

Schweinfurt Middle School

Instructional Focus: *Reading Comprehension and Math Problem-Solving*



“Learning is a Lifelong Process”

School Year 2009-2010

School Web Site: www.schw-ms.eu.dodea

Parent-Teacher-Student Handbook

SCHWEINFURT MIDDLE SCHOOL



Instructional Focus: Reading Comprehension and Mathematics Problem-Solving

PEBS-6813

July, 2009

TO: Students, Parents and Teachers,

Welcome to Schweinfurt Middle School. I hope that your time spent here will be educationally profitable for you.

Exciting times, important events, and a changing world continue to shape our future. As students you are entering one of the most important times of your lives. Middle school is a time of great change. The academic expectations and social adjustments are greater here than at the elementary school level. You will be expected to attend all classes, be punctual, complete all assignments, and behave and dress appropriately. You can expect an exciting and eventful year.

Enclosed you will find an important source of information. Please read all items carefully. You are responsible for knowing the contents of this handbook. It contains, but is not limited to, rules and regulations governing acceptable behavior at Schweinfurt Middle School.

Our school is fortunate to have support from the Parent-Teacher-Student Association, the School Advisory Committee, and the Community. We expect to achieve our goals and to help each child reach his or her full potential as a student. Our staff, our support groups, and our parents will work together to make this happen.

Good luck and best wishes for a successful year at Schweinfurt Middle School.

Dr. George P. Carpenter

Principal

Dr. George P. Carpenter passed away in September after 35 years of service to Education and DoDEA.

Mrs. Phyllis Fuglaar

Principal (effective 02 November 2009)

TABLE OF CONTENTS

Contact Information.....	5
Chain of Command.....	6
School Calendar.....	7
School Teams.....	8
• School Improvement	
• Grade Level	
• Curricular	
• Professional Development	
• Character Development	
School Improvement Plan.....	9
• Mission	
• Goal & Interventions	
School-Home Partnership.....	10
• Communications	
• Parent/Teacher/Student Conferences	
• PTSA (Parent Teacher Student Association)	
• SAC (School Advisory Council	
School Curriculum.....	11
• Required Classes	
• Elective Classes	
• Extra Curricular	
• NJHS (national Junior Honor Society), Student Council, & Golden Knights	
Academic Policies.....	22
• Grading	
• Homework	
• System-Wide Testing	
School Resources.....	24
• Advisory Program	
• Host Nation	
• AVID (Advancement Via Individual Determination)	
• ESL (English as a Second Language)	
• Guidance Counseling	
• Information Center	
• Psychologist	
• CSCX (Case Study Committee)	
• Learning Impaired	
• School Nurse and Health Services	
Student Responsibilities & Daily Procedures.....	27
• Entry & Exit	
• Lockers	
• Theft	

- Tardy
- Lunch
- Uniform Dress Code

School Procedures..... 32

- Attendance
- Field Trips
- Visitors
- Evacuation and Classroom Emergency Procedures
- Lost & Found
- Promotion & Retention
- Early Arrival
- Notice Approval
- Tutoring
- Telephone Messages
- Physical Education Participation
- After School Activities

School-Wide Discipline Plan.....37

- Philosophy
- Procedures & Consequences
- Articles NOT Permitted In School (Tobacco, Illegal drugs, Weapons, Etc.)
- Gang-Like Articles
- Articles NOT Permitted in the Classroom

Registration.....41

Cafeteria Program (AAFES).....42


School Bus Management Office.....43

Ensuring Equal Opportunity in Educational & Training Programs.....46


Contact Information

School Hours are 07:30 – 16:00

Phone numbers for...

 **Office Assistant & School Secretary**

 **Registrar**

 **Counselor**

 **Nurse**

Military - 354-6812/13

Civilian - 09721-804301

Fax - 09721-84363


 **Supply Technician:**

Military - 354-6814

Civilian - 09721-804301

 **Information Center:**

Military - 354-6815

 **School's Officer:**

Military - 354-60670

School Campus

The school campus/building/grounds are off limits to all non-school personnel from 1600 until 0745 hours unless prior approval has been obtained.

Physical Address

Schweinfurt MS Kessler

Heeresstrasse GB No. 458

97424 Schweinfurt GE

Mailing Address

Department of Defense Dependents Schools

Office of the Principal

Schweinfurt Middle School

Unit 25850, Box 2

APO AE 09033

Chain of Command

Parents with questions or concerns should e-mail or call the appropriate individual. If the concern is not resolved at this level, ask assistance from the school administrator. Follow the chain of command thereafter.

Teachers/Staff Member

Firtstname.Lastname@eu.dodea.edu
Telephone: DSN 354-6813 or CIV 09721-804301

Mrs. Phyllis Fuglaar, Principal

CMR 457
APO AE 09033
Telephone: DSN 354-6813 or CIV 09721-804301

Mr. Michael Thompson, Superintendent

DoDDS Bavaria District
417th BSB CMR 449
APO AE 09031
Telephone: DSN 355-8761 or CIV 09321-37915

Dr. Nancy Bresell, Deputy Director

DoDDS European Region
Unit 4476, Box 285
APO AE 09196
Telephone: DSN 338-7615

2009-2010 SCHOOL CALENDAR

<i>26 August</i>	<i>Teacher Report Date</i>
<i>27 August</i>	<i>Orientation for New Students and Parents: Grade 6: 1300-1400 Hours Grades 7 & 8: 1400-1500 Hours</i>
<i>27 August</i>	<i>PTSA Back to School Picnic: 1200-1400 Hours</i>
<i>31 August</i>	<i>1st Day of School—Full Day for All Students Begin First Quarter and First Semester⁴</i>
<i>07 September</i>	<i>Labor Day - Federal Holiday</i>
<i>16 September</i>	<i>School Advisory Committee (SAC) @ 1500</i>
<i>01 October</i>	<i>Open House 1630-1800</i>
<i>12 October</i>	<i>Columbus Day--Federal Holiday</i>
<i>16 October</i>	<i>No School for Students –CSP Day</i>
<i>21 October</i>	<i>SAC @ 1500</i>
<i>05 November</i>	<i>End of First Quarter</i>
<i>06 November</i>	<i>Teacher Workday- No School for Students</i>
<i>09 November</i>	<i>Begin Second Quarter</i>
<i>11 November</i>	<i>Observance of Veteran’s Day—Federal Holiday</i>
<i>16 November</i>	<i>Quarter I Conferences</i>
<i>18 November</i>	<i>SAC @ 1500</i>
<i>26-27 November</i>	<i>Thanksgiving Recess</i>
<i>17 December</i>	<i>Early Withdraw</i>
<i>21 Dec.- 01 Jan.</i>	<i>Winter Recess</i>
<i>04 January</i>	<i>Instruction Resumes</i>
<i>18 January</i>	<i>Martin Luther King, Jr. Day - Federal Holiday</i>
<i>20 January</i>	<i>SAC @ 1500</i>
<i>28 January</i>	<i>End of Second Quarter and First Semester</i>

29 January	No School for Students - Teacher Workday
01 February	Begin Third Quarter & Second Semester
04 February	Semester I Quarter II Conferences
15 February	Presidents' Day - Federal Holiday
17 February	SAC @ 1500
17 March	SAC @ 1500
30 March	Continuous School Improvement – staff workday
08 April	End of Third Quarter
09 April	No School for Students—Teacher Workday
12-16 April	Spring Recess
19 April	Instruction Resumes - Begin Fourth Quarter
21 April	SAC @ 1500
20 May	Early Withdraw
19 May	SAC@ 1500
31 May	Memorial Day - Federal Holiday
17 June	End Fourth Quarter and Second Semester
18 June	No School for Students - Teacher Workday

Teaming

Teaming and professional development are extremely important educational concepts and dominant characteristics of Schweinfurt Middle School. Decisions are data driven and are derived through collaboration among faculty, community members, parents, and students. Multiple teams utilize common communication tools to insure inclusion of all stakeholders in decision-making.

Profile and Intervention Teams

The Profile and Intervention Teams involved the entire staff. Staff members are assigned areas where they are most involved or have an identified strength. Team leaders are selected and facilitate the work and coordinate efforts with the “Continuous School Improvement” (CSI) Chair. The distribution of responsibilities among staff also infuses a better overall understanding of the process in general and how it relates school-wide.

Grade Level Teams

All faculty members are part of a Grade Level Team that meets regularly during specified blocks. Agendas and minutes are of a common theme with a portion of each meeting devoted to the CSP. Information is disseminated weekly through distribution of Team Minutes. These are sent out via e-mail to the entire staff.

Curricular Teams

All faculty members are also part of a Curricular Team to discuss and share information pertinent to their content area. Topics of discussion include; identifying curriculum standards, identifying expectations from the Criterion Referenced Tests, promoting achievement of Curriculum Integration, reviewing data, and lesson planning.

Professional Development

All in-services are planned with the goal of promoting high student achievement by maintaining a learning community. Areas identified by the staff interests are utilized to plan and conduct professional development through grade level teams, through professional development for the entire staff and study groups after school. Teachers are often able to obtain academic credit for these courses. The staff consistently works on improving instructional practices as they relate to middle school students. This goal requires active participation from our parents and community. Community members, parents, and students join our faculty during our in-services to ensure all stakeholders are involved in the CSI process.

Character Development

The staff developed the Guiding Principles above during team meetings and during entire staff professional development days. The staff recognizes the need for students to maintain self-directed behavior and works with each Advisory to gather data and input from students for developing Guiding Principles of Behavior. These principles were developed at the end of SY 2001-02 and implemented at the beginning of SY 2002-03. Students accept responsibility for their behaviors and the Guiding Principles establish standards that each student aspires to support.

Two students worked as a team to design a “knight” that was chosen and used on the “Golden Knights” t-shirts and sweatshirts. In order to build upon the “Golden Knight” theme, the staff discussed with the students the definition of good character. Students worked in their advisories to brainstorm positive qualities needed to be a Schweinfurt “knight.”

Working through the advisories and grade level teams a combination of student ideas were implemented. The final outcome resulted in the acronym PRIDE standing for Preparation, Respect, Integrity, Determination, and Effort. “PRIDE” is displayed throughout our school.

A rubric was developed to inform the students of the criteria needed to become a “Golden Knight”. The criteria include making the honor roll for two consecutive quarters, no more than two detentions, having no office referrals or suspensions, and causing no problems within the community. Once a student has achieved the “Golden Knight” status they are required to complete two hours of community service to remain in good standing. “Golden Knights” are easily identified through their exemplary behavior and earn yellow and black “Golden Knights shirts. They are the “PRIDE” of our school.

Continuous School Improvement (CSI) Plan

Schweinfurt Middle School is a part of the Department of Defense Education Activity (DoDEA), an agency of the Department of Defense. Therefore, the DoDEA Community Strategic Plan (CSP) and our Continuous School Improvement (CSI) Plan guide us in accomplishing our vision, mission, and goals. The professional teaching staff maintains a *Focus on Curriculum and Instructional Standards* to insure that your

children's knowledge and skills are consistent with those of students in other DoDDS schools and the national standards throughout the United States.

School Vision Statement

Schweinfurt Middle School will engage all students in meaningful experiences that develop 21st Century Skills, preparing them to be successful citizens in a technological, global society.

The following are Continuous School Improvement (CSI) goals:

Goal #1: All students will improve in reading comprehension across the curriculum.

Our Intervention is explicit instruction of key vocabulary in content areas.

Goal #2: All students will improve math problem solving across the curriculum.

Our Intervention is to adopt and implement a school-wide problem solving method defined as: Explore, Plan, Solve, Examine (E.P.S.E.)

Communication

Two-way communication is essential! SMS communicates with all parents and sponsors through a monthly school newsletter and Principal's Coffee. The principal provides an Upcoming Events List to the Community Leaders and attends the monthly Community Update Meetings and Town Hall assemblies. Customized fliers are mailed to all parents and sponsors regarding special events and/or schedule changes. Every student receives a quarterly mid-term progress report. Many of these communications are also being e-mailed to parents when a working address is provided.

Correct Address

We wish to remind parents that the school must maintain the correct addresses, home and unit, as well as the home and duty telephone numbers of every sponsor whose child is enrolled in school. It is important for sponsors to notify the school promptly of any changes in addresses and telephone numbers to ensure school readiness in the event of emergencies.

Student Binder/Planner

All students are expected to maintain a school binder (brought by student) and planner (provided by SMS) to record and organize all their assignments. Parents are encouraged to check these items on a regular basis, as they contain standards being taught, classroom assignments, homework, and hall passes.

School-Home Partnership

School-Home Partnership is the mutual collaboration, support, and participation of families and school staff at home or at school; in activities and efforts that directly and positively affects the success of children's learning and progress in school. The structure of the DoDDS School-Home Partnership is five-tiered: Co-Communicators; Co-Supporters; Co-Learners; Co-Teachers; and Co-Advisors, Advocates and Decision-Makers.

Parents have a direct influence over the support of quality of education provided by the overseas schools. The influence and understanding of the military parents are highly important. School programs, teaching, and learning take on a new luster when cordial relationships exist between the school and military community. Parents are expected to visit the school during Parent-Teacher Conference Week. Other opportunities to get involved are through active participation in the PTSA and the School Advisory Committee (SAC).

Parent/Student/Teacher Conferences

Conference days are scheduled throughout the school year. (Please see the school calendar.) Conferences can also be arranged by contacting the Grade Level Team Leader or individual teacher. Conferences will typically be scheduled during team time and will not be held at public gatherings such as Open House, PTSA meetings, assemblies, or programs.

Parent-Teacher-Student Association (PTSA)

The Schweinfurt Middle School Parent, Teacher, and Student Association welcome you to the beginning of our school year. We have a wonderful school with first-rate teachers, administrators, and students. Our PTSA contributes greatly towards the quality of education of our children and the working environment of their teachers. There is much affection in this community for our children. We all stand together as parents, teachers, and students to make our school and community the best place to be! We need your involvement and participation in order to continue in our fine tradition of service to and support of our excellent school. Please join us in making this school year our best yet in Schweinfurt.

Parent Volunteers

The Schweinfurt Military Community has many talented and skilled parents. We encourage and solicit your involvement in school activities where your expertise will be valued as you assist in various areas of our school's operation. Your vast experiences and knowledge can be very beneficial to our students as we continue our quest to enrich their lives both educationally and personally. Volunteers may work with a particular teacher or a special student on a regular basis, or they may help occasionally for special programs and study trips. Some activities may be non-instructional, such as correcting papers, typing, preparing materials, assisting the school nurse or media specialist, or arranging bulletin boards. Volunteers may also tutor individual students or work with small groups. They may assist in developing basic skills. They often have their own special interests, talents, or skills to share with students, i.e. slides to show for a Social Studies unit, or costumes, crafts, or music to share for ethnic studies.

We seek volunteers to serve in various capacities to include: Volunteers as Mentors, Tutors, Classroom and Office Assistants, Field Trip Chaperones, Presenters of Multi-Cultural Events, and Assistants for Extra Curricular Activities are needed. If you are interested in volunteering your services, please contact the School Secretary to indicate your willingness to serve and the area(s) of interest.

School Advisory Committee (SAC)

The School Advisory Committee (SAC) is an elected educational advisory committee composed of an equal number of parents of students in the school and professional school employees. The SAC advises the principal on matters within the jurisdiction of the school and DoDDS. Parents are invited and encouraged to attend SAC meetings. Committee matters include school policies, instructional programs, pupil services, and student standards of conduct and discipline. Community matters include school quality, availability, maintenance, safety, security, and comfort of the school environment, transportation, school morale program, and administrative and logistical support services provided by the installation commander. Meetings are held in the Middle School Media Center beginning at 1500 hours on the third Wednesday of each month.

The Schweinfurt SAC is part of the Installation Advisory Committee (IAC). The IAC advises the Community Commander on matters, including logistical support, within the jurisdiction of the Commander and applicable service command.

Curriculum

Core and Required Classes

Sixth Grade	Seventh Grade	Eighth Grade
English	English	English
Math	Math	Math
Science	Science	Science
World Cultures	World Geography	U.S. History
Physical Education, One Quarter	Physical Education, One Quarter Computer Applications	Physical Education, One Quarter
Reading	Health, One Quarter	Health, One Quarter
Health, One Quarter		

Elective Classes

Art, Computers, Reading (by skill level), Host Nation, Gifted Education/Creative Thinking (by skill level), Band, Physical Education, English As A Second Language (by skill level), Foreign Language (Spanish & German), AVID (by skill level), Learning Development (by skill level), Video Communications, and Business Enterprise.

Course Selection

The guidance counselor assists students and their sponsors in developing the most appropriate programs for individual students. Students and sponsors should be aware that, once a student is enrolled in a course, that course may only be dropped with the recommendation of the teachers involved, counselor, parents, and student.

Student Placement

Student placement will be made in accordance with DoDEA Regulation 2000.3, dated March 26, 2004. The principal will establish a committee to make recommendations to the principal on retention, double promotion, or any other grade or class placement that is not routine. The Placement Committee collects data, discuss referrals, make recommendations for placement, and review the progress of students who have been placed. Final decisions on grade and program placement are the responsibility of the principal.

Extra Curricular Activities

Golden Knights	Odyssey of the Mind	Student Council
Math Counts	Reading Enrichment	Yearbook
National Junior Honor Society (NJHS)	Science Enrichment	Solo & Ensemble (music)

Extra-curricular activities begin in October and end in May. They are offered Tuesday, Wednesday, and Thursday from 1500-1600. These activities are based upon staff and student interests and are subject to change each year.

National Junior Honor Society

The National Junior Honor Society is a service organization sponsored by the National Association of Secondary School Principals. During second semester our school will be inviting students who meet the criteria to join. To be considered, a student must have at least a 3.0 grade point average and have qualities associated with NJHS. Prospective students will receive an application for membership. Once the application, including an essay has been completed and returned, a faculty council will review applications

and selected students will receive a letter of invitation to attend the school-wide induction ceremony in the spring.

Students considered for membership will be considered in all five of the following areas:

1. Scholastic Achievement
2. Service to the school and the community
3. Leadership
4. Character
5. Citizenship

It is the responsibility of the Chapter Advisor to periodically review the standing of members for compliance with NJHS standards. The Adviser should inform the member in writing of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement.

Dismissal from the NJHS is the responsibility of the Faculty Council. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. The Faculty Council will investigate thoroughly before any action is taken. The Council determines that the facts warrant consideration for dismissal.

If a member is dismissed, written notice of the decision will be sent to the member, his or her sponsor, and the principal. The member must then surrender the NJHS emblem and membership card to the Chapter Adviser. If the member is unwilling, the matter will be treated as a school disciplinary matter.

An appeal to this decision must be made in writing to the school principal within five days of the receipt of this notice. The Point of Contact in this matter is the district superintendent. The appeal must describe why the dismissal is inappropriate. The Superintendent will review the appellate materials and render a decision within 10 days of receiving the appeal. The appeal is a paper review, affording no party the right to present evidence or make oral arguments. The District Superintendent will issue a final decision in writing upon reviewing the case.

Student Council

Student Council is an organization representing student affairs and interests. It is a group of students, elected by students, acting on behalf of the student body. The council seeks to enhance communication between school authorities and students, acting as a manageable group for discussion and decisions that will affect the school program.

Golden Knights

Schweinfurt Middle School has adopted an incentive program. This program has a wide range of recognition for students' achievements in the areas of academics and citizenship.

Level One is recognition for students who consistently follow the rules in the common areas of the school.

Level Two recognition is for academics.

Level Three recognition is for academics and citizenship. If a student makes the honor roll two quarters in a row and has not had any office referrals, he/she will be eligible for the Golden Knights Club.

Other Positive Student Incentives: Any student who has not earned detention will be recognized in the following ways:

- Class Meetings
- Student of The Month
- Incentives or Positive Reward Days

Academic Policies

Progress Reports/Grading Procedures

Each student will be issued an assignment planner. In this planner students are to write down daily assignments/homework. This planner is also used as a hall pass for student movement through hallways. (Time excused from class and destination is noted in appropriate box and initialed by teacher.)

Report cards will be issued at the end of each quarter.

A = Excellent	(90 - 100%)
B = Good	(80 - 89%)
C = Average	(70 - 79%)
D = Poor	(60 - 69%)
F = Failure	(below 60)
E = Effort	
I = Incomplete	
P = Pass	
WP = Withdrawn	(Pass)
WF = Withdrawn	(Fail)
N or NG = No Grade	

Grades on report cards will be determined by the student's achievement.

A mid-term Progress Report will be sent to parents at the end of the fourth or fifth week, or mid-quarter, of each marking period; however, this notice may be sent at any time during the marking period if the situation warrants it. We also encourage school personnel to send home notices of satisfactory or superior student achievement. The intent of this interim report is to keep parents knowledgeable of student progress.

GradeSpeed

Parents can keep informed of their student's progress through their Parent Connection link with GradeSpeed. GradeSpeed is the only authorized and supported grade book used by DoDEA for grades 4-12. Parent Connection and Student Connection links offer sponsors and students a view of their grade and attendance data. GradeSpeed provides secure access via a web portal. In addition, parents and students will be able to view school announcements and calendar events. Student Connection accounts contain the same information as their parents' account.

Information about setting up a new Parent Connection Account can be found at

http://www.sch-ms.eu.dodea.edu/Gradespeed_ParentConnection.htm.

GradeSpeed is a powerful tool to help parents stay connected to their student's educational progress. Helping military families stay connected during deployment benefits all members of

the family. GradeSpeed Parent Connection is a great tool to enable communication on educational aspects of a child's life no matter where the parent is located.

GradeSpeed Parent Connection is not intended to replace face-to-face communication between parents and teachers. A teacher's primary job is to teach. While communication with parents enhances the educational experience, expectations on GradeSpeed responsiveness must be reasonable. While students may have concerns about much information parents will have, the truth is the students with parents who are involved in their education have a much greater chance to be successful.

Incomplete

A grade of "I" may be given to a student for a subject in which he/she has not completed required assignments due to extended excused absences. If this is not done, the "I" grade will be removed and a grade representing the value of the work accomplished will be given. Students will be given time to make up work missed when they return. Please do not call school for make-up work if a child is out sick. After your child is well and back at school, his/her teachers will work with your child to assist him/her with completing the work they missed while they were absent.

The "E" grade indicates the student works to capacity, but achieves below normal standards for a passing grade. The "E" grade will receive credit and will be counted the same as a "D" in determining grade point average.

The "+" or "-" symbols will be used to denote slightly higher or lower grade marks.

Homework

Applicability and Scope

The provisions of this policy apply to all Schweinfurt Middle School educators, to all parents and/or guardians, and to all students receiving education in Schweinfurt Middle School. This policy does not apply to those students receiving homebound instruction; further, it does not apply to students whose instructional programs are governed by individualized educational plans.

Definition

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

Commitment

The development of study skills must be an integral part of a school's educational policies. Schweinfurt Middle School strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is Schweinfurt Middle School's policy that homework will be assigned in accordance with the needs and abilities of individual students and in support of the learning objectives of the particular curricular area.

Guidelines for Assigning Homework

1. Homework assignments are reinforcements for classroom curricular areas and are

- assigned to support student learning.
2. Homework assignments shall be designed to meet the needs and abilities of individual students.
 3. The burden that homework places on a student will be considered when such assignments are made.
 4. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

Responsibilities

1. Administrator(s) will:
 - a. Implement the provisions of this homework policy as appropriate and ensure that it is published and distributed to all teachers, students, and parents.
 - b. Support teachers' efforts to ensure the completion of homework.
 - c. Plan for the periodic evaluation of homework policies with teachers, students, and parents.
2. Teachers will:
 - a. Identify the degree to which homework affects the determination of a student's grades.
 - b. Provide clear, concise directions for completion of homework assignments.
 - c. Check homework for completeness and mastery of concepts and return to students, as appropriate to the nature of the assignment.
 - d. Inform parents of student performance and completion of homework assignments as appropriate.
3. *Students who are absent from school will be able to make up their class work when they return.* Students will be allowed time, equal to the duration of their absence, to make up these assignments.

System-Wide Testing Program (Terra Nova)

Students at Schweinfurt Middle School participate in the DoDDS System-Wide Testing program each school year – usually in March. Copies of the Terra Nova test results are mailed to parents. Data obtained from these tests allow parents, students, and school personnel to better understand each student's progress by providing a comparison with students throughout the U.S. Counselors and teachers use this information to recommend student placement and course selection and for referrals to AVID, Reading Improvement, and Special Education Programs.

Resources

AVID (Advancement Via Individual Determination)

The goal of the AVID program is to prepare students to enter and be successful in four-year colleges and universities. AVID is a language arts based curriculum with emphasis on the writing process and writing as a tool of learning. In addition to inquiry and collaboration, AVID also provides students with academic survival skills, i.e., time management, note taking, textbook reading, library research, test taking skills, and study skills. The Cornell note-taking system is taught and students are expected to use this system in all classes.

Criteria for Selection

Students must...

- have Terra Nova test scores of 5-7 stanines in language and math

- have a GPA between 2.0 and 3.5
- enroll in one vigorous course such as math or a foreign language
- have good attendance and discipline
- have a DEROS date at least one year in the future
- obtain recommendations from teachers
- complete AVID application
- have a personal interview with AVID staff
- have the desire to attend college
- demonstrate the willingness to follow AVID curriculum and methods
- demonstrate the willingness to keep an organized binder
- sign a contract of commitment to learning
- set a positive example for other students at Schweinfurt Middle School

English-as-a-Second Language

Instruction in English-as-a-Second Language is provided for students who speak little or no English or whose limited knowledge of the language may impede their progress in other classes.

Guidance Counseling

The primary responsibility of the guidance counselor is to help students adjust to the school setting. The counselor meets with parents who are concerned about their child's academic, social, and/or emotional development and provides information about professional services available through the school or the community. The counselor also meets with students to assist them with interpersonal problems. Parents are encouraged to inform the counselor when there is a family crisis.

Information Center (library)

The Information Center has a variety of reference materials for student use. **Student and sponsor must sign a “DoDEA Computer and Internet Access Agreement for Students” in order to use school computers.** This agreement is kept with the student's records.

Books are checked out for a two-week period. Lost or damaged books should be reported at once to the Information Specialist. Students who lose books must pay for the books. Payment is to be made by check or money order made payable to the TREASURER OF THE UNITED STATES or replacement book may be purchased (preferred method) and given to the Information Specialist.

School Psychologist

A School Psychologist provides psychological and intelligence testing and individual and group counseling. The School Psychologist is a member of the Case Study Committee as needed.

Case Study Committee

The Case Study Committee (CSC) aids teachers and parents in meeting the social, emotional, physical, and academic needs of the child. The members of the CSC are administrators, specialists, classroom teacher(s), and parents. After obtaining written permission from the parents, a child will be interviewed and evaluated. If a handicapping condition exists, an Individualized Education Program (IEP) is written and implemented under DoDDS criteria for special education services to help meet the student's needs.

Learning/Emotional Impaired

The Learning Impaired teacher works with students with deficits which are recognized by DoDEA and these students receive an Individualized Educational Program (IEP).

Health Services

Each classroom has a first-aid kit for minor injuries. In the event that your child is severely injured or becomes ill at school, every effort will be made to contact a parent/guardian. PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME AND DUTY PHONE NUMBERS. If the parents/guardian cannot be reached, the Emergency Contact Person or the Sponsor's Unit will be notified.

When should my child return to school after being ill?

- ✓ Temperature below 98.8° F for 24 hours, unaided by medication, after a temperature elevation of 100° F or greater.
- ✓ No significant nausea, vomiting (more than twice in 24 hours) or diarrhea (more than two loose bowel movements in 24 hours).
- ✓ Chicken Pox (Varicella) lesions crusted and dry, at least 5-7 days from onset
- ✓ Lice treatment initiated
- ✓ Impetigo covered and under medical provider's care, note required
- ✓ Scabies, 8 hours after first prescribed treatment, note required
- ✓ Conjunctivitis, signs of infection have cleared or note from physician.
- ✓ Ringworm covered, under medical provider's care, note required
- ✓ Any illness or condition that prevents a child from fully participating in school activities, such as a constant cough, lethargy (extreme tiredness), irritability, crying or behavioral changes should be resolved before the child returns to school.

If you are uncertain as to the health status of your child, please make an appointment with your child's Primary Healthcare Provider for an evaluation.

Should your child need medications (prescription and/or over-the-counter) during the school day a specific form *must* be completed by the prescribing physician and the child's parent/guardian. The medication will be in the original container, properly labeled by the pharmacy or physician. The label should indicate the name of the student and physician, the medication name, dosage, routine and frequency. The date of the prescription needs to be a current date.

All medications will remain at the school for the duration of the prescription. Any changes in the medication, dosage or frequency will necessitate **a new form and a new-labeled container.**

Medications for acute illness (such as bacterial infections) are usually prescribed three times a day and may be administered by the parent before school, after school, and before bedtime.

Special Health Considerations

If a child has a health problem, e.g. diabetes, epilepsy, hearing condition, or allergies necessitating emergency Epinephrine administration or is on daily medication for any reason, school personnel must be informed.

School Health Program

The primary responsibility for the health of the school age child rests with the parents/guardians of the child. The school health program is designed to strengthen the educational process through health supervision and health education of the students. The school health program consists of three components:

1. Health education
2. Health services
3. Environmental health and safety

The school nurse serves as a health consultant and health appraiser. She assists parents in finding help for their child. She helps integrate health services and instruction into the curriculum, and is a resource person for the teachers. She serves as a liaison between the community, the school, the military medical offices and the parents. In addition, she maintains up-to-date information in the student's school health record and supplies health information as needed.

Several routine screening programs are conducted during the school year. The screenings include: hearing, vision, and height and weight (to include BMI-Body Mass Index).

Nurse's Bulletin

Body piercing is a growing fad among teenagers. Please be forewarned of the dangers regarding body piercing.

- <http://www.ddschan.com/TheLibrary/TonguePiercing.htm>
- <http://news.bbc.co.uk/1/hi/health/2931704.stm>
- <http://news.bbc.co.uk/1/hi/health/399218.stm>
- <http://www.applesforhealth.com/MensHealth/danbod3.html>
- <http://www.fairiebelievers.com/newsletter/2002/teencorner/piercing.htm>

Student Responsibilities & Daily Procedures

"At school" includes the journey to or from school. (DoDEA Regulation 2051.1 August 16, 1996)

Entry and exit from the building

Before and after school, students going up and down may use all stairways. From the tardy bell at 0800 to the closing bell at 1440, the two outside stairways will be DOWN ONLY, and the center stairway will be UP ONLY: during class, advisory, lunch, and tutorial blocks.

Locker usage

Students are permitted to open their lockers before and after school, before and after lunch, prior to advisory, and before and after PE for clothing ONLY. Each student will be assigned a locker. Student will only use the locker assigned to him or her.

Each student is responsible for maintaining his/her locker. If a student's locker has been broken into or damaged, he/she should notify the counselor immediately. Any student involved in vandalism of lockers or students who do not follow the rules of responsibility as stated above will lose locker privileges and will pay for all damages.

Thefts

Each student is responsible for protection of his/her property. Students are advised not to carry large amounts of money or valuables. Students are encouraged to immediately report acts of theft and/or missing items.

Tardies

Students are to be in their seat by the bell or be counted tardy.

Lunchroom Procedures

6th Grade Lunch (1058 – 11:41)

1. Come into the lunchroom and sit down.
2. Wait until you are called to line up for lunch-*no more than ten in line outside cafeteria.*
3. Stand in line and proceed through to get your lunch.
4. When you *exit* the lunch line, sit at your table.
5. **DO NOT GET UP AND MOVE AROUND WITHOUT PERMISSION FROM A LUNCHROOM MONITOR-SAFETY ISSUE, WE DO NOT WANT YOU TO GET HURT!!!**
6. ***Raise your hand*** to get permission to OBTAIN additional items for your lunch or forgotten items like straws, utensils or napkins.
7. When you are finished with lunch raise your hand to be dismissed to empty your tray and sit back down.
8. Wait until you are called to line up for recess or dismissed for class.

Lunch is 20-30 minutes and recess begins immediately after lunch is completed and is usually 15-20 minutes long.

7th/8th Grade Lunch (11:45 – 12:27)

The 7th and 8th grade lunches are divided. Groups will alternate each week with one group participating in recess the first **15-20 minutes** while the other group eats lunch.

At approximately **12:05** the recess group line up and go to eat lunch.
The group participating in recess will then eat lunch.

The group eating lunch will then go to recess.

It is best to wait until the entire outside group comes in before dismissing the inside group to go out.

The first group inside will sit at the tables along the wall saving the other tables for the outside group to sit when they come in for lunch.

Lunchroom Procedures

1. Come into the lunchroom and sit down.
2. Wait until you are called to line up for lunch-*no more than ten in line outside cafeteria.*
3. Stand in line and proceed through to get your lunch.
4. When you *exit* the lunch line sit at your table.
5. DO NOT GET UP AND MOVE AROUND WITHOUT PERMISSION FROM A LUNCHROOM MONITOR-SAFETY ISSUE, WE DO NOT WANT YOU TO GET HURT!!!
6. ***Raise your hand*** to get permission to OBTAIN additional items for your lunch or forgotten items like straws, utensils or napkins.
7. When you are finished with lunch raise your hand to be dismissed to empty your tray and sit back down.
8. Wait until you are called to line up for recess or dismissal for class.

Lunch is 20-30 minutes and recess begins immediately after lunch is completed and is usually 15-20 minutes long.

School Dress Code

This is an addendum to the community Code of Dress and Conduct. (Policy Memorandum 1-1)
See also Gang-like articles Prohibited on Campus under Articles Not Permitted in School in this handbook.

Gang-Like Articles Prohibited on Campus

Any symbol, activity, article of clothing, manner of wearing clothing or language that symbolizes gang membership or affiliation will not be tolerated. Examples of these symbols include, but are not limited to, hand or written gang signs, bandannas of all colors, spiked wristbands and sweatbands, any article of clothing worn as if in sympathy with gang members, attire that depicts racial or cultural slurs, or attire that contains rude or vulgar language. Pants worn extremely low or sagging, or pants worn with one of the pant legs rolled up to mid-calf, are specific examples of attire that is not allowed.

All items that are a part of the basic school dress code will be stocked by AAFES. The optional items may or may not be a part of their stock. All items (except SMS PTSA school shirts, jackets, or sweatshirts) will be without a visible logo. Brand name items such as Land's End must have the logo removed unless the label is not visible, as in shirt labels. The school dress will be clean, neat, and serviceable. There should not be holes, tears, or slits and no deliberately cut, frayed or ragged edges, including pant legs that are cut off and not hemmed. Clothes are worn properly and fitting properly. The wearing of hats, gloves, scarves, raincoats, and winter coats will be IAW the USAG Schweinfurt Dress Code. This school dress code policy applies to all functions on campus property and during all school activities in other locations. The SMS School Principal reserves the right to make judgments concerning the wearing of the school uniform, i.e. field trips, picture day, etc.

The school dress code will be as follows:

Dress Code for SY 09/10 as written in the handbook

LEGWEAR (navy blue, khaki, black, or white)

1. Cotton/polyester/corduroy long pants (Dockers-style, no baggy Cargo)
2. Jumpers
3. Skirts
4. Skorts
5. Walking shorts (mid thigh or longer)
6. Capri pants – navy blue or khaki

SHIRTS (red, white, navy, light blue, green, or orange)

1. Short-sleeved Polo shirt
2. Long-sleeved Polo shirt
3. Turtleneck long-sleeved shirts
4. Official PTSA T-shirts, sweatshirts, or jacket
5. Plain dress shirts or blouses with collar and sleeves (only exception SMS T-shirts)
 - No exposed midriff
 - Solid, non-sheer, non-form fitted

FOOTWEAR

1. Socks/tights- white, red, navy
2. Shoes- Sturdy tie, Velcro, buckle or casual shoes. Visible brand names or logos are prohibited (exceptions will be for tennis shoes). At this point in time, AAFES indicates it is unreasonable for them to provide tennis shoes without visible brand names or logos. No platform shoes, sandals, or dress shoes with slick leather soles.

SWEATERS OR SWEATER VESTS (OPTIONAL) Red, white, navy blue, green, or orange.

The adopted school dress code is mandatory. Each student will be required to wear the prescribed uniform while attending Schweinfurt Middle School. Any issue which cannot be resolved between the SMS Principal and parents will be elevated to the Base Support Battalion Commander and/or the Schools Officer for further evaluation.

Unit T-Shirt Day 1st and 3rd Monday of the month. (If that Monday is a Holiday, the Unit T-Shirt may be worn on the following Tuesday). Jeans will be allowed on these days only.

School organization shirts on specified days (Golden Knights, Student Council, NJHS, JLS)

Enforcement

The school dress code will be enforced in the same manner as the USAG Schweinfurt Discipline Policy. School officials will be expected to ensure students conform to the uniform requirements and follow Disciplinary Rules and Procedures as outlined in DoDEA Regulation 2051.1 dated August 16, 1996.

Initial Infraction will result in counseling and changing to appropriate clothes.

Further Infractions will follow the School-wide Discipline Procedure outlined in this handbook

School Procedures

Attendance

The DoDDS educational program is organized on the basic assumption that all students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and student. Parents will be periodically informed of student absences (excessive and/or unexcused) in order for them to exercise parental control and responsibility. Students who do not attend school a full day will not be allowed to participate in or attend any school-sponsored event scheduled on that same day.

The principal must approve exceptions to the above policy. An example of such an exception would be submission of an authentic appointment slip.

Note: It is the responsibility of the parent/guardian to call the school every time a student is absent.

Attendance will be taken in every class each period. A note will be required from the student's parent or sponsor following an absence from school. The note must include the student's name, date of absence, sponsor's name, address, and telephone number (home or office), the reason for the absence, and the parent's signature. Students should turn the note into the Main Office immediately upon return to school. He or she will be given a re-admit slip. Parents of absent students will be contacted by phone or mail. Absences will be classified "unexcused" or "excused."

Excused Absences

Students may be excused from school for reasons subject to the approval of the administration. Excused absences will be granted for illness, family emergency (severe illness, death, local hardship situation), and medical necessities which cannot be cared for on non-school time. If the absence is to be considered excused, a signed parent note or an authentic doctor's appointment slip must be submitted upon return to school. Excused absences will also be school-sponsored activities such as athletic contests, music programs, and study trips. In cases of a religious holiday, a written request must come from the parent prior to the day of the holiday. An excused absence is one for which the student will be given make-up privilege and credit.

It is the student's responsibility to determine from each teacher what make-up work is required. **Students who are absent from school will make-up work when they return.** The work must be made up in a reasonable amount of time, usually equal to the amount of time of absence. Other absences are considered unexcused.

Unexcused Absences

Unexcused absences do not permit make-up privileges, and the grade for each day missed or portions thereof will be an "F." Some examples of unexcused absences include packing or unpacking, waiting for engineers/repairs (these are the sponsor's responsibilities), baby-sitting, missed bus, haircuts, oversleeping, and commissary and/or PX visits.

Leaving Campus

Students will not be permitted to leave the campus during the school day without the written or telephonic permission from a parent. The written request must be turned into the Main Office before 0800 hours, and, if approved, the student must sign out and sign in through the Main Office.

Passes to the Nurse - Students must report to classes before being referred to the Nurse. Students may not report to the nurse during passing time.

Passes to the Office - Only with an official student planner may a student be released from class and then only if an emergency exists.

Tardiness

Students must be seated when the tardy bell sounds. The only exception to this rule is dismissal for physical education classes where the student must be in the gym.

Dismissal

The teacher will dismiss students from class.

Educational Trips with Parents

Students taking educational trips without following the procedure outlined below will be considered unexcused. Students must:

1. Secure a Trip Permission Form from the office **five (5) days** before the date of the proposed trip.
2. Complete the information requested, and take it home for parental approval.
3. Take it to each teacher for teacher comment/progress. Teachers are not responsible to provide work prior to the trip.
4. Take the form to the SMS Principal for final approval.
5. Obtain a readmit slip from the Office upon return.
6. Assume complete responsibility for make-up work.
7. Students have 1 day per day absent to make up assignments.
8. Absences adversely affect student learning as not all types of classroom instruction can be made up.

Subject-Oriented Study Trips

Subject-oriented study trips are based on sound educational criteria and designed to meet pre-determined objectives in conjunction with clearly defined class curricular goals. Planning for a study trip must include the following:

1. Written definitive objectives of the trip along with a written definition of the expected results.
2. Prepared pre- and post-trip evaluations.
3. A route not to exceed 100 kilometers in distance for day trips. (DoDDS requirement)
4. Approval by the Superintendent and BSB Commander.

All children are allowed to participate in study trips. We do not use study trips as a reward or punishment for behavior or academic performance.

The Principal may exclude a child who poses a threat to the safety and welfare of others, or is a disruption, from the trip. The Principal may require that a parent accompany a student on a study trip.

Parents are needed to chaperon study trips. If insufficient chaperons are available, the trip will be canceled.

Signed permission slips will be returned by listed date

School Visitors

A visitor's pass from the office is required of anyone who desires to visit a classroom. Students must plan ahead if they desire to bring a guest to school. A visitor's pass/request form must be picked up at the office prior to the guest's appearance in school. This pass must be signed by the student's teachers and then presented to the office for approval not later than one day prior to the visit. Students may not bring a visitor who attends another DoDDS School or who is active duty military.

There should be a valid purpose for the visit, such as a visit by a German student. Younger brothers/sisters will not be brought to school as visitors, even if they do not have school that day. All pass/request forms will be approved or disapproved by an administrator.

All visitors, including parents, must clear through the Main Office, and each must request a visitor pass. Each of these visitors, guest speakers, and/or class participants must have a visitor's pass prior to entering the classroom.

Parents are welcome to visit classes and to serve as resource personnel. However, they must first be cleared through the office.

Evacuation of the Classroom

Fire: The fire alarm will be a prolonged ringing of the fire alarm bell or an announcement over the intercom. Each class should quietly leave the building as a group according to the fire evacuation plan. After leaving the building, each group must keep together at a safe distance from the building. Fire drills may be conducted with no previous warning.

Emergency: The emergency evacuation of the building will be announced over the intercom system. Each class should leave the building as a group, remaining with teacher, according to instructions given at that time. After leaving the building, class groups will wait in the designated area for further information from a school staff member.

School Cancellation and Unscheduled Dismissals

On occasion it may be necessary to cancel school because of inclement weather. Fog, snow, and ice may make it impossible for school buses to make their normal runs. Road conditions may be so hazardous that even the safety of the children who normally walk to school could be endangered. At such time, school will be canceled for the entire day, including for "walkers."

In the case of inclement weather, the installation commander or his/her designee will coordinate school closure or delays in opening with the school principal. The principal will consider all pertinent factors in making the decision (e.g., degree of inclement weather, number of students not able to attend class, availability of transportation, travel distance of students to and from school) and then will make the final decision about the closing or delay in opening of the school for students. The installation commander or his/her designee decides when or if school buses will run.

Should school be closed to students because of the weather or emergency conditions, teachers may be released from duty by the principal with the approval of the community commander. The community

commander's decision should be based on the same criteria that are used for releasing other civilian employees. Dismissal of students, in itself, is not always a justifiable reason for teachers' release.

All available communication systems to announce school delays or closures will be used to notify parents as far in advance as possible. **For questions regarding school closures or delayed start due to inclement weather please call:** COC Schweinfurt: 09721-96 6213 or DSN: 354-6213 or visit USAREUR WEATHER CONDITIONS - ROAD CONDITIONS - SCHOOL CLOSURE INFORMATION at <http://g3operations.hqusareur.army.mil/Divisions/Ops/ASGConditions/AsgConditions.asp>.

Lost and Found

Lost and found items may be claimed in the office.

On the last day to each month lost and found items will be donated to 1-4 Cav or the BSB Thrift Shop.

Early Promotion

Students withdrawing from school before the end of the semester may be granted credit for an accelerated study program, which is to be outlined by the teacher involved, providing that the withdrawal date is no earlier than twenty school days before the end of the semester. Such students, meeting the conditions of the accelerated program, are to be granted semester grades and credits.

Retention

Students who do not satisfactorily complete the requirements for promotion may be considered for retention. The Student Placement Committee will contact parents and discuss their concerns about a child's achievement and whether or not progress can be made at the next grade level.

Early Arrival at School

Parents are advised not to allow their children to leave home too early. This applies especially to children in the housing area who walk directly to school. Children should not arrive at school more than ten minutes before the start of classes or 0745.

Approval for Notices

All posters, material for the bulletin boards, and printed material for distribution to students, or advertisements of any kind to be displayed or distributed on school premises, must have prior activity sponsor and administrative approval.

Tutoring

Students with physical or other health impairments are eligible for home and hospital instruction. For students who are specifically and certifiably restricted from attending any school-based program for the duration of convalescence, instruction for up to three months is permitted. Please contact the school counselor for information and procedures.

Telephone Messages

Telephone messages will not normally be relayed to students in the school. Situations such as medical appointments, lunch money, and changes in family matters cannot be considered "extreme/serious" when these could have been coordinated with the student before school hours. Messages concerning a child's transportation cannot be accepted unless the request is in writing to the principal. Use of school telephones is by regulation restricted to official business, and students are not allowed to use government telephones for personal use.

Physical Education Participation

Students are expected to participate actively in physical education classes unless they are ill or injured. Students are excused from physical education for one day with a note from a parent/sponsor. A doctor's note is required for excused absences if the student will be unable to participate for more than one day. In case of long-term injury, such as a broken arm or leg, the student will be given an alternative program or assignment. Students in grades 6, 7, and 8 are expected to bring physical education clothes. Physical education students are also expected to regularly demonstrate skills in reading comprehension, problem solving, and the writing process through weekly assignments.

After School Activities

All activities must be sponsored by and come under the direction of a particular school-related organization or group. Requests for all school activities must be submitted to the principal for approval a minimum of two weeks in advance.

All social functions approved and scheduled for evenings will end not later than 2100 hours unless special permission is obtained from the principal. Students must stay for the duration of the event; if they leave, they will not be readmitted and must leave the campus. An appropriate number of chaperons must be in attendance for the duration of the event.

The sponsoring group must have the activity area cleaned and ready for use the following day.

Normal school policies for student behavior apply to all school-sponsored activities as well. No smoking is permitted, and evidence of drinking alcoholic beverages or of the use of drugs will result in suspension. Inappropriate behavior may also result in the loss of the privilege of attending future school activities. No tobacco products may be used at any time.

Middle School social functions are for students in grades 6-8 who are currently attending SMS.

Note: After school athletics for middle and elementary school-age students is the responsibility of Youth Services, not DoDDS-E. DoDDS-E does not have the authority nor does it receive funding to initiate such services.

School-Wide Discipline Plan

School safety

The staff of Schweinfurt Middle School is dedicated to providing a **safe learning environment for your children**. We will maintain an environment that is free of fear and intimidation, and children who will not conform to our expectations will not be allowed to attend SMS. No child should ever be afraid to come to school, but instead should always find his or her school to be a safe haven.

We believe that parents share our concern and will partner with school and community to provide a safe environment. Any action that threatens the safety of SMS students or staff should be brought immediately to the attention of school officials.

Philosophy

All students will behave appropriately at school. All students have a responsibility to behave in a manner that neither prevents a teacher from teaching or other students from learning, nor which violates the best interest of any individual in the school community.

- A. If the direction is not clearly stated in the policy handbook...
 - 1) follow the staff member's direction the first time given
 - 2) make appointment to speak with the teacher
 - 3) make appointment to speak with administrator
- B. If the student disagrees with the direction of policy in the handbook...
 - 1) follow the staff member's direction the first time given
 - 2) approach the issue through the Student Council Sponsor.

School-Wide Discipline Procedures

Teachers will use their classroom management plan and assign detentions as described below.

- Detentions will be noted in student planner.
- Detentions are held at the start of lunch Tuesdays and Thursdays and students will be provided ample time to eat.
- Students will report with planner and pen.
- Student Modification Form is completed by student and mailed to parents.
- Tardy warnings per quarter (6th-3; 7th-2; 8th-1).

TABLE OF CONSEQUENCES			
DT # per QT	Grade Level Lunch	Preventative Action/Parent Awareness	Administrative Action
1	Must report at start of lunch block	GLC counseling and SBM mailed home (Recommended Teacher/Parent Contact)	
2	Must report at start of lunch block	GLC counseling and SBM mailed home (Recommended Teacher/Parent Contact)	
3	Must report at start of lunch block	GLC counseling and SBM mailed home (Required GLC/Parent Contact)	
4 and up	Must report at start of lunch block	GLC counseling and SBM mailed home (Required GLC/Parent Contact) Referral to Administration <ul style="list-style-type: none"> • Must indicate actions taken, to include parent contact other than SBM forms. 	After School Detention <ul style="list-style-type: none"> • Suspension w/Community Service • Expulsion • Counseling • Other

Notes:

- GLCs will assign an office referral for students who choose NOT TO SHOW for lunch detentions. ASDM will direct person to the appropriate GLC if there are questions concerning reasons for detentions.

- Any student having a NO SHOW for after school detention will receive additional disciplinary actions by the administration.

Students with three or more detentions in a quarter will not participate in the end of quarter reward activities.

Serious Incidents – Immediate referral to Administration

Including, but not limited to, blatant defiance and threat to safety.

Alcohol, drugs, dangerous objects, stealing, or assaults: This applies to any student using alcohol or drugs, carrying any dangerous objects including laser pens, stealing, or engaging in physical assaults against other students or staff. Consequences could include suspension/expulsion and the filing of charges with the Military Police.

In-House Suspensions

In-house suspensions (students stay in the office all day and complete school work) may be given at the discretion of the principal. An In-House Suspension may be given to a student who has an attendance problem or who has committed a minor disciplinary offence.

Truancy

1st Offense - A parent will have a conference with an administrator as soon as possible. A detention equal to the time lost (minimum of one hour) will be assigned. Detention for first offense may be after school-supervised study in a specified area.

2nd and Subsequent Offenses - A conference with the parent will be held. A school suspension may be given. The community misconduct officer will be notified.

Expulsion

The Disciplinary Committee can recommend suspension beyond ten days. Expulsion is defined in the Department of Defense Regulation 2050.1 which will be provided to parents and students upon request.

Articles NOT Permitted

DoDDS has mandated zero-tolerance in its schools against substance abuse, violence and the possession of weapons.

Tobacco

For guidance, the following DoDDS policy is quoted:

"Under no circumstances and at no time may students smoke on school grounds or in school buildings." If it is determined that a student has been smoking on campus, a suspension will be imposed. Tobacco products are not to be brought to school by students.

Illegal Drugs

1. **Commitment.** The harmful effects of drug abuse threaten achievement of the educational mission of DoDDS; therefore, it is the responsibility of DoDDS to combat this problem. Drug possession, use, and distribution will not be tolerated in schools operated by DoDDS.

2. **Students are prohibited from Possessing, Using, or Being Under the Influence of Drugs.** Students who possess or use illegal drugs at school will be disciplined in accordance with the Table of Discipline below. Suspensions and expulsions will follow normal disciplinary procedures.
3. **The possession or use of tobacco products or alcohol is strictly prohibited.** Failure to follow this rule will result in suspension.

Table of Consequences		
Nature of Offense	Instance	Action
Possession and/or use; Under the Influence of Illegal Drugs	First	-Suspension -Student Counseling -Parent Counseling -Exclusion from School Activities, Remainder of School Year
Possession and/or use; Under the Influence of Illegal Drugs	Second	-Expulsion
Distribution/Sale of Illegal Drugs	First	-Expulsion

Weapons at School

ABSOLUTE ZERO TOLERANCE for weapons at school is the DoDEA policy. "At school" includes the journey to or from school. (DoDEA Regulation 2051.1 August 16, 1996). If a student is found to be in possession of a weapon of any kind, the SMS principal is required to recommend expulsion to the SMS Disciplinary Committee.

If the Disciplinary Committee substantiates the weapons possession charge, it may concur with the recommendation for expulsion, or it may recommend a lesser penalty. Further, in weapons possession cases, the Principal is required to report the offending student to the BSB Commander by name and name/unit of sponsor.

Weapons & USAREUR

USAREUR Regulation 190-6 and USAFE Regulation 125-17 provides the following list of weapons as examples of prohibited items. This is not a complete listing; in the case of situations not specifically addressed, please contact your local security police or Provost Marshall's office. Machine guns (that is, any weapon that shoots, is designed to shoot, or can be readily restored to shoot, automatically, more than one shot, without manual reloading, by a single function of the trigger), any size shotguns, any size rifles, silencers or mufflers for any weapon, any destructive devices, any unregistered firearms, switchblade knives, club-type hand weapons (for example, blackjacks, brass knuckles, numb-chucks), gas pistols and shooting pens. Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety are prohibited: straight razor, razor blades or weapons made from razor blades, ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument. Also included are clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks). The following are also forbidden: authentic looking replica of a firearm (for

example, toy guns, BB guns), blank cartridge pistols, or any other object that might be used readily to inflict bodily harm (for example, bicycle chains, any large chains such as chokers and wallet chains, canes with sharp points, broken bottles or glasses, small knives with retractable blades);also, pad locks, locking blade knives, regardless of length, and any other knives, regardless of size.

Laser Pens/Pointers

The possession of laser pointers or pens is becoming a major health issue. According to several reports, the pointers are feared to cause everything from minor eye injuries when they are flashed directly into student's eyes, to near heart attacks in people who see them flashed on their chests and fear they have been targeted by laser gun sights. Although these pen-size battery powered laser pointers produce a narrow, bright red beam, are convenient to use and are readily available at local stores and through catalogues, they should never be used as a pointer into an audience. It is this fact, which prompted DoDDS to issue a policy against the use and possession of laser pointers in its schools.

Studies carried out on laser pointers have shown that most, if not all of them, are unsafe. They showed that the lasers were so powerful that exposure to them would exceed the maximum permissible radiation exposure level. Based on these results, experts have advised that exposure to these laser pointers may result in serious damage to the eyes and even blindness. Lasers are classified into four classes: Class 1, the weakest and class 4, the strongest. All lasers are dangerous, but those in category 3 or 4 carry the greatest potential for causing irreparable damage to the eyes. Lasers at any distance can be a hazard and cause considerable damage.

DoDDS has stated that any laser pointer falls into the category as dangerous weapon. Parents are advised that a dependent's use of a laser pointer may result in the recommendation for expulsion of the dependent involved in its use. The Food and Drug Administration, has warned parents that children may be risking their eyesight if they use hand-held laser pointers (Associated Press). Lasers pointers are generally safe if used as intended. However, all lasers are dangerous and, if used in inappropriate situations, can be a hazard to people even a considerable distances. Students in possession of laser pointers will have them confiscated and will be subject to suspension and expulsion.

Please discuss DoDEA and Schweinfurt Middle School weapons policies with your son or daughter, and help us keep the school a safe place where all students may learn and play without fear.

Other Articles Not Permitted in School

Students will not be allowed to bring to school any personal effects that interfere with the classroom atmosphere of the learning situation. Such items would include sound and video devices and non-prescription contact lenses. These items will be confiscated and kept until a parent comes to pick them up. Illegal items will be turned over to the Provost Marshall's Office (PMO). Only locks used to secure lockers are allowed in school.

Gang-Like Articles Prohibited in School

Any symbol, activity, article of clothing, manner of wearing clothing or language that symbolizes gang membership or affiliation will not be tolerated. Examples of these symbols include, but are not limited to, hand or written gang signs, bandannas of all colors, spiked wristbands and sweatbands, any article of clothing worn as if in sympathy with gang members, attire that depicts racial or cultural slurs, or attire that contains rude or vulgar language. Pants worn extremely low sagging or pants worn with one of the pant legs rolled up to mid-calf are specific examples of attire that is not allowed.

Articles Prohibited in the Classroom

A locker is provided for each student to keep jackets/coats, book bags, and other items not needed in classroom. These items are not to be brought to class. Food, gum, and drink (except plain water), are not permitted outside the cafeteria. The principal may grant exceptions based upon teacher request.

Registration

All students must be registered for school every year. To register their child, sponsors or parents should bring a copy of:

- Their orders (which includes the student's name)
- Their ID cards
- A copy of the student's records from his or her previous school
- Current immunization records
- The student's social security number
- The name and phone number of **someone, other than the sponsor or spouse**, who is authorized to sign the student out and to take responsibility for the student in case of an emergency.

Registration is held each year in May for returning students. If the orders will be more than three (3) years old when the student starts school, a copy of extensions or a Confirmation of Status form is required. Registrations are also accepted throughout the summer from 0830 until 1130 hours. Students who arrive during the school year may be registered daily from 0900 until 1200 hours. Students do not begin attendance until schedules have been developed and teachers have been notified, usually the following day if the student is registered by 1200.

Withdraw/Transfer

Upon student withdrawal or transfer, sponsors are to ensure that the following steps are taken:

1. Notify the Main Office at least 5 working days in advance. (Any less will not guarantee that your records will be ready on your child's last day of school).
2. Provide the Main Office with a copy of the orders transferring your child.
3. Notify the Registrar if your child has confidential records (ex: IEP, Speech, GE, etc.). (Confidential records should be hand-carried and not packed in your luggage or household goods).
4. Ensure that library books are returned to the Information Center.
5. Pay for any lost books and/or school items.
6. Parent or sponsor (by law, records will not be released to student) must pick up records in the Main Office by 1530 hours or after on the child's last day. Records will not be ready before 1530 hours on the date that you have given us as his/her last day of school.

These records will include copies of the child's official records to take to his or her new school. The original transcript is maintained in the school's inactive file. The transmitted records should contain a notification to the receiving school of the existence and availability of records upon request from the receiving school.

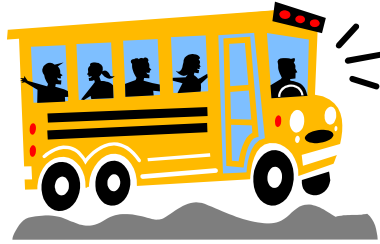
Cafeteria (AAFES)

The school lunch program is sponsored by AAFES Cafeteria at Ledward Barracks. The school cafeteria will be open on the first full day of the year. The local community representative for the free or reduced lunch

program is located at the ACS building at Ledward Barracks. A current Leave and Earnings Statement will be required to determine eligibility for free or reduced price meals.

Parents may put money in their child or children lunch account at the Main Post Exchange.

SCHWEINFURT SCHOOL BUS OFFICE



Tel: 09721 81355 DSN: 354 6677 or 6236

BUS TRANSPORTATION

The Schweinfurt School Bus Office (SBO) is committed to providing the Schweinfurt community and surrounding area the safest and most efficient transportation possible to and from school. Students must be registered at the school prior to registering at the SBO.

Only registered riders are allowed to ride the buses and will receive a valid bus pass, which they must show daily when boarding their assigned bus. All registered riders will be expected to ride the bus home daily, unless 24 hour written notification is given to the SBO, student's teacher, and the school office.

Students will conduct themselves in accordance with the school bus rules. A copy will be provided to the parent upon registration for bus service. One child's misbehavior can interfere with safe operation of the bus and endanger everyone on the bus. Therefore, disciplinary action on reported infractions may be taken, to include temporary suspension or permanent revocation from riding the bus.

Remember, school transportation is a privilege, not a right or entitlement, and safety is the key.

School Bus Office

On January 1, 1995, DoDDS assumed school bus transportation responsibilities. DETMO (DoDDS European Transportation Management Office) will be the point of contact for any future school bus questions or concerns. Following is some information regarding the transportation system.

Point of Contact:

Located at: Schweinfurt Elementary School
Bldg. 505, Room 2
DSN 354-6236 or CIV 09721-966236

School principals or their designees are responsible for enforcing student behavior standards on school buses and for deciding on consequences for students engaged in misconduct, including suspension of school bus riding privileges, after receiving a written report from DETMO personnel, bus monitor, driver, School Officer, or other responsible person.

Parents who have concerns about school bus discipline should provide this information to Mr. Mims. As indicated above, the administrator will take appropriate action when a written report is received from Mr. Mims' office.

Please feel free to address any questions or concerns, either to the School Bus Transportation Office at the numbers provided above or to the school at DSN 354-6813 or CIV 09721-804301.

Bus Rules

Discipline on school buses is a joint responsibility of the students, the parents, the installation commander, and the school system. In order to provide a safe and orderly environment on school buses, the following responsibilities are proposed and identified:

1. Students are responsible for:
 - A. Conducting themselves in a safe and orderly manner, in accordance with the standards published, when entering, exiting, or riding on a school bus.
 - B. Obeying the instructions of bus drivers, monitors, DoDDS officials, and installation officials.
 - C. Attending and completing safety training for transportation twice a year.
 - D. Showing or surrendering their bus pass on demand to bus, school, and/or military community authorities.
 - E. Immediately reporting the loss/damage of bus passes to DETMO.
 - F. Providing school personnel with written notification from parents for any variation from their normal departure from school.

2. Parents/ Sponsors are responsible for:
 - A. Ensuring that their family members riding school buses know what the standards of behavior are and that they comply with those standards.
 - B. Paying for any damage to vehicles that may result from improper behavior.
 - C. Ensuring the safety and conduct of their family members to and from the bus stop and while at the bus stop.

- D. Ensuring that their family members are at the designated school bus pickup point five minutes prior to the bus's scheduled arrival time.
- E. Reporting to the local DETMO office any unsafe actions by drivers or occupants when observed.
- F. Getting their family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended.
- G. Picking up and signing for replacement bus passes.
- H. Providing school personnel with timely written notification when a school child has a change in his or her normal transportation schedule.

3. DoDDS

A. School principals or their designees are responsible for:

- 1. Supervising the loading and unloading of school buses at the school.
- 2. Enforcing student behavior standards on school buses and deciding on consequences for students for misconduct, including suspension of school bus riding privileges, after receiving a written report from DETMO personnel, bus monitor, driver, School Officer, or other responsible person.
- 3. Informing the Installation Commander of serious or repeated school bus misbehavior and criminal acts of students.
- 4. Monitoring the attendance of children who have been removed from school buses for cause and reporting absences from school.
- 5. Determining when to meet with the sponsor/parents of children involved in either a serious incident or repeated minor incidents of school bus misconduct to seek ways to prevent further incidents.
- 6. Advising the Installation Commander of instances when the sponsor/parents are either unwilling or unable to correct school bus misbehavior.

B. DETMO is responsible for:

- 1. Developing and publicizing student behavior standards aboard school buses, in coordination with the DoDDS Regional Director and the major military command.
- 2. Conducting in-school training on safety and school bus behavior standards.
- 3. Issuing and replacing bus passes for students eligible for daily bus transportation.
- 4. Collecting and returning bus passes as a result of the suspension of bus riding privileges, and advising the contractor of the duration of suspensions and any route changes that may result.
- 5. Assisting the SMS principal or his or her designees in the supervision of loading and unloading of school buses at school sites, when available, in conjunction with contract quality assurance inspections.
- 6. Ensuring that the contractors are instructed on how to handle and report various incidents and that the contractors have trained their personnel on the procedures.
- 7. Advising school bus drivers of actions they should take if the drivers encounter a significant misconduct problem while transporting students.
- 8. If present when a student misconduct occurs or is reported, acting as liaison between the driver, monitor, or other responsible person and the school principal to provide necessary information, including written reports, when appropriate to the Installation Commander or SMS school principal.
- 9. Acting as the liaison between school bus contractors and the Installation Commander or SMS school principal.

School Bus Monitors

Bus monitors are needed to serve as volunteers on all of our school buses. When adults ride buses as monitors, there is a marked improvement in the conduct of children who otherwise would be left unsupervised. Discipline can be enforced and a high standard of safety maintained.

Any adult member of the military community who lives on the economy and who is interested in serving as a monitor may obtain a School Bus pass from the DoDDS European Transportation Management Office (DETMO). This pass authorizes an individual to ride a school bus to and from school. Many parents have worked as monitors, and they used the time between bus rides to and from school to work as volunteers in the school, to do some on-post shopping, or to keep a medical appointment.

For further information, please contact DETMO at 354-6236 or CIV 09721-966236. Questions, concerns, or problems regarding the buses should also be referred to this office.

ENSURING EQUAL OPPORTUNITY IN EDUCATIONAL AND TRAINING PROGRAMS

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.

Refer to <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.