



**HOHENFELS ELEMENTARY
SCHOOL
PARENT/STUDENT
HANDBOOK
2008/2009**

TABLE OF CONTENTS

SECTIONS

<u>I: Welcome/Introductions.....</u>	<u>PAGE 3</u>
<u>II: Operations/Policies.....</u>	<u>PAGE 6</u>
<u>III: Safety Policies/Procedures.....</u>	<u>PAGE 14</u>
<u>IV: Academic Programs/Curriculum.....</u>	<u>PAGE 17</u>
<u>V: Awards & Activities.....</u>	<u>PAGE 22</u>
<u>VI: Student Rights, Responsibilities & Discipline.....</u>	<u>PAGE 24</u>
<u>VII: Parental Involvement.....</u>	<u>PAGE 28</u>
<u>VIII: Bus/Transportation.....</u>	<u>PAGE 31</u>
<u>INDEX.....</u>	<u>PAGE 33</u>



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
HOHENFELS ELEMENTARY SCHOOL
UNIT 28214
APO AE 09173**



August 2008

Dear Parents and Students,

On behalf of the faculty and staff at Hohenfels Elementary School, I extend to each of you a warm welcome. You are part of an outstanding community. We provide a caring and productive learning environment for each child. We are very proud of our school, students, staff, and community. We anticipate an exceptional year for improving student achievement, improving home school partnerships, and improving the quality of instruction.

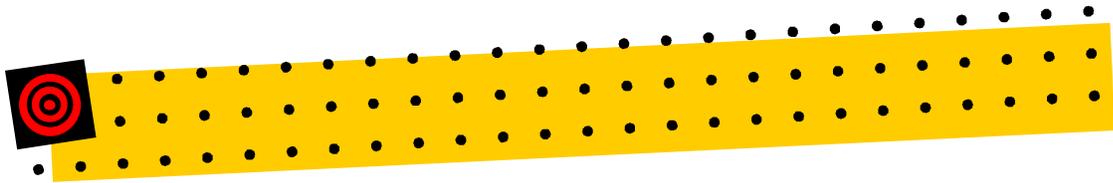
This handbook contains important information about our school to include programs, policies, and procedures. Please review this handbook and use it as a reference tool throughout the year.

The focus of the DoDEA curriculum standards is the development of basic skills in reading, language arts, mathematics, science, and social studies. In addition, we provide a variety of creative, social, and academic experiences that include music, physical education, computer literacy, and German language and culture. Individual and flexible instructional programs allow each child to progress at a pace that is commensurate with their ability.

Each year we strive to make Hohenfels Elementary school an even better place for our students. We invite parents to become actively involved in our school by serving on the School Advisory Committee, Parent Teacher Association, School Improvement Leadership Team, or by visiting or volunteering in the classrooms. Every parent has something to contribute to our school. Research clearly shows that the **best schools** are those in which parents are active partners in their child's education.

We know that there is at least one child in our school that is special to you. We look forward to working with you to insure that your child has the best educational experience we can provide. You will receive regular communication from the school. Whenever you have a question, please call us immediately at DSN 466-2829 or 09472-832829.

Olaf Zwicker
Principal



HOHENFELS ELEMENTARY SCHOOL

MISSION STATEMENT:

Our mission at Hohenfels Elementary School is to help all students become life-long learners by achieving their highest potential through a safe, nurturing, and challenging environment

VISION:

Students will learn the knowledge and skills necessary for success in a technology-based world. Educators will model and teach the expected competencies for highest student achievement, as part of the Bavarian District.

Parents will actively participate in school and at home.

GUIDING PRINCIPLES:

- L
 - E
 - A
 - R
 - N
- Leadership
Exploration
Achievement
Respect and Responsibility
Never stop learning.

BAVARIA DISTRICT MISSION STATEMENT

It is the mission of the Bavaria District to guide and facilitate educators to increase and improve the use of the DoDEA content and performance standards. These standards will serve as their foundation for selecting and implementing effective instructional strategies and appropriate assessments activities that will be used to guide and inform instruction to maximize learning and achievement for all students.

SCHOOL ACCREDITATION

Hohenfels Elementary School is fully accredited by the North Central Association Commission on Accreditation and School Improvement, an independent educational agency in the United States established for the purpose of setting standards for educational institutions. We continually strive to ensure Hohenfels Elementary School not only meets the standards of the Association but exceeds them whenever possible. Parental involvement is crucial to the success of this evaluation as is the development of an appropriate School Improvement Plan. If you would like to be involved in our ongoing School Improvement Plan (SIP), please contact the principal at 466-2829 or 09472-83-2829.

DoDEA PHILOSOPHY OF SCHOOL

The school, as an institution in a democracy, is concerned with creating opportunities to permit and encourage each person to realize their fullest potential. In our complex, interdependent society, creativity, imagination and flexibility are necessary skills. Our students will need to cope with a technological and social future that is changing so rapidly it is not yet fully recognized, much less understood.

DoDEA's goals and Hohenfels Elementary School's educational mission statement address quality in education. Each learner should strive toward the ideal implicit in each of the stated goals and the mission statement.

The goals and mission statement are interrelated. No goal stands in isolation from the rest. They define behavior outcomes for learners, identify tasks to be performed by teachers, and help to determine means for evaluating learner's progress. DoDEA's goals and our mission statement express Hohenfels Elementary School's commitment to quality education for our students.

DODEA GOALS - As explained in the Community Strategic Plan (CSP)

GOAL 1: Highest Student Achievement

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

GOAL 2: Performance-Driven, Efficient Management Systems

DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

GOAL 3: Motivated, High Performing, Diverse Workforce

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

GOAL 4: Network of Partnerships Promoting Achievement

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

Wanting to Know More About DoDEA, DoDDS and DDESS? The latest information on the Community Strategic Plan, meet the Director, see a map of our schools around the world, the K-12 Instructional Programs, Textbooks, Test Scores, Individual School Statistics, Publications, Regulations, Graduation Requirements and How to Apply for a Job! Check out our website at: <http://www.dodea.edu>

PRIVACY ACT

Parents shall have an opportunity to review the contents of their child's school records to ensure they are not in violation of the Privacy Act or rights of the students. No items may be removed from the file, but other information may be added. You may view your child's file in the office with office personnel. Adding information to the file is possible. Taking items out is not.

SECTION II: OPERATIONS/POLICIES

SCHOOL TELEPHONE NUMBERS AND OFFICE HOURS

Administrative office: DSN: 466-2829/2729 or CIV: 09472-83-2829/2729

Fax Number: 09472-8632

School Nurse: DSN: 466-2739 or CIV: 09472-83-2739

School Counselor DSN: 466-4300 or CIV: 09472-83-4300

Bus Office DSN: 466-2782 or CIV: 09472-83-2782 or FAX 09472-306

School Cafeteria DSN: 466-2682 or CIV: 09472-83-2682

Attendance Call in: 466-2829/2729

Office Hours of Operation: Monday - Friday, 0730 - 1600. During school holidays or recess periods, any change in hours will be posted at the school entrance.

SCHOOL LIAISON OFFICER (SLO)

The SLO is a vital link between the military command and the school. The SLO assists the school and parents in many areas such as: the school lunch program, the Installation and School Advisory Committees, concerns, compliments and contacting military units as needed. The SLO is knowledgeable about our school and the military community and assists home schooling parents as well as DoDDS parents. The SLO is an excellent resource and provides support by organizing special events such as Shadow Day, Earth Day and activities involving the military units. SLO's phone number is 466-2783 and is located in Bldg 314.

STAFF EMAIL

If you need to email a member of the staff, the address would be:

Firstname.Lastname@eu.dodea.edu

DoDDS Europe 2008-2009 School Year Calendar

<u>FIRST SEMESTER - (92 INSTRUCTIONAL DAYS)</u>	
<u>2008</u>	
Monday, August 25	Begin First Quarter and First Semester
Monday, September 1	Labor Day - Federal Holiday
Monday, October 13	Columbus Day - Federal Holiday
Thursday, October 30	End of First Quarter (47 days of classroom instruction)
Friday, October 31	No school for students - teacher work day
Monday November 3	Begin second quarter
Tuesday, November 11	Federal Holiday (Veterans Day)
Thursday, November 27	Thanksgiving - Federal Holiday
Friday, November 28	Friday - Recess Day
Monday, December 22	Begin Winter Recess
Tuesday, December 25	Christmas - Federal Holiday
<u>2009</u>	
Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 5	Instruction Resumes
Monday, January 19	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 22	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 23	No school for students - teacher work day
<u>SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)</u>	
Monday, January 26	Begin Third Quarter and Second Semester
Monday, February 16	Presidents' Day - Federal Holiday
Thursday, April 2	End of Third Quarter (48 days of classroom instruction)
Friday, April 3	No school for students - teacher work day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes - Begin Fourth Quarter
Monday, May 25	Memorial Day - Federal Holiday
Thursday, June 11	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 12	No school for students - teacher work day

REGISTRATION

In order for a student to be registered, the sponsor will need to provide a current copy of orders with the student listed as a dependent, a copy of shot records, a copy of the student's birth certificate or passport, emergency contact information and all records from prior schools along with the enrollment forms from our school. Students will be placed in a class as soon as possible following the day we receive a complete registration. This will allow for appropriate teacher notification. In most instances, if the child is registered before noon on a given school day, the student will be admitted the following school day. However, if the teacher is unable to be notified, the student will be admitted the day following the teacher's return to work.

IMMUNIZATION REQUIREMENTS

Prior to enrollment, all students are required to be "up to date" on their immunizations. This is a condition of enrollment into Department of Defense Schools. The school works closely with the clinic to ensure availability of needed immunizations. You can bring the student's shot record to the clinic or come and see our school nurse and the experts will ensure your child is current.

PUPIL ELIGIBILITY

PRESCHOOL DEVELOPMENTAL CLASS (PSCD):

Eligibility to PSCD is dependent upon a child being 3 years old or older and the child must have a developmental delay of 25% in one area or 20% in two areas. Areas considered are:

- Physical or Motor Skills
- Cognitive Ability
- Language Development
- Social and Emotional Development
- Adaptive Skills

SURE START: Students are selected by the Sure Start Advisory Committee from applications submitted by parents. Vacancies are filled throughout the year. Students must be 4 years old by 31 Oct to apply. There are 18 available spaces for the most highly qualified students. E-4 and below soldiers have priority.

KINDERGARTEN: Eligible dependents may be admitted provided they reach their 5th birthday on or before October 31 of the current school year.

GRADE 1: Eligible dependents may be admitted as follows:

- a. During the 1st month of school, provided they reach their 6th birthday on or before October 31 of the current school year.
- b. During the ensuing 14-week period, provided they meet the above criteria and are recommended by the Grade Placement Committee and the principal.
- c. At any other time during the school year, provided they attended 1st grade in another American school.

GRADES 2-6: Placement will be based on documentation from the school previously attended. Provisional placement may be based on sponsor's statement pending receipt of school records.

ABSENCES / ATTENDANCE REQUIREMENTS

DoDEA policy states, "All students enrolled in DoDEA schools must attend classes regularly and punctually in order to remain enrolled. Sponsors of school age children are responsible for insuring their children's attendance in an educational program while stationed overseas." Education is important and it is very difficult to educate and relate to students who are not present. Not only does an absent student miss out on what is happening in the classroom, he/she also misses the opportunity to impact on the other students and teachers by his/her contributions. Education is a two-way street, and the communication occurring in class is far superior to learning that is just "making up the work."

There are several time periods in the school year during which family trips may be planned without loss of school time and we believe those times should be used for that purpose. Parents should consider the school absence carefully when planning their vacations.

If a child is **not** well enough to participate in outside activities, they should be kept home as their condition may worsen or affect others. Facilities are not available (except for special arrangements for a sound medical excuse signed by a doctor) to care for those who cannot participate in regular activities.

ABSENCE PROCEDURE

The classroom teacher tracks the students' attendance on the computer. If an absence is planned (medical, travel, etc.), advance written notice should be given to the teacher for attendance. When a student is absent from school without prior teacher notice, **the parent must call the school between 7:45 and 9:00** to alert the school office. If the school has not been contacted of an absence by 10:00 am, they will call the student's contacts. If the first contact cannot be reached, they will continue calling the emergency contacts and the chain of command until the student's absence is explained. Normally students are given the number of days absent for an excused absence to do the make-up work after returning to school. The school does not believe in assigning work to sick children. At the request of the parent, a teacher will give general work such as reading books or keeping a journal for parent excursions or long absences for travel.

EXCUSED ABSENCES

Excused absences are granted for illness (i.e. chicken pox, measles, flu), reintegration leave, family emergencies (e.g. severe illness, death in the family, or local hardship situation), pre-arranged family trips (block leave time), as well as medical appointments and religious obligations which cannot be arranged during non-school hours. Absences for an extended period of time (more than one month) because of hospitalization, emergency leave, etc. will be dealt with on an individual basis by the school administration.

UNEXCUSED ABSENCES

All work missed during any absence is expected to be made up. Partial credit for work made up for unexcused absences may be granted if in the teacher's grading plan. Examples of unexcused absences are: any absence without a note or a note which states the student was absent "for

personal reasons"; child stayed home to baby-sit; child had to pack-up room; mother wanted child to be with her due to husband in the field, etc. An attempt to monitor students who have unexcused absences will be made either by phone, letter, or a call to the Sponsor's chain of command by the nurse, teacher or administration.

TARDY PROCEDURE

If your child is late for school, bring him/her into the office to sign in and the child will be given a tardy slip to give to the teacher. Tardiness and absences are required to be entered into our data system for accountability. **Picking up your child early from school** when there is no medical appointment, emergency, or religious function will be counted as an unexcused tardy.

ACCELERATED PROMOTION FOR DEPARTING STUDENTS

Due to military necessity, families are occasionally required to move prior to the end of the school year. Children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regards to mastery of curriculum content.

For School-Year 2008-09 the following early withdrawal dates have been established:

- **Semester 1**-Students must attend school all day on 11 Dec. Earliest departure is close of business (COB) on 11 Dec.
- **Semester 2**-Students must attend school all day on 13 May. Earliest departure is close of business COB on 13 May.

This provision has never been intended to apply to, or be extended for, the convenience of family travel, visits or other discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., PCS or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade.

STUDENT WITHDRAWAL PROCEDURES

Parents should come to the school office to complete a Student Withdrawal/Transfer Form and provide a copy of PCS orders at least five school days prior to the student's last day of attendance. Earlier notification is appreciated. A child can then be properly cleared and his/her records put in order. If we are not given advance notification, the report card cannot be processed in time to be delivered on the student's last day of attendance.

TRANSFER OF RECORDS

The school recommends to parents that a copy of School Records be hand carried from school to school. This will aid the receiving school in scheduling the student. Parents are encouraged to contact the Registrar a minimum of five days prior to leaving so copies can be made. If the parent does not have time, or does not wish to hand carry the records, they can be requested from the new school and we will mail or email them.

ARRIVING AT SCHOOL

Students should not arrive before 0800 hours in the morning. PSCD and Sure Start students meet out in front of the school and are escorted inside. Grades K and 1-6 enter the school by

walking through the gate near the Kindergarten playground or through the main entrance. Parents dropping children off at school need to use the one-way area by the PX parking to unload.

VISITING THE SCHOOL / VISITORS POLICY

All visitors must check-in at the office upon entering the building, show their ID card, sign the visitor's register, and wear an identifying badge. Parents are always welcome at the school however, unless the classroom teacher is expecting you, parents must make appointments to visit a class. All volunteers must be on a list kept in the office for parents to visit/work in the classroom. If a conference or observation with a teacher is desired, arrangements must be made in advance as teachers cannot leave their students unattended, nor can they conduct conferences in front of their class. Please do not interrupt instruction when visiting or discuss your observations within the community. Professional courtesy and confidentiality is expected. Student guests are not normally approved to visit classes in session. German class partnerships with our students can be arranged, if goals for the visit meet our curriculum. This needs to be coordinated with the principal.

INTERRUPTIONS TO CLASS/

Interrupting classes with personal announcements or messages (except for emergencies) is disruptive to learning. **Parents wanting their child to be dismissed early should send a note to the teacher with the time of pick-up, the date, and reason for early dismissal.** The teacher will send the student to the office to wait, which will create less classroom disruption. Students will not be allowed to use the office telephones unless the situation is considered to be urgent. The school office telephones are very busy instruments and we earnestly beseech parents not to telephone and ask that a message be relayed to their children. Emergency messages will be relayed to the class, but all other messages will be taken and posted for the teacher at the message center.

DISMISSAL PROCEDURES

Teachers walk students to their busses for dismissal each day. **Written permission from the parent is required to change the student's after school destination and/or to stay for after school activities.** The student's regular plan is in effect unless the parent gives written permission to the school. **We do not take phone messages to change children's plans** unless it is an emergency and the principal approves it. Although we seldom find it necessary to send a child home during the school day, health and safety emergencies can arise that make it a necessity. When this situation arises, you or your emergency contact will be called to come pick up your child. Under no circumstances will your child be sent home alone. You must pick him or her up at the school. If we cannot reach a parent or emergency contact, the sponsor's unit will be called to assist.

REPORT CARDS AND PARENT CONFERENCES

Report cards are usually issued to students on Wednesday following the end of the nine-week marking period. Parent-Teacher conferences are conducted at the end of the first marking period for all grades at which time parents are given their child's report card. Shortly before the end of the first marking period, you will receive a conference appointment from your child's teacher. For your convenience, we make every effort to schedule families of children all on the same day and in blocks of time close together. Conferences are supported by the Command and parents are

expected to attend. A regular Parent/Teacher conference may also be made in April at the parent or teacher's request. A student must be in attendance for at least 20 days to receive a report card for any quarter.

MID-QUARTER PROGRESS REPORTS

Progress reports are a means of keeping both students and parents informed of the student's current grade status in a particular class. These reports are issued mid-way through the grading period, however, they can be given at any time. Progress reports may be mailed to the sponsor or given to the student to deliver to the sponsor. It is the student's responsibility to ensure that any progress report is signed by the parent and returned to the issuing teacher. A duplicate copy is kept in the teacher's "Student's File". Parents who may be concerned about their son/daughter's progress are urged to contact the teacher involved or the counselor at any time during the school year.

PARENT NEWSLETTERS AND BULLETINS

Regular newsletters will be sent once a month by e-mail. Those who do not have e-mail will receive a hard copy of the newsletter. We encourage you to keep them on file for ready reference. Look for the newsletter around the 1st week of each month. Special bulletins/flyers will be sent home with your child, as needed. Please check backpacks daily!

LOST BUT FOUND

It is recommended that all pieces of outer clothing and lunch boxes be clearly marked with your child's name so they can be easily identified. Lost items, other than valuables, will be put in the "Lost but Found" near the main office. If the items are not claimed within a reasonable period of time (usually at the semester change), they will be taken to a clothing bin for disposal, or given to a charity organization. Valuables will be kept in the office and will have to be identified there. Valuables are money, watches, glasses, keys, jewelry, etc. If not claimed within one week of being found, the object will be offered to the finder. Parents are encouraged to check often.

CHANGE OF ADDRESS OR TELEPHONE

The school registrar and classroom teacher should be notified promptly whenever a family changes quarter's address, mailing address, e-mail address, emergency contact, employment status, duty or home telephone numbers.

TEXTBOOKS

All required textbooks are supplied without charge. Students have the responsibility to care for their textbooks in a proper manner. If damaged or lost, replacement costs will be the parent's responsibility. A full listing of current textbooks is online at www.dodea/instruction.

LUNCH PROGRAM

The school lunch program is an AAFES program and the monthly school lunch menu can be found at: <http://odin.aafes.com/nutrition/menus.htm> All menus and service in the cafeteria are AAFES responsibilities. Students are not permitted to leave the school grounds for lunch unless a parent signs the student out at the school office. Parents are welcome to eat with their child in the school cafeteria. Students may bring a bag lunch from home (please no sodas or soft drinks), or purchase a hot lunch in the school cafeteria at a cost of \$2.05 per child. The adult lunch cost is \$3.30. Please notify your child's teacher if you wish to order a lunch. Parents interested in information about the reduced or free lunch program, please contact the School Liaison at 466-2783. AAFES allows children to charge meals. However, parents are required to repay the full cost of the meal. After 3 charges the student will receive a sandwich only. If lunch charges are not paid in a reasonable time after the sponsor is notified, a follow-up letter will be mailed requesting payment of the incurred debt and a copy is mailed to the commander of the sponsor. Parents may open a debit account through AAFES in the PX. Parents deposit money into the lunch debit account and a PIN number is provided for each child.

INTERNET USE

It is the responsibility of the student to use Internet technology in an appropriate manner. The user will access only educationally related materials and use only school provided materials. This is to protect the system from viruses, and to enable the school to monitor programs being utilized. Each student using the Internet must sign a "Technology Use Agreement" with his or her parent or guardian. Violation of this agreement will result in immediate loss of all Internet use. It is deemed inappropriate for students to access any material that exhibits explicit violence, obscene language, or pornography. Any student who chooses to violate this mandate will relinquish his or her rights to use the Internet, or any other computer network.

VIDEOS BROUGHT FROM HOME

Please do not send in home videos or store bought videos with your children to school. This will eliminate any possibility that students view any non-instructional or non-approved videos for class use and will not involve the school in any copyright infringement laws.

ITEMS NOT ALLOWED IN THE ELEMENTARY SCHOOL OR ON THE BUS

To be on the safe side, only schoolwork and school related material should come to school. This insures that students concentrate on their work. Please do not allow your child to bring any electronic equipment, toys, games, dolls, collectables, weapons, etc. If any of these items find their way into school, don't be surprised if they are "confiscated" or if disciplinary measures are started. The school cannot responsible for lost/stolen or personal items.

Report of Suspected Child Abuse

It is the responsibility of all DoDDS employees to immediately report any suspected child abuse or neglect situations to the Military Police POC at 466-2812, through their supervisor. If parents want to make such a report regarding a school situation, the points of contact are the same. Parents are requested to notify the administration at 466-2829 when an institutional charge has been made against a school employee.

EEO

Under Executive order 13160, an 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.

SECTION III: SAFETY POLICIES & PROCEDURES

STUDENT SAFETY

Much can be done to eliminate accidents to children. To supplement safety instructions in the school, please caution your children regarding the following:

Street Safety

- ☆ Cross streets only at street corners and regular lined crosswalks, never in the middle of the block. This is even more important in Germany, than in the States.
- ☆ Never cross in front of or behind a stopped bus. Wait for the bus to leave and walk to the nearest corner or crosswalk to cross the street.
- ☆ Never jaywalk or cross a street diagonally.
- ☆ Never cross a street from between parked cars.
- ☆ Stop at the curb; look both ways before crossing.
- ☆ Always walk on the sidewalk and leave the streets for vehicles.
- ☆ Walk, don't run to the bus stop
- ☆ Wait 3 step back for the school bus to arrive

Lunchroom Safety

1. Use inside voices
2. Walk...never run.
3. After eating, empty your tray and remain seated until you have permission to line up.
4. No pushing or shoving in line...keep your hands and feet to yourself.
5. Enter the cafeteria line through the designated door only.
6. Cutting into line is rude and will not be allowed.

Playground Safety - The overriding rules are to BE SAFE And BE KIND. The following procedures and rules are in effect for the playground

1. Keep your hands and feet to yourself.
2. Games of "TAG" cannot be played on the playground equipment.
3. The slides are for coming **down**. Do not go **up** the slides.
4. The only thing you may throw is a ball, and not at another person.
5. Do not leave the playground area without permission.
6. When the whistle blows, STOP playing immediately and **walk** to your class line.

Classroom Safety

Each teacher will develop a classroom management plan that clearly states classroom rules and procedures. A copy of this plan will be provided to parents. Teachers will use a variety of disciplinary actions to enforce classroom rules and procedures.

STUDENT HEALTH SERVICES



DRUG / ALCOHOL COUNSELING SERVICES and FAMILY COUNSELING

Counseling services are available to students and their families who have concerns about adjustments, behavior, alcohol and drugs. Assessments, individual, group, and family counseling are available through the ASACS counselors as well as referral services when necessary for inpatient treatment. All services are strictly confidential and voluntary. The drug/alcohol counselor is located in the High School.

D.A.R.E.: Drug Abuse Resistance Education - classes are held during health education classes throughout the year. Our D.A.R.E. officer works with the fifth grade on a long program and some years all grades.

NURSE'S OFFICE

Our school nurse renders first aid in emergency situations, cares for students who become ill in school until a parent or emergency contact can be notified, and dispenses medication for those students on a doctor's prescription. PLEASE BE CERTAIN THAT TELEPHONE NUMBERS ON FILE IN THE OFFICE ARE UP TO DATE. Send a note or call 466-2829 or 09472-83-2829 to update phone numbers. Not all visits to the Nurse are reported to parents. However, a log is kept of who was seen and why, and this record is kept on file. Only non-routine services are reported to parents.

Here are some helpful hints for parents:

- ❖ If your child is sick, please keep him/her at home. If a fever (for school purposes - 100 degrees or higher) is present, this is a pretty good indication of an illness. Please don't give your child Tylenol or Aspirin to lower the temperature and then send her/him to school. When the fever returns you will have to come and pick her/him up anyway. It is recommended they remain at home until they are fever free for at least 24 hours.
- ❖ If your child is not well enough to participate in all regular school activities such as PE or recess, he/she is not well enough to be in school (with few exceptions). A doctor's note should be sent to the school nurse and classroom teacher if a student is restricted from certain activities for physical or health reasons.
- ❖ If your child is on medication, you must provide the nurse with a doctor's statement and an original prescription container with the child's name and dosage, if medicine is to be taken at

school. The medication will remain at the school for the duration of the prescription. Please make arrangements to pick up any remaining medicine at the end of the school year.

SPECIAL HEALTH CONSIDERATIONS

If your child has a physical/health problem (i.e., diabetes, epilepsy, heart condition, asthma, ADHD, severe allergies) or is on medication for any special reason, please inform the school nurse and your child's teacher. The school nurse will administer medication, if required. This information will be kept confidential and will help these individuals to better serve your child.

There are times when children come to school with obvious injuries. If the child has not been seen by a doctor, the school has an obligation for the protection of the child's welfare to insure that the child is seen by a doctor. Therefore, parents will be requested to take the child to the dispensary and the dispensary will be contacted to expect them.

EMERGENCY EVACUATION

Notice: Emergency Evacuations may be conducted without warning!

Fire: In the event of fire, students will hear the prolonged ringing of the fire alarm or an emergency announcement over the intercom. Each class will quietly leave the building as a group, according to the fire evacuation plan. Teachers, students, and other personnel will remain together in the upper and lower parking lots of the housing building, which is located above the school on the way to the Sportsplatz until cleared to return to the school. Fire drills may be conducted without previous warning to the students and will occur monthly, except in September, when they will be conducted weekly.

Bomb Threat: In the event of a bomb threat, students will exit the building and remain outside in the parking lots until the building is cleared. If the building is not cleared in a reasonable amount of time, students will be walked to the gym and await transportation. Parents are encouraged to meet students at the gym should the school be evacuated. Under no circumstances should parents attempt to pull students out of lines or interfere with the evacuation until all students are accounted for and dismissal procedures are in place. Parents or volunteers in the immediate vicinity of the drill should assist in implementing the procedures.

Lockdown: In a life-threatening situation, teachers and students might implement a lockdown. This is when the class is held inside their room or a nearby room and "locked in" until the crisis passes. If this happens, no one will be dismissed until the authorities notify the teachers of an all-clear. Two other situations may also require the school to implement procedures similar to those used during a lockdown. They are a WMD (Weapon of Mass Destruction) and SIP (Shelter in Place). These procedures are in place to ensure for the safety of all of our building occupants no matter how unlikely such an event may be.

EMERGENCY CLOSURE / NOTIFICATION OF SCHOOL DELAY OR CLOSURE DUE TO INCLEMENT WEATHER

There is always a chance that we may need to delay, cancel or close school early due to severe weather conditions in the Hohenfels area. Parents should be constantly alert to this possibility throughout the winter months. Therefore, when conditions are severe, we urge you to listen to

AFN Vilseck starting at 0500 hours each day in case of a delay or cancellation and then throughout the day for early closing of school announcements.

School Delay/Closure Notification Phone Numbers: AFN Bavaria (AM 1107 or AM 1485) will begin broadcasting any school delays/closures at **0600**. PLEASE listen to AFN if possible for the announcements instead of calling the school. If you do not have access to AFN broadcasting, you should call one of the following information lines or the sponsor's unit to get information on school closures/delays. News Briefs from the 282nd PA Office will also send out information concerning school delays and closings.

<http://www.afneurope/bavaria/net>

AFN Weather Line Civilian: 09662-83-3444 DSN: 476-3444

MP Road Condition Closure Line: 09472-83-4001 DSN: 466-4001

We strongly recommend that parents formulate a winter emergency plan so their children know exactly what to do and where to go, when released from school early due to severe weather conditions. Perhaps it would be wise to enlist the aid of neighbors and provide an emergency contact to each teacher. An emergency notification sheet will be sent home to be filled-in and returned to the school. If we have to close school once it is in session, units will be notified, phone calls attempted (to reach a parent/emergency contact), and a notice will be placed in the "Commander's News Brief".

CRISIS TEAM

In the event of a death in our faculty, within our student body, a parent or immediate family member, the Principal will activate the Hohenfels Elementary School Crisis Team. The Crisis Team then plans for follow-up activities, services, etc. appropriate for the school. For more information contact the school psychologist.

SECTION IV: ACADEMIC PROGRAMS/CIRRICULUM

CHILD FIND

Child Find is a DoDDS program that actively seeks to locate and identify children and youth, ages birth through 21 years of age, who may have developmental delays or educational disabilities and may need special education and related services. Hohenfels Elementary School is actively searching for these youngsters so they may receive the special education they need. Hohenfels Elementary School offers programs for students with developmental needs, communication problems, physical disabilities, and learning disabilities. Child Find activities, when conducted in the school, may include teacher observations, parent observations, and conferences to discuss your child's strengths and needs. These activities may lead to a formal process designed to further explore ways to assist your child. This process may ultimately result in a recommendation for your child to receive special education services.

A goal of Hohenfels Elementary School is to identify special education students and provide them a free, appropriate education in the least restrictive environment suitable to their needs. You can

help identify these students. If you feel that your child may qualify for a special education program or if you know of a student who may qualify and has not yet been identified, contact the school office at 466-2829/2729 or 09472-83-2829/2729. Child Find dates are: September 12, October 24, December 05, January 16, February 27, March 26, and May 07. Please call the school to make an appointment.

Pre-School Developmental Program (PSCD)

The Individuals Disabilities Education Act (I.D.E.A.) authorizes pre-school support for children ages 3-5 in all developmental areas who are identified as developmentally delayed.

If you suspect your child or your friend's child has difficulty in any of the following areas:

- Vision and Hearing
- Social Skills
- Physical Development
- Health and Adaptive Skills
- Language and Cognitive Development

Please contact our office at 466-2829/2729. Our PSCD program provides early interventions for selected children with developmental delays. It is a service delivery model and thus children who qualify come to school one to four days each week for assistance. Based upon the identified criteria, the number of days of service will be offered.

SURE START

We are fortunate to be able to offer the Sure Start program for selected 4-year-old children. The program uses developmentally appropriate practices to foster growth in the areas of cognitive, gross motor, social and emotional development. Applications for this program are available at the school office throughout the year.

In order to be eligible for Sure Start, a child should be four years old by October 31 and specific criteria must be met, which may include but is not limited to:

- ✓ A family with E-1 to E-4 or GS-1 to GS-4 income (first priority) E5 to E6 or GS5 to GS6(second priority) E7 to E9 or GS7 to GS9 (third priority).
- ✓ Low birth weight (under 5lbs 8oz.
- ✓ Parent whose primary language is not English.
- ✓ Parent who was a teenager when the first child was born.
- ✓ Family headed by a single parent.
- ✓ 3 or more siblings close in age range.
- ✓ Sibling with a severe diagnosed disability.
- ✓ Parent that is deployed
- ✓ Parent who has not graduated high school.
- ✓ From a dual military family.

This program is modeled after Head Start in the USA and not designed to be a daycare program for all four-year-olds. Parents may apply throughout the year, once a child is four years old. This

program includes a requirement for parent participation regularly throughout the school year and requires Command written approval/support.

KINDERGARTEN

Kindergarten has a full curriculum including some specialist support for art, music, physical education, guidance counseling and host nation. The full program can be found on the DoDEA website, <http://www.dodea.edu/instruction>. Kindergarten uses integrated learning centers, play, and experiences to provide learning at all levels.

FIRST THROUGH SIXTH GRADE PROGRAM

Students in our first - sixth grade classes use the DoDEA prescribed curriculum academic content standards and performance standards to study mathematics, language arts, social studies, science, technology, health, music, art, physical education, guidance and counseling, and culture (Host Nation). Individual pamphlets are available to see the developmental sequence of skills offered at each grade or you may view the DoDEA curriculum at <http://www.dodea.edu/curriculum/>.

MULTIAGE CLASSROOM

The Multi-age Classrooms and Reduced Pupil Teacher Ratio Initiative were initiated to provide smaller classes for grades 1-3. We strive to keep the pupil teacher ratio to 18/1 in grades 1-3.

Children who meet the following characteristics are eligible for multi-age placement:

1. Will be in our school for 2 or more years
2. Parents understand and support leveled instruction at the child's level both above and below level.
3. Would benefit from staying with the same teacher (looping) for two years.
4. Is socially and emotionally able to deal with flexibility and change.
5. Thrives on a "family environment."
6. Parents understand a child will not be double promoted or retained in this program.
7. Our multi-age classrooms help to accommodate enrollment fluctuations. A pamphlet on multi-age curriculum is available from the front office and

SPECIALISTS FOR GRADES K - 6

Children in grades K - 6 participate in art, music, physical education, and host nation classes in a rotation schedule for a minimum of 45 minutes each day. Students also have classes in the computer lab, information center, study careers with our counselor, and problem solving with the DARE instructor throughout the year.

INFORMATION CENTER

The Hohenfels Elementary School user-oriented Information Center promotes learning and provides a curriculum-supportive environment for all students by offering a vast combination of learning resources, people, materials, equipment, facilities, and services.

Our Information Center is quickly changing from one of a more conventional type library to a computer and Internet access information center that provides the latest and most up-to-date information for our students through electronic technology of the latest design. Our center is the

main control point for an Accelerated Reader Program (AR). AR is a research based reading program proven to help raise reading levels and reading. It includes a test to determine the child's independent reading level, providing books and quizzes about the book at that level. It monitors progress and goals set for each student. It is possible to earn points and prizes. Our school has over 9,000 quizzes to take on line and a large collection of AR books.

STUDENT ACCESS TO THE INFORMATION CENTER: The Information Center specialist will provide orientation sessions with all classes at the beginning of the school year to acquaint students with the rules and procedures necessary to use the services and materials provided by the Center. Students visit the IC at least once per week for a class and to check out books.

SPECIAL EDUCATION SERVICES FOR QUALIFYING CHILDREN

Hohenfels Elementary School is fortunate to have a wide array of expertise in its multi-disciplinary team of support specialists. These specialists aid parents, students, and teachers with their health, social, emotional, and academic concerns. This team functions as the Case Study Core Committee (CSC). The CSC is composed of the counselor, Special Education teachers, school psychologist, school nurse, EDIS personnel, assessor clerk and an administrator. Parents are always invited to CSC meetings pertaining to their child. Contact with these support specialists can be made through the school office at 466-2829/2729 or 09472-83-2829/2729.

Referral for special education services can be made by the parent, students or the teacher. If you have questions concerning these services, please contact the school. The following programs are available: Pre-School Developmentally Delayed (PSCD), Communication Impaired (Speech and Language), Occupational/Physical Therapy, and Learning Development.

RESOURCE SERVICES

Specially trained teachers offer a variety of support in our school. Support can be provided using either the resource room/pull out or inclusive approaches. Our specialists offer suggestions to parents and resources to all teachers. Parents and teachers can make referrals to the following programs. Some services have waiting lists and special criteria for selection. Students with the most need and program qualified are scheduled and others are put on a waiting list until space is available.

ESL (English as a Second Language): The ESL teacher's work on spoken and written language skills of students who are not native English speakers. They provide support to parents and students.

Reading Recovery: A special individual based semester program that helps struggling first graders learn to read using specific strategies. This program is very successful and researched based.

Read 180: This is a high interest reading program for selected 4th - 6th grade students that combines technology, research, leveled instruction, guided reading and self-selected reading for 90 minutes daily. This program provides remedial reading and ESL support to help students raise reading achievement. Space and time permitting, some 3rd graders may be considered for Read 180.

ELA/S: The Elementary Language Arts Specialist works with remedial reading students not presently provided service in any other resource areas on a space available basis. The ELA/S provides resource services to all teachers and works with all language arts skills.

Literacy Coach: The Literacy Coach works with third and some primary grade students and teachers. She models guided reading strategies and literacy skills to support the initiative of having all students read at grade level by the end of third grade. She is a mentor for all teachers.

Gifted and Talented: The DoDEA Gifted Education program identifies students with high potential and exceptional performance and offers them challenges that match their strengths. The formal identification process in DoDEA schools consists of 3 steps:

- **Referral:** Students are referred for consideration by the Gifted Review Committee either through test scores or through an individual nomination by a parent, teacher or other professional staff member.
- **Assessment:** Information about a student's strengths is gathered from a number of sources which may include observations, tests, grade and student products.
- **Eligibility:** The Gifted Review Committee determines whether a student is eligible, ineligible or to be monitored. More information about the DoDEA Education Program can be found at the DoDEA Website:

<http://www.dodea.edu/instruction/curriculum/ge/index>.

Guidance and Counseling: The school counselor instructs all students throughout the year on various topics such as, successful study habits, careers, getting along with others, problem solving, character traits, self-concept and esteem. She offers group and individual counseling for specific problems and crisis intervention. She is responsible for problem solving practice, peer mediation, Caught in the Act Character program, individual and small group counseling and helping all children succeed. She organizes grade placement meetings, monitors 504 plans (Modified Improvement Plans- MIPS) and does observations for various referrals. If you have a personal concern or would like your child to work with the counselor please call 466- 2829. She offers support for children who have gone through a divorce, have difficulty making friends, have a deployed parent, experienced a recent death in the family or other issue.

STUDY TRIPS

Teachers periodically plan study trips for their classes to provide experiences, which are an extension of classroom instruction, and/or to introduce students to the culture of our host nation. School policy and rules are in effect on all study trips sponsored by the school. A teacher is responsible for the students on a study trip, with parents and/or other adults sometimes assisting with the supervision. Information about study trips is sent home by the teacher and must be signed by a parent and returned to the school prior to the trip. Failure to return a form will mean that the child will be unable to go on the study trip with the class. Study trips are an approved and very important part of the curriculum. Not allowing a child to attend a study trip as a punishment should not be used. A power of attorney form for medical services was signed during your enrollment process and is used in case of an emergency. If you have any ideas for study trips, please notify the classroom teacher. We are always looking for new and interesting study trips.

TESTING PROGRAMS

TERRA NOVA MULTIPLE ASSESSMENTS

TerraNova is administered to all students in grades 3 through 6 each year in March. The results of this test will be sent to parents and also retained in the student's school record file. This provides parents and the school with a good report of each child's level of achievement in the various school disciplines.

COMMUNICATION ARTS FOR GRADE 4

This Language Arts test matches our standards and instruction. These tests will be used to evaluate our school improvement efforts for highest achievement and are administered in the spring of the school year.

DEVELOPMENTAL READING ASSESSMENT (DRA)

This test is given to all 3rd graders twice a year to assess reading levels and improvement. This test is part of the Early Literacy focus of our Bavarian DSO. The DRA is also given by some primary teachers grades K-2 to help plan instruction. **Test Dates: September & May**

RIGBY ASSESSMENT: second grade teachers use this assessment as a requirement to determine reading level by the DSO. It is also used by other primary grades. **Test Dates: September and May.**

EARLY LITERACY TEST: Kindergarten: This test is given to determine level of skill in basic literacy readiness. It is used to plan instructional groups and to show progress. **Test Dates: September and May**

STAR TESTING GRADE 1-6: A computerized test to determine reading and math level. These tests are used to plan instruction and monitor progress **Test Dates: September & May**

ONLINE TESTING IN SCIENCE/SOCIAL STUDIES These tests were piloted in Europe for the past two school years and might be used in the future to assess on line skills of assessing.

SECTION V: AWARDS & ACTIVITIES

ACADEMIC AWARDS PROGRAM - GRADES 4 - 6

The awards program promotes academic achievement and excellence in education through a system of recognition and rewards. Ideally, the purpose of the academic awards program is to reward excellence and to instill motivation and self-pride. The end goal is intrinsic motivation in each student to work toward his/her personal excellence. As this is an evolving process, student incentives are used to help recognize and reward the students with visible symbols within the

community, thereby hoping to further motivate all students toward academic excellence. The current incentives include certificates, special trips, gifts and rewards. Only "Honor Roll" students are eligible for the special trips.

A Honor Roll - A student must have all A's and no slashes.

A/B Honor Roll—A student must have all A's and B's or all B's and no slashes

ADDITIONAL AWARDS: Students meeting the following requirements will be recognized at the quarterly or annual awards assemblies with a certificate and/or rewards.

Academic Achievement: A student who has maintained A or B grades, but had a slash "/" mark in a special subject or area of social development/life skills.

Achievement Award: A student in grades 4-6 must raise two or more grades during the quarter and not go down in any others. Awarded only for the 2nd - 4th quarter.

The President Academic Achievement Award (6th Grade Only): offers special recognition for exit level students in 6th grade who have met outstanding criteria in grades 4, 5 and 6.

Citizenship Award: to honor those students who display the qualities and characteristics which help to make our school and community a wonderful place to be. These students are always ready to help others, treat people with respect, come prepared for class, volunteer whenever you are needed, and exemplify the desirable behaviors we admire. They are valuable citizens.

Accelerated Reader Goals; Students and classes set reading goals to reach each quarter. When their goals are met an award is given.

Show Case: A DoDDS-Europe Publication of selected student art and literary work.

Yearly Awards by Specialists- These are presented at the 4th quarter Academic Assembly.

CAUGHT IN THE ACT AWARD

Caught in the Act is weekly recognition program for grades K - 6 sponsored by the school counselor. Staff members nominate students for outstanding behavior or character traits such as being responsible, kind, caring, trustworthy, and showing good citizenship. are promoted. The recognition includes verbal praise, photographic incentives and special opportunities for lunchtime activities with parents.

STUDENT COUNCIL

Students can develop positive civic responsibilities through participation in their own student government. The Student Council is responsible for encouraging students to become reasonable citizens through their participation in student decision-making and planning activities such as Spirit days and Sock Hops. Classes elect representatives for student council with teacher guidance in grades 3-6. Students meet usually after school or at lunch throughout the year.

AFTER SCHOOL CLUBS AND ACTIVITIES

Students are invited to become members and to remain active in school activities. Examples of clubs, activities, and organizations in which students might be interested in organizing and/or participating are:

Student Council	PE Club
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Computer Club	Library Club
Chorus	Newspaper
Odyssey of the Mind	Math Olympiads
Homework Club	Music Club
Gardening Club	Book Clubs
AR Club	Math Club

Contact your classroom teacher for specific information.

Note: DoDDS Europe does not have the authority to fund elementary school athletics. Youth Services has this responsibility.

NON-SCHOOL SPONSORED ACTIVITIES

Activities not sponsored by DoDDS may not take place in the school building during the school day, nor may students be dismissed to attend non-school sponsored activities during the school day except under teacher supervision or upon written parental request with administrative approval. Often school principals receive requests from non-school groups or associations requesting groups of students to be dismissed early from school and, in some instances, for periods involving one or more days. While the merits of these requests are not questioned, they cannot be granted in the interest of retaining valuable classroom time. These organizations should be encouraged to schedule their enrichment activities during holiday or vacation periods in order to permit each student to fully accomplish his or her academic objectives. Each community is expected to make every effort to schedule religious activities, medical or dental appointments for students at times other than during school hours. Students who can attend required religious services or arrange their medical appointments during non-school hours are expected to do so. Students who cannot meet their religious obligations or cannot have their medical or dental appointments during non-school hours may be excused for the time necessary during the school day to meet these obligations.

PEER MEDIATORS

We have a program designed to encourage conflict resolution skills. It includes selected student leaders in the 5th grade who are trained in peer mediation. These mediators assist at lunch/recess and before school on the playground area and helps cut down on upper grade problems. Students selected for the training are good speakers, problem solvers and good citizens. For more information please contact the school counselor.

SCHOOL PARTIES

It is customary for classes to have four classroom parties a year for a one-hour duration:

Autumn Party

Valentine's Day

Winter Holiday

Spring or End of the Year

Student birthday "parties" are not appropriate. However, if a parent wants to send in a treat for the class to be passed out the last 10 minutes of the day, at snack, or at lunch, it is permissible providing approval by the classroom teacher has been granted for the day in question. If, for any reason (religious, etc.), parents do not want their child participating in any of the four parties listed above, the classroom teacher should be informed.

EXAMPLES OF OTHER SCHOOL-WIDE ACTIVITIES

Fall Carnival	Shadow Day
Winter Concerts/Musicals	Volksmarch
Patriotic Concert	Field Day
Read Across America	Earth Day

SECTION VI: STUDENT RIGHTS, RESPONSIBILITIES & DISCIPLINE

Hohenfels Elementary School recognizes student rights. A student has a right to a safe environment and to an education. Students do not have the right to disturb the education of others and will be subject to disciplinary action for inappropriate behavior. Following are rules, policies and procedures designed to maintain a safe environment and an environment free from disruption in which all students have an opportunity to learn.

HOMWORK POLICY

Philosophy: Effective education depends on the combined effort of the student, the school, the family and the community. Homework is one of the many necessary tools used by teachers in the educational evaluation process.

Definition: Homework is an activity to be completed outside of the school day to reinforce classroom instruction and provide curriculum enrichment.

Types of Homework:

- Practice of skills
- Preparation for test or future classes
- Extension of objectives
- Creative enrichment of objectives

Purpose of Homework: To reinforce and maintain skills and knowledge.

To increase speed and mastery of skills.

To increase personal life skills development such as responsibility, self-concept and decision-making.

To encourage parent involvement in the learning process.

HOMWORK RESPONSIBILITIES

Teacher:

1. Communicate to students and parents homework expectations and guidelines, including purpose, types, time allotments and the degree that the homework affects the grading procedures.
2. Select and assign homework in accordance with school policy and curricular objectives.
3. Explain each homework assignment, exactly what is required and the due date.
4. Evaluate, grade and return homework assignments to students when appropriate.

Students:

1. Understand the homework assignment, including what is required and the due date. Ask questions for clarification as required.
2. Take home materials needed for the assignment.
3. Complete and return the assignment to the teacher, when and as required.

Parents:

1. Provide student with a time, place and materials needed for completion of homework.
2. Encourage, praise, and require that student's complete homework as assigned.
3. Assist and guide student as appropriate.
4. Communicate with teacher when problems and concerns arise regarding homework.

Administration:

1. Publish and distribute the school's homework policy to parents, teachers and students.
2. Review homework policy with staff members.

LOCKERS

Students in the Atrium have lockers. Lockers must be kept clean and locked. Combinations for locks must be school generated. Student lockers can be generally searched at any time without the presence of students. Searching of a student or book-bag requires reasonable suspicion.

DRESS

Clothes should be appropriate and suitable for school activities. The principal and teachers reserve the right to make judgments covered under the dress code. Cleanliness, neatness and warmth are essential. A student's clothing should not interfere with the educational process. Dress such as skimpy tank tops, bare midriffs, very short skirts and shorts, t-shirts designed as undergarments or displaying derogatory words or gestures, slippers, flip-flops, hats or head coverings, beach wear, metal chains attached to clothing, and pants hanging below the waistline (3" below the navel) are not appropriate for school. Students are outside every day regardless of weather and should come prepared for inclement weather. Special attention should be given to footwear during cold and wet times. It is not acceptable to wear flip-flops or slippers to school. The post dress policy is in effect for the school.

HATS AND HEAD GEAR IN THE BUILDING

Hats and headgear are to be removed inside the school buildings, including in classes and at assemblies. This is in accordance with military custom.

SMOKING

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

STUDENT DISCIPLINE

Discipline in our school is a cooperative undertaking between the student, the teacher, the parent and the administration. A high standard of conduct is expected of all students. We believe that all of our students can behave appropriately in the classroom. We will not accept behavior from a student that prevents us from teaching or stops any other student from learning. We believe that all students have the right to learn in a safe and orderly environment. The esteem and integrity of the student is very important to the discipline process.

Most disciplinary actions are minor in nature and can be resolved by the classroom teacher's management plan. When an action occurs that requires administrative intervention, the action may range from a verbal warning to suspension. All disciplinary actions will be considered on an individual basis and will consider the seriousness of the offense, the child's age, and the number of repetitions.

The following types of misconduct will lead to disciplinary action by the teacher or administration:

- Behavior which will prevent teaching or student learning
- Willful infliction of physical harm to self or others
- Willful destruction of school property or the property of others
- Overt refusal of directions or a reasonable request
- Verbal disrespect
- Bullying or other forms of harassment
- Fighting

Consequences for not following the rules may result in one or more of the following disciplinary actions:

- A verbal reprimand
- Loss of recess
- A note to parents from the teacher or from the administration
- Student may be asked to write a letter of apology
- Suspension from school
- Expulsion from school

SUSPENSION/EXPULSION

Suspension from school may be the consequence for a major infraction, such as, but not limited to, physical violence toward a student or school official, fighting, bringing a dangerous object or weapon to school, playing with matches or fire in any form, activating a fire alarm, insubordination, use of profanity or vulgarity, and other serious acts of inappropriate behavior. Each decision to suspend a student will be examined individually and the consequences applied according to the merits of the case. Suspensions may be appealed to the Bavaria District Superintendent. Students who are suspended are permitted to make up class work and earn grades for this work.

The administration will determine the length of the suspension period. During the period of suspension, a student may not participate in any school activities and is not to be in the vicinity of the school. He/She is also eliminated from the Academic Awards Program for that quarter. For any suspension, a copy of the suspension letter is sent to the Community Commander and the Sponsor's Unit Commander.

Students who have knowledge of, or who participate in the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or principal knowledge of offenses that violate laws or regulations or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for administrative action/discipline.

If a student's behavior is deemed serious enough for the principal to recommend expulsion, a Disciplinary Committee composed of the School's Officer, a School Counselor, a teacher, a parent, and the assistant principal will convene and advise the principal. Appeals to the Principal's decision can be made to the Bavaria District Superintendent's Office.

Incidental to suspending any student, the principal of the school or his/her designee, shall notify the Installation Commander, District Office for law enforcement or legal affairs, of any acts, which may violate local laws (i.e. drugs, bombs, possession of weapon, serious injury to others, etc.).

PROCEDURES FOR THE DISCIPLINE OF CHILDREN WITH DISABILITIES

Students with disabilities are subject to most of the disciplinary actions up to 10 days suspension, as stated in this document. Suspensions over 10 days, or an expulsion, require additional notice under DoD Instruction 1342.12 for conveying a CSC meeting prior to the disciplinary process that would change the child's placement. The parents of any disabled child to be suspended more than 10 days or expelled will be provided a copy of "Disciplinary Rules and Procedures", Reg. 2051.1, Enclosure 5, detailing the procedures for this action.

HARASSMENT/BULLYING POLICY

Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from adults and other students. Sexual harassment may occur when:

- a) Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
- b) Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
- c) The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to or rejection of the conduct by an individual is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Students must avoid certain specific behaviors that create an environment of sexual harassment. Engaging in the following behaviors may result in disciplinary proceedings against a student, consistent with DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures":

1. Telling sexual jokes/stories; making sexual drawings/pictures; or making gestures with the hands or body.
2. Spreading sexual rumors about a person or persons.
3. Any unwelcome sexual comments, flirting or proposing anything sexual in nature.
4. Blocking a person's body or clothes in a sexual way.

5. Showing someone anything that would be sexual in nature.
6. Making unwelcome sexual threats to someone in a sexual way or his/her sexual body parts. Students are responsible for conducting themselves in a respectful manner and in accordance with the above guidelines. Any student who feels he/she has been sexually harassed should report the incident to a staff member or the school principal. An investigation and/or disciplinary consequences will be administered, if warranted. The teacher or principal will contact parents.

SECTION VII: PARENTAL INVOLVEMENT

CHAIN OF COMMAND

Frequent and open communication between school and parent can only serve to reinforce the bond of mutual cooperation that is deemed essential for the students' continued educational growth. We urge parents to never rely on "rumor" or "hear-say". If there is a question or concern, the answer can be as close as a phone call or visit. Please avail yourself of the opportunity to become involved with our school and its programs.

For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. If additional assistance is needed, contact the Counselor or Assistant Principal. The remaining DoDEA chain of command, from lowest to highest, is: Principal, District Superintendent, Director - DoDDS Europe, Director of DoDEA. Contact phone numbers and/or addresses for the next in the chain of command can be obtained from any school office clerk 466-2829 or 09472-83-2829.

RESPONSIBILITY

Teachers and parents must share the task of instilling a sense of responsibility in students. As students go through elementary school they obtain more responsibility for their actions and learn more if they are allowed to manage their own lives at school. Accepting responsibility for completing assignments, not losing textbooks and materials, and resolving misunderstandings are practical life experiences that students need to develop and practice. Experiencing difficulties, situations of perceived unfairness or minor injustices are a part of growing up. Learning to resolve or accept these experiences helps a student to become a responsible and strong individual.

We welcome parental support and involvement. However, co-dependency, supporting unacceptable behavior, and the tendency to look for excuses to forgive students does not help, but in fact, weakens a youth and may develop undesirable lifetime habits. Parents are encouraged to discuss problems with their child's teacher and have the student available for conference. This helps to clarify the problem.

SPONSOR'S ABSENCE FROM THE AREA

When both parents, or a single parent, are absent from the area (TDY, special trip, etc.) it is important that they inform the school of the name, address, home and work telephone numbers of the person appointed as acting guardian. The parent/sponsor must come to the school office and make sure that the person or persons who will be caring for their children during the absence is listed in the child's record as an emergency contact. In an emergency, if the school cannot contact

sponsors or the individual designated as acting guardian, we are obligated to inform the respective Commander, that there was no contact given to the school in an emergency.

PARENTAL SUPPORT FOR STUDY TRIPS – Important Facts to Remember

Participating in a study trip with your child and his classmates is a wonderful opportunity for you as a parent to support your child's learning process and enjoy some of the local attractions. A few things to remember when volunteering to chaperone for a study trip are:

- If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brothers/sisters from other classrooms will not be allowed to accompany you on the trip. These trips are not "family outings" nor are they age appropriate for non-school aged children. Each trip has a specific educational objective.
- Since study trips are an extension of the classroom, all school/class rules are in effect. For students who have consistently displayed disruptive/inappropriate behavior in the classroom or on previous study trips, the following may apply if approved by the Principal:
 1. A parent or their designated representative must accompany the child on a one-to-one basis.
 2. The child may remain at home or be assigned to another class the day of the study trip. Should any of the above be considered necessary, parents will be notified in advance.
- Chaperones may be responsible for 2 - 8 children on a trip and will be assigned seating on the bus by the teacher.
- Chaperones need to ride in the busses unless there is an emergency. Private auto's can not be used to transport students or to follow the busses to the destination of the study trip

PARENT TEACHER ASSOCIATION (PTA)

The Hohenfels Parent Teacher Association (PTA) is a non-profit, private organization whose purpose is to improve the quality of life for children. It is affiliated with the European Congress of Parents Teachers and Students (ECAPTS) and the National PTA. This organization raises funds to supplement school activities, to provide incentives within the school and to fund projects that cannot be funded within the school budget. PTA is an advocate for children and all parents are encouraged to join. Some of the activities they organize and support include: School Spelling and Geography Bees, Fall and Spring Photographs, Book Fairs, Fall Carnival, Awards Programs, T-shirt sales, School Store, Accelerated Reader Prizes, Scholarships, guest assemblies, DARE and more.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee is a committee which operates much like a school board in the states. It provides an official forum for parents to express their ideas and concerns with school and community officials. The SAC is comprised of 2 elected parent representatives from the community,

2 elected teacher representatives, the school principal, and the School Liaison Officer (SLO). The principal and SLO are non-voting members.

The purpose of the Hohenfels Elementary School SAC is to assure a positive school environment for the students who attend the school. If you have recommendations you would like to have brought up at a SAC meeting, please write it up and bring it into the office. SAC meetings are held at least 4 times a year and are open to the public.

SECTION VIII: BUS/TRANSPORTATION

Children who live in the post housing area directly behind the school will walk to school. Bicycles are not to be ridden to school, as we do not have a safe place to store them. Walking students should not arrive before 0800. The post bus may transport students living in Keltenwall Housing Area if the Community Commander permits it. The School Bus Office (SBO) provides bus transportation to and from school for all children living on the economy. Parents are reminded that pupils are expected to conduct themselves properly on the bus and at bus stops. Misbehavior can result in suspended bus privileges. Please review the standards for school bus students with your child regularly. Parents/Sponsors are responsible for the behavior of their children on all buses. The SBO phone number is 466-2782 or 09472-83-2782.

* Parents **should not expect** children to change busses to ride to other children's homes for social events or at the convenience of parents. Special requests to change a bus must be for a change in mission or emergency that requires a regular change of bus use. Parents wishing to change the bus must request an exception in writing prior to the days needed. School bus transportation is from home to school and home and often there isn't room on the other bus. This is complicated by the need for consistency in knowing where every child goes after school, as well as bus contracting often is arranged by seat only, and not by the size of the bus.

*Parents are not to board buses at the bus stops, ones already in motion home or to school unless there is an emergency or they are official bus monitor/safety attendant/school bus office personnel. This policy exists to prohibit anyone boarding the bus and interfering with the route safety of all children. Bus drivers are not authorized to check adult ID's and do not know parents or emergency contacts for their buses. If there is any problem on the bus, call the bus office to report it.

SAFETY

Special Safety Considerations - to keep your child safe, remember that in Europe:

TRAFFIC IS NOT REQUIRED TO STOP

for loading and unloading school buses!

American children must follow this life-saving rule:

NEVER CROSS THE STREET IN FRONT OF OR BEHIND THE BUS.

Behavior:

Parents must ensure that their children understand and follow the 10 School Bus rules listed below:

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

BUS PROBLEMS/DISCIPLINE

If you have a problem with the schedule, location of stops or conduct of children on the bus, please contact the SBO at DSN 466-2782 or CIV 09472-83-2782. The Principal/Assistant Principal investigates any misconduct on the buses. The administrators will determine the punishment of the students, not the SBO. The SBO will assist the administration with the distribution of letters. The principal signs all suspension letters. Each incident counts as one. All rule infractions are cumulative. Misconduct must be evaluated on a case-by-case basis. Base and Unit Commanders as well as teachers will be notified. The bus is an extension of the school campus and school rules are applied.

WEB SITE ADDRESSES

DoDEA: www.dodea.edu
Hohfenfels ES: www.hohe-es.eu.dodea.edu
AFN: www.afneurope.net/bavaria
Lesson Plans: www.lessonplans.com
Book Adventure: www.bookadventure.com
Learning page: www.learningpage.com
Scholastic: www.scholastic.com
Random House: www.randomhouse.com
Book2Web: www.book2web.com
Learners Online: www.learnersonline.com
Surfing The Net With Kids: www.surfnetkids.com
Special Kids: www.special-kids.com
Hugs Feel Good: www.hugsfeelgood.com

INDEX

ACADEMIC AWARDS PROGRAM	22	EMERGENCY CLOSURE	17
ACADEMICS, 1ST - 6TH	20	EMERGENCY EVACUATION	16
ACCELERATED PROMOTION	10	HARASSMENT POLICY	28
ARRIVING AT SCHOOL TOO EARLY	10	HEALTH SERVICES	15
ATTENDANCE REQUIREMENTS	9	HOMEWORK RESPONSIBILITIES	24
BIRTHDAY PARTIES	24	I.D.E.A.	18
CASE STUDY COMMITTEE (CSC)	20	IMMUNIZATION REQUIREMENTS	8
CHAIN OF COMMAND	29	INTERNET USE	13
CHANGE OF ADDRESS OR TELEPHONE	12	ITEMS NOT ALLOWED AT SCHOOL	13
CHILD ABUSE REPORTING	14	KINDERGARTEN	19
CHILD FIND	17	LOST AND FOUND	12
CLUBS AND ACTIVITIES	23	LUNCHROOM RULES	27
COMMUNITY STRATEGIC PLAN	5	MULTIAGE CLASSROOM	19
DISMISSAL PROCEDURES	10	NEWSLETTERS	12
DODEA GOALS	5	PARENT CONFERENCES	12
DRESS	26	PARENT RESPONSIBILITIES	29
DRUG / ALCOHOL COUNSELING	15	PARENT TEACHER ASSOCIATION	30

PARENTAL INVOLVEMENT, 28
PEER MEDIATORS, 24
PHILOSOPHY, 5
PLAYGROUND SAFETY, 14
PRIVACY ACT, 5
PROGRESS REPORTS, 10
PROHIBITED ITEMS, 13
PUPIL ELIGIBILITY, 8
REGISTRATION, 8
REPORT CARDS, 11
SAFETY, 14
SCHOOL ADVISORY COMMITTEE (SAC), 30
SCHOOL BUS OFFICE (SBO), 32
SCHOOL PARTIES, 24
SPECIALIST FOR GRADES 1 -6, 19
SPONSORS ABSENCE, 29
STREET SAFETY, 14

STUDENT ACTIVITIES, 22
STUDENT COUNCIL, 23
STUDY TRIPS, 21
STUDY TRIPS, 29
SUPPORT SERVICES, 20
SURE START, 18
TELEPHONE NUMBERS, 6
TELEPHONE/ADDRESS CHANGES, 12
TERRANOVA MULTIPLE ASSESSMENTS, 22
TESTING PROGRAMS, 22
TEXTBOOKS, 13
THUMBS-UP AWARD, 23
TRANSFER OF RECORDS, 11
TRANSPORTATION, 31
VIDEOS BROUGHT FROM HOME, 13
WITHDRAWAL PROCEDURES, 10