



Student/Parent Handbook

2012-2013



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
HAINERBERG ELEMENTARY SCHOOL
UNIT 29647 Box 0086
APO AE 09005-9647**



Welcome Parents and Students

The first day of school is quickly approaching and we wanted to be sure you have all the information you need to make the transition back to school easy for everyone. A new school year is always exciting. Our focus will be on providing each child with new challenges that will result in a rewarding school experience. Academic emphasis on the core content areas of reading, language arts, writing, science, social studies, and math will remain a priority as well as providing a learning program that builds on each year to enable your child to reach DoDEA standards. Instruction in the fine arts, foreign language, technology, host nation, and physical education complete our program providing each student with the opportunity to develop areas of interest and skill.

This handbook was designed with you in mind to better help you learn what Hainerberg Elementary School (HES) is all about. We ask that you use this guide as a resource throughout the course of the school year so that you will have a basic knowledge of some of the policies, procedures, practices, and programs that will affect you and your child. Information regarding student expectations, progress reporting, academic schedules, extra-curricular programs, health services, and bus safety are just some of the many entries you'll find within this handbook. Parents are asked to review its contents and to discuss items with students.

Since this handbook offers only a snapshot of what HES is all about, students, parents, and visitors are encouraged to ask questions to school staff at anytime so that individual's needs can be addressed and met.

In collaboration between the school and home, we invite you to work alongside us at the school site so that the educational programs at the school will be enhanced, fulfilling, and rewarding for all involved. I encourage you to join us at school activities establishing strong foundations and being positive role models for your children.

On behalf of the entire Hainerberg ES staff, I welcome you and know that we look forward to great opportunities and new discoveries ahead! If you have any questions, please do not hesitate to call or email me at 0611-408-0354 or Principal.HainerbergES@eu.dodea.edu. I look forward to working with you and your child throughout the school year to provide a productive and safe learning environment that supports student success. Once again, welcome to the new school year. We will do all we can to make it a great one and we know you will, too.

A handwritten signature in cursive script that reads "Penelope A. Miller-Smith".

Mrs. Penelope A. Miller-Smith

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SCHOOL ACCREDITATION

We are pleased to inform you that our school has earned the North Central Association of Colleges and Schools Improvement in 2009. This accreditation has been revalidated annually without citations since 1982. Our membership in this association means that this school has met those conditions and standards of excellence as defined by the accrediting (CASI/AdvancEd).

Accreditation is a voluntary method of quality assurance developed more than 100 years ago by American universities and secondary schools.

Today, to demonstrate educational quality, accreditation is used by education providers of all types from traditional schools to distance learning providers to tutoring centers serving all ages of students from toddlers to adults. Accreditation engages the school community in meeting high quality standards, implementing a continuous improvement process, and engaging in quality assurance through internal and external review.

A school's commitment to accreditation assures parents and the community that the school is focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation. An accredited school adheres to high quality standards based on the latest research and successful professional practices.

AdvancED accreditation means that your school has opened its doors to review and support from an organization bringing 100 years of experience in improving educational quality.

Students who attend a school accredited by AdvancED can rest assured that the school is committed to raising student performance and held accountable for improving student learning on a continual basis.

Accreditation means that students have:

- Qualified teachers who are continually working to improve their practices and teaching methods in order to increase student performance;
- Access to a rich, diverse, and sound curriculum;
- Access to a range of student activities and support services;

To earn accreditation schools must:

1. Meet the AdvancED standards.

The standards require that schools have a clear vision and purpose; have effective and responsive leadership; have a rigorous curriculum taught through sound, research-based methods; collect, report, and use performance results; provide adequate resources and support for its educational programs; value and communicate with stakeholders; and have a commitment to continuously improve.

2. Engage in a continuous process of improvement.

Accredited schools are committed to being better today than they were yesterday. The schools identify a shared vision, maintain a school-wide profile of the current reality, establish plans and assess the implementation of interventions, and document the results of their efforts to improve student learning and school effectiveness.

3. Demonstrate quality assurance through internal and external review.

Internal review involves the schools and their stakeholders. External review involves feedback from experienced educators outside the schools.

THE MISSION OF DoDEA

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

DoDEA Vision Statement

Communities Investing in Success for ALL Students.

HAINERBERG ELEMENTARY SCHOOL MISSION STATEMENT

MISSION STATEMENT

The mission of Hainerberg Elementary School is to provide exemplary educational programs that inspires and prepares all students for success in a global environment.

CONTINUOUS SCHOOL IMPROVEMENT GOALS

Goal 1:

By 2014, 75% or more of our student population will be able to communicate and apply mathematical concepts through computation, problem solving, modeling, real life situations and interpretation of data as measured by various assessments.

Goal 2:

By 2014, 75% or more of our student population will be able to write responses that demonstrate knowledge through the use of reading and writing strategies that interpret and extend the use of information from texts *across the curriculum* as measured by various assessments.

HAINERBERG ELEMENTARY SCHOOL VISION STATEMENT

Students, teachers and parents...Learning for a lifetime!

DAILY SCHOOL SCHEDULE

The school day has been established as follows:

SURE START

0850 Students may enter classroom
0900 Instruction begins
1430 Dismissal

KINDERGARTEN THROUGH FIFTH GRADES

REGULAR BELL		HALF DAY 11:00 (30 min. rotations)		2 HOUR DELAY (30 min. rotations)	
7:40	Buser's Enter K-2 Old MPR 3-5 New MPR	7:40	Buser's Enter K-2 Old MPR 3-5 New MPR	9:40	Buser's Enter K-2 Old MPR 3-5 New MPR
8:05	Walkers Enter	8:05	Walkers Enter	10:05	Walkers Enter
8:10	School Starts	8:10	School Starts	10:10	School Starts
8:15	Late Bell	8:15	Late Bell	10:15	Late Bell
8:15 to 8:30	Opening	8:15 to 8:45	Opening		Opening
8:30 to 9:30	Period 1	8:45 to 9:15	Period 1		Period 1
9:35 to 10:35	Period 2	9:20 to 9:50	Period 2		Period 2
10:40-11:40	Period 3/PREP	9:55 to 10:25	Period 2		Period 3/PREP
11:45 to 12:30	Lunch	10:30 to 11:00	Period 4		Lunch
12:30 to 1:30	Period 3	11:00	End of Day		Period 3
1:35 to 2:35	Period 4				Period 4
2:35	End of Day			2:35	End of Day

GRADE	RECESS	LUNCH	Yellow Weather Day Recess (10 minutes outdoors)	Indoor Recess 30 Min. Lunch
4 th	11:05 to 11:25	11:30 to 11:50	11:15 to 11:25	11:30 to 12:00
1 st	11:05 to 11:25	11:30 to 11:50	11:15 to 11:25	11:30 to 12:00
5 th	11:30 to 11:50	11:55 to 12:15	11:40 to 11:50	12:00 to 12:30
kindergarten	11:30 to 11:50	11:55 to 12:15	11:40 to 11:50	12:00 to 12:30
3 rd	11:55 to 12:15	12:20 to 12:40	12:05 to 12:15	12:30 to 1:00
2 nd		12:20 to 12:40		12:30 to 1:00

SCHOOL TELEPHONE NUMBERS

RM#	OFFICE	MILITARY #	CIVILIAN#
101	MAIN OFFICE: Attendance FAX	335-5354	0611-408-0354 0611-74-123
111	REGISTRAR	335-5355	0611-408-0355

All staff members can be reached by leaving a message with the secretary in the Main Office. Messages are usually left in distribution boxes as uninterrupted instructional time is a priority.

SCHOOL MAILING ADDRESSES

Hainerberg Elementary School	Hainerberg Elementary School
Unit 29647 Box 86	Geb. 07778 Texasstrasse
APO AE 09005-0086	68189 Wiesbaden

WIESBADEN SCHOOLS' 2012-2013 SCHOOL CALENDAR

DATE	TIME	EVENT	DATE	TIME	EVENT
		FIRST QUARTER			SECOND QUARTER
Wed, Aug 22 nd		All DoDEA-E teachers return to work			
	11:00	USAG-Wiesbaden Welcome Back			
Thurs, Aug 23 rd	1000-1100	New Kindergarten Orientation at HES	Mon, Nov 5 th		Beginning Of 2 nd Quarter
Thurs, Aug 23 rd	1100-1230	New Student Orientation: Aukamm Elementary & Hainerberg Elementary	Thurs, Nov 8 ^{th-9th}	NO SCHOOL	Parent Teacher Conferences Elementary School
	1230-1400	Wiesbaden Middle School	Thurs, Nov 8 th		Wiesbaden MS/HS
	1400-1530	Wiesbaden High School	Fri, Nov 9 th		USAREUR TRAINING HOLIDAY
Mon, Aug 27 th		1 st Day of school (1 st – 12 th) Beginning of First Quarter and Semester	Mon, Nov 12 th	NO SCHOOL	Veteran's Day
Fri, Aug 31 st	Half-Day	Half-Day School for Students Second Half of the Day Staff Online Training			
Mon, Sept 3 th		USAREUR TRAINING HOLIDAY	Thurs & Fri, Nov 22 nd & 23 rd	NO SCHOOL	THANKSGIVING BREAK
	NO SCHOOL	Labor Day - FEDERAL HOLIDAY			USAREUR TRAINING HOLIDAY
Tues, Sept 4 th		1 st Day of School for Kindergarten	Mon-Fri, Dec 24 th -31 st & Jan 1 st -4 th	NO SCHOOL	WINTER BREAK
Wed, Sept 5 th	1600-1730 1600-1730	Aukamm's Open House Hainerberg's Open House	Mon, Dec 31 st Tues, Jan 1 st		USAREUR TRAINING HOLIDAY FEDERAL HOLIDAY
Thurs, Sept 6 th	1600-1800	Wiesbaden Middle School Open House			
Tues, Sept 11 th		1 st day of school for Sure Start	Mon, Jan 7 th		SCHOOL RESUMES
Thurs, Sept 13 th		Sure Start Begins at HES	Fri, Jan 18 th		USAREUR TRAINING HOLIDAY
Thurs, Sept 13 th	1730-1900	Wiesbaden High School Open House	Mon, Jan 21 st	NO SCHOOL	Martin Luther King, Jr. Day-Federal Holiday
Fri, Oct 5 th		Teacher Professional Day (CSI Day)			
Fri, Oct 5 th		USAREUR TRAINING HOLIDAY			USAREUR TRAINING HOLIDAY
Mon, Oct 8 th	NO SCHOOL	Columbus Day – FEDERAL HOLIDAY	Thurs, Jan 24 th		2 nd Quarter and 1 st Semester Ends (45 days of classroom instruction)
Thurs, Nov 1 st		End of 1 st Quarter (47 days of classroom instruction)	Fri, Jan 25 th	NO SCHOOL	Teacher Work Day
Fri, Nov 2 nd	NO SCHOOL	Teacher Work Day			

DATE	TIME	EVENT
		THIRD QUARTER
Mon, Jan 28 th		3 rd Quarter starts/2 nd Semester starts
Wed, Jan 30 th		Report Cards go home
Fri, Feb 1 st	NO SCHOOL	ELEMENTARY ONLY: Aukamm Elementary & Hainerberg Elementary Parent Teacher Conferences
Fri, Feb 15 th	NO SCHOOL	Aukamm Elementary, Hainerberg Elementary & Wiesbaden Middle School Teacher Professional Day (Tentative)
Fri, Feb 15 th		USAREUR TRAINING HOLIDAY
Mon, Feb 18 th	NO SCHOOL	Presidents' Day – FEDERAL HOLIDAY
		USAREUR TRAINING HOLIDAY
Fri, Mar 8 th	NO SCHOOL	MIDDLE SCHOOL & HIGH SCHOOL ONLY Parent Teacher Conferences
	IN SCHOOL	ELEMENTARY SCHOOLS IN SESSION
Mon-Fri, Mar 11 th -15 th		<i>TerraNova</i> Testing (3 rd -11 th grade)
Mon-Thurs, Mar 18 th - 22 nd		<i>TerraNova</i> Make-ups
Fri, Mar 15 th		USAREUR TRAINING HOLIDAY
Mon, Mar 18 th		USAREUR TRAINING HOLIDAY
Fri, Mar 29 th	NO SCHOOL	Teacher Professional Day
Thurs, Apr 4 th		End of 3 rd Quarter (48 days of classroom instruction)
Fri, Apr 5 th	NO SCHOOL	Teacher Work Day
Mon-Fri, Apr 8-12 th	NO SCHOOL	SPRING BREAK - ALL SCHOOLS

DATE	TIME	EVENT
		FOURTH QUARTER
Mon, Apr 15 th		SCHOOL RESUMES & 4 th Quarter starts
Thurs, Apr 18 th		Report cards go home
Fri, Apr 19 th	NO SCHOOL	ELEMENTARY ONLY!! Aukamm Elementary & Hainerberg Elementary (Parent Teacher Conferences)
	IN SCHOOL	WIESBADEN MIDDLE & HIGH SCHOOL
Mon, May 27 th	NO SCHOOL	Memorial Day – FEDERAL HOLIDAY
		USAREUR TRAINING HOLIDAY
		Wiesbaden High School GRADUATION
Thurs, June 6 th		Last Day of Sure Start at HES
		Wiesbaden High School SECOND SEMESTER EXAMS
Thurs, June 13 th	½ DAY	End of 4 th Quarter (HALF DAY) LAST DAY OF SCHOOL – ALL STUDENTS (43 days of classroom instruction)
Fri, June 14 th		No school for students – teacher work day Last day for non-administrative educator personnel
		USAREUR TRAINING HOLIDAY

BUS TRANSPORTATION

WIESBADEN SCHOOL BUS OFFICE INFORMATION

The school district, rather than the military community, is in charge of school buses. The local school bus office coordinates the buses and implements the school bus rules. Transportation to and from school is a privilege...not a right. Students will be removed from the bus for not following the rules.

1. The school bus office is located in the little red building (bldg. #08881) in front of the Wiesbaden Middle School in Hainerberg. **Questions about school bus transportation should be directed to the school bus office, at DSN 335-5382 or CIV 0611-408-0382 or contact Dan Samek at 0162-271-1784.**

Dan Samek
SBO Lead
0162-271-1784
daniel.samek@eu.dodea.edu

Eddie Kilcrease
Transportation Spec
0162-271-1787
eddie.kilcrease@eu.dodea.edu

Bus office hours are:

Loading Zone Hours: 7:00 AM – 8:15 AM

Customer Service Hours: 8:15 AM - 2:15 PM and 3:15 PM – 4:00 PM

In the event of an emergency and you receive no answer on the above listed cell phone numbers, please call the local Military Police Desk at 337-5096/5047 or CIV 0611-705-5096/5047, who will contact someone at the Bus Office.

2. Parents must register their student(s) for bus transportation at the annual school registration or at the school bus office. It is encouraged, but not required that the student accompany the parent for registration. If the student does not come along with the parent, the parent should be ready to provide a current picture (preferably in a digital mode) for the bus pass.
3. Every bus rider is issued a BUS PASS. The bus pass is the “ticket to ride” the assigned bus. Without this ticket, the students will be reported for “Failing to have a bus pass”. The student will then be identified as an authorized bus rider and will be allowed to board the bus. On the second offense the student will lose riding privileges for one day, third offense – two days, fourth offense – three days, etc. The sponsor will be contacted by phone and/or by letter and the days of the suspension will be arranged ahead of time. Students will not be “stranded” because they forgot or lost their bus pass.
4. Notify the school bus office at least one week in advance if you change your home address that will affect your child’s school bus transportation. This includes when you move into or out of the American Arms Hotel or other temporary lodging.
5. Temporary bus passes can be issued on a limited basis. Normally only for 1 or 2 days to ride to or from school on a different bus, but up to 30 days for purposes involving temporary lodging, emergency leave or TDY any of which can be renewed for 30 days at a time.
6. Parents and sponsors and family members are not authorized as government contracting representatives to instruct drivers how to perform services. Please do not ask drivers to drive around the block or change the location of the authorized bus stop. If a change needs to be made please get in contact with the school bus office.
7. Please, ensure that your student knows, in case the student misses the afternoon bus home, they should report immediately to the respective Main Office at their school or to the School Bus Office.

Discipline Procedures for School Bus Infractions

All school bus infractions will be communicated to the parent/sponsor using the school disciplinary form either by email, phone call or a note home with the child requiring acknowledgement of receipt.

1 st Report	Provide notification to the parent/sponsor that a problem has occurred with a list of infractions and actions taken by administration
2 nd Report	Potential suspension of bus privileges for up to 5 school days or other disciplinary action as determined by administration.
3 rd Report	Suspension of bus privileges up to 20 school days as determined by administration.
4 th Report	Suspension of bus privileges up to 30 school days as determined by administration.
5 th Report	Suspension of bus privileges up to the remainder of the school year as determined by administration.

If a student loses his/her privileges to ride the bus, it also includes riding any DoDDS-E, to include sports events, study trips and other special events.

All bus infractions are cumulative. A series of minor infractions may result in serious consequences. Misconduct will be evaluated on a case-by-case basis. Depending upon the severity suspension may be deemed appropriate regardless of the sequence or frequency of misconduct.

Behaviors which include are considered illegal/criminal, severe/serious, involve bodily contact or bullying will immediately result in suspension for up to five days.

Possession of weapons or prohibited items, controlled substances, alcohol, or other serious incidents as described by the school bus regulations, the Hainerberg Elementary Parent/Student Handbook or other military regulations, will be reported on Form 4705 and may result in suspension or a disciplinary hearing from school in addition to loss of bus privileges.

FOOD SERVICE

By direction of DoD, AAFES operates the cafeteria kitchens under the guidelines of the Department of Agriculture. A well-balanced, nutritious meal is offered to students each school day. Monthly menus are published in the Family Bulletin and available on the school's website www.wies-esh.eu.dodea.edu. However, please note that all menus are subject to change due to availability of selected menu items. Children with food allergies **must have a doctor's certification** stating what the food allergy is and provide a copy of that statement to the school cafeteria in order for the cafeteria to be able to provide an appropriate substitution.

Children eat in the school cafeteria on a rotating schedule between 11:10-12:45 hours. The lunches are paid using an automated account on the Horizon Register system either by the child entering a PIN number or the cashier pulling up the name by homeroom in the system. If your child was enrolled in the system last school year, the account will still be active. If your child is a new student, an account can be set up at the Hainerberg Main Exchange Cashier's Cage.

For account purposes with the USDA, students must have an account if he/she is getting free or reduced lunches. It is highly recommended that they have an account if the student pays full price to eliminate the student from having to carry cash to school. It is the responsibility of the sponsor to ensure money is on the account. Money can be added to the account either at the Hainerberg Main Exchange Cashier's Cage or the school cafeteria, a receipt can be provided up on request. If payment is made at the Cashier's Cage it will take **at least 24 hours** for the payment to show on the register system at the school cafeteria.

It is the AAFES policy that no child will go unfed, so if the account is zero or negative, the child will be able to eat lunch, but will be expected to pay the account in full upon notification. Letters will be sent home with the students when the balances get low, but it is the responsibility of the sponsor to ensure money is on the account. The sponsor is also responsible to clear any negative balances prior to the end of the school year or prior to PCSing.

Students are able to purchase additional Ala carte items but this must be either paid for in cash or have an approval code on their lunch account. All students are required to remain on the school grounds during the lunch period. This helps to ensure student safety. The shopping center and vendor trucks are off limits to elementary students.

NATIONAL SCHOOL LUNCH PROGRAM

Under direction of Department of Agriculture and Department of Defense, the National School Lunch Program is offered in the Wiesbaden Military Community. Students from families whose income meet eligibility criteria will receive free or reduced lunches at the school cafeterias. You may apply for this program at any time during the school year. Applications are available at each school and the ACS office. The program is monitored by the School Liaison Officer, USAG-Wiesbaden.

Upon receipt of your application and verification of your yearly income, you will receive an answer in writing as to the status of your eligibility.

WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION

The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by the USDA. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Nutrition Education and Promotion.

Hainerberg aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction and is encouraged in subjects such as math, science, language arts, social sciences, and elective subjects;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- assess the nutritional quality of foods and beverages sold and served on campus and continue to promote and increase healthy choices
- assess school practices related to celebrations and provide guidance to ensure their contribution to a healthy lifestyle

Nutrition Guidelines for Food Sold Outside of the School Meal Program

In addition to ensuring that reimbursable school meals meet program requirements and nutrition standards, schools must also establish standards or guidelines to address all foods and beverages sold or served to students, including those available outside of the school meal programs.

Fundraising activities that include food items will adhere to a standard that encourages healthful choices.

Communications with Parents. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Physical Education (P.E.). All students in grades K-5, including students with disabilities, special health-care needs, and in alternative educational settings, will receive the physical education stated in DoDEA's guidelines.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

HEALTH SERVICES AND INFORMATION

ACCIDENTS/ILLNESS

A responsible adult treats minor cuts, bruises and/or scratches occurring on the school premises. Emergency first aid is administered when required. If a student becomes ill or is injured during school hours and requires medical treatment:

1. The school nurse will either contact the parent or, if deemed necessary, call the local German ambulance service—parents assume any expense created by this service.
2. If taken to the clinic, the presence of a parent or a designated representative is required to authorize treatment except in situations where life might be endangered if delay occurs. School personnel cannot authorize medical treatment; only those with medical power of attorney may do this.
3. Students are sent home only when accompanied by an authorized adult. Please ensure that you have provided the name, address and telephone number of your representative as an emergency contact on the school registration form. We urge parents to keep this valuable information updated as people move, change phone numbers, or leave the community, as this is extremely important should there be an emergency health issue with your child (high fever, accident, etc.).

ATTENDANCE AND HEALTH

Regular attendance and full participation in instruction is necessary for a child to achieve his/her maximum educational growth. Your child should be in school unless he/she:

1. Is ill, running a fever, or not feeling well in the morning before school.
2. Has a medical appointment, which cannot be scheduled outside of the school day.

Please assist us in keeping our students healthy and safe by:

1. Keeping your child home when he/she is ill, has a fever, or feels ill in the morning. Children should be fever free for 24 hours before returning to school.
2. Using medical facilities for diagnosing your child's illness or assessing his/her health condition. The school nurse may not diagnose illnesses or injuries.
3. Providing written instructions from a physician if your child's activities need to be curtailed due to special medical considerations.
4. Sending a dated note to your child's teacher on the first day of return to school after an absence. Please specify reason for absence. If you do not send a note regarding your child's absence, the child will be marked as having an unexcused absence.
5. In the event of an extended absence, please notify the school office of the expected date of return.
6. Insuring that your child has a nutritious breakfast and lunch greatly enhances learning.

HEALTH RECORDS

Health records are maintained on individual students. Your assistance in keeping these records current will allow the school to better support your child. Please contact the school nurse to add any new, relevant information throughout the school year.

A complete copy of immunization records is maintained in the student's health folder. When your child receives additional immunizations, please provide a copy of the updated record to the nurse.

Students who do not meet the immunization requirements have 10 days to acquire the missing inoculations following notification of deficiency. If the school nurse does not have a record that missing immunizations have been received, a letter will be sent to the sponsor warning of possible disenrollment due to non-compliance with the regulation governing immunization. Continued failure to comply to provide supporting documentation of the immunizations will result in disenrollment until the situation is resolved.

MEDICATION

Based on DoDEA-E Health Service Guide, DS Manual 2942, the school nurse does not administer medication, to include aspirin, Tylenol, cough drops, or any over-the counter medication. The only exception is specific, individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, diabetes, and attention deficit disorder/hyperactive disorder. In these cases the following are needed:

1. Written order from the physician stating the name of the medication, dosage, and time medication is to be administered at school. The form is available at the school health office.
2. The parent must sign a section in the form noted above before any medication can be given to a student. No medications will be administered to any student without this completed form.
3. Medication in a pharmacy-labeled bottle, marked with the student's name, time to be taken, amount to be taken, and name of the medication. A responsible adult must give the medication to the nurse for student use. **Under no circumstances is a student bring medication to school.**

When short-term illnesses require the use of prescription medications, parents should follow the same procedure as above. If the student needs to take any non-prescription medications, the parents should make arrangements to come to the school or for the students to take the medication before or after school. **Students are not allowed to have any medication in their possession during the school day.**

In the case of chronic conditions, such as asthma, a new physician's order and new medication will be required at the beginning of each school year. Medication will not be administered if these requirements are not met.

REGISTRATION INFORMATION

REGISTRATION AND ENTRANCE REQUIREMENTS

All returning students must be re-registered each year.

Requirements for entering school:

Sure Start: Must be four (4) years of age by 1 September of the current school year.

Kindergarten: Must be five (5) years of age by 1 September of the current school year.

First Grade: Must be six (6) years of age by 1 September of the current school year.

Documents required:

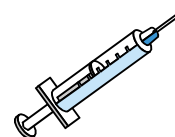
- Sponsor's PCS orders to Germany, unit orders assigning sponsor to the Wiesbaden area, family travel orders with student's name listed, amended orders, and extension orders.
- Student's Immunization Records (see requirements)
- Student's Birth Certificate or Passport
- School records or transfer statement from previous school
- For ALL students: Emergency Contact Information (Name, Phone # & Address) must be someone other than sponsor or spouse

CERTIFICATION OF IMMUNIZATION

Students who enroll in DoDEA-E must meet specific immunization requirements. These requirements, displayed below, represent the minimum requirement and do not necessarily reflect the optimal immunization status for a student.

Required immunizations:

- ** 4 DPT/DT/DPTC (Diphtheria, Pertussis, Tetanus)
- ** 3 OPV/OPVC (Polio Vaccine)
- **2 MMR's (Measles, Mumps, Rubella)
- 2 Hep A (Hepatitis A)
- 3 Hep B (Hepatitis B)
- 2 or 3 HIB (Haemophilis Influenzae) up to 5 years old
- 1 VAR (Varicella) or reliable history of chicken pox



*The last immunization for all the above series must be after the 4th birthday.

THE SURE START PROGRAM

For students enrolling in the Sure Start Program the following requirements need to be completed before the child can start classes.

- Current Child Health Assessment. This is done through a doctor appointment with a provider at the clinic. Be sure to state that the appointment is for *Sure Start*.
- Age Four-Year Immunizations
- Dental Check-up

TRANSFER/WITHDRAWAL OF STUDENTS

Please notify the school in writing **a minimum of 10 working days prior** to a transfer or withdrawal from school.

Advance notice is necessary to process school records and conduct withdrawal activities for the student. Given advance notice, your child's records will be prepared and ready for you to pick up on the afternoon of his/her last day of attendance. Copies of permanent records may be hand carried by parents. A child may be promoted to the next grade twenty days prior to the last day of school **if PCS orders are submitted to the registrar.**

EDUCATIONAL PROGRAMS

SCHOOL EDUCATIONAL PROGRAM

BASIC CURRICULUM: Language Arts, Math, Social Studies, Science, Health, Physical Education, Art, Music, Computer Literacy and Intercultural Education.

SPECIALIST SERVICES: Learning Impaired (mild to moderate), Preschool for Children with Disabilities (mild to severe), Counseling, School Nurse, Gifted Education, Communication Impaired (Speech and Language), and Language Arts / ESL.

ENRICHMENT: Various opportunities are offered on a year-to-year basis for students to participate in enrichment activities such as: School Chorus, Science Expo, Star Lab, PE Field Day, Study Trips, German-American School/class exchanges, in-school cooperative activities (at and across grade levels), Drama/Musical productions and activities related to American national celebrations.

LEADERSHIP: Opportunities are made available for students (K-5) to develop and participate in leadership activities: classroom assistants, joint activities with students across grade level, student committees, peer tutoring experiences, student-teacher development of class behavior standards, group leaders and game leaders.

PARENTAL INVOLVEMENT

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a school spirit and fund raising organization that requires the support of all parents to fully satisfy our objectives in supporting the school. Membership fee is \$3.00 and \$5.00 for families. Anyone interested in working with the PTO should contact the President or Vice-President. (The school office can advise you of their names and telephone numbers).

SCHOOL ADVISORY COMMITTEE (SAC)

The SAC established by DoD regulation, composed of an equal number of elected parents and teachers, advises school administrators and/or installation commanders on program matters which impact on the quality of education in our schools. Unlike PTO, this is a non-fund raising committee. Meetings are open to all community members, and parents are encouraged to attend these meetings, share concerns and become involved in improving our school programs.

GENERAL INFORMATION

ARRIVAL AT SCHOOL

There is no before school supervision therefore, students who walk to school should arrive No Earlier than 0800. Caution your child (ren) to leave home so that the arrival at school is *not* prior to this time. Each student should depart immediately after dismissal unless participating in after school activities, or detained by the classroom teacher for make-up work or special assignments (with parents' advance permission).

ARRIVING LATE

For the safety and security of our students, all students arriving after 0810 must be signed in by a **parent/sponsor**.

DoDEA-E DRUG-FREE SCHOOL AND LEARNING ENVIRONMENT POLICY

Possession of or being under the influence of or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus, during the school day, or on any school-sponsored trip or activity will not be permitted. Prescription drugs must be kept with the nurse.

EQUAL OPPORTUNITY

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA-E) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA-E Office of Compliance and Assistance.

Refer to <http://www.dodea.edu/> (under "Administration" – "DoDEA-E Director" – "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

SEXUAL HARASSMENT

"Sexual harassment" is defined as unwanted, unwelcome sexual advances or overtones, either verbal or non-verbal, which creates an environment that is hostile or abusive in our schools. Inappropriate behaviors include improper physical contact, lifting another child's clothing, a student removing articles of their own clothing, dirty language, cussing, or jokes about sex, sexual gestures, saying things involving sex or containing sexual language, and asking someone to have sexual contact with them. Please review this serious topic with your child (ren). Students acting indecently or improperly as described above will receive disciplinary consequences. Any student who believes that he or she has suffered sexual harassment must report the incident to a teacher or administrator.

STUDENT DRESS

Students are expected to present a clean, neat appearance. Every effort possible will be made to assist in maintaining this appearance throughout the school day.

Short shorts, halter tops, see through shirts, T-shirts designed as underclothing and pants worn below the normal waistline are examples of inappropriate classroom attire. Clothing with offensive words or obscene pictures is not permitted.

Appropriateness of dress outside these parameters will be determined on a case by case basis by the administration.

Clothing appropriate for local weather conditions is important in a rainy and chilly climate. If an occasion should arise in which a staff member has concerns regarding the appropriateness of a student's dress, mutual discussion with the student and parent will be held. Appropriate rain and snow clothing are important for health protection. Warm weather clothing should be appropriate for all school situations, including PE and recess.

TOYS AND NON-EDUCATIONAL OBJECTS

Toys and other non-educational objects are distracting to their owners and to other children and may constitute a safety hazard with a large group of children. They should be left at home. Bicycles, scooters, skate boards, hellies, rollerblades, CD players, radios, cell phones, and battery-operated games are not allowed at school. These items will be confiscated and will only be returned to a parent.

SCHOOL POLICIES AND PROCEDURES

CELL PHONE / "HANDY"

Cell Phone / "Handy" are not permitted at school without administrative approval. Permission for students to carry a cell phone at school should be requested in writing by the parents to the principal with the understanding that cell phones are not to be turned on or used during the school day and are for emergency contact outside the school day.

CHANGE OF ADDRESS, TELEPHONE NUMBERS, OR STATUS

Please notify the school office of any change in either your military or home address or your telephone number(s). In the event you are to be away for an extended period or you have no home phone, please notify the registrar in writing of an alternate phone number and contact name. Should there be a change in your employment status after registration or during the school year, please inform the registrar's office in order to correct your child's records. Please notify the transportation office directly regarding changes in your home address. This should be accomplished several days in advance.

EMERGENCY CONTACT INFORMATION

Please provide the school with the name address and telephone numbers of any adults that we may contact in the event of a medical emergency, etc. if you cannot be reached. Your emergency contact(s) should have a home phone as well as a duty phone number.

TEACHER GIFTS

Gifts to a teacher from an individual parent or student.

- A teacher may accept non-cash valued at \$20 or less per occasion, not to exceed \$50 in one school year from an individual parent or student. Non-cash gifts include gift cards that are redeemable for merchandise, but not for cash.
- The occasions upon which gifts may be given to a teacher include: (1) those in which gifts are traditionally given or exchanged, such as celebration of a holiday or the end of the school year; and (2) special, infrequent occasions, such as recognition of occasions of personal significance such as marriage, illness, birth or adoption of a child, retirement, resignation, or transfer.

Gifts to a teacher from a group of parents or students.

- A teacher may accept a group gift from parents or students that does not exceed \$150 on special, infrequent occasions, such as recognition of occasions of personal significance such as marriage, illness, birth or adoption of a child, retirement, resignation, or transfer. Group gifts may not be accepted on other occasions such as holidays and at the end of the school year.
- Limitation on group gifts. Solicitations and contributions for group gifts must be voluntary.

LOST AND FOUND

Lost items are turned in to the Main Office or are placed in the lost and found area regularly, located under the staircase in the main hallway. Parents are encouraged to check there on their visits to school. Please assist us in helping your child keep up with personal clothing and possessions by clearly labeling or marking student's full name on items brought to school: jackets, coats, sweaters, caps, gloves, scissors, purses, book bags, lunches and especially EYEGLASSES and KEYS. Caution your child about leaving apparel or other personal belongings in classrooms or hallways overnight. **Any electronic equipment or high value items should not be brought to school.** Every effort will be made to determine ownership of found items. However, please be advised that twice per month unclaimed clothing items will be removed from the school, cleaned and donated to an orphanage. Each quarter the remaining items in the lost & found will be gathered and sent to the Mainz-Kastel Thrift Store.

MEDIA CENTER

The school Information Center/Library is open every school day from 8:00 – 3:00 for class visitation and book checkout on the "open-door/flexible schedule" policy. We have 19,000 age-appropriate items, including books, magazines and audiovisual materials, as well as 25 Internet-connected computers, available for the use of our students. Older students may check out two (2) items at a time, while the younger pre-school through first graders may check out one (1) item at a time. The student is expected to be responsible for items borrowed – to return them on time and replace if damaged or

lost. On Wednesdays, from 3:00 – 5:00, we sponsor the Family Reading Program, during which parents may visit the library with their children and open an account to check out up to 15 books at a time.

MONEY IN SCHOOL

Students should bring to school only the amount of money required for lunch, study trips, or other school functions, establishing a lunch account and obtaining a PIN will eliminate the need for your child to have money at school. The school cannot assume responsibility for losses of money left in such locations as desks, book bags or clothing; however, every reasonable effort will be made to assist your child.

Money required for school activities, projects and functions will be collected by the classroom teacher at the beginning of the school day (except for lunch money). **PLEASE** arrange for correct change for each student in your family.

The school does not have a petty cash fund. Therefore, staff in the Main Office cannot make change for parents or students.

NOTES, MESSAGES AND FAMILY BULLETINS

Family newsletters, announcements, and notes are sent to parents via email or given to students for delivery to parents. Many such important communications have ended up in the washing machine, on a neighbor's lawn or in the student's desk in the classroom. Please stress with your child his/her responsibility in bringing these notes to you. Developing a daily routine, such as asking if there are any items from school, or having a child place them in the same location in the home each time, will help teach responsibility and may ensure a better flow of information between home and school.

Email is the schools primary communication tool for school related information. Please ensure the registrar has an up to date email.

PARENT-TEACHER CONFERENCES

For your child's school year to be most profitable, parents and teachers should work closely together. Good school-home relations are vital to the child's attitude toward learning and his feelings of personal acceptance. If your child appears to be disturbed about school activities or homework requirements, please make an appointment to talk with his/her teacher for clarification and possible solutions to the problem. Working together will ensure the best educational program for your child.

School-wide conferences are scheduled at the end of the grading period with specific dates announced in the School wide complex calendar.

Individual conferences may be initiated at any time during the school year by parents and teachers. A written or telephone request is all that is necessary to schedule an appointment before or after school (class) hours.

PARENT VOLUNTEERS

Education is a shared school-community enterprise. Many parents and other members of the community generously give of their time, talents and skills to enrich the school program.

If you are interested, you may:

1. Serve on curriculum development/school improvement committees.
2. Assist school nurse and other specialists.
3. Help with lunch/playground supervision.
4. Share special talents and expertise in curricular and/or occupational fields (i.e. arts/crafts, music, career awareness, physical education, science and technical fields, study of other cultures, etc.).
5. Providing special assistance for individual and/or small groups of students (i.e. tutoring), and a number of other special tasks.
6. If you are interested in making a commitment of your time to volunteer in the school, please contact the main office for more information.

UNSCHEDULED CHANGES DUE TO INCLEMENT WEATHER

In the event of extreme fog, snow, ice or freezing rain, local military officials may cancel or delay dispatching school buses due to safety hazards. This information is announced on **AFN Radio: FM 98.7**, usually beginning at approximately 0730 hours, or when it is determined that early departure of school buses from school is required for student safety. Delays for

starting school or school cancellations are announced over the radio. Stay tuned to AFN radio during, or at the onset of, hazardous weather.

USE OF BABY SITTERS/CHILD CARE PROVIDERS/CDC/SAS

Please notify both the classroom teacher and the school office if your child regularly goes to a child care provider, the Child Development Center or School Age Services. Please indicate in writing the childcare provider name, specific address, sponsors unit and both telephone numbers. **Should you depart on a trip without your child, please submit the same information concerning the person responsible for your child while you are away.**

VISITORS AND GUESTS

Parents are welcome to visit our school. All visitors must report to the main office on arrival at school to sign in and receive a signed name tag which is to be worn at all times. If you wish to visit your child's classroom, please arrange a time and date with the teacher. This allows the teacher to tell the children about your visit, which tends to lessen the disruption to classroom routines. Classroom instructional time cannot be used for parent/teacher conferences. Any time during school hours a visitor/parent enters the school, he/she must first report to the office.

TELEPHONE USE & MESSAGES

Use of telephones by students is limited to emergencies and situations when parent contact is essential. If your child walks to school, please explain how they will get to and from school on rainy days. Please make plans and coordinate changes with your child before they leave for school.

Please do not call with **routine** messages for your child. Frequent interruptions disrupt the educational process. Our administrative staff will send teachers an email message to return your call. Our staff will **NOT transfer** calls to the teacher's phone during the instructional day. They will send messages for students to the classroom teacher. The teacher will check email after 1415 in order to relay a message to your child.

SPECIAL EDUCATION

DoDEA-E provides a range of services under the provisions of the IDEA (Individuals with Disabilities Education Act). If you have any questions or you have a child that was receiving special education services in a prior school, please contact our Case Study Committee Chairperson at DSN 337-5354 or CIV 0611-408-0354.

CHILD FIND

DoDEA-E conducts regularly scheduled screening activities to determine if non-school age children may have handicapping conditions and need individual and appropriate, specially designed instruction and programs.

These are generally children who are not involved in a special program within the school at the present time. The screening may identify delays that would support eligibility for the following categories:

- a. Mildly, moderately, or severely handicapped (Learning disabilities or suspected learning problems)
- b. Visually handicapped
- c. Deaf/learning handicapped
- d. Physically handicapped
- e. Language or speech handicapped
- f. Pre-school developmentally handicapped or health impaired (ages 3-5)
- g. Multi-handicapped

If you have concerns or suspect a possible disability, please do not hesitate to contact the school. DoDEA-E assures that disabled students have the same educational opportunities and services as non-handicapped children and an equal opportunity to participate in school activities.

Regular scheduled monthly CF screenings are conducted here at HES please contact the school for the next available screening if you have concerns.

STUDY TRIPS

These are an important part of the educational program. Students are expected to participate in these activities in order to learn about our Host Nation, its people and to appreciate the diversity and difference of cultures. Participation should be accomplished in a manner which:

1. Demonstrates respect for the Host Nation and its people.
2. Reflects credit on the American community and the school.

3. Ensures the child's own safety.

Parental permission is required for a student to participate in study trips. Parents are requested to assist by volunteering to accompany classes and help with supervision. **Younger children and/or siblings cannot accompany parent chaperones on the trip.**

In certain circumstances where issues of safety for the student or for the remainder of the class exist, parents may be asked to attend a study trip with his/her own child as a condition of the student's participation.

PARTICIPATION IN ALL SCHOOL ACTIVITIES

Teachers need time before school and during recess and preparation periods to plan lessons and prepare instructional materials, so they should not be requested to supervise children during these times. A child who is well enough to come to school should be well enough to participate in all school activities, including physical education classes and all outdoor recess periods. Unless a written excuse by the doctor is presented to the teacher excusing the student from participating in school activities for a specific time, the student will be expected to participate in all school activities.

PROPERTY AND SUPPLY ACCOUNTABILITY

Each student is accountable for DoDEA-E textbooks, library books and/or other instructional materials issued for his/her use. Materials should be handled with care to keep them intact and clean for the next student who will use them. In the event of loss, destruction or misuse of materials or U.S. property, sponsors will be held responsible for reimbursement for the item(s).

DoDEA-E SMOKING POLICY

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

Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.

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

FAMILY EDUCATIONAL AND PRIVACY ACT OF 1974

DoDEA-E Schools are committed to operating within "The Privacy Act", both in terms of the spirit and the letter of the law. It is our intent to:

1. Maintain confidentiality of any information to which we have access for the purpose of making educational decisions with you and your child.
 2. Give parents access to appropriate student records.
 3. Insure each student "due process" and the opportunity for fair, just and humane treatment and decisions.
- Parents, sponsors or legal guardians may request a review of their child's official school records by calling the counselor's office or contacting an administrator. An appointment will be made for a review and explanation of the records at the earliest opportunity, but not later than ten working days.
- Parents who wish to challenge the content of their child's school records may do so by requesting an appointment with the school principal.

HOMWORK POLICY

In accordance with the DoDEA-E Homework Policy, Hainerberg students will be assigned academically appropriate homework as an extension of classroom instruction. Homework will be assigned in accordance with the needs and ability of individual students and in support of the teachers' instructional objectives. Homework will be done outside class time, not during the instructional day. Homework will be accounted for and become part of the students' educational program.

It is in the students' interest that homework be used as an effective tool to:

1. Develop study skills.
2. Develop good work habits.
3. Increase understanding and retention of classroom instruction.
4. Provide essential practice for targeted skills.
5. Transfer and extend classroom instruction.
6. Prepare for class discussions.
7. Enrich and extend school experiences.
8. Discover community resources.
9. Develop problem solving and critical thinking skills.

It should be recognized that homework might not always be paper and pencil tasks. Examples of homework may be:

- | | |
|-------------------------------|--|
| Primary Level (K-3) | Intermediate (4-6) |
| - Parent reading to students | - Reading for enjoyment
(library books, newspapers) |
| - Trips to museums | - Math facts practice (flash cards) |
| - Students reading to parents | - Write letters to family and
friends |
| - Creative art activities | |
| - Make up review game | |

The following are suggested hours per week for homework: 1-2 hours for grades Pre-K-K, 2-4 hours for grades 1-3, and 5-6 hours for grades 4-5.

Parents are expected to assist in ensuring that homework is productive by:

1. Providing suitable study conditions.
2. Showing an interest in assignments.
3. Assisting, if necessary, but not doing the work for the child.
4. Communicating with the school to clarify homework objectives.
5. Communicating with the child--LEARNING TOGETHER CAN BE FUN.

PROGRESS REPORTING

Three progress reports are in use in the elementary schools, one each for Grades K-1, Grades 2-3, and Grades 4-5. These reports are based on developmentally appropriate practices for children in the early grades. The reports reflect more emphasis on reading, writing, listening, speaking, "hands-on" activities, and cooperative learning teaching strategies, as well technology, specials (Art, Music, PE, HN, Counseling, Specials & Services).

At the end of each quarter a progress report for each child is sent home. For the K-1 and 2-3 progress reports, those skill areas addressed in their curriculum will be marked. By the end of grades 1 and 3 respectively, all areas will have been assessed. The marking codes used are:

CD Consistently Displayed: This student CONSISTENTLY displays skill in this area.

P Developing/Progressing: This student is DEVELOPING the skill or PROGRESSING in this area

N Not Yet Evident: This student needs MORE DEVELOPMENTAL growth or experience to display this skill.

X Not addressed: This area has not been addressed at this time.

For special subject areas (e.g., Art, Music) the following marking codes will be used on the progress reports:

- "+" for Shows Strength
- "P" for Participates
- "/" for More Participation Needed

SCHOOL ATTENDANCE/ABSENCE

DoDEA Policy of Attendance

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

- All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
- Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
- Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
- School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.
- A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.
- Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

Requests for Student Absence

The school has been given the following guidance for consideration of approving an absence.

There are four things that the school must consider when reviewing a request:

1. *The student is in good academic standing.*
2. *The student has a record of consistent school attendance during the current school year.*
3. *Review of the impact previous extended absences from school have had on the student's educational program during the current school year.*
4. *Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.*

Excused Absence

The following is the excerpt on guidance for what is considered an excused absence. The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate. Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teacher(s) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities.

- (1) Personal illness.
- (2) Medical, dental, or mental health appointment.
- (3) Serious illness in the student's immediate family.
- (4) A death in the student's immediate family or a relative.
- (5) Religious holidays.
- (6) Emergency conditions such as fire, flood, or storm.
- (7) Unique family circumstances warranting absence and coordinated with school administration.
- (8) College visits that cannot be scheduled on non-school days.
- (9) Pandemic event.

Unique family circumstances which warrant absence will likely require additional discussion with the family to help determine if the situation meets the definition of an excused absence. The policy from DoDEA defines an excused absence as *“an acceptable absence which is identified as critical to a student's physical, social, or emotional well-*

being. An example is a medical appointment". Extended absences are those absences which are greater than 5 consecutive school days. These absences will be reviewed by the school's Student Support Team to determine if a *Student Educational Monitoring Plan* is necessary. The school *administration also may request Command assistance for students with chronic absenteeism and/or tardiness*, those absences over 7 days.

To honor the policy as outlined above, all absences five (5) days or less must be communicated to the classroom teacher in writing prior (except in emergency situations) to the absence to coordinate with the teacher the student's assignments during the absence to be considered excused. **Absences greater than 5 days will need to have administrative approval before they are considered excused.** Absences greater than 5 days may require additional supporting documentation to determine if they meet the intent of the DoDEA policy as an excused absence.

When a student's cumulative absences reach 7 days the Student Assistance Team will review the case to determine if the student meets the definition of excessive school absence and will contact the family in the event that an intervention plan needs to be considered.

In order for students to achieve their highest potential as learners, they must be present during classroom instruction. This is extremely important in elementary schools when new learning often builds on the previous day's teachings. While school attendance is emphasized at Hainerberg Elementary, it is also acknowledged that it is ultimately the responsibility of parents to insure that elementary children are present in school.

Our school day begins at 8:05 AM every day. Please be sure to have your child/children here on time. Students who are consistently tardy are at a clear disadvantage and usually arrive feeling frantic and unprepared. All students who arrive after 8:10 AM must sign in at the office with a parent. If your child is sick please report the absence by 9:30am by calling the student absence number here at 0611-408-0354 or emailing the attendance clerk at HainerbergES.attendance@eu.dodea.edu.

Daily attendance is taken in the classroom and reported to the attendance clerk. Any student that is marked absent without a note, email or phone call will be marked with an unexcused absence. Parents will be notified via email if the unexcused absence is accurate.

It is Hainerberg's policy to work with parents to promote and encourage regular full time school attendance and to minimize absenteeism. When parents make decisions about attendance, they hopefully do so in a manner that insures that children do not miss class without good cause. Examples of appropriate student absences include illnesses (especially if the reason could be a contagious disease) and doctor's appointments that cannot be scheduled outside of school hours. Family trips should be planned during school recess and vacation periods.

While it is recognized that there may be other legitimate reasons for missing school, all absences must be weighed against the loss of instructional time.

Make-up work

Upon a child's return to class, parents are to provide the classroom teacher with a written note explaining the reason for the absence. The student delivers the note to the teacher and where appropriate, collects required makeup work. All makeup work must be completed and returned by the date established by the teacher. Normally, the number of days allowed for submission of makeup work will not exceed the number of consecutive days of the absences. Field trips are not counted as absences but makeup work expectations apply.

Excessive Absenteeism

Excessive absenteeism (more than 10 absences that are not health related) is considered truancy. This may result in retention consideration and a letter sent to the unit commander and the Hainerberg School Superintendent as determined by the principal.

RECESS GUIDELINES

We will intend to go outside everyday as long as the temperature and wind chill are above 25 degrees and it is not precipitating (we might go outside if it is snowing as long as the playground surface is safe). Cold weather conditions may have a negative impact on the health and safety of our students and staff. Though the implementation of these guidelines the school wishes to minimize, to the greatest extent possible, risks associated with cold weather conditions including frostbite and hypothermia (lower body temperature).

During cold weather anytime of the year, children must wear enough warm clothing so they can remain outside for a period of 20 minutes during recess periods and before or after school. 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 or coats will be removed when classes are in session. Please label all items with your child's name.

Green Weather Conditions

Green weather conditions are indicated by an outdoor temperature between 25 and 40 degrees Fahrenheit. Green weather conditions allow for a full recess period of 20 minutes.

Children must wear: winter coat or heavy jacket over long sleeved clothing and closed shoes or boots with socks (stocking caps and gloves/mittens are recommended).

Yellow Weather Conditions

Yellow weather conditions are more limiting. In a yellow condition, temperature and/or wind chill between 16 and 25 degrees Fahrenheit. Yellow weather conditions allow for appropriately dressed children to have limited outdoor play periods under vigilant supervision for no more than 10 minutes (this includes all travel time to and from the playground while outside of the building). Outdoor recess time may be canceled according to changing weather conditions.

Children must wear: winter coat, closed shoes or boots, stocking caps and gloves/mittens.

Red Weather Conditions

Red weather conditions include extreme cold temperatures combined with wind chill factors below 15 degrees Fahrenheit or precipitation/snow. Red weather conditions become a health risk and therefore outdoor recess is not permitted for any length of time. Ice covered blacktop or playgrounds are considered safety hazards for children and staff and therefore indoor recess will be unutilized.

General Guidelines for Parent and Teacher

Part of our healthy daily routine at Hainerberg Elementary School includes outdoor recess. Research shows that children need fresh air, exercise, and sunshine. Physical activity is not only healthy for a child's body, but it also stimulates brain activity. Play, whether vigorous or sedentary can provide intense skill learning. Physical activity is known to lessen the symptoms of mild attention deficit disorder, and is associated with much lower incidences of childhood obesity. A daily recess break of 15-20 minutes in the school day plays a role in improving learning, social development, and health in elementary school children. Keeping active everyday will help make children less vulnerable to illness in cold weather. Children are usually thrilled to go outside when the snow begins to fly. To ensure that children have a safe and fun winter at school, the following clothing is required: a winter jacket, a warm hat (stocking cap), warm mittens/gloves and closed toed shoes or boots. This will ensure a comfortable recess for all. Dressing in layers helps to keep children comfortable during fluctuations in the temperature both indoors and outdoors.

Since children who have recess behave better and are likely to learn more, they should not be excused from outdoor recess without a written medical reason from a physician. Further, a child should not miss his or her entire recess period as a consequence for work missed in the classroom or as a consequence for an infraction.

Adequacy of Clothing

Parents are encouraged to monitor their children's clothing selections to make sure they are prepared for colder temperatures and are appropriately dressed for outdoor recess following the above guidelines. Each year we collect a large selection of lost clothing that we cannot match up with children. Please label your children's winter clothes so if they misplace them we can get them returned.

Due to health concerns, we cannot loan winter clothing for recess. Children reporting to school without proper winter attire will not be permitted to participate in outdoor recess.

STUDENT BEHAVIORAL EXPECTATIONS

At Hainerberg Elementary School our school-wide approach to managing student behaviors consists primarily of teaching and reinforcing positive attitudes and behaviors.

Management of student behavior is a responsibility shared by students, parents, the school, and the community, and consists principally of teaching and **reinforcing positive student attitudes and behaviors**. We expect students to come to school ready to learn. If a child's behavior inhibits his/her learning or the learning of others, we expect parents to become involved in a solution.

Students are responsible for their own behavior and conduct, and sponsors are held accountable as well. Students are expected to maintain standards of behavior that will bring credit to themselves and their families as well as show recognition and consideration for the rights of all HES community members. No dangerous acts to self or others are permitted. Students are expected to obey all adults in the school environment.

Discipline is handled first by the classroom teacher, specialist and/or with a paraprofessional. All staff members are responsible for correcting students in an appropriate manner and as the situation dictates. The administration will meet with students to review and emphasize appropriate behavior guidelines and the disciplinary consequences of inappropriate behavior. Proper supervision by classroom teachers, specialists, or paraprofessional aides is essential to the development and maintenance of appropriate discipline standards.

The Hainerberg Elementary School discipline program is based on:

- Solving problems at the lowest level.
- Treating all students fairly and consistently.

Classroom and School Rules: The Hainerberg's High Five

- I behave in safe ways.
- I am responsible for my own choices.
- I take care of my school and my own things.
- I make good choices to allow myself and others to learn.
- I treat everyone with kindness and respect.

Classroom teachers are expected to resolve the majority of discipline/behavior problems in the classroom. Procedures to resolve problems may include but are not limited to:

- Teacher counsels students.
- Teacher notifies parents of misconduct.
- Teacher discusses problem with counselor, administrator, or Student Support Team.
- Teacher meets with parent and student for a conference.
- Teacher seeks administrative assistance.

For repeated offenses or more serious infractions, the student is referred to the administration. Infractions are categorized as minor and major and consequences follow a rubric established by the school administration. These consequences range from a verbal warning, parent conference, counseling programs, lunch detention, work detail, and other behavior modification techniques that are within the experience of the teacher to in-school suspension, out-of-school suspension, and in extreme cases - expulsion.

Behavior modification techniques must be exhausted prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an immediate threat to his or her safety or the safety of others in the school.

Counselor consultations should be made in cases of recurring behaviors that disrupt the class, or where there is evidence that shows a lack of student responsibility and/or student-task orientation. The counselor is not directly involved with discipline, but does assist in developing appropriate and positive student behavior patterns. Counseling procedures may include suggesting techniques to modify student behavior as well as regularly-scheduled counseling sessions that focus on specific behaviors.

Discipline referrals to the main office will be documented in the Student Information System (SIS) Discipline Record. All referrals are kept on file with the assistant principal and electronically. These will remain in the students' records. A copy of the discipline referral is sent home for parents to sign and return to school the next day which documents the incident.

Fighting at School: Sometimes students tell us, "My parents told me if someone calls me a name, (hits me first, etc.) it is okay to fight." That may be appropriate in situations where children are left on their own and must fight or defend themselves from serious harm. Since students are not left alone this is never the case at school. There are always adults present to help settle disputes between students. If a child feels threatened or in danger, he/she should immediately report it to the teacher, lunch monitor, principal, or an adult. Otherwise the child takes the risk of being disciplined and suspended from school.

One of our primary responsibilities at school and home is to prepare children for adult life. If adults become angry with neighbors or co-workers, they cannot simply throw a punch to settle the grievance. If we encourage students to fight to settle their differences, what sort of message are we giving them? We have peer mediation and character education programs to teach our children how to solve problems and disagree in agreeable ways. Please talk with our counselors and/or your child's teacher for ways you can support this at home.

Remember, fighting is not allowed at school – EVER. When a fight occurs, the students will be sent to an administrator who will investigate the nature and extent of the problem. Consequences of fighting may range from parent escort to in-school or out of school suspension.

Disciplinary Action

A student may be disciplined for relatively minor or first offenses with written or oral reprimands or notice to parents. Suspension of school or extra-curricular privileges, in-school suspensions, time outs, teacher/student/parent conferences, and by any other teacher intervention deemed to be appropriate. These minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to:

- Tardiness
- Unexcused absence
- Chewing gum or eating food in class or at outdoor recess
- Being unprepared for class
- Running or horseplay in the halls or classroom
- Cheating or lying
- Possessing items in violation of school rules
- Use of offensive language
- Minor damage to rooms, materials or failing to follow instructions
- Disrupting the class by talking, laughing, or wandering
- Engaging in inappropriate behavior on the school bus

Nothing in this paragraph precludes the impositions of more serious discipline, such as suspension or expulsion, when a child engages in repeated or multiple acts of misconduct which individually might not warrant suspension or expulsion. The teacher or principal may determine that the nature of the offense, in the context of all circumstances, warrants a more severe consequence.

Discipline procedures SHOULD NOT INCLUDE

- Isolation of a student or students outside of the classroom.
- Use of corporal punishment.
- Use of ridicule, sarcasm, or inappropriate language.

DUE PROCESS RIGHTS-DoDEA-E POLICY

In enforcing attendance and discipline policies, it is essential that due process be followed. DoDEA-E 2051.1, "Disciplinary Rules and Procedures", dated August 16, 1996, defines the DoDEA-E policies on student discipline and due process. In essence, due process affords students the right to protection from arbitrary, capricious, and unreasonable decisions. Four important elements in due process procedures are:

1. Students have the right to be informed in writing of the rules that regulate behavior as well as situations that will result in disciplinary measures.
2. Students have the right to an informal hearing in all disciplinary actions, including the suspension process.
3. Students have the right to a formal hearing in the expulsion process.

4. Students have the right to appeal all decisions and be informed of all appeal procedures available to them.

SUSPENSION AND EXPULSION DoDEA-E POLICY:

A student may be suspended or expelled from school if the principal or, in the case of suspension over 10 days - expulsion, the disciplinary committee, determines that the student has:

- Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
- Caused or attempted to cause damage to school, government, vendor, or private property.
- Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
- Possessed or used tobacco or any product containing tobacco or nicotine products. including, but not limited to, cigarettes, cigars, miniature cigars, clove, or smokeless tobacco - including snuff and chew packets.
- Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Inappropriate or violent conduct; including fighting, that endangers the well being of others.
- Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
- Possession or control of a cell phone or similar portable communications device unless authorized by the principal. Cell phones or similar communications devices are subject to confiscation by school authorities.
- Cursing, gesturing, or verbally abusing any person, including but not limited to, abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
- Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- Forgery, cheating, or plagiarism.
- Use or possession of fireworks.
- Violation of attendance regulations.
- Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
- Violation of any law, regulation of the military installation or school, or policy of the DoDEA-E system.
- Complicity in the violation of any rule described above.

PARTICULAR REASONS FOR EXPULSION:

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

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year is required for possession of firearms.
3. Unlawful sale of any mind-altering substance as a second offense.
4. Making or participating in the making of a bomb threat.

All students who are suspended from class or school must complete all assignments. For those instances where the consequences of an infraction will result in a student being suspended from school in excess of 10 days, a Discipline Committee hearing will be held in accordance with existing DoDEA-E regulations. These regulations and students' due process rights are available in the Main Office of each school.

WEAPONS POLICY

Student possession or use of a knife, gun or any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. This applies to all students regardless of age. A weapon is defined as a club, chain, knife, gun or any object that may be used to cause injury to another person. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials may be contacted to take whatever action necessary. A due-process hearing will be held with the school principal or other school authorities, the student, and his/her parent(s)/guardian (who must be in attendance for all suspension or expulsion actions due to possession or use of a weapon). Disciplinary action for a student or and IEP will be in accordance with DSM 2500.13-R, Chapter 10.

BULLYING

The importance of the physical and emotional safety of each and every student and staff member is paramount to our school and DoDEA. We try to identify critical concerns that are important to our students and staff. We take the issues of bullying and violence in our culture very seriously. Recent concerns have been brought to the schools attention regarding specific instances of bullying in our upper grades. The purpose of this letter is to seek your assistance as parents in helping us identify and eliminate bullying.

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods.

Although we have always made a conscious effort to prevent bullying in our school community, bullying itself has transformed into more than its traditional definition.

We are aware that incidents of bullying are rarely committed in view of supervising adults. Victims are most vulnerable in situations beyond the eyes of staff, such as the playground, buses, restrooms, and bus stops. The most likely adult to be informed by a victim is the parent. Parents are often reluctant to inform the school due to the student's fear of redress. Without parent input, the school personnel will be uninformed and unable to intervene to stop this behavior. It is vital that school staff and parents continue to work together to protect the safe environment of our school programs.

We encourage you, as parents, to please let us know about any particular bullying concerns you may have for your child that may led to exclusion or meanness towards your child by somebody else here at school. We want to ensure that this problem can be managed by a strong partnership between our school and you.

The following pages are a copy of the Wiesbaden Garrison Bullying Policy which was signed into effect in 2012.

Anti-Bullying Policy

The U.S. Army Garrison Wiesbaden and Wiesbaden DoDD Schools are committed to making our community and school 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 at our school.

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

Our community and school define bullying as follows: Bullying is a mean and one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child's pain and/or misery. Bullying can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying.

Bullying that happens off of school grounds, including all forms of cyberbullying can impact the feeling of safety the targeted child has upon returning to school with the perpetrator(s) and can create an intimidating, hostile or offensive environment for all students. The school and the Civilian Misconduct Action Authority (CMAA) will address these actions when necessary for the well-being and safety of the community and all students involved. All suspension and expulsion documents, 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.

Examples of bullying include but are not limited to:

- Taunting
- Using put-downs, such as insulting or making fun of someone's race, religion, physical ability or disability, mental ability or disability, gender—including perceived or actual sexual orientation
- Threatening or ganging up on someone
- Stealing or damaging another person's things (stealing or damaging can also be considered a criminal offense)
- Spreading rumors about someone
- Physically hurting a targeted child, including, but not limited to hitting, kicking, tripping, pushing, shoving
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping (can be considered a form of assault which is a criminal offense)
- Shunning or purposefully excluding a targeted student or trying to get other students not to play with targeted child
- 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
- Hazing, i.e. "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical

Anti-Bullying Policy

health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization”

Adults in our community and staff at our school will do the following to prevent bullying and help children feel safe:

- Closely supervise children and youth in all areas of the Child, Youth and School (CYS) Services and school (to include the school and playground)
- Watch for signs of bullying behavior and stop it when it happens
- Teach the Steps to Respect program and/or other supplemental Social Skills lessons to increase awareness and empowerment in all children and youth in our school and CYS Services (It is the school culture and social environment that these policies, procedures, and programs create as well as reflect)
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Take seriously families’ concerns about bullying and create a procedure for reporting
- Look into all reported bullying incidents and respond quickly and appropriately
- Assign consequences for bullying based on the school discipline code.
- Maintain open communication between CYS Services staff and school staff for optimal support of all children involved in a bullying incident
- Provide immediate consequences for retaliation against students who report bullying

Children and Youth in our Community will do the following to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult
- Try to include everyone in play and social interaction, especially those who are often left out

Discipline Procedures for Bullying in School

Consequences for bullying will always include a procedure for holding accountable for their actions the 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 school. 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 for holding student(s) accountable for the bullying, preventing another occurrence, and protecting the targeted child.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers
- Conference with teacher, principal, and/or parent

Anti-Bullying Policy

- Referral to school counselor
- Corrective instruction
- Behavior management plan
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- In-school suspension
- Out of school suspension
- Legal action
- Expulsion

Note: If the school 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 Assistant Civilian Misconduct Action Authority (ACMAA). Any behavior that constitutes a criminal act or breaks the law *must* be reported to the military Police with a notification to the ACMAA.

Discipline Procedure for Bullying in CYS Services

Consequences for bullying will always include a procedure for holding accountable for their actions the perpetrator(s) and any bystanders who played an active supporting role in the bullying. Other procedures can range from positive behavioral interventions to removal from the program. These consequences are dependent on the nature and severity of the behavior, the age of the youth and the youth's past behavior. The purpose of these procedures is for holding perpetrator(s) accountable for the bullying, preventing another occurrence, and protecting the targeted youth.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers.
- Conference with youth and/or parent
- Referral to Social Work Services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors
- Corrective instruction
- Behavior management plan
- Community Service—as determined by the CMAA
- Temporary loss of CYS Services program privileges as determined by Program Director and CYS Services Coordinator
- Loss of logistical support as determined by the CMAA
- Legal action
- Removal from all CYS Services programs

Note: If CYS Services 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 ACMAA. Any behavior that constitutes

Anti-Bullying Policy

a criminal act or breaks the law *must* be reported to the Military Police with a notification to the ACMAA.

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:

- Notify parents/guardians immediately of the incident. Give them the method to use to report any further targeting of their child.
- Take effective measures to keep the targeted youth safe at school and at CYS Services; give him/her tools to stand up to the perpetrator(s), and support to keep the targeted youth from succumbing to the bullying.
- Identify a person or persons to whom the targeted youth can safely report any further bullying incidents.
- Should the targeted youth appear to be in immediate danger of hurting himself/herself; parents will be notified without delay. If parents are not available, the Military Police will be contacted and asked for an immediate and emergency referral to Social Work Services.
- Should the behavior be a concern to the well-being and safety of the community, the ACMAA will be contacted.
- Provide referrals to counseling services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors.
- Maintain open communication between CYSS staff and school staff for optimal support of the targeted youth.

Important note on Discipline:

Discipline is not judgmental, arbitrary, confusing, or coercive. It is not something we do to students. It is working with them. It is a process that gives life to a student's learning. It is restorative, and invites reconciliation. Its goal is to instruct, guide, and help students develop self-discipline—an ordering of the self from the inside, not an imposition from the outside.

The four goals of discipline:

1. Shows students what they have done.
2. Gives them as much ownership of the problem that they can handle.
3. Gives them options for solving the problem.
4. Leaves their dignity intact.

For mistakes, mischief, and mayhem that unintentionally or intentionally create serious problems of great consequence, the **Three R's**—restitution, resolution, and reconciliation—are incorporated into the four steps of discipline.

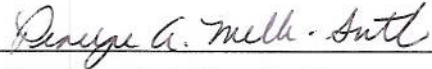
R.S.V.P.--Consequences need to be Reasonable, Simple, Valuable, and Practical.

Anti-Bullying Policy

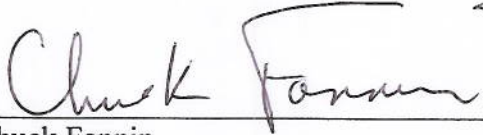
Signed on 22 MAR 2012



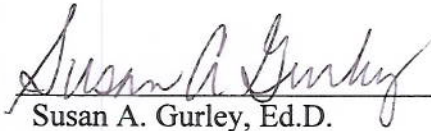
COL DAVID H. CARSTENS
Garrison Commander
USAG Wiesbaden



Penelope A. Miller-Smith
Principal
Hainerberg Elementary School



Chuck Fannin
Principal
Wiesbaden Middle School



Susan A. Gurley, Ed.D.
Principal
Aukamm Elementary School



Sharon O'Donnell
Principal
Wiesbaden High School

Note of explanation:

Civilian Misconduct Action Authority=Garrison Commander

Assistant Civilian Misconduct Action Advisor=staff member that serves as action advisor to the Garrison

DoDEA-E OFFICIAL SCHOOL SUPPLY GUIDELINES

This is the only official list of supplies for students at DoDEA-E schools throughout Europe. All other lists that may be in circulation, or requests for additional supplies, should be disregarded. Parents should follow only the DoDDS-E official guidelines when purchasing school supplies for their children.

Each school may provide additional guidance to the parents on what to buy for their student that is more "grade specific". These lists are normally published in the local newspapers for each garrison just before school starts.

SCHOOL SUPPLIES

School supplies may be purchased at the Main Post Exchange in the Hainerberg Shopping Center as well as Shoppettes at the Hainerberg Shopping Center, Wiesbaden Army Airfield and Mainz-Kastel. Please check with teachers regarding any materials you may need to purchase.

Parents are expected to provide the following for their children as needed:		Schools are expected to purchase the following items and have them available in August for the beginning of school:	
Pens and pencils	Planners	Rulers (ES & MS only)	Paint shirt
Rubber eraser	Gym shoes	Paints (tempera)	
Colored pencils	Child's round end scissors	Pencil Sharpeners	
Glue (sticks, bottled)	Crayons	Toilet Paper	
Pocket folders	Bath towel	Paper - Graph	
Paper – loose leaf		Index Cards	
Book bag or backpack		Calculators	
Spiral notebooks		Dishwashing Detergent	
Plastic supply box		Plastic Bags	
Notebook dividers		Paper Towels	
Bound composition book		Contact Paper	
Highlighters		Liquid Soap	
Notebook – 3 ring binder		Baby Wipes	
Paints (watercolor)		Hand Sanitizer	
Colored markers		Locks (as required)	
Tissues (1 box, max.)		Copy/Printer Paper	

**Hainerberg Elementary School
Student Supply List**

All Students	Kindergarten (K)	1 st Grade
Rubber erasers Colored pencils Glue (sticks/bottled) Book bag or backpack Tissues (1 box maximum) Child's round scissors Crayons Pencils (*larger ones if possible for K) Gym Shoes	Pocket folders (2) Plastic supply box Paints (watercolors) Bath towel or blanket	Pocket folders Bound Composition Book Paints (watercolors) Colored Markers
2 nd Grade	3 rd Grade	4 th & 5 th Grade
Pens Pocket folders (2-w/brads, pockets on bottom) Spiral notebooks (2-70 sheet count) Bound composition book (2-blk/wh) Notebook (3-ring binder) Paints (watercolors) Paper- loose leaf Colored markers	Pens Pocket folders Highlighters Spiral notebooks Plastic supply box Bound composition book Colored markers Bath towel Paper-loose leaf	Pens Pocket folders Highlighters Plastic supply box Bound composition box Colored markers Paper- loose leaf Paints (watercolors) (4th grade ONLY) Notebook (3-ring binder) (4th grade ONLY) Spiral notebooks (5th grade ONLY)

*This list is based off of the DoDEA-E Official School Supply Guidelines.

The mission of Hainerberg Elementary School is to provide exemplary education programs that inspire and prepare all students for success in a global environment.

Students, Teachers and Parents...Learning for a Lifetime.



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Students, teachers, and parents...Learning for a lifetime!