

HEIDELBERG MIDDLE SCHOOL

**STUDENT & PARENT HANDBOOK
SY 11-12**



***Panther
Pride!***

Welcome to Heidelberg Middle School

Principal: Ms. Stephanie M. El Sayed
Assistant Principal: Ms. D. J. LaFon

School Colors: **Black and Gold**

School Motto: **“IN BLACK AND GOLD, OUR POWER IS TOLD”**

School Symbol/Mascot: **Panther**

Office Hours: 0730-1600

Mailing Addresses:

Heidelberg Middle School
Unit 29237
APO AE 09102

S. Lexington Strasse
Geb. 4460
69124 Heidelberg

Contact Numbers and Resources:

DSN 388-9310 or CIV 06221-338-9310
Fax: CIV 06221-761033
Registration and Attendance: DSN 388-9311 or CIV 06221-338-9311
Email: HeidelbergMS.Principal@eu.dodea.edu
School Bus Office: DSN 388-9335/9336 CIV 06221-338-6772/73/74

Heidelberg Middle School Web Page: <http://www.heid-ms.eu.dodea.edu>

Heidelberg District Web Page: <http://www.heid-dso.eu.dodea.edu>

DoDDS Europe Web Page: <http://www.eu.dodea.edu/>

DoDEA Webpage: <http://www.dodea.edu/home/index.cfm>

Heidelberg District Superintendent

Mr. Frank Roehl
Unit 29237
APO AE 09102
DSN: 388-9383/9373, CIV: 06221-768081/82/83
FAX 06221-761883/769530
Heidelberg District Web Page: <http://www.heid-dso.eu.dodea.edu>

N. Gettysberg
Geb. 4517 Patrick Henry Village
69124 Heidelberg

Chain of Command

- Step 1:** Contact **Teacher/Staff member** with whom you have a concern
- Step 2:** Assistant Principal, Heidelberg Middle School, **Ms. D. J. LaFon**
- Step 3:** Principal, Heidelberg Middle School, **Ms. Stephanie M. El Sayed**
- Step 4:** Superintendent, Heidelberg District, **Mr. Frank Roehl**
- Step 5:** Superintendent of DoDDS-Europe Area, **Dr. Nancy Bresell** Wiesbaden, Germany
- Step 6:** Director of Dependents Schools, **Ms. Marilee Fitzgerald** Arlington, Virginia

School Schedule:

School is in session from 0810-1455

Walkers should arrive at school no earlier than 0755

First bell rings at 0804: *Students may enter building; go to lockers, then directly to class.*

Lunch Schedule:

ADVISORY DAY:

1st Lunch: 6th grade: 11:30-12:11
7th grade—B: 11:30-12:11
2nd Lunch: 7th grade--A: 12:11-12:52
8th grade: 12:11-12:52

SEMINAR DAY:

1st Lunch: 6th grade: 11:36-12:17
7th grade—B: 11:36-12:17
2nd Lunch: 7th grade—A: 12:17-12:58
8th grade: 12:17-12:58

Busses depart at 1510.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (code of conduct). The principal has established the rules contained in this handbook and may establish future rules and codes of conduct not included in this edition, which are consistent with those established by DoDEA.

Philosophy of Heidelberg Middle School

Heidelberg Middle School serves as a bridge between the elementary school and the high school. Adolescence is a unique stage in the maturation of the individual. This stage is characterized by many changes in the physical, intellectual, social and emotional development. These rapid changes result in pronounced differences in individuals, in their behavior and in their achievement. Each student will be given an opportunity to achieve success, to develop to his/her fullest potential and to understand and appreciate his/her changing self.

The middle school staff is committed to providing equal opportunity for all students to acquire the knowledge and skills necessary and desirable for the development of individual citizens who are capable of functioning as contributing members in a democratic society.

Students are provided a unique opportunity to be exposed to a variety of fields of specialized knowledge through a variety of educational experiences, which will enhance their emotional and social development; preparing them for membership in a rapidly changing and increasingly interdependent world.

The Heidelberg Middle School focus on student conduct and discipline is based on seven positive and productive behavior expectations. These behavior expectations ensure a safe, secure, orderly and clean school environment, needed to foster the learning, achievement and success of all students.

Vision

To empower all students to develop positive character traits and achieve academic and social success.

Mission Statement

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Heidelberg Middle School Equity Statement
All students shall have equal access to opportunities, materials, modifications,
and human resources to develop skills and to be successful.

Heidelberg Middle School Educational Program

Accreditation

Heidelberg Middle School is fully accredited by the North Central Association of Colleges and Schools, NCA. A team of educators from NCA visited and re-accredited our school in 2006. As a part of our school improvement and accreditation process, the school reviewed and revised the Mission Statement and the School Improvement Plan.

School Improvement Action Plan

Each year, the 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. Though the Instructional Focus of the school is **Problem Solving**, all disciplines and activities specifically delineate and implement instructional strategies that relate to the focus. There are several school-wide instructional strategies that have been selected and implemented as part of HMS' plan for assuring continued academic growth for each student. The School Improvement Leadership Team, SILT, collaboratively writes the Action Plan with support from the faculty. In addition to the academic curriculum, the school continues to engage in School/Home/Community Partnership activities designed to increase parent awareness and provide opportunities to participate in the improvement of their child(ren)'s oral and written communication skills. Technology continues to be used as a tool to help students write and problem solve across the curriculum.

The HMS Flexible Block Schedule

Our Middle school, attempting to accommodate a program that meets the needs of its students, offers a schedule that may be thought of as a compromise between the large single block of time in the elementary school and the smaller periods of the high school. Our schedule is designed to be controlled by groups of teachers organized into teams that allow those teams the flexibility to make educational decisions about how best to use their time and resources. From *The Exemplary Middle School*, "Any schedule which removes the team's ability to manipulate the daily time frame to suit the objectives of their planning is clearly inappropriate for the middle school". We believe we have an appropriate schedule.

Your student will be assigned to a two to four teacher team and may receive instruction in the core classes on a daily basis. The team may occasionally flip flop a morning class to an afternoon class or design a different mix of students to increase the diversity of a class, but all students will receive the requisite instruction in English, Science, Math and Social Studies. In addition, students will be assigned to an Advisory teacher to start their day and seminars will be scheduled on a regular basis.

Physical education is required at each grade level and elective courses are run on a day one, day two schedule. For example, on day one, a student may have physical education and on day two, computers for the first semester.

Course Selection

The Guidance Counselors assist students and their sponsors in developing the most appropriate programs for individual students.

Curriculum

The curriculum at Heidelberg Middle School is designed to meet the needs of students who are making the transition from childhood to adolescence. These young people are neither children nor adults. They are in transition and have characteristics of their former and future stages of life. The curriculum provides for continued emphasis on the basics and for opportunities to explore new subject areas and develop emerging personal skills. Language Arts, Math, Science, and Social Studies are emphasized during all four years. The exploratory and elective program allows students to experience different subjects, yet provides for individual interests.

A complete explanation of the educational program, including course requirements and course descriptions, is available in the Heidelberg Middle School Course Catalog.

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.

Resource Programs

Advancement Via Individual Determination - AVID

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.

Case Study Committee - CSC

The CSC is a multi-disciplinary team that meets to consider referrals, plan assessments, determines eligibility, and plan educational programs for students who may need special education. Various school personnel, including the counselors, school psychologist, special education teachers, classroom teachers, and an administrator, attend CSC meetings as needed. When a special program may be needed for a student, the parents are invited and expected to attend a CSC meeting to determine eligibility for Special Education services and to plan the student's Individualized Education Program.

Drug/Alcohol Counseling Services - ASACS

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 is located in room E-9 in the Panther Place.

English-as-a-Second Language - ESL

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

Gifted Education/Enrichment

Creative Thinking I is offered for students who (1) possess high intelligence, (2) demonstrate high levels of achievement or talent, and/or (3) are academically motivated. School staff members, parents, peers, or students themselves may recommend students for this program. The focus of this program is to provide differentiated learning experiences that supplement and build on the general education program based on DoDEA curriculum standards.

Information Center - IC

The IC has books, reference materials, periodicals, tapes, DVD's and various technology support and computers for staff and student use. Teachers take their classes or send students to the IC individually and in groups. Students are encouraged to use the IC throughout the day, during recess and after school.

School Psychologist

An itinerant School Psychologist does psychological and intelligence testing and individual and group counseling. The School Psychologist also participates in meetings of the Case Study Committee as needed.

Special Education Programs

Heidelberg Middle School has the resources to educate handicapped students in the Communication Impaired (Speech Therapy), and Learning Impaired, and Mildly to Moderately Handicapped programs. Students with speech and language problems, other than English-as-a-Second-Language, that interfere with their academic progress receive individual and small group instruction from the Teacher of Communication Impaired (Speech Therapist), as indicated on their Individualized Education Programs, IEPs. Learning Impaired students receive individual and/or small group instruction in basic skills and assistance with other subject areas in accordance with programs described in their IEPs.

General Information for Families

Acceleration procedures—an overview

- ✦ Only students with PCS orders have the option to receive credit for the full year or semester when they leave early and have completed the acceleration requirements for each class.
- ✦ Students must attend school on the 20th day prior to the end of the semester in order to get credit for the entire school year. Students must be in attendance December 18 for first semester and May 19th for second semester.
- ✦ A copy of the PCS orders along with a note from the parent noting the last full day for the student must be received at the school no less than thirty days prior to the student's last full day or as soon as the orders are issued and available. This should allow enough time to complete the required advanced work and exams for full credit. Final grades and credit, if applicable, are awarded if the student completes the requirements.
- ✦ Requests for acceleration are available in the Guidance Office.
- ✦ Semester grades for early withdrawal of students are applicable only to those students accompanying the sponsor on a PCS move and are not applicable for family trips.
- ✦ Students who withdraw prior to the authorized 20 days, will be given exit grades not final grades and may be required to enroll in the gaining school and complete the receiving school's course requirements to earn grades or credit.
- ✦ Acceleration does not apply to family trips at the end of the year. Families should avoid leaving early for the summer for the purpose of a family vacation. Students are not eligible for accelerated work and will not receive credit for assignments following their departure. There may be an academic penalty for leaving early for other than a PCS move as accelerated assignments are not an option.

After school-sponsored activities—transportation

Students and their parents are responsible for ensuring that students have transportation home immediately following school-sponsored activities. Students should ensure they have parents' permission (prior to leaving for school in the morning) to attend, and that they and their parents know exactly how they will get home. Students should not come to a school-sponsored activity and hope they can find a ride home with a friend. If students remain after a school-sponsored activity with no way to get home, school personnel will (1) attempt to reach the sponsor by phone or, (2) call the sponsor's unit to request assistance in locating the sponsor or ask to have the student picked up. The school does not provide supervision after 1510.

Arrival at school

Students should plan to arrive at school no earlier than 0745 and depart by 1510 unless they are participating in a school sponsored activity.

Assembly decorum

Students and guests will be expected to show appropriate and respectful behavior and conduct during assemblies. This will include holding applause until all names are called so all parents can hear their students name announced. This also includes refraining from the types of conduct normally associated sports events i.e. hooting and booing. Applause is the appropriate form of displaying approval.

Attendance procedures and attendance policy

DoDEA has adopted a new attendance policy. We will highlight this policy below. * All students are required to attend school for 180 instructional days per school year.

* Academic penalties will not be imposed for excused absences.

* Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.

* Excused absences can include:

* Personal illness

* Medical, dental, or mental health appointment

* Serious illness in the student's immediate family

* A death in the student's immediate family or of a relative

* Religious holiday

* Emergency conditions such as fire, flood, or storm

* Unique family circumstances warranting absence and coordinated with school administration.

* College visits that cannot be scheduled on non-school days

* Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together but flexibilities and accommodations have limitations, especially when they impact on student performance and attendance at school.

Procedures for monitoring daily student attendance and communicating with families are established in this policy. Academic penalties will not be imposed for excused absences. Students at-risk will be monitored by the Student Support Team and school administration to include the identification of supports and interventions.

Many families—both military and non-military—underestimate the importance of regular school attendance for young children (kindergarten and first grade) but even missing just 5% of kindergarten—that's just nine days—can be an indicator that a child will fall behind by the fifth grade.

Children take their cue from their parents when it comes to the importance of school attendance. To have a quality education experience, you need to be here.

There are times when a student needs to miss school - everyone understands that. But attendance is important. To have a quality education experience, you need to Be Here.

Attendance—what parents should know

* Parents can team up with teachers to make sure students are in school and ready to learn.

* How parents can help:

* Schedule medical and dental appointments outside of school hours.

* Schedule vacations during school breaks.

* Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.

* When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).

* Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

For more information regarding the DoDEA Attendance policy, please visit the www.dodea.edu or the hyperlink below.

To achieve maximum academic success, regular attendance is essential. All students attending the Middle School are expected to attend school daily unless they have a valid excuse. There will be no academic penalty for excused absences. It is highly recommended that, when possible, extended family trips be scheduled during school vacations. Students are required to complete the school year. Only those families that are PCSing are allowed an accelerated program if they are leaving 20 days prior to the end of the school year. Early departure at the end of the school year is highly discouraged.

Excused absences will be granted for:

- ✦ personal illness
- ✦ emergency leave, requires emergency leave orders
- ✦ religious observances,
- ✦ pre-arranged family trips, requires a Permission to be Absent Form
- ✦ medical and dental appointments
- ✦ HMS and DoDEA-sponsored contests or trips

Unexcused absences include:

- ✦ unknown to parents that student is absent
- ✦ truancy
- ✦ leaving school without permission or signing out
- ✦ over-sleeping
- ✦ missing the bus
- ✦ baby-sitting siblings, shopping, hair and nail appointments
- ✦ and trips sponsored by organizations other than HMS or DoDEA

Students with absences are responsible for making up the classroom work missed during an excused absence with a reasonable time, usually equal to the length of the absence. Students must be present in school on the day of an after school activity in order to be eligible to participate in that activity. Students that are suspended are required to make up work, but are not eligible to participate in after school activities. The principal or assistant principal will be the final authority on unexcused absences. The school to verify the absence calls sponsors of absent students. For all absences, it is a requirement to notify the school of the reason for the absence. You can either call the attendance clerk or send in a note explaining an absence. This assists in monitoring unexcused absences. If the sponsor has called in the absence, a note is not necessary on the following day. If the parent does not call in the next day in attendance the student should come with a note containing the following information:

- ✦ student's full name
- ✦ date (or dates) of the absence
- ✦ reason for the absence

Excused Absences and Make-up Work

1. Excused absences do not lower a student's grade as long as all missed work is made up. It is the responsibility of the student to find out what was missed and make it up in a timely manner.
2. Work missed must be made up quickly.
3. It is the student's responsibility to check with teachers before a planned absence to get assignments he/she will miss and have them completed upon their return.

Unexcused Absences and Make-up Work

1. Students who have an unexcused absence or are suspended from school are expected to make up work missed.
2. Major tests or major assignments must be made up and will count in the student's academic average, whether the absence was excused or unexcused.
3. Returning to school without a note after an absence will be marked unexcused.

Extended Absences

Please notify the school as soon as possible whenever advance knowledge of a student's absence is available. This includes family travel, hospitalization, prolonged illness, etc. The student's teachers will be contacted and arrangements will be made to have the student complete assignments before, during or after the absence. Assignments will be provided when a student is absent for two or more days. Twenty-four hours notice is required for gathering assignments.

This note is to be turned in to the Attendance/Guidance Office. If a student returns to school without a note or parent clearance, the absence will be considered unexcused.

Changes of address and emergency contact information

For emergency reasons, it is necessary that the school keep an up-to-date address and telephone number for each student. Any change in addresses, telephone numbers, emails, sponsor's unit, and emergency contacts should be reported to the Guidance Office immediately.

Cell phones

If parents choose to allow their children to have a cell phone, the school policy is that cell phones are not to be in view or on during school hours while in the building or on school grounds. If students are seen using the phone on campus during the school day, or if the phone rings, the phone will be confiscated and the parent will need to speak to an administrator. A repeat offense will require the parent to pick up the phone from an administrator. Confiscated phones are kept in the main office. If the phone is stolen or lost, the school will not complete extensive investigations to recover or find it. Phones, electronic devices, money, and personal property are frequently reported lost or stolen. If students are to call you after school, they must leave the building to make the call. Students are not to visibly display their phones. Be sure to program the number for 'Mom', 'Dad', or 'Home'. We use that information to return lost phones to their owner. Mark all valuables with a family code that cannot be removed.

Chain of Command and resolving concerns

In the classroom, the teacher is the first point of contact. If you are having difficulty with an issue in the classroom, please speak first with the teacher. If you continue to have concerns, or you were dissatisfied with the results of your contact with the teacher, then you would need to contact an administrator. The administrator will seek a resolution and assist with a solution. The building principal is the last stop before elevating an issue to the District School Office, DSO. We respectfully request that you allow us an opportunity to resolve the issue at our level. If you bypass HMS teachers and administrators and go immediately to the DSO with your issue, please know it comes back to us for a resolution and time has been lost.

Child Find

Help is available at Heidelberg Middle School for students with school problems or academic difficulties. We have additional support available when needed. Talk to your guidance counselor if you feel your child needs additional monitoring of his/her progress. If you have a child or know of a child that is having difficulty in any of the following areas, please notify a teacher, counselor, or Case Study Committee Chairperson:

-  following teacher directions
-  problems with reading, writing, or math
-  speaking or listening
-  getting along with others
-  learning new tasks
-  expressing his/her ideas
-  managing his/her feelings or temper
-  difficulty with academic classes
-  chronic depression

Closed campus

The campus of HMS is considered “closed”. Students must remain on campus after arriving at school and during lunch. Parents may not give their child permission to go to the Shoppette, Commissary, or Burger King for lunch. Parents may sign out and accompany their child off campus and enjoy lunch together. No student may leave campus with anyone other than his or her own parent or emergency contact person on file. Parents come into the Office to sign students in and out for appointments.

Computer/internet policy

Each student and the student’s sponsor will be required to sign the DODEA Computer Use Agreement. Students who do not accomplish this will not be authorized to use school computers or electronic equipment. A copy of this signed document will be kept on file. Please be advised that abuse of the policies governing computer electronic information sources will result in disciplinary action, which could mean temporary or permanent suspension of computer privileges, depending on the seriousness of the infraction. Any costs incurred for repairing damage caused by unethical or malicious actions by a student will be charged to the student/sponsor. Quick Guide to Computer Use:

- 🔹 only authorized use of computers and printers
- 🔹 if you have questions about what is authorized, please ask!
- 🔹 do not visit unauthorized web sites
- 🔹 do not make any changes to the computer
- 🔹 do not download any pictures
- 🔹 do not share your password
- 🔹 do not allow access to your account
- 🔹 do not bring unauthorized software to school
- 🔹 logout completely
- 🔹 follow classroom/lab rules established by the teacher
- 🔹 do not send messages unless authorized by teacher on that day

Daily bulletin policy

School information updates will be communicated daily to students via the intercom, closed-circuit school news and team announcements. Daily bulletins are sent home to the parents via email. After school activity schedules will be announced at the beginning of the year. Approaching meetings are announced in advance to avoid surprises. Our policy is to send students home on the bus if they have not made **prior arrangements** to stay after school.

Dance Rules and Times

1. The 8th grade dance is for Heidelberg Middle School 8th grade students only. Former HMS students that are returning from another community to attend the dance will require approval from the principal. The dance will be scheduled by CYS.
2. Students may enter the dance only between 7:00 P.M. and 7:30 P.M. They will not be allowed to leave the dance until 11:00 P.M., unless the parent picks up the student. The dance is finished at 11:00 P.M. and all students should be picked up no later than 11 P.M.
3. No one is allowed outside of the building during the dance.
4. All school rules apply at the dance. The administrator on duty has the authority to interpret the rules and make judgments about behavior and dress at the dance. The NJHS will set the dress code. Students not following the established expectations for dress or behavior will not be allowed to attend the dance. Any questions about dress should be discussed with an administrator prior to the dance.
5. We provide adequate supervision during the dance, both in the building and immediately outside the front door of the facility. Parents are encouraged to drop off and pick up their child to ensure their safety beyond these areas.
6. Parents and adult relatives are welcome to enter the dance at any time.
7. Students not attending school on the day of a dance may not attend the dance unless the principal grants permission. This permission will be given only when arrangements have been made prior to the absence.
8. This is a dressy ("Sunday best") dance, but does not require a tux or formal dress. Students should look nice and dress appropriately. Spaghetti straps, off the

shoulder dresses and strapless are allowed. Splits (in accordance with 1" length above the knee) are allowed. The back may be out but NO belly or bottom may be showing. Clean tennis shoes are allowed. No Jeans or T-shirts. Shirts should be tucked in.

Dress code for students

Students are expected to dress in a manner that does not interfere with the educational objectives of the school. No form of clothing that creates distraction or is considered hazardous to student safety or health will be permitted. Good judgment and common sense should be used in selecting clothing that is neat, comfortable and appropriate for a middle school environment. Students will not be allowed to attend classes if inappropriate clothing is worn to school. Students will be asked to change into appropriate clothing if a violation occurs. If the student has no appropriate clothing at school, the parent will be notified to bring clothing to be worn at school that meets the dress code. Chronic and pervasive disregard for the dress code will result in disciplinary action. The school administration reserves the right to make judgments concerning the appropriateness of items of clothing not addressed in this policy. The dress code is not designed to inhibit students' self-expression in any way, but is designed to ensure a safe, considerate, and non-distracting academic environment. **"Dress for success"**.

The following types of clothing are acceptable:

- ▶ pants worn at the waist
- ▶ belts hooked at the waist without the extended length hanging
- ▶ shirts or blouses that do not expose the chest, stomach or waist area
- ▶ tank tops that do not expose undergarments (1" of material at shoulder) and sleeveless shirts
- ▶ shorts or skirts that are appropriate for an education setting, any item higher than six inches above the middle of the knee
- ▶ clothing that is worn in a normal, conventional fashion at all times. Shirts must be buttoned or zipped. The straps on bib overalls must be connected.
- ▶ Students must remove hats/hoodies when entering the building; hats and backpacks are to be placed in lockers during the school day

The following manners of dress are unacceptable:

- ▶ extreme or provocative style of dress, including clothing that reveals bare midriffs or is skin tight or revealing
- ▶ mesh shirts or any clothing made of see-through material
- ▶ any clothing that exposes the navel, and/or backside
- ▶ sport tank tops that drop below the armpit and expose the chest or undergarments or muscle shirts
- ▶ backless, strapless, spaghetti straps or tube tops (even if worn under another shirt)
- ▶ hats, caps, headscarves, sport headbands, du-rags, nylons, and all other head coverings
- ▶ bandanas may not be in the school building
- ▶ sunglasses may not be worn inside the building (nor can they rest on the head)
- ▶ exposed undergarments
- ▶ shorts, skirts, dresses, and apparel with slits that are more than 6 inches above the top of the knee while standing (this rule also applies then leggings are worn under the skirt)
- ▶ wallet chains or any other chains or apparel
- ▶ spiked wristbands or necklaces
- ▶ footwear that would be considered unsafe or unsanitary: shower shoes, bedroom slippers, high heels, or footwear deemed unsafe by the principal
- ▶ any item that signifies gang affiliation: a right or left shoe untied with laces hanging loose, a right or left pant leg rolled up, a glove worn on a right or left hand, a right or left sock pushed down into the shoe/boot, all handkerchiefs/bandanas/du-rags displayed, different colored athletic socks, shoes, wrist bands and any other display identified by school personnel as possibly gang affiliated
- ▶ accessories that create a distraction
- ▶ clothing that encourages or promotes cigarettes and other tobacco products, beer/alcohol, or drug use
- ▶ clothing or accessories that (1) depict or promote violence, (2) suggests racial prejudice, (3) have printed obscenities in graphics or works, or (4) depict sexual connotations. This also includes spiked clothing and collars, and jewelry

- Shorts, pants, sweats or skirts will not be pulled down below the waistline or sag regardless of what the student is wearing under or over them.

The administration and teachers reserve the right to make judgments of appropriateness of items not covered above.

General supply list

- | | | |
|---------------------------|------------------------------|--------------------------|
| 1. Pens and pencils | 9. Plastic supply box | |
| 2. Rubber eraser | 10. Notebook dividers | |
| 3. Colored pencils | | 16. Tissues (1 box, max) |
| 4. Glue (sticks, bottled) | 11. Bound composition book | 17. Planners |
| 5. Pocket folders | 12. Gym shoes | 18. Paper – loose leaf |
| 6. Highlighters | 13. Notebook – 3-ring binder | 19. Crayons |
| 7. Book bag or backpack | 14. Paints (watercolor) | 20. Clipboards |
| 8. Spiral notebooks | 15. Colored markers | 21. Scissors |

Grading policy and report cards

The teacher is in the best position to evaluate students. This evaluation is done in relation to the course content and teacher expectation. Teachers are expected to make their grading procedures known at the beginning of the year. Students share the responsibility of finding out the grading procedures in each of their classes. Students' or parental concerns over individual grades or grading procedures should be discussed with the teacher. Report cards will be mailed home after every nine-week marking period. The purpose of the report card is to inform parents and students of student achievement.

Letter grades will be used. An "I" (Incomplete) indicates that the assignments have not been completed. Making arrangements for the completion of assignments is the responsibility of the student. Fifteen school days will be allowed to remove an incomplete. No incomplete will be given the fourth quarter. Special accommodations are made for students identified by the Student Support Committee and students with IEPs.

Guidance

The primary responsibility of the guidance counselors is to help students adjust to the school setting. Counselors meet with parents who are concerned about their child's academic, social, and/or emotional development and provide information about professional services available through the school or the community. Counselors also meet with students to assist them with interpersonal problems. They are responsible for the in-class guidance instruction programs. Parents are encouraged to inform the counselors when there is a family concern, such as divorce, death, serious illness, or adjusting to a stepfamily so that counselors and classroom teachers can provide support for the student.

The school has three counselors who help students with educational, vocational and personal problems. Students are seen individually and in small groups. The counselors also give a thorough orientation to all new students and assist new and returning students with course selections. The counselors will introduce themselves to all students during the first few weeks of school and will discuss the services available through the guidance department. Students and parents are encouraged to visit the counselors whenever assistance is needed.

Home schooling

If a family chooses to home school their child, the child should be registered at the school they would attend. If not, the family must meet with the School Liaison Officer to discuss their home-schooling plans. This is necessary as the Community Commander is responsible for all dependents/family members assigned to the base. Some families have chosen to their home-school student participate in our elective offerings or come for a partial schedule. If a family chooses to interface with the school and have the child attend classes, the following applies:

- all registration requirements must be met

- ✦ students must regularly attend classes in order to receive a grade from the school
- students must meet the class at its scheduled time

Homework

Definition: Assignments required outside of class time for the successful completion of the goals and objectives of the curriculum.

Purpose of Homework:

- ✦ encourage students to be self-disciplined, independent and responsible
- ✦ increase student academic achievement
- ✦ reinforce the curriculum

Types of Homework

- ✦ practice - provides students with opportunities to apply recent learning or to reinforce newly acquired skills
- ✦ preparation - allows students to obtain background information so they are prepared for the following day's lesson
- ✦ extension - ascertain if a student can extend a concept or skill learned to a new situation. The principle focus of extension homework is on production rather than reproduction
- ✦ creativity - integrate many skills and concepts in producing a project

Students are responsible for:

- ✦ completing the assignment legibly, neatly, on time and according to instruction
- ✦ asking for assistance and/or clarification regarding homework assignments
- ✦ having the necessary materials, both in class and at home for completion of assignments
- ✦ obtaining and completing assignments missed due to an absence
- ✦ completing assignments following appropriate plagiarism laws, i.e. no copy written words or images without crediting author.

Honor Roll

An honor roll list will be issued at the end of each grading period to recognize those students who have earned a 3.0-4.0 grade point average. We have three honor rolls:

1. The Principal's Honor Roll for a 4.0 GPA,
2. The Gold Honor Roll for 3.5 – 3.99 GPA, and

All subjects will be included in determining the grade point average. Any grade below a "B" will disqualify a student from the Honor Roll. We post the list of students on the honor roll and students are asked to check the lists for their name and appropriate spelling. If the student does not see his/her name on the honor roll list and she/he believes the requirements were met, then she/he must notify the guidance office immediately. Report Cards will be mailed out within ten days after the end of each quarter. Grades have the following numerical values: A = 4, B = 3, C = 2, D = 1, F = 0

Inclement weather

Local school officials will not dismiss school during normal periods of operation without the approval of the District Superintendent's Office. In emergency situations or due to inclement weather, the Community Commander may decide to close school or to shorten the school day (usually a two hour delay). On mornings with heavy snow, ice, or fog, please listen to AFN (AM 1140 or FM 104.6) for announcements about school closure or delays. On days when school is delayed, busses run two hours later and walkers and students dropped off by a parent should arrive at school two hours later. Students should dress appropriately for inclement weather.

Late bus passes

Tardiness due to late arrival of buses will be excused. Students are to report directly to the guidance office to obtain a late bus pass by presenting their bus pass to obtain a late slip for class.

Lockers

Lockers are available for student convenience. No private locks will be allowed on assigned hall lockers. Locks will be issued to students and lockers will be assigned during the first week of school. Since locker problems are almost always the result of students sharing locks and/or a locker, students are instructed not to share their lock combinations or locker with anyone.

Lockers are school property and, therefore, may be examined at any time by authorized personnel. Students are responsible for the contents of their locker. The school is not financially liable in any way for articles lost or stolen. Students and parents remain responsible for government property stored in school lockers. Cash, jewelry and other high value items should not be brought to school or stored in hall lockers. If students suspect their locker combination is not secure, they can request to change their lock. If there is evidence of forced entry, a claim against the U.S. Government may be initiated by the parents at the legal office.

Lost and found

Lost and found items are kept for a reasonable period of time and then donated to a charity quarterly. Check for lost items in the following places:

-  Textbooks, clothing, shoes, lunch boxes, umbrellas, book bags - Room 104
-  Glasses, cell phones, wallets, watches, electronics, keys, valuables - Main Office

Messages to students during the school day

If a problem arises during the day and parents have a bona fide emergency message for their child, please call the Main Office and we will deliver the message to the student. For non-emergencies, please make prior plans with your child before they leave home in the mornings. Our office staff will deliver messages to the best of their ability, but that is not their primary mission and they will not be held accountable if a message is not delivered. We will always do our very best to assist you with getting information to your child in an emergency. Excessive requests to deliver messages interfere with the essential school mission. Please make it a priority to review the after school plan at home before you send your child to school.

Midterm notices/progress reports

Midterm notices are prepared by teachers in the middle of each nine-week marking period and sent to parents of students experiencing academic difficulty, dramatic decreases in performance or failing grades. They are also prepared at any other time that the teacher considers it appropriate to inform both the student and parent of student performance, especially when a significant decrease in achievement and grades are noted. Teachers are required to send a progress report if the class average is a "D" or "F" or if students have had a two-grade drop in a class average from "A" to "C" or from "B" to "D" or from "C" to "F".

Parents are asked to review the comments made by the teacher(s), sign the report and have the student return it to the teacher. When additional information is desired, parents are encouraged to make an appointment with the teacher(s) and/or guidance counselor. Teachers regularly attempt to reach parents about their children. The biggest obstacle that teachers have in communicating with parents is inaccurate phone numbers and/or e-mail address. If you want teachers to be able to notify you, you must keep your contact information current. Please notify the school immediately if your work number changes or if you add a number that can be used to contact you. Email has become a very effective communication tool. Every teacher has an email address. Talk to your child's teachers about exchanging email addresses. Progress reports will be sent mid-quarter for students with a grade of a D or F.

Moving/withdrawal from school

Parents should provide the Guidance Office with a copy of Official PCS orders, upon receipt. On his/her final two days of school, the student will take a clearance sheet to all assigned teachers, counselors, the media specialist, the school nurse and the registrar for final clearance. Any lost or damaged book(s), supplies or equipment must be replaced or paid for before final clearance. A copy of the official transcript will be ready for pick-up at the close of the student's last day if a two-week advance notice of withdrawal is given.

National Junior Honor Society

The National Junior Honor Society is an organization which recognizes and encourages outstanding achievement in academics, service to others, leadership, citizenship, and character. Students in the 7th and 8th grades are eligible to participate. The NJHS sponsors several service activities throughout the year to promote the improvement of the school and community environments. There is a fall induction for 8th grade and a spring induction for 7th and 8th. Student that are academically eligible are invited to complete a packet for consideration. The NJHS council will review the packet and teacher recommendations and eligible students will be invited to the induction.

Parent Teacher Student Association - PTSA

The Heidelberg Middle School PTSA is a self-governing local unit. Membership is open to all students, parents, staff and friends of the Heidelberg Middle School community. Applications are available at all general membership meetings and during school registration. The association is involved in programs, which support and promote the educational endeavors of HMS. Parent Teacher Student Association (PTSA). The Heidelberg Middle School PTSA is an organization of concerned parents, teachers, and students that gives support to school programs. Notices of PTSA general membership meetings are published in the Parent Newsletter.

Projects or activities are designed to raise revenue in order to support the PTSA's purposes. Such events may include student photographs, Geography Bee, Spelling Bee, Donuts for Dads, Muffins for Moms, Pretzels for Parents, the school yearbook, and other projects approved by the PTSA Executive Board.

The support of school staff, parents and students is vital to the continued success of the organization. Further information about the Heidelberg Middle School PTSA may be obtained from school personnel or members of the PTSA Executive Board.

Parent volunteers

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.

Recognition assemblies

Students in the Heidelberg Middle School are recognized at awards programs for their scholastic achievements and for service, citizenship and achievement in special areas. Heidelberg Middle School has a recognition program, which permits all students the opportunity for positive recognition in academic and non-academic areas. The academic awards assemblies are scheduled for the following days and times:

1. Wednesday, November 17, 2010
2. Wednesday, February 9, 2011
3. Wednesday, April 27, 2011

Also, each grade level team of teachers selects one boy and one girl as the "Student of the Month". The "Students of the Month" and their parents are invited to a luncheon held at the PHV Bowling Center.

Registration

All students must be registered for school every year. Sponsors or parents should bring a copy of their orders which includes the student's name, student and sponsor/spouse ID cards, a copy of the student's records from the previous school, current immunization records, the student's social security number, and the name and phone number of someone other than the sponsor or spouse, who is authorized to sign the student out and to take responsibility for the student in case of emergency. Registration is held each year in the spring for returning students. If the

orders will be more than three years old when the student starts school, a copy of extensions or a Confirmation of Status form is required. Registrations are also accepted throughout the summer. Additional registration is held throughout the summer. Dates are announced in the Parent Newsletter. Students who arrive during the school year may be registered daily from 08:30 until 14:30 hours. Students do not begin attendance until schedules have been developed, and teachers have been notified, usually the following day if the student is registered by 1200.

Schedule changes

Schedule changes during the school year will be considered only if the change is necessary for the educational benefit and well being of the student. Parents are encouraged to meet with the classroom teacher if there are any concerns. The counselor and/or administration can be involved if subsequent meetings are needed. Schedule changes are to be kept to a minimum. All changes must be approved by the administration.

School Advisory Committee - SAC

The Heidelberg Middle SAC provides an open forum for parents to have input regarding school policies and procedures. Parents are invited and encouraged to actively participate in the meetings, which are scheduled for the second Wednesday of each month at 1530. Election of parent and teacher representatives to the SAC is held in the Spring.

School-Home Community Partnership

School Home Community Partnership is an initiative to involve parents and community members in the school. Heidelberg Middle School has always supported programs that have encouraged parent involvement. Open House, parent-teacher conferences, parent-advisory groups, awards programs, classroom volunteers, mentors, parents as resource persons in the classrooms and parent chaperones are just a few of the ways parents are included in the functioning of the school. Research has shown that when parents are involved in the school, the child's progress always improves. Working in partnership with the parents ensures that all students will learn, achieve and succeed with their education. Be sure to share your email with us so we can send out the newsletter and school information. School-Home Partnership is the mutual collaboration, support, and participation of families and school staff at home or at school, in activities and efforts that directly and positively affect the success of children's learning and progress in school. The structure of the DoDDS School-Home Partnership is five tiers: Co-Communicators; Co-Supporters; Co-Learners; Co-Teachers; and Co-Advisors, Advocates, and Decision-Makers.

School Improvement Leadership Team - SILT

The Heidelberg Middle School's SILT is comprised of teacher, parent and administrator representatives. The teacher representatives on the SILT are co-leaders, and are aligned with designated benchmark sub-committees and Teacher Team Leaders at all grade levels. Utilizing Teacher Teams at each grade level as a SILT communication vehicle ensures that the entire faculty is connected and actively involved with SILT decision-making processes regarding the on-going development and implementation of our School Improvement Plan, SIP. Based on input received from all stakeholders including the SILT, SAC, PTSA, the entire faculty and staff as well as others in the community, school wide goals and initiatives, which are linked to each DODEA benchmark, are developed, implemented and assessed on a continuing basis. The selected benchmarks correlate with National Goals of Education.

Signing out/signing in

Whenever it is necessary for a student to leave school before the dismissal time, the student must sign out in the Guidance Office. If a student leaves school without signing out, it will be considered truancy and an unexcused absence. The student must have a sponsor-signed note indicating the time of departure from school and the reason for early dismissal. When signing out of school, the student will:

-  present a note to the guidance staff for an early dismissal pass
-  before leaving the building, report to the Guidance Office with the note to sign out

If a parent or sponsor comes to pick up a student, a note will be sent to the student's class requesting that the student be dismissed. Students who arrive at school after the first period has begun must sign in at the Guidance Office to obtain a pass for class admittance.

Standardized testing

HMS administers the Terra Nova standardized achievement test to all grade levels, the Communication Arts Performance Test to 8th graders, the writing assessment to 7th graders, and on-line Science assessment, and an end of course exam for students taking Algebra and US History. We will also take the NAEP again this year. The testing dates will be announced in the beginning of the school year.

Student Council

Our Student Council works for you and represents the issues of the student body and presents them to the administration. Be active in sharing your concerns with your Student Council Representative and participate in council programs.

Student dress code for physical education

All students will take physical education during the year. Students will be required to wear appropriate clothing such as:

-  warm-ups (as appropriate for weather)
-  shorts (without zippers or buttons whenever possible)
-  T-shirt or sweatshirt
-  tennis shoes

Basically, wear clothing other than what is worn to school on that day.

Students who participate in physical education are allowed to take a shower. Students will need soap and a towel. A lock will be issued to students by the physical education department to secure their belongings in the locker room facility. Students are excused from Physical Education for one day with a note from a parent/sponsor.

A doctor's note is required for excused absences if the student will not be able to participate for more than one day. In case of long-term injury, such as a broken arm or leg, the student will be given an alternative program or assignment. Students that have difficulty with their behavior in the locker room will not be allowed to return to the locker room. They will instead be issued a locker and lock in the hall and be required to dress out for PE in the restroom. Please advise your student to use good judgment and appropriate behavior in the locker room.

Student/Parent activities & organizations

Heidelberg Middle School offers a wide variety of activities and organizations in which students can participate. The number and variety of activities varies from year to year. Athletic programs are the responsibility of the Heidelberg Youth Service Program. Contact HYS for more information at 388-9003 or CIV 06221-338-9003. Some of the activities offered in recent years include:

All School Picnic	8 th Grade Formal Dance	Pretzels for Parents (PTSA)
Awards Assemblies	Accelerated Reader	Reflections Fine Arts Competition (PTSA)
Band Concerts	Assemblies	Rocketry
Chess Club	Bingo Fundraisers	Soccer Club
Computer Club	Drama Performances	Space Camp
Drama	Homework Club	Step Team
Geography Bee (PTSA)	Honor Roll	Student Council
German-American Exchanges	Jr. Science and Humanities Symposium	Student-Faculty Basketball
Grade Level Track Meets	Junior Leadership Conferences	Student-Faculty Football
Math Counts (Grade 7-8)	Math Olympiads (Grade 6)	Student-Faculty Volleyball
Peer Mediation	National Junior Honor Society	Tech Ed Club
Special Olympics	Odyssey of the Mind	Technology Fair
Spelling Bee (PTSA)	Open Gym	Video Club
Student Literary Anthology		Volleyball
Student Newspaper		Yearbook (PTSA)

Student passes

Students should always have a Teacher or Office pass when they are in the halls during class time. Some teams will use the student planner pass page.

Student visitors

Students who wish to have a middle school age only student visitor, accompany them to their classes must bring a note from their sponsor several days before the planned visit. The note should be taken to the Main Office in exchange for a visitor's permission form, which is to be signed by each teacher, whose class the visitor will attend. The form should then be taken to the Main Office for final approval from an administrator. If this procedure is not followed, the visitor will not be allowed to attend classes. Permission to visit will not be granted to high school students or older siblings. Visits are limited to a maximum of 3 days.

Study trips

Classes and events are occasionally held at another location on PHV. Students walk to these locations under the supervision of their teacher. Parents will be notified in advance when students are away from the school building. Parents are encouraged to accompany their child(ren) on study trips when possible. The school is always in need of chaperones when students engage in educational activities away from the school. Thus, if you would 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 the middle schoolers. Therefore, we ask that you do not bring small children on any study trip. Chaperones agree to carry out the expectations of the trip as a leader of the group. Chaperones are to redirect student misbehavior and report difficult children to the sponsor/leader of the trip. If the trip gets home at a late hour, parents are to pick up their children within 30 minutes of the arrival time. An attempt will be made to reach parents. After 30 minutes, the sponsor of the trip will drop off the remaining children at the MP station.

Tardy Policy

All students are required to report to class on time. Four minutes are allowed for passing between classes. This is normally sufficient time for students to go to the restroom, lockers, and get to class on time. Students are encouraged to go to their lockers before school, before and after lunch, and after school. It is not necessary for students to go to their locker between every class. When a staff member detains a student, the student will be issued a tardy pass. Students who arrive at school tardy because of the late arrival of their bus will be excused. They should inform the Guidance Office of the bus number upon their arrival. Parents that drop a student off late or are caught in traffic are allowed one excused tardy per month for that reason. All other days the student arrives late will be counted as unexcused and the tardy policy applies. Heidelberg Middle School has a four-step, school-wide, quarterly, unexcused tardy policy:

- | | | |
|---|--------------|---|
|  | First Tardy | - Warning to Student |
|  | Second Tardy | - Letter to Parents/Teacher Consequence |
|  | Third Tardy | - Parent/Administration Meeting next AM |
|  | Fourth Tardy | - Suspension with Community Service |

Telephone and messages

The school telephones, as all telephones in military offices, are for official business only. Students are welcome to use the school telephones for calls, which are related to emergency school business. Following are a few examples of authorized calls for a student to call a parent or sponsor:

-  missed bus
-  late arrival of a study trip
-  illness
-  student use of cameras; students are permitted to have and use photographic cameras only with administrator approval

It is an expectation that prior arrangements are made for making up assigned work and/or tests, participating in after school tutoring, mentoring, and activities. Meetings and activities are announced in advance and it is the student's responsibility to coordinate with their family. There is not sufficient time after the last bell and the departure of the buses to call home and arrange transportation for an activity. Students may use a school telephone at anytime in the event of an emergency. Students are to obtain permission from a school official prior to using a school telephone.

Textbooks

Students will be issued textbooks for which they are responsible. Students will be expected to replace all lost or damaged text or library books. Books can be ordered online using given information from the school. **Please take care of your books!**

Truancy-Skipping Class

1. Truancy is skipping school. Skipping is:
 - a) Being more than 15 minutes late for a class without a legitimate excuse.
 - b) Leaving school or a class without permission.
 - c) Being absent from school without the sponsor's permission.
2. Skipping a class or school will result in:
 - a) Paying back in double every hour skipped (during lunch, after school, or on school out days).
 - b) Parents being asked to assist the school in correcting and preventing truancy.
 - c) The Heidelberg Civilian Misconduct Action Authority and School's Liaison Officer will be notified.
 - d) The student may be suspended and reported to the CC for additional action for frequent truancy.

Unannounced drills

Unannounced drills will be practiced throughout the school year. We will assess our readiness and response and adjust our procedures based on the effectiveness of each drill. We will practice regular fire drills, emergency evacuation drills, and drills in response to a violent incident in the school. Students will be given additional training throughout the year to develop our readiness to avoid a crisis.

Visitors

Visitors, especially parents, are always welcome at HMS. For the safety and security of the students, all visitors must first sign-in at the Main Office before going to other areas of the building. All visitors will wear badges authorizing access to the building. Any staff member in the building may ask to see visitor's badges. Parents are expected to make prior arrangements with the teacher or administrators before visiting the classroom to avoid unnecessary interruptions to the classroom setting. We do not have a drop-in policy.

You can help your child do his or her best in school.

1. Making sure that your child attends school every day, but especially on the days of testing.
2. Making sure that your child gets a good night sleep every night, but especially on the nights before testing.
3. Providing breakfast every day, but especially on the mornings of testing.
4. Reminding your child to ask the teacher questions if he or she does not understand, but especially testing directions.
5. Setting a good example by respecting and supporting school efforts to support learning.
6. Take advantage of museums, libraries and community resources to enrich learning.
7. Making sure your child completes homework assignments.
8. Making sure children have a quiet, well-lit place to study and read.
9. Limiting television time.
10. Encouraging your child's best behavior at school.
11. Checking the student planner daily and using it to keep informed about class projects and homework. Teachers put homework on the board daily. Students are encouraged

and sometimes required to write the homework down. If your child's book is empty or if they claim never to have work, contact the teacher.

12. Listening and
13. Most importantly by letting your child know that you have confidence in his or her abilities and are proud of his or her efforts to do his or her best, everyday.

You can help the school help your child by:

1. Sending notes, calling and contacting teachers when you have concerns
2. Become familiar with the school's and teachers' expectations
3. Letting teachers and school staff know that you are interested in your child's education
4. Attending parent conferences
5. Checking and replenishing supplies
6. Insisting on using the student planner
7. Celebrating your student's achievements at home and in the community

School Nurse/Health Services

School health services include: preventive health screening, such as vision and hearing screening; scoliosis screening; immunization status screening; counseling students and parents on health matters; referring students for medical and dental examination; caring for sick and injured students.

The nurse works with the school faculty in developing health education programs appropriate for specific grade levels. Content areas include safety, communicable diseases, substance use and abuse, consumer health choices, human sexuality, child abuse, sexual abuse and physical health.

The nurse cannot make medical diagnoses nor prescribe treatment, since this is in the realm of medical practice. The nurse administers medications, to include over-the-counter drugs.

A medication permission form signed by a physician must accompany **all** medications (this includes prescription and over the counter medications). The permission form must include:

- ✦ Written permission from the **parent**
- ✦ Written orders from the **physician**
- ✦ Medication in an original pharmacy labeled container marked with the date, student's name, name of medication, amount to be administered and time to be taken, and the prescribing physician's name

Medication permission forms can be obtained from the nurse and are always available on the HMS web page under "Nurse Info".

Students must bring all medications and appropriate parental and medical documentation to the nurse at the beginning of the school day. **Students are not permitted to bring any medication to school without a physician signed medication form. Students are not allowed to bring over-the-counter (o-t-c) medications to school to self-administer or share with others.**

If a student becomes ill or needs to see the nurse, s/he must obtain a pass from a teacher unless it is during a lunch period or before or after school. Except in an emergency, students should not go to the nurse between classes. If a student becomes ill during the school day and needs to go home, a parent or sponsor will be contacted to come to school for the student. If a parent, guardian or responsible adult cannot be contacted, the student will remain at school. This is a good reason to emphasize the importance of current contact/emergency information.

In the event of emergency, should the nurse be unavailable, the Guidance Office and Main Office personnel are available to offer assistance. It is very important that the school is able to reach a parent or emergency contact when a child is ill. It is important that the nurse be provided with the name and phone number of an emergency contact who will take responsibility for the

student in the parent's absence. If this emergency contact person leaves, please provide a new emergency contact that can receive your child when they are ill.

IMMUNIZATIONS

DoDEA Manual 2942.0 states that prior to enrollment in DoDEA, students shall meet current specific immunization requirements. Parents must bring the DoDEA Form 2942.0-M-F1, August 2006, completed by the medical authority or a valid Certificate of Immunization, such as an official military certificate of immunization or other valid medical records, to the School Nurse for review and documentation. Updated immunizations are required for continued enrollment in school.

Heidelberg Middle School Behavior Expectations

Student Responsibilities DoDEA Manual 2051.1

Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conformance to school rules and regulations. Students have a responsibility to notify school staff of behavior that may endanger the safety and well being of others.

This regulation does not list every offense nor does it dictate the exact seriousness of any particular offense. It does describe categories of conduct with sufficient specificity to inform the student of the type of conduct which may result in disciplinary consequences. These student conduct expectations apply to student conduct that is related to school activity:

- ▶ While on school property
- ▶ While en route between school and home, to include school buses
- ▶ During the lunch period whether on or off campus
- ▶ During or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, assemblies, and evening school-related activities
- ▶ Be prompt and prepared
 - Come on time (reference Tardy Policy)
 - Come with needed materials
 - Come with assigned work
- ▶ Respect authority
 - Listen to authority
 - Follow directions promptly
 - Accept responsibility for behavior
- ▶ Respect rights of others
 - Use appropriate voice and language
 - Listen to speaker
 - Respect opinion and points of others
 - Refrain from harassment
- ▶ Respect property
 - Respect property of others
 - Respect own property
- ▶ Display a concern for learning
 - Remain on task
 - Allow others to remain on task
- ▶ Display appropriate social skills
 - Cope with disagreement and teasing
 - Display courtesy and tact
 - Interact with others appropriately
- ▶ Display appropriate character
 - Display positive character
 - Display productive character

Each student at Heidelberg Middle School is expected to:
Two basic rules: Be courteous and respectful

1. Devote all of his/her actions, thoughts, and concerns to learning.
2. Become a person who is trustworthy.
3. Most importantly, **be kind to one another**.

Students may be referred to the administration for offenses by referral from a teacher or another adult in the school. Referrals depend on: 1) severity of the problem and 2) frequency. Enclosed in this handbook is the discipline matrix that is a guide for administration. Actions by an administration will depend of severity of the problem and frequency to the office. Example: gum chewing is a lesser offense and for the first offense, the student may get a warning but, if a student has been referred several times for gum chewing then a more severe action will need to take place. It is our hope that every student will accept a consequence when their behavior is not up to par and then never return to the office for any other behavior issue. But, realistically, sometimes this does not occur. Thus, the discipline matrix...

SOME infractions on the discipline matrix and referral system (first time visit) are:

Abusive Behavior to Peers Matrix Level 2

It is tough to distinguish this one from a fight or bullying or harassment. Students will be allowed a few of these offenses while they are trying to get acquainted with the HMS abuse policy. The definition is the same as a fight. It is rough play between two people, sometimes described as “We were just playing!” Sometimes the behavior is bullying or harassment with one student more powerful than the other. Some of our students get big fast and they haven’t stopped playing rough like they did when they were the same size as the other kids.

Birthday hits Matrix Level 2

Hitting, punching, causing harm to a person on their birthday, with or without the consent of the receiving individual is not allowed.

Bullying and Harassment Matrix Level 3

Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).

Cheating Matrix Level 3

Receiving any unauthorized aide on any schoolwork. Examples of complicity include, but are not limited to providing a false alibi, lying to protect a guilty person, knowing about a wrong doing and doing nothing to prevent it, encouraging others to commit a wrongdoing, copying another student’s work and presenting it as your own, stealing teacher materials for personal gain, etc.

Complicity Matrix Level 3

Being an accomplice to a wrongdoing. Examples of complicity include, but are not limited to providing a false alibi, lying to protect a guilty person, knowing about a wrong doing and doing nothing to prevent it, encouraging others to commit a wrongdoing, copying another student’s work and presenting it as your own, stealing teacher materials for personal gain, etc.

Creating classroom disturbance Matrix Level 2

Making noise, not working, keeping others from learning, interrupting a speaker, talking without permission, distracting the teacher, arguing with the teacher, etc. No one is allowed to interfere with teaching or learning.

Disrespectful behavior Matrix Level 2 or 3

Students are expected to respect their peers and school personnel at all times, and to obey any reasonable request make by any member of the staff.

Disruptive and/or unsafe behavior **Matrix Level 2**

Disrupting a class, “play fighting”, “scuffling, and any other behavior that distracts from the educational process or creates a safety hazard is not allowed.

Dress code violation **Matrix Level 1**

Dress that does not adhere to HMS rules and regulations. Students are offered an opportunity to change or call parents.

Dunking and hanging on backboards **Matrix Level 3 or 4**

Students are not allowed to hang on backboards, rims, or dunk in any way that may cause the backboard to break. Financial compensation may be required in addition to any disciplinary action taken if the student willfully disregards this rule.

Failure to sign out **Matrix level 3**

Any time a student leaves the school campus during school hours, a sponsor must sign him/her out.

Fighting **Matrix Level 3 or 4**

When two or more students are hitting, swinging, wrestling, shoving, or pushing in a manner that an adult considers harmful. All parties involved in an altercation are subject to disciplinary action not matter who “starts” it. Students who are feeling threatened should notify a staff member immediately.

Forgery **Matrix Level 2**

Signing a staff member or parent’s signature.

Gambling **Matrix Level 2 or 3**

Wagers of any kind under any circumstances are not acceptable.

Gum Chewing **Matrix Level 1**

We are a no gum school. Do not bring it to school.

Horseplay

Playing around (no evidence of anger) where it becomes a safety hazard or a disruption factor.

Insubordination **Matrix Level 3**

Blatant and willful disobedience of a reasonable request made by an adult. Examples of insubordination include, but are not limited to walking away when an adult is talking to the student, not stopping an activity or behavior when directed to do so, etc.

Internet violation

Researching, creating, or viewing profane or damaging email, web browsing, or netting. Internet agreement signed at the beginning of school on how to use government computers.

Leaving class or campus without permission **Matrix level 2 or 3**

For whatever reason, students leave class or the building without first obtaining the permission of the adult responsible for their supervision.

Lying **Matrix Level 2**

Making a false statement or concealing the truth behind technicalities

Nuisance items **Matrix Level 1 or 2**

- ↳ Anything that disrupts or can cause disorder.
- ↳ Electronic sound producing devices, game boys, CD players, cell phones, beepers, etc. are not to be used during school hours. If brought to school and are seen or heard by a

staff member, they will be confiscated. If kept in lockers during the day, the school is not responsible for loss or theft of the item. Our recommendation is not to bring these items to school.

- ▶ Other examples of nuisance items include stink bombs, poppers, firecrackers, exploding devices, water pistols, water balloons, pets and other animals; raw eggs, shaving cream, silly string; bean shooters, rubber bands with paperclips, food coloring, baseball collector cards, other collectibles and valuable items, or slam books
- ▶ Any item of no reasonable educational use to the student at school or on a school sponsored activity should not be at school

Profanity/vulgarity

Matrix Level 3

Use or display of obscene, vulgar, sexually explicit language or profanity. A simple guideline: If you wouldn't say it to a priest, minister or other religious leader, don't say it at all.

Prohibited items

Matrix Level 1-4

There are varying degrees of consequences depending on item category and level. Nuisance items are also prohibited and can be levels 1 and 2. Alcohol, drugs, weapons are more serious offenses.

Public display of affection – PDA

Matrix Level 1

Display of affection in school, on school grounds, or at school sponsored activities and on school buses is not allowed. This includes but is not limited to kissing, rubbing or fondling. These behaviors are inappropriate and unacceptable.

Sexually offensive behavior/sexual harassment

Matrix Level

3

Sexual harassment will not be tolerated at HMS. Any student who sexually harasses another student will be counseled and/or disciplined. HMS uses the following definition: sexual harassment is any unwanted and unwelcome sexual behavior, which interferes with a person's education or employment. It can include:

1. Leering, sexual flirtations, or propositions.
2. Sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Sexual notes.
7. Touching an individual's body or clothes in a sexual way.
8. Cornering or blocking normal movements.

Any student who is being sexually harassed should notify a teacher, a counselor or an administrator. Parents that get information from their child about sexual harassment at school can notify the school or send in a note with the complaint. Offenders will be counseled once, and then disciplinary action will be taken until the harassment stops.

Theft

Matrix Level 3

Taking anything that does not belong to you without permission of the owner.

Threats

Matrix Level 3 or 4

Communication, in any form, with the intent to cause harm to property or individuals.

Tobacco Products

Matrix Level 3 or 4

Smoking and/or using tobacco products are prohibited. Possession of tobacco products is also not allowed.

15.11 Tobacco

- 15.11.1 Students are prohibited from possessing or using tobacco products anywhere on 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.
- 15.11.2 Violation of this policy will result in disciplinary action.
- 15.12 Substance Abuse (Alcohol, Inhalants, and Other Drugs)
- 15.12.1 Substance abuse by students is prohibited on school property, on school-owned and operated buses or chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.
- 15.12.2 Substance abuse includes using, possessing, selling, dispensing, or being under the influence of illegal drugs or alcohol, and/or any abuse or misuse of legal substances (e.g., over-the-counter nonprescription drugs, sniffing glue, inhalants, taking non-recommended amounts of pills or other substances, or taking medicine prescribed for another person).
- 15.12.3 Violation of this policy will result in disciplinary action.
- 15.12.4 The principal should refer violations of this policy to the cognizant law enforcement authority and, when appropriate, refer the student to counseling.

Vandalism

Matrix Level 3 or 4

Willful destruction of or damage to school property, as well as the property of others. Financial compensation may be required in addition to any disciplinary action taken. This includes incidents that may occur on the busses.

Verbal Abuse to Peers

Matrix Level 3

Name-calling, baiting, taunting, and teasing are inappropriate and distracting to the educational process and will not be tolerated.

Assembly Behavior

We will have many assemblies throughout the year, which enrich the educational program and are a privilege for students. Appropriate and courteous behavior is expected from all students. If a student's behavior becomes a problem for the students around him/her or is a distraction to the performers, the student will be removed and possibly denied access to any future assemblies.

Cafeteria/lunch period behavior

There will be two lunch periods. Students will be assigned to lunch periods based on their grade level. The cafeteria, operated by AAFES, will provide a hot meal daily and a la Carte items (milk, hamburgers, fries, chili, etc.). Students may purchase a lunch or bring one from home. All food and drink, including items brought from home, will be consumed in the cafeteria. If a student takes their food to a classroom, it needs to be taken on a paper plate and not a lunch tray. Consequences will be issued for rule violations in the cafeteria. Students are not to take book bags and backpacks to the cafeteria. Students should report to the cafeteria with everything they will need during lunch period (coats, hats, games, etc.) Since classes are in session during each lunch period, students will not be permitted to go to their lockers after reporting to the cafeteria. Students will only be permitted to leave the cafeteria if they present an authorized pass from the receiving teacher. Students should be dressed appropriately for the weather.

Students are expected to remain in the cafeteria for ten minutes before going outside. Then they may:

- ↳ go to the Information Center (IC) or a teacher if they obtained a pass from the librarian or teacher prior to lunch
- ↳ go outside. Once students are dismissed to go outside, they are expected to stay outside until their lunch period is over. In the event of inclement weather, students will remain in the designated area indoors. Students are expected to have a pass and permission in order to leave the cafeteria or playground.

All students are expected to:

- adhere to the rules established by the lunchroom monitors
- walk at all times
- use a normal tone of voice when talking to others
- get in line as soon as they enter the lunchroom, if purchasing food
- wait their turn in line
- purchase food for themselves and not for others
- sit down and eat or talk quietly with friends; raise hand to be excused from table
- clean off the table when finished, placing garbage, food wrappers, cans, etc. in the trash container; wait until dismissed from monitor
- return lunch trays to the designated areas
- bring the necessary clothing for going outdoors
- eat food in the cafeteria
- be respectful and courteous to lunchroom monitors at all times
- behave in a safe and considerate manner
- avoid rough and abusive behavior toward peers
- remain in authorized areas outdoors. The lunch monitors must be able to see you from their position near the building. The far dugout is strictly forbidden and off-limits.

Any violation of proper lunchroom behavior will result in lunch consequences. Serious or frequent infractions of rules will result in multiple detentions and may result in suspension from the lunchroom or other disciplinary action.

Following staff member's directions policy

Students are expected to follow all reasonable requests by a staff member in the school. This request should be followed immediately and without argument or discussion. A reasonable request for this purpose is defined as a request that will not induce harm to any individual or property. If a student does not understand the request or disagrees with the request, he/she should follow the following steps: 1) follow the request immediately without argument or discussion, 2) request a meeting to speak to the staff member, 3) ask a counselor to assist if a resolution or meeting cannot be reached, 4) ask an administrator to assist if the aforementioned steps do not solve the situation.

Gang-like Behavior

Heidelberg Middle School has a "no tolerance" policy in respect to gangs and gang like behaviors. Activities associated with gangs or the behaviors associated with gangs will not be permitted. Students are prohibited from participating in these activities in school and in the community. If a student is identified as displaying gang-like behaviors or being in a gang, he or she will be counseled, reported to the Community Misconduct Officer, and recommended for family counseling. Those proven to have association with gangs will be given a discipline hearing with a recommendation for expulsion. If there is a question as to what the school considers "gang like" behaviors, please see an administrator, counselor, or teacher.

Hallway conduct

All students are expected to have a pass issued by a staff member if it is necessary to be out of class. Students are expected to walk quietly through the halls and stairways. There is a no gum policy in the school-including hallways. Running jeopardizes the safety of everyone. Running, pushing and playing in the halls will not be tolerated. Keeping the hallways clear of litter enhances both the safety and beauty of our school. Excessive displays of affection are not permitted. Abusive behavior toward other students will not be tolerated. Consequences will be given for rough and abusive behavior. Teachers and administrators monitor the halls always. If a student feels that a situation needs to be corrected, they can notify a nearby teacher or report it to the office. A nearby teacher can then watch for the behavior and correct it.

Handling conflict

Students are expected to handle conflict in non-violent ways. Physical altercation is deemed mutual combat – not self defense at HMS. Harassment, teasing, name-calling, rumor spreading, note passing, weekend conflict that spills into Monday, abusive behavior, etc. can lead to conflict or cause a hostile environment at school for students. There are many alternatives to threats of violence or fighting and each individual at the middle school must cope without violence.

Students can speak with their classroom teachers about issues in the classroom. Lunch monitors are available to assist with lunch situations. Students can request mediation, report problems to their guidance counselor or the main office. The staff at the school will make every effort to assist students in conflict resolution. Regardless of the cause, all threats of violence and fights or “play fighting”, abusive behavior, and any behavior that results in fear will be treated as serious incidents and will result in consequences. Students who respond to aggression with aggression will face consequences.

Discipline for Minor or First Offenses

A student may be disciplined for relatively minor or some first offenses through the use of oral or written reprimands or notice to parents, suspensions from school or extracurricular activities, retained in office, teacher/student/parent conferences, and other interventions deemed appropriate by the teacher or administrator.

Minor offenses include conduct that is not conducive to the good order and discipline of the school. Examples include, but are not limited to: tardiness, unexcused absence, food or gum in class, unprepared for class, possessing items in violation of school rules, violating the school dress code or other policies, failing to follow directions, minor damage to property, and class disruption by being noisy or wandering around the room without permission. Repeated acts of minor misconduct may result in more serious discipline, such as suspension or expulsion.

Grounds for Suspension or Expulsion

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 students has:

- ✦ 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.
- ✦ Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- ✦ Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for the first offense, if the principal so recommends and the disciplinary committee concludes such measures are necessary.
- ✦ Committed or attempted to commit robbery or extortion.
- ✦ Caused or attempted to cause damage to school, government, vendor, or private property.
- ✦ Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
- ✦ Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to: cigarettes, cigars, clove, and smokeless tobacco.
- ✦ Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
- ✦ Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- ✦ 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.
- ✦ Gambling in any form.
- ✦ Conduct, including fighting, that endangers the well-being of others.
- ✦ 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
- ✦ Possession or control of a beeper or similar portable communications device (this includes CD and cassette walk "persons", cellular phones, and computer games) unless authorized by the principal. These devices are subject to confiscation by school authorities.
- ✦ 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, intellectual ability, and matters pertaining to sexuality.

- ✦ Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- ✦ Forgery, cheating, or plagiarism
- ✦ Use or possession of fireworks
- ✦ Violation of attendance Regulations or Policies
- ✦ Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that caused 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.

Expulsion

Violation of any law, regulation of the military installation or school, or policy of the DoDDS system can lead to expulsion. A student may be expelled from school for the remainder of the school year or, if the incident occurs within the last six weeks of the school year, it may include part or all of the first semester of the following school year.

Shadowing

Students assigned Shadowing must be accompanied by a parent/guardian in order to attend school. The sponsor is required to be present with the student at all times during the school day including lunch. The student and sponsor will attend all classes.

Particular Grounds for Expulsion

The principal or designee shall recommend a student's expulsion from the DoDDS for any of the following acts:

- ✦ Causing serious physical injury to another person.
- ✦ Possession of any firearm, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity.
- ✦ Unlawful sale of any mind-altering substance, as a second offense.
- ✦ Making, or participating in the making, of a bomb.

Other Misconduct Constituting Grounds for Discipline, Including Suspension or Expulsion

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

Notice to Law Enforcement Authorities

Incidental to suspending any student, the principal of the school, or designee, shall notify the installation commander, or designee for law enforcement or legal affairs, of any acts which may violate local laws or that are considered serious incidents. All serious incidents will be sent to the MPs for a journal entry and the School's Liaison Officer.

Zero Tolerance for Weapons (ZTW) and Violence

It is absolutely essential that our schools, school activities and buses be free of weapons. To this end, a policy of Zero Tolerance for Weapons (ZTW) is in place. This means that students are not allowed to have the following at school:

- ✦ weapons that could frighten or jeopardize the safety of individuals,
- ✦ objects that resemble weapons (replicas)
- ✦ objects not resembling weapons, as weapons.

Many items that would not normally be considered weapons are prohibited when "carried in a concealed manner, or if displayed openly, brandished or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety". (USAREUR/USAFE

regulatory synopsis). Replicas and toy knives or guns brought to school by students and concealed on their person or in lockers are prohibited items and will normally result in serious disciplinary action, including up to a disciplinary hearing and expulsion from school. To ensure the safety of staff and students, any incident that occurs on school grounds, a school bus, or during a school sponsored activity that involves a weapon or prohibited item will be immediately reported to the military police. Laser pointers are considered a weapon and are not to be brought to school or school activity. Pocketknives are not to be brought to school, no matter how small and regardless of the purpose of its use. Lighters are also not allowed. Spiked leather, even if filed down is not allowed at school.

Here are the items that are specifically mentioned in the weapons policy that students and parents signed at registration. Students shall not transport, exchange, carry, nor cause to be stored, objects that are generally considered to be weapons. These include, but are not limited to:

1. Any firearms
2. Any destructive devices
3. Knives, all types
4. Club-type hand weapons (for example, blackjacks, brass knuckles, etc.)
5. Gas pistols and shooting pens
6. Any of the following if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make a reasonable person fear for their safety:
 - ✦ Straight razors, razor blades
 - ✦ Exacto knives, ice picks, bolo knives, machetes, spears, bows and crossbows of any size, or any similar instrument
 - ✦ Clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, or bricks)
 - ✦ Also banned is any object that might be used readily to inflict bodily harm (for example, chains, bicycle chains, canes with sharp points, broken bottles or glasses, or spiked leather)
 - ✦ Authentic appearing replicas of a firearm are classified as weapons (for example, toy guns)
 - ✦ Blank cartridge pistols

Any item used as a weapon to hurt someone or to threaten to hurt someone is considered to be a weapon, whether it's a padlock, a ballpoint pen, or a stick. We all know the big ones—anything that shoots or cuts—but it's important that every student knows that if he/she uses anything that looks like a weapon, even if it's a fake, to hurt or threaten someone, he/she will go before a discipline hearing.

If one of the above-prohibited items is in the student's possession, he/she will be liable for the ultimate consequence, namely expulsion from all DoDDS schools.

15.13 Weapons

- 15.13.1 Students are prohibited—while on school property, on school-owned and operated buses or chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus—from the unauthorized use or possession of guns, knives, other weapons, explosives, or other objects that can be used with the intent of threatening or harming any individual.
- 15.13.2 Weapons include, but are not limited to:
 - 15.13.2.1 any gun (e.g., pistol or revolver), any look-alike gun, ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or may be readily converted to expel a projectile by the action of an explosive (e.g., a starter gun), or any stun gun or laser;
 - 15.13.2.2 any knife (e.g., dirk, bowie knife, switchblade knife, or any knife having a metal blade of three inches or longer);
 - 15.13.2.3 any razor, slingshot, spring stick, metal knuckles, or blackjack;
 - 15.13.2.4 any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nun chuck or fighting chains);

- 15.13.2.5 any studded accessory or article of clothing (e.g., a studded collar or chain belt);
- 15.13.2.6 Mace, pepper spray, or similar propellants;
- 15.13.2.7 any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled (e.g., a throwing star or oriental dart);
- 15.13.2.8 any explosive device (e.g., a firebomb, explosive material, a hoax explosive device, a chemical bomb, poison gas, a grenade, a rocket or other incendiary device); or
- 15.13.2.9 any weapon of like kind as those enumerated above.
- 15.13.3 Violation of this policy will result in disciplinary action up to and including expulsion. The cognizant DoDEA deputy director may determine, based on a review of the facts of a particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate.
- 15.13.4 The principal shall report all violations of this policy to the cognizant law enforcement authority.
- 15.14 Laser Pointers
- 15.14.1 Students are prohibited from possessing or using laser pointers anywhere on 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.
- 15.14.2 Violation of this policy will result in disciplinary action.

Suspension Pending Parent Conference (Overnight Conference):

When a student is assigned a Suspension Pending Parent Conference, (s)he may not attend school until after a parent conference is held. The conference is usually scheduled before school the next morning so the student would not normally miss any classes. This conference will include the student, a parent or sponsor, and a school administrator. The purpose of the conference is to ensure that the student and sponsor are aware of the behavior that is expected at school and to work together to improve the student's behavior.

- 15.15 Search and Seizure
- 15.15.1 DoDEA respects the privacy of all individuals, including students.
- 15.15.2 Search and seizure of school property or a student's property, or search of a student's person on school property or when participating in school-sponsored or school-supervised activities, will be conducted according to procedures that are consistent with the law, the student's right to privacy, and the school's need to enforce rules and regulations.
- 15.15.3 Desks, lockers, and storage spaces, which are provided to students without charge, are the property of the school. General inspections of school property on a periodic or random basis may be conducted at any time by the principal or his/her designee. General inspections of school property should be conducted in the presence of a witness.
- 15.15.4 The principal or his/her designee may conduct an inspection of an individual student's desk, locker, or storage space when there are reasonable grounds to believe it contains illegal drugs, weapons, stolen property, or other contraband provided that the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student should be made prior to conducting the search. The search should be conducted in the presence of a witness.
- 15.15.5 The principal or his/her designee may conduct a search of a student's person provided that the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. A school official that is the same gender as the student should conduct the search. Such a personal search may extend to pockets; to the removal and search of outer garments such as jackets, coats, sweaters, or shoes; and to items such as pocketbooks or backpacks. If a search of a student's person is conducted, the principal or his/her designee should notify the student's parent/sponsor of the search as soon as is reasonably practical under the circumstances.

Student Behavior Expectations DoDDS-Europe Student Activities SY 2011-12

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.
14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

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.

School Bus Behavior Management Plan

DoDEA Regulation 2051.1

Student bus discipline is the responsibility of the School Bus Office. Students choosing not to comply with the school bus behavioral standards will be disciplined and may lose their bus privilege temporarily or for the entire year. When this happens, sponsors will have to make arrangements for their students to get to and from school according to the established school hours. Sponsors will be accountable for any physical damage done to buses by their dependents.

The 10 School Bus Rules

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

Here are a few things parents need to know:

- ✦ Transportation to and from school is a privilege, not a right. Students will be removed from the bus for not following the rules.
- ✦ The bus pass is the ticket to ride the bus. If your child loses their pass, they need to get a new one as soon as possible. We have attempted to make it easy on you by allowing students to have their pictures taken in the library. We will email the photo to the bus office for a new pass to be made. The pass will be sent to the school and delivered to the student. Having said that, you need to be aware that we will only issue about three (3) temporary bus passes. After that, your child will not be allowed to ride home without their bus pass.
- ✦ Your child can only ride the bus that is on their pass. They cannot ride home with other students, nor can other students ride home with your child if they do not have an issued pass for that bus. This creates a hardship for overnights, but the need to have an accurate manifest does not allow students to jump and ride.
- ✦ If TDY or emergency leave creates the need for your child to stay with another family, contact the school bus office to make arrangements for an alternate bus pass.
- ✦ If the bus is late getting your child to school, the school will issue passes to class.
- ✦ If there is a behavior issue on the bus, work with your child to write an accurate account of the misbehavior or incident. Have your child describe exactly what they observed and heard. List other students that witnessed the event. Send in the complaint with your child to the school. We will fax the complaint to the bus office for action.

School Bus Safety

Good order among students on the bus is fundamental to safety. Commonly known as the “bus discipline problem,” what’s really at stake is the effect that a lack of good order has on every student’s safety. “Discipline” isn’t the problem—the real problem is safety, because bad “discipline” results in an unsafe operation. Safe student transportation is one of DoDDS-Europe’s highest concerns. We have high standards for mechanically sound vehicles and qualified, trained drivers, two of the three parts that make up the formula for safe school bus operations. The third and equally vital part that completes the formula is safe student behavior on the bus. The most serious effect of student misbehavior is its impact on the bus driver. Driving in European traffic conditions demands the driver’s full attention and absolute concentration. Anything that diverts attention or breaks concentration, however momentary, can have dangerous, even fatal, consequences. Consider this: When the driver looks in the rearview mirror to identify and correct student misbehavior, who is driving the bus? The direct cause and effect relationship between behavior and safety on the bus underlies DoDDS-Europe’s policy and program for managing student behavior. A joint working group of school principals, education and transportation officials, component command schools liaison officers, and ECAPTS representatives conducted an in-depth study of the topic and how to manage it. The working

group overhauled the process, clearly defining roles and responsibilities; streamlining procedures and making them consistent; simplifying and standardizing the rules; and creating a universal table of consequences. DODDS-Europe implemented the revisions during the fourth quarter of last school year. Some key points about DoDDS-Europe's policy and procedures are:

- ▶ Because misbehavior by even one student creates an unsafe environment for all, the rules will be strictly enforced.
- ▶ Parents, including sponsors or guardians, are responsible for their children's behavior on the bus. DoD policy prohibits hiring adults for the primary purpose of supervising student behavior and enforcing discipline on school buses. Parents must teach their children proper behavior and ensure they follow the rules.
- ▶ School principals will take disciplinary action. Riding school buses is a privilege that may be suspended or revoked when a student does not behave in a safe and proper manner.
- ▶ Suspension or revocation of bus privileges does not relieve the student of attending school. Parents must make the necessary arrangements.
- ▶ The table of consequences has four categories of infractions in ascending order of severity, with disciplinary action also following an increasing penalty scale. The four categories are Minor Misconduct (e.g., standing while the bus is in motion); Serious Infractions (e.g., damage, theft or pilfering); Severe Offenses (e.g., fighting); and Criminal or Illegal Acts (e.g., making a bomb threat).
- ▶ Penalties begin with an oral/written warning for the first instance in the minor misconduct category, increasing to a 1-5 day suspension for the second and culminating in suspension for remainder of school year upon a fifth referral. Similarly, an increasing scale of suspensions is applied to serious infractions, severe offenses and criminal or illegal acts, with the last also referred to military installation commanders for other/additional action as appropriate. While school principals administer DoDDS-Europe's policy and program for student school bus behavior management, success requires everyone's backing, cooperation and support, including parents, sponsors and guardians, commanders, and other military community officials. It's all about a safe ride for students to and from school every day.

We have read the Student & Parent Handbook SY 10-11, understand the rules and policies, and agree to comply with them.

Heidelberg Middle School Discipline Matrix

GUIDE FOR ADMINISTRATIVE ACTIONS

The purpose of this table is to provide guidance to administrators and *should not restrict* their use of discretion to account for unique circumstances or special needs students when handling misconduct issues.

****Administrative Action** may include, but is not limited to the following: *Warning, Counseling session, Teacher-assigned detention, Lunch time detention, Lunch time work detail, After-school detention, After school work detail, Saturday school, Shadowing (a parent/guardian is required to accompany his/her child to all classes throughout the day, including lunch), and Out-of-school suspension.*

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Additional Referrals
<u>1</u>	<ul style="list-style-type: none"> ➤ Action leading to accident ➤ Attendance violation ➤ Dress code violation ➤ Prohibited item (gum, etc.) ➤ PDA ➤ Throwing/shooting objects (paper) ➤ Other 	Lunch Action **	After-School Action **	Saturday Action **	SUSPENSION 1 Day
<u>2</u>	<ul style="list-style-type: none"> ➤ Abusive behavior to peers ➤ Detention violation (no show) ➤ Did not obey instructions ➤ Disrespect to student ➤ Disruptive behavior ➤ Engaged in horseplay ➤ Pushing/Shoving ➤ Forgery ➤ Harassing students ➤ Internet agreement violation ➤ Left class w/out permission ➤ Lying ➤ Prohibited item (electronics, etc.) ➤ Safety rule violation ➤ Scuffling ➤ Tampering with equipment ➤ Tardies ➤ Other 	After-School Action **	Saturday Action **	SUSPENSION 1 Day	SUSPENSION 2 Days
<u>3</u>	<ul style="list-style-type: none"> ➤ Aggressive behaviors ➤ Bullying ➤ Cheating ➤ Damage to property ➤ Disrespect to adult ➤ Fighting ➤ Insubordination ➤ Internet agreement violation (profane) ➤ Left campus w/out permission ➤ Offensive behaviors ➤ Prohibited items (profane, etc.) ➤ Sexually offensive behavior ➤ Stealing ➤ Threatening behavior ➤ Throwing/shooting items (other than paper) ➤ Vandalism ➤ Verbal abuse/gesturing ➤ Other 	Saturday Action	SUSPENSION 1-3 Days	SUSPENSION 4-6 Days	SUSPENSION 7-10 Days
<u>4</u>	<ul style="list-style-type: none"> ➤ Damage to property ➤ Illegal Substance ➤ Prohibited items (weapons) ➤ Vandalism (over \$200) ➤ Other 	SUSPENSION/EXPULSION PROCEEDINGS INITIATED			