

**STUDENT - PARENT  
HANDBOOK**

**WIESBADEN  
MIDDLE SCHOOL**



**WILDCATS**

"Do Well. Think Well, Be Well"

**SCHOOL YEAR 2012-2013**

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
WIESBADEN MIDDLE SCHOOL  
OFFICE OF THE PRINCIPAL  
UNIT 29647  
APO AE 09005-9647

The handbook guidelines, calendar and school information may be adjusted/revised- view an updated version at... <http://www.wies-ms.eu.dodea.edu/>

# Wiesbaden Middle School

Dear Students and Parents:

Welcome to Wiesbaden Middle School! I am very excited about working with you this school year. I am sure that you will find our staff (as I have found them) to be very supportive, caring, professional and always mindful of how we can most effectively serve our students.

Wiesbaden Middle School (WMS) is home to approximately 400 students in grades six through eight with 35 teachers, two administrators, and twenty-one support staff. Our school mascot is the Wildcat and school colors are blue and gold. The academic and extra-curricular programs follow the middle school philosophy with an emphasis on exploration. Language Arts, Science, Social Studies and Math teachers form collaborative core teams at each grade level. Core teachers plan cross-curriculum projects, student incentives, seminar activities, and monitor students' academic and behavioral progress during common team planning periods. Support programs include Talented and Gifted, Compensatory Education, English as a Second Language, and Special Education.

The importance of organization and good study habits are emphasized at WMS. All students receive a daily planner to assist in tracking homework and academic progress. Parents find the student planner an excellent tool to monitor students' class requirements and communicate with classroom teachers.

Students participate in core classes and selected exploratory classes each day. Following the school emphasis on organization and improving study skills, all students have a Seminar period every "Gold" day. Seminar can be a "Key" to success in middle school. With the help of Seminar teachers, students have the opportunity to organize and complete assignments, to check with other teachers for any missed work following an absence, or to get additional help in areas of difficulty.

In addition to core classes, WMS offers a complete exploratory/elective program which include: Band, Guitar, Art, Computer Applications, Computer Programming, Family and Consumer Science, Spanish and German, Creative Thinking, Humanities, Read 180, AVID, Physical Education, Health, Introduction to Electronics and Graphic Technologies. Extra-curricular activities have included: Student Council, Yearbook, National Junior Honor Society, Math Counts, Drama Club, Art Club, Outdoor Education Club and Intramural Sports – Volleyball, Cross Country and Soccer.

School starts at 0800 and dismisses at 1435. We'd like to invite you to attend our **New Student Orientation on Thursday, August 23 from 12:30 to 2:00pm in the WMS gym**. We are specifically targeting all of our new to WMS students, which would include our new incoming 6<sup>th</sup> grade students. Our first day of classes for school year 2012-13 is Monday, August 27, 2012.

Again, welcome to WMS and we look forward to working with you in achieving and promoting the highest student achievement.

I hope this summer has been good for your family, and that you have had some relaxing time together to explore the wonderful Hessen region and surrounding areas. It is an honor and a privilege to be principal of a school with great students, outstanding teachers, caring parents, and a supportive military command. I look forward to a successful and fun-filled school year. As always, if you have any ideas, comments, questions, or thoughts you want to share, please don't hesitate to contact me at any time via phone (DSN 335-5373 or CIV 0611-408-0373).

Sincerely,  
Susan P. Hargis Ph.D.  
Principal, Wiesbaden MS

August 2012

Dear Wiesbaden MS Families,

I would like to take this opportunity to introduce myself and share my excitement about the upcoming year as the assistant principal at Wiesbaden Middle School. I feel fortunate to be returning to a school focused on student learning, a commitment to high expectations, innovation and collaboration. It is my intention to continue on these important traditions and practices.

Let me share some information about my educational background and professional experience. After graduating from Western Oregon University with a Bachelors of Science Education, I attended San Francisco State University and received my Masters of Art in Kinesiology. I began my professional career in education in Half Moon Bay, CA where is served as a physical education teacher as well as the athletic director. I then moved to Salem Oregon and worked in the Salem-Keizer School District as a teacher for 2 years and then an assistant principal for 2 years. In August 2009 I accepted a position with DoDEA as the assistant principal at Mannheim Elementary School and moved to Germany.

On a personal note, my wife is an elementary school educational coach at Hainerberg Elementary School. She will begin her third year in this role for the 2012-2013 school year. We are blessed to be so close to each other. Our family also includes Lennon Mallory Pond, a beautiful little girl born in Feb 2011.

I am excited to work with the AMAZING staff at WMS and to learn more about the unique strengths, traditions and practices of the school. I look forward to meeting the WMS families in the coming months. With my "open door" policy, I think you will find me to be open, honest and compassionate.

GO WILDCATS

Sincerely,  
Jeff G Pond

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## “CHAIN OF COMMAND”

1. Classroom Teacher
2. School Administrator
3. Heidelberg District Superintendent
4. DoDDS Europe Director

*Program issues/concerns can always be addressed to the “School Advisory Committee” (SAC) which meets throughout the school year.*

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## ADMINISTRATION

**PRINCIPAL**  
**ASSISTANT PRINCIPAL**

**Susan P. Hargis Ph.D**  
**Jeff Pond**

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## SCHOOL PHONE NUMBERS

POSITION AND/OR REASON FOR YOUR CALL	POSITION AND/OR PERSON WHO WILL TAKE YOUR CALL	DSN PHONE	CIVILIAN PHONE	FAX NUMBER
General Inquiry-Secretary	Donna Pendzich	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
Principal	Susan Hargis	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
Assistant Principal	Jeff Pond	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
Counselor	Frankie Nielsen Evelyn Walls	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
Student Affairs Office (attendance concerns)	Angela Ayers	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
School Bus Office	Eddie Kilcrease	335-5382	0611-408-0382 or 0162-2711787	06114080382
Resource Manager	Scott Haines	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
School Registrar	Jaime Fuller	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
Nurse	Maresa Laxa	335-5373	0611-408-0373 or 0611-408-0369	0611-723496
Supply & Logistics	Al Klaver	335-5373	0611-408-0373 or 0611-408-0369	0611-723496

Please use military numbers whenever possible: 335-5373, 335-5369,  
Civilian phones: (0611) 408-0373 or 0611-408-0369

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### Our Vision Statement

***The entire WMS community will provide a positive school climate through which all students can mature academically, socially, emotionally, and physically, while developing a lifelong love of learning.***

### 2012-2013 School Improvement Goals

**All students will raise reading comprehension skills in all content areas**

**All students will raise their mathematics computational skills in all content areas.**

## 2012-2013 - Standard DoDDS-Europe School Calendar\*

Reporting date for Educators and Nonadministrative Personnel

**Wednesday, August 22**

Reporting date for nonadministrative educator personnel for orientation and classroom preparation and in-service

### First Semester(92 Instructional Days)

**Monday, August 27**

Begin First Quarter and First Semester

**Monday, September 3**

Labor Day Federal Holiday

**Monday, October 8**

Columbus Day - Federal Holiday

**Thursday, November 1**

End of First Quarter (47 days of classroom instruction)

**Friday, November 2**

No school for students - teacher work day

**Monday, November 5**

Begin second quarter

**Monday, November 12**

Veterans Day - Federal Holiday

**Thursday, November 22**

Thanksgiving - Federal Holiday

**Friday, November 23**

Friday - Recess Day

**Monday, December 24**

Begin Winter Recess

**Monday, December 25**

Christmas - Federal Holiday

## 2013

<b>Tuesday, January 1</b>	New Year's Day - Federal Holiday
<b>Monday, January 7</b>	Instruction Resumes
<b>Monday, January 21</b>	Martin Luther King, Jr. Day - Federal Holiday
<b>Thursday, January 24</b>	End of Second Quarter and First Semester
<b>Friday, January 25</b>	No school for students- teacher work day (45 days of classroom instruction)

## Second Semester - (91 Instructional Days)

<b>Monday, January 28</b>	Begin Third Quarter and Second Semester
<b>Monday, February 18</b>	Washington's Birthday - Federal Holiday
<b>Thursday, April 4</b>	End of Third Quarter (48 days of classroom instruction)
<b>Friday, April 5</b>	No school for students - teacher work day
<b>Monday, April 8</b>	Begin Spring Recess
<b>Monday, April 15</b>	Instruction Resumes - Begin Fourth Quarter
<b>Monday, May 27</b>	Memorial Day - Federal Holiday
<b>Thursday, June 13</b>	End of Forth Quarter and Second Semester (43 Days of classroom instruction)

**Friday, June 14**

No school for students - teacher work day  
Last day for nonadministrative educator  
personnel

**School Year 2012-2013:**

Instructional Days - 183

Teacher Work Days - 190

## **IMPORTANT DAYS FOR WMS STUDENTS: SY 2012-2013**

- **August 22- Welcome Back Teachers**
- **August 23- New Student Orientation and Schedule Pick Up 12:30- 2:00**
- **August 27- First Day of School for Students**
- **August 31- 1/2 Day of School for Students, Teacher Training**
- **September 3- Labor Day No School**
- **September 6- Open House 4:00-6:00**
- **September XX- School Pictures TBA**
- **October 5- Teacher In-Service Day (no school for students)**
- **October 8- Columbus Day No School**
- **November 1- End of Quarter 1**
- **November 2- Teacher Workday (no school for students)**
- **November 9- Student/Parent/Teacher conferences (no school for students)**
- **November 12- Veterans Day No School**
- **November 22-23 Thanksgiving Break, No School**
- **Dec 24 to January 4- Winter Break, No School**
- **January 21- Martin Luther King Birthday, No School**
- **January 24- End of Quarter 2**
- **January 25- Teacher Work Day (no school for students)**
- **February 15- Teacher In-Service Day (no school for students)**
- **February 18- President's Day, No School**
- **March 8- Student/Parent/Teacher conferences (no school for students)**
- **March 11-March 15- Terra Nova Testing**
- **March 29- Teacher In-Service Day (no school for students)**
- **April 4- End of Quarter 3**
- **April 5- Teacher Work Day (no school for students)**
- **April 8 to April 12- Spring Break**
- **April 18-19- Re-Registration ALL SCHOOLS**
- **May 27- Memorial Day, No School**
- **June 13- Last Day of School for students- 1/2 day**
- **June 14- Last Day for Teachers**

# THE SCHEDULE, CLASSES, AND COURSES

**BUSES BEGIN ARRIVING 0740**  
**SCHOOL DOORS OPEN 0750**

First Bell 0750 - Lockers in Seminar classes

Blue Day			Gold Day		
0800-0925	Period 1	(85)	Period 5	(85)	
0930-1055	Period 2	(85)	Period 6	(85)	
1100-1135	LUNCH	(35)			
1140-1305	Period 3	(85)	Period 7 Seminar	(85)	
1310-1435	Period 4	(85)	Period 8	(85)	

**BUSES DEPART 1450**

## Example of Block Schedule for Blue Day:

8:00-9:25	9:30-10:55	11:00-11:35	11:40-1:05	1:10-2:35
1	2		3	4
Class	Class	Lunch	Class	Class

## Example of Block Schedule for Gold Day:

8:00-9:25	9:30-10:55	11:00-11:35	11:40-1:05	1:10-2:35
5	6		7	8
Class	Class	Lunch	Seminar	Class

### REQUIRED COURSES

Detailed course descriptions are available from the course description catalog available at the Student Affairs Office.

#### **GRADE 6**

Language Arts  
 Math  
 Science  
 Social Studies  
 Reading  
 PE / Health  
 Seminar

#### **GRADE 7**

Language Arts  
 Math (\* Alg I HS credit)  
 \*based on testing results  
 Science  
 World Geography  
 PE / Health  
 Seminar

#### **GRADE 8**

Language Arts  
 Math-  
 Alg/Geometry  
 (HS credit)  
 Science  
 US History  
 PE/Health  
 Seminar

## **Exploratory Encore 6<sup>th</sup> Grade**

Business Enterprise  
Creative Thinking  
Computer Applications  
Family & Consumer Science  
German Conversation  
Spanish Conversation

## **YEAR-LONG EXPLORATORY CLASSES AVAILABLE TO 6<sup>TH</sup> GRADE**

Beginning Band, Read 180, Math Support

## **EXPLORATORY CLASSES (18 Weeks) AVAILABLE TO 7<sup>TH</sup> & 8<sup>TH</sup> GRADE**

Art, Family and Consumer Science, Guitar (8<sup>th</sup> grade only), Business Enterprises, Computer Applications

## **YEAR-LONG CLASSES AVAILABLE TO 7<sup>TH</sup> GRADE**

Beginning, Intermediate and Advanced Band, Advancement Via Individual Determination (AVID), Spanish I (M) and Spanish I (C) HS credit, German I (M) and German I (C) HS credit, Read 180, Graphic Technologies

## **YEAR-LONG CLASSES AVAILABLE TO 8<sup>TH</sup> GRADE**

Beginning, Intermediate, and Advanced Band, German I, German II, Spanish I, Spanish II (all Foreign Languages HS credit), Advancement Via Individual Determination (AVID), Graphic Technologies, Introduction to Electronics

Schedule changes are kept to a minimum due to the disruption they cause classes. Refer requests for schedule changes to the counselors; Dr. Nielsen.

- *Courses may change based on enrollment and staff certification*

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# ATTENDANCE

## ATTENDANCE POLICIES

1. Unplanned absences will be reported to the child's school within one hour of the start of school on the day of the absence, by phone or by attendance link on school web page.
2. Attendance is mandatory for academic success.
3. Students must attend school a full day to participate in or attend any school event held that day or that evening.
4. Students will be in their seats, ready to begin instruction at the beginning of class.
5. Work missed during an unexcused absence must be made up and it is the student's responsibility to ask for the missed assignments when they return to school.

## EXCUSED ABSENCES

There are only six kinds of absences that are excusable. All others are unexcused.

1. ILLNESS
2. FAMILY EMERGENCIES: Severe illness/death in the family or other serious problem.
3. FAMILY TRIPS: Please plan family trips for school holidays, especially at the end of the school year. Work missed during family trips must be made up. Please bring a note to the Student Affairs Office (SAO) and to your teachers at least one week before the trip to pre-excuse your absence and to get all assignments from your teachers.
4. RELIGIOUS OBSERVANCES
5. MEDICAL APPOINTMENTS DURING SCHOOL HOURS Please try not to schedule any appointments during school hours.
6. SCHOOL-SPONSORED TRIPS AND ACTIVITIES

## NON-SCHOOL-SPONSORED ACTIVITIES AND FAMILY TRIPS

In order for your student to have a successful school experience he or she must be in school every day that it is in session. We strongly discourage missing school for other than legitimate reasons. We have worked with the community to schedule days off for students to coincide with holidays for community members. The school calendar reflects all the federal holidays, two days at Thanksgiving, a two-week winter holiday and a one-week spring break. We strongly encourage you to plan your family travel and non-school-sponsored activities, organizational retreats, etc. to coincide with these holiday periods.

If family travel that causes a student to miss school is truly unavoidable, we ask that you notify the student affairs office as much in advance as possible so we can provide you with information concerning your student's progress in school that may help you make a more informed decision regarding missing school.

We do not want students to miss school nor be dismissed early from school to attend non-school-sponsored activities unless the DODDS-Europe Area Office, the Heidelberg District Superintendent's Office, or the middle school principal has approved the activity ahead of time. Some examples of non-school-sponsored activities include those sponsored by the Boy Scouts, Girl Scouts, DYA, swim clubs, and churches. Requests for approval for non-school-sponsored activities must be submitted at least 2 weeks before the event.

## PARENT NOTES FOR ABSENCES

1. Parents are expected to write and sign a note explaining the reason for a student's absence each time he/she is absent.
2. Excuse notes are to be taken to the Student Affairs Office (SAO).
3. The note must include the following:
  - a) Date note is written.
  - b) Student's full name.
  - c) Date and time of absence.

- d) Specific reason for absence.
- e) Signature of parent/sponsor.

### **GETTING A RE-ADMIT AFTER AN ABSENCE**

Students may enter the school as early as 7:45 to go to the Student Affairs Office (SAO) to get a readmit slip, but then, must remain outside until the doors open at 7:50. (During inclement weather conditions students will be allowed to enter the school foyer.)

1. The student will bring a parent's note to the Student Affairs Office (SAO) on the morning of return to school.
2. The RE-ADMIT slip must be obtained from the Student Affairs Office (SAO) before the beginning of the first period of the day.
3. The student will have each teacher sign the re-admit slip. The RE-ADMIT slip shows the teacher whether the absence was excused or unexcused.
4. Leave the RE-ADMIT slip with the last hour teacher.
5. If the student returns to school WITHOUT A NOTE after an absence, he/she must still get a RE-ADMIT slip. The student's absence will be marked UNEXCUSED. You will then have just ONE day to bring the note and get an EXCUSED RE-ADMIT slip.
6. **LOST RE-ADMIT SLIPS:** If the student loses his/her readmit slip a new one must be obtained from the Student Affairs Office (SAO). The student will receive an unexcused tardy if late for class obtaining a new slip.

### **SIGNING-IN & SIGNING-OUT OF SCHOOL**

1. If the student comes to school late, he or she must...
  - a) Sign in at the Student Affairs Office (SAO) and get a re-admit slip for the class (es) missed.
  - b) Bring a NOTE from home to get the RE-ADMIT slip. The note must tell when and why the student was out. Instead of a note, the parent may bring the student to the Student Affairs Office (SAO) and sign the student in. Coming to school late is only excused for the same six reasons as absences. Missing the bus, oversleeping, etc. are considered unexcused TARDIES.
2. If the student must leave school during the day, he or she must...
  - a) Bring a NOTE from home to the Student Affairs Office (SAO). The note must state the date, time, and why the student must be gone.
  - b) The Student Affairs Office (SAO) will keep the note and send someone to get the student out of class when the parent arrives to sign him/her out of school.
  - c) The student's parent must come to the Student Affairs Office (SAO) and sign him/her out in person. For the protection of all, students will not be released unless the parent signs their child out in person.
  - d) If the student is sent home because he/she is sick, the parent or emergency contact must come to school to sign him/her out.
  - e) If the parent signs the student out for part of the day and then brings him/her back, the parent must sign him/her back in or write a note.

### **LATE BUSES**

The student must go to the SAO and get a Late Bus Pass when the bus arrives late for school. If a large number of students are involved, the SAO will announce to the teachers that a bus or buses have arrived late and that these students are excused late to class.

### **MAKE-UP WORK DUE TO ABSENCE**

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 from each teacher.
2. Work missed must be made up quickly, usually within as many days as was missed from school.
3. It is the student's responsibility to check with each teacher before a planned absence to get assignments he/she will miss.

## UNEXCUSED ABSENCES AND MAKE-UP WORK

1. Students with 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. The student has one day to bring the note to get an EXCUSED re-admit slip.

## TRUANCY - SKIPPING SCHOOL

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) Referral to the School-wide Discipline Policy
  - b) Parents being asked to assist the school in correcting and preventing truancy.
  - c) The Wiesbaden Civilian Misconduct Action Authority (CMAA) will be notified when a student is excessively truant or has a large number of unexcused absences.
  - d) The student may be suspended or even expelled if he/she is frequently truant.

## TARDY POLICY

1. Students are expected to be in their seat and ready to begin instruction when the tardy bell rings. The five-minute passing period is enough time for students to get from class to class.
2. A tardy is unexcused unless a pass is brought from another teacher.
3. Offices will not give tardy passes unless office personnel sent for the student.
4. It is an unexcused tardy if the student is late getting a duplicate re-admit slip.
5. Consequences for a tardy in the same class are as follows:
  - 1<sup>st</sup> Tardy: Counseled
  - 2<sup>nd</sup> Tardy: Parent called/Option- Teacher lunch detention
  - 3<sup>rd</sup> Tardy: Parent called/Lunch detention in SAO
  - 4<sup>th</sup> Tardy: Parent called/After School detention
  - 5<sup>th</sup> Tardy: (and subsequent tardies) may result in 1 day Suspension

## BUS DELAYS AND CANCELLATIONS - SCHOOL DELAYS AND CANCELLATIONS

1. Only the Wiesbaden Garrison Commander determines whether or not to delay or cancel buses and schools.
2. Bus delays, school delays, bus cancellations, and school cancellations are broadcast on AFN radio. If there is any reason to expect a bus or school delay or cancellation, please listen to AFN radio for information. Please do not call school. The AFN radio announcements usually begin shortly before 6:00 A.M. and continue until approximately 8:00 A.M.
3. If a bus is canceled in the morning, it will not run in the afternoon. If a parent brings a student to school in the morning because the school bus was canceled, the parent must pick the student up after school.
4. If there is bad weather and many buses are canceled or delayed but school is in session, and the student comes to school and appears on the campus, he/she must report to class! No playing outside.
5. **EARLY CLOSING** School may be closed early for a number of reasons, to include an accumulation of ice and snow during the day or failure of the heating, electrical, or plumbing systems. Early closing will most likely occur between 1000 and 1300 hours and will be announced on AFN. **It is absolutely essential that each family designates an alternative destination for their student in case school is closed early. Students need to know where to go if their parents are not home.**

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## **\*\*\*DISCIPLINE\*\*\***

### **STUDENT RIGHTS AND RESPONSIBILITIES**

**STUDENT RIGHTS** – At Wiesbaden Middle School, students have:

1. The right to a good education to be better prepared to meet life's challenges.
2. The right to a safe classroom environment.
3. The right to expect that other students will not impose on class time.
4. The right to actively participate in learning.
5. The right to regular teacher evaluations of progress toward goals.
6. The right to privacy of grades.
7. The right to fair and equal treatment.
8. The right to participate in all educational and school-sponsored activities.
9. The right to participate in the selection and planning of school functions.
10. The right to form and join student government organizations.
11. The right to question and discuss any decisions about school operations and to appeal unsatisfactory responses to the next higher authority.
12. The right to use school facilities, equipment, and services such as the nurse and the counselor.

**STUDENT RESPONSIBILITIES** – At Wiesbaden Middle School, students have the responsibility to:

1. Be prepared to learn by being seated with books, materials, completed assignments, when class begins.
2. Respect others' rights to learn by not disrupting learning or teaching, speaking and moving quietly, following class rules, etc.
3. Respect teachers and other adults by being courteous, following directions, listening, etc.
4. Respect yourself and other students by avoiding fights and verbal confrontations, minding your own business and treating others as you would like to be treated.
5. Respect school and personal property by not taking anything that doesn't belong to you, cleaning up after yourself, not littering, not causing vandalism etc.

### **THE SCHOOL WIDE DISCIPLINE PLAN (SWDP)**

1. All teachers use their own and/or their team's classroom management plans (i.e. parental contacts, time-out policies, individual lunch detention systems, consequences, etc.). If the student's behavior is still not acceptable after a teacher has gone through the steps of his or her classroom plan and the team has gone through its plan, then the teacher or the team can "write the student up" on to the School Wide Discipline Plan. This means a discipline referral is made to the office.
2. The teacher or any other school staff member will fill out a Discipline Referral Form, mark the type of unacceptable behavior that was seen and add any comments that might be useful to the administrator. Tardiness to class is recorded on a different form.
3. The administrator will then decide what the appropriate action will be for a particular offense. Obviously, the number of discipline referrals the student has had will also influence the penalty. For example, the second time the student gets into a fight may mean a longer suspension from school than for the first time.

# WMS - School Wide Discipline Plan

## School Year 2012- 2013

### Consequences

EXAMPLES OF INFRACTIONS	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<ul style="list-style-type: none"> <li>• Chronic Referrals</li> </ul>	1 day suspension	3 day suspension	5 day suspension	7 day suspension
<ul style="list-style-type: none"> <li>• Fighting of any kind</li> <li>• Illegal substance possession and/ or use</li> <li>• Refusal to obey a reasonable request</li> <li>• Sexual assault</li> <li>• Chronic truancy</li> <li>• Theft</li> </ul>	1 - 3 day suspension	3 - 5 day suspension	5 - 7 day suspension	7 – 9 day suspension
<ul style="list-style-type: none"> <li>• Dangerous behavior toward self and others</li> <li>• Illegal substance distribution</li> <li>• Weapon possession and/or use</li> <li>• Arson</li> <li>• Bomb Threat</li> <li>• False Alarm</li> </ul>	<h2 style="margin: 0;">Suspension with Expulsion Proceedings Initiated</h2>			

- ⇒ Specific circumstances may result in consequences being imposed out of sequence.
- ⇒ Infractions are CUMULATIVE within each category.

**Gray areas indicate command notification and involvement.**  
**DISCIPLINE CATEGORIES:**

The following behaviors are prohibited at WMS and during the school sponsored activities. As in the "Table of Recommended Consequences" (See previous page), the behaviors are listed in categories.

#### **CATEGORY I:**

**DRESS:** Appropriate dress and appearance not only make a good impression for our school and community, but also have a positive influence on overall school climate. A student is expected to dress in a manner that is not offensive to others, is not revealing, and does not cause a distraction within the academic environment. The Dress Code for WMS applies to all functions on campus property and during all school activities in other locations. The school principal and assistant principal reserve the right to make judgments concerning the appropriateness of items of clothing not addressed in this policy. The school administration, teachers, the military chain of command, and the parents will enforce this policy.

1. Clothing will be clean, neat, serviceable, and worn properly. This includes pant legs that are cut off and not hemmed.
2. Students will not be allowed to attend class if inappropriate clothing is worn to school. Parents will be notified immediately to bring in appropriate items of clothing. Progressive consequences will apply to repeat offenses.

The following will not be worn:

- a. Extreme or provocative styles of dress, including clothing **that reveals bare midriffs, cleavage, mesh shirts or tops, tube tops, halter tops, tank tops, spaghetti straps; blouses, shirts, or skirts made of see-through materials; skirt or short lengths shorter than mid-thigh;** tops or T-shirts designed as underclothes garments; sport tank tops worn alone (over a T-shirt is acceptable); Skirts or dresses with slits past mid-thigh; bra-less look; back-less or strapless dresses; exposure of any underclothing (bras, underwear, sports bras); ill fitting clothing – too large or too small.
  - b. Clothing that encourages or promotes cigarettes and other tobacco products, beer/alcohol, or drug use. This includes symbols and brand names.
  - c. Clothing or accessories that (1) depict or promote violence, (2) suggest racial prejudice, (3) have printed obscenities in graphics or words, or (4) depict sexual connotations. **This also includes spiked clothing and collars, pins and buttons, metal chains attached to any article of clothing, belt loops or wallets where the chain hangs loose from the body.**
  - d. Hat or any head covering (including stocking caps, bandanas, nylons, hairnets, caps, sun-visors), gloves, and sunglasses will not be worn, in the school building at any time. If these items are worn to school, they will be stored in the student's locker during the school day.
  - e. Footwear that would be considered unsafe or unsanitary: **bedroom slippers, , or footwear deemed unsafe by the principal!** Dress platform shoes are also considered unsafe. Shoes or boots that are manufactured with buckles, shoestrings, or clasps will be buckled, clasped, or tied securely on the foot at all times.
  - f. Belts that are not secured inside belt loops. Pants without belt loops must be able to stay up at the waist without use of a belt. The waistline is defined as 2 inches below the navel. An extra long belt, where more than 6 inches of belt extends beyond the buckle.
3. **Shorts, sweats, pants or hip huggers will not be pulled down below the waistline (2" below the navel) or sag regardless of what the student is wearing under or over them.** Jumpers and overalls must be worn with all side fasteners buttoned or zipped and with both straps on the shoulders.
4. For appropriate length of shorts, dresses and skirts: extend both arms down beside the legs. The tips of the fingers must be above the fabric of shorts, dress or skirt.
5. Any clothing, hats, bandanas or other paraphernalia that is worn in such a manner as to represent or indicate gang affiliation is not allowed, and include (but is not limited to) the following:
- a. A right or left shoe untied with laces hanging loose.
  - b. A right or left pants leg rolled up.
  - c. A glove worn on a right or left hand.
  - d. A right or left sock pushed down into the shoe/boot.
  - e. All handkerchiefs/bandanas displayed (tied to a belt loop, wrapped & tied around a leg or arm) to reflect gang affiliation.
  - f. Extra long key chains/straps, belts or material used as a belt, where the length hangs on either the right or left side of the body.
  - g. Gang related items will be confiscated by the school administration, reported to the Military Police, and returned only to the parents.
  - h. Any items associated with potentially illegal activities will be turned over to the Military Police.

This 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."

**HALL PASSES:** Students must be in possession of a bona-fide hall passing when in the hallways during class time and they must have it readily available for viewing by any staff member at any time. Students may not leave class without the permission of the teacher.

**LYING:** Making a false statement or concealing the truth behind technicalities

**NUISANCE ITEMS:** Anything that disrupts or can cause disorder.:

1. Electronic sound producing devices, game boys, CD players, cell phones, beepers, etc. are not to be used during school hours, in or out of school buildings, with the exception of the lunch period. They should be kept in lockers during the school day.
2. Other examples of nuisance items include stink bombs, poppers, firecrackers, exploding devices, water pistols, laser pointers, etc. These items are not allowed in school at all.

**VERBAL ABUSE TO PEERS:** Name calling, baiting, taunting, and teasing are inappropriate and distracting to the educational process and will not be tolerated.

**PUBLIC DISPLAY OF AFFECTION (PDA):** Excessive display of affection in school, on school grounds, or at school sponsored activities is not appropriate. Staff members will ask students to refrain from this type of behavior and, if the students comply respectfully, no further action will be taken. Failure to comply with the request to stop or a disrespectful response will result in disciplinary action. PDA's- Prolonged and persistent "public displays of affection" are inappropriate at school.

**THREAT:** Communicating, in any form, the intent to cause harm to property or individuals.

Bullying will not be tolerated!

## **CATEGORY II:**

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

**DISRUPTIVE AND/OR UNSAFE BEHAVIOR:** Disrupting a class, "play fighting," scuffling, and any other behavior that distracts from the education process is not allowed.

**PROFANITY/VULGARITY:** Use or display of obscene, vulgar, sexually explicit language or profanity is not allowed.

**HARASSMENT:** Persistent irritation or tormenting of another will result in disciplinary action. Harassment is not limited to being sexual in nature.

**SEXUALLY OFFENSIVE BEHAVIOR/SEXUAL HARASSMENT:** An action may be considered sexual harassment if it falls under any of the behaviors listed below.

1. Leering, sexual flirtation, or propositions
2. Sexual slurs, epithets, 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. No video, camera or I Phone photography of inappropriate dress or activity
7. Any removal of clothing that is designed to cover private areas either by student or others is prohibited

**Note:** Any student feeling sexually harassed or feeling that sexually inappropriate behavior is being directed to him/her from any person at school (student, faculty, staff, administration) should contact the Guidance Counselor or any adult with whom he or she feels comfortable (including appropriate community leaders).

**TOBACCO PRODUCTS:** Smoking and/or using tobacco products are prohibited during school hours or at any school sponsored event.

**TRUANCY:** Truancy is skipping school. Skipping is:

1. Being more than 15 minutes late for a class without a legitimate excuse.
2. Leaving school or a class without permission.
3. Being absent from school without the sponsor's permission.

**LEAVING CLASS/CAMPUS WITHOUT PERMISSION:** The school campus is defined as

1. Within the fenced area of the School complex
2. Any location at which a school sponsored activity is taking place

**FAILURE TO SIGN OUT:** any time a student leaves the school campus other than outside of school hours, a sponsor, in person, at the Student Affairs Office (SAO), must sign him out.

**CHEATING:** Receiving any unauthorized aide on any schoolwork. Examples include copying another student's work, plagiarism, etc. If you are not sure if something is cheating, do not do it.

**COMPLICITY:** 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, etc.

### **CATEGORY III**

**FIGHTING:** 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 no matter who "starts" it. Students who are feeling threatened should notify a staff member immediately.

**FORGERY:** Forgery of any staff member or parent's signature is not acceptable.

**GAMBLING:** Wagers of any kind under any circumstances are not acceptable.

**INSUBORDINATION:** 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.

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

**SUBSTANCE POSSESSION/ABUSE:** Possessing or using any medication (over the counter or prescription) is not allowed. The use or possession of illegal drugs, inhalants, or alcohol is also forbidden and is strictly prohibited at school or school sponsored activities.

**VANDALISM:** 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 buses.

### **CATEGORY IV:**

**ILLEGAL SUBSTANCES:** Selling any drugs, inhalants, or alcohol is prohibited at school or at school sponsored activities.

**WEAPONS:** Possession or use of weapons (or any object that could be used as a weapon) as defined by DODEA Regulation 2051.1 (Aug 1996) is not allowed.

**ARSON:** The purposeful setting of a fire to destroy property.

**BOMB THREAT:** The purposeful communicating of the intention to "bomb" or destroy a building using an explosive device even if there is no truth to the threat.

**FALSE ALARM:** Purposefully setting a fire alarm when no danger exists.

### **SOME IMPORTANT ADDITIONAL DISCIPLINE RELATED DEFINITIONS AND CLARIFICATIONS**

1. **CLOSED CAMPUS:** The campus is closed at lunch for all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. This means:
  - a) Students are not permitted to leave the campus during lunch
  - b) Students must purchase their lunch at the School cafeteria or bring it from home.
  - c) Students must eat at the School cafeteria, the picnic tables on school grounds or in a classroom with the teacher's permission and presence.
  - d) If a parent wants their son or daughter to eat at a location other than the School cafeteria or the school, the student must be signed out and back in each time by the parent, in person, at the Student Affairs Office (SAO).
  - e) Students are not allowed to go to the Food Court in the PX area at lunch, unless their own parents or guardians have signed them out of school.

2. **DANGEROUS ITEMS:** Any object designed to hurt someone or someone's property or which can be used to threaten someone, examples are: copies of weapons, small knives, etc. The intent and use of these types of devices will affect the administrative decision of suspension or expulsion.
3. **INCENDIARY DEVICES:** Anything that can cause a flame and or burning. Lighters and matches are examples.
4. **SKATEBOARDS:** If students use skateboards as a mode of transportation to and from school, they must be kept in school locker and are not to be used on school grounds.
5. **SCHOOL RELATED ACTIVITIES:** Any activity sponsored by the school regardless of its location or whether it occurs during the day, at night, or on weekends. Classes, lunch, field trips, dances, concerts, etc. are examples.
6. **EXPULSION:** The most extreme punishment the school can administer for a student. It amounts to the removal from school for the remainder of the semester or longer. An expulsion cannot take place without a formal hearing designed to meet the guidelines of due process. Appeal procedures are always an option after an expulsion hearing.
7. **TARDY:** Failure of students to be in their seat and ready to begin instruction or the designated school activity in a timely manner.
8. **SUSPENSION:** A punishment in which a student is denied the privilege of attending school, on a temporary basis, for a period of 1 or more days
  - a) All serious infractions are automatically suspendable offenses, and the student will be suspended for 1 to 10 days, depending on the seriousness of the offense. See the section on Behavior Expectations for a complete explanation of the serious offenses for which the student can be suspended. Generally, they are such behaviors as fighting, forgery, threats, vandalism, gambling, theft, possession of prohibited items, or a 5th tardy.
  - b) Every suspension must be followed by a re-admit conference with the student, the parent(s), and an administrator. A copy of any suspension letter is automatically sent to the USAG Wiesbaden Civilian Misconduct Office and the sponsor command.
  - c) Every suspension will result in a referral to the counselor, to the Civilian Misconduct Office, and may result in notification of the sponsor's commanding officer.
  - d) Out-Of-School/Off-Campus Suspension:
    - For the duration of the suspension the student may not be anywhere on school grounds or in the school buildings. Students are totally the parents' responsibility. Parents have the option of setting up Community Service through the Civilian Misconduct Office for the time the student is suspended.
    - At the end of a suspension, on the morning the student returns to school, the parent must bring the student to school for a re-admit conference at a time before the school day begins, as arranged with the administration. The student may not attend classes until a re-admit conference with the student, the parent, and an administrator has been held.
    - No student may be suspended for more than a total of ten school days per year without a formal discipline hearing being held which may result in expulsion.

9. TARDY CONSEQUENCES

TARDY EACH CLASS	FIRST REFERRAL	SECOND REFERRAL	THIRD REFERRAL	FOURTH REFERRAL	SUSEQUENT REFERRALS
EACH Quarter	Warning by teacher	Teacher Option: Lunch detention Parent called by Teacher	SAO Lunch detention Parent called by Teacher	After school detention/parent called by ADMIN	May result in 1 Day suspension

\*Gray area indicate command notification and involvement

**SCHOOL DAY TARDY POLICY (after 1<sup>st</sup> period):**

1. Students are expected to be in their seat and ready to begin instruction when the tardy bell rings. The five- minute passing period is enough time for students to get from class to class.
2. A tardy is unexcused unless a pass is brought from another teacher or the Student Affairs Office.
3. Offices will not give excused tardy passes unless office personnel sent for the student, or if signed in late by a parent.
4. First period tardies are tracked by the SAO. After first period the classroom teacher will handle a student entering a class late. Consequences for a tardy in classes other than first period are part of the teachers classroom management plan but chronically tardy students (past 2 per quarter) may be referred to the SAO for assistance.

A revision to DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," has been issued and will be effective beginning SY 2012-13.

The link to the instruction on the DoDEA regulations website is

[http://www.dodea.edu/foia/iod/pdf/2051\\_02.pdf](http://www.dodea.edu/foia/iod/pdf/2051_02.pdf)

- Please note the rights retained by students listed in the policy section, which include the right to a safe school environment (free from bullying, harassment, etc.), the right to a public education of high quality, First Amendment rights, and right to fair and appropriate discipline. There is also a mutual courtesy and respect requirement.
- This AI incorporates the Equal Access policy pertaining to student-led, non-curriculum-related groups. It also provides requirements for students such as to comply with the standards for student behavior outlined in school policy and procedures, refrain from disruptive conduct, and respect the rights and human dignity of other students and school employees. Other areas covered include student dress codes, freedom of expression, search and seizure, and student complaints.

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## Zero Tolerance for Weapons

To ensure the safety of DoDDS-Europe Area staff and students, any incident that occurs in a DoDDS-Europe Area school, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local Military Police and Civilian Misconduct Authorities (in addition, the student may be subject to suspension or expulsion from the DoDDS school).

The following is a partial listing of weapons that are prohibited by USAREUR Regulation 190-6 and USAFE Regulation 125-17.

1. Any firearms (MANDATORY EXPULSION FOR A MINIMUM OF ONE YEAR)
2. Any destructive devices.
3. Club-type hand weapons (blackjacks, brass knuckles, nunchaku, etc.)
4. Gas pistols and shooting pens.
5. 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:
  - a) Straight razor, razor blades
  - b) Ice picks, daggers, bolo knives, machetes, spears, bows and crossbows of any size, or any similar instrument.
  - c) Clubs, or any object that may be used as a club (pieces of wood or pipe, stones, bricks).
  - d) Authentic appearing replica of a firearm.
  - e) Blank cartridge pistols.
  - f) Any object that might be used to inflict bodily harm (bicycle chains, canes with sharp points, broken bottles or glasses, knives with switchblades or retractable blades).
  - g) Locking blade knives (regardless of length) and other knives.

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. The obvious weapons would be anything that shoots or cuts- 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.

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## School Bus Program

# 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. # 07881) in front of the Wiesbaden Middle School in Hainerberg. **Questions about school bus transportation should be directed to the school bus office, at DSN 335-5382 or CIV 0611-408-0382.**

Dan Samek  
Wiesbaden SBO Lead  
0611-44756170  
0162-271-1784

Michael Coleman  
Wiesbaden SBO Assistant  
0611-44756170  
0162-271-1790

Eddie Kilcrease  
Wiesbaden SBO Assistant  
0611-44756168  
0162-271-1787

[Samek\\_Daniel2@eu.odedodea.edu](mailto:Samek_Daniel2@eu.odedodea.edu) [Michael.coleman@eu.dodea.edu](mailto:Michael.coleman@eu.dodea.edu) [eddie.kilcrease@eu.dodea.edu](mailto:eddie.kilcrease@eu.dodea.edu)

**Bus office hours are 8:30-12:00, 13:00-14:15, and 15:20-16:00.** In the event of an emergency and you receive no answer, 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 to be photographed 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 loose 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 a week in advance if you change your home address, which 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. Parents wishing to ride the bus and act as bus monitors must volunteer with the Middle school at the main office before being authorized by the school bus office.

# SCHOOL BUS RULES AND RESPONSIBILITIES

Appropriate student behavior on school buses is a shared responsibility among the students and parent/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 as to not 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. YOUR CHILDREN ARE IN HARMS WAY WHEN THEY STAND ON THE EDGE OF THE CURB OR ENTER THE STREET IN ROUTE TO OR FROM A SCHOOL BUS.**

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## TELEPHONES

Students are permitted to use the SAO office phone for official and/or school related emergencies with the assistance of the SAO secretary.

Unless an emergency situation exists, we are unable to get a student to the telephone. Important messages will be taken by the office and given to students. Help us maintain an atmosphere focused on student learning by reducing interruptions to class time for personal messages.

- **CELLULAR PHONES**

Cellular phones will be turned off and not visible. The school realizes many students have them for emergency use but ask that they be used off campus outside of school hours. Sighted possession at school may result in confiscation of the phone. If confiscated, the student will be required to pick up the phone after school. If cell phone misuse becomes chronic, parents may be asked to pick up the phone and a conference may be required to seek a solution. **(THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE LOSS OF SUCH ITEMS.)**

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## ELECTRONIC DEVICES

Use of portable stereos, cassette players, CD Players, IPODS, MP3's, radios, beepers or any other device that would create disruptions in school are not permitted. Students are permitted use at lunchtime but not encouraged to bring them because of the risk of damage and loss of such high value items. All such devices must be turned off and put away when entering the school building to avoid confiscation. **(THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE LOSS OF SUCH ITEMS.)**

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## LUNCH

WMS is a closed campus. Lunches are served in the cafeteria between the middle and elementary schools.

\*\*\* The AAFES Food Court is off limits to ALL middle school students during lunch, unless they are accompanied by their own parent(s).

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## ASSEMBLIES

Students will usually proceed to assemblies, and or assembly areas, with a class and will be expected to remain with that group and teacher. Good assembly behavior is expected at all times. Students shall remain seated at the end of an assembly until dismissed by the person in charge. Attendance at assemblies is not mandatory. A study-hall room will be provided for those who choose not to attend. Disruptive behavior will result in removal from assemblies and additional disciplinary actions may follow.

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## CONTACT INFORMATION

It is very important that students have and/or know the following information in **case of emergencies**:

- Father's work location, hours, and work phone
- Mother's work location, hours, and work phone
- Home address and phone number
- Home address and phone number of the emergency contact person as well as the
- Work location, hours, and work phone of the emergency contact person

In addition, please keep this information updated in the Student Affairs Office.

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## COUNSELOR

Wiesbaden Middle School has two full-time counselors: If the need exists to see the counselor during class time, the student must first go to the regularly scheduled class and ask for a pass. During passing periods, a note can be left on, or attached to the counselor's door. The counselor will then schedule the appointment. An appointment to see a counselor can also be made at the Student Affairs Office. Parents may schedule an appointment by calling 0611-408-0373 or (DSN) 335-5373.

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## STUDY TRIPS

Parents' written permission for any study trips must be given. If a student misbehaves on a study trip, he/she will not be allowed to go on any more study trips. All study trips are considered being "in school," and all school rules apply.

If ANY CLASSES will be missed because of participation in school-sponsored activities, students must, check with EVERY teacher BEFORE THE EVENT. When participating in a study trip that costs money, neither the school, DODDS, nor the sponsoring teacher can be held liable for price increases or any refunds if the trip is canceled. The school acts only as an organizer. All money commitments are between the parents and the agency charging a fee.

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## **GYMNASIUM**

The gym may only be used before school, during lunch, or after school when supervised by a teacher or other staff member.

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## **MIDDLE SCHOOL AREA**

Use only the middle school buildings, doors, lobbies and playground. Middle school students are not to be in the elementary school, the high school, or on their campuses, without a pass during the school day.

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## **NURSE**

The nurse is usually in her office during the entire school day. If it is necessary to see the nurse FIRST REPORT TO CLASS to get a PASS to visit the nurse. DO NOT go to the nurse DURING PASSING PERIODS, unless it is an emergency. ONLY EMERGENCIES may be brought to the nurse without a pass. All medication to be administered at school must have a physician's written order and is to be kept in the nurse's office. If the Nurse Office is closed, report to the Main Office.

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## **PASSES**

Always have a teacher pass when you are in the halls during class time. Bathroom passes are usually only issued for emergencies once class has started. It is essential that students check with teachers, since each one may have a slightly different policy for using the bathroom during class time.

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## **VISITORS**

To have a visiting friend attend classes for a day, do the following: At least two days before the visit, get a permission slip from the main office or the SAO. Have a parent sign the request. Take the permission slip to every teacher and the principal for a signature. All teachers and the principal must sign "YES" in order for a visitor to accompany student to school. If any of them disapprove and indicate a "NO," the person may not visit. Visitors must be middle-school-age only. Permission is granted with the understanding that visitors must follow school rules and guidelines.

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# LOCKERS - BOOKS – SUPPLIES

## LOCKERS – STUDENT

Seminar teachers will make locker assignments. Please do not use a locker unless it is specifically assigned. The school provides padlocks. Suggestions for keeping lockers and contents secure:

- Do not allow others to have the locker key or combination.
- Do not share assigned locker with others or share another student's locker.
- Do not leave large sums of money or valuables in your locker.

Remember: It is the responsibility of all students to keep possessions and school property secure. Ensure that the locker is secured at all times. The school cannot assume any responsibility for items that are stolen or missing from lockers. Once a book or a piece of equipment has been issued, responsibility to safeguard it is the student's. This includes accountability for the cost of replacement or repair. The school does not assume responsibility for items misplaced in the school building or on the school campus.

## LOCKERS - P.E.

For physical education (P.E.), students must supply their own padlock to secure clothes and valuables in a locker in the dressing room during P.E. class. At the end of the PE period, locks must be taken off, so other students can use the locker. Locks left on PE lockers more than 1 or 2 days will be cut off and any personal items will be put in lost and found. Never invite theft by leaving money, purses, or valuables unsecured in the dressing rooms. Students, who do not bring a lock to PE, must lock all valuables in regular student locker before P.E. class.

## BOOKS AND EQUIPMENT

You are responsible for all books and equipment assigned to you. Do not cover or destroy the IDENTIFICATION NUMBERS on textbooks. If the number cannot be read, payment for a lost book must be made. Make it a practice not to loan books to others. Don't leave books lying around for others to take. You must pay for lost or damaged textbooks and equipment assigned to you. Take care of books. They are very expensive. Payment must be made for a lost or damaged book before a replacement will be issued.

## PAYING FOR LOST OR DAMAGED BOOKS

If you cannot find your book, check with the Student Affairs Office (SAO) to find out if the book has been turned in. Tell your teacher that you cannot find your book and obtain a lost book form. Take the lost book form to the SAO where the cost of the book will be added. Take the lost book form home. Bring a money order (NO CASH, NO PERSONAL CHECK) made out to the "Treasury of the United States" for the exact amount of the book(s). Parents may also elect to replace the lost book by ordering online and paying with credit card. You'll be given a receipt which you should show to your teacher in order to have a replacement book issued.

## LOST AND FOUND

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

1. Student Affairs Office. All textbooks.
2. Main Office. All valuables.
3. All other items are placed on the landing, down the stairs from the student affairs office.

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# GRADES, ACADEMIC PROGRESS, AWARDS

## REPORT CARDS

All report cards are emailed home each quarter. A student must be enrolled for at least 20 days for a quarter grade. If you are making a PCS move ten school days or less before the end of a quarter a report card will be MAILED to your forwarding address.

## GRADES

Following the DoDDS grading policy, grades are assigned in the following manner:

LETTER GRADE	DESCRIPTION	PERCENTAGE
A	EXCELLENT	90 –100
B	GOOD	80 –89
C	AVERAGE	70 – 79
D	POOR	60 – 69
F	FAILURE	0 - 59
E	EFFORT	
P	PASSING	
CONDUCT GRADE		
O	Outstanding	
S	Satisfactory	
U	Unsatisfactory	

## PROGRESS REPORTS

In addition to receiving regular quarterly report cards, teachers will give parents a progress report in the middle of each nine-week quarter. Sometimes teachers send progress reports to all students. However, they are only required to send a progress report if the student is receiving a "D" or "F".

## GRADESPEED

Teachers will post at least one grade per week, this allows parents an excellent way to track student's progress. If you are not registered on GradeSpeed please call the main school office for directions.

## RETENTION IN THE SAME GRADE LEVEL

One of the major goals of our school is to prepare students for the next grade-level and for high school. We seriously question readiness for the next level if successful achievement and completion of required work at the present level in the major subject areas of language arts, mathematics, science, and social studies is unsatisfactory.

At the end of each quarter marking period, students with two or more F's are classified as "at risk" and their academic progress is monitored. Students who fail but are capable of normal progress are referred to the Student Placement Committee, which recommends promotion, placement, or retention in grade at the end of the year. The student's potential for development, the current rate of progress, physical health, past school performance and record of retention, and age maturation are all considered in the recommendation for promotion or retention.

## **HONOR ROLL**

Each quarter, students who have no D's or F's and have earned a grade point average of 3.25 to 4.00 are recognized on the Wiesbaden Middle School Honor Roll.

## **AWARDS ASSEMBLIES**

At the end of the each quarter, we present certificates of achievement to those who have demonstrated high academic achievement.

Certificates are awarded in these categories:

1. to students who have earned a 4.00 (straight "A") grade point average – Principal's Honor Roll
2. to those who have earned a 3.50 to 3.99 average – Highest Honors
3. to those who have earned a 3.25 to 3.49 average – Honor Roll

Teachers and teams also award certificates for special recognition, such as Service, Citizenship, and Leadership. Individual teachers award certificates to students in their classes who deserve recognition for special achievement.

At the end of the year, Outstanding students in each grade level are recognized and receive special certificates of achievement.

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## STUDENT ACTIVITIES

Wiesbaden 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. Some of the activities offered in recent years were:

American Junior High School Math Exam	Honor Roll Assemblies
Art Club	Junior Leadership Conferences
Awards Assembly	Musicals
Band Concerts	National Junior Honor Society
Brain Bowl	Newspaper staff
Chess Club	Outdoor Education
Computer Club	Peer Mediation
Crafts Club	Picnics
Cross Country	Speech and Drama festivals
Dances	Spirit Weeks
Drama Club	Student Council
Essay contests	Students Helping Students-tutors
Field Day	Study trips
Fine Arts Expositions and Evenings	Talent Shows
German-American exchange programs	Yearbook Staff

### STUDENT COUNCIL

Your Student Council is the group which represents you and to which you should take your concerns. You have a right to be heard and to have input into every aspect of the school's operation and programs. Student Council represents your views and concerns. Take an active part in student government. Join Student Council or relay your concerns to your Student Council representative.

### NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization which recognizes and encourages outstanding achievement in academics while developing other characteristics such as service to others, leadership, citizenship, and character.

Students in the 7<sup>th</sup> and 8<sup>th</sup> grades are eligible to participate. Selection is based on the maintenance of a high academic grade point average for a minimum of 2 quarters beginning in the 7<sup>th</sup> grade, as well as faculty council recommendations after reviewing an activity packet completed by eligible students which lists participation in community and school activities.

The NJHS sponsors several service activities each year to promote the improvement of the school and community environments.

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# STUDENT SERVICES

## THE COUNSELOR

1. The counselor can help you or your parents with any of the following:
  - a) Counseling: individual and group
  - b) Testing: academic testing, ability testing
  - c) Academic progress: educational planning, schedule changes, attendance problems
  - d) Personal adjustment: behavioral problems, social concerns, home-related issues, referrals to community resources
  - e) Parent conferences: teacher consultations
  - f) Any issue which affects school success
2. The counselor may be contacted in person at 337-5778 or 0611-719604 or by telephoning the registrar in the Student Affairs Office, at 337-6242/6258 or Civilian 0611- 719604.

## THE LIBRARY/MEDIA/INFORMATION CENTER

1. GENERAL INFORMATION
  - a) The library/media/information center has a comprehensive collection of books, magazines, tapes, games, computers and educational computer programs, and individual activities.
  - b) The center is open from 7:50 a.m. to 3:30 p.m. and during lunch every day.
  - c) Students may check out books for a two-week period. Renewals are possible if the books are brought to the front desk. Notices for late books are sent to the students.
  - d) Lost book forms can be picked up at the front desk. Books are payable via Money Order only, made out to the Treasury of the United States, to the Student Affairs Office.
  - e) Reference (print) and audio-visual materials must remain in the information center. Permission may be given to photocopy pages from print material.
  - f) Students may use library CD's in the Pentium computers. The CD's must be returned at the end of the period.
  - g) Alpha-Smart Boards may be checked out upon receipt of a signed parental form, which may be picked up in the Information Center.
  - h) At the end of each quarter, all lost materials must be paid for in full. When checked-out materials are not returned, the student is contacted. If the materials are still not returned, a letter requesting assistance in retrieving the late material or paying for lost material is sent to the parents. If the problem is not resolved, a letter will be sent to the sponsor's commander or to the Garrison commander.
2. INTERNET PROCEDURES:
  - a) Students and parents must sign the Student Network and Internet Agreement.
  - b) Students are expected to exhibit serious, on-task behavior while researching a project.
  - c) No Internet games are allowed during class time.
3. SEMINAR DAYS: Passes may be signed by the Information Specialist before 0930 on Seminar Days, but only to do effective research. Students not on task, distracting others may be asked to leave.
4. INFORMATION CENTER CONDUCT. Students are expected
  - a) to be courteous at all times and respectful of the rights of others
  - b) to study without disturbance.
  - c) not to eat or drink in the center..
  - d) to follow the directions of the info. specialist and the center aide.
  - e) are expected to follow the guidelines and procedures of center usage.

## **NURSE**

1. The nurse can:
  - a) give emergency care for accidents and illnesses, which occur, at school.
  - b) screen hearing levels, height, weight, curvature of the spine (for scoliosis), and vision, which is NOT substitute for a thorough professional exam. Medical specialists notify parents when screening results indicate the need for further evaluation.
  - c) determine, with the aid of medical treatment providers, whether a student may be kept out of school or allowed back in for health reasons.
  - d) coordinate health services and resources for a healthful school environment.
  - e) coordinate health counseling and screening for special education classes.
  - f) keep student health records which contain health conditions screening results, any notifications to parents for follow-up testing, parents' authorization for student emergency medical care, physical exam results (requested once during a tour of duty) and emergency contact numbers.

## **IT IS VITAL THAT EMERGENCY CONTACT INFORMATION BE KEPT UP-TO-DATE!**

2. The nurse cannot
  - a) be a dispensary, a hospital, nor a doctor.
  - b) be responsible for injuries and illnesses, which happen away from school or at home. Injuries that do not happen at school should be treated at the clinic, dispensary, or hospital when they happen and not the following day at school by the school nurse. The nurse should not be expected to clean or redress old cuts and bruises.
  - c) prescribe or give medicine, not even aspirin. If a student must take antibiotics or medications, the parents can arrange with the nurse to give the prescribed medications.
  - d) make a diagnosis from a rash, swelling, itching, etc. Students may go to the nurse for these problems, and the nurse will refer them to a doctor who must say they are not contagious before they may return to school.
  - e) cannot excuse students from physical education (PE). Only a doctor can excuse students from taking physical education or physical activities. The nurse must receive a statement from a doctor which states the following:
    - The diagnosis of the condition which prevents the student from participating.
    - The limitation of the activity (What the student can and cannot do physically)
    - The duration: How long the student cannot participate in PE or physical activities.

## **HEALTH REQUIREMENTS**

In order for a student to register and attend school, **PROOF OF FULL IMMUNIZATION FOR COMMON COMMUNICABLE DISEASES MUST BE ON FILE.**

1. The required immunizations are
  - a) MMR: measles, mumps, rubella;
  - b) DPT: diphtheria, pertussis, tetanus
  - c) polio,
  - d) hepatitis B,
  - e) chicken pox (for students who have not had chickenpox illness).
2. Boosters are required for tetanus, diphtheria and every ten years. Pertussis is not required after six years of age.
3. School immunizations do not supersede foreign travel requirements.

## **MEDICATIONS AND DRUGS AT SCHOOL**

If a student must take prescription drugs and/or over the counter medications at school, he/she must bring them to the nurse in Room 90 with instructions from the doctor or a note from the parents, giving the student permission to take medicine at school. The nurse will plan a schedule for the student to get the medication with the least disruption of class time.

All medications prescribed or not, must be labeled with the student's name, the strength of the medication, the amount to be taken, how often, and for how long.

Students may never bring or carry drugs or medications, in any form, to school.

Under no circumstances may a student ever give another student a drug or take a drug from another student.

## **STAYING HOME FROM SCHOOL WHEN YOU ARE SICK**

When students come to school sick they expose everyone with whom they come in contact to the illness. Sometimes students leave home ill and report to the nurse's office as soon as they get to school. The parents are called to come get them, especially in the case of a contagious disease.

Students should not come to school sick. Parents should keep and use a thermometer at home to determine if a fever exists. Students who have a fever of over 100 degrees should be kept at home at least 24 hours.

If a student is out of school for three (3) days or more, the parents should contact the nurse and SAO at 0611-408-0373.

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# EMERGENCY EVACUATION PROCEDURES

## EMERGENCY OR THREAT OCCURRING DURING SCHOOL

1. Take coats, purses, book bags, and valuables when you leaving the room, BUT DO NOT GO TO LOCKERS TO GET THESE ITEMS!!
2. Exit the building using the posted fire evacuation plan. DO not exit through any of the front doors leading to Texas Strasse.
3. Do not talk. Listen to the directions being given.
4. Walk in an orderly fashion, single or double file with the teacher in the lead.
5. Anyone who is in the hallway when the evacuation alarm sounds should join the first class that passes, identify himself or herself to the teacher and go with that class.
6. The evacuation must be quick, safe, and orderly at all times.
7. Stay with the same class to walk to or from the designated area during an evacuation.
8. Walk only on sidewalks. Cross streets only when directed by a teacher.
9. Students will assemble by classes at the assembly point (designated at the time of the emergency) and remain assembled by classes until further instructions are given. Attendance will be taken and students who are not present will be reported to the administrators.
10. At the evacuation point, students will stay with their teachers. Fill in every seat in every row. Stay seated with the class and remain quiet until given further directions. Attendance will be taken.
11. When walking back to the middle school, do so in a double-file, BEHIND YOUR TEACHER as a class, in an orderly fashion, using the sidewalks.
12. IF THE DECISION IS MADE TO SEND STUDENTS HOME...
  - a) Hainerberg Housing area students will be released to go home without going near the school.
  - b) All bus students will be released and will board their buses outside the evacuation point.
  - c) Teachers will remain with their students until they have boarded their buses.
  - d) UNDER NO CIRCUMSTANCES WILL STUDENTS WALK ONTO THE SCHOOL CAMPUS OR ATTEMPT TO RE-ENTER THE SCHOOL BUILDING UNLESS DIRECTED TO DO SO BY SCHOOL AUTHORITIES.

## EMERGENCY OR THREAT OCCURRING PRIOR TO THE BEGINNING OF SCHOOL:

1. Teachers and staff members already on school premises are to go to the primary evacuation site.
2. Students already inside the building or on campus grounds will be directed to leave the area and go directly to the evacuation site, where they are to report to their advisory teacher or, in his or her absence, to any other teacher or school staff member. Other students, as they arrive, will also be sent to the primary evacuation site.
3. Students, teachers, and staff members are to remain at the primary evacuation site until they are given the "all clear" to enter the school or to proceed to the secondary evacuation site.

## **EMERGENCY OR THREAT OCCURRING IMMEDIATELY AFTER SCHOOL THAT INVOLVES THE BUSES:**

1. Students are to **return to their own schools**: middle school students to the middle school and high school students to the high school.
2. All students, both walkers and bus students, are to return immediately to the classroom they had last hour of the day for directions. Teachers will take attendance.
3. The community commander mandates this emergency procedure. Students who fail to return to their classrooms will be subject to discipline through community channels.
4. Once attendance is taken (1) walkers will be dismissed to go home immediately. (2) Walkers must exit the building only through doors that do **NOT** lead to buses. (3) Bus students will remain in school until the military police give the "all clear" to board the buses.

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## **ESPECIALLY FOR PARENTS**

### **CONTACT INFORMATION**

1. It is extremely important for parents to inform the school of any changes in sponsor and spouse contact information in case of emergencies, illnesses, or accidents.
2. Please ensure that we have the following current information:
  - a) Father's work location and work phone.
  - b) Mother's work location and work phone.
  - c) Home address and phone number.
  - d) An emergency contact person's home address and phone as well as location, hours, and work phone.
3. Please ensure that your student knows or carries all of the above parent contact information.
4. The majority of school/home correspondence is shared via email. It is very important to ensure we have a reliable email address

### **Student/Parent/Teachers Conferences- Are formally held once each year...but a parent may request a teacher conference at any time**

1. Parents should monitor their children's academic progress throughout the school year and make appointments for conferences with teachers when problems occur. Conferences may be initiated at any time during the school year by parents or teachers. Many parents find that a group conference with all the student's teachers is beneficial for the student, parents, and teachers.
2. Conferences can be arranged by contacting the individual teacher or by phoning the Student Affairs Office at 335-5373 or Civilian 0611-408-0373.
3. Although we will do everything we possibly can to accommodate you, please understand that it is not possible to have an immediate, unscheduled conference with a teacher without an appointment.
  - a) Teachers are involved in classes for five hours each day and cannot leave their classrooms and their students unsupervised nor can they stop teaching their students in order to have a conference with a parent.
  - b) Every teacher has a daily team preparation period during which conferences may be scheduled. In addition, teachers are available thirty minutes after school, from 14:35 to 15:10, by appointment.
  - c) Please do not drop in to catch a teacher between classes during the passing period to conduct a parent-teacher conference.
4. Administrators attempt to make themselves available for conferences at any time; however, it is advisable to contact the office before coming to school to ensure that the administrator to whom you wish to talk is available at the desired time.

## **SAC - THE SCHOOL ADVISORY COMMITTEE**

The school advisory committee (SAC) is composed of three elected or volunteer parents and three elected or volunteer professional educators. SAC's purpose is to advise the school principal and community commander on all matters affecting the operation of the school.

Such matters include school policies, instructional programs, budget, facilities, maintenance, administrative procedures, educational resources, program evaluation, student standards-of-conduct, school meal program, and other educational-related matters.

The WMS School Advisory Committee meetings are open to the public. Dates for meeting will be announced in the Parent Newsletters. To find out more about the SAC, watch for the school's Parent Newsletter and come to a meeting.

## **VISITS TO SCHOOL**

Visitors to the school, especially parents are always welcome. All persons, except students and staff members, must sign in at either the SAO or the main office before attending a conference or before visiting any room or office in the school.

Parents are encouraged to visit classes in session, but such visits need to be arranged in advance with the SAO (student affairs office), or the main office, by telephoning DSN 335-5373 or 6258, or 0611-408-0373 prior to the visit. This procedure is necessary to ensure that classes are not interrupted and to prevent unauthorized persons from contact with our students.

## **DISCIPLINE**

According to DOD Instruction 1342.6 M-1: "Administrative and Logistic Responsibilities for DOD Dependents Schools", Item 5:

1. The school principal will maintain discipline in the school.
2. The school principal may suspend students for misconduct or insubordination.
3. The installation commander is responsible for disciplinary cases involving criminal actions.
4. Parents are responsible for their children's behavior.
5. The school principal is required to inform installation commanders of serious or repeated misbehavior including criminal actions when the parents are either unwilling or unable to correct their student's misbehavior.
6. School personnel will cooperate fully with military authorities investigating cases of serious misbehavior, including drug abuse.

## **WITHDRAWING FROM SCHOOL:**

When PCS'ing ...

1. Notify the school registrar at least one week before the student's last day in school, with (a) a note with details of the withdrawal and (b) a copy of the PCS orders.
2. On the next to the last full day of school, the student goes to the registrar before 8:00 and gets a final clearance form to be signed by all his/her teachers.
3. The student takes the final clearance form to every class at which time the teacher writes the grade on the form and collects all materials issued.
4. The student takes the completed form back to the registrar at the end of the 2<sup>nd</sup> day.
5. The sponsor must pick up student records after 2:50 p.m., but before 4:00 p.m. on the last day. Students may not pick up records.
6. If the student owes money for damaged or lost books or materials, the sponsor must pay when they pick up the records. Cash and personal checks cannot be accepted, only money orders made out to the Treasury of the United States.
7. Once the students have cleared school, they are officially removed from the school records, and may not return to the school, the school campus, or to the cafeteria to visit friends, classes, or teachers.

## DEPARTURE PRIOR TO THE END OF THE SEMESTER

A brief summary of the policy is as follows:

- Only students with PCS orders have the option to receive credit for the full year or semester when they leave early.
- Students must attend school on 20<sup>TH</sup> day prior to the end of the semester in order to get credit for the entire school year. (Watch for specific dates for each semester during the year.)
- A copy of the PCS orders along with a note from the parents noting the last full day for the student must be received at the school no less than 1 week prior to the student's last full day.

Frequently Asked Questions:

Q: What about grades if we are on PCS orders and our travel date is prior to the designated early withdrawal date?

A: Your student will be given "withdrawal" grades. A withdrawal grade will reflect his/her grade through the last full day of attendance. Student would then be enrolled in a school in the states to finish the school year.

Q: What about families that wish to leave early for other than PCS purposes?

A: As a sponsor, you are choosing to withdraw your student from school early. You will be asked to sign a statement to that effect. Your student will receive withdrawal grades.

Q: If I wanted to take advantage of cheaper air fairs and leave around the 1<sup>st</sup> of June, would my student be issued a report card?

A: Yes. No matter when the student leaves, a report card will be issued. In this case, because you are choosing to withdraw your student, the grades on her or his report card would reflect a withdrawal grade. An example would be "BW." On the back of the report card there is an explanation that states the following:

"The letter "W" after a grade (e.g. BW) indicates the grade is a withdrawal grade. No credit or grade points are given for those marks."

Q: If I choose to withdraw my student prior to the 18<sup>th</sup> of May without PCS orders and am planning on returning to the school next school year, will my student be promoted?

A: Yes, if you enroll them in another school to finish the school year. No, if you do not enroll them in school.

Q: What if I choose to withdraw my student after the 18<sup>th</sup> of May without PCS orders and am planning on returning to the school next school year, will my student be promoted to the next grade?

A: Yes, provided she or he has met all the academic requirements for promotion.

## ACCELERATED PROGRAMS FOR PCSing STUDENTS

At the middle school level, placing PCSing students on an accelerated program has proven not to be successful. Asking a student who was leaving before the end of the year or the first semester to complete both the current assignments and work that is due as well as the assignments and work the student would miss after PCSing was counter-productive.

Most students were unable to master the current or future skills and concepts. It is not educationally sound to expect students who are having difficulty doing their current work to expect them to do future work at the same time.

Although the acceleration program is discontinued, some teachers may still assign advance work. Students are

encouraged (but not required) to work ahead on their own before withdrawal to learn the material they would miss due to their early departure.

### **PROTECTION OF RIGHTS AND PRIVACY OF PARENTS AND STUDENTS**

1. The Family Educational Rights and Privacy Act of 1974, gives parents or legal guardians the right to request a review or explanation of student records. Parents need only to call the counselor for an appointment.
2. Parents may challenge something in the student's records by asking the principal for a hearing. If they are not satisfied with the outcome of the hearing, they may submit a written appeal through the principal to the Heidelberg District Superintendent.
3. Parents must give written permission for any school records to be given to another school or outside agency. Parents should review the student's records when the student transfers, and they should hand carry a copy of the records with them.
4. Students under eighteen may see their records only if their parents give the school written permission.
5. 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.

### **CAFETERIA**

1. WMS is a closed campus. Lunches are served in the cafeteria between the middle and elementary schools, and is operated by AAFES under the guidance of the Wiesbaden/Mainz USAG Wiesbaden.
2. Students may pay cash for the meal on a daily basis or may purchase meal coupon tickets at the cashier's cage at Wiesbaden's Hainerberg Main Exchange.
3. The Wiesbaden/Mainz Military Community participates in the National School Lunch Program directed by the Department of Agriculture and the Department of Defense. Students from families whose incomes meet eligibility criteria receive free or reduced-price lunches at the school cafeteria.
4. Sponsors may apply for this program at any time during the school year. The application forms are available from and then submitted to the ACS (Army Community Services), which verifies the sponsor's yearly income and gives a written reply of the eligibility status and instructions to be followed to acquire coupons.

### **BUS/SCHOOL DELAYS AND CANCELATIONS**

Bus and school delays or cancellations due to hazardous road conditions or other community emergencies are broadcast on AFN radio (98.7 FM). Delays or cancellations are usually the USAG Commander's call, not the school administration!

If there is any reason to expect a bus or school delay or cancellation, please listen to AFN for information. *Please do not call the school!* We receive the information just as you do. The AFN announcements begin shortly after 06:00 a.m. and continue until about 08:00.

If a bus is canceled in the morning, it will not run in the afternoon. If you bring a student to school because of a canceled bus, you will also have to pick the student up after school. If school is in session but buses have been canceled or delayed, students who come to campus must report to class.

## Gang Awareness and Prevention

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

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

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

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

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

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