

Hainerberg Elementary School



Hainerberg Elementary
Yearbook 2007-2008

Student/Parent Handbook

2008/2009

Cover designed by Jenea' Rentze

To the Parents and Students of Hainerberg Elementary School,

Welcome to School Year 2008-2009!

This handbook was designed with you in mind to better help you learn what Hainerberg Elementary School is all about. We ask that you use this guide as a resource throughout the course of the school year so that you will have a basic knowledge of some of the policies, procedures, and programs that will affect you. Information regarding student expectancies, progress reporting, academic schedules, extra-curricular programs, health services, and bus safety are just some of the many entries you'll find within this handbook. Parents are asked to review its contents and to discuss items with students. Since this handbook offers a snapshot of what Hainerberg ES is all about, students and parents are encouraged to ask questions to school personnel at anytime so that individual's needs can be addressed and met.

On behalf of the Hainerberg ES staff, we look forward to another fun and fulfilling school year. In collaboration between the school and home, we invite you to work alongside us at the school site so that the educational programs at the school will be enhanced, fulfilling, and rewarding for all involved. Our staff is dedicated to providing a myriad of opportunities for learning and success for all of our students and we know that school year 2008/2009 will be a satisfying and productive one. On behalf of the entire Hainerberg ES staff, may I welcome you and know that we look forward to great opportunities and new discoveries ahead!

DR. BARBARA HICKMAN
Principal

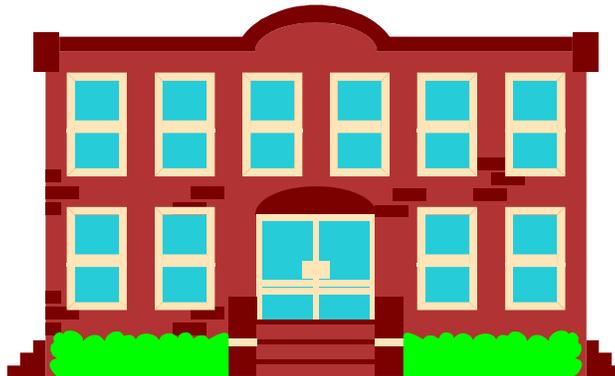


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NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS

We are pleased to inform you that our school has earned the North Central Association of Colleges and Schools Improvement in February 2003. This accreditation has been revalidated annually without citations since 1982. Our membership in this association means that this school has met those conditions and standards of excellence as defined by the accrediting (NCA CASI).

THE MISSION OF DoDEA

DoDEA's mission is to plan, direct, coordinate, and manage the education programs for eligible dependents of U.S. military personnel and civilian personnel of the DoD stationed overseas. DoDEA provides an exemplary education that inspires and prepares all students for success in a dynamic, global environment. Dependents of military personnel face unique challenges to their educational attainment. They move more frequently than typical students and are also subject to the stress that accompanies the potential deployment of parents to combat. DoDEA schools provide students with a uniform curriculum and standards that mitigate the stress of frequent moves. DoD also provides resources to non-DoDEA schools to help them deal with the challenges faced by military dependents.

HAINERBERG ELEMENTARY SCHOOL MISSION STATEMENT

MISSION STATEMENT

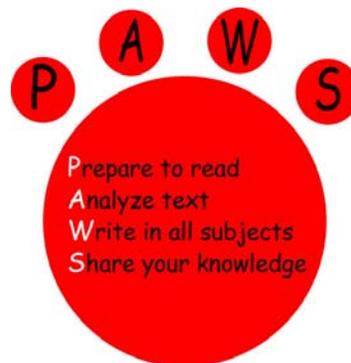
The mission of Hainerberg Elementary School is to provide exemplary educational programs that inspire and prepare all students for success in a global environment.

STUDENT PERFORMANCE GOAL 1

All students will demonstrate improvement in analyzing text in all curricular areas.

STUDENT PERFORMANCE GOAL 2

All students will demonstrate improvement in written communication skills across the curriculum.



Hainerberg Elementary School supports the *Community Strategic Plan* by providing opportunities for children to:

- Respect and cooperate with one another
- Work hard at learning and learn all they can
- Believe in themselves and develop a positive self-image
- Think, reason and problem solve
- Develop life long habits of physical and mental well being
- Become responsible citizens
- Participate in academic and enrichment activities that are supported by community partnerships

DAILY SCHOOL SCHEDULE

The school day has been established as follows:

DEVELOPMENTAL PRESCHOOL

AM Session 0810 Length and number of days for both sessions is determined in accordance with students' needs
PM Session 1155

SURE START

0850 Students may enter classroom
0900 Instruction begins
1430 Dismissal

KINDERGARTEN THROUGH FIFTH GRADES

0810 Students enter building and go to classroom
0815 Classroom instruction begins
1435 Dismissal



SCHOOL TELEPHONE NUMBERS

RM#	OFFICE	MILITARY #	CIVILIAN#
181	MAIN OFFICE: Principal FAX	337-5160/5873	0611-705-5160 0611-74123
210	COMMUNICATION IMPAIRED	337-6254	0611-705-6254
212	COUNSELOR	337-6235	0611-705-6235
221	SPECIAL EDUCATION	337-6241	0611-705-6241
151	REGISTRAR	337-5161	0611-705-5161

All staff members can be reached by leaving a message with the secretary in the Main Office. Messages are usually left in distribution boxes. Please specify if a message is urgent or if immediate attention is needed, as uninterrupted instructional time is a priority.



SCHOOL MAILING ADDRESSES

Hainerberg Elementary School
Unit 29647 Box 0086
APO AE 09096-0086

Hainerberg Elementary School
Geb. 08778 Texasstrasse
65189 Wiesbaden

2008-2009 SCHOOL YEAR CALENDAR

First Semester

Monday, August 25, 2008	Classes Start for Students – Full Day
Thursday, August 28, 2008	Open House Parents visit classrooms and teachers – 1:00 p.m. – 2:30 p.m.
Monday, September 1, 2008	Labor Day – Federal Holiday
Tuesday, September 2, 2008	Kindergarten first day of class – Full Day
Tuesday, September 2, 2008	PSCD first day of class
Thursday, September 11, 2008	Sure Start first day of class
Friday, September 12, 2008	SIP Day – No School for Students
Friday, October 3, 2008	Early Dismissal for Students–11:00 a.m. Teacher In-Service Day
Friday October 10, 2008	SIP Day – No School for Students
Monday, October 13, 2008	Columbus Day – Federal Holiday
Thursday, October 30, 2008	End of First Quarter
Friday , October 31, 2008	Teacher Work Day – No School for Students
Monday, November 3, 2008	Begin Second Quarter
Thursday, November 6, 2008	Parent-Teacher Conferences – No School for Students
Friday, November 7, 2008	Parent-Teacher Conferences – No School for Students
Tuesday, November 11, 2008	Veteran's Day – Federal Holiday
Thursday, November 27, 2008	Thanksgiving – Federal Holiday
Friday, November 28, 2007	Thanksgiving – Recess Day
Monday, December 22, 2008	Begin Winter Recess
Thursday, December 25, 2008	Federal Holiday (Christmas)
Thursday, January 1, 2009	Federal Holiday (New Year's Day)
Monday, January 5, 2009	Instruction Resumes
Friday, January 16, 2009	SIP Day – No School for Students
Monday, January 19, 2009	Martin Luther King, Jr. Day – Federal Holiday

Second Semester

Thursday, January 22, 2009	End of Second Quarter and First Semester
Friday, January 23, 2009	Teacher Work Day – No School for Students
Monday, January 26, 2009	Begin Third Quarter and Second Semester
Friday, January 30, 2009	Parent-Teacher Conferences – No School for Students
Monday, February 16, 2009	Presidents' Day - Federal Holiday
Thursday, April 2, 2009	End of Third Quarter
Friday, April 3, 2009	Teacher Work Day – No School for Students
Monday, April 6, 2009	Begin Spring Recess
Monday, April 13, 2009	Instruction Resumes – Begin Fourth Quarter
Friday, April 17, 2009	Parent-Teacher Conferences – No School for Students
Monday, May 25, 2009	Memorial Day - Federal Holiday
Thursday, June 11, 2008	End Fourth Quarter and Second Semester
Friday, June 12, 2008	Parent-Teacher Conferences – No School for Students

EDUCATIONAL PROGRAMS SCHOOL EDUCATIONAL PROGRAM

- I. **BASIC CURRICULUM:** Language Arts, Math, Social Studies, Science, Health, Physical Education, Art, Music, Computer Literacy and Intercultural Education.
- II. **SPECIALIST SERVICES:** Learning Impaired (mild to moderate), Preschool for Children with Disabilities (mild to severe), Counseling, School Nurse, Gifted Education, Communication Impaired (Speech and Language), Reading Recovery, Compensatory Education and Language Arts / Reading.
- III. **ENRICHMENT:** Various opportunities are offered on a year-to- year basis for students to participate in enrichment activities such as: School Chorus, Science Expo, Star Lab, PE Field Day, Study Trips, German-American School/class exchanges, in-school cooperative activities (at and across grade levels), Drama/Musical productions and activities related to American national celebrations.
- IV. **LEADERSHIP:** Opportunities are made available for students (K-5) to develop and participate in leadership activities: Student Council, classroom assistants, joint activities with students across grade level, student committees, peer tutoring experiences, student-teacher development of class behavior standards, group leaders and game leaders.

PARENTAL INVOLVEMENT

PARENT TEACHER ORGANIZATION

The PTO is a school spirit and fund raising organization that requires the support of all parents to fully satisfy our objectives in supporting the school. Membership fee is \$2.00. Anyone interested in working with the PTO should contact the President or Vice-President. (The school office can advise you of their names and telephone numbers).

SCHOOL ADVISORY COMMITTEE

The SAC established by DoD regulation, composed of an equal number of elected parents and teachers, advises school administrators and/or installation commanders on program matters which impact on the quality of education in our schools. Unlike PTO, this is a non-fund raising committee. Meetings are open to all community members, and parents are encouraged to attend these meetings, share concerns and become involved in improving our school programs.



GENERAL INFORMATION

ARRIVAL AT SCHOOL

Students who walk to school should arrive at 0810. Caution your child(ren) to leave home so that the arrival at school is not prior to this time. Each student should depart immediately after dismissal unless participating in after school activities, or detained by the classroom teacher for make-up work or special assignments (with parents' advance permission).

ARRIVING LATE

For the safety and security of our students, all students arriving after 0815 must be signed in by a parent/sponsor.

SCHOOL SUPPLIES

School supplies may be purchased at the Main Post Exchange in the Hainerberg Shopping Center as well as Shoppettes at the Hainerberg Shopping Center, Wiesbaden Army Airfield and Mainz-Kastel. Teachers may send home a list of additional items needed after school begins. Supply lists are located in the back of this handbook.

Please ensure that each student's personal materials are clearly marked with that student's full name, grade, and teacher. Please be sure eyeglasses and watches are easily identifiable with the student's full name permanently marked on items.

DoDDS DRUG-FREE SCHOOL AND LEARNING ENVIRONMENT POLICY

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

EQUAL OPPORTUNITY

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

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

SEXUAL HARASSMENT

"Sexual harassment" is defined as unwanted, unwelcome sexual advances or overtones, either verbal or non-verbal, which creates an environment that is hostile or abusive in our schools. Inappropriate behaviors include improper physical contact, lifting another child's clothing, a student removing articles of their own clothing, dirty language, cussing, or jokes about sex, sexual gestures, saying things involving sex or containing sexual language, and asking someone to have sexual contact with them. Please review this serious topic with your child(ren). Students acting indecently or improperly as described above will receive disciplinary consequences.

Any student who believes that he or she has suffered sexual harassment must report the incident to a teacher or administrator.

STUDENT DRESS

Students are expected to present a clean, neat appearance. Every effort possible will be made to assist in maintaining this appearance throughout the school day.

Short shorts, halter tops, see-through shirts, T-shirts designed as underclothing and pants worn below the normal waistline are examples of inappropriate classroom attire. Clothing with offensive words or obscene pictures is not permitted. Appropriateness of dress outside these parameters will be determined on a case-by-case basis by the administration.

Clothing appropriate for local weather conditions is important in a rainy and chilly climate. If an occasion should arise in which a staff member has concerns regarding the appropriateness of a student's dress, mutual discussion with the student and parent will be held. Appropriate rain and snow clothing are important for health protection. Warm weather clothing should be appropriate for all school situations, including PE and recess.



TOYS AND NON-EDUCATIONAL OBJECTS

Toys and other non-educational objects are distracting to their owners and to other children and may constitute a safety hazard with a large group of children. They should be left at home. **Laser pointers, knives and toy guns are not allowed in school for any reason.** Bicycles, scooters, skate boards, rollerblades, CD players, radios, tape players, cell phones, pagers and battery-operated games are not allowed at school. These items will be confiscated and will only be returned to a parent.

BUS TRANSPORTATION

WIESBADEN SCHOOL BUS OFFICE INFORMATION

SCHOOL BUS SERVICE AND STUDENT BUS BEHAVIOR

The school district, rather than the military community, is in charge of school buses. The local school bus office coordinates the buses and implements the school bus rules. Transportation to and from school is a privilege...not a right. Students will be removed from the bus for not following the rules.

1. The school bus office is located in the little red building (bldg. #08881) in front of the Wiesbaden Middle School in Hainerberg. **Questions about school bus transportation should be directed to the school bus office, at DSN 337-7143 or CIV 0611-380-7143 or contact Dan Samek at 0162-271-1784.**

Dan Samek
SBO Lead
0162-271-1784
daniel.samek@eu.dodea.edu

Eddie Kilcrease
Transportation Spec
0162-271-1787
eddie.kilcrease@eu.dodea.edu

James Terrell
Transportation Spec
0162-271-1790
james.terrell@eu.dodea.edu

Bus office hours are:

Loading Zone Hours: 7:00 AM – 8:15 AM

Customer Service Hours: 8:15 AM - 2:15 PM and 3:15 PM – 4:00 PM

In the event of an emergency and you receive no answer on the above listed cell phone numbers, please call the local Military Police Desk at 337-5096/5047 or CIV 0611-705-5096/5047, who will contact someone at the Bus Office.

2. Parents must register their student(s) for bus transportation at the annual school registration or at the school bus office. It is encouraged, but not required that the student accompany the parent for registration. If the student does not come along with the parent, the parent should be ready to provide a current picture (preferably in a digital mode) for the bus pass.

3. Every bus rider is issued a BUS PASS. The bus pass is the “ticket to ride” the assigned bus. Without this ticket, the students will be reported for “Failing to have a bus pass”. The student will then be identified as an authorized bus rider and will be allowed to board the bus. On the second offense the student will lose riding privileges for one day, third offense – two days, fourth offense – three days, etc. The sponsor will be contacted by phone and/or by letter and the days of the suspension will be arranged ahead of time. Students will not be “stranded” because they forgot or lost their bus pass.
4. Notify the school bus office at least one week in advance if you change your home address that will affect your child’s school bus transportation. This includes when you move into or out of the American Arms Hotel or other temporary lodging.
5. Temporary bus passes can be issued on a limited basis. Normally only for 1 or 2 days to ride to or from school on a different bus, but up to 30 days for purposes involving temporary lodging, emergency leave or TDY any of which can be renewed for 30 days at a time.
6. Parents and sponsors and family members are not authorized as government contracting representatives to instruct drivers how to perform services. Please do not ask drivers to drive around the block or change the location of the authorized bus stop. If a change needs to be made please get in contact with the school bus office.
7. Please, ensure that your student knows, in case the student misses the afternoon bus home, they should report immediately to the respective Main Office at their school or to the School Bus Office.



SCHOOL BUS RULES AND RESPONSIBILITIES

Appropriate student behavior on school buses is a shared responsibility among the students and parents/sponsors/guardians; DoDDS School Administrators and the school bus office staff.

SCHOOL BUS RULES

- 1) Obey the driver or adult.
- 2) Board and exit the bus in a safe manner.
- 3) Stay properly seated.
- 4) Keep your hands and feet to yourself.
- 5) Do not throw things.
- 6) Nothing goes out of the windows.
- 7) Remain reasonably quiet so as not to disturb others or the driver.
- 8) No profanity, smoking, prohibited items, or vandalism.
- 9) Do not eat, drink or chew gum.
- 10) Always show your bus pass.

SCHOOL BUS RESPONSIBILITIES

STUDENTS are responsible for:

- a. Obeying the “School Bus Rules.”
- b. Immediately reporting the loss or damage of the bus pass to the school bus office.
- c. Providing the school bus office with written notification from parent/sponsor/guardian for any change from the normal authorized school bus transportation.

PARENTS/GUARDIANS/SPONSORS are responsible for:

- a. Ensuring that their family members know the “School Bus Rules” and comply with them.
- b. Any damage to vehicles that may result from improper behavior of their child.
- c. The safety and conduct of family members in route to or from and at the bus stop.
- d. Ensuring that their family members are at the designated school bus pickup point five minutes prior to the bus’ scheduled arrival time.
- e. Reporting to the school bus office any unsafe actions by drivers or bus riders.
- f. Getting their family members to and from school in accordance with school arrival and departure policies if the family member’s bus riding privileges are suspended.
- g. Providing the school bus office with timely written notification when a student has a change in his/her normal authorized school bus transportation.

PARENTS PLEASE TEACH YOUR CHILDREN NEVER TO GO IN FRONT OF OR BEHIND THE SCHOOL BUS AND TO WAIT SIX FEET BACK FROM THE CURB. IN EUROPE TRAFFIC DOES NOT STOP FOR LOADING AND UNLOADING SCHOOL BUSES.



FOOD SERVICE

CAFETERIA SERVICE

By direction of DoD, AAFES operates the cafeteria kitchens under the guidelines of the Department of Agriculture. A well-balanced, nutritious meal is offered to students each school day. Monthly menus are published in the Family Bulletin and available on the school's website www.wies-esh.eu.dodea.edu. However, please note that all menus are subject to change due to availability of selected menu items. Children with food allergies must have a doctor's certification stating what the food allergy is and provide a copy of that statement to the school cafeteria in order for the cafeteria to be able to provide an appropriate substitution.

Children eat in the school cafeteria on a rotating schedule between 1120-1300 hours. The lunches are paid using an automated account on the Horizon Register system either by the child entering a PIN number or the cashier pulling up the name by homeroom in the system. If your child was enrolled in the system last school year, the account will still be active. If your child is a new student, an account can be set up at the Hainerberg Main Exchange Cashier's Cage. For account purposes with the USDA, students must have an account if he/she is getting free or reduced lunches. It is highly recommended that they have an account if the student pays full price to eliminate the student from having to carry cash to school. It is the responsibility of the sponsor to ensure money is on the account. Money can be added to the account either at the Hainerberg Main Exchange Cashier's Cage or the school cafeteria, a receipt can be provided up on request. If payment is made at the Cashier's Cage it will take **at least 24 hours** for the payment to show on the register system at the school cafeteria.

It is the AAFES policy that no child will go unfed, so if the account is zero or negative, the child will be able to eat lunch, but will be expected to pay the account in full upon notification. Letters will be sent home with the students when the balances get low, but it is the responsibility of the sponsor to ensure money is on the account. The sponsor is also responsible to clear any negative balances prior to the end of the school year or prior to PCSing.

All students are required to remain on the school grounds during the lunch period. This helps to ensure student safety. The shopping center and vendor trucks are off limits to elementary students.

NATIONAL SCHOOL LUNCH PROGRAM

Under direction of Department of Agriculture and Department of Defense, the National School Lunch Program is offered in the Wiesbaden Military Community. Students from families whose income meet eligibility criteria will receive free or reduced lunches at the school cafeterias. You may apply for this program at any time during the school year. Applications are available at each school and the ACS office. The program is monitored by the School Liaison Officer, 221st BSB Office, Wiesbaden Army Airfield.

Upon receipt of your application and verification of your yearly income, you will receive an answer in writing as to the status of your eligibility.

HEALTH SERVICES AND INFORMATION

ACCIDENTS/ILLNESS

A responsible adult treats minor cuts, bruises and/or scratches occurring on the school premises. Emergency first aid is administered when required. If a student becomes ill or is injured during school hours and requires medical treatment:

1. The school nurse will either contact the parent or, if deemed necessary, call the local German ambulance service—parents assume any expense created by this service.
2. If taken to the clinic, the presence of a parent or a designated representative is required to authorize treatment except in situations where life might be endangered if delay occurs. School personnel cannot authorize medical treatment; only those with medical power of attorney may do this.
3. Students are sent home only when accompanied by an authorized adult. Please ensure that you have provided the name, address and telephone number of your representative as an emergency contact on the school registration form. We urge parents to keep this valuable information updated as people move, change phone numbers, or leave the community, as this is extremely important should there be an emergency health issue with your child (high fever, accident, etc.).

ATTENDANCE AND HEALTH

Regular attendance and full participation in instruction is necessary for a child to achieve his/her maximum educational growth. Your child should be in school unless he/she:

1. Is ill, running a fever, or not feeling well in the morning before school.
2. Has a medical appointment, which cannot be scheduled outside of the school day.

Please assist us in keeping our students healthy and safe by:

1. Keeping your child home when he/she is ill, has a fever, or feels ill in the morning. Children should be fever free for 24 hours before returning to school.
2. Using medical facilities for diagnosing your child's illness or assessing his/her health condition. The school nurse may not diagnose illnesses or injuries.
3. Providing written instructions from a physician if your child's activities need to be curtailed due to special medical considerations.
4. Sending a dated note to your child's teacher on the first day of return to school after an absence. Please specify reason for absence. If you do not send a note regarding your child's absence, the child will be marked as having an unexcused absence.
5. In the event of an extended absence, please notify the school office of the expected date of return.
6. Insuring that your child has a nutritious breakfast and lunch greatly enhances learning.

HEALTH RECORDS

Health records are maintained on individual students. Your assistance in keeping these records current will allow the school to better support your child. Please contact the school nurse to add any new, relevant information throughout the school year.

A complete copy of immunization records is maintained in the student's health folder. When your child receives additional immunizations, please provide a copy of the updated record to the nurse.

Students who do not meet the immunization requirements have 10 days to acquire the missing inoculations following notification of deficiency. If the school nurse does not have a record that missing immunizations have been received, a letter will be sent to the sponsor warning of possible disenrollment due to non-compliance with the regulation governing immunization. Continued failure to comply to provide supporting documentation of the immunizations will result in disenrollment until the situation is resolved.



MEDICATION

Based on DoDDS Health Service Guide, DS Manual 2942, the school nurse does not administer medication, to include aspirin, Tylenol, cough drops, or any over-the counter medication. The only exception is specific, individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, diabetes, and attention deficit disorder/hyperactive disorder. In these cases the following are needed:

1. Written order from the physician stating the name of the medication, dosage, and time medication is to be administered at school. The form is available at the school health office.
2. The parent must sign a section in the form noted above before any medication can be given to a student. No medications will be administered to any student without this completed form.
3. Medication in a pharmacy-labeled bottle, marked with the student's name, time to be taken, amount to be taken, and name of the medication. A responsible adult must give the medication to the nurse for student use. **Under no circumstances should a student bring medication to school.**

When short-term illnesses require the use of prescription medications, parents should follow the same procedure as above. If the student needs to take any non-prescription medications, the parents should make arrangements to come to the school or for the students to take the medication before or after school. **Students are not allowed to have any medication in their possession during the school day.**

In the case of chronic conditions, such as asthma, a new physician's order and new medication will be required at the beginning of each school year. Medication will not be administered if these requirements are not met.

REGISTRATION INFORMATION REGISTRATION AND ENTRANCE REQUIREMENTS

All returning students must be re-registered each year.

Requirements for entering school:

Sure Start: Must be four (4) years of age by 31 October of the current school year.

Kindergarten: Must be five (5) years of age by 31 October of the current school year.

First Grade: Must be six (6) years of age by 31 October of the current school year.

Documents required:

- Sponsor's PCS orders to Germany, unit orders assigning sponsor to the Wiesbaden area, family travel orders with student's name listed, amended orders, and extension orders.
- Student's Immunization Records (see requirements)
- Student's Birth Certificate or Passport
- School records or transfer statement from previous school
- For ALL students: Emergency Contact Information (Name, Phone # & Address) must be someone other than sponsor or spouse

CERTIFICATION OF IMMUNIZATION

Students who enroll in DoDDS must meet specific immunization requirements. These requirements, displayed below, represent the minimum requirement and do not necessarily reflect the optimal immunization status for a student.

Required immunizations:

- | | |
|------------------|--|
| ** 4 DPT/DT/DPTC | (Diphtheria, Pertussis, Tetanus) |
| ** 3 OPV/OPVC | (Polio Vaccine) |
| **2 MMR's | (Measles, Mumps, Rubella) |
| 2 Hep A | (Hepatitis A) |
| 3 Hep B | (Hepatitis B) |
| 2 or 3 HIB | (Haemophilis Influenzae) up to 5 years old |
| 1 VAR | (Varicella) or reliable history of chicken pox |



****The last immunization for all the above series must be after the 4th birthday.**

THE SURE START PROGRAM

For students enrolling in the Sure Start Program the following requirements need to be completed before the child can start classes.

- Current Child Health Assessment. This is done through a doctor appointment with a provider at the clinic. Be sure to state that the appointment is for *Sure Start*.
- Age Four-Year Immunizations
- Dental Check-up

SCHOOL POLICIES AND PROCEDURES

EMERGENCY CONTACT INFORMATION

Please provide the school with the name address and telephone numbers of any adults that we may contact in the event of a medical emergency, etc. if you cannot be reached. Your emergency contact(s) should have a home phone as well as a duty phone number.

CHANGE OF ADDRESS, TELEPHONE NUMBERS, OR STATUS

Please notify the school office of any change in either your military or home address or your telephone number(s). In the event you are to be away for an extended period or you have no home phone, please notify the registrar in writing of an alternate phone number and contact name. Should there be a change in your employment status after registration or during the school year, please inform the registrar's office in order to correct your child's records. Please notify the transportation office directly regarding changes in your home address. This should be accomplished several days in advance.

HOMEWORK POLICY

In accordance with the DoDDS Homework Policy, Hainerberg students will be assigned academically appropriate homework as an extension of classroom instruction. Homework will be assigned in accordance with the needs and ability of individual students and in support of the teachers' instructional objectives. Homework will be done outside class time, not during the instructional day. Homework will be accounted for and become part of the students' educational program.

It is in the students' interest that homework be used as an effective tool to:

1. Develop study skills.
2. Develop good work habits.
3. Increase understanding and retention of classroom instruction.
4. Provide essential practice for targeted skills.
5. Transfer and extend classroom instruction.
6. Prepare for class discussions.
7. Enrich and extend school experiences.
8. Discover community resources.
9. Develop problem solving and critical thinking skills.

It should be recognized that homework might not always be paper and pencil tasks. Examples of homework may be:

Primary Level (K-3)

- Parent reading to students
- Trips to museums
- Students reading to parents
- Creative art activities
- Make up review game

Intermediate (4-6)

- Reading for enjoyment
(library books, newspapers)
- Math facts practice (flash cards)
- Write letters to family and friends

The following are suggested hours per week for homework: 2-4 hours for grades 1-3, and 5-6 hours for grades 4-5.

Parents are expected to assist in ensuring that homework is productive by:

1. Providing suitable study conditions.
2. Showing an interest in assignments.
3. Assisting, if necessary, but not doing the work for the child.
4. Communicating with the school to clarify homework objectives.
5. Communicating with the child--LEARNING TOGETHER CAN BE FUN.

LOST AND FOUND

Lost items are turned in to the Main Office or are placed in the lost and found area regularly, located under the staircase in the First Grade hallway. Parents are encouraged to check there on their visits to school. Please assist us in helping your child keep up with personal clothing and possessions by clearly labeling or marking student's full name on items brought to school: jackets, coats, sweaters, caps, gloves, scissors, purses, book bags, lunches and especially EYEGLASSES and KEYS. Caution your child about

leaving apparel or other personal belongings in classrooms or hallways overnight. **Any electronic equipment or high value items should not be brought to school.** Every effort will be made to determine ownership of found items. However, please be advised that twice per month unclaimed clothing items will be removed from the school, cleaned and donated to an orphanage.

MEDIA CENTER

The school Information Center/Library is open every school day from 8:00 – 3:00 for class visitation and book checkout on the “open-door/flexible schedule” policy. We have 19,000 age-appropriate items, including books, magazines and audiovisual materials, as well as 25 Internet-connected computers, available for the use of our students. Older students may check out two (2) items at a time, while the younger pre-school through first graders may check out one (1) item at a time. The student is expected to be responsible for items borrowed – to return them on time and replace if damaged or lost. On Wednesdays, from 3:00 – 5:00, we sponsor the Family Reading Program, during which parents may visit the library with their children and open an account to check out up to 15 books at a time.

MONEY IN SCHOOL

Students should bring to school only the amount of money required for lunch, study trips, or other school functions. Establishing a lunch account and obtaining a PIN will eliminate the need for your child to have money at school. The school cannot assume responsibility for losses of money left in such locations as desks, bookbags or clothing; however, every reasonable effort will be made to assist your child.

Money required for school activities, projects and functions will be collected by the classroom teacher at the beginning of the school day (except for lunch money). **PLEASE** arrange for correct change for each student in your family.

The school does not have a petty cash fund. Therefore, staff in the Main Office cannot make change for parents or students.

NOTES, MESSAGES AND FAMILY BULLETINS

Family newsletters, announcements, and notes are sent to parents via email or given to students for delivery to parents. Many such important communications have ended up in the washing machine, on a neighbor's lawn or in the student's desk in the classroom. Please stress with your child his/her responsibility in bringing these notes to you. Developing a daily routine, such as asking if there are any items from school, or having a child place them in the same location in the home each time, will help teach responsibility and may ensure a better flow of information between home and school.

Information from the monthly Family Bulletin is posted on the school's web site at www.wies-esh.eu.dodea.edu and is updated regularly.

PARENT-TEACHER CONFERENCES



For your child's school year to be most profitable, parents and teachers should work closely together. Good school-home relations are vital to the child's attitude toward learning and his feelings of personal acceptance. If your child appears to be disturbed about school activities or homework requirements, do make an appointment to talk with his/her teacher for clarification and possible solutions to the problem. Working together will ensure the best educational program for your child.

School-wide conferences are scheduled at the end of the first grading period with specific dates announced in the Family Bulletin.

Individual conferences may be initiated at any time during the school year by parents and teachers. A written or telephone request is all that is necessary to schedule an appointment before or after school (class) hours.

Twice each year we arrange a Portfolio and Progress Sharing Day, in which the students share the evidence of their learning with their parents. Work samples, projects, and activities are shared and individual conferences with various families may be held.

PARENT VOLUNTEERS

Education is a shared school-community enterprise. Many parents and other members of the community generously give of their time, talents and skills to enrich the school program.

If you are interested, you may:

1. Serve on curriculum development/school improvement committees.
2. Assist school nurse and other specialists.
3. Help with lunch/playground supervision.
4. Share special talents and expertise in curricular and/or occupational fields (i.e. arts/crafts, music, career awareness, physical education, science and technical fields, study of other cultures, etc.).
5. Providing special assistance for individual and/or small groups of students (i.e. tutoring), and a number of other special tasks.

If you are interested in making a commitment of your time to volunteer in the school, please contact the main office for more information.

PARTICIPATION IN ALL SCHOOL ACTIVITIES

Teachers need time before school and during recess and preparation periods to plan lessons and prepare instructional materials, so they should not be requested to supervise children during these times. A child who is well enough to come to school should be well enough to participate in all school activities, including physical education classes and all outdoor recess periods. Unless a written excuse by the doctor is presented to the teacher excusing the student from participating in school activities for a specific time, the student will be expected to participate in all school activities.

PROGRESS REPORTING

Three progress reports are in use in the elementary schools, one each for Grades K-1, Grades 2-3, and Grades 4-5. These reports are based on developmentally appropriate practices for children in the early grades. The reports reflect more emphasis on reading, writing, listening, speaking, “hands-on” activities, and cooperative learning teaching strategies, as well technology.

At the end of each quarter a progress report for each child is sent home. For the K-1 and 2-3 progress reports, those skill areas addressed in their curriculum will be marked. By the end of grades 1 and 3 respectively, all areas will have been assessed. The marking codes used are:

CD Consistently Displayed

This student CONSISTENTLY displays skill in this area.

P Developing/Progressing

This student is DEVELOPING the skill or PROGRESSING in this area

N Not Yet Evident

This student needs MORE DEVELOPMENTAL growth or experience to display this skill.

X Not addressed

This area has not been addressed at this time.

For special subject areas (e.g., Art, Music) the following marking codes will be used on the progress reports:

“+” for Shows Strength

“P” for Participates

“/” for More Participation Needed

Students in grades 4 and 5 receive progress reports which use the marking code of A, B, C, D and F.

PROPERTY AND SUPPLY ACCOUNTABILITY

Each student is accountable for DoDDS textbooks, library books and/or other instructional materials issued for his/her use. Materials should be handled with care to keep them intact and clean for the next student who will use them. In the event of loss, destruction or misuse of materials or U.S. property, sponsors will be held responsible for reimbursement for the item.

SCHOOL ATTENDANCE/ABSENCE

Regular and prompt school attendance is essential to success and academic achievement. Every effort should be made to ensure your child's full, regular participation in his/her educational program.

1. It is recognized that there are times when school absence is necessary for reasons such as the following:
 - a. Illness
 - b. Death in the family
 - c. Cancellation of school transportation
 - d. Medical/Dental appointments
 - e. Emergencies
 - f. Travel with parents
 - g. Participation in special religious services or holidays occurring on school days.
2. Participation in non-school functions, babysitting with younger brothers and sister, helping with housework, missing a school bus and/or oversleeping are examples of inappropriate and unexcused absences.
3. Students are expected to arrive at school on time. If your child departs from home too late to arrive at school on time, **please sign him/her in at the front office.** Should this not be possible, please send a dated note to the office indicating what time the child left home and the reason for the tardiness.

4. Students are expected to remain on the school premises during school time. Please comply with the following administrative procedures which have been established to insure your child's protection and safety:
- a. If it is necessary that your child return home during the school day, you must either come into the school office to sign your child out or send written instructions to the teacher. For the protection of your child, telephone calls will not be accepted.
 - b. Advance written notice regarding planned student absences for travel, religious holidays/services or stateside leaves.
 - c. Any student sent home because of illness or injury must be signed out by an authorized adult, preferably a parent.
 - d. Parents who pick up students from school during the day (or before bus departures) will sign students out in the Main Office. Teachers should be informed **prior** to the departure if at all possible.
 - e. Arrangements should be made with a child's teacher to complete as many of his/her work assignments as possible in advance of planned absences or during his/her absence. Students are responsible for checking on required make-up assignments when they return (age permitting). Work missed should be completed within a two-week period. In the event of extensive absences special arrangements can be made with the teacher involved to adjust this policy.
 - f. If absence is due to leave travel, plan a special project of foreign study with your child's teacher prior to the trip.
 - g. Students returning to school after an unplanned absence should bring a written note signed by the parent indicating date(s) of absence. It would be helpful for the teacher to know the general reason for absence.
 - h. It is understood that emergencies occur and/or sudden decisions have to be made. Please advise us where we can be of assistance in such circumstances.

STUDY TRIPS

These are an important part of the educational program. Students are expected to participate in these activities in order to learn about our Host Nation, its people and to appreciate the diversity and difference of cultures. Participation should be accomplished in a manner which:

1. Demonstrates respect for the Host Nation and its people.
2. Reflects credit on the American community and the school.
3. Ensures the child's own safety.

Parental permission is required for a student to participate in study trips. Parents are requested to assist by volunteering to accompany classes and help with supervision. **Younger children and/or siblings cannot accompany parent chaperones on the trip.**

In certain circumstances where issues of safety for the student or for the remainder of the class exist, parents may be asked to attend a study trip with his/her own child as a condition of the student's participation.

TRANSFER/WITHDRAWAL OF STUDENTS

Please notify the school in writing **a minimum of 10 working days prior** to a transfer or withdrawal from school. Advance notice is necessary to process school records and conduct withdrawal activities for the student. Given advance notice, your child's records will be prepared and ready for you to pick up on the afternoon of his/her last day of attendance. Copies of permanent records may be hand carried by parents. A child may be promoted to the next grade twenty days prior to the last day of school **if PCS orders are submitted to the registrar.**

UNSCHEDULED CHANGES DUE TO INCLEMENT WEATHER

In the event of extreme fog, snow, ice or freezing rain, local military officials may cancel or delay dispatching school buses due to safety hazards. This information is announced on **AFN Radio: FM 98.7**, usually beginning at approximately 0730 hours, or when it is determined that early departure of school buses from school is required for student safety. Delays for starting school or school cancellations are announced over the radio.

Stay tuned to AFN radio during, or at the onset of, hazardous weather.

USE OF BABY SITTERS/CHILD CARE PROVIDERS/CDC/SAS

Please notify both the classroom teacher and the school office if your child regularly goes to a child care provider, the Child Development Center or School Age Services. Please indicate in writing the childcare provider name, specific address, sponsor's unit and both telephone numbers. **Should you depart on a trip without your child, please submit the same information concerning the person responsible for your child while you are away. Please include dates involved.**

VISITING THE SCHOOL

All visitors are required to sign in on the log located in the main office and to wear in a prominent, visible location, the visitor's pass provided. This includes parents running errands to a classroom or lunchroom, visiting, or attending a special class event. Volunteer passes are available in the main office for those providing that support to the classroom/school.

Parents are encouraged to visit their children's classrooms. An arrangement with the teacher made in advance often facilitates the purpose of the visit. Parents are, of course, always encouraged to attend exhibits and programs, which are typically announced in the Family Bulletin and classroom newsletters. Students from another school are authorized to visit only if participating in a pre-planned school program or with special permission of the school administrator.

SPECIAL EDUCATION

DoDDS provides a range of services under the provisions of the I. D. E. A. (Individuals with Disabilities Education Act). If you have any questions or if you have a child that was receiving special education services in a prior school, please contact our Case Study Committee Chairperson at DSN 337-5160 or CIV 0611-696-68179.

CHILD FIND

DoDDS conducts regularly scheduled screening activities to determine if non-school age children may have handicapping conditions and need individual and appropriate, specially designed instruction and programs.

These are generally children who are not involved in a special program within the school at the present time. The screening may identify delays that would support eligibility for the following categories:

- a. Mildly, moderately, or severely handicapped (Learning disabilities or suspected learning problems)
- b. Visually handicapped
- c. Deaf/learning handicapped
- d. Physically handicapped
- e. Language or speech handicapped
- f. Pre-school developmentally handicapped or health impaired (ages 3-5)
- g. Multi-handicapped

If you have concerns or suspect a possible handicap, please do not hesitate to contact the school. DoDDS assures that handicapped students have the same educational opportunities and services as non-handicapped children and an equal opportunity to participate in school activities.

STUDENT BEHAVIOR

Here at Hainerberg our school wide approach to managing student behavior *consists primarily of teaching and reinforcing positive attitudes and behaviors.* We view our students' behavior as a responsibility shared by students, parents, school staff, and the community. Adults guide students from direct discipline to self-discipline through consistent positive example, reinforcement of appropriate student actions, and conversations with them when they make inappropriate behavior choices.

HAINERBERG “HIGH FIVE!”

Students are expected to behave in ways that demonstrate the following rules:

- ◆ I take care of my school and my own things.
- ◆ I behave in safe ways.
- ◆ I treat everyone with kindness and respect.
- ◆ I make good choices to allow myself and others to learn.
- ◆ I am responsible for my own choices.

AND I AM READY TO LEARN!

Teachers have class rules which are based on the “High Five” and which give students more specific information about what the school rules look like in their own class and what the teacher expects of them. Parents receive information on classroom discipline plans when their child enters the teacher’s program.

INAPPROPRIATE BEHAVIORS

When students act in ways that do not reflect the Hainerberg rules, such incidents become opportunities for teaching responsibility and how to make better choices.

In common areas of the building, all staff members share the responsibility for enforcing the school wide rules and monitoring individual student behavior. Therefore, any staff member may and should take the opportunity to discuss observed inappropriate behavior with students, and if warranted, refer the student to the classroom teacher or an administrator.

When incidents occur on the playground or lunchroom or when a teacher makes a referral for a specific incident in the classroom, a school administrator will investigate the referral, to include talking to all students with relevant information. If it is determined that the student has behaved unacceptably, the administrator will apply a consequence.

First offenses generally result in a warning, and in a disciplinary record being established in the school’s student information system. For serious first offenses or for inappropriate behaviors after that initial event, consequences are matched to the student after consideration of his/her age, prior behavior history, and of course the circumstances surrounding the referral.

Possible consequences include:

- student/parent conferences
- behavior contracts
- restriction from use or access to a place or activity for a specified time
- lunchtime or after school detention
- attending school on a non-school day (such as Saturday)
- suspension from school
- contact with sponsor’s chain of command

SERIOUS INFRACTIONS

DoDEA Regulation 2051.1 states: “Disciplinary consequences and other behavior modification techniques that are within the experience of the teacher, must be exhausted prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an *immediate* threat to his or her safety or the safety of others in the school.”

Hainerberg Elementary School is able to offer a range of support services to assist classroom teachers and parents in changing repeated inappropriate student behaviors.

These include two school counselors, a behavior management specialist, a school psychologist, and a range of special education personnel.

DoDDS-E SMOKING POLICY

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

SUSPENSE AND EXPULSION

“Suspension, and particularly expulsion, are disciplinary consequences used to modify the undesirable conduct of a student who is unreasonably disruptive to the education program and for whom other behavior management techniques and disciplinary consequences have proven futile.” (Excerpt from DoDEA Regulation 2051.1)

The following list of most severe behaviors would generally result in a suspension and could also lead to expulsion:

- Possession of firearms, weapons, or explosives
- Possession, use, or sale of drugs
- Violence directed towards other students causing a deliberate, serious, physical injury
- Deliberate physical assault of an adult
- Making a bomb threat
- Deliberately setting off a fire alarm

Other types of serious behaviors may result in suspension/expulsion after consideration of such factors as the age of the student, his/her prior behavior history, and circumstances surrounding the events.

“ZERO TOLERANCE FOR WEAPONS”

The DoDDS school system has a “zero tolerance” for 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 Reg. 190-6 and USAFE Reg. 125-17 provide the following partial list of weapons as examples of prohibited items.

“any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety: straight razor, razor blades, weapons made from razor blades, ice picks, daggers, machetes, swords, spears, bows, crossbows, clubs, any objects that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks), replicas of firearms (toy guns, BB guns), black cartridge pistols, and any other object that might be used to inflict bodily harm (for example, bicycle chains, canes with sharp points, broken bottles or glasses, small knives).

-machine gun, shotguns, rifles, silencers or mufflers for any weapon, any destructive devices, any firearms, switchblade knives, club-type hand weapons (blackjacks, brass knuckles), gas pistols and shooting pens.”

For weapons incidents, as well as in cases of serious infractions for which a suspension is proposed in excess of a total of ten school days, or for which an expulsion would be the appropriate consequence, a disciplinary hearing will be held to formulate a recommendation to the principal on the consequence for the student. Parents are invited to attend such hearings and full attention is given to the due process rights of the student.

Incidents involving weapons on school grounds during the school day will involve a report to the military police for subsequent investigation and action, in addition to any consequence of suspension or expulsion applied by the school.

MANAGING STUDENT BEHAVIOR

STEP BY STEP INTERVENTIONS FOR STUDENTS WITH NON-RESPONSIVE, TROUBLESOME BEHAVIORS

When a student repeatedly does not respond to the classroom rules and behavior plan, the teacher should consider the following steps in addressing the disruptive or inappropriate behaviors.

- ✓ STEP 1 Teacher attempts to modify student's behavior by selecting a different strategy than those used for the remainder of the class.
- ✓ STEP 2 Teacher holds parent conference to modify student's behavior.

TEACHER REPEATS STEPS 1 AND 2 AS LONG AS THE STRATEGIES CHANGE THE STUDENT'S BEHAVIOR, EVEN IF EACH DOES SO ONLY FOR A LIMITED PERIOD.

- ✓ STEP 3 Teacher consults with resource staff for ideas on other strategies that could be tried. Teacher may also request an observation by the resource educator of the student in the setting in which most inappropriate behaviors take place. If the resource is the counselor, then alternative interventions become part of the counseling plan. Written documentation of behavior contracts, classroom discipline strategies and modifications, and results of consultations with school resource staff are set up and maintained. Parent conferences are held at intervals to share information on choices and progress.
- ✓ STEP 4 Teacher meets with supervisor to discuss the student's behaviors and the steps taken thus far. A plan is developed cooperatively for conditions under which the student will be referred to the office and for an appropriate expected response when such referrals take place.

STEPS 3 & 4 MAY OCCUR CLOSE TOGETHER IN TIME, OR EVEN AT THE SAME TIME, PARTICULARLY IF A BEHAVIOR CONTRACT IS BEING DEVELOPED OR ANOTHER STRATEGY IS PUT IN PLACE, WHICH REQUIRES A CONSISTENT RESPONSE FROM AN ADMINISTRATOR IF THE CHILD IS REFERRED TO HIM/HER BY ANY STAFF MEMBER.

AT THIS POINT, IT WOULD ALSO BE APPROPRIATE TO DISCUSS WITH THE ADMINISTRATORS WHAT OTHER COMMUNITY RESOURCES NEED TO BE INVOLVED IN THE PROBLEM, E.G. SPONSOR'S COMMAND, CIVILIAN MISCONDUCT OFFICER, SOCIAL SERVICES, ETC.

MANAGING SEVERELY DISRUPTIVE STUDENTS

1. Upon first evidence that student has physically disruptive and potentially unsafe losses of self-control, the teacher will consult with an administrator.

NOTE: If first incident occurs without any forewarning or time to prepare, common sense and good professional judgement should be exercised to get additional assistance and work through the incident until the child is safe and unable to disrupt. Following this, the teacher should proceed to address #2 and #3 swiftly and set up the conference as soon as possible for developing the plan outlined in #5.

2. Review school records.
If special education records are available, review these also and request a CSC meeting to discuss and resolve the remaining steps to be taken, including those issues discussed in #5 below.
 - a. If special education records are active, modifications to the IEP should be carefully considered.
Discuss how other staff members who work with the child will be informed of necessary information to manage his/her special needs.
 - b. If special education records are inactive, or student was not eligible for services based on assessment results, CSC should discuss other appropriate eligibility criteria or additional information at hand that could re-open the eligibility decision to reconsideration.
3. Have school psychologist and behavior management specialist observe. Be sure to inform them of whether or not special education records exist, and whether student is on an IEP.

4. Set up a conference with parent, administrator and resource educators (identified through #2 & #3 and discussion with administrator). If there are active special education records (2a. above), a CSC meeting would usually take the place of a conference.
5. Develop a crisis response plan with all of the above individuals which includes:
 - a. a signal for securing additional adult assistance
 - b. a back-up plan with colleagues in the adjacent classrooms for signaling for assistance
 - c. a plan for removing other students from harm's way, if needed
 - d. the clearly identified set of behaviors/circumstances for which this plan would be activated
 - e. a clear understanding of the appropriate manner in which to exert physical restraint, if that is an issue with the student, and the documentation for such incidents
 - f. clearly identified roles of the psychologist, behavior management specialist, counselor, or other staff who will provide support in such incidents
 - g. plan for briefing all staff members who work with the child on the above
 - h. the parents' full knowledge and consent for the above steps, and for their own identified role/response.

FAMILY EDUCATIONAL AND PRIVACY ACT OF 1974

DoDDS Schools are committed to operating within "The Privacy Act", both in terms of the spirit and the letter of the law. It is our intent to:

1. Maintain confidentiality of any information to which we have access for the purpose of making educational decisions with you and your child.
2. Give parents access to appropriate student records.
3. Insure each student "due process" and the opportunity for fair, just and humane treatment and decisions.

Parents, sponsors or legal guardians may request a review of their child's official school records by calling the counselor's office or contacting an administrator. An appointment will be made for a review and explanation of the records at the earliest opportunity, but not later than ten working days.

Parents who wish to challenge the content of their child's school records may do so by requesting an appointment with the school principal.

DoDDS-Europe Official School Supply Guidelines

This is the only official list of supplies for students at DoDDS-E schools throughout Europe. All other lists that may be in circulation, or requests for additional supplies, should be disregarded. Parents should follow only the DoDDS-E official guidelines when purchasing school supplies for their children.

Each school may provide additional guidance to the parents on what to buy for their student that is more "grade specific". These lists are normally published in the local newspapers for each garrison just before school starts.

Additionally, teachers will identify which items will be needed for their classroom. So please check your school and your child's teacher to know exactly what items will be needed.

Parents are expected to provide the following for their children as needed:

Pens and pencils
 Rubber eraser
 Colored pencils
 Glue (sticks, bottled)
 Pocket folders
 Paper – loose leaf
 Book bag or backpack
 Spiral notebooks
 Plastic supply box
 Notebook dividers
 Bound composition book
 Highlighters
 Notebook – 3 ring binder
 Paints (watercolor)
 Colored markers
 Tissues (1 box, max.)
 Planners
 Gym shoes
 Child's round end scissors
 Crayons
 Bath towel
 Paint shirt

Schools are expected to purchase the following items and have them available in August for the beginning of school:

Rulers (ES & MS only)
 Paints (tempra)
 Pencil Sharpeners
 Toilet Paper
 Paper - Graph
 Index Cards
 Calculators
 Dishwashing Detergent
 Plastic Bags
 Paper Towels
 Contact Paper
 Liquid Soap
 Baby Wipes
 Hand Sanitizer
 Locks (as required)
 Copy/Printer Paper

Parents are not to be expected to purchase the above items.

HAINERBERG



Wiesbaden, Germany

ELEMENTARY