

Spangdahlem Middle School

Parent/Student Handbook 2012-2013



**52 MSG/CCSM-S
Unit 3640 Box 45
APO, AE 09126-4045
Telephone: 06565-61-7255/7205
DSN: 452-7255/7205**

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



22 August 2012

I am delighted to welcome you to the Kaiserslautern District for School Year 2012-2013! Our district is committed to providing every possible opportunity for your child to be successful, armed with the skills critical to living and working productively in our 21st Century society.

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

First, we are Standards Based: This means that the DoDEA standards and 21st Century skills are the basis for prioritizing what we teach and how we teach. Second, we are Data Driven: All assessment data, to include grades, attendance, and performance on a variety of assessments, as well as the “soft” data, to include issues children are dealing with such as deployments and PCS moves, must be addressed in order to maximize student learning.

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

Fourth, Highest Student Achievement for all students: All means each and every child that comes through the doors of our classrooms. We are committed to doing everything in our power to help every single child be successful. In order to do this most effectively, we need your help and involvement.

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

We look forward to working in partnership with you to ensure a top-notch educational program for your child this year.

Dr. Dell McMullen
Kaiserslautern District Superintendent



**SPANGDAHLEM MIDDLE SCHOOL
OFFICE OF THE PRINCIPAL
52 MSG/CCSM
Unit 3640 Box 45
APO AE 09126-4045**



13 August 2012

Dear Students and Parents:

Welcome to Spangdahlem Middle School! You are going to love this school! We look forward to an excellent school year focusing on academic achievement and personal development. The information in this handbook has been prepared to familiarize you with our educational programs and operational procedures. We urge you to carefully review this information as a family and keep it available for reference during the school year. Our school has enjoyed a long proud history of academic excellence, co-curricular activities, and exemplary character development. I am looking forward to continuing many of the “Bulldog” traditions. I hope that we can work together to make sure that each and every student maintains the high academic standards that our school has enjoyed. Our faculty and staff are here to assist you in reaching your academic goals. We have a wonderful school where each student is valued and supported.

The administration, faculty, and staff are set on providing a “World Class Education in a World Class Environment” or (WCE)². We are committed to implementing the very best practices from the research on effective schools. Our grade level teams work together toward success for every student. Students also find many opportunities to develop their interest and abilities. A wide range of programs is offered to expand the students’ physical, cultural, and intellectual development. We realize the importance of attitude, self-respect and self-worth; therefore we focus on character education as well.

Spangdahlem Middle School is fully accredited by AdvancED. Approximately 230 students are enrolled in grades 5-8. The year consists of two semesters with a total of 183 instructional days. As a Department of Defense Dependents School (DoDDS), our educational program compares favorably with stateside schools. School policies have been designed to provide the best possible learning environment. The combination of fully qualified educators, a strong DoDDS curriculum and our policies and procedures has enabled us to gain and maintain full accreditation from the AdvancED.

Students: We hope that you will become actively involved in our school’s activities and special programs. You will soon find that there is much to do here. Your teachers will get to know you quickly and will help you to be happy and successful at Spangdahlem Middle School.

Parents: Think of this as a community school. Your input is essential for our continued growth. The door is open to you any time you want to ask a question or raise a concern. We invite you to spend time with us so that you get to know the school. We encourage you to come in and lend a hand. Join the PTSA, SAC, Mentoring Program, and School improvement Team, or volunteer at school. By working together, we can continue to make Spangdahlem Middle School a great place for students and parents.

David Borg
Principal

**EIFEL SCHOOL COMMUNITY COMPLEX
SCHOOL YEAR 2012-2013 Calendar**

Update: 6/15/2012 1:05:42 PM

Wednesday, August 22 Reporting Date for Teachers

FIRST SEMESTER

Monday, August 27 Begin First Quarter and First Semester

Monday, August 27 SPMS Open House (0750-1200)

Monday, August 27 BMS Open House (0750-1200)

Monday, September 3 Labor Day – Federal Holiday Observed

Tuesday, September 4 First day of classroom instruction for Kindergarten

Thursday, September 6 BES Open House (1630)

Thursday, September 13 BHS Open House

Friday, September 14 DoDEA Training: Eifel Complex / Early Release – 11:00 AM

Thursday, September 20 SES Open House (1730)

Friday, October 5 No School – Eifel Complex CSI Staff Development Day

Monday, October 8 Columbus Day – Federal Holiday Observed

Saturday, October 27 BHS – ACT

Thursday, November 1 End of First Quarter

Friday, November 2 No School – Teacher Work Day

Saturday, November 3 BHS – SAT

Monday, November 5 Begin Second Quarter

Thursday, November 8 First Quarter Parent-Teacher Conferences-No School
SES and BES Only

Friday, November 9 Parent Conference Day (All Eifel Schools) - No School

Monday, November 12 Veterans Day – Federal Holiday Observed

Thursday, November 22 Thanksgiving – Federal Holiday Observed

Friday, November 23 No School – Thanksgiving Recess Day

Saturday, December 1 BHS - SAT

Friday, December 7 BES, BMS, SES, and SPMS / Early Release - 1100 AM

Saturday, December 8 BHS ACT

Monday, December 24 Winter Recess Begins

Tuesday, December 25 Christmas – Federal Holiday

Kaiserslautern District Vision: Standards Based—Data Driven—Student Focused for Highest Student Achievement for All Students!

2013

Tuesday, January 1 New Year's Day – Federal Holiday Observed

Monday, January 7 Instruction Resumes

Monday, January 21 Martin Luther King, Jr. Day – Federal Holiday Observed

Thursday, January 24 End of Second Quarter and First Semester

Friday, January 25 No School – Teacher Work Day

SECOND SEMESTER

Monday, January 28 Begin Third Quarter and Second Semester

Friday, February 1 SES and BES Sure Start – No School

Monday, February 4 No School – Parent/Teacher Conference Day (All Eifel Schools)

Saturday, February 9 BHS ACT

Friday, February 15 BES, BMS, SES, and SPMS / Early Release - 1100 AM

Monday, February 18 Presidents Day – Federal Holiday Observed

Monday, March 11 - 15 Terranova3 Test Week

Monday, March 18 - 22 Terranova3 Make-ups

Friday, March 22 No School – CSI Day (All Eifel Schools)

Thursday, April 4 End of Third Quarter

Friday, April 5 No School – Teacher Work Day

Monday, April 8 Spring Recess Begins

Monday, April 15 Instruction Resumes – Begin Fourth Quarter

Friday, May 24 BES, BMS, SES, and SPMS/ Early Release - 1100 AM

Monday, May 27 Memorial Day – Federal Holiday Observed

Saturday, June 1 BHS SAT

Thursday, June 13 Last day for students Early Dismissal

Friday, June 14 No School for students – Teacher Work Day

Total Days – School Year 2012-2013: 183 - Instructional Days; 190 – Teacher Work Days

Standards Based--Data Driven--Student Focused



Kaiserslautern District Vision

--Standards Based--

--Data Driven--

--Student Focused--

For Highest Student Achievement for All Students

Using Data to Lead
Differentiated Instruction

Creating a High Performing
Learning Culture

Building and Leading
Effective Teams

Prioritizing, Mapping and
Monitoring Curriculum

Providing Focused and Sustained
Professional Development

Linking Assessment
and Instruction

For Highest Student Achievement for All

**Southern
Regional
Education
Board Goals**





SPANGDAHLEM MIDDLE SCHOOL

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DoDEA VISION:

Communities committed to success for All students!

DoDEA MISSION:

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~~Student Focused~~ For Highest Student Achievement for ALL

Spangdahlem Middle School Vision: World Class Education in a World Class Environment.
(WCE)²

Mission: Spangdahlem Middle School promotes high achievement and lifelong learning for all students through positive interactions and standards-based education programs.

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GOAL 1: By June 2016, by targeting problem solving math skills, at least 80% of students will be in the top two quarters as measured by the *TerraNova*.

GOAL 2: By June 2016, by targeting critical reading and writing skills, at least 85% of students will be in the top two quarters in both Reading and Language as measured by the *TerraNova*.

DAILY SCHEDULE

Spangdahlem Middle School uses a BLOCK schedule where classes meet every other day. The A/E days alternate.

Regular School Day Schedule

<u>5th/6th Grade</u>		<u>7th/8th Grade</u>	
A/E Block	8:00am-9:25am	A/E Block	8:00 am – 9:25am
B/F Block	9:30am-10:55am	B/F Block	9:30 am – 10:55am
Lunch	10:55am-11:35am	C/G Block	11:00 am – 12:25 pm
C/G Block	11:40am-1:05pm	Lunch	12:25pm-1:05pm
D/H Block	1:10pm-2:35pm	D/H Block	1:10-2:35pm

Delayed Schedule until 10:00 am

<u>5th/6th</u>		<u>7th/8th</u>	
A/E Block	10:00 am – 10:55 am	A/E Block	10:00 am – 10:55 am
B/F Block	11:00 am – 11:55 am	B/F Block	11:00 am – 11:55 am
Lunch	11:55 am – 12:35 pm	C/G Block	12:00 am – 12:55 pm
C/G Block	12:40 am – 1:35 pm	Lunch	12:55 pm – 1:35 pm
D/H Block	1:40 pm – 2:35 pm	D/H Block	1:40 pm – 2:35 pm

*Early Dismissal for All Grades (5 – 8)

A/E Block	8:00 am – 8:45 am
B/F Block	8:50 am – 9:35 am
C/G Block	9:40 am – 10:25 am
D/H Block	10:30 am – 11:15 am

*No lunch served on early dismissal days

REGISTRATION

DoD regulations require that students be registered annually for enrollment in DoDDS. In April of each year, spring registration is held to register returning and incoming students. If the student will not be returning the following year (due to PCS move, etc.), please contact the school at least two weeks in advance to arrange for student out-processing and record pick up.

Due to a recent change in our immunization requirements, a copy of your child's immunization record, which includes a second MMR booster and annual flu shot, must accompany the registration packet.

STUDENT EMERGENCY CONTACT INFORMATION: A student may become ill or injured during the school day. Therefore, it is essential that emergency information be kept up to date, especially when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, telephone numbers

change, and babysitters are changed, or the emergency contact moves away. The school should also be informed if sponsors will be TDY or traveling and have left their children with someone else. A Power of Attorney providing the name of the person responsible for the child in the sponsor's absence should be sent to the school. Duty phone, quarters address and home phone should also be included with the Power of Attorney.

TRANSFER

If a student is leaving before the end of the school year, please notify the main office and bring a copy of the PCS orders to the school at least two weeks in advance of the student's last day of attendance.

On the student's last day of school, he/she will be responsible for clearing classes. This includes returning all books to each classroom and the media center. The student will receive the current grade he/she has earned thus far in his/her classes. Students will not be allowed to attend school after they have cleared their classes.

ACCELERATED WITHDRAWAL

Memorandum from the Office of Diana J. Ohman, Area Superintendent

This memorandum serves to provide clear guidance on the DoDDS policy for early withdrawal of students. While DoDDS policy on this issue is stated in the Administrative Guide and Policy Memorandum 96□ES□002 "DoDDS Attendance Policy," questions have frequently arisen regarding its applicability to family plans for vacation, as well as to withdrawal prior to the 20-day limit.

The provision for permitting the early withdrawal of students with full Carnegie Credit was based on careful consideration of the unique circumstances found in the DoDDS system. It recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. Their provision has never been intended to apply to, nor be extended for, the convenience of family travel, visits, or discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20□day limit receive a "withdrawal" grade rather than a final grade.

SPMS ACCELERATED WITHDRAWAL POLICY

Students with PCS orders may withdraw from school 20 days prior to the last day of school with credit. The last date to apply for early withdrawal with full credit is 20 days prior to the student's last day of attendance. The following is required to withdraw early:

Step 1: An Acceleration Program application should be filled out at least four weeks (30 days) prior to the actual clearance date whenever possible. The acceleration application is to be returned to the counseling office with a copy of the PCS orders.

Step 2: Students are responsible for obtaining the assignments from the teachers to complete the course obligations of each class. The work must be completed before the last day attended for full credit.

Step 3: On the student's last day, he/she will be responsible for clearing classes (returning all books to each classroom and the media center) and will receive a FINAL grade on the clearance form. If appropriate, a statement of promotion will be provided.



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000**



June 8, 2012
EUR-12-004

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

SUBJECT: Accelerated Withdrawal Due to PCS SY 2012-13

The DoDEA provision for permitting the early withdrawal of students with full semester credit is based on careful consideration of the unique circumstances found in the DoDDS system. This policy recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision was never intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade.

The accelerated withdrawal dates for SY 2012-2013 are as follows:

- Most DoDDS-E Schools: December 13, 2012 (First Semester) and May 16, 2013 (End of SY). Students must be in school all day on the last school day prior to the accelerated withdrawal date (December 12 and May 15 respectively).
- AFNORTH, Bahrain, Geilenkirchen, Kleine Brogel, and SHAPE Schools: See individual school calendars. Students must be in school all day on the last school day prior to the accelerated withdrawal date.

You should be confident of my complete support should you be questioned or challenged in the enforcement of this policy.

Nancy C. Bresell
Director, DoDDS-Europe

cc:
Service Liaisons

VISITS TO SCHOOL

Parents are encouraged to visit school during the instructional day, but are required to notify the teacher(s) in advance of their intended visit. Parents should not expect a conference regarding their student's progress when they visit the classroom. The teacher will be happy to arrange a conference to discuss individual achievement. Guests who are of appropriate school age may also visit. Prior to such a visit, the sponsoring student must obtain written permission from his/her teacher(s), present that permission to the school office, and obtain a visitor's pass. Permission for a student visitor must be obtained at least one day in advance of the visit. All parents and visitors to the school must sign in at the main office and pick up a visitor's pass.

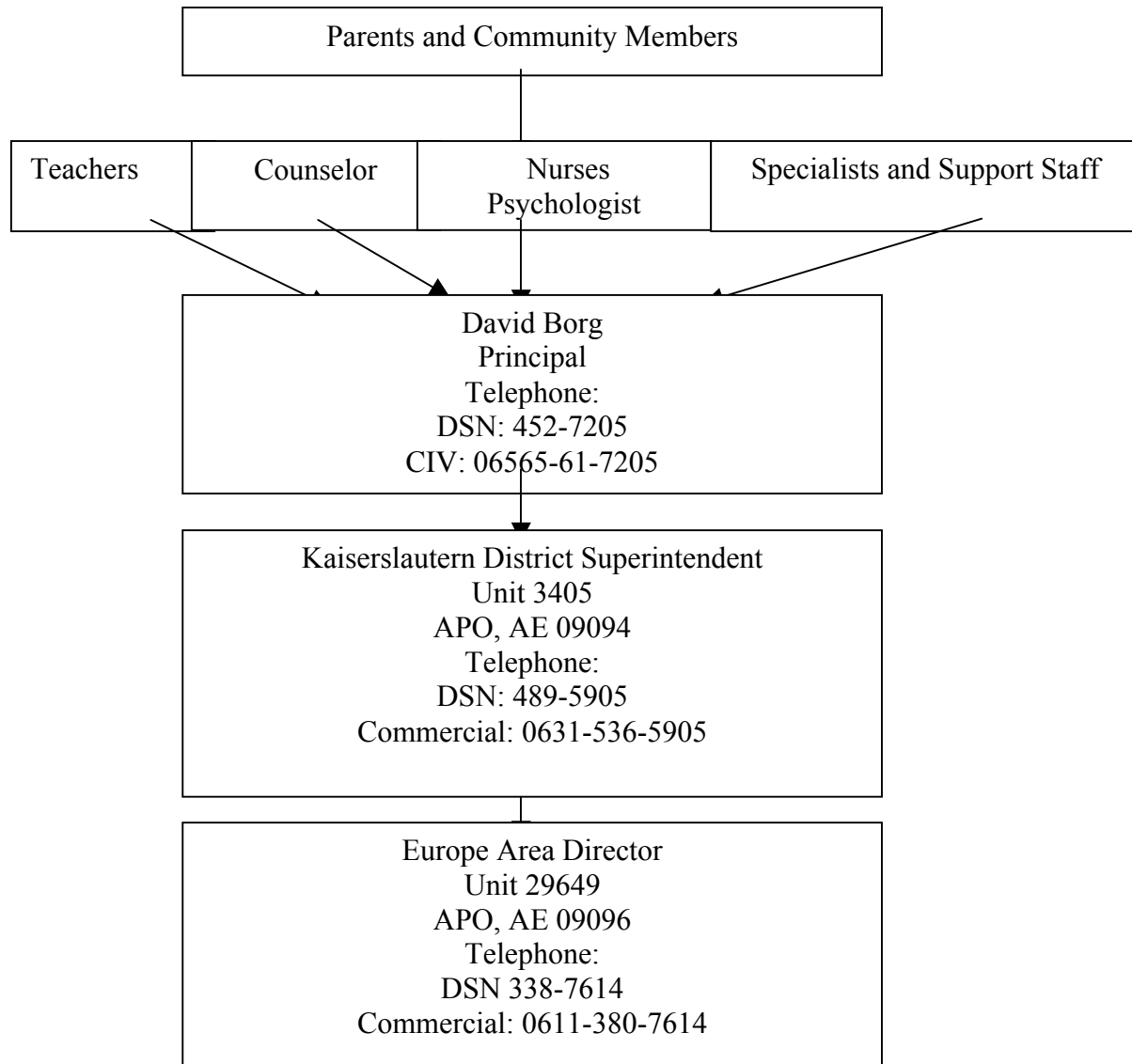
Guidelines for Visiting or Observing Classes

Make an appointment with the teacher(s) in advance to discuss the purpose of your visit:

- Submit a written request to the teacher(s)
- All visitations require a 24 hour notice to the teacher(s)

See the principal if you have any concerns.

Communications Chain of Command





Director, DoDEA
 4040 N. Fairfax Drive
 Arlington, VA 22203-1635
 Telephone: (703) 696-4462

DIRECTORY OF SCHOOL TELEPHONE NUMBERS

NOTE: To reach any of the military (DSN) numbers listed above from a civilian phone, dial 06565-61 then the last four numbers.

SITUATION OR PROBLEM	Person	Telephone Number
To make general inquiries	Secretary	(DSN) 452-7205/7255
To speak with the Principal	Secretary	452-7205/7255
To speak with the Counselor	Counselor	452-7276
To speak with the School Psychologist	Psychologist	452-7730
To speak to the Nurse	Nurse	452-7274
To speak to the Information Specialist	Media Specialist	452-7270
To speak with the CSC Chair	CSC Chair	452-6111
To speak to School Supply	Supply	452-7241
To speak to the School's Officer	School's Officer	452-6942
To leave a message for a teacher	Secretary	452-7205/7255
To arrange parent/teacher conference	Registrar	452-7205/7255
To request student assignments	Registrar	452-7205/7255
School bus inquiries and concerns	Bus Office	452-5340
School lost and found	Supply	452-7241
ASACS Counselor		452-7730

EDUCATIONAL PROGRAMS

CHILD FIND

The Child Find program was designed to locate children and youth with disabilities between the ages of 3 and 21 who are not enrolled in the DoDDS school system. In order to make proper determinations, the committee may recommend that the referred student receive further testing and evaluation. In cases when the student is experiencing extreme educational difficulties and there are indications of a possible learning disability or an underlying disabling condition, the student will be referred to the Case Study Committee.

COUNSELOR

Parents are encouraged to contact the counselor prior to the beginning of the semester to request schedule changes. Please send a written note to request a schedule change. Schedule changes are made as quickly as possible if the student needs to be placed in a remedial class or if a student has a health problem. Schedule changes requested after the first 10 days of a semester or after the first 5 days of a quarter will need the principal's approval.

Parents who are requesting schedule changes are encouraged to talk with the teacher about their concerns before making the schedule change request.

GIFTED EDUCATION

It is the intent of the SPMS Gifted Education Program to enhance the depth and breadth of its curriculum as the identified gifted students link gifted education to content-based areas of curriculum. This Differentiated Instruction will provide more advanced, complex and sophisticated outcomes for high ability learners via information gathering, solution creation and solution refinement. This approach will utilize real world problems in a less prescriptive environment that develops and enhances advance twelve cognitive skills via critical thinking, problem inquiry-based learning and decision-making strategies.

EXTRA-CURRICULAR ACTIVITIES

Spangdahlem Middle School sponsors a number of activities for students. Meetings are held either after school or during lunch. Each year the activities/clubs will change to meet the needs of students and abilities of our staff.

LIBRARY INFORMATION CENTER

The mission of the Information Center Program is to ensure that students and staff are effective users of ideas and information. The Library-Information Center at Spangdahlem Middle School is a rich resource for students, parents, and faculty, with over 10,000 books and nearly 700 videos and DVDs. Most of the fiction collection is Lexiled. Students are encouraged to use the 14 computer stations provided.

Students may check out a maximum of three books without special approval from the Information Specialist. If a student has an overdue book, he or she will not be allowed to check out another book until the overdue book has been returned. Books that are still needed may always be renewed. Lost books must be replaced. We recommend ordering through the BX or on-line via amazon.com or other similar book vendors.

The Library/media center is open to students from 0750 to 1505 daily and until 1600 on Wednesdays. Students who come to the IC during class time are required to have a pass from a teacher. During lunch, if there is not a class in session, students may sign up with the lunchroom monitors to spend lunch recess in the media center using computers.

SEMINAR/ADVISORY

Seminar is one benefit of the Block-8 schedule. Seminar and Advisory period is Block H on the E-day schedule. The first 50 minutes is Seminar. This time may be used during the year for special assemblies, testing, and various activities for each grade level. Students are also able to study and to complete homework and projects. Students who are part of the mentor program work with their mentors during this time. Students are expected to utilize time wisely by seeking assistance from their teachers, by reading, going to the library for research, working on homework, and studying for tests. This time may also be used for club meetings such as Student Council, NJHS, etc. Students are often requested by teachers to complete assignments or tests and are expected to meet with the designated teacher. This is not a time to socialize. Parents should encourage their student to better him/herself by always having something to do during the seminar time. The last 35 minutes of the period is devoted to advisory activities. During this time students are required to do Silent Sustained Reading (SSR) and/or CSI related activities. They are also encouraged to engage in team building and social skill building activities as directed by the Advisory teacher. Students must follow teacher instructions regarding seminar traveling privileges. Not following teacher instructions could result in traveling privileges being revoked.

SPECIAL EDUCATION SERVICES

Spangdahlem Middle School has the resources to educate students with mild to moderate special needs. Since our emphasis is on “inclusion” in the regular class environment, all special educational service providers and Para educators collaborate and co-teach to the maximum extent possible with the classroom teachers throughout all grades levels

The Learning Impaired program provides instruction for students with disabilities who have been declared eligible for special education under the DoDDS criteria for one of the following criteria: information processing disorder, intellectual deficits, physical/health impairments, and/or emotional impairments. Students may receive individual and/or small group instruction in basic skills and assistance with other subject areas according to the programs described in their Individualized Educational Plan (IEP) when their needs cannot be fully met in the regular classroom.

The Communication Impaired program provides instruction for children with communication disabilities who are eligible for special education under DoDDS Category C (Communication Impaired). This includes students with articulation, dysfluency, voice and/or language impairments. Child with speech and language problems (other than English as a second language) may receive individual and small group instruction from the Speech and Language Pathologist when their needs cannot be met in the regular classroom. An Individual Education Plan (IEP) is required for each student prior to placement in the program.

STUDY TRIPS

Study trips, planned and supervised by the teacher, are arranged to complement classroom instruction. These are considered an integral part of the school curriculum and students are expected to participate. Parents are often encouraged or requested to act as chaperones. Before a student may participate, parents must sign an authorization form. In the rare case when a student does not participate with their class in a study trip, the student is expected to attend school. Alternative plans for instruction will be made by their teacher(s). For all school-sponsored trips, events, and/or activities, participating students will utilize the transportation provided by the school. Students who have demonstrated a lack of self-control may be required to have a parent accompany them in order to participate in the trip. School policies for student behavior apply to all school trips.

GENERAL INFORMATION

ATTENDANCE POLICIES

DoDEA has adopted an attendance policy that must be adhered to. See Appendix 1 for the policy in its entirety.

The Department of Defense Dependent Schools (DoDDS) educational program is organized on the basic assumption that all students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the sponsor and students.

Students' attendance in school is necessary for the educational process to occur. DOD 1342.6□M□1 requires that the installation commander will encourage all educable, eligible dependents who have not completed high school to attend either Department of Defense Dependent Schools or a regular program of formal instruction in the local school system, to enroll in the tuition school, or to enroll in an independents study program by correspondence.

Sponsors must be periodically informed of student absence in order for them to exercise parental control and responsibility. The purpose of this action is to establish patterns of good attendance and to assure that educational programs have an opportunity to be successful. No unauthorized absence can be taken lightly.

SPMS POLICY AND RESPONSIBILITIES

Parents are required to call the school NLT 9:00 am if their child will be absent for the day or for late arrival.

Upon returning to school following an absence or late arrival, all students are to report to the Main Office to obtain admit slips BEFORE reporting to class.

LATE ARRIVALS: All students arriving late to school are required to sign in at the Student Affairs Office prior to going to class. They will be given a pass which serves as their admittance to class. The first morning bell rings at 7:50 to allow students to enter the building. The second morning bell rings at 8:00. Students will be marked tardy if they are not in the classroom at 8:00.

ABSENCES: Following an absence, the student is required to bring a note from his/her sponsor/guardian stating the date(s), time, and reason for the absence. This note is in addition to the previous phone call. The Main Office will determine the status of the absence: *excused or unexcused*.

EXCUSED ABSENCES: Excused absences will be granted only for illness, family emergency, educational trips shared by members of the family, religious observance, medical necessities that cannot be cared for during non-school time and special family events acceptable to the administration. With an excused absence, a student has full makeup privileges for all missed class work, homework, or tests. A student who has been absent is expected to make up work, including tests, within a time limit not to exceed the length of the time absent unless the school determines there are extenuating circumstances. (Example: two days absent would afford the student two days to make up work.)

UNEXCUSED ABSENCES: Students without a note will be given one additional day to bring in a note. Failure to bring the required statement explaining a student's absence by the end of the second day will make that absence unexcused. A medical excuse is required for any student missing five (3) or more consecutive school days.

Unexcused absences include truancy and suspensions. Suspension indicates that the student loses the privilege of attending classes and interacting with peers. In the case of either truancy or suspension, students are entitled to complete all assignments of the work missed during that period. Teachers will give a reasonable penalty for work that is late. Truant or suspended students may not take part in any extra-curricular, athletic, or school-sponsored event scheduled that day or evening.

UNDETERMINED ABSENCES: School administrators will make the final decision as to whether an absence is excused or unexcused.

DISMISSAL DURING THE SCHOOL DAY: The Sponsor/Guardian must report, in person, to the main office to sign the student in and out for dismissal during the school day.

FAMILY LEAVE: DoDDS recognizes the unique circumstances our students are placed in by living in Europe and/or having deploying parents/guardians. Families often are placed in circumstances that require them to take leave at times other than the dates offered by the academic calendar. Sponsors may write a letter requesting permission for their student to be absent. This letter is to be submitted to the Main Office as soon as possible in advance of the planned absence. The student will then be issued an Advance Leave Form, which is to be signed by all classroom teachers and returned to the Main Office. The completed form will then be brought to the office

by the student. Students are responsible for completing all assignments listed on the Advance Leave Form within one week of their return. Any work not made up within one week will receive a zero. Students who are withdrawn early for summer vacation must have all work completed prior to leaving. Work not completed will be counted as a zero. Grades will be given to students at time of withdrawal.

SPECIAL END-OF-YEAR PLANNED ABSENCES: If the student will be leaving school early for a reason other than a PCS and the student will be returning the next school year, the following is required at least 2 weeks in advance:

- 1) A fully completed trip-slip obtained from the office.
- 2) The student must complete all work prior to leaving.
- 3) The student will clear classes on his/her last day of attendance.
- 4) Final grades will be given by teachers at the end of the quarter and a report card will be mailed home.

MAKE UP WORK FOLLOWING AN ABSENCE: Students are responsible for all work covered in their respective classes. An excused absence makes it possible to receive full credit for make-up work. Tests are based on work covered in class, and students are expected to be prepared for them whether absences are judged excused or unexcused. A student who has been absent is expected to make up work, including tests, within a time limit not to exceed the length of the time absent unless the school determines there are extenuating circumstances. (Example: two days absent would afford the student two days to make up work.) Sponsors may request assignments/homework for students who are absent for 2 or more days by calling the Registrar's Office at 452-7259. Teachers have 24 hours to fulfill the requests.

TRUANCY: A student who, after reporting to school, skips or leaves a class without permission is truant. Any student who is absent from school without the knowledge or permission of his/her sponsor or school authorities is truant.

BUS PROCEDURES

DoDDS Policy:

School Bus Transportation is contracted with a local bus company and managed by the Eifel School Bus Office (SBO) under the direction of the Kaiserslautern District Schools Superintendent. Students requiring transportation must be registered with the Eifel SBO located in Building 459 on the Spangdahlem Elementary School Compound. Customer Service hours are 0800-1200 and 1300-1600, Monday through Friday. The telephone number is 06565-61-5340 or DSN 452-5340.

The behavior of students waiting for the bus, riding the bus, and departing the bus is the responsibility of the parent. Rigid standards of conduct have been established to insure the safety of all bus students. Enforcement of the school bus rules is a joint effort among parents, the School's Officer and the School Bus Office. The School's Officer is the authority for all school bus discipline actions. Any questions or concerns regarding school bus discipline policies may be directed to the School's Officer at 06565-61-6942 or DSN 452-6942.

Students are to find a seat and remain seated until he/she arrives at his/her destination. Excessive noise, abusive language, and throwing of objects are strictly forbidden. Windows will not be lowered without the bus driver's permission.

10 School Bus Rules

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

9. Do not eat, drink, or chew gum.
10. Be responsible, be safe.

CAFETERIA

A daily hot lunch is available for purchase. Students who do not wish to purchase a hot lunch may bring their lunch or purchase ala carte items. The hot lunch program is under the direct control of the Base Commander who delegates this authority to AAFES. Lunch tickets are on sale at the cashier's window of r Reduced and Free lunches are available through the Base Exchange. Applicants for Reduced and Free lunches are available through AAFES.

CHILD ABUSE/NEGLECT

All cases of suspected child abuse or repeated neglect will be referred to the Family Advocacy Coordinator. Neglect cases include leaving children without proper supervision, inappropriate clothing, unsuitable nutrition habits, and failure to respond to referrals for further assessment.

COMMUNICATION BETWEEN THE HOME AND SCHOOL

Information about special events appears in the Saber Herald online, in the monthly school newsletter, in the weekly PTSA publication, and on signboards in front of the school and between the BXTRA and Commissary. Parent/Teacher Conferences are conducted at the end of first quarter and first semester and upon request by either the parent or the teachers. Occasionally rumors develop which may or may not be accurate. Also, parents may become aware of problems, which have not come to the attention of the school. Parents are encouraged to call the school directly for clarification.

DELAYED START OF SCHOOL

When the weather is extremely severe (ice, snow, fog), parents should listen to AFN from 0500-0745 for announcements regarding whether or not school will be in session. Changes or cancellations of school bus services due to weather conditions will be determined by the Transportation Officer and the Base Commander. If school is delayed, students who walk here from housing should arrive the same time as students who ride buses.

SPMS LATE ARRIVAL & EARLY DISMISSAL

It is extremely important that all students know where to go in the event that school is dismissed early. Regular arrival is 0750 and regular dismissal of school is at 1435. Students must arrive no later than 0800 and they must exit the building by 1445 unless they are attending an after school activity under the supervision of an adult. When the weather is extremely severe (ice, snow, fog), parents should listen to AFN for announcements regarding whether or not school will dismiss early. Changes or cancellations of school bus services due to weather conditions will be determined by the Transportation Officer and the Base Commander.

Delayed Schedule until 10:00 am

7/8th Grade

A/E Block 10:00 am – 10:55 am
 B/F Block 11:00 am – 11:55 am
 Lunch 11:55 am – 12:35 pm
 C/G Block 12:40 am – 1:35 pm

5/6th Grade

A/E Block 10:00 am – 10:55 am
 B/F Block 11:00 am – 11:55 am
 C(1)/G(1) Block 12:00 am – 12:40 pm
 Lunch 12:40 pm – 1:20 pm

D/H Block 1:40 pm – 2:35 pm

C(2)/G(2) Block 1:25 pm – 1:35 pm

D/H Block 1:40 pm – 2:35 pm

*Early Dismissal for All Grades (5 – 8)

A/E Block 8:00 am – 8:45 am

B/F Block 8:50 am – 9:35 am

C/G Block 9:40 am – 10:25 am

D/H Block 10:30 am – 11:15 am

*No lunch served on early dismissal days

GRADING SYSTEM

At Spangdahlem Middle School, we employ the grading systems consistent with all secondary schools in DoDDS. The following grades are used in all subjects.

A-, A, A+ = 90-100%

B-, B, B+ = 80-89%

C-, C, C+ = 70-79%

D-, D, D+ = 60-69%

F = 59 & below

Under unusual circumstances, a student may receive a grade of "I" for incomplete. The student must complete any unfinished work and submit it to the teacher according to an individual arrangement, but no later than 2 weeks. After 2 weeks, incomplete grades become failing grades. A student will receive a grade of "N" if he/she has not been enrolled in the class for a minimum of 20 school days.

HOMEWORK POLICY

It is DoDDS policy to assign homework as appropriate to all students capable of completing assignments. The following ranges of hours of homework per week are guidelines:

5th & 6th : 5 - 6 hours of Homework

7th & 8th : 7 - 9 hours of Homework

Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Homework assignments shall be designed to meet the needs and abilities of individual students and will be done outside class time, not during the instructional period.

PARENT-TEACHER CONFERENCES

Parents are encouraged to make appointments for conferences with teachers. Such conferences may be initiated at any time during the school year by the parent or the teacher. Many parents find that a group conference with all the student's teachers present is a beneficial technique for the student, parents, and teachers. Conferences can be arranged by sending a note to the individual teacher or by phoning the school office at 452-7205. Parents are encouraged to monitor their children's academic progress throughout the school year. If problems occur in arranging a conference time, please contact the Principal.

Please do not come to school with the expectation of having an immediate unscheduled conference with a teacher without having called or written for an appointment. Teachers are involved in classes during the day and cannot leave their classroom or disrupt the instructional program in order to have a conference with parents.

If you would like to have a conference with an administrator, please call the main office at 452-7205/7255 to make an appointment.

It is absolutely essential that parents (1) First check in at the Main Office before proceeding to the classroom to see a teacher, (2) Make an appointment to see a teacher, so that the teacher can prepare appropriate and pertinent materials for the conference, (3) Never interrupt a teacher's instructional classroom.

Nurse's Office

The school nurse's responsibilities includes acting as health consultant, appraising the health status of students, identifying health needs, and conferring with individual students and their parents concerning specific health problems. The nurse assists the parents with finding help for their children through knowledge of the various agencies and welfare organizations, and pursues follow-up programs for the correction of health problems. The nurse provides current health information and material to school personnel, helps integrate health services and instruction into the curriculum, and assists the teacher in developing proper health attitudes in students.

The nurse serves as a liaison between community health and welfare organizations, military medical offices, the home and school; maintains accurate and current information in the child's health record and supplies pertinent health information as needed. Health screening for all students is performed throughout the year. All ill or injured students must be seen by the nurse. The nurse makes the final determination whether this student remains in school, is sent home, or is sent to the medical facility.

ILLNESS: The Health Room is not a clinic or hospital. A sick student attending school risks exposing other students and school faculty/staff members to the illness that can be easily spread. Please keep your student home if he/she has a communicable illness.

INJURIES: In the event of an injury, first aid is administered by the School Nurse or designated representative. The parent/guardian may be notified, if necessary, to take the student home or to the Emergency Room/Clinic.

EMERGENCIES: In case of extreme emergency, the student will be transferred by ambulance to the Emergency Room and parents will be notified ASAP. It is very important, in case of an emergency, for the school to have a current address, home phone number and duty phone number. Please keep the school office records up to date of another adult (to act as emergency contact) to notify in case neither parent can be contacted.

NOTE: Any student who needs to be released from school due to illness or injury will be picked up by a parent/guardian/emergency contact.

LOCKERS

Lockers and locks are the property of the school. The Seminar teacher will issue lockers. A student may utilize only the locker that is assigned to him/her. Once a locker is assigned it is the student's responsibility to ensure it is properly maintained. The school will provide combinations locks for hallway lockers. Under no circumstances should a student leave valuable items such as money, jewelry, etc. in a locker, as the school cannot accept responsibility for private property items which are lost or stolen. Students should not share lockers as this often leads to disagreements and missing items. Abuse of lockers and/or locks can result in loss of locker privileges.

LOST AND FOUND

The office holds valuable items like watches, money, glasses, keys, etc. Lost clothing is kept in a box in the Multi Purpose Room (Cafeteria) and a box outside of Room 105. Parents and students are encouraged to screen this routinely for lost articles of clothing. Please mark all clothing to avoid loss. Lost and found clothing is donated to the community if not claimed at the end of each month. Personal items such, as notebooks, books, etc. should also be marked.

STUDENT RESPONSIBILITIES: DoDEA Manual 2051.2

*******See Full Version at the end of the student handbook*******

- Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school.
- Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conforming to school rules and regulations.
- Students have a responsibility to notify school staff of behavior that may endanger the safety and well-being of others.
- This regulation does not list every offense nor does it dictate the exact seriousness of any particular offense. It does describe categories of conduct with sufficient specificity to inform the student of the type of conduct which may result in disciplinary consequences.
- These student conduct expectations apply to student conduct that is related to school activity:
 - While on school property
 - While en route between school and home, to include school buses
 - During the lunch period whether on or off campus
 - Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for the first offense, if the principal so recommends and the disciplinary committee concludes such measures are necessary.
 - Committed or attempted to commit robbery or extortion.
 - Caused or attempted to cause damage to school, government, vendor, or private property.
 - Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
 - Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to: cigarettes, cigars, clove, and smokeless tobacco.
 - Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
 - Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - Gambling in any form.
 - Conduct, including fighting, that endangers the well-being of others.
 - Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.

- Possession or control of a beeper or similar portable communications device (this includes CD and iPods, cellular phones, and computer games) are subject to prior teacher approval, and will be confiscated if used inappropriately
- Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, and matters pertaining to sexuality.
- Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- Forgery, cheating, or plagiarism.
- Use or possession of fireworks.
- Violation of attendance Regulations or Policies.
- Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that caused physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
- Violation of any law, regulation of the military installation or school, or policy of the DoDDS system. (See ---- Policy Section of this Handbook)
- Complicity in the violation of any rule described above.

These student expectations apply to student conduct; while on school property, while en route between school and home, to include school busses, and during the lunch period, whether on or off campus.

HANDLING CONFLICT

Students are expected to handle conflict in non-violent ways. Harassment, teasing, name-calling, rumor spreading, note passing, weekend conflict that spills into abusive behavior at school, etc. can lead to conflict or cause a hostile environment at school for students. There are many alternatives to threats of violence or fighting and each individual at the middle school must cope without violence. Students can speak with their classroom teachers about issues in the classroom. Lunch monitors are available to assist with lunch situations. Students can request mediation, report problems to their guidance counselor or the main office. The staff at the school will make every effort to assist students in conflict resolution. Regardless of the cause, all threats of violence and fights or "play fighting", abusive behavior, and any behavior that results in fear will be treated as serious incidents and will result in consequences.

ASSEMBLIES & CEREMONIES

We will have many assemblies throughout the year. Assemblies enrich the educational program and are a privilege for students. Appropriate and courteous behavior is expected from all students. If a student's behavior becomes a problem for the students around him/her or is a distraction to the performers, the student will be removed and possibly denied access to any future assemblies.

ZERO TOLERANCE FOR WEAPONS (ZTW) and VIOLENCE

It is absolutely essential that our schools, school activities and buses be free of weapons. To this end, a policy of Zero Tolerance for Weapons (ZTW) is in place. This means that students are not allowed to have the following at school:

- weapons that could frighten or jeopardize the safety of individuals,
- objects that resemble weapons (replicas)
- objects not resembling weapons, as weapons.

Many items that would not normally be considered weapons are prohibited when "carried in a concealed manner, or if displayed openly, brandished or carried in the presence of other persons in a manner likely to make

reasonable persons fear for their safety”. (USAREUR/USAFE regulatory synopsis). Replicas and toy knives or guns brought to school by students and concealed on their person or in lockers are prohibited items and will normally result in serious disciplinary action, including up to a disciplinary hearing and expulsion from school. To ensure the safety of staff and students, any incident that occurs on school grounds, a school bus, or during a school sponsored activity that involves a weapon or prohibited item will be immediately reported to the military police. Laser pointers are considered a weapon and are not to be brought to school or school activities. Pocket knives are not to be brought to school, no matter how small and regardless of the purpose of its use. Lighters are also not allowed. Spiked leather, even if filed down is not allowed at school.

Any item used as a weapon to hurt someone or to threaten to hurt someone is considered to be a weapon, whether it’s a padlock, a ballpoint pen, or a stick. We all know the big ones—anything that shoots or cuts—but it’s important that every student knows that if he/she uses anything that looks like a weapon, even if it’s a fake, to hurt or threaten someone, he/she will go before a discipline hearing.

BEHAVIORS THAT WILL RESULT IN CONSEQUENCES

TARDY BETWEEN CLASSES:

Individual teachers and/or teams will establish classroom tardy policies to be incorporated into their assertive discipline plans. Consequences for tardies will be outlined in these management plans.

Tardiness is defined as a student’s failure to be in the classroom and prepared to work as soon as the class begins. Tardiness interrupts other students. It may also negatively affect a student’s grades in the concerned class.

A student who accumulates 4 unexcused tardies to a class during a marking period/quarter will be referred by the teacher to an administrator for disciplinary action each time. The administration will notify the sponsor of the excessive tardies and indicate the discipline action to be taken.

HALL PASSES: Students must be in possession of a hall pass when in the halls during class time and they must have it readily available for viewing by any staff member at any time. Students may not leave class without the permission of the teacher.

CREATING A CLASSROOM DISTURBANCE: Making noise, not working, keeping others from learning, interrupting a speaker, talking without permission, distracting the teacher, arguing with the teacher, etc. No one is allowed to interfere with teaching or learning.

LYING: Making a false statement or concealing the truth behind technicalities.

NUISANCE ITEMS: Anything that disrupts or can cause disorder:

- Electronic sound producing devices, game boys, CD players, cell phones, beepers, etc. are not to be used during school hours. If brought to school and are seen or heard by a staff member, they will be confiscated. If kept in lockers during the day, the school is not responsible for loss or theft of the item. Our recommendation is not to bring these items to school.
- Other examples of nuisance items include stink bombs, poppers, firecrackers, exploding devices, water pistols, water balloons, pets and other animals; raw eggs, shaving cream, silly string; bean shooters, rubber bands with paperclips, food coloring, baseball collector cards, other collectibles and valuable items, or slam books.
- Any item of no reasonable educational use to the student at school or on a school sponsored activity should not be at school.

VERBAL ABUSE TO PEERS: Name calling, baiting, taunting, and teasing are inappropriate and distracting to the educational process and will not be tolerated.

PUBLIC DISPLAY OF AFFECTION (PDA): Excessive display of affection in school, on school grounds, or at school sponsored activities and on school buses is not appropriate. Staff members will ask students to refrain from this type of behavior and, if the students comply respectfully, no further action will be taken. Failure to comply with the request to stop or a disrespectful response will result in disciplinary action.

THREAT: Communication, in any form, the intent to cause harm to property or individuals.

DISRESPECTFUL BEHAVIOR: Students are expected to respect their peers and school personnel at all times. Students are also expected to obey any reasonable request made by any member of the staff.

DISRUPTIVE AND/OR UNSAFE BEHAVIOR: Disrupting a class, “play fighting”, “scuffling, and any other behavior that distracts from the educational process or creates a safety hazard is not allowed.

PROFANITY/VULGARITY: Use or display of obscene, vulgar, sexually explicit language or profanity. A simple guideline: If you wouldn’t say it to a priest, minister or other religious leader, don’t say it at all.

BULLYING AND HARASSMENT: Persistent irritation or tormenting of another. A student is being bullied or victimized when he or she is exposed, repeatedly, and over time to negative actions on the part of one or more students. Negative actions can be verbal, physical contact or gestures. It is aggressive behavior or intentional “harm-doing”. It is carried out repeatedly and over time. It occurs within an interpersonal relationship and is characterized by an imbalance of power. Students are instructed to notify an adult if their efforts to stop bullying are ineffective. School personnel will intervene on behalf of students and parents in an effort to stop the negative actions that are occurring at school.

SEXUALLY OFFENSIVE BEHAVIOR/SEXUAL HARASSMENT: Sexual harassment will not be tolerated at SPMS. Any student who sexually harasses another student will be counseled and/or disciplined. SPMS uses the following definition: sexual harassment is any unwanted and unwelcome sexual behavior which interferes with a person’s education or employment.

CONSEQUENCES

EXPULSION: A student may be expelled from school for the remainder of the school year or, if the incident occurs within the last six weeks of the school year, it may include part or all of the first semester of the following school year.

SHADOWING: Students assigned Shadowing must be accompanied by a parent/guardian in order to attend school. The sponsor is required to be present with the student at all times during the school day including lunch. The student and sponsor will attend all classes.

SUSPENSION PENDING PARENT CONFERENCE (Overnight Conference): When a student is assigned a Suspension Pending Parent Conference, (s/he may not attend school until after a parent conference is held. The conference is usually scheduled before school the next morning so the student would not normally miss any classes. This conference will include the student, a parent or sponsor, and a school administrator. The purpose of the conference is to ensure that the student and sponsor are aware of the behavior that is expected at school and to work together to improve the student's behavior.

Anti-Bullying

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

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

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

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

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

Discipline Procedures for Bullying in School

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

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

Dance Rules and Times

1. All SPMS dances are for SPMS students only. Former SPMS students that are returning from another community to attend the dance will require approval from the principal,
2. Students may enter the dance only between the specified dance times. They will not be allowed to leave the dance until the specified dance end time; unless the parent writes a note and it can be verified by phone. Students should be picked up no later than fifteen minutes after specified dance end time.
3. No one is allowed outside of the building during the dance.
4. All school rules apply at the dance. The administrator on duty has the authority to interpret the rules and make judgments about behavior and dress at the dance. Students not following the established expectations for dress or behavior will not be allowed to attend the dance. Any questions about dress should be discussed with an administrator prior to the dance.
5. Adequate supervision is provided during the dance, both in the building and immediately outside the front door of the facility. Parents are encouraged to drop off and pick up their child to ensure their safety beyond these areas.
6. Parents and adult relatives are welcome to enter the dance at any time.
7. Students not attending school on the day of a dance may not attend the dance unless the principal grants permission. This permission will be given only when arrangements have been made prior to the absence.

Computer/Internet Policy

Each student and the student's sponsor will be required to sign the DODEA Computer Use Agreement. Students who do not accomplish this will not be authorized to use school computers or electronic equipment. A copy of

this signed document will be kept on file. Please be advised that abuse of the policies governing computer electronic information sources will result in disciplinary action which could mean temporary or permanent suspension of computer privileges, depending on the seriousness of the infraction. Any costs incurred for repairing damage caused by unethical or malicious actions by a student will be charged to the student/sponsor.

Quick Guide to Computer Use

- Only authorized use of computers and printers.
- If you have questions about what is authorized—ASK!
- Do not visit unauthorized web sites.
- Do not make any changes to the computer.
- Do not download any pictures.
- Do not share your password.
- Do not allow access to your account.
- Do not bring unauthorized software to school.
- Logout completely.
- Follow classroom/lab rules established by the teacher.
- Do not send messages unless authorized by teacher on that day.

Ignorance of what is unauthorized is NO EXCUSE!!

CORPORAL PUNISHMENT

Corporal punishment is not practiced or condoned in DoDDS. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

COMMON AREAS

In the common areas (in front of the school, cafeteria, halls, bathrooms, playground) students are expected to conduct themselves in an orderly and safe fashion. Running, pushing, shoving, shouting, or screaming in the common areas will not be tolerated. At all times students are expected to be courteous and accept the direction of the adults in charge.

DRESS CODE

Students and parents are responsible for ensuring that student dress and appearance is clean and appropriate. Neither student dress nor appearance may create a health, sanitation, safety hazard, or violate any reasonable requirement for a specific course or activity, or cause disruption to the educational process.

Appropriate dress and appearance make for a good impression not only in our school and community, but have a positive influence on overall school climate. Students will be expected to adhere to an appropriate standard of dress and appearance and follow the dress code as described below.

- Students are expected to dress in a manner that does not interfere with the educational objectives of the school.
- No form of clothing that creates distraction or is considered hazardous to student safety or health will be permitted.
- Good judgment and common sense should be used in selecting clothing that is neat, comfortable, and appropriate for a middle school environment.
- Students will not be allowed to attend classes if inappropriate clothing is worn to school. Students will be asked to change into appropriate clothing if a violation occurs. If the student has no appropriate clothing at school, the parent will be notified to bring clothing to be worn at school that meets the dress code.

- Chronic or pervasive disregard for the dress code will result in disciplinary action. The school administration reserves the right to make judgments.

The following dress code will apply:

- Short shorts, bare chests, fish net shirts, and jersey/tank tops with large armholes are not appropriate.
- T-Shirts must be worn with sport jerseys
- Skirts and shorts should not be above the tip of middle finger when arms are hanging naturally at students' side.
- Halter-tops and exposure of midriff are not allowed in school
- All tops must cover the student's shoulder and none of the student's undergarments should be visible at any time.
- Pants/jeans should be worn at the waist to ensure safety. Sagging to the extent that it reveals underclothing is not allowed.
- Pajama bottoms and/or tops are not appropriate for school and shall not be permitted.
- White crew neck or v-neck t-shirts or tank tops are inappropriate for outer garments.
- Shower sandals, slippers, thongs, cut-offs, frayed, torn or soiled clothing is unacceptable and shall not be worn.
- Images on clothing must not depict drug, alcohol, tobacco, sexual or offensive slogans, violence or demeaning racial or ethnic/religious messages or profanity.
- No hats, hoods, visors, headscarves or bandanas are to be worn in the building at any time male or female, student or adult.
- Chains that are attached to wallets may not exceed six inches in length to include the leather snap. Other chains should not be brought to school.
- Jewelry should be appropriate for school. Long, heavy neck chains or dog collars are not allowed.

DETENTION POLICY

Detention at Spangdahlem Middle School requires a student to be present at a designated time and location for infractions of classroom or school-wide rules. A detention may be assigned by a classroom teacher, a specialist, any member of the staff or an administrator. Attendance to an assigned detention(s) has priority over participation in extra-curricular school activities. A student that does not attend an assigned detention may be suspended in accordance with the Table of Consequences.

Due Process

In enforcing attendance and discipline policies due process will be followed. The Department of Defense Education Activity Disciplinary Rules and Procedures (DoDEA Regulation 2051.1, 16 August 1996, amended March 22, 2000) defines the DoDDS policies on student discipline and due process. In essence, due process affords students the right to protection from conspiracy and capricious and unreasonable decisions. Four important elements in due process procedures are that a student has the right:

1. To be informed in writing of the rules which regulate behavior, as well as situations, which will result in disciplinary measures.
2. To an Informal hearing in all disciplinary actions. To appeal all decisions and be informed of all appeal procedures available to them.
3. Students also have a right to personal privacy and to be informed of their rights with regard to cooperation with investigative agencies for interrogation purposes. Reasonable cause searches of students or their personal effects in the school facilities or on school time may only be made in the presence of a school official.
4. To appeal all decisions and be informed of all appeal procedures available to them.

STUDENT RECOGNITION PROGRAM

Our Student Recognition Program is linked with our school-wide discipline plan and dedicated to positively awarding our students. The funding for its operation is generously provided by our Parent Teacher Student Association (PTSA). The program is comprised of the following components:

- Principal's Honor Roll - Students in this category have earned straight A's.
- A/B Honor Roll - Students in this category have earned all A's and B's.
- SPMS & PTSA Birthday Acknowledgments
- Students of the Quarter 5th & 6th Grades
- Students of the Semester 7th & 8th Grades
- Citizenship
- PTSA Bulldog's Best Award
- President's Academic Fitness Award: Certificates from the President are presented.
- Academic Awards of Excellence: Outstanding scholarship in the areas of English, math, science, social studies, and reading

USE OF SCHOOL TELEPHONE

Telephone calls made from the school office must be kept to a minimum. Only student calls of an emergency nature will be allowed. Forgotten homework, lunches, or lunch money are not considered as emergencies. Please ensure your student has his/her lunch money or lunch each day. Students need to make arrangement with their parents before coming to school on their plans for after school. Students will not be allowed to call home to change after school plans.

NATIONAL JUNIOR HONOR SOCIETY

The NJHS is a nation-wide organization for 6TH, 7TH, and 8TH grade students who have attained high standards in scholarship, character, leadership, and service. Selection and admission is one of the highest honors that can be realized by middle school students. Upon selection, students are inducted into NJHS during a formal ceremony in the fourth quarter. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Membership in the NJHS is both an honor and a responsibility. No student has a right to belong to this society -- it is an honor bestowed by the faculty.

Appendix A: Kaiserslautern District Discipline Matrix

TABLE OF CONSEQUENCES

Category***	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A	<ul style="list-style-type: none"> ➤ Hall Pass Violation ➤ Nuisance Item Violation ➤ Public Display of Affection (PDA) ➤ Dress Code Violation ➤ Unexcused Tardies ➤ Other 	Administrative Action **	Administrative Action **	Administrative Action **	SUSPENSION 1 Day
B	<ul style="list-style-type: none"> ➤ Disruptive Behavior ➤ Sexually Offensive Language/Behavior ➤ Insubordination ➤ Unsafe Behavior/ Horseplay ➤ Cheating/Forgery ➤ Theft ➤ Inappropriate/Profane Language ➤ Truancy ➤ Other 	Administrative Action **	Administrative Action **	SUSPENSION 1 Day	SUSPENSION 2 Days
C	<ul style="list-style-type: none"> ➤ Fighting (any kind)/ Acts of Violence ➤ Abusive Behavior/ Bullying/ Harassment ➤ Tobacco Use ➤ Alcohol Possession/Use ➤ Minor Vandalism (<\$100) ➤ Insubordination w/ Disrespect – Profanity ➤ Severely Sexually Offensive Behavior ➤ Other 	SUSPENSION 1-3 Days	SUSPENSION 3-5 Days	SUSPENSION 5-6 Days	SUSPENSION 7-10 Days
D	<ul style="list-style-type: none"> ➤ Dangerous Behavior To self or others ➤ Illegal Substance ➤ Possession/Use/Distribution ➤ Larceny ➤ Arson, Bomb Threats, Extortion ➤ Major Vandalism (\$100+) ➤ False Fire/Bomb Alarms ➤ Weapon Possession/Use ➤ Communicating Serious Threats ➤ Other 	SUSPENSION/EXPULSION PROCEEDINGS INITIATED			

****Administrative Action** may include, but is not limited to the following: **Counseling Session, Detention, Parent Notification, Community or School Work Detail or Saturday School.**

A PARENT/GUARDIAN IS REQUIRED TO ACCOMPANY A STUDENT WHO IS RETURNING FROM A SUSPENSION.

The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion to account for unique circumstances or special needs students when handling misconduct issues.

Appendix B: Computer Usage Rules

Class I Rules

- Do not make ANY changes to the desktop generic settings (this includes closing or moving the toolbar.)
- Check with the instructor PRIOR to using any personal disks.
- Do not send broadcast or network messages.
- Do not use the computer CD-ROM for listening to music.
- Do not save files to places other than YOUR home directory (H:\) unless told to by the instructor.
- Do not use the Internet without your instructor's permission.
- Do not print without permission.
- No downloading or installing of ANY files without the instructor's permission.
- No listening to music over the Internet.
- No playing on-line computer games.
- No on-line shopping.
- No food or drink at the computers.
- No mail other than the approved Spangdahlem mail (each teacher has the right to refuse email access within his/her classroom.)
- No email during class or seminar and at other times only with the instructor's permission.
- All email, both incoming and outgoing, must be "G-rated".

Class II Rules

- No chat, role-playing or personal classified ads.
- Do not view/download obscene, offensive or inappropriate materials.

Consequences

For all Rules:

- Each teacher may assign detention to students violating the computer rules.
- Each violation will result in the submission of a Discipline Referral to the Principal
- Repeated violations and/or severe violations will result in a student losing all school computer usage privileges.

Appendix C: School Lunch Application

Free and Reduced Lunch

Applicants have three options of returning their completed and signed applications, along with a current Leave and Earning Statement or Pay Stub (if applicable):

1. Scan and email to the 52msg.dodds@spangdahlem.af.mil
2. Drop off at the School Liaison Office Bldg 151 (located between the fitness center and the library), 2nd floor to the right (1st office on the right). There will be a drop box located in the waiting area. *Privacy Act is enforced*. Someone will be checking this box daily during my absence.
3. MPS mail to: *please note, may take longer to receive/ process*

School Liaison Officer
52 MSG/CCL
UNIT 3640 BOX 35
APO AE 09126
452-6942