

Schweinfurt Middle School

Instructional Focus: *Reading Comprehension*



“Learning is a Lifelong Process”
School Year 2005-2006

Dr. Eldrenna R. Durham
Principal

Parent-Teacher-Student Handbook

SCHWEINFURT MIDDLE SCHOOL



Instructional Focus: Reading Comprehension

PEBS-6813

September, 2005

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. 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. Eldrenna R. Durham
Principal

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Contact Information

School Hours are 07:30 – 16:00

Phone numbers for...

 **Office Assistant & School Secretary**

 **Registrar**

 **Counselor (Fred Conrad)**

 **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

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@ue.dodea.edu
Telephone: DSN 354-6813 or CIV 09721-804301

Dr. Eldrenna R. Durham, Principal

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

Dr. Ronald G. McIntire, Superintendent

DoDDS Wuerzburg District
USMCA Kitzingen
Unit 26124
APO AE 09031
Telephone: DSN 355-8761 or CIV 09321-37915

Ms. Diana Ohman, Deputy Director

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

2005-2006 SCHOOL CALENDAR

23 August	Teacher Report Date
29 August	1 st Day of School—Full Day for All Students Begin First Quarter and First Semester
5 September	Labor Day - Federal Holiday
15 September	Open House 1600-1800
16 September	School Pictures—Casual Clothes for Students
29 September	MID-TERM PROGRESS REPORTS
30 September	School Improvement In-service - No School for Students
10 October	Columbus Day--Federal Holiday
3 November	End of First Quarter
4 November	No School for Students - Teacher Workday
7 November	Begin Second Quarter
10 November	No School for Students - Parent/Teacher/Student Conferences
11 November	Veteran's Day—Federal Holiday
24-25 November	Thanksgiving Recess
1 December	Winter Concert
8 December	MID-TERM PROGRESS REPORTS
19 Dec.-2 Jan.	Winter Recess
3 January	Instruction Resumes
16 January	Martin Luther King, Jr. Day - Federal Holiday
26 January	End of Second Quarter and First Semester
27 January	No School for Students - Teacher Workday
30 January	Begin Third Quarter & Second Semester
3 February	No School for Students – Parent/Teacher Conferences

<i>10 February</i>	<i>Academic Awards Ceremony for Semester</i>
<i>20 February</i>	<i>Presidents' Day - Federal Holiday</i>
<i>2 March</i>	<i>MID-TERM PROGRESS REPORTS</i>
<i>17 March</i>	<i>School Improvement In-service - No School for Students</i>
<i>6 April</i>	<i>End of Third Quarter</i>
<i>7 April</i>	<i>No School for Students—Teacher Workday</i>
<i>10-14 April</i>	<i>Spring Recess</i>
<i>17 April</i>	<i>Instruction Resumes - Begin Fourth Quarter</i>
<i>21 April</i>	<i>National Junior Honor Society Induction</i>
<i>11 May</i>	<i>MID-TERM PROGRESS REPORTS</i>
<i>29 May</i>	<i>Memorial Day - Federal Holiday</i>
<i>1 June</i>	<i>Spring Concert</i>
<i>14 June</i>	<i>Field Day</i>
<i>15 June</i>	<i>End Fourth Quarter and Second Semester</i>
<i>16 June</i>	<i>No School for Students - Teacher Workday</i>

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 were assigned areas where they were most involved or had an identified strength. Team leaders were selected who facilitated the work and coordinated efforts with the SIP 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 School Improvement Process. 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. One result of these teams this year was the math department deciding on several school-wide math activities. See the "Math Matters" folder for a summary and examples.

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, monthly professional development for the entire staff and study groups after school. Teachers are able to obtain academic credit for these courses. We continually work on improving our instructional practices as they relate to Middle School Students. This goal requires active participation from our community. Community members, parents, and students join our faculty during our in-services to ensure all stakeholders are involved in the School Improvement Process.

Character Development

Our staff developed the Guiding Principles above during team meetings and entire staff professional development. Our staff recognized the need for students to maintain self-directed behavior and we worked with each Round Table 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. To build upon the “Golden Knight” theme 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.” Once this was completed, a school-wide contest was held to encourage students to create and take ownership of the guiding principles.

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 includes making the honor roll for two consecutive quarters, no more than two detentions, no office referrals or suspensions, and 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 earned yellow and black shirts. They are the “PRIDE” of our school.

School Improvement Plan

Mission Statement

Schweinfurt Middle School will continually engage all students in experiences that inspire high achievement and responsible citizenship in a technological, global society.

Guiding Principles

- Promote scientific, mathematic, technological, and cultural literacy.
- Promote critical thinking and sound reasoning in order to manage complexity and solve problems.
- Promote teaming through interpersonal skills and interactive communication.
- Promote an equitable learning environment.
- Promote personal and social responsibility.

Selection of Target Area and Goal

All Schweinfurt Middle School students will improve their reading comprehension.

After developing our vision and mission statement, the entire staff was involved in the data analysis. We utilized in-service days as well as our regular Grade Level Team meetings for analysis and discussion. Several standardized test scores were studied, especially Terra Nova (spring 2002) and the Gates MacGinitie (fall 2003). Results from other tests such as the Balanced Assessment of Mathematics (BAM) and 8th Grade Communication Arts were not received until school had well started. Staff also considered local assessments and focused on developing a professional judgment of summarizing skills through scoring of a local summarizing assessment administered quarter four of 2001-2002. Parent, student, and former student surveys were also viewed.

After much deliberation, we selected the goal that all Schweinfurt Middle School students will improve their reading comprehension. Grade Level Teams and students brainstormed possible interventions. This decision seemed obviously in line with our system's theme of "DoDEA Reads" and our Bavaria District's initiatives. Possible interventions were presented by Grade Level Teams, discussion followed, and consensus reached. Weighing our depth of intervention activities and our current capacity, we decided not to add additional goals. Math teachers indicated their concerns in the area of math to be tied to reading. Scores in math communications were of concern. It was decided that if students reading comprehension could be improved, this would affect not only the math and reading scores, but would impact all areas of curriculum.

School-Home Partnership

Communications

Good communication is essential! SMS communicates with all parents and sponsors through a monthly school newsletter. The principal provides an Upcoming Events List to the Community Leaders and attends the monthly Community Update Meetings and Town Hall assemblies. We also mail out customized fliers 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.

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 to include use of tutorial time (30 minutes daily).

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.

PTSA - Parent-Teacher-Student Association

The Schweinfurt Middle School Parent, Teacher, and Student Association welcomes you to the beginning of our school year 2004-2005. We have a wonderful school with first-rate teachers, administrators, and students. Our PTSA is very strong, having contributed greatly towards the quality of education of our children and the working environment of their teachers. There is a lot of love 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! The best way to feel part of your new home is to give of yourself to those around you, so please share your time, talents, and love with your children and neighbors. We need you 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: Mentors, Tutors, Classroom and Office Assistants, Field Trip Chaperones, Presenters of Multi-Cultural Events, Assistants for Extra Curricular Activities

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

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 1515 hours on dates to be determined. The SAC will inform parents of the dates.

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	Computer Applications	
Reading	Adventure Curriculum	
Keyboarding		

Elective Classes

Art, Computers, Reading (by skill level), Host Nation, Gifted Education (by skill level), Yearbook, 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

Grade Level Teams make recommendations to the principal on retention, double promotion, or any other grade or class placement which is not routine. The team's 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. The principal has authority and responsibility for final decisions on all grade and class placements.

Extra Curricular Activities

Chess Club	NJHS	Science Enrichment
Crafts	Outdoor Sports	Student Council
Cross Country	Odyssey of the Mind	Volleyball
English Enrichment	Reading Enrichment	Yearbook
Golden Knights	Spanish Club	Solo & Ensemble (music)
Math Enrichment	School Computer Club	

Extra-curricular activities begin in October and end in May. They are offered Tuesday, Wednesday, and Thursday from 1500-1600. These activities are designed 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 has been completed (to include an essay) 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 Adviser 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, Dr. Durham, within five days of the receipt of this notice. The Point of Contact in this matter is the District Superintendent, Dr. Ronald G. McIntire. 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.

Positive Consequences: 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 59)
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.

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. **The time requirement for make-up is equal to the time missed. Students who receive a grade of Incomplete for the quarter or semester will be given two weeks to make-up tests and work to remove the "I".** 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 them 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.
2. The burden that homework places on a student will be considered when such assignments are made.
1. 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. They have a scheduled Tutorial, every day, to allow time for them to meet with their teachers and make-up the work they missed during their absence. 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

The Advisory Program

The Schweinfurt Middle School emphasizes the teacher in the role of an advisor or “significant other.” The advisor serves as an advocate and resource for each advisee during the daily advisory block.

The advisory program offers each student:

- A “home base” while in middle school that provides the necessary security and guidance needed by our SMS students.
- An opportunity to appreciate the worth and dignity of each student on an individual as well as team building.
- Assistance toward the recognition of personal interest and needs while operating within the educational framework of our school.
- A secure place to learn and practice skills that assist in social emotional growth.
- Activities include Physical/Adventure Education Education , Team Building, Reading Comprehension, Math Matters, and other exercises, which contribute toward the development of a positive self-concept and good citizenship.

Host Nation Program

The objectives of the Host Nation program are to provide the student with classroom and related community experiences so that he/she:

1. Feels comfortable in his/her contacts with the host nation community that relates to his/her life in it (eating, shopping, skiing, asking directions, etc.)
2. Realizes that one culture is not intrinsically better than another.
3. Perceives appropriately for the stage of personal development the similarities and differences between our culture and that of the host nation, and demonstrates sensitivity to these differences by conducting himself/herself accordingly.
4. Derives personal satisfaction from personal contact with the members of the host nation.
5. Learns and uses those elements of the host nation language appropriate to his/her background, maturity, and, most importantly, his/her contact with the community where it is spoken.

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 teacher of the Learning Impaired works with students having diagnosed processing, intellectual, or emotional deficits; which are recognized by DoDEA Students are serviced based upon their Individualized Educational Program (IEP).

Health Services

The School Nurse provides services for students who become ill or injured during the school day. Students who are ill or injured before school should remain at home, or, if necessary, be taken to the medical clinic.

They should not be sent to school with instructions to go to the School Nurse. Students who are ill cannot learn effectively, and they spread infection to other students. They should remain at home until 24 hours after a fever has broken. Students who need to go to the nurse should get a pass from the teacher or a lunch monitor. The nurse will contact the sponsor if the student should be taken home or to the medical clinic. It is expected that parents will make every effort to pick up students as soon as possible. If it is not possible to reach the parents or the designated emergency contact, the sponsor's unit will be asked to provide assistance.

The School Nurse also provides the following services:

- Ensures that students' immunizations are current,
- Screens for Scoliosis and vision and hearing problems, and makes appropriate referrals,
- Refers questionable contagious conditions or diseases,
- Examines and reports any suspected case of child abuse or child neglect,
- Confers with parents, administrators, and teachers regarding student health concerns or problems,
- Provides liaison services with local medical facilities and consultant services for the Case Study Committee,
- Provides health education classes,
- Coordinates care and medication for students during the school day, and
- Maintains medical and first aid supplies for the school.

The School Nurse does not:

- Diagnose or treat any non-school related injuries or illnesses, including Youth Services sports injuries, non-specific rashes and other vague skin conditions, or allergic symptoms, or
- Dispense aspirin or other over-the-counter medications, or
- Excuse students from participating in physical education.

Emergency Contact Information

Parents should ensure that students know their sponsor's unit and both duty and home phone numbers. It is extremely important that the school has at least one emergency contact (name and phone number) in addition to the home and duty phone numbers of parents. Students who are ill or injured will be released to

a parent or guardian or to the person designated as the emergency contact. If one of these individuals cannot be contacted, it may be necessary to request the assistance of the sponsor's unit or Family Advocacy.

Medication

It is usually possible to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when a student must take medication at school, the School Nurse will keep the medication in a locked cabinet. All medication kept at school must be in an original container from the pharmacy. This includes Tylenol and Motrin. The label must provide the following information:

- Name of the Student
- Name of the Medication
- Time to be Administered
- Dosage

A medication permission form must be on file with the School Nurse. Parents are responsible for ensuring that an adequate supply of medication is provided.

Please do not send medication to school with your child unless it has a pharmacy label and we have the Permission for Medication form on file. You can obtain this form at your local medical facility where you received the medication or from the school nurse.

Allergies and Chronic or Acute Health Conditions

Sponsors should inform the School Nurse if the student has chronic or acute health problems including allergies, seizures, diabetes, a heart condition, orthopedic problems, or any condition that may require special attention. If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma.

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. A lock will also be assigned to each student.

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. If a student needs his/her lock removed, the student must notify the counselor. 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.

Advisory/Tutorial Schedule and Activities

1340 – 1400 Advisory activities (see below)

1400 – 1410 Student planner checked for assignments, teacher/parent notes, etc

1405 Administrative announcements

1410 and 1414 Passing bell and tardy bell. Students will report directly to the requesting teacher.

1414 – 1440 Students are working on homework. **No student should be in the hallway without a current hall pass. Hall passes must include the initials of the sending teacher and the time students left their room.**

Tutorial time

Students MUST stay in the receiving teachers room until the end of the day. Only exceptions will be the Media Center, Emergency hall passes.

Lunchroom Procedures

6th Grade Lunch (10:48 – 11:28)

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-usually 15-20 minutes. (depending on ability of students to follow the “Procedures for Lunch and the “Guiding Principles).”

7th/8th Grade Lunch (11:32 – 12:12)

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.

Approximately **11:45** 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 dismissed for class.

Lunch is **20-30** minutes and Recess begins immediately after lunch is completed-usually 15-20 minutes. (depending on ability of students to follow the “Procedures for Lunch and the “Guiding Principles).”

Uniform 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 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 uniform 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 uniform will be clean, neat, and serviceable (no holes, tears, or slits and no deliberately cut, frayed or ragged edges, including pant legs that are cut off and not hemmed), worn properly and fitting properly. The wearing of hats, gloves, scarves, raincoats, and winter coats will be IAW the 280th BSB Dress Code. This uniform policy applies to all functions on campus property and during all school activities in other locations. The SMS School Principal, Dr. Durham, reserves the right to make judgments concerning the wearing of the school uniform, i.e. field trips, picture day, etc.

The school uniform will be as follows:

LEGWEAR (navy blue or khaki)

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 or light blue)

1. Short-sleeved Polo shirt
2. Long-sleeved Polo shirt
3. Turtleneck Long-sleeved shirts
4. Official PTSA T-shirts, sweatshirts, or jacket
5. Dress Shirts/Blouse-plain with collar and sleeves (only exception SMS T-shirts)
 - No showing 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, or navy blue.

The adopted school uniform 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, Dr. Durham, and parents will be elevated to the Base Support Battalion Commander and/or the Schools Officer for further evaluation.

Exemptions

If a parent or guardian desires to exempt his or her child from a school/community uniform policy, the parent/guardian must complete the following steps:

Parents/Guardians must make request in writing or in person using an "Application for Exemption from the School/Community Uniform Dress Code". This application may be obtained from the Schools' Officer for the Community.

The parent/guardian must complete the application in full and submit it through the BSB Commander, to the School Uniform Dress Code Review Committee, which is responsible for exemptions at the school.

The parent/guardian must meet with the designated Uniform Dress Code Review Committee to discuss the school/community Dress Code, the implementation policy, the nature of the parent's/guardian's objections to the policy, and the reasons for the requested exemption. The purpose of this meeting is to ensure that the parent/guardian understands the reasons for, and goals of, the uniform dress policy, to verify the accuracy of the information on the Application for Exemption, and to prevent fraud and misrepresentation.

A student who obtains an exemption from a school's uniform dress code is granted an exemption for the current school year and remains subject to the Bavaria District School. Parents must resubmit their application for exemption prior to the end of the current school year.

Appeal authority for decisions made by the Uniform Dress Code Review Committee are the Base Support Battalion Commander.

Enforcement

The uniform dress code will be enforced in the same manner as the 280th BSB 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. Student 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 may 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. *Tune into AFN Radio-Wuerzburg for school closure announcements. (Frequencies 1140 AM AND 104.9 FM)*

Lost and Found

Lost and found items may be claimed in the office.

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 present level of functioning 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 demonstrate skills in reading comprehension 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 are 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 administration and staff of Schweinfurt Middle School are 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 which threatens the safety of SMS students or staff should be brought immediately to the attention of the principal.

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 help 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 after school detentions for students who choose NOT TO SHOW for lunch detentions. (Tuesdays and Thursdays from 1440-1540).
- GLCs will inform After School Detention Monitor (ASDM) and administration of NO SHOWS.
- ASDM will call parents to schedule after school detentions.
- ASDM is NOT BE EXPECTED to explain reasons for lunch detentions...only that the after school is due to the NO SHOW(s).
- 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 be referred to 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: 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.

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 Hearing Process to recommend suspension beyond ten days and expulsion is defined in the Department of Defense Regulation 2050.1 to 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

2. **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.
3. **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.
4. **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: 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. Clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks). Authentic appearing 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 laser pointers have become presentation aids in recent years, these battery powered laser pointers produce a narrow, bright red beam, are convenient to use and 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.

Results carried out on laser pointers have shown that most, if not all of them, are unsafe. Surveys 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. The school provides Locks, except for some PE lockers.

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 bases 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, TAG, 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 gaining 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 purchase meal ticket books in the Main Post Exchange daily. There are ten (10) tickets for meals per booklet. Meal tickets are the preferred method of payment, but cash will be accepted to purchase lunches.

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 Mr. Mims 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, Dr. Durham.

9. Acting as the liaison between school bus contractors and the Installation Commander or SMS school principal, Dr. Durham.

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.