

Ramstein Intermediate School

Parent/Student Handbook 2011-2012



Where learning puts you in great spots!

**Unit 3240 P.O. Box 600
APO, AE 09094
Telephone: 06371-476023**

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Student Handbook SY 2011-2012

Gang Awareness and Prevention

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization."

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
KAISERSLAUTERN DISTRICT
UNIT 3405
APO AE 09021



06 August 2010

I am delighted to welcome you to the Kaiserslautern District for School Year 2010-2011!

Our district is committed to providing every possible opportunity for your child to be successful, armed with the skills critical to living and working productively in our 21st century society.

Research clearly indicates that when parents take an active role in the education of their children, student achievement increases. Toward that end, I want to share the Kaiserslautern District Vision with you, and invite you to become part of our vision.

First, we are Standards Based: This means that the DoDEA Standards and 21st century skills are the basis for prioritizing what we teach and how we teach.

Second, we are Data Driven: All assessment data, to include grades, attendance, and performance on a variety of assessments, **as well as** the “soft” data, to include issues children are dealing with such as deployments and PCS moves, must be addressed in order to maximize student learning.

Third, and most important, we are Student Focused: We are committed to knowing and understanding every child’s uniqueness. This means that we are dealing with the “heart **and** the head” of every child, ensuring his/her needs are addressed, and expecting and working toward every student’s maximum potential.

Fourth, Highest Student Achievement for all students: **All** means **each** and **every** child that comes through the doors of our classrooms.

We are committed to doing everything in our power to help every single child be successful. In order to do this most effectively, we need your help and involvement.

I invite you to join the teachers, administrators, support staff, and district office personnel in forging a strong collaboration based on our vision. We welcome you and hope that you will get involved in every aspect of our school program. There is no question that when all members of the school community commit to an open, honest, and ongoing dialogue, our students will be the winners.

We hope that you enjoy your stay in the Europe, and we look forward to working in partnership with you to ensure a top-notch educational program for your child.

Dr. Dell McMullen
Kaiserslautern District Superintendent



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
RAMSTEIN INTERMEDIATE SCHOOL
UNIT 3240, BOX 600
APO AE 09094-0600



August 19, 2011

To the Parents of Ramstein Intermediate School Students


Welcome to school year 2011/2012! On behalf of the faculty and staff, we look forward to meeting you and working with your children. Ramstein Intermediate School (RIS) has an excellent reputation and is recognized as an accredited institution with AdvancED, the largest US accrediting agency. We have an active school improvement program and we welcome your participation and suggestions. Our school improvement goals focus on math and reading. RIS students work each day to analyze information to solve problems and to improve reading comprehension with both fiction and nonfiction texts. Our teachers use research based interventions to strengthen student skills in order for each child to achieve at his/her highest level.

RIS has approximately 870 students in 3rd through 5th grade. We have an experienced staff with most having masters degrees. We offer programs in music, physical education, art, and host nation culture and customs. We also offer special education, speech and language, English as a second language, and talented and gifted services for our students who qualify. Our campus includes two buildings, an outdoor playground, information center, computer lab, and all classrooms are connected to a LAN with Internet access.

Student achievement is high at RIS and we work hard to ensure that every student has the opportunity to reach their full potential. We pride ourselves on working closely with the parents of our students. If you have a question about in-class events, please contact your child's teacher. If your question deals with school policies or whole-school events please contact me directly. The School Advisory Council and the School Advisory Board are both active here at Ramstein and we encourage you to attend their meetings.

One of our goals is to see that parents and students feel welcome at RIS and are kept well-informed. To accomplish this, our parent newsletter is sent out every two weeks on Fridays via e-mail. Hard copies are available upon request. In our newsletter you will find valuable information about school holidays, upcoming events and activities, etc.

Please take the time to read over this handbook carefully and review it with your child as it can answer most questions you might have. It will also help to explain our programs and give you a good idea of what to expect this year. If I can be of assistance in any way, please do not hesitate to contact me at 480-6023 or at RamsteinIS.Principal@eu.dodea.edu


Stanley B. Caldwell
Principal

**DoDDS-Europe
School Year 2011 - 2012
Kaiserslautern Military Community Schools Calendar**

Tuesday, August 23 Report date for non administrative educator personnel for orientation and classroom preparation and in service.

First Semester (91/92 Instructional Days)

Friday, August 26 RES Kindergarten Parent Orientation

Friday, August 26 RIS Open House/Meet the Teacher (1330-1430)

Monday, August 29 Begin First Quarter and First Semester

Mon-Fri, Aug 29-Sep 2 Kindergarten Home Visits

Monday, September 5 Labor Day Federal Holiday

Tuesday, September 6 KMS Open House (1530-1700)

Tuesday, September 6 Kindergarten Starts

Tues-Wed, September 6-7 RES Kindergarten Staggered Start

Wednesday, September 7 RES First Grade Open House (1515-1615)

Wed-Thu, September 7-8 RES Open House

Thursday, September 8 All RES Kindergarten Students Come to School

Thursday, September 8 RES Second Open House (1515-1615)

Thursday, September 8 VES Open House (1600-1800)

Thursday, September 8 KES Open House (1600-1800)

Thursday, September 8 SES Open House (1700-1800)

Monday, September 12 Sure Start Begins

Monday, September 12 RMS Open House (1530-1730)

Tuesday, September 13 SMS Open House (1730-1915)

Tue-Wed, September 13-14 LEMS Open House (1600-1800)

Thursday, September 15 KHS Open House (1600-1800)

Thursday, September 15 RHS Open House (1600-1800)

Tuesday, September 20 Early Dismissal for students at 1115

Teacher Professional Development)

Thursday, October 6 College Night 1800 at ROB

Wednesday, October 26 CSI Day (No School for Students) Teacher Professional Development

Monday, October 10 Columbus Day -Federal Holiday

Thursday, November 3 End of First Quarter (47 days of classroom instruction)

Friday, November 4 No school for students-Teacher workday

Monday November 7 Begin second quarter

Wed-Thu, November 9&10 Parent Conferences (No School for ES/IS)

Thursday, November 10 Parent Conferences (No School for MS/HS)

Friday, November 11 Veterans Day -Federal Holiday

Thursday, November 24 Thanksgiving -Federal Holiday

Friday, November 25 Friday - Recess Day

Thursday, December 16 Earliest Day for Withdrawal for Credit/**PSC Only**

Monday, December 19 Begin Winter Recess

Monday, December 26 Christmas -Federal Holiday

2012

Monday, January 2 New Year's Day -Federal Holiday

Tuesday, January 3 Instruction Resumes

Monday, January 16 Martin Luther King, Jr. Day -Federal Holiday

Tuesday, January 17 Ramstein ES, IS, MS, HS and Landstuhul E/MS ONLY
CSI Day (No School for Students)

Thursday, January 26 End of Second Quarter and First Semester

Friday, January 27 No school for students -teacher work day (44 days of classroom instruction)

Second Semester (91/92* Instructional Days)

Monday, January 30	Begin Third Quarter and Second Semester
Monday, February 6	Parent Conferences (No School for Students)
Monday, February 20	Presidents' Day - Federal Holiday
Tuesday, February 21	CSI Day (No School for Students) Teacher Professional Development
Mon-Fri, March 12-16	Terra Nova Testing (Grades 3 - 11)
Thursday, April 5	End of Third Quarter 48 days of classroom instruction)
Friday, April 6	No school for students - teacher work day
Monday, April 9	Begin Spring Recess Monday,
Monday, April 16	Instruction Resumes - Begin Fourth Quarter
Thursday, May 17	Earliest Day for Withdrawal for Credit/PCS Only
Monday, May 28	Memorial Day -Federal Holiday Thursday,
Thursday, June 14	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 15	No school for students teacher work day Last day for non administrative educator personnel
School Year 2011-2012	Instructional Days -183 Teacher Work Days -190

**SCHOOL ADDRESS: Ramstein Intermediate School
Unit 3240 Box 600
APO AE 09094-0600**

VISIT OUR HOMEPAGE: <http://www.rams-is.eu.dodea.edu>

SCHOOL PHONE NUMBERS: 480-6021, 6023, 6135, 6339 NURSE: 480-7122

To convert to a civilian line, dial 06371-47- XXXX

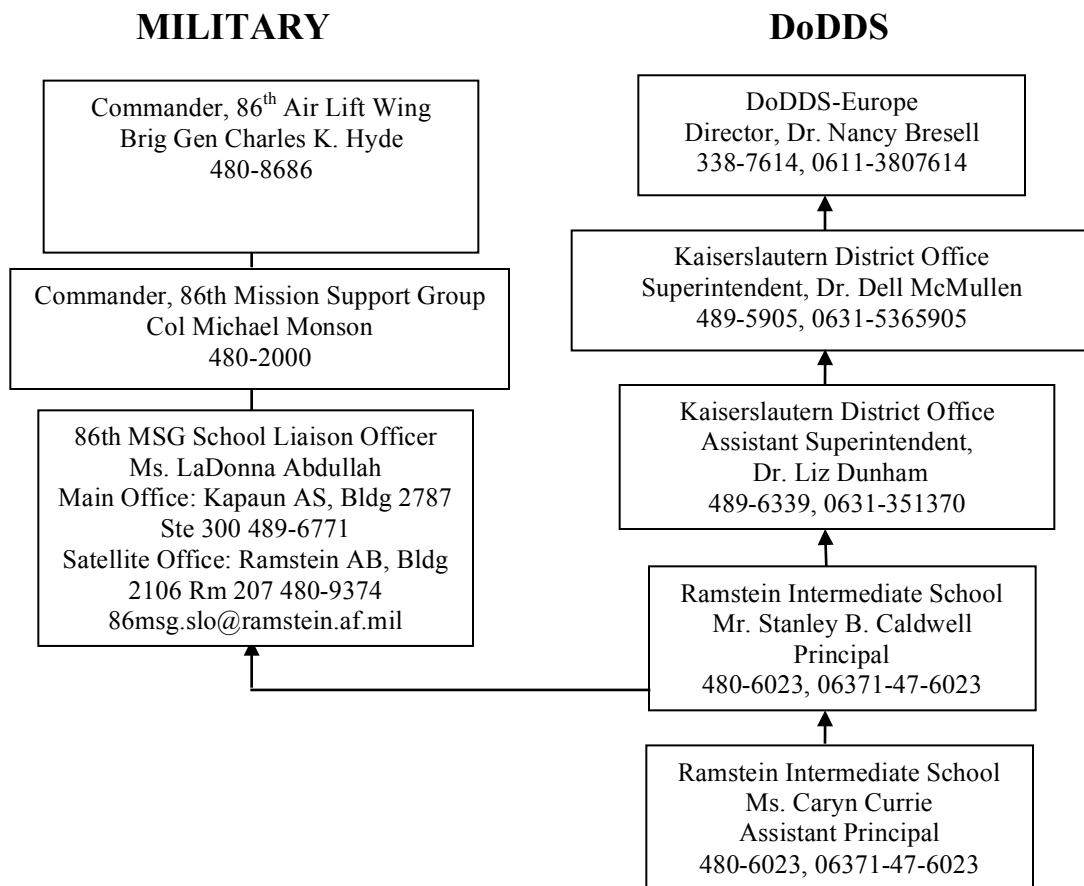
DoDDS has a Chain of Command just as the military members do. The chain begins with the **TEACHER**.

Problem Solving Steps at RIS

1. If you have a concern about something at the school, please make an appointment with the teacher to discuss your concern.
2. If the issue isn't resolved after communicating with the teacher, speak to the guidance counselor.
3. If the issue cannot be resolved at this level and you decide to seek the assistance of either the assistant principal or principal, you will always be asked if you spoke to the teacher and counselor **first**.

Thank you in advance for using these effective steps for problem resolution.

CHAIN OF COMMAND



Listing of Additional Learning Community Members
Department of the Air Force

Commander, USAFE

Gen. Mark Welsh III

480-6252

Commander, 3rd Air Force

Lt Gen. Frank Gorenc

RIS SAC Committee 2011-2012

VACANT, Chairperson

VACANT, Vice Chairperson

Ms. Crownholm, Teacher

Ms. Rzasa

Jenifer Green, Air Force Liaison 06371479374

Stanley Caldwell, Principal 480-6021

Caryn Currie, Vice Principal 480-6021

megan.crownholm@eu.dodea.edu

janice.rzasa@eu.dodea.edu

jenifer.green@ramstein.af.mil

stanley.caldwell@eu.dodea.edu

caryn.currie@eu.dodea.edu

2011-2012 RIS PTA Board Roster
[\(ramsteinis.pta@eu.dodea.edu\)](mailto:ramsteinis.pta@eu.dodea.edu)

Position	Name
President:	Michelle Rushing
1 st Vice President:	Regina Willett
2 nd Vice President:	Kim Bise
Secretary:	Tatjana Whitesides
Treasurer:	Valerie Gollihar
Box Tops & Tyson A+:	Brandi Jones
Box Tops/Tyson Co-chair	Kyongseon (Kathy) West
Field Day-Chair:	Thomas Williams
Field Day-Co-Chair:	Tina Buchanan
Family Events/Bingo:	Sonia Gilson
Family Events/Bingo	
Co-Chair:	Heike Craft
Family Events/Bingo	
Co-Chair:	Nancy White
Kids 4 Kids:	Noreen Mantini
Membership:	Olivia Ponton
Membership Chair:	Melany Angell
Mighty Authors:	Amanda Gates

Parliamentarian: Olivia Ponton

2011-2012 RIS PTA Board Roster (continued)

Position	Name
Popcorn Coordinator	Mik Smith
Publicity:	Jennifer Platner
Reflections Chair:	Michelle Muldowney-Stevens
Original Works:	Sanja Abshire
Original Works Co-Chair:	Chelsy Bussie
Scholastic Book Clubs:	Misa Ford
Scholastic News	Ann Wilkie
School Photos:	Kelly Zaferis
School Photos Co-Chair:	Julie Gierat
Snack Shack:	Mary Poage
Snack Shack Co-Chair:	Jennifer D'Avino
Spelling Bee:	Morelle Morgan
Spirit Wear:	Valerie Deitrich
Spirit Wear Co-Chair:	Ginger Quick
Student Store:	Mik Smith
Student Store Co-Chair	Susan Sharpe
Teacher Appreciation- Chair:	Amanda Gates
Teacher Appreciation- Co-Chair:	Dina DeCosta
Volunteer Coordinator:	VACANT
Yearbook:	Tiffany Spangenberg
3 rd Grade Teacher Rep:	Virginia Durr
4 th Grade Teacher Rep:	Kerrie Good
5 th Grade Teacher Rep:	Mari Blanchard
Specialists Teacher Rep:	Noreen Mantini
3 rd Grade Parent Rep:	Marsha Jackson
4 th Grade Parent Rep:	Brandi Jones
5 th Grade Parent Rep:	Donny Gollihar

DoDEA VISION STATEMENT

“Communities investing in success for ALL students!”

THE DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DoDDS)

The Department of Defense Dependents Schools System is the tenth largest school system in the United States. The school system exists as an agency of the Department of Defense to provide an education for children of military and civilians working for the Department of Defense in the overseas areas. DoDDS falls under the umbrella of the Department of Defense Education Activity, DoDEA. **Ms. Marilee Fitzgerald** is acting director of DoDEA. The DoDEA Headquarters is in Arlington, Virginia.

The Department of Defense Dependents Schools (DoDDS) overseas and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) in the United States were first organized as two separate but similar systems. In 1994 the two systems were united under DoDEA.

Ramstein Intermediate School is one of the 81 schools in the DoDDS-Europe Area. The DoDDS-Europe Area (DoDDS-E) Office is located in Wiesbaden. **Dr. Nancy Bresell** is the Director of the European Schools.

Ramstein Intermediate School is in the Kaiserslautern District, one of five districts in DoDDS-E. **Dr. Dell W. McMullen** is the District Superintendent.

THE DoDEA MISSION STATEMENT

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

RIS MISSION STATEMENT

It is the mission of Ramstein Intermediate School to provide an academically challenging curriculum with flexibility to meet the needs of individual students, to encourage all students to achieve at their highest level, and to become lifelong learners and global citizens.

Continuous School Improvement Plan for Ramstein Intermediate School

Goal 1: Students will analyze information to solve problems.

Objective: Using improved analytical skills for problem solving the percentage of students reaching a mastery level on the Pearson enVision Math end of year test will increase.

Indicator of Achievement: Increase in percentage of students scoring at the mastery level on the Pearson enVision Math end of year test given May 2012 as compared to the percentage scoring at mastery level on the Pearson enVision Math end of year test given September 2011.

Goal #1 Interventions –

“3Ms + 10”

- Math Logs
- Math Lab
- Mathletics
- 10 strategies for math problem solving

Targeted Subgroups

Individual Growth and Achievement Plan (IGAP)

Site-based mentoring program creating a partnership between the classroom teacher, a volunteer mentor, the student, and the parent.

Criteria for IGAP student:

Fourth Grade Students:

- With Terra Nova Math scores between 40th and 60th percentile on the 2011 Terra Nova Math test
- Not receiving Special Education services.

Students Targeting and Reinforcing Skills (STARS)

A site-based study skills after school group staffed by teachers and military volunteers.

Criteria for STARS:

- Terra Nova scores between 30-60th Percentile
- Teacher recommendation

Assessments –

District Assessment:

- *TerraNova, Third Edition*, Math subtest (grades 3-5) administered March 2012

Local Assessments:

- enVision Math End of Year Baseline Assessment administered September 2011, May 2012
- enVision Math Benchmark Test administered quarterly

Goal 2: Students will improve reading comprehension of both fiction and nonfiction texts.

Objective: Using improved reading comprehension skills for fiction and nonfiction texts, the percentage of students reaching a mastery level on the Pearson Reading Street end of year test will increase.

Indicator of Achievement: Increase in percentage of students scoring at the mastery level on the Pearson Reading Street end of year test given May 2012 as compared to the percentage scoring at mastery level on the Pearson Reading Street end of year test given September 2011.

Goal #2 Interventions –

- Graphic Organizers: KWL chart, Venn Diagram, Predictions Chart
- Vocabulary Instruction
- Think Alouds

Targeted Sub-groups

Individual Growth and Achievement Plan (IGAP)

Site-based mentoring program creating a partnership between the classroom teacher, a volunteer mentor, the student, and the parent.

Criteria for IGAP student:

Fourth Grade Students:

- With Terra Nova Math scores between 40th and 60th percentile on the 2011 Terra Nova Reading test
- Not receiving Special Education services.

Students Targeting and Reinforcing Skills (STARS)

A site-based study skills after school group staffed by teachers and military volunteers.

Criteria for STARS:

- Terra Nova scores between 30-60th Percentile
- Teacher recommendation

Read180

Research based remedial reading program created by Scholastic, Inc., incorporating a balanced literacy model to improve student reading comprehension.

Criteria for Read180 student:

Fourth and Fifth Grade Students with:

- Terra Nova Reading scores between 25th and 35th percentile on the 2011 Terra Nova Reading test.
- Scholastic Reading Inventory Lexile® level below grade level proficiency
- Not receiving Special Education services.

Assessments :

District Assessment:

- *TerraNova, Third Edition*, Reading subtest (grades 3-5) administered March 2012

Local Assessments:

- Reading Street End of Year Benchmark Test administered September 2011, May 2012
- Scholastic Reading Inventory administered September 2011, January 2012, May 2012
- Reading Street Benchmark Vocabulary Assessment administered October 2011, May 2012

ABSENCES/ATTENDANCE



It is the responsibility of the parent/guardian to call the school every time a student is absent and provide a reason for the absence.

In order to facilitate this regulation, the following e-mail address is designated for reporting absences: RamsteinIS.Attendance@eu.dodea.edu

The following telephone line has an answering machine for your convenience in leaving messages regarding your child's absence: 06371-42606

Excused absences are granted for the following:

1. Illness – a medical doctor should verify an illness of more than 3 days.
2. Medical or dental appointments that cannot possibly be scheduled after school hours.
3. Family Emergency – Illness or death in the family or a local hardship situation.
4. Religious Observance
5. Educational Family Trip



1. A written note or e-mail message or phone call from the parent to the teacher or school personnel in the Main Office is necessary to excuse the student for an absence or medical appointment when scheduled during the instructional day. **The note should include the student's full name, date(s) or time to be excused, reason and parent signature.** It is required for parents to come to the Main Office to sign their child out for the scheduled appointment. It is also required that parents sign their child(ren) back in at the Main Office if they return to school. Whenever possible, please schedule appointments before or after school to prevent loss of instructional time.

2. **If an absence of several days is planned (medical, travel, etc.), advance written notice should be given to allow time for the teacher to gather homework assignments.**

3. **If a child is not well enough to participate in outside activities s/he should be kept home** as the condition may worsen or infect others. Facilities are not available to care for students who cannot participate in the regular activities, except for those having a medical excuse signed by a doctor.

4. Parents picking up children from school during normal duty hours **always need** to report to the Main Office in building 999 to sign them out. If an adult other than the sponsor is being authorized to pick up the child, please ensure the individual is listed as a contact in our records.

5. Students arriving after 0815 will need to first report to the office for an admission pass. The classroom teacher records all tardiness along with all absences. **Parents are required to accompany their child to the office to sign them in.**

6. **Students will remain in the classroom until parents or legal guardians come to the office to check them out for their appointment.** At that time, an administrative clerk will page students to come to the office to be officially checked out. Should your child(ren) return to school, parents must sign their child(ren) in at the Main Office. Students are not allowed to sign themselves in.

7. Your support in keeping absences, interruptions, and tardiness to a minimum is appreciated.



ACADEMIC HONOR ROLL

The Honor Rolls recognize academic achievement in Grades 4 & 5 based on quarterly grades. Currently two types of awards will be given on a quarterly basis: Highest Student Achievement and Highest Effort Award. Assemblies to present certificates will be held for students who earn these two awards. Teachers may choose to recognize other achievement levels in their classrooms.

*Criteria for Highest Achievement Award:

*All A's in Core Subjects

*All Meets Expectations (M's) or Exceeds Expectations (E's) for Student Performance areas on new report card, i.e. Art, Music, PE, Host Nation

*All Consistently Observed (1's) for Learning Skills areas

*Criteria for Highest Effort Award:

*Highest Task Commitment

*Attendance

*Homework Completion

*Life Skills

*Volunteer/Helpful in the Classroom

ACCREDITATION

Ramstein Intermediate School is accredited by North Central Association of Schools and Colleges (NCA), an independent educational agency in the U.S., which sets standards for educational institutions. To earn accreditation schools are required to have a challenging and rigorous curriculum, highly qualified staff, safe and secure facilities, and parent involvement. Every fall, the school is required to complete an application for accreditation, write a report on the status of the educational programs offered at RIS, and verify the staff members' teaching credentials. Ramstein Intermediate was visited by a stateside led team during Spring 2007 to verify that all requirements for accreditation are being met and to review our Continuous School Improvement Plan and the progress the staff has made towards identified goals.

Parent and student involvement in this process is very important. Please know that your participation in these activities and on committees is needed. More information about committees, times and dates of meetings, will be published in the school newsletter. It is hoped that we will have an impressive amount of parents on our Continuous School Improvement Committee this year.

CAFETERIA/LUNCH PROGRAM



Students may choose one of the following options for lunch:

1. Bring a packed lunch.
2. Buy a hot lunch. The lunch program at RIS is run through AAFES. Hot lunches can be purchased with cash or through the AAFES lunch account system. Parents can open an account at the Customer Service Center in the Exchange. A

PIN will be issued to your child in order to charge for meals during lunch. When the account balance is low, you will need to either go back to the Cashier's Cage or visit the school lunchroom before 11:00 or after 1:20 to place more money in your child's account. The cost for lunch is \$2.40 per meal for students. AAFES now offers MyPaymentsPlus (www.mypaymentsplus.com), a state-of-the-art online service that provides you the convenience and information you need to manage your student's meal account. This system speeds up serving lines in the cafeteria, eliminates the need to send checks to school or worry about lost or forgotten lunch money and ensures that your child will receive a nutritious meal. To create a new account, visit your AAFES Exchange and the log onto www.mypaymentsplus.com. Follow the onscreen directions and register your student using their Student ID number. The student ID number is available at the Exchange customer service or from the cafeteria. This student ID is not available in the Main Office.

3. Go home for lunch. A parent must sign his/her child out and upon returning sign the child in at the Main Office.

Parents are invited to join their child (ren) for lunch in the cafeteria at any time.

During multi-purpose and cafeteria renovations, students who bring a packed lunch will eat in the RIS gym. Students buying a lunch will be supervised and escorted to the **Ramstein Middle School** cafeteria.

FREE AND REDUCED LUNCHES

Free and reduced lunch applications are available through the School Liaison Office in building 2106 Ramstein Air Base. Please call DSN: 480-9375/74 for additional information. Please note: **If your child was on the Free and Reduced Program last year, you must re-register again this year.**



CASE STUDY COMMITTEE (CSC)

The Case Study Committee is a multi-disciplinary team whose members participate in the evaluation, diagnosis, and placement of special needs students. This committee is established under the authority of PL 94-142 "Education for All Handicapped Children Act of 1975", the IDEA of 1991, and the applicable DoD Instruction 1342.12

establishes the Policies and Procedures for providing a free appropriate public education to handicapped children receiving or entitled to receive Educational Instruction from DoDDS.

Members of the CSC may include an administrator, guidance counselor, school nurse, school psychologist, speech therapist, the special and regular education teachers, and the student's parents. The students in the fifth grade are invited to attend these meetings as well.

Parents who believe their child may have a learning problem, which may be alleviated through the special education program, may refer the student to the CSC by contacting their child's classroom teacher or the CSC Chairperson.

Membership in this committee includes appropriate school staff members and at least one parent of the child whose case is being considered. The CSC is charged with

- ✓ overseeing the evaluation of all children who are referred.
- ✓ developing an Individual Educational Program (I.E.P.) for each child who meets DoDDS criteria for special education services.
- ✓ ensuring that the child can progress in the least restrictive educational environment.
- ✓ monitoring each child to determine whether his/her I.E.P. needs to be continued, revised or discontinued.
- ✓ RIS also has a moderate to severe program available for students.

CHANGE OF ADDRESS, TELEPHONE NUMBERS, AND EMERGENCY CONTACTS

It is imperative that student contact information is current. Please notify the school immediately if there is a change in any of the following:

- Local quarters address
- Mailing address of sponsor
- Home or cell phone
- Rotation date- paperwork with the new date will need to be provided
- Emergency contact name and phone number for someone other than the sponsor
- Telephone at work and spouse's work number
- E-mail address
- Please note that only individuals on the contact list are permitted to pick up students.

CHILD ABUSE AND NEGLECT

DS Regulation 2050.2 requires **EVERY DoDDS employee** to immediately report **ANY** suspected cases of *child abuse* or *neglect* to Social Work Services. This agency is responsible for directing the investigations.

WHAT IS REPORTED?

- *Abuse* – physical injury or emotional damages inflicted other than by accident.
- *Neglect* – acts of commission or omission that resulted or could be expected to result in injury or serious physical or emotional harm to the child. This includes children who are left unattended under potentially hazardous conditions.

WHO REPORTS?

In addition to the RIS staff, **all** members of the community are **required** to report cases of suspected child abuse or neglect.

HOW TO REPORT

If **you** suspect that a child has been abused or neglected, call DSN 479-2370 or 486-8366. In case of an emergency situation after duty hours, call the military police at 112.

CHILD FIND

Child Find is an ongoing screening process to find and identify children from birth to 21 years of age who show indications that they might be in need of special educational services. Screenings are provided for pre-school children for speech, developmental delays, social/self-help, motor, and cognitive skills. When a disability is suspected, you are encouraged to contact the school promptly.

CLASS CHANGES

Class changes are made only to better meet the educational needs of the child. Parents requesting a class change are asked to first meet with the classroom teacher in order to attempt to resolve the issue. All class placement meetings will be conducted in accordance with DS Regulation 2000.3. If the issue cannot be resolved at this level, parents are to write a letter to the Principal requesting to schedule a meeting for the purpose of discussing a class change. The letter should include dates that the parent has met with the teacher and the reasons for the request. The counselor will then schedule a meeting for the parent, classroom teacher, counselor, a grade level representative, and an administrator.

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

CLASSROOM INTERRUPTIONS

One of our goals at RIS is to ensure learning time is maximized. In order to accomplish this goal, valuable instructional time in the classroom must be protected from unnecessary interruptions. If there is a change of plans for after school, please send a note or email to your child’s teacher to inform him/her of the change of plans. When a child states that he can’t remember if he is to ride the bus home or meet his parent in the courtyard, the policy is to have the child take his usual mode of transportation home.

In order to ensure optimal safety and security measures are in place, school personnel cannot accept messages for a change of plans via a telephonic message.

Please discuss after school plans with your child before sending them to school.

CLASSROOM VISITS AND VISITORS

Parents are welcomed and encouraged to visit school to observe their children in a classroom situation; however, **you are asked to inform the teacher prior to your visit** by note, or phone or E-mail message. This will ensure that the class is not at a specialist's class or that an activity such as testing is taking place that could be disrupted if a parent visits unexpectedly. Students who wish to bring a guest must receive the approval of all teachers involved.

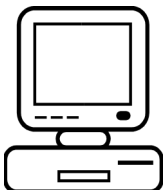
ALL VISITORS ARE REQUIRED TO STOP BY THE MAIN OFFICE TO SIGN-IN AND GET A PASS in order to maintain a safe and secure learning environment for our students.

COMMUNICATION WITH TEACHERS

While frequent communication is a key component of student success, please understand that when you call to speak to a teacher after 0810 or before 1445, a message will be taken for the teacher to return your phone call as instruction is not to be interrupted.

While the use of e-mail has certainly facilitated the written communication, please be aware, that once the instructional day begins at 0815 hours, your child's teacher may not read a message that you have sent until their planning period or after the instructional day ends at 1445 hours.

COMPUTERS



RIS has four computer labs, three full size computer labs and one mini-lab consisting of 15 computers, 10 computers in the Information Center and a cluster of computer stations in each class. Teachers with the assistance of the Educational Technologist and the Information Center Specialist are expected to integrate computer technology into the daily curriculum. All students attending Ramstein Intermediate School will participate in a twelve week Keyboarding "Type to Learn" is the program used to teach keyboarding in all DoD schools.

The computer affords families the opportunities to frequently communicate with school personnel in an efficient manner by utilizing E-mail. Please see your child's teacher for his/her E-mail address and ensure that the school has your correct e-mail address.

The school website <http://www.ram-is@eu.dodea.edu> provides a wealth of information about Ramstein Intermediate School to incoming families as well as providing up-dated information to our local families. Please check it out!

DoDEA policy requires all students to sign an "INTERNET Access" agreement before they may have access to the Internet. Classroom teachers usually go over this agreement with their students on the first day of school.



DAILY SCHOOL SCHEDULE

Students who live on base or are dropped off at school by their parents should arrive at school no earlier than 0810 hours.

DEPLOYMENT

If you are deployed or leaving the area for several days, please inform the Main Office of the name, address and phone numbers of the person who will be responsible for your children and ensure that your contact person has a medical power of attorney. Deployments may greatly impact the social, emotional, and/or cognitive growth of your child. Please help us assist your child in achieving his greatest potential by informing the classroom teacher, the guidance counselor, or an administrator if your family is involved in a deployment. Main Office numbers are DSN 480-6023 or civilian 06371-47-6023.



DEPLOYMENT SUPPORT KIDS 4 KIDS

Ramstein Intermediate School and Ramstein American Middle School PTA's, along with the school counselors and psychologists, have formed a partnership to support students with deployed parents. Deployed is different from TDY. These students' deployed parents are away from the family at least three months and are typically in a remote area or "hot spots". Approximately once per month, typically on the third Friday, we will offer special activities that will encourage cross-aged partnerships of students with similar deployment-related experiences and, at the same time, allow the students to have some stress-free fun. Most of the activities will be held at RAMS MPH, the Ramstein Youth Center or at Donnelly Park. Occasionally, we may have the opportunity to take a field trip to another location. There is no cost to participate in this program. Please contact your child's counselor for more information and permission to participate.

DISCIPLINE POLICY

Discipline in our school is a cooperative undertaking among students, teachers, administrators, and parents. In order for Ramstein Intermediate School to provide a safe and secure environment in which students can grow and achieve academic excellence, the following high standards of conduct are expected from all students:

- follow directions given by **any** school staff member.
- attend school regularly, bring a note excusing illness (or an emergency) upon returning to school.
- demonstrate respect for school and personal property.
- show respect for **all** students' rights to learn in a safe environment, free of unnecessary distractions.
- arrive for class on time - with appropriate learning materials.
- exercise good study skills and work habits, and upon completing an assignment, quietly find something constructive to do rather than disrupting others.
- exhibit good manners – by using the words "please" and "thank you, I'm sorry, excuse me."
- show respect to **everyone** in our school.
- complete homework regularly and hand assignments in on time.
- pick up litter and put it in a trash bin in order to make our school and community better places.

The management of student behavior is a responsibility shared by students, staff, and parents.

Education is the primary goal of the school. Discipline is synonymous with teaching, and at RIS our aim is to provide every student with the necessary skills to demonstrate self-discipline. Every student has a right to the best education available and every teacher has the right to teach without disruptions. Behavior, which infringes upon another's right to learn or creates an atmosphere detrimental to learning, will result in corrective action.

In order for students to achieve at their highest potential, it is imperative that they feel safe and secure. Students, therefore, must demonstrate appropriate behavior wherever they are during the day: walking to and from school,

riding the school bus, participating in study trips, walking from one classroom to another, using the bathrooms, eating lunch in the cafeteria and playing on the playground.

GENERAL SCHOOL RULES

1. Respect one another.
2. Keep hands, feet, and objects to yourself.
3. Follow directions of the adult in charge the first time.
4. Use appropriate language such as “thank you, please, excuse me, and I am sorry”.
5. Move safely and quietly in the building.

All students who attend RIS will refrain from picking on, taunting, bullying, or harassing any other student. Additionally, any form of sexual harassment will not be tolerated.

CLASSROOM RULES

Each classroom teacher will communicate his/her Classroom Management Plan with the students on the first day of school and with the parents in writing during Open House. The RIS staff requests parental support of your child's teacher in establishing a high level of behavior expectations. Serious chronic misbehavior is not acceptable and will result in referrals to the principal, and if required, to the sponsor's Commander or Community Commander.

RESTROOM RULES

Students will:

- keep the restrooms quiet and clean.
- flush toilets/urinals after use; wash hands.
- leave the restroom immediately after use and return to class quietly.

LUNCHROOM RULES

The safety of our students is a major concern at all times. The following rules and guidelines are established so that we can provide a relaxing, safe environment for our children when they are eating lunch and playing outdoors. Please discuss these rules with your child:

Students will

- enter the cafeteria quietly.
- practice courtesy and good manners at all times.
- follow all directions given by cafeteria monitors.
- use **inside** voices while in the cafeteria.
- remain seated (raise hand for assistance) until dismissed.
- eat only in the cafeteria and place all trash and uneaten food in the trash containers.
- help keep the cafeteria neat and clean.
- refrain from bringing sodas to school.

RIS PLAYGROUND RULES

Always Play Safe and Be Considerate of Others

SLIDES

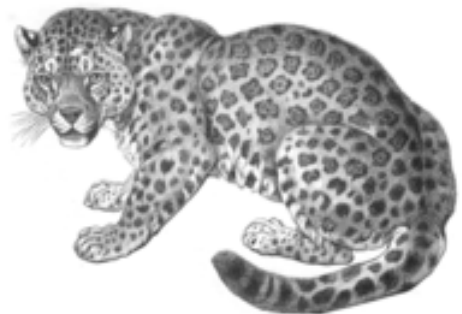
- Sit on your bottom
- No climbing or running UP the slide
- On rainy days the slides are closed
- Use the ladder properly

CLIMBING WALL

- Climb safely

SWINGS

- No twisting



- No swinging sideways
- Sit on your bottom at all times
- No bailing out or jumping off
- Don't run between swings or where you can be hit by a swing

MONKEY RINGS

- One ring at a time.
- No flips.
- Start at the top and go down.

FREE PLAY

- No pulling or tugging on clothing
- Gentle touch or tag only

Special Rules for use of Field Area

Play must be safe.

1. No tackling, pushing or shoving at ANY time.
2. No personally owned equipment/balls are allowed at school as this causes arguments. Only school balls and equipment may be used.
3. Anyone who wants to play in the game should be allowed to play.
4. If a ball leaves the field area, play must stop. Play may not continue outside the field area or into the woods. A person should be sent to retrieve the ball and bring it back before play resumes.
5. If a ball goes out of bounds repeatedly, play stops for the remainder of the day.
6. If there is tackling, tripping, or wrestling on the ground, play stops for the day and possibly longer.
7. The field area may not be used if it is excessively muddy. The monitor decides if it is too muddy.
8. If the monitor decides play is too rough or unsafe, play stops for the day and possibly longer.

Monitors ALWAYS have the final say.

CONSEQUENCES OF DISOBEYING SCHOOL RULES

Students whose actions endanger or infringe upon the rights of others will be issued a discipline slip or referred to a school administrator. Depending upon the severity of the action, students may be counseled, receive a lunch or after-school detention, or be suspended from attending classes.

Each decision to suspend a student will be examined individually and the consequences applied according to the merits of the case. The consequence will depend on a variety of factors such as:

- The child's age
- The record of previous infractions
- How the infraction relates to a child's handicapping condition (if the child is on an I.E.P.)
- The severity of the infraction.

DEFINITIONS

Detention – The restriction by a teacher or administrator from participating in a recess period.

Suspension – The prohibiting by a school administrator of a student from attending school for a period normally not exceeding nine (9) days.

Expulsion – A removal of a pupil from school for the remainder of a semester or school year.

DoDDS Zero Tolerance for Weapons Policy

The Department of Defense Education Activity Regulation 2051.1 dated August 1996 defines “**weapon**”:

Weapons: Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica) guns, knives, razors, box or carpet cutters, slingshots, nun-chucks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear.

Possession of any of the items listed above will result in immediate suspension and may end with an expulsion from school for up to the remainder of the school year.

DRESS CODES

Students are expected to be properly attired when in attendance at school since the morale and school spirit can directly relate to the emphasis placed on being well dressed. **If the mode of dress detracts from the learning environment, the parent will be called to bring a change of clothing to school.** A child who is “dressed to come to work” generally has the attitude that school is a place of important business.

Germany gets lots of rain and the weather changes at a moment’s notice. It can be warm and sunny one minute and wet and cold the next. Since students are outside every day passing to and from special classes and to lunch, they should come dressed for variable weather conditions. Shoes should also be suitable to wear in any weather. The wear of flip-flops is discouraged. If a student does decide, however, to wear flip-flops to school, the student should bring a change of shoes, such as tennis shoes, to wear outside during recess and for participation in Physical Education.

CLOTHING STANDARDS

1. **Sweat clothing** and **athletic shoes** should be worn on PE Days.
2. Students should refrain from wearing any type of top that leaves the midriff exposed; any clothing with profanity or vulgarities; any clothing advertising alcohol, tobacco, or drugs, or pictures/logos related to such items.
3. Clothing should be of the proper size and fit for the student. While buying a size larger to allow room for growth is understandable and acceptable, the “baggy” appearance is unacceptable. Jeans should fit comfortably around the waist or hips.
4. Walking shorts, skorts, and skirts are to be an acceptable length, general rule, with your hands at your side; your fingertips should reach the bottom of the hem.
5. Hats and caps are to be removed upon entering the school building.
6. Spaghetti Strap Shirts with straps smaller than 2 inches in width are prohibited.

Put your child(ren)’s name on everything that belongs to them (inside coats, jackets, hats, and everything else—even lunch boxes / bags and book bags). We want them to be able to identify their belongings.

EARLY WITHDRAWAL / ACCELERATION

A student withdrawing **due to PCS orders** within approximately 20 school days prior to the end of a semester (dates to be announced) may accelerate by notifying the school office in writing at least 30 days prior to your move and providing a copy of the sponsor's orders. Additional assignments may be given to cover the work of the days missed in each subject. Students successfully completing all work assigned by the end of the school year acceleration date will be promoted to the next grade.



EQUAL EMPLOYMENT OPPORTUNITY

The Department of Defense Education Activity is committed to having an equal employment opportunity workplace free of discriminatory harassment.

Discrimination based on race, color, religion, sex, national origin, age, disability (mental/physical) or reprisal is prohibited by U.S. Equal Employment Opportunity Commission Regulation, Title 29, Code of Federal Regulations, Part 1614, which provides policies and procedures for filing, processing, investigating, and settling discrimination complaints.

Any employee or applicant for employment who believes he/she has been discriminated against has a right to use the Department of Defense Education Activity (DoDEA), Diversity Management and Equal Opportunity (DMEO) counseling process. The aggrieved person must bring the matter to the attention of an EEO Representative within 45 days of the occurrence. A counselor will be assigned and will have 30 calendar days to conduct an inquiry and attempt to resolve the matter. If not resolved, then the individual will be informed of their right to file a formal complaint.

DoDEA Diversity Management and Equal Opportunity Website: <http://www.dodea.edu/eo/>
DoDDS-Europe Diversity Management and Equal Opportunity Website: <http://www.eu.dodea.edu/eo.htm>

DoDEA and DoDDS-Europe policy letters can be found on the DoDDS-Europe Diversity Management and Equal Opportunity Website at <http://www.eu.dodea.edu/eo.htm> and then click on Policies.

EDUCATION ADVISORY COMMITTEES



The Department of Defense encourages parent participation in the following advisory committees:

SCHOOL ADVISORY COMMITTEE (SAC)

The Defense Dependents' Education Act of 1978 established a School Advisory Committee (SAC) for each school, composed of an equal number of elected parents of students enrolled in the school and full-time professional employees of the school.

The Ramstein Intermediate School Advisory Committee makes recommendations and advises the principal on all matters within jurisdiction, including school policies toward students and parents; instructional programs and educational resources within the school; allocation of resources within the school to achieve educational goals; pupil-services (health, special education, testing, evaluation, counseling, and extracurricular activities); students' standards of conduct and discipline; and policies and standards of the dependents' education system related to the above matters. SAC elections are held each spring to fill any of the two open parent and two staff positions with election terms of two years.

Kaiserslautern Military Community (KMC) School Board

The KMC School Board's mission is to assist the KMC in providing a world-class educational program that inspires and prepares all students in the military community to be successful in a dynamic environment. Its goal is to strengthen the voice of the community in the KMC DoDDS School District by serving as a conduit for parents, community members, installation commander, and DoDDS.

The School Board operates separately from the SAC, which is composed of an equal number of parents and teachers, and advises the principal on school matters. While the SAC focuses on school-specific issues, the School Board makes recommendations to the installation commander and district superintendent on issues sent forward by the SAC, issues that affect the whole community, and/or issues that require a systemic change within DoDDS.

EMERGENCY SCHOOL CLOSING / INCLEMENT (BAD) WEATHER



KMC members can monitor changing weather conditions, traffic information, school delays, closures and early release information on AFN radio frequencies: Z100.2 FM or 1107 AM. Base advisory lines are available 24 hours a day, 7 days a week to receive driving conditions, reporting procedures and other pertinent information by calling: 480-COLD (2653) or 479-TALK (8255), CIV: 06371-47-2653 or 06371-46-8255.

If buses do not run, then there will be no school for **ALL** students attending Ramstein schools. All families should have an emergency location for students to stay (e.g. neighbor's home) if school is delayed or must be dismissed early. It is important that your child know where he/she is to stay in an emergency situation. If you experience problems or have questions concerning bus transportation, please contact the Student Transportation Office at 480-2877 (BUSS) or 06371-47-2877.

School Curtailment/Closure

Communication of Authority

- ❖ The decision to close the school or delay the start of school is made by the KMC Commander.
- ❖ Parents are advised that families will not be notified personally of school start delays or closures. An announcement of "no school," or "delayed start" are announced on

Radio AM Band 1107 Radio FM Band 100.2 AFN-TV Channel-for local area

- ❖ The 435th Air Base Wing Public Affairs Office or the local command notifies parents.
- ❖ Any questions regarding curtailment/closure of schools are referred to the 435th Wing Public Affairs Office, 480-9196.

IT IS IMPERATIVE THAT YOUR CHILD HAS AN ALTERNATIVE PLACE TO GO IF AN EARLY DISMISSAL OCCURS.

STUDENTS: TEST YOURSELF

- What do your parents want you to do if your bus simply does not show up?
- What do your parents want you to do if it is very cold or it's raining very hard and your bus is late?
- What do your parents want you to do if your bus came before you got to the bus stop and left you behind?
- What do your parents want you to do if school is canceled and they have left for work?
- What do your parents want you to do if school is dismissed early because of worsening road conditions or some emergency situation that comes up at the school?

- What do your parents want you to do if you arrive back home at the normal time but bad weather or some other road emergency delays them in getting home?

EMERGENCY EVACUATION PROCEDURES

Students will be informed of emergency evacuation procedures during the first week of school. Throughout the school year, students will practice a number of different emergency drills to include: fire drills, lock-downs, and school evacuations.

In the event of an emergency evacuation, the following procedures will apply:

1. An alarm or announcement will be heard throughout the school.
2. Students will be escorted out of the building to a pre-designated location away from the building until it is determined that the school building is safe to re-enter. It is important that students remain calm and quiet while exiting the school.
3. If it appears that there is, indeed an emergency, students will be escorted to assigned locations on RAF Base. Parents will be given directions for picking up their child (ren) over AFN and military channels.

ENGLISH AS A SECOND LANGUAGE (ESL)

A child may need supplemental help with English if another language is spoken as the primary language at home. The ESL specialist tests children (**with parental permission**) who have been referred by their classroom teacher or by the sponsor on the Home Language Form completed at registration. Based upon the test results, teacher recommendation and the decision of a committee consisting of the classroom teacher, parent, ESL teacher, and an administrator, the child may qualify for special services, which can be provided in several models. A child may be pulled from his regular classroom to attend ESL classes in a resource room, the ESL may “co-teach in the child’s regular education classroom. The ESL teacher may monitor the student. The decision on which model will best meet the child’s needs is to be a committee decision.

EXCEPTION TO THE FEEDER PLAN STANDARD OPERATING PROCEDURE

The local Military Commander and the District Superintendent jointly establish the school enrollment boundaries. School enrollment is based on where a child lives, not where the sponsor works. Waivers to the enrollment boundary may be granted for educational or health reasons. Waivers must be requested in writing. Forms to request an exception to the feeder plan are available in the Main Office.

1. Parents requesting an exception to the feeder plan will submit a Request for Exception to the Feeder Plan to the Assistant District Superintendent of the Kaiserslautern District. These forms are available from all schools and on the Kaiserslautern District home webpage (on the PCS information button) and may be submitted beginning 3 February annually for the subsequent school year. Exceptions to students attending the school zoned for where they live will be made only for bona fide, exceptional, and extraordinary circumstances:
 - Educational services;
 - Special needs of students (medical);
 - High School seniors; and,
 - “Grandfathering” of siblings for unusual and exceptional circumstances.
2. Signatures of both the losing and receiving principals must be secured prior to submission of the written request to the district Assistant Superintendant who will determine the final approval/disapproval of the request.

EXTRA-CURRICULAR ACTIVITIES

Ramstein Intermediate School offers a variety of before and after school activities. Activities offered may include but are not limited to Intramurals, Music, Art and Student Council. Additional information about these activities will be sent home in September.

PLEASE NOTE: After school team sports for elementary school age students are the responsibility of Youth Services – not DoDDS-Europe. DoDDS-Europe does not have authority nor does it receive funding to initiate such services in the elementary schools.

GENERAL EDUCATION PROGRAM

Curriculum textbooks and materials in DoD schools are reviewed every seven years. A team of educators and parents review materials based on how thoroughly the DoDEA standards are addressed, whether or not technology is a component, and other educationally sound criteria.

Currently the following publishers are supplying materials for our core subject areas:

Reading Streets, Scholastic - Language Arts

Macmillian/McGraw Hill – Mathematics

Scott Foresman - Science

McGraw Hill - Social Studies

Harcourt Brace – Health

To learn more about the other subject areas and the DoDEA Standards, please visit the DoDEA website at <http://www.dodea.edu>

GIFTED PROGRAM

“Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment” (U.S. Department of Education, 1993).

The Gifted Review Committee at RIS makes decisions on eligibility for placement of students in the Gifted Program. The following guidelines, as referenced in Gifted Education Program Guide, August 2006, are used to assess student eligibility:

Students need to demonstrate **more than one** of the following indicators:

- Qualitative data (observations, anecdotal evidence, narratives, interviews) indicative of highly unusual ability or achievement.
- A total battery score at or above the 97th percentile on a nationally normed achievement test.
- A total score at or above the 95th percentile on a group ability test.
- An average rating scale score of 40 or higher from two or more educator raters combined with specific evidence in written narratives.
- Very strong indicators of gifted behaviors as noted in parent or self-ratings and narratives.

A variety of service options are offered at the elementary level:

- Regular classroom with differentiation.
- Regular classroom with cluster grouping and differentiation.
- Regular classroom with grade acceleration of content.
- Resource sessions outside of the classroom.
- Grade acceleration for specific content.
- Grade acceleration.

- Individualized services.
- Additional Opportunities.

The Gifted Review Committee reviews student eligibility for the gifted program throughout the school year. If you have any questions, please contact the Gifted Coordinator.

GUIDANCE PROGRAM

Two full and one half-time guidance counselors provide counseling services at RIS. The major goal of the guidance program at RIS is to assist in creating an educational environment, which is conducive to the academic, personal, social, and career growth of students. Counselors see children individually and in small groups. They also teach classroom lessons and serve as resources for special lessons and enrichment activities. Counselors interpret standardized testing results for teachers and parents and also serve as liaisons with many community resources. Children may see a counselor on a walk-in basis or may be referred by a parent, teacher or administrator.

HOMEWORK

Research indicates that homework significantly increases the rate of permanency of learning. It is DoDDS policy that homework will be assigned on a regular basis in accordance with the needs and abilities of individual students and in support of the instructional objectives of the particular curricular area.

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.
- Provide curriculum enrichment opportunities.
- Support the instructional objective.



The purposes of homework are to:

- Reinforce learning by having students practice newly taught skills independently or with parental supervision.
- Extend skills by offering assignments that encourage the use of higher level thinking skills.
- Encourage creative thinking by requiring students to integrate many skills and concepts in the completion of assignments.
- Teach research skills by giving students opportunities to seek information from a variety of sources.
- Teach responsibility and time management by providing opportunities to apply these principles in the completion of assignments.
- Provide practice in skills that have been remediated through re-teaching.

Weekly range for homework:

<u>Grades</u>	<u>Hour Range per week</u>
3 rd	2 – 4
4 th – 5 th	5 – 6

If your child is spending more than the recommended time completing homework assignments, please notify your child’s teacher immediately. Homework assignments will be modified to meet the needs and abilities of individual students. The burden that homework places on a student will be considered when assignments are made.

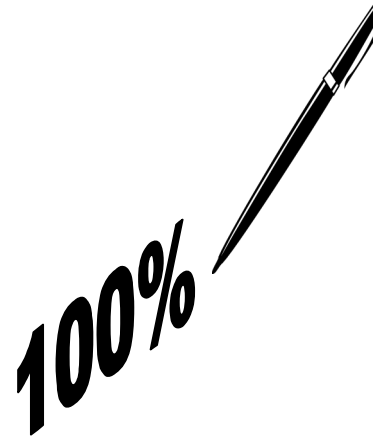
When teachers assign homework, consideration should be given to school events and other subject area requirements.

POLICY

- Homework assignments each week will be consistent with the previously stated guidelines for each grade level.
- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- Teachers will evaluate and return homework assignments to students to inform them and their parents of the student's academic progress and **mastery of learning objectives**.
- This policy does not apply to those students receiving homebound instruction and to those students whose instructional program is governed by individualized educational plans (IEPs) when those plans exclude the prospect of homework.

TEACHERS' RESPONSIBILITIES

- ❖ Develop a policy to ensure that the amount of homework does not place an unreasonable burden on the students.
- ❖ Provide clear and concise directions for completion of homework assignments.
- ❖ Correct and return homework assignments to the students in a timely manner.
- ❖ Maintain a written record of students' progress utilizing homework samples.
- ❖ Identify the degree to which homework affects the determination of a student's grades.
- ❖ Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment.
- ❖ Discuss student achievement with parents in a timely manner.



STUDENTS' RESPONSIBILITIES



Homework is the responsibility of the students. They are expected to complete all assignments in a timely and accurate manner.

Homework that is accompanied by meaningful feedback enhances student learning. The school also recognizes that young people are more than students and need time for family interaction, play, and work as well as for study; therefore, **homework should not infringe excessively on the student's out-of-class time.**

WAYS PARENTS CAN HELP INCLUDE:

- ✓ Provide a homework notebook, supply of paper, pencils, and erasers.
- ✓ Check the homework agenda each day.
- ✓ Set aside a quiet time (turn off the TV and any other distractions) and establish a place for homework with ample supplies.
- ✓ Check that homework is complete, accurate, and neat.
- ✓ Discuss any concerns regarding homework with the teacher.
- ✓ Provide a good environment for the student and a consistent time each day for homework to be done.
- ✓ Reinforce desirable study habits by giving praise.
- ✓ Give encouragement and help when needed.



- ✓ Take an interest in the student's school activities.
- ✓ Guide the student toward independent and effective use of time.
- ✓ **All students should read or be read to every night for 15 – 30 minutes.**

HOST NATION



All students will attend Host Nation classes in order to better understand and appreciate their German community. This intercultural program offers DoDDS students the opportunity to study the German culture.

HOME SCHOOLED STUDENTS

Parents who are eligible to enroll their dependents in DoD schools, but elect to home school their children may want to consider a part-time enrollment. This option permits students to participate in special selected classes (Host Nation, Music, Art, P.E. Computer Lab), study trips, and extracurricular activities.

INFORMATION CENTER



Ramstein Intermediate School's Information Center is located in building 1000. Over 16,000 books, approximately 2,000 CDs, picture sets, models, video cameras, video players and monitors, computers, computer programs, and kits are available for students and teachers to enhance learning.



LOST AND FOUND



Lost and found items are retained for a short period of time in Building 999, Stairwell B. High value items such as glasses, wallets, keys, and jewelry are kept in a Lost and Found in the Main Office. Please take a few minutes to label your child's lunch box, coats, hats, and sweaters, as these are the most common articles that are lost. Unclaimed items will be taken to the Thrift Store or Red Cross. School textbooks will be turned in to supply.

OUTDOOR POLICY DURING WINTER MONTHS

Daily outdoor physical activity experiences are important for children's optimum development and health. For children attending Ramstein Intermediate School, the following guidelines will apply in regards to outdoor recreation:

- a. Outdoor physical activity for a time period of at least 25 minutes during mild or normal weather conditions will occur on a daily basis.
- b. During **WINTER** weather conditions, children will go outside when the temperature plus wind chill is 25 degrees Fahrenheit or higher. Children need to be properly clothed with **hats and gloves**. If the temperature is 15 to 25 degrees Fahrenheit, the Principal or Assistant Principal will evaluate the outdoor conditions and may authorize shortened outdoor recreation experiences.

- c. During **INCLEMENT** weather condition; e.g. rain or snow, children may be sent outside depending upon the severity of the weather condition. If precipitation is so heavy that students will be drenched within a few minutes, outdoor activities will be canceled. If there is a mist in the air or light drizzle, students will be permitted to go outside. If snow has accumulated in significant quantities on the ground, children will not be permitted to go outside. Likewise, if puddles of water have accumulated on the playground, children will remain indoors.

At all times, the parents should provide appropriate outer clothing, and children need to be properly dressed for the weather conditions. Outdoor recreation experiences are a part of the daily routine that all children will have the opportunity to enjoy. Please call the school office at 480-6023 or 06371-47-6023 if you have any questions or concerns.

OVERVIEW OF RAMSTEIN INTERMEDIATE SCHOOL

Ramstein Intermediate School (RIS) is located on New York Avenue in buildings 999 and 1000. The school is on the hill opposite the Commissary and is near base housing. RIS consists of seventeen third grade classrooms, eleven fourth grade classrooms, and eleven fifth grade classrooms with a projected school enrollment of approximately 900 students. Building 999 houses the administrative offices, third grade classrooms, the fourth grade counselor's office, music room, an art room, a READ 180 room, a speech/language resource room, the gifted program resource room, a computer lab, the cafeteria/multi-purpose room and Case Study Committee (CSC) Office.

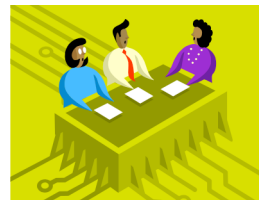
Building 1000 contains the 4th and 5th grade classrooms, offices for the 3rd and 5th grade counselors, two computer labs, and the Information Center, resource classrooms for the learning impaired and moderate to severe program, a full-time art room and a shared art/music room.

In September 2004, RIS implemented the reduced-class size initiative at the third grade level. This initiative calls for *an average* of 18 students per third grade classroom.

During the school year 2007-2008, the Foreign Language in the Elementary School Program (FLES) was implemented for all third grade students (with the exception of those students in the German Immersion Class).

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences will be held at the end of the first 9-week grading period for all grade levels. However, parents are always welcome to schedule a conference at any time. If you wish to meet with a teacher, please call the Main Office at DSN 480-6023 or CIV 06371-47-6023 to schedule an appointment with your child's teacher.



PARENT TEACHER ORGANIZATION (PTA)

The Ramstein Intermediate School Parent Teacher Association (PTA) invites your family to become actively involved in our school. Your participation and voice in your child's education do make a difference. In the past, the PTA has supported our school with supplemental classroom materials, positive incentive rewards, and financial support of enrichment programs for students, and Scholastic Books.

General membership meetings are held four times per year. Your involvement and support are greatly appreciated. There are still vacancies for those parents new to our school. If you are interested in serving on the PTA Executive Board, please e-mail the PTA President, at RamsteinIS.PTA@eu.dodea.edu.

PARENT VOLUNTEERS

Volunteers are always needed. No special skills are required and you are invited to spend as much or as little time as you can spare.

Volunteers are needed in classrooms, the Nurse's Office, the Computer Labs, Art Room, Music Room (for special productions), lunchroom, and Main Office. If you have a special talent or enjoy working in a school, call the school at 06371-47-6023, leave your name, and a description of where you would like to work and what you would like to do. Either a staff member or the PTA Volunteer Coordinator will contact you.

PLEDGE OF ALLEGIANCE

All students have the opportunity to recite the Pledge of Allegiance daily. If your child is unable to participate in this daily activity, please inform the classroom teacher.

PROCEDURES FOR REPLACING LOST BOOKS

Please complete one of the procedures below for lost books:

1. Look for the book online through a number of publishing companies like Amazon or Barnes and Noble. Use the ISBN # as your guide to order the correct book. You may order *used books*. Have the book shipped directly to the school: Ramstein Intermediate School

ATTN SUPPLY CLERK

Unit 3240, Box 455

APO AE 09094

Please bring a copy of your order confirmation addressed to: RIS Supply Clerk.

2. No credit card? You will be provided with the value of the book. You can then go to the Bookmark and buy an equal value of the library book. Please see the librarian, for a list of book titles and prices.
3. Cash will be accepted to replace a book.

PROGRESS REPORTS AND GRADING

A written report of each student's progress is issued every nine weeks. **Progress report envelopes should be signed and returned to your child's teacher within three days.** The teacher will explain the progress report during the first quarter parent/teacher conferences.

Grades 4 and 5

Teachers will explain the grading system used in their classes at the beginning of the school year and at Open House. Students are expected to complete all assigned work and take all scheduled tests. Unsatisfactory progress of students will be reported at the midpoint of each marking period. Grades for core curricular courses (Language Arts, Social Studies, Math, Science, and Health) are issued as follows:

<u>Grade</u>	<u>Percentage Scale</u>
A	90 - 100%
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

A grade of "I" (incomplete) or "P" (passing) may be given to a student who has not completed all required work due to illness or other excused absence. The "I" must be removed within two weeks of the end of the grading period. If the work is not completed within that time period, a grade representing the value of the work assigned will be given.

Grade 3

Grade three teachers will be assessing students based upon students' progress in cognitive, emotional, social, and physical development. DoDEA policy states that third graders are to be evaluated using the following developmental codes:

N (Not yet evident) – The child has not yet demonstrated (for developmental reasons) an understanding of the concepts or behaviors.

P (Developing) – The child is progressing towards an understanding of the concepts or behaviors.

CD (Consistently displayed) – The child consistently displays an understanding of the concepts or behaviors.

X (Area is not addressed at this time) – The area may be inappropriate at this stage or is not currently addressed in the curriculum.

Specialists Grades- Student progress for Art, Music, P.E. and Host Nation are noted as follows:

E= Exceeds grade level expectations

M= Meets grade level expectations

S= Steady progress toward grade level expectations

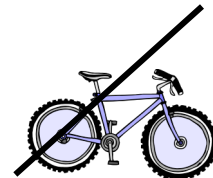
L= Limited progress toward grade level expectations

Students attend specialists classes on a weekly rotating schedule.

PROHIBITED ITEMS

The following items should be left at home:

1. Weapons including toy guns and knives.
2. Any article that can be used as a weapon.
3. Toys including play stations
4. Skateboards, skates, scooters, and bicycles, "Heelys" or any type of wheeled shoe.
5. Chewing gum.



If a child brings a cell phone to school, it must be turned off while on the RIS campus and kept in a student's book bag or other secure location. Students are not allowed to carry cell phones around with them. If a cell phone is taken away it must be picked up by the student's sponsor.

ELECTRONIC DEVICES

It is highly recommended that students do not bring electronic devices to school. If items are brought they must be powered off upon arrival at RIS. If they are brought out during the instructional day, the item will be taken away and the student's sponsor must pick up the item.

Electronic items can be easily lost. RIS does not accept the responsibility to replace lost or stolen items. If a student brings an electronic device, they are completely responsible for the item.

Should an electronic item be taken away twice, it will be kept until the end of the S.Y. Your support in following these guidelines is greatly appreciated.

REGISTRATION

Students must be registered each school year. It is extremely important that your contact information is kept up-to-date so you can be reached as quickly as possible in case of an emergency. **Please let us know immediately if you have any change in address, duty or home phone number, or e-mail address.** An emergency contact number of a friend or neighbor is a necessity for cases in which an emergency arises and you cannot be reached at home or at work.

SCHOOL/HOME PARTNERSHIP

Parent involvement in their child(ren)'s education takes many forms. Examples of School/Home Partnership activities include PTA, SAC, classroom assistance/tutoring, library assistance, guest speaking, sharing special skills or hobbies, and much more. We hope you will be an active partner in your child's education.

SCHOOL NURSE/HEALTH SERVICES



The school nurse performs many duties throughout the school year:

- ◆ Health counseling and consultation for children, parents, and school personnel;
- ◆ Screening programs to identify hearing, vision, dental, and posture problems;
- ◆ Assisting teachers with health education in the classroom;
- ◆ Administering specific individually prescribed medications for chronic conditions such as: asthma, heart condition, and hyperactivity;
- ◆ Acute/emergency care for all ill or injured students;

Health topics taught in the classroom by our school nurse may include dental health, human growth and development, human sexuality, AIDS awareness and other health-related areas. Notices prior to the screenings and classes will be sent home. Parents must notify the school in writing if they do not wish to allow their child to participate in either the screening programs or human sexuality classes.

Children who exhibit symptoms of an illness or who are injured before coming to school should not be sent to school for the School Nurse to check.

School policies for excluding a child from school include:

- Nausea, vomiting, or severe abdominal pain.
- Acute cold, sore throat, and/or persistent cough.
- Red, swollen, or discharging eyes.
- Earache.
- Any acute untreated infectious condition, such as strep throat, pink eye, head lice, etc.

Parents are requested to determine a child's state of health prior to sending the child to school. Children who appear to be ill or running a fever should be kept at home. A child should be **FEVER FREE** (less than 100 degrees Fahrenheit) for 24 hours without medication before the child can return to school.

If a student becomes ill or is injured at school, the nurse will determine whether or not the child is to be sent home. The following procedures will be followed when a child is too ill to remain at school:

1. Parents are called.
2. Upon no answer, the emergency contact number is used.
3. In the event that neither the parents nor the emergency contact can be reached the sponsor's supervisor will be called.

Please remember that an ill child needs your care and concern and should be picked up as soon as possible. An adult must sign out the students in the Main Office; ill children will not be allowed to leave school grounds unaccompanied. Your child's safety is very important at RIS.

IT IS IMPERATIVE THAT YOU UP-DATE DUTY AND HOME PHONE NUMBERS IN THE MAIN OFFICE SO THAT THE SCHOOL NURSE WILL BE ABLE TO REACH YOU IN AN EMERGENCY. ALSO, ENSURE THAT AN EMERGENCY CONTACT IS ON FILE IN CASE NEITHER PARENT CAN BE REACHED.

If a child is not well enough to participate in outside activities, s/he should be kept home as the condition may worsen or infect others. Facilities are not available to care for students who cannot participate in the regular activities except for those having a medical excuse signed by a doctor.

Immunization Policy

Please remember that proof of up-to-date immunizations is a requirement for enrollment in DoDDS. If the school nurse advises you that your child is not in compliance with DoDDS immunization requirements, you will have 10 days in which to provide proof of compliance or **your child will be withdrawn from school.**



Minimum Immunization Standards:

- 3 doses Trivalent Polio vaccine (OPV/IPV, one given after the 4th birthday.
- 3 doses Diphtheria/Pertussis/Tetanus Vaccine (DPT/DTP/DpaP/DT/TD), one given after 4th birthday and last tetanus dose within 10 years.
- 2 doses Measles/Mumps/Rubella Vaccine (MMR), at least one dose recommended after 4th birthday.
- 3 doses of Hepatitis B Vaccine.
- Varicella (chicken pox), 1 dose of vaccine through the age of 12 years, 2 doses for those 13 or older, or reliable history of the disease.
- 2 doses of Hepatitis A Vaccine.

Administration of Medication at School



In accordance with DoDDS Policy, the school nurse only administers medications that are specific and individually prescribed. All medications are kept locked in the nurse's office. Medication is not to be left in book bags or in the classroom, to include asthma inhalers. No other medications, such as aspirin, Tylenol, cough medicine or decongestants will be given unless prescribed by a physician. The following information must be on file in order for the nurse to administer medication at school:

- Written permission from the parent.
- Written permission from the physician, stating name of medication, dosage, purpose, and time to be administered.
- Medication must come in a pharmacy labeled container marked with student's name, name of medication, physician's name, and amount of dosage and time medicine should be taken.

Discrepancies between the pharmacy label and the physician's instructions must be corrected prior to administration of the medication. When the dosage of the medication is changed, a new permission form from the physician and parents is to be submitted to the school nurse. The pharmacy label must reflect this change.

Parents must bring the medication to the nurse. It is the student's responsibility to go to the nurse for the medication. Written notice will be sent home when the school medication is running low.

At the end of the school year, parents will need to pick up any remaining medications, as the school does not store medication over the summer.

If you have any questions about the health program, need to update information, would like to request any health screenings or a question about a health concern during the school year, please contact the nurse at DSN 480-6023 or CIV 06371-480-6023.

SCHOOL-WIDE ASSESSMENT

Each spring, DoDDS students in 3rd through 12th grades participate in a system-wide standardized assessment, Terra Nova. Scores from these achievement tests are used to develop the RIS Action Plan for School Improvement. The staff is currently focusing on improving our students' ability to increase their analytical and literacy skills across the curriculum. Individual scores are sent home to parents. School-wide and district-wide scores from these assessments are available to parents and the community members each year.

SPECIAL EDUCATION

Students who perform significantly below grade level or expected levels of achievement may be referred for assessment for possible learning impairment by either a parent or an educator.

If students are found eligible for special services, an Individualized Educational Plan (IEP) is developed by a committee composed of parents, CSC Chairperson, LI teacher, classroom teacher, a school administrator, and any other individual whose expertise and/or services are pertinent in meeting the needs of the student. Goals and objectives are identified to meet individual student needs. Instruction can occur in one of the following models:

Pull-out: Student is pulled from the regular classroom to study in a resource room for a specific amount of time.

Co-Teach: Teacher of the Learning Impaired or the Special Education Aide shares the responsibility for instructional delivery of academic skills with the classroom teacher.

Inclusion: Teacher of the Learning Impaired or the special education aide works with the student in the regular classroom environment.

Consultation: Teacher of the Learning Impaired consults with the classroom teacher and other specialists about the student's learning styles, modifications for instruction, and progress.

Monitor: Teacher of the Learning Impaired simply monitors the student's progress.

PARENTS' DUE PROCESS RIGHTS

Parents have the right to:

1. Access all recorded information about their child.
2. Refuse permissions for a formal assessment of their child with the understanding that the school may request a hearing to present its reasons to obtain approval to conduct assessment.
3. Be fully informed of the results of formal assessment and a description of how the findings of the evaluation are to be used, by whom, and under what circumstances.
4. To request that the school provide information about where an independent evaluation may be obtained.
5. To question proposed modifications to the regular instructional program for your child.
6. To request a hearing if dissatisfied with attempts by the school to resolve a difference of opinion regarding the education of the child.
7. To a translator in order to accomplish any of the above if the primary language is not English.

SPEECH THERAPY

Speech/Language Pathologist provides remedial services to students identified with specific speech or language disorders and/or delays. These disorders are identified through the administration of a battery of Speech/Language proficiency assessment. The age of the child and the severity of the particular communicative disorder determine the frequency and length of therapy sessions. The ultimate goal of the program is to help students achieve their maximum potential.

SCHOOL PSYCHOLOGICAL SERVICES

School psychologists provide a range of services for the benefit of students. These consist of direct and indirect services that require involvement with the entire educational system, including the students, teachers, counselors, administrators, other school personnel, families, community agencies, and a variety of others. School psychologists are unique in the educational setting. Their training equips them to provide psychological evaluation and facilitate mental health service delivery in the schools.

STUDENT COUNCIL

Ramstein Intermediate School has an active Student Council composed of representatives from each grade. Members are selected from the individual classes and an election is held for the officers of President, Vice-President, Treasurer, and Secretary. A fifth-grade student normally holds the office of President.

The purpose of the Student Council is to serve as a democratic method for all the citizens of the school to have a say in the operation of the school. Through the Student Council, every student's ideas can be heard. The Student Council also makes sure that everyone in the school cooperates in the day-to-day responsibilities of being part of a school community, enjoys improvements and special activities, and works together on specific problems. It provides students a chance to learn about the democratic process and leadership.

Every Friday is Spirit Day; wear your school T-shirt/sweatshirt.

STUDENT PLACEMENT COMMITTEE

RETENTION/PROMOTION

Grade retention or double promotions are matters that may have serious contemporary and long-term consequences for the student. Based on teacher or parent recommendations, the Placement Committee discusses the request and administers individual assessments and determines the appropriate grade level placement. The Committee members then make a recommendation to the school principal concerning retention or promotion. The school principal examines academic, social, and emotional factors in determining final grade placement for the student.

STUDENT CODE OF CONDUCT

As a student in the Department of Defense Dependent Schools, students are asked to commit themselves to the following general rules of conduct that are intended to preserve a healthy and productive learning environment for all students.

STUDENT RESPONSIBILITIES

Students have the responsibility for being aware of and respecting the fundamental rights of others according to applicable standards of conduct or codes of behavior. Students have the responsibility for participating in the development and observance of these standards and codes.

A. Be prepared for class and on task at all times, and always do your best. Arrive in class with an open mind, a desire to learn, and ready to work with the following items:

1. Text or other issued educational materials.
2. Paper and pencil or other suitable writing instrument.
3. Class materials required by each teacher.
4. Completed homework.

B. Follow Attendance Policy --- Be prompt, prepared, and ready to learn everyday.

C. Be Polite and Respect Others

1. Respect the differences of other people, without regard to their race, religion, sex, creed, national origin, disability, intellectual ability, or marital status.
2. Avoid profanity and/or obscene or lewd gestures and behaviors.
3. Keep your hands to yourself.
4. **Walk** in the hallways and classrooms.
5. Be aware of other's personal space.
6. Keep your voice down and your tone respectful.

- D. Accept responsibility for yourself and for others in your community.
6. Follow directions.
 7. Respect the rights of all students to learn.
 8. Remove hats prior to entering the school.
 9. Know the DoDDS Zero Tolerance for Weapons Policy.
 10. Leave toys, radios, tape players, beepers, or other electronic communication devices, skateboards, skates, or scooters at home unless you receive permission to do otherwise. (An exception to this would include cell phones, which must be turned **off and concealed** during the school day.)
 11. Chewing gum is prohibited.
- E. Make a positive contribution to our school.
1. Dress neatly and appropriately.
 2. Participate in school activities in a positive manner; demonstrate good sportsmanship.
 3. Take care of your school and school materials (including furniture, texts, library books, school buses, and all other school equipment and property).
- F. Adhere to all policies and to all school rules concerning student conduct.

STUDENTS' RIGHTS

Students have a right to a school atmosphere conducive to learning, which provides for the common welfare and the safety of all in the school community. Students in DoDDS schools shall not be subject to corporal punishment.

STUDENT TRANSFERS AND WITHDRAWALS

Sponsors anticipating a PCS move, or other withdrawal of a student during the school year should take the following steps in obtaining proper clearance from Ramstein Intermediate School:

1. **At least 10 business days in advance** of departure, please provide the school with a copy of PCS orders and a note stating the student's last day of attendance.
2. A copy of the student's progress report or transfer grades will be issued upon final clearance. Official copies of student records are issued only upon request from the gaining school.

Records must be picked up by the parent in the office, building 999, no earlier than 1500 hours.



STUDY TRIPS

Study trips, collaboratively planned and supervised by the classroom and Host Nation teachers, are considered an integral part of our school curriculum. Appropriate manners and conduct are expected at all times. Study trips are an excellent opportunity for parents to become involved in the school. DoDEA guidelines require a minimum of 1 chaperone per 5 students for third grade and two adults per fourth and fifth grade class. A study trip will be canceled if there is not sufficient adult support.

Some study trips extend beyond the time of school bus departure (please make note of this when signing permission slips). Students whose behavior or safety is questionable may be asked to remain at school, or a parent may be asked to join the trip.

See Appendix for the "Exception for Students and Adult Supervisors.

It is in the best interest of your child that the school requests your cooperation in signing a parental permission slip and a Power of Attorney, which are required forms for all students to participate. Students, who do not have these signed forms on file, will be placed in another classroom for the day. If for any financial reason your child cannot attend, please contact the principal so arrangements can be made for your child to attend.

School policy does prohibit siblings of any age from accompanying a class on a study trip. If behavioral or safety concerns arise, parents or guardians may be required to attend to provide one-one supervision.

SUBSTITUTE TEACHERS

In order to maintain continuity in the Instructional Programs, substitute teachers are frequently called to perform the responsibilities and duties of a teacher. In order to assure that your child's instructional program and day remain as constant as possible, monthly workshops are provided for our Substitute Teachers.

Your assistance is requested in impressing upon your child(ren) the need to be cooperative with substitute teachers. Children, who are disruptive in a classroom where a substitute teacher is in charge, to the extent that learning of other students is interrupted, will be sent to an administrator. The student's sponsor will be contacted to take the student out of school for the remainder of the day.

SUPPLIES

The school provides textbooks, workbooks, and most instructional materials. The proper care and use of these items should be stressed to help the child develop a feeling of responsibility for his/her supplies. The sponsor of children, who lose/damage schoolbooks or other school property, will be charged for that item. Please refer to "Procedures for Replacing Lost Books" on page 19. Students are expected to furnish their own pencils, paper, notebooks, crayons, scissors, and other similar items requested by individual teachers. (See grade level supply lists).

Basic Supply List for all grades *

- | | |
|---------------------------------|-------------------------------------|
| 1 Backpack | 1 Glue Bottle |
| 1 Supply Box/Pouch | 1 Pack Colored Markers Fine Tip |
| 2 Red Pens | 1 Pack Colored Markers Wide Tip |
| 1 Pack Blue/Black Pens | 1 Box Tissues |
| 2 Packs Pencils (Wooden #2) | 2 Packs Loose Leaf Paper Wide-Ruled |
| 1 Multi-color Pack Highlighters | 1 Scissors (pointed tip) |
| 1 Eraser (block type) | 1 32 Count box Crayons |
| 1 Pack Eraser (pencil top) | 1 24 Count box Colored Pencils |
| 1 Glue Stick | |

Additional Items:

3rd Grade:

- 8 Pocket Folders (without prongs/brads)
- 1 Single Subject Spiral Notebook
- 1 Bound Composition Book

4th Grade:

- 8 Pocket Folders (without prongs/brads)
- 5 Single Subject Spiral Notebooks
- 5 Bound Composition Book

5th Grade:

- 6 Pocket Folders (without prongs/brads)
- 5 Bound Composition Book
- 1 3-Ring Binder 1"

*** Individual teachers will be requesting additional school supplies, which will be required for their classroom activities from the DoDDS-E approved supply list.**

TARDINESS

Children who walk to school should arrive no earlier than **0810**. The bell rings at 0815 for students to proceed to their classrooms. Students will be considered late if they arrive after the bell has rung. Students will need to sign in at the office and receive a pass if they arrive after 0815.



TELEPHONES USAGE AND MESSAGES



School phones are for official business. Students may use the telephone for emergency purposes **ONLY**. Please plan ahead with your child regarding after school activities. Students are not permitted to use the school phones to call home for forgotten homework, requests to stay after school, or requests to go to a friend's house after school.

If your child is to attend club meetings or to go home with a friend, please be sure that these plans are clear before your child leaves home in the morning. **Please notify your child's teacher IN WRITING of any changes in after school plans. If the school is not notified of a change of routines IN WRITING, your child will be sent home, as is the normal routine.**



TRANSPORTATION

Children who live in Ramstein housing walk to school. The DoDDS Student Transportation Office (STO) that services the Ramstein schools is located by building 904 in a portable office at the Ramstein Elementary School directly behind the Commissary parking lot. DSN 480-2877 (BUS) or CIV 06371-47-2877 (BUSS).

BUS REGISTRATIONS

The STO requires all families who need bus service to register for transportation **each** school year. The school bus office should be notified if:

- The sponsor has extended a DEROS that would have expired prior to the start of the next school year
- The family intends to move
- Home or work phone numbers have changed.

New Students – All new students must register with the student transportation office.

Students with Special Needs – All special needs families must register each year.

Bus passes for the new school year will be mailed to each family.

GUIDELINES FOR SAFE TRANSPORTATION OF STUDENTS:

1. GENERAL INFORMATION. The Student Transportation Office (STO) is located by Building 904 on Ramstein Air Base. The telephone number is DSN 480-2877 or commercial 06371-47-2877.

2. INCLEMENT WEATHER PROCEDURES. During inclement weather, bus transportation may be affected. Severe winter conditions may cause delays in service. While roads may appear clear, higher elevation locations may not be accessible. When extreme overnight and daytime weather conditions (high winds, snow, ice, etc.) necessitate the closure of schools, instructions will be broadcast on Armed Forces Network (AFN) radio, 1107 AM and 100.2 FM beginning at 0600. The information will also be broadcast on AFN TV-Kaiserslautern. Parents can call DSN 480-COLD (2653), or commercial 06371-47-2653, to hear weather and road conditions, school closures and delays. See item 3 for guidelines on early release of students due to inclement weather.

3. EARLY RELEASE OF STUDENTS. In case of an early release of students due to emergency conditions at the school, i.e., power outage, flood, fire, smoke, inclement weather, etc., notification of school closure will be broadcast on AFN radio, 1107 AM and 100.2 FM, as well as AFN TV-Kaiserslautern. Due to the nature of most situations that involve early release of students, it is not possible to notify parents by telephone. Every effort will be made to get the message to parents as quickly as possible; however in the event of an early release of students from school, parents need to have a contingency plan for the care of their children.

4. PARENT/SPONSOR/GUARDIAN RESPONSIBILITIES. Parents, sponsors or guardians (hereafter referred to as “parents”) will be responsible for the conduct and behavior of their children at all times. **Offenses by students and/or lack of acceptance of this responsibility by the parents may result in the permanent loss of transportation privileges.** Parents are reminded that school bus transportation in an overseas community is a special privilege that comes with clearly defined responsibilities. To assist in maintaining a safe and orderly school bus transportation system, parents must ensure the following procedures are adhered to:

- a. Familiarize your children with rules of conduct and ensure their understanding of expected behavior. Emphasize the need for orderly conduct at the designated bus stops and on buses to prevent accidents or injuries.
- b. Supervision and behavior of students at designated bus stops is the sole responsibility of individual parents. Familiarize your child with host nation traffic laws. **Traffic does not stop for school buses.** To ensure safe boarding, students should line up a minimum of three feet from the curb. Parents must ensure students do not push and shove during the approach of the school bus.
- c. Anyone observing inappropriate behavior at the bus stop should first try to correct the situation by talking to the students. If the behavior continues, try to identify the students involved and report the incident to the STO as soon as possible.
- d. Parents are responsible for transporting their children to and from school during periods when transportation privileges are suspended or revoked. **Students found riding the bus while under suspension could receive a permanent suspension from bus riding privileges.**
- e. Report known incidents of student misconduct to the STO. The complaint, if serious in nature, should be reported immediately by telephone and may also necessitate a follow-up written report.

5. STUDENT RESPONSIBILITIES. Students are the key individuals in helping to have a safe and enjoyable bus ride to and from school each day. Students are to abide by the school bus courtesies, safety standards, and related disciplinary action guidelines (see Table of Consequences). In order to provide parents with a timely notification of offenses, notices of misconduct will be e-mailed to the parent.

6. OFFENSES AND RELATED SUSPENSIONS. Offenses can result in suspension actions as stated in the Table of Consequences (included in Appendix A). The progressive disciplinary policy is in place to help parents become aware of their children’s behavior. In cases of severe misconduct, or at the discretion of the School Administration, school bus privileges could be revoked for the remainder of the year.











7. LIABILITY. When liability for damage to contract buses by students is clearly established and verified, the responsible student(s) and their parents are called in for a counseling session. He/she will discuss all appropriate disciplinary actions as well as reimbursement responsibilities for the parties involved. In cases where voluntary reimbursement is declined, the contractor (property owner) will seek compensation through legal avenues. Declining voluntary reimbursement by the sponsor may result in school bus suspension until all obligations have been fulfilled.

8. COMPLAINTS/APEALS PROCESS. Sponsors who wish to appeal a suspension must provide the request to appeal and any supporting documentation to the School Liaison Office, Building 2106 Room 107, Ramstein Air Base within 5 days of the imposition of discipline. When the discipline is to protect students or to prevent unsafe or disruptive actions on the bus, the suspension may not be deferred pending appeal. If the basis for the discipline, or the consequences is reversed on appeal, all records of the student having been disciplined will be removed from the student's STO file.

9. STUDENT TRANSPORTATION OPERATIONS. The Department of Defense Dependent Schools (DoDDS) personnel manage student transportation operations. They are responsible for establishing bus routes and stops, conducting periodic safety reviews, ordering school study trip transportation, and administering the transportation contracts. If you have any concerns or recommendations to improve safety or efficiency, please contact the Ramstein STO at 480-BUSS (06371-47-2877) or Kaiserslautern STO at 489-7722 (0631-536-7722).

10. TEMPORARY BUS PASSES. If your child is to ride another bus home other than the one assigned, you will need to obtain a temporary pass from the STO. This can only be given if the request is either made by the parent in person or by the parent in writing. Otherwise, students should follow their regular dismissal routine.

THE 10 SCHOOL BUS RULES

-  Obey the driver or adult.  Stay properly seated.
-  Enter and exit the bus safely and always show your bus pass.
-  Keep your hands, feet and other body parts to yourself.
-  No throwing of items.  Keep arms and hands inside the bus.
-  Remain quiet and do not disturb the driver or others.
-  No profanity, smoking, prohibited items or vandalism.
-  No eating, drinking or chewing gum.  Be responsible, be safe.

USE OF TOBACCO PRODUCTS



The following Smoking Policy is in effect in all DoDDS schools.

"Smoking by students during attendance at DoDDS schools will not be permitted. DoDDS Faculty and School Staff may smoke only in specifically designated areas outside the school building and may not smoke in the presence of students."

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

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

There are no designated smoking areas defined or condoned by DoDDS-E schools.

Parents who are accompanying classes on Study Trips are asked to refrain from smoking.

WITHDRAWING YOUR CHILD FROM SCHOOL

If you are PCS'ing during the school year, you are required to come to the front office and fill out an early withdrawal form. Be sure to bring a copy of your orders. If no orders are provided, you may not hand carry your student's records. You may contact the school registrar at 06371-47-6135 if you have questions. Please notify the front office at least ten (10) working days prior to picking up your child(ren)'s records. If you must leave before this time, you will receive only your child(ren)'s Progress Report.

STUDENT RECORDS

When you withdraw your child, you will receive your child(ren)'s cumulative academic folder which contains:

- A Progress Report as of the withdrawal date.

- Reading Record

- Health Record

- Other information pertinent to the educational progress of your dependent(s).

If your child is enrolled in any Special Programs, you will be provided with copies of his/her confidential file, which includes:

- All evaluations and assessments

- Current Individualized Educational Program (I.E.P.)

- And any other pertinent documents.

You will be responsible for signing a release indicating that documents are going to be hand-carried. Student records may not be released to a student. Official Records will be sent upon request of the receiving school. This request must include your signed authorization to release records.

Appendix A

School Bus Table of Consequences

SCHOOL BUS TABLE OF CONSEQUENCES (Revised 30 January 2003)

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	1- Boarding or exiting the bus unsafely to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing/insulting other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane/obscene language or gestures 10- Littering	Verbal/Written Warning	1-5 day suspension	10 day suspension 6-10 day	20 day suspension 11-20day	Suspension of Riding Privileges for the Remainder of SY
B Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus (including own body parts) 5- Full or partial nudity 6- Damage/theft/pilfering <\$100	1-5 day suspension	10 day suspension 6-10 day	20 day suspension 11-20 day	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	1- Tobacco/Alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism/damage/theft >\$100 7- Any action that leads to a bus accident	10 day suspension 1-10 day	20 day suspension 11-20 day	Suspension of Riding Privileges for the Remainder of SY		
D Criminal or Illegal Acts	1- Possession/use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb Threats	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to installation Commander via Schools Liaison Office (SLO) if appropriate SLO to be informed when suspensions/expulsions from bus occur				

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

Appendix B

Expectations for Students and Adult Supervisors



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE
PRINCIPALS, DoDDS-EUROPE

SUBJECT: Student Activities: Expectations for Students and Adult Supervisors

Please distribute the attached documents that outline expectations for adult supervisors of student activities and the behavior expectations of students when participating in student activities. These documents replace those released from this office in August 2002.

A committee representing various audiences across DoDDS-Europe made recommendations for revisions. The superintendents and associations also provided input.

The POC for this action is Dr. Ed Tyner, DSN 338-7662, CIV +49 (0) 611-380- 7662.

A handwritten signature in black ink that reads "Diana J. Ohman".

DIANA J. OHMAN
Director, DoDDS-Europe

Attachments:
Guidelines for Supervising Student Activities
Student Behavior Expectations—Student Activities

cc:
Deputy Director, DoDDS-E

Guidelines for Supervising Student Activities

GUIDELINES FOR SUPERVISING STUDENT ACTIVITIES DoDDS-Europe

This guide has been prepared to outline those duties and expectations for adult supervisors, who are acting in an official capacity **preparing** and **accompanying** DoDDS-students on DoDDS sponsored activities. It is designed to insure the safety and well being of DoDDS students.

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators Guide DoDEA-Manual 2005.1 concerning "School Sponsored Trips And Excursions." These documents are available on the DoDEA Web Site at www.odedodea.edu (Regulations).
2. Prior to travel, student eligibility for participation will have been checked by the adult supervisor according to DoDDS-Europe policy concerning DoDDS-Europe student academic eligibility. Those students not meeting these requirements will not be allowed to participate in the activity.
3. Prior to travel, the students will sign copies of the document, "***STUDENT BEHAVIOR EXPECTATIONS, Student Activities, DoDDS-Europe***" The adult supervisor will review this document, item by item, with the students to insure understanding of the expectations. This document, signed by the student and parent/guardian, MUST be returned to the Supervisor prior to travel.
4. Prior to travel, parents must complete and return to the adult supervisor an "ACTIVITY MEDICAL RELEASE" form. This form MUST be in the possession of the travel supervisor at all times. When required, copies of this form should be given to the activity Project Officer. Failure to comply with this requirement will mean the removal of the student from the activity. A standard Medical Release Form can be obtained from the Office of the Student Activities Coordinator, DoDDS-Europe.
5. Supervision must be provided during the entire period of the activity to include travel in accordance with the DoDEA Administrators Guide DoDEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full-time supervision to the group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt that the students comply with all of the rules, regulations, and expectations relating to the activity.
6. Supervisors will not possess, use, and/or consume alcoholic beverages or any other controlled substance while in a supervisory role.
7. Supervisors will make every reasonable attempt that students do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, and cigarettes.
8. It will be the responsibility of the adult supervisors to note any violations of the rules and behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well being of the student(s) a subsequent report, by either the supervisor or an activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators Guide, DoDEA Manual 2005.1.
9. When a designated chaperone is acting as the adult supervisor numbered items 5- 8 would apply.

Appendix D

Student Behavior Expectations

<p style="text-align: center;"><u>STUDENT BEHAVIOR EXPECTATIONS</u> <u>DoDDS-Europe Student Activities</u> <u>SY 2011/2012</u></p>

SCHOOL _____

ACTIVITY _____

STUDENT NAME _____

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
5. Students will not have electronic music devices “on” during instruction or after “lights out”.
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.

10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.
12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

Minor infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.).

Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.

We have read these rules, understand them, and agree to comply with their intent.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____