitment to learning and improving academics despite unusual obstacles. This award is not to be considered as a second place award to the Presidential Award for Excellence. The following criteria will be considered when nominating students for this award:

- Students who have made significant improvements in grades to at least a 3.0 average.
- Students who have made a significant improvement on the TerraNova Achievement Test in either reading or math.

- Teacher recommendation.

BICYCLES

Students may ride bicycles to school; however, parents are ultimately responsible for their child's safety. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles must be walked while on campus. Students who ride bicycles are required by USAREUR regulations to wear safety helmets. Bicycles should be locked during the school day. The school may not be held responsible for stolen bicycles. **Skateboards, in-line skates, scooters, and heeies are not allowed at school.**

Military Police

Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany

Army in Europe

Regulation 190-1

5-7. BICYCLES AND SKATEBOARDS

c. Safety Equipment.

(4) Bicycle operators and passengers on U.S. Forces installations must wear an approved helmet properly fastened under the chin. Helmets must meet the standards set by the American National Standards Institute, the Snell Memorial Foundation Standards, the Institut für Zweiradsicherheit e.V., or the Economic Commission of Europe for bicycle helmets.

<https://aepubs.army.mil/pdfpubs/aer190-1.htm#P05-07>

BUS TRANSPORTATION

<http://www.dodea.edu/home/dodea.cfm?print=y&gnav=regs>

Please see Enclosure 8 from DoDEA Regulation 2051.1 for further information.

E8.4.1. Student Responsibilities. Students are responsible for:

E8.4.1. Complying with the behavior standards for school bus students (attachment E8.A1.) and with the general behavior standards of enclosure 3.

E8.4.2. Obeying the instructions of bus drivers, DoDEA personnel, and military officials.

E8.4.3. Attending and completing school bus safety training sessions when offered by the school or military installation.

E8.4.4. Presenting a school bus pass on demand, where bus passes are used.

E8.4.5. Reporting the loss or damage of school bus passes, if used, to the local school bus management office or school administrator's office.

E8.4.2. Sponsor/Parent/Guardian Responsibilities. The sponsor/parent/guardian is responsible for:

E8.4.2.1. Ensuring that student family members afforded school bus riding privileges have been advised of, and understand, the school bus behavior management policy, and understand that bus service is a privilege, not a right.

E8.4.2.2. Ensuring that student family members have valid school bus transportation passes, if required.

E8.4.2.3. Ensuring the safety of student family members to, from, and while waiting at the bus stop.

E8.4.2.4. Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.

E8.4.2.5. Reporting incidents to the local DoDEA school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.

E8.4.2.6. Providing school personnel with timely written notification, including by email, when a student has a change in his or her normal transportation schedule or plan.

E8.4.2.7. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DoDEA or appropriate military officials.

E8.4.2.8. Serving as a bus monitor when required by the military commander.

E8.4.2.9. Acknowledging that student ridership is contingent upon sponsor/parent/guardian agreement to these responsibilities described in this enclosure.

Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the “Behavior Standards for School Bus Students.”
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver’s or monitor’s instructions.
11. Treat the bus and other private property with care.

ON AND AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push or trip other passengers
2. Use or possess unacceptable items identified in the School “Code of Conduct.”
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of the bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps or seats.
9. Engage in public displays of affection.
10. Eat, drink or litter on the bus. (Eating & drinking are permitted if the bus ride is longer than 60 minutes. GES does not currently have any buses that travel for 60 minutes, therefore eating & drinking are not permitted on any GES buses).
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.

15. Damage private property.
16. Sit in the bus driver's seat, or touch bus-operating devices of equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

BUS PROBLEMS

If you have a problem with the schedule, location of stops or conduct of children on the bus, please contact the SBO at DSN: 472-9254 CIV: 09645-917-9254.

E8.5. PROCEDURES. The following procedures are provided to assist in implementing the school bus behavior management policy:

E8.5.1. Sponsor/Parent/Guardian Involvement. At the time the student is registered for school bus service, the school bus personnel will provide the student and the sponsor with a copy of the Memorandum for Sponsors/Parents/Guardians of Students riding DoDEA school buses (attachment E8.A1.), a copy of Behavior Standards for School Bus Students (attachment E8.A2.), and a copy of enclosure 3 of this Regulation. The sponsor and the student will sign and return attachment E8.A2 to the school, acknowledging in writing that they have been provided a copy of the Behavior Standards for School Bus Students, and that they understand and agree with the contents thereof. The student will agree to abide by the Behavior Standards for School Bus Students. The sponsor/parent/guardian will agree to serve as a bus monitor when required by the military commander. The signed copy of the acknowledgement will be held in the school bus office files.

E8.5.2. School Bus Passes (where used).

E8.5.2.1. Each student will travel to and from school on the assigned bus.

E8.5.2.2. When the school district issues bus passes, students will be responsible for safekeeping their assigned student pass, where such passes are issued. Students are required to present their school bus passes, if required, to the driver of the bus as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the principal and the transportation management office. Students or their sponsors must report the loss or damage to school bus passes to the local school bus management office before that office will replace a pass. The sponsor/parent/guardian may be required to sign for receipt of a replacement pass.

CASE STUDY COMMITTEE

Case Study Committee (CSC) is composed of school personnel who oversee the special education program. The CSC assists in identifying students with disabilities or with a suspected disability within the school and community. The CSC ensures that any student who is receiving or entitled to receive special education instruction from DoDEA receives appropriate services. DoDEA Headquarters establishes guidelines for the committee in Arlington, VA. The members of the committee include: Principal, Learning Impaired Specialist, Speech-Language Pathologist, appropriate classroom teachers, or other specialists as required, and parents who are invited and expected to attend when their child's case is being discussed.

Parents who suspect their child may have a special learning need may refer their child, and may initiate a request through the classroom teacher.

CAUGHT BEING A STAR

This in-house student citizenship award program celebrates kind acts, positive actions, and helpful deeds. Students are



given a coupon of good service when a staff member recognizes noteworthy citizenship.

CHAIN OF COMMAND

Problem solving and conflict resolution are integral components to our school's mission statement and behavior plan. We encourage solutions for problems and conflict at the lowest level possible. When parents have questions or concerns, they should contact the school. Calls will be directed to the teacher or staff member who can provide the most direct information. It is usually necessary to leave a message for a teacher to return a call. Parents may also email the teacher. Please contact the main office to receive the teachers email. Whenever the concern involves a specific teacher or any other staff member, parents are requested to discuss this directly with the teacher before elevating it. If the concern is not resolved, parents should then ask for the counselor who will mediate. If there is no resolution, the administrator may be asked to intervene. Any problems which cannot be resolved by discussing them with the teacher, counselor, or administrator, may be referred to the office of the District Superintendent:

Superintendent

DoDDS Bavaria District Superintendent
Unit 28614
APO AE 09177
DSN: 468-7429 CIV: 0981-183429

CHILD FIND

Child Find is a program designed to identify children between the ages of 3 through 21 who have disabilities and who are, or will be, entitled to receive special education services through DoDDS. A parent who has a concern about a child may contact the Case Study Committee (CSC) chairperson at Grafenwoehr Elementary School or their child's classroom teacher to inquire. Children ages 3 to 5 years old may be recommended for a developmental screening, which can be conducted at the school. Parents who have a concern about a child ages birth to 36 months (not yet 3 years old) are encouraged to contact Educational and Developmental Intervention Services (EDIS) in Vilseck at DSN 476-3221 or (09662) 83 3221 to request a developmental screening.

CHILD ABUSE / NEGLECT

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

CLASS PLACEMENTS

Assigning students to classrooms is a time-consuming and challenging task. Because many students are not enrolled until late August, classroom placements are not announced until the end of the day on the Thursday before school begins. At Grafenwoehr Elementary School, we make every attempt to balance each classroom.

Class lists will be posted at 1600 on the Thursday before school begins. All assignments are tentative and a child may be reassigned within the first month of school due to changes in staffing and numbers of students. Please check this list so your child will know whom his or her teacher is and where his or her classroom is located. If for any reason your child is inadvertently left off the lists and you have completed all the necessary requirements of registration, please contact the school office. All children must be fully registered prior to attending school. This includes having orders or a statement from the personnel office per DoDDS policy, updated immunization records, etc. must be on file. A student who has not been fully registered and immunized will not be allowed to start school until the sponsor has met the registration requirements.



Department of Defense
Dependents Schools
Office of the Principal
Grafenwoehr Elementary School
Unit 28127
APO AE 09114



MEMORANDUM FOR: Counselors and Staff

SUBJECT: Student Placement Committee Meetings for mid-year class changes

DS Regulation 2000.3 – Student Placement outlines policy governing changes to student placement. It requires that a placement committee be established to recommend placement of students being considered for other than routine grade or class placement. The committee is to be composed of school staff members directly concerned with the placement of each individual student and sponsors and students should be represented as appropriate. This committee makes recommendations to the principal on placements which require retention, double promotion, and any “other than routine grade or class placement.”

this committee is to be chaired by the counselor. Other members should include the teacher losing the student and the prospective gaining teacher. If the teacher losing the student feels uncomfortable attending this meeting, they may designate another teacher to take their place. Minutes would be kept and a recommendation from the committee made to the principal.

The placement committee meeting between parents, teachers, and counselor should be structured around the following guidelines:

- When issuing the invitation to teacher and parents to attend the placement meeting, ascertain whether all steps have been taken to resolve the problem informally through face-to-face meetings.
- The child should not attend this meeting and the parents should be notified to arrange child-care when the initial invitation is extended.
- Discussions should not center on events leading up to the decision to request a class change, reasons for parent dissatisfaction, etc. since this should have been discussed previously in informal face-to-face meetings.
- Discussions should center only on what best meets the needs of the child. As a guide, questions could be used such as: What works well for this child in the current setting? What do you see as a need for your child? Educationally, what doesn't seem to work very well for your child in the current setting? What does he/she like the most or the least in this current setting?

- During this discussion, the classroom teacher should remain open to the information and helpful in terms of modifications that could be made. The teacher should also offer their input in terms of the interests, likes/dislikes of the child, relative strengths or weaknesses, or other helpful suggestions.
- At no time should the discussion be allowed to proceed in a direction where the teacher or parent would feel they are coming under attack or receiving undue criticism for their decisions.



Department of Defense
Dependents Schools
Office of the Principal
Grafenwoehr Elementary School
Unit 28127
APO AE 09114



MEMORANDUM FOR: Sponsors of students attending Grafenwoehr Elementary School

SUBJECT: Classroom placement and requests for a specific teacher

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

In special circumstances, parent input can be given by writing a letter to the principal stating specifics about any *special needs* your child may have. Any letter requesting a specific teacher by name will be discarded and will not be honored in order to preserve the integrity of our placement process. These input letters will be considered by a placement committee made up of the counselor and teachers from the grade level concerned, when making up class lists for next school year. Providing a parent input letter does not guarantee placement into any specific class. The deadline for receipt of special needs input letters for currently enrolled students is close of business on 1 June. Special needs request letters for students who are new to the community and enroll after 1 June are due not later than one week after enrollment. Letters received after the deadline will not be considered.

DS Regulation 2000.3 – Student Placement - outlines policy governing student placement. It requires that a placement committee be established to recommend placement of students being considered for other than routine grade or class placement. This committee makes recommendations to the principal on placements which require retention, double promotion, and any “other than routine grade or class placement” such as a mid-year class change. The committee is composed of school staff members directly concerned with the placement of each individual student and sponsors/parents can be represented if appropriate. Final decisions regarding class placement are made by the principal. Class lists will be posted by 4:00 p.m. on the Thursday prior to the first day of school. Changes to class placement are not considered during the first three weeks of the student’s school attendance since it is expected that parents and teachers will work together to address any concerns that may arise initially. This three-week waiting time is necessary since it often takes that long to establish expectations, routines, procedures, and the classroom climate that will be maintained throughout the year.

At Grafenwoehr Elementary School, your child’s education and well-being are our top priority. We look forward to serving you and working with your child. If you have questions about the policies outlined in this memorandum, I will be happy to meet with you. You may call 475-7133 to set up a time when we can meet.

CLOSED CAMPUS POLICY

In the interest of the safety of the children attending this school, the administration has established a "Closed Campus Policy." Children are not permitted to leave the school grounds on their own during the school day. The school cannot be responsible for students who violate school rules and leave school grounds without first receiving permission from the school authorities. Only in special cases, and with parental permission, are children allowed to leave school grounds during the school day. In all cases, their sponsors or their delegated representative (emergency contact on file) must sign out students leaving school. Also, non GES students are not allowed to use the playground / facility during the school day. Our closed campus is for the safety of our students.

COMPUTER USE

Grafenwoehr Elementary School has computers for student use in the classrooms, computer lab, and information center. Students are given information on the use of computers. Parents and students also sign a computer usage / internet agreement form at the time of registration. Students who misuse the computer / internet will usually lose his / her usage at school for 30 days the first time. A second offense is usually loss of privileges for the rest of the school year. A severe misuse the first time may result in loss of privileges for the year. Students may also be suspended from school for misuse of the computer / internet.



DoDEA COMPUTER AND INTERNET ACCESS AGREEMENT FOR STUDENTS

DoD STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DoD INFORMATION SYSTEM USER AGREEMENTS

By signing this agreement, you acknowledge and consent that when you access DoDEA information systems:

a. You are accessing a U.S. Government information system (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

b. You consent to the following conditions:

(1) The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.

(2) At any time, the U.S. Government may inspect and seize data stored on this information system.

(3) Communications using, or data stored on, this information system are not private, and are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

(4) This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests, not for personal benefit or privacy.

(5) Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

(a) Nothing in this User Agreement shall be interpreted to limit the user's consent, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

(b) The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose, including personnel misconduct, law enforcement, or counterintelligence investigation. However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

DoDEA COMPUTER AND INTERNET ACCESS AGREEMENT FOR STUDENTS

DoD STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DoD INFORMATION SYSTEM USER AGREEMENTS *(Continued)*

(c) Protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.

(d) Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.

(e) A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.

(f) These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.

(6) In cases where the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.

(7) All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner according to the Chief Information Officer Memorandum (Reference (h)), (hereafter referred to as a "banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

DoDEA COMPUTER AND INTERNET ACCESS AGREEMENT FOR STUDENTS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 2164 and 20 U.S.C. 921-932, authorizing DoD Directive 1342.20, "DoD Education Activity" (2007), authorizing DoD Education Activity Administrative Instruction 6600.1 (2010).

PRINCIPAL PURPOSE(S): The information on this form is used to authorize an individual student to use government-owned computer resources in accordance with, and subject to enforcement provisions of, DoD and DoDEA policies governing computer and Internet usage.

ROUTINE USE(S): Disclosure of germane information contained in this form within the Department of Defense is authorized upon a demonstrated "need to know" to perform an official duty. Routine disclosure of relevant and necessary information is authorized to agencies outside of the DoD by DoD Privacy Act Systems Notices, which may be found at <http://www.defenselink.mil/privacy/notices/osd/>. Records are maintained at the school level in student records for the duration of the student's enrollment.

DISCLOSURE: Voluntary; however, no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use such equipment only in accordance with the DoDEA Appropriate Use of DoDEA Information Technology Resources - Terms and Conditions for DoDEA Students.

1. STUDENT INFORMATION *(Please print or type)*

a. NAME <i>(Last, first, middle initial)</i>	b. PARENT/GUARDIAN NAME <i>(Print)</i>
c. SCHOOL	d. TEACHER NAME/GRADE/SIGNATURE

2. STUDENT AGREEMENT

I, *(print name)* _____, have received instruction in the appropriate use of DoDEA information technology resources, and I agree to abide by them. If I violate the Terms and Conditions, I understand that I may lose all access privileges on the DoDEA network, and, furthermore, may be subject to school disciplinary and/or appropriate legal actions.

a. STUDENT SIGNATURE	b. DATE (YYYYMMDD)
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3. PARENT OR GUARDIAN *(If student is under the age of 18, a parent or guardian must also read and sign this agreement.)*

I, *(print name)* _____, have read the Appropriate Use of DoDEA Information Technology Resources - Terms and Conditions for DoDEA Students (attachment 1). I understand that my child must abide by these Terms and Conditions. I understand that if my child violates these standards, he/she may lose all access privileges on the DoDEA network and may be subject to school disciplinary and/or appropriate legal actions. I understand that computer and network access is being provided for educational purposes.

a. PARENT OR GUARDIAN SIGNATURE	b. DATE (YYYYMMDD)
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CURRICULUM AND SUPPORT PROGRAMS

Each subject in the curriculum of the Department Education Activity (DODEA) is reviewed according to Curriculum Development Plan. This plan provides for review and revision of objectives and curriculum materials, selection of instructional materials, and staff development for teachers.

DODEA curriculum committees select textbooks and supplementary instructional materials, which support these curricula. The materials are the same as those used in schools throughout the United States. Some instructional materials, especially those for the Foreign Language/Intercultural Program, are purchased from local suppliers.

With the exception of the Foreign Language/Intercultural teachers, who are German nationals, teachers must be American citizens and fully qualified educators, holding a valid stateside license or certified by DoDEA. They are recruited from the States, transferred from other DODEA schools, or hired locally. The curriculum includes instruction in language arts (reading, writing, grammar, and literature), mathematics, science, social studies, and health.

Grafenwoehr Elementary School also offers students the following resource services:

- Communication Impaired (CI) Specialist
- Learning Impaired (LI) Teacher
- English as a Second Language (ESL) Teacher
- Language Arts - Reading Specialist (LARS)
- Information Specialist (Librarian)
- Gifted Education
- Math Coach
- Read 180
- Literacy Coach
- Guidance Counselor
- School Psychologist
- School Nurse

Other Specialists include; Host Nation, Music, Art, Physical Education, and Education Technologist.

Guidance Counselor

Counseling services provide students, individually and in small groups, with short-term sessions assisting the students in emotional, social and academic concerns. Moreover, whenever applicable, parents are assisted in understanding the emotional and social needs of their child.

Guidance sessions provide students with lessons in decision-making, study skills, values, communication skills, self-concept, and responsibility. Sessions also address feelings and acceptable ways of expressing them toward other individuals. GES has a school-wide conflict resolution program and zero tolerance for bullying. Consultation services involve meeting with teachers, parents, administrators, and community members regarding the student's emotional, social and academic needs. Guidance Counselors also manage 504 plans.

Bavaria –MEDDAC School Based-Behavioral Health Program: as a result of the partnership between DODEA Bavaria – District and the Bavaria Medical Command, Grafenwoehr Elementary School is one of the 5 schools in the Bavaria District that houses a mental health provider from the local Behavioral health clinic. This professional is able to provide mental health counseling / therapy to children and families normally provided at the local behavioral health clinic, on site at the school. This allows for children and families to receive services without the child having to leave school. Please contact your local behavioral health clinic or school administrator for more information regarding how to access these services.

English as a Second Language (ESL) Specialist

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 also builds self-esteem and promotes the development of a positive self-image in ESL students.

Learning Impaired (LI) Specialist

Special education services are individually designed instructional services provided to students with identified disabilities. The students must be found eligible through formal assessments. The Case Study Committee (CSC) guides the process and with the support from the parents determines the needs of the child. Students receiving services through Individual Education Programs (IEPs) are monitored regularly and annual review meetings are held to ensure appropriate programming. The CSC must decide on the location of the services for each student. To the maximum extent appropriate, children with disabilities must be educated in the least restrictive environment with non-disabled peers. If you have concerns about your student please contact the school to set up an appointment.

Communication Impaired (CI) Specialist

Communication skills play an important part in life's experiences. In elementary school, children are developing language and learning to read and write. In order for a child to learn, he has to communicate and interact with his peers and adults. Spoken language is the basis for written language. As a child grows and develops, the two types of language interact and build upon each other to improve literacy and language. This process continues throughout a person's life. Speech therapy can help children learn to communicate effectively with others and learn to solve problems and make decisions independently. Communication with peers and educators is an essential part of a fulfilling educational experience. The Speech Language Pathologist (SLP) is one of the team of people who have a duty to ensure that your child has help. They provide evaluation and remediation services for the following disorders or delays: articulation (pronunciation of words), fluency (stuttering), voice, receptive language (comprehension) expressive language, pragmatic language (social skills), oral motor skills and swallowing. The Speech Language Pathologist is available to assist parents and teachers to improve the communication skills of students with problems in these areas.

Language Arts – Reading Specialists (LARS)

The Language arts – reading specialist is responsible for overseeing the total school language arts – reading program. The LARS specialist teaches small, flexible groups of students to provide support in developing reading comprehension and problem solving strategies. The LARS specialist also works in the K-5 classrooms supporting teachers with their literacy programs.

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.

We welcome all students and parents to explore the information center, to use it to the fullest and to build a lifelong love for books and learning. Information programs may be offered for whole classes, or students may come individually or in small groups.

Kindergarten and first grade children may check out one book at a time. 2nd and 3rd grade students may check out two books at a time. 4th and 5th grade students may check out 3 books at a time. Books may be kept two weeks and renewed if there is no request from another student or teacher. Books must be

returned before others can be checked out. Lost or damaged library books must be paid for or replaced with one of a comparable value, approved by the librarian and acceptable content.

Policy for Lost Library Books – As of May 4, 2009

PTA will no longer accept checks. If your child needs to pay for a lost book, you will need to either send/bring cash in an envelope or a money order made out to Grafenwoehr PTA.

This will need to first come to the school library so your child's name can be cleared in the library system. *Since no money is kept at the school, you will need to send the exact amount due.*

If the book is later found, you can choose to keep the book or donate it back to the school library. PTA will not be able to refund your money.

School Nurse

The School Nurse plays an important role in our school. She acts as a liaison with the Army Hospital Services and conducts health screening, advises teachers on health education aspects of instruction and provides assistance in various areas of health education.

Preschool Children with Disabilities (PSCD)

The PSCD program identifies children with communication, motor, social/emotional, self-help and cognitive delays. Individual educational plans are developed and implemented for children 3-5 years old who qualify for services. This program is at Grafenwoehr ES, Netzaberg ES and Vilseck ES.

Sure Start Program

The Sure Start program is an early childhood program that is based on the well-established Head Start model. The program's goals for children and their families include comprehensive services, parent involvement, family support, training and technical support, and a collaborative effort. Selections to the program are a committee decision. A waiting list is retained for openings throughout the year. Criteria for acceptance into the program includes a low family income, English as a Second Language, a single parent without a high school diploma, etc. The program serves four-year-old children and is located at Netzaberg ES and Vilseck ES.

Gifted Education

The Gifted Education program guides schools in identifying and providing differentiated instruction for students 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 DoD school are automatically eligible at all DoD schools. Students who transfer into a DoDDS school from a public or private school are referred to a Gifted Review Committee if there is evidence of participation in a gifted program. Special classes are offered for students who are shown to possess high intelligence or demonstrate high levels of achievement or talent. The gifted education teacher also coordinates school-wide programs enriching the total curriculum as well as working with classrooms to provide enrichment for everyone.

Read 180

This program is designed for students in grades 4-12 who can benefit from personalized, intensive reading instruction. Students selected for this program receive 90 minutes of daily supplementary instruction in reading outside of their assigned classroom with a trained Read 180 teacher. The three components of the program include independent reading, computerized strategies development, and small group reading with guided skill development.

Math Coach

The Math Coach is responsible for overseeing the total school math program from instructional materials to special activities. The Math Coach works with classes, small groups and individual students. The Math Coach is also available to collaborate with teachers for lesson planning, intervention strategies, and any other mat support requested by teachers.

Special Instructional Programs

Students receive regularly scheduled instruction from resource educators specifically trained in these subjects.

Art

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

Host Nation

The Host Nation program is an important part of our school's curriculum. The intercultural setting is, in fact, a resource that a DoDDS-Europe school has that no other system in the United States has - Germany and Europe, as its classroom. Besides teaching children, the Host Nation Teacher also plans study trips in order to give students a better understanding of the language, culture and values of the German people. One goal of the course is that children will learn to use words and phrases in German. They will also learn about German history, geography, economy, government, folk customs, sports, foods, and crafts.

Music

General music is offered to students in all grades K-5. Some of the objectives of the general music program are to help children understand that music is all around them, that there are a variety of musical styles and sounds, and that music is a form of communication and self-expression.

Physical Education

The Physical education curriculum at Grafenwoehr Elementary School provides opportunities for achievement, growth, and physical development. These opportunities are provided through exercise, games, sport activities, dance, and rhythm activities. It is very important that students come to class in comfortable, loose clothing and rubber-soled shoes. If girls wear dresses, they should also wear shorts under the dress.

Educational Technologist

The Educational Technologist teacher works with classroom teachers to provide technological support through instructional activities, software orientation and maintenance, and equipment allocations. 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.

DAILY SCHEDULE

08:10	Arrival
08:15	Entry Bell
08:20	Tardy Bell

The Lunch / Recess schedules were not ready when the handbook went to press. Please ask your teacher for the lunch recess schedule

14:35	Preparation for Dismissal
14:40	Dismissal

DISCIPLINE COMMITTEE

DoDEA Regulation 2051.1

<http://www.dodea.edu/home/dodea.cfm?print=y&gnav=regs>

A school discipline committee, to include community members, will be appointed each year. The discipline committee will be independent of the principal, who must impose the student discipline in cases involving suspension over ten days or expulsion. In these cases, the principal will notify the parent or guardian in writing of the proposed consequence. The school discipline committee will conduct a hearing. The committee will send their recommendation to the superintendent. The superintendent will then make a decision. If appealed, the case will be forwarded to the area director.

A parent may appeal a disciplinary action resulting in a suspension by writing to the next higher administrator (District Superintendent). If a teacher initiates disciplinary action without suspension being imposed, the parent may write to the principal. Either letter must be written within five days of the imposition of the disciplinary action. The appeal must describe why the discipline is inappropriate.

The next higher-level administrator (appellate authority) will receive the appellate materials and render a decision within ten days of receiving the appeal.

The school need not defer the imposition of any consequence pending appeal, particularly when discipline is being taken to protect students or prevent disruption of the classroom.

If the basis for discipline or the consequence is reversed on appeal, all record of the student having been disciplined will be removed from the student's discipline file. A notice will be sent to installation commanders and district superintendents to disregard the prior notice of suspension and to remove and destroy such prior notices. The discipline committee will also meet with the principal to develop and maintain the school-wide behavior management plan.

DISCIPLINE POLICIES

<http://www.dodea.edu/home/dodea.cfm?print=y&gnav=regs> Regulation 2051.1

A positive environment, good discipline, and a healthy climate for our children are important to all of us. We all expect our students to act appropriately at school as well as on the buses. Quite basically, the teachers are here to teach, and the students are here to learn. No one has the right to prevent others from getting an education and from having a safe, enjoyable recess and lunchtime. Classroom discipline plans are discussed with students and sent home at the beginning of the school year, or when a new student joins the class. It is the teacher's responsibility to pursue as many solutions as necessary to correct the inappropriate behavior before referring a student to the administration, except for major disruptions. It is essential to all of our students' education that we work together in this area. We expect your cooperation, and you can expect ours.

Disciplinary Concerns

Parents having disciplinary concerns about a student other than their own at school may speak to the administration, the teacher, or counselor. Parents may NEVER question other students at the school regarding disciplinary actions.

The Four School-Wide Rules are:

Safety

Try my best

Act responsibly

Respect myself, others, and the environment

When suspension from school is the consequence for any offenses of the above, the suspension will be for one-half or more days, depending on the seriousness and frequency of the offense. When a suspension has previously occurred, the consequences will be increased if additional offenses occur. Students who are suspended over ten days - even if cumulative over the school year - will be sent before the disciplinary committee. The student will be expected to make up any work missed during the suspension.

The sponsor is responsible for his/her dependents' actions. When serious incidents occur, sponsors will be notified. Additionally, we have the obligation to keep the military authorities, including the Garrison Commander, informed of serious misbehavior. **When children are suspended from school for any amount of time, the Office of the Bavaria Superintendent, Base Commander, Unit Commander, and School's Officer will be notified.**

Administrative actions that may be taken by the Army Civilian Misconduct Action Authorities in cases of misconduct are identified in USAREUR Regulation 27-9, Misconduct by Civilians, dated September 1990. Administrative actions range from counseling to the suspension of logistic support privileges and/or removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

For disciplinary infractions involving DoDDS students occurring on school grounds during the school day or while participating in DoDDS-sponsored activities, suspension or expulsion may result. Your attention in this matter is appreciated. If you have additional concerns, please contact the school principal or your Military/Security Police.

Suspension

Suspension from school may be the consequence for any infraction upon school rules and immediate suspension may be the result of a major infraction such as physical violence toward a student or school official, bringing a dangerous object to school, playing with matches or fire in any form, activating a fire alarm, gross insubordination, use of profanity or vulgarity and other major types of inappropriate behavior. Each decision to suspend a student will be examined individually and the consequences applied according to the merits of the case. The severity of the consequence will depend on a variety of factors such as:

- Child's age
- the record of previous infractions
- is the child on an Individualized Educational Program (IEP) and does the infraction relate to his/her handicapping conditions?

Students who are suspended are permitted to make up work and earn grades

Following a suspension, the parents are required to bring the student to school for a readmit conference with administration before the student will be allowed back in school.

Expulsion

A student may be expelled from school for the remainder of the school year or, if the incident occurs within the last six weeks of the school year, it may include part or all of the first semester of the following school year.

The Principal or designee will recommend a pupil's expulsion from DoDEA-E for any of the following acts:

- A. Causing serious physical injury to another person
- B. Possession of any firearm, weapon, knife, explosive, or other dangerous object of no reasonable use to the pupil at school, at a school activity, and/or on school grounds
- C. **A minimum 1-year expulsion is required for the possession of firearms.**

DISMISSAL

We need to know where your child should be at the end of each day. If you need to make a change please send a note with the date on it to your child's teacher. You may also come in and write a note at the office. We will also accept an email to the teacher, secretary and principal. For safety and security of the children we **CANNOT** take messages over the phone for end of the day changes. Changes cannot be made in a conversation with the teacher. **ALL changes must be writing.** If you email, it should be sent prior to 12:00 and ask for a verification to ensure the school received the information. If a child normally rides a bus he/she will be put on that bus unless he/she has a signed note from the parent, i.e. a child cannot tell a teacher that he/she is not to ride the bus. Thank you for your understanding.

Children riding the bus must have passes visible for the drivers to see. *If you wish your child to take another bus home with a friend, or to a baby-sitter, please send a note stating with whom the child is to go with at the end of the day, the bus route the child is to take and/or address. Please contact the School Transportation Office, they will need to know. This cannot happen without approval of the bus office.*

Siblings or friends that walk home together will need to meet at the front of the school under the overhang. From there they should exit the main door. Children being picked up by a parent to walk home should also meet at the front of the school under the overhang. Children that are monitored by parent(s)/caregiver(s) may use the playground after school. If children are not monitored they need to go home immediately after school ends. Please exit out the main gate. Please do not use any side gates.

If children are to be picked up by parents (in a vehicle), they should meet at the chapel parking lot, or the parking lot across the street. Thanks for your assistance in getting our children home safely. (This is subject to change based on Garrison reconfiguration of base parking lots.)

Students are not permitted in any school building after school hours unless they are under direct supervision for a special activity. Please do not ask children to meet you at the office at the end of the day. We have 4 classes (approximately 100 children) trying to exit out the main door by the office.

Early Dismissal from School

If you would like your child to be dismissed from school early, please *notify the teacher in writing.* In the note indicate when you will come to take your child. If you are not the person meeting the child, then indicate in the note who will be coming (must be on emergency contact list). Please come to the main office to sign your child out of school. To diminish interruptions to the classroom, parents are requested to wait at the office while the child is called to the office. Students will not be dismissed from school unless the office staff or the teacher has been notified. We cannot call students from class after 1415.

End of Day Interruptions

In order to maximize daily learning, please pick-up your child prior to 1415. We cannot call for children after 1415. The last part of the day brings closure to a successful day of learning.

DRESS STANDARDS

Boys and girls are expected to be neat and clean in appearance. Appropriate and safe shoes need to be worn inside and outside at all times. **Shoes must have backs on them.** Hats and headgear are not to be worn in the school building, including bandanas and doo-rags. There shall be adequate coverage of the body for both boys and girls. Inappropriate dress includes, but is not limited to the following items:

- Halter / tube tops or tops with spaghetti straps
- Undershirts / sheer see through / mesh t-shirts or shirts
- Bare midriffs / belly-shirts
- Short-shorts / short – skirts
- Saggy or pants which are not worn above the hip
- Flip – flops, cleats, or heely's, etc.

Pictures and/or words on any garments must be in good taste. Obscene, vulgar, illegal, or prohibited items (to include weapons, alcohol, or tobacco) are not acceptable. Make-up, perfume, and fingernail accessories are not appropriate for school activities.

Students who do not wear clothing that reflect good judgment, or who do not comply with these guidelines, will be sent to the nurse for necessary action. Should the need arise, parents will be notified and asked to pick-up their child at the school or provide other clothing.

During cold weather anytime of the year, children must wear enough warm clothing so they can remain outside for at least 20 minutes during recess periods. This may include mittens or gloves, a warm coat or jacket, a hat or scarf, and sturdy shoes and/or boots. Cloth shoes become wet and cold and are not appropriate in the winter. Boots worn all day make feet perspire and then become cold when the child goes outside. Outer clothing, to include caps, jackets, and coats will be removed when classes are in session. Please label all coats, jackets, mittens and scarves, etc. with the child's name. During periods of snow, children must wear boots (appropriate for snow). If children are not wearing boots/shoes appropriate for snow, they will be allowed on the sidewalks. To play in the snow, students must be dressed appropriately.

On most days, however, pupils will be expected to participate in outdoor physical education activities and recess periods to release their energies, to exercise, and to enjoy the pleasure of playing games with their classmates. If children are dressed warmly and appropriately, there is no threat to their health from engaging in these activities.

For physical education classes, all students are required to wear rubber-soled shoes and clothing appropriate for gym. This could include sweats, shorts and loose-fitting pants. Skirts and dresses for girls are not appropriate unless shorts are worn underneath. PE class schedules will be published during the first week of school.

EMERGENCY CONTACT

It is important that the school have your correct contact information on file. This includes both military and civilian current local addresses and phone numbers. In the event of an emergency involving your child, it may be necessary for the school to get in contact with you immediately so that you can be present to authorize certain kinds of medical treatment. A child may simply become ill or injured during the school day. Although there is almost always a school nurse on duty, a sick child belongs at home. The

nurse is qualified and has the equipment to treat only a limited range of injuries. Parents provide duty, home, and emergency contact phone numbers at registration, but these may change. *It is essential that emergency information be kept up to date, especially when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, telephone numbers change, baby-sitters are changed, or the emergency contact moves away.* The school should be informed if parents will be in the field, deployed, or traveling, and have left their children with someone else for an extended period of time. A note providing the name, unit, duty phone, quarters address, and home phone of the person(s) responsible for the child in the parents' absence should be sent to the school office and the teacher. Alternate duty phone numbers are not an acceptable emergency contact. Failure to provide emergency contacts may result in notification to the chain of command.

EMERGENCY EVACUATION

A detailed plan for the evacuation of children from the buildings in the event of fire or other emergencies has been developed and will be in effect the first day of school. Regular drills are held weekly the first four weeks of school and monthly thereafter.

In the event that children cannot return to their classroom, alternate indoor shelters will be assigned. Children may not be able to get to their outdoor clothing. Therefore, in the event of an extended stay outside of the school building, emergency shelters will be utilized. Should children not be able to return to the building within a reasonable time, it will be necessary to transport them to their homes. Every effort will be made to notify parents that they are on their way. The responsibility for this decision will rest with the school administrator in consultation with community military authorities and the availability of transportation.

In the event of an emergency evacuation, please do not instruct your child to leave school and "come right home." Your child is safer with a teacher rather than alone on the streets. Dismissal will be in an orderly fashion under the supervision of teachers and administrators. If you come to take your child, speak to the teacher personally at the time of the pickup. Failure on your part to do so may cause undo worry on the part of the teacher and the school authorities.

EMPLOYMENT OPPORTUNITIES

The following positions are open-continuous:

- Substitute Teachers
- Educational Aides (Special Education and Kindergarten)
- Computer Assistant / School Information Specialist
- Secretary
- School Support Assistant / Supply Clerk
- School Clerk

To apply for these positions you must apply online at <http://www.eu.dodea.edu/hr/vacancies.php#b>. All applications are done through USA Jobs.

FAMILY LEAVE & FAMILY TRIPS

Please let your child's teacher know in advance of such trips. Work may be given to the child before leaving so that it can be taken on the trip. Steps should be taken to ensure that the child does not fall behind. Please plan travel to coincide with the school calendar as much as possible. These are unexcused absences. Please see the DoDEA Attendance policy at www.dodea.edu/attendance/index.cfm.

HEALTH SERVICES

Children who are not feeling well should be kept at home. Your child's classmates and teacher will appreciate it and you will avoid the inconvenience of having to come to school for your child. **The school does not have supervision for students to stay in at recess. A child who is sick enough to be kept in during outdoor recess is too ill to be in school.** The school nurse is assigned for instructional purposes and to handle illness or physical emergencies, which occur during the school day. **She does not hold routine "Morning Sick Call."** Telephone: DSN 475-7645, or 09641-83-7645. Students should remain home until fever free for 24 hours without medication. If a child has vomited at school he / she will also be required to stay home for 24 hours after the child is picked up from school. If a child was sent home the day before a field trip or other special event for fever, vomiting, or diarrhea the child will not be allowed to attend the field trip or special event. Students should remain home 24 hours and will not be allowed to return to school if the child has:

1. Temperature of 100.0 F or more
2. Vomiting
3. Diarrhea

Medication

The school nurse does not administer medications, to include over the counter drugs, except when prescribed for individuals with conditions such as:

- Asthma
- Allergies to bee stings
- Heart conditions
- Attention Deficit Hyperactivity Disorder (ADHD)

When the above medications are administered at school, the following information **is required**:

- A Permission for Medication form signed by the physician and parent. This form is available at the Health Clinic or from the school nurse.
- Medication will not be administered without this form.
- Medication **must be** in a pharmacy labeled container, marked with student's name, name of drug, amount to be taken, and the time to be taken.
- Medications must be brought in by an adult. Students may not self-medicate.

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

There is a mandatory immunization policy for children attending DoDEA schools. A child will not be allowed to start school without proof of the following immunizations: 4 doses Diphtheria, Pertussis, Tetanus, 2 doses Hepatitis A series, 3 doses Hepatitis B, 2-4 doses Haemophilus influenzae type b, 3 doses Polio, 2 doses of measles, mumps and rubella and varicella (immunization is NOT required in people with a history of chickenpox). For further information on immunizations, please check out the DoDEA link or contact the school nurse. <http://www.dodea.edu/parents/immunizations.cfm?print=y>. If a child needs a follow up immunization during the school year, this must be done within 10 days of the date the immunization is required. If the immunization is not up to date within 10 days, parents will be notified. If the immunization does not occur after the parent notification, command will be notified and the student may be dis-enrolled until immunizations are up to date.

HOME SCHOOLING

It is the policy of DoDEA to neither encourage nor discourage sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is the sponsor's right and can be a legitimate alternative form of education. DoDEA encourages DoD Sponsors who wish to home school their dependents need to communicate their desire to the local command to determine if there are any command policies or other rules that ensure that home schooling meets local regulations and host nation requirements. Home schoolers who choose to use school services must complete a registration form. For more information, call the school registrar or the school counselor. For more information, please contact the school liaison officer at DSN 475-1770 or (09641) 83-1770.

Department of Defense regulation 1342.13 "Eligibility Requirements for Education of Elementary and Secondary School-Aged Students in Overseas Areas" states that sponsors who live within the commuting area of a DoD dependent school and choose to send their dependents to host nation schools, international schools or private boarding schools, are personally responsible for their dependents' tuition and educational programs, including the provision of special education. Based on the regulation, a family will be eligible for service from our school if they opt to enroll only at a DoD school and not at a Host Nation school. There is no option for dual enrollment.

HOMEWORK POLICY

Anything required outside of class time for the successful completion of the goals and objective of the curriculum is homework.

Philosophy

At Grafenwoehr Elementary School, 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. Homework encourages students to be self-disciplined, independent, and responsible. Homework increases students' academic achievement. Assignments are carefully selected to supplement classroom instruction. Homework cannot be measured by the time required for its completion since different students will spend different amounts of time to complete the same assignment. Quality of homework assignments is considered to be more important than quantity and 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.

Homework assignments are for:

- 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.
- Creativity: to integrate many skills and concepts in producing a project.

Students are:

- Responsible for completing the assignment legibly, neatly, on time, and according to instruction.
- Responsible for asking for assistance and/or clarification regarding homework assignments.

- Responsible for having the necessary materials both in class and at home for completion of assignments.
- Responsible for obtaining and completing assignments missed due to absence.

Parents should:

- Expect homework based on the discretion of the teacher and the performance of the student, as assigned on an individual basis. If nightly homework takes an inordinate amount of time, communicate your concerns with the teacher. Parents may also send a note stating they stopped the homework due to excessive time or lack of understanding.
- Provide your child with an environment and the necessary tools that promote good study habits.
- Encourage your child to work independently while offering assistance. Daily leisure reading should be supported.
- Enrich your child’s learning through your support and encouragement.
- Please check with your child’s teacher for his / her homework policy.

INCLEMENT WEATHER

Delayed Start

If road conditions are hazardous, school bus transportation may be delayed two hours or canceled. **If school buses are delayed two hours:**

- **Buses will pick up students two hours later than the usual time.**
- **Students may not arrive prior to 1010.**
- **They will be tardy after 1020**

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

The decision to delay or cancel bus transportation is made by the USAG-G Commander. Late opening or cancellation is announced on AFN by 0600 hours, at least twice between 0600 and 0700, and after the 7:00 news. There should be no need to call the school for this information. If there is no announcement on AFN then school will begin and be dismissed as usual. If you do not receive AFN, plan with a friend or someone in your unit to call you and inform you of any changes in the school day. You may also check the following website: http://www.hqusareur.army.mil/g3/road_conditions/default.asp

Early Closing

School may be closed early for a number of reasons, to include an accumulation of ice or snow during the day or failure of the heating, electrical, or plumbing systems. Early closing will most likely occur between 1000 and 1300 hours and will be announced on AFN as well as sent by email. If there is early closure, all after school activities and clubs will be cancelled.

LOST & FOUND

Children and parents should check the lost and found area whenever anything is lost. Items such as watches, glasses, and money are usually turned in to the office. The lost and found will be thoroughly emptied out at the end of each quarter. Unclaimed clothing articles will be donated to charity. Unclaimed eyeglasses will be turned over to the medical clinic at the end of the school year.

Proper labeling reduces conflict and makes items easily identifiable. Students should not bring large sums of money, expensive jewelry or other expensive items to school, computer games, toys, or portable tape, CD players or cell phones to school. **No items of monetary or sentimental value should be brought to school. The school cannot be responsible for lost, broken, or stolen articles.**

MEAL PROGRAM

Students eat in the multipurpose room. Hot lunch is provided by AAFES, which has been appointed the "School Food Authority." When available, the menu is published with the Grizzly Growler. The lunch menu is also available at <http://odin.aafes.com/nutrition/index.html>. Unannounced changes may occur due to lack of supplies. Students may purchase complete lunches, an additional entrée (lunch plus), juice, extra milk, and other healthy items. Please check your student's lunch account. Accounts may be set up to purchase lunch only or lunch and extras. Extras may also be purchased with cash.

The lunch schedule was not available at the time of publication. Please check with your child's teacher

Parents are strongly urged to use the school meal program at the school cafeteria or PX instead of sending lunch money. Money can be deposited into the student's lunch account at the school, the PX or online for a fee. Even if students only buy lunch or extras occasionally it is more convenient if students have an account. Please check the account often to ensure there are adequate funds.

You can now access your children's lunch accounts at home. This means that you can make payments (for a fee), look up the balance (at no charge), look at what your children have been purchasing, and get an email reminder to tell you that their children's account balance is low.

To use the service you will need to set up an account on www.shopmyexchange.com, click on the link for payment options. You will be redirected to meal pay plus and you will be given instructions on how to set it up.

There are a few important things that they will need to know first:

1. YOU WILL NEED YOUR CHILDREN'S ID NUMBERS FROM THE HORIZON SYSTEM. They will need to get this from the school cafeteria or PX. **THIS IS NOT THE PIN NUMBER. IT IS THE ID NUMBER.**
2. You will be asked for your address and state. **The state that you must choose is Armed Forces Europe AE.**
3. You will be asked for a school district. **The school district is AAFES-Grafenwoehr. Even if you go to school in Illesheim, Ansbach, Katterbach, Hohenfels, Vilseck or Netzaberg. The school district is always AAFES-Grafenwoehr.**

Hopefully this will help prevent some of the charges, as you can be reminded automatically by email if the account is low.

If you are new to the area you will still need to open a Horizon account at the PX or the school cafeteria. We recommend you do this at the school.

Prices will be announced shortly before the first day of school. Applications for free and reduced-price lunches may be obtained at the CYS registration office in Building 244. **Applications must be renewed each year beginning in August.**

The school nurse will contact parents of children who consistently arrive at school with no lunch or an inadequate lunch. Failure to resolve the problem may result in notification to the chain of command.

Due to the necessity for maximum security for our youngsters, students will not be allowed off the school grounds during the lunch period unless parents sign them out and accompany them. Parents may join their

child any day for lunch. If you choose to purchase a meal, we kindly ask that you pre-order by calling the school, 475-7133 no later than 9:15am.

Because sugar can impede students' learning, we respectfully request that parents ensure that candy and **sodas** are not brought to school. Milk or juice may be purchased for sack lunches. Any further questions about the meal programs should be directed to AAFES at 09641-925635.

Cafeteria SAFETY RULES & PROCEDURES include:

1. Use STAR behavior: **S**afety – walk and stand quietly in line, **T**ry your best – be polite, **A**ct responsibly – clean up, **R**espect yourself, others, and the environment – hands and feet to yourself.
2. Raise your hand if you need something or have a question.
3. Face forward.
4. Talk quietly with your neighbor sitting next to you so that everyone enjoys his or her meal.
5. Stay in your seat.
6. Food is for eating and nutrition, not for playing with or throwing.
7. Do not share food
8. Keep your hands and feet to yourself.
9. Stay off the equipment in the cafeteria.
10. Quietly line up
11. Severe offenses will result in an alternate seat for lunch and the school may contact parents.

MESSAGES FOR STUDENTS

We encourage family members to discuss before and after school student activities before children come to school in the morning. Any change in “normal routine” should be sent to the classroom teacher in writing. This can be a note or email. Email must be received by 12:00. Email the secretary, Principal and classroom teacher and ask for verification of receipt. Although messages, in writing from the parents, will be taken and delivered by the school office staff, we ask you to limit your message requests to those of an emergency nature. We cannot guarantee that messages received after 1415 hours can be delivered to children because of special activities and classes, which take place at that time. **Phone notification will not be accepted to change the end of the day routine.**

PARENT-TEACHER CONFERENCES

Parent conferences play an important part in your child's progress in school. Regular conferences will be scheduled at the end of the first quarter and the end of the third quarter. Additional conferences may be requested by the school if lack of academic progress or inappropriate behavior necessitates it.

If you wish to do so, contact the teacher by note and arrange a suitable time. Please do not drop in on a teacher unannounced, as this can be extremely disturbing to the class. The main office can assist you in making arrangements for a conference; however, final details are between the parent and the teacher. You are welcome to establish your own conference directly with the teacher.

PARENT, TEACHER, ASSOCIATION (PTA)

Grafenwoehr Elementary School PTA is an integral facet of our school. The PTA board meets monthly. General membership meetings are usually on the 3rd Thursday of every other month. Times and locations will always be announced prior to the meetings. PTA coordinates fundraisers such as school photos, T-shirt sales, and a book fair. PTA uses the money from these activities to sponsor special projects and purchase materials for the school.

We urge you to become an active member of Grafenwoehr Elementary School PTA. Dues for membership are collected each year, and may be paid at any PTA meeting. Board members are selected

each spring and assume their duties in May. Other parents are also needed to chair and facilitate a number of standing committees such as membership, T-shirt sales, school pictures, fundraisers, teacher appreciation week, field day, book fair, etc. Grafenwoehr Elementary School PTA is affiliated with the European Congress of American Parents, Teachers, and Students (ECAPTS). Become an active part of Grafenwoehr Elementary School – join PTA.

PARTIES

Four non-curricular parties may be held each year: Fall, Winter, Valentine’s Day, and End-of-the-Year. Although more cultural than religious, school parties which coincide with holy days may not be compatible with some religious faiths. Parents with such beliefs are welcome to sign their child out for the duration of the party.

Other celebrations may be conducted in conjunction with a unit such as Cultural Heritage Month or the 100th Day of School. Due to time constraints, birthday parties may not be held at school. With the approval of the teacher, healthy treats may be shared at the end of lunch or the end of the school day. Please coordinate with your child’s teacher.

PROGRESS REPORTS (REPORT CARDS)

Quarterly

Progress reports are distributed four times yearly, at the end of each marking period. A student must be in attendance for at least 20 days of the marking period before being assessed in academic areas. At the conclusion of the first marking period, the progress report will be given at parent-teacher conferences scheduled in November. For children for whom no conferences are scheduled following the third marking period, progress reports will be sent home on the **Thursday** following the end of the quarter. The final progress report will be distributed in June on the last day of school. It should be kept by parents and carried to the next school as a record of promotion, progress, etc. The receiving school will send for additional records. (Upon request, parents may also be given a copy of the permanent records to take with them when they withdraw their child from school.) For students leaving prior to the end of the year due to a family trip, progress reports will not be available until the last day of school and may be picked up throughout the summer.

Reporting to parents on the progress of their children is one of the most demanding duties educators have to accomplish. The following points should be kept in mind when evaluating your children’s progress reports:

- Your goals should be realistic for your children. All parents want the best work that their child can produce. Each child is an individual and will progress at different rates.
- Teachers evaluate each child’s progress according to the work produced in relation to the child’s ability and the knowledge and skills he/she can be expected to learn.
- Each child is encouraged to work to his/her full potential at all times.

Marking Codes

Grades K-3: Early childhood uses the following marks indicating developmental growth. These are not to be confused with standard grades as seen in intermediate grades.

Consistently Displayed	=	CD
Developing / Progressing	=	P
Not Yet Progressing	=	N
Not Addressed	=	<input checked="" type="checkbox"/>

These marks represent developmentally appropriate practice and identify a child's progress along a continuum.

Grade 4-5: Intermediate grades use the following grading scale and sub-content areas:

Excellent	=	A	90-100%
Very Good	=	B	80-89%
Good	=	C	70-79%
Minimal	=	D	60-69%
Failing	=	F	Below 60%
No Overall Grade	=	Z	

Honor roll is an "A" or "AB". GPA is not computed to determine honor roll.

Sub-Content Area Marking Codes

Shows Strength	=	+
Participates	=	P
More Participation Needed	=	/

Specialists' Grades

Teachers in specialist classes will use the following grading scale for K-3:

Shows Strength	=	+
Participates	=	P
More Participation Needed	=	/

Teachers in specials classes will use the following grading scale for 4th and 5th grade: E – Exceeds grade-level expectations; M – Meets grade-level expectations; S – Steady progress towards grade-level expectations; and L – Limited progress towards grade-level expectations. Grading procedures and scales for core class teachers will not change.

Teachers in specialist classes will use the following grading scale for 4-5:

Exceeds Expectations	=	E
Limited Progress	=	L
Meets Expectations	=	M
Steady Progress	=	S

Mid-Quarter

Mid-quarter Reports will be issued no later than the Friday of the end of the fifth week of each marking period. Reports are primarily intended to forewarn parents and students that the student's average at mid-quarter is less than C or has dropped two letter grades from the previous quarter. Although many teachers choose to inform parents of progress for all students, this is not required.

Since no single report can adequately present a full picture of student progress, parents are encouraged to maintain two-way communication with teachers on a regular basis. This contact can occur through telephone, email and written communication, as well as, regularly scheduled conferences.

GradeSpeed is also available for grades 4 and 5. Please let your teacher know you want a GradeSpeed account.

PROHIBITED ITEMS

The following items are not allowed at school, **other items maybe added at a later date.**

Any Weapon or Toy Weapon of any kind, including Guns, Knives, Razor Blades, etc.

Matches or lighters

Fireworks

Trading cards, to include, but not limited to, Yu-Gi-Oh Pokemon cards, etc.

Toys or other novelty items

Gum – Candy - Soda

Beepers, radios, CD / tape / or cassette players, MP3 players, video or computer games, cell phones, iphones, cameras, Nooks, Kindles, IPADS, etc.

In-line skates, skateboards, scooters, hee-lies

Football or baseballs

These items are not recommended to be sent to school. However, if a parent approves and these items are sent to school, the school **will not** be responsible for the loss, theft or damage to the item(s). If these items become a disruption a teacher / staff member may confiscate them and return to a parent.

Animals in the Classroom

The issue of animals in school is periodically raised at the school and district level. Usually, the complaints and concerns are brought forward about the presence of dogs in classrooms. Past concerns, brought to our attention by parents and teachers, center around the fact that some students may suffer from asthma and allergies aggravated by animals. This puts these particular students at a disadvantage during the instructional day, as they must deal with a health issue, which through no fault of their own, is created by the instructional environment. While some pets are very well trained, children are very impulsive. Regardless of the precautions that can be taken, any pet can have a "bad" day and bite students either intentionally or accidentally. Finally, some students have been distracted during the delivery of instruction by the presence or movements of animals in the classroom.

The issue of turtles and other reptiles and amphibians in the classroom has also come up and is, in itself, a serious issue and one that must be attended to. In 1975 the FDA (Food and Drug Administration) banned the sale of small turtles in the U.S. All small turtles and most of the larger turtles carry Salmonella, which, according to the U.S. Center of Disease Control (CDC), can cause severe illness in children. The CDC has stated that: "All turtles, regardless of size, should be handled as though they are infected [with Salmonella]" *. (See attached FDA flyer at end of handbook).

Based on these health, safety, and instructional reasons, we maintain a school policy that dogs, cats, turtles and other reptiles or amphibians, are not to be present in classrooms or in the school generally, at any time. We believe that enforcement of this policy is in the best interest of our students.

DoDEA Regulation 4800.1 “DoDEA Safety Program” states the following:

4.5.6. Ensure animals brought into the school have administrator approval after coordination with the school nurse and/or available records to ensure the animal’s presence will not trigger student/staff allergic reactions. These animals must also have veterinary clearance, except for animals kept in aquariums or sealed containers.

READING COUNTS

This program is a supplemental reading initiative that supports the community strategic plan with a focus on student achievement and school home partnerships. Students read and receive electronic feedback about materials they have read.

RECESS

At Grafenwoehr Elementary School, we believe all children should be safe. As part of STAR, playing includes, but not limited to:

1. Use STAR behavior: Safety – use equipment properly, Try your best – sportsmanship: play fair, Act responsibly – take care of equipment, Respect yourself, others, and the environment – hands and feet to yourself.
2. Walk to the playground area.
3. Go down the slide seated, one at a time. There should be no standing or walking on the slides.
4. Climb on each area of the equipment one at a time.
5. Run in areas away from the crowd and not on climbing equipment.
6. Do not climb or jump over the fence.
7. Sit on the swings and do not twist or spin.
8. Play soccer, basketball, softball, kickball, and Frisbee in areas away from the crowd.
9. No snowballs! Snow stays on the ground. Snowmen may be made with adult supervision.
10. Keeping hands and feet to oneself.
11. Footballs and baseballs are not permitted.

Students who do not play safely may be redirected to another area.

REGISTRATION

New students will start school one day following registration if all required paperwork has been completed by 1030 hours. This will enable the teaching staff to prepare desks, chairs, textbooks, and other materials. If paperwork is completed after 1030 the student will start 2 days after registration.

Parents should request to see a counselor at the time of registration if their child has any special needs.

The following information is needed to register pupils in school at any time:

- Copy of the sponsor's current orders - including dependents name(s)
- Up-to-date immunizations
- Copy of birth certificate (required for kindergarten and 1st grade) or current passport
- Sponsor or spouse (with military ID card) must sign the registration forms required by DoDDS

A child will not be allowed to start school unless immunized against the following or if any of the following are missing: Diphtheria, Pertussis, tetanus, polio, measles, rubella, mumps, hepatitis B series, chicken pox (or history of disease), hepatitis A series and Haemophilus influenza (Hib), Varicella series and TB test within the last five years. Immunizations must be current for a student to be able to start school.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee has been established under public law 95-651 and guidelines established by DoDEA. The committee consists of parents and educators, as well as representatives of the military community and the school administration. The purpose of the School Advisory Committee is to advise the principal on school policies, instructional programs, staffing as it relates to instructional resources, program evaluation, student standards of conduct, school meal programs, and other concerns that are brought to the committee by parents, educators, and the community. The strength of the committee is the positive working relationships fostered between school administration, parents, and educators.

Parents may become aware of problems that have not come to the attention of the school. They are encouraged to call the school or to bring these to the attention of members of the School Advisory Committee. By completing the SAC form found on the Grafenwoehr ES web page at <http://www.graf-es.eu.dodea.edu/> or when sent in the Grizzly Growler.

SCHOOL HOURS

Office Opens	0700
Teachers on Duty	0755
Students May Arrive	0810
Entrance Bell	0815
Tardy Bell/Instruction begins	0820
Prepare to Dismiss	1435
Dismissal Bell	1440
Teacher Duty Day Ends	1510
Office Closes	1600

SCHOOL SPIRIT

The school's mascot is the Grizzly Bear. It can be seen in various forms throughout the school. School colors are blue and gold/yellow. Every Friday is School Spirit Day. Students are encouraged to wear their school shirts or school colors. School shirts/spirit wear can be purchased through the PTA.

SCHOOL SUPPLIES

Textbooks, workbooks and other instructional supplies are provided by DoDDS on loan. The proper care and use of these items are expected. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear.

All other supplies needed by the student are to be purchased by parents. Please see itemized list below and check with the classroom teacher.

DoDDS Europe Website Supply List – All School Levels:

- Pens and pencils
- Rubber eraser
- Colored pencils
- Glue (sticks, bottled)
- Pocket folders
- Paper – loose leaf
- Book bag or backpack
- Spiral notebooks
- Plastic supply box
- Notebook dividers
- Bound composition book
- Highlighters
- Notebook – 3 ring binder
- Paints (watercolor)
- Colored markers
- Tissues (1 box, max)
- Planners
- Gym shoes

For Elementary Schools Only:

- Child's round end scissors
- Crayons
- Bath towel
- Paint shirt

Grafenwoehr Elementary School Supply List:

Kindergarten

- 4 packages of "Fat" primary pencils
- 1 bottle of Elmer's glue
- 1 pair of scissors round edged (fiskars preferred)
- 8 glue sticks (UHU preferred)
- 3 packages crayons (24 ct-Crayola Preferred)
- 2 pkgs colored markers (primary colors not bold)

- 1 package colored pencils
- 1 large box of tissues (puffs preferred)
- 1 book bag that will hold a folder
- 1 3-pronged pocket folder
- 1 bath towel for resting

Multiage 1st & 2nd grades

- 2 Large erasers
- 3 pkgs of pencils
- 2 box of crayons
- 2 bottles of 'white' glue OR 4 glue sticks
- 1 spiral notebook
- 1 pair of scissors (Fiskars preferred)
- 3 x 3 pronged pocket folders
- 2 pocket folders
- 1 box washable markers or 1 box of colored pencils
- 2 pkgs of loose leaf paper
- 1 black and white composition book "wide ruled"

Grade 1

- 24 Pencils
- 2 rubber erasers
- 2 highlighters
- 3 boxes of 24 crayons
- 1 pkg colored pencils
- 1 pair round-end scissors
- 8-10 LARGE glue sticks (UHU preferred)
- 1 set watercolor paints
- 1 box of tissues
- 5 solid color pocket folders (2 with 3-prongs, 3 without—NO designs, NOT plastic)
- 3 spiral notebooks, wide ruled • 1 soft cover 3-ring binder (blue preferred)
- Backpack large enough to carry soft cover 3-ring binder and books
- BOYS: washable markers (8 colors)
- GIRLS: wide rule loose leaf paper

Grade 2

- 24 Pencils
- 2 rubber erasers
- 2 highlighters
- 3 boxes of 24 crayons
- 1 pkg colored pencils
- 1 pair round-end scissors
- 8-10 LARGE glue sticks (UHU preferred)
- 1 set watercolor paints
- 1 box of tissues

- 5 solid color pocket folders (2 with 3-prongs, 3 without—NO designs, NOT plastic)
- 3 spiral notebooks, wide ruled
- 1 soft cover 3-ring binder (blue preferred)
- Backpack large enough to carry soft cover 3-ring binder and books
- BOYS: washable markers (8 colors)
- GIRLS: wide rule loose leaf paper

Grade 3

- 20 pencils with erasers
- 1 rubber eraser
- 4 glue sticks, 1 bottle
- 2 boxes of crayons (24 count)
- 1 box of colored pencils
- 1 highlighter
- 2 bound composition books, lines only
- 1 spiral notebook
- 3 packages loose leaf paper
- 4 folders with pockets (1 yellow, 1 red, 1 blue, 1 green)
- 1 pair of scissors (fiskars or dura sharp)
- 1 family size box of tissues
- 1 backpack
- Pens 2 (green, purple or orange ink)
- Colored markers 1 box
- Gym shoes 1 pair

Grade 4

- 5 Glue sticks (preferably UHU)
- 6 3-Pronged pocket folders (different colors)
- 1 Spiral notebook paper (80 Pages)
- 2 Boxes crayons (24 count Crayola)
- 5 Composition books (lines only)
- 1 Package colored pencils
- 2 Packages #2 pencils (preferably Ticonderoga or Black Warrior)
- 1 Yellow highlighter
- 3 Packages wide ruled loose leaf paper
- 1 box tissue
- 1 pair child's round end scissors
- Gym shoes (on PE days)
- 3 large erasers (preferably pink pet)
- 1 3-Ring supply bag
- 1 Backpack

Grade 5

- #2 pencils (2 packages preferably Ticonderoga or Black Warrior)
- Rubber eraser
- Colored pencils (2 packs)

- 5 Glue sticks and 1 bottle glue
- 1 Pocket folder
- Book bag
- 3-ring Binder with Dividers
- 2 Spiral Notebooks (8.5" x 11" paper)
- 2 Bound Composition Books
- Gym Shoes (PE Days)
- Tissues (1 box)
- Loose leaf paper (4 pkgs)
- Boxed Crayons (1 pack)
- Child's round end scissors

PSCD

- 2 box crayons (24 colors should be plenty)
- 1 box washable markers
- 1 watercolor painting set
- 1 composition book (black and white cover)
- 4 Glue Sticks
- 1 box of tissues
- 2 boxes of graham crackers
- 2 boxes of 'Nilla wafers
- 1 jar 48 oz applesauce (any variety)
- 4 packages simply add water type muffin mix
- 2 boxes of unscented wet wipes

SCHOOL-WIDE PARENT NEWSLETTER – THE GRIZZLY GROWLER

School-wide parent newsletters are sent electronically. Please ensure the office has all emails you want to receive information.

Although most office communication will be sent through e-mail, occasional notices will be sent home through the CMR or brought home by the student. Published dates and times are always subject to change. Parents are encouraged to sit down daily with their child to review homework and other school information that may have been sent home with the child.

STUDENT RIGHTS AND RESPONSIBILITIES

DoDEA Administrative Instruction 2051.02

http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

The following pages represent an overview of the Administrative Instruction. Please see the above link for the entire instruction.



Department of Defense Education Activity **ADMINISTRATIVE INSTRUCTION**

NUMBER 2051.02

Date: April 17, 2012

GENERAL COUNSEL

SUBJECT: Student Rights and Responsibilities

References: See Enclosure 1.

1. PURPOSE. This Administrative Instruction replaces DoDEA Manual 2051.2 (Reference (a)), and Director of Department of Defense Education Activity (DoDEA) Memorandum (Reference (b)), under the authority of DoD Directive 1342.20 (Reference (c)), to update policy and responsibilities for students' rights for all students enrolled in schools under the Department of Defense Education Activity (DoDEA), including both Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) and Department of Defense Dependents Schools (DoDDS).

2. APPLICABILITY. This Administrative Instruction applies to:

a. The Office of the Director, DoDEA; the Director, DDESS, and DoDDS, Cuba (DDESS/DoDDS-Cuba); the Director, DoDDS, Europe (DoDDS-E); the Director, DoDDS, Pacific, and DDESS, Guam (DoDDS-P/DDESS-Guam) (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents, School Principals, Teachers, and Support Staff.

b. All students enrolled or participating in, or traveling to or from school programs or activities, including home-schooled students who use or receive auxiliary services and/or attend courses/classes/activities in DoDEA schools or settings.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that:

a. The following rights are retained by students:

(1) Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160 (Reference (d)), Director of Department of Defense Education Activity Memorandum (Reference (e)), DoDEA Administrative Instruction 2500.14 (Reference (f)), and DoD Instruction 1342.12 (Reference (g)), without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

(2) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyberbullying), drugs and alcohol, and other unwanted conduct, consistent with References (d) – (g) and DoDEA Director Memorandum “Safe and Drug Free Schools” (Reference (h)).

(3) Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution (Reference (i)); freedom from unwarranted search and seizure under Amendment IV of Reference (i); and due process under Amendment V of Reference (i). These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.

(4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (Reference (j)).

b. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

c. This Administrative Instruction shall not be construed to limit the authority of DoDEA or its employees to maintain order and discipline in accordance with Reference (j).

d. Schools allow equal access to school facilities by student sponsored noncurriculum related activities if a school allows any such student group access to school facilities in accordance with the standards set forth in Enclosure 4.

e. This Administrative Instruction creates no rights or remedies other than those already in law or other regulation, and does not establish a basis independent of such other law or regulation and may not be relied upon by any person, organization, or other entity to allege a denial of any rights or remedies in any administrative, judicial or other forum.

5. RESPONSIBILITIES. See Enclosure 2.

6. EFFECTIVE DATE. This Administrative Instruction is effective beginning School Year 2012-2013



Marilee Fitzgerald
Director

Enclosures:

1. References
 2. Responsibilities
 3. Student Rights And Responsibilities And Related School Duties
 4. Standards for Disallowing Student Expressive Rights
- Glossary

STUDY TRIPS

These excursions are primarily used to enrich the regular classroom instruction and to participate in Host Nation cultural activities.

Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent and returned to the school. Failure to return the signed permission slip in a timely manner may mean that the child will be unable to participate in the trip. Please understand that study trips are only authorized for children attending Grafenwoehr Elementary School. If you agree to chaperone a class on a study trip, **please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on the study trips.**

If a student has shown patterns of poor behavior, poor self-control, and/or the inability to follow adult directions, he/she may not be allowed to participate in the study trip or a parent may be required to chaperone to ensure the students participation on the trip. If the parent is unavailable, alternate activities may be planned for the student to remain at school.

A high standard of conduct and appearance is expected of pupils on study trips. They represent America to the local nationals who observe them. Students will be instructed not to purchase toy weapons or food items that relate to tobacco or alcohol products (i.e. candy cigarettes, chocolates containing alcohol centers), while on school sponsored study trips. Students who violate this policy may be subject to suspension. **According to regulation, parents/chaperones are asked to refrain from using tobacco or alcohol products while in the presence of DoDDS students.**

TARDINESS

Parents should make every effort to ensure their children arrive at school on time. Students may arrive at school beginning at 0810 to line up orderly and be ready to enter the building. Students should be in their seats and ready to work by the tardy bell at 0820. Students arriving after this time will be marked as tardy. Parent/Guardian must sign their child in at the office after 0820. If children are consistently tardy, chain of command will be notified.

TELEPHONE SERVICES

Staff members can be reached by calling DSN 475-7133/6132 or CIV 09641-83-7133/6132.

Students are not permitted to use the telephone without permission from the teacher or another school official. Students may not use the telephone to arrange sleepovers, ask for forgotten homework, etc. The use of school telephones by students is reserved for **emergency** situations, and this should be emphasized at home. Please keep your requests for us to deliver telephone messages to your children to an absolute minimum. Any change for the end of the day must be in writing. It can be a note or an email but must be dated and have the specifics of the change and when it is to occur. Changes cannot be taken over the phone or in a conversation. If you email, please email the teacher, the secretary and the principal. Phone messages will **not** be accepted. Students are not permitted to use cell phones during the school day it is recommended that cell phones should not be brought to school by students. If you choose to send a cell phone, the student must keep it out of site and secured during the school day.

TRAFFIC SAFETY

The school administration requests that parents constantly remind their children to practice good traffic safety habits. Children living in on-post housing must be reminded to cross the streets only at marked crossings. Please do not drive into the school bus loading area. This is a highly congested area and with our main interest being safety of our children, we request that you adhere to the above policy. Vehicles that violate traffic signs will be reported to the MP's.

Proper conduct aboard buses is also essential. Children must not be rowdy or create diversions that distract the driver from his/her concentration on driving.

Please do not walk between the buses at anytime. This is a safety issue and could lead to a child copycatting the adult resulting in serious injuries. Please enter or exit the bus area at the "end" of the sidewalk using the crosswalk and not near buses.

TRANSFER/WITHDRAWAL OF STUDENTS

The sponsor will notify the school office, in writing, of the child's last day of attendance. One week's advance notification (five school days) is required in order to prepare the relevant records. A parental request and a copy of the sponsor's PCS orders are needed in order for the school registrar to release the student's records. Students may not sign for school records.

Students must be present 20 days within each quarter to receive marks on the progress report. Students leaving during the first, second, or third quarters prior to the 20-day limit will receive the comment, "Insufficient attendance to assess." If a student is withdrawn during the fourth quarter, and is doing well academically, prior to the 20-day limit, they will receive the comment, "Had _____ remained at Grafenwoehr Elementary School until the end of the year, he or she would have been promoted to the next grade."

Acceleration is not the same as withdrawal. Please see acceleration policy.

TRANSPORTATION

The School Transportation Office (STO) is responsible for arranging bus transportation for your child. All problems pertaining to bus service including pick-up and delivery, student conduct, and incidents involving buses should be directed to the STO Transportation Specialist (Location at Netzaberg Middle School Civ: 09641-917-9254 or DSN 472-9254)

Conduct On School Buses

Parents are responsible for insuring that their children meet their buses on time and conduct themselves appropriately while waiting for the bus to arrive. ***If a student's behavior hinders the safe operation of the bus, the privilege of using the school bus is withdrawn. All problems pertaining to student conduct and behavior on the school bus should be directed to the STO Transportation Specialist (09645-917-9254 or DSN 472-9254).*** At the time of bus registration, all parents should receive a copy of the school bus policies. It is important that all parents along with their children review this document.

Parents, we also ask that you do not take your child off the bus while the buses are at school. Please do not board the bus. If you need to take your child off the bus please contact the staff member on duty. ID will be required to remove a child from the bus. If the person making the request is not a parent he/she must be on the emergency contact list.

VISITORS

We are delighted to have visitors at our school. We require that all visitors sign in at the front office and obtain either a visitor or volunteer badge to wear while in the building. We are a 100% ID check facility. You must have your ID card on you. Parents should not interrupt classes to speak with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance to meet with your child's teacher. Parents are always welcome to attend assemblies, exhibits, and evening programs, which are announced in the Grizzly Growler.

Parents may feel free to meet with the principal at any time without an appointment. However, making an appointment ahead of time ensures that the principal will be available to meet with you.

Students arriving late must be signed in at the office. Students being taken from school before the end of the school day must be signed out in the office by a parent or emergency contact listed on the official registration with parent permission.

VOLUNTEER PROGRAMS

Grafenwoehr Elementary School has had a very successful school volunteer program. It is our hope that it will continue to be an integral part of our school program. It is our belief that everyone involved in the school/community volunteer program will benefit: the school, the teachers, the community resource person, and most importantly, the students.

Some of the ways volunteers could give service to the schools are:

- Work in the information center
- Work with small reading and math groups
- Do word processing or operate the copier for teachers
- Correct workbooks, papers, etc.
- Assist in preventive dentistry program
- Screen vision of students
- Help as classroom volunteers
- Share special talents
- Tutor students

All volunteers wishing to participate within the school must complete the Grafenwoehr Elementary School Local Background Check. Volunteers must complete a new local background check every year. Though it is not necessary to train with the American Red Cross, we do encourage you to take advantage of their excellent training as a volunteer. The USAG-G Red Cross may be reached in Vilseck at 476-1760. One of the many reasons for taking this training is so that you can participate in the volunteer recognition system. Please make arrangements for your preschool children while volunteering at school. After completing the school's background check, you can log onto www.myarmylifetoo.com to apply as a classroom volunteer. When you are accepted you can start logging in your hours from school or home. If you are interested in becoming a school volunteer, please call or stop by the school for more information.

INSTALLATION SERVICES

School Liaison Officer (SLO). The USAG-G SLO provides information and assistance to schools, parents, students and commands. Contact can be made through the Headquarters at 475-1770 or 09641-831770. SLO services include information and referral, children and youth programs, home and host nation schooling, command support for education, student advocacy and transition information to and from OCONUS.

Child Supervision Guidance Policy. The Department of Army Installation Management Agency Policy on Child-Supervision Guidance is included in this handbook to assist parents and other community members in safeguarding children.

Children and Youth Programs. Information on contact numbers, POC information, schedules, and registration materials for Child Development Services, School Age Services, Teen Centers, Youth Sports, Child Home Alone Training, School Free/Reduced Lunch Program and FCC providers can be obtained through CYS Central Registration at 475-6656 (Bldg 244, Grafenwoehr).

Customer Evaluation. All installation customers are encouraged to provide direct feedback to organizations and managers on post. A computerized option is also available through the installation's Interactive Customer Evaluation (ICE) system located at ice.disa.mil

Home School and German School. Sponsors of children age 6 to 18 who do not attend a DOD school are required to complete the one-page parental choice form (AE Form 352-1B) that is available from the School Liaison Officer (475-1770) and return the signed form to the School Liaison Officer (Grafenwoehr, Building 621). Sponsors should complete the form within 30 days of arrival in the community or within 30 days of withdrawal of a student from a DOD school.

Volunteers. All volunteers who work with children must annually complete a background application through the Military Police, Army Substance Abuse Program, Family Advocacy Program / Social Work Services, Installation Family Housing Office and Medical Treatment Facility and be cleared to work in the school. Volunteers should also periodically report volunteer hours to www.myarmylifetoo.com.

WIC (Women, Infants and Children). This is not a school program but DODDS wants all parents with children under age 5 to be aware of this very helpful program. Please contact the WIC Office in Vilseck at 476-3790 to determine if you are eligible for this program that provides supplemental nutritious foods, nutrition education and referrals to other health agencies. The program can save you money.



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

Table 1
Army in Europe Child-Supervision Guidelines

Age or Grade of Child	May Be Left Alone at Home	May Be Left Alone Overnight	May Be Left Outside Unattended (Including Playing)	May Be Left Unattended in a Car	May Babysit Siblings	May Babysit Others (Besides Siblings)
Newborn through age 4	No	No	No	No	No	No
Kindergarten through grade 5	No (note 1).	No	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. 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). Grades 4 and 5: Yes, if in a playground or yard with ready access to adult supervision.	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, for up to 10 minutes (for example, when an adult is picking up mail or paying for gasoline) if the keys have been removed and the handbrake applied (notes 3 and 5). 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).

NOTES:

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.
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)."
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?"
4. Ready access is defined as "as a minimum, telephone access and telephone number of each person designated as adult supervision."
5. Children may have difficulty assessing dangerous weather conditions (for example, extreme heat or cold) and taking action to protect themselves.
6. Red Cross or CYSS babysitting training is strongly recommended.

Age	4¼ - 5	6	7	8	9	10	11
Grade	Kindergarten	1st	2d	3d	4th	5th	6th
Age	12	13	14	15	16	17 - 18	
Grade	7th	8th	9th	10th	11th	12th	

Supervision Level	Definition	School Grade/Age Range	Supervision Options
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"> • Child development center (CDC) • Family childcare • School-age services (SAS) <p>Community resources:</p> <ul style="list-style-type: none"> • In-home babysitter • Nanny • Schools • Host-nation CDC and SAS programs • Other host-nation programs
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"> • Clubs and volunteer activities • Instructional classes • Middle-school programs • Neighborhood Activity Homes • Team sports <p>Community resources:</p> <ul style="list-style-type: none"> • Churches • Designated adult • Host-nation programs • Schools • Scouts • Youth centers
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.		



GUIDE TO CHILD SUPERVISION

From the USAREUR Child Supervision Policy (June 2008)

****Children with a history of Attention Deficit Hyperactivity Disorder (ADHD), Attention Deficit Disorder (ADD), Developmental Delay, behavior problems, impulsivity, psychiatric problems or other impairments should NOT be given the degree of self management/responsibility allowed in the policy.****

HOME ALONE?

- Birth-5th grade NEVER
- Grades 6 & 7 Up to 6 hours with access to adult supervision (never overnight)
- Grades 8 & 9 YES (NEVER overnight)
- Grades 10, 11 & 12 YES (may be alone for up to 48 hours, but an adult neighbor or adult friend must check on them at least every 12 hours)

BABYSITTING?

- Birth-5th grade NEVER (this includes watching younger siblings outside)
- Grade 6 may babysit (siblings ONLY and siblings must be over 2 years old) up to three hours with adult supervision
- Grade 7 up to 6 hours with ready access to adult supervision (NEVER overnight)
- Grades 10, 11 & 12 YES

UNATTENDED IN A VEHICLE?

- Birth-3rd grade NEVER
- Grades 4 & 5 YES for up to 10 minutes (keys removed and handbrake applied)
- Grades 6-12 YES

UNATTENDED OUTSIDE?

- Birth-4 years NEVER
- K-5th grade YES if in a playground or yard (MUST be in sight or hearing distance from a parent or supervising adult AT ALL TIMES)

- Grades 6 & 7 YES up to 6 hours (with access to adult supervision)
- Grades 8 & up YES

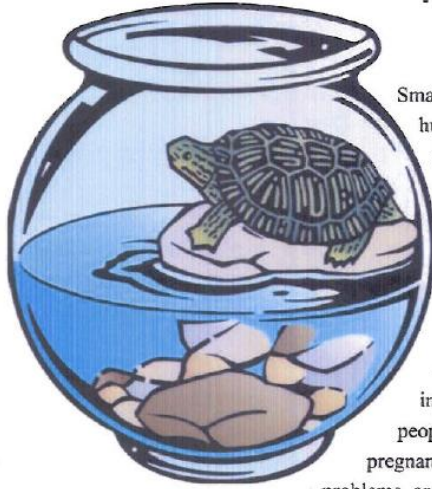
Further information can be obtained at www.aeim.hqusaareur.army.mil or ACS for a copy of the Child Supervision Guidelines

FAILURE TO EXERCISE PARENTAL RESPONSIBILITES MAY CONSTITUTE CHILD NEGLECT

THE FAMILY ADVOCACY PROGRAM Ansbach 467-2516 09802832516// Illesheim 467-4752 09841834752

ALERT TO PARENTS

PET TURTLES MAY BE HARMFUL TO YOUR CHILDREN'S HEALTH



Small turtles are a source of a disease called salmonellosis in humans. Salmonellosis is an infection of the intestines caused by bacteria called *Salmonella*. Symptoms of the disease may include diarrhea, stomach pain, nausea, vomiting, fever and headache. Symptoms begin in 6 to 72 hours (usually 12 to 36 hours) after a person is exposed to *Salmonella*, and they generally last for 2 to 7 days.

Anyone can get *Salmonella* infection, but the risk is highest in infants and young children as well as the elderly, and people who have lowered natural resistance to disease due to pregnancy, cancer, chemotherapy, organ transplants, diabetes, liver problems, or other diseases.

Salmonella are naturally occurring bacteria in turtles and those with *Salmonella* usually do not appear sick in any way. In addition, turtles do not shed *Salmonella* all of the time. So, just because a turtle might have one negative test for *Salmonella* doesn't mean that they are not infected. It could mean that the turtle was not shedding *Salmonella* on the day it was tested.

The sale of turtles with a carapace* length of less than 4 inches has been banned in the U.S. since 1975 because of the public health impact of turtle-associated salmonellosis. This regulation is enforced by the Food and Drug Administration (FDA) in cooperation with State and local health jurisdictions. Experts estimate that the regulation has prevented about 100,000 cases of salmonellosis per year. However, there has been an increase in the sale of turtles in recent years

Alert to parents and other persons responsible for the care of children:

- The sale of small turtles for pets is illegal.
- Be alert for turtles in petting zoos, parks, child day care facilities, or other locations where children may be.
- If you come in contact or handle turtles or their housing, be sure to wash your hands thoroughly with soap and water.

*Thick shell that covers the back of a turtle



Food and Drug Administration, Center for Veterinary Medicine
7519 Standish Place, HFV-12, Rockville, Maryland 20855
Telephone: (240) 276-9300 FAX: (240) 276-9115

Printed July 2005



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.

IMGF-ZA

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.

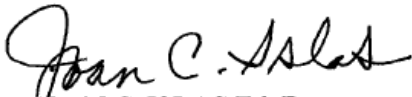
e. Provide referrals to counseling services, such as Social Work Services, Garrison Chaplain and Military Family Life Consultants.

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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:

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GLOSSARY OF DoDDS ACRONYMS

GRAFENWOEHR ELEMENTARY SCHOOL

UNIT 28127

APO AE 09114

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hypertension Disorder
AIR	Artist in Residence
CI	Communication Impaired
CMRB	Civilian Misconduct Review Board
COMP ED	Compensatory Education
COT	Co-teaching
CONUS	Continental United States
CSC	Case Study Committee
DAC	District Advisory Committee
DAP	Developmentally Appropriate Practice
DARE	Drug Abuse Resistance Education
DDESS	Domestic Dependent Elementary and Secondary Schools
DoDDS	Department of Defense Dependent Schools
DoDEA	Department of Defense Education Activity
DSO	District Superintendent's Office
ECAPTS	European Congress of American Parents, Teachers, and Students
ECE	Early Childhood Education
EDIS	Early Developmental Intervention Services
ESL	English as a Second Language
FAST	Families And Schools Together
GES	Grafenwoehr Elementary School
IAC	Installation Advisory Committee
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
LARC	Language Arts Committee
LARS	Language Arts Reading Specialist
LI	Learning Impaired
LRE	Least Restrictive Environment
NCA	North Central Accreditation
PE	Physical Education
PESA	Parent Expectations Support Achievement
POUT	Pull Out Services
PTR	Pupil Teacher Ratio
PTSA	Parent-teacher Student Association
REACH	Raising Expectations and Children's Hopes
SAC	School Advisory Committee
SBO	School Bus Office
SHCP	School Home Community Partnership
SILT	School Improvement Leadership Team
SIP	School Improvement Program
SLO	School's Liaison Officer
SWEP	School-wide Enrichment Program
TAG	Talented and Gifted
TESA	Teacher Expectations and Student Achievement

Please return this form to the school office after ten days of receipt.

SY 2012-2013

MEMORANDUM of Understanding

SUBJECT: Parent-Student Handbook

My child(ren) and I have both read and understand the rules contained within the Grafenwoehr Elementary School Parent-Student Handbook. We further understand that any offenses against the rules will result in bearing responsibility for disciplinary action.

Please list all school age students, grades and teachers below.

Student(s) (Printed Name) Grade/Teacher

Student(s) (Printed Name) Grade/Teacher

Student(s) (Printed Name) Grade/Teacher

Student(s) (Printed Name) Grade/Teacher

Student(s) (Printed Name) Grade/Teacher

Parent Signature

Date