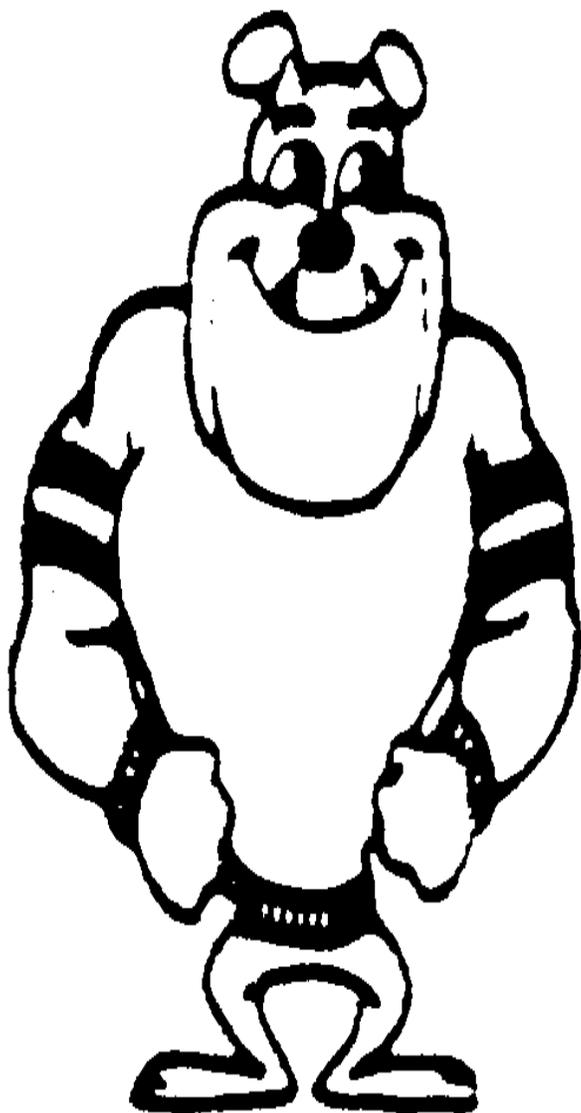


# Robinson Barracks Elementary/Middle School

## Parent/Student Handbook

# SY 2012-2013



“We may be small in size, but we’re big in education.”

Main Office:  
(0711) 819-7112/6044  
Fax: (0711) 857-473  
Registrar’s Office  
(0711)819-7073  
Nurse’s Office:  
(0711) 819-6362

Robinson Barracks Elementary/Middle School's  
Parent-Student Handbook  
SY 2012-2013

**Students' Performance Goal 1:** All students will increase their problem solving skills across the curriculum.

**Students' Performance Goal 2:** All students will increase their writing skills across the curriculum.

Acknowledgement and Understanding of Student Handbook  
SY 2012-2013

The Robinson Barracks Elementary/Middle School Parent-Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school.

\_\_\_\_\_  
Student's Name

\* \_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Name

\* \_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Elementary Grades K-5: Please complete form and return signed to your child's teacher by September 12, 2012.

Middle Grades 6-8: Please complete form and return signed to your student's advisory teacher by September 12, 2012

\* Signatures represent receipt of the parent-student handbook and parent/student awareness of school policies and procedures for school year 2012-2013.

## **Department of Defense Dependents' Schools**

### **CHAIN OF COMMAND**

#### **School Level**

Mr. Michel Johnson, Principal  
Dr. Scherrie Beckford, Vice Principal  
Ms. Tessa Moss-Beaman, Vice Principal  
Robinson Barracks Elementary/Middle School  
Unit 30401  
APO AE 09107-0401  
Telephone: (DSN) – 420-7112  
(CIV) 0711-819-7112

#### **District Superintendent's Office**

Mr. Steven Sanchez, Superintendent  
Heidelberg District  
Unit 29237  
APO AE 09102

#### **DoDDDS Europe Regional Office**

Ms. Nancy Bresell, Director  
DoDDDS Europe Region  
Unit 29649 Box 285  
APO AE 09096  
Telephone: (DSN) 338-7614  
(CIV) 0611-3807565

#### **DoDEA Headquarters**

Ms. Marilee Fitzgerald, Director  
DoDEA  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1100  
Telephone: 001-703-696-4462, EXT. 104

All concerns should be handled at the lowest level. Please contact the classroom teacher, specialist, or paraprofessional in a timely manner when there is a problem. When the problem cannot be resolved at this level, the principal is the next step. We have an open door policy at RBEMS. Please feel welcome to visit us when you have questions and concerns

Robinson Barracks Elementary/Middle School

Principal: Mr. Michael Johnson  
Vice Principal: Dr. Scherrie Beckford  
Vice Principal: Ms. Tessa Moss-Beaman

**School Mascot: The Bulldog**  
**School Colors: Red and White**

**Elementary School Hours:**

Classes start at: 08:00  
Kindergarten dismiss at 14:20  
Classes dismiss at: 14:25

**Middle School Hours:**

Classes start at: 08:00  
Classes dismiss at: 14:30

**Bell Schedule for Middle School**  
**All students enter the building at 07:50 hours**

**6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grades**

A /B Day

A1/B1                    08:00 – 09:25  
A2/B2                    09:30 – 10:55  
A3/B3 (8<sup>th</sup> & 7<sup>th</sup>)    11:00 – 12:25  
**2nd Lunch (8<sup>th</sup>/7<sup>th</sup>) 12:25 – 13:00**  
A4/B4                    13:05 – 14:30

**1<sup>st</sup> Lunch (6<sup>th</sup> & 7<sup>th</sup>) 10:55 – 11:30**  
**A3/B3 (6<sup>th</sup> & 7<sup>th</sup>)    11:35 – 13:00**

**Elementary Lunch    11:35 – 12:20**

Parents **must** sign in late students at the office.

**2012/2013 School Breaks:**

Thanksgiving: 22 November 2012 - 23 November 2012  
Winter Recess: 24 December 2012 - 06 January 2013  
Spring: 8 April 2013 – 14 April 2013  
Last day of school: 13 June 2013

**School Hours**

Office: 07:30-15:30  
Elementary/Middle School Teachers: 07:40-15:00

## 2-Hour Delay

1000 – 1055	A1/B1	1055-1130 1 <sup>st</sup> Lunch(6/7)
1100 – 1155	A2/B2(7/8)	1135-1220 A2/B2 (6/7)
1155 – 1230	2 <sup>nd</sup> Lunch (7/8)	
1235 – 1330	A3/B3	
1335 – 1430	A4/B4	

Elementary Lunch 1235 - 1315

## Early Release [No lunches are served on Early Release Days]

0800 – 0845	A1/B1
0850 – 0935	A2/B2
0940 – 1025	A3/B3
1030 – 1115	A4/B4

## Telephone numbers

Robinson Barracks Elementary/Middle School  
0711-819-7112/6044  
420-7112/6044 DSN

Youth Services  
0711-819-6016  
420-6016 DSN

Robinson Barracks E/MS FAX  
0711-857-473

Army Community Service  
0711-680-7176  
430-7176 DSN

School Bus Office (DETMO)  
0711-680-8497  
430-8497 DSN

School's Officer  
0711-680-7465  
430-7465 DSN

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## **Robinson Barracks Elementary/Middle School's Vision**

**R**especting diversity by **B**uilding dynamic classrooms, **E**mpowering all stakeholders, and **M**otivating through differentiation to **S**hape 21<sup>st</sup> Century learners.

### **Our Continuous School Improvement(CSI) student performance goals are:**

Goal 1: Improve Math Communications skills for ALL students.

Goal 2: Improve Text Analysis skills across the curriculum for ALL students

*At Robinson Barracks Elementary/Middle School, we believe that every student is an important individual who deserves the opportunity to develop his or her fullest academic, social, and creative potential.*

## **DoDEA's Community Strategic Plan**

### **Vision**

Communities Committed to Success for ALL Students

### **Mission**

Educate, Engage, and Empower Each student to succeed in a dynamic world.

### **Guiding Principles**

Success for all students

Trust and respect for others

Uncompromising advocacy for students

Development of lifelong learners

Equal access to a quality, rigorous education

New and motivating challenges to inspire excellence

Teaching with high expectations

Safe and stable learning environment

## **Department of Defense Education Activity's Community Strategic Plan**

### **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.

## **History of Robinson Barracks Elementary/Middle School**

Our original facilities were built in 1934. They were to be used as the Southwest Regional Headquarters for the S.A. Storm Troopers, or brown shirts. Hermann Sippel, a German architect, designed the building. His name is imprinted in a brick by the door near the main office.

After World War II, which ended in 1945, our school was used as a military hospital, first for French Forces, and later for American Forces. In 1950, the original building was converted to a school for the dependents of military members stationed in Stuttgart. At first it was known as Stuttgart American Elementary School. Several years later, when seventh and eighth grade classrooms were added, the school became known as Stuttgart Elementary and Junior High School.

In 1959, when A.F.N. established its Stuttgart Branch at Robinson Barracks, more new classrooms were added. The junior high school students, including ninth graders, were bused in from the surrounding military communities of Pattonville, Nellingen, Boeblingen, Patch, and from the German economy. With the completion of Ludwigsburg Middle School and

Patch Junior High and High School in 1979, the student enrollment was significantly reduced, as 7th, 8th, and 9th graders from Pattonville, Patch, and Boeblingen were reassigned to the new schools. Also, in the late 70's, a Center for Exceptional Children, or CEC, was added to our school. This facility included pre-school and school age handicapped children from all over the greater Stuttgart Military Community.

During the 1985-86 school year, both the gymnasium and the elementary wing were completely renovated. The cafetorium, a combination cafeteria and auditorium, was remodeled with a completely new and modernized kitchen and opened for our use during the fall of 1989. The spring of 1989 again brought more construction. Students in the 7th and 8th grades attended classes at Valdez Barracks in Ludwigsburg from the spring of 1989 to the spring of 1991 while the final phase of the construction was being completed.

On April 25, 1991, a ribbon-cutting ceremony was held to celebrate the opening of our new facility. The renovated building included several new regular classrooms and a new and completely equipped home economics lab, industrial arts facility, music room, kindergarten wing, special education wing, media center, a beautiful new playground, and a new supply and storage area as well as new administrative offices.

Along with newly renovated facilities, school year 1990-91 also brought a new school name, Robinson Barracks Elementary and Middle School. Even then, renovation continued. During the 1991-92 school year, a complete exterior remodeling project began for our main elementary building. This project was completed in August 1992. During school year 1992-93 the school configuration changed due to the downsizing of troops in Europe. The school became K-6, Robinson Barracks Elementary School (RBES). Since school year 1993-94, the K-6 configuration remained constant. The junior high students, grades seven and eight, began attending Patch Junior and Senior High School in school year 1992-93.

Current research cites that middle school students attending a K-8 school configuration rather than a 7-12 grade configuration performs better in school. Thus, during school year 2006-07, the seventh and eighth grade students returned to Robinson Barracks to join the K-6 grade levels. Once again, we are Robinson Barracks Elementary and Middle School.

## ACCELERATION PROGRAM

Students are eligible to accelerate the first or second semester ONLY if the sponsor has orders for a permanent change of station. As a general guideline, those students that PCS within twenty (20) days of the end of the semester or school year will be considered to have completed the entire period and sponsors may request to enter the Acceleration Program. The reporting date to the new duty station must fall within 30-60 days of the scheduled last day of school. Acceleration is generally NOT granted locally for anything except PCS orders. This program does not apply to a family that will be leaving school early for family summer vacation purposes. Should a family leave for vacation before the end of the school year, an annotation will be made on the report card that "The student would/would not have been promoted to the next higher grade had they finished the school year at Robinson Barracks Elementary/Middle School." To be successful, students eligible for an accelerated program should have at least a 2.5 grade point average. Students will receive credit only if they complete the required assignments, homework, and exams. Students who do not complete the requirements will receive a withdrawal grade and no credit. ***The acceleration request must be in writing and submitted to the school principal at least thirty days before the final school day. The DoDDS-Europe area office establishes the dates for acceleration. They are 13 December 2012 for the first semester and 16 May 2013 for the second semester. Students must be in attendance for the entire day on the above acceleration days.***

## ACCESS TO LEARNING

All students are entitled to an educational program similar to those offered in public schools in the United States. Students have the right to be informed of their educational progress and deficiencies, to receive regular teacher evaluations, and to have assignments and tests evaluated and returned.

Students have the responsibility to conduct themselves in a manner that does not violate the rights of others. Students share with school staff the responsibility of developing a climate within the school that is conducive to productive learning.

It is the responsibility of students to attempt the course study necessary for each grade level. Students and parents must be responsible for class attendance, for maintaining school property, and for properly caring for textbooks and other equipment issued at school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

The right of students to participate fully in classroom instruction and activities shall not be abridged or impaired because of sex, race, color, nationality or religion. All students have the right to fair and equal opportunities in all activities.

## **ACCREDITATION**

The North Central Association of Colleges and Schools (NCA) accredits Robinson Barracks Elementary/Middle School. This is an annual accrediting program that includes a team visit every five years. Robinson Barracks E/MS had a successful site visit in February 2008. .

## **ANIMALS IN THE CLASSROOMS**

Live animals in the classroom provide an effective source of learning and curricular enrichment. However, they must have direct relevance to the objectives of the instructional program. All animals brought into the school must have administrator's approval after coordination with the school nurse and/or available records to ensure the animal's presence will not trigger student/staff allergic reactions. These animals must also have veterinary clearance, except for animals kept in aquariums or sealed containers.

## **ARRIVAL AND DEPARTURE OF STUDENTS**

Elementary and middle school students who walk or are brought to school by parents should arrive at school no earlier than 07:50. There is no supervision prior to 07:50. Supervision is the responsibility of the parent until 07:50. Students will depart from school immediately after dismissal at the end of the day. With prior parent and teacher permission, students may stay after school for activities, detention and special events. Please notify the teacher in writing if your student is deviating from normal routine after school dismissal. Please be familiar with the bus policy.

## **ASSEMBLIES**

Throughout the school year, we will be having assembly programs for students' enjoyment and participation. Since an assembly means that an extra large group of students will be together at one time, there are a few rules to follow. Students should:

1. Move to the assembly area accompanied by their teacher.
2. Take seats in the assembly hall as directed by their teacher.
3. Refrain from talking, fooling around, or booing. This behavior is discourteous to those on stage and will not be tolerated.
4. Listen carefully to dismissal instructions, and leave in an orderly manner.

## **A TEAM EFFORT**

The education of a child is a team effort, involving the dedication of the school, parents, students and the entire community. The school recognizes each child as a unique individual and provides opportunities for children to learn, succeed and develop to their fullest potential. Through quality teaching and curriculum, the school helps students to master skills, which are basic to life. The school provides learning materials and an environment to match various learning styles and also provides experiences, which enable students to feel good about themselves and their abilities. The school encourages students to learn, work and play together, be good citizens, and to be responsible for their own actions. The school monitors each child's progress and communicates with parents on a regular basis.

## **ATTENDANCE POLICIES AND PROCEDURES**

One of the keys to your child's success at school is regular attendance. You should try to have your child in school every day and on time for the beginning of instruction. When it is necessary for your child to be absent, the following procedures are to be followed:

1. Please notify the Main Office if your child (ren) will be absent or late for any reason. If we do not receive notification from you by 10:00 a.m., we will attempt to call you. **If we are unable to contact you, we are expected to call the command. The DoDDS-E Director and the EUCOM Commander direct this procedure.**
2. A student who has been absent must bring to school, when he/she returns, a note which contains the following information:
  - a. The student's full name
  - b. The date or dates of absence
  - c. Reason for absence
  - d. Signature of parent or guardianThe note must be turned in to Main Office to ensure that the absence is marked excused.
3. Students who arrive tardy should proceed directly to the main office to receive a pass to class. Please send a note with your student explaining the reason for the tardiness. Any students arriving late to class without a note from a parent will receive an unexcused tardy.
4. If a child must leave school for any reason during the school day, the parent must sign the student out in the Main Office. Students will not be allowed to leave school grounds based on a telephone call.

## **EXCUSED ABSENCES**

1. An excused absence is one for which the student will be given make-up privileges.
2. Excused absence will be granted for:
  - a. Illness of student
  - b. Family emergency (severe illness, death, local hardship situation)

- c. Medical necessities that cannot be cared for on a non- school day
3. All absences other than those above must have approval by the administration. Oversleeping is not considered an acceptable excuse for absence or tardiness.
4. Parents will be notified when students are truant and disciplinary action will be taken.
5. Teachers are requested to notify administration after 2 consecutive absences.

### ADVANCED NOTIFICATION AND REQUEST FOR EXCUSED ABSENCE

All students should benefit from living in Europe by going on family trips. When possible, these trips should be planned for times when school is not in session. If not, the student should bring a letter, at least three school days in advance, stating the purpose and the exact date(s) for which the excused absence is requested.

### UNEXCUSED ABSENCES

Unexcused absences include truancy, suspension, oversleeping, and not bringing a note for re-admittance.

### TRUANCY

Any student who is absent from school or class for any length of time or for any portion of the school day without the prior knowledge and permission of her/his sponsor, parent, or legal guardian or school authorities is truant. Truancy will lead to disciplinary consequences wherein the deterrent measures are increased to improve effective behavioral intervention. Truancy will also be reported to the Schools' Liaison Officer.

### BICYCLES, SKATEBOARDS, AND ROLLERBLADES

The school has no way of assuring the security or safety of bicycles, skateboards, or roller blades/skates. These items should not be brought to school. Students who do ride bikes to school should understand that the bikes have to be parked off school grounds. (There are bike racks available by the base gym.) The school will assume no responsibility for stolen or damaged bicycles. German law requires individuals riding bicycles to wear helmets. We strongly recommend your child is informed and follows German bicycle safety rules. **Skateboards and roller blades present a safety hazard and are not to be brought to school.**

### CASE STUDY COMMITTEE (CSC)

The CSC is responsible for identifying, evaluating, and developing appropriate educational programs for students with special needs. Members of this committee may include the principal, a classroom teacher, the teacher of special education, the teacher of communications impaired, school nurse, guidance counselor, a psychologist and

itinerant specialists from EDIS (Education Development Intervention Service). The classroom teacher, parent, or any member of the staff may refer a child to the CSC.

### **CHILD ABUSE/NEGLECT**

All cases of suspected child abuse or repeated neglect will be referred, as required, to the Family Advocacy Coordinator. Current military information defines child abuse as the physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child by a parent, guardian, or any other person who is responsible for the child's welfare on a temporary or permanent basis. Child neglect is defined, as inattention to the child's minimal needs for nutrients like food, clothing, shelter, medical/dental care, education, safety and supervision. Neglect tends to be chronic in nature and occurs when parents or guardians deviate grossly from the commonly accepted standards of childcare.

### **COMPUTER USE AND INTERNET ACCESS**

Before students may use computers or have access to the Internet, they and their sponsors must have completed and signed the DODEA's Student Computer and Internet Access Agreement. The student must also possess a unique password. If the conditions of the agreement are violated, the student's computer use and Internet access privileges may be revoked. Inappropriate behaviors include and are not limited to:

- Erasing files on the common drive
- Harming another student's work/files
- Saving inappropriate items to the common drive
- Visiting inappropriate sites on the Internet
- Visiting chat rooms not related to assignments
- Sending or displaying offensive messages or pictures
- Using obscene language on the computer
- Damaging computers or networks or hacking into networks
- Violating copyright laws
- Using other's passwords
- Employing the network for commercial purposes
- Printing materials not related to assignments
- Reading or sending personal email
- Playing games on the computer

**NOTE:** *Internet/computer privileges may be revoked for engaging in any of the above activities.*

## **CONTINUOUS SCHOOL IMPROVEMENT**

As part of the accreditation process, each school decides upon school-wide strategies and assessments that will be used to facilitate increased student achievement. Through the school improvement process, growth in student acquisition of knowledge is assessed, analyzed, and recommendations set forth. The instructional foci of the school are to increase problem solving and writing skills across the curriculum; all disciplines and activities specifically delineate and implement instructional strategies that relate to the foci. The School Improvement Leadership Team (SILT) leads the entire school community in analyzing data, reviewing and discussing school improvement goals, and determining plans to ensure that students receive the best education at our school. **Parents are strongly encouraged to join this committee.** In addition to the academic curriculum, the school continues to engage in school-home partnership activities designed to increase parent awareness and provide opportunities to participate in the improvement of the chills(ren)'s problem solving and written communication skills. Technology continues to be used as a tool to help students write and problem solve across the curriculum.

## **COURSE SELECTION**

The guidance counselors assist 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 might only be dropped with the recommendation of the Student Placement Committee and/or the approval of the principal.

### **DISCIPLINE POLICY**

Students, teachers, and other staff members have the right to a safe, orderly, respectful school environment. It is expected that students will be courteous to other students, staff members, and visitors to the school. Cooperation and respect for the judgment of the teachers and other school staff members is expected. Students are encouraged to utilize self-control, develop a sense of regard for fellow students, and take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to maintain good order and discipline within the school system, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents, community resources, and military authorities when inappropriate behavior of a student continues to disrupt the educational program. Recommendations for persistent violations may be expulsion from the school and removal from the community.

For discipline purposes, the school day begins the moment the student leaves their home to come to school and ends when they return.

**In all discipline cases the administration reserves the right to determine the severity of consequences.**

**COMMON AREAS** Students will conduct themselves in an orderly, safe manner. Pushing, shoving, or shouting, will not be tolerated. Running is not permitted within the school building. Students will not use vulgar or profane language on school grounds. Moving through hallways during passing time or other will

be done quietly with respect for classes which remain in session. [Middle School students will not pass through Elementary School hallways at any time during the day.]

**ASSEMBLIES** Students will listen attentively; respect the feelings of others; behave courteously toward speakers, performers, and guests; and applaud at appropriate times. Cheering and shouting during presentations is discouraged. Booming is not permitted.

**GENERAL CONDUCT** School policies and procedures for student conduct apply in the school, on school grounds, in all bus loading and offloading areas, in route to and from school, in areas near the school grounds, etc. This includes any time students are on campus before and after school, while students are participating in or observing school sponsored activities, and on all school sponsored trips. The school's policy and procedures for student conduct follow guidelines set in DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. Maintaining and supporting a positive learning environment is everyone's responsibility.

## **CODE OF CONDUCT**

### 1. HONESTY:

Be a person who can be counted on.  
Do not cheat, lie, or steal  
Be trustworthy  
Be yourself – don't try to be someone you aren't

### 2. RESPECTFUL BEHAVIOR

Treat each person as you should be treated.  
Respect yourself and others  
Don't talk back to adults  
Use good manners like thank you, hello, please

### 3. RESPONSIBILITY/SELF-DISCIPLINE

Do the right thing.  
Own up to your actions  
Be prepared for class  
Follow rules

### 4. COMPASSION

Be kind.  
Help others in need  
Respect the opinions of others  
Support one another

**SCHOOL WIDE RULES** As a result of our code of conduct, Robinson Barracks Elementary/Middle School students, faculty, and office staff members will abide by the following rules.

1. Be prepared for class
2. Treat others as you want to be treated.
3. Keep hands and feet to yourself.
4. Obey the instructions of all adults in the school.

**Behavior Expectations** Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists and/or parent conference
- Referral to grade-level counselor
- Teacher assigned detention
- Removal from class for the day/referral to school administration

***Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or question a teacher's authority.***

## **DETENTION**

**TEACHER DETENTION** Teachers may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do the assigned classroom work. After school detention requires 24-hour notice to parents or parent telephonic approval. Failure to attend a teacher's detention will result in a

referral to administration. Showing up late or unprepared can result in a second detention being assigned or referral to school administration.

**ADMINISTRATIVE DETENTION** Detention may also be assigned by the administration on an as needed basis. Students will be given a discipline notice at least the day before the detention is to be served stating the date of the detention and the reason for it. This referral must be signed by the student's parent or sponsor and returned to the administration the next school day. Telephonic and email responses by parents are accepted. Students placed on detention must report with materials necessary to do homework. The student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, work detail or suspension may result. Normally, an after school administration detention session is one hour. Multiple hour detentions will be split up over a sequence of days.

**SUSPENSION** Assigned suspensions of up to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. A letter of suspension will be sent home to the parents, the sponsor's commander, the garrison commander, the school's officer, the civilian misconduct officer, and the district superintendent with the conditions of the suspension fully noted. Suspensions may be assigned as In-School (ISS) or out of school (OSS). In all cases of suspension, ISS will always be considered first, however, depending on the severity of the action OSS will result.

Suspensions are considered excused absences; therefore, suspended students have the privilege of making up work for credit per regulation. A condition of the suspension may be a referral to a school counselor, Alcohol Substance Abuse Counselors (ASACs), or other school authority before returning. Upon return to school the student must contact their teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student were in class.

***While suspended, students may not participate in any school activity nor will they be allowed on school grounds until they have been reinstated by administration. This includes activities after school (or the weekend), dances, or special events. Multiple days of suspension could result in missing multiple extra-curricular activities.***

Each decision to suspend a student will be examined individually and the consequences applied according to the merits of the case. The severity of the consequence will depend on a variety of factors such as: child's age, respect and honesty during the investigation of the action, and the student's record of previous infractions. RBEMS follows a progressive discipline plan which increases the level and duration of consequences for repetitive disciplinary actions.

Suspensions of more than 10 days will be referred to the school's Discipline Committee. A formal Discipline Committee hearing, governed by DoDEA Regulation 2051.1, will be held in the event that any assigned consequence exceeds 10 days of suspension or if circumstances warrant expulsion.

**EXPULSION** Expulsion from RBEMS will result from any serious offense to include, but not limited to weapon possession and/or use, drug possession and/or use, arson, bodily harm to another person, criminal acts, habitual misconduct, or repetitive disregard for school rules and authority that is not corrected through suspensions may result in expulsion. School administrators have an obligation to keep military and civilian authorities informed of serious or repeated misbehavior that involves the safety of students and staff, jeopardizes the educational integrity of the school, or brings harm to the school or community.

### **ATTENDANCE VIOLATIONS**

**TRUANCY** Students cannot learn effectively if they do not attend class. Students who skip school, fail to bring a note, or fail to have parents contact the school after three days beyond an absence will be considered truant. Incidents of truancy are considered for the entire year. For each truancy a detention will be assigned equal to the length of school time missed beginning with a one-hour detention. Students who habitually skip class may also be suspended. The command will be notified if disciplinary consequences do not correct behavior. Students who are truant may not participate in extra-curricular, athletic or special events scheduled for the same day or the following day. Truancies will be considered cumulatively for the year.

**TARDINESS** Passing time between classes is five minutes. Students must be in the classroom ready to work when the starting bell chimes or they will be counted tardy. Students who arrive late to school will report to the office where they will sign in and be given an admit slip to class designating whether or not the tardy is excused or unexcused. Students who are more than 20 minutes late unexcused will be considered truant. Students who are detained by school officials and consequently late to class will be given a hall pass and an excused tardy.

Tardies are accumulated throughout the quarter. After a student has accumulated four tardies, school consequences will be given. **Students who receive school discipline for accumulated tardies may also receive consequences from the individual teacher in whose class the tardy is given.** At the beginning of each quarter the cumulative tardy count will start anew.

*(Example: A student tardy twice in one day in two different periods has accumulated two tardies. Two weeks later another tardy is given in a different class making three tardies in total. In the 8<sup>th</sup> week of the quarter this same student receives another tardy in yet another class – different from the first three; this would make four accumulated tardies and the student will receive a school consequence.)*

The following disciplinary consequences are cumulative and apply quarterly:

4-5 tardies	1 hour after-school detention
6-7 tardies	2 hour after-school detention
7-8 tardies	2 hour school work detail. Conference
9 or more	Community Service, Suspension, Conference

**EXCESSIVE ABSENCES** Being absent more than 10% of school days during a semester (9 days or more) is considered excessive, unless there is a documented medical reason. In this case, the school needs to be informed in order to assist in continuing the student's education. If there is not a documented medical reason for excessive absences, then administrative action will be taken to include possible referral to Social Work Services (SWS) for educational neglect.

**ACTIVE PARTICIPATION** Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

**ALCOHOL AND/OR TOBACCO USE/ POSSESSION** Students may not consume, nor be in possession of alcohol or tobacco products at school or at any school event. A minimum of two days of suspension will result. A mandatory referral will be made to the Adolescent Substance Abuse Counselor (ASAC). Each student must meet with the school's ASACS counselor during the first week of their return.

**BULLYING** [SEE END OF DISCIPLINE SECTION FOR MORE DETAILS ON BULLYING] DoDEA schools do not tolerate bullying in any form. Students who engage in willful acts that cause physical or emotional harm to other students, or vandalize personal property to intimidate will face suspension. Harassment of all types is a form of bullying and will be subject to immediate school level consequences. Sexual harassment includes verbal, non-verbal, and physical contact – all will receive equal disciplinary consequences.

**CHEATING** RBEMS has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Students involved in cheating will receive a "0" grade for the assignment and the parents will be notified by the classroom teacher.

Plagiarism is a form of cheating and is not acceptable. Cutting information and pasting it into personal work without giving credit to the source is plagiarism. Students will receive no credit and parents will be notified. Further consequences may also be assigned.

Cheating and plagiarizing include:

- Copying and pasting information from a book, magazine, encyclopedia CD-ROM, or the Internet without giving credit to the resource.
- Sharing information or answers for a quiz, test, or other individual assignment with other students who are taking or who will take the assessment at a later time or date.

- Copying another person's homework, notebook or assignment.
- Providing homework, notebooks, or assignments to others who hand in such work as their own.
- Copying another person's homework, notebook, or assignment that has been graded and returned, and then using such as one's own work.
- Creating or using any unauthorized materials during any type of assessment.
- Talking during tests, quizzes, and other assessments.

### **COMPUTER-USE POLICIES**

- Students are to use the Internet for instructional, school approved activities.
- Students must have teacher approval before they use the Internet.
- Students are not allowed to use chat rooms or free email accounts. DoDDS-net is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.
- Students will not tax the network by broadcasting messages.
- Students are to leave the working system of any computer as they find it. Down loading of files is prohibited.
- Students are expected to keep the network secure and not share their passwords or accounts with anyone else.
- Students are not to publish their photo, name or address or that of any other person.
- All external drives must be scanned for viruses by an adult prior to use.

Students should do nothing that would cause harm to files, operating system, computer set-up, Internet, student work, or the network. Visiting pornographic sites is prohibited. Violating these policies could result in suspension of computer use and/or further disciplinary action.

**DRESS CODE** Students and parents are responsible for ensuring that dress is not a health or safety hazard, and that it does not offend or cause distractions at school. Students with hair, make-up, or clothing that interrupts the learning in any classroom will be asked to change their appearance or dress so that it does not disrupt the classroom environment. Students are required to wear clean, suitable clothing at all times. Clothing that is cut or torn above mid thigh or on shirts/blouses that reveal bare skin are not allowed.

- No offensive or drug related words on clothing or jewelry.
- No pictures of drugs or weapons on clothing.
- Footwear must be worn at all times. (No flip-flops – shower/beach shoes).
- No spaghetti strap blouses. Shoulder straps will be a minimum of two inches wide (approximately three finger widths in diameter).
- No basketball (tank-top, with large open arms) or undershirts for men.
- No short shorts or skirts. (Neat shorts or skirts may be worn as long as they are no shorter than mid-thigh. Slits in skirts should be no higher than mid-thigh.) ***Even if leggings are worn under skirts and shorts, the mid-thigh rule applies.***
- Leggings may not be worn in place of pants.
- No midriff shirts or tube tops. Skin should not be visible between bottom and top clothing.
- No shirts with low necklines are permitted.
- Hats, hoods, bandanas, and/or sunglasses may not be worn inside the building.
- Combs or brushes should be stored appropriately and not worn in the hair.
- Chains holding wallets should not be visible, nor should they be part of the clothing.
- For safety reasons, no jewelry to include; arm or neck bands and piercings, may have spikes or other protruding parts.
- With the exception of spirit days, no pajamas (or pajama-like clothes) or slippers will be worn at school.
- Students writing on their, or anyone else's, body is not permitted.
- Underwear should not be visible or worn as exterior clothing.
- Clothes must fit properly and at no time should pants sag below the waist and the crotch should not be at the knees. Underwear bloused above pants and shorts is a violation of the school dress code.

Inappropriate dress will result in requesting the sponsor to bring appropriate clothes to school. Additional dress requirements are specified for special activities such as school dances, awards assemblies, National Junior Honor Society programs, grade and club presentations, and some study trips.

**FIGHTING** Conflict should be resolved before violence results. Teachers, counselors, and administrators will help students resolve conflicts before they escalate. If there is a fight, involved students will be suspended for a minimum of two days depending upon severity, provocation, and past record. A student who attacks another student and causes injury can expect a longer suspension or referral to a discipline board.

**FOOD** In order to maintain a clean attractive campus students are expected to maintain clean hallways. Students will not be allowed to eat in the hallways during lunch, but may eat snacks as directed by their teacher. Generally, no food is permitted outside the cafeteria unless an activity has designated a specific location where eating is allowed. Food sales are not allowed during class time or in the cafeteria during lunch.

**FORGERY** Students who forge sponsor or school signatures will be subject to suspension.

**GANG BEHAVIOR** Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place. Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions. Gang related behavior includes; joining a fight in progress, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in gang-related behavior can expect suspension or expulsion depending on the nature and severity of the offense.

**GRAFFITI** Graffiti in any form will not be tolerated. A person or persons who utilize any type of marking device to include aerosol paint or biological material, to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

**HALL CONDUCT** Students are to conduct themselves in an orderly manner when passing between classes. Students out of class for any reason **MUST** have a hall pass. Any adult in the building may request to see the hall pass. Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

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

**ILLEGAL DRUG USE/POSSESSION** The security police will be notified of any suspected drug use. Students will be suspended pending a disciplinary board.

**INSUBORDINATION** Students who willfully refuse to follow directions of a teacher or other staff is considered insubordinate. Violators face a minimum of detention. The severity of the act and the student's previous record of offenses will determine the length of the punishment. Open defiance, inappropriate language or profane gestures may result in suspension.

**ITEMS INAPPROPRIATE AT SCHOOL (NUISANCE ITEMS)** Students are not permitted to bring to school any personal items or nuisance items that interfere with the classroom atmosphere or endanger the health and safety of other students. **Students are responsible for their personal property and should be mindful that such items can be easily stolen.** It is recommended that electronic items not be brought to school. Cell phones are not to be used nor visible in the school building. Skateboards and roller blades may not be ridden anywhere on school property at any time to include before and after school.

Electronic music players and cell phones, may only be used on the bus and outside before and after school. **No cell phone use is authorized during class time or during passing periods.**

**While electronic music players are allowed on the busses, they are not allowed in the school building and should not be visible in the halls before, during, or after school unless designated by a teacher for academic purposes (i.e. IPOD assigned to students for classroom use).**

***Violations will result in confiscation of the article.***

**MISCONDUCT IN THE CLASSROOM** Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

**OTHER PROHIBITED ITEMS** There are many items that have no place in school and should not be in the possession of students. Other than those already mentioned, matches, lighters, BB or pellet guns, as well as any look-alike weapon are strictly prohibited and will result in an immediate suspension of 3-5 days.

**PHYSICALLY DANGEROUS BEHAVIOR** Running, wrestling, rough-housing, and throwing objects in the halls or classrooms are dangerous and are not acceptable behaviors. This also includes the throwing of snowballs, rocks or ice outside. In addition, any behavior that has the potential to harm another person is not acceptable at school.

**PROFANITY AND INAPPROPRIATE LANGUAGE** The use of profanity, vulgarity, and inappropriate verbal or written language or gestures is unacceptable conduct at RBEMS. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

**PUBLIC DISPLAYS OF AFFECTION** Kissing or embracing on campus, during school, or at school functions is not allowed. This applies to both girls and boys. Such conduct can interfere with the school's academic mission and can create an offensive environment.

**SEXUAL HARASSMENT** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

Sexual harassment destroys healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others. What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand this type of behavior, when unwelcome, is a form of illegal discrimination. Students involved in sexual harassment of any type will be subject to disciplinary action.

- **Verbal harassment includes but is not limited to:** Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), lewd conversation, and other inappropriate language.
- **Non-verbal harassment includes but is not limited to:** Looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
- **Physical harassment includes but is not limited to:** Touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.

**SPREADING RUMORS** If a person contributes to an altercation by spreading information ("He said/She said" situations), he/she will be referred to the administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and taking the time to talk things out. Students have the responsibility to refer potential confrontations to a staff member, counselor, or administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, counselor, and administrator).

**THEFT** A student guilty of theft will be suspended a minimum of two days and restitution of the property or equivalent value must be made.

**TOBACCO USE/POSSESSION** Students are prohibited from possessing or using tobacco products or lighters during the school day on or off school property, on buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action which may include referral to counseling or other appropriate authorities.

**UNPREPARED FOR CLASS** Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include, but are not limited to; writing utensils, books, class material, completed homework, and proper physical education attire.

**VANDALISM** The student can be required to pay for all replacement or repair costs to school or personal property. Consequences will depend upon the severity and intention.

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

Any instances of weapons possession involving DoDDS students and occurring on school property (to include buses or walking to and from school) or while participating in school sponsored activities, suspension and/or expulsion proceedings will begin immediately.

Weapons could include items not designed as weapons, such as locks, rocks, bats, or nail files, if they are used or intend to be used to hurt others. Students writing or saying threats or words of violence, or gesturing or otherwise indicating threats of violence, fall under the Weapons Policy and suspension or expulsion can occur.

## TABLE OF CONSEQUENCES

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol Possession/Consumption	2 Days Suspension	5 Days Suspension	10 Days Suspension/Expulsion
Bomb Threat	10 Day Suspension/Expulsion	Expulsion	
Bullying	Conference/Detention	Detention/Suspension	Suspension
Cheating	0 Grade – No Credit	0 Grade – No Credit Detention/Suspension	0 Grade – No Credit Suspension
Computer Violations	Computer Suspension	Computer Suspension/ Detention	Computer Suspension/ School Suspension
Dangerous Behavior/Safety Issue	Detention/Suspension	2-Day Suspension	5-Day Suspension
Disruptive Behavior	Detention	Detention/ Suspension	Suspension
Drug Possession/Sale/Use of or under the influence	10 Day Suspension/Expulsion	Expulsion	
Fighting	2 Day Suspension	5 Day Suspension	10 Day Suspension/ Expulsion
Fire false alarm	5 Day Suspension	10 Day Suspension/ Expulsion	

Forgery	Detention/Suspension	Suspension	Suspension
Hitting another Student	Detention/Suspension	Suspension	Suspension
Lying	Detention	Detention/Suspension	Suspension
Nuisance Items	Confiscation/Detention	Confiscation & Detention/Suspension	Confiscation & Suspension
Sexual Harassment verbal, non verbal or physical	Detention/Suspension	2-Day Suspension	5-Day Suspension
Swearing	Warning/Detention	Detention	Suspension
Swearing at someone ( <i>Vulgar words or gestures</i> )	Detention/Suspension	Suspension	Suspension
Tardies	<i>See Attendance Violations</i>		
Theft	2-Day Suspension/Restitution	5-Day Suspension/Restitution	10 Day Suspension/Restitution
Threats, Intimidation, Harassment, etc	1-2 Day Suspension	2-5 Day Suspension	5-10 Day Suspension/Expulsion
Truancy	<i>See Attendance Violations</i>		
Tobacco Use/Possession	Suspension & Counseling	2-Day Suspension Counseling	5-Day Suspension
Vandalism/Destruction Property	Detention/Suspension & Restitution	Suspension & Restitution	Suspension & Restitution
Weapon Look-a-Likes (toy guns, toy knives, etc.)	Detention/Suspension	2-Day Suspension	5-Day Suspension
Weapons Possession/Possession of item that could be used as weapon/Intent to use a item as a weapon	10 Day Suspension/Expulsion	Expulsion	

*NOTE: The Table of Consequences provides a general guideline for infractions. Administration will consider all circumstances before determining discipline consequences in each case.*

**The administration has final authority and responsibility to determine suspension and expulsion consequences for any and all behaviors listed, and not listed, in this handbook.**

### **DISCIPLINE POLICY – LUNCHROOM RULES**

In order to provide a healthy and pleasant lunch period, it is necessary to enforce rules and maintain order. Teachers and Lunch Supervisors will enforce the following basic rules:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.
5. Sit at assigned classroom tables (Elementary School).
6. Clean up after one's self by bringing trays and utensils to designated area and cleaning up personal area of table.
7. Remain in the school/on school grounds during the lunch period unless advanced written permission dictates otherwise.
8. No nuisance items.
9. Students may not buy lunch or lunchroom items for another student.

### **DISCIPLINE – PLAYGROUND/RECESS RULES**

We believe recesses are an important part of the total school curriculum; all students are expected to go outside to get some physical exercise. When returning to school after an illness, the parent may send a note requesting the child stay inside for a maximum of three days. The parent should send a signed statement from the family physician stating the necessity of the child staying in the building, if an extended

time is necessary. Adult supervision is provided for the safety and enjoyment of the children, however the very nature of recess play makes it necessary to enforce the following standards for behavior:

1. All students must remain on the playground area.
2. All students must obtain permission for a playground supervisor to reenter the building.
3. All students will avoid rough games including: contact games, tackle football, dodge ball, wrestling, pushing from snow banks, etc.
4. All students will be respectful of playground supervisors and other children.
5. All students will use appropriate language, manners, and behavior.
6. Students will not throw rocks, sticks, snowballs or any other potentially dangerous objects.
7. Students will not carry or play with sticks or other potentially dangerous objects.

### **SCHOOL BUS DISCIPLINE**

Bus passes and route schedules are issued by the School Bus Office (SBO) located on Patch Barracks. For questions regarding bus transportation, parents need to contact the SBO.

Rule violations on the bus are reported to the SBO by the bus driver and/or bus monitor. The SBO then issues a notice of infraction to the school. The school then follows the table of consequences (below) to assign a consequence.

All students are reminded that bus transportation to and from school is a privilege that can be revoked if the follow rules for safe and appropriate behavior are not followed.

### **DoDEA – Behavior Standards for School Bus Students**

On and around school buses students WILL:

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

On or around school buses students WILL NOT:

1. Fight, push, shove, or trip passengers
2. Use or possess unacceptable items identified in the School code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic games without earplugs.
6. Put objects out of bus windows or hang out
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public display of affection.
10. Eat, drink, or leave litter on the bus.
11. Use profane or abusive language or make obscene
12. Spit
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with the bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open, or try to open, the bus door(s).
18. Throw or shoot objects inside or outside of the bus.
19. Tamper with bus controls or emergency equipment.

THE TABLE BELOW LISTS CONSEQUENCES FOR BUS INFRACTIONS. THE STUDENT BUS OFFICE REPORTS THE INFRACTION AND THE SCHOOL ENACTS THE CONSEQUENCE.

## **USAG Stuttgart and Stuttgart Schools Anti-Bullying Policy**

The U.S. Army Garrison and DoDD Schools are committed to making our community and school safe, caring, and welcoming places for all our children and youth. We will treat each other with respect, and we will refuse to tolerate bullying in any form in our community or at our school.

Our community and school define respect as follows: Treat others with the dignity and regard you would want to be treated with.

Our community and school define bullying as follows: Bullying is a mean and one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child's pain and/or misery. Bullying can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying.

Bullying that happens off of school grounds, including all forms of cyberbullying can impact the feeling of safety the targeted child has upon returning to school with the perpetrator(s) and can create an intimidating, hostile or offensive environment for all students. The school and the Civilian Misconduct Action Authority (CMAA) will address these actions when necessary for the well-being and safety of the community and all students involved. All suspension and expulsion documents, if forwarded to the CMAA, may be used as aggravating factors when considering administrative action in juvenile civilian misconduct under Army Europe Regulation 27-9.

Examples of bullying include but are not limited to:

- Taunting
- Using put-downs, such as insulting or making fun of someone's race, religion, physical ability or disability, mental ability or disability, gender—including perceived or actual sexual orientation
- Threatening or ganging up on someone
- Stealing or damaging another person's things (stealing or damaging can also be considered a criminal offense)
- Spreading rumors about someone
- Physically hurting a targeted child, including, but not limited to hitting, kicking, tripping, pushing, shoving
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping (can be considered a form of assault which is a criminal offense)
- Shunning or purposefully excluding a targeted student or trying to get other students not to play with targeted child
- Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out of a game, or hack into a targeted child's account
- Hazing, i.e. "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical

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health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization”

### **Adults in our community and staff at our school will do the following to prevent bullying and help children feel safe:**

- Closely supervise children and youth in all areas of the Child, Youth and School (CYS) Services and school (to include the school and playground)
- Watch for signs of bullying behavior and stop it when it happens
- Teach the Steps to Respect program and/or other supplemental Social Skills lessons to increase awareness and empowerment in all children and youth in our school and CYS Services (It is the school culture and social environment that these policies, procedures, and programs create as well as reflect)
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Take seriously families’ concerns about bullying and create a procedure for reporting
- Look into all reported bullying incidents and respond quickly and appropriately
- Assign consequences for bullying based on the school discipline code.
- Maintain open communication between CYS Services staff and school staff for optimal support of all children involved in a bullying incident
- Provide immediate consequences for retaliation against students who report bullying

### **Children and Youth in our Community will do the following to prevent bullying:**

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult
- Try to include everyone in play and social interaction, especially those who are often left out

### **Discipline Procedures for Bullying in School**

Consequences for bullying will always include a procedure for holding accountable for their actions the perpetrator(s) and any bystanders who played an active supporting role in the bullying. Other procedures can range from positive behavioral interventions to expulsion from school. These consequences are dependent on the nature and severity of the behavior, the age of the student and the student’s past behavior. The purpose of these procedures is for holding student(s) accountable for the bullying, preventing another occurrence, and protecting the targeted child.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers

## **USAG Stuttgart and Stuttgart Schools Anti-Bullying Policy**

- Conference with teacher, principal, and/or parent
- Referral to school counselor
- Corrective instruction
- Behavior management plan
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- In-school suspension
- Out of school suspension
- Legal action
- Expulsion

Note: If the school can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of the Garrison, the individual should be referred to the Assistant Civilian Misconduct Action Authority (ACMAA). Any behavior that constitutes a criminal act or breaks the law *must* be reported to the military Police with a notification to the ACMAA.

### **Discipline Procedure for Bullying in CYS Services**

Consequences for bullying will always include a procedure for holding accountable for their actions the perpetrator(s) and any bystanders who played an active supporting role in the bullying. Other procedures can range from positive behavioral interventions to removal from the program. These consequences are dependent on the nature and severity of the behavior, the age of the youth and the youth's past behavior. The purpose of these procedures is for holding perpetrator(s) accountable for the bullying, preventing another occurrence, and protecting the targeted youth.

Consequences for bullying may include, but are not limited to the following:

- Notify parents/guardian of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to peers.
- Conference with youth and/or parent
- Referral to Social Work Services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors
- Corrective instruction
- Behavior management plan
- Community Service—as determined by the CMAA
- Temporary loss of CYS Services program privileges as determined by Program Director and CYS Services Coordinator
- Loss of logistical support as determined by the CMAA
- Legal action
- Removal from all CYS Services programs

Note: If CYS Services can handle the behavior problem internally, it is within their right to do so. Should the behavior escalate, or present a danger to the order, discipline, and safety of

## **USAG Stuttgart and Stuttgart Schools Anti-Bullying Policy**

the Garrison, the individual should be referred to the ACMAA. Any behavior that constitutes a criminal act or breaks the law *must* be reported to the Military Police with a notification to the ACMAA.

### **Support for a Target of Bullying**

The effects of bullying on the targeted youth cannot be over emphasized. Isolation, lack of friends and/or support, and a feeling of helplessness that targets of bullying experience can be devastating. The Garrison and School will ensure that targeted youth receive all support necessary. Actions may include but are not limited to:

- Notify parents/guardians immediately of the incident. Give them the method to use to report any further targeting of their child.
- Take effective measures to keep the targeted youth safe at school and at CYS Services; give him/her tools to stand up to the perpetrator(s), and support to keep the targeted youth from succumbing to the bullying.
- Identify a person or persons to whom the targeted youth can safely report any further bullying incidents.
- Should the targeted youth appear to be in immediate danger of hurting himself/herself; parents will be notified without delay. If parents are not available, the Military Police will be contacted and asked for an immediate and emergency referral to Social Work Services.
- Should the behavior be a concern to the well-being and safety of the community, the ACMAA will be contacted.
- Provide referrals to counseling services, such as Social Work Services, Garrison Chaplain and Military Family Life Counselors.
- Maintain open communication between CYSS staff and school staff for optimal support of the targeted youth.

### **Important note on Discipline vs. Punishment:**

**Punishment** is adult oriented, imposes power from without, arouses anger and resentment, invites more conflict, exacerbates wounds rather than heals them; is preoccupied with blame and pain; does not consider reasons or look for solutions; does something to a student; involves a strong element of judgment; and demonstrates a teacher's ability to control a student.

**Discipline** is not judgmental, arbitrary, confusing, or coercive. It is not something we do to students. It is working with them. It is a process that gives life to a student's learning. It is restorative, and invites reconciliation. Its goal is to instruct, guide, and help students develop self-discipline—an ordering of the self from the inside, not an imposition from the outside.

The process of discipline does four things the act of punishment cannot do:

1. Shows students what they have done.
2. Gives them as much ownership of the problem that they can handle.

**USAG Stuttgart and Stuttgart Schools  
Anti-Bullying Policy**

3. Gives them options for solving the problem.
4. Leaves their dignity intact.

For mistakes, mischief, and mayhem that unintentionally or intentionally create serious problems of great consequence, the **Three R's**—restitution, resolution, and reconciliation—are incorporated into the four steps of discipline.

**R.S.V.P.**--Consequences need to be **R**easonable, **S**imple, **V**aluable, and **P**ractical.

Signed on this 16<sup>th</sup> day of April, 2012



Carl D. Bird III  
COL, LG  
Commanding



Suzanne V. King  
CYS Services Coordinator  
USAG Stuttgart



Dr. Robert Allen  
Principal  
Patch Elementary School



Michael Johnson  
Principal  
Robinson Barracks ES/MS



Dale Moore  
Principal  
Boeblingen ES/MS



Danny Robinson  
Principal  
Patch High School

Note of explanation:

Civilian Misconduct Action Authority=Garrison Commander

Assistant Civilian Misconduct Action Advisor=staff member that serves as action advisor to the Garrison



## Robinson Barracks Bullying Discipline Rubric School Year 2012-2013

Bullying is being mean on purpose with **repeated** physical, verbal, or emotional behaviors and actions against another person over a period of time. This rubric is intended to be a guide when dealing with issues of bullying/harassment. In any incident when a student bullies another student, a referral will be made to the counselor and administration.

BEHAVIORS	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense			
<b>Verbal</b>	<b>Teacher Level</b>	<b>Teacher Level</b>	<b>Administration Level</b>			
name calling                      mocking mean teasing                      irritating harassing                              annoying making fun of                      taunting swearing                              gossiping lying about others                      benign threats exclusion                              insulting  * posting any of these behaviors on the internet for others to see (social networking venues)	<ul style="list-style-type: none"> <li>☞ Parent notified</li> <li>☞ Lunch/recess detention given by teacher</li> <li>☞ Mandatory bullying counseling with counselor</li> </ul>	<ul style="list-style-type: none"> <li>☞ Parent/teacher/student conference</li> <li>☞ After school detention</li> <li>☞ Administration notification (in writing)</li> </ul>	<ul style="list-style-type: none"> <li>☞ Office referral</li> <li>☞ Suspension (type of suspension and number of days will vary depending upon the nature of the offense)</li> </ul>			
<b>Physical</b>	<b>Beyond 3<sup>rd</sup> Offense</b>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">           spitting/gleeking            negative contact            invading one's space            sexting (verbal/images)         </td> <td style="width: 33%;">           kicking            poking            tripping            biting            slapping            grabbing         </td> <td style="width: 33%;">           punching            neck slapping            pushing            shoving         </td> </tr> </table>	spitting/gleeking negative contact invading one's space sexting (verbal/images)	kicking poking tripping biting slapping grabbing	punching neck slapping pushing shoving	<ul style="list-style-type: none"> <li>☞ <b>Individual Behavior Plan</b></li> </ul> <p>After the third time a student repeats a behavior in a year, school staff and parents design an individual behavior plan. While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students.</p>		
spitting/gleeking negative contact invading one's space sexting (verbal/images)	kicking poking tripping biting slapping grabbing	punching neck slapping pushing shoving				
<b>Intimidation</b>	<b>Severe or Non-compliant</b>					
<ul style="list-style-type: none"> <li>• taking property (to include food)</li> <li>• damaging/destroying property</li> <li>• threats of emotional/physical violence, excluding behaviors</li> <li>• spreading rumors</li> <li>• play fighting or similar behaviors that causes bodily harm</li> <li>• cyber bullying (electronically) posting on social networking sites</li> <li>• hazing</li> <li>• retaliation (regarding reporting occurrence of aggressive acts)</li> </ul>	<ul style="list-style-type: none"> <li>☞ <b>"Classes Only"</b></li> </ul> <p>"Classes Only" means the student participates in no informal, unstructured or non-classroom group activities during the school day such as lunch, passing time in the hall, recess and special assemblies.</p>					
<b>Harassment</b>	<b>Suspension/Expulsion</b>					
<p>Harassment is any physical or verbal abuse of a person because of his/her age, ethnicity, gender, race, religion, sexuality, disability or any other legally protected status.</p>	<p>Consequences for severe offenses and students refusing to comply will be dealt with swiftly and in accordance with guidance in DoDEA Regulation 2051.1 for suspension exceeding 10 days or expulsion. A Discipline Hearing Committee will be convened for recommended action.</p>					

**Note: The above list is not all-inclusive. Any and all bullying behaviors apply.**

## **DOGS/PETS ON SCHOOL GROUNDS OR IN SCHOOL**

No dogs or other pets are allowed on school grounds unless they serve a sound educational purpose and are approved in advance by an administrator as part of the instructional program. In any case, any animal brought to school must meet all veterinary requirements (See Animals in the Classroom section.).

## **DRESS FOR INCLEMENT WEATHER AND RECESS**

Weather here can be cold, damp, rainy and often windy. It is imperative that parents send their children to school dressed in clothing that is appropriate for these weather conditions. On days when the weather is considered by the principal to be severely inclement, recess and outside play activities will be cancelled.

On most days, students will be expected to participate in outdoor physical education activities and recess periods to release pent-up energy, to exercise, and to enjoy the pleasure of playing games with their classmates. Unless children have a note from their physician, they will not be allowed to remain indoors during recess.

## **DRUG/ALCOHOL COUNSELING SERVICE**

Counseling services are available to students and their families who have concerns about 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 counselor's office is located in room 211D and can be reached at 420-7154 or CIV 0711-819-7154.

## **DRUG-FREE SCHOOL AND LEARNING ENVIRONMENT - DoDDS POLICY**

Possession of, being under the influence of, or selling or giving away non-prescription, prescription, or illegal drugs or controlled substances or alcohol on the school campus, during the school day, or during any school-sponsored trip or activity will not be permitted.

## **ETS/PCS MOVES AND CLEARING**

Parents must notify the school directly that their student is leaving. ONE WEEK'S NOTICE IS REQUIRED PRIOR TO THE STUDENT'S LAST DAY OF SCHOOL. Exceptions are occasionally made in emergency situations.

## **EMERGENCY EVACUATION**

The safety of students is one of our main concerns at Robinson Barracks Elementary/Middle School. For that reason we hold monthly fire drills and periodic drills for school emergency evacuation. Each classroom in the school has plans posted for evacuation in the event of fire or other emergencies. It is important for you to stress safety with your children. In the event of an actual school evacuation, students must always remain with their class and evacuate the building in a single file with no pushing, shoving, or running. Students should also be quiet during the drills. They must wait with the teacher in a designated area for further instructions. When the school is evacuating, there are various holding areas depending on the type of emergency. If parents should hear of an emergency evacuation, we ask them NOT to call the school for they will be tying up valuable telephone lines. No child will be sent home until the normal dismissal time unless a parent comes to the holding area to pick him/her up.

## **FIRE EVACUATION, LOCKDOWNS AND SEVERE WEATHER DRILLS**

Necessary fire, evacuation, lockdowns and severe weather drills will occur throughout the school year. These drill practices are necessary to assure the safety of everyone in the event a real emergency does occur. Teachers will explain drill procedures to students and directions for fire drills are posted in each classroom.

## **GRADING POLICY**

The school is structured with two quarters in each of two semesters in the school year. Report cards are issued at the end of each quarter. Grades that are received at the end of the quarters and/or semesters go in the students' permanent records.

The computation of grades is as follows:

### **Kindergarten – Third Grades**

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

### **Marking codes for Special Subjects:**

P - Participates      + - Shows Strength      / - More participation needed

#### Fourth – Eighth Grades

The computation of grades and point average is as follows:

* Grade		Points
A - Superior	90 - 100	4
B - Above Average	80 - 89	3
C - Average	70 – 79	2
D - Below Average	60 - 69	1
F - Unsatisfactory	0 - 59	0
I - Incomplete		0

#### Marking Code Special Subjects for **grades four and five:**

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

#### Late Work Policy

All work is valued and all students are expected to turn work in on time. When work is turned in after the due date, that work will be graded and evaluated to help students strengthen academic deficiencies, however penalties can be assessed but not to the detriment of the academic intent of the work. To complete summative evaluations of each student for the quarter it is expected that all work must be turned in by the end of each quarter. Work not turned in by that time cannot be assessed. (Teachers may waive the quarter closing to a semester closing).

#### **HOMEWORK POLICY**

Any class assignments outside of class time for the successful completion of the goals and objectives of the curriculum is homework. At Robinson Barracks Elementary/Middle School, many educational approaches are used to assist children in their learning. The assigning, reviewing, and evaluating of homework encourages students to be self-disciplined, independent, and responsible. Homework increases students' academic achievement. Assignments are carefully selected to supplement classroom instruction. Homework cannot be measured by the time required for its completion since different students will spend different amounts of time to complete the same assignment. Quality of homework assignments is considered to be more important than quantity and successful completion of these assignments reinforces the concepts

taught in the classroom. Parental support of the value of and completion of homework is essential for the students' success in the educational process.

Teachers are in the best position to know how much homework should be given to each child. The following ranges per week are provided as guidelines:

<u>Grades</u>	<u>Hours</u>
Kindergarten	1 – 2
1 – 3	2 – 3
4 – 5	3 – 4
6 – 8	5 – 6

## **HOME SCHOOLING POLICY**

DoDDS encourages families who wish to home school their children to inform their military command and the principal of RBE/MS. Upon approval to home school, parents should be aware that:

- DoDDS does *not* provide home school curriculum or lesson plans.
  - Home-schooled students may borrow books from the library or be allowed to borrow texts, if available, without being enrolled.
  - Home-schooled students may participate in standardized testing with an age appropriate classroom group if there is adequate supply of tests available without being enrolled.
- Home-schooled students who are enrolled on a part time basis may attend any course, not just electives. DoDDS will not, however, provide tuition or other financial support for correspondence courses for Home Schooled students.

## **HONOR ROLL**

Eligibility for the Honor Roll is determined as follows:

- All courses will be included in determination of Honor Roll.
- No “C”, “D” or “F” grades allowed.
- Only students in grades 4 through 8 are eligible for the Honor Roll.

The Honor Roll will be posted after each nine-week grading period. Honors assemblies for each grade level 6 –8 will be held each quarter. The honor roll levels are as follows:

Highest Honors	4.00 grade point average (gpa)
High Honors	3.50 – 3.99 (gpa)
Honors	3.00 – 3.49 (gpa)

An Awards Ceremony will be held during the school day on the last day of school. At this time, students will be honored for exceptional activities that include Presidential Educational Excellence, Principals', Honor Roll, etc. In addition, teachers will identify and honor selected students for a variety of positive behavior and attributes.

### **LATE OPENING, CANCELLATION, OR EARLY CLOSING SCHOOL**

If there is ice or snow on the roads, bus transportation may be delayed two hours or canceled altogether. If buses are delayed or canceled, school is also delayed or canceled for students. Cancellation and delay announcements will be made on Stuttgart AFN Radio (FM 102.3) starting before 06:00 hours. If you don't get AFN in your house, you should make arrangements with a friend or acquaintance to let you know when such an announcement has been made. There should be no need to call the school for this information. Parents bringing their children to school during inclement weather conditions should enter the building to ensure school is in session. **It is absolutely essential that each family designate an alternate destination for their children in the event schools are closed early. Children need to know where to go if their parents are not home.** School can be closed early for a number of reasons like bad weather during the day, failure of the heating, electrical, or plumbing systems, or evacuation of the building. When the school has opened at the usual time, but weather conditions deteriorate during the day to the point where the Garrison Commander feels school should be dismissed early, this announcement will be made over AFN. When made, it indicates that all children, both bus riders and walkers, will be dismissed early. When you observe worsening weather conditions during the day, it is suggested that you tune in to AFN to receive the early dismissal announcement.

### **LOCKERS**

The school is **NOT** responsible for lost items. Thus each student is assigned an individual locker that may **NOT** be shared. Use of the locker is a privilege that can be revoked if misused. Locker use is encouraged to decrease the possibility that property and books may be stolen or misplaced. The school is not responsible for property left in lockers, especially if students choose to share their combinations with others. Lockers must be maintained properly and must be locked at all times. A school official or the military police, to search for evidence such as stolen or prohibited items, or in case of reasonable suspicion, may open lockers.

***NOTE: No attempts will be made to retrieve restricted items that have been lost or stolen.***

### **LOST AND FOUND**

Since many of us shop at the same place, it is not unusual that several students own the same brands of clothing, lunch boxes, etc. For this reason, parents are strongly urged to mark their child's property. Marking the student's name in these items is the only way to assure return of "lost" property. Children who have lost items should ask in the main office to check the Lost and Found box.

### **LOST, DAMAGED, OR STOLEN BOOKS**

When property of the United States Government has been damaged, lost, or stolen, the government must be reimbursed for this item. It is requested that a Postal Money Order or Bank Money Order be submitted to the school supply technician. **CASH AND PERSONAL CHECKS CANNOT BE ACCEPTED.** The money order should be made payable to: The Treasurer of the United States and indicate the name, rank, social security number, and unit of the sponsor.

### **MID-QUARTER PROGRESS REPORTS**

Mid-quarter Reports are issued at the end of the fifth week of each marking period. Progress reports will be sent home with the students to the sponsors. They are primarily intended to forewarn parents and students that the student's average at mid-quarter is less than a C and/or has dropped from the previous quarter.

### **MONEY AND VALUABLES**

In case money is being sent to school, for any reason, parents should:

1. Place the money in an envelope.
2. Include a note inside, stating reason for the money being sent.
3. Place sponsor's/teacher's name and child's name on the outside of the envelope.

We would like to discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value brought to school by the student are normally questioned by members of the staff. In most cases, we will call or contact the parent to check when the situation occurs. Robinson Barracks Elementary/Middle School is not responsible for damage, loss or theft of articles or money. This is a parental responsibility. Also, game boys, walkmans, CD players, pagers, laser pens, and toys are to be kept at home. School personnel will confiscate each of these items and parents must come in to pick up item.

### **NUISANCE ITEMS**

Items such as water guns, cap guns, Walkmans, radio/cassette recorders, stink bombs, trading cards, and electronic games, although not necessarily dangerous, do represent a nuisance and a distraction. They do not belong in school. If brought to school, they may be confiscated

and held in the administration office for pick up by parents. Any type of toy gun or weapon brought to school may result in an automatic suspension.

## **PARKING**

The parking lot within the school perimeter fence is for staff and faculty parking only. A parking permit is required for faculty and staff to park within the fenced area. All visitors may utilize the overflow parking lot located adjacent to the school.

## **PARENT-TEACHER CONFERENCES**

Parent conferences are scheduled three times during the school year. Parents are encouraged, however, to request conferences whenever they wish to review the student's progress, or at any time a question or problem arises, by sending a note to the individual teacher or by calling the office to leave a message for that teacher. Conferences can also be arranged with more than one teacher or with the student's interdisciplinary team and may include a counselor, and/or an administrator. Conferences cannot be scheduled during class time and, in the interest of students' privacy, will not be held at public gatherings such as Open House, PTSA meetings, assemblies, or programs.

## **PLEDGE OF ALLEGIANCE**

Time is set aside for reciting the Pledge of Allegiance daily and at all school-assembled activities. Students have the right to recite the Pledge of Allegiance and to salute the American flag, but may decline to do so as long as they respect the rights of others. Students have a responsibility to show proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in patriotic ceremonies, and to respect the customs and flags of all nations.

## **REGISTRATION PROCEDURES**

**REGISTRATION FOR NEW STUDENTS:** Parents are given a registration packet to be completed and returned. Information needed for new students registering for the first time includes:

1. A copy of all orders to include dependent travel orders. If dependents are not command sponsored, we must have a signed statement from Military Personnel Office or Civilian Personnel Office stating the listed dependents are, in fact, the service member's legal dependents and that they are entitled to other privileges such as access to post facilities.
2. A copy of Student's Birth Certificate or Passport.
3. A copy of Student's Immunization Records
4. A copy of Sponsor or Spouse's ID card.

5. A copy of Student's Social Security Card or ID Card.
6. Any previous school records that parents may have.

**REGISTRATION FOR RETURNING STUDENTS:** Any returning students must re-register for the new school year. During registration, parents of returning students need to update registration forms including medical information.

## **RESOURCE PROGRAMS**

### **AVID**

Advancement Via Individual Determination (AVID) is a voluntary intervention program that provides the skills, tutorial support, and encouragement necessary for students with college potential to succeed in the rigorous courses required for college entrance.

### **Gifted Education Program**

In accordance with DoDEA regulation 2590.1, the Gifted Education Program offers resource classes and other special services for students whose potential and/or performance is so extraordinarily high that they require differentiation in their instructional program. Parents and teachers, as well as students themselves, may nominate students for Gifted Education. The Gifted Review Committee determines students' eligibility and reviews their progress on a yearly basis.

### **Language Arts/Reading Specialist (LARS)**

The Language Arts/Reading Specialist is responsible for overseeing the total school reading program, from reading materials to special activities. The LARS specialist works with small groups of students to supplement the classroom reading program and implements the Read 180 program for grades three through eight.

### **Teacher of the Learning Impaired**

Students with mild to moderate intellectual processing handicaps receive individual and small group instruction in basic skills and assistance with other subject areas according to programs described in their Individual Educational Program (IEP).

### **Teacher of Communications Impaired**

Children with speech and language problems (other than English as a second language) receive individual and small group instruction.

## Case Study Committee

The Case Study Committee (CSC) is established to provide multi-disciplinary team assessment of the needs of students who are having difficulties in school. Various professional school personnel attend weekly CSC meetings to review referrals, determine assessment plans, determine eligibility, and plan education programs for children with special educational needs. The parents of the referred student are also members of the CSC and are invited to attend all meetings.

## Additional Services

The Heidelberg District Special Education Specialists and the Child and Adolescent Psychiatry (CAAPS) Program in Heidelberg provide additional diagnostic, consultative, and therapeutic services. The Exceptional Family Member Program (EFMP) offers diagnostic and therapeutic services through the Educational Development Intervention Services (EDIS) program in Stuttgart.

## Student Support Team (SST)

The Student Support Team allow for general educators to work with counselors, psychologists, and other specialized staff, as needed, to develop specific interventions to increase the referred students' achievement and educational performance. The SST function as a "think tank" for discussions resulting in intervention plans that will work toward students' success.

## Child Find

The Child Find program was designed to locate children between the ages of 3 and 21 who are not enrolled in the DoDDS system but appear to need special educational services. Once located, these students are screened and assessed to determine the nature and extent of special services needed and, if appropriate, placements can be made using available resources. Parents who have a concern about such a child should contact the Ms. Van Guilder or the main office at 420-7112.

## **SPECIALISTS' TEACHER PROGRAMS**

### Art, Music And Physical Education

Elementary school students receive regularly scheduled instruction from resource educators specifically trained in these areas. Middle school students may enroll in these programs as elective courses.

## Host Nation

Elementary school aged students kindergarten through sixth grade receive German Host Nation and the teacher provides regularly scheduled instruction in German language and culture. The goal of the course is that children should learn to use words and phrases in German. They also learn about German history, economy, government, folk customs, sports, foods and crafts. Middle school students in grades seven and eight may enroll in German and Spanish as electives.

## **STUDENT SUPPORT SERVICES (SSS)**

### **Overview of Student Support Services**

The Student Support Services Department is an integrated team that includes DoDEA school nurses, school counselors, and school psychologists who work with students from preschool through 12<sup>th</sup> grade. The SSS team at the Robinson Barracks works collaboratively and in partnership with parents, community, students, and other educators to assist in creating an educational environment conducive of academic, personal, social and career growth of all students. Student Support Services staff are extensively involved in implementing programs that support DoDEA Community Strategic Goal 1, to assist all students reach their maximum academic potential so they are prepared for continuous learning and productive citizenship.

*School-based counseling is short-term and voluntary. Parental permission is obtained prior to any extended individual or group counseling. Student Support Services staff may assess or assist students in crisis and/or at-risk without parent permission. Confidentiality of student and family information is a priority for Student Support Staff Members. Information will remain confidential unless there is a need to know such as the threat of danger to one's self or others.*

### **Guidance and Counseling Services (DoDEA Manual 2946.2)**

To fulfill expectations of the DoDEA Community Strategic Plan, Robinson Barracks delivers a Competency Based Counseling Program with a variety of services, to ensure that all students receive the skills necessary to be productive and active members of our democratic society, possessing self-direction, a positive self-image, tolerance, and an understanding of self and others. School counselors serve as a liaison among teachers, parents, the Student Support Services (SSS), administrators, and community resources to facilitate successful student development socially and academically. Parents are encouraged to inform the counselor when there is a family crisis, such as deployment, divorce, death,

serious illness or adjusting to a stepfamily. This helps both the counselor and the classroom teacher provide support during a difficult time.

### **School Psychologist (DoDEA Manual 2946.4)**

School psychologists serve as a vital part of the Student Support Services (SSS) team and work closely in conjunction with school counselors, nurses, administrators, Case Study Committee, and Student Support Team in the delivery of services to address the educational, emotional and social needs of students. Ultimately, the overarching goal of the psychological services program is to increase student capacity to overcome academic, personal, and social difficulties that might hinder their attainment of educational success and a satisfying and productive life.

### **School Nurse**

The school nurse screens vision and hearing, provides immediate first aid, cares for ill or injured students until they can be taken home, and provides instruction in special health and nutrition units.

## **SPECIAL RESOURCE SERVICES**

The special resource services for the entire student body include:

### **Information Center (Formerly the Media Center/Library)**

An information specialist who is responsible for ordering, cataloging, and maintaining library books and audio-visual materials and equipment staffs the information center. The school's Information Center has a variety of books covering many subject areas, magazine and periodical subscriptions, Dell computers, Intra- and Internet connections, and instructional materials in its collection. In addition to instruction in the use of the information center and its resources, the library is always open for students to check out books and do independent research. The Information Center is automated so that a student can search for books through the use of a computer. The paperwork accountability of the circulation of the items in the Information Center will be accomplished with the automated system. This teaches students the skills needed for the 21<sup>st</sup> century.

### **Literacy Coach**

The Literacy Coach works in classrooms or in small groups with students in 3<sup>rd</sup> grade as well as students in grades one and two to assist with reading and language arts.

## 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 their language may slow their progress in other subject areas. Initially instruction is primarily listening and speaking. Students are then given help in reading and writing English to improve academic achievement in other areas.

## Read 180

The Read 180 program provides a way to organize instructions and classroom activities. It is for students in grades four through eight who are experiencing difficulties in the areas of reading.

## Reading Recovery

Reading Recovery is a program whereby the teacher works with students in the first grade who are experiencing the most difficulties in learning to read.

## Spanish Foreign Language in the Elementary School (FLES)

The FLES Spanish pilot programs that DODEA is implementing again this school year will be for kindergarten through third grades. This is the second phase of a DODEA foreign language initiative to expand the teaching of Spanish throughout the schools over a seven-year period, beginning at the kindergarten level, and eventually expanding the program to K-6.

## **SCHEDULE CHANGES MIDDLE SCHOOL**

Once a middle school student's schedule is set, schedule changes will not take place. Only in the most unusual circumstances will schedule changes be considered. Reasons such as "not like the course", personality conflicts, etc. are not valid reasons to consider changing a course. Making decisions and choices of course selection and learning to deal with other people are part of the overall educational process. Students select courses, not teachers. Semester long courses are only authorized for the length of time designated. No student may take a semester long course for the year. The intent of the elective program for the middle school is to expose students to a variety of courses. If a course is only authorized for a semester, students may only take the course for one semester.

## **SCHOOL – HOME PARTNERSHIP ORGANIZATIONS**

### **Parent-Teacher-Student Association (PTSA)**

The Parent-Teacher-Student Association at Robinson Barracks Elementary/Middle School is an active organization. Parents and teachers work together on various fund-raising activities that benefit the entire school. Money raised from special projects may be used to purchase materials for special projects, all school presentations, and other materials to enrich the curriculum for our students. We hope you will join the PTSA this year.

### **School Advisory Committee (SAC)**

The responsibility of the School Advisory Committee (SAC) is to make recommendations to the principal on matters affecting the operation of the school. The matters include school policies, instructional programs, the budget, facilities, maintenance, administrative procedures, educational resources, program evaluation, student conduct, extra-curricular activities, and other related programs.

### **School Improvement Leadership Team**

This is a school improvement leadership team, which leads the entire school community in analyzing data, reviewing and discussing school improvement goals, and determining plans to ensure that students receive the best education at our school. Parents are strongly encouraged to join this committee.

## **SCHOOL BUS INFORMATION**

Parents are responsible for maintaining necessary control over their children. The principal deals with disciplinary infractions. Serious or repeat offenders are referred to the Garrison Commander. Corrective actions range from verbal admonishment to suspension of bus riding privileges. The director of transportation resolves issues involving buses or bus drivers with the bus contractor. Parents may not ride school buses unless performing bus monitor duties. The director of transportation is responsible for ALL school bus issues. Your questions or concerns may be submitted in person, in writing or telephonically to Mr. Joe Bertz or Mr. Steve Dimundo at DSN 430-8493 CIV 0711-680-8493.

## **SCHOOL LUNCH PROGRAM**

At Robinson Barracks Elementary/Middle School, we are fortunate to have a hot lunch program prepared and run by AAFES. Ours is a closed campus. That is, **ALL STUDENTS ARE EXPECTED TO REMAIN AT SCHOOL IN THE CAFETERIA FOR LUNCH.** They may either bring a lunch from home or purchase their lunch from the AAFES cafeteria. **STUDENTS ARE NOT ALLOWED TO LEAVE THE SCHOOL GROUNDS DURING THE LUNCH PERIOD.** Parents may wish to open an account through the CX or PX. This is an especially good idea for younger children so as to avoid the need to carry money to school. It also assures that your child receives a fully balanced and nutritional hot meal.

<p style="text-align: center;"><b>LUNCH</b></p> <p style="text-align: center;">Grade Kindergarten – Grade 5 11:35 – 12:20</p> <p style="text-align: center;">Grades 6,7,8 10:55 – 11:30</p> <p style="text-align: center;">Grades 7, 8 12:25 – 13:00</p>
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A free or reduced lunch program is available for families who qualify. More information as well as application forms are available at the ACS, located on Panzer Kaserne inside of building 2915. Call 07031-15-3362 to make an appointment for screening.

In order for us to monitor student behavior and maintain order and cleanliness during the lunch periods, adult lunchroom aides are essential. Students are expected to abide by the instructions of the lunchroom monitors.

### **School Lunch Prices:**

REDUCED LUNCH	\$ .40
STUDENT LUNCH	\$2.05
TEACHER/ADULT	\$3.30

### **Cafeteria Procedures**

1. Classes should enter the lunchroom in an orderly manner.
2. Teachers will bring elementary students all the way to the lunch line. The teachers may then leave.
3. Middle school students will be directed to the ala Carte line, full lunch line or table with their own lunches. Elementary school students will be directed to full lunch line or table with their own lunches.

4. Students will remain seated during lunch unless a monitor gives permission to do otherwise.
5. Students need to raise their hands for assistance. Quiet conversations only.
6. When students have finished eating they will take trays and trash to the disposal area, placing items into the appropriate receptacles.

**Neither food nor drinks may be removed from the cafeteria.**

## **SCHOOL DISCIPLINARY COMMITTEE**

A Disciplinary Hearing Board, to include community members, will be appointed each year. The discipline board will be independent of the principal, who must propose the disciplinary consequence in cases involving suspension over ten days or expulsion. In these cases, the principal will notify the parent or guardian, in writing, of the proposed consequence. The committee meets and decides to support, make modifications to, or reject the proposal of the principal.

A parent may appeal a disciplinary action resulting in a suspension by writing to the next higher administrator, (district superintendent). The letter must be written within five days of the imposition of the disciplinary action. The appeal must describe why the discipline is inappropriate. The next higher-level administrator, (appellate authority), will receive the appellate materials and render a decision within ten days of receiving the appeal. The school need not defer the imposition of any consequence pending appeal, particularly when discipline is being taken to protect students or prevent disruption of the classroom. If the basis for discipline or the consequence is reversed on appeal, all record of the student having been disciplined will be removed from the student's discipline file. The notice will be sent to installation commanders and the district superintendent to disregard the prior notice of suspension and to remove and destroy such prior notices.

## **SCHOOL HEALTH POLICIES**

Robinson Barracks Elementary/Middle School has a registered nurse and who is on duty during the school day.

### **Emergency Contact Information**

Please keep the school informed of all current home and duty numbers. A child may become ill or injured during the school day. Although there is always a nurse on duty, a sick child belongs at home. The nurse has the equipment and supplies to treat only a limited range of injuries and illnesses. In the event your child is injured or becomes ill at school, every effort will be made to contact a parent/guardian. Although parents provide day, home and emergency contact numbers at registration, these numbers often change. **It is essential**

*that emergency information be kept up to date, especially when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, telephone numbers change, baby-sitters are changed, or emergency contacts move away.* If the parents cannot be reached, the emergency contact person will be notified. Also, be sure to keep the school informed if parents will be in the field, deployed, or traveling and have left their children in someone else's care. If you have any questions regarding your child's health, feel free to contact our school nurse.

## Medications

If it becomes necessary for a child to take medication at school, arrangements can be made with the nurse's office. **Children are not permitted to keep medication of any kind on their person, in their lunch boxes or in their desks.** To maintain the most accurate and safe administration of medications and treatment to your child, we would like you to be fully aware of the information below:

**Prescription Medications** must be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration (This includes refills). Aspirins, Tylenol, Tums or other medication may be dispersed to students at school at any time.

**Inhalers/Epipens** - Parents/guardians must provide written permission and request to the school to allow a student to self-possess and to self-administer medication. Many children with asthma or severe allergic reactions are taught to carry their medication and to self-administer as part of their doctor-prescribed treatment regimen. Written instructions that include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration, and the physician/provider instruction that the student may self-possess and/or self-administer must be provided to the school.

## SECURITY OF STUDENT PROPERTY

1. Valuable personal materials should not be brought to school! In no case should valuable materials be left unattended.
2. Clothing, books, and personal belongings should be labeled with the owner's name.
3. Carrying of valuables to gym classes is not recommended.
4. Students who bring especially valuable items to school to be used for special school projects should make arrangements with their teacher to have these items secured in the classroom. However, students who bring to school such items as tapes, magazines, and collectors' cards for personal use should understand that these things are totally the responsibility of the student. Teachers are not expected to guard over these items for the student.
5. Items stolen should be immediately reported to the teacher.

## **STUDENT PLACEMENT**

The Student Placement Committee makes recommendations to the principal on retention, double promotion, or any other grade or class placement that is not routine. The committee collects data, discusses each referral, makes recommendations for placement, and reviews 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.

## **STUDENT RECORDS**

This school maintains an academic folder on each student. This folder will include the following: duplicate report card, reading records, and other information pertinent to the educational/social development of the child. A separate file is maintained to include the confidential records of students who have qualified for special education services or who have been referred for assessment. Parents who depart this command may hand-carry a copy of their child's records to the receiving school. The original records are sent to the receiving school by mail upon receipt of a request from the receiving school. When requesting your child's records, please give the registrar **TEN WORKING DAYS' NOTICE** before picking up the records. Student records may not be released to the students! A parent or guardian must sign a release form and pick-up the records from the registrar's office after 1430 hours on the last day of attendance. In a case of an emergency situation, a day's notice (24hrs.) is required.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The following is excerpted from DoDDS School Manual 2050.1, Student's Rights and Responsibilities:

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents or sponsors, installation commanders, and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system.

## **STUDENT SIGN-IN AND SIGN-OUT**

When it is necessary for a student to leave school during the school day, a parent should come to the office to sign the student out of school. Under no circumstances will students be allowed to leave school based on a telephone call.

## **STUDENT VISITORS**

DoDDs student visitors apply to students who do not attend DoDDs schools. The purpose of the student visitation program is sharing our school culture with students who attend local national schools so that they can experience a different school system.

## **STUDY TRIPS**

Robinson Barracks Elementary/Middle School students are typical representatives of all that is American in education, customs, and culture. When you go on a school study trip (field trip) into the German community, you are expected to conduct yourselves as the guests in the home of a friend. Remember that your dress and behavior reflect not only on yourself but also on our whole school and community. As a study trip is part of the planned school program, all school rules and regulations will be observed. Students will need signed parental consent in order to participate. Students who demonstrate serious and/or chronic behavior problems in school may be excluded from trips unless their parents accompany them.

Parents are encouraged to accompany their children on study trips whenever possible. Study/field trips are not planned just for fun; they have a very serious educational purpose behind them. Your participation on a field trip is a privilege. If you would like to volunteer to chaperone as needed, your efforts will be appreciated. Please note that when acting as a chaperone, your full attention is needed as you monitor your assigned students. Therefore, please do not bring small children on any study trip. Please obtain permission from the teacher to request accompaniment by persons other than parents.

## **TELEPHONE POLICY**

Office telephones are only available for student use in an **emergency**. Forgetting homework, lunch, forgetting permission slips, etc., is not valid excuses for use of school telephones. Only in the most unusual circumstances will messages be received in the school from a parent to deliver to a student; and under no circumstances, will messages be delivered to a student from a non-family member. Interrupting class to call students to the office to deliver messages is a gross disturbance to the instructional and educational program of our students.

## **TOBACCO PRODUCTS**

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

## **VISITORS**

All visitors to the school are to report to the office. No visitor should go to any classroom for any reason without first clearing with the office. Parents are always welcome to visit our classrooms while in session. Parent-teacher conferences will be scheduled at other agreed upon times with the teacher. **PARENTS SHOULD NOT INTERRUPT CLASSES TO SPEAK WITH TEACHERS.**

## **VOLUNTEERS**

Parent and soldier volunteers are always needed and wanted in the school. Assistance can vary from a one-time class visit on a special area of interest or expertise to a continuing association in either an academic or administrative area. We encourage members of the school community to contact the main office to offer their services whenever possible to help strengthen the educational programs.

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, for example, slides to show for a Social Studies unit, or costumes, crafts, or music to share for ethnic studies.

## **WITHDRAWALS AND TRANSFERS**

Parents should inform the school office, in writing, of a transfer or withdrawal of their child at least ten (10) working days prior to the last day of attendance.

You should indicate in the note to the school office where the child will be going and the final date of attendance at this school. All textbooks and other school property must be

returned to this school before the supply office grants final clearance. A white clearance slip is issued by the office and must be taken to the student's teachers and other school personnel for a signature before the student can be cleared. It is the student's responsibility to get the clearance slip signed, or to inform the registrar if he/she loses the clearance slip so that a new one can be issued. The student will be given his/her report card, which can be used as the basis for grade placement in his/her new school. Parents who depart this command may hand-carry a copy of their child's records to the receiving school. The original records are sent to the receiving school by mail upon receipt of a request from the receiving school.

## **Calendar:**

A parent newsletter will be sent home with the youngest child. It may contain changes to the calendar.

First Semester

### **2012**

Monday, August 27	Begin First Quarter and First Semester (1 <sup>st</sup> -8 <sup>th</sup> )
Monday-Friday, August 27- August 31	Kindergarten home visits
Monday, September 3	Federal Holiday (Labor Day)
Tuesday, September 4	First day of Kindergarten
Friday, September 14	Teacher Training Day – 1100 Dismissal for students
Wednesday, October 3	School Pictures
Friday, October 5	CSI In-Service – no school for students
Monday, October 8	Federal Holiday (Columbus Day)
Thursday, November 1	End of First Quarter
Friday, November 2	No school for students-teacher work day
Monday, November 5	Begin second quarter
Monday, November 12	Federal Holiday (Veterans Day)
Friday, November 15-16 Nov 15)	Elementary Parent Teacher Conferences(MS in session
Thursday, November 22	Federal Holiday (Thanksgiving)
Friday, November 23	Thanksgiving Recess Day
Monday, December 24	Winter Recess Begins

## **2013**

Monday, January 7	Instruction Resumes
Monday, January 21	Federal Holiday (Martin Luther King, Jr. Day)
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	No school for students – teacher work day
Monday, January 28	Begin Third Quarter and Second Semester
Friday, February 1	Elementary Parent-Teacher Conferences (MS in session)
Monday, February 4	CSI In-Service – No School for Students
Monday, February 18	Federal Holiday (Presidents’ Day)
February 19 -22	Accreditation Visit (QAR)
Thursday, April 4	End of Third Quarter
Friday, April 5	No school for students – teacher work day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Friday, April 19 Conferences	Middle School and Elementary School Parent Teacher
Monday, May 27	Federal Holiday (Memorial Day)
Thursday, June 13	End of Fourth Quarter and Second Semester
Friday, June 14	No school for students – teacher work day

## **Sexual Harassment**

This following information is provided to inform students and staff of the district's intent to provide a safe and caring school free from any form of prohibited discrimination or harassment.

DoDDS Heidelberg District Superintendent's Office  
Unit 29237  
APO AE 09102

Mr. Steve Sanchez  
District Superintendent

For more information on EEO issuances,  
go to [www.dodea.edu/eo/](http://www.dodea.edu/eo/)

### **Sexual Harassment**

The purpose of this brochure is to provide students with information, guidance and assistance to ensure that their school environment is free from sexual harassment. The District Office is committed to a school environment where students are protected from all forms of harassment and violence. It is a violation of DoDDS policy for any student or employee to sexually harass any student in attendance in our schools.

### **For Students**

“Sexual harassment” is defined as unwanted, unwelcome sexual advances or overtones, either verbal or non-verbal, which creates an environment that is hostile or abusive in our schools. If you have any doubt as to whether you should report it, or if you feel uncomfortable reporting the offender, please ask your parents, teachers, or administrators for advice.

To assist students and staff in dealing with student harassment issues, the following guidelines are established for all schools in the Bavaria District. Students who believe they may have been harassed should:

Step 1 - determine if the behavior or words are unwelcome or offensive and sexual in nature.

Step 2 - specifically identify the behavior, word or deed that is in question. Identify the people involved, including witnesses.

Step 3 - inform the offender that it is unwelcome and offensive.

Step 4 - if, after notification, the offender continues with the harassment, the student must report it to the principal for investigation and action.

### **District Information**

The District considers sexual harassment a major offense that will result in disciplinary action against the offender, regardless of his or her position or status within the district.

Reports of sexual harassment will be investigated and appropriate remedial action will be taken. **No student who reports sexual harassment will suffer any form of reprisal or retaliation by the school or district provided the report is valid.** Sexual harassment reports and investigations will remain confidential to the extent permitted by law and the sound administration of the District.

Any student who believes that he or she has suffered sexual harassment must report the incident(s) to the building principal. Any building principal who receives a report of sexual harassment (whether from a student or other person) must report the incident(s) to the Chief of Staff, Mike Thompson, at 09321-300644.

Reference DOE "Protecting Students From Harassment and Hate Crime" - January 1998.

### **Equal Opportunity**

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

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

STUDENT BEHAVIOR EXPECTATIONS  
Student Activities  
DoDDS-Europe

SCHOOL: Robinson Barracks Elementary/Middle School

ACTIVITY \_\_\_\_\_ STUDENT \_\_\_\_\_

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
5. Students will not have electronic music devices “on” during instruction or after “lights out”.
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
- 9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity**

**and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.**

- 10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
  - 11. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.
  - 12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
  - 13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
- Minor infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.).

Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.

We have read these rules, understand them, and agree to comply with their intent.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## GUIDELINES FOR SUPERVISING STUDENT ACTIVITIES

### DoDDS-Europe

This guide has been prepared to outline those duties and expectations for adult supervisors, who are acting in an official capacity preparing and accompanying DoDDS-students on DoDDS sponsored activities. It is designed to insure the safety and well being of DoDDS students. District Superintendents, Principals, and activity project officers may add to this guideline but may not delete any items.

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators Guide DoDEA-Manual 2005.1 concerning "School Sponsored Trips And Excursions." These documents are available on the DoDEA Web Site at [www.odedodea.edu](http://www.odedodea.edu) (Regulations).
2. Prior to travel, student eligibility for participation will have been checked by the adult supervisor according to DoDDS-Europe policy concerning DoDDS-Europe student academic eligibility. Those students not meeting these requirements will not be allowed to participate in the activity.
3. Prior to travel, the students will sign copies of the document, "*STUDENT BEHAVIOR EXPECTATIONS, Student Activities, DoDDS-Europe.*" The adult supervisor will review this document, item by item, with the students to insure understanding of the expectations. This document, signed by the student and parent/guardian, **MUST** be returned to the Supervisor prior to travel.
4. Prior to travel, parents must complete and return to the adult supervisor an "ACTIVITY MEDICAL RELEASE" form. This form **MUST** be in the possession of the travel supervisor at all times. When required, copies of this form should be given to the activity Project Officer. Failure to comply with this requirement will mean the removal of the student from the activity. A standard Medical Release Form can be obtained from the Office of the Student Activities Coordinator, DoDDS-Europe.
5. Supervision must be provided during the entire period of the activity to include travel in accordance with the DoDEA Administrators Guide DoDEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full-time supervision to the group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult

supervisor to make a reasonable attempt that the students comply with all of the rules, regulations, and expectations relating to the activity.

6. Supervisors will not possess, use, and/or consume alcoholic beverages or any other controlled substance while in a supervisory role.

7. Supervisors will make every reasonable attempt that students do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, and cigarettes.

8. It will be the responsibility of the adult supervisors to note any violations of the rules and behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well being of the student(s) a subsequent report, by either the supervisor or an activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators Guide, DoDEA Manual 2005.1.

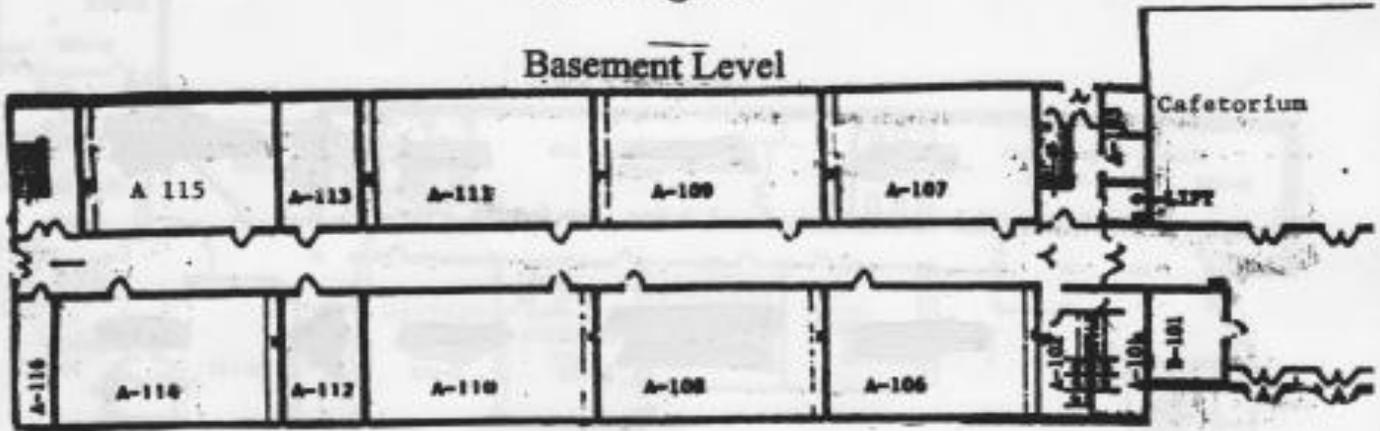
9. When a designated chaperone is acting as the adult supervisor numbered items 5-8 would apply.

We have read these rules, understand them, and agree to comply with their intent.

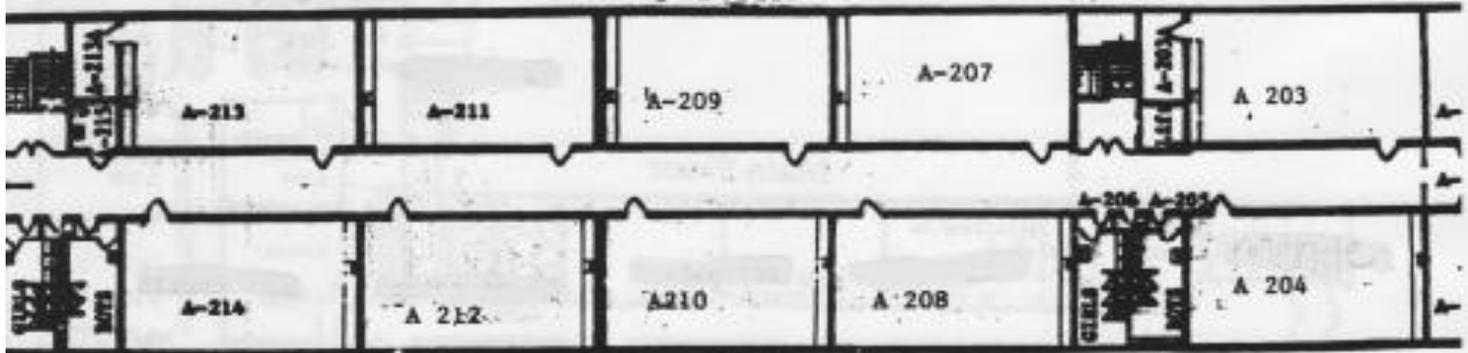
Signature \_\_\_\_\_ Date \_\_\_\_\_

# Robinson Barracks Elementary School Building 147

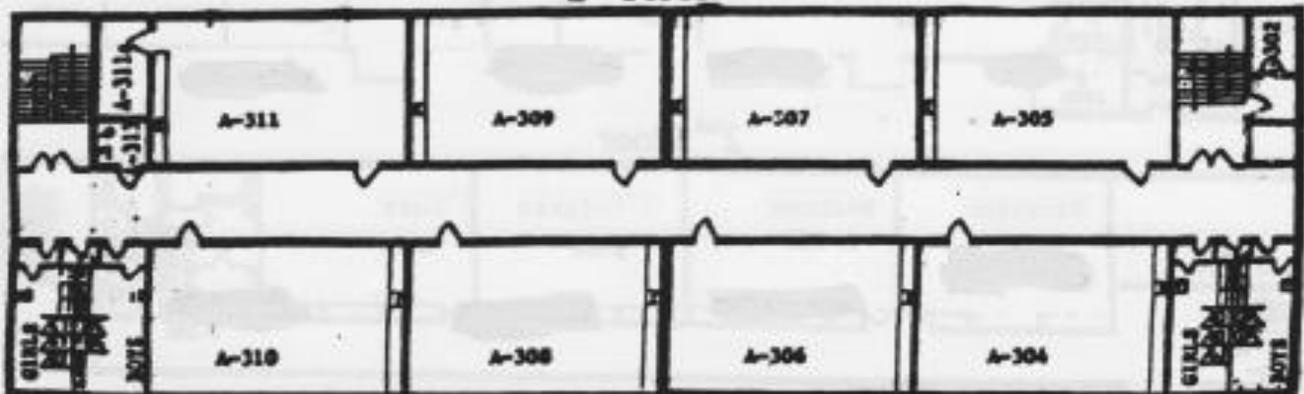
## Basement Level



## 1<sup>st</sup> Floor

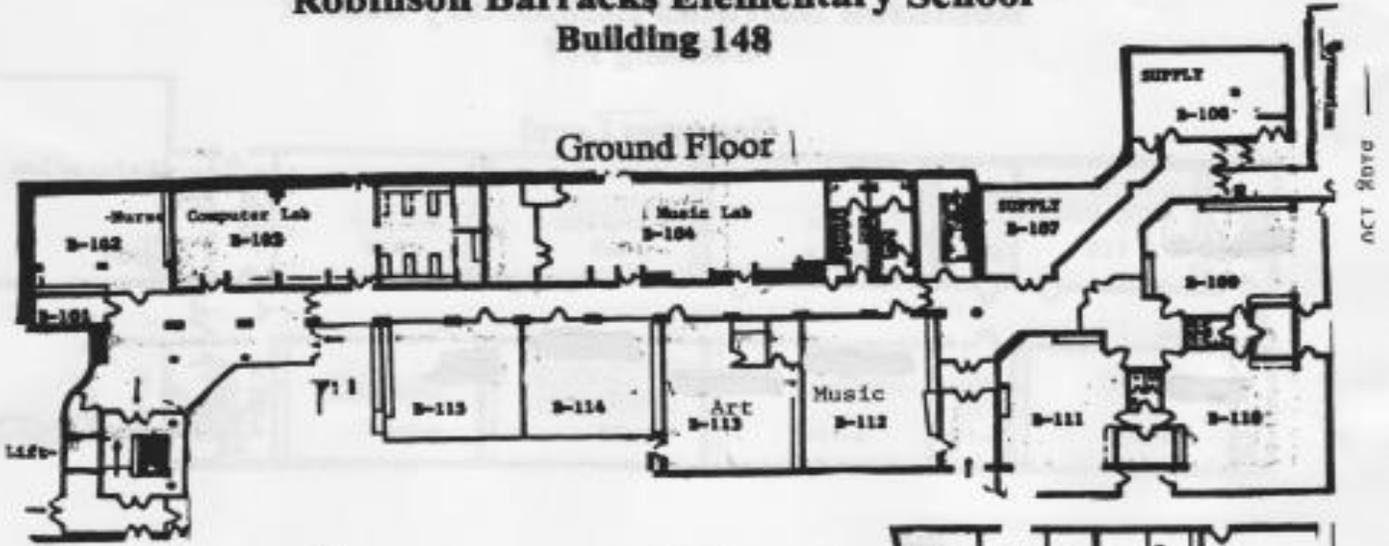


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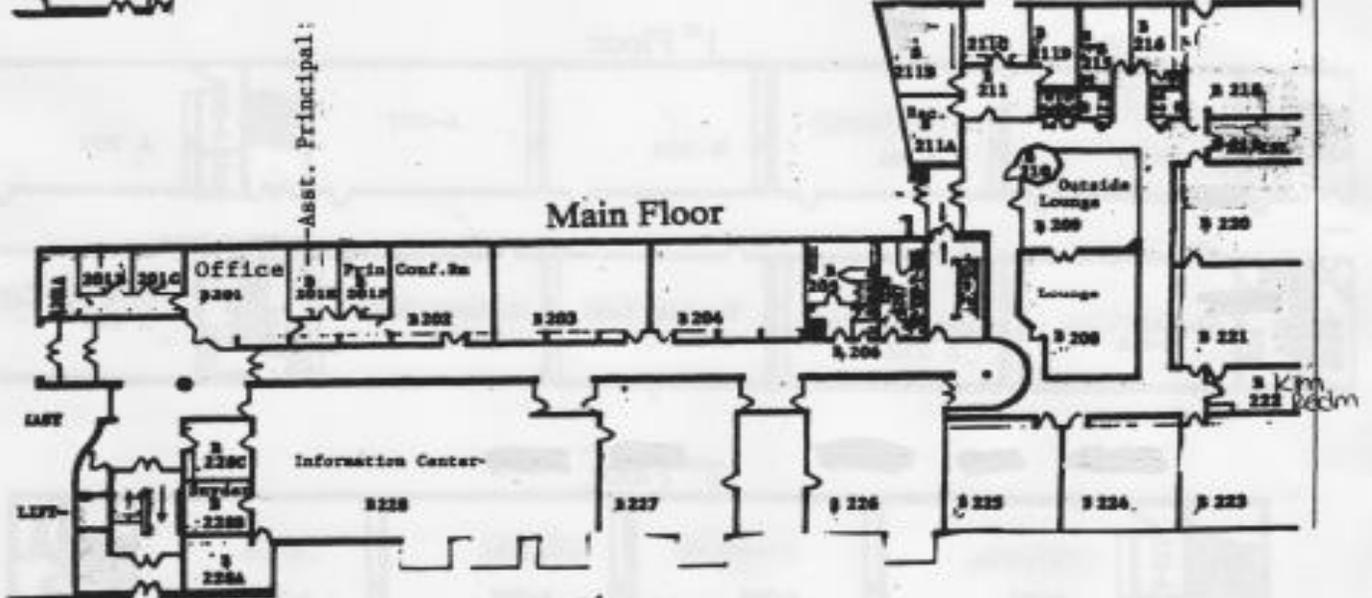


# Robinson Barracks Elementary School Building 148

## Ground Floor



## Main Floor



## 2<sup>nd</sup> Floor

