

Schweinfurt Elementary/Middle School

**PASSION FOR TEACHING --- PASSION FOR LEARNING**

“Learning is a Lifelong Process”

School Year 2012-2013

**Vision Statement**

Schweinfurt Elementary Middle School will engage all students in meaningful experiences that develop 21st Century Skills, preparing them to be successful citizens in a technological, global society.

#### Parent-Student Handbook

# SCHWEINFURT ELEMENTARY MIDDLE SCHOOL

TO: Students, Parents and Teachers,

Welcome to Schweinfurt Elementary Middle School. We hope that your time spent here will be educationally profitable for you and your children. Our school has an open door policy and we welcome parents.

Academic expectations and social adjustments continue and increase throughout your school career. You will be expected to attend all classes, be punctual, complete all assignments, and behave and dress appropriately. You can expect an exciting and eventful year.

Enclosed you will find an important source of information. Read all items carefully. You are responsible for knowing the contents of this handbook. It contains, but is not limited to, rules and regulations governing acceptable behavior at Schweinfurt Elementary Middle School.

Our school is fortunate to have support from the Parent Teacher Student Association, the School Advisory Committee, and the Community. We expect to achieve our goals and to help each child reach his or her full potential as a student. Our staff, our support groups, and our parents will work together to make this happen.

Good luck and best wishes for a successful year at Schweinfurt Elementary Middle School.

The students of today are our future, and we as teachers and parents are tasked with ensuring they are prepared to be the leaders of tomorrow. All of us need to be actively engaged to help them grow mentally, physically, and socially.

***Mrs. Phyllis Fuglaar-Ennasri Dr. W. Lee Hill***

Co-Principal, Schweinfurt EMS Co-Principal, Schweinfurt EMS

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 **SEMS Phone Numbers and Office Hours:**

Front Office Hours: 0730 - 1600

Grades 1-8 Class Sessions: 0755 - 1430

**Main Office:**

CIV: 09721-81893

DSN: 354-6518

Hours: 0730-1600

**School Nurse:**

CIV: 09721-806171

DSN: 354-6446

Hours: 0740-1450

**School Bus Office:**

CIV: 09721-81355

DSN: 354-6236 or 6677

Hours: 0800-1200 and 1300-1600

**AAFES:** 09721-808847

**Cafeteria Manager:** 09721-803279

**School’s Liaison Officer:** Beth Potter 354-6057

**Web Address:** [www.schw-es.eu.dodea.edu](http://www.schw-es.eu.dodea.edu)

**Physical Address: Unit Address:**

Schweinfurt ES Schweinfurt EMS

505 Maple Strasse Unit 25850, BOX 1

Askren Manor APO, AE 09033

97424 Schweinfurt

**Inclement Weather**

For questions regarding school closures or delayed start due to inclement weather please call: COC

Schweinfurt 09721-96-6690 or DSN 354-6690.
Or you can contact the weather hotline at 0951-3008373 – DSN 469-8373;

or you can log on to: <http://g3operations.hqusareur.army.mil/Divisions/Ops/ASGConditions/AsgConditions.asp>

This website is updated daily during the months of October – April. Schools may have a two-hour delay in which case classes for all students (both bus and walkers) will begin at 10:00 a.m.

**DEPENDENT SCHOOLS ORGANIZATION**

The Department of Defense operates schools for dependents of military and civilian personnel stationed overseas.

**CHAIN OF COMMAND**

**School Level**

Ms. Phyllis Fuglaar-Ennasri, Co-Principal

Dr. W. Lee Hill, Co-Principal

Dr Ashmore , Assistant Principal

Schweinfurt Elementary Middle School

Unit 25850, BOX 1

APO AE 09033

Telephone: DSN 354-6518/354-6734/354-6844(middle grades office)

CIV 09721-81893 Fax: 09721-803905

schweinfurtES.Principal@dodea.edu/ schweinfurtMS.Principal@dodea.edu

**District Level**

Dr Islas, Acting Superintendent

DoDDS Bavaria District Superintendent’s Office (DSO)

Unit 28614

APO AE 09177

Telephone: DSN 468-7429 CIV 09811-83429

**Area Level**

Dr. Nancy Bresell, DoDDS-E Director

DoDDS Europe Region

Unit 29649, Box 7000

APO AE 09096

Telephone: DSN 338-7613 CIV 06113-807600

**Headquarters Level**

Ms. Marilee Fitzgerald, Director for DoDEA

Department of Defense Education Activity

4040 North Fairfax Drive, Webb Building
Arlington, VA 22203

Telephone: CIV 703-588-3200

**Schweinfurt Elementary Middle School Calendar 2012-2013**

**First Semester(92 Instructional Days)**

**Monday, August 27**

Begin First Quarter and First Semester

**Monday, September 3**

Labor Day Federal Holiday

**Friday, October 5**

Teacher Training Day, no school for students

**Monday, October 8**

Columbus Day - Federal Holiday

**Thursday, November 1**

End of First Quarter
(47 days of classroom instruction)

**Friday, November 2**

No school for students - teacher work day

**Monday, November 5**

Begin second quarter

**Thursday, November 8**

 Conference Day for SS – 8th, No school for students

**Friday, November 9**

 Conference Day for Elementary Students – SS – 5th, No school for elementary students

**Monday, November 12**

Veterans Day - Federal Holiday

**Thursday, November 22**

Thanksgiving - Federal Holiday

**Friday, November 23**

Friday - Recess Day

**Monday, December 24**

Begin Winter Recess

**Monday, December 25**

Christmas - Federal Holiday

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**2013**

**Tuesday, January 1**

New Year's Day - Federal Holiday

**Monday, January 7**

Instruction Resumes

**Friday, January 18**

 Teacher Training Day, No school for students

**Monday, January 21**

Martin Luther King, Jr. Day - Federal Holiday

**Thursday, January 24**

End of Second Quarter and First Semester

**Friday, January 25**

No school for students - teacher work day
(45 days of classroom instruction)

**Second Semester - (91 Instructional Days)**

**Monday, January 28**

Begin Third Quarter and Second Semester

**Friday, February 1**

 Conference Day, No school for students

**Monday, February 18**

Washington's Birthday - Federal Holiday

**Monday – Friday March 11 – 15**

 Terra Nova Testing

**Friday, March 29**

 Teacher Training Day, No school for students

**Thursday, April 4**

End of Third Quarter
(48 days of classroom instruction)

**Friday, April 5**

No school for students - teacher work day

**Monday, April 8**

Begin Spring Recess

**Monday, April 15**

Instruction Resumes - Begin Fourth Quarter

**Monday, May 27**

Memorial Day - Federal Holiday

**Thursday, June 13**

End of Fourth Quarter and Second Semester
(43 Days of classroom instruction)

**Friday, June 14**

No school for students - teacher work day
Last day for non administrative educator personnel

**Teams**

Teaming and professional development are extremely import educational concepts and dominant characteristics of Schweinfurt Elementary Middle School. Decisions are data driven and are derived through collaboration among faculty, community members, parents, and students. Multiple teams utilize common communication tools to insure inclusion of all stakeholders in decision-making.

**Profile and Intervention Teams**

The Profile and Intervention Teams involved the entire staff. Staff members were assigned areas where they were most involved or had an identified strength. Team leaders were selected who facilitated the work and coordinated efforts with the “Continuous School Progress” (CSP) Chair. The distribution of responsibilities among staff also infuses a better overall understanding of the process in general and how it relates school-wide.

**Grade Level Teams**

All faculty members are part of a Grade Level Team that meets regularly. Agendas and minutes are of a common theme with a portion of each meeting devoted to the CSP. Information is disseminated weekly through distribution of Team Minutes. These are sent out via e-mail to the entire staff.

**Curricular Teams**

All faculty members are also part of a Curricular Team to discuss and share information pertinent to their content area. Topics of discussion include identifying curriculum standards, identifying expectations from the Criterion Referenced Tests, promoting achievement of Curriculum Integration, reviewing data, and lesson planning. One result of these teams was the math department deciding on several school-wide math activities.

**Professional Development**

All in-services are planned with the goal of promoting high student achievement by maintaining a learning community. Areas identified by staff interests are considered when planning professional development through grade level teams, through professional development for the entire staff and study groups after school. Teachers are sometimes able to obtain academic credit for these courses. We continually work on improving our instructional practices as they relate to elementary/middle school students. This goal requires active participation from our community. Community members, parents, and students join our faculty during our in-services to ensure all stakeholders are involved in the Continuous School Improvement (CSI) process.

**Character Development**

Our staff developed the Guiding Principles during team meetings and entire staff professional development. They recognize the need for students to maintain self-directed behavior and work with each classroom teacher to gather data and input from students for developing the Schweinfurt Elementary/Middle School Positive Discipline and School Climate Plan. These principles were developed at the end of SY 2009-2010and implemented at the beginning of SY 2010-2011. Students accept responsibility for their behaviors and the Guiding Principles establish standards that each student aspires to support.

**Continuous School Progress Plan**

**Vision Statement**

Schweinfurt Elementary Middle School will engage all students in meaningful experiences that develop 21st Century Skills, preparing them to be successful citizens in a technological, global society.

 **21st Century Skills Framework**

Core Subjects and 21st Century Themes:

Learning and Innovation Skills

Information, Media and Technology Skills

Life and Career

**School-Home Partnership**

Communications

Good communication is essential! SEMS communicates with all parents and sponsors through a monthly school newsletter. The principal provides an Upcoming Events List to the Community Leaders and attends the monthly Community Update Meetings and Town Hall assemblies. We also mail out customized fliers to all parents and sponsors regarding special events and/or schedule changes. Every student receives a quarterly mid-term progress report. Many of these communications are also being e-mailed to parents when a working address is provided. There is a Principal’s Coffee monthly to discuss school programs and issues.

**Correct Address**

We wish to remind parents that the school must maintain the correct addresses, home and unit, as well as the home and duty telephone numbers of every sponsor whose child is enrolled in school. It is important for sponsors to notify the school promptly of any changes in addresses and telephone numbers to ensure school readiness in the event of emergencies.

Student Binder/Planner

Grades 6-8 students are expected to maintain a school binder (brought by student) and planner (provided by SEMS) to record and organize all their assignments. Parents are encouraged to check these items on a regular basis, as they contain standards being taught, classroom assignments, homework, and hall passes.

School-Home Partnership

School-Home Partnership is the mutual collaboration, support, and participation of families and school staff at home or at school; in activities and efforts that directly and positively affects the success of children’s learning and progress in school. The structure of the DoDDS School-Home Partnership is five-tiered: Co-Communicators; Co-Supporters; Co-Learners; Co-Teachers; and Co-Advisors, Advocates and Decision-Makers.

Parents have a direct influence over the support of quality of education provided by the overseas schools. The influence and understanding of the military parents are highly important. School programs, teaching, and learning take on a new luster when cordial relationships exist between the school and military community. Parents are expected to visit the school during Parent-Teacher Conference days. Other opportunities to get involved are through active participation in the PTSA and the School Advisory Committee (SAC).

**Parent/Student/Teacher Conferences**

Conference days are scheduled throughout the school year. (Please see the school calendar.) Conferences can also be arranged by contacting the Grade Level Team Leader or individual teacher. Conferences will typically be scheduled during team time, teacher planning time, before or after school, and will not be held at public gatherings such as Open House, PTSA meetings, assemblies, or programs.

**PTSA - Parent-Teacher-Student Association**

The Schweinfurt Elementary Middle School Parent, Teacher, and Student Association welcome you to the beginning of our school year 2012-2013. We have a wonderful school with first-rate teachers, students, and administrators. Our PTSA contributes greatly towards the quality of education of our children and the working environment of their teachers. We all stand together as parents, teachers, and students to make our school and community the best place to be! We need you in order to continue in our fine tradition of service to and support of our excellent school. Please join us in making this school year our best yet in Schweinfurt.

**Parent Volunteers**

The Schweinfurt Military Community has many talented and skilled parents. We encourage and solicit your involvement in school activities where your expertise will be valued as you assist in various areas of our school's operation. Your vast experiences and knowledge can be very beneficial to our students as we continue our quest to enrich their lives both educationally and personally. Volunteers may work with a particular teacher or a special student on a regular basis, or they may help occasionally for special programs and study trips. Some activities may be non-instructional, such as correcting papers, typing, preparing materials, assisting the school nurse or media specialist, or arranging bulletin boards. Volunteers may also tutor individual students or work with small groups. They often have their own special interests, talents, or skills to share with students, i.e. slides to show for a Social Studies unit, or costumes, crafts, or music to share for ethnic studies.

**We seek volunteers to serve in various capacities to include:** Mentors, Tutors, Classroom and Office Assistants, Field Trip Chaperones, Presenters of Multi-Cultural Events, Assistants for Extra Curricular Activities, PTSA Events, and CSI Members.

If you are interested in volunteering your services, please contact the School Secretary to indicate your willingness to serve and the area(s) of interest.

**School Advisory Committee**

The School Advisory Committee (SAC) is an elected educational advisory committee composed of an equal number of parents of students in the school and professional school employees. The SAC advises the principal on matters within the jurisdiction of the school and DoDDS. Parents are invited and encouraged to attend SAC meetings.

Committee matters include school policies, instructional programs, pupil services, and student standards of conduct and discipline. Community matters include school quality, availability, maintenance, safety, security, and comfort of the school environment, transportation, school morale program, and administrative and logistical support services provided by the installation commander. Meetings are held in the School Media Center beginning at 1500 hours on the third Wednesday of selected months. The school newsletter will provide information on meeting dates

The Schweinfurt SAC is part of the Installation Advisory Committee (IAC). The IAC advises the Community Commander on matters, including logistical support, within the jurisdiction of the Commander and applicable service command.

**Curriculum**

The program of studies in grades 1-5 is organized in broad areas and includes:

Art Career Education

Host Nation Health and Safety

Language Arts/Reading Mathematics

Music Physical Education

Social Studies Multi–cultural Studies

Science Computer Technology

Learning units are developed around central themes to reflect the culture of the times and the social economic problems that affect the lives of children and their environmental experiences. Provision is made for teaching work habits and study skills.

The curriculum is organized so that children of varying abilities and interests can work together in groups with each child engaged in tasks within his range of abilities, interests, and special talents. DoDEA curriculum standards serve as the basis for all teaching and learning. For more information about our curriculum standards, which guide the educational program, please visit the DoDEA website <http://www.dodea.edu/>

Core classes for middle grades include math, language arts/reading, science and social studies.

Elective Classes

Grades 6-8 will be able to select from the following elective classes: Art, Computers, Reading (by skill level), Host Nation, Creative Thinking(by skill level), Band, Physical Education, English As A Second Language (by skill level), Foreign Language (Spanish & German), AVID (by skill level), Learning Development (by skill level), Video Communications, and Business Enterprise.

Course Selection

The guidance counselor assists students and their sponsors in developing the most appropriate programs for individual students. Students and sponsors should be aware that, once a student is enrolled in a course, that course may only be dropped with the recommendation of the teachers involved, counselor, parents, and student.

Student Placement

Grade Level Teams make recommendations to the principal on retention, double promotion, or any other grade or class placement which is not routine. Grade level teams review data and make recommendations for placement, and they monitor the progress of students who are in non-routine class placements. Final decisions on grade and program placement are the responsibility of the principal.

**Extra Curricular Activities**

**Grades K-5**

Art Club Science Club Technology Club

Student Council Chorus Homework Club

Photography Club Fitness Club

**Grades 6-8**

Math Counts

NJHS

Video Productions

Solo & Ensemble (music)

Yearbook

Fitness Club

Environmental Club

Student Council

GoldenKnights

SportsClub

Extra-curricular activities begin in October and end in May. They are offered Tuesday, Wednesday, and Thursday from 2:30-3:30 for elementary students and 3:00-4:00 for middle grade students. These activities are based upon staff and student interests and are **subject to change each year**.

**Student Leadership and Incentives**

**National Junior Honor Society**

The National Junior Honor Society, for grades 6 through 8, is a service organization sponsored by the National Association of Secondary School Principals. During second semester our school will be inviting students who meet the criteria to join. To be considered, a student must have at least a 3.0 grade point average and have qualities associated with NJHS. Prospective students will receive an application for membership. Once the application, including an essay, has been completed and returned, a faculty council will review applications and selected students will receive a letter of invitation to attend the school-wide induction ceremony in the spring.

Students considered for membership will be considered in all five of the following areas:

1. Scholastic Achievement
2. Service to the school and the community
3. Leadership
4. Character
5. Citizenship

It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with NJHS standards. The Adviser should inform the member in writing of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement.

Dismissal from the NJHS is the responsibility of the Faculty Council. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. The Faculty Council will investigate thoroughly before any action is taken. The Council determines that the facts warrant consideration for dismissal.

If a member is dismissed, written notice of the decision will be sent to the member, his or her sponsor, and the principal. The member must then surrender the NJHS emblem and membership card to the Chapter Adviser. If the member is unwilling, the matter will be treated as a school disciplinary matter.

An appeal to this decision must be made in writing to the school principal within five days of the receipt of this notice. The Point of Contact in this matter is the district superintendent. The appeal must describe why the dismissal is inappropriate. The superintendent will review the appellate materials and render a decision within 10 days of receiving the appeal. The appeal is a paper review, affording no party the right to present evidence or make oral arguments. The District Superintendent will issue a final decision in writing upon reviewing the case.

**Student Council**

Student Council is an organization representing student affairs and interests. It is a group of students, elected by students, acting on behalf of the student body. The council seeks to enhance communication between school authorities and students, acting as a manageable group for discussion and decisions that will affect the school program.

**Other Positive Student Incentives**

Any student who has not earned detention will be recognized in the following ways:

* Class Meetings
* Student of The Month
* Incentives or Positive Reward Days

 **Gifted Program**

Special classes are offered for students who possess high intelligence or demonstrate high levels of achievement and/or talent. The teacher of the gifted also works with other students, enriching the total curriculum.

**Academic Policies**

**Progress reports (report cards) are issued at the end of each quarter.**

The first quarterly progress reports will be issued to parents at the Parent-Teacher Conference in November. The other three progress reports will be hand-carried home by students.

Marking Codes / Grades

Grades K-3

Consistently Displayed = CD

Developing/Progressing = P

Not Yet Evident = N

Not Addressed = X

Grades 4-12

Excellent: 90 – 100% = A

Very Good 80 – 89 % = B Marking Codes for Sub Content Areas

Good 70 – 79 % = C Participates = P

Minimal 60 – 69 % = D Shows Strength = +

Failing 50 – 59 % = F More Participation Needed = /

I = Incomplete

P = Pass

WP = Withdrawn (Pass)

WF = Withdrawn (Fail)

N or NG = No Grade

**Progress Reports/Grading Procedures**

Each student will be issued an assignment planner. In this planner students are to write down daily assignments/homework. This planner is also used as a hall pass for student movement through hallways. (Time excused from class and destination is noted in appropriate box and initialed by teacher.)

*Grades on report cards will be determined by the student's achievement.*

A mid-term Progress Report will for grades 4-8 will be sent to parents at the end of the fourth or fifth week, or mid-quarter, of each marking period; however, this notice may be sent at any time during the marking period if the situation warrants it. We also encourage school personnel to send home notices of satisfactory or superior student achievement. The intent of this interim report is to keep parents knowledgeable of student progress.

GradeSpeed

Parents can keep informed of their student’s progress through GradeSpeed. GradeSpeed is the only authorized and supported grade book used by DoDEA for grades 4-12. It offers sponsors and students a view of their grade and attendance data. GradeSpeed provides secure access via a web portal. In addition, parents and students will be able to view school announcements and calendar events. Students have accounts which contain the same information as their parts’ accounts.Information about setting up a new Parent Connection Account can be found at<https://dodea.gradespeed.net/pc/Default.aspx>; look for the “click here to sign up” link.

GradeSpeed is a powerful tool to help parents stay connected to their student’s educational progress. Helping military families stay connected during deployment benefits all members of the family. GradeSpeed is a great tool to enable communication on educational aspects of a child’s life no matter where the parent is located.

GradeSpeed is not intended to replace face-to-face communication between parents and teachers. A teacher’s primary job is to teach. While communication with parents enhances the educational experience, expectations on GradeSpeed responsiveness must be reasonable. While students may have concerns about how much information parents will have, the truth is that students with parents who are involved in their education have a much greater chance to be successful.

**Incomplete**

A grade of "I" may be given to a student for a subject in which he/she has not completed required assignments due to extended absences.If this is not done, the "I" grade will be removed and a grade representing the value of the work accomplished will be given. Students will be given time to make up work missed when they return. After your child is well and back at school, his/her teachers will work with your child to assist him/her with completing the work they missed while they were absent.

The "E" grade indicates the student works to capacity, but achieves below normal standards for a passing grade. The "E" grade will receive credit and will be counted the same as a "D" in determining grade point average.

The "+" or "-" symbols will be used to denote slightly higher or lower grade marks.

**Homework**

**Applicability and Scope**

The provisions of this policy apply to all Schweinfurt Elementary Middle School educators, to all parents and/or guardians, and to all students receiving education in Schweinfurt Middle School. This policy does not apply to those students receiving homebound instruction; further, it does not apply to students whose instructional programs are governed by individualized educational plans.

**Definition**

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

**Commitment**

The development of study skills must be an integral part of a school's educational policies. Schweinfurt Elementary Middle School strongly supports the philosophy that homework is a necessary part of school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is Schweinfurt Elementary/Middle School's policy that homework will be assigned in accordance with the needs and abilities of individual students and in support of the learning objectives of the particular curricular area.

**Guidelines for Assigning Homework**

1. Homework assignments are reinforcements for classroom curricular areas and they are given to support student learning.

2. Homework assignments shall be designed to meet the needs and abilities of individual students.

3.The burden that homework places on a student will be considered when such assignments are made.

4. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

**Responsibilities**

1. Administrator(s) will:

a. Implement the provisions of this homework policy as appropriate and ensure that it is published and distributed to all teachers, students, and parents.

b. Support teachers' efforts to ensure the completion of homework.

c. Plan for the periodic evaluation of homework policies with teachers, students, and parents.

2. Teachers will:

a. Identify the degree to which homework affects the determination of a student's grades.

b. Provide clear, concise directions for completion of homework assignments.

c. Check homework for completeness and mastery of concepts and return to students, as appropriate to the nature of the assignment.

d. Inform parents of student performance and completion of homework assignments as appropriate.

3. Students who are absent from school, with excused absences will be able to make up their class work whenthey return*.* Students will be allowed time, equal to the duration of their absence, to make up these assignments.

**System-Wide Testing Program (Terra Nova)**

Students at Schweinfurt Elementary Middle School grades 3-8 will participate in the DoDDS System-Wide Testing program each school year – usually in March. Copies of the Terra Nova test results are given or mailed to parents. Data obtained from these tests allow parents, students, and school personnel to better understand each student’s progress by providing a comparison with students throughout the U.S. Counselors and teachers use this information to recommend student placement and course selection and for referrals to AVID, Reading Improvement, and Special Education Programs.

**Resources**

**AVID** (Advancement Via Individual Determination)

The goal of the AVID program is to prepare students in grades 6-8 to enter and be successful in four-year colleges and universities. AVID is a language arts based curriculum with emphasis on the writing process and writing as a tool of learning. In addition to inquiry and collaboration, AVID also provides students with academic survival skills, i.e., time management, note taking, textbook reading, library research, test taking skills, and study skills. The Cornell note-taking system is taught and students are expected to use this system in all classes.

**Criteria for Selection**

Students must…

* have Terra Nova test scores of 5-7 stanines in language and math
* have a GPA between 2.0 and 3.5
* enroll in one vigorous course such as math or a foreign language
* have good attendance and discipline
* have a DEROS date at least one year in the future
* obtain recommendations from teachers
* complete AVID application
* have a personal interview with AVID staff
* have the desire to attend college
* demonstrate the willingness to follow AVID curriculum and methods
* demonstrate the willingness to keep an organized binder
* sign a contract of commitment to learning
* set a positive example for other students at Schweinfurt Elementary Middle School

**English-as-a-Second Language**

Instruction in English-as-a-Second Language is provided for students who speak little or no English or whose limited knowledge of the language may impede their progress in other classes.

**Guidance Counseling**

The primary responsibility of the guidance counselor is to help students adjust to the school setting. The counselor meets with parents who are concerned about their child’s academic, social, and/or emotional development, and provides information about professional services available through the school or the community. The counselor also meets with students to assist them with interpersonal problems. Parents are encouraged to inform the counselor when there is a family crisis.

**Information Center (library)**

The Information Center has a variety of reference materials for student use. **Student and sponsor must sign a “DoDEA Computer and Internet Access Agreement for Students” in order to use school computers.** This agreement is kept with the student’s records.

Books are checked out for a two-week period. Lost or damaged books should be reported at once to the Information Specialist. Students who lose books must pay for the books. Payment is to be made by check or money order, made payable to the TREASURER OF THE UNITED STATES, or a replacement book may be purchased (preferred method) and given to the Information Specialist.

**School Psychologist**

A School Psychologist provides psychological and intelligence testing and individual and group counseling. The School Psychologist is a member of the Case Study Committee as needed.

**Case Study Committee**

The Case Study Committee (CSC) aids teachers and parents in meeting the social, emotional, physical, and academic needs of the child. The members of the CSC are administrators, specialists, classroom teacher(s), and parents. After obtaining written permission from the parents, a child will be interviewed and evaluated. If a handicapping condition exists, an Individualized Education Program (IEP) is written and implemented under DoDDS criteria for special education services to help meet the student's needs.

###### Special Education Programs

Schweinfurt Elementary/Middle School has the resources to educate handicapped children in the learning impaired and communication impaired programs. Preschool developmental classes are available to children who qualify.

**Learning Impaired Program:** Students receive individual or small group instruction in basic skills and assistance with other subject areas according to the programs described in their Individual Education Program (IEP).

**Communication Impaired Program:** Students with speech and language problems, other than ESL, receive individual or small group instruction from the speech therapist as described on their IEP.

**Preschool Children with Disabilities Program: (PSCD)** The program identifies children with communication, motor, social, emotional, and/or cognitive delays. An IEP is developed and implemented for children 3-5 years old who qualify for services.

**Child Find Program:** This program is designed to locate family members between the ages of 3 and 21 years of age who are not enrolled in the DoDEA system, but who may need special educational services.

**Child Find monthly screening will be held at SEMS on the first Wednesday of every month. Please contact the school for additional information.**

**Health Services**

Each classroom has a first-aid kit for minor injuries. In the event that your child is severely injured or becomes ill at school, every effort will be made to contact a parent/guardian. **PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME AND DUTY PHONE NUMBERS.** If the parents/guardian cannot be reached, the Emergency Contact Person or the Sponsor’s Unit will be notified.

**When should my child return to school after being ill?**

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

If you are uncertain as to the health status of your child, please make an appointment with your child’s Primary Healthcare Provider for an evaluation.

Should your child need medications (prescription and/or over-the-counter) during the school day a specific form ***must*** be completed by the prescribing physician and the child’s parent/guardian. The medication will be in the original container, properly labeled by the pharmacy or physician. The label should indicate the name of the student and physician, the medication name, dosage, routine and frequency. The date of the prescription needs to be a current date.

All medications will remain at the school for the duration of the prescription. Any changes in the medication, dosage or frequency will necessitate **a new form and a new-labeled container.**

Medications for acute illness (such as bacterial infections) are usually prescribed three times a day and may be administered by the parent before school, after school, and before bedtime.

**Special Health Considerations**

If a child has a health problem, e.g. diabetes, epilepsy, hearing condition, or allergies necessitating emergency Epinephrine administration or is on daily medication for any reason, school personnel must be informed.

**School Health Program**

The primary responsibility for the health of the school age child rests with the parents/guardians of the child. The school health program is designed to strengthen the educational process through health supervision and health education of the students. The school health program consists of three components:

 1. Health education

 2. Health services

 3. Environmental health and safety

The school nurse serves as a health consultant and health appraiser. She assists parents in finding help for their child. She helps integrate health services and instruction into the curriculum, and is a resource person for the teachers. She serves as a liaison between the community, the school, the military medical offices and the parents. In addition, she maintains up-to-date information in the student’s school health record and supplies health information as needed.

Several routine screening programs are conducted during the school year. The screenings include: hearing, vision, and height and weight (to include BMI-Body Mass Index).

**Student Responsibilities & Daily Procedures**

Students in Kindergarten, who ride the bus, will be escorted into the MPR and line up to be escorted to class. Students in grades K-5, who are walking or have been dropped-off, will enter campus through the walk through gate closest to Building #526 in Post Housing. Students in grades 6-8 will all report to the gymnasium and enter through the marked exterior door near the parking lot. All students who are tardy will report the Main Office to sign in and receive a tardy pass.

**"At school" includes the journey to or from school. (DoDEA Regulation 2051.1 August 16, 1996)**

**Entry and exit from the building**

**Locker usage**

Students in grades 6-8 will be assigned a locker. Students are only permitted to open their lockers before and after school, before and after lunch, prior to advisory, and before and after PE for clothing ONLY.Student will only use the locker assigned to him or her. Each student is responsible for maintaining his/her locker. If a student's locker has been broken into or damaged, he/she should notify the counselor immediately. Any student involved in vandalism of lockers or students who do not follow the rules of responsibility as stated above will lose locker privileges and will pay for all damages.

**Thefts**

Each student is responsible for protection of his/her property. Students are advised not to carry large amounts of money or valuables. Students are encouraged to immediately report acts of theft and/or missing items. Students should not bring electronic equipment to school as we are not responsible for missing items.

**Cafeteria (AAFES)**

The school lunch program is sponsored by AAFES Cafeteria at Ledward Barracks. The school cafeteria will be open on the first full day of the year. The local community representative for the free or reduced lunch program is located at the ACS building at Ledward Barracks. A current Leave and Earnings Statement will be required to determine eligibility for free or reduced price meals.

Parents may open an lunch account for their child(ren) in the Main Post Exchange daily. Money may be put in a student’s account at the Customer Service desk of the Exchange or the cafeteria. Parents can limit student purchases to the regular menu or let the students purchase a la carte items also. Further information is available at <http://odin.aafes.com/nutrition/08/index.html>.

# Lunchroom Procedures

1. Follow directions of all adults.
2. Come into the lunchroom and sit down.
3. Wait until you are called to line up for lunch-no more than ten in line outside cafeteria.
4. Stand in line and proceed through to get your lunch.
5. When you exit the lunch line sit at your table.
6. DO NOT GET UP AND MOVE AROUND WITHOUT PERMISSION FROM A LUNCHROOM MONITOR-SAFETY ISSUE, WE DO NOT WANT YOU TO GET HURT!!!
7. Raise your hand to get permission to OBTAIN additional items for your lunch or forgotten items like straws, utensils or napkins.
8. When you are finished with lunch raise your hand to be dismissed to empty your tray and sit back down.
9. Wait until you are called to line up for recess or dismissed for class.

**Lunch Times**

Lunch Recess

Kindergarten 1040-1110

1st Grade 1100-1120 1035-1055

2nd Grade 1125-1145 1100-1120

3rd Grade 1125-1145 1100-1120

4th Grade 1150-1210 1215-1235

5th Grade 1145-1215 1210-1230

6th, 7th, 8th Grades 1223-1310

|  |  |
| --- | --- |
| **The Schweinfurt School Dress Code will be as follows:** | **Which means absolutely:**  |
| **LEG WEAR** Solid* Leg wear will be of one solid color
* Cotton/polyester/corduroy long pants (Dockers style)
* Cargo pants with pockets closed and empty
* Jumpers
* Skirts (knee length) or skorts
* Walking shorts (mid-thigh when sitting)
* Capri pants (mid-calf)
 | **LEG WEAR*** **NO** Nylon pants
* **NO** Zip-Apart pants
* **NO** Sagging or baggy pants
* **NO** Frayed pants, holes, embroidery, bling on pants
* **NO** Undergarments showing or protruding above waistband of pants
* **NO** Form fitting materials
 |
| **SHIRTS** Solid, any color* Long sleeved/short sleeved collared polo-style (i.e. cotton knit, two or three button) shirts
* Long sleeved/short sleeved turtleneck shirts
* Official PTSA-T-Shirts and sweatshirts
* Long sleeved/short sleeved dress shirts or collared blouses
* Shirts supporting various school events (sports, student council, teams, ROTC and Scouts uniforms, etc.) as approved by the principal
 | **SHIRTS*** **NO** Lace, embroidery or other designs
* **NO** Tank Tops, sleeveless shirts, or spaghetti straps
* **NO** Belly/crop tops or exposed midriffs
* **NO** Visible brand names or logos except official Schweinfurt School Logo
* **NO** See-through materials
* **NO** Form fitting materials
* **NO** cleavage showing
 |
| **FOOTWEAR*** Socks – solid, any color (no logos showing)
* Tights – solid, any color
* Shoes – sturdy tie, Velcro, buckle or casual shoes to include running shoes (unspecified color)
* On occasion, other types of shoes will be allowed by the principal for school performances or ceremonies
 | **FOOTWEAR*** **NO** Platform shoes
* **NO** Heelies
* **NO** Dress shoes with slick leather soles
* **NO** Heels (shoes must be flat sole)
* **NO** Footwear that has exposed toes or heels (beach wear/slippers/sandals/mules/crocs/flip flops)
 |
| **SWEATERS, SWEATER VESTS, or SWEAT SHIRTS*** Solid, any color
 | **SWEATERS OR SWEATER VESTS*** **NO** Windbreaker material worn indoors
* **NO** Hoods worn in the building
* **NO** Potential gang symbols, logos, or patterns
 |
|  **P.E. DAY SWEAT SUITS – ELEMENTARY SCHOOL ONLY (Optional)*** Schweinfurt school logo or solid, any color
 | **P.E. DAY SWEAT SUITS*** **NO** Sweatpants are to be worn on other days of the week
 |
| **HEAVY COATS, LIGHT JACKETS, RAINCOATS, HATS*** These items can be of any color and can have logos, however, they can only be worn to and from school and at recess
 | **HEAVY COATS, LIGHT JACKETS, RAINCOATS, HATS*** **NO** Coats or jackets shall be worn in the classroom (teacher discretion for special cases, such as heating issues)
* **NO** Raincoats or hats will be worn in the school
 |
| **JEWELRY AND OTHER ADORNMENTS*** If necklaces are worn, they should be removable during physical activities and cannot be longer than three inches from the neck line
* Rings on fingers must be small
 | **JEWELRY AND OTHER ADORNMENTS*** **NO** Sweat bands or dog collars
* **NO** Chains to include ones hanging off belts/pants/etc.
* **NO** Hoop earrings or earrings larger than 2 Euro piece
* **NO** Scarves (indoors), unless approved by the principal
* **NO** Gel bracelets
* **NO** Sunglasses worn indoors
 |
| **HAIR AND COSMETICS*** Hair- Many hairstyles and cosmetics are acceptable, as long as they are neat, not distracting to others, and do not pose a health or safety risk
 | **HAIR*** **NO** hair may interfere in the safety of any student at school; hair hanging over the eyes will be secured back
* **NO** Extreme or distracting haircuts, hairstyles, or cosmetics
 |

Note:

-School principals are authorized to prohibit, remove, restrict, or modify any worn item or manner of grooming individually or collectively deemed by them to be unsafe, inappropriate, distracting, or contributing to an uncomfortable environment.

-All clothing and accessories will be worn as originally designed.

-No Hoodies or sweatshirts are to be worn in class.

The following websites are some vendors who stock clothing that meet the Schweinfurt Community School dress policy. This is not an all-inclusive list. The Schweinfurt Post Exchange has been included in the dress code policy development and will stock approved apparel.

|  |  |
| --- | --- |
| **Vendor** | **Website** |
| Army & Air Force Exchange Service (AAFES)\*\* | <https://shop.aafes.com/shop/search/default.aspx?freeText|33067.629375=school%20uniforms> |
| French Toast | <http://www.frenchtoast.com/> |
| Dickies (available at many retailers) | <http://www.bestbuyuniforms.com/listing.asp?cid=169> |
| J.C. Penney | <http://www.jcpenney.com/products/Cg10406.jsp> |
| Old Navy | <http://oldnavy.gap.com/browse/category.do?cid=5924&redirect=true> |
| Wal-Mart | <http://www.walmart.com/browse/School-Uniforms/_/N-90v4Zaq90Zaqce/Ne-3w4l?ic=48_0&ref=181605.421024&tab_value=Online&waRef=181605.421024&path=0%3A5438&prevTerm=school%20uniforms> |
| Lands End | <http://www.landsend.com/ix/school-uniforms/index.html?seq=1&visible=1&store=le&tab=13> |
| Sears | [http://www.sears.com/shc/s/c\_10153\_12605\_Clothing\_School+Uniforms](http://www.sears.com/shc/s/c_10153_12605_Clothing_School%2BUniforms) |
| Kohls | <http://www.kohls.com/kohlsStore/kids/schooluniforms.jsp> |

\* Each of these sites may be reached by entering the vendor name followed by “school Uniforms” into the Google© search engine

\*\*AAFES requires creation of a user account available to all authorized Exchange customers

**Gang-Like Articles Prohibited on Campus**

Any symbol, activity, article of clothing, manner of wearing clothing or language that symbolizes gang membership or affiliation will not be tolerated. Examples of these symbols include, but are not limited to, hand or written gang signs, bandannas of all colors, spiked wristbands and sweatbands, any article of clothing worn as if in sympathy with gang members, attire that depicts racial or cultural slurs, or attire that contains rude or vulgar language. Pants worn extremely low or sagging, or pants worn with one of the pant legs rolled up to mid-calf, are specific examples of attire that is not allowed.

All items that are a part of the basic school dress code will be stocked by AAFES. The optional items may or may not be a part of their stock. All items (except SEMS PTSA school shirts, jackets, or sweatshirts) will be without a visible logo. Brand name items such as Land's End must have the logo removed unless the label is not visible, as in shirt labels. The school dress will be clean, neat, and serviceable. There should not be holes, tears, or slits and no deliberately cut, frayed or ragged edges, including pant legs that are cut off and not hemmed. Clothes are worn properly and fitting properly. The wearing of hats, gloves, scarves, raincoats, and winter coats will be IAW the USAG Schweinfurt Dress Code. This school dress code policy applies to all functions on campus property and during all school activities in other locations.

The SEMS School Principals reserve the right to make judgments concerning the dress code, i.e. field trips, picture day, etc.

**Exemptions**

If a parent or guardian desires to exempt his or her child from a school/community dress code policy, the parent/guardian must complete the following steps:

Parents/Guardians must make request in writing or in person using an "Application for Exemption from the School/Community Dress Code”. This application may be obtained from the Schools' Officer for the Community.

The parent/guardian must complete the application in full and submit it through the USAG Schweinfurt Commander, to the School Dress Code Review Committee, which is responsible for exemptions at the school.

The parent/guardian must meet with the designated School Dress Code Review Committee to discuss the school/community Dress Code, the implementation policy, the nature of the parent's/guardian's objections to the policy, and the reasons for the requested exemption. The purpose of this meeting is to ensure that the parent/guardian understands the reasons for, and goals of, the school dress code policy, to verify the accuracy of the information on the Application for Exemption, and to prevent fraud and misrepresentation.

A student who obtains an exemption from a school's dress code is granted an exemption for the current school year and remains subject to the Bavaria District School. Parents must resubmit their application for exemption prior to the end of the current school year.

The authority for decisions made by the School Dress Code Review Committee is the United States Army Garrison Commander.

**Enforcement**

The school dress code will be enforced in the same manner as the USAG Schweinfurt Discipline Policy. School officials will be expected to ensure students conform to the dress code requirements and follow Disciplinary Rules and Procedures as outlined in DoDEA Regulation 2051.1 dated August 16, 1996.

Initial Infraction will result in counseling and changing to appropriate clothes.

Further Infractions will follow the School-wide Discipline Procedure outlined in this handbook.

**School Procedures**

**Attendance**

The DoDDS educational program is organized on the basic assumption that all students will attend school/class regularly and punctually. Adherence to the DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, is the responsibility of the parents and student. Student attendance for grades Sure Start through 5th grade will be identified using a quarter of the school day formula as identified in Enclosure 2 of the School Attendance Regulation. The guidelines for grades 6-8 attendance will also be based on a 25% formula as outlined on pages 17 and 18 of the Regulation. Parents will be periodically informed of student absences (excessive and/or unexcused) in order for them to exercise parental control and responsibility. Students who do not attend school a full day will not be allowed to participate in or attend any school-sponsored event scheduled on that same day.

The principal must approve exceptions to the above policy. An example of such an exception would be submission of an authentic appointment slip.

**Note: It is the responsibility of the parent/guardian to call the school every morning the student is absent.**

Attendance for grades 6-8 will be taken in every class each period and at the beginning of the school day for students in grades K-5. **A note will be required from the student's parent or sponsor following an absence from school.** The note must include the student's name, date of absence, sponsor's name, address, and telephone number (home or office), the reason for the absence, and the parent's signature. Students should turn the note into the Main Office immediately upon return to school. He or she will be given a re-admit slip. Parents of absent students will be contacted by phone or mail. Absences will be classified "unexcused" or "excused."

**Excused Absences**

The following guidelines for Excused and Unexcused Absences are taken directly from DoDEA REGULATION2095.01:

The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.

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

(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 of 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.

(10) 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. (See Appendix to Enclosure 2)

**Unexcused Absences**

Absence from school or a class without written verification from a parent or sponsor will be unexcused.

The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.

School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.

Unexcused absences may result in disciplinary action (ie. detention, suspension, and expulsion), along with loss of credit, if the student does not comply with the intervention plan, pursuant to Reference (a).

**Passes to the Nurse**

 Students must report to classes before being referred to the nurse. Students may not report to the nurse during passing time.

**Passes to the Office**

Only with an official student planner or class note may a student be released from class and then only if an emergency exists.

**Tardiness**

 Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.

Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.

Students are responsible for making up all missed work when arriving late to class.

Students missing less than *Y2* school day will be counted present, but will be marked "tardy excused", or "tardy unexcused."

**Excused Tardy**

 Conditions that constitute an excused absence also constitute excused tardy.

**Unexcused Tardy**

Tardy from school or a class without written verification from a parent or sponsor will be unexcused.

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Students leaving school grounds without prior written parent or sponsor permission will be unexcused.

**Excessive Tardy**

School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year.

Subject-Oriented Study Trips

Subject-oriented study trips are based on sound educational criteria and designed to meet pre-determined objectives in conjunction with clearly defined class curricular goals. Planning for a study trip must include the following:

(1) Written definitive objectives of the trip along with a written definition of the expected results.

(2) Prepared pre- and post-trip evaluations.

(3) A route not to exceed 100 kilometers in distance for day trips. (DoDDS requirement)

(4) Approval by the Superintendent and ASG Commander.

All children are allowed to participate in study trips. We do not use study trips as a reward or punishment for behavior or academic performance.

The Principal may exclude a child from a trip who poses a threat to the safety and welfare of others, or is a disruption. The Principal may require that a parent accompany a student on a study trip.

Parents are needed to chaperon study trips. If insufficient chaperons are available, the trip will be canceled.

Siblings of students are not allowed to attend the study trip. Signed permission slips will be returned by listed date.

**School Visitors**

A visitor's pass from the office is required of anyone who desires to visit a classroom. Students must plan ahead if they desire to bring a guest to school. A visitor's pass/request form must be picked up at the office prior to the guest's appearance in school. This pass must be signed by the student's teachers and then presented to the office for approval not later than one day prior to the visit. Students may not bring a visitor who attends another DoDDS School or who is active duty military.

There should be a valid purpose for the visit, such as a visit by a German student. Younger brothers/sisters will not be brought to school as visitors, even if they do not have school that day. All pass/request forms will be approved or disapproved by an administrator.

All visitors, including parents, must clear through the Main Office, and each must request a visitor pass. Each of these visitors, guest speakers, and/or class participants must have a visitor's pass prior to entering the classroom.

Parents are welcome to visit classes and to serve as resource personnel. However, they must first be cleared through the office.

**Evacuation of the Classroom**

Fire: The fire alarm will be a prolonged ringing of the fire alarm bell or an announcement over the intercom. Each class should quietly leave the building as a group according to the fire evacuation plan. After leaving the building, each group must keep together at a safe distance from the building. Fire drills may be conducted with no previous warning.

Emergency: The emergency evacuation of the building will be announced over the intercom system. Each class should leave the building as a group, remaining with teacher, according to instructions given at that time. After leaving the building, class groups will wait in the designated area for further information from a school staff member.

**School Cancellation and Unscheduled Dismissals**

On occasion it may be necessary to cancel school because of inclement weather. Fog, snow, and ice may make it impossible for school buses to make their normal runs. Road conditions may be so hazardous that even the safety of the children who normally walk to school could be endangered. At such time, school will be canceled for the entire day, including for "walkers."

In the case of inclement weather, the installation commander or his/her designee will coordinate school closure or delays in opening with the school principal. The principal will consider all pertinent factors in making the decision (e.g., degree of inclement weather, number of students not able to attend class, availability of transportation, travel distance of students to and from school) and then will make the final decision about the closing or delay in opening of the school for students. The installation commander or his/her designee decides when or if school buses will run.

Should school be closed to students because of the weather or emergency conditions, teachers may be released from duty by the principal with the approval of the community commander. The community commander's decision should be based on the same criteria that are used for releasing other civilian employees. Dismissal of students, in itself, is not always a justifiable reason for teachers' release.

All available communication systems to announce school delays or closures will be used to notify parents as far in advance as possible

**Lost and Found**

Lost and found items may be claimed in the office or the MPR**.**

On the last day to each month lost and found items will be donated to 1-4 Cav or the USAG Thrift Shop.

**Early Promotion**

Students withdrawing from school before the end of the semester may be granted credit for an accelerated study program, which is to be outlined by the teacher involved, providing that the withdrawal date is no earlier than twenty school days before the end of the semester. Such students, meeting the conditions of the accelerated program, are to be granted semester grades and credits.

**Retention**

Students who do not satisfactorily complete the requirements for promotion may be considered for retention. The Student Placement Committee will contact parents and discuss their concerns about a child's achievement and whether or not progress can be made at the next grade level.

**Early Arrival at School**

Parents are advised not to allow their children to leave home too early. This applies especially to children in the housing area who walk directly to school. Children may not arrive at school before the start of classes or 7:00 am if they are participating in the Early Reading Program.

**Approval for Notices**

All posters, material for the bulletin boards, and printed material for distribution to students, or advertisements of any kind to be displayed or distributed on school premises, must have prior activity sponsor and administrative approval.

**Tutoring**

Students with physical or other health impairments are eligible for home and hospital instruction. For students who are specifically and certifiably restricted from attending any school-based program for the duration of convalescence, instruction for up to three months is permitted. Please contact the school counselor for information and procedures.

**Telephone Messages**

Telephone messages will not normally be relayed to students in the school. Situations such as medical appointments, lunch money, and changes in family matters cannot be considered "extreme/serious" when these could have been coordinated with the student before school hours. Messages concerning a child's transportation cannot be accepted unless the request is in writing to the principal. Use of school telephones is by regulation restricted to official business, and students are not allowed to use government telephones for personal use.

Physical Education Participation

Students are expected to participate actively in physical education classes unless they are ill or injured. Students are excused from physical education for one day with a note from a parent/sponsor. A doctor’s note is required for excused absences if the student will be unable to participate for more than one day. In case of long-term injury, such as a broken arm or leg, the student will be given an alternative program or assignment. Students in grades 6, 7, and 8 are expected to bring physical education clothes. Physical education students are also expected to regularly demonstrate skills in reading comprehension, problem solving, and the writing process through assignments.

**After School Activities**

All activities must be sponsored by and come under the direction of a particular school-related organization or group. Requests for all school activities must be submitted to the principal for approval a minimum of two weeks in advance.

All social functions approved and scheduled for evenings will end not later than 2100 hours unless special permission is obtained from the principal. Students must stay for the duration of the event; if they leave, they will not be readmitted and must leave the campus. An appropriate number of chaperons must be in attendance for the duration of the event.

The sponsoring group must have the activity area cleaned and ready for use the following day.

Normal school policies for student behavior apply to all school-sponsored activities as well. No smoking is permitted, and evidence of drinking alcoholic beverages or of the use of drugs will result in suspension. Inappropriate behavior may also result in the loss of the privilege of attending future school activities. No tobacco products may be used at any time.

SEMS social functions are for students in grades 6-8 who are currently attending SEMS.

**Note: After school athletics for middle and elementary school-age students are the responsibility of Youth Services, not DoDDS-E. DoDDS-E does not have the authority nor does it receive funding to initiate such services.**

**School-Wide Discipline Plan**

School safety

The administration and staff of Schweinfurt Elementary Middle School are dedicated to providing a **safe learning environment for your children**. We will maintain an environment that is free of fear and intimidation, and children who will not conform to our expectations will not be allowed to attend SEMS. No child should ever be afraid to come to school, but instead should always find his or her school to be a safe haven.

**We believe that parents share our concern and will partner with school and community to provide a safe environment. Any action that threatens the safety of SEMS students or staff should be brought immediately to the attention of school officials.**

School-Wide Discipline Procedures

Grades K-5

**Behavior Expectations**

(1) All staff members contribute to Schweinfurt Elementary/Middle School’s friendly, inviting environment. We set the tone through our actions and attitudes. We will demonstrate our continuous support and encouragement of students in four important ways.

(2) We will teach students the expectations for responsible behavior in all school environments by relating student actions to our guidelines for success. That is, we will encourage students to be respectful, to be responsible, and to be ready.

(3) We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.

(4) We will view minor misbehaviors as teaching opportunities, and will respond calmly and consistently with corrections or consequences.

(5) We will work collaboratively to solve behavior problems that are chronic or severe in nature.

**Behavior Management**

(1) Student conduct that interferes with learning or with teacher instruction interferes with the learning environment.

(2) Students, parents, community, and the school share the responsibility for creating the best possible learning environment.

(3) Students are expected to conduct themselves in a manner that shows respect for others and school property.

(4) School administrators (in concert with the student, parent, and military command) will address all misconduct actions that fall within their purview and refer students to the appropriate military command if continuous misconduct requires community service, suspension, and/or expulsion occurs.

**Playground Expectations**

(1)Line up quickly and quietly once the whistle blows/bell rings

(2)Students need to stay in the designated playground areas

(3) Play fighting/wrestling, chasing and tagging others is not allowed

(4) Students are not to be on playground equipment without adult supervision

(5) Students are not to use equipment when lining up for morning entry nor when being dismissed in the afternoon.

Playground rules apply to all areas and include all play equipment. The physical education teacher reviews rules of various playground games with the students throughout the course of the year.

**Classroom Rules**

Classroom rules are posted in each room and shared with parents at the beginning of the school year. Students are expected to become familiar with and follow these rules. Normal school policies for student behavior apply to all school sponsored activities. Inappropriate behavior may also result in the loss of the privilege of attending future school activities.

# THE “BE’s” OF SEMS

**BE RESPECTFUL:** treat others as you wish to be treated.

* Obey all adults in charge the first time
* Keep hands, feet, and objects to self
* Speak in an appropriate manner to all people

**BE RESPONSIBLE:** self-control; know that your words and actions affect others.

* Move in a safe, quiet manner at all times and stay in own space
* Treat school property with care
* Before you touch other’s belongings, ask for the owner’s permission
* Clean up your space after all activities

**BE READY:** behavior will allow teachers to teach and students to learn.

* Produce your best work every day
* Come to school prepared to work and learn (supplies and assigned work)
* Be attentive, so you know what to do and where to go
* Be punctual throughout the entire school day

**SEVERITY CLAUSE:**

* Causes for immediate suspension:
* Physical, sexual, and/or verbal abuse (violence)
* Weapons (real or fake)
* Drugs (includes cigarettes and alcohol)
* Vandalizing school property (including pulling a fire alarm)
* Willful disobedience toward any school authority
* Theft and/or extortion of money or property from others

**CONSEQUENCES:**

* Verbal reminder to student with positive intervention
* Notice of inappropriate behavior – verbal communication with parents
* 30-minute detention
* 60-minute detention
* Principal referral – conference with student and sponsor; referral to school liaison officer; suspension; community service.

**Grades 6-8 Discipline Guidelines: See Page 42 for a list of infractions and consequences.**

**Serious Incidents – Immediate referral to Administration**

Including, but not limited to, blatant defiance and threat to safety.

Alcohol, drugs, dangerous objects, stealing, or assaults: This applies to any student using alcohol or drugs, carrying any dangerous objects including laser pens, stealing, or engaging in physical assaults against other students or staff. Consequences could include suspension/expulsion and the filing of charges with the Military Police.

**Truancy**

1st Offense - A parent will have a conference with an administrator as soon as possible. A detention equal to the time lost (minimum of one hour) will be assigned. Detention for first offense may be after school-supervised study in a specified area.

2nd and Subsequent Offenses - A conference with the parent will be held. A school suspension may be given. The community misconduct officer will be notified.

**In-House Suspensions**

In-house suspensions (students stay in the office all day and complete school work) may be given at the discretion of the principal. An In-House Suspension may be given to a student who has an attendance problem or who has committed a minor disciplinary offense.

**Expulsion**

The Disciplinary Committee can recommend suspension beyond ten days. Expulsion is defined in the Department of Defense Regulation 2050.1 which will be provided to parents and students upon request.

**DoDDS has mandated zero-tolerance in its schools against substance abuse, violence and the possession of weapons.**

**Tobacco**

For guidance, the following DoDDS policy is quoted:

**"Under no circumstances and at no time may students smoke on school grounds or in school buildings."** If it is determined that a student has been smoking on campus, a suspension will be imposed. Tobacco products are not to be brought to school by students.

**Illegal Drugs**

1. **Commitment**. The harmful effects of drug abuse threaten achievement of the educational mission of DoDDS; therefore, it is the responsibility of DoDDS to combat this problem. Drug possession, use, and distribution will not be tolerated in schools operated by DoDDS.
2. **Students are prohibited from Possessing, Using, or Being Under the Influence of Drugs.** Students who possess or use illegal drugs at school will be disciplined in accordance with the Table of Discipline below. Suspensions and expulsions will follow normal disciplinary procedures.
3. **The possession or use of tobacco products or alcohol is strictly prohibited.** Failure to follow this rule will result in suspension.

|  |
| --- |
| **Table of Consequences** |
| **Nature of Offense** | **Instance** | **Action** |
| Possession and/or use; Under the Influence of Illegal Drugs | First | -Suspension-Student Counseling-Parent Counseling-Exclusion from School Activities, Remainder of School Year |
| Possession and/or use; Under the Influence of Illegal Drugs | Second | -Expulsion |
| Distribution/Sale of Illegal Drugs | First | -Expulsion |

**Weapons at School**

ABSOLUTE ZERO TOLERANCE for weapons at school is the DoDEA policy. "At school" includes the journey to or from school. (DoDEA Regulation 2051.1 August 16, 1996). If a student is found to be in possession of a weapon of any kind, the SMS principal is required to recommend expulsion to the SMS Disciplinary Committee.

If the Disciplinary Committee substantiates the weapons possession charge, it may concur with the recommendation for expulsion, or it may recommend a lesser penalty. Further, in weapons possession cases, the Principal is required to report the offending student to the BSB Commander by name and name/unit of sponsor.

**Weapons & USAREUR**

USAREUR Regulation 190-6 and USAFE Regulation 125-17 provides the following list of weapons as examples of prohibited items. This is not a complete listing. In the case of situations not specifically addressed, please contact your local security police or Provost Marshall's office. Machine guns (that is, any weapon that shoots, is designed to shoot, or can be readily restored to shoot, automatically, more than one shot, without manual reloading, by a single function of the trigger), any size shotguns, any size rifles, silencers or mufflers for any weapon, any destructive devices, any unregistered firearms, switchblade knives, club-type hand weapons (for example, blackjacks, brass knuckles, numb-chucks), gas pistols and shooting pens. Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety are prohibited: straight razor, razor blades or weapons made from razor blades, ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument. Also included are clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks). The following are also forbidden: authentic looking replica of a firearm (for example, toy guns, BB guns), blank cartridge pistols, or any other object that might be used readily to inflict bodily harm (for example, bicycle chains, any large chains such as chokers and wallet chains, canes with sharp points, broken bottles or glasses, small knives with retractable blades); pad locks, locking blade knives, regardless of length, and any other knives, regardless of size.

**Laser Pens/Pointers**

The possession of laser pointers or pens is becoming a major health issue. According to several reports, the pointers are feared to cause everything from minor eye injuries, when they are flashed directly into student’s eyes, to near heart attacks in people who see them flashed on their chests and fear they have been targeted by laser gun sights. Although these pen-size battery powered laser pointers produce a narrow, bright red beam, and are convenient to use and are readily available at local stores and through catalogues, they should never be used as a pointer into an audience. It is this fact, which prompted DoDDS to issue a policy against the use and possession of laser pointers in its schools.

 Studies carried out on laser pointers have shown that most, if not all of them, are unsafe. They showed that the lasers were so powerful that exposure to them would exceed the maximum permissible radiation exposure level. Based on these results, experts have advised that exposure to these laser pointers may result in serious damage to the eyes and even blindness. Lasers are classified into four classes: Class 1, the weakest and class 4, the strongest. All lasers are dangerous, but those in category 3 or 4 carry the greatest potential for causing irreparable damage to the eyes. Lasers at any distance can be a hazard and cause considerable damage.

DoDDS has stated that any laser pointer falls into the category as dangerous weapon. Parents are advised that a dependent’s use of a laser pointer may result in the recommendation for expulsion of the dependent involved in its use. The Food and Drug Administration, has warned parents that children may be risking their eyesight if they use hand-held laser pointers (Associated Press). Lasers pointers are generally safe if used as intended. However, all lasers are dangerous and, if used in inappropriate situations, can be a hazard to people even a considerable distances. Students in possession of laser pointers will have them confiscated and will be subject to suspension and expulsion.

***Please discuss DoDEA and Schweinfurt Elementary Middle School weapons policies with your son or daughter, and help us keep the school a safe place where all students may learn and play without fear.***

**Other Articles Not Permitted in School**

Students will not be allowed to bring to school any personal effects that interfere with the classroom atmosphere of the learning situation. Such items would include sound and video devices and non-prescription contact lenses. These items will be confiscated and kept until a parent comes to pick them up. Illegal items will be turned over to the Provost Marshall's Office (PMO). Only locks used to secure lockers are allowed in school.

**Gang-Like Articles Prohibited in School**

Any symbol, activity, article of clothing, manner of wearing clothing or language that symbolizes gang membership or affiliation, will not be tolerated. Examples of these symbols include, but are not limited to, hand or written gang signs, bandanas of all colors, spiked wristbands and sweatbands, any article of clothing worn as if in sympathy with gang members, attire that depicts racial or cultural slurs, or attire that contains rude or vulgar language. Pants worn extremely low sagging or pants worn with one of the pant legs rolled up to mid-calf are specific examples of attire that is not allowed.

**Articles Prohibited in the Classroom**

A locker is provided for students in grades 6-8, each student to keep jackets/coats, book bags, and other items not needed in classroom. These items are not to be brought into class. Food, gum, and drink (except plain water), are not permitted outside the cafeteria. The principal may grant exceptions based upon teacher request.

**SEMS Anti-Bullying Policy**

USAG Schweinfurt and Schweinfurt 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

**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

• 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.

**Registration**

All students must be registered for school every year. To register their child, sponsors or parents should bring a copy of:

(1) Their orders (which includes the student’s name)

(2) Their ID cards

(3) A copy of the student’s records from his or her previous school

(4)Current immunization records

(5) The student’s social security number

(6) The name and phone number of someone, other than the sponsor or spouse, who is authorized to sign the student out and to take responsibility for the student in case of an emergency.

Registration is held each year in May for returning students. If the orders will be more than three (3) years old when the student starts school, a copy of extensions or a Confirmation of Status form is required. Registrations are also accepted throughout the summer from 0830 until 1130 hours. Students who arrive during the school year may be registered daily from 0900 until 1200 hours. Students do not begin attendance until schedules have been developed and teachers have been notified, usually the following day if the student is registered by 1200.

**Withdraw/Transfer**

Upon student withdrawal or transfer, sponsors are to ensure that the following steps are taken:

(1) Notify the Main Office at least 5 working days in advance. (Any less will not guarantee that your records will be ready on your child's last day of school).

(2) Provide the Main Office with a copy of the orders transferring your child.

(3) Notify the Registrar if your child has confidential records (ex: IEP, Speech, GE, etc.). (Confidential records should be hand-carried and not packed in your luggage or household goods).

(4) Ensure that library books are returned to the Information Center.

(5) Pay for any lost books and/or school items.

(6) Parent or sponsor (by law, records will not be released to student) must pick up records in the Main Office by 1530 hours or after on the child's last day. Records will not be ready before 1530 hours on the date that you have given us as his/her last day of school. These records will include copies of the child's official records to take to his or her new school.

### SCHWEINFURT SCHOOL BUS OFFICE



Tel: 09721 81355 DSN: 354-6677 or 6236

# BUS TRANSPORTATION

The Schweinfurt School Bus Office (SBO) is committed to providing the Schweinfurt community and surrounding area the safest and most efficient transportation possible to and from school. Students must be registered at the school prior to registering at the SBO.

Only registered riders are allowed to ride the buses and will receive a valid bus pass, which they must show daily when boarding their assigned bus.

Students will conduct themselves in accordance with the school bus rules. A copy will be provided to the parent upon registration for bus service. One child's misbehavior can interfere with safe operation of the bus and endanger everyone on the bus. Therefore, disciplinary action on reported infractions may be taken, to include temporary suspension or permanent revocation from riding the bus.

 Remember, school transportation is a privilege, not a right or entitlement, and safety is the key.

**School Bus Office**

On January 1, 1995, DoDDS assumed school bus transportation responsibilities. DETMO (DoDDS European Transportation Management Office) will be the point of contact for any future school bus questions or concerns.

**Point of Contact:**

 Located at: Schweinfurt Elementary Middle School

 Bldg. 505, Room 2

DSN 354-6236 or CIV 09721-966236

School principals or their designees are responsible for enforcing student behavior standards on school buses and for deciding on consequences for students engaged in misconduct. Consequences can be a suspension of school bus riding privileges, after receiving a written report from DETMO personnel, such as the bus monitor, driver, School Officer, or other responsible person.

Parents who have concerns about school bus discipline should provide this information to Dr Hill/Ms Fuglaar. As indicated above, the administrator will take appropriate action when a written report is received from Mr. Zechow’s office.

Please feel free to address any questions or concerns, either to the School Bus Transportation Office at the numbers provided above or to the school at DSN 354-6813 or CIV 09721-804301.

**Bus Rules**

Discipline on school buses is a joint responsibility of the students, the parents, the installation commander, and the school system. Attachment 2 on page 43 gives a list of the consequences for misbehaving on the bus. In order to provide a safe and orderly environment on school buses, the following responsibilities are proposed and identified:

A. Students are responsible for:

1. Conducting themselves in a safe and orderly manner, in accordance with the standards published, when entering, exiting, or riding on a school bus.
2. Obeying the instructions of bus drivers, monitors, DoDDS officials, and installation officials.
3. Attending and completing safety training for transportation twice a year.
4. Showing or surrendering their bus pass on demand to bus, school, and/or military community authorities.
5. Immediately reporting the loss/damage of bus passes to DETMO.
6. Providing school personnel with written notification from parents for any variation from their normal departure from school.

B. Parents/ Sponsors are responsible for:

1. Ensuring that their family members riding school buses know the standards of behavior and that they comply with those standards.
2. Paying for any damage to vehicles that may result from improper behavior.
3. Ensuring the safety and conduct of their family members to and from the bus stop and while at the bus stop.
4. Ensuring that their family members are at the designated school bus pickup point five minutes prior to the bus’s scheduled arrival time.
5. Reporting to the local DETMO office any unsafe actions by drivers or occupants when observed.
6. Getting their family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended.
7. Picking up and signing for replacement bus passes.
8. Providing school personnel with timely written notification when a school child has a change in his or her normal transportation schedule.
9. DoDDS
10. School principals or their designees are responsible for:
11. Supervising the loading and unloading of school buses at the school.
12. Enforcing student behavior standards on school buses and deciding on consequences for students for misconduct, including suspension of school bus riding privileges, after receiving a written report from DETMO personnel, bus monitor, driver, School Officer, or other responsible person.
13. Informing the Installation Commander of serious or repeated school bus misbehavior and criminal acts of students.
14. Monitoring the attendance of children who have been removed from school buses and reporting absences from school.
15. Determining when to meet with the sponsor/parents of children involved in either a serious incident or repeated minor incidents of school bus misconduct to seek ways to prevent further incidents.
16. Advising the Installation Commander of instances when the sponsor/parents are either unwilling or unable to correct school bus misbehavior.
17. DETMO is responsible for:
18. Developing and publicizing student behavior standards aboard school buses, in coordination with the DoDDS Regional Director and the major military command.
19. Conducting in-school training on safety and school bus behavior standards.
20. Issuing and replacing bus passes for students eligible for daily bus transportation.
21. Collecting and returning bus passes as a result of the suspension of bus riding privileges, and advising the contractor of the duration of suspensions and any route changes that may result.
22. Assisting the SMS principal or his or her designees in the supervision of loading and unloading of school buses at school sites, when available, in conjunction with contract quality assurance inspections.
23. Ensuring that the contractors are instructed on how to handle and report various incidents and that the contractors have trained their personnel on the procedures.
24. Advising school bus drivers of actions they should take if the drivers encounter a significant misconduct problem while transporting students.
25. If present when a student misconduct occurs or is reported, acting as liaison between the driver, monitor, or other responsible person and the school principal to provide necessary information, including written reports, when appropriate to the Installation Commander or SEMS school principal.
26. Acting as the liaison between school bus contractors and the Installation Commander or SEMS Principals.

**ENSURING EQUAL OPPORTUNITY IN**

### EDUCATIONAL AND TRAINING PROGRAMS

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) 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 Office of Compliance and Assistance.

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

Schweinfurt Grades 6-8

Block Schedule

Bell Schedule 2012-2013

0750-Opening Exercise in Gymnasium

0800-0925 A/B1

0925-0929 Passing

0929-1054 A/B2

1054-1059 Passing

1059-1223 A/B3

1223-1310 Lunch

1310-1314 Passing

1314-1348 Advisory

1352-1435 A/B5

SCHWEINFURT MIDDLE GRADE STUDENTS SHOW:

 P – Preparation

 R – Respect

 I – Integrity

 D – Determination

 E – Effort

SCHWEINFURT ELEMENTARY STUDENTS SHOW:

THREE B’S

 Be – Respectful

 Be – Responsible

 Be – Ready

Attachment 1



Attachment 2