

# **Sembach Middle School**

Parent/Student Handbook  
2011-2012



**Unit 4240, Box 320**

**APO, AE 09136**

**Telephone: 06302-67-7040**

**DSN: 496-7040/7082**

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**DoDDS-Europe  
School Year 2011 - 2012  
Sembach Middle School Calendar**

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

**First Semester (91/92 Instructional Days)**

<b>Friday, August 26</b>	New student orientation 1300-1430
<b>Friday, August 26</b>	Sembach MS Open House 1500-1630
<b>Monday, August 29</b>	Begin First Quarter and First Semester
<b>Monday, August 29</b>	Sembach MS Open house 1500 - 1630
<b>Monday, September 5</b>	Labor Day Federal Holiday
<b>Tuesday, September 20</b>	Early Dismissal for students at 1115 (Teacher Professional Development)
<b>Thursday, October 6</b>	College Night 1800 at ROB
<b>Wednesday, October 26</b>	CSI Day (No School for Students) Teacher Professional Development
<b>Monday, October 10</b>	Columbus Day -Federal Holiday
<b>Thursday, November 3</b> classroom instruction)	End of First Quarter (47 days of
<b>Friday, November 4</b>	No school for students-Teacher workday
<b>Monday November 7</b>	Begin second quarter
<b>Wed-Thu, November 9&amp;10</b>	Parent Conferences
<b>Friday, November 11</b>	Veterans Day -Federal Holiday

**Thursday, November 24** Thanksgiving -Federal Holiday

**Friday, November 25** Friday - Recess Day

**Wednesday, December 14** Earliest Day for Withdrawal for Credit,  
student must be in attendance/PCS only

**Monday, December 19** Begin Winter Recess

**Monday, December 26** Christmas -Federal Holiday

**2012**

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

**Tuesday, January 3** Instruction Resumes

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

**Thursday, January 26** End of Second Quarter and First  
Semester

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

**Second Semester · (91/92\* Instructional Days)**

**Monday, January 30** Begin Third Quarter and Second Semester

**Monday, February 6** Parent Conferences (No School for  
Students)

**Monday, February 20** Presidents' Day - Federal Holiday

**Tuesday, February 21** CSI Day (No School for Students)  
Teacher Professional Development

**Mon-Fri, March 12-16** Terra Nova Testing (Grades 3 - 11)

**Thursday, April 5** End of Third Quarter 48 days of  
classroom instruction)

**Friday, April 6** No school for students - teacher work  
day

**Monday, April 9**                      Begin Spring Recess Monday,

**Monday, April 16**                    Instruction Resumes - Begin Fourth  
Quarter

**Thursday, May 17**                    Earliest Day for Withdrawal for Credit,  
student must be in attendance/PCS Only

**Monday, May 28**                      Memorial Day -Federal Holiday Thursday,

**Thursday, June 14**                    End of Fourth Quarter and Second  
Semester (43                              Days of classroom  
instruction)

**Friday, June 15**                      No school for students teacher work day  
Last day for non administrative educator personnel

**School Year 2011-2012**              Instructional Days -183 Teacher Work  
Days -190

## **TO CONTACT SEMBACH MIDDLE SCHOOL**

### **Address:**

**Sembach Middle School  
Unit 4240 Box 320  
APO AE 09136**

### **Address for GPS**

**Sembach Middle School  
Geb. #3  
D-67681 Sembach-Heuberg**

**Telephone: 06302-67-7040              DSN: 496-7040/7082 FAX: 06302-7986**

**E-MAIL: [SembachMS.Principal@eu.dodea.edu](mailto:SembachMS.Principal@eu.dodea.edu)**

**WEBSITE: <http://semb-ms.eu.dodea.edu>**

**Attendance/Registrar: [James.Erickson@eu.dodea.edu](mailto:James.Erickson@eu.dodea.edu)**

### **TEACHER E-MAIL:**

**Teacher's first name.Teacher's last name@eu.dodea.edu**

## CHAIN OF COMMAND

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

If you have a concern about something at the school, please make an appointment with the teacher to discuss your concern.

If the issue cannot be resolved at this level and you decide to seek the assistance of the principal, you will always be asked if you spoke to the teacher first.

## MILITARY

### USAG-K, SLO

Lynn Rice

DSN 493-4123

### Commander

### 86<sup>th</sup> Airlift Wing

BG Charles Hyde

### Commander

### USAG Kaiserslautern

LTC. Lars Zetterstrom

## DODDS

### Principal, Sembach Middle School

Kent Bassett

496-7040/7690 or CIV 06302-67-7040

Kent.Bassett@eu.dodea.edu

### Assistant Superintendent

Dr. Elizabeth Dunham

DSN 489-6339 or CIV 0631-351370

### Superintendent

Dr. Dell McMullen

DSN 489-6339 or CIV 0631-351370

### DoDDS- E Director

Dr. Nancy Bresell



## **OVERVIEW OF SEMBACH MIDDLE SCHOOL**

Sembach Middle School began in 1977 with a student enrollment in the 800's. It was composed of grades 4-9. Currently, there are approximately 250 students enrolled. Sembach Middle School is the only middle school in DoDDS composed of 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. Although we are small, the staff is committed to providing our students with a world class educational program.

Sembach Middle School's mascot is the Tiger and school colors are Blue and Gold.

### **Sembach Middle School mission statement**

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

### **Kaiserslautern District Vision**

*Standards Based, Data Driven and Student Centered for Highest Student Achievement*

### **SMS School Improvement Goals**

1. All students will improve their mathematics problem solving skills
2. All students will improve their literacy skills across the curriculum

Dear Parents and Students,

Welcome to Sembach Middle School, Home of the Sembach Tigers! The administration, faculty, and staff look forward to getting to know you. We hope that your school year will be exciting and challenging. We have high expectations for all students and will provide you with the tools you need to develop your fullest potential. Students, as Sembach **TIGERS**, you are expected to display appropriate behavior at all times, be responsible for completing assignments, use appropriate language at all times, and be courteous, contributing citizens.

This handbook has been developed to provide you and your parents with essential information about Sembach Middle School (SMS). It contains important school policies and procedures that both you and your parents should know. Please set aside a time to read through the entire handbook.

In addition to the handbook, **a daily school news bulletin will be electronically sent via e-mail to your parent's e-mail address to keep you informed about up-coming programs, activities, and events scheduled at the school.**

The faculty, staff, and administration are here to ensure that you have a successful school year. If at any time you need help this year, please feel free to contact administration, teachers, counselors, and/or any staff member.

We look forward to meeting you and working with you this school year.

*Kent O. Bassett*

Principal

## ABSENCES

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

In order to facilitate this regulation, call the Main Office at CIV 06302-67-7040 or DSN 496-7040/7082

### Excused Absences:

Excused absences are defined as follows:

1. Illness
2. Family emergency
3. Religious observance
4. Educational Family Trip
5. Medical Appointments

A written note or e-mail message or phone call from the parent to the teacher or school personnel in the Main Office is necessary to excuse the student for an absence during the instructional day. **The note should include the student's full name, date(s) or time to be excused, reason and parent signature.** Parents are to come to the Main Office to sign their child out for the scheduled appointment. Whenever possible, please schedule appointments before or after school to prevent lost of instructional time.

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

Parents picking up children from school **always need** to report to the Main Office to sign them out. If an adult other than the sponsor is being authorized to pick up the child, please indicate who that will be in the note you send to the Main Office.

**Students will remain in the classroom until parents or legal guardians come to the office to check them out for their appointment.** At that time, an administrative clerk will page students to come to the office to be officially checked out.

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

### Unexcused Absences:

All absences not meeting the criteria for excused absences will be considered unexcused

absences.

**Make-up work:**

Students should make arrangements with teachers, when possible, before being absent. Time for make-up is normally the same number of days the student was absent.

**ACCREDITATION**

Sembach Middle School is accredited by AdvancEd, an independent educational agency in the U.S., which sets standards for educational institutions. To earn accreditation schools are required to have a challenging and rigorous curriculum, highly qualified staff, safe and secure facilities, and parent involvement. Sembach Middle School was visited by a stateside led team during spring 2008 to verify that all requirements for accreditation are being met and to review our Continuous School Improvement Plan and the progress the staff has made towards meeting our school improvement goals.

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

**ATTENDANCE POLICY**

The DoDDS educational program is organized with the basic assumption that all students will attend school/class regularly and punctually. Attendance is taken and reported to the office every period, every day. If the parent/sponsor has not already contacted the school, a school representative will contact the parent/sponsor to inform him/her of student absences. Unauthorized absences can result in a disciplinary action.

**CASE STUDY COMMITTEE (CSC)**

The Case Study Committee is a multi-disciplinary team whose members participate in the evaluation, diagnosis, and placement of special needs students. This committee is established under the authority of PL 94-142 "Education for All Handicapped Children Act of 1975", the IDEA of 1991, and the applicable DoD Instruction 1342.12 establishes the Policies and Procedures for providing a free appropriate public education to handicapped children receiving or entitled to receive Educational Instruction from DoDDS.

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

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

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

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

## **CHANGE OF ADDRESS, TELEPHONE NUMBERS, AND EMERGENCY CONTACTS**

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

- Local quarters address
- Mailing address of sponsor
- Home or cell phone
- Rotation date
- Emergency contact name and phone number for someone other than the sponsor
- Telephone at work and spouse's work number
- E-mail address
- 

## **CHILD ABUSE AND NEGLECT**

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

### WHAT IS REPORTED?

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

### WHO REPORTS?

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

### HOW TO REPORT

If **you** suspect that a child has been abused or neglected, call (Air Force) DSN 479-2370 or civilian 06371-46-2370 or (Army) 486-8366 or civilian 06371-86-8366. In case of an emergency situation after duty hours, call the military police at 112.

### CHILD FIND

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

### CLASSROOM VISITS AND VISITORS

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

Students who wish to bring a guest must receive the approval of all teachers involved. High school students are not allowed to visit the campus without prior permission from the administration. Students suspended or expelled from other DoD schools are not allowed to visit the school.

Pets are not permitted on school grounds unless prior approval has been given by the classroom teacher and administration.

**ALL VISITORS ARE ASKED TO STOP BY THE MAIN OFFICE TO SIGN-IN AND GET A PASS** in order to maintain a safe and secure learning environment for our students. If you are bringing something to school for your child, please take it to the Main Office rather than to your child's classroom.

## CONFERENCES/APPOINTMENTS

Keys to successful education are communication and involvement. Parents are encouraged to establish frequent communication with their child's teacher early in the school year. Consistent and on-going conferencing between parents and teachers will prevent misunderstandings.

If a concern or question should arise, please initiate contact with the teacher immediately by calling Sembach Middle School at DSN 496-7040/7082 or CIV 06302-67-7040.

Parent/Teacher conferences are scheduled at the end of the first and third quarters. Classes will not be held on these days.

## CURRICULUM

As a Department of Defense Dependents School (DoDDS), Sembach Middle School's instructional programs are similar to those of stateside schools. The following curricular programs are offered at Sembach Middle School:

**Fourth and fifth grade:** Reading, Mathematics, Language Arts, Social Studies, Science, and Health are taught daily. Specialists provide instruction in Music, Keyboarding, Physical Education, Art, and Host Nation .

**At the sixth, seventh, and eighth grade levels,** a wide variety of classes are taught including AVID, English, Reading, Mathematics, Science, Social Studies, Art, Physical Education, Host Nation, Foreign Languages, and Technology Education.

High School credit can be earned for the following courses: Algebra I, German I, and German II. Sembach Middle School students enrolled in courses for high school credit will be required to complete an end of course final exam.

Curricular standards at all grade levels are available for your review at Sembach Middle School's office or at the DoDDS website: <https://www.eu.dodea.edu>

## DAILY SCHEDULE for 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> GRADES

**Passing Bell** 0755

**Period 1:** 0800-0851 (51 min.)

**Period 2:** 0855-0941 (46 min.)

**Period 3** 0945-1031 (46 min.)

**Period 4** 1035-1121 (46 min.)

**Lunch 6/7/8** 1121-1200

**Lunch 4/5** 1211 - 1250

**Period 6:** 1254 -1340 (46 min.)

**Period 7:** 1344 -1430 (46 min.)

**Period 5:** 1204 -1250 (46 min.)

## **THE DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DoDDS)**

The Department of Defense Dependents Schools System is the tenth largest school system in the United States. The school system exists as an agency of the Department of Defense to provide an education for children of military and civilians working for the Department of Defense in the overseas areas. DoDDS along with its sister school system, the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) fall under the umbrella of the Department of Defense Education Activity (DoDEA). The DoDEA Headquarters is in Arlington, Virginia.

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

Sembach Middle School is in the Kaiserslautern District, one of five districts in DoDDS-E. Dr. Dell McMullen is the District Superintendent.

### **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's COMMUNITY STRATEGIC PLAN (CSP)**

This document contains the strategic direction for the Department of Defense Education Activity (DoDEA) for the years 2006-2011. The plan provides a road map for keeping DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the Nation for improving student performance and achievement.

#### ***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.

#### ***Outcome A: Student Performance and Assessment***

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress is continually measured using multiple internal and external performance-based assessments.

#### ***Outcome B: Opportunities to Learn and Citizenship***

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to ensure continuous learning and productive citizenship.



***Goal 2 – Performance-driven, Efficient Management Systems***

DoDEA will use a performance-driven management system that operates in a timely, efficient and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

***Outcome A: Resource Allocation/Academic and Student Support Services***

An annual budget plan will be designed and implemented at all levels in direct support of the C.S.P. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to provide education standards.

***Outcome B: Facilities and Equipment***

All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

***Outcome C: Safe Environment***

All schools will have safe, well-managed, and disciplined environments conducive to learning.

***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.

***Outcome A: Personnel Management***

In support of student achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly motivated and committed workforce which reflects the diversity of the school community.

***Outcome B: Continuous Professional Development and Training***

Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.

***Goal 4 – Network of Partnerships Promoting Achievement***

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

***Outcome A: Partnerships***

All levels of the organization will develop, promote, and maintain a network of meaningful partnerships and alliances to enhance social, emotional, and academic growth, and to maximize resources.

### ***Outcome B: Communication System***

All levels of the organization will develop and implement a multimedia communication plan to enhance dialogue and promote trust among staff, parents, students, and the community.

## **DEPLOYMENT**

If you are deployed or leaving the area for several days, please inform one of the clerks in the Main Office the name, address and phone numbers of the person who will be responsible for your children and **ensure that your contact person has a medical power of attorney.**

Deployments may greatly impact the social, emotional, and/or cognitive growth of your child. Please help us assist your child in achieving his/her greatest potential by informing the guidance counselor or an administrator if your family is involved in a deployment. Main Office numbers are DSN 496-7040 or civilian 06302—67-7040.

## **DISCIPLINE**

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

- follow directions given by **any** school staff member.
- demonstrate respect for school and personal property.
- show respect for all students' rights to learn in a safe environment, free of unnecessary distractions.
- arrive for class on time - with appropriate learning materials.
- show respect to **everyone** in our school.
- refrain from picking on, **taunting, bullying, or harassing** any other student.
- move safely and quietly around the school grounds.

Education is the primary goal of the school. Every student has a right to the best education available and every teacher has the right to teach without disruptions. Behavior, which infringes upon another's right to learn or creates an atmosphere detrimental to learning, will result in corrective action.

In order for students to achieve at their highest potential, it is imperative that they feel safe and secure. Students, therefore, must demonstrate appropriate behavior at all times and wherever they are during the day: riding the school bus, participating in study trips, walking from one classroom to another, using the bathrooms, eating lunch in the cafeteria, playing on the playground.

It is our belief that all students are capable of making responsible decisions and choosing whether or not to meet the established behavioral expectations. It is the responsibility of the military sponsor to insure against serious or repeated school misbehavior by insisting on proper conduct of their family members.

### **CLASSROOM EXPECTATIONS/POLICIES**

Each teacher has a specific management plan, and all students are expected to follow these rules. Explanation of classroom rules will be sent home within the first week of school.

While teacher consequences for breaking these rules can vary, they will not include corporal punishment. It is the teacher's responsibility to contact parents whenever a student must be disciplined in the classroom because of inappropriate behavior. Normally, depending on severity, infractions of the teacher's rules or the school rules will be handled in the following manner:

1 <sup>st</sup> Incident	Student/Teacher conference
2 <sup>nd</sup> Incident	Parent/Teacher contact
3 <sup>rd</sup> Incident	Teacher-assigned detention
4 <sup>th</sup> Incident	Parent/Teacher conference
5 <sup>th</sup> Incident	Referral for Administrative Action (parent will be contacted)

### **STUDENT BEHAVIORAL EXPECTATIONS**

#### **A. Be Prompt and Prepared**

1. Arrive on time
2. Arrive with needed materials
3. Arrive with completed assignments

#### **B. Respect Authority**

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for behavior

#### **C. Respect Rights of Others**

1. Use appropriate voice and language

2. Listen to the speaker
3. Respect opinion and points of others
4. Refrain from harassment

#### D. Respect Property

1. Respect property of others
2. Respect school property

#### E. Display a concern for learning

1. Remain on task
2. Allow others to remain on task
3. Respect the right of the teacher to teach
4. Respect the right of your classmates to learn

#### F. Display appropriate social skills

1. Display courtesy and tact
2. Interact with others appropriately

#### G. Display positive character

1. Display positive character
2. Display productive character

### **TARDINESS**

Arriving late for school or class is unacceptable. Getting up late or missing a school bus is not an acceptable excuse for being tardy. With ample passing time between classes, there is no excuse for tardiness, and students are expected to be in class ready to work before the bell rings. If students are detained by a teacher or for any other legitimate reason, they should get a pass from the person who detained them, not from the office, before going to class. If the bus is late, students should report to the office. On the 4th unexcused tardy within the 2-week cycle, the student will automatically be assigned detention by the administration and for each tardy over 4 in a two week cycle additional days may be added. Tardies do not carry over from quarter to quarter.

### **FIGHTING**

Students caught fighting on school grounds will automatically be suspended from school. Please note that fighting back is not considered “defending one’s self.” Not only will students actively participating in the fight be suspended, students “egging” on the fight will be considered for disciplinary action, as well.

## WEAPONS POLICY

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

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

## DRUG POLICY

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

### **Possession or Use of Drugs:**

Police will be contacted and student will be expelled

### **Distribution of Drugs: Expulsion**

## BUS BEHAVIOR

- A. Be prompt and prepared.
  - 1. Be at bus on time.
  - 2. Board bus promptly.
- B. Respect authority.
  - 1. Treat bus drivers with respect.
  - 2. Follow directions promptly.
  - 3. Produce Bus Pass when instructed to do so (ie: when boarding the bus)
- C. Respect rights of others.
  - 1. Keep your hands and feet to yourself.
  - 2. Keep voice at appropriate level.
- D. Treat the bus with respect.
- E. Display a concern for safety.
  - 1. Remain seated when bus is moving.
  - 2. Ride bus in a safe and orderly manner.
  - 3. Wait for bus in safe and orderly manner.
- F. Display appropriate social skills.
- G. Eating or drinking on the bus at any time is prohibited.

## **CAFETERIA RULES**

- Students will enter the cafeteria in an orderly and safe manner.
- Stand in a single file line keeping hands to one's self.
- Cutting in line or saving places is unacceptable.
- You must get permission to leave the lunch line from monitor.
- Only students purchasing a lunch are allowed in the lunch line.
- Walk while in cafeteria.
- Remain seated until dismissal.
- Raise your hand for assistance.
- Dispose of your in trash containers.
- Trays will be carried to the tray window and stacked neatly.
- No food is allowed in the hallways or outside at any time.
- Help keep the cafeteria neat and clean.
- You are not permitted to bring Soda to school.

## **DRESS CODE**

Student dress and personal grooming are the responsibility of you and your parents and must be appropriate for school. The following garments and items are prohibited at SMS.

- Clothing with offensive words or obscene pictures
- For sanitary and safety reasons, bare feet are not allowed at any time.
- Due to the nature of the building (stairs, concrete courtyard, play areas, etc.), for safety reasons, flip flops may not be worn.
- Tank tops and halter-tops, spaghetti strapped tops or dresses or tube tops (no bra straps showing).
- Blouses/T-Shirts/shorts that do not completely cover abdominal area (front & back).
- Sagging pants
- Wearing of gang related symbols, or items that promote gang identity or behavior.
- Paraphernalia, which promotes, advertises, or encourages illegal or socially unacceptable actions, is not acceptable within this school community. This includes jewelry, t-shirts, or patches, which fall into the above category.
- Skirts, shorts, short trousers, and pants shorter than your longest fingertip. While standing at attention, with hands at sides, your apparel must be worn past your longest fingertip.
- Additionally, caps, hats, and sunglasses are to be removed before entering the building.

Bulky winter coats are to be stored in your locker rather than worn in classrooms.

## SEXUAL HARASSMENT

Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances from adults and/or other students. Engaging in the following behaviors may result in disciplinary proceedings against a student, consistent with DS 2051.1:

- Unwelcome leering, sexual flirtations, or propositions.
- Degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation is not permitted.
- Spreading sexual rumors.
- Teasing or sexual remarks about students or staff.
- Touching an individual's body or clothes in a sexual way.
- Displaying sexually suggestive objects.

Drawing pictures or writing notes which are sexually offensive.

Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually

**Any student who feels he or she has been sexually harassed should report the incident to a staff member or the school administration immediately**

## INFORMATION CENTER RULES

- Students may check out a total of 3 books or magazines and keep them for 3 weeks.
- Overdue books must be returned or nothing else can be checked out. Lost books must be paid in full or replaced.
- IC is opened during lunch: 1121 – 1200 & 1206-1245  
(No pass necessary at this time, however, students must sign in.)
- Students must always sign in, even if you have a pass.
- Computer games may only be played during lunch and after school.
- Students may not visit chat rooms, listen to internet music, or MP3 files, download files to a computer hard drive, or in any way violate the AUP (computer use agreement) signed by students at the beginning of the school year. Violations of the AUP will result

in suspension of computer privileges and/or administrative action

## **Guidelines for Disciplinary Actions**

The incident and consequence will be recorded in the school's database.

### **DEFINITIONS**

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

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

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

### **\*\*Administrative action may include, but is not limited to, the following:**

Warning, counseling session, teacher-assigned detention, parent notification, community or school work detail, lunchtime detention, after-school detention, overnight suspension, in-school suspension, Saturday school, and out-of-school suspension.

**Shadowing** – Parent accompanies student to all classes and remains throughout the day, including lunch. **Out-of-School** – Parent accompanies, and remains with, student at Community work detail.

**In School** – Parent accompanies, and remains with student in designated room at the school. School assignments for the day are to be completed.



### Table of possible disciplinary consequences

Category	Examples of Infractions	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
<b>A</b>	*Dress Code Violation*Leaving a classroom without permission.	<b>Administrative Action:</b> Parent called to bring in appropriate clothing	<b>Administrative Action:</b> Parent called to bring in appropriate clothing	<b>Administrative Action:</b> Parent called to bring in appropriate clothing
<b>B</b>	*Disruptive Behavior in the Classroom*Inappropriate Language Behavior*Insubordinate/disrespectful to staff member *Cheating/Forgery/Theft*Communicating a Threat*Profanity*Sexually Offensive Comments/Behavior*Play fighting, pushing in line, kicking, etc.Damage to U.S. Government Property or personal property	<b>Administrative Action:</b> May include, but is not limited to, the following: Warning, counseling session, parent notification, lunch detention	<b>Administrative Action:</b> May include, but is not limited to, the following: Warning, counseling session, parent notification, lunch detention	<b>1Day Suspension</b>
<b>C</b>	*Any type of fighting  *Abusive behavior to peers (including bullying)  *Throwing rocks or other harmful objects at another person	Suspension1 – 3 days	Suspension1 – 3 days	Suspension1 – 3 days

<b>D</b>	*Dangerous Behavior toward self or others, which causes bodily injury.*Possession of a weapon or anything that looks like or could be used as a weapon.	<b>SUSPENSION/POSSIBLE EXPULSION PENDING DISCIPLINARY HEARING</b>		
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## **EARLY WITHDRAWAL / ACCELERATION**

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

## **EDUCATION ADVISORY COMMITTEES**

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

### **SCHOOL ADVISORY COMMITTEE (SAC)**

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

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

### **Kaiserslautern Military Community (KMC) School Advisory Board (SAB)**

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

commander, and DoDDS.

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

## **EMERGENCY SCHOOL CLOSING / INCLEMENT (BAD) WEATHER**

If school is closed or is delayed due to inclement weather, announcements will be made on Kaiserslautern AFN-FM, Station # 100.2 and AFN TV beginning at approximately 0600 hours. If school is delayed, bus students will be picked up two (2) hours later than the usual time. All families should have an emergency location for students to stay (e.g. neighbor's home) if school is delayed or must be dismissed early. It is important that your child knows where he/she is to stay in an emergency situation.

If you experience problems or have questions concerning bus transportation, please contact the Student Transportation Office at 489-2877 or 0631-536-2877.

Occasionally, it may be necessary to send students home early because of hazardous road conditions; **the KMC Commander makes this decision.** Dismissal of students will depend upon whether Military and Civilian personnel are dismissed early to avoid hazardous road conditions.

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

## **STUDENTS: TEST YOURSELF**

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

## EMERGENCY EVACUATION PROCEDURES

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

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

1. An alarm or announcement will be heard throughout the school.
2. Students will be escorted out of the building to a pre-designated location away from the building (AYA Field) until it is determined that the school building is safe to re-enter. It is important that students remain calm and quiet while exiting the school. Once assembled at the evacuation location, students are to line up by class so attendance can be taken.
3. If it appears that there is, indeed an emergency, students will be escorted to assigned locations on Sembach Army Kaserne. Parents will be given directions for picking up their child(ren) over AFN.

## ENGLISH AS A SECOND LANGUAGE (ESL)

A child may need supplemental help with English if another language is spoken as the primary language at home. The ESL specialist, Ms. Barbara Molina tests children **(with parental permission)** who have been referred by their classroom teacher or by the sponsor on the Language Survey Form completed during registration. Based upon the test results, teacher recommendation and the decision of a committee consisting of the classroom teacher, parent, ESL teacher, and an administrator, the child may qualify for ESL services, which can be provided in several models:

- A child may be pulled from his/her regular classroom to attend ESL classes in a resource room,
- the ESL teacher may co-teach in the child's regular education classroom.
- the ESL teacher may monitor the student.
- A child may be pulled from his/her regular classroom to attend ESL classes in a resource room,
- the ESL teacher may co-teach in the child's regular education classroom.
- the ESL teacher may monitor the student.

The decision on which model will best meet the child's needs is a committee decision.

## EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

## **EXCEPTION TO THE FEEDER PLAN**

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

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

## **EXTRA-CURRICULAR ACTIVITIES**

Sembach Middle School offers a variety of after school activities, which students are encouraged

to join. Activities and clubs *may include*: Band, Choir, National Junior Honor Society, Student Council, Intramurals, Homework Club, Future Business Leaders of America (FBLA), and Running Club

Additional information about these activities will be sent home in September.

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

## **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 officials 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 effects on youth victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out of school,

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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 effects on youth victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out of school,

Gang-like, or similar activities and bullying normally include: joining a fight in progress , 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 and prompting health and mental problems.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member. 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 requirement. The primary consideration in making such decision is concern for the well-being and security of all students.

## **GIFTED PROGRAM**

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

While Mr. David Burgher, teacher of the Gifted Program, provides services for these students, the Gifted Review Committee at SMS makes decisions on eligibility for placement of students in the Gifted Program. The following guidelines, as referenced in DoDEA Manual 2590.2, are used to assess student eligibility:

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

- Qualitative data (observations, anecdotal evidence, narratives, interviews) indicative of highly unusual ability or achievement.
- A total battery score at or above the 97<sup>th</sup> percentile on a nationally normed achievement test.
- An IQ score of 130 or higher on an individual psychological (IQ) test.
- A total score at or above the 95<sup>th</sup> percentile on a group ability test.
- An average rating scale score of 40 or higher from two or more educator raters combined with specific evidence in written narratives.

- Very strong indicators of gifted behaviors as noted in parent or self-ratings and narratives.
- Performs academically two years above current grade level.

Samples of student work are also taken into consideration for determining eligibility:

- ✓ Work samples should show the student using higher level thinking skills to solve a problem,
- ✓ Two samples of writing (revised and edited),

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

- A total score at or above the 95<sup>th</sup> percentile on a group ability test.
- An average rating scale score of 40 or higher from two or more educator raters combined with specific evidence in written narratives.
- Very strong indicators of gifted behaviors as noted in parent or self-ratings and narratives.
- Performs academically two years above current grade level.

Samples of student work are also taken into consideration for determining eligibility:

- ✓ Work samples should show the student using higher level thinking skills to solve a problem,
- ✓ Two samples of writing (revised and edited),
- ✓ Math assessments including a sample of problem solving that reflect the student's ability to compute math problems two years above the student's current grade level.

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

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



The Gifted Review Committee reviews student eligibility for the gifted program throughout the school year. Information about student performance and outcomes in the program are considered in the decision to continue services for the next school year. If you have any questions, please contact Mr. Burgher.

## GRADING SYSTEM

Grades presented to parents and students will offer a realistic and acceptable picture of the student, including strengths, successes, and weaknesses. A *grade* indicates academic progress and/or participation. A student must be enrolled for a minimum of twenty (20) school days prior to receiving a grade.

Report cards are issued four times per school year. The report cards used by DoDDS may differ from those used in the U.S. Teachers will fully explain the grading system used in their classes at the beginning of the school year and when requested.

Any student receiving an “*F*” or “*D*” at mid term will receive a midterm progress report from the teacher issuing the D or F. If parents would like more frequent updates, they may speak with the teacher or counselor to make arrangements on how the parent will be informed of their child’s progress. Take time to understand exactly what a teacher expects from your child this year.

A grade of “*I*” (incomplete) may be given to a student who has not completed the required work by the end of a marking period. The “*I*” must be removed within two weeks after the end of a grading period. Students are required to meet with the teacher immediately upon receiving the “*Incomplete*” to make arrangements for finalizing the grade. If the work is not completed within that time period, a grade representing the value of the work assigned will be given. An “*I*” cannot be given for the last marking period.

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## HONOR ROLL

There are four levels of the Honor Roll at Sembach Middle School. The GPA (Grade Point Average) is the sole determinate in computing at which level a student is to be recognized. **To figure your GPA, simply add all points earned and divide by the number of grades you have received.**

“**A**” is worth **4** points

“**B**” is worth **3** points

“C” is worth 2 points

“D” is worth 1 point

“F” is worth 0 points

**GOLD- 4.0      SILVER- 3.5 to 3.9      BRONZE: 3.0 to 3.49      TIGER: Improved GPA**

The quarterly Honor Roll is displayed at Sembach Middle School and the Sembach Commissary.

## HEALTH SERVICES

The school nurse, Mrs. Susan Telle, a registered nurse is on duty during the school day. She performs many duties throughout the school year:

- ◆ Health counseling and consultation for children, parents, and school personnel,
- ◆ Hearing, vision, weight/height, and scoliosis screenings,
- ◆ Assisting teachers with health education in the classroom,
- ◆ Administering specific individually prescribed medications for chronic conditions such as: asthma, ADHD/ADD, diabetes, and potential allergic reactions.
- ◆ Acute/emergency care for all ill or injured students.

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

School policies for keeping a child home from school include:

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

Parents are requested to determine a child’s state of health prior to sending the child to school. Children who appear to be ill or running a fever should be kept at home. A child should be **FEVER FREE** (less than 100 degrees Fahrenheit) for 24 hours without medication before returning to school. **Children who exhibit symptoms of an illness, or who are injured at home, should not be sent to school for the School Nurse to check as she is not authorized to make a medical diagnosis.**

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

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

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

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

### **IMMUNIZATION POLICY**

Please remember that proof of up-to-date immunizations is a requirement for enrollment in DoDDS. DoDEA immunization guidelines allow 30 days from the date of enrollment or from the date an immunization becomes due during the school year to obtain the vaccine and provide documentation to the school. Children not in compliance with DoDEA Immunization requirements **will be withdrawn from school.**

#### **Minimum Immunization Standards:**

- Trivalent Polio vaccine (OPV/IPV), 3 doses at least one administered after the 4<sup>th</sup> birthday.
- Diphtheria/Pertussis/Tetanus vaccine (DPT/DTP/DtaP/DT/TD), 4 doses at least one administered after 4<sup>th</sup> birthday.
- Tdap (Tetanus/Diphtheria/acellular Pertussis) age 11-12 years.
- Measles/Mumps/Rubella vaccine (MMR), 2 doses at least 4 weeks apart and both doses administered at or after age 12 months.
- Hepatitis B vaccine, 3 doses.
- Hepatitis A, 2 doses at least 6 months apart.
- Meningococcal vaccine, all children at age 11-12 years.
- Varicella (chicken pox), 2 doses at least 4 weeks apart, or reliable history of the disease.

## **ADMINISTRATION OF MEDICATION AT SCHOOL**

In accordance with DoDDS Policy, the school nurse only administers medications that are specific and individually prescribed. All medications are kept locked in the nurse's office. Medication is not to be left in book bags or in the classroom; this includes asthma inhalers and over the counter medications. No medications, including aspirin, Tylenol, cough medicine or decongestants will be given unless prescribed by a physician.

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

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

Discrepancies between the pharmacy label and the physician's instructions must be corrected prior to administration of the medication.

When the dosage of the medication is changed, a new permission form from the physician and parents is to be submitted to the school nurse. The pharmacy label must reflect this change.

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

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

If you have any questions about the health program, need to update information, would like to request any health screening or have a question about a health concern, please contact Mrs. Telle at DSN 496-7040 or CIV 06302-5398.

## **HOME SCHOOLED STUDENTS**

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

## **HOMEWORK**

Research indicates that homework significantly increases the rate of permanency of learning.

Homework is assigned on a regular basis in accordance with the needs and abilities of individual students and in support of the instructional objectives of the particular curricular area.

Homework is defined as assignments to be done outside the classroom to:

- Reinforce classroom instruction.
- Increase understanding and retention.
- Transfer and extend classroom instruction.
- Prepare for class discussion.
- Provide curriculum enrichment opportunities.
- Support the instructional objective.

**The purposes of homework are to:**

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

#### **WEEKLY RANGE (IN TIME) ON HOMEWORK**

<u>Grades</u>	<u>Hour Range per week</u>
4 <sup>th</sup> – 6 <sup>th</sup>	5 – 6
7 <sup>th</sup> & 8 <sup>th</sup>	7 - 9

**If your child is spending more than the recommended time completing homework assignments, please notify your child’s teacher immediately.** The school recognizes that young people are more than students and need time for family interaction, play, and work as well as for study; therefore, **homework should not infringe excessively on the student’s out-of-class time.**

Homework assignments will be modified to meet the needs and abilities of individual students. The burden that homework places on a student will be considered when assignments are made.

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

***POLICY (DS Administrative Instructional 2000.9)***

- Homework assignments each week will be consistent with the previously stated guidelines for each grade level.
- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Assignments are designed to meet the needs and abilities of individual students.
- This policy does not apply to those students receiving homebound instruction and to those students whose instructional program is governed by individualized educational plans (IEPs) when those plans exclude the prospect of homework.

**TEACHERS' RESPONSIBILITIES**

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

**STUDENTS' RESPONSIBILITIES**

Completion of assigned homework is the responsibility of the student.

Students are expected to complete all assignments in a timely and accurate manner.

### WAYS PARENTS CAN HELP:

- ⇒ Provide a supply of paper, pencils, and erasers.
- ⇒ Check the homework agenda each day.
- ⇒ Check that homework is complete, accurate, and neat.
- ⇒ Set aside a quiet time (turn off the TV and any other distractions) and establish a place for homework with ample supplies.
- ⇒ Discuss any concerns regarding homework with the teacher.
- ⇒ Provide a good environment for your child and a consistent time each day for homework to be done.
- ⇒ Reinforce desirable study habits.
- ⇒ Give encouragement and help when needed.
- ⇒ Take an interest in the student's school activities.
- ⇒ Guide your child towards independent and effective use of time.
- ⇒ Have you child read for 15—30 minutes daily

### HOST NATION

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

### LOCKERS

Students in grades 6-8 are assigned a hall locker and lock. In order to maintain security, ***only issued locks are permitted on student lockers.*** All other locks will be removed by the student immediately or by the administrator. Students are not permitted to share lockers or give their combination to anyone, other than their sponsor.

Lockers are government property on loan to students for the convenience of storing books, school related materials, and necessary items of clothing. Each student is responsible for the condition and cleanliness of their personal locker. The inside of the locker may be personalized with removable, appropriate materials. Pornographic pictures or profanity are inappropriate. The outside is to be kept free of writing and stickers. Misuse of a locker can result in disciplinary action, including the loss of locker privileges. Lockers may be inspected if prohibited or stolen items are suspected within. Any damages to a locker will be considered vandalism.

Lockers are not to be used to store valuable items and the school is not responsible for lost of valuable property.

## LOST BOOKS AND SCHOOL ISSUED SUPPLIES

Students are responsible for all books, supplies, and equipment issued to them. If a book or other school issued item is lost or damaged, follow these steps:

Check the Lost and Found.

If the item is not found, then report loss to the issuing teacher.

Look for the book online through a number of publishing companies like Amazon or Barnes and Noble. Use the ISBN # as your guide to order the correct book. You may order *used books*.

Have the book shipped directly to the school:

**Sembach Middle School**

**ATTN Registrar**

**Unit 4240 Box 320**

**APO AE 09136**

Please bring a copy of your order confirmation to Mr. James Erickson, Registrar.

### *No credit card to replace a library book?*

Ms. Kristina Yoho, Information Specialist, will provide you with the value of the book. You can then go to the Bookmark and buy a book of an equal value of the lost book.

Supplies such as pencils, pens, paper, notebooks, etc., are the responsibility of the student. School supply lists are found on page of this handbook.

## LOST AND FOUND

High value items such as glasses, wallets, keys, and jewelry are kept in a Lost and Found in the Main Office and must be described before they will be returned. Other items are taken to a room 143 nearby the cafeteria. Lost and Found items will be retained for a reasonable period of time. Periodically, items that have not been claimed will be donated to the Red Cross. School books turned in, if not claimed, will be sent to the department concerned or to supply. Please take a few minutes to label your child's lunch box, coats, hats, and sweaters, as these are the most frequently lost items.

## LUNCH

Students may bring their own lunch or purchase a hot lunch. A hot lunch program is offered and managed by AAFES in the school cafeteria. Each student is provided a lunch account number. Money may be added to the account by visiting the Exchange, going online or having the student add money to his/her account at school during the lunch period.



Sembach Middle School is a closed campus; students may not leave the campus for lunch unless they have been signed out by their parent/guardian or authorized designee.

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

## **FREE AND REDUCED LUNCHES**

Free and reduced lunch applications are available in the Main Office.

Please note: **If your child was on the Free and Reduced Program last year, you must re-register again this year.**

## **PARENT/TEACHER ORGANIZATION (PTO)**

The PTO is a non-profit organization whose purpose is to support Sembach Middle School's educational programs and goals. The PTO is an integral partner of Sembach Middle School. It is recommended and hoped that all parents and teachers become members of the PTO.

## **PLEDGE OF ALLEGIANCE**

**School Policy:** All students have the opportunity to recite the Pledge of Allegiance daily. During the Pledge, male students will remove hats and hoods, all students will turn and face the flag with their right hands over the hearts.

**Students' Rights:** Students have the right to recite the Pledge of Allegiance and to salute the American Flag, but may decline to do so as long as they respect the rights of others which wish to do so.

**Students' Responsibilities:** Students have a responsibility for showing proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in patriotic ceremonies, and to respect the customs and flags of all nations.

## **PRINCIPAL'S NEWSLETTER**

A Principal's daily News Bulletin is sent home electronically every day. The newsletter is an example of our belief that communication between home and community is essential to our partnership program. These newsletters will inform you of new programs at school, up-coming events, important dates to remember, requests for volunteers, lunch menus, etc. Please be sure that the Main Office has your correct electronic mail address.

## **PROHIBITED ITEMS**

The following items are to be left at home:

1. Weapons including toy guns and knives.
2. Any article that can be used as a weapon.
3. Toys including play stations
4. CD players, walkmen, I-pods, MP3 players, all electronic music devices
5. Beepers and other electronic communication devices.
6. Skateboards, skates, scooters, and bicycles, “Heelies” or any type of wheeled shoe

If a student brings a cell phone to school, it needs to be turned off, given to the teacher or kept in the child’s locker or book bag.

If a student should bring a high value item to school, and it is confiscated by a staff/faculty member, the parents will be notified and will be required to come to the school to pick up the item.

## **STUDENT CODE OF CONDUCT**

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

## **STUDENT PLACEMENT COMMITTEE**

### **RETENTION/PROMOTION**

Grade retention or double promotions are matters that may have serious contemporary and long-term consequences for the student. Based on teacher or parent recommendations, the Student Placement Committee discusses the request, analyzes student’s grades and test scores, reviews the student’s performance in class and participation in extra-curricular activities. The Committee then makes a recommendation to the school principal concerning retention or promotion. The school principal examines academic, social, and emotional factors in determining final grade placement for the student.

## **STUDENT RESPONSIBILITIES**

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

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

1. Text or other issued educational materials.

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

#### B. Be Polite and Respect Others

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

#### C. Accept responsibility for yourself and for others in your community.

1. Follow directions.
2. Respect the rights of all students to learn.
3. Remove hats prior to entering the school.
4. Know the DoDDS Zero Tolerance for Weapons Policy.
5. Leave toys, radios, tape players, beepers, or other electronic communication devices, skateboards, skates, or scooters at home unless you receive permission to do otherwise. (An exception to this would include cell phones, which must be turned **off and concealed** during the school day.)

#### D. Make a positive contribution to our school.

1. Dress neatly and appropriately.
2. Participate in school activities in a positive manner; demonstrate good sportsmanship.
3. Take care of your school and school materials (including furniture, texts, library books, school buses, and all other school equipment and property).

#### E. Adhere to all policies and to all school rules concerning student conduct.

### SCHOOL SPIRIT DAY

Fridays are designated School Spirit Days. Students, please remember to show your school pride each Friday by wearing your school spirit wear or our school colors, blue and gold.

### SCHOOL-WIDE ASSESSMENT

Each spring, DoDDS students in 3<sup>rd</sup> through 11<sup>th</sup> grades participate in a system-wide standardized assessment, in March. Scores from the Terra Nova achievement tests are used to

develop the SMS Action Plan for School Improvement and to guide decisions about instructional practices. The faculty and staff look for trends in our school wide scores, which help us to identify our strengths and weaknesses.

Individual student scores are looked at when determining eligibility for special programs and/or services. Copies of individual student's test scores are sent home to parents.

## **SPECIAL EDUCATION**

\*\*\*The current special education law is IDEA of 2004. The Reauthorization of IDEA took effect July 1, 2005. It is also referred to as Public Law 108-446.

Students who perform significantly below grade level or expected levels of achievement may be referred for assessment for possible learning impairment by either a parent or an educator. The pre-referral procedure is designed to allow the school to identify those students who might need a special education program or related services.

If the student's performance is not favorably modified during the informal, pre-referral phase and/or it is suspected that a handicapping condition exists, the case is formally referred to the Case Study Committee (CSC). The CSC shall recommend intervention strategies, assessment, or consideration for supplemental services (e.g. English as Second Language, etc.) At the conclusion of the assessment process, the CSC will meet and determine the student's eligibility for special education and related services. Parents will be invited to participate in this meeting. If the CSC decides that the student is eligible for special education and related services, an Individualized Education Plan (IEP) will be developed by a committee consisting of the parents, CSC Chairperson, LI teacher, classroom teacher, a school administrator, and any other individual whose expertise and/or services are pertinent in meeting the needs of the student. Goals and objectives, instructional modifications, and the service model best suited to meet the needs of the student will be identified at this meeting. The student's educational program can occur in one of the following models:

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

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

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

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

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

4. To request that the school provide information about where an independent evaluation may be obtained.

5. To question proposed modifications to the regular instructional program for their child.
6. To request a hearing if dissatisfied with attempts by the school to resolve a difference of opinion regarding the education of the child.
7. To a translator in order to accomplish any of the above if the primary language is not English.

### **PARENTS' DUE PROCESS RIGHTS**

Parents have the right to:

1. Access all recorded information about their child.
2. Refuse permissions for a formal assessment of their child with the understanding that the school may request a hearing to present its reasons to obtain approval to conduct assessment.
3. Be fully informed of the results of formal assessment and a description of how the findings of the evaluation are to be used, by whom, and under what circumstances.
4. To request that the school provide information about where an independent evaluation may be obtained.
5. To question proposed modifications to the regular instructional program for their child.
6. To request a hearing if dissatisfied with attempts by the school to resolve a difference of opinion regarding

### **SPEECH THERAPY**

The Speech/Language Pathologist (SLP) provides services to students identified with specific speech or language disorders and/or delays. The age of the child and the severity of the particular communicative disorder determine the frequency and length of therapy sessions. The ultimate goal of the program is to help students achieve their maximum potential.

### **SCHOOL PSYCHOLOGICAL SERVICES**

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

## STUDENTS' RIGHTS

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

## STUDY TRIP POLICY

Study trips, collaboratively planned and supervised by the classroom and Host Nation teachers, are considered an integral part of our school curriculum.

Study trips are an excellent opportunity for parents to become involved in the school. DoDEA guidelines require a minimum of two adults per class at the middle school level. A study trip will be canceled if there is not sufficient adult support.

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

See Appendix for the "Exception for Students and Adult Supervisors" per the instruction of the DoDDS-Europe Director, Dr. Nancy Bresell.

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

Parents are requested to refrain from using Study Trips as a form of punishment for your child.

School policy prohibits the attendance of siblings of any age from accompanying a class on a study trip.

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Parents are requested to refrain from using Study Trips as a form of punishment for your child.

School policy prohibits the attendance of siblings of any age from accompanying a class on a study trip.

## **GUIDELINES FOR SUPERVISING STUDENT ACTIVITIES**

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

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators Guide DoDEA-Manual 2005.1 concerning "School Sponsored Trips And Excursions." These documents are available on the DoDEA Web Site at [www.odedodea.edu](http://www.odedodea.edu) (Regulations).
2. Prior to travel, student eligibility for participation will have been checked by the adult supervisor according to DoDDS-Europe policy concerning DoDDS-Europe student academic eligibility. Those students not meeting these requirements will not be allowed to participate in the activity.
3. Prior to travel, the students will sign copies of the document, "***STUDENT BEHAVIOR EXPECTATIONS, Student Activities, DoDDS-Europe***" The adult supervisor will

review this document, item by item, with the students to insure understanding of the expectations. This document, signed by the student and parent/guardian, MUST be returned to the Supervisor prior to travel.

4. Prior to travel, parents must complete and return to the adult supervisor an "ACTIVITY MEDICAL RELEASE" form. This form MUST be in the possession of the travel supervisor at all times. When required, copies of this form should be given to the activity Project Officer. Failure to comply with this requirement will mean the removal of the student from the activity. A standard Medical Release Form can be obtained from the Office of the Student Activities Coordinator, DoDDS-Europe.
5. Supervision must be provided during the entire period of the activity to include travel in accordance with the DoDEA Administrators Guide DoDEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full-time supervision to the group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt that the students comply with all of the rules, regulations, and expectations relating to the activity.
6. Supervisors will not possess, use, and/or consume alcoholic beverages or any other controlled substance while in a supervisory role.
7. Supervisors will make every reasonable attempt that students do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, and cigarettes.
8. It will be the responsibility of the adult supervisors to note any violations of the rules and behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well being of the student(s) a subsequent report, by either the supervisor or an activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators Guide, DoDEA Manual 2005.1.
9. When a designated chaperone is acting as the adult supervisor numbered items 5- 8 would apply.



## **STUDENT BEHAVIOR EXPECTATIONS**

**SCHOOL** \_\_\_\_\_

**ACTIVITY** \_\_\_\_\_

**STUDENT NAME** \_\_\_\_\_

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

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.

3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
5. Students will not have electronic music devices “on” during instruction or after “lights out”.
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.
10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.
12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

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

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

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

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **SUBSTITUTE TEACHERS**

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

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

## **SUPPLIES**

All students are issued an Agenda Book (planning book) to keep track of their due dates for assignments and projects. Notebook paper, pencils, scissors, crayons, and other small, expendable items are the responsibility of the individual student. The school provides textbooks, workbooks, and other instructional supplies. The proper use and care of these items should be stressed to help the child develop a feeling of personal responsibility for books and supplies

furnished for his/her use. Students who lose or damage schoolbooks or other property will be held accountable for the loss or damage.

### SUPPLY LIST (BASIC)

pens and pencils	Three inch 3 ring binder	paints (watercolor)
colored pencils	book bag or backpack	colored markers
Rubber eraser	spiral notebook	tissues (1 box)
Glue (sticks or bottle)	pencil pouch	loose-leaf paper
Pocket folders	notebook dividers	agenda (provided by PTO)
Highlighters	bound composition book	
crayons	gym shoes	
clipboard		
scissors		

### TELEPHONE USAGE

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

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

Incoming Phone Calls – Teachers will not be accepting phone calls from parents during their instructional time. Parents calling teachers during their instructional time, will be asked to either leave a message with the office personnel or a number at which the teacher can return the call.

Parents wishing to contact students during class time will be asked to leave a message with the receptionist.

## **TRANSPORTATION (BUS)**

### **BUS REGISTRATIONS**

**The STO requires all families (new and returning) who need bus service to register for transportation each school year. Registration forms are available in the Sembach Middle School Mail Office.**

The school bus office should be notified when:

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

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

Bus transportation to and from the school is a privilege, not a right. Safe and courteous conduct of students on buses is the responsibility of the sponsor. The Bus Transportation Officials and Sembach Middle School administration jointly handle misconduct on the school bus. When you have a bus concern you should contact the school (496-7040 or 06302-67-7040) and the transportation office (489-2877 or 0631-536-2877) with your concern. Both offices will ask you to submit your concern in writing (letter or email). An investigation will then be initiated the results of which will be shared with you either via email or telephone. Actions will be taken in accordance with the table of consequences.

When a student is cited for a bus infraction, the Transportation Office will notify the parent of the infraction, prior to taking any disciplinary action. The parent will have three days to respond to the allegations. Failure to do so will result in the assessment of the consequence as outlined in the table of penalties.

Bus students are dropped off near the elementary school and should proceed immediately to the middle school. Loitering in front of the elementary school is not permitted for safety reasons.

If you have any bus concerns, please call 489-2877 or 0631-5362817.

### **GUIDELINES FOR SAFE TRANSPORTATION OF STUDENTS:**

**1. GENERAL INFORMATION.** The Student Transportation Office (STO) is located in Room A6 at the Kaiserslautern School Complex, Building 2010. The telephone number is DSN 489-2877 or commercial 0631-536-2877. The FAX number is 0631-98137. Jensen Moors is the Transportation Operations Specialist.

**2. INCLEMENT WEATHER PROCEDURES.** During inclement weather, bus transportation

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

3. **EARLY RELEASE OF STUDENTS.** In case of an early release of students due to emergency conditions at the school, i.e., power outage, flood, fire, smoke, inclement weather, etc., notification of school closure will be broadcast on AFN radio, 1107 AM and 100.2 FM, as well as AFN TV-Kaiserslautern. Due to the nature of most situations that involve early release of students, it is not possible to notify parents by telephone. Every effort will be made to get the message to parents as quickly as possible; however in the event of an early release of students from school, parents need to have a contingency plan for the care of their children.
4. **PARENT/SPONSOR/GUARDIAN RESPONSIBILITIES.** Parents, sponsors or guardians (hereafter referred to as “parents”) will be responsible for the conduct and behavior of their children at all times. **Offenses by students and/or lack of acceptance of this responsibility by the parents may result in the permanent loss of transportation privileges.** Parents are reminded that school bus transportation in an overseas community is a special privilege that comes with clearly defined responsibilities. To assist in maintaining a safe and orderly school bus transportation system, parents must ensure the following procedures are adhered to:
  - a. Familiarize your children with rules of conduct and ensure their understanding of expected behavior. Emphasize the need for orderly conduct at the designated bus stops and on buses to prevent accidents or injuries.
  - b. Supervision and behavior of students at designated bus stops is the sole responsibility of individual parents. Familiarize your child with host nation traffic laws. **Traffic does not stop for school buses.** To ensure safe boarding, students should line up a minimum of three feet from the curb. Parents must ensure students do not push and shove during the approach of the school bus.
  - c. Anyone observing inappropriate behavior at the bus stop should first try to correct the situation by talking to the students. If the behavior continues, try to identify the students involved and report the incident to the STO as soon as possible.
  - d. Parents are responsible for transporting their children to and from school during periods when transportation privileges are suspended or revoked. **Students found riding the bus while under suspension could receive a permanent suspension from bus riding privileges.**
  - e. Report known incidents of student misconduct to the STO. The complaint, if serious in nature, should be reported immediately by telephone and may also necessitate a follow-up written report.

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

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

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

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

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

**Temporary Passes CANNOT be issued by the School Administration Office.**

## **DoDEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

On or around school buses, students must conduct themselves in accordance with these school bus rules:

### **THE 10 SCHOOL BUS RULES**

1. Obey the driver or adult.
2. Stay properly seated.
3. Enter and exit the bus safely and always show your bus pass.

4. Keep your hands, feet and other body parts to yourself.
5. No throwing of items.
6. No eating, drinking or chewing gum.
7. Be responsible, be safe.
8. Remain quiet and do not disturb the driver or others.
9. No profanity, smoking, prohibited items or vandalism.
10. Be responsible, be safe.

## **School Bus Table of Consequences**



TABLE OF CONSEQUENCES (Revised September 30, 2003)

Category	Examples of infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
<b>A</b> Minor Misconduct	1. Boarding or exiting the bus unsafely to include crossing in front of or behind the bus 2. No bus pass or improper bus pass 3. Smoking while bus is in motion or not being 4. Obstruction of empty seat, door, stairs or aisle 5. Making excessive noise 6. Disturbing/insulting other students 7. Public Display of Affection (PDA) 8. Eating, drinking, chewing gum 9. Using profane/obscene language or gestures 10. Loitering	Verbal/Written Warning	1-5 day suspension	10 day suspension	20 day suspension	Suspension of Filing Privileges for the Remainder of SY
<b>B</b> Serious Infractions	1. Failure to comply for disrespectful, talking back, lying, with bus driver or other adults/instructors 2. Exchanging or refusing to show bus pass 3. Hoarding and spitting 4. Throwing objects in, within, or out of the bus 5. Foul or abusive language 6. Damage/theft/delinquency <\$100	1-5 day suspension	10 day suspension	20 day suspension	Suspension of Filing Privileges for the Remainder of SY	
<b>C</b> Severe Offenses	1. Possession/use of weapons or other prohibited items 2. Possession of illegal substances 3. Possession of alcohol 4. Unsanctioned operation of emergency exits 5. Fighting, hitting, kicking, pushing, shoving, or other physical contact 6. Sexual harassment 7. Any action that leads to a bus accident	10 day suspension	20 day suspension	Suspension of Filing Privileges for the Remainder of SY		
<b>D</b> Criminal or Illegal Acts	1. Possession of weapons 2. Possession of illegal substances 3. Possession of alcohol 4. Threatening or causing injury to another person 5. Bomb, Threat	<b>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED</b> Serious Incident Report to appropriate authorities Notification to restoration Coordinator via Schools Liaison Office (SLO) if appropriate SLO to be initiated when suspensions/expulsions from bus occur				

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

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## USE OF TOBACCO PRODUCTS

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

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

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

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

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

## **VOLUNTEER OPPORTUNITIES**

Volunteers are greatly appreciated at Sembach Middle School. The contributions made by volunteers benefit students, teachers, and the community. Please contact the school if you have skills/talents that could be used at SMS.

Here are a few examples how you could possibly help:

1. Assist in the Information Center
2. Assist classroom teachers
3. Reading and math tutoring
4. Sharing personal special talents
5. Assist in P.E., Music, Art, and other special classes
6. Chaperone field trips
7. Guest Speakers

## **WITHDRAWING YOUR CHILD FROM SCHOOL**

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

1. Notify the school registrar as soon as you receive your PCS orders or no later than at least TEN (10) business days. (Phone DSN: 496-7040/7690/7082 or CIV 06302-67-7040.
2. Send a ***copy of your PCS orders*** and a note stating the student's last day of attendance to the school registrar..

A copy of the student's records must be picked up by the parent in the office, no earlier than 1430 hours on the student's last day of school.

***Official copies of student records are issued only upon request from the gaining school.***

This request must include your signed authorization to release records.

## STUDENT RECORDS

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

- A Progress Report as of the withdrawal date.
- Reading Record
- Health Record

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

You will be required to sign a release indicating that documents are going to be hand-carried.

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

- All evaluations and assessments
- Current Individualized Educational Program (I.E.P.)
- And any other pertinent documents.

You will be required to sign a release indicating that documents are going to be hand-carried.