

**Brussels American School  
Department of Defense Dependents Schools Europe  
Sterrebeek, Belgium**



# **Parent/Student Handbook**

**SY 2012-2013**

School Web Site: <http://www.brus-ehs.eu.dodea.edu/>

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**BRUSSELS AMERICAN SCHOOL**  
**August, 2012**

Welcome to Brussels American School (BAS). The faculty and staff welcome you to a new and exciting year. We are confident that you will find the school a great place to learn, to meet new friends and to gain new experiences. We encourage you to accept the challenges that lie ahead in learning as you pursue your education and lifetime goals.

Brussels American School is an exciting, creative, and challenging place to learn. You are encouraged to be the best student that you can be. Make every effort to focus upon the four A's: Academics, Arts, Activities, and Athletics. With your contribution, BAS will be an even more rewarding place where you will also find our teachers focused on your academic achievement needs.

We ask that you not only study and achieve academically, but that you also demonstrate excellent character, leadership, and service, qualities that are required of all who wish to be successful students and good citizens in our society. Our faculty and school community are dedicated to helping you achieve and meet new challenges.

We encourage you to become involved in school activities, arts, and athletics. Become involved in as many activities as you can manage and which you enjoy. Research has shown that when students become more involved in school activities at all grade levels, grades and levels of achievement improve.

We hope that this year is your best school year ever. We wish you a successful and rewarding time at Brussels American School.

**Eric Goldman, Principal**  
**Margo R. Perry, Asst. Principal**

## **ACCREDITATION**

Brussels American School is a fully accredited member of Advance ED (Advancing Excellence in Education Worldwide).

### **BRUSSELS AMERICAN SCHOOL MISSION STATEMENT**

The mission of the Brussels American School is to provide an exemplary education that inspires and prepares all DoDEA Students for success in a dynamic, global environment.”

### **BRUSSELS AMERICAN SCHOOL VISION STATEMENT**

The vision of Brussels American School is to provide each student a diverse education in a safe, supportive environment that promotes academic excellence, life-long learning, self-discipline, global citizenship and tolerance.

#### **Goal 1: Writing across the curriculum**

#### **Goal 2: Problem solving across the curriculum**

### **SUPPORTING DATA USED TO SELECT GOAL**

1. Terra Nova
2. Teacher Assessment
3. Informal Teacher and Parent Survey
4. Local Assessments
5. End-of-Year Exams
6. AP Exams

### **ISLES DISTRICT MISSION STATEMENT**

The Mission of the Isles District is to provide the best possible educational environment to prepare students with the knowledge and skills needed to be responsible and productive global citizens in the 21st Century.

### **THE DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS MISSION**

The mission of the DOD Overseas Dependents Schools is to maintain a school system that provides educational opportunities through 13 years of school (Kindergarten through 12). The mission also assures that such educational opportunities are of high quality and are comparable in all respects to the better school systems of the United States. DoDDS maintains such schools in sufficient number and types properly staffed and equipped to provide quality education for eligible dependent children of United States military and civilian personnel of the DOD stationed in overseas areas.

### **COMMUNITY STRATEGIC PLAN/CONTINUOUS SCHOOL IMPROVEMENT**

<http://www.dodea.edu/pubs/csp2006.cfm>

#### **Goal 1: Highest Student Achievement**

All students will meet or exceed challenging standards in academic content and special area programs so that they are prepared for continuous learning and productive citizenship.

## **Goal 2: Performance-Driven 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.

## **Goal 3: Motivated, High Performing, and Diverse Workforce**

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

## **Goal 4: Network of Partnerships Promoting Achievement**

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

Please refer to the last page in this handbook to submit editing suggestions OR visit our website at <http://www.brus-ehs.eu.dodea.edu/> and click on the CSI link.

## **BRUSSELS AMERICAN SCHOOL PROFILE**

Brussels American School (BAS) was constructed in Brussels to support the American military and NATO Headquarters when they moved from France at the end of 1966. BAS belongs to a federal organization known as the Department of Defense Dependents Schools (DoDDS), a school system consisting of approximately 150 schools worldwide. DoDDS is a subordinate unit of the Department of Defense Education Activity (DoDEA), which is based in Arlington, Virginia. DoDEA falls under the authority of the Secretary of Defense.

BAS is fully accredited by Advance ED (Advancing Excellence in Education Worldwide). Advance ED accredits schools and colleges in 20 states and is the largest U.S. accreditation agency. Accreditation is based on standards that are reviewed and updated annually. The secondary program at BAS has been accredited by Advance Ed since 1968. The elementary program was first evaluated as a separate entity in 1981 and has held Advance ED accreditation ever since.

In addition to submitting annual reports, BAS is visited once every five years by a group of educators who spend several days reviewing many facets of the school program including the continuing process of school improvement. The visiting team evaluates and writes a report noting the school's strengths and weaknesses, and submits recommendations. BAS was awarded full accreditation without citation during the most recent Advance ED visit in School Year 2009-2010 for the next 5 years.

The BAS campus is made up of five buildings situated on an attractively landscaped 17 acres east of downtown Brussels in the Commune of Sterrebeek. Facilities include an elementary/middle school building and a high school building. Brand new music and art rooms and a gym open this school year. BAS also has a new elementary playground and existing football field with a new scoreboard. These facilities serve over 250 students in grades K-12.

The elementary section of the school is composed of full-day Kindergarten through grade five. Elementary students receive daily instruction in language arts, mathematics, science and social studies. Teacher specialists in French, Dutch, physical education, music, computer technology, and art also afford them instruction. Speech/Language therapy and special education services for students with mild to moderate learning disabilities and English as a Second Language instruction are also available. Grade six is a transitional grade. Sixth graders study math, science, social studies, reading and English with their grade-level teacher and choose elective courses from the secondary schedule. The secondary program for grades 7-12 is typical of most high schools, offering a strong college prep program and a variety of extracurricular activities.

The faculty consists of 38 certified educators. All faculty members are graduates of accredited universities and colleges and are certified to teach in their subject disciplines. In the high school, each teacher must have studied for at least 24 semester hours in the respective subject areas as well as meeting other requirements. BAS also employs a support staff of clerical and personnel technical assistants.

**BRUSSELS AMERICAN SCHOOL COLORS:** Blue and White

**BRUSSELS AMERICAN SCHOOL MASCOT:** Brigand

## **PARTNERHIPS AND COMMUNICATION**

### **SCHOOL ADVISORY COMMITTEE (BASAC)**

The Brussels American School Advisory Committee (SAC) and Installation Advisory Committee (IAC) is a combined advisory committee (BASAC) created under the auspices of DOD Instruction 1342.15, dated 27 March, 1987. This committee of elected parents and teachers is created to act as a liaison between the school administration, community, and the installation coordinator to ensure a positive school environment. The intent of this committee is to foster participation in school affairs by members of the school and military communities and provide a coordinated process to address and resolve issues at the lowest practical level.

The BASAC meets monthly in an open forum to discuss items on a published agenda. If you have an item for the “open forum,” you must submit the item 3 days prior to the BASAC meeting for it to be placed on the agenda. Forms are available in the main office. The BASAC provides input, but does not make decisions on courses, textbook selections, recommendations regarding the hiring, firing, promotion, or transfer of staff, function as a board of education, become a forum to air employee grievances, or assume functions normally provided by the Parent Teacher Student Organization. For more information on BASAC, contact the school at 02/717-9552 for the names and telephone numbers of current BASAC members.

### **PARENT TEACHER STUDENT ORGANIZATION**

The Brussels American School Parent Teacher Student Organization (PTSO) is a non-profit organization whose elected board consists of volunteer parents, teachers, and students. Its primary goals are to:

- ✓ Be a facilitator of information throughout the community.
- ✓ Act as liaison between parents, teachers, and students.
- ✓ Raise and provide funds for the school that will enrich academic achievement, strengthen community involvement, and promote family togetherness.

### **PARENT NEWSLETTER**

The administration of BAS publishes a monthly newsletter for parents. The Parent Newsletter, among other things, informs parents of school events, policies and procedures and any changes to the school year calendar provided in this handbook. The Parent Newsletter is sent via email. Copies of the Parent Newsletter are also available in the Main Office.

### **PUBLIC RELATIONS**

- ✓ Showcases and bulletin boards in common areas are for the display of student work, for student recognition, to provide information about activities, and display the diversity of the student body of BAS. Teachers or sponsors may reserve a showcases or bulletin boards for various activities.
- ✓ Announcements for the **Daily Bulletin** are to be in the Main Office by COB the day prior the announcement needs to be in the bulletin. They should be sent via email to the Main Office and kept short. All bulletin entries must be approved by a sponsor/teacher/administration.

### **SCHOOL PUBLICATIONS**

- ✓ The school office prints a Daily Bulletin for BAS students and faculty members, and it is also sent to parents by email. The Daily Bulletin contains timely information about school events, rules and requirements. It is read to

students at the beginning of the school day. A copy of the Daily Bulletin may also be found on the front counter in the School Office. Students are encouraged to submit written items for the Parent Newsletter. The administration must clear items for publication outside of the school.

*The Blade* is a school newspaper published by the high school journalism class several times during the school year.

The BAS Yearbook is published and sold annually by the yearbook staff.

## **PUPIL PERSONNEL SERVICES**

### **CASE STUDY COMMITTEE**

Brussels American School is fortunate to have a wide array of expertise in its multi-disciplinary team of support specialists. These specialists assist parents and teachers with the health, social, emotional, and academic concerns of students, as well as serving on the Case Study Committee (CSC).

Contact with these support specialists can be made by calling 02/717-9552. The procedure for processing an initial referral (presenting problem) from a parent, teacher, or student is simple. If the problem concerns a student who is having learning difficulties, which cannot be attributed to student motivation or adequate preparation, then a conference between the parents and teachers is held. Concerns are then discussed by the CSC Team. Testing may or may not be recommended. If testing is needed, it will be administered by a multi-disciplinary team to enable CSC personnel to diagnose the problem. The parents are then invited to the CSC meeting to discuss eligibility. The student's records, teacher observations, and test results are discussed. If the student is declared eligible for Special Education and related services the committee, with input from the parents, will discuss an appropriate program to meet the student's needs.

Please feel comfortable to express your concerns to these specialists. The important thing to remember is that they are available to serve YOUR CHILD'S NEEDS.

### **CHILD FIND**

Child Find is an outreach program that actively seeks to locate and identify children and youth from three through age twenty-two who may have developmental delays or educational disabilities and may be in need of special education and related services. If you have concerns about your child, please contact Heather Frenette – Case Study Committee Chairperson/PSCD/Learning Impaired Teacher: DSN 368-9571 or CIV 02/717-9571



**CHAIN OF COMMAND  
MILITARY/DoDEA**

| <b>MILITARY AND DODEA CHAINS OF COMMAND</b>  |   |
|--|---|
| <b>MILITARY</b>  | <b>DoDEA</b>  |
| <b>Department of Defense<br/>Secretary of Defense<br/>Leon Panetta</b>                             | <b>Department of Defense<br/>Education Activity Director<br/>Marilee Fitzgerald</b>   |
| Lt. Gen. David Hogg<br>U.S. Military Representative to NATO<br>DSN: 365-9412      CIV: 02/717-9412 | DoDDS Germany Area Office – Wiesbaden<br>Director Dr. Nancy Bresell<br>Director's Office DoDDS-E DSN: 338-7614<br>CIV: +49-611-380-7614 |
| BG Paul Johnosn<br>Deputy U.S. Military Resentative to NATO<br>DSN: 365-9414      CIV: 02/717-9414 | DSO Isles<br>Superintendent,<br>DSN: 226-7251      CIV: +44-163-852-7251  |
| USAG Benelux Commander<br>Col. Sergio Dickerson<br>DSN: 361-1300/5410      CIV: 06/827-1300/5410   | Brussels American School<br>Principal, Mr. Eric Goldman<br>DSN: 368-9555      CIV: 02/717-9555  |
| USAG Benelux - Brussels<br>Mr. Patrick Rothbauer<br>DSN: 368-9767      CIV: 02/717-9767            | Brussels American School<br>Assistant Principal, Ms. Margo Perry<br>DSN: 368-9556      CIV: 02/717-9556                                 |
| School Liaison Officer<br>Mrs. Barbara Troxell<br>DSN: 368-9670      CIV: 02/717-9670              | Brussels American School<br>Resource Manager, Mr. Craig MacDonald<br>DSN: 368-9553      CIV: 02/717-9553                                |

Any issues concerning school, military, or other government agencies should not be elevated above the school level without first consulting the principal. The chain of command should not become a barricade but rather a vehicle of communication in order to resolve problems at the lowest level.

## SCHOOL PHONE DIRECTORY

From a civilian phone, dial and the last 4 extension numbers.  
The DSN prefix is 368 then the last 4 extension numbers

| WHO?               | EXTENSION      | WHO?  | EXTENSION |
|--------------------|----------------|---|-----------|
| Asst. Principal    | 9556           | Principal   | 9555      |
| Athletic Director  | 9559           | Resource Manager  | 9553      |
| Counselor          | 9557           | Registrar   | 9552      |
| Information Center | 9568           | School Transportation Office  | 9548      |
| Main Office        | 9552           | Special Ed  | 9571      |
| Nurse              | 9560           | Supply  | 9570      |
| <b>FAX</b>         |                |   |           |
|                    | +32-2-717-9577 | <b>Staff email: <a href="mailto:firstname.lastname@eu.dodea.edu">firstname.lastname@eu.dodea.edu</a></b><br>Check School website for current staff listing<br><a href="http://www.brus-ehs.eu.dodea.edu/">http://www.brus-ehs.eu.dodea.edu/</a> |           |

### SCHOOL ADDRESSES

|   |   |
|---|---|
| <b>Local</b> John F. Kennedylaan 12<br>1933 Sterrebeek, Belgium | <b>APO</b> Unit 1800 Box 13<br>APO AE 09714 |
|---|---|

### DoDDS CALENDAR FOR SY 2012/2013

| FIRST SEMESTER- 88 Instructional Days |                                   | SECOND SEMESTER- 90 Instructional Days |                 |
|---------------------------------------|-----------------------------------|--|-----------------|
| 27 August                             | Q1/School Begins                  | 28 January                             | Q3 Begins       |
| 3 September                           | Labor Day                         | 18 February                            | Presidents' Day |
| 8 October                             | Columbus Day                      | 4 April                                | Q3 Ends         |
| 1 November                            | Q1 Ends                           | 5 April                                | Teacher Workday |
| 2 November                            | Teacher Workday                   | 8-12 April                             | Spring Break    |
| 5 November                            | Q2 Begins                         | 15 April                               | Q4 Begins       |
| 12 November                           | Veterans' Day Holiday             | 27 May                                 | Memorial Day    |
| 22-23 November                        | Thanksgiving                      | 7 June                                 | Graduation      |
| 24 December-4 January                 | Christmas Holiday                 | 13 June                                | Q4 Ends         |
| 7 January, 2013                       | Instruction Resumes               | 14 June                                | Teacher Workday |
| 21 January                            | Martin Luther King Day            |  |                 |
| 24 January                            | Q2 Ends                           |  |                 |
| 25 January                            | Teacher Workday                   |  |                 |
|                                       |                                   |  |                 |
| <b>Acceleration Dates</b>             | 13 December                       | <b>Acceleration Dates</b>              | 16 May          |
| <b>Totals Days SY 12/13</b>           | <b>Student School Days</b><br>178 | <b>Teacher Work Days</b><br>190        |                 |

Check the school's calendar at <http://www.brus-ehs.eu.dodea.edu/>  
or regular updates go to <http://www.dodea.edu/home/calendars.cfm>  
for DoDDs-E calendars.

### LOCAL DATES FOR YOUR PLANNING

|             |                               |                       |                            |
|-------------|-------------------------------|-----------------------|----------------------------|
| 23 August   | Elementary School Open House  | 7-8 November          | K-12 Parent Conferences    |
| 6 September | MS/HS Open House              | 31 January-1 February | NAEP Testing               |
| 4 October   | Teacher Trainings – No School | 11-15 March           | Terra Nova Testing         |
| 5 October   | CSI In-Service – No School    | 29 March              | CSI In-Service – No School |
| 17 October  | PSAT                          | 19 April              | K-5 Parent Conferences     |

## BRUSSELS AMERICAN SCHOOL FACULTY & STAFF

|                       |                            |  |
|-----------------------|----------------------------|--|
| Eric Goldman          | Principal                  | <a href="mailto:Eric.Goldman@eu.dodea.edu">Eric.Goldman@eu.dodea.edu</a>                 |
| Margo Perry           | Assistant Principal        | <a href="mailto:Margo.Perry@eu.dodea.edu">Margo.Perry@eu.dodea.edu</a>                   |
| Allen, Andrea         | Speech Pathologist         | <a href="mailto:Andrea.Allen@eu.dodea.edu">Andrea.Allen@eu.dodea.edu</a>                 |
| Debby Allen           | Gifted/Reading             | <a href="mailto:Debby.Allen@eu.dodea.edu">Debby.Allen@eu.dodea.edu</a>                   |
| Jon Allen             | Supply                     | <a href="mailto:Jon.Allen@eu.dodea.edu">Jon.Allen@eu.dodea.edu</a>                       |
| Lisa Armetta          | French                     | <a href="mailto:Lisa.Armetta@eu.dodea.edu">Lisa.Armetta@eu.dodea.edu</a>                 |
| Paula Baudoinjoux     | Education Aide             | <a href="mailto:Paula.Baudoinjoux@eu.dodea.edu">Paula.Baudoinjoux@eu.dodea.edu</a>       |
| David, Beem           | 4th Grade                  | <a href="mailto:David.Beem@eu.dodea.edu">David.Beem@eu.dodea.edu</a>                     |
| Dexter Bohn           | Science                    | <a href="mailto:Dexter.Bohn@eu.dodea.edu">Dexter.Bohn@eu.dodea.edu</a>                   |
| Beth Bottocini        | AVID Tutor                 | <a href="mailto:Beth.Bottocini@eu.dodea.edu">Beth.Bottocini@eu.dodea.edu</a>             |
| Jeffrey Bronson       | Kindergarten               | <a href="mailto:Jeffrey.Bronson@eu.dodea.edu">Jeffrey.Bronson@eu.dodea.edu</a>           |
| Patricia Brown        | PTS                        | <a href="mailto:Patricia.Brown@eu.dodea.edu">Patricia.Brown@eu.dodea.edu</a>             |
| Jo Ellen Carmone      | Art                        | <a href="mailto:JoEllen.Carmone@eu.dodea.edu">JoEllen.Carmone@eu.dodea.edu</a>           |
| Tim Como              | PTS                        | <a href="mailto:Tim.Como@eu.dodea.edu">Tim.Como@eu.dodea.edu</a>                         |
| David Cox             | 2 <sup>nd</sup> Grade      | <a href="mailto:David.Cox@eu.dodea.edu">David.Cox@eu.dodea.edu</a>                       |
| Daems, Marleen        | Host Nation                | <a href="mailto:Marleen.Daems@eu.dodea.edu">Marleen.Daems@eu.dodea.edu</a>               |
| Leigh DeFazio         | Special Ed. Aide           | <a href="mailto:Leigh.DeFazio@eu.dodea.edu">Leigh.DeFazio@eu.dodea.edu</a>               |
| Nicole De Maertelaere | Tuition Clerk              | <a href="mailto:Nicole.Demaertelaere@eu.dodea.edu">Nicole.Demaertelaere@eu.dodea.edu</a> |
| David Ferry           | Math                       | <a href="mailto:David.Ferry@eu.dodea.edu">David.Ferry@eu.dodea.edu</a>                   |
| Heather Frenette      | SPED                       | <a href="mailto:Heather.Frenette@eu.dodea.edu">Heather.Frenette@eu.dodea.edu</a>         |
| Gina Friedhoff        | 1 <sup>st</sup> Grade      | <a href="mailto:Gina.Friedhoff@eu.dodea.edu">Gina.Friedhoff@eu.dodea.edu</a>             |
| Marja Hernandez       | Special Ed. Aide           | <a href="mailto:Marja.Hernandez@eu.dodea.edu">Marja.Hernandez@eu.dodea.edu</a>           |
| Monique Hunt          | Ed. Aide                   | <a href="mailto:Monique.Hunt@eu.dodea.edu">Monique.Hunt@eu.dodea.edu</a>                 |
| Bambi Johnstone       | ESL/PE/Health              | <a href="mailto:Bambi.Johnstone@eu.dodea.edu">Bambi.Johnstone@eu.dodea.edu</a>           |
| Craig MacDonald       | Resource Manager           | <a href="mailto:Craig.MacDonald@eu.dodea.edu">Craig.MacDonald@eu.dodea.edu</a>           |
| Donna McVicker        | Math/Home Ec./Science      | <a href="mailto:Donna.McVicker@eu.dodea.edu">Donna.McVicker@eu.dodea.edu</a>             |
| Mark McVicker         | Science                    | <a href="mailto:Mark.MvVicker@eu.dodea.edu">Mark.MvVicker@eu.dodea.edu</a>               |
| Judi Nicolay          | English/Social Studies     | <a href="mailto:Judi.Nicolay@eu.dodea.edu">Judi.Nicolay@eu.dodea.edu</a>                 |
| Ron Nicolay           | Math                       | <a href="mailto:Ron.Nicolay@eu.dodea.edu">Ron.Nicolay@eu.dodea.edu</a>                   |
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| Brenda Quinn          | 6 <sup>th</sup> Grade/AVID | <a href="mailto:Brenda.Quinn@eu.dodea.edu">Brenda.Quinn@eu.dodea.edu</a>                 |
| Diana Quinn           | SPED                       | <a href="mailto:Diana.Quinn@eu.dodea.edu">Diana.Quinn@eu.dodea.edu</a>                   |
| Margaret Rudy         | Special Ed. Aide           | <a href="mailto:Margaret.Rudy@eu.dodea.edu">Margaret.Rudy@eu.dodea.edu</a>               |
| Scott Rumery          | Band/Chorus/Music          | <a href="mailto:Scott.Rumery@eu.dodea.edu">Scott.Rumery@eu.dodea.edu</a>                 |
| Marc Schumacher       | 5 <sup>th</sup> Grade      | <a href="mailto:Marc.Schumacher@eu.dodea.edu">Marc.Schumacher@eu.dodea.edu</a>           |
| Janette Sicardo       | Lead Secretary             | <a href="mailto:Janette.Sicardo@eu.dodea.edu">Janette.Sicardo@eu.dodea.edu</a>           |
| Sarah Spitzer         | Host Nation/French         | <a href="mailto:Sarah.Spitzer@eu.dodea.edu">Sarah.Spitzer@eu.dodea.edu</a>               |
| Carolyn Stanton       | ES PE/Health               | <a href="mailto:Carolyn.Stanton@eu.dodea.edu">Carolyn.Stanton@eu.dodea.edu</a>           |
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| Westland, Vicky       | School Nurse               | <a href="mailto:Vicky.Westland@eu.dodea.edu">Vicky.Westland@eu.dodea.edu</a>             |
| Carol-Ann Whipple     | Information Specialist     | <a href="mailto:Carol-Ann.Whipple@eu.dodea.edu">Carol-Ann.Whipple@eu.dodea.edu</a>       |
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| Susan Winslow         | Social Studies             | <a href="mailto:Susan.Winslow@eu.dodea.edu">Susan.Winslow@eu.dodea.edu</a>               |
| Kellie Zinn           | Spanish/ESL                | <a href="mailto:Kellie.Zinn@eu.dodea.edu">Kellie.Zinn@eu.dodea.edu</a>                   |

## BELL SCHEDULES SY 12-13

| MIDDLE SCHOOL/HIGH SCHOOL<br>DAILY BELL SCHEDULE<br>GRADES 6-12 |            |         |  |
|---|------------|---------|--|
| WARNING BELL 0820   |            |         |  |
|   |            |         |  |
| Period  | CLASS TIME | MINUTES |  |
| Period 1  | 0825-0913  | 48      |  |
| Period 2  | 0917-1005  | 48      |  |
| Period 3  | 1009-1057  | 48      |  |
| Period 4  | 1101-1149  | 48      |  |
| Lunch   | 1149-1226  | 37      |  |
| Period 5  | 1231-1319  | 48      |  |
| Period 6  | 1323-1411  | 48      |  |
| Period 7  | 1415-1503  | 48      |  |
|   |            |         |  |

| MIDDLE SCHOOL/HIGH SCHOOL<br>END OF DAY ASSEMBLY SCHEDULE<br>GRADES 6-12 |            |         |  |
|--|------------|---------|--|
|  |            |         |  |
| Period   | CLASS TIME | MINUTES |  |
| Period 1   | 0830-0910  | 40      |  |
| Period 2   | 0914-0954  | 40      |  |
| Period 3   | 0958-1038  | 40      |  |
| Period 4   | 1042-1122  | 40      |  |
| Lunch  | 1122-1200  | 38      |  |
| Period 5   | 1204-1242  | 38      |  |
| Period 7   | 1246-1324  | 38      |  |
| Period 6   | 1328-1406  | 38      |  |
| Assembly   | 1410-1503  | 53      |  |
|  |            |         |  |

| ELEMENTARY SCHOOL<br>DAILY SCHEDULE<br>GRADES K-5          |           |
|--|-----------|
| Classes  | 0825-1503 |
| Morning Recess   | 0950-1005 |
| Specials<br>(Art-Music-PE-Host Nation-Guidance-Enrichment) | 1010-1150 |
| K-1-2 Lunch  | 1230-1250 |
| Afternoon Recess   | 1255-1320 |
| 3-4-5 Afternoon Recess                                     | 1230-1250 |
| Lunch  | 1255-1320 |
|  |           |

| ELEMENTARY SCHOOL SPECIALIST SCHEDULE<br>for<br>END OF DAY ASSEMBLY |      |         |     |       |         |    |
|---|------|---------|-----|-------|---------|----|
| Times   | K    | 1       | 2   | 3     | 4       | 5  |
| 10:10-10:40   | MFLC | Music   | Art | HN    | Enrich. | PE |
| 10:45-11:15   | HN   | Enrich. | Art | Music | MFLC    | PE |

- ☉ *High School students are not permitted in the High School building prior to 0800.*
- ☉ *Middle School students remain in the lobby until the bell rings at 0820.*
- ☉ *Elementary School students arriving before 0825 are to go to the playground (or the MPR during inclement weather).*

## ENROLLMENT INFORMATION

### ADMISSION REQUIREMENTS/REGISTRATION

Registration of students new to BAS takes place in mid-August. Returning students register in May for the following school year. High school and middle school students make class selections. School bus transportation can also be arranged during registration. The guidance counselor and administrators will be on hand to assist parents and students with registration and scheduling. After the spring and summer registration days, parents may register children at any time in the school office during regular business hours.

The minimum age for Kindergarten entrance is age 5 by 1 September of the entering school year. The minimum age for first grade is age 6 by 1 September of the entering school year. Pre-school is available for Special Education students only. Pre-school and pre-Kindergarten are not available. For more information on registration requirements, contact the Guidance Office at DSN 368-9552 or CIV 02/717-9552.

Admission to Brussels American School on a tuition-free basis is dependent on requirements specifying that prospective high school students must:

- ✓ Not be age twenty-one (21) on or before 31 December of the current school year.
- ✓ Be a bona fide dependent in the household of a DOD military or civilian sponsor living within the geographic "feeder plan" of Brussels American School.

Students enrolling for the first time will report to the Registrar in the Main Office. One parent/legal sponsor must be present and have:

- ✓ A valid ID Card,
- ✓ Orders assigning the sponsor to this area
- ✓ Current shot record.
- ✓ Copy of most recent report card or transcript

Sponsors should be prepared to complete health and enrollment forms and provide an official email. New students registering during the school year will be asked to delay the student's starting classes by at least 24 hours to allow teachers sufficient time to prepare for a warm first day reception.

Requests for admission that seek an exception to the specified requirements should be directed to:

**Principal, Brussels American School  
Unit 8100 Box 13  
APO AE 09714**

### CHANGE OF PUPIL REGISTRATION DATA

It is VERY important that any change of sponsor address unit, telephone number or official email be reported to the Main Office immediately. School records must reflect accurate and correct information at all times. This is also the school's emergency contact information.

**► Your accurate, official e-mail address is extremely important for speed of communication. ◀**

### CREDIT FROM OTHER SCHOOLS

Students who transfer to Brussels American School from other accredited schools will receive credit from these schools at face value. In cases where a transfer is in the middle of a grading period, the work being done at the time of transfer

will be averaged with the work completed here to determine the grade at the end of the current reporting period. Students must be in attendance at least 20 instructional days in order to grant credit.

## **ELECTIVES**

Six elective credits are required for graduation and are courses that allow students flexibility in choosing subjects in which they have an interest. Elective courses are chosen after consultation with the counselor to meet a student's future educational and vocational needs. Students should check with their counselor upon registration to discuss career plans and begin a 4-year graduation plan that includes all necessary classes for graduation.

## **PARTIAL SCHEDULES**

A senior may request a partial schedule ONLY with a written parent request and administrative approval. A counselor, including all necessary classes for graduation, must work out the schedule in advance. Partial schedules will be approved only if a student is currently employed or for a medical or family emergency.

## **SCHEDULE CHANGES**

Students have an opportunity to select courses for the entire school year during the spring or upon registration. Parents, students, teachers and counselors are involved in the course selection process. Once schedules are issued in the fall, schedules can be changed ONLY if a student is in the wrong class or a teacher sees that a student isn't properly placed. Requests for schedule changes for frivolous reasons ("I don't like the teacher," "I don't like the course," "I don't need the course to graduate," etc..) will not be honored.

Dropping/adding of classes may occur ONLY during the first two weeks of each semester. Any class dropped after the second week of each semester will receive a grade of F (Fail) and no credit will be earned.

## **SCHOOL RECORDS**

Persons other than authorized school officials will not have access to student records without the written permission of parent and/or student. Exceptions may be necessary when a student's record is formally requested by an authorized investigative agency. Under provisions of the No Child Left Behind Act, schools are required to provide military recruiters access to the names, addresses and phone numbers of our high school students. Parents and students may request a non-disclosure form that will deny access to personal information by military recruiters. The form will be kept on file in the Registrar's office.

## **TUITION PAYMENTS**

Students whose sponsors are retired military, unauthorized DoD employees; non-DoD government workers or non-government personnel must pay tuition. DoD dependents that are authorized attendance in a DoDEA school may complete the current school year if the DoD sponsor is transferred, dies, or retires during the school year. The tuition rate is payable at the start of each semester. Tuition rates vary according to the sponsor's affiliation with the U.S. Government. If additional information is required, contact the Registrar DSN 368-9552 CIV 02/717-9552.

### ✓ **CATEGORIES:**

- ⊗ Dependents of US citizens working for any US government agency.
- ⊗ Dependents of US citizens working for government contractors.
- ⊗ Children of host nation or other military or civilian employees of NATO (international or major Overseas Command).

### ✓ **TUITION RATES:**

1. Grades K-6.....\$21,156.00  
Payable:       \$10,578.00 upon enrollment  
                  \$10,578.00 on or before January 28, 2013

- 2. Grades 7-8.....\$22,272.00  
 Payable: \$11,136.00 upon enrollment  
 \$11,136.00 on or before January 38, 2013
  
- 3. Grades 9-12.....\$23,388.00  
 Payable: \$11,694.00 upon enrollment  
 \$11,694.00 on or before January 28, 2013

**▶ TUITION RATES ARE SUBJECT TO CHANGE SEMI-ANNUALLY AND VARY ACCORDING TO CATEGORY CODES. ◀**

**✓ EXPLANATION OF FEES:**

- ⊗ For tuition payment purposes, the school year is divided into two separate terms.
  - 1st Semester: August 27, 2012 - January 24, 2013
  - 2nd Semester: January 28, 2013 - June 13, 2013

**✓ INVOICING FEES:**

- ⊗ Fifty percent of the tuition fee is invoiced at the beginning of the first semester and 50% at the beginning of the second semester. For attendance less than a full year, a reduced tuition rate is assessed.
- ⊗ A schedule for reduced rates based on the date of enrollment is available from the tuition clerk DSN 368-9553 CIV 02/717-9553.

**✓ PAYMENTS**

- ⊗ U.S. Dollars
- ⊗ Bank Check
- ⊗ Eurocheck
- ⊗ Personal Check or Money Order made payable to the **TREASURER OF THE UNITED STATES.**

**▶ FEES INCLUDE ALL TEXTBOOKS, TRANSPORTATION, ART & MUSIC MATERIALS, AND CONSUMABLES. ◀**

| <b>DODEA GRADUATION REQUIREMENTS</b>        |                                       |   |
|---|---------------------------------------|---|
| <b>REQUIRED</b>                             | <b>UNITS<br/>For DoDDS Graduation</b> | <b>UNITS<br/>Recommended for College Prep</b> |
| ✓ <b>Language Arts</b>                      | <b>4.0</b>                            | <b>4.0</b>                                    |
| ✓ <b>Social Studies</b>                     | <b>3.0</b>                            | <b>3.0</b>                                    |
| ✓ <b>Mathematics</b>                        | <b>3.0</b>                            | <b>4.0</b>                                    |
| ✓ <b>Science</b>                            | <b>3.0</b>                            | <b>4.0</b>                                    |
| ✓ <b>Professional Technical<br/>Studies</b> | <b>2.0</b>                            | <b>2.0</b>                                    |
| ✓ <b>Fine Arts</b>                          | <b>1.0</b>                            | <b>1.0</b>                                    |
| ✓ <b>Physical Education</b>                 | <b>1.5</b>                            | <b>1.5</b>                                    |
| ✓ <b>Health Education</b>                   | <b>.5</b>                             | <b>.5</b>                                     |
| ✓ <b>Foreign Language</b>                   | <b>2.0</b>                            | <b>3.0</b>                                    |
| ✓ <b>Electives</b>                          | <b>6.0</b>                            | <b>6.0</b>                                    |
| ✓ <b>TOTAL</b>                              | <b>26</b>                             | <b>29</b>                                     |

It is the Department of Defense Education Activity (DoDEA) policy that students will be required to have a grade point average of 2.0 or better in order to graduate from a DoDEA high school.  
 DoDEA Curriculum standards can be found at <http://www.dodea.edu/curriculum/index.cfm>

## GRADUATION

The school's official celebration honoring our graduates is held in June. Students must maintain 2.0 GPA or better in order to graduate. The school reserves the right, with consultation from seniors and their parents, to determine the site, program and the official dress for the graduation ceremony. Requests for exceptions or changes to any of our requirements or program will not be made without the approval of the principal. No requests for changes will be considered after 1 May.

## EARLY GRADUATION

Although DoDEA does not encourage students to graduate from high school in less than four years, early graduation is sometimes approved due to extenuating circumstances. Families considering requesting approval for early graduation must begin planning early in the four-year course of study. Early graduation must be requested and approved not later than the month of April prior to the student's last year of high school. Additional credit needed to complete graduation requirements may be earned by taking a correspondence course approved by the North Central Association of Schools and Colleges. Parents must pay the cost of a correspondence course. BAS reserves the right to establish grade point and subject requirements for students graduating early.

## HONORS DIPLOMA

To earn a DoDEA Honors Diploma, a student must earn passing course grades and take the requisite exams in a minimum of four (4) Advance Placement (AP) courses. The student must also obtain a cumulative GPA of 3.8 or higher, calculated from the grades attained at the end of the second semester of the graduating year, based on DoDEA's grade point average calculation.

## GRADING POLICY – ELEMENTARY SCHOOL

Elementary School Grades: Elementary school children bring report cards home to parents.

In Kindergarten through grade 5, parent teacher conferences are held for all students at the end of the first and third quarters. The conferences permit an exchange of information and assist both the parent and teacher in helping the student achieve success. During these conferences, the teachers will also explain the grading system for each grade level. A grade card or progress report is prepared at the end of each quarter with the exception of Kindergarten and grade 1.

Kindergarten through Grade 3: In Kindergarten through grade 3, language arts, reading, mathematics, life skills/social development, motor development, and specials (art, music, physical education, and host nation) are marked with the following marking codes:

| SUBJECT MARKS | REPRESENTS             | SPECIALS' MARKS | REPRESENTS                |
|---------------|------------------------|-----------------|---------------------------|
| CD            | Continuously Displayed | P               | Participated              |
| P             | Developing/Progressing | Plus (+)        | Shows Strength            |
| N             | Not yet displayed      | Minus (-)       | More participation needed |
| X             | Not addressed          |                 |                           |

Grades 4 and 5:

In grades 4 and 5, graded subjects include language arts, reading, mathematics, social studies, science, and health. Life skills, art, music, physical education, and host nation will be graded by use of the codes below.



| SUBJECT MARKS | REPRESENTS | SPECIALS' MARKS | REPRESENTS                |
|---------------|------------|-----------------|---------------------------|
| A             | Excellent  | P               | Participated              |
| B             | Very Good  | Plus (+)        | Shows Strength            |
| C             | Good       | Minus (-)       | More participation needed |
| D             | Minimal    |                 |                           |
| F             | Failing    |                 |                           |

## GRADING POLICY – MIDDLE SCHOOL/HIGH SCHOOL

### CLASS RANK

Computation of relative student achievement (class ranking) is determined on the basis of grade point averages using a 4 pt. scale. Official senior class ranking is computed at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters. The class ranking at the end of the 2<sup>nd</sup> semester determines Valedictorian and Salutatorian.

### GRADING SYSTEM

The computation of grades and grade point averages is determined as follows and is established by DoDEA

| MARK          | REPRESENTS | GRADE POINT | MARK                  | GRADE POINT |
|---------------|------------|-------------|-----------------------|-------------|
| A = Excellent | 90-100%    | 4           | E = Effort            | 0           |
| B = Good      | 80-89%     | 3           | P = Pass              | 0           |
| C = Average   | 70-79%     | 2           | I = Incomplete        | 0           |
| D = Poor      | 60-69%     | 1           | WP = Withdraw Passing | 0           |
| F = Failing   | 59% ↓      | 0           | WF = Withdraw Failing | 0           |

### WEIGHTED GRADES

- ✓ Advanced Placement (AP) course grades are weighted. We do not offer an International Baccalaureate (IB) program.
- ✓ Honors courses grades are not weighted.
- ✓ AP and second year higher-level IB classes do carry a weighted grade as long as the student has also taken the respective AP or IB exam for that class.
- ✓ Weighted grades are used for the calculation of grade point averages, class rank and the honor roll.
- ✓ Weighted grades from non-DoDDS schools will be accepted.

| MARK                        | REPRESENTS | GRADE POINT | WEIGHTED GRADE POINT |
|-----------------------------|------------|-------------|----------------------|
| A = Excellent               | 90-100%    | 4           | 5                    |
| B = Good                    | 80-89%     | 3           | 4                    |
| C = Average                 | 70-79%     | 2           | 3                    |
| D = Poor                    | 60-69%     | 1           | 2                    |
| E = Passing based on effort |            | 1           | 2                    |
| F = Failing                 | 59% ↓      | 0           | 0                    |

Many stateside school districts do not assign weighted grades to honors courses because the standards are unclear, content not well-defined, and academic rigor is not assured. When students transfer to these schools, the weighting is removed. The DoDEA current policy is the result of research on best practices in stateside schools. The intent is to protect our students from the unfair advantage gained when a student enters a DoDEA school with a variety of weighted grades from a range of courses carrying the designation of "honors." GPAs reported on high school transcripts are often recalculated using internal methods by the colleges and universities because of the varying standards used by high

schools across the nation. Many factors are considered when assessing students for admissions to include academic rigor, SAT/ACT scores, participation in extracurricular activities, and GPA.

Pluses and minuses (“+” and “-”) are used to denote slightly higher or lower grade marks, but do not affect grade point average. For example, a “B+” and “B” are assigned the same point values when computing grade point average.

“I” for ‘Incomplete’ may be given to a student when the student has not completed the required assignments of a course because of late entry, prolonged illness or excessive approved absence from school. The student has no more than two weeks to turn assignments in, unless prior arrangements with the teacher has been made. The grade of “I” will not be recorded in the student’s permanent transcript.

“P” for Passing may be given for credit by examination. Such courses are applied to graduation requirements, but are not used when computing grade point average.

The following statement is included with transcripts:

**DoDEA does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from previous schools. AP and second year higher-level IB classes do carry a weighted grade as long as the student has also taken the respective AP or IB exam for that class.**

DoDEA-HQ will work with each area to ensure consistent data entry and recalculation of GPAs as necessary.

## ADVANCE PLACEMENT EXAMS

Advancement Placement (AP) Exam fees are paid by DoDEA. Individual schools will pay Alternate Exam late testing fees and non-participation fees when the reasons for rescheduling or non-participation are beyond the student’s control and/or the result of a school decision. Payment criteria in these cases:

- ✓ is approved by the Principal;
- ✓ In accordance with College Board/AP fee waiver policy;
- ✓ In accordance with College Board/AP “not approved” alternate Exam testing list.

The student/sponsor will be responsible for all other Alternate Exam late testing fees and non-participation penalty fees. Parents/sponsors will submit a check for these fees, made out to AP/College Board, not to the school principal.

## MIDDLE SCHOOL/HIGH SCHOOL HONOR ROLL & STUDENT RECOGNITION

**Recognizing and rewarding excellence** in student academic achievement, effort, citizenship, service and leadership are important in our school. The honor roll is posted on each floor of the Middle School, High School, and Administration buildings.

| HONOR ROLL CRITERIA    |   |
|------------------------|---|
| Principal’s Honor Roll | 4.0+ GPA for the term, cumulative at semester (all A’s) |
| High Honor Roll        | All A’s and B’s   |

**Recognition for citizenship, leadership or service at the end of year student recognition assembly is based on criteria considered by teachers and school staff when making nominations.**

**Recognition for overall academic excellence at the end of the year, the following criteria are considered:**

|                            |   |
|----------------------------|---|
| <b>ACADEMIC EXCELLENCE</b> | <ul style="list-style-type: none"> <li>✓ Homework and assigned tasks submitted 95% or more of the time</li> <li>✓ Timeliness</li> <li>✓ Positive Leadership - Constructive contributions in the classroom</li> <li>✓ Exceptional demonstration of achievement in the class</li> </ul> |
|----------------------------|---|

**► ELEMENTARY SCHOOL AWARDS ARE DETERMINED BY CLASSROOM TEACHERS AND SPECIALISTS. THE ELEMENTARY AWARDS PROGRAM IS HELD AT THE END OF THE SCHOOL YEAR. ◀**

## PARENT ACCESS TO GRADESPEED

All teachers at Brussels American School are using the teacher grading program called GradeSpeed. This program allows parents to monitor their child's academic progress on a regular basis. The instructions of how parents can access the program at home are below. **Please note: Teachers do not enter grades every day, so do not expect to see immediate, day-to-day changes. However, parents can set trigger points for each of their children at BAS. This allows for automatic reminders to check your student's grades. For detailed information, please click the link below.**

[http://www.brus-ehs.eu.dodea.edu/gradespeed/NEWGradeSpeed\\_ParentConnection\\_app.pdf](http://www.brus-ehs.eu.dodea.edu/gradespeed/NEWGradeSpeed_ParentConnection_app.pdf)

Directions to create an account:

- Go to <https://dodea.gradespeed.net/pc/>
- Make sure the district is set to Department of Defense Europe
- Click where it says "Click Here to Sign Up"
- Follow the rest of the directions on the site to create the account
- Be sure to add your student (child/children)
- Once you create an account it will be pending until approved, which generally takes a few days.

## GENERAL INFORMATION

### CELL PHONES

Cell phones will not be visible inside the school buildings and are to be turned off. Cell phones that are visible or audible are subject to confiscation. If confiscated, the student will be required to pick it up from the assistant principal at the end of the school day upon the first offense. From the second offense on, parents must come to the school to pick up the phone. Cell phones may only be used during lunch in authorized areas, MPR and outside.

**► THE SCHOOL ASSUMES NO RESPONSIBILITY FOR CELL PHONES BROUGHT TO SCHOOL. ◀**

### CHEATING

Students at Brussels American School are expected to do their own work. Those who are caught cheating will be dealt with according to the affected teacher and his/her classroom management policy.

### ELECTRONIC DEVICES

Electronic devices are to be turned off upon entry to the building in the morning. They are permitted during lunch in authorized areas (MPR and outside areas). These devices are not to be used before or after lunch until 1503, when the dismissal bell has rung. Use of electronic devices for educational purposes only in the classroom will be determined by individual teacher discretion and outlined in classroom management policies. Students who bring electronic devices to school do so at their own risk. Electronic devices visible at unauthorized times and places will be confiscated. The student will be required to pick up the device from the assistant principal at the end of the school day for the first offense. From the second offense on, parents must come to the school to pick up the electronic device.

**► THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ELECTRONIC DEVICES BROUGHT TO SCHOOL. ◀**

## **EXAMINATIONS**

DoDDS requires semester examinations, assessments, or projects in all courses. These examinations take place during the last week of each semester during scheduled exams and may count as much as 20% of a student's semester grade.

## **FIRE DRILLS AND EMERGENCY EVACUATION**

Fire drills are conducted monthly. Directions for the drills are posted in each classroom in addition to instructions from teachers. When the alarm sounds, students, teachers, staff, and visitors will vacate the building in a calm and orderly fashion and reassemble in a designated area for attendance check.

## **FOOD AND DRINK POLICY**

Eating and drinking in hallways is not allowed during the school day except at lunch. Only water is allowed in the classroom. **Food and beverages are not to be taken out of the cafeteria or designated eating areas.**

## **HIGH VALUE ITEMS**

Personal items of high value should not be brought to school. Students may not use personal computers on the school's network.

**► THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE LOSS OF HIGH VALUE ITEMS. ◀**

## **HOMEWORK**

It is DODDS policy to assign homework as appropriate to all students capable of completing assignments.

- ✓ Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- ✓ Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- ✓ Homework assignments shall be designed to meet the needs and abilities of individual students.
- ✓ Homework will be done outside class time, not during the instructional period.

## **INCLEMENT WEATHER**

Late openings and early school closure are possible if local command believes that weather conditions dictate. Watch AFN TV for scrolling informational updates and announcements about school and bus operations, call the Weather Hotline DSN: 368-9870 CIV 02/717-9870, or check the website <http://www.usagbrussels.eur.army.mil/sites/local/>.

**► DO NOT CALL THE SCHOOL THE TRANSPORTATION OFFICE. ◀**

## **LIBRARY**

The BAS Brigand Library is located in the main administration building and is open throughout the school day from 0800-1515. The library is available for student use during class periods with a teacher's pass. Students will find books, newspapers, magazines, reference materials and computers with our online library catalog and research databases, eBooks and creativity software programs. Students visiting the Library are expected to work quietly, study, finish homework, to explore for information and enjoy the library for pleasure reading. Library materials that are not returned, lost or damaged may be replaced by ordering a new hard-back copy for the library or by check payable to the U.S. Treasury for the replacement value.

## **LOCKERS**

DoDDS owns and maintains school lockers that students may use for their convenience in storing books, coats, and other items during the school year. Because the lockers are government property, the school reserves the right to joint

control over the student lockers, including the right to search lockers at any time without prior notice. Students are to use and are responsible for the locker assigned to them.

Students in grades 6-12 are assigned lockers during the first week of school. Students who register during the school year will receive their locker assignments from the Main Office. Students also will be assigned lockers in the gymnasium locker rooms for Physical Education. **BAS assumes no responsibility for items stolen from the hall lockers or gym lockers.**

Responsibility includes:

- ✓ Keeping lockers clean and free of debris and graffiti
- ✓ Reporting needed repairs to the Main Office.
- ✓ Preventing and reporting vandalism to a locker.

**► STUDENTS WHO DO NOT MAINTAIN LOCKERS WILL LOSE LOCKER PRIVILEGES FOR THE SEMESTER AND/OR SCHOOL YEAR. ◀**

### **LOST AND FOUND**

Lost items are turned in to the Main Office and/or placed in the back of the MPR on the left side. These items will be held there for a short time. If not claimed during that time, these items will be disposed of. Items found in common areas should be turned in and claimed in the Main Office. If an item is found in a classroom, it should be given to the teacher. Usable items not claimed will be given to charity.

### **LUNCH**

Brussels American School has a closed campus during lunch. The campus is defined as the school building and the land on which the school building sits. All students in grades K-12 are required to eat lunch in the cafeteria. Students may bring a sack lunch with them. Parents are welcome to join their students for lunch at any time. Those doing so need to sign in at the Main Office and obtain a visitor's badge.

**► ALL LUNCH TRAYS ARE TO REMAIN IN THE MPR. STUDENTS NEEDING TO TAKE A TRAY OUT OF THE MPR DURING LUNCH MUST HAVE A NOTE FROM A TEACHER. ◀**

### **MAKE-UP WORK**

**Students are responsible for ALL required class work.** Late work is unacceptable. Teachers manage and penalize late assignments work in accordance with their class policies.

- ✓ Students who know they will be on extended absences must contact teachers in advance for work or to arrange for email contact during the length of absence. The work assigned during extended absences is due upon return to school.
- ✓ When an absence is **excused** by the school or is due to school sponsored activities, students must normally present their work in accordance with the amount of time they were absent.
- ✓ Work due on the day a student is absent *is* to be handed in on the day the student returns.
- ✓ Work assigned on the day a student is absent is due one day after the student returns to school.

Students with **unexcused absences** will not be given the opportunity to make-up class work missed due to the unexcused absence. **When grades are earned during the period of unexcused absence, the grade(s) for each missed day or portion of the day will be "F".**

### **OPEN HOUSE**

Brussels American School invites and encourages parents to visit during the annual Open Houses. These are opportunities to become familiar with students' courses, teachers and the school. Discussion of individual student

performance is generally not possible at this time. Parent conference days, however, are scheduled quarterly.

## PARENT-TEACHER CONFERENCES

We encourage conferences, including the student, his/her teachers, parents and a counselor in order to seek constructive solutions to academic problems. Conferences may be arranged through the Counseling Office (02/717-9557). Individual teacher conferences may also be scheduled by contacting a teacher directly. Conference days are also scheduled during the second and fourth quarters. Parents may stop by to pick up report cards and consult with teachers regarding student progress.

## PERMISSION FOR GUESTS TO VISIT CLASS

Visitors to our school are welcome. However, just as any place of business, the courtesy of advance notice is required if a visitor intends to visit a classroom, particular teacher or a specific area of the school. A permission form must be picked up in advance in the Main Office. The permission must be signed by teachers and parents and returned to the Main Office no later than 1503 the day before a guest visits the classroom. The visitor must check in and secure a pass that will then be returned at the end of the visit. Students are expected to assist and welcome our visitors. **It is inappropriate to bring infants and small children** into the school for visitation except for a special function. If visitors intend to participate in any school functions, such as a dance, special permission forms must be completed first. A sample form is located in the back of this handbook.

► **NO VISITORS WILL BE APPROVED DURING THE LAST WEEK OF SCHOOL.** ◀

## PLAGIARISM

Teachers at Brussels American School frequently assign challenging activities that require independent thinking and competent writing skills. There may be a temptation to plagiarize which is unethical and illegal. Plagiarism is using another person's words or ideas without clearly acknowledging the source. **Resources are available for teachers to check the authenticity of student work.** Some examples of plagiarizing include but are not limited to the following:

- ✓ Quoting without attribution,
- ✓ Passing off ideas as your own even if reworded without attribution,
- ✓ Imitating a passage's structure or organization as your own,
- ✓ Borrowing unique organization from another source without attribution,
- ✓ Submitting someone else's words or ideas under your name,
- ✓ Copying someone else's work, including homework,
- ✓ Concealing the extent to which you've borrowed from a text or other source.

**Consequences for plagiarism may include, but not be limited to the following:**

- ✓ "0" on the paper/assignment which could significantly lower the quarter grade,
- ✓ Possible removal from the National Honor Society/National Junior Honor Society and/or AVID Program,
- ✓ Disciplinary referral to administration,
- ✓ Possible assignment to re-do the work, which would receive only partial credit,

*"A final note on plagiarism: When you put your name on academic work and submit it, you are claiming ownership of the work. If through carelessness or design you've blurred the lines between what's yours and what you've taken from others, you are stealing intellectual property. **Don't do it.** Plagiarism is risky and counterproductive. It harms your intellectual and moral development. It leaves a permanent paper trail that can have devastating consequences, even years down the line. And, most of all, it's wrong"*

(Harvey, Michael. *The Nuts and Bolts of College Writing*. Hackett Publishing, 2002. <http://nutsandbolts.washcol.edu/plagiarism.html> [7 Feb 2003] Other sources: University of Kentucky, Exeter University.

## POWER OF ATTORNEY

Students must have a signed medical power of attorney on record before participating in extra and co-curricular activities.

## PROGRESS REPORTS

Progress reports are sent electronically at each mid-term. The progress report intends to provide parents and students with a basis for determining where assistance may be needed with specific studies. It is important to note that with frequent graded tasks, grades can change dramatically in one direction or another depending on student performance. Students are encouraged to maintain their own grade records!

## REPORT CARDS

Report cards are issued quarterly. Parents are invited to pick up the report cards at the end of the first and third quarters and to take the opportunity to meet with teachers. Military commanders have agreed to provide liberal leave policies for this activity. Semester report cards are mailed within two weeks of the end of the semester.

## SCHOOL SUPPLIES

### PARENTS ARE EXPECTED TO PROVIDE THE FOLLOWING FOR THEIR CHILDREN AS NEEDED – ALL LEVELS:

|  |                                  |                              |
|--|----------------------------------|------------------------------|
| Pens/(Colored)Pencils/Erasers                  | Book bag or Backpack             | Highlighters/Colored Markers |
| Glue (Sticks/Bottled)                          | Spiral Notebooks                 | Large 3-Ring Binder          |
| Pocket Folders/Loose Leaf Paper                | Protractor/Compass (High School) | Gym Clothes/Shoes            |
| Paints (Watercolor)                            | Calculators                      | Tissues (1 box)              |
| Glue Sticks                                    | Bound Composition Book           | Clipboards                   |
| Paint Shirt (Elementary)                       | Plastic Supply Box               | Notebook Dividers            |
| Child's Round End Scissors (Elementary School) | Crayons                          | Bath Towel                   |
| Scissors (Middle/High School)                  |                                  |                              |

### SCHOOLS PROVIDE THE ITEMS BELOW:

|                       |                       |                     |
|-----------------------|-----------------------|---------------------|
| Paints (Tempra)       | Index Cards           | Baby Wipes          |
| Pencil Sharpeners     | Dishwashing Detergent | Locks (as required) |
| Toilet Paper          | Plastic Bags          | Copy/Printer Paper  |
| Graph Paper           | Calculators           | Paper Towels        |
| Rulers (ES & MS only) | Liquid Soap           |                     |
| Contact Paper         | Hand Sanitizer        |                     |

## REQUESTS FOR TRANSCRIPTS

Copies of high school transcripts may be requested when withdrawing a student from school. Official transcripts will be sent at the request of the subsequent school the student attends. To insure the timely preparation of transcript copies, withdrawal requests should be made to the Registrar at least two weeks prior to checkout.

**Transcripts are maintained at the school for five years. After that time transcripts are retired to the:**

**DoDEA Records Center  
DDESS DSO  
201 Custer Road, Bldg. 2670  
Fort Benning, Georgia 31905**

**Telephone: (706) 545-4785  
Fax: (706) 545-1239**

## TEXTBOOKS

Because students must sign for issued textbooks they should carefully inspect textbooks before signing an acceptance sheet. Textbooks are school property and are entrusted to students for their use and safekeeping. It is good practice to cover the books. Books lost or stolen will require replacement according to the following procedure:

- ✓ Contact the publisher or use an on-line book source (Amazon).
- ✓ The replacement book must be the same edition as the one lost. It can be new or used providing it is in serviceable condition.
- ✓ Purchase and order the item for delivery to:

**Brussels American School**  
**ATTN: Supply – Lost / Damaged**  
**Unit 8100 Box 13**  
**APO AE 09714**

- ✓ Return a copy of the receipt or online order form with this document to the school supply specialist. Once the replacement book has been received your student's obligation regarding this matter has been met.

## THEFT

If personal property has been stolen, it must be reported immediately to the Assistant Principal. Students will complete a Theft Report and are also advised to inform parents and the Military Police.

## TRASH

Show pride in our school by managing your own garbage and cleaning up your messes in common areas and classrooms. Please use containers mounted near the buildings to keep our environment clean. RECYCLE!

## WITHDRAWAL FROM SCHOOL

Sponsors who wish to withdraw their students should notify the Registrar at least two weeks in advance of the date of withdrawal. The Registrar will inform the student and parents about withdrawal procedures. Sponsors should ensure that all debts to the government are paid prior to withdrawal. All schoolbooks, materials, courseware and uniforms must be returned. Normally, students who withdraw during the school year will be provided only with a withdrawal grade. The gaining school will determine final grades.

## ACCELERATION POLICY

A student whose sponsor is required to transfer with Permanent Change of Station (PCS) orders during the last twenty school days of a semester may request acceleration privileges. Acceleration permits the student to complete work prior to the end of the semester and obtain full credit for the semester. In order to be considered for acceleration privileges, the following must be done.

- ✓ The sponsor must provide the school with a copy of the PCS orders.
- ✓ The sponsor must request acceleration **in writing NLT one month** prior to the student's check out date.
- ✓ The request must contain this date, which should be no more than one or two days prior to the Port Call.
- ✓ The sponsor should provide the Registrar with verification of the Port Call. **The student must have a passing grade in each course for which he/she seeks acceleration credit.**
- ✓ Request for acceleration must be processed through the Registrar. Individual teachers do not have the authority to grant acceleration.
- ✓ The student must complete all assignments and examinations successfully.

**▶ ACCELERATION REQUESTS FOR PERSONAL CONVENIENCE OR FAMILY TRAVEL PRIOR TO THE END OF THE SEMESTER WILL NOT BE APPROVED. ◀**



## Conditions and Procedures for Acceleration:

- ✓ Present PCS orders or a written request, signed by the sponsor and sponsor's commander, (if an emergency situation or orders are not yet available) to the registrar **AT LEAST 30 DAYS PRIOR TO DEPARTURE DATE.**
- ✓ There are fewer than 20 school days left in the semester before the departure date

### Semester 1

Students must attend school all day on 13 December, 2012.

Earliest departure is close of business (COB) on 16 December, 2012.

### Semester 2

Students must attend school all day on 16 May, 2013.

Earliest departure is close of business COB on 17 May, 2013.

- ✓ The withdrawal date from school will be **no sooner than two days before the port call departure date**
- ✓ Completed accelerated work must be turned in to individual teachers **no later than 5 school days prior to withdrawal from school**

► **QUESTIONS RELATING TO ACCELERATION SHOULD BE ADDRESSED TO THE REGISTRAR. ◀**  
(368-9552 or 02/717-9552)

► **FAMILY TRIPS WILL NOT BE APPROVED THE LAST TWO WEEKS OF THE SEMESTER. ◀**

## SPECIAL PROGRAMS AND SERVICES

### COLLEGE APPLICATIONS AND FINANCIAL AID

With thousands of American colleges and universities having various requirements, each student planning to attend college should get informational catalogs or online resources from target schools at the earliest possible date. The counselor can help students begin writing to schools, completing applications for admission and financial aid, and assuring that their high school academic plan corresponds with college requirements.

Scholarships are available from a number of generous communities, public and private sources. Announcements and reminders about scholarship availability are made regularly through the daily bulletin.

### COUNSELING SERVICES

The counselor is available to meet with students individually or in small groups. The counselor will help students with educational, personal, social, or scheduling concerns. Class schedules may be changed only in accordance with the guidelines as stated. Parents who wish to meet or talk with a counselor can phone 368-9557 or 02/717-9557 to discuss concerns or make an appointment for a conference.

### Military & Family Life Consultants (MFLC)

Due to the unique challenges faced by military families, especially during this time of war, the Department of Defense has contracted professional licensed consultants to provide non-medical counseling services to Service members and their families. Brussels American School is fortunate to have consultants assigned specifically to us. They are designed to provide anonymous, confidential support to Soldiers and their family members, especially those returning from deployments. Call the Main Office (368-9552 or 02/717-9552) to contact the MFLC at BAS.

### SPECIAL EDUCATION SERVICES

Students who have handicapping conditions or learning issues may be entitled to special education services under Child Find. Teachers are trained in the referral process; however, parents with questions or concerns may call 368-9571 or

02/717-9571 for information.

## **TESTING PROGRAM**

A number of voluntary, nationally standardized tests are administered on national test dates throughout the school year. Test dates for the ACT, SAT and PSAT are announced in the daily bulletins and the parent newsletters. Students may pick up registration materials in the counseling office. They will receive specific information about each exam at that time. Advanced Placement (AP) tests, designed for those who have taken a rigorous academic program, are administered in May. Students should contact colleges regarding their AP credit policies.

## **NURSE AND HEALTH SERVICES**

The school nurse's responsibilities include:

- ✓ Health consultant
- ✓ Appraising the health status of students
- ✓ Vision and Hearing Screening throughout the year
- ✓ Identifying the health needs and conferring with individual students and their parents concerning specific health problems.
- ✓ Assisting parents in finding help for their children through knowledge of the various agencies and welfare organizations
- ✓ Pursue follow-up programs for the correction of health problems.
- ✓ Resource for current health information and material to school personnel, and will assist teachers in developing proper health attitudes in students.
- ✓ Liaison between community health and welfare organizations, military medical facilities, home and school
- ✓ Maintenance of accurate and current information in the child's health record
- ✓ Providing pertinent, current health information as needed

## **HEALTH POLICIES**

### **IMMUNIZATIONS**

Students who enroll in DoDEA schools are required to meet specific immunization requirements. These requirements represent the minimum requirement and do not necessarily reflect the optimal immunization status for a student.

It is the parents/guardians responsibility to ensure their child's immunizations are updated as needed. Please present the most current shot record at the time of enrollment. Check with the school nurse/immunization clinic, if you have any concerns/questions. The school nurse may notify the sponsor for any immunizations requiring updating. Parents are given 30 days from the date of enrollment for students to obtain the required immunizations, or obtain a waiver of immunizations. (DOD Instruction 6205.1)

*Returning students* who have immunizations come due during the school year will have 30 calendar days from the due date to receive their vaccine(s).

### **IMMUNIZATION REQUIREMENTS ARE:**

- ✓ Hepatitis A – 2 dose series to prevent liver disease
- ✓ Hepatitis B – 3 dose series to prevent liver disease.
- ✓ Diphtheria, Pertussis, Tetanus, (DPT) in which one of the doses in the series must be administered after the 4<sup>th</sup> birthday.
- ✓ Tdap (Tetanus, diphtheria, Pertussis) booster at age 11.
- ✓ Poliovirus (IPV or OPV) in which at least one of the doses in the series must be administered after the 4<sup>th</sup> birthday.

- ✓ Measles-Mumps-Rubella (MMR) – 2 doses.
- ✓ Varicella – 2 doses, or proof of disease. (Please provide month and year of disease.)
- ✓ Meningococcal Meningitis (MCV4), series initiated at 11 years. Booster dose at age 16.
- ✓ The seasonal Influenza (Flu) vaccine as determined by local medical command.
- ✓ Tuberculosis Skin Test- routine testing is no longer necessary unless risk factors are identified as determined by local medical command.

► **STUDENTS IN NON-COMPLIANCE AFTER 30 DAYS WILL BE DISENROLLED, UNTIL PROOF OF COMPLIANCE IS PROVIDED.** ◀

## **MEDICATION POLICY**

Medication is defined as prescription or non-prescription, to include Tylenol, ibuprofen, cough syrup, etc. Students who require medication at school **MUST have a "Permission for Medication" form** completed by both the doctor/healthcare provider and parent, with medications properly labeled from the pharmacy (student name, name of medication, instructions). All medications are locked in the Health Room (Nurse's Office). Only in rare situations will students be permitted to retain possession of their medication while in school or participating in school related activities. This is usually reserved for those students who need to carry an Asthma Inhaler, Epi-Pen for a life-threatening allergic reaction, or Insulin for Diabetes. The student's prescribing physician must provide a written statement that the student must retain possession of the medication at all times; in addition, the student's parent must consent to the student's possession. This includes ALL over-the-counter and prescription medications.

Parents may:

- ✓ Get a permission form for medication to be given at school from the school nurse, or a Self-Retained Medication Form if i.e. the student needs to carry an inhaler etc...
- ✓ Give medicine at home ...or
- ✓ Come to the school and give their child/children the medicine needed during school hours.

## **ILLNESS AND INJURIES**

### **ILLNESS**

If your child is ill, please do not send him/her to school. For his/her benefit, it is best that s/he gets the proper rest, nutrition and care by his/her parent at home. This will allow for a faster recovery and return to his/her routine. This also prevents other children from being in contact with those germs that can lead to illness. If a child becomes ill during school, the parent will be notified by phone to pick up the child. This will be based upon the assessment and evaluation by the school nurse determining:

- ✓ A temperature greater than or equal to 100 degrees Fahrenheit, or 37.8 Celsius
- ✓ Active vomiting or diarrhea
- ✓ An illness, which presents contagious symptoms (conjunctivitis/pink-eye, ringworm, varicella/chickenpox), which has not been cleared by your physician.
- ✓ Other symptoms interfering with learning as determined by the school nurse.

To return to school your child must be without symptoms for 24 hours, and fever free without fever-reducing medications for 24 hours.

## **INJURIES**

In the event of an injury, first aid will be 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. School Nurses follow clinical guidelines as set forth by DODDS such as:

- ✓ Clinical Guidelines in Child Health, 2nd edition, Mary Virginia Graham and Constance R. Uphold.
- ✓ Clinical Guidelines for School Nurses, 6th edition, copyright 2007.
- ✓ DS Manual 2942.0 - School Health Services Guide, March 2004.

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, duty phone number, and the phone number of another adult to act as emergency contact in case parents cannot 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 or emergency contact.**

## **WELLNESS POLICY**

We continually strive for health and wellness in our school. Parents, teachers and students involved in our school take responsibility to help insure health and wellness. Students are taught about healthy living, physical activity and eating in our school at all grade levels. We want to implement what is taught in the classroom through all parts of the school.

Parents are encouraged to talk with their children about eating a balanced meal with different food groups while at school.

### **WELLNESS COMMITTEE**

The committee consists of various BAS stakeholders, including staff, parents, students, administration, and community members. The committee is also open to anyone interested in health and wellness at our school. Meetings will be held as determined by the Wellness Coordinator or School Nurse.

We recognize that health and wellness guidelines/policies are comprehensive. The Wellness Committee uses The Isles District Wellness Policy, and the Alliance for a Healthier Generation, as guides:

[http://www.dodea.edu/offices/logistics/docs/HWP\\_Isles.pdf](http://www.dodea.edu/offices/logistics/docs/HWP_Isles.pdf)

<http://healthiergeneration.org>

### **WATER**

Water is the drink of choice for the classroom. Parents are encouraged to send their child with a refillable water bottle to school.

### **HEALTHY SNACKS**

The best snacks satisfy hunger while helping to meet daily dietary needs. BAS strongly encourages parents to choose snacks for their children that pack a nutritional punch. The link below has a list of healthy snack suggestions.

[http://www.betterschoolfood.org/files/BSF\\_Healthy\\_Snack\\_List.pdf](http://www.betterschoolfood.org/files/BSF_Healthy_Snack_List.pdf)

### **SCHOOL LUNCHES**

Our school lunches are provided through a contract with The Exchange School Lunch program which is approved by the U.S. Department of Agriculture (USDA). Free and Reduced-Price meals are available for students who qualify under Federal Guidelines. Our school menus follow USDA nutritional requirements.

<http://www.shopmyexchange.com/Community/Schoollunch/>

## **BROWN BAG LUNCHES**

Lunch from home? Refer to the DoDEA Health and Wellness site for tips on How to make healthy brown bag lunches at <http://www.dodea.edu/wellness/dodea.cfm?cld=BB>

Groups, parents, teachers, and students should ask themselves the following three questions prior to bringing/serving food to/on campus:

1. Does it provide nutrients with relatively few calories?
2. Is it low in fat, sugar and salt?
3. Can the recipe or food obtained be modified to make it more healthful?

## **COMPETITIVE FOODS AND BEVERAGES**

What is a competitive food? Alliance for a Healthier Generation defines a competitive food as snacks, a la carte items/ treats, and desserts offered for sale in school.

We encourage parents, teachers, and students to review the Alliance School Beverage and Competitive Food Guidelines, prior to bringing in any food for sale on campus. You will need to log in to the site first:

[https://schools.healthiergeneration.org/asset/5zj25d/07-141\\_CFGuidelinesChart.pdf](https://schools.healthiergeneration.org/asset/5zj25d/07-141_CFGuidelinesChart.pdf)

The school nurse also has copies of the guidelines. Our ultimate goal is that these guidelines shall apply to items sold on school grounds or at school activities during the regular school hours and at after school-sponsored activities such as athletic events, field trips etc...

## **HEALTHY CELEBRATIONS**

We want celebrations/parties at our school to be full of fun but healthy! Homeroom and other parents, teachers, and students are encouraged to refer to the Healthy Celebrations, Promoting a Healthy School Environment link which can be found below.

[http://healthymeals.nal.usda.gov/hsmrs/Connecticut/CT%20Healthy\\_Celebrations.pdf](http://healthymeals.nal.usda.gov/hsmrs/Connecticut/CT%20Healthy_Celebrations.pdf)

## **FOOD ALLERGIES**

Be aware that we have children with food allergies at our school. **Please check with the teacher before bringing food into the classroom.**

## **SMOKE FREE CAMPUS**

In accordance with DoD regulations, Brussels American School maintains a smoke-free environment. This means the possession or use of tobacco products is prohibited on campus at any time, to include attendance at any school-sponsored function. Any student that violates this policy will be suspended from school. Students on or off campus are at risk being suspended from school for smoking either in school and/or any athletic or after school activity. This rule applies to all activities whether they are on or off campus.

- ✓ Students are prohibited from possessing or using tobacco products during the school day, enroute to or from school, on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.
- ✓ Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.
- ✓ There will be no designated smoking areas defined or condoned by DoDDS-E schools.

## DOG FREE CAMPUS

Dogs are not permitted in the classroom or on the campus at any time. This is a safety issue and must be adhered to at all times.

## ATTENDANCE POLICY

BAS follows DoDEA regulation 2095.01, the attendance policy which went into effect 26 August, 2011. Below are the major points of the policy. To view the policy in its entirety, click on the following link:

[http://www.dodea.edu/back\\_to\\_school/2011\\_12.cfm?cld=attendance](http://www.dodea.edu/back_to_school/2011_12.cfm?cld=attendance)

### 1. DoDEA policy states:

- a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.
- b. **School attendance is mandatory.**
  - ✓ All students are required to attend school for 180 instructional days per school year.
  - ✓ **Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.**
  - ✓ Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
  - ✓ School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school.
  - ✓ A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program.
  - ✓ Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.
- c. Calculation of attendance
  - ✓ Daily student attendance is identified based upon a quarter of the school day formula.
  - ✓ Students will be identified present or absent, based upon the following criteria: Absent up to 25% of the school day = absent one -quarter of the school day
  - ✓ Absent between 26% to 50% of the school day = absent one -half of the school day
  - ✓ Absent between 51 % to 75% of the school day = absent three -quarters of the school day
  - ✓ Absent between 76% to 100% of the school day = absent full-day
  - ✓ The school office will rectify (each morning) the reason for each and all student absences based upon information provided by the parent or sponsor.

### 2. SCHOOL SPONSORED ACTIVITIES

- a. Curricular. Student attendance is recorded as "present school sponsored curricular activity."
- b. Non-Curricular. Participation in Interscholastic Athletic Programs.
  - ✓ Must be in compliance with DoDEA Regulation 2740.1 (Reference (c)).
  - ✓ Students are required to be in school the full day on the day of a weekday game, pursuant to Reference (c). The only exception is for an appointment approved by the school administration in advance.
  - ✓ A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.

- ✓ A student who is "unexcused absent" on the day of a scheduled athletic program is ineligible for participation in that event.
- ✓ A student suspended from school is not eligible, at the minimum, for the next scheduled competition.
- ✓ Student attendance is recorded as "present school sponsored non curricular activity."
- ✓ Students are responsible for identifying and making up all classroom activities or assignments which were missed as a result of being out of school while traveling to or from, and participating in, an Interscholastic Athletic Program.

3. REQUESTS FOR STUDENT ABSENCE. All requests for student absences are to be made to the BAS administration prior to the upcoming absence. The factors listed below will be taken into consideration.

- ✓ The student has a record of consistent school attendance during the current school year.
- ✓ Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- ✓ Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.

4. EXCUSED ABSENCE

- ✓ The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.
- ✓ DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.
  - ⊗ Personal illness.
  - ⊗ Medical, dental, or mental health appointment.
  - ⊗ Serious illness in the student's immediate family.
  - ⊗ A death in the student's immediate family or of a relative.
  - ⊗ Religious holidays.
  - ⊗ Emergency conditions such as fire, flood, or storm.
  - ⊗ Unique family circumstances warranting absence and coordinated with school administration.
  - ⊗ College visits that cannot be scheduled on non-school days.
  - ⊗ Pandemic event.
  - ⊗ Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teacher(s) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences. (See Appendix to Enclosure 2)

5. UNEXCUSED ABSENCE

- ✓ Absence from school or a class without written verification from a parent or sponsor will be unexcused.
- ✓ The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.
- ✓ School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.
- ✓ Unexcused absences may result in disciplinary action (i.e., detention, in-school suspension, and expulsion), along with loss of credit, if the student does not comply with the intervention plan, pursuant to Reference (a).
- ✓ An absence is considered unexcused when the student:
  - ⊗ Is truant
  - ⊗ Does not have a valid written note to present at the time the READMIT FORM is issued
  - ⊗ Oversleeps

- ⊗ Has transportation difficulties (not including late school busses)
- ⊗ Is babysitting

**▶ SPONSORS MUST CALL THE MAIN OFFICE BEFORE 1000 WHEN STUDENTS ARE ABSENT. ◀**  
**DSN 368-9552/9553 CIV 02/717-9552/9553**

The chart below outlines procedures followed at BAS regarding unexcused absences. Detention/Saturday School is assigned when an absence is determined to be unexcused OR if a student returns to school without a valid note. Students have one day to provide a legitimate excuse for the absence (a note, parent phone call or email from an official mailbox excusing the absence. Once legitimized, the detention is excused.

| Unexcused = No Note   | Skipping A Class                               | Truancy = Skipping Multiple Classes  |
|---|--|--|
| Detention Assigned ▼  | 1 <sup>st</sup> = Detention/Saturday School X1 | 1 <sup>st</sup> = Saturday School X1   |
| Detention excused if note brought within two days   | 2 <sup>nd</sup> = Detention/Saturday School X2 | 2 <sup>nd</sup> = Suspension   |
| No note, Detention is served  | 3 <sup>rd</sup> + = Suspension                 | 3 <sup>rd</sup> = *Suspension  |
| If failure to bring a note is habitual, absences will be treated as truancy and require parent conference   |  | 4 <sup>th</sup> = Chronic Truancy will prompt the involvement of the Civilian Misconduct Office. |
| <b>If you have concerns about your child's attendance please call the Main Office (DSN 368-9552 CIV 02/717-9552). Current attendance records are maintained and we are happy to provide you with updates.</b> |  |  |

**▶ . NOTES ARE STILL REQUIRED ON THE MORNING OF THE STUDENTS RETURN TO SCHOOL AND SHOULD INCLUDE THE FOLLOWING INFORMATION: ◀**

- ✓ Current date and date of absence
- ✓ Sponsor daytime phone number and official email
- ✓ Student name and grade
- ✓ Specific reason for absence
- ✓ Sponsor signature

**6. EXCESSIVE SCHOOL ABSENCE**

- ✓ Students who are not physically present in school because they are hospitalized, or otherwise receiving homebound services, are excluded from identification of excessive school absence.
- ✓ Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year.
- ✓ **After 5 cumulative absences (excused or unexcused) in a semester**, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year (elementary and middle school) or, successful completion of course credit (secondary).
- ✓ If appropriate, **after 7 cumulative absences (excused or unexcused) in a semester**, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the



intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

## 7. MONITORING STUDENT ATTENDANCE.

- a. Students Identified as at-risk students who are identified by school administration or the SST as such for not fulfilling the grade or course standards, who shall be monitored throughout the school-year, and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:
  - ✓ Meeting with parent or sponsor.
  - ✓ Command assistance.
  - ✓ Participation in make-up class(es).
  - ✓ Participation in summer school course(s).
  - ✓ Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST.
- b. Elementary and Middle School Students. The school administration shall meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school-year and develop an educational plan that may include non-routine placement, in accordance with DoDEA Regulation 2000.03 (Reference (e)). The grade level placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.
- c. Secondary Students
  - ✓ **Separate from any discipline that may be imposed, students with excessive absences may be subject to loss of course credit.**
  - ✓ **Students may lose credit when they have accumulated 7 or more unexcused absences in a class or course during a semester. The administration will verbally warn the student and parent or sponsor (via email or written notification) of possible loss of credit after 3 unexcused absences. As appropriate, the administration will meet with the parent or sponsor to discuss the student's educational progress.**
  - ✓ Notification. The administration will send notification (via email or written notification) of possible loss of credit to a parent or sponsor of students who have 7 unexcused absences during a semester. The school principal shall conference (in person or telephonically) with the student, together with his/her parent or sponsor, to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. If credit will be denied the principal shall provide official written notification to the parent or sponsor.
  - ✓ Grade Level Placement and Loss of Credit. The grade level placement of students and loss of credit will be considered on an individual basis in accordance with Reference (e). Decisions will reflect the best interests of the student.
  - ✓ Appealing Loss of Credit.
    - ⊗ Students may appeal their loss of credit by submitting a written petition to the school principal within 10 days of official written notification.
    - ⊗ The appeal process must include a discussion between the classroom teacher(s) and principal.

## 8. TARDY

- ✓ Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.
  - ✓ **Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.**
  - ✓ Students are responsible for making up all missed work when arriving late to class.
  - ✓ **Students missing less than half the school day will be counted present, but will be marked "tardy excused", or "tardy unexcused."**
- a. Excused Tardy. Conditions that constitute an excused absence also constitute excused tardy.
- b. Unexcused Tardy
- ⊗ Tardy from school or a class without written verification from a parent or sponsor will be unexcused.
  - ⊗ Students leaving school grounds without prior written parent or sponsor permission.
- c. Excessive Tardy
- ⊗ School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.
  - ⊗ **After 5 cumulative tardies (excused or unexcused) in a semester**, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.
  - ⊗ As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year.

The chart below outlines procedures followed at BAS regarding unexcused tardies.

| <b>UNEXCUSED TARDIES:</b>  |   |
|--|---|
| <b>1<sup>st</sup> – 3<sup>rd</sup></b>   | Teacher handles tardies according to his/her discipline plan*, which should include: <ol style="list-style-type: none"> <li>1) a warning;</li> <li>2) a successful parent contact;</li> <li>3) a serious consequence;</li> </ol> <b>*Student signs tardy log each time tardy.</b> |
| <b>4<sup>th</sup></b>  | Administrative referral = Detention/Saturday School X 1 assigned, parent contact  |
| <b>5<sup>th</sup></b>  | Administrative referral = Detention & Saturday School X 2, parent meeting   |
| <b>6<sup>th</sup></b>  | Administrative referral = Suspension  |
| <b>NOTE: Consequences for tardiness are accumulated per class per semester.<br/>Rules for all other offenses apply to the school year.</b> |   |

▶ ALL NOTES ARE SCANNED AND MAY BE VERIFIED WITH A PHONE CALL TO THE SPONSOR. ◀

## SCHOOL ACTIVITIES AND EXCUSED ABSENCES

**STUDY TRIPS:** Students participating in class study trips must have permission form completed by sponsors and returned to the teacher sponsor **at least two days** prior to the scheduled trip. It is the student's responsibility to make arrangements for make-up work **PRIOR** to taking the study trip. Parents with questions about the nature of a study trip

should contact the sponsoring teacher directly. Parents are encouraged to participate as chaperones!

► **TEACHERS ARE RESPONSIBLE FOR STUDENTS ON AUTHORIZED SCHOOL STUDY TRIPS.** ◀

### **CLASS TRIPS**

So-called “Senior Trips” or other “Class Trips” are neither sponsored, authorized, sanctioned nor excused by the school. Parents and students must be aware that the school cannot be involved in any way, including fund raising. Senior “skip days” will be dealt with as unexcused absences and may lead to not participating in graduation ceremonies.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

Students, **regardless of age**, who need to leave the school during the day, must report to the Main Office with an appropriate written excuse or appointment slip to receive approval to leave the school and to sign out. Failure to do so will result in a designation of truancy. We would appreciate that medical appointments be scheduled so as not to conflict with classes.

Students who return to school or who arrive after 0825 **must be signed in by a parent or guardian** in the Main Office before reporting to class, even if they return between classes or during lunch. Students who become ill must report to the school nurse before going home. Students are not authorized to leave school without the sponsor’s permission.

## **ELEMENTARY SCHOOL RULES**

Individual classroom rules/guidelines are posted in each classroom. Students will be expected to know, and abide by the guidelines of their respective classroom and be aware of the consequences connected with those guidelines. School-wide Rules (expectations) for students are:

- Walk and line-up quietly in the hallways (in a single file), to and from the playground, gym and lunchroom.
- Obey and respect all adults in authority.
- Speak respectfully to peers and adults.
- Keep your hands and feet to yourself – be respectful of personal space.
- Remain calm.
- Model acceptable behavior for others around you.
- If there is a problem, talk to an adult.

All adults in the school are responsible for all students and will be expected to counsel them if any misbehavior. Any behavior that disrupts teaching or creates a danger to others will be cause for disciplinary action. Any acts of physical violence can result in an immediate office visit. Cooperation between school and parents is vital in any disciplinary action.

Electronics such as IPODS and electronic games are NOT to be used during the school day, which includes the LUNCH and RECESS periods. They may be used on the school bus before and after school, but upon entering the school campus they should be secured in the child’s backpack. Student cell phones are NOT permitted. (Bus drivers and school personnel have access to cell phones for emergency purposes.)

### **LOST OR DAMAGED ITEMS**

The school is NOT responsible for any lost or damaged items. To prevent these items from being lost, they should be marked clearly with the child’s name. Educational flashcards may be brought if requested by individual classroom educators.

## **APPROPRIATE LANGUAGE**

BAS is a learning community where children are educated, cared for, and their learning acquisition celebrated. We want all children to feel physically and emotionally safe. In accordance with DoDEA policies, toy weapons, fighting, bullying and dangerous behaviors will not be tolerated. We are also concerned that children can be harmed emotionally when other children use inappropriate language and/or gestures. Profanity, cursing, sexual harassment and degrading or hurtful comments related to a student's race, ethnicity, culture, nationality, handicap, gender or religion, will not be tolerated. *Students who participate in any such activities will be disciplined and may be suspended from school so that parents may have the opportunity to teach their children the inappropriateness of such behavior and the hurt it can cause to others.*

## **DRESS CODE**

Students engage in many activities during the school day. Be certain that clothing is comfortable, durable, warm, properly fitted, and suitable for current weather conditions. All outer clothing should be plainly labeled with the student's name. Student dress should in no way be distracting to the learning process. Students who wear inappropriate school dress clothing will be referred to the school counselor and will be provided suitable clothing, if needed.

## **CAFETERIA RULES**

While in the cafeteria for lunch, students should talk quietly, walk, sit at assigned tables if necessary, use good table manners, and remain seated until dismissed by a monitor. When dismissed, children should go directly to the line-up area facing the Lincoln Plaza.

## **PLAYGROUND RULES**

Please review these rules with your children and try to use these same rules after school when your own children are playing at the school. Our students should:

- ✓ Play in supervised areas only.
- ✓ Sit on swings correctly.
- ✓ Stay out from under all playground equipment.
- ✓ Play games, and use equipment safely.
- ✓ Stay out of all bushes, trees and planters.
- ✓ Wear weather-appropriate clothing (coats, jackets, hats, gloves, boots).

## **RECESS**

Opportunities for recess are: 1) from arrival in the morning until 0825; 2) morning recess, 0950-1005; 3) before or after lunch for 30 minutes. During inclement weather, recess is held in the MPR. Due to the nature of Belgian weather, it is imperative for students to be prepared and dressed appropriately for outside recess. Playground monitors and administration will determine, on a case by case basis, when outside recess will be moved inside. When the temperature drops below 25°F/- 4°C, recess is moved inside.

## **ELEMENTARY SCHOOL DISCIPLINE**

It is DoDEA's policy that discipline be maintained consistently and appropriately in the school setting and during related activities. Students are encouraged to grow in self-control, develop a sense of positive regard for fellow students and demonstrate pride in the community. Students are responsible for conducting themselves in a manner that does not violate the rights, or safety of others. Students and staff share the responsibility of developing and maintaining a caring climate with the school environment that is conducive to productive learning.

It is important for all BAS students to feel and be safe at school. Therefore, bullying, aggressive behaviors (striking another student), inappropriate language, and bringing weapons (fake weapons as well) are not tolerated. If students are

observed committing one of the aforementioned offensives they will be sent to the administration/counselor immediately. Consequences can range from talking to an administrator, calling parents, missing recess, or suspension/expulsion. Consistent efforts will be made to match consequences appropriately with the misconduct, taking into consideration the frequency and severity of previous occurrences. Parents will be notified in a timely manner when students display misconduct, and may be expected to participate in a related conference.

Each elementary teacher has a behavior plan to deal with issues that arise in their classroom setting based on the grade and age of the students.

If a student consistently violates school rules, acts in injurious manners, displays disrespect, or commits a serious breach of conduct, parents will be contacted and a serious consequence may result. Throughout their stay at BAS students are responsible for:

- ✓ Obeying school-wide rules, cafeteria, classroom and playground rules.
- ✓ Accepting reasonable and appropriate consequences if responsibilities are not fulfilled.
- ✓ Respecting all school and personal property.

## **MIDDLE SCHOOL/HIGH SCHOOL DISCIPLINE POLICY**

Brussels American School's DISCIPLINE POLICY is intended to define and interpret key points within the scope of DoDDS Regulation 2051.1, but is not intended to supersede it in content or intent. Additional administrative action which may be taken by the Army Civilian Misconduct Action Authorities in cases of misconduct on school grounds or while participating in a DoDDS-sponsored event are identified in USAREUR Regulation 27-9.

### **APPLICABILITY OF SCHOOL RULES**

Rules apply to the entire school day, including lunchtime. Rules apply twenty-four hours during multi-day events on or off campus, study trips or when the school is hosting other students.

|   |
|---|
| <b>CLASS 1 OFFENSES: DISRUPTIVE BEHAVIORS IN THE CLASSROOM AND COMMON AREAS</b> |
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| Examples: Electronic devices, headgear, littering, cheating, lying, public display of affection (PDA), violation of classroom rules, throwing objects, name calling, inappropriate language, play fighting, running in halls, excessive talking, not seated, no materials, repeated no work, unprepared for classes, tardies (1 <sup>st</sup> – 3 <sup>rd</sup> tardies), refusal to comply to a reasonable request, conduct inappropriate to activity, chewing gum, eating/drinking in the classroom, profanity/offensive language. |
|--|

|   |
|---|
| <b>CONSEQUENCES:</b> According to teacher's classroom management plan (warnings, confiscations, teacher assigned detentions, parental contact, etc.) repeated offenses may be forwarded to administration in cases when an individual fails to respond to the classroom management plan. Consequences for repeated offenses are normally detention, but may be increased to suspension.<br><b>NOTE:</b> "Common area" (hallways, study trips, assemblies) offenses may result in restriction from future assemblies/trips, etc. |
|---|

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| <b>CLASS II OFFENSES: DISRUPTIVE, RUDE, INAPPROPRIATE, AND REPEAT OFFENSES</b> |
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|--|
| Examples: Loss of school property, insubordination, 4 or more tardies, chronic class disruption, truancy, chronic and repetitive misbehavior, push-shove/slap in anger, profanity/name calling toward other students and/or teachers, forgery of school notes, cheating, plagiarizing the work of others, defiant behavior, leaving class without permission, bullying or intimidating, threatening a student skipping administrative detention, defacing or damaging school property of others, smoking, found in off limits area, in possession of gang materials, flashing gang hand-signs. |
|--|

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|--|
| <b>CONSEQUENCES:</b> 1-3 days after school detention/Saturday school based on accumulated patterns of behavior or 1-2 days suspension. Suspension notifications will be routed through the community commander to the sponsor's chain of command. Monetary restitution will be requested if appropriate. |
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**CLASS III OFFENSES: BEHAVIORS THAT IMPACT THE LIVES AND/OR SAFETY OF OTHERS**

Examples: Possession, consumption/, use, and/or distribution of drugs (to include alcohol and tobacco), firecrackers, laser pens, theft, over the counter drugs, prescription drugs, sexual harassment/misconduct, as defined by DoD policy; hazing, initiation, fighting, in possession of gang or gang related materials, flashing gang signs, gang related activity (determination made by the administration) destroying property, assault of school personnel.

**CONSEQUENCES:** 2-10 days out of school suspension. The Garrison Commander and the sponsor's Chain of Command will be notified. Military Police will be notified as required. Monetary restitution will be requested if appropriate.

**CLASS IV OFFENSES: ILLEGAL ACTIVITY, ACTIVITY IN VIOLATION OF LOCAL LAWS OR AGENCY REGULATIONS:** Examples:

Possession/use of weapons or anything used as a weapon, drug dealing, distribution, arson, gang-related fighting, vandalism, threat to bomb, burn, or destroy school property, false fire alarm, battery of school personnel, unauthorized or illegal use of school computers for entering or down-loading unauthorized material, use of computers to communicate a threat or harass (cyber bullying), willfully damaging computer software, causing physical injury to another (not in self-defense) resulting in medical treatment.

**CONSEQUENCES:** 5-10 days out of school suspension and/or recommendation for expulsion (or as determined by administration). The Garrison Commander will be notified. For the first incidence of these offenses, notification is sent through the Garrison Commander to sponsor's Chain of Command. Military police and other authorities will be notified as required. Monetary restitution will be requested if appropriate.

## MIDDLE SCHOOL/HIGH SCHOOL DETENTION PROCEDURES

**Level 1:** Classroom teacher implements 3-step behavior management plan.

**Level 2:** If the above procedure hasn't worked, the teacher can refer the student to the teacher-run after school detention for 45 minutes (1515-1600). In this process, the classroom teacher will be responsible for:

- ✓ writing the discipline referral for the student to go to the 45 minute after school detention;
- ✓ ensuring the student understands that s/he is to take the referral home to get it signed and return it to the detention monitor on the assigned day. The parents will be informed their student has detention and will not be allowed to ride the activity bus. This information will be stated on the detention form.

The detention monitor is responsible for:

- ✓ informing the teacher assigning the detention if the student served the detention OR if the student was referred to administration for failing to report to the detention.
- ✓ ensuring that the parent is aware the student has a detention.

**Level 3:** If the student's behavior hasn't changed and continues to be a problem after Level 1 and 2 disciplinary actions have been taken, s/he will be referred to the administration for a two hour after school detention.

Assistant Principal will be responsible for:

- ✓ referring any parent who calls about a teacher assigned detention to the teacher who assigned it;
- ✓ assigning an administrative two hour detention to students who do not attend the teacher assigned detention (Level 2) without advance and reasonable reason;

- ✓ determining that a student's behavior continues to warrant a further consequence, such as a Saturday detention (0800-1100).

### **After School Detention /Saturday School**

- ✓ Detention students are to arrive on time, NTL than **1515 on Thursdays**. Saturday School students are to arrive on time, NTL **0800 on Saturday mornings**. If a Detention/Saturday School student is late, he or she will be marked as a **NO SHOW**. A referral will be submitted the next school day to the AP. Students late for Detention/Saturday School will be given **two Detentions/Saturday Schools**.
- ✓ Detention/Saturday School students are assigned specific seats in the classroom after they have signed in.
- ✓ Detention/Saturday School students are not allowed to leave the classroom for two/three hours (**1515-1715**) or (**0800-1100**).
- ✓ Detention/Saturday School students are not allowed to talk, eat, listen to music, sleep, etc...
- ✓ Detention/Saturday School students are to bring at least two assignments to work on and another book to read.
- ✓ Detention/Saturday School students **ARE ALLOWED** to work on the computer to complete class works.
- ✓ **Detention/Saturday School students WHO BREAK THE BASIC RULES as listed above ARE ASKED TO LEAVE AND A REFERRAL IS SENT TO THE ADMINISTRATION THE NEXT SCHOOL DAY.**
- ✓ Students who have detention on Thursdays are not eligible to ride the activity bus. They must arrange their own transportation home.
- ✓ Students may only be released to teachers or admin during detention for in-class work, tests, or a legitimate, supervised work detail. **NO OTHER EXCEPTIONS!** Teachers must personally come to the detention monitor to request students, or come to the detention room to get the student. Teachers must confirm the prompt return of the student with the detention monitor if the student is re-released back to the detention room prior to 1700.
- ✓ Teachers may email or deliver copies of homework, tests, or assignments prior to the start of detention. Students are responsible for turning completed assignments in to the assigning teachers. Detention monitors will only keep and return tests to assigning teachers. In the case of a no-show, homework, tests, etc. will be returned to teacher with notation of "**NS**" for "no show."

**► ALL REFERRALS, TEACHER OR ADMINISTRATIVE, ARE TO BE RETURNED WITHIN 24 HOURS, WITH A PARENT SIGNATURE. FAILURE TO DO SO WILL RESULT IN A LUNCH DETENTION. ◀**

### **DISCIPLINE, CONSEQUENCES AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:**

- ✓ A student who is suspended is ineligible to participate in extra-curricular and co-curricular events, trips, competitions, etc., for the remainder of the week in which the suspension begins. A "week" is defined as the period from Monday through Sunday.
- ✓ A student who is suspended will **NOT** participate in extra-curricular **practices**, events, trips, or competitions, on any day in which the suspension is still in effect.
- ✓ Attendance at teacher or administrative detentions or work details supersedes attendance at **ANY** extra-curricular practices and events.

**► THE PURPOSE OF DETENTION IS BEHAVIOR MODIFICATION. IF, AFTER 5 DETENTIONS/SATURDAY SCHOOLS, BEHAVIOR HAS NOT BEEN MODIFIED, MORE SERIOUS CONSEQUENCES WILL BE APPLIED. ◀**

### **MAKE-UP WORK AND DISCIPLINARY MATTERS:**

Students who are suspended have the opportunity to make up all work missed. Students are granted one day for make-up work completion for each day of suspension. Work is subject to a maximum 30% grade reduction.

### **DRESS POLICY**

## **APPEARANCE AND DRESS**

Appropriate dress and appearance not only make a good impression for our school and community, but also have a positive influence on overall school climate. A student is expected to dress in a manner that is not offensive to others, is not revealing, and does not cause a distraction within the academic environment. The dress code for Brussels American School applies to all functions on campus property and during all school activities in other locations. The school principal and assistant principal reserve the right to make judgments concerning the appropriateness of items of clothing not addressed in this policy. The school administration, the teachers, the military chain of command, and the parents will enforce this policy. Students are expected to dress and be groomed in support of the educational program and orderly operation of the school. The following standards are designed to promote health, safety, contribute to the teaching and learning climate, and to promote a positive image in the community.

**OUR EXPECTATION: DRESS FOR SUCCESS Clothing will be clean, neat, serviceable (no holes, tears, slits deliberately cut, frayed, or ragged), and worn appropriately. Clothing will not create a distraction in the school or classroom. Students will exercise mature judgment in determining appropriate school attire.**

The following is unacceptable dress for Brussels American School:

- ✓ Slippers, bare feet, bare midriffs, short shorts, short skirts, halters, see-through net shirts
- ✓ Articles that can cause damage to other students or property (chains, studded accessories, etc.).
- ✓ Unsanitary or torn clothing.
- ✓ Clothing with cigarette, alcohol or drug advertisements.
- ✓ Obscene writing on clothing/jewelry.
- ✓ Dark glasses inside the building unless medically approved in writing.
- ✓ Any hats, bandanas, do-rags or other head coverings inside the building (males and females all age groups at any time).
- ✓ Clothes that are worn in gym class worn to other classes.
- ✓ Any clothing or clothing style that depicts gang influence, gang violence or gang affiliation.
- ✓ Any clothing that exposes undergarments. This includes sheer shirts/tops with halter top, or strapless shirt under the sheer top.
- ✓ Inappropriate t-shirts (sleeveless undershirts, tank tops with large arm holes)
- ✓ Any clothing that appears to be pajamas or boxer shorts
- ✓ FlipFlops-rubber thin type are not permitted at any time-ES/MS/HS.
- ✓ Pants, shorts, skirts, shirts with holes to include the new ones that are made that way.

### **Tips for determining acceptable dress:**

- ✓ Pants need to be waist level and belted. No sag and Bag (males and females)
- ✓ Shirts need to rest at the hip (Females) or to be tucked into the pants.
- ✓ Shorts and skirts will be no shorter than mid leg between upper thigh and knee.

Dress and grooming will not disrupt the teaching-learning process. When a student's appearance or mode of dress disrupts the educational process, the student will be sent to the office, and parents will be called for corrective action. Some, but not all, examples of inappropriate dress are sunglasses in class, pants worn extremely low on hips, and immodest (see-through) attire. Please see the above list.



## **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, intimidation, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

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

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

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

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

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

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

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

## STUDENT NETWORK/INTERNET USER GUIDELINES

Our goal in providing electronic communication and Internet access for teachers and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

In accordance with DoDEA Regulation 2051.1, "Department of Defense Education Activity Disciplinary Rules and Procedures," August 16, 1996, grounds for suspension or expulsion include: *"Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes 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."* I understand that if my actions fall within the behavior quoted from DoDEA Regulation 2051.1, I may be subject to suspension or expulsion.

### Acceptable Use

- ✓ The use of your account must be in support of education and research consistent with the educational objectives of the DoDEA. Do not download files or subscribe to bulletin boards that are not related to DoDEA authorized activities.
- ✓ Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- ✓ Transmission of any material in violation of any U.S. or state regulation is strictly prohibited. Do not transmit obscene, harassing, or abusive messages, copyrighted material, or material protected by trade secret.
- ✓ Use for commercial, product advertisement or political lobbying is prohibited.
- ✓ Do not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but not limited to, the uploading or creation of computer viruses.
- ✓ Do not install any software downloaded from the Internet or from disks brought in from other sources on school computers.

Both the student and his/her sponsor will be asked to read and sign the "*Student Network and Internet User Agreement*" before the students can use this tool. Students must understand that the primary purpose of using electronic communication in the classroom is to conduct research and facilitate learning. Students who misuse electronic communication will lose their privilege.

## DoDDS-EUROPE ATHLETIC ACADEMIC AND ACTIVITIES ELIGIBILITY MONITORING PROCEDURES

\*\*Exceptions to this policy may only be granted by the Director, DoDDS Europe.

1. Coaches will check the previous semester's GPA and number of F's for all student athletes in grades 9, 10, 11, and 12. These students must have a 2.0 GPA or higher **AND** have **no more than 1 "F"** to be eligible. If ineligible, according to this standard, see # 4 below.
2. **ELIGIBLE STUDENTS:** Student athletes (all grade levels) who meet the 2.0 GPA/1 "F" requirement are eligible, but **must be monitored on a weekly basis.**
  - a. Any student athlete who has more than 1 "F" will be ineligible for all scrimmages and DoDDS-E scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
  - b. Students can regain their eligibility on a weekly basis.

3. **INELIGIBLE STUDENTS:** If a student athlete does not meet the 2.0 GPA/1 “F” requirement then he/she must adhere to the following:
- The student is ineligible for the first 3 weeks of the season and will continue to have his/her GPA and number of F’s checked every 3 weeks throughout the entire season as long as they meet the requirement at the end of every 3-week period. These 3-week checks must be done every 3 weeks, even though the student may meet the GPA requirement at the end of the first or second three-week period. During any 3 week check the athlete fails to meet the requirement, the athlete will be removed from the team immediately.
  - He/she may still practice during this time, but participation in all scrimmages and DoDDS-E scheduled games is prohibited. **Ineligible athletes cannot dress-out or travel with the team.**
  - Coaches should encourage tutors and additional study time for these students so that they may regain their eligibility at the end of the 3-week period.

NOTE: There is no requirement, during the ineligibility period, for these students to be monitored weekly. However, it is highly suggested that this be done to determine progress and provide assistance where necessary.

- The student will be removed from the team for the remainder of the season the first time the student does not meet the 2.0 GPA/1 F requirement at a 3 week grade check .
4. Transfer students: If a student enrolls in your school without a transcript or any previous school record:
- The student must be monitored on a weekly basis. If the student has more than 1 F at the end of the weekly monitoring period then the student is ineligible for that week.
  - Because you have no previous semester GPA to determine if the GPA requirement has been met, this student must also meet the three-week GPA check. If, at the three-week check, the student has a 2.0 GPA or higher and no more than 1 failing grade, then he will be ELIGIBLE for the next three-week period (he must continue to be monitored weekly). If you still do not have an official transcript by the 6<sup>th</sup> week to determine the GPA eligibility requirement, then again, at the 6<sup>th</sup> week a GPA check must be done. If the GPA requirement is not met, the athlete will be ineligible for the next three weeks.

**NOTE: Only students who do not meet the requirement at the beginning of the season will be subject to GPA checks every 3 weeks.**

**► STUDENTS CANNOT BECOME ELIGIBLE ON A FRIDAY AFTERNOON. ◀**

## **EXTRA CURRICULAR POLICY**

### **EXTRA CURRICULAR ACTIVITIES & ELIGIBILITY REQUIREMENTS**

Participation in the extra-curricular program at Brussels American School is a privilege to all students who:

- ✓ Abide by the policies and philosophies established by the administration and sponsors.
- ✓ Adhere to the principles governing interscholastic competition.
- ✓ Meet DoDDS and Brussels American School eligibility requirements.
- ✓ Have no more than one (1) failing grade as confirmed by weekly grade checks, and maintain a 2.0 GPA.
- ✓ Students on trips or in uniform are easily identified as members of Brussels American School and must be positive representatives of their school and community.
- ✓ Attendance in school on the day of (or before if weekend) the competition/activity is required. The sponsor must

verify absences in writing. Absences due to illness will prohibit a participant from practice or competition that day. Any student caught skipping one or more classes may not be allowed to participate in the next competition/activity.

- ✓ Any student who verbally, or in any other manner attacks, insults, or otherwise degrades a teacher, administrator, or coach from this or any other school may be suspended from extra-curricular participation for the remainder of the season.
- ✓ If a student is suspended from school for any reason, he/she:
  - a. will not be allowed to practice/compete while on suspension.
  - b. may not be allowed to return to the team or activity until after a successful re-admittance conference with the school administration.

**The following may result in automatic suspension from athletics for the season and the loss of an athletic letter:**

- ✓ Use or possession of un-prescribed drugs, narcotics, alcoholic beverages, over the counter drugs, or tobacco products
- ✓ Stealing/forgery
- ✓ Destruction of property. (home or away)
- ✓ Sexual misconduct

Head coaches/sponsors and/or activity sponsors at Brussels American School are responsible for ensuring the enforcement of the above requirements and rules. Student athletes who wish to appeal actions taken by the coaching staff may make an appeal to the high school athletic council. This council is comprised of the Athletic Director, a school administrator, a member of the involved team and all head coaches for that season. The decision regarding participation and eligibility is the final recommendation to the principal.

**REQUIREMENTS FOR ATHLETIC PARTICIPATION**

In order to participate in a DoDDS athletic program a student must:

- ✓ Submit a valid Physical to the Athletic Director, signed Parental Consent form and a team contract to their head coach.
- ✓ Enroll in at least four classes.
- ✓ Must be less than 19 years old on the first day of school
- ✓ Have fewer than 8 semesters of sports competition in grades 9 through 12 or fewer than 8 semesters of enrollment in grades 9 through 12.
- ✓ Be enrolled at the beginning of a sport season ready to begin practice on the first scheduled day.
- ✓ Must attend 10 practices before participating in a competition. Exceptions are transfer students who've been participating in a particular sport at their former school.
- ✓ Abide by athletic regulations; including physicals.
- ✓ Understand that only one varsity and junior varsity letter will be given during a student's enrollment at Vilseck High School. After the first letter the athlete will receive a certificate stating that he/she has earned another letter.

**▶ STUDENTS WHO HAVE SUSTAINED A CONCUSSION ARE NOT ELIGIBLE TO PLAY UNTIL MEDICAL PERSONNEL AUTHORIZES. IT IS NOT THE CALL OF A PARENT. ◀**

**BAS SPORTS PROGRAM**

| FALL          | WINTER             | SPRING           |  |
|---------------|--------------------|------------------|--|
| Cross Country | Basketball (Men)   | Soccer (Men)     |  |
| Football      | Basketball (Women) | Softball (Women) |  |
| Tennis        | Cheerleading       | Track            |  |

|   |           |  |  |
|---|-----------|--|--|
| Volleyball (Women)  | Wrestling |  |  |
| Sports schedules are set yearly and will be posted on the school's website. Students are financially liable for uniforms and equipment issued to them |           |  |  |

## DoDDS SPONSORED ACTIVITIES AT BRUSSELS AMERICAN SCHOOL

|  |  |                                 |
|--|--|---------------------------------|
| <b>Academic Games</b>                                    | <b>Junior Leadership Seminar (JLS)</b>   | <b>Senate Youth</b>             |
| <b>Berlin Seminar for Seniors</b>                        | <b>Model United Nations (MUN)</b>        | <b>STEMposium</b>               |
| <b>Creative Connections</b>                              | <b>Model United States Senate (MUSS)</b> | <b>Student-to-Student (S2S)</b> |
| <b>Honors Music Festival</b>                             | <b>National Honor Society</b>            | <b>Student Council</b>          |
| <b>International Student Leadership Institute (ISLI)</b> | <b>National Junior Honor Society</b>     | <b>Showcase Anthology</b>       |
| <b>Jazz Seminar</b>                                      |  |                                 |

- ⦿ **Academic Games:** School academic teams compete against each other in tournament format. The format is patterned after the College Academic Bowl. The team of four answers questions reflecting a broad high school curriculum to include the subjects of math, science, social studies, history, culture, language arts, and literature.
- ⦿ **Berlin Seminar for Students:** Throughout DoDDS-E, Seniors only are invited to apply for participation in this event. It is held from in January at the Konrad-Adenauer Stiftung in Berlin. American and German students work together to achieve cultural understanding, using Berlin as a case study.
- ⦿ **Creative Connections:** Creative Connections is a weeklong Fine Arts workshop for students. The art, music, and drama instructors first select students locally. Applications are forwarded to the DoDDS regional office where they undergo a rigorous second screening. Students who are selected spend a week studying in one of the ten workshops instructed by professional artists, dancers and actors from Europe and the United States. Interested students who wish to apply for Creative Connections should contact their fine arts instructor for details and application information during the fall semester.
- ⦿ **Honors Music Festival:** The Honors Music Festival program offers 60 student instrumentalists and 80 vocalists the opportunity to gather for 5 days to study a variety of band and choral music. After a period of intensive rehearsals conducted by two of America's finest conductors, the students present a concert with a combined band and choral finale. The concert is performed in the Kurhaus in Wiesbaden, Germany, a large audience of both Americans and Germans.
- ⦿ **International Student Leadership Institute (ISLI):** The focus of the 6-day ISLI is the instruction and development of leadership skills with students from DoDDS, the host nation, and international community schools. The faculty selects students who represent the school. The student participants at the Institute are expected to contribute to the roles of learner, planner, investigator, contributor, and team member.
- ⦿ **Jazz Seminar:** The Jazz Seminar incorporates 28 student instrumentalists and 6-8 vocalists who focus on the study of jazz. The students, under the direction of major musicians/educators, have the opportunity to listen, read, perform, and improvise jazz music. The culminating activity for the seminar is a series of jazz concerts presented by the students for the local community and schools. The seminar and concert are usually held in January each year.

- ☉ **Junior Leadership Seminar (JLS):** Junior Leadership Seminar is a 6-day event designed to identify and develop leadership skills for use in middle school students (7<sup>th</sup> graders).
- ☉ **Model United Nations:** MUN teaches parliamentary procedure and skills of debate, while keeping students abreast of the vital issues gripping the world today. The culmination of a semester of intensive classroom practice and research is participation in the Prague Model United Nations (PRAMUN) or The Hague International Model United Nations (THIMUN) conference in January. There, students participate in a mock UN session, along with other students from around the world. MUN offers excellent opportunities for students to improve leadership skills and expand their global awareness.
- ☉ **Model United States Senate:** MUSS is for students interested in controversial issues, current events, and debate. Students in grades 9–12 role play United States Senators, lobbyists, and members of the executive branch in a simulation of the Senate. Participants research a wide variety of contemporary issues and prepare bills for discussion and debate. Parliamentary procedures used in legislative debating are an essential part of the debate and are easy to learn. In short, MUSS provides a forum for students to use a wide range of communication skills as they seek to promote and pass legislative proposals in a dynamic and challenging simulation. If you like to argue the issues, MUSS is for you!!!
- ☉ **National Honor Society:** Membership in the National Honor Society is open to sophomores, juniors, and seniors who have attended Brussels American School for one year. Students must exhibit excellence in character, leadership, and service in the school and community. Students who are selected must maintain a semester average of 3.5.
- ☉ **National Junior Honor Society:** Membership in the National Honor Society is open to students in the second semester of 6<sup>th</sup> grade, or in grades 7 through 9 who have attended Brussels American School for one year. Students must exhibit excellence in character, leadership, and service in the school and community. Students who are selected must maintain a semester average of 3.5.
- ☉ **Senate Youth:** The United States Senate Youth Program, established in 1962 by U.S. Senate Resolution, is a unique educational experience for outstanding high school students interested in pursuing careers in public service. Two student leaders from each state, the District of Columbia and the Department of Defense Education Activity will spend a week in Washington experiencing their national government in action.

Student delegates will hear major policy addresses by Senators, cabinet members, officials from the Departments of State and Defense and directors of other federal agencies, as well as participate in a meeting with a Justice of the U.S. Supreme Court.

In addition to the program week, the foundation grants each of the 104 student delegates a \$5,000 college scholarship with encouragement to continue coursework in government, history and public affairs. Transportation and all expenses for Washington Week are provided by the foundation; no government funds are utilized.
- ☉ **Showcase Anthology:** Showcase is an anthology of original art and literature submitted by DoDDS students from pre-school through grade 12. Works included in the annual publication are vetted through a screening committee. Only those determined most worthy and publishable are included in the final printing.
- ☉ **STEMposium:** STEMposium is a weeklong experience in problem-solving and engineering. The event is designed to introduce 90 DoDDS-Europe students, from grades 9 to 11, to a real-world engineering scenario which requires the application of science, technology and math. Content area experts will present information, mentor and provide hands-on, practical experiences targeted at solving a multi-faceted, relevant and dynamic problem. Experts will also provide an opportunity for students to apply for summer internships in the United States. The goal of the STEMposium is to use practicing researchers, scientists and engineers to develop skills in team dynamics, adaptability, problem-solving,

complex communications, systems thinking and self-management/self-direction within our students.

- ⊗ **Student Council:** The Student Council at Brussels American School is a forum through which students can voice their opinions and express their concerns to the administration. Also acting as a mediator between the various clubs and interest groups in the school, the Student Council helps organize the calendar of student events, encouraging participation from the whole student body.
- ⊗ **Student 2 Student (S2S):** S2S is an organization welcoming new students to Brussels American School. S2S members acquaint new students not only with the school, but the surrounding military and host nation communities as well. S2S activities offer new students the opportunity to become positively and actively involved at Brussels American School from the first day they arrive.

## BRUSSELS AMERICAN SCHOOL SPONSORED CLUBS AND ACTIVITIES

| STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS IN ORDER TO PARTICIPATE |                        |               |
|---|------------------------|---------------|
| After School Jazz Club  | Drama                  | Writers' Club |
| Art Club  | Model NATO             | Yearbook      |
| Chess Club  | National Geography Bee |               |
| Creative Writing  | Pep Band               |               |

## SCHOOL POLICY AND EXPECTATIONS FOR SOCIAL ACTIVITIES

### SOCIAL FUNCTIONS

School social functions are an important part of our extra-curricular program. The following guidelines should assist those concerned with scheduling, sponsoring, or chaperoning such activities.

### DANCES

- ✓ Dances are organized for Brussels American School students. Visitors may attend sponsored dances with approval by School Administration. Potential visitors must be at least high school age and are required to abide the visitor procedure. The deadline for such approval is 1530 hours two school day before the dance. Group approval may be granted to members of visiting student groups. Guest lists will be prepared and only registered guests will be admitted to the dance.
- ✓ Students (and guests) will be expected to comply with the school dress policy (as stated in this handbook) while attending dances. Guests are subject to all school policies.
- ✓ Every event must be sponsored by an approved student group recognized by the student council and school administration. The group must have a faculty sponsor and an adequate number of chaperones must be present.

## TRANSPORTATION

### TRANSPORTATION POLICY

Students with a valid driver's license are permitted to drive an **automobile** to school. It is the student's responsibility to secure the car and its contents. ***Students are not authorized to use the car during the school day.***

Students desiring to ride motorcycles (mopeds) **must receive special permission** from the school before riding the vehicle on campus. With administrative permission, parking is required near the bike racks in the front of the school parking area. Riding a moped to school is a privilege that can be revoked for failure to comply with school rules and regulations.

Bicycles require no special permission for campus access. However, parking is required at the bike racks at the front of the school entrance. Students are not permitted to ride bicycles, mopeds, or cars on campus or to leave the campus during school hours. All safety gear **MUST** be worn when operating a moped or bicycle on campus.

## **SCHOOL BUS POLICY, SERVICE AND STUDENT BUS BEHAVIOR**

The school district (not the military community) is in charge of school buses. The local school bus office coordinates the buses, implements and enforces the school bus rules.

It is the student's responsibility to meet the school bus on time and to engage in safe and proper behavior while on the bus. Transportation to and from school is a privilege.... not a right. Students found in violation of established rules regarding conduct aboard school buses will be subject to disciplinary action to include **loss of bus privileges**.

### **ACTIVITY BUSES**

An **activity bus** is available to transport students when activities are concluded. The buses operate only on normal school days, and normally will not run the day before a holiday or training holiday. To ride the bus, students may be required to have an activity bus pass issued by the sponsor of the activity, or a one day pass issued by a supervising teacher. (Regular bus passes are not the same as activity bus passes.) Seasonal activity bus passes are to be turned in to the activity's sponsor once the season/activity is over. **Activity buses are ONLY for students involved in legitimate, supervised after school activities. Activity buses do not provide added transportation for students who remain after school just to "hang out" at the YS, with friends, etc.... It is not the late bus home. Activity bus stops are at transportation hubs, and a limited number of other central locations.**

**Questions about school bus transportation should be directed to the School Transportation Office (STO) at DSN 368-9548 or CIV 02/717-9548**

In the event of an emergency or if you receive no answer; please call the local Military Police Desk at DSN 368-9769 or CIV 02/717-9769. They will contact someone at the Bus Office

- ✓ Parents must register their student(s) for bus transportation at the annual school registration or at the STO.
- ✓ Each bus rider is issued a bus pass to ride an assigned bus. Students without bus passes will be reported for "failing to have a bus pass". The student will be given temporary status as an authorized bus rider and will be allowed to board the bus. However, with repeated offenses, it will be treated as a disciplinary issue with escalating consequences. With the second offense the student will lose riding privileges for one day, third offense – two days, fourth offense – three days. The sponsor will be contacted by phone and/or by letter and the days of the suspension will be arranged ahead of time. **Students will not be "stranded" because they forgot or lost their bus pass.**
- ✓ Please Notify the STO at least a week in advance if you change your home address if it will affect your child's school bus transportation. This includes when you move into or out of temporary lodging.
- ✓ Temporary bus passes can be issued on a limited basis. Normally the temporary is for 1 or 2 days to ride to or from school on a different bus but up to 30 days for purposes involving temporary lodging, emergency leave or TDY any of which can be renewed for 30 days at a time.



- ✓ Parents, sponsors and family members are not authorized to instruct drivers how to perform services. Please **do not ask drivers** to drive around the block or change the location of an authorized bus stop. If a change needs to be made, please get in contact with the school bus office.
- ✓ Parents wishing to ride the bus and act as bus monitors must volunteer with the Middle school at the Main Office before being authorized by the school bus office.
- ✓ Parents must agree to serve as a bus monitor when required by the military commander.

## SCHOOL BUS RULES

### ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- ✓ comply with all school rules with the “Behavior Standards for School Bus Students”;
- ✓ board and exit the bus in a safe manner and always show your bus pass;
- ✓ present bus pass when boarding the bus, and upon demand;
- ✓ remain seated while on the bus;
- ✓ talk with other passengers in a normal voice;
- ✓ keep all parts of the body inside the bus windows;
- ✓ keep aisles, steps, and empty seats from obstruction;
- ✓ remain fully and properly clothed;
- ✓ treat the driver and fellow students with respect;
- ✓ promptly comply with the bus driver’s or monitor’s instructions;
- ✓ no food or beverages on the bus;
- ✓ treat the bus and other private property with care.

### ON AND AROUND SCHOOL BUSES STUDENTS WILL NOT:

- ✓ fight, push, shove, or trip other passengers;
- ✓ use or possess un acceptable items identified in the school “Code of Conduct”;
- ✓ push while boarding, on, or exiting the bus;
- ✓ get on or off the bus while the bus is in motion
- ✓ make excessive noise, or play electronic equipment without earphones;
- ✓ put objects out of bus windows or hang out of windows;
- ✓ engage in horseplay
- ✓ obstruct aisles, steps, or seats
- ✓ engage in public displays of affection;
- ✓ eat, drink, or litter on the bus;
- ✓ use profane or abusive language or make obscene gestures;
- ✓ spit or bite;
- ✓ harass, bully, or interfere with other students;
- ✓ disrespect, distract, or interfere with the bus driver;
- ✓ damage private property;
- ✓ sit in the bus driver’s seat, or touch bus operating devises or equipment;
- ✓ open or try to open bus door;
- ✓ throw or shoot objects inside or out of bus;
- ✓ tamper with bus controls or emergency equipment;
- ✓ violate any other school rules, law, or military installation regulations.

## SCHOOL BUS RESPONSIBILITIES

### **STUDENTS are responsible for:**

- ✓ Obeying the "School Bus Rules".
- ✓ Immediately reporting the loss or damage of the bus pass to the school bus office.
- ✓ Providing the school bus office with written notification from parent/sponsor/guardian for any change from the normal authorized school bus transportation.

### **PARENTS/GUARDIANS/SPONSORS are responsible for:**

- ✓ Ensuring that their family members know and comply with the "School Bus Rules".
- ✓ Any damage to vehicles that may result from improper behavior of their child.
- ✓ The safety and conduct of family members in route to or from and at the bus stop.
- ✓ Ensuring that their family members are at the designated school bus pickup point five minutes prior to the bus' scheduled arrival time.
- ✓ Reporting any unsafe actions by drivers or bus riders to the school bus office
- ✓ Getting family members to and from school in accordance with school arrival and departure policies if the family member's bus riding privileges are suspended.
- ✓ Providing the school bus office with timely written notification when a student has a change in his/her normal authorized school bus transportation.

**PARENTS!! PLEASE TEACH YOUR CHILDREN NEVER TO WALK IN FRONT OF OR BEHIND THE SCHOOL BUS AND TO WAIT SIX FEET BACK FROM THE CURB. IN EUROPE TRAFFIC DOES NOT STOP FOR LOADING AND UNLOADING SCHOOL BUSES. YOUR CHILDREN ARE IN HARM'S WAY WHEN THEY STAND ON THE EDGE OF THE CURB OR ENTER THE STREET IN ROUTE TO OR FROM A SCHOOL BUS**