

Parent/Student Handbook

SY 2008-2009



Mr. Dale Moore, Principal
Mr. Toufy Haddad, Assistant Principal
Unit 30401, APO AE 09107
07031-15-2715, DSN 431-2715

P	Preparation
R ²	Respect and Responsibility
I	Integrity
D	Determination
E ²	Effort and Excellence

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Student Handbook

SY 2008-2009

Acknowledgement and Understanding of Student Handbook 2008-2009

The Böblingen Elementary/Middle School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students and parents are responsible to have knowledge of the rules and standards stated in this handbook. Students are to return this signed portion to their homeroom/first period teacher no later than September 5, 2008, or within one week of enrollment at BEMS.

Parent Name (Printed)

Student Name (Printed)

*

Parent Signature

Date

*

Student Signature

Date

****Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for school year 2008-2009.***



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
BÖBLINGEN ELEMENTARY/MIDDLE SCHOOL
UNIT 30401
APO, AE 09107**



School Year 2008-2009

Dear Parents,

We, at Böblingen Elementary/Middle School (BEMS), welcome your child(ren) and you to the new school year. Understandably, we are proud of Böblingen's fine faculty, staff, and students. We feel that both our instructional programs and our reputation are among the finest in DoDDS-Europe. As the administrators of Böblingen Elementary/Middle School, we extend an open invitation to you to visit our school or to become a regular volunteer. Enclosed you will find a copy of the Student/Parent Handbook for SY 2008-2009. In order to conserve paper we are sending this handbook via email. If you wish to have a hard copy, you may come into the school's main office and we will print one out for you. Although it is not possible to address every question/issue in this handbook, it is our hope that you will find it useful and helpful throughout the school year. *(The handbook will be disseminated electronically. It will be sent home via email and will be assessable on our school's website).*

At BEMS, we strongly believe that the best education can be achieved for children when home, school, and community combine energies and talents. There are many ways for parents and community members to become involved in our school. Volunteers enrich and support the curriculum in the classrooms and are always welcome in the library, cafeteria, and on the playgrounds. In addition, there are numerous committees that require parent and community participation. We are fortunate to have an active Parent/Teacher Association (PTA). They are always looking for members and people willing to assist. The PTA supports a variety of school programs such as visiting authors, Reading Counts, and various cultural performers. There is also the School Advisory Committee (SAC), which is comprised of parents and teachers who work with whole school topics such as curricular concerns, cafeteria items, and bus questions. From time to time, other opportunities for short-term involvement arise. When that happens, you will learn about it through emails from the main office, classroom teachers, the *Bulldog Pride Newsletter* (a weekly parent newsletter), and/or in the community post.

With the help of administrators, teachers, and parents 'working together to make a difference'; our mission to educate all students will be successful. You will find the DoDDS-E, Heidelberg District, and Böblingen's mission statements in this handbook. We invite you to read it and become acquainted with both our mission and our school improvement goals. The DoDEA curricular standards for each grade level can be found on the DoDEA website at www.dodea.edu. Also check the DoDEA website for lots of other pertinent information including new initiatives and trends, school test scores, and textbook adoptions. For ease when contacting teachers and administrators, our email addresses all follow the same pattern: FirstName.LastName@eu.dodea.edu.

We encourage ongoing communication between parents, students, and teachers. Collectively, we must work together throughout the year to fulfill your child's and our educational goals. We want and desire a close tie between Böblingen's parents and teachers to affect the best learning opportunity

for all our students. We encourage parents to help your children in the evenings by reviewing homework and discussing the substantive materials the children learned during the school day. By adults showing interest in and enthusiasm for topics our children are studying, we will not only teach them to like education, but more importantly to **love** learning. This attitude is important; as school is only the beginning of a well-rounded education. We strive to instill in our students an appreciation for the concept that learning is indeed a life-long process.

We, teachers and staff, look forward to your student's daily participation in all school activities. We recognize and celebrate excellence in education at every opportunity. We wish you and your child a most rewarding and successful school year.

Sincerely,

Mr. Dale Moore
Principal

Mr. Toufy Haddad
Assistant Principal

DoDEA COMMUNITY STRATEGIC PLAN

Vision

Communities investing in success for ALL students!

Mission

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for

success in a global environment.

Guiding Principles

- Student achievement is a shared responsibility.
- Trust and respect for other's rights.
- Unlimited opportunities to reach high expectations.
- Dedication to lifelong learning.
- Equal access to quality education based on standards.
- New and motivating challenges to inspire excellence.
- Total accountability with teamwork.
- Success for all students first!

GOAL 1: Highest Student Achievement

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

GOAL 2: Performance-Driven, Efficient Management Systems

DoDEA will use 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, 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.



HEIDELBERG DISTRICT'S MISSION STATEMENT



"Promoting Student Success - Preventing Student Failure!" is our district mission. We are proud of our schools and their commitment to student success.

HEIDELBERG DISTRICT IMPROVEMENT PLAN

Goal One: 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.

- It is the goal of the Heidelberg District to guide and facilitate educators to increase and improve the use of the DoDEA content or performance standards as a foundation for the selection of appropriate and effective instructional practices, and appropriate assessments to guide and inform instruction. The district will facilitate and guide educators to plan instruction based on effective strategies for educating all students in all curricular areas. Emphasis will be placed on meaningful learning.
- **Vision:** To ensure success for all students, the District has identified the following three interventions:
 - **Literacy**
 - K-3 Early Childhood Reading Initiative
 - DoDEA Writing Assessment: Process Writing Performance Tasks grades 5, 7, 9
 - Language Arts Standards- Based Instructional Model grades 4, 8, 10
 - Reading in the Content Area- grades 6-12
 - **Mathematics**
 - Mathematics Standards - Based Instructional Model for Algebraic Understanding and Success
 - Standards - Based Instructional Model for grades 4, 8, 10
 - **Engaged learning**
 - Student-Centered Integrated Learning and Technology Products to include:
 - Robotics
 - Digital Video Projects
 - **Audience:** Schools and community



The Vision

Our vision is to inspire curiosity and ambition for life-long learning in every student.

The Mission

Our mission is to promote skills and knowledge, in a positive and welcoming environment, that will ensure academic, social, and emotional achievement for all students in an increasingly global society.

School Improvement Goals

Goal #1 All students will improve their writing in all areas of the curriculum.

Goal #2 All students will improve problem-solving skills across the curriculum.

Guiding Principles

P	Preparation
R ²	Respect and Responsibility
I	Integrity
D	Determination
E ²	Effort and Excellence

DODEA CHAIN OF COMMAND

Dr. Shirley A. Miles
Director, Department of Defense Education Activity
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Web Building
Arlington, VA 22203

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DODEA
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APO AE 09096

Mr. Frank Roehl
Superintendent of Schools
Heidelberg District
Unit 29237
APO, AE 09102

Mr. Dale Moore
Principal, BEMS
BES Unit 30401
APO AE 09107

Mr. Toufy Haddad
Assistant Principal, BEMS
BES Unit 30401
APO AE 09107

School email: principal_boeblingen_es@eu.dodea.edu (The spaces represent underscores)

DoDEA/DoDDS Website: www.dodea.edu

Böblingen Elementary/Middle School Website: <http://www.stut-esb.eu.dodea.edu/>

IMPORTANT TELEPHONE NUMBERS

	Military	Civilian
Superintendent, Frank Roehl	388-9383	06221-759-02312
BEMS Office	431-2715	07031-152715
BEMS Nurse	431-2274	07031-152274
ES Counselor	431-2733	07031-152733
MS Counselor	431-2342	07031-15-2342
Bus Transportation Office	431-2486	07031-152486
DoDDS Hotline	338-7670	0611-380-7670



Böblingen Elementary Middle School And DoDDS-Europe Calendar



School Year 2008/2009

2008	
Tuesday, August 19	BEMS Parent Orientation (New & Returning) 1600 – All Students
Wednesday, August 20	FIRST DAY FOR TEACHERS
Monday, August 25	FIRST DAY OF SCHOOL FOR STUDENTS – GRADES 1-8 Beginning of First Quarter and First Semester 0800 – 6 th Grade Orientation in Gym
Monday, September 1	Labor Day – Federal Holiday – NO SCHOOL FOR STUDENTS
Tuesday, September 2	First Day of Kindergarten
Thursday, September 4	Open House 1700 – 1900
Monday, September 8	SAC Meeting – 1445 in Cafeteria
Wednesday, September 24	Family Reading Night 1600 – 1700 in Gymnasium
Friday, September 26	Progress Reports Go Home (MS Only – Mailed)
Mon – Wed, Oct 06 – 08	School Pictures
Tuesday, October 7	Family Picture Night 1600 – 2000 in School Gymnasium
Friday, October 10	CSP Day – NO SCHOOL FOR STUDENTS
Monday, October 13	Columbus Day – Federal Holiday – NO SCHOOL FOR STUDENTS
Monday, October 20	SAC Meeting – 1445 in Cafeteria
Friday, October 30	End of First Quarter
Friday, October 31	Teacher Work Day – NO SCHOOL FOR STUDENTS
Monday November 3	Beginning of Second Quarter
Mon – Fri, November 3 – 7	School Spirit Week
Wednesday, November 5	Family Picture Night 1600 – 2000 in School Gymnasium
Friday, November 7	Report Cards Go Home ES – Hand Carried/ MS – Mailed
Monday, November 10	SAC Meeting – 1445 in Cafeteria
Tuesday, November 11	Veteran’s Day – Federal Holiday – NO SCHOOL FOR STUDENTS
Thu-Fri, November 13 – 14	Parent – Teacher Conferences – NO SCHOOL FOR STUDENTS
Tuesday, November 18	Awards Ceremony 0800 – Middle School 0900 – Elementary
Thursday, November 27	Thanksgiving – Federal Holiday – NO SCHOOL FOR STUDENTS
Thu – Fri, November 27-28	Thanksgiving Break – NO SCHOOL FOR STUDENTS
Tuesday, December 2	Family Reading Night 1600 – 1700 in Gymnasium
Monday, December 8	SAC Meeting – 1445 in Cafeteria
Thursday, December 11	1 st Semester Accelerated Withdraw Date (SPONSOR MUST BE PCS-ING, ON ORDERS, OR ON BLOCK LEAVE)
Friday, December 12	Progress Reports Go Home (MS Only – Mailed)
Monday, December 22	Begin Winter Recess – NO SCHOOL FOR STUDENTS
Tuesday, December 25	Christmas – Federal Holiday – NO SCHOOL FOR STUDENTS
2009	

Tuesday, January 1	New Year's Day – Federal Holiday – NO SCHOOL FOR STUDENTS
Monday, January 5	Instruction Resumes
Monday, January 12	SAC Meeting – 1445 in Cafeteria
Monday, January 19	Martin Luther King, Jr. Day – Federal Holiday – NO SCHOOL FOR STUDENTS
Thursday, January 22	End of Second Quarter and First Semester
Friday, January 23	Teacher Work Day – NO SCHOOL FOR STUDENTS
Monday, January 26	Begin Third Quarter and Second Semester
Friday, January 30	Report Cards Go Home ES – Hand Carried/ MS - Mailed
Friday, February 6	Parent Conferences - NO SCHOOL FOR STUDENTS
Monday, February 9	SAC Meeting – 1445 in Cafeteria
Tuesday, February 10	Awards Ceremony 0800 – Middle School 0900 – Elementary
Monday, February 16	President's Day – Federal Holiday – NO SCHOOL FOR STUDENTS
Tuesday, March 3	Family Reading Night 1600 – 1700 in Gymnasium
Thursday, March 5	Progress Reports Go Home (MS Only – Mailed)
Friday, March 6	CSP Day – NO SCHOOL FOR STUDENTS
Monday, March 9	SAC Meeting – 1445 in Cafeteria
Mon – Fri, March 9 – 13	Terra Nova Testing
Tue – Wed, March 31 & April 1	Re-registration for SY 09/10
Thursday, April 2	End of Third Quarter
Friday, April 3	Teacher Work Day – NO SCHOOL FOR STUDENTS
Monday – Friday, April 6 – 10	Spring Recess - NO SCHOOL FOR STUDENTS
Monday, April 13	Begin Fourth Quarter Instruction Resumes
Thu – Fri, April 16 – 17	Re-registration for SY 09/10
Thursday, April 16	Report Cards Go Home ES Only – Hand Carried
Friday, April 17	Parent – Teacher Conferences – NO SCHOOL FOR STUDENTS MS Report cards not picked up will go home via mail
Monday, April 20	SAC Meeting – 1445 in Cafeteria
Tuesday, April 28	Awards Assembly 0800 – Middle School 0900 – Elementary
Tuesday, May 5	Family Reading Night 1600 – 1700 in Gymnasium
Monday, May 11	SAC Meeting – 1445 in Cafeteria
Thursday, May 14	2 nd Semester Accelerated Withdraw Date (SPONSOR MUST BE PCS-ING, ON ORDERS, OR ON BLOCK LEAVE)
Friday, May 15	Progress Reports Go Home (MS Only – Mailed)
Monday, May 25	Memorial Day – Federal Holiday – NO SCHOOL FOR STUDENTS
Monday, June 8	SAC Meeting – 1445 in Cafeteria
Wednesday, June 10	8 th Grade Promotion Ceremony
Thursday, June 11	LAST DAY FOR STUDENTS Report Cards Go Home ES – Hand Carried/ MS Mailed

	Awards Assembly 0800- Middle School 0900 - Elementary
Friday, June 12	Teacher Work Day - NO SCHOOL FOR STUDENTS Last day for Teachers

Academics

ACCREDITATION

The North Central Association of Colleges and Schools (NCA) is the accrediting agency for DoDDS. NCA standards cover many different aspects of the school's responsibilities. They range from the professional certification of the staff to the number of books per student in the library. Most important, NCA provides a format that allows us to continually examine and improve our school.

Böblingen Elementary/Middle School earned full accreditation status from NCA. Our last accreditation visit was in February 2008, and we passed with flying colors. The committee was quite impressed with not only our School Improvement Plan, but also the commitment of the faculty and the statistical and research work and training that has been done. The School Improvement Chairs and the entire school administration, faculty, and staff were complimented on their hard work and their desire to attain the highest achievement for all students. BEMS's next on-site NCA visitation will be in 2013, but reports are submitted each year and progress must be continuous during that time. The faculty, the School Advisory Committee (SAC), and School Improvement Leadership Team (SILT) work hard each and every year to make the school a positive learning environment for children. We hope that each child will not only learn the curriculum, but also achieve the best standards possible and develop an interest in and commitment to learning. We also want them to set goals on their own and develop strategies so they can be independent, life-long learners.

ACADEMIC WEBSITE INFORMATION

The school year is divided into four 9-week quarters. Students receive report cards four (4) times a year. A non-graded program is used in grades K-3. A graded program is used in grades 4-8. Curriculum guides in almost all subjects can be found on the DoDEA Website at www.dodea.edu.

WHERE TO FIND DoDEA CURRICULUM AND UPDATES

http://www.odedodea.edu/ed/edprograms/curriculum/math/pk8sta2_00.pdf

<http://www.dodea.edu/ed/edprograms/curriculum/phised/pe.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/health/health.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/music/music.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/esl/esl.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/ge/gifted.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/hostnation/hnation.htm>

<http://www.dodea.edu/ed/edprograms/support/infocenter/is.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/lars/lars.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/science/science.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/socialstudies/sstudies.htm>

<http://www.dodea.edu/ed/edprograms/curriculum/sped/sped.htm>

STANDARDIZED TESTING

In March, Terra Nova II CTBS tests are given to third through eighth graders. This helps to determine the progress your child is making in their schoolwork compared to other children nation-wide. The Terra Nova II CTBS calls for not only bubbling in answers but also some analysis and writing. Böblingen median scores are usually in the 70's or early 80 percentiles (with 50 percentile being middle average nationally.)

In addition, this year the third graders will be given a Developmental Reading Assessment (DRA) reading test and the fourth graders will be given a writing test. Accountability is high in DoDEA priorities, as the first goal of the DoDEA Community Strategic Plan is "highest achievement for all

students.”

Although these tests do not count on report cards, they do stay in a student’s permanent record and therefore should be taken seriously. Be sure your child gets plenty of sleep and a good breakfast when participating in any nationally standardized testing.

There are local classroom and standardized tests also---such as the unit test from the texts, science task tests, and the SRI (Reading Counts test). These tests will be given periodically throughout the year and are used to evaluate not only the student’s progress but also update us to see how our school achievement is progressing for our School Improvement Plan. At Böblingen we not only give assessments of learning (post-tests after the units or skills), but also assessments for learning (pre-tests to see what children know and where they might need to go next in their studies).

SPECIAL PROGRAMS AT BEMS

Literacy Coach: The literacy coach assists children who are performing below grade level in language arts and reading through small group instruction.

Counseling Program: Böblingen’s Elementary and Middle School counselors work with all students through classroom guidance units. Small group and individual counseling sessions are provided when needed. The program assists children in their social and emotional development. The program is based on the belief that the growth and development during the early years of schooling are most important and significant in the total education of the child. Classroom units include dealing with self-concept, character development, peer relationships, conflict resolution, safety, substance abuse, and communicating ideas. Counseling sessions are designed to help improve behavior management, decision-making, resolve conflicts, and improve study habits.

English as a Second Language (ESL): The ESL teachers work with children who have learned English as a second language, who speak little or no English, or whose limited knowledge of their language may slow their progress in other subject areas. Initially, instruction is primarily listening and speaking. Students are then given help in reading and writing English to improve academic achievement in other areas.

Teacher of the Learning Impaired/Mild to Moderate and Moderate to Severe (LI): The LI teacher provides services for those students identified as having a disorder in understanding or using spoken or written language that may manifest itself as an inability to listen, think, speak, read, write, spell, remember, or do mathematical calculations as defined by DoD Instruction 1342.12. Special education services are designed to meet the unique educational needs of a student placed in such a program by the Case Study Committee. These programs must be reviewed annually to determine the continued appropriateness. The program of study must ensure a student’s placement in the least restrictive environment while providing academic progress. This placement may involve the students spending some part of the school day out of the general education classroom. Special education staff often work within the general education classroom to meet students’ individual needs.

Psychologist: The psychologist administers psychological batteries, consults with staff, and plans and manages a program of psychological services.

Reading Recovery Teacher: The Reading Recovery teacher provides a prescribed one – on – one interaction for first graders who have difficulty learning to read.

School Nurse: The school nurse works with educational and medical agencies to help plan, organize, implement, and evaluate the school health services. First aid is provided to ill and injured students and school personnel.

Speech and Language Pathologist: The speech and language pathologist provides screening, diagnostic,

and therapy services on an individual or group basis for any child having a stuttering, articulation, voice or receptive/expressive language disorder.

Gifted Education: BEMS has a very active Gifted Education (GE) program for students in Grades 4-8 who rank in the top 5% of the nation. Similarly, an Extended Learning program is available for very bright 2nd and 3rd graders. If you feel that your child might qualify for such programs, please contact Mrs. Helene Harper, our Gifted Education teacher, via email, helene.harper@eu.dodea.edu, and she will give you the nomination information.

REPORT CARD EVALUATION CODES

Kindergarten-Grades 1, 2 & 3

CD - Consistently Displayed
P - Developing/Progressing
N - Not Yet Evident
- Not Addressed

Special Subject Marking Code

P - Participates
+ - Shows Strength
/ - More Participation Needed

Grades 4-8

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

Special Subject Marking Code

P - Participates
+ - Shows Strength
/ - More Participation Needed

Parent/teacher conferences will be held at the end of the first marking period for all students, or may be requested at any time by the parents or teachers. Since no report card is adequate in presenting the full picture of a pupil's progress, when questions arise, parents are encouraged to confer with teachers.

DROPPING AND ADDING COURSES

Middle school courses may be added or dropped prior to the completion to ten instructional days. Courses dropped within this time period will not appear on the transcript. *Courses dropped after the deadline will be recorded as a "WF" (withdrawn failing) on the student transcript.*

HONOR ROLL

The BEMS faculty recognizes and rewards students who have earned high academic achievement and maintain high standards of personal conduct. There are three levels of academic awards presented to students in Grades 4 – 8, based on grade point average.

4.0	Principal's Honor Roll
3.5-3.99	High Honor Roll
3.0-3.49	Honor Roll

Most Improved will be given only at the 4th quarter assembly.

HOME-SCHOOLED STUDENTS

Parents who are eligible to enroll their dependents in DoDDS schools, but elect to home school their children may bring their student in to use our Library or Computer Lab at any time that there is not a class using that facility. These facilities are not available after 1500.

LIBRARY / INFORMATION CENTER

The BEMS Library/Information Center's objective is to support and enrich the educational program of the school and to contribute to the instructional and learning experiences of the student. We are fortunate to have an Information Center supplied in books, computers, research materials, etc., all available to our students. The center provides students opportunities to borrow and use the resources

and to participate in listening/viewing and computer activities. Large group instruction and use of the resources are scheduled as needed. Skills are sequentially taught in conjunction with the appropriate classroom or school-wide activity. Each student is given the opportunity to check out books at least once a week. In order to get the maximum use of our resources, we use a flexible loan system. This means that the number of items on loan may be restricted; the length of the loan period may vary, and change from time to time in response to the needs of the curriculum. We reserve the right to recall materials as the requirements of the instructional/learning program dictate. Periodically the file will be checked for overdue books and notices will be sent to the students' teacher. Notices will also be sent to parents.

When students withdraw from school, the circulation file must be searched for any books that may have been checked out by the student. Books must be returned, replaced, or paid for before final check out. Payment for lost books is made at the school by money order payable to the US Treasury Department.

HOMEWORK POLICY

Homework is any activity done outside the classroom to reinforce classroom instruction. The purpose of homework is to provide the student with an opportunity to review and/or practice skills and information previously introduced and/or taught in the classroom. At BEMS, homework is considered a necessary part of the educational program and to assist children in learning. Assignment, review, and evaluation of homework are an integral tool used by teachers in the education process. Academically appropriate homework to support student learning is selected by the teacher according to the needs of students. The time required for its completion will vary according to the age and ability of each student. A variety of education approaches are used to aid students in their quest for life-long learning. Successful completion of homework assigned is intended to reinforce concepts taught in the classroom. Parental involvement and support for the value and completion of homework is essential for student's success in the education process.

Purposes

- A. Provides an opportunity for parents to play an integral role in their child's education.
- B. Encourages students to be organized, self-disciplined, responsible, resourceful and independent.
- C. Provides the opportunity for students to increase their academic abilities and achievement.
- D. Reinforces and/or enhances the curriculum.

Type of Homework

Homework should be an extension of class work. It should be practice on things already introduced and at least partially mastered. With younger children the school will encourage parents to be involved and guide their children as they may need help with reading or writing. Also, homework should be a positive experience and if parent and child work together in a happy way, the child will benefit more. For older students, homework may include writing papers, research projects and book reports in addition to further practice on what they have partially mastered in class. However, if the paper or project is complicated, teachers should clearly give step-by-step guidelines. Older children may be able to work more independently. However, it is good for parents to look over the child's work to assure completion and understanding. Again, it should be a calm, positive experience and one that guides children into good work habits.

INTERNET RIGHTS AND RESPONSIBILITIES

Students, staff and volunteers are required to have training and an understanding of Internet usage and responsibility before utilizing the Internet. Upon registration at BEMS, all students must sign an Internet agreement form stating that they will use the Internet appropriately. Use of the Internet is a privilege not a right; visiting inappropriate sites, or downloading inappropriate files will result in the cancellation of that privilege. Federal regulation mandates that you protect and conserve government property and not use such property for other than authorized purposes. The Internet at BEMS is government property.

SUPPLIES

Textbooks and workbooks are supplied by DoDDS. Your student will need other supplies as listed on the supply lists (you can pick up a list from the school office). The teacher may also make special requests throughout the year. All school supplies are to remain in the school. Please check your child's supplies periodically. The proper care and use of these items should be stressed to help the student develop a feeling of personal responsibility for books or supplies furnished for his/her use. Parents of students who lose or damage schoolbooks or other school property will be held accountable for that loss or damage.

STUDY TRIPS

All students will be given an opportunity to participate in study trips. We feel such trips enrich our academic educational program. Living in Germany gives us opportunities that do not exist in the States. Study trip permission slips will be sent home with the children prior to departing on a trip. **Children will not be permitted to participate without written parental approval.** School policy states that study trips are only for children enrolled in the designated class, grade or group. **No younger children, siblings, or friends are allowed on field trips.**

Parent chaperones are solicited to accompany the classes on some study trips. They are to stay with the group/class at all times. The purpose of adult chaperones is to ensure safety of the students being chaperoned.

As an invited chaperone, one's responsibility must be to supervise the students. The following responsibilities will assist parent chaperones:

1. Supervise students assigned by the classroom teacher at the study trip site.
2. Keep "your" students in view at all times.
3. Follow the teacher's directions if an assignment is part of the study trip plan.
4. During the lunchtime, keep "your" students together.
5. Remind students to clean up after themselves.
6. Remind students to be courteous and polite at all times.
7. Chaperones are requested **NOT** to purchase souvenirs/items for the students they are supervising.
8. If a student becomes ill or gets hurt, contact the teacher immediately.

In compliance with DoDDS Policy, chaperones will not consume alcoholic beverages or smoke while on 'duty' as chaperones on school sponsored trips.

A student may be excused from attending a study trip if, in the opinion of the teacher and principal, it is felt that the child's behavior may endanger him/herself or others. An exception may be approved if the student is accompanied by his/her parent/sponsor.

A medical power of attorney for study trips must be on file with the classroom teacher or trip sponsor.

GRADE PLACEMENT COMMITTEE

The Student/Grade Placement Committee makes recommendations to the principal on program adjustments and any other grade or class placement, which is not routine. The committee consists of the homeroom teacher, the teacher making the referral, an administrator, parents, and others as needed. The

committee collects data, discusses each referral, makes recommendations for placement, and reviews the progress of students who have been placed.

Parents or teachers may start the referral process to this committee. If any form of testing or assessment is to be done, the parents must first give permission in writing. As per DSR 2000.3, the final decision on grade and program placement is the Principal's responsibility.

RETENTION

In rare cases, a teacher may request consideration for the retention of a student. Documentation of resource utilization must be submitted with all retention requests.

RETENTION PROCEDURES

1. The teacher notifies parent and counselor of a student under consideration for retention.
2. The teacher discusses the possibility of retention with the sponsor sometime before January. The teacher provides the sponsor with the objective pros and cons of retention.
3. Parents and the teacher determine if they will proceed to a formal Placement Committee meeting with the school administration.
4. If a formal Placement Committee meeting is held, the sponsor will sign a form stating that a conference was held and that he/she approves of grade retention for the child.

If teacher and sponsor agree on retention, then a specific plan for student success must be written for the following year.

Attendance

ABSENCES

Child advocacy and force protection concerns necessitate a standardized DoDDS – Europe procedure for reporting student absence from school. Especially when the absence is unplanned.

EUCOM has expressed a need for a standard reporting requirement on the part of parents to report student absence from school. As a result, EUCOM now requires parents or guardians to notify their child's school of absences or late arrivals and ensure current contact information is on file at their child's school at all times. If contact information is not found current/correct, schools will initiate contact through the chain-of-command. When the military chain-of-command is involved, commanders will execute appropriate counseling and/or disciplinary action. EUCOM expects the following standards to meet minimum notification requirements:

- **Planned absences will be reported by the parents to the child's school no later than three days prior to the expected absence.**
- Unplanned absences will be reported to the child's school within one hour of the start of school on the day of the absence.
- Late arrivals will be reported to the child's school within one hour of the start of school on the day of the tardiness.

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

- **By 10 AM of the day of the unplanned absence, if the parent has failed to contact the office, the school will contact the parent to report the child's absence.**
- If the school cannot contact the parent they will contact all names on the contact list.
- If contact information is not current/correct, DoDDS-E will initiate contact through the chain of

command.

This guidance directly supports the education, safety, and enforcement of student attendance by outlining the shared responsibility for parents and schools. The requirement to report absenteeism also reinforces sound force protection measures.

When students are absent, please call the school office (07031-152715) no later than 0900 to inform the school of your child's absence and the reason for the absence.

An excused absence is one for which the child will be given make-up privileges and credit. Excused absences will be granted only for (1) illness; (2) family emergency; (3) educational trips shared by members of the family, subject to prior approval of the administration **three days in advance of the absence**; (4) medical necessities which cannot be cared for on non-school time; (5) bona fide reasons as determined by the administration. A student returning to school following an excused absence will be given a reasonable amount of time to make up work missed. **All other absences will be classified as unexcused.**

TELEPHONE AND ADDRESS CHANGES

Parents/sponsors are required to keep the school informed at all times of their home and unit addresses, as well as the home and duty telephone to include emergency contact numbers. It is important for sponsors to notify the school **immediately** of any change in address and telephone. If a home telephone number is not available, the sponsor is responsible for providing the school with **TWO** separate emergency contact persons that can be reached during school hours. This is required for the safety and well being of the student. **Remember, it is mandatory that the school have emergency contact information in the event that the parent cannot be contacted.**

POWER OF ATTORNEY FOR EMERGENCIES

In the case of both parents being out of the country, it is necessary to obtain a special Power Of Attorney to be used in case of emergency. Also, it is important to inform the teacher and school office of the name, address, and telephone number of the person taking care of the child. In addition, it is necessary to notify the school nurse, so the nurse will know whom to notify in case of emergency.

TARDY POLICY

Student tardiness due to late buses will be automatically excused. When a student arrives late because their parent drove him/her to school, the parent must accompany the student and sign him/her in. The classroom teacher will document tardies. Habitual tardiness in the elementary school may result in disciplinary action. Middle school students must be in class and in their seats when the bell rings at 8:00. They must also be in class in their seats when the tardy bell rings for each of their classes. Elementary students need to be in line outside of the school at 8:00 or they are tardy. Our tardy policy has the following progression of consequences:

- 3rd Tardy – warning and letter to parent
- 4th Tardy – after school detention and admin counseling
- 5th Tardy – after school detention and conference with admin and parent
- 6th Tardy – out of school suspension

Parents who drive their students to school need to be mindful of the heavy traffic in this area and leave home in plenty of time to have students arrive punctually. Late arrivals because of traffic WILL BE CHARGED AS UNEXCUSED TARDIES.

ELEMENTARY LUNCH SCHEDULE

GRADE	LUNCH	RECESS
K – LAZAR	10:30 – 10:55	10:55 – 11:20
K – SENNA	10:30 – 10:55	10:55 – 11:20
K – ELLIOTT	10:30 – 10:55	10:55 – 11:20
1 – ROSENGREN 1 – RICHARDSON 1 – JARRARD 1 – POE	10:55 – 11:20	10:30 – 10:55
2 – SIPES 2 – JONSSON 2 – CLIFFORD 3 – MOORE 3 – LAPINSKY 3 – MORROW	11:20 – 11:50	11:50 – 12:20
4 – GALE 4 – THOMAS 4 – PEREZ-DISTEL 5 – FEY 5 – PETZE 5 – LABRIOLA	11:50 – 12:20	11:20 – 11:50

MIDDLE SCHOOL DAILY SCHEDULE

<u>A DAY</u>	<u>B DAY</u>
0800 – 0930 PERIOD 1	0800 – 0930 PERIOD 5
0935 – 1055 PERIOD 2	0935 – 1055 PERIOD 6
1100 – 1220 PERIOD 3	1100 – 1220 PERIOD 7
1225 – 1310 LUNCH	1225 – 1310 LUNCH
1315 – 1435 PERIOD 4	1315 – 1435 PERIOD 8

TRANSFERS/WITHDRAWALS

When you are transferred to a new location, please notify the school office [431-2715 (DSN) or 07031-15-2715 (CIV)] at least two weeks (10 working days) prior to your child's last day of attendance. The school must have a copy of your PCS orders. After the school has been notified of the student's withdrawal, we will then prepare your child's cumulative folder and you will be able to take all necessary items to the new school with you. DoDDS policy allows the school to release the student's records only to legal guardians. Records can be picked up at the end of the last day your child attends school. Students may not take their official records from the school. Withdrawal within the last 20 days of school is only for a PCS or approved block leave. **Family trips during the last 20 days of school will be considered unexcused and students will receive zeroes on all work missed.** For this year, the earliest time for withdrawal in order to be promoted to the next grade is after school on May 14, 2009.

INCLEMENT WEATHER – SCHOOL DELAYS AND CLOSURES

- The decision to close the school or delay the start of school is made by the USAG-S Commander in consultation with the USAG-S Consequence Management Team.
- Once notified, procedures are implemented to notify staff through the school's Emergency Phone Roster.
- Parents are advised that we ***will not*** notify families personally of school start delays or closures. An announcement of "no school," "early dismissal" or "delayed start" are announced on

Radio AM Band 1143 KHZ
Radio FM Band 102.3

We advise you to practice regularly with your children what to do if you are not at home when he/she returns from school.

Parents must listen to AFN news for school closures or on rare occasions delayed openings. WE CANNOT NOTIFY PARENTS. Please call 0711-7292474 (CIV) or 421-2474 (DSN) for updated road conditions.

When AFN broadcasts that Stuttgart schools are closed, students are NOT to come to school until the notified time and/or date to return. No one would be here to supervise the children. Students transported by parents, or students walking, need to remain at home until the appropriate time for school to start. Bus pick-up will also be delayed the same amount of time as is designated in delay announcement. When schools are delayed in opening, staff will also be delayed in arriving at school. If school is to be closed early, the decision should be made before 1000 hours.

Communication with the Community

SCHOOL/HOME RELATIONS

Good school/home relations are vital to promote excellence in education. Teachers and parents must work together. Parents are requested to refrain, for example, from making negative comments about a teacher or the school in the presence of children. If your child is not making satisfactory progress or appears to be disturbed about school or homework, make an appointment for a conference with the teacher. This may be all that is necessary to resolve the problem. Our policy guarantees that the suggestions or concerns received from parents will be given consideration. Requests for conferences will receive prompt replies, and our doors are always open for you to talk to us.

Parents are also encouraged to attend student performances or programs throughout the year. Siblings are also encouraged to come if they remain quiet and with their parents during the programs. Movement and the in/out flow of people can distract and disappoint them. Thank you for your consideration and appreciation of all the hard work that goes into a live performance.

Parents are encouraged to come and eat lunch with their children. Just call the office by 8:30 so the cafeteria will have an accurate lunch count and sign in at the front office. Classroom visits may also be arranged by advanced appointment with the teacher and by signing in at the office.

Any time you visit the school, please, sign in at the office to receive a visitor's pass. This is to ensure safety and security at our school. Parents, workmen and other visitors must use the front door, as only one door will be unlocked due to force protection and school protection guidelines. Staff and teachers should question non-school staff members if they don't have appropriate passes.

CHAIN OF COMMAND FOR ADDRESSING CONCERNS

As partners in the education of students in our school community, a major part of our mission is to involve all parents in their child's learning. We expect all parents to volunteer in the classroom, participate in school wide activities, serve as members of our School Advisory Committee, establish daily study times (even when there's no homework), and help children with task commitment, new skills, and projects. We realize parents' time is limited by a myriad of responsibilities and activities; however, research demonstrates that students who have the greatest school success are children whose parents are actively involved in their education.

As in all partnerships, we realize that miscommunication, confusion, questions, concerns, and even

discontent may occur. If you experience such a problem, it is requested that you please utilize the following chain of command procedures to resolve the problem:

Step 1- Meet with the teacher

Step II – Meet with an administrator

Step III – District Superintendent’s Office

Step IV – Area Office – DoDDS-E in Wiesbaden

Step V – Headquarters

VISITORS’ ENTRANCE

All parents, visitors, and guests must use the main entrance to the school. (The one exception is for handicapped people in wheel chairs or parents with strollers. The handicapped entrance ramp is near the gym door. Ring the bell to get admittance permission and the office will open the door for you.)

SIGNING STUDENTS IN AND OUT

Parents need to come into the office to sign your child in when they come late to school. If the parent is not present, no matter what the reason for the tardiness, the student will receive an unexcused tardy. When a student leaves early, a parent, emergency contact person, or person with a signed and dated note from the parent must “sign out” the student in the office before leaving the school grounds.

VISITORS

Parents, visitors, and workmen upon arriving on school grounds **must** report to the school's office and receive a visitor’s pass. Classes are not to be interrupted. If there is an emergency, the office will deliver a message or article to the student and arrange to have the student meet the parent in the office. Parents are not to disrupt classes or loiter in the hallways. Some schools allow school age visitors (German students or friends from the States) to accompany students to class during the day. Our facility and high enrollment numbers do not allow this practice, **so student visitors may not attend our school**, unless a German/American partnership event has prior approval by the administration.

TELEPHONE MESSAGES

Messages to children may be delivered when there is an immediate emergency. Otherwise, please, plan ahead as it is difficult for the office to deliver messages for 500+ children. Students cannot be taken out of class to receive telephone calls. **Children are not to use school telephones to arrange for visits to another child’s home.** If a parent calls with a message, we will record it and deliver to the student between 1400 and 1415.

PUBLICATIONS

BEMS takes pride in keeping its parents, students and community informed. The two primary publications are the (1) ***BULLDOG PRIDE***, and (2) the school website.

1. BEMS strives to publish the ***BULLDOG PRIDE*** every Friday to keep students, parents and the US Army Garrison Stuttgart Community aware of Böblingen activities, school policies and special events. The ***BULLDOG PRIDE*** is dated and numbered in the event a communication fails to arrive home or there is need for a reprint of a special article. Parents are encouraged to check the column or pages, which advise on special dates, the school lunch menu, and school functions. Notices of Federal Holidays or changes affecting special days of non-instruction (no school for students) will also be featured.

2. The BEMS web page contains helpful information for new families including an introduction and overview of the school, as well as “School News” info, which we will update frequently:

<http://www.stut-esb.eu.dodea.edu/>.

PARENT TEACHER ASSOCIATION (PTA)

Böblingen has an active PTA. Information is sent home concerning meetings and activities. Membership to the PTA provides discounts on many events and items. With these discounts most families get their membership fees back many times over. Also membership does not require anyone to volunteer. However, it is nice when volunteers have time to assist the PTA officers and board. To contact the PTA, send an email to bulldogpta@gmail.com.

SCHOOL ADVISORY COMMITTEE (SAC)

Your School Advisory Committee provides a forum for you to express your ideas and concerns with school and community officials. Böblingen's SAC Chairperson is elected in the fall by returning and newly elected SAC members. The SAC will...

- RECOMMEND - consider a problem or question, and provide a solution in the form of a recommendation.
- INFORM - keep the community aware of what plans and are being initiated in the school.
- SUGGEST - informally recommend a course of action as a solution to a question or problem.
- EVALUATE - help measure the effectiveness of a program's results.
- INQUIRE - seek information, input, and feedback from the community, school, or installation in order to help develop proposals.
- INVESTIGATE - locate and determine the feasibility of implementing new programs.

SAC is an advisory committee, which works productively to improve and advance the education of your children. SAC meetings are usually held the second school Tuesday of every month at 2:45 p.m. in the second floor kitchen (202). Everyone is invited to attend. However, if you are not able to attend, you may write to or contact any elected member of the SAC, and he/she will share your thoughts and concerns with the committee. Some SAC members are also a part of the IAC, which advises the US Army Garrison Stuttgart commander in regard to school-base related matters.

VOLUNTEERS

Do you have a little time to spare? Would you be interested in volunteering your services by becoming a mentor, playground monitor, assist with clerical tasks, or perhaps help in the school's Media Center? Many parents have experience and skills that could help our educational program. We are interested in having volunteers, but as you know our classrooms are generally quite small so mentoring and many tasks will be accomplished outside the classrooms so that teaching and the flow of the classroom activities will be smooth and concentrated on the children. Volunteers should leave their younger children at home or in daycare. If you are interested in volunteering, you will need a general background check. Please contact the main office for the appropriate forms. The PTA has a volunteer coordinator, whom you can contact via the school office. If you volunteer under the auspices of the Red Cross, they can sometimes help you by authorizing free care for your younger child(ren) at the CDC.

EMPLOYMENT OPPORTUNITIES

Some parents and community members would like to apply for jobs in the school as those jobs are often only within the school hours, which is convenient for parents of school-age children. If you or someone you know is interested in applying for a kindergarten aide or special education aide job, or as a substitute, a clerical person or as a teacher, the application listings are continually opened throughout the year. Application can be found online at <http://www.heid-dso.eu.dodea.edu/> or from the school secretary. Please apply early because it may take several weeks to a couple of months for your application to be processed and your background check to be verified, especially during busy times of the year.

CLASSROOM PARTIES

Classroom parties should be limited to holidays. Please check with the teacher before planning a classroom party or event. Learning time should be maximized to the greatest extent possible. Treats should be healthy. Please avoid sugary treats, if possible. Treats may be passed out to your child's class at lunch in the cafeteria or brought to the class for the teacher to pass them during an appropriate time that does not interrupt the academic day.

TEACHER APPRECIATION

Teacher Appreciation is celebrated at various times during the year. End-of-the-year thank-you letters from parents and/or students are most appropriate and appreciated. Individually given small gifts such as a flower or a craft would be acceptable, but parties and expensive group gifts are not appropriate.

LOST AND FOUND

The school will make every attempt to assist students and parents to locate lost personal items. It is the responsibility of the student to keep track of his/her personal items. Lost and found boxes are located in the schrank next to the Nurse's office for grades K-5 and in the schrank next to the Assistant Principal's office on the 3rd floor for the middle school. Students and parents are welcome to check the lost and found before, during and/or after school. Students who lose watches, rings, or money are to check with the office. Please name tag and/or mark your student's clothing and supplies (i.e., coats, shoes, hats, gloves, book bags, lunch boxes, etc.). This will help your child identify his/her belongings, and will keep the "Lost and Found" area empty! Clothing and other personal items not claimed by the end of each semester will be donated to the Poland Mission.

PLAYGROUND USE AFTER HOURS

You are welcome to picnic in our gazebos with your family, but please take good care of our wonderful facilities. Throw trash in the appropriate bins and also make sure your children play safely at all times. Also, please monitor your children when there is a sporting event. Please keep the riding of tricycles, bicycles, scooters, etc. limited to the hard top area of the playground. During after school hours, you are responsible to monitor your own children and to teach them to be safe and also take good care of our buildings and grounds.

YOUTH SERVICES (YS) ACTIVITIES

Sign up for sports teams, piano lessons and other activities at the Youth Services Offices. Cub Scouts, Boy Scouts, Daisy Scouts, Brownies and Girl Scouts also meet here.

FACILITY USAGE REQUEST

If your club or organization is interested in using our facility, you must have a *Facility Usage Form* approved and on file so that overlapping conflicts of usage do not occur. Please pick up the necessary paperwork in the main office if you would like to use our facility after school hours.

Discipline

RIGHTS AND RESPONSIBILITIES

While students are vitally concerned with their "rights", many times they overlook their "responsibilities." We must put equal stress on both, because without one, we cannot have the other. Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may express their own views and listen to and evaluate the opinions of others. Basic to this document is the concept

of respect between faculty and students. The school staff, parents, sponsors, installation commanders, and students have the responsibility for working together so that all students are given the opportunity to develop their full potential under a democratic system.

EXPECTATIONS AND CONSEQUENCES

Our mission is to educate children. Parents and teachers working together make a difference. It is our belief that all students have a right to learn and that all teachers have a right to teach and work in an atmosphere and environment free from student disruption, interference, and/or threat.

Industry, honesty, truthfulness, accepting responsibility, respect for self and others are keys to personal success throughout life. Students need to know, value, and conduct themselves at all times in a respectful, honest, and industrious manner. Students are expected to share, follow directions, be truthful, and respect themselves as well as others. As educators, we strive to do everything possible to help our students gain self-discipline and to be responsible for their actions.

Every teacher and student at BEMS has the right to expect that all students attending school will have been taught at home and will have acquired the basic social skills necessary to function in a school environment. It is the parents'/sponsors' responsibility and role to prepare and teach their child/children basic social skills. Each student must be prepared, mentally, physically, and emotionally, to learn on a daily basis. Students who have acquired a healthy attitude towards learning, who are well behaved and know how to cooperate, will find BEMS a pleasant, enjoyable experience.

We desire a school in which students can learn, be creative and enjoy friendships free from disruption, mean gossip, and threats of personal violence. Parents/sponsors, teachers and students must work together to ensure that the basic right of all those who live, learn, and work side by side at BEMS are consistently maintained. Usually the students at BEMS are well behaved and we want to keep them progressing toward improving their social skills and responsibilities. The discipline system at BEMS is designed to foster an environment that is conducive to learning and teaching. Discipline problems at school or school sponsored events do not support this goal. Discipline problems and inappropriate behavior are generally classified as, but not restricted to...

1. Profanity
2. Fighting
3. Defiance or disrespect towards adults
4. Stealing, lying, cheating
5. Tardiness
6. Habitual lack of preparation for class
7. Bullying both verbal and physical
8. Destruction, damage to property and/or malicious mischief
9. Obscene literature, comments, or gestures
10. Inappropriate items or weapons
11. Inappropriate body contact, physical aggression

In the event that a student fails to take personal responsibility for himself or herself, or fails to respond to the direction of the teacher or other adult authority, after warning and/or counseling, the following are consequences which may also be implemented.

In the principal's office, these procedures generally apply. The disciplinary action taken depends upon the severity of the child(ren)'s inappropriate behavior or infraction. The principal or appropriate administrator:

1. Listens to and writes down the student's perspective and counsels the student.
2. Gives a warning or oral reprimand.

3. Issues a restriction of privileges.
4. Calls parent(s) so they are aware of the situation, and documents the incident.
5. Retains the child(ren) in the office or other designated area for in-school suspension.
5. Sends student home with parents for the rest of the day.
6. Suspends the student out of school for a determined period of time
7. Conducts an administrator-teacher-parent conference before or after the child(ren) is/are sent home or returns.
8. Calls a meeting of the Teacher Assistance Team, which includes the parents, classroom teacher, counselor(s), and often the school psychologist. During this time, the team outlines a specific discipline plan.
9. Recommends suspension for more than ten days. When the suspension time is greater than ten days, the principal calls for a hearing by the Discipline Committee, which includes a SAC parent member, a SAC teacher member, a base representative (usually the school's liaison officer), a community member of the same ethnicity as the child, and a disinterested faculty member.
10. Notifies the Special Education Case Study Committee, which is usually involved with the discipline of special education students, and the modification of their Individual Education Plan (IEP) that includes a plan to help correct the discipline problem.

*The authority to suspend a student from school rests solely with the school administrator. Parents may appeal all suspensions and expulsions with the district superintendent. Students will begin their suspension during the appellate process.

**Please be advised that all discipline incidents will be documented. These records are destroyed at the end of each year. Records are not released to other parents, and discipline dealings are almost always considered confidential.

SUSPENSION AND EXPULSION OFFENSES

A student may be suspended or expelled from school, if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Caused or attempted to cause damage to school, government, vendor, or private property.
3. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
4. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but no limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff and chew packets.
5. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
7. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
8. Conduct; including fighting, that endangers the well-being of others.
9. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
10. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.

11. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
12. Forgery, cheating, or plagiarism.
13. Use or possession of fireworks.
14. Violation of attendance policy.
15. 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.

DRESS CODE

Students are expected to *dress for success at school*. This means that clothing attire should be appropriate and conducive to learning. Clothing that distracts from learning or is a safety concern is not allowed. These items include but are not limited to the following:

1. Hats and headgear (scarves, sunglasses) worn inside the building
2. Tank tops with spaghetti straps
3. Shirts that reveal bare midriffs, undergarments/ underwear
4. Revealing or sheer clothing
5. Sagging slacks
6. Sandals without a back strap
7. Clothing with violent, suggestive, abusive, profane, or obscene language/pictures
8. *Heelies* – shoes with skating wheels attached

If a student dresses inappropriately, he/she will be told to remedy the attire. This may involve removing the headgear, wearing a jacket over the offensive shirt for the rest of the day with instructions to not wear the item of clothing again, etc. In some cases, the child may be sent home to change clothing. The administration reserves the right to determine appropriateness of the attire and how best to remedy it. There may be days during the year when students are allowed to dress in a crazy way (i.e. hat day, Wacky Tacky Day, crazy hair day, etc.). This "spirit attire" must receive prior approval by the Student Council and also have the administrators' approval.

WEAPONS

Students are not to bring **real** or **play weapons**, i.e., guns, knives, sharp instruments, sticks, clubs, black jacks, sling shots, bean shooters, etc. to school or to threaten students walking to school or home or while waiting for or on buses. In addition, students are not to draw pictures of weapons or play weapons games using imaginary weapons. Students may not pick things that are normally not considered weapons and use them as weapons. These items might include things such as sticks, brooms, scissors, pipes, hard balls, rocks, etc. Students who have or had such weapons in their possessions or students who have knowledge of such weapons and do not promptly report offenders may face immediate suspension along with the violator. All instances of weapons possession (play or real) will be fully coordinated with local military and DoDDS officials.

DoDDS WEAPON POLICY

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

In “instances of weapons possession involving DoDDS students and occurring on school property (to

include buses or walking to and from school) or while participating in school sponsored activities, suspension and/or expulsion proceedings will begin immediately.” Complete DoDDS Discipline Policy is available upon request. DoDDS-wide policies and regulations can also be found on the DoDEA website at www.dodea.edu.

A Weapons Policy letter is included in the Appendix and must be signed by the student and parent and returned to the school no later than September 05, 2008 or within one week of enrollment at BEMS.

GANG AWARENESS AND PREVENTION

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

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

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out of 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 concerns for the well-being and security of all students.

PARENT/SPONSOR NOTIFICATION OF STUDENT MISCONDUCT

The parent/sponsor, upon notification of their student's pending suspension, will meet their child in the school office within thirty (30) minutes of being notified or as soon as possible thereafter. It is essential that the suspended student depart from the school as quickly and quietly as possible. A student who receives a suspension from school will receive **written notice** identifying the offense and specific date(s) assigned to suspension, in school or out. Copies of the notice will also be given to the parent/sponsor, administration, counselor, classroom teacher, district superintendent, and school liaison officer.

PICK-UP OF MISBEHAVING STUDENT BY PARENT/SPONSOR

An appointed school employee, administrator, or secretary will make contact with the parent/sponsor at home or duty station to notify the parent/sponsor that their student has been suspended.

Parents/sponsors unable to pick up their student within the thirty-minute time limit or who state they do not have transportation may elect:

- To request and authorize, in writing, a family friend to pick up their student.
- To request assistance from the sponsor's unit.
- When appropriate, authorize their student to walk home (this may only be approved by the principal with parent consent for students who normally walk to school).
- Approve and pay for taxi pick-up and delivery of their child.
- Parent/sponsor arrange other appropriate and safe means to pick up their student.

BEHAVIORAL RECORDS

A cumulative record is maintained at the school recording violations of school rules and policies. DoDEA extracts computer discipline records periodically for information and data purposes. A parent may at anytime request a copy of their student's behavior profile. Upon request, the community school's officer and/or civilian misconduct officer will be provided a copy. Discipline records are maintained during the school year but do not carry over to the following school year.

ITEMS ALLOWED AT SCHOOL

Only schoolwork comes to school! This insures students' concentrate on their schoolwork. The only exception is when teachers have specifically asked in writing for students to bring an item to school such as for "show and tell".

ITEMS NOT ALLOWED AT SCHOOL

A student may never bring a weapon, weapon-look alike, or object that can be used as a weapon. DoDDS has a policy that states any student who brings a weapon or look alike to school or uses an object as a weapon can and will be suspended or expelled.

SNOW RULES

Snow is beautiful, yet it can be dangerous. Please follow these rules when there's snow at school:

- Leave it on the ground.
- Snow is not to be in students' hands, unless they are doing something on the ground like building a snowman or a snow sculpture. They may make angels in the snow if the snow is not too wet and therefore it would make them too wet. **STUDENTS ARE NOT ALLOWED**

TO HOLD OR THROW SNOWBALLS.

- Students should take small steps on ice and snow to avoid falling.
- They should never run or slide near a road or traffic. Also they may never make an ice slide at school.
- Eating snow should also be avoided. No one ever knows what kind of dirt is in the snow.
- Children should not walk on frozen ponds. They must wait for adult supervision and even then be very, very careful.

These rules apply wherever there is snow or ice, especially at school, on the bus, and at the bus stop.

Emergency Procedures

EMERGENCY EVACUATION PROCEDURES

Students will be informed of emergency evacuation procedures during the first week of school. One fire drill per week will be held in September and one per month for the remainder of the school year. In the event of an emergency evacuation, the following procedures will apply:

- An alarm or announcement will be heard throughout the school.
- Students will be escorted out of the building to a pre-designated location away from the building until it is determined that the school building is safe to re-enter. It is important that students remain calm and quiet while exiting the school.
- If it appears that there is an emergency, students will be escorted to an alternate location (chapel, bowling alley, base gym) or to assigned locations. Parents will be given directions for picking up their child(ren) over AFN.

It is essential that each family designate an alternative destination for children in the family in case school closed early. Children need to know where to go if their parents are not home.

FIRE DRILLS

During fire drills or other emergencies, everyone will be required to leave the building as quickly and safely as possible. Maps showing exit routes are posted in every room. Your teachers will explain to you what to do and where to go.

- Follow your teacher's instructions exactly.
- Remain with your teacher.
- Be quiet! That way you will be able to hear the directions.
- Always walk! Running or pushing is unsafe.
- Be alert! Using your head will help you and your classmates out of the building safely and calmly.
- In case of a false alarm, the alarm bell will be shut off immediately, and the all clear will be announced.

LOCKDOWN DRILL

The purpose of a lockdown is to protect students and adults from hostile intruders or other events, which necessitate keeping students safe in classrooms. During this drill, the interior and exterior doors of the buildings will be locked.

Lunch/Recess

CAFETERIA PROCEDURES AND EXPECTATIONS

In the cafeteria, all children will be expected to use “restaurant manners.” They may talk quietly to the people next to and across from them, but not shout or yell at any time. Students should keep their food in their “eating space” and ensure that their area, table and floor, is kept clean. Swapping of food items is not encouraged.

1. There will be no running, struggling, shoving, pushing, etc.
2. Classes must eat at assigned tables.
3. Once seated, students are to remain seated until excused by one of the lunchroom monitors. If they need assistance, they are to raise their hands.
4. Prior to dismissal to go out for recess, students are to remove their trash from the table and dispose of any food found on benches and on the floor. No food is to be eaten on the playground.
5. While in the cafeteria, children will be expected to be reasonably quiet. Loud and excessive noise may necessitate the imposition of a no talking rule until the children can learn to converse in normal voices. The use of red, yellow, and blue cups will be implemented on the first day of school to help control the noise level. Blue = the noise level is acceptable, Yellow = warning, Red = silent lunch. If students continue to ignore the cup system, they will receive wall-time during recess.
6. The children will act in a polite and courteous manner, and will show evidence of acceptable table manners.

RECESS PROCEDURES AND EXPECTATIONS

During periods of inclement or severe cold weather, the administration may decide to have indoor recess. Otherwise, it is school policy that pupils who are well enough to attend school are well enough to participate in recess.

Please dress your child appropriately at all times for the weather. Children may want to bring an extra sweater or jacket and keep it at school due to the ever-changing weather patterns in Germany.

Warm jackets, hats and gloves or mittens are appropriate winter wear. If your child gets excessively wet in the snow, you may be asked to bring him/her dry clothes. Boots are also good as they keep a child’s feet dry. When students wait for buses during inclement weather, parents should pay special attention to making sure their children have warm, waterproof clothing.

PLAYGROUND GAMES AND ACTIVITIES

Our students have a wide variety of games and activities they can do during recess. The following list is an idea of the many games and activities that available to our students: soccer, kickball, basketball, races, 4-square, swings, jump roping, slides, obstacle course, climbing wall, tether ball, teeter tooter, cheerleading, dancing, aerobic walking, jogging, singing, conversation, hand clapping games, flower jewelry making, flag football, red light- green light.

PLAYGROUND RULES

Students are expected to conduct themselves in a manner that encourages a sense of responsibility, safety, and well-being for all children on the playground. Students will respect the requests and

directions of the duty teachers and/or lunch monitors at all times. Students are expected to show consideration for others and to take turns. The following is not allowed:

- Spitting on the playground
- Jumping off any playground equipment
- Jumping up and down on the bridge
- Doubling up, standing, or twisting on the swings
- Improper use of equipment (ex. - jumping on the teeter totter instead of sitting on it)
- Climbing *up* the slides
- Playing “TAG”
- Piggyback carrying of other students
- Throwing snow
- Wall ball, pegging, or dodge ball types of games
- Slam dunking and hanging from the basketball rim
- Pushing, fighting, arguing, obscene gestures, or bad language constitute more severe behavioral infractions and may result in suspension from school
- Bringing balls and sports equipment from home
- Bullying will not be tolerated!
- Leaving the playground for any purpose without permission from a duty teacher/monitor
- Running to or from the playground

Recess is over when the whistle is blown. All playing stops and students will line up at their designated areas.

Nurse's Section

SCHOOL HEALTH PROGRAM

It is our school's philosophy that the physical health of a child is the parents' responsibility. Only when a child becomes ill or injured during school hours will the school take any action.

What Parents May Expect From the School Health Program

The school nurse performs a wide range of Health Services for the school. From time to time, the nurse may find it necessary to contact the sponsor to notify of special health needs. It will be the sponsor's responsibility to promptly follow up and follow through with recommendations of those health needs. Sponsors failing to meet or comply with nurse referrals may be subject to child neglect. Böblingen parents have always been supportive so the above incidences should be rare.

During the school year the nurse will be involved with the following:

- Health screening to include: vision, audio metric (hearing), height and weight (If you suspect any vision or hearing problems during the school year, contact the nurse and request screening);
- Determining exclusions and re-admissions for health reasons with the aid of the clinic if necessary;
- Coordinating a healthy school environment; and
- Handling emergency care of accidents or illnesses that occur at school.

What the School Health Nurse **cannot** do:

- The nurse is not a physician and cannot, by law, prescribe or ADMINISTER any medication, INCLUDING ASPIRIN, except as provided in paragraph "D" below.

What the School Health Program Expects from the Parents

- A. If your child is sick, KEEP HIM/HER HOME. Buy a thermometer and know how to use it. A fever is one indication of illness. Tylenol or Aspirin lower the temperature-DO NOT GIVE YOUR CHILD ASPIRIN AND SEND HIM/HER TO SCHOOL!!! Tylenol or Aspirin will not cure illness; they simply relieve the symptoms. Aspirin can also cause Reye's Syndrome and is dangerous for children. If a student has a viral infection, for example, a cold, the temperature may register below normal. If a student has other symptoms, please keep him/her at home.
- B. Student's absent from school are required to bring a note from home explaining the reason for his/her absence to gain re-admission. Please state specifically why your child has been absent.
- C. If your child is not well enough to participate in all regular school activities (P.E, recess, etc.), he/she is **NOT** well enough to be in school with few exceptions (verified by a doctor's note). Please keep your child home until he/she is well.
- D. If your child is on medication, you must provide the School Health Nurse with a Doctor's statement and an original prescription container with the child's name and dosage, if medicine is to be taken at school. The medication will remain at the school for the duration of the prescription. Please make arrangements to pick up any remaining medicine if the child is withdrawn from school before the prescription is completed. No child will be allowed to take the medication home.
- E. It is the sponsor's responsibility to notify the school within twenty-four hours of the change of home, duty or emergency telephone numbers. In case of emergency, the nurse must be able to reach you promptly. Any special problems or changes in health conditions should be reported to the nurse for recording in the school health record.

REGISTRATION IMMUNIZATIONS REQUIREMENTS

It is required by DoDEA that all students re-register every year. When registering new students, DoDEA requires: 1) complete set of orders listing the sponsor and family members; 2) shot records (showing full MMR, OPV or IPV (Polio Vaccine), DTP, HepB, and Varicella); 3) passport or birth certificate; 4) previous school record or address; 5) parent ID card, and 5) student's Social Security card. Registration services are provided Monday - Friday, between the hours of 0830 - 1430. You must also register your child for a school bus pass if he/she is a bus rider. This can be done at the school or at the School Bus Office at Patch High School.

SCHOOL LUNCHES AND HEALTHY MORNING SNACKS

Students in grades K through 8 must eat lunch at school. Students may not leave the school grounds at noon without parents to sign them out. Parents may send a lunch each day, send money for children to purchase a lunch, or set up a lunch purchase account through AAFES. Reduced price or free lunches may be applied for through ACS (Army Community Services) and are set up through AAFES. Parents are always welcome to have lunch with their child(ren), just notify the office by 8:30 if you would like to eat with your child and have a school lunch. Lunches cost \$2.05 for students in grades K-6, \$2.20 for grades 7-8, and \$3.30 for adults.

It is BEMS's policy that certain food and drink items do not belong at school. The general policy is that **NO GUM** or **CANDY** should be brought to school.

The above items will be confiscated and either kept for pick up for one day or if already opened deposited in the trash. The reasons for this policy are: (1) gum sticks to floors, furniture and lunch trays and it is not bio-degradable, (2) candy hypes children up, attracts other students attention, and students may make aggressive demands for another's candy or gum.

If children have confirmed allergies to foods or drinks, please give a verified doctor's note to the nurse. We will then give a copy to the AAFES food manager to make substitutions if needed. We encourage all parents to send a healthy sandwich, fresh fruit, fresh vegetables, and/or clear fruit juices for snacks and school lunch. Please save your gum and candy for rewards at home. Gum and candy do not belong at school except when a teacher authorizes such items for a special classroom activity. A note from the teacher will be sent with your student when such requests are made. Thank you for understanding. Smoking is not allowed on DoDEA school grounds. People who smoke are asked to leave all smoking items in their cars.

CHILD ABUSE AND NEGLECT

EVERY DoDEA EMPLOYEE is required by DS Regulation 2050.2 to report any suspected cases of child abuse or neglect. Social Work Services will be contacted to direct the investigations.

CHILD FIND/SPECIAL EDUCATION

If you know of any child who is not attending school because of a handicap, please have their parents notify the school. By law, DoDEA is required to provide an education for all children. This includes children (preschool through 21 years of age) who may need special education and related services because they are handicapped. Please call Böblingen Elementary/Middle School at 07031-152715 (civilian) or 431-2715 (DSN) or the Educational and Developmental Intervention Services (EDIS) at 07031-152697(civilian) or 431-2697 (DSN).

Transportation

TRAFFIC SAFETY

Traffic practices off-post in Germany differ from those in the United States. In the United States all traffic must stop when a school bus is unloading or loading passengers. Off-post in Germany, school buses **DO NOT** have priority over other vehicles. This may create a serious hazard for children getting on or off buses. Motor vehicles will continue to pass a stopped bus from both directions! All students must understand this and not cross the road in front of or from behind a stopped bus. Also tell them they must wait until the bus is gone so they have a clear view of traffic in all directions before they attempt to cross a road. Proper conduct aboard buses and near roads is essential. These safety messages are so important that they are found in more than one section of this handbook.

EARLY ARRIVALS AND BUS SAFETY CONCERNS

Students who walk or are driven to school by parents are not to arrive on school grounds before 0730. There are no staff members on duty prior to 0730.

Unlike in the States, vehicles are allowed to pass school buses off-post. Please warn your children of this. Also if you pick up your children at their bus stop in the afternoon, wait for the children on the same side of the road as the bus stops. It is dangerous for children to get off the bus and run across the street to meet their parent in awaiting car on the opposite side of the road.

BICYCLES

BEMS has bike racks available for student use. Please lock your bike safely into the rack when you come to school and always follow the safety rules of bike riding on and off the base. Bikes should not be ridden while on school grounds, and the school is not responsible for injuries or theft that occurs as a result of bicycle use. Skateboards, scooters, roller-skates, Heelies, and roller blades are not allowed on school grounds.

SHUTTLE BUS

Middle school students who wish to participate in extracurricular activities at Patch High School may ride the duty bus over to Patch. The bus stop for the shuttle bus is located near the housing office building on Panzer and the departure time is 1550 each day.

PARKING

Please park in the parking lot on the north side of the building. Remember that vehicles may not park within 25 meters of the school building for force protection reasons. No car should park in front of the school during the school day. The street in front of the school is one way and is also closed to through traffic from 7:30-8:15 and 2:15-3:00 to allow our buses to drop off and pick up students.

BUS BEHAVIOR

Students are expected to follow the bus driver's and DoDDS personnel's instructions when boarding, riding or leaving the bus. They are to take a seat immediately and remain seated until the bus arrives at school or the scheduled bus stop. Older children should sit near the back of the bus, and younger children should be in the front. Students are never to throw anything at, near, on, or in the bus. They are never to extend articles or parts of the body outside open windows. Students who are "rowdy" or create diversions that distract the driver from his/her concentration on driving, may be suspended from the bus. Bus students must conduct themselves in a safe and orderly manner at all times. Students must not to play at the bus stops and they should wait a safe distance away from the road. Roads and traffic are serious areas. All children need to behave in an orderly and serious manner. Otherwise, their **bus privileges will be suspended or revoked. If problems occur, please contact DETMO Transportation Office at DSN 430-8493 or CIV 0711-6808493.**

BUS CONDUCT EXPECTATIONS

On and around school buses students will:

1. Comply with the DoDEA Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus window.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

On or around school buses students will not:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the school Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps or seats.
9. Engage in public displays of affection.

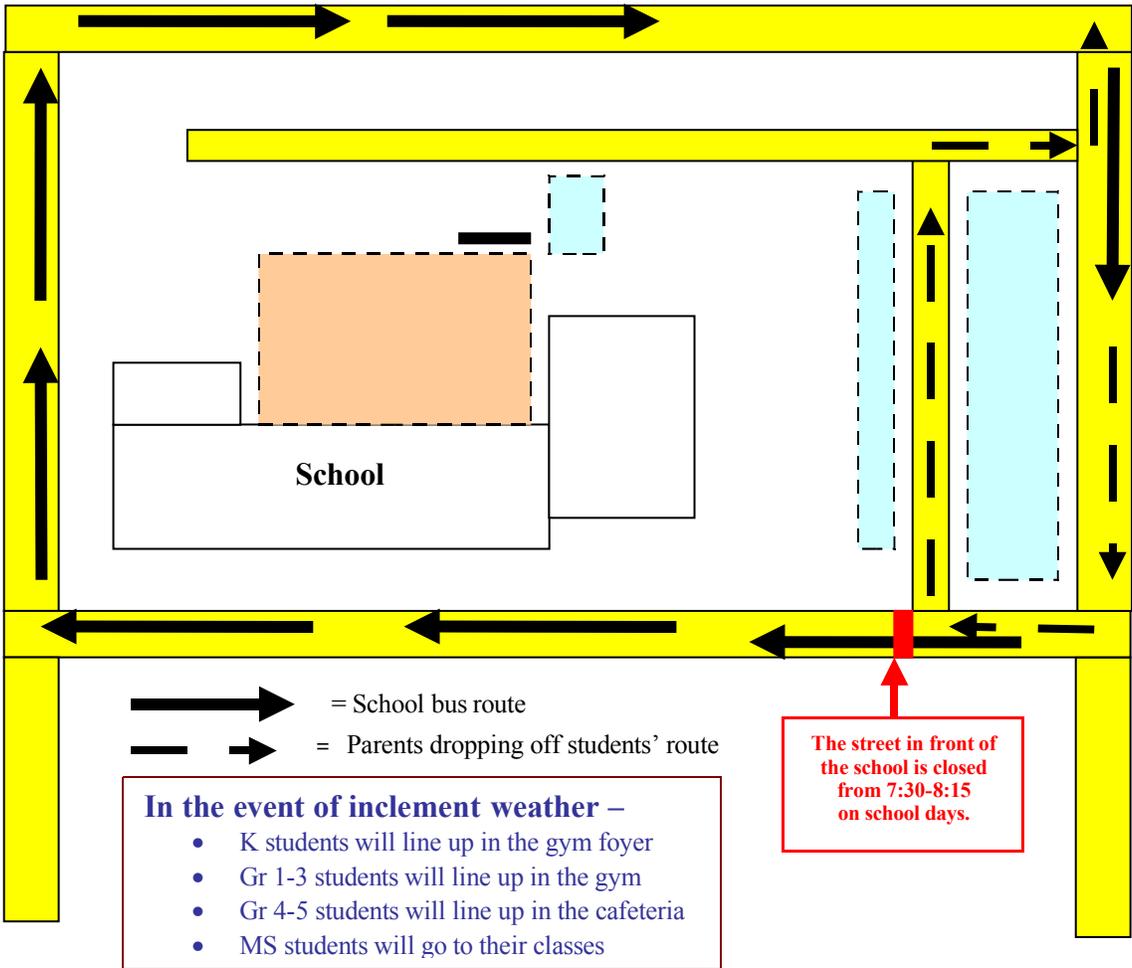
10. Eat, drink, or leave litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open bus door(s).
18. Throw or shoot objects inside or out of the bus.
19. Tamper with bus controls or emergency equipment.

ARRIVAL PLAN

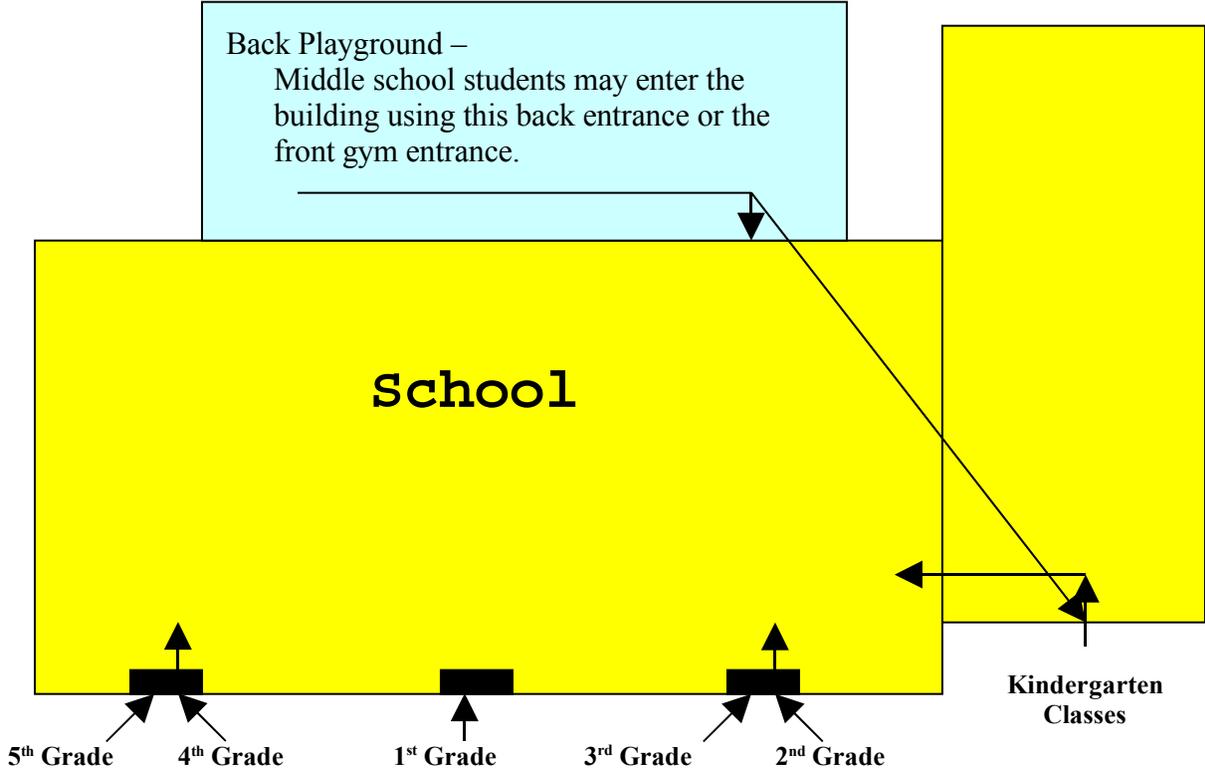
Students who ride to school on a school bus will get off their bus at 7:50. ES students will walk to where their class lines up and MS students will enter the school and go to their lockers and be in class by 8:00.

Students who walk to school must stay on the sidewalks and walk to where their class lines up in the morning.

Students who ride to school in an automobile will exit vehicles and walk on the sidewalks to line up with their class.



Line Up Locations at the Beginning of the Day:



DISMISSAL PLAN

School Bus Riders

The busses will park in front of the school in the same order everyday at 2:25. The street will be closed to all traffic except busses from 2:15-2:50. Students who ride a school bus will leave their classrooms, escorted by their classroom teachers, go down the nearest staircase, and out the corresponding FRONT door exit to their waiting bus.

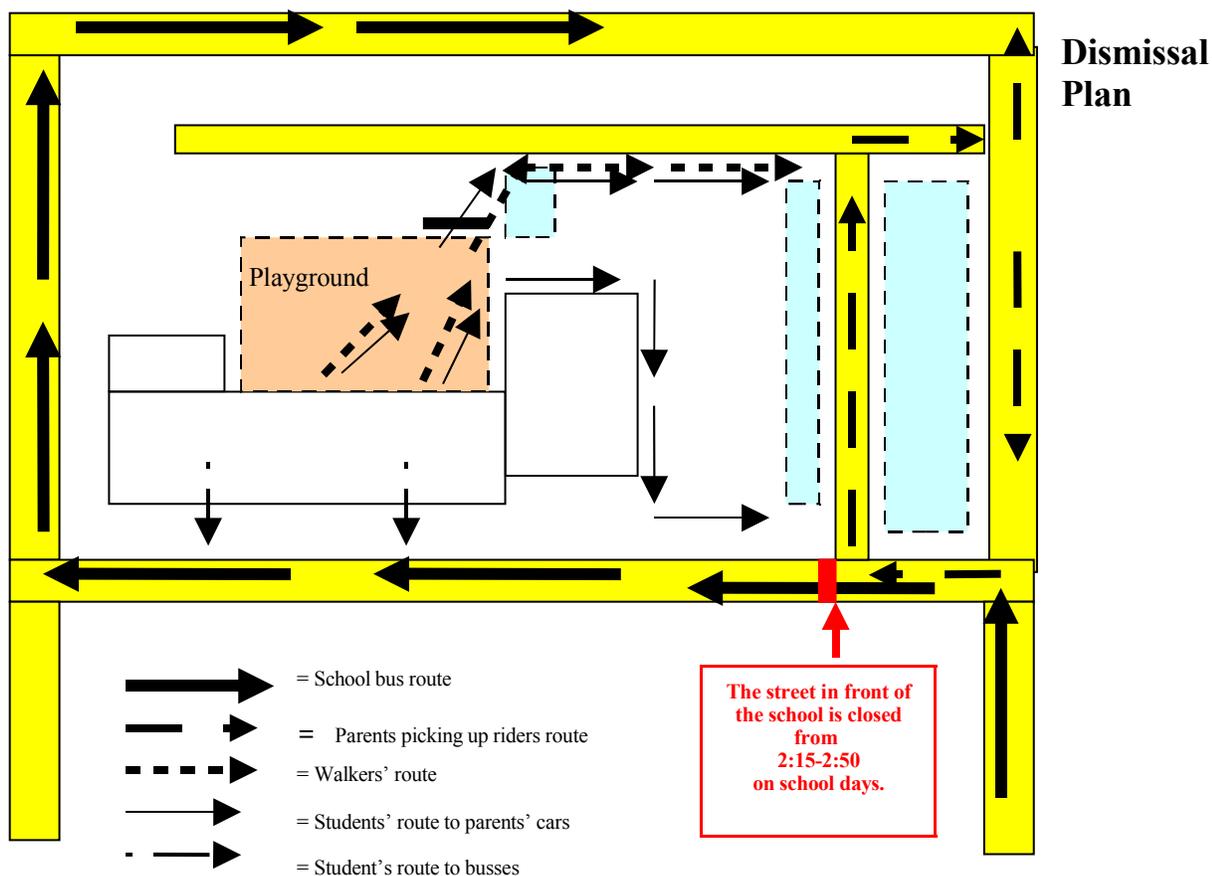
Walkers

Students who walk home will leave their classrooms, escorted by their classroom teachers, go down the nearest staircase, out the corresponding BACK door exit, through the back gate and stay on the sidewalks to the housing area.

Riders

Students who are riding home in an automobile will leave their classrooms, escorted by their classroom teachers, go down the nearest staircase, out the corresponding BACK door exit. From there, depending on the location of their waiting vehicle, they may...

1. Walk through the back playground gate and down the street to the waiting car, or
2. Walk out the gate by the soccer field and down the sidewalk to the waiting car.



POLICIES AND REGULATIONS NOT ADDRESSED IN THIS HANDBOOK

DISTRICT
SUPERINTENDENT'S OFFICE
ANSBACH, GERMANY

DoDDS-DSO, Bavaria

Superintendent:

Mr. Michael J. Thompson

Assistant Superintendents:

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Ed Atterberry

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DoDEA: www.dodea.edu

BDSO: BavariaDSO.Secretary@eu.dodea.edu

Dear Parents,

As you know we are very concerned that we keep our schools free from weapons and safe.

We can do that with your help. To support a Zero Tolerance for Weapons (ZTW) program on weapons please remind your child/ren that weapons, replicas of weapons, or other items that can be used as weapons are not allowed at school.

Remind them that the penalties are severe, and a warning will not be given beforehand. Remind them that ZTW applies on school buses, in the lunchroom, on the playground, or at any school activity or function.

Also, remind them that if they assist someone or know of someone who has a weapon and don't report it to a school official, they can also be in trouble.

Please explain that it would be very unfortunate if someone were injured, or the school's safe environment were violated, or someone was threatened or frightened because a weapon or replica was brought to school, or a student was threatened with an item not usually considered a weapon.

It would also be unfortunate if a student were suspended or expelled unnecessarily from school because together we didn't properly inform students of our Zero Tolerance for Weapons program.

I have asked our Principals and Teachers to emphasize ZTW. Please make it a priority of yours to spend a few minutes discussing this matter with your child/ren, no matter their age. Young children are as likely to bring a weapon to school as older students. Your assistance is vital and appreciated.

Thank You,

MICHAEL J. THOMPSON
BAVARIA DISTRICT SUPERINTENDENT

Aug 2007
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Aug 2007
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ZERO TOLERANCE
FOR WEAPONS
(ZTW)



Bavaria
District Superintendent's
Office

The BEMS Student Handbook is not intended to address every issue or policy. It is mainly to touch on current highlights affecting the school and its community. As new policies and/or issues arise, parents will be notified through the school's ***BULLDOG PRIDE*** and/or official DoDDS-Europe bulletins. For an outline of DoDDS-Europe policies, parents may contact the Principal's Office at their convenience. There are also information, regulations and curriculum guidelines available on the DODEA website: www.dodea.edu.

Parents are reminded that they may personally meet with the school's principal and/or SAC Committee regarding policy matters and/or information regarding clarification of the school's administration and mission. Request forms for a conference with the principal may be obtained in the main office, and the administration will make every attempt to set up a conference at the earliest convenient time.

Parents should read this handbook and make sure they and their children are aware of and understand its contents. Parents are children's first and best teachers. Parents and school staff working together can insure that children achieve all they can in school. Good discipline, focus on studies, and solid routines insure your child will learn in school as well as every other child in the class learns. If a child has

difficulty in school, it is often more a function of not being able to work in a group than it is because of lack of ability to learn. Most of the contents of this handbook are aimed at insuring your child has a positive learning environment that is geared towards the highest achievement for all students. Thank you for your help, cooperation and understanding.

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APPENDIX



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
BÖBLINGEN ELEMENTARY/MIDDLE SCHOOL
UNIT 30401
APO, AE 09107**



MEMORANDUM FOR PARENTS AND STUDENTS

SUBJECT: WEAPONS POLICY

There has never been a problem with weapons at Böblingen Elementary/Middle School. This memorandum is intended to ensure that all parents and students, especially those new to the school, have a thorough understanding of school and community policy.

Students occasionally bring to school items which they might not think of as weapons, but which could possibly be used as weapons. Both DoDDS-Europe and DODEA have zero tolerance policies on weapons. Students who bring weapons to school will receive notice of proposed expulsion from school, and the incident and the proposed action will be deliberated by the administration. Any incidents of weapons in the school will be reported immediately to the military police, the District Superintendents Office, DoDDS-Europe, and DODEA.

According to DODEA Regulation 2051.1, August 16, 1996, Disciplinary Rules and Procedures, “Weapons are items carried, presented, or used in the presence of another person in a manner likely to make a reasonable person fear for their safety. They include, but are not limited to guns, look-alike (replica) guns, knives, razors, razor blades, box or carpet cutters, slingshots, nun chucks, any flailing instruments such as a fighting chain or heavy studded chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any object concealed, displayed, or brandished in a manner that reasonably provokes fear.” Weapons could include items not designed as weapons, such as locks, bats, or even nail files, if they are used or the intended use is to hurt others. Weapons can be any items used to hurt someone.

Your signature below acknowledges receipt of this memorandum.

Mr. Dale Moore
Principal

Mr. Toufy Haddad
Assistant Principal

PARENT/GUARDIAN

DATE

STUDENT(S)

DATE

Middle School Dances

Dear Parents of Middle School Students,

One activity to which many students look forward is the school dance. Here at BEMS we want school dances to be fun events for all, and ones to which you are comfortable allowing your child attend. With that in mind, clear expectations are needed and that is the purpose of this letter. Please read through these expectations and then do the following:

- **Sign and have your child sign and date the bottom of this letter.**
- **Return the bottom portion of this letter with your child. First period teachers will collect them.**

Middle School Dance Expectations

1. Students are expected to follow all school rules regarding weapons, drugs, alcohol, tobacco, and conduct.
2. Once students arrive at the dance, they must remain at the dance until it ends. (Students may leave the dance early if they are picked up by a parent or give a chaperone a note from their parent requesting an early exit.)
3. All dancing must be in good taste. Sexually explicit dancing will **not** be tolerated!
4. Attire must be appropriate. Chaperones reserve the right to determine dress appropriateness and deny attendance.
5. Music played at dances will be free of violent, prejudicial, and sexually explicit lyrics.
6. Students may be outside the building **only** with a chaperone's presence and permission.
7. Some dances may be open to guests who are not students of Böblingen Middle School. If a specific dance is open to guests, these guests must also comply with our dance expectations. The administration reserves the right to grant or deny admission to these guests.
7. Chaperones will be treated with courtesy and respect.
8. If students ride the duty bus to or from the dance, appropriate bus behavior is expected, in keeping with the bus safety training all students have received. Misbehavior on the bus will be disciplined as a school offense.

Failure to meet the above expectations will result in a warning, a phone call to a parent for an early pickup, loss of future dance privileges, or other necessary disciplinary actions in accordance with the school handbook.

Our goal is to provide a safe and fun environment for your child. We are confident the fine students of Böblingen Middle School will meet these expectations and spend many enjoyable hours at our dances.

Sincerely,

Mr. Dale Moore
Principal

Mr. Toufy Haddad
Assistant Principal

I have read and am aware of Böblingen Middle School Dance Expectations.

Student's name (please print) _____

Student's Signature _____ Date _____

Parent's Name (please print) _____

Parent's Signature _____ Date _____



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
BÖBLINGEN ELEMENTARY/MIDDLE SCHOOL
UNIT 30401
APO, AE 09107



Tardy Policy for BEMS

Dear Parents,

Punctuality is an admirable quality! In our efforts to help students develop into responsible and productive citizens of society, punctuality is a quality we stress. The faculty has worked together to formulate a Tardy Policy that encourages students to be punctual. This plan includes a progressive process of consequences as follows:

- When a student has accumulated **three unexcused tardies** in one grading period, the parent will receive a notification letter that the three tardies have occurred. To assure that proper communication has occurred between the school and the family, the parent and child will sign the letter and return it the homeroom teacher.
- Further unexcused tardies in one grading period will result in...
 - **4th unexcused tardy:** Administrative counseling and one day attendance at a one hour after school detention. Parents will be given at least a 24-hour notice of this so that they may arrange for transportation.
 - **5th unexcused tardy:** Conference with parent and administrator and one day attendance at a one hour after school detention.
 - **6th unexcused tardy:** One-day suspension.
- If unexcused tardies continue, the situation will be addressed by the administration and appropriate action will be taken.

Thank you for your continued support.

Sincerely,

Mr. Dale Moore
Principal

Mr. Toufy Haddad
Assistant Principal



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Discipline Referral Form

Student _____ Grade _____

Date _____ Time _____ Teacher(s) Referring Student _____

Description of Incident: _____

Previous Actions Taken by Teacher with This Student (Circle all that apply):

Conference with Student	Lunch Detention	After School Detention
Parent conference	Email to Parent	Guidance Referral
Other(please list): _____		

Action Taken by Administration:

Conference with Student - Date(s) _____
 Parent contacted – Date(s) _____
 Lunch Detention(s) – Date(s) _____
 After School Detention(s) – Date(s) _____
 Suspension – Date(s) _____
 Other _____

Student Signature _____

Parent Signature _____

Administrator Signature _____

SERIOUS INJURY PROCEDURES

In the event of a serious student injury, the following will take place:

- Administration will be notified.
- If needed, in accordance with “best nursing practices,” the nurse will be sent to assess and give care.
- Parents will be notified as quickly as possible in this process.
- The administration will then call the MPs to request that an Emergency vehicle be summoned to transport the student to the appropriate medical facility.
- Parents need to authorize the transportation of their child via emergency vehicle, as this event is charged to them.

*Parents may request that authorization be granted for such emergencies at registration.