

Garmisch Elementary/Middle School



Parent/Student Handbook **SY 2012-2013**

**“We are the GEMS of the Alps – Growing
Excellent, Motivated Students!”**

GARMISCH ELEMENTARY/MIDDLE SCHOOL

SY 2012-2013

David Groat, Principal

E-Mail: David.Groat@eu.dodea.edu

Phone: DSN 440-2758/2611

CIV 08821-750-2758/2611

When calling from the States: 011-49-8821-750-2758/2611

FAX 08821-76949

School Website: <http://www.garm-es.eu.dodea.edu/>

SCHOOL BUS OFFICE:

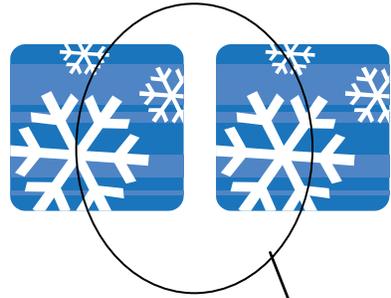
DSN: 440-2576 CIV: 08821-750-2576



FAQs



Going to be absent or late?? See pages 10 & 29 for policy.



Bad weather? See school cancellation policy page 23

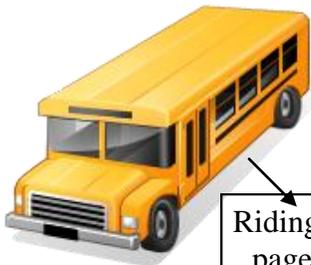
Homework ready? See page 22 for homework policy

Cell Phones? IPODs? Gameboys? Not during school hours– info on pages 13 & 25.



Acceptable dress code? See page 18 for dress code info.

Going out of town on a school day? See page 10 for excused absence policy.



Riding the bus? See page 11 for rules & regs!

TABLE OF CONTENTS

Topic	Page
Accreditation	9
After School Activities	9
Asbestos Report	10
Attendance	10
Bavaria District Mission Statement	6
Bicycles, Skateboards, Scooters	11
Bullying	11
Bus Safety	11
Calendar - Master Schedule for School Year 2010-2011	8
Cell Phones	13
Change of Address/Telephone Number	13
Child Abuse	14
Child Find	14
Computer Policy	14
Detentions	14
Discipline	15
DoDEA Europe Chain of Command	4
DoDEA Community Strategic Plan	6
Dress Code	18
EEO Policy	19
Emergency Contact	19
Emergency Evacuation	19
Gang Awareness and Prevention	20
Garmisch ES/MS Mission Statement	7
Health Services and Issues	20
Homework Policy	22
Inclement Weather – School Delays and Closures	23
Leaving During the School Day	23
Lost & Found	23
Lunchroom Policy	24
Messages and Telephone Usage	24
Money and Valuables	25
PTA (Parent Teacher Organization)	25
Parent-Teacher Conferences	25
Pets	25
Playground Safety	25
Principal's Message	5
Registration Information	26
Remaining Inside	26
Report Cards	27
School Advisory Committee	28
Snow Rules	28
Special Education Resources	28
Study Trips	29
Supervision of Students	29
Supplies	29
Tardiness	29
Textbooks	29
Volunteer Program	30
Withdrawal From School	30
Wonderful Wednesday Ski Program	30

Chain of Command

School Administration

David Groat, Principal
Garmisch Elementary/Middle School
Unit 24511
APO AE 09053
Phone: DSN 440-2758/2611
CIV 08821-750-2758/2611
When calling from the States: 011-49-8821-750-2758/2611
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District Superintendent

Dr. Joan Islas, Superintendent(Acting)
DoDEA Bavaria District Superintendent's Office
DoDEA - Bavaria District
APO AE 09177
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CIV 0981-183430
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Email: Bavaria.Supt.DSO@eu.dodea.edu

Area Superintendent

Nancy Bresell, Director
DoDEA - Europe
CMR 443, Box 7000
APO AE 09096
Phone DSN 338-7615
CIV 0611-380-7615
When calling from the States: 011-49-611-380-7615
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GARMISCH ELEMENTARY/MIDDLE SCHOOL
Office of the Principal
Unit 24511
APO AE 09053-4511
CIV 08821-750-2758/2611 or DSN 440-2758/2611
FAX 08821-76949



August 20, 2012

Dear Students and Parents,

We are happy to welcome you and your family to Garmisch Elementary/Middle School and to the new and exciting adventures and experiences that await you this new school year. Our experienced staff of educators is dedicated to keeping their main focus on providing your child(ren) with the best educational opportunity available. We recognize and promote the development in each child of an attitude of self-respect and self-worth. We will also provide a variety of opportunities for students to form meaningful and responsible relationships with their peers and adults. At GEMS, we strongly believe that the best education can be achieved for children when home, school, and community combine energies and talents. There are many ways for parents and community members to become involved in our school. We hope you will become part of our team to provide a successful year for our students.

With that in mind, one of my goals this year is to make communication with you a priority. I will communicate with you through conversations, email, newsletters, school website, phone calls, and conferences. If you have suggestions of other ways to establish a solid communication with the staff and me, please let me know. Great things happen when there is a meaningful relationship between home and school!

This handbook is one form of communication that has been prepared to share with you the many policies, regulations, procedures and services in our school. Please keep this handbook readily available throughout the school year. Many of your questions have been anticipated and are discussed in the handbook. The telephone numbers listed for key staff members will prove helpful – do not hesitate to use them.

I look forward to meeting and working with all of you during the 2012/2013 School Year.

David Groat
Principal

DoDEA COMMUNITY STRATEGIC PLAN

Vision

Communities investing in success for ALL students!

Mission

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

Guiding Principles

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

A revision to DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," has been issued and will be effective beginning SY 2012-13. The link to the instruction on the DoDEA regulations website is http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

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

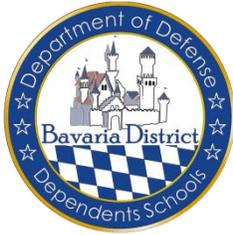
DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

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.



BAVARIA DISTRICT MISSION STATEMENT



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

GARMISCH ES/MS SCHOOL MISSION STATEMENT

Our mission is to provide a challenging curriculum in an atmosphere respectful of individual needs and cultural diversity. All students will learn the academic and social skills necessary for their future success. The success of our mission depends upon a partnership of shared responsibility among parents, teachers, students, and community.

Garmisch Elementary/Middle School

SCHOOL YEAR 2012-2013 CALENDAR

Tuesday, August 21	First Day of School for Munich International School Students
Wednesday, August 22	Teacher Report Day
First Semester - (92 Instructional Days)	
Wednesday, August 22	Kindergarten Orientation 6 PM
Friday, August 24	Open Houee 3:00 – 4:30, PTA BBQ 4:30-5:30
Monday, August 27	First Day for school for Students, Grades 1-8
Mon-Thurs, Aug 27 - 30	Kindergarten Home visits
Friday, August 31	First Day for school for Kindergarten
Monday, September 3	Labor Day - Federal Holiday - No School
Monday, September 10	PTA Meeting 6:00PM
Friday, September 14	Constitution Day Assembly, 1:30, Multi-purpose room
Mon-Thurs, Sept 24 - 27	Hinterbrand trip for Middle School
Thursday, October 4	Early Dismissal 11:30
Friday, October 5	Teacher Work Day - Continuous school improvement
Monday, October 8	Columbus Day - Federal Holiday - No School
Monday, October 15	PTA Meeting 6:00PM
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Friday, November 2	No school for students - Teacher Work day
Monday, November 5	PTA Meeting 6:00PM, Wonderful Wednesday 7:00PM
Monday, November 5	Begin Second Quarter
Thurs-Fri, November 8-9	No school for students - Parent/Teacher Conferences
Monday, November 12	Veterans Day - Federal Holiday
Thursday, November 22	Thanksgiving - Federal Holiday
Friday, November 23	Friday - Recess Day
Monday, December 3	PTA Meeting 6:00PM
Wednesday, December 19	Holiday Concert 6:00PM
Thursday, December 13	Acceleration (Early Withdraw Date)
Monday, Dec 24 -Jan 7	Winter Break
Tuesday, December 25	Christmas - Federal Holiday
Tuesday, January 1	New Year's Day - Federal Holiday
Tuesday, January 7	Instruction Resumes
Tuesday, January 8	Wonderful Wednesday meet your Instructor Night
Second Semester - (91 Instructional Days)	
Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 4	PTA Meeting 6:00PM
Monday, February 18	Presidents' Day - Federal Holiday
Monday, March 4	PTA Meeting 6:00PM
Mon-Fri, March 11-15	TerraNova Testing (tentative)
Monday, March 18	Teacher Work Day - Continuous school improvement
Monday, April 1	PTA Meeting 6:00PM
Thursday, April 4	End of Third Quarter, (48 days of classroom instruction)
Friday, April 5	No school for students - teacher work day
Monday, April 8	Begin Spring Recess
Mon-Fri, April 15-19	Kindergarten and Pre-Registration for grades 1-8
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Friday, April 19	No school for students - Parent/Teacher Conferences
Monday, May 6	PTA Meeting 6:00PM
Thursday, May 16	Acceleration (Early Withdraw Date)
Monday, May 27	Memorial Day - Federal Holiday
Monday, June 3	PTA Meeting 6:00PM
Wednesday, June 12	Field Day/PTA Picnic
Thursday, June 13	End of Fourth Quarter, Second Semester (43 Days of classroom instruction)
Friday, June 14	No school for students - teacher work day

School Bus Office
DSN 440-2576
Civilian – 08821-750-2576
Fax 440-2454
Cell 0162-272-4359

ACCREDITATION

Garmisch Elementary/Middle School was granted continuing accreditation for the school year from the North Central Association Commission on Accreditation and School Improvement

 . Garmisch Elementary/Middle School joins over 9,000 schools across a 19 state region that were honored for earning accreditation.

To earn accreditation, schools must meet  high standards, be evaluated by a team of professionals from outside the school, and implement a continuous school improvement plan focused on increasing student performance. The accreditation process is voluntary and requires annual review.

NCA accreditation demonstrates to our students, parents, and community that we are focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation staffed by highly qualified educators.

 accreditation is recognized across state lines, which not only eases the transfer process as students move from accredited school to accredited school but also assures parents that the school is meeting regionally and nationally accepted standards for quality and successful professional practice.

Accreditation provides an external mark of quality and proven process for school improvement.

The real value of  accreditation is the school improvement process, which focuses the school staff on analyzing student performance data, identifying areas of weakness, and developing clear goals and plans for improvement. We regularly assess and measure our progress in all goal areas, and  holds us accountable for demonstrating growth. The process keeps everyone in the building focused on raising student achievement.

Parents and interested community members can learn more about  accreditation at contactus@advanc-ed.org .

AFTER SCHOOL ACTIVITIES

After School Activities are designed to provide a “fun” learning activity for children after school. Below are just some of the possible programs that can be offered. The activities will be advertised well in advance along with a permission slip that must be filled out prior to the activity commencing.

(POSSIBLE) STUDENT ACTIVITIES DURING THE YEAR (subject to change based upon student interest and sponsor availability)

Student Council; Computer Club; Enrichment Writing Club; Outdoor Education Club; Junior Leadership Seminar; Math Olympiads; MathCounts; Chorus; Middle School Drama Club; Odyssey of the Mind, Reading Contests; National Geographic Geography Club; Spelling Bee; Art Club; Science Club; Yearbook Club, and Video Production Club.

ASBESTOS REPORT

In accordance with the Asbestos Hazard Emergency Response Act, inspectors completed the initial asbestos inspection of Garmisch ES/MS, Building #716, in July 1988. The most recent re-inspection was conducted in May 2011, in accordance with Environmental Protection Agency (EPA) guidelines, Phase II, and Department of Defense Dependents Schools (DoDEA) policy. Test results indicated that the seals in the heating pipes contained asbestos. This area is located in the basement area where there is no student access. We are following the “Operations and Maintenance Program” to ensure the asbestos is not disturbed. As required by EPA, a periodic surveillance program regarding asbestos in the school is in place and closely monitored. Copies of the inspection report, periodic surveillance records, and the school’s Asbestos Management Plan are in the school office and available for your review.

ATTENDANCE

DoDEA Regulation 2095.01 “School Attendance”:

<http://www.dodea.edu/Offices/Regulations/loader.cfm?csModule=security/getfile&pageID=113196>

Parents or sponsors are to notify the school office before 0800 on the day a student will be absent from school if the absence is due to illness, appointment, or other short-term reasons. This assists us in determining that students are absent with parent knowledge. This communication benefits both the school and home. Parents will be called to verify an absence if no phone call is received by 0900 hours. If the parents cannot be reached by phone, the supervisor will be called.

 **be here!** Regular attendance in school is necessary for a child to progress and to achieve maximum school growth. An excused absence is one for which the child will be given make up opportunities and credit. Excused absences are:

1. Illness
2. Family emergency
3. Educational trips shared by members of the family, subject to prior notification in writing to the principal and teacher(s).
4. Medical necessities that cannot be cared for on non-school time.

After an absence, a student is required to bring a written excuse from the parent explaining the reason for the absence. The excuse is to be given to the classroom teacher. A student returning to school following an excused absence will be given a reasonable amount of time (one to two weeks) to make up work missed during the absence.

Planned Absences - If you are planning to take your child out of the school for *more than three consecutive school days* for a family trip, advanced approval forms must be completed in the main office. Once completed and approved, your child will take the form to his/her teachers to get assignments for the time missed. This form must be completed a week in advance of the absence so that teachers have time to properly prepare assignments for your child's absence. Forms are available in the main office. Whenever possible, family trips should be planned for winter, spring, or summer recesses. If students are taken out of school for extended periods (a week or longer), please extend the teacher the courtesy of letting them know a week in advance. Appropriate assignments may be provided. **Important note: Family trips taken after the semester acceleration date that don't allow the child to complete the semester are unexcused and work assigned during the absence may not be made up or completed in advance.**

BULLYING

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 cyber bullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying. Bullying will not be tolerated at our school. Our school and community are currently in the process of developing a bullying policy that will more specifically address this issue and the steps we will take to eliminate bullying so that all students feel safe attending school without having to worry about being bullied.

BICYCLES AND OTHER RECREATIONAL DEVICES

Students are allowed to ride bicycles to school. Bicycles are to be placed in the bicycle rack to the left of the main entrance. Students are to take care in not riding their bikes in the bus lane or on the sidewalks from 2:30-2:45 for the safety of departing students and buses. Students who come to school on skateboards, roller blades, scooters, and other such recreational devices must realize that the school has no way to secure them during the day and assumes no responsibility for loss of these items. The same is true for an unlocked bicycle.

BUS SAFETY

The BMC, Garmisch (Bavaria Military Community, Garmisch) and the Garmisch ES/MS Bus Office (SBO) work together along with the principal to make sure the students are aware of bus safety rules. Parents with concerns about bus safety, routes, or student bus behavior should contact the Garmisch SBO at DSN 440-2576, or Civilian 08821-750-2576.

USE OF SCHOOL BUS

The School Bus Office (SBO) and the school principal are always appreciative of adults riding the school bus as "Bus Monitors," however; permission must first be obtained from either the principal or SBO personnel. Adults may call the Garmisch SBO or stop by the office located to the right front of the main entrance to the school and request permission to ride the bus. Students,

who normally do not ride the bus, are not permitted to ride the bus without specific permission. (An example would be to spend the night with a friend in another community.) School Bus Discipline will be handled by the Principal. All parents and students must sign that they have read the School Bus Conduct Rules. If you have a concern with the schedule, location of stops or conduct of children on the bus, please contact the School Bus Office at DSN 440-2576.

DoDEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

ON AND AROUND SCHOOL BUSES, STUDENTS WILL:

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

ON AND AROUND SCHOOL BUSES, STUDENTS WILL NOT:

1. Fight, push or trip other passengers.
2. Use or possess unacceptable items identified in the school “Code of Conduct.”
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of the bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps or seats.
9. Engage in public displays of affection.
10. Eat, drink or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully 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, or touch bus operating devices or equipment.
17. Open or try to open bus door
18. Throw or shoot objects inside or outside of the bus.

19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law, or military installation regulation.

The GEMS principal has authority to take disciplinary action for any infractions that occur on the bus during the student's transit to and from school. The principal will issue all warning and suspension letters. Each incident counts as one. All rule infractions are cumulative and usually progress from warning to 5 school day suspension to 20 school day suspension to 30 school day suspension to remainder of the year suspension. Misconduct will be evaluated on a case by case basis. Depending upon severity, warnings, removals, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance. Base and Unit Commanders as well as teachers will be notified. Older students are expected to behave more maturely and thoughtfully than younger students and, therefore, will be held more responsible for the consequences of their conduct. Possession of weapons or prohibited items, as described by this Regulation or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in removal or expulsion from school in addition to the loss of bus privileges. **Remember: The bus is an extension of the school campus.**

CELL PHONES

Cell phones must be off and out of sight during the school day. They may not be used for making phone calls or texting at any time during the school day. This includes during lunch and recess times. Cell phones that are seen by the staff during the school day will be confiscated, given to the principal, and must be retrieved by the student's parent.

CHANGE OF ADDRESS, TELEPHONE NUMBERS AND EMERGENCY CONTACTS

In order to maintain important information it is essential that you notify the school immediately if there is a change in any of the following:

- Local quarters address
- Mailing address of sponsor
- Home or cell phone
- Rotation date
- Name(s) and phone number(s) of emergency contact other than the sponsor/spouse
- Sponsor/spouse's work phone number
- Day Care provider information (name, phone number, physical address)
- Email address

If you are deployed or leaving the area (TDY, vacation, going to the field, etc.), the school needs to know the name, address and phone number of the person who is responsible for your children. That person should have a medical power of attorney. All staff members are briefed on this procedure during orientation week.

CHILD ABUSE

It is the responsibility of all DoDEA employees to immediately report any suspected child abuse or neglect situations to the Grafenwoehr Family Practice 475-8357/8358 or Vilseck Social Worker and Family Practice 476-2100 and the Military Police 440-3801.

If parents want to make such a report regarding a school situation, the points of contact are the same. Parents are also requested to notify the principal at 440-2758/2611 when there is a concern regarding the conduct of a school employee.

CHILD FIND

This is a service provided by DoDEA to seek out and identify children (from birth to 21 years of age) who show indications that they might be in need of special education and/or related services. The service is free to all military and authorized civilian dependents. If you know of a child in need of testing, or who may profit from special services, please contact the school office.

COMPUTER POLICY

Garmisch ES/MS is fortunate to have access to computer technology that plays an important role in the education of our students and provides our staff with the latest tools with which to teach. We expect that all students will treat all computer software, hardware, and resources in a responsible manner. Further, it is the students' responsibility to abide by the rules set forth in the DODEA computer policy. All students will sign an Internet agreement, agreeing to comply with the expectations for appropriate computer use.

DETENTIONS - AFTER SCHOOL OR DURING RECESS

Keeping children after school is sometimes an effective means of dealing with misbehavior, or incomplete assignments. If your child is to be kept after school more than one-half hour, you will be contacted by telephone or written message so that you will know why your child is coming home late. If your child is a bus rider, the parents will be notified in advance so that adequate transportation can be arranged for returning home. If you object to this policy, you are expected to notify the teacher in writing in advance of the particular requirements your child has on a given day of the week. If you prefer a teacher not keep your child after school as a general policy, a conference will be scheduled for you with the classroom teacher and principal to determine an acceptable alternative.

DISCIPLINE

Garmisch ES/MS has a behavior management program based on the belief that:

1. Students, parents, and the school share the responsibility for creating the best possible learning environment.
2. Student conduct that interferes with learning or with teacher instruction is unacceptable.
3. All students are entitled to a safe, enjoyable and rewarding school experience.

School Guidance Plan

Our plan is to help each child learn and apply the skills needed for success in school and in life.

- We will provide a physically and emotionally safe environment for all the children.
- We will teach the children impulse control, anger management, conflict resolution and people skills.
- We will design specific intervention programs and support for children who need additional help in mastering and applying the skills needed for success.
- We will bring in outside resources as necessary to help all children at our school reach social and emotional competency.

Common to each teacher's plan are these steps to remedy inappropriate behavior:

1. One-to-one counseling session with student.
2. Counseling with the student, and parent /guardian contact by note or telephone call.
3. Scheduled conference with parent/guardian.
4. A conflict resolution component to be used when appropriate.

After taking steps to correct the student's inappropriate behavior, teachers may make a discipline referral to the administration. A behavior deemed severe or endangering to self or others, will be referred directly to the administration, bypassing the steps outlined above.

EXPECTATIONS AND CONSEQUENCES

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

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

We desire a school in which students can learn, be creative and enjoy friendships free from disruption, mean gossip, and threats of personal violence. Parents/sponsors, teachers and students must work together to ensure that the basic rights are ensured. We will all strive to live, learn, and work side by side at Garmisch ES/ES. In most cases the students at our school are well behaved, kind and respectful. We (teachers, administrators and support staff) want to keep them progressing toward improving their social skills and responsibilities.

The discipline system at Garmisch ES/MS is designed to foster a positive environment that is conducive to learning and teaching. Discipline problems at school or school sponsored events do not support this goal. Discipline problems and inappropriate behavior are generally classified as, but not restricted to...

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

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

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

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

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

**Please be advised all discipline incidents will be documented. These records are destroyed at the end of each year. Records are not released to other parents.

SUSPENSION AND EXPULSION OFFENSES

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Caused or attempted to cause damage to school, government, vendor, or private property.
3. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
4. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff and chew packets.
5. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drugs or drug paraphernalia.
7. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
8. Conduct; including fighting, that endangers the well-being of others.
9. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
10. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
11. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
12. Forgery, cheating, or plagiarism.
13. Use or possession of fireworks.
14. Violation of attendance policy.
15. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.

The School Liaison Officer and sponsor's Commander/Supervisor (and/or Garrison Manager for serious offenses) will be notified when a student is suspended. Suspensions will be for longer periods of time for repeated inappropriate behavior. Suspensions during the last ten days of school will be for the remainder of the school year.

Students who have been dismissed from school for the day, or are serving a detention, are not permitted to participate in or attend any school-sponsored event or activity during that period.

Interrogation and Search - Students have a right to personal privacy and will be informed of their rights with regard to cooperation with investigative agencies for interrogation purposes. Searches of students or their personal effects in the school or on school time will be made in the presence of a school official, by an authorized individual of the same sex as the student.

Corporal Punishment - Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify behavior, thoughts, or attitudes of a student. Corporal punishment is neither practiced nor condoned by DoDEA. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

DoDEA-Drug-Free School and Learning Environment Policy - Possession, selling, or being under the influence of, or giving away non-prescription, prescription, illegal drugs, controlled substances or alcohol on the school campus, during the school day or on any school-sponsored trip or activity, will not be permitted. All prescription medications must be kept with the nurse.

Weapons - DoDEA has zero tolerance for weapons and “look alike”. Parents, please pay particular attention to items that students may bring for “Show and Tell”. 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, hand grenades, knives, razors, box or carpet cutters, slingshots, num-chucks, and any flailing instrument such as a fighting chain or heavy studded chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed or brandished in a manner that reasonably provokes fear.

The GEMS administration has authority to take disciplinary action for any infractions that occur on school grounds or during the student’s transit to and from school.

DRESS CODE

Students are expected to dress for success at school. This means that clothing attire should be appropriate - conducive to learning and suitable for school activities. All children are expected to be neat and clean in their appearance. Clothing that distracts from learning or is a safety concern is not allowed. Clothing **NOT** allowed at school includes, but is not limited to:

1. Hats and headgear (scarves, sunglasses) worn inside the building
2. Tank tops with spaghetti straps or straps across the back
3. Backs and midriffs should be covered; shirts must cover the midriff even when arms are raised above head
4. See-through or mesh clothing
5. Pants that sag or have edges that are frayed and unsafe, or have large holes, i.e. slits along legs or at knees
6. Shorts or skirts that are shorter than the length of the student’s fingertips when their arms are fully extended by their side

7. Clothing that promotes tobacco or alcohol products, depicts drug use or violence or implies racial prejudice or sexual statements
8. Heelies – shoes with skating wheels attached
9. If students wear tight fitting leggings or “Jeggings” they must also wear either finger tip length shirts, shorts or skirts.

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

Seasonal Wear - Since students are outside every day, regardless of weather (at least when going to and from school), they should be prepared with proper clothing. During the winter months, gloves, hats and snow boots are essential. Please ensure that your child's full name is on every article he or she brings to school. This protects from loss and is a great help to the teacher. In case items are misplaced, please check the “lost and found” located in the multi-purpose room.

Footwear - Athletic footwear is required for Physical Education classes. Garmisch ES/MS, the KVD Gym, and the Mueller Fitness Center, used for physical education, require gym shoes with light colored soles. These shoes should not be worn to school, but should be reserved only as gym shoes. It is suggested that students leave their gym shoes at school.

EEO POLICY STATEMENT

Garmisch ES/MS is fully committed to, and in support of DoDEA Equal Employment Opportunity Policy. Equality of employment opportunities in Federal employment is a responsibility that I accept both in letter and in spirit, and I will ensure equality of opportunity and treatment in the working environment regardless of race, color, religion, sex, age, national origin or handicap.

EMERGENCY CONTACT

In the event of illness, accident or other emergency, it is necessary that the school be able to locate parents quickly. We will always attempt to locate a parent first. Please inform the school office of any change in your duty or home addresses or telephone numbers. If you do not have a home phone, please give the telephone number of a neighbor or friend who would be willing to contact you in case of an emergency.

EMERGENCY EVACUATION

Fire: In the event of fire, students will hear the prolonged ringing of the fire alarm or an emergency announcement over the intercom. Each class will quietly leave the building as a group, according to the fire evacuation plan. The group will remain together at a safe distance from the building. Fire drills may be conducted without previous warning to the students. Fire

evacuation drills are conducted once each week during the first month of school and once each month thereafter. The Fire Marshall supervises fire evacuation drills.

Bomb Threat: In the event of a bomb threat, students will exit the building and go to a predetermined location away from the school campus until the building is cleared. Students will remain at this location until the military police have examined the building and given the “All Clear.” Bomb emergency evacuation drills are held twice each year. All staff members are briefed on this procedure during orientation week.

Lockdown: In an emergency situation, teachers and students may implement a lockdown. This is when the class is held inside their room or a nearby room and “locked in” until the crisis passes. If this happens, no one will be dismissed until the appropriate authorities notify each teacher.

Security personnel, and Military Police supervise Bomb Threat and Lockdown drills.

GANG AWARENESS AND PREVENTION

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

Within DoDEA-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.

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

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDEA-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

HEALTH SERVICES

Each classroom has a First-Aid Kit for minor injuries. In the event that your child is (severely) injured or becomes ill at school, every effort will be made to contact a parent/guardian. **PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME AND DUTY PHONE**

NUMBERS. If the parents/guardian cannot be reached, the Emergency Contact Person or the Sponsor's Unit will be notified.

When should my child return to school after being ill?

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

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

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

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

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

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

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

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

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

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

HOMEWORK POLICY

Philosophy: Effective education depends on the combined effort of the student, the school, the family and the community. Homework is one of the many necessary tools used by teachers in the educational evaluation process. We believe "Teamwork Helps All Kids Succeed."

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

Types of Homework:

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

Purpose of Homework:

- To reinforce and maintain skills and knowledge.
- To increase speed and mastery of skills.
- To increase personal life skills such as responsibility & decision making.
- To encourage parent involvement in the learning process.

HOMEWORK RESPONSIBILITIES

Teacher:

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

Students:

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

Parents:

1. Provide student with a time, place and materials needed for completion of homework.
2. Encourage, praise, and require that students complete homework as assigned.
3. Assist and guide student as appropriate.

4. Communicate with teacher when problems and concerns arise regarding homework.

Administration:

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

ALL TEXT BOOKS MUST BE COVERED.

INCLEMENT WEATHER – SCHOOL DELAYS AND CLOSURES

There is always a chance that we may need to delay, cancel or close school early due to severe weather conditions in the Garmisch area. Parents should be constantly alert to this possibility throughout the winter months. Therefore, when conditions are severe, we urge you check one of the sources for school closure updates starting at 0600 hours each day in case of delay or cancellation and then throughout the day for early closing of school announcements. We strongly recommend that parents formulate a winter emergency plan so their children know exactly what to do and where to go when released from school early due to severe weather conditions. Perhaps it would be wise to enlist the aid of neighbors and provide an emergency contact to each teacher.

Sources of Communication for School Closures and Delays - Parents are advised that we will not notify families personally of school start delays or closures. Announcements of "no school," "early dismissal" or "delayed start" are announced on

- Radio: FM 90.3, AM 1107 or AM 1485
- Garmisch MP Road Condition Hotline: Civ - 08821-750-3300, DSN 440-3300. (Updated at 04:00 AM, if conditions have changed)
- Website:
<http://g3operations.hqusareur.army.mil/Divisions/OPS/ASGConditions/default.asp>

We recommend you to practice regularly with your children what to do if you are not at home when they return from school.

When AFN, the Road Condition Hotline, or website announces that our school has a delayed start or closure, students are NOT to come to school until the notified time and/or date to return. No one will be here to supervise the children. When the school is delayed in opening, the staff will also be delayed in arriving at school. Students transported by parents, or students walking, need to remain at home until the appropriate time for school to start. Bus pick-up will also be delayed the same amount of time as is designated in delay announcement.

LEAVING DURING THE SCHOOL DAY

Parents or an adult, designated in writing, will sign students out of school at the office when they come to pick them up during the school day. If a student brings a note from a parent to walk, the note must specify they are to walk, and the student must clear with the office first.

LOST AND FOUND

It is recommended that all pieces of outer clothing, lunch boxes and school supplies be clearly marked with your child's name so they can be easily identified. Lost items, other than valuables,

will be put in the lost and found area that is located by the coat rack in the multi-purpose room. If the items are not claimed, within a reasonable period of time, (usually at the semester change) they will be taken to a clothing bin for disposal. Valuables will be kept in the office and will have to be identified there. Parents are encouraged to check the Lost and Found regularly.

LUNCH ROOM POLICY

We do not have a cafeteria/hot lunch program. Students who ride the bus to school eat lunch at school, and students who live on base may choose to eat lunch at school or go home for lunch. Student may bring a bagged lunch from school, or parents may also opt to bring a lunch to their student(s) from a local restaurant. Microwaves are available if students need to heat an item for their lunch. Lunchroom monitors will assist younger children with microwave use. If students opt to go home for lunch, they must sign out of the building so that we may account for them. After the first quarter of school, 8th graders may be given off campus privileges for lunch.

MESSAGES AND TELEPHONE USAGE

Students should not make a habit of calling home for forgotten homework, lunches, money, or other matters. School phones are primarily for official business and emergencies ONLY. Parents should clearly communicate with their child(ren) afterschool plans and destinations so that the office staff is not inundated with messages to deliver to students during the school day.

MONEY AND VALUABLES

Do not send money or any valuable item to school with your child. The school cannot accept responsibility for money or valuables sent to school with your child. Exceptions include fees or items for school-sponsored functions. We discourage children from bringing money or valuable items to school such as trading cards iPods, cell phones, walkmans, CD players, cameras, sentimental items, etc. The school cannot be responsible for the security of these items. Electronic games, phones iPods, etc. that are seen will be confiscated and parents may retrieve these items from the principal.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association (PTA) has long been an important agency for American education. It has an equally important role in our school. This is your organization; we hope you will support it, join it, and participate in all of their activities.

PTA Board for School Year 2012-2013:

President – Eric Metzger
Vice President – Kelly Rose
Treasurer – Matt Acuff
Secretary – Jonquil Hunt

PARENT-TEACHER CONFERENCES

Conferences between parents and teachers are an important part of the educational program. Parents should not hesitate to contact their child's teacher for a conference. Please email, write a note to the teacher, or telephone the school office to arrange for an appointment. Conferences are planned for all parents at the end of the first quarter. If there is a question about your child or the class, please respect the chain of command and discuss it first with your child's teacher before contacting the principal or the district office.

PETS

Pets of any kind will not be permitted on the school premises unless prior arrangements have been made with the classroom teacher and principal.

PLAYGROUND SAFETY

- 1. HAVE FUN**
- 2. BE SAFE**
- 3. BE KIND**

Balls – Certain ball games may be allowed. Basketballs and footballs (American) may be brought to school only if prior approval has been given by the recess monitor and are to be used only during recess (not before or after school).

Swings - Keep out of the way when another student is swinging. Do not stand on seats, twist, climb on or jump out of the swing.

Slides - Use the steps to the slides. Come down one at a time. Sit and come down feet first. Don't walk up the slide.

Throwing Objects - Please review with your child the danger of throwing objects such as sticks, rocks, snowballs, etc. Throwing any dangerous object, to *include snowballs* may result in suspension from school.

Care must be exercised at all times in using all playground equipment in order to prevent personal injuries and prevent damage to the equipment. The solution to acceptable conduct on the playground is to respect the rights of others and to use the equipment appropriately.

REGISTRATION INFORMATION

Entrance requirements are standard in all the Department of Defense Dependents Schools (DoDEA). Waivers or exceptions to requirements cannot be given.

To enroll in Kindergarten, a child must be five years old by September 1st of the year enrolled. A birth certificate or other legal evidence of date of birth is required if the child did not attend kindergarten in this school.

Students transferring from another school need a transfer card or report card from the previous school attended.

Required Documents for Registering Students:

- Copy of the sponsor's current orders indicating the command sponsorship of the student or
DSE Form 601 or Extension Orders (Military)
- Copy of the sponsor's current orders or DSE 602 (Regular Civilian or TP Employee)
- Social Security/Deers Number of Student
- Shot Record [showing full MMR, OPV or IPV (Polio Vaccine), DTP, HepB, and Varicella];
- Kindergarten and Grade 1 Registration – Birth Certificate/Passport

Online Registration - Registering students online allows parents/guardians the opportunity to complete the required documents from home. Note: please print all of the documents and bring them to the school with you to complete the registration process.

REMAINING INSIDE

Children are expected to go outside for planned activities except during inclement weather when all pupils remain inside. Fresh air and vigorous play have health promoting qualities. Should a parent request a child to remain inside for health reasons, the parent is expected to present to the school a statement from the child's doctor stating:

- a) that the child has a certain health problem.
- b) that the child should remain inside.
- c) the length of time that this should be in effect. A conference will then be held with the principal to determine how supervision will be handled during this period of time.

REPORT CARDS

Report cards (Progress Reports) are issued four times during the school year. The report card used by DoDEA may be very different from the one you are accustomed to from your last school. Do not hesitate to ask for a conference with your child's teacher(s) should you have any questions pertaining to the report card. Student progress will be reported at the mid-point of each marking period, and progress for students in grades 5-8 may also be monitored by parents through an online service called GradeSpeed.

Kindergarten and first grades have parent conferences in lieu of issuing marks for the first grading period. DoDEA-Europe has a report card for kindergarten, first, second and third grades which uses codes. Other grades hold parent conferences and regular grading marks are given. Students must be in attendance for at least 20 days in any quarter in order to receive grades.

Grading System

Kindergarten through Third Grades

The Progress Report is developmental in nature and encompasses a wide range of skill levels. Students will move through a continuum of skills at his/her own rate. For example, some students may acquire a skill in Kindergarten while other students may not acquire that same skill until first grade. In Kindergarten through 3rd grade, the following codes are used:

CD Consistently Displayed – student Consistently displays skill in this area.

P Developing/Progressing – student is Progressing or Developing the skill in this area.

N Not Yet Evident – This student needs More Developmental Growth in this area.

X Not Addressed – This area has not been addressed at this time.

Life Skills, Social Development, Special subjects, and all sub-content areas will be marked with:

P Participates

+ Shows Strength

/ More Effort Needed

Grades 4-8

Fourth and Eighth grades will use the following DoDEA required evaluation codes on the quarterly progress reports in Language Arts, Reading, Math, Social Studies, Science and Health:

A 90-100%

B 80-90%

C 70-80%

D 60-69%

F below – 59%

Report cards will be issued to students following the end of each nine-week marking period (check the school calendar at the front of this handbook for the dates on which each marking period ends). These reports will be sent home with the students except at the end of the first marking period when they will be given to parents at a prescheduled parent/teacher conference.

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee (SAC) goal is to ensure that faculty, parents, and students, as well as the community at large, have a forum in which to voice concerns, and contribute to the decision-making process of their school. The SAC is made up of an equal number of parents and teachers. Members are elected for a two-year term. Faculty, parents, and students are invited to the general meetings. Meetings will be announced in the Daily Bulletin, sent home electronically and daily to parents, faculty, and command. For any additional information, contact Ms. Sarah Matthews, chairperson. All parents of GEMS students are eligible to run for election and to vote for representatives to the SAC. Every parent or teacher of a GEMS student is welcome. One does not need to be a committee member to attend meetings. Parents are encouraged to submit items for discussion.

SNOW RULES

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

- Leave it on the ground.
- Snow is not to be in students' hands, unless they are doing something on the ground like building a snowman or a snow sculpture. They may make angels in the snow if the snow is not too wet and therefore it would make them too wet. **STUDENTS ARE NOT ALLOWED TO HOLD OR THROW SNOWBALLS.**
- Students should take small steps on ice and snow to avoid falling.
- They should never run or slide near a road or traffic. Also they may never make an ice slide at school.
- Eating snow should also be avoided. No one ever knows what kind of dirt is in the snow.

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

SPECIAL EDUCATION RESOURCES

DoDEA must follow the spirit and concept of Public Law 94-142. To help schools provide the new responsibilities for educating handicapped children, the Bavaria District Superintendent's Office has a Special Education Coordinator. The Coordinator has "on call" specialists who can give other kinds of help and service to schools. These specialists assist school personnel, who make up a Child Study Committee, in assessing the needs of

handicapped students ages 3 - 21. The assessment may lead to the development of an Individualized Educational Program (IEP) for the student. The IEP is a plan for the academic, social, and physical development of the pupil. EDIS, Educational and Developmental Intervention Services (located in Grafenwoehr for the Garmisch community), provides medical and related services, if necessary. Parents can independently refer their children to EDIS by calling them for an appointment. (Tel. DSN: 476-3221)

STUDY TRIPS

During the school year all students will be given the opportunity to go on study trips with their classes. Permission slips will be sent home with the children prior to departing on these trips. Failure to return signed permission slips will mean that a child will be unable to go on a trip with the class. Trips are planned as part of our curriculum, so children miss out when they are denied permission for a study trip.

SUPERVISION OF STUDENTS

Children who walk to school should not arrive at school prior to 0750. Bus students must stay on the school grounds from arrival until departure. If they wish to leave the school grounds, they must have a written note with a parent's signature for that day.

SUPPLIES

The school provides textbooks, workbooks, and other instructional supplies. The proper use and care of these items should be stressed to help the child develop a feeling of personal responsibility for books and supplies furnished for his or her use. Parents of students who lose or damage schoolbooks or other property will be held accountable for the loss or damage. Students are expected to supply paper, notebooks, pencils, crayons, and other small expendable items. Your child's teacher will give your child a list of supplies needed for his/her grade. For accountability purposes, students will be required to put their names in the front of their books.

TARDINESS

At 7:55 the bell rings to invite students to class. Class begins at 8:00. Children who arrive late miss the teacher's instruction at the beginning of the lesson. They also disrupt the learning of other students who were on time. However, a child should not be kept home if he/she will probably be tardy. If a child is tardy, a signed note stating the time she/he left home is helpful in determining whether or not the child came directly to school. Tardiness due to transportation problems is excusable. Tardiness due to oversleeping, loitering and playing will not be excused. More than 4 tardies within a 9-week marking period may result in disciplinary action.

TEXTBOOKS

All required textbooks are supplied without charge. Students have the responsibility to care for their textbooks in a proper manner. Payment of the replacement cost of lost or damaged

books will be made to the school supply officer. Payment must be made by check or money order made payable to the Treasury of the United States. If texts or other monetary obligations incurred are not paid in a reasonable time after notification of the sponsor, a follow-up letter with a copy to the commander of the sponsor will be mailed requesting payment of the incurred debt. Students and parents also have the option of replacing the lost textbook or library book with a new replacement copy they purchase themselves. *All textbooks must be covered.*

VOLUNTEER PROGRAM

It is our belief that everyone involved in the school/community volunteer program will benefit the school, the teachers, and most importantly, the students. We appreciate the outstanding assistance that volunteers give to our school. All volunteers are required to sign in and out of school and wear a badge at all times. Each volunteer keeps track of his/her own volunteer hours. Please see the secretary for further details.

The Garmisch Parent Teacher Association (PTA) will pay for childcare at the Child Development Center whenever volunteer time is given to the school. If you need more information on this subject, please call the school. If you are interested in becoming a school-community volunteer, please contact the principal or school secretary.

WITHDRAWAL FROM SCHOOL

When transferring to the United States or another overseas location, please notify the school as early as possible, but at a minimum, one school week prior to the withdrawal date. Early withdrawal dates (also called *Acceleration Dates*) for this school year are:

First Semester: December 13, 2012

Second Semester: May 16, 2013

Students **MUST** be in school for a full day on these dates in order to receive credit for the semester.

You may hand carry to the next school your child's report card, copies of the reading record, school health record, and additional information which will assist the receiving school in determining appropriate placement. A request for student records must be made at least a week prior to the child leaving school. Parents may pick up the records on the child's last day of school. All school property must be returned before a child is cleared.

When your child enrolls in a new school you should inform the school that official student cumulative records can be obtained from Garmisch ES/MS, Unit 24511, APO AE 09053, with written approval by the parents. Upon receipt of the signed release form, we will send your child's school records to the requesting school within two working days.

WONDERFUL WEDNESDAY SKI PROGRAM

Wonderful Wednesday is a ski program that is provided for Garmisch ES/MS students in grades K-8. The Wonderful Wednesday Program usually starts the first Wednesday after our

Winter Break and lasts for ten weeks. The students will depart school at 1300 hours and ski until 1645 hrs. Skiers will be grouped by age and skiing ability. All skiing will take place within the Hausberg ski area. Garmisch Youth Services will provide the lessons, transportation, and skiing equipment (optional) to run the program. Season passes are available at discounted prices. The program usually concludes with a ski competition and a season awards banquet. Skiing can be inherently risky so discipline problems cannot be tolerated since such behavior can significantly increase the risk factor. Parents and students will get a handout explaining all the details, which includes all the rules. These rules will be enforced for the safety of all the students. Youth Services will have a meeting sometime in December to cover all the details of this program and to answer any questions.