



Parent/Student Handbook

School Year 2011/2012



Home of the "High Flying Eagles"

Everyone **A**chieving **G**oals **L**eading to **E**ducational **S**uccess





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**Bamberg Elementary School
Parent/Student Handbook
SY 2011/2012**



**Acknowledgement and Understanding of Student Handbook
2011/2012**

The Bamberg Elementary School Parent/Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their classroom teacher **NLT Friday, September 9, 2011**

Parent Name (Printed)

Student Name (Printed)

* _____
Parent Signature Date

* _____
Student Signature Date

***Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2011/2012**



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to

Bamberg Elementary School

Home of the "High Flying Eagles

Everyone **A**chieving **G**oals **L**eading to **E**ducational **S**uccess

Dear Parents and Students,

We would like to welcome you to another exciting year at Bamberg Elementary School (BES). We hope that you will take full advantage of all of the varied learning opportunities that are available to you at BES. We encourage you to become familiar with the school programs and the academic curriculum standards. We consider the educational process to be a partnership and we welcome your support and involvement throughout the year. Parents are invited to become members of our Continuous School Improvement (CSI) Leadership Team and other school committees. Volunteer opportunities are available to you through the PTA and Red Cross. Teachers and office staff are always looking for additional volunteers for a variety of projects. We invite you to become an active participant on our School Advisory Committee (SAC), which meets quarterly. We look forward to your involvement this year. Come ask us how you can participate. Let's work together to make this the best school experience for your child/children.

Beverly A. Erdmann

Beverly Erdmann, Principal

Cheryl Tibbs

Cheryl Tibbs, Assistant Principal





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DoDEA CHAIN OF COMMAND

School Administration

Beverly Erdmann, Principal

Bamberg Elementary School

Unit 27539

APO AE 09139

Telephone: Military 469-7616/8615

Civilian: 0951-300-7616/8615

FAX: 0951-31815

e-mail: **Beverly.erdmann@eu.dodea.edu**

Website: **<http://www.bamb-es.eu.dodea.edu/>**



District Superintendent

Mike Thompson, District Superintendent

DoDDS Superintendent's Office

Bavaria District – DoDDS - E

Unit 28614

APO AE 09177

Telephone: DSN 468-7430

Civilian: 0981-183430



Deputy Director, DoDEA-Europe

Dr. Nancy Bresell, Deputy Director

Office of the Deputy Director

DoDDS-Europe

CMR 443, Box 7000

APO AE 09096

Telephone: Military 338-7614

Civilian: 0611-380-7614



Acting Director, DoDEA

Ms. Marilee Fitzgerald

Department of Defense Education Activity

4040 North Fairfax Drive

Arlington, VA 22203

Telephone: 001-703-696-4247



I. GENERAL SCHOOL INFORMATION

SCHOOL HOURS

Office	0700 - 1600
Supply	0730 - 1600
Sure Start	0900 - 1415
PSCD (A.M.)	0900 - 1045
PSCD (P.M.)	1145 - 1415
Grades K-6	0805 - 1435
Teachers	0745 - 1505

Lunch and Recess Schedule

<u>Lunch</u>	<u>Recess</u>
Kindergarten- 10:45-11:10	Kindergarten- 11:10 –11:35
First – 10:50 –11:15	First – 11:15 –11:40
Second / Third – 11:15-11:40	Second / Third– 11:40-12:05
Fourth / Fifth – 11:45 – 12:10	Fourth/Fifth –12:10-12:35
Sixth – 12:10-12:35	Sixth- 12:35-13:00

OFFICIAL SCHOOL ADDRESS

**Bamberg Elementary School
Unit 27539
APO AE 09139**

Telephone Numbers

Office: 469-7616 (DSN) 0951-300-7616 (CIV)
Sick Call Line 469-7661 (DSN) 0951-300-7661 (CIV) (this is to report sick students, when they are sick.)
School Bus Transportation: 469-8543
School Liaison: 469-7891
Bamberg Garrison CDR 469-1500
To FAX from CONUS to BES: 011-49-951-31815.

NOTE: If living off base or using an off base phone, within the 0951 area, simply dial 300 and the BES telephone extension, 300-7616. If you are outside the 0951 area, dial 0951-300-8647. To Direct Dial from CONUS to BES: 011-49-951-300-7616.



Department of Defense Education Activity (DoDEA)

ORGANIZATION/MISSION/VISION

The Department of Defense Dependents Schools (DoDDS) is one branch of the Department of Defense Education Activity (DODEA), with worldwide headquarters in Arlington, Virginia.

DoDEA Vision: Communities committed to success for ALL students.

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.

DoDEA Guiding Principles:

Success for all students
Trust and Respect for Others
Uncompromising Advocacy for Students
Development of Lifelong Learners
Equal Access to Quality Rigorous Education
New and Motivating Challenges to Inspire Excellence
Teaching with High Expectations
Safe and Stable Learning Environment

The DoDEA Community Strategic Plan (CSP)

Goal 1: Highest Student Achievement. All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

Goal 2: Performance–Driven, Efficient Management Systems. DoDEA will use performance- driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

Goal 3: Motivated, High Performing, Diverse Workforce. The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4: Network of Partnerships Promoting Achievement. Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

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



Bavaria District Mission Statement

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

Bamberg Elementary School

Vision: Communities committed to success for ALL Learners!

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

Bamberg ES Continuous School Improvement (CSI) Goals:

SmartGoal 1: All students will improve problem-solving skills by solving mathematical problems across the curriculum independently and cooperatively as measured by TerraNova 3rd Edition, Star Math, and/or school based problem-solving assessment by 2011.

SmartGoal 2: All students improve their written communication skills across the curriculum as measured by TerraNova 3rd Edition, Adopted Curriculum Writing tests, and/or school based writing assessments (6+1 Rubric) by 2011.

Guiding Principle

Everyone **A**chieving **G**oals **L**eading to **E**ducational **S**uccess





EDUCATIONAL PROGRAM

Bamberg American Elementary School provides education and related services for students in kindergarten through grade 6. In addition, we have classes for pre-school aged students as part of the Preschool Services for Children with Disabilities (PSCD) Program and the Sure Start Program. Students in grades 7-12 attend Bamberg Middle/High School. Our elementary staff includes classroom educators, resource educators, educational aides and administrative support personnel. The school is fully accredited by the North Central Association/CASI AdvancED.

Continuous School Improvement (CSI) The Bamberg Elementary CSI is to ensure a quality program for students. The staff has reviewed the curriculum standards and assessments. Based on these results the school faculty and stakeholders designed a plan to focus on student achievement in two curriculum areas. This is year three of a five-year cycle.

PLACEMENT OF STUDENTS

Grade placement of students is normally determined by age and past school records. Students must have reached their 5th birthday by September 1st to enter kindergarten and their 6th birthday by September 1st to enter the first grade. The Student Placement Committee makes recommendations to the principal on retention, double promotion, and any other grade or class placement that is not routine. The committee consists of the counselor, the homeroom teacher, administrator, parents, and others as needed. The committee collects data, discusses each referral, makes recommendations for placement, ensures that a plan to promote student success is developed, and reviews the progress of students who have been placed. The final decision on grade and program placement is the principal's responsibility.

PARENTAL REQUEST FOR CLASS CHANGE POLICY

When the sponsor is concerned with the class placement, a conference will be held between the teacher and sponsor and, as needed, an administrator. However, the student must be in attendance at least fifteen (15) days before the sponsor can request a conference for change. During the conference, there must be a free exchange of ideas. The sponsor is also required to give written cause for the requested change addressed to the principal.

If there is no resolution to parental concerns, the matter may be brought up before the Student Placement Committee. (See Grade Readjustment - Student Placement Committee). The parents will present their concerns to the Committee. The Committee will hear any other information from the counselor or classroom teacher and then make a recommendation to the principal. The principal will make the final decision and inform the parent and the teachers affected by any move, if one is deemed necessary. Student placement at BES is at the discretion of the administration.



CURRICULUM AND STAFFING

Each subject area in the curriculum of the Department of Defense Education Activity Schools (DoDEA) is reviewed according to a six-year curriculum development plan. This plan provides for reviewing and revising standards, objectives and curriculum materials, selecting instructional materials, providing in-service training for teachers, and evaluating the programs.

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

With the exception of the Foreign Language/Intercultural teachers, teachers must be American citizens and fully qualified educators. They are recruited from the States, transferred from other DoDEA schools, or hired locally.

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

STUDY TRIPS

Study trips are part of the DoDEA curriculum. They are meant to provide additional experiences within our host nation and to be an extension of classroom studies/activities. Sometimes DoDEA-funded buses are taken to reach the destination; at other times, local transportation is utilized. Written permission from a parent/sponsor is required for a student to take a study trip outside of Warner Barracks.

For students who have consistently displayed disruptive and/or inappropriate behavior either in the classroom or on previous study trips, the following will apply;

- A. A parent or parent designee will have to accompany the child or,
- B. Arrangements will be made for the student to remain at the school on the day of the trip.

Parents will be notified in advance should the preceding be necessary.

Please consider accompanying a class as a chaperon on a trip.

- A. All chaperons pay their own way (entrance fees, transportation, if not on a DoDDS-funded bus, etc.)
- B. Preschool or teenage children may **not** accompany parents on a trip as they prove to be too distracting to parents and students alike.
- C. Children from other classrooms may **not** accompany their brothers/sisters on a study trip.
- D. Study trips are designed to supplement educational standards and they are not meant to be family trips. Parents who choose to follow the contracted bus may meet their child at the destination.



RESOURCE PROGRAMS

In addition to classroom instruction, Bamberg American Elementary School offers the following resource services:

Art, Computer, Music, and Physical Education: Students receive regularly scheduled instruction from resource educators specifically trained in these subjects.

Counseling: The counselors help give guidance to the students for their emotional, social and academic needs, and try to help the students work out problems by themselves. They offer assistance in helping children deal with the separations often required by the military. Well-adjusted students also benefit from guidance in their thinking, attitudes and personality adjustments. The counselors also serve as a link between the school and parents. Parents are encouraged to inform the appropriate counselor when there is a family crisis, such as divorce, death, serious illness, or adjustment to a step-family. This helps both the counselor and the classroom teacher provide support for the child during a difficult time. Counselors will see all students in classroom sessions implementing DoDEA approved curriculum.

FLES: Foreign Language in Elementary School: Beginning in SY 2007-2008, all Kindergartens and First graders received 90 minutes a week of Spanish instruction. This is a pilot program to see the feasibility in providing foreign language as an integral part of the elementary curriculum. The FLES program supports the national "Call to Action and Leadership" developed by the President to implement a national foreign language strategy. This movement promotes "a vision in which the United States is a stronger, global leader through proficiency in foreign languages and understanding of the cultures of the world".

Foreign Language/Intercultural Education: This is often referred to as "Host Nation" or "German." The Host Nation teacher provides regularly scheduled instruction in German language and culture.

READ 180: READ 180 addresses the needs of struggling readers in grades 3rd – 6th. By bringing together the essential building blocks of effective intervention, *READ 180* breaks the cycle of failure and allows struggling readers to experience and achieve success. Students attend class 90 minutes a day.

Gifted Education (GE): Regulation 2590.1 establishes uniform policies and assigns responsibilities for the development and delivery of educational services for students demonstrating academic strength at the highest levels, equivalent to the top 3% of the school population. Gifted education at the Elementary School includes:

1. A Gifted Review Committee responsible for making decisions through consensus regarding eligibility, ineligibility, or monitored status for each referred student.
2. Flexible instructional arrangements that may include resource classes, classroom support, and individualized services for identified students.
3. An ability measure must not be used as a single criterion for eligibility. Results of ability measures must be used in conjunction with other measures such as observations, narratives, rating scales, records of achievement, accomplishments, and/or performance. Ability tests are administered on a case-by-case basis.



Gifted Education (GE): (Continued)

Students who transfer into a DoDEA school from a public or private school are referred to a Gifted Review Committee if there is evidence of participation in a gifted program. Students may also be referred for review at the time of enrollment if records indicate exceptionally high achievement or ability; but parents, teachers and students may request referral at any time during the year. The identification process screens students whose potential or performance is so extraordinary that they require modifications in their instruction.

SPECIAL EDUCATION PROGRAMS AND SERVICES

Sponsors are encouraged to make inquiries through military personnel channels to find out about the educational programs available for exceptional children at specific overseas locations, EFMP (the Exceptional Family Member Program). Our school has the resources to educate mildly to moderately handicapped children in learning and communication (speech therapy) programs.

- ⇒ **Learning Impaired.** Students receive individual and/or small group instruction in basic skills and assistance with other subject areas, within the classroom or in a separate setting, according to the programs described in their Individualized Education Plan (IEP).
- ⇒ **Communication Impaired.** Children with speech and language problems (other than English as a Second Language) receive individual and/or small group instruction from the Speech and Language Specialist, according to the programs described in their Individualized Education Plan (IEP).

Pre-School Services for Children with Disabilities (PSCD). If determined eligible, children of pre-school age (3-5 yrs) with disabilities are provided pre-academic experiences and instruction to remediate weaknesses, so those children can start school ready to learn.

Psychologist. A psychologist is shared with the high school to provide testing services, supplemental counseling services, and to meet with the Case Study Committee.

CASE STUDY COMMITTEE

The Case Study Committee meets to consider referrals, plan assessments, determine eligibility, and plan educational programs for children with special educational needs. When a special program is needed for a child, the parents are asked to help in the development of an Individualized Education Plan. The committee follows the procedures of (1) parent notification, (2) parent consent, (3) assessment and programming.

CHILD FIND

The Child Find program is designed to locate children and youth between the ages of birth and 21 who are not enrolled in the DoDD's system, but appear to need special educational services. Once referred, these students are screened and assessed to determine the nature and extent of special services needed and appropriate placements are made using available resources. Parents who have a concern about such a child or youth should contact the school.





GENERAL INFORMATION AND POLICIES

ATTENDANCE

It is expected that all students will attend school regularly and punctually. (**Bell to enter building rings at 0805 and tardy bell rings at 0810 hrs.**) Regular school attendance is vitally important to successful learning and the development of habits of responsibility needed for adult life, especially in the workplace. Nonattendance may affect grade placement. Students and sponsors are responsible for ensuring that students arrive on time and attend class regularly unless they are ill, have medical or dental appointments, or have family emergency. See Advanced Notice below for Family Trips. Students with excessive absences will be referred to the school nurse with possible follow-up through community agencies and/or the Civilian Misconduct Officer.

A NOTE TO THE TEACHER, STATING THE REASON, AND SIGNED BY THE PARENT, MUST SUPPORT ANY ABSENCE OR TARDY. This is for the child's safety! A note from home ensures the school that the parents were aware of the absence or tardiness. It helps both the home and the school know where the child is at all times.

In the event that a child does not have a planned absence from school and is reported by the classroom teacher to be absent, DoDDS-Europe will initiate the following procedures:

- a. By 10AM the day of the unplanned absence, the school will contact the parent to report the child's absence.
- b. If the school cannot contact the parent they should begin contacting all names on the contact list.
- c. If contact information is not current/correct, DoDDS-E will initiate contact through the chain of command.

The expectation of this policy applies to all parents and school personnel beginning school year 2006-2007. This guidance directly supports the education, safety, and enforcement of student attendance by outlining the shared responsibility for parents and schools.

Although it may be possible to make up reading and written assignments, it is not possible to replicate directed lessons, class discussions, and special activities, etc. Missing this instruction may adversely affect the student's learning and therefore his/her grades. It is the student's (or parent's) responsibility to contact teachers to obtain make-up work. As a general rule, students may take the same number of days to make up work as the number of days they were absent.

Excused Absence or Tardiness

An excused absence is one in which a parent has notified the school through the sick line (469-7661 or 0951-3007661) or followed up with a written communication to the teacher. This information should include the reason(s) and the exact date(s) and/or time(s) the student was or will be absent or tardy.



It is recommended that parents/guardians sign a student in at the front office when the student is entering the school tardy, making the tardy excused. Students whose absence or tardiness is excused will be allowed to make up class work, homework, and tests. It is the student's responsibility to (1) remind his/her parents that a note must be written, and (2) bring the note to the teacher. Should the student not bring a note from home, (s) he may bring it within the next two days. If the note is not brought on the third school day after the absence or tardiness, that absence or tardiness will remain unexcused.

Advanced Notification and Request for Excused Absence

All students should benefit from living in Europe by going on family trips. When possible, these trips should be planned for times when school is not in session. If not, the student should bring a letter, at least three school days in advance stating the purpose and the exact date(s) for which the excused absence is requested.

Excessive Tardies/Absences

Excessive Tardies/Absences

BES closely monitors student's attendance to identify trends in excessive tardies and/or absences.

Unexcused Absence

- ❖ If student is absent **2** times, a "Student Attendance Record" letter is mailed to the parents. The teacher, nurse and counselor will be informed that a letter has been sent. The office clerk will call the parents regarding the absences.
- ❖ **Parents, nurse and administration will be formally notified for each subsequent unexcused absence.** If the student continues to be absent without parental notice, Administration will contact sponsor's unit command.

Unexcused Tardy

- ❖ If student is tardy **3** times, a "Student Attendance Record" letter is mailed to the parents. The teacher, nurse, counselor and office staff will be informed that a letter has been sent.
- ❖ If student is tardy **6** times, a letter is sent to the parents stating that Admin will inform sponsor's unit commander if the attendance does not improve.
- ❖ If student is tardy **9** times, Admin will contact the Student Liaison Office (SLO) to see if she/he can provide assistance in this matter. contact sponsor's unit commander.
- ❖ If student is tardy **12** times, Admin will contact contact the sponsor's unit commander.
- ❖ If student is tardy **15** times, Admin will call social work services.

Excused Tardy

- ❖ If student is tardy **6** times, a "Student Attendance Record" letter is mailed to the parents. The teacher, nurse, counselor and office staff will be informed that a letter has been sent.
- ❖ If student is tardy **12** times, a letter is sent to the parents stating that Admin will inform sponsor's unit commander if the attendance does not improve. A copy will be sent to the SLO.
- ❖ If student is tardy **18** times, Admin will contact the Garrison Commander.



Truancy

Any student who is absent from school without the prior knowledge and permission of his/her sponsor, parent, or legal guardian or school authorities is truant. Truant students will be assigned Choice Club (After school program to help students make better choices) to equal the time missed during the truancy. Truancy may also be reported to the Schools Liaison Officer (SLO).

SICK LINE

What do you do when you know your child will not be in school or will be late? If you know in advance (dentist appointment, for example) contact the teacher by note, stating the date your child will miss school or will be late. If your child gets sick in the late evening or wakes up ill, call the **SICK LINE** to report your child will not be attending school that day. **The SICK LINE number is DSN 469-7661 or civilian 0951-300-7661**; this is an answering machine. Please call before 8:15 in the morning and follow the instructions of the recorded message. If you receive a busy signal on the **SICK LINE**, please try again. The **SICK LINE** is used only for reporting an absent or tardy student.

When you call, please give the following information:

This is _____ (state your name), my child _____ (state the child's name, then spell the name of the child), in _____ (state the teacher's name)'s class will be _____ (absent/late) today (or whatever the time period will be).

When your child returns to school please send a note to the teacher explaining the child's absence.

Notes of explanation or requests from parents are required whenever a student:

- a. is late for school
- b. returns to school after an absence
- c. anticipates a lengthy absence
- d. is to be dismissed from school at times other than regular dismissal
- e. is to leave the school at lunchtime

*Students will be released during the school day **ONLY** to a parent or to the person named as the emergency contact on the Sponsor/Pupil Registration form unless (1) a note is received designating another adult to pick up the child or (2) a military unit has designated someone to pick up the child when parents and emergency contacts can not be reached.*

BICYCLES

Students are permitted to ride bikes to school and lock them at the bike rack across from parking lot. Because of the number of walkers, it is not safe for students to ride bikes on the school grounds. Please note that base policy states that all bike riders must wear bike helmets. Skateboards, skates, Heelies, and scooters are not permitted.



BUS TRANSPORTATION/BUS DISCIPLINE



Inquiries about bus routes, pick-up and arrival times, or concerns about bus conduct should be directed to the **School Bus Office at 469-8543 Mil. or 0951-300-8543 Civ.** The School Bus Office (SBO) is now located in building # 7023, near the Shoppette and Base Theater. Customer Service hours are from 8:00 – 12:00 and 1:00 – 4:00. Please talk to your child about proper bus conduct - the safety of our children's lives are at stake. A School Bus

Handbook will be given to each family when registering for transportation, which outlines bus rules and consequences for failing to follow rules.

Bus transportation is a privilege, not a right.

Copies of letters of bus suspension will be sent to the classroom teacher, the school counselor, the sponsor's commanding officer, and the School Liaison Officer.

BUS RULES

Discipline on school buses is a joint responsibility of the students, the parents, the installation commander, and the school system. In order to provide a safe and orderly environment on school buses, the following responsibilities are required:

10 SCHOOL BUS RULES

1. Obey the driver or adult
2. Enter and exit the bus safely and always show your bus pass
3. Stay properly seated and use seatbelts when available
4. Keep your hands, feet, and other body parts to yourself
5. Do not throw anything
6. Put nothing out of the window
7. Remain quiet and do not disturb the driver or others
8. No profanity, indecency, smoking, prohibited items, or vandalism
9. Do not eat, drink, or chew gum
10. Be responsible; be safe!

PLUS: The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, when students board a bus they are considered to be "on campus". Students are prohibited from walking off school grounds once they have ridden the bus to school. Misbehavior on the bus may include suspension from the bus, school, and from school-related activities.

Also, students are responsible for:

- ⇒ Attending and completing safety training for transportation twice a year.
- ⇒ Extra care and attention must be used when crossing the road and boarding/exiting the bus. Only cross the road where designated pedestrians walks are located and carefully watch to determine that traffic has stopped. Never dart out in front of traffic.
- ⇒ Showing or surrendering the bus passes on demand to bus, school, and/or military community authorities.
- ⇒ Immediately reporting the loss/damage of bus passes to the school bus office.
- ⇒ Providing school personnel with written notification from parents for any variation from their normal departure from school.
- ⇒ Should a student be suspended from riding the school bus, it is the sole responsibility of the parent/sponsor to provide transportation to and from school.



BUS VIOLATIONS
TABLE OF CONSEQUENCES (Revised 30 January 2003)

Category	Infractions Examples	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
"A" Minor Misconduct	<ul style="list-style-type: none"> *Boarding or exiting the bus unsafely to include crossing in front or behind the bus *No bus pass or improper bus pass *Standing while bus is in motion or not being properly seated *Obstructing an empty seat, door, stairs or aisle *Making excessive noise *Disturbing/insulting other students *Public Display of Affection (PDA) *Eating, drinking, chewing gum *Using profane/obscene language or gestures *Littering 	Verbal/ Written Warning	1-5 days suspension	10 days suspension	20 days suspension	Suspension of Riding Privileges for the Remainder of SY
"B" Serious Infractions	<ul style="list-style-type: none"> *Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions *Exchanging or refusing to show bus pass *Horseplay and spitting *Throwing objects at, within, or out of the bus (including own body parts) *Full or partial nudity *Damage/theft/pilfering <\$100.00 	1-5 days suspension	10 days suspension	20 days suspension	Suspension of Riding Privileges for the Remainder of SY	
"C" Severe Offenses	<ul style="list-style-type: none"> *Tobacco/Alcohol use *Sitting in driver's seat/tampering with controls *Interfering with driver *Unauthorized operation of emergency exits *Fighting, hitting, biting, pushing *Vandalism/damage/theft >\$100.00 *Any action that leads to a bus accident 	10 days suspension	20 days suspension	Suspension of Riding Privileges for the Remainder of SY		
"D" Criminal or Illegal Acts	<ul style="list-style-type: none"> *Possession/use of weapons or other prohibited items *Possession of illegal substances *Lewd or indecent acts *Threatening or causing injury to another person *Bomb threats 	<p>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to installation Commander via Schools Liaison Office (SLO) SLO to be informed when suspension/expulsions from bus/school occur</p>				



NOTE: All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspension or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance. 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. Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.

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



CANCELLATION, LATE OPENING AND EARLY CLOSING

Cancellation or Late Opening. If there is excessive ice or snow on the roads, school may be delayed or cancelled altogether. If school is delayed (usually two hours):

1. Buses will pick up students two hours later than the usual time.
2. School for all students in grades K through 6 will start at 1005 hrs.
3. AM PSCD classes will be cancelled.

PLEASE NOTE: Remember that the school **does not** call parents to inform them of the delays.

* The Garrison Commander makes the decision to cancel or delay school, so please check one of the following sites below for all school cancellations or delays:

1. Hotline: 469-8373 or Civ: 300-8373
2. AFN Radio: AM 1143
3. Command Channel
4. Bamberg.army.mil (under schools)
5. Decoder Channel 112

Early Closing. School can be closed for a number of reasons; for example, an accumulation of ice or snow during the day, or failure of the heating, electrical, or plumbing systems. It is **absolutely essential** that each family designate an alternate destination for children in the family in case school is closed early. Children need to know where to go if their parents are not at home.





COMMUNICATION BETWEEN HOME AND SCHOOL

Parent Conferences for all students are scheduled the week following the end of the first marking period. Conferences are also held for 2nd and 3rd quarter to report progress. You are encouraged, though, to request a conference whenever you wish to review your child's progress, or any time a question or problem arises (the teacher will do the same). Please send a note to the teacher or call the school office. The teacher will return the call as soon as possible. Conferences cannot be held while the teacher is teaching a class. **Conferences should not be held at public gatherings, such as PTA meetings, programs, or at the Commissary or PX.** Please help our staff observe these courtesies. We ask that you work closely with your child's teacher to resolve any concerns at the lowest level. This type of open and ongoing communication builds trust and is in respect for the chain of command.

Parent Newsletters describe policies and procedures, calendar events, subject area information and other newsworthy items. Occasionally rumors develop which may or may not be accurate, or parents may become aware of problems, which have not come to the attention of the school. Please call the principal or assistant principal directly if either of these situations occurs. Only with open, direct communication can problems/rumors be addressed and/or rectified.

Teacher notes to parents are mailed MPS, e-mailed, or sent with students. Often parents are requested to sign and return a message. Please do this and then put the note with items the child will be bringing to school the next day. Should no timely response be received, it may be necessary to request assistance from the sponsor's unit. If you have sent notes to school and received no reply, please call the school office or send another note with a different child. To make your child's school year profitable, parents and teachers must work together. Good home/school relations are vital. Parents should refrain, for example, from making negative remarks about a teacher or the school in the presence of their children. If your child is not making satisfactory progress or appears to be disturbed about school or homework, make an appointment for a conference with the teacher. That may be all that is necessary to resolve the problem.

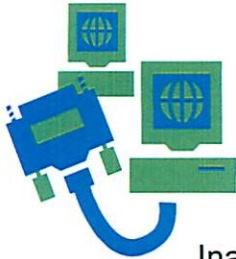
Messages will no longer be relayed to students due to security reasons. The office staff has no way to identify the caller. This is not to inconvenience parents but to protect our students. If you need to make a change in your child's daily routine, please make these arrangements prior to school or notify the school in person or send a note with your signature.

School phones are for official school business only. Students are not permitted to use the school phones, except with the approval of their teacher and principal or assistant principal.





COMPUTER USE AND INTERNET ACCESS



Before students may use computers or have access to the Internet, they and their sponsors must have completed and signed the DoDEA-Student Computer and Internet Access Agreement. The student must also possess a unique student password. If the conditions of the agreement are violated, the student's computer use and Internet access privileges may be revoked.

Inappropriate behaviors include, but are not limited to:

- ❖ Erasing files or saving inappropriate items to the common drive
- ❖ Visiting inappropriate sites on the Internet or visiting chat rooms
- ❖ Sending or displaying offensive messages or pictures or using obscene language
- ❖ Damaging computers or networks or hacking into networks
- ❖ Violating copyright laws
- ❖ Using other's passwords
- ❖ Employing the network for commercial purposes
- ❖ Printing materials not related to assignments
- ❖ Reading or sending personal e-mail

NOTE: Internet/computer privileges may be revoked for engaging in any of the above items.



What People Are Saying

"This service is incredible! Being deployed to Iraq, I was very worried about my kids' grades. This is a great service. Thanks"

- Army Parent

"LOVEDDDDDDD the way the tutor was SO supportive. It's very nice for the military to offer this.:)"

- 8th Grade Navy Student



STUDENT'S BEHAVIORAL EXPECTATIONS

All staff members contribute to Bamberg Elementary School's friendly, inviting environment. We set the tone through our actions and attitudes. We will demonstrate our continuous support and encouragement of students in four important ways.



1. We will teach students the expectations for responsible behavior in all school environments by relating student actions to our guidelines for success. That is, we will encourage students to be respectful, to be responsible, and to be ready.
2. We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. We will view minor misbehaviors as teaching opportunities, and will respond calmly and consistently with corrections or consequences.
4. We will work collaboratively to solve behavior problems that are chronic or severe in nature.

Bamberg Elementary School Pledge



BE RESPONSIBLE

I pledge to be **READY** to learn.



BE RESPECTFUL

I pledge to be **RESPONSIBLE** for what I say and do, and I pledge to be **RESPECTFUL** to others, and expect them to be **RESPECTFUL** to me.



BE READY

Behavior Management

- ❖ Student conduct that interferes with learning or with teacher instruction is unacceptable.
- ❖ Students, parents, community, and the school share the responsibility for creating the best possible learning environment.
- ❖ Students are expected to conduct themselves in a manner that shows respect for others and school property.
- ❖ Parents will be held accountable for the actions of their student.
- ❖ School administrators (in concert with the student and parent) will address all misconduct actions that fall within their purview and refer students to the Garrison Commander if continuous misconduct requiring community service, suspension, and/or expulsion occurs.



Playground Expectations

- ❖ Line up quickly and quietly once the whistle blows/bell rings
- ❖ Students need to stay in the designated playground areas
- ❖ Play fighting/wrestling, chasing and tagging others is not allowed
- ❖ Students are not to be on playground equipment without adult supervision
- ❖ Students are not to use equipment when lining up for morning entry nor when being dismissed in the afternoon.

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

Classroom Rules



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

BES Promotes a Safe Learning Environment

The staff of Bamberg Elementary School is dedicated to providing a safe learning environment for your children. We will maintain an environment that is free of fear, bullying, harassment, and intimidation. No child should ever be afraid to come to school, but instead should always find his or her school to be a safe haven. We are dedicated to creating a school culture and environment that is safe, caring, and welcoming for all students. "We can rewrite the script and create for our youth alternative, healthier roles that require no pretense or violence. We can rechannel the behaviors of youth who bully into positive leadership activities; acknowledge the non-aggressive behaviors of a youth who is bullied as strengths that can be developed and are honored; and transform the role of the bystander into that of witness, resister, and defender." (Source: Barbara Coloroso)

Detention

Detention is a consequence for repeated or more severe rules violations at the fourth, fifth, and sixth grade levels. Detention can also be issued for failure to complete assigned academic work. Parents receive at least twenty-four hours notice of the detention. A parent signature verifies receipt of a detention notice. For more information refer to the section addressing After-School Choice Club.

Suspension

A suspension is issued only when all other interventions have been exhausted or in the case of a serious infraction. Suspensions are issued by school administrators and may be either 'in school' suspension or home suspension.



Expulsion

Expulsion is the removal of a pupil from school for the remainder of a semester or school year. In cases of repeated serious infractions or a severe infraction (e.g. drugs or weapons possession) expulsion is an option. Authority to expel lies within the purview of the District Superintendent. Causes, which may result in suspension or expulsion:

- Physical, sexual, and/or verbal abuse (violence)
- Weapons (real or replica)
- Drugs
- Vandalizing school property (including pulling a fire alarm)
- Willful disobedience toward any school authority
- Theft and/or extortion of money or property from others

ABSOLUTE ZERO TOLERANCE for weapons at school is the DoDEA policy. "At school" includes the journey to or from school. (DoDEA Regulation 2051). **If a student is found to be in possession of a weapon of any kind, the BES Principal is required to recommend expulsion to the BES Disciplinary Committee.** If the Disciplinary Committee substantiates the weapons possession charge, it may concur with the recommendation for expulsion. Further, in weapons possession cases, the Principal is required to report the offending student to the Garrison Commander by name and name/unit of sponsor.

DISCIPLINE COMMITTEE-DODEA Regulation 2051.1

A school discipline committee, to include community members, teachers, and military representatives, will be appointed each year. The discipline committee will be independent of the principal, who must propose student discipline in cases involving suspension over ten days or expulsion. In these cases, the principal will notify the parent or sponsor in writing of the proposed consequence. Should the parents disagree with the proposed consequence; the school discipline committee will conduct a hearing. If the committee agrees with the recommendation of the principal, then the committee's decision becomes the school's decision. Letters of appeal must be written within five days of the imposition of the disciplinary action and addressed to the attention of the Bavaria District Superintendent. The appeal must describe why the discipline is inappropriate. The Disciplinary Hearing Process to recommend suspension beyond ten days and expulsion is defined in the Department of Defense Regulation 2050.1 to be provided to parents and students upon request and readily available at: http://www.dodea.edu/foia/iod/pdf/2051_1.pdf

Corporal punishment is defined as the "intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify behavior, thoughts, or attitudes of a student". Corporal punishment is not practiced or condoned in DoDEA. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

DoDDS Drug-Free School and Learning Environment Policy states that possession of or being under the influence of or selling or giving away non-prescription, prescription, or illegal drugs or controlled substances or alcohol on the school campus, during the school day, or on any school-sponsored trip or activity will not be permitted. Prescription drugs must be registered with, and kept with the health educator (nurse).



SCHOOL DRESS CODE

Bamberg Elementary School seeks to promote and maintain an orderly and effective learning environment for students. The school dress code is mandatory. Each student is expected to wear the clothes that meet the requirements below while attending Bamberg Elementary School. The school dress will be clean, neat, serviceable and worn properly for the general, personal health and safety of student. Students who come to school dressed inappropriately will be expected to change. Their parents will be contacted to bring appropriate clothing or use the lending locker items. School personnel will enforce the dress code and notify parents when students are not in compliance with this policy.

During cold weather, children must wear enough warm clothing, so they can remain outside for at least 25 minutes each day during recess periods. Students go outside to recess, as long as, it is dry and above 28 degrees Fahrenheit (wind chill).

The PTA offers a variety of sweatshirts; long sleeve and short sleeve T-shirts with the school logo. These items can be purchased for a nominal fee and are appropriate dress wear.

The dress code offers many options such as different colors and styles of shirts, blouses, etc. All children should be well groomed and are expected to wear neat, clean and clothing free from holes at all times.

Top Wear

Shirts can be short or long sleeved, pullover, button-up front or turtlenecks. They may be any color, patterned, or with stripes. No pictures or words. No sleeveless shirts.

Bottom Wear

Boys: Pants and shorts of any color, to include denim jeans; need to be worn at the waist at all times. No sagging, tears, or holes. Hems should not be frayed or drag on the floor. All shorts must be longer than the child's index finger when arm is extended along the side of the body. **No visible pictures or writing.**

Girls: Pants, shorts, skirts, capris and skorts of any color to include denim jeans; need to be worn at the waist at all times. No sagging, tears, or holes. All shorts must be longer than the child's index finger when arm is extended along the side of the body. All skirts and dresses must have hems that are no higher than 2 inches above the knee. Hems should not be frayed or drag on the ground. **No visible pictures or writing.**

Footwear

Socks or tights will be worn with shoes. Shoes must be casual or athletic. They can be any color, lace-up, Velcro or buckle. Brands and logos are permitted for athletic shoes. For safety precautions, all shoes need to be closed toe and closed heel and fit properly. No platforms, open-toed, open-backed, sandals, shower shoes, "heelies" or shoes that are too big.

Outer Wear

There are not specifications for outerwear garments: coats, jackets, raincoats, ponchos. *All outerwear garments are to be worn outside only. These garments are not meant to be worn in the building. Students will be requested to remove hats, coats, jackets, hooded sweatshirts while inside the building.* **No inappropriate pictures or writing.**

PE Day Only

On PE day, students may wear a sweat suit. **No pictures or words.**



EMERGENCY CONTACT INFORMATION

A sick child belongs at home, and if a student becomes ill or is injured during the school day, the nurse and/or secretary immediately attempt to contact the parents. Parents provide duty, home, and emergency contact phone numbers at registration, but these often change. **It is essential that emergency information be kept up-to-date, especially when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, telephone numbers change, baby-sitters are changed, or the emergency contact moves away.** The school should also be informed if parents will be in the field, deployed, or will be traveling and leaving their children with someone else. A note providing the name, unit, duty phone, quarters address, and home phone of the person(s) responsible for the child in the parents' absence should be sent to the school office or the teacher. A copy of the Power of Attorney authorizing the care giver medical authority is also required.

EMERGENCY EVACUATION

As part of our Force Protection Plan, we conduct different drills to prepare students to react to possible emergency situations. One type of drill involves building evacuation for possible fires or bombs. We conduct a building evacuation drill once a week for the first month of school, then monthly throughout the remainder of year. One evacuation drill each semester will include evacuation to one of our "safe havens", either Friendship Park or the Base Theatre.

The other type of drill involves lockdown and securing of our building in the possibility of an outside threat. In a life-threatening situation, a lockdown drill could be called. A lockdown drill involves the teachers securing their classrooms and having students sit quietly on the floor, away from the windows. If this happens, no one will be dismissed until the authorities notify the teachers that threat has passed. A shelter in place drill involves everyone in the school being secured in a common area, which is sealed off from the outside elements until the crises passes. Again, no one would be dismissed until it is determined to be safe.

We realize that these drills may be inconvenient when trying to pick up your child. We appreciate your patience and support of these drills which help to ensure a safe school environment.

FILES: CUMULATIVE AND CONFIDENTIAL

The school maintains a Student Cumulative Folder on each student. Included in the file are such records as the cumulative record card, progress reports, parent conference summaries, health records and results from standardized tests. In some cases, a confidential folder may also be maintained with highly personal data such as psychological test results and legal reports. Under the 1974 Privacy Act, parents have the right to review the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Any inaccurate, misleading or otherwise inappropriate data contained therein may be corrected or deleted. Records may be reviewed within 5 days upon written request to the school principal. The principal, or a qualified staff member, will assist in interpreting information.



FIRST-DAY NOTES

The first week of school. All children should have a card attached to their book bags with the following information:

- Child's name and grade
- Bus Number if applicable
- Teacher's name
- Quarter's address and phone number (and cell phone number)
- Sponsor's name and unit address and phone number

These cards need to be easily accessible so that staff can assist students until routines are in place.

FORBIDDEN ITEMS

There are certain items that do not belong in school because they are pose a risk for the student or others - among them are: see Appendix B.

- Guns of any kind – even toy guns are prohibited as DoDEA follows a zero-tolerance policy.
- Glass bottles
- Alcoholic beverages, illegal drugs, and substances controlled by law
- Tobacco in any form and smoking materials such as pipes, lighters, matches
- Knives or any other sharp objects
- Firearms and explosives, such as firecrackers, caps, smoke bombs, poppers, grenades, bullets or bullets slugs or bullet casings
- Numchucks, throwing stars

Additionally, there are items that disrupt the educational process and are not permitted at school. If they are brought to school, they will be given to administration and returned to parents upon request. These items are:

- Skateboards, scooters, and roller blades
- Phones, radios, tape recorders, walkmans, cameras, electronic games (game boy) and other toys.
- Laser lights like pointer pens, and sport equipment
- Chewing gum

Other Articles Not Permitted in School

Students will not be allowed to bring to school any personal effects that interfere with the classroom atmosphere of the learning situation or safety in and around the school. Such items would include sound, video, and all other electronic devices. Skateboards, in-line skates, and scooters are not allowed at school. Cell phones are not to be used at any time at school or in the classroom; they will be confiscated and kept until a parent comes to pick them up. Administrative disciplinary action will result to include after-school Choice Club and in repeat cases suspension off-campus.

The school will not be held responsible for any personal items that are stolen or lost.



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 considerations in making such decisions are concerns for the well-being and security of all students.



HEALTH SERVICES

The school nurse, is available to assist students who become ill or injured at school; to identify health problems that interfere with learning; to do routine screenings; to be a resource person and consultant to teachers and to assist and discuss health concerns with children.

Medication, including aspirin, cannot be stored or administered by the nurse, teachers, or other school staff, without the proper documentation on file. **It is DoDEA policy that prior to administering the medication, the physician and parent must complete and sign permission for medication form. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications to students.** Medication should be given at home before and after the school day. If a doctor prescribes medication that a student must take during the school day, parents must come to school and complete a form to register that medication with the school nurse. Any medication brought to school for which prior arrangements have not been made, or any medication that is not brought in a prescription container will be confiscated by the nurse and held for the parent to retrieve.

Medication **MUST** be in **ORIGINAL CONTAINER** with the student's name, name of the medication, dose and time to be given (this includes **ASTHMA INHALERS** – bring in the box with the prescription label). NO medication may be brought to school in baggies, Kleenex, etc.

Parents will be called if a child is seriously ill or injured. Minor bumps and scrapes, headaches and stomachaches without fever and/or vomiting will be treated and the child will return to class.

Children must be sent home for fevers of 100 degrees or more. **PLEASE NOTE:** Children may **NOT** return to school until they are **FREE OF FEVER 24 HOURS** without Tylenol or other fever reducers.

Updated Immunization Information

You will be receiving DoDEA Immunization Form (2942.0-M-F1, April 2006) that includes the additional immunization requirements. It will not be necessary for your medical provider to list the immunizations previously submitted to DoDEA.

The immunization requirements for enrollment in DoDEA schools are determined by the military. The guidelines for military dependent children follow the guidelines from the center for Disease Control (CDC) and are based upon recommendations from the Advisory Committee on Immunization Practices (ACIP). These are minimum requirements. Additional requirements may be determined by the military medical commands based upon location and need. If a vaccine is not available, DoDEA may grant a Temporary waiver for that immunization.

If you have any questions or concerns, please contact the School Nurse at Bamberg Elementary School, 469-7616.



HOMework

Homework is a natural extension of the school day. It provides training and practice in responsibility. Remembering assignments, bringing materials home, doing the work, and returning work and materials to school are tasks, which need much practice and encouragement.

Homework gives parents an opportunity to observe their child's work and to participate in learning. Watching the child, providing a few words of encouragement or helping the child with concepts, skills, or directions are different levels of parent participation.

Work that is assigned for home study supplements and reinforces the work done in school. It should be done by the child and should never completely displace time for necessary play and relaxation. If you feel that your child is spending an undue amount of time on homework, please contact the teacher about the matter.

The following ranges of hours **per week** are provided as guidelines, and may vary from week to week:

<u>Grades</u>	<u>Range of Hours Per Week (average)</u>
1 - 3	1 - 3 hours
4 - 6	2 - 4 hours

INCLEMENT WEATHER/ WEATHER POLICY

Rainy weather, a common occurrence in Germany, presents additional problems for students if they are not prepared for it. Jackets with hoods are a good item, so if it begins raining while the student is walking to school, he/she can just pull up the hood. We ask that students not arrive at the school before 7:55. When it is raining, students will line up inside the building, close to their classroom. If it is raining at lunchtime, we provide "rainy day recess" where students participate in games or watch educational videos supervised by a classroom teacher or a specialist, monitor, or aide.

If air temperature (per Yahoo Weather site) is 28 degrees or colder at 7:15, then students will be brought inside to stand in the halls until time to go to class. All students need to dress for the weather to include hats, gloves and winter coats.

INTERROGATION AND SEARCH

Students have a right to personal privacy; they will be informed of their rights with regard to cooperation with investigative agencies for interrogation purposes. Searches of students or their personal effects in the school or school time will be made in the presence of a school official by an authorized individual.





LOST AND FOUND

Parents are asked to label all items of clothing and all school supplies. Because most parents purchase school supplies and clothing at the PX or from the same catalogs, many articles children bring to school are identical to those brought by other children. This can lead to disagreements about ownership. Labeling articles reduces conflict and makes settling disagreements an easy matter.

In December and June, Lost and Found articles are contributed to a community organization. Among the collection of single mittens, scarves and lunch boxes are some apparently expensive jackets and sweaters. Had these articles been properly labeled with the child's first and last name, they could have been returned to their owner.

Glasses, watches, wallets, jewelry and other small, expensive items that are found are kept in the Main Office, and may be claimed there. Other items are located near the supply office (Rm. 115).

LUNCH PROGRAM

Students may bring a sack lunch (they may also purchase milk), or purchase a lunch with an AAFES pin number (pre-paid) or with cash. The purchase lunch program is provided by AAFES, which has been appointed the "School Food Authority". Pre-paid lunches may be purchased at the PX Customer Service. Free and reduced-price lunches are also available to eligible families; applications, AE Form 3707-R, may be obtained from the Registrar's office. The parent will take the completed forms to CYS for approval.

LUNCH PRICES	
Students Eligible for Free Meals	No charge
Students Eligible for Reduced Priced Meals	\$0.40
Elementary Students Paying Full Price	\$2.05
Non-Students	\$3.30
Milk	\$0.50

NOTE: Students may not leave the school grounds during the lunch period unless the parent or sponsor signs them out in the front office. They must also back in at the main office, if they go home for lunch. **Please note this is a change from last year when students, who lived on post, were allowed to go home for lunch if they had a written note from their parents.**

Lunchroom/Playground Rules

We expect all of our students to use common sense and behave in a manner that is safe and considerate of others.

Lunchroom Rules

- Talk in conversational, polite tones
- Clean up after yourself
- Remain seated and raise hand for permission to leave the table
- Follow the monitors' instructions
- Food cannot be taken out of the lunchroom
- Always walk within the building and when lining up



Playground Rules

- Take turns on equipment
- Remain within boundaries
- Obey monitors
- Use respectful language and be courteous to others
- Always play in a safe manner
- No tackle/ dangerous games/or tag on the playground equipment

Students who choose not to follow playground rules can be put in time-out on fence for a five minutes or if serious, referred to administration.

PARENT INVOLVEMENT

School/Home/Community/Committee is a committee to enhance parents' involvement in their child's education through discussion and active participation.

Parent Teacher Association (PTA), an organization of parents, teachers, and other community members, gives excellent support to school programs. PTA general membership meetings, and special activities are scheduled throughout the year; your participation is always welcomed and needed.

School Advisory Committee (SAC) is made up of an equal number of parents and educators. This committee provides a forum for members of the school and military community to participate in school affairs, and provides a coordinated process to address and resolve issues at the lowest practical level. The SAC may make recommendations and advise the principal on all matters within the jurisdiction of the school and DoDDS regarding school policies, programs, and resources. The SAC meets at least four times a year; all meetings are open to anyone desiring to attend.

School Improvement Leadership Team (SILT) is responsible for guiding our school improvement process (SIP). This process helps us answer these questions: (1) Are **ALL** our students learning? (2) How do we know they are learning? (3) What changes need to be made in our program so **ALL** students will be successful? If you would be willing to work on this important parent/teacher committee, please contact the school.

PLAYGROUND SAFETY

Student safety, while playing on the school playground, is of great concern to us. Monitors and aides assure safe play during the lunchtime recesses. Classroom teachers may choose to take students out for an additional physical activity session that they supervise. Before and after school is not a playtime. In the morning, students are to line-up in their designated areas. Teachers and staff from 7:55 – 8:05, provide supervision. After school, students are to go directly home, to SAS, or to their buses to be transported home. The playground is **not** supervised at those times. A staff member is on duty at dismissal time, assuring all students leave the area. The playground is secured at the 1600 hours.





REGISTRATION

Registration takes place daily from 0800-1000 hrs. Registration Packets can be picked up at any time during normal office hours.

All students must have:

- Current DoDDS certificate of Immunization - this can be obtained by bringing your child's shot record to the school when registering. See Health section of this handbook for more information.
- Current sponsor orders (to include amendments, extensions) and/or family travel orders with child's name on them.
- Birth certificate or passport for Sure Start, Kindergarten, and 1st grade students only

Kindergarten Students must be five years of age by 01 September of the current school year; the child's birth date will be verified at the time of registration.

First Grade Students must be six years of age by 01 September of the current school year; the child's birth date will be verified at the time of registration.

Transferring Students from other schools must have, as a minimum, a transfer card or report card from the previous school.

Additional documentation may be required in specific, individual cases, as determined by information furnished on the DoDEA-Europe Questionnaire and DoDEA enrollment requirements.

NOTE: All documentation must be presented and verified before a student can begin classes.

Procedures for registering: Parents are welcome to pick up registration forms anytime during the day. The forms may be completed either at school or at home. Completed forms and required papers are checked by the registrar. If registration papers are complete and in order before 1000 hrs, the child begins school the next day. This policy allows time to prepare the student file, notify the teacher, gather needed books and supplies, and prepare the class for the new student.





REPORT CARDS (PROGRESS REPORTS)

The first report cards are given to parents at Parent-Teacher Conferences scheduled in early November. Report cards for the second and third quarters are sent home with students the Wednesday after the last day of each quarter. Please sign the report card envelope and return it to your child's teacher. Fourth quarter report cards are sent home with the students the last day of school (no signature/return required). Due to the new electronic report cards for grades 4-6, fourth quarter progress reports will be mailed to the sponsor's MPS box. Mid-Quarter Reports are issued at the end of the fifth week of each marking period. Progress Reports may also be mailed to the sponsors. They are primarily intended to forewarn parents and students that the student's average at mid-quarter is less than a C or has dropped two letter grades from the previous quarter.

Marking Code

In the primary grades (K-3), the marking codes are as follows:

- CD** - Consistently Displayed This student consistently displays the skill in this area.
P - Progressing This student is developing the skill or progressing in the area.
N - Not Yet Evident This student needs more developmental growth or time to display this skill.
X - Not Addressed This mark indicates that the area has not been addressed at this time.

In the intermediate grades (4-6), the marking codes are as follows:

- A** - Excellent
B - Very Good
C - Good
D - Minimal
F - Failing

Specialists' Grade Codes for K-6

A "**P**" means that the student participates

A "**+**" means shows strength in the area

A "**/**" means more effort is needed



Honor Roll status may be achieved each quarter by students in grades 4-6 who earn all grades of A or B in major subjects (reading, language arts, math, science and social studies). Students who have all grades of A, and meet all other stated requirements, are awarded Principal's Honor Roll status for the quarter. Honor roll students receive appropriate certificates for their academic achievement. Awards Assemblies are scheduled for the first, second and third quarters. .

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

1. Goals should be realistic. All parents want from their children the best work they can produce. Each child is an individual and will progress at rates which are different from others and may change from time to time.
2. Teachers evaluate each child's progress according to the work produced in relation to the child's ability, knowledge and skills.
3. Each child is encouraged to work to her/his fullest potential at all times.

Should you have any questions pertaining to your child's report card, please ask for a conference with your child's teacher to discuss the matter.



RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are outlined in DS Reg. 2050.1, rights of access to learning, freedom of expression, student governance, school records, discipline, protection of personal privacy, community resources also carry responsibilities for which each student is held accountable. The school staff, sponsors, installation commanders, and students have the responsibility for working together so that all students have the opportunity to develop to their full potential, under a democratic system.

SAFETY AND SECURITY

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for fire safety are held each week during the first month of school and once a month thereafter. Children are instructed in bus, school, and traffic safety and security and in the prevention of personal abuse. The school is provided security protection at the Force Protection level currently in force for the Bamberg community.

Child Abuse/Neglect Child abuse is a serious matter. All DoDDS personnel are charged with participating in the identification of child abuse and protection of children, immediately reporting all suspected child abuse and neglect to designated community contacts, and working cooperatively with family advocacy personnel to insure the safety and security of all children. Whenever a case of child abuse is suspected, school personnel are **required** by law to report the incident to the MPs.

SMOKING BAN POLICY

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

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

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

SUPERVISION OF STUDENTS

Sponsors are ultimately responsible for the behavior of their children. The school works with the community to oversee the conduct of children coming to and from school, and the school staff oversees that conduct at school.

Most problems occur when children come to school too early, or loiter on the way to and from school. Children who walk to school should leave home to arrive just prior to the entry to class (0805 hrs.) This is when teachers are on duty to supervise students.

As stated in the Garrison Commander's Policy Number 01-21:



“Children from kindergarten to 5th grade wish to explore their environment. As result they must also be protected from consequences of their natural curiosity. Supervision may not require constant direct contact, however it will require the caregiver to be in the immediate vicinity to the child and in visible or hearing range at all times. Note: Kindergarteners **may not** walk to school or other supervised activities alone. 1st to 5th graders may walk alone but may **not** supervise kindergarteners walking to school or supervised activities.”

SUPPLIES AND SCHOOL PROPERTY

Textbooks and workbooks are furnished without charge. Sponsors are responsible for payment in case of loss or damage to textbooks, workbooks, library books, science equipment, audio-visual or computer materials and equipment, or other school property. Postal money orders for payment must be made out to "The Treasurer of the United States."

School supplies such as pencils, notebooks, crayons, and erasers are generally not provided by the school. They may be purchased at the local PX. Similar supplies are also available in German stores. All supplies should be marked with the child's name. A list of supplies your child needs is attached as Appendix A.

TESTING

TerraNova, a comprehensive test of basic skills, is administered annually to students in Grades 3-6. These tests are broad; they assess achievement in various school subjects. Results of the tests are shared with parents, and copies are maintained in official student files. Group and individual test results are reviewed by the teaching staff, and serve as one criterion for establishing school instructional improvement plans. Additional system -wide assessments may be required at various grade levels.

TRANSFER TO ANOTHER SCHOOL

The classroom teacher or the registrar should be notified in writing, at least one week prior to the last day of attendance so the student's records can be ready for parents to pick up the last day of the students' attendance. A copy of the current travel/PCS orders must be submitted with the note. Records will normally consist of the current report card, copies of the current reading record, health record, test results and additional information, which will assist the receiving school in determining appropriate placement.

Please remember that all school property must be returned or paid for before a child is cleared. Records will not be sent home with students. On last day of the child's attendance, the parent must come to the registration office to collect the child's records. This can only be done at the end of the school day (after 1435). The parent will be asked to sign a statement of release and to provide us with a forwarding address and a copy of orders.



TRANSPORTING STUDENTS TO SCHOOL

Parents who choose to transport their students to and from school should be aware of the precautions in effect at Bamberg Elementary School. The street in front of the school is closed to automobile traffic from 7:45 – 8:15 and from 2:30 to 2:50 each school day. Passenger cars should plan to enter the parking lot at the north end of the school, dropping off and picking up students from that area. Please observe the zone designated for “drop off and pick up.” No cars should be left unattended in the loading zone. PLEASE NOTE: Cars that come to the lot in front of the school will not be able to move until all bus traffic is cleared. Please help us ensure the safe arrival and departure of all our students.

VISITING THE SCHOOL

- Partnerships between parents and teachers are key to educational success. Both parties should work together to ensure success.
- Classroom visitations are welcomed, when they don't interrupt the educational learning process.
- Conferences must be scheduled with the teachers in advance during non-instructional times.

Keys to a successful visit:

- Check in at front office
- Dress appropriately for the learning environment
- Cell phone conversations are prohibited in the classroom
- Make prior childcare arrangements for younger siblings
- It's common courtesy to let a teacher know before your visit.

Visitors to the school are required to report to the administration office and register by **name** and **purpose**. This is for safety and protection of the students. Visitors are given a "Visitor" badge to wear while in the building. A visitor's identification should be checked upon arrival in the main office.

Parents or guardians wishing to take their children out of school for the day (e.g. doctor's appointment, sickness, or behavioral problems) must report to the administrative office. Parents must register the date, the time, children's names, and then sign for the release. Students who are not accompanied by a parent will be released for appointments only with approval of the administration. A 100% ID check is currently in progress in our school and **all parents and visitors are subject to a 100% ID check.**

VOLUNTEERING

Volunteering is a superb way to become involved in the school. The PTA (call the school for a contact number), Red Cross (469-1760), the school tutoring coordinator, and/or the Installation Volunteer Coordinator (469-8727) can set you on the right track. Please call them for information on registering for credit hours, child care arrangements and training.



WEAPONS & USAREUR

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

LASER PENS/POINTERS

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

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

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



APPENDIX A

USAREUR Reg 190-6 and USAFE Reg 125-17 provides the following list of weapons as examples of prohibited items. This is not a complete listing; in the case of situations not specifically addressed, please contact your local security police or provost marshal's office.

- a. Machine-gun (that is, any weapon that shoots, is designed to shoot, or can be readily restored to shoot, automatically more than one shot, without manual reloading, by a single function of the trigger).
- b. Shotguns having a barrel or barrels less than 18 inches long.
- c. Rifles having a barrel of less than 16 inches long.
- d. Silencers or mufflers for any weapon.
- e. Any destructive devices.
- f. Any firearms, unregistered.
- g. Switchblade knives.
- h. Club-type hand weapons (for example, blackjacks, brass knuckles, and numchucks).
- i. Gas pistols and shooting pens.
- j. Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:
 - (1) Straight razor, razor blades, or weapons made from razor blades.
 - (2) Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument.
 - (3) Clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks).
 - (4) Authentic appearing replica of a firearm (for example, toy guns, BB guns).
 - (5) Blank cartridge pistols.
 - (6) Any other object that might be used readily to inflict bodily harm (for example, bicycle chains, canes with sharp points, broken bottles or glasses, small knives with retractable blades).
- k. Locking blade knives, regardless of length, and other knives with blades 3 inches or longer.
- l. Toy replicas looking like any of the above.



Supply Guidelines

School Year 11/12



The items below are in compliance with the DoDEA-Europe School Supply Guidelines. Parents are expected to provide the following items for their children as needed. Classroom teachers will provide additional information specifying amount and type of items needed.

ITEM
Pencils
Pens
Eraser
Colored Pencils
Glue Sticks
Glue Bottled
Pocket Folders
Highlighters
Book Bag or Backpack
Spiral Notebooks
Plastic Supply Box
Notebook Dividers
Bound Composition Book
Notebook – 3 Ring Binder
Paints (watercolor)
Colored Markers
Tissues (1 box max.)
Planners
Paper- loose leaf
Child's Round-End Scissors
Crayons
Bath Towel
Paint Shirt



Notes:

1. All students will need a pair of tennis shoes for PE –These can be their regular school shoes.
2. Pencils and loose-leaf paper will be needed throughout the year.
3. 2 folders are included in each grade level—1 for Host Nation and 1 for music



School Calendar

SY 2011-2012

26	AUG	FRI	2011	Orientation to Bamberg ES 1000 -1100
29	AUG	MON	2011	First Day of School for Grades 1 – 6 EARLY DISMISSAL 1115 LEMONAIDE ON THE LAWN - 12:30 & OPEN HOUSE
05	SEP	MON	2011	Labor Day - No School for Students
06	SEP	TUE	2011	First Day of Staggered Start for Kindergarten & PSCD
08 -09	SEP	THU/FRI	2011	First Day of Staggered Start for Sure Start
11	SEP	SUN	2011	Patriots' Day
17	SEP	FRI	2011	Constitution Day – School is in Session
11	OCT	MON	2011	Columbus Day – Federal Holiday – No School for Students
03	NOV	THU	2011	End of First Quarter 47 Days
04	NOV	FRI	2011	Teacher Workday – No School for Students
07	NOV	MON	2011	Begin Second Quarter
09	NOV	WED	2011	Parent/Teacher Conferences – No School for Students
10	NOV	THU	2011	Parent/Teacher Conferences – No School for Students
11	NOV	FRI	2011	Veterans Day – Federal Holiday – No School
24-25	NOV	THU - FRI	2011	Thanksgiving Recess – No School
19	DEC	MON	2011	Winter Recess Begins – No School
03	JAN	TUE	2012	Classes Resume
16	JAN	MON	2012	Martin Luther King, Jr. Day – Federal Holiday – No School
26	JAN	THU	2012	End of Second Quarter 45 Days (First Semester)
27	JAN	FRI	2012	Teacher Workday – No School for Students
30	JAN	MON	2012	Begin Third Quarter
03	FEB	FRI	2012	Parent/Teacher Conferences – No School for Students
20	FEB	MON	2012	Presidents' Day – Federal Holiday – No School
12-16	MAR	M - F	2012	TerraNova Testing Week for Grades 3 rd – 6 th
19 -23	MAR	M - F	2012	TerraNova Make-Up Testing for Grades 3 rd – 6 th
30	MAR	FRI	2012	Staff In-Service Training – No School for Students
05	APR	THU	2012	End of Third Quarter 48 Days
06	APR	FRI	2012	Teacher Workday – No School for Students
09	APR	MON	2012	Spring Recess Begins - No School
16	APR	MON	2012	Classes Resume – Begin Fourth Quarter
16-20	APR	M-F	2012	Spring Registration
28	MAY	MON	2012	Memorial Day – Federal Holiday – No School
14	JUN	THU	2012	Last Day of School for Students - End of Fourth Quarter 43 Days
15	JUN	FRI	2012	Teacher Workday – No School for Students

Please be sure to check the BES website on a regular basis for the most current calendar information.



NOTES