

# **Landstuhl Elementary/Middle School**

## **Parent/Student Handbook 2012-2013**



**CMR 402  
APO, AE 09180-0402  
Telephone: 0637-192-6507**

## TABLE OF CONTENTS

Student Handbook Receipt	4
Mission Statement	5
Forward	6
Principal's Welcome letter	7
DoDDS Chain of Command	8
PTSA Welcome Letter	9
Important School Contacts	9
Attendance: boundaries, school start time, absences, tardiness	9-10
Student Sign-out	10
Parent Emergency Contacts	10
Discipline/Rules/Consequences	10-13
DoDEA Anti-Bullying	13-14
Student Dress Code	14-15
Bus Transportation	15-16
Emergency Drills and Evacuations	17
School Calendar	18-19
Cell Phones	20
Building Usage	20
Student Committees, Councils, and Activities	20-21
Computer and Internet Policy	21
Parent Conferences	21
Counseling and Guidance	21
School Assemblies	22
Gifted Education	22
Grade Placement	22
Health Curriculum	22
Homework: Kinder – 3 <sup>rd</sup> Grade	23
Homework: 4 <sup>th</sup> – 5 <sup>th</sup> Grades	23
Homework: 6 <sup>th</sup> – 8 <sup>th</sup> Grades	23-24

Make up Work	24
Honor Roll	24
Inclement Weather	24
Library Information Center	25
Student Lockers: 4 <sup>th</sup> – 8 <sup>th</sup> Grades	25
Lost and Found	25
Lunch Program	25
New Students	25
Parent/Student Newsletters	26
Personal Items	26
Nurse, Student Health, and Medication	26-27
Parent Concerns	28
Postings	28
Power of Attorney	28
Progress Reports	28
Report Cards	28
Schedule	28
Special Education	29
Child Find	29
Schedule Changes (Middle School)	29
Student Records	29
Student Rights and Responsibilities	30
Study Trips	31
Substitute Teachers	31
School Supplies	31
Telephone Calls	31
Videos and DVD's	32
Visitors	32
Volunteers	32

Landstuhl Elementary/Middle School  
Parent/Student Handbook  
SY 2012-2013

**Acknowledgement  
and Understanding of  
Student Handbook  
2012-2013**



The Landstuhl Elementary/Middle 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 homeroom teacher by **Friday, September 7.**

\_\_\_\_\_  
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 2012-2013**

# MISSION STATEMENT

Landstuhl  
Elementary/Middle  
School, in partnership with  
students, parents, and  
community will provide a  
quality education that  
values and promotes  
highest student  
achievement, cultural  
diversity, and respect for  
self and others to assure  
optimum success in a  
global society.

## Foreword

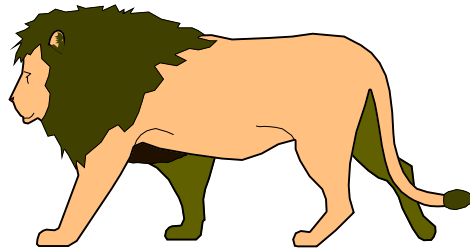
Welcome to Landstuhl Elementary/Middle School. You are an important member of our school, and the faculty invites you to take advantage of all opportunities offered to you.

Landstuhl Elementary/Middle School provides instruction to the children of the Landstuhl Military Community. There are over 700 students enrolled in pre-school through grade eight. There are over 100 employees that include: a speech therapist, enrichment specialists, counselors, specialists for the learning impaired, art, band, foreign language teachers, host nation, physical education, librarian, and paraprofessional support staff.

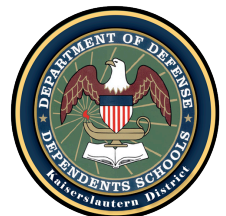
This handbook introduces you to the school, but it is not an all-inclusive publication. It does, however, contain broad statements and guidelines to assist you. We request that all parents and students become familiar with this guide. The information it contains will answer many questions, and its wise use can prevent many problems.

We are proud of our school. Landstuhl has an excellent reputation. It is a reputation built on hard work and high expectations. Should you have questions or concerns, please contact the school and we will provide information and support.

**Landstuhl Elementary/Middle School...The School on Top!  
Be part of a great educational program!**



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
LANDSTUHL ES/MS  
CMR 402  
APO AE 09180-0005**



Dear Landstuhl Elementary/Middle School Students and Parents,

Welcome! The school and staff at LEMS look forward to providing an excellent educational environment and opportunity for your students. We are guided by our Kaiserslautern District Vision which ensures their academic and personal experience be:

- Standards-based
- Data-driven
- Student-focused: *With the goal of highest achievement for all students.*

LEMS has been proudly serving our military families through the Department of Defense for over thirty-five years! As a part of the DoDEA (Department of Defense Education Activity), we are accredited through the [North Central Association Commission on Accreditation and School Improvement \(NCA CASI\)](#), a division of AdvancED. These organizations have developed high expectations and quality standards by which all DoDEA schools are judged.

Our faculty and staff are eager to get to know your students so that they can quickly become a part of the LEMS family. We work closely with our parents to help our students feel engaged and successful in every aspect of their education. The school has a wide variety of fun and challenging activities that encourage participation of all our students in and out of the classroom, grades Pre-K through 8.

Parents, we cannot stress enough how much you are an integral part of our school family and community. Your participation in our Continual School Improvement (CSI) process and plan is essential to its success. By working together, we can continue to make LEMS a great place for students and parents. There are a variety of ways you can become involved, check with our teachers and staff for volunteer opportunities. Don't forget to join our wonderful Parent Teacher Student Association (PTSA) and check the Friday newsletter for the next School Advisory Committee (SAC) meetings.

It is important for all of us to be aware of school policies as they are designed to provide the best possible learning environment. The information in this handbook has been prepared to familiarize you with our educational programs and operational procedures. We urge you to carefully review this information as a family.

We urge you to visit us at any time as we always strive to be available to you when you wish to raise a concern or make suggestion as to how we can better meet the needs of you and your students.

Sincerely,

Josh Adams  
Principal

Jason James  
Assistant Principal

## **DoDDS CHAIN OF COMMAND**

### **School Administration**

Mr. Josh Adams, Principal  
Mr. Jason James, Assistant Principal  
CMR 402  
APO, AE 09180  
Telephone: DSN: 488-6503  
Civilian: 06371-92-6503

### **District Superintendent**

Ms. Dell McMullin Superintendent  
Dr. Liz Dunham, Assistant Superintendent

Department of Defense Dependents Schools  
Office of the Superintendent of Schools  
Kaiserslautern District  
Unit 3405  
APO, AE 09094  
Telephone: DSN: 489-6339  
Civilian: 0631-351370

### **DoDDS Europe Area Office**

Dr. Nancy Bressel, Director, DoDDS-Europe  
Office of the Director, DoDDS-Europe  
ATTN:  
Unit 29649, Box 7000  
APO AE 09096-7000  
Telephone: DSN: 0611-380-7614

### **Director-DoDEA**

Dr. Marilee Fitzgerald, DoDEA Director  
Department of Defense Education Activity  
ATTN:  
4040 North Fairfax Dr.  
Arlington, VA 22203-1634

Questions or concerns related to DoDDS Chain of Command should not be elevated above the school level without first consulting the principal. This chain of command is intended to be used as a vehicle of communication in order to resolve problems at the lowest level.



## A MESSAGE FROM YOUR PTSA

The Landstuhl Parent-Teacher-Student Association (PTSA) would like to welcome you to an exciting year ahead. We have a great group of parents and teachers committed to this year's activities and invite you to join us in building a positive partnership in support of our children's education.

PTSA recognizes that parents are the primary influence in children's lives and has worked hard over the years to bring the school and community together. We hope you will join our PTSA, attend our meetings, voice your concerns, and volunteer your time. In other words, **BE INVOLVED!** Our children at LEMS need your help! Your involvement, whether at home, in school, or in your community, makes the difference.

We are excited and ready to work hard this year in support of our students, teachers, and staff. Please join us! Volunteer opportunities are available in many areas throughout the school. Look for our sign-up tables at upcoming LEMS events or contact one of our PTSA Board Members.

### **Addresses and Office Personnel**

SCHOOL ADDRESS	GERMAN ADDRESS	TELEPHONE
CMR 402 APO, AE 09180	Amerikanische Schule Geb. 3830 66849 Landstuhl- Kirchberg	DSN 488-6507  Civ: 0637-192-6507
Email: <a href="mailto:principal_landstuhl_ems@eu.odedodea.edu">principal_landstuhl_ems@eu.odedodea.edu</a> School Web Page Address: <a href="http://www.lans-ems.odedodea.edu">www.lans-ems.odedodea.edu</a>		
<b>Administration Office</b> Admin Assistant: Ms. Debra Henley      DSN: 488-6503		
<b>Student Affairs Office</b> School Information Specialist: Ms. Brandy Wright      DSN: 488-6509 Registrar: Ms. Elizabeth O'Connor      DSN: 488-6623 Nurse: Ms. Kathleen Kearney      DSN: 488-6510		
<b>Counselors</b> Pre-School –1st grade: Ms. Marcy Prior      DSN: 488-6561 2 <sup>nd</sup> – 5 <sup>th</sup> grade: Mr. Mark Grebener      DSN: 488-6540 6 <sup>th</sup> – 8 <sup>th</sup> grade: Mr. Gregory Holley      DSN: 488-6541		

### **Attendance Boundaries**

The local military commander and the district superintendent jointly establish the school attendance boundaries. School attendance is based on where a child lives, not where the sponsor works or a babysitter lives. Request for "Exception to the Feeder Plan" must be in writing and submitted to the District Superintendent's office at Kapaun Air Station, Bldg. 2786. Waivers to the attendance boundary must be approved by the District Superintendent's Office and will only be granted for educational or health reasons.

### **ARRIVAL TIME**

It is essential that parents instruct their children to abide by the established arrival time if the health and safety of students are to be safeguarded. **Children should not arrive on school grounds before 0750 hours.** Students are expected to be in their **classrooms** no later than **0810**. Children will be unsupervised if they arrive earlier than the established time. During inclement weather,

walking children will not be admitted to the building until adequate supervision is available. Both the health and safety of your child are involved, so we urge your cooperation in this matter.

## **ATTENDANCE:**

The 2012 school year marked implementation of a comprehensive DoDEA attendance policy. Parents are encouraged to read in detail the DoDEA School Attendance Regulation by visiting <http://www.dodea.edu/attendance/docs/AttendancePolicy.pdf>

Attendance will be taken in every class each period and recorded electronically in the student information system with strict accordance to DoDEA policies. It is the responsibility of the parents or guardians to notify the school every time a student is absent. Attendance records are reviewed and follow-up action on excessive and/or unexcused absences is taken to include parental notification, loss of academic credit, and disciplinary action when appropriate. All absences will be classified "excused" or "unexcused." **Parents are encouraged to maintain records of all absences, notes, emails, and phone calls concerning attendance.**

All anticipated absences should be requested in writing by the sponsor with sufficient time being provided for requests for make-up work to be collected. It is requested that at least **two weeks'** notice prior to the absence be given in order for the LEMS staff to plan for and gather make up assignments for class work which will be missed. All written requests for excused absences must state a specific reason for the absence. "Personal Business" and "Family Matters" do not constitute specific reasons. Every absence requires a note or phone call from parents. Extended trips at the end of each semester and at the end of the year are discouraged.

## **Tardiness (Middle School)**

Timeliness is an important life skill and is important to the staff at LEMS. Ample time is provided to students to allow adequate time to pass between classes. Students are expected to be in class ready to work when the tardy bell rings. If students are held after class by a teacher or for any other reason that is legitimate, they should get a pass from the person who detained them - not from the main office, before going to class. DoDEA attendance policies will be closely followed in supporting timeliness.

## **Leaving School Grounds**

Since your children are our responsibility during school hours, we will not send your child off school grounds during instructional time. DoDDS security requirements are that whenever the parent wants the child to leave school, the parent **must** come to the front office in person and check the child out by presenting an official I.D. card and signing the child out on a release form. In a case where the child must leave the school grounds, i.e., illness, missing the bus, etc., and the parents cannot be reached, the person listed as the emergency contact can sign the release form upon verification of I.D. card. Any student who leaves the school grounds without being signed out will be considered truant.

## **Signing in/Signing Out**

All students (Pre-school - 8th grade) who leave school during the school day may do so only in the company of parents or sponsors. Parents are required to show their I.D. cards and personally sign in/out students in the Student Affairs (Main) Office.

## **EMERGENCY CONTACT**

Parents are **required** to notify the school registrar whenever a change of telephone number or address, duty or home, occurs. Correct phone numbers are imperative for advising you or your emergency contact of your child's sudden illness or accident. This is especially important if your emergency contact has changed.

## DISCIPLINE, RULES & REGULATIONS

The basic premise underlying student discipline at Landstuhl ES/MS is that students are responsible for their behavior and there are consequences when students do not behave properly. We expect everyone to act with courtesy and consideration toward others. The school's policies respect and protect the general rights of all students and parents.

### RULES:

LEMS's general rules offer each student, classroom, and parent simple guidelines for expected behaviors in all areas of the building in such a way that the school environment remains conducive to learning. Each student will be familiarized with these guidelines at the beginning of the year by the campus administration and by their homeroom teachers throughout the school year. Adherence to these rules will be used as a guiding factor in a student's allowed participation in school sponsored trips, activities, clubs, teams, and organizations.

Area	SAFE	RESPECTFUL	RESPONSIBLE
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Walk &amp; Stay to the Right</li> <li>Body and belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Let others learn</li> <li>Drinking fountains 4 second rule if a line</li> <li>Keep floors clean</li> </ul>	<ul style="list-style-type: none"> <li>Use hall pass</li> <li>Go directly to your where you are going</li> </ul>
<b>Office &amp; Nurses Office</b>	<ul style="list-style-type: none"> <li>Always check in with secretary</li> <li>Report to teacher before going to office</li> </ul>	<ul style="list-style-type: none"> <li>Ask to use phone</li> <li>Be polite to visitors</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words</li> <li>Wait in line</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Door stays open in elementary bathrooms</li> </ul>	<ul style="list-style-type: none"> <li>Respect other's privacy</li> <li>Keep bathroom clean &amp; dry</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly</li> <li>Report problem to an adult</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Sit appropriately – 3 to a bench; face forward</li> <li>Report problems to adult</li> </ul>	<ul style="list-style-type: none"> <li>Use please and thank you</li> <li>Keep all food on tray and to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Stay in line</li> <li>Follow adult directions</li> </ul>
<b>Library &amp; Computer Room</b>	<ul style="list-style-type: none"> <li>Walk in</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words</li> <li>Use computers appropriately</li> </ul>	<ul style="list-style-type: none"> <li>No food or drinks</li> <li>Return all items</li> <li>Push in chairs</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Stay in boundaries</li> <li>Be aware of activities around you</li> <li>No play fighting</li> <li>Use equipment safely</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> <li>Follow game rules</li> <li>Follow adult directions (1<sup>st</sup> time)</li> <li>Share and take turns</li> </ul>	<ul style="list-style-type: none"> <li>Check with adult to leave area</li> <li>Put equipment away properly</li> <li>Use equipment correctly</li> </ul>
<b>Assemblies &amp; Special Events</b>	<ul style="list-style-type: none"> <li>Enter and Exit quietly</li> <li>Wait for dismissal signal</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate audience manners</li> <li>Treat visitors with respect</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> </ul>

When students do not adhere to the basic rules, appropriate action will be taken. Rules for Landstuhl ES/MS are in effect at all events sponsored by the school both on campus and off campus. The following are some examples of prohibited behaviors/activities at our school:

- False fire alarms or bomb threats
- Weapons (or authentic looking replicas including laser pointers)
- Use or possession of drugs, including alcohol and tobacco
- Truancy
- Vandalism
- Inappropriate displays of affection
- Fighting/scuffling/shoving/horseplay
- Food out of designated areas
- Gum chewing
- Dress code violations (bare midriff, sagging pants, etc.)
- Inappropriate/offensive language
- Cheating or copying others' assignments
- Bullying

LEMS staff will promptly investigate and respond to all incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. Complaints may include, but are not limited to, incidents of discrimination, harassment (including sexual harassment), intimidation, hazing, bullying (including cyber bullying). The staff will work to ensure that no retaliation is taken against a student for raising concerns, reporting claims, or filing complaints alleging discrimination or harassment (including sexual harassment, intimidation, hazing, bullying, or cyber bullying) based on race, sex, color, national origin, disability, religions, age, sexual orientation, or status as a parent or for testifying, assisting or participating in any matter in an investigation or other proceeding raising such claims. A student who is found by the administration to have made an intentional false claim, complaint, etc. may be discipline in accordance with rules, regulations, policies, and procedures.

LEMS administration will utilize inappropriate conduct in determining participation in all school related activities including student leadership positions.

LEMS staff may utilize their authority to conduct random and periodic searches of school property to seize contraband items belonging to students. Student lockers, cubbies, bags, backpacks, etc. may be searched with reasonable suspicion that the student is in possession of prohibited items. Landstuhl EMS utilizes surveillance CCTV equipment to ensure building safety. LEMS may use installed security equipment to investigate and discipline students.

### **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 discipline a student will be examined individually and the consequences applied according to the merits of the case in a fair and appropriate manner. LEMS staff will respect the rights of each student in choosing an appropriate discipline. 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.

## **Possible Consequences May Include:**

### **Detention**

If your child is to be kept after school you will be notified before the child stays after. Bus riders will not be kept after school without previous parent notification. When detention is mandated, parents are responsible for supervision and transportation of their child after the detention has been served. The School's Officer will be called if a parent does not pick up the child.

### **Suspension**

The purpose of imposing a suspension, whether it is home or in-school, is to correct unacceptable behavior.

- A. A student who persistently violates school rules or regulations or commits a serious breach of conduct may be suspended from classes for up to ten days by the principal. Parents will be notified of such action promptly. If parents cannot be reached directly by phone, the unit commander or military authority will be asked to advise the sponsor of the action being taken.
- B. Parents may be required to accompany the student back to school to be reinstated and to discuss ways to prevent the infraction from reoccurring.
- C. Suspended students are not authorized to participate in any school-sponsored extra-curricular activities.
- D. Students are not to be on the school grounds during their period of suspension.

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

### **DoDEA Zero Tolerance Policy**

DoDDS has a policy of zero tolerance for weapons, bullying and sexual harassment. These policies have assisted DoDDS in establishing for our students a safer environment. The weapons policy states clearly that students having weapons in their possession within the school or school grounds will be dealt with harshly. The discipline committee may expel students guilty of violating the weapons policy from school for up to an entire school year depending on the recommendation of the discipline hearing. The base commanders throughout Europe support this policy. This policy includes replica or fake weapons in addition to real weapons. Students involved in bullying and/or sexual harassment will also be dealt with very severely.

Students are prohibited from possessing or using tobacco products during the school day, en-route to or from school, 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.

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

### **Anti-Bullying**

DoDEA leadership is committed to making our schools safe, caring, and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender, physical, or mental ability.

#### **Staff at our school will do the following to prevent bullying and help children feel safe:**

- Watch for signs of bullying behavior and respond appropriately
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Look into reported bullying incidents and respond appropriately
- Assign consequences for bullying based on the school discipline code.

- Provide consequences for retaliation against students who report bullying

**Children and Youth in our Community are expected to prevent bullying:**

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

**Discipline Procedures for Bullying in School**

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

- Notifying parents/guardian of the incident and consequences
- Assisting the involved student(s) to find more appropriate ways to relate to peers
- Conferencing with teacher, principal, and/or parent
- Referrals to school counselor
- Corrective instruction
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- Suspension
- Expulsion

**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. Students may be subject to discipline for violating the dress code and/or refusing to cooperate with request to bring student into compliance.

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. **Appropriate athletic clothing and athletic shoes** should be worn on PE Days.
2. Students shall 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.

## **Dress Code Exceptions:**

Exceptions to the LEMS dress code may be requested by a parent to the school principal for religious or philosophical belief, disability, medical reason, or due to financial hardship.

## **BUS TRANSPORTATION**

### **1. General Information about Bus Transportation**

The Ramstein School Transportation Office (STO) has administrative responsibility for school bus transportation for LEMS. Parents with school-age children who are new to the KMC must register at their school's STO for bus transportation in order to get bus passes and schedules for their children.

The **Ramstein STO** is located on Ramstein AB in building 904 at the Ramstein Elementary School. Dedicated customer service hours are 0900-1200, however, they will provide customer service anytime they are in the office. Telephone numbers are DSN 480-BUSS(2877) or CIV 06371-47-2877. Please call if you have any questions regarding school bus transportation.

### **2. Parent/Sponsor/Guardian Responsibilities**

Parents, sponsors or guardians will be responsible for the conduct and behavior of their child(ren) at all times. Offenses by students and/or lack of acceptance of this responsibility by the parents, sponsor or guardian may result in the permanent loss of their transportation privileges. Parents, sponsors or guardians are reminded that school bus transportation in an overseas community is a privilege that comes with clearly defined responsibilities.

- A. Supervision and/or behavior of students at designated bus stops are the sole responsibility of individual parents, sponsors or guardians. Familiarize your child with host nation traffic laws, e.g., to wait until the bus departs and the roads are clear of traffic before crossing the street. Traffic does not stop for school buses. To ensure safe boarding, students lining up must be a minimum of three feet back or away from the curb. Parents must ensure students do not push and shove, especially during the approach of the school bus. Anyone observing inappropriate behavior at the bus stop should first try to correct the situation by talking to the students or contacting their sponsors. Continued misconduct, disrespect, or disregard of safe behavior at bus stops, should be reported to the 569th US Forces Police Flight, at extension DSN 489-6060 or commercial 0631-536-6060.
- B. Parents, sponsors or guardians are responsible for transporting their children to and from school during periods when their transportation privilege is suspended or revoked. Students caught riding while under suspension will automatically have their suspension extended through the end of the school year. A second incident of riding under suspension will result in loss of riding privileges until the parent's, sponsor or guardian's DEROS.

### **3. Student Responsibilities**

Students are the key individuals in helping to have a safe and enjoyable bus ride to and from school each day. Safety is paramount at all times and all students are expected to conduct themselves in a safe and responsible manner while riding the bus. Certain incidences of misconduct (such as shouting/loud noises, walking around while the bus is in motion, fighting, etc.) cause an unsafe situation and put the entire bus at jeopardy. Students should work together to create a safe riding environment.

#### **4. Standards of Conduct**

The following standards of behavior have been established out of concern for the safety and comfort of children riding school buses. As the sponsor, you should assure that your children are aware of what is expected of them. Transportation to and from school is a privilege – not a right. Children have been removed from the bus for misconduct. Don't let yours be one of them.

##### **A. Expected of Students:**

- a. Correct identification upon request of driver
- b. Respect for the rights and feelings of others
- c. Special attention to the needs of smaller, younger or handicapped persons
- d. Removal of all personal belongings when leaving the bus
- e. Presence at the bus stop in time for the scheduled departure

##### **B. Prohibited:**

- a. Extension of extremities from doors and windows while bus is in motion
- b. Smoking or spitting
- c. Eating or drinking
- d. Horse play
- e. Throwing any object at, in, or from the bus
- f. Destruction, marking, alteration or mutilation of government or contract property
- g. Interference with any other occupant's access to enter or exit at stops
- h. Standing or sitting on anything other than seats provided for that purpose while the bus is in motion
- i. Physical interference with the driver's vision, hearing or person
- j. Giving instructions to drivers or conversing with drivers except when requested
- k. Operation of emergency door mechanism or signals (except during bonafide emergencies)
- l. Profanity or abusive language
- m. Distracting noises
- n. The conveyance of animals, alcoholic beverages, drugs, weapons or explosives of any type
- o. Obstruction of aisles, steps or empty seats with personal belongings

#### **5. Disciplinary Actions**

Sponsors will be notified when the bus driver, school or another parent for bus misconduct identifies a student to the Dependent Schools Office. Please review the information you received from the Dependent Schools Office.

#### **6. Lost & Found**

Items found on the bus are delivered to the Ramstein Student Transportation Office, Bldg. 904, Ramstein Air Base, or Ramstein Elementary School.



## 7. Inclement Weather Procedures

- A. During inclement weather, bus transportation may be affected. Higher elevation locations may not be accessible and severe winter conditions (e.g. heavy rain, fog, light snow, etc.) may cause delays in service.
- B. When overnight extreme weather conditions (high winds, snow, ice, etc.) necessitates the closure of schools, instructions will be broadcast on American Forces Network (AFN) 1107 AM and 100.2 or 102.95 FM, beginning at 0600 on the day of closure. In situations, where the conditions are not serious enough to cancel school, pickup/drop off times may be delayed.
- C. When extreme daytime weather conditions necessitate closure of schools, parents, guardians, and sponsors of students residing in higher elevation areas may be required to pick up their students early. Instructions will be broadcast on AFN, 1107 AM and 100.2 FM in advance. If you elect for your child to stay overnight with a family in housing on base/post, written permission must be filed with the school's registrar office in advance.

## EMERGENCY DRILLS

### FIRE AND BOMB EVACUATION DRILLS

All drills will be conducted as if there were an actual emergency. Students should be familiar with all fire exit routes for each classroom. When the fire/bomb alarm sounds, students are to evacuate the building with their teacher and class. If an alarm goes off during lunchtime, students should report to the teacher that they had during their last class.

### EMERGENCY EVACUATIONS

In case of certain emergencies, it may be necessary to evacuate the students from the school. Regulations and procedures for these emergencies have been established. During evacuation procedures, the students must remain with their assigned teachers. There will be a fire drill each week the first month of school, and one each month thereafter.

It may not be possible for all parents to be notified personally prior to students being released; therefore it is imperative that **parents have emergency plans and telephone numbers to handle situations when school must be dismissed early due to an emergency situation**. The KMC policy is to notify parents by way of AFN radio, television, and the assigned units email. Should you see weather conditions deteriorating, please tune your radio to AFN 100.2 FM or 1107 AM. Bomb threats, loss of water, and power outages are unpredictable and do cause problems if students do not know what to do for an emergency release from school.

## SCHOOL CALENDAR

(<http://www.kais-dso.eu.dodea.edu/calendars/calendars.htm>)

### FIRST SEMESTER

#### August:

- Wednesday, August 22 Reporting Date for Teachers
- Monday, August 27 Begin First Quarter and First Semester
- Thursday, August 30 Land ES Open House (1530)

#### September:

- Monday, September 3 Labor Day – Federal Holiday Observed
- Tuesday, September 4 First day of classroom instruction for Kindergarten
- Wednesday, September 5 Land MS Open House (1530)
- Tuesday, September 18 Mandatory Training (1/2 day early release in p.m.)

#### October:

- Monday, October 8 Columbus Day – Federal Holiday Observed
- Thursday, October 18 No School – CSI Staff Development Day

#### November:

- Thursday, November 1 End of First Quarter
- Friday, November 2 No School – Teacher Work Day
- Monday, November 5 Begin Second Quarter
- Monday, November 12 Veterans Day – Federal Holiday Observed
- Thursday-Friday Nov 15-16 First Quarter Parent-Teacher Conferences-No School
- KMC ESs Only
- Friday, November 16 First Quarter Parent-Teacher Conferences-No School
- KMC MS/ HS Only
- Thursday, November 22 Thanksgiving – Federal Holiday Observed
- Friday, November 23 No School – Thanksgiving Recess Day

#### December:

- Thursday, December 13 Accelerated Withdrawal (PCS Only)
- Monday, December 24 Winter Recess Begins
- Tuesday, December 25 Christmas – Federal Holiday

#### January:

- Tuesday, January 1 New Year's Day – Federal Holiday Observed
- Monday, January 7 Instruction Resumes
- Monday, January 21 Martin Luther King, Jr. Day – Federal Holiday Observed
- Thursday, January 24 End of Second Quarter and First Semester
- Friday, January 25 No School – Teacher Work Day

## SECOND SEMESTER

- Monday, January 28 Begin Third Quarter and Second Semester
- Wednesday, January 30 No School – CSI Staff Development Day

### February:

- Monday, February 4 No School – Parent/Teacher Conference Day (All KMC Schools)
- Tuesday, February 12 No School – CSI Staff Development Day
- Monday, February 18 Presidents Day – Federal Holiday Observed

### March:

- Monday, March 11 - 15 Terranova3 Test Week (Grades 3 – 11)
- Monday, March 18 - 22 Terranova3 Make-ups

### April:

- Thursday, April 4 End of Third Quarter
- Friday, April 5 No School – Teacher Work Day
- Monday, April 8 Spring Recess Begins
- Monday, April 15 Instruction Resumes – Begin Fourth Quarter

### May:

- Thursday, May 16 Accelerated Withdrawal (PCS Only)
- Monday, May 27 Memorial Day – Federal Holiday Observed

### June:

- Thursday, June 13 Last day for students Early Dismissal
- Friday, June 14 No School for students – Teacher Work Day

*Total Days – School Year 2012-2013: 183 - Instructional Days*

## **CELL PHONES**

Many parents provide cell phones so that students can contact them after school. The cell phones should be turned off during the school day and the cell phone should be in a locker or student backpack. If students abuse the privilege of bringing a cell phone, the matter will be referred to the administration.

## **BUILDING USAGE**

Parents or community members that are interested in utilizing LEMS after school hours must contact the front office staff. A request form must be completed and approved with attention being given to time, location, and manner of activity being requested.

## **COMMITTEES, COUNCILS**

LEMS students have many opportunities to participate in clubs, councils, and committees. This is an important step in building strong school relationships. The staff of LEMS will coordinate all student activities. Adherence to school rules and guidelines will be used as a guiding factor in a student's allowed participation in school sponsored trips, activities, clubs, teams, and organizations.

### **A. National Junior Honor Society (NJHS)**

Seventh and eighth graders who have attended the school for the equivalent of one semester, and who have a cumulative grade point average of 3.5 or better, are invited to apply for membership in NJHS. A voting faculty council appointed annually by the principal decides membership. The faculty council evaluates the applications on the basis of leadership, service, character and citizenship. Once selected, members must maintain these standards. Information regarding the selection criteria for the NJHS may be reviewed at the school.

### **B. School Advisory Council (SAC)**

The Department of Defense Dependents Schools has established advisory committees at each overseas school in an attempt to foster local participation in school affairs by members of the school community. Members of the committee are elected from parents of students attending the school and professional school employees. The purpose of the Advisory Committee is to advise the principal on school matters. Monthly SAC meetings are held the third Thursday of every month at 3:15.

### **C. Student Support Team (SST)**

The school assistance team is an interdisciplinary committee consisting of Counselors, Psychologists, Teachers, the School Nurse, and Administrators. The mission of this committee is to provide resources, interventions, and research-based strategies to meet the needs of students who are not being successful in some aspect of the school experience. The committee meets on an as-needed basis to support students of all grade levels.

### **D. School Home Partnership (SHP)**

School Home Partnership conveys a collaborative relationship between families and school personnel to support and promote practice in the home and at school that positively influences children's learning and performance. It is our sincere hope that you will find many ways to be involved with our school. Parents are always welcome at Landstuhl ES/MS.

### **E. Continuous School Improvement (CSI)**

DoDDS is committed to enhancing student performance every year. In the CSP program, at each school, staff members and parents analyze data and then determine two school-wide goals. They identify and implement research-based interventions. Each year the school gathers data to indicate progress made. Members of the school staff welcome all parents who would like to join CSP efforts in Landstuhl School.

#### **F. Student Council**

Student Council is a middle school organization through which students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members. It is the duty of the representatives to bring to the council's attention complaints and suggestions from their classmates and to take to their rooms the actions of the council.

#### **G. Extra-Curricular Activities**

Our school has a rich offering of extra-curricular activities designed to enhance our educational program. Students may participate in activities such as the following:

- Math Counts
- Chess/Board Games Club
- Yearbook
- Odyssey of the Mind
- Drama Club
- Student Council
- Intramural Sports
- National Junior Honor Society
- Technology Fair
- Jazz Band

#### **H. Dances - Middle School**

Dances may be held periodically for Middle School students only. Students are expected to stay at the dance once they arrive. A student who leaves the building may not return without permission from an administrator. All school regulations are in effect at the dance. It is the parents' responsibility to provide a plan in the case of an emergency. The parents are to assume responsibility for their children immediately upon the closing of the dance activity.

#### **COMPUTER /INTERNET POLICY**

The school provides computers with various programs that provide our students the opportunity to complete quality work. Because they use the Internet for research and information gathering, all students are required by DODEA policy to sign an Internet agreement that outlines rules and responsibilities for use. Any student found to be on an unauthorized site or found to be maliciously damaging a school computer will be banned from using any computer in the school for a time period determined by Administration.

#### **CONFERENCES**

Parent conferences are scheduled several times a year and are designed to help parents get a clear picture of their student's progress and performance. You will receive a notice from your child's teacher(s) concerning this conference. If you should want to meet with your child's teacher at any other time, please notify the teacher directly or call the school office.

#### **COUNSELING AND GUIDANCE**

Counseling services are available for every student in this school. These services include assistance with educational planning, interpretation of test scores, study help, help with home,

school, and/or social concerns or any questions the student may feel a need to discuss with the counselors, nurses, or principals. Students may schedule an appointment through the counselors. Parents may call 488-6504 to talk with a counselor or request a conference.

## **ASSEMBLIES**

Throughout the school year, we will be having assembly programs for student enjoyment and participation. Since an assembly means that an extra large group of students will be together at one time, there are a few rules to follow. Students should:

1. Move to the assembly area accompanied by your teacher.
2. Take seats in the assembly hall as directed by your teacher.
3. Be polite and respectful members of the audience.
4. Listen carefully to the dismissal instructions, and then leave in an orderly manner.

## **GIFTED EDUCATION**

Landstuhl ES/MS follows DoDEA guidelines for identification of gifted education students. Selection criteria are available at the school. Once identified, students receive a variety of services from the Gifted Education teacher. Parents are provided with individual progress reports periodically.

## **GRADE PLACEMENT**

It is DoDDS policy that each student being considered for retention or acceleration (double promotion) be screened and evaluated by the school Grade Placement Committee. A parent/teacher conference is held before the referral is submitted. At this conference, the referral procedure is explained and permission to proceed with the referral is requested from the parents. When testing and necessary information forms are completed, a meeting is scheduled with the parents to share all information and a grade level placement decision is made. At this time, if the student's normal grade progression is changed, an educational plan and/or recommendations will be made for the following school year.

All retention/acceleration referrals must be submitted by the last day of the third quarter; the referral suspense date for students enrolled after March is the last school day in April. Students who enroll in May/June will not be considered for retention/acceleration unless the report card from the previous school states that a grade placement decision has been made. This report card decision will be honored.

## **HEALTH CURRICULUM**

The DoDDS Health curriculum in grades six, seven, and eight includes sex education. The content of the course includes changes of adolescence, human reproduction, preventing teenage pregnancy, AIDS, and other sexually transmitted diseases. If you have any questions concerning this program or do not want your child to participate in this section of the health curriculum, please contact an administrator or the school nurse at 488-6503.

## **HOMEWORK**

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

### **Grades K - 3**

#### Purposes:

- Reinforce skill already introduced in the classroom.
- Provide practice of skill taught.
- Promote parent awareness of material taught.
- Focus on improving problems in student progress.
- Teach responsibility to the student.

#### Guidelines:

- All students in class will be responsible for the same assignments, with only rare exceptions.
- All homework will be checked for completeness and will give instructional feedback.
- Parents are asked to provide a quiet area, scheduled time frame, and a positive environment (attitude) for students to accomplish homework assignments.
- Teachers will assign homework as indicated by student needs and curricular requirements.
- Assignment length for all subjects will be no longer than 30 minutes per night.
- Assignments will range from one to five per week.

### **Grades 4 - 5**

#### Purposes:

- Reinforce skills taught in the classroom.
- Allow students to independently practice the skill.
- Provide the student a chance to successfully fulfill a personal responsibility.
- Provide the teacher rapid feedback on the effectiveness of instruction.

#### Guidelines:

- Homework assignments will be communicated clearly to students.
- Homework will be checked for completeness and accuracy and students will be provided immediate feedback.
- Lesson plans will be adjusted to improve on areas not well understood, as indicated by poor student performance on assigned homework.
- Parents are asked to support the purposes of homework by providing encouragement, a quiet study area, sufficient time in evening activities and a positive environment.
- Approximately 45 - 60 minutes of homework will be scheduled per evening.
- Homework will focus on math facts, independent reading, preparation for tests, book reports, and special projects.
- Homework will be reviewed the following day in the classroom and concepts reinforced as appropriate.

### **Grades 6 - 8**

#### Purposes:

- Clarify concepts and related activities taught in class.
- Strengthen students' organizational skills.

- Reinforce and review core and content course skills.
- Improve reading skills.
- Acknowledge that education leads to real-life problem-solving skills.
- Promote parent involvement.

Guidelines for Students:

- Students will be responsible for collecting and organizing assignments and information/instructions relating to assignments.
- Students are expected to do their assignments.
- Students are responsible for making up missed assignments due to illness or study trips in a timely manner.

Guidelines for Teachers:

- Teachers will identify the nature and purpose of the homework.
- Teachers will provide clear, concise directions for completion of homework assignments.
- Assignment length will be appropriate to the time required to do the work. (For example, a long-range project will be assigned several weeks prior to the due date. Review and reinforcement practice exercises or preview reading may be assigned for the following day.)
- Teachers will evaluate and return homework assignments to students as appropriate to the nature of the assignment.
- Teachers will inform parents of student performance and completion of homework assignments as appropriate.
- Teacher articulation within grade levels will ensure that the total homework time for all courses combined will not exceed sixty minutes per day.

Parents may request homework assignments for children who are ill by calling the office **in the morning** (NLT 9:00 a.m.) Assignments can usually be picked up after school, between 3:00 - 3:30p.m. Parents are also encouraged to attend the Fall Open House to meet the teachers and become familiar with individual class assignments and homework policies.

**Make up work**

All students with excused absences can make up work. If there is an extended absence, a student has the same number of days to make up work that he/she is absent. (Sick for 10 days - 10 days to make up the work)

**HONOR ROLL**

An Honor Roll will be published for grades 4 - 8 at the end of each quarter. The Honor Roll is divided into three levels according to grade point average:

**Bronze:** 3.0 – 3.49

**Silver:** 3.5- 3.99

**Gold:** 4.0

**INCLEMENT WEATHER**

In case of severe weather conditions, please tune to Kaiserslautern AFN 100.2 FM or 1107 AM radio station beginning at 0600 hours for guidance. If there is ice or snow on the roads, school bus transportation might be delayed up to two hours or canceled altogether. If the school buses are delayed two hours:

- Buses pick up students two hours later than the usual time.
- Parents should not bring children to school before 10:15.

**LIBRARY/INFORMATION CENTER**



The library/information center is open all during the school day; students may come with their class or on an individual pass. It has an automated computer catalogue with 12 stations for student use; these also include electronic databases and Internet access. Books are checked out for two weeks; unless there is a waiting list for a title, books may be renewed as needed.

Students are responsible for returning their books without reminders. If, after three notices a student has not returned a book, a letter will be sent to the parents. If a book is lost the student's family will be asked to replace it.

### **LOCKERS (Grades 4-8)**

- Individual lockers will be assigned to each student in the middle school. Each student must provide a combination style padlock. No key locks or bicycle locks unless approved by the CSC office. The cleaning and organization of each locker is the student's responsibility.
- Students will not share lockers and will not give other students their combinations. Any and all damages will be considered vandalism, and the damages will be paid for with the further possibility of suspension. The locker privilege may be lost if proper care is not given.
- All materials must be removed when lockers are changed, the student transfers, or the school year ends. Periodic locker inspections will occur throughout the year.
- Lockers and lock combinations must be registered with Seminar teachers.
- Valuable items should not be kept in the lockers.

### **LOST AND FOUND**

Lost and found items will be retained for a very short period of time before being discarded. Items with some type of identification on them have a better chance of finding their owners. For instance, writing the child's name and teacher's name on clothing items, lunch pails, umbrellas, etc., is helpful for identification purposes. Items in lost and found will be kept for one week after school closes for the summer, then they will be donated to the Red Cross.

### **LUNCH PROGRAM**

Students have the option of bringing their own lunches to school or buying an AAFES lunch in the cafeteria. The lunch menu will be posted each week and published in the parent newsletter. Lunch accounts can be established in the Exchanges. The school does not loan money for lunches. Complaints and concerns about school lunch policy may be addressed by calling AAFES at 486-8526.

- Food and drink may be consumed only in the cafeteria. No food or drink may be consumed on the playground during recess.
- Students are asked to not bring soft drinks or other high sugar content drinks to school or lunch.

### **NEW STUDENTS**

Parents that register children who are new to the school during the summer should come to the school after the first day to meet with the appropriate Counselor. All necessary forms and information will be supplied at that time. During the school year new students can begin class the day following their registration if completed by 1000.

### **NEWSLETTERS**

Positive and frequent communication with each family is important to the staff of LEMS. Parents will be kept informed of current school activities through our school newsletter provided in digital format via email. We welcome your input regarding items of interest to the school community.

## **PERSONAL ITEMS**

Students are encouraged to leave iPods, MP3 players, and other electronic devices at home. They should not bring roller blades, skate boards, or bicycles to school. Such items create disturbances at the school and also are prime targets for theft. The same is true for trading cards.

## **NURSE**

A School Nurse is located in the Health Room. Students desiring to see the nurse must have a hall pass from their assigned teacher. The school nurse will contact sponsors as to the nature and severity of a student's illness. The parent will be notified first at the home telephone, then at the duty phone, then at the emergency contact number. Due to inherent dangers associated with an ill student who is dismissed to go home, it is required that a sponsor or authorized adult sign-out the student to ensure safe arrival home.

### **Nursing Services Provided**

- Serves as a resource to teachers in implementing health education
- Provides or suggests health education materials
- Identifies students with health needs which interfere with learning
- Arranges for and assists with physical examinations of students
- Assists parents in obtaining needed corrective care when so advised
- Maintains health records on students
- Analyzes and evaluates school health procedures and activities
- Administers visual and audio metric tests
- Interprets school policy regarding communicable disease to school personnel and parents
- Identifies students and school personnel with suspected communicable diseases, and recommends appropriate action
- Identifies students with health needs
- Teaches students and other to recognize and report health deviations
- Provides emergency care
- Care to individuals who become ill or are impaired in school
- Administers prescription medication to students
- Serves as the POC for Blood-borne pathogens briefings

### **Responsibilities Not Assumed By the Nurse**

Accidents and illnesses occurring at home are not the responsibility of the school nurse. They should be treated at the local clinic at the time they happen, not the following day by the school nurse. It is not the function of the school nurse to diagnose conditions.

### **Health Records**

A school health record is obtained for every student at registration and is kept on file. Please ensure that it is kept accurate until the student's withdrawal.

## Medication Policy

The school nurse does not administer medications except specific individually prescribed medications for conditions such as asthma, allergies to bee stings, ADHD, and seizures. These medications **MUST** be kept in the Health Office. Over-the-counter and prescription medications may **not** be kept in the classroom without prior approval from the school nurse.

The following information must be on file in order for the nurse to administer medication at school:

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

Medication cannot remain at school over the summer. **Medication not picked up the last day of school is taken to pharmacy for proper disposal.**

### Short term Medication (i.e. antibiotics, Tylenol)

When short-term illnesses require the use of medication such as antibiotics, please arrange with the physician for administration before and after school hours. Many antibiotics can be given in 2-3 dosages per day. If medication must be given at school, please follow the above procedure. The pharmacy can provide a school bottle. **Please keep in mind that medication should be administered at home whenever possible.**

### ADHD Medication

Controlled substances such as Ritalin, Dexedrine and Adderall must be brought to school by a parent or adult and should **never** be carried by a student. A new permission form/medication order is required each year for ongoing medications.

### Asthma Inhalers

Asthma inhalers are kept in the nurse's office to be used as per doctor's order. Some students are allowed to hand carry, but this is done on an individual basis. Any misuse of the medication by the student (such as sharing) will be referred to Administration. For more information, call the nurse.

### Fever

Oral or rectal temperature of 100.4 F (38 C) or higher.

#### How long should kids stay at home?

As a parent, you can help prevent the spread of illness by not sending a sick child to school. Children should not attend school if they have a fever, are vomiting or have diarrhea. If the illness is in the first or second day, and the previous day's fever was 101 or higher: students should be kept home one more day, even if no fever that morning. In addition, children with strep throat or pink eye need to be on antibiotic therapy for 24 hours before returning.

Generally, though, children can return to school when they:

- Have no fever
- Can eat and drink normally
- Are rested and alert enough to pay attention in class and can safely participate in recess
- Have completed any period of medically recommended isolation

Resistance comes with time. Despite your best efforts, your child is going to get sick. The single most important thing your child can do to prevent illness is to wash his or her hands thoroughly and frequently.

**PARENT CONCERNS**

If you have any concerns about events in your child's classroom, your first step should be to contact your child's teacher. A parent-teacher conference will give you answers most of the time. If you are not satisfied with the results of the conference, then contact the school administrators. Opening the lines of communication between the home and school often solves problems which may exist. Your child is the one who will benefit from this open communication.

**POSTINGS**

All posters, material for the bulletin boards, or advertisements of any kind to be displayed or distributed on school premises must have prior administrative approval from the school administration office.

**POWER OF ATTORNEY**

In the event that both parents will be absent from the command for any period of time exceeding one day, the name of Power of Attorney designee, who will assume responsibility for the student must be submitted to the main office.

**PROGRESS REPORTS**

A progress report will be mailed or given to students to take to their parents by the fifth week of each grading period for students whose progress is considered unsatisfactory. These notices may also be distributed at any other time the teacher thinks is appropriate.

**REPORT CARDS**

Parents will be kept informed of pupil progress and achievement by a report card that is issued quarterly. Since no report card is adequate in presenting the full picture of a pupil's progress, parents are encouraged to confer with teachers as often as possible.

Parent-teacher conferences are scheduled at the end of the first quarter for grades Preschool - 8 and at other times deemed necessary by the teacher and/or parents(s). Conferences are also scheduled one time during second semester for grades K - 8.

**SCHEDULES**

Middle School Daily Schedule

Period	Period Start	Period Finish
Prep	7:50	8:10
Period 1	8:10	9:35
Period 2	9:40	11:05
Period 3	11:10	12:35
Lunch	12:40	1:10
Period 4	1:15	2:40
Prep	2:40	3:10

Elementary School Daily Schedule

Period	Period Start	Period Finish
Prep	7:50	8:10
AM Block	8:10	11:10
Lunch	11:10	12:50
PM Block	12:50	2:40
Prep	2:40	3:10

## **SPECIAL EDUCATION**

Children who experience difficulty in the classroom for various reasons are sometimes referred to the Case Study Committee (CSC).

The function of the CSC is to screen, assess, and find the proper educational program to fit the individual needs of each student who qualifies for special education.

Because DoDDS believes that a child should be in the least restrictive environment, i.e., a classroom and resource help if necessary, all possibilities are explored and tried during the referral process. Sometimes it seems as if pre-referral and referral activities take a long time, but it is for the benefit of the child to explore all avenues.

Any decisions made regarding a special education for the child are by committee. You, the parents, are primary members of that committee. No decision will be made regarding educational placement without parent participation. The special education staff of Landstuhl consists of a CSC Chair/assessor, two learning improvement teachers, one communication improvement teacher, a psychologist, behavior management specialist, counselors and nurse. Parents of pre-schoolers may contact the school for more information regarding pre-school facilities.

## **CHILD FIND**

Child Find is an ongoing process used by the Department of Defense (DoD) to identify children and youth from birth through age 21 (inclusive) who may be eligible to receive special education and related services because they have developmental delays or disabilities. Department of Defense Education Activity (DoDEA) is responsible for locating, identifying, assessing, and evaluating (with parental consent) students ages 3-21, inclusive who may have a disability to ensure they receive needed special education and related services. All schools within DoDEA conduct an awareness campaign as part of Child Find to inform the public that every child with a disability is entitled to a free, appropriate, public education designed to meet the child's individual needs. If you have a concern about your child, contact the LEMS counseling staff or the pediatric clinic in your military community to request complete information about Child Find and schedule a screening, if needed. Further information concerning Child Find can be accessed by visiting: [http://www.dodea.edu/curriculum/special\\_ed/publication/MAX-268\\_ParentGuide\\_12-13.pdf](http://www.dodea.edu/curriculum/special_ed/publication/MAX-268_ParentGuide_12-13.pdf)

## **SCHEDULE CHANGES - MIDDLE SCHOOL**

Once a middle school student schedule is set, schedule changes will not take place. Only in the most unusual circumstances will schedule changes be considered. Reasons such as "not liking the course", personality conflicts, etc., are not valid reasons for changing a course. Making decisions and choices of course selection and learning to deal with people are part of the overall educational process. Students select courses, not teachers.

## **STUDENT RECORDS**

Parents may have access to their children's files. In fact, we encourage all parents to hand-carry copies of records whenever possible, as it ensures a more efficient means of developing an educational program at the receiving school. School records are not released to any agency without parental approval. They are only shared with those in a "need to know" position, such as members of the Case Study Committee. This committee includes school counselors, L. I. specialists, school nurses, psychologist, special education teachers, administrators and district level personnel. Should you need to see your child's records, please feel free to contact the school's Student Affairs (Main) Office.

## STUDENT RIGHTS AND RESPONSIBILITIES

### I. Access to Learning

All students are entitled to an educational program similar to those offered in public schools in the United States. Students have the right to be informed of their educational progress and deficiencies, to receive regular teacher evaluations and to have assignments and tests evaluated and returned.

Students have the responsibility to conduct themselves in a manner, which does not violate the rights of others. Students share with school staff the responsibility of developing a climate within the school that is conducive to productive learning.

It is the responsibility of students to attempt the course of study necessary for each grade level. Students and parents must be responsible for class attendance, for maintaining property, and for properly caring for textbooks and other equipment issued at school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

The right of students to participate fully in classroom instruction and activities shall not be abridged or impaired because of sex, race, color, nationality or religion. All students have the right to fair and equal opportunities in all activities.

### II. Freedom of Expression

Oral: Students have the right to free inquiry and free expression of ideas. Free expression is not to be restricted unless its exercise interferes with the orderly conduct of classes or is done in an inappropriate or disrespectful manner.

Students are responsible for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have a responsibility to avoid libel, slander, obscenity, profanity, known falsehood, and disregard for truth. When the teacher makes a final decision, the discussion is considered over until after the class period.

Administration may curtail, or disallow student expressive rights, including student speech and dress, student participation in organization, and student or organization access to school facilities, if the student or organization engages in conduct that the principal determines has met or is likely to interfere with orderly conduct, endanger health, safety or well-being of others, be perceived to advocate misconduct, engage in inappropriate language or conduct, engage in inappropriate school performances, discriminate, or violate laws and policies.

## STUDY TRIPS

1. The teacher will request an appropriate number of chaperons for each study trip. Parents will not bring other children (siblings) when chaperoning. Study trips are only authorized for school students, chaperons and teachers.
2. Only children who return approved permission slips will be allowed to go on a trip. If they do not have approval, they will be assigned to another class remaining at school.
3. Due care will be exercised, but the school authorities cannot accept responsibility for incidents which are caused by a child's wrongful violation of school rules which result in damages, injuries, or losses to German or U.S. Government property and/or persons.

4. On the trip bus, children will remain in their seats at all times. No running, shouting, kneeling in seats, eating or drinking will be allowed.
  5. Students with past behavior problems may be excluded from school trips with the express approval of the principals. Children not behaving on a study trip may be kept from going on the next trip or any further trips. We must do everything we can to protect the health and safety of all the children and not do anything to damage our school image. School policies and regulations governing student conduct are in effect during all study trips.
  6. Parents of students with impulsive, unpredictable behavior, serious health problems, or students needing medication to be administered during the trip may be required to accompany their child on the school trip.
  7. Parents must meet their child at the stated time and place when trips last longer than the regular school hours (this applies to off-base children only). If a parent is more than 15 minutes late in picking up a child, the School will take appropriate steps to have the student picked up. Upon return to LEMS, students are to report to class or remain under the supervision of the faculty trip sponsor(s). If the study trip concludes after the end of the school day, staff sponsors will ensure that every student has been collected by the adult that has been indicated on the parent permission form unless there are written directions indicating otherwise. Student conduct difficulties and/or transportation difficulties are to be reported to the administration.
  8. For obvious reasons, parent chaperons **will not** smoke or consume alcohol on the trip. Corporal punishment of students by chaperons is prohibited by DoDDS.
  9. PARENTAL CONSENT OF FINANCIAL RESPONSIBILITY - The parents agree to hold the school and all sponsors free from liability, and further agree to pay all debts incurred by their child at any time during a school-sponsored trip. For some study trips, all contractual payments for the trip are personal between the parents and the travel agency. Parents (not DoDDS) will be obligated to pay all cancellation penalties should the trip be terminated.
6. Transportation of students to or from the study trip destination by parents will not be permitted.

## **SUBSTITUTES**

Substitutes are valued members of our staffs. They allow us to continue our quality program when the regular teacher must be absent. Students are expected to behave for the substitute and treat him/her with complete respect. If you have had some college training and are interested in substituting, please contact the school secretary at 488-6503 for information and application procedures.

## **SUPPLIES**

All pupils are issued textbooks and workbooks without any cost to parents. Responsibility for these materials lies with the student and sponsor, as in the case of all government property. Upon student withdrawal, all materials must be turned in and accounted for prior to final clearance. If materials are lost or damaged, a fee will be assessed.

Other supplies such as pens, pencils, rulers, crayons, writing paper, etc., will have to be purchased by parents. The type, sizes and numbers of these materials required, varies among the different grades and teachers. Should any special supplies be needed for a particular class, children will be notified on the first day of school or as the need occurs.

## **TELEPHONE CALLS**

Office telephones are only available for student use in an **emergency**. Forgetting homework, lunch, etc., are not valid excuses for use of school telephones. Only in the most unusual circumstances will messages be received in the school from a parent to deliver to a student; and under no circumstance, will messages be delivered to a student from a non-family member. The delivery of personal messages to a classroom is an interruption.

## **VIDEOS AND DVD's**

In general, whenever non-DoDDS sponsored DVD's or videos are shown at school, a written notice disclosing information regarding the main topic will be sent to parents before students view the film. The school will not require that parents respond to this notification whether to include or exclude their child from viewing the film. However, should a parent indicate in writing, or by telephone that the child should not view the film, we will appropriately comply with that request. Our expectation is that all teachers will act in a manner that shows proper respect for the child and the parents' wishes regarding exclusion from viewing films. The school will refrain from showing PG-13 and "R" rated films unless parental permission has been given.

## **VISITORS**

You are welcome to visit our school at any time; however, all parents and official visitors are to report first to the Student Affairs (Main) Office immediately upon arrival in the school. There are no exceptions to this policy. If you are invited to a class activity; such as a party or play, please remember you may NOT bring other children unless the invitation so states. Students may not visit in the school without prior approval; this includes other DoDDS students from DoDDS schools and children of staff members. Students who wish to bring a guest must receive the approval of all teachers concerned at least three days prior to the intended visit. Only the most unusual circumstances will warrant approval for a visitor. Students who have withdrawn from school or are on suspension cannot be in the building under any circumstances; and, they cannot be on school grounds or take part in school sponsored/related activities. No one is permitted in school buildings after the school day, on weekends, or holidays, or at other times that the school is closed or not opens for business. Only personnel who have received prior authorization are allowed in the buildings.

Parents are invited to visit classes in session. We ask that you arrange this at least 24 hours in advance with the teachers and check in through the Student Affairs (Main) Office before going to any classroom. This procedure is necessary not only to preclude unnecessary interruptions, but to prevent unauthorized persons from having contact with our students. Your cooperation is essential and your understanding appreciated.

Teachers have been instructed not to take time away from the entire class to hold a "parent-teacher" conference in the hall or classroom. Remember, just two minutes time multiplied by thirty students equals one hour of instruction. To make your child's school year profitable, parents and teachers must work together. Good school/home relations are vital. If your child appears to be disturbed about school or is not making satisfactory progress, make an appointment for a conference with the teacher. This may be all that is necessary to resolve the problem. Our policy guarantees that suggestions or complaints of all parents will be given every consideration. Requests for conferences will receive prompt replies.

## **VOLUNTEERS**

Volunteers provide the school with a variety of valuable services. Many parents and friends have acquired, through their experience and education, skills that would be extremely valuable to the school to enrich the services it offers children. There may be parents who could assist as tutors or in the teaching of art, handicrafts, etc. Even parents without specialized skills could receive some on-the-job training that would be of value to the teachers and the children, as well as the volunteer. If you are interested in volunteering at school, please contact one of the PTSA Board members for more information.