

2012
2013

NETZABERG MIDDLE SCHOOL

Department of Defense School



Parent Student Handbook

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**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
NETZABERG MIDDLE SCHOOL
UNIT 28130
APO AE 09114-8130**



August 27, 2012

Willkommen in Deutschland! The faculty and staff of Netzaberg Middle School are looking forward to your arrival on August 27, 2012. On behalf of our school and the entire Knight Staff we would like to welcome to Netzaberg.

The Grafenwoehr area has a rich history; the facility just celebrated its 100 year anniversary! Over the last 100 years, local residents saw the town of Netzaberg completely destroyed in the 1930s (then rebuilt over the last few years), Elvis Presley in the 1950s (he was stationed here during his tour), and US, German, and NATO troops train. Approximately 80 years after its destruction by Hitler, the rebuilding of Netzaberg includes our school, Netzaberg Middle School. We are in our fifth year. Grafenwoehr Middle School was a temporary home for two years while the facility was built. Like so many things in Germany, the Grafenwoehr Training Facility and the Netzaberg area are a beautiful mix of old and new.

The administration, faculty, and staff are dedicated to quality education for all of our middle school students. Many opportunities are available to help students develop their interest and abilities. A wide range of programs are offered to expand the students' physical, cultural, and intellectual development. We also realize the importance of developing in each student an attitude of self-respect and self-worth; therefore, we will be focusing on character education this year.

Communication between the home and the school is very important to ensure maximum benefit in your child's educational experience. We encourage you to visit the school often. We hope you will become involved in your child's education through such programs as the PTSA, SAC, Mentoring Program, and School Improvement Team, as well as, volunteering at school. Parental support is vital, and with your help, the 2012-2013 school year will be our very best! We have an open door policy. If you have any concerns about anything at school, please feel free to come in and discuss those concerns with us.

This handbook has been prepared to provide both students and parents information concerning our school policies and procedures. Please read this handbook carefully and keep it available for reference during the school year.

The partnership between home and school guarantees success for all students. As we form that partnership, we wish you and your children a successful and exciting 2012-2013 school year.

For a preview of Netzaberg Middle School, please visit our website <http://www.netz-ms.eu.dodea.edu>.

Should you have any questions or concerns, please do not hesitate to contact me. I can be reached at elizabeth.childs@eu.dodea.edu or on my cell at 0162-271-7654.

Sincerely,

Dr. Elizabeth Childs
Principal

Mr. Vincent Kroeger
Assistant Principal



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School Supply Guidelines

To ensure clarity in communication with parents, the basic guidelines regarding provision of school supplies are listed below.

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

All Schools:

Pens and pencils	Book bag or backpack	Notebook - 3-ring binder
Rubber eraser	Spiral notebooks	Paints (watercolor)
Colored pencils	Plastic supply box	Colored markers
Glue (sticks, bottled)	Notebook dividers	Tissues (1 box, max.)
Pocket folders	Bound composition book	Planners*
Highlighters	Gym shoes	Paper - loose leaf

For Elementary Schools only:

Child's round end scissors
Crayons
Bath towel
Paint shirt

For Middle Schools only:

Crayons
Clipboards
Scissors

For High Schools:

Clipboards
Scissors
Protractor
Compass
Rulers

*Student Planners may be purchased using appropriated funds with the Superintendent's authorization. Authorization may be granted only when their use is essentially equivalent to a consumable textbook and are used as an instructional resource in a regularly scheduled course or program conducted and monitored under the guidance of a member of the school faculty.

These guidelines are in effect from SY 2012-2013 and should be published in all appropriate places in order for parents to be aware of this expectation. The above supersede any supply lists previously disseminated to parents.

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

Rulers (ES & MS only) Paints (tempera) Pencil Sharpeners Toilet Paper Paper – graph Index Cards	Calculators Dishwashing Detergent Plastic Bags Paper Towels Contact Paper Liquid Soap	Baby Wipes Hand Sanitizer Locks (as required) Copy-Printer Paper
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Parents are not to be expected to purchase any of the above items. These items should be purchased in sufficient quantities to meet classroom requirements for all students. The items can be purchased using the Government Purchase Card (GPC). Development of a Blanket Purchase Agreement (BPA) for purchase of these supplies was investigated as a means of negotiating a lower cost, but was abandoned. Findings were that the cost of shipping and the possible lengthy delivery time (most of these items can be purchased locally) offsets the value in developing a BPA.



Nancy C. Bresell
Director, DoDDS-Europe



Introduction

This handbook has been developed by Netzaberg Middle School administration in order to provide parents and students with information about key policies, procedures, curriculum and academic benefits that will affect their year at Netzaberg Middle School.

The Middle School Philosophy

As you grow, your life is always changing. You are constantly learning as you and your life changes. That's what a middle school is all about. It provides you with an opportunity to become more independent and responsible. As a result, you will develop the confidence to take the appropriate action when you are called on to make your own decisions.

Netzaberg Middle School will provide a smooth transition from elementary school to middle school. Grades 6, 7 and 8 are organized into teams that enable students and teachers to get to know one another better. The teachers on your team will spend the most time with you and will teach you Social Studies, Science, Math and Language Arts. Special areas or elective teachers teach World Language, Physical Education, Health, Art, Computer, Video, and Music classes, and other subjects.

Your teachers will meet frequently as a group to:

- Discuss your program and progress
- Coordinate homework assignments and projects
- Schedule team/grade level activities and tests
- Plan related lessons, thematic units and special activities
- Handle classroom/team disciplinary procedures
- Meet with administration, parents, and other special area teachers as needed

Your success as a member of our school is related to the effort you put forth in helping yourself, your fellow students and supporting the efforts of your teachers, parents, and community.

Everyone who comes into contact with you will focus on rigorous academic requirements paired with creating and maintaining a caring and meaningful learning environment.



You are expected to:

Care for one's self, for others and for all property;
Communicate with peers/adults at home and at school and
Commit to doing one's very best at school, at home, and with peers.

DODEA Community Strategic Plan

The 2006 – 2011 Community Strategic Plan contains the strategic direction for the Department of Defense Education Activity (DoDEA) for the years 2006-2011. DoDEA plans, directs, coordinates, and manages the education programs for Department of Defense (DoD) dependents who would otherwise not have access to a high-quality public education. DoDEA consists of the Department of Defense Dependents Schools (DoDDS) located overseas, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) located in the United States and its territories and possessions. DoDEA provides education to eligible DoD military and civilian dependents from pre-kindergarten through 12th grade.

DoDEA operates 191 schools in 14 districts located in 12 foreign countries, seven states, Guam, and Puerto Rico. All schools within DoDEA are fully accredited by U.S. accreditation agencies. Approximately 8,700 educators serve more than 84,000 DoDEA students. Courses of study in DoDEA schools parallel those found in public schools in the United States.

The process used to develop the 5-year Community Strategic Plan, along with the vision, mission, guiding principles, goals, outcomes, members, and glossary of terms, are contained online: www.dodea.edu/pubs/csp2008.cfm?cId=fw. The plan provides a road map for keeping DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the Nation for improving student performance and achievement.

Netzaberg Middle School Mission

Netzaberg Middle School provides an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Netzaberg Middle School Vision

Nurturing Minds Successfully

Guiding Principles

Prepared
Responsibility
Integrity
Determined
Excellence

CONTINUOUS SCHOOL IMPROVEMENT (CSI) GOALS:

Student Performance SMART Goal 1:

By 2012, all students will increase their reading comprehension by extending and evaluating meaning of written texts across the curriculum as measured by system-wide and local assessments.

Student Performance SMART Goal 2:

By 2012, all students will increase their problem solving skills by evaluating the reasonableness of a solution to problems across the curriculum as measured by system-wide and local assessments.

AdvancED Standards

Standard 1: Purpose and Direction

Standard 2: Governance and Leadership

Standard 3: Teaching and Assessing for Learning

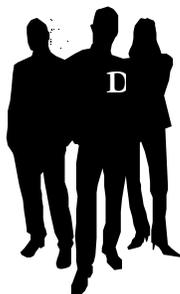
Standard 4: Resources and Support Systems

Standard 5: Using Results for Continuous Improvement

Chain Of Command

Frequent and open communication between school and parents can only serve to reinforce the bond of mutual cooperation that is deemed essential for the student's continued educational growth. If there is a question or concern, the answer can be as close as a phone call or visit to school. Please avail yourself of the opportunity to become involved with our school and its programs. For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. If additional assistance is needed, please contact the school counselor at 09645-917-9229.

If the concern is not resolved at these levels, please ask assistance from the school administrator. Please follow the chain of command as follows:



Mr. Kroger, Assistant Principal
vincent.kroeger@eu.dodea.edu
Telephone 09645 917 9229

Dr. Childs, Principal
elizabeth.childs@eu.dodea.edu
Telephone 09645 917 9229

Dr. Islas, Asst. Superintendent
joan.islas@eu.dodea.edu
Telephone: 0981 183 7432

Bavaria District Superintendent
Vacant

Dr. Bresell, Director
nancy.bresell@eu.dodea.edu
Telephone: 0611 380 7614

Contact Information



OUR ADDRESS:

*Netzaberg MS
Unit 28130
APO, AE 09114*

GPS ADDRESS

*9060 JFK Ring
92676 Eschenbach-Thomasreuth, DE*

SCHOOL NUMBERS:

CIV 09645 917 9229
DSN 472-9229
FAX CIV 09645 917 9235

SCHOOL HOURS:

0805-1440 – Student’s Day
0700-1600 - Office

Secretary

CIV 09645 917 9229 DSN: 472-9229

Attendance

CIV 09645 917 9232 DSN: 472-9232

Office Assistant-Clerk

CIV 09645 917 9234 DSN: 472-9234

Registrar

CIV 09645 917 9233 DSN: 472-9233

School Liaison Officer

CIV 09641 83 1770 DSN: 475-1770

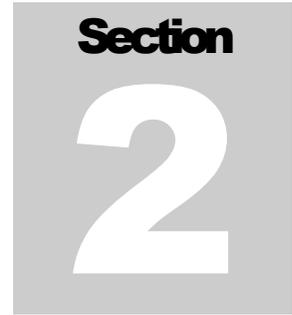
School website:

<http://www.netz-ms.eu.dodea.edu/>. If you have any suggestions for the website or would like to report a broken link, please contact dolores.mcdowell-schaffer@eu.dodea.edu. You can also like our Facebook page to keep up to date on all current activities.

School Campus:

The school campus/building/grounds are off limits to all non-school personnel from 1600 until 0745 hours unless prior approval has been obtained.





School Procedures

Netzaberg Middle School at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, parents and students will be notified.

Bell Schedules

All classes are a total of 85 minutes long. Lunch periods are a total of 30 minutes. Periods 3A and 7A have split sessions, 45 minutes during Part I and 40 minutes during Part II. Seminar will meet every B-Day for a total of 85 minutes.

We have also included the bell schedules for early release and two hour delays. During the winter months AFN will broadcast whether there will be a two hour delay.

REGULAR BELL SCHEDULE

A DAY	TIME	B DAY
PERIOD 1	0805-0930	PERIOD 5
PERIOD 2	0935-1100	PERIOD 6
PERIOD 3A 1 st LUNCH PERIOD 3A	1105-1155 1200-1230 1235-1310	PERIOD 7A 1 st LUNCH PERIOD 7A
PERIOD 3B 2 nd LUNCH	1105-1230 1235-1310	PERIOD 7B 2 nd LUNCH
PERIOD 4	1315-1440	SEMINAR

Students will enter school at 0755 and dismiss at 1440. There is a 5 minute travel time between classes and lunches.

School Cancellation and Unscheduled Dismissals

On occasion it may be necessary to cancel school because of inclement weather. Fog, snow, and ice may make it impossible for school buses to make their normal runs. Road conditions may be so hazardous that even the safety of the students who normally walk to school could be endangered. At such times, school

will be canceled for the entire day, including for "walkers." **The decision to delay or cancel bus transportation is made by the USAG Commander.** Late opening or cancellation is typically announced on AFN (FM 98.5 or 107.6) before 0600, at least twice between 0600 – 0700, and after the 0700 news. Information concerning weather/ road conditions and school closures is available on the Garrison web-site at www.grafenwoehr.army.mil. Information can also be obtained by calling 475-ROAD (475-7623). There should be no need to call the school for this information. If there is no announcement on AFN, school will begin and will be dismissed as usual. If you do not receive AFN, plan with a friend or someone in your unit to call you and inform you of any changes in the school day.

EARLY CLOSING

School may be closed early for a number of reasons, to include an accumulation of ice or 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 for sponsors to designate an alternative destination for their children in case school is closed early. Students need to know where to go if their parents are not home.

TWO HOUR DELAY BELL SCHEDULE

A DAY	TIME	B DAY
PERIOD 1	1005-1050	SEMINAR
PERIOD 2	1055-1145	PERIOD 6
PERIOD 3A 1 ST lunch PERIOD 3A	1150-1155 1200-1230 1235-1310	PERIOD 7A 1 ST lunch PERIOD 7A
PERIOD 3B 2 nd lunch	1150-1230 1235-1310	PERIOD 7B 2 nd lunch
PERIOD 4	1315-1440	PERIOD 5

- Lunches must remain approximately at the same timeframe on any one given day, “A” or “B” Day.
- Note that lunches are relatively fixed given AAFES workers’ schedule. Seminar on a “B” day will flip with 5th period.

EARLY RELEASE BELL SCHEDULE

A DAY	TIME	B DAY	TIME
PERIOD 1	0805-0845	PERIOD 5	0805-0905
PERIOD 2	0850-0935	PERIOD 6	0910-1010
PERIOD 3	0940-1025	PERIOD 7	1015-1110
PERIOD 4	1030-1110	NO SEMINAR	
DISMISSAL	1110	DISMISSAL	1110

Admissions

All students must be registered for school every year. Sponsors or parents should bring a copy of their orders which include the student's name and current DEROS, a copy of the student's records from the previous school, current immunization records (2766c from Clinic), and the name and phone number of two other people other than the sponsor or spouse, who are authorized to sign the student out and to take responsibility for the student in case of emergency. In cases where the student's last name is different or there is a stepparent in the family, please bring a copy of the student's birth certificate and/or the sponsor's marriage license. For civilian sponsors, a copy of your valid ID card is also required. Registration is held each year in the spring for returning students. If the orders will be more than three years old when the student starts school, a copy of extensions or a Confirmation of Dependent Status form and Enlisted/Officer Record Brief (ERB/ORB) to validate DEROS is required.

Registrations are also accepted throughout the summer from 0800-1130 and 1300-1600 hr. Students who arrive during the school year may be registered daily from 0830 until 1600 hr. Students do not begin attendance until schedules have been developed and teachers have been notified; usually the 2nd working day following registration.

All students need to be immunized against the following: diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A & B series, varicella 1&2 (or history of disease), and meningitis. Per DoDEA regulations, students must have a valid immunizations record on file at registration and initiate missing immunizations within 30 days of the first day of school. (Any additions or requirements specific to immunization as established per DoDEA policy must be followed without exception.)

Withdrawal / Transfer

Upon student withdrawal or transfer, sponsors are to ensure that the following steps are taken:

- Notify the registrar at least 5 working days in advance. (Shorter notice will not guarantee that your records will be ready on your student's last day of school).**

- Provide the registrar with a copy of the official orders.
- Notify the Registrar if your student has confidential records (ex: Individual Education Plan, Speech, Gifted Education, etc.). (Confidential records should be hand-carried and not packed in your luggage or household goods).
- Ensure that library books are returned to the Information Center.
- Pay for any lost, damaged, or stolen books and/or school property.
- Parent or Sponsor (by law, records will not be released to student) must pick up records in the Registrar's Office after 1500 on the student's last day. Records will not be ready before 1500 hours on the date that you have given us as his/her last day of school.
- AAFES Cafeteria

These records will include copies of the student's official records to take to the new school. The original transcript is maintained in the school's inactive file. The transmitted records should contain a notification to the receiving school of the existence and availability of records upon request from the gaining school.

Early Withdrawal / Acceleration

There are some instances when a student will need to withdraw early from school near the end of first or second semester. In order to receive credit for the pertinent classes, a completed Application for Acceleration must be submitted to the Registrar along with all supporting documentation. Removing a student early without PCS orders will be considered early withdrawal and the student will not receive full credit for the semester except under special circumstances, i.e., block-leave. Conditions and Procedures for acceleration are as follows:

- Sponsor must provide a copy of PCS orders or a written request (if orders are not yet available) to the registrar **within 5 working days of receipt.**
- The departure date must be less than 20 school days before the last day of the semester.
- Students must be in school the entire day prior the acceleration date, and they cannot be withdrawn from school **more than two school days before the port call departure date.**
- Withdrawn students will not be allowed on campus.
- Students will be responsible for daily class work, homework, as well as acceleration assignments up to, and including the last day the student attends class.
- Students must have a passing grade in a course in order to accelerate.



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000**



June 8, 2012
EUR-12-004

**MEMORANDUM FOR SUPERINTENDENTS, DoDDS-EUROPE
PRINCIPALS, DoDDS-EUROPE**

SUBJECT: Accelerated Withdrawal Due to PCS SY 2012-13

The DoDEA provision for permitting the early withdrawal of students with full semester credit is based on careful consideration of the unique circumstances found in the DoDDS system. This policy recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision was never intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade.

The accelerated withdrawal dates for SY 2012-2013 are as follows:

- Most DoDDS-E Schools: December 13, 2012 (First Semester) and May 16, 2013 (End of SY). Students must be in school all day on the last school day prior to the accelerated withdrawal date (December 12 and May 15 respectively).
-
- AFNORTH, Bahrain, Geilenkirchen, Kleine Brogel, and SHAPE Schools: See individual school calendars. Students must be in school all day on the last school day prior to the accelerated withdrawal date.

You should be confident of my complete support should you be questioned or challenged in the enforcement of this policy.

Nancy C. Bresell
Director, DoDDS-Europe

cc:
Deputy Superintendent, CIA, DoDDS-Europe
Service Liaisons

Arrival at School

Parents are advised not to allow their students to leave home too early. **This especially applies to students in the housing area who walk to school in the mornings. Students are to arrive no earlier than 0755. (Refer to bell schedule.)**

Supervision of students does not begin until 0755, and students should not be on campus prior to this time. Parents will be notified if their student continues to arrive at school too early. Should the problem persist, the chain of command will be notified. Your cooperation in this matter will greatly enhance the safety and security of our students.

It is the responsibility of the parent/guardian to call the school every time a student is absent. Please call or email the school to report your child's absence before 1000: Phone: 09645 91792(32, 33, 34) / email: NetzabergMS.Attendan@eu.dodea.edu

Attendance Policy

All school-age students, within the local command, must be enrolled in a formal school or home school program. Daily attendance is critical to your student's success. The DoDEA educational program is organized on the basic premise that all students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and student. The purpose of this action is to establish patterns of good work attendance and to assure students and their educational programs have an opportunity to be successful. Parents

will be periodically informed of student absences (excessive and/or unexcused) in order for them to exercise parental control and responsibility. Students who do not attend school a full day will not be allowed to participate in or attend any school-sponsored event scheduled on that same day, unless the absence is excused and accompanied with a valid note from the doctor or parent.

If you know your student will be absent from school on a particular day, please send a note or email to the attention of the attendance clerk in advance. If the absence is going to be for an extended period of time, such as emergency leave, illness, or family leave, please send a request to the attendance clerk so that your student's teachers may sign-off on the necessary work to be completed either before taking leave or afterwards. Work assignments missed during an absence should be completed and submitted promptly upon return. If you feel your student needs to stay home because of illness, notify the school prior to 1000 and send a note as soon as the child can return to school. Such absences, as well as medical appointments, will be considered excused when the school is notified in writing. **Failure to attend school regularly will result in parental contact and may include military command contact and/or family advocacy intervention.**

All students' appointments, including medical and/or dental, should be made after school hours or on non-school days if possible. If appointments must be made during school hours, the student must have a note from the parent stating the type of appointment, the date and time of the appointment and the parent must sign, date, and add a valid telephone contact for that day. Also acceptable is the appointment slip from the doctor or dentist.

If the school is not notified of the reason for the absence, the absence will be marked as unexcused. Other unexcused absences include truancy, remaining home to accompany a parent, to baby-sit siblings, or

missing the bus. After every three unexcused absences within a quarter, the sponsor will be notified. After the second notification, the military chain of command will be notified.

Excused Absences

Students may be excused from school for reasons subject to the approval of the administration. Excused absences will be granted for illness, family emergency (severe illness, death, local hardship situation), medical necessities, and block-leave. **If the absence is to be considered excused, a parent-signed note or an authentic doctor's appointment slip must be submitted upon return to school.** Other examples of excused absences are: school-sponsored activities such as athletic contests, music programs, and study trips. In cases of a religious holiday, a written request must come from the parent **prior** to the day of the holiday. **Students will be given make-up privileges and credit only for excused absences.**

It is the student's responsibility to ascertain from each teacher what make-up work is required. **Students who are absent from school will make-up work when they return unless prior notice and communication with teachers takes place.** The work must be made up in a reasonable amount of time, usually equal to the amount of time of absence. Other absences are considered unexcused.

Unexcused Absences

Unexcused absences do not permit make-up privileges, and the grade for each day missed or portions thereof will be an "F." Some examples of unexcused absences include packing or unpacking, waiting for engineers/repairs, baby-sitting, missed bus, haircuts, oversleeping, modeling, movie making, or personal money making ventures, walking the dog, going home to retrieve forgotten homework/materials, family trips that are not pre-arranged, and commissary and/or PX visits, etc.

Closed Campus Policy

In the interest of safety, school administration has established a "Closed Campus Policy". **Students are not permitted to leave the school grounds on their own during the school day.** The school cannot be responsible for students who violate school rules and leave school grounds. Only in special cases, and with parental permission, are students allowed to leave school grounds during the school day. ***In ALL cases, sponsors or their delegated representative must sign out students leaving school. A student's school day begins at 0805 and ends at 1440.***

After School Activities

In order to be eligible for participation in extracurricular/ after school activities, students must have a minimum 2.0 GPA.

A variety of after school clubs and activities may be offered dependent upon volunteers and student interest. Some typical middle school activities may include: bowling, chess, math, reading, cooking, baby-sitting, first aid, music, drama, basketball, volleyball, art, newspaper, computer, and sign language. Participation may be limited.

Some special-activity clubs, such as bowling, may require a fee. **Parents are responsible for arranging transportation for their student for all after-school activities.**

The after-school activity information sheet must be completed before any student may remain after-hours. The club or activity sponsor may provide a copy of this information sheet to students. It is the student's and parent's responsibility to complete this information sheet and return it to the

sponsor or main office. All information is stored in the main office in the event of an emergency during after-school activities.

Passes

Passes to the Office – Students must obtain a pass from their teachers. This includes before school, during classes, during lunchtime, and after school. It is the responsibility of the student to obtain an appropriate pass.

Passes to the Nurse - Students must report to classes **before** being referred to the Nurse and secure a pass from the teacher. Students may not report to the nurse during passing time unless in the case of an emergency.

Tardiness

Students must be seated when the tardy bell sounds or as directed by the teacher.

School Visitors

A visitor's pass from the office is required of anyone who desires to visit a classroom. Students must plan ahead if they desire to bring a guest to school. A visitor's pass/request form must be picked up at the office prior to the guest's appearance in school. No DoDEA student is permitted to visit our school while his/her DoDEA school is in session. **This pass must be signed by the student's teachers and then presented to the office for approval by an administrator no later than one day prior to the visit.**

There should be a valid educational purpose for the visit, such as a visit by a German school. Younger or older siblings will not be brought to school as visitors, even if they do not have school that day. **All pass/request forms will be either approved or disapproved by an administrator.**

All visitors, including parents, must clear through the Main Office, and each must request a visitor's pass. Each of these visitors, guest speakers, and/or class participants must have a visitor's pass prior to entering the classroom and visibly display the pass.

Parents are welcome to visit classes; however, they must first be cleared through the office. **It is recommended parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth.**

Evacuation of the Classroom

Fire: The fire alarm will be a prolonged ringing of the fire alarm bell and an announcement in both English and German. Each class should quietly leave the building as a group according to the fire evacuation plan. After leaving the building, each group must keep together at a safe distance from the building, remain **silent and calm** while carefully listening to directions from teachers and/or personnel. Fire drills may be conducted with no previous warning.

Emergency: The emergency evacuation of the building will be announced over the intercom system. Each class should leave the building as a group, remaining with teacher, according to instructions given at that time. After leaving the building, class groups will wait in the designated area for further information from a school staff member.

Lost and Found

Books, keys, coats, and other personal items that are found in the building or on the campus should be turned in to the office. Lost and found can be found located in the hallway outside of the gym. Items of value will be kept in the main office.

Unclaimed items will be given to charity organizations during winter, spring, and summer recesses.

Approval for Announcements

All posters, material for the bulletin boards, and printed material for distribution to students, or advertisements of any kind to be displayed or distributed on school premises, must have **prior** activity sponsor and administrative approval.

Telephone Messages

Telephone messages will not normally be relayed to students in the school. Situations such as medical appointments, lunch money, and changes in family matters cannot be considered "extreme/serious" when these could have been coordinated with the student before school hours.

Messages concerning a student's transportation cannot be accepted over the phone. **Students are required to submit a note signed by the parent, and including a contact phone number requesting permission to ride an alternate bus 24 hours in advance to the Transportation Office. The bus office approves or rejects these requests.**

By regulation, use of school telephones is restricted to official business, and students are not allowed to use government telephones for personal use. Of course, any matter involving safety/security is considered official business.

Parties & Other Items

Time constraints and academic focus will not allow for parties to be held at school nor will flowers or balloons be delivered to the classroom. With the approval of administration, treats may be shared at the end of lunch to celebrate, for example, a birthday.

Freedom of Religion

NMS does not conduct religion exercises, nor support any particular religious beliefs or practices. Students have the right to observe their own religious beliefs and practices in school provided such activities neither violate the rights of others nor disrupt or interfere with school activities.

Physical Education Participation

Students are expected to participate actively in Physical Education classes unless they are ill or injured. Students are excused from Physical Education for one day with a note from a parent/sponsor. **A doctor's note is required for excused absences if the student will be unable to participate for more than one day.** In case of long-term injury, such as a broken arm or leg, the student will be given an alternative program or assignment. Students in grades 6, 7, and 8 are expected to bring appropriate physical education clothes and shoes per teacher's requirement. Please see Physical Education Form at the end of the handbook.

PE Policies and Procedures (Note: Please pay close attention to what is acceptable PE/Gym attire)

- Grades are earned with proper dress, participation & attitude. (10 pts per day)
- ATTITUDE is EVERYTHING. (from the PE hall, the locker room to entering and exiting gym)
All students are expected to be kind, be safe, and try their best.
- All students have 10 minutes total for changing & restroom breaks (this includes the 5 minute transition bell). Tardies will be recorded in GradeSpeed for parents to monitor.
- Valuables are to be kept in the students' hall lockers because our gym lockers are un-lockable. Report vandalism & theft immediately to one of the PE teachers.
- All toiletries must be non-aerosol in plastic pack aging. No glass is allowed.
- All clothes and shoes must be taken out of the locker room daily. Any PE clothes left in the locker room after class will affect the student's PE grade.
- PROPER GYM ATTIRE= 1) gym shoes with laces tied and socks 2) mid-thigh athletic gym shorts or sweats -must stay on hip & no spandex as outer layer. 3) crewneck t-shirt only (must have sleeves & a ring neck collar). Absolutely no spaghetti strap, V-necks, tank top shirts, or sports bras allowed. Daily points of 5 – 10 points will be deducted from the student's grade when dress code is violated. Always be prepared to go outside in the cold weather. If it is sunny, we'll be outside.
- Absolutely no food or drink in the locker room and gym.
- Medical issues need to be documented by a Doctor and shared with the coaches, nurse, and front office.**

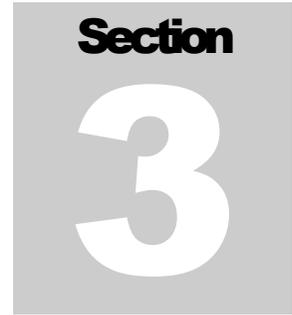
Special After-School Activities

All activities must be sponsored by and come under the direction of a particular school-related organization or group. Requests for all school activities must be submitted to an administrator for approval a minimum of two weeks in advance. Normal school policies for student behavior apply to all school-sponsored activities as well. No smoking is permitted, and evidence of drinking alcoholic beverages or of the use of drugs will result in suspension. Inappropriate behavior may also result in the loss of the privilege of attending future school activities. No tobacco products may be in a student's possession at any time. The sponsoring group must have the activity area cleaned and ready for use the following day.

Dance Policy

The following rules apply to all dances sponsored by any class or school organization that conducts activities either on or off post.

- The school sponsors will be in complete charge at the dance and will take steps, including telephoning parents, if necessary, to ensure the dance is conducted without incident.
- Students wanting to bring a non NMS student to a NMS dance must obtain and fill out the permission form. Students are held responsible for the behavior of their guests and could face consequences for the behavior of their guests.
- All school rules apply at school-sponsored dances. Students found to be in violation of these rules will be subject to disciplinary action will, as a minimum, involve restriction from future dances.
- Please note that there is strict adherence to the "one entry only rule". Once a student enters the dance and then leaves, there is no re-entry. The time the student leaves the dance will be documented and signed by the student.



Curriculum & Extra Curricular Activities

Core and Required Classes

Sixth Grade	Seventh Grade	Eighth Grade
Language Arts	Language Arts	Language Arts
Mathematics 6 / or Mathematics 7	Mathematics 7 / or Mathematics 8	Mathematics 8 / or Algebra I
Science	Science	Science
Social Studies	World Geography	U.S. History
PE / Health	PE / Health	PE / Health
Seminar	Seminar	Seminar

Elective Classes

Physical Education, Health, Computer Applications, Art, Drama, Exploratory Foreign Language, Family-Consumer Science, Chorus, Show Choir, Band, German I & II, Spanish I & II, ESL, AVID, Creative Thinking, and Video Production.

Electives Requiring Teacher Recommendation

Depending upon a student's grade level the following electives may be offered and require a teacher recommendation: AVID, Intermediate Band, Advanced Band, Reading Lab, Math Support, etc.

AVID (Advancement Via Individual Determination)

AVID is an international college readiness system, adopted by over 4,000 schools in every state of the Union (except Maine, Montana, and Rhode Island) as well as the District of Columbia. It is also implemented in 15 countries throughout the Department of Defense Education Activity (DoDEA), Canada, and Australia. AVID is designed to prepare students in the academic middle for four-year college eligibility. It has a proven track record in bringing out the best in students and in closing the achievement gap. The AVID curriculum, based on rigorous standards, was developed by middle and senior high school

teachers in collaboration with college professors. It is driven by the WICR method, which stands for Writing, Inquiry, Collaboration, and Reading. AVID curriculum is used in AVID elective classes, in content-area classes in AVID schools, and even in schools where the AVID elective is not offered. AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

Quick Facts

What AVID is...

- AVID is an acronym that stands for Advancement Via Individual Determination.
- AVID is an in-school academic support program that prepares students for college eligibility and success.
- AVID places academically average students in advanced classes.
- AVID is implemented school-wide and district-wide.

What AVID isn't...

- AVID isn't a remedial program.
- AVID isn't a free ride.
- AVID isn't a niche program.
- AVID isn't a college outreach program.

Criteria for Selection

- Have Terra Nova test scores of 5-7 stanines in language and math
- Have a GPA between 2.0 and 3.5
- Enroll in one vigorous course such as math or a foreign language
- Have good attendance and discipline
- Have a DEROS date at least one year in the future
- Obtain recommendations from teachers
- Complete AVID application
- Have a personal interview with AVID staff
- Have the desire to attend college
- Demonstrate the willingness to follow AVID curriculum and methods
- Demonstrate the willingness to keep an organized binder
- Sign a contract of commitment to learning
- Set a positive example for other students at Netzaberg Middle School

For more information about AVID, please contact your child's school counselor, schools website, or visit the school office for a brochure.

Course Selection

The guidance counselors assist students and their sponsors in developing the most appropriate programs for individual students. Students and sponsors should be aware that, once a student is enrolled in a course,

that course might only be dropped with the recommendation of the teachers involved, counselor, parents, and student. **Official drop-add forms must be carefully reviewed and completed.**

Six-Year Plans

Beginning in the 7th grade, students develop a plan for High School Graduation. This plan guides decision-making for taking appropriate classes needed to fulfill high school graduation requirements and to meet future college and career goals. A helpful resource booklet, Graduation and Beyond, DODEA's Guide for Success is provided to students to share with parents.

Student Placement

Grade Level Teams along with the Student Placement Team make recommendations to the principal on retention, promotion, or any other grade or class placement that is not routine. The teams discuss data, referrals, make recommendations for placement, and review the progress of students who have been placed. Final decisions on grade and program placement are the responsibility of the principal. **The principal has authority and responsibility for final decisions on all grade and class placements.**

Extra Curricular Activities (Examples Only)

Art Club	National Junior Honor Society	Student Council
Drama Club	Student Tech Group	Student-2-Student
Homework Club	Game Club	Yearbook
Junior Leadership	School-Wide Tutoring	Music & Band Club
Intra-Mural Sports	After School Sports	Family Consumer Science
National History Day	Math Club	Deployment Activities Club

NOTE: In order to be eligible for participation in extracurricular/ after school activities, students must have a minimum 2.0 GPA.

Extra-curricular activities begin in late September and end in early June. They are offered as determined by activities sponsors. These activities are designed based upon staff and student interests and are subject to change each year.

Junior Student-2-Student (JS2S) Program

Grade level "Ambassadors" help students in transition. Training is provided to Ambassadors through the Military Child Education Coalition Student 2 Student program. Students who are interested in serving as Ambassadors must complete an application and turn in to their Guidance Counselor.

National Junior Honor Society

The National Junior Honor Society (NJHS) is a service organization sponsored by the National Association of Secondary School Principals. During second semester, our school will be inviting students who meet the

criteria to join. To be considered, a student must have at least a 3.5 grade point average and have qualities associated with NJHS. Prospective students will receive an intent form for membership. Once the form has been completed (to include an essay) and returned by the deadline, a faculty council will review the forms. Selected students will receive a letter of invitation to attend the school-wide induction ceremony in the spring.

Students considered for membership will be considered in all five of the following areas:

- 1. Scholastic Achievement**
- 2. Service to the school and the community**
- 3. Leadership**
- 4. Character**
- 5. Citizenship**

It is the responsibility of the Chapter Adviser to periodically review the standing of members for compliance with NJHS standards. If applicable, the Adviser should inform the member in writing of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement.

Dismissal from the NJHS is the responsibility of the Faculty Council. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. The Faculty Council will investigate thoroughly before any action is taken. The Council determines whether the facts warrant consideration for dismissal.

If a member is dismissed, written notice of the decision will be sent to the member, his or her sponsor, and the principal. The member must then surrender the NJHS emblem and membership card to the Chapter Adviser. If the member refuses to comply, the matter will be treated as a school disciplinary matter.

An appeal to this decision must be made in writing to the principal within five days of the receipt of this notice. The appeal must describe why the dismissal is inappropriate. The Superintendent will review the appellate materials and render a decision within 10 days of receiving the appeal. The appeal is a paper review, affording no party the right to present evidence or make oral arguments. The District Superintendent will issue a final decision in writing upon reviewing the case.

Student Council

Student Council is an organization representing student affairs and interests. It is a group of students, nominated through petition by teachers and students, vetted through counselors and administrators, and elected by students to act on behalf of the student body. The council seeks to enhance communication between community stakeholders, school organizations, and students, acting as a medium for discussion and decisions that will affect the school program. Moreover, the Officers of the Student Council work with the Parent-Teacher-Student Association (PTSA), the School Management Council, and the Student Advisory Council to foster a total community partnership in support of Continuing School Improvement. In addition, the Student Council supports all clubs and organizations within the school in order to act as the instrument of student-centered activities, programs, and community projects fostering promotion of our school mission to prepare our students to become productive members in a global society.



Academics

Progress Reports / Grading Procedures

Each student will be issued an assignment planner. In this planner students are to write down daily assignments/homework. This planner is also used as a hall pass for student movement through hallways. (Time excused from class and destination is noted in appropriate box and initialed by teacher.) **Additionally, the planner is a very important tool to be reviewed by parents on a nightly basis.** Parents are highly encouraged to use the planner to communicate with teachers as questions arise concerning assignments completed, current grades, etc.

Report cards will be issued at the end of each quarter.

A = Excellent	(90 - 100%)
B = Good	(80 - 89%)
C = Average	(70 - 79%)
D = Poor	(60 - 69%)
F = Failure	(below 59)
E = Effort	
I = Incomplete	
P = Pass	
WP = Withdrawn	(Pass)
WF = Withdrawn	(Fail)
N or NG = No Grade	

Grades on report cards will be determined by the student's achievement.

A mid-term Progress Report will be sent to parents at the end of the fourth or fifth week, or mid-quarter, of each marking period; however, this notice may be sent at any time during the marking period if the situation warrants it. We also encourage school personnel to send home notices of satisfactory or superior student achievement. The intent of this interim report is to keep parents knowledgeable of student progress.

Incompletes

A grade of "I" may be given to a student for a subject in which he/she has not completed required assignments due to extended **excused** absences. **The time requirement for make-up is equal to the time missed.** If make-up work is not completed, the "I" grade will be removed and a grade representing the value of the work accomplished will be calculated and entered. Students are encouraged to use seminar time to complete any assignments or tests that are not complete.

Homework

The development of study skills is an integral part of DoDEA regional, district, and school educational policies. DoDEA strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. On average students in Grades 1-3 will receive 2-4 hours of homework per week; Grades 4-6 will receive 5-6 hours per week; Grades 7-8 will receive 7-9 hours per week; and Grades 9-12 will receive 10-15 hours of homework per week. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills. Homework assignments shall be designed to meet the needs and abilities of individual students. The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration should be given to school events and other subject area requirements.

Seminar

The main purpose for the use of seminar period is for academic reasons. Students may complete assignments, take tests, or quizzes missed while absent, receive assistance from teachers or counselors, use the library or computer labs, read, study, and assist with peer tutoring or peer meditation.

Seminar period is an academic period; students are expected to maintain a quiet atmosphere as they study or read. An additional purpose for the seminar period is occasional use for class meetings, assemblies, club activities, school pictures, health screening or other school events. This helps to preserve class time by not causing interruptions and a loss of class time that would occur without a seminar period.

Students attending Seminar will spend the first 15 minutes with mandatory reading. Students may bring a book from home or library, a textbook, or books supplied by the teacher. Failure to use this reading time appropriately will preclude the student from the leaving the classroom for future seminar periods. Continued misuse of this time will result in administrative sanctions.

Applicability and Scope

The provisions of this policy apply to all Netzaberg Middle School educators, to all parents and/or guardians, and to all students receiving education in Netzaberg Middle School. This policy does not apply to those students receiving homebound instruction. It does not necessarily apply to students whose instructional programs are governed by individualized educational plans.

Definition

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, provide opportunities that enhance the curriculum, and to foster the understanding that students share an equal responsibility in the quality of their own educational experience.

Commitment

The development of study skills must be an integral part of a school's educational policies. Netzaberg Middle School strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is Netzaberg Middle School's policy that homework will be assigned in accordance with the needs and abilities of individual students and in support of the learning objectives of the particular curricular area.

Guidelines for Assigning Homework

- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning.
- Homework assignments shall be designed to meet the needs and abilities of individual students as needed.
- As appropriate to the nature of the assignment and class, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

Responsibilities

Administrator(s) will:

- a. Implement the provisions of this homework policy as appropriate and ensure that it is published and distributed to all teachers, students, and parents.
- b. Support teachers' efforts to ensure the completion of homework.
- c. Plan for the periodic evaluation of homework policies with teachers, students, and parents.

Teachers will:

- a. Identify the degree to which homework affects the determination of a student's grades.
- b. Provide clear, concise directions for completion of homework assignments.
- c. Check homework for completeness and mastery of concepts and return to students, as appropriate to the nature of the assignment and class.
- d. Inform parents of student performance and completion of homework assignments as appropriate.

Parent(s) will:

- a. Take an interest in your child's school activities.
- b. Develop a family plan that provides recreation, family activities, rest, and study time.
- c. Provide a good environment for study and a definite, consistent time for homework to be done.
- d. Develop a study plan. Agree as a family on an effective time for study. This should avoid distractions from younger children, television, and radio programs, and excessive noise.
- e. Homework assignments are to be written down. This will prevent confusion or forgetfulness on the part of the student. Check agendas and notes.
- f. Students always have something to study. If your child says they have completed homework, insist on seeing the work.

- g. If there is truly no homework you can review past work, have them read, work on long range assignments, etc.
- h. Reinforce desirable study habits by giving praise.
- i. Give encouragement and help when needed.
- j. Guide the pupil toward independent and effective use of time.
- k. Use family trips to stimulate interest and increase knowledge.

Students who are absent from school will be able to make up their class work upon their return with an excused note.

During scheduled seminar periods, students will be allowed time for them to meet with their teachers and make-up the work they missed during their absence. Students will be allowed time, equal to the duration of their absence, to make up these assignments. **Although teachers will highly encourage and require students to make-up**

any missed assignments, it is the student's responsibility to equally show interest in making up work, to secure a teacher's signature in the planner along with the desired scheduled time in order to attend any given teacher's seminar.

Awards

All students in grades 6 – 8 are eligible for special recognition throughout the school year. Report cards from previous schools will be recognized to determine awards for incoming students.

Honor Roll

Students meeting the criteria for the School Honor Roll will be recognized for their hard work academically. Each individual grade will determine how often there will be award ceremonies. They will receive a certificate commending them for their achievements.

All course work will be assessed to determine eligibility. Grade points are assigned as follows: A = 4.0 & B = 3.0. The points for these subjects will be added and will then be divided by the total number of classes. Those students averaging a total of 3.5-4.0 are eligible for the *Distinguished Honor Roll*. Students averaging a total of 3.0-3.4 are eligible for the School Honor Roll. **Students earning a C, D, or F in any subject will not be eligible for the honor roll.**

Commander's Honor Roll

Students who receive Distinguished Honor Roll the first three quarters will be honored with a Commander's Honor Roll certificate at a special awards assembly.

Citizenship Award

Students are expected to demonstrate good citizenship, community service, and personal responsibility. Each quarter, students who have excelled in the following areas will be recognized:

- Positively contributing to the class and school environment
- Showing a positive and respectful attitude toward classmates, adults, school, the community, country and host nation
- Displaying an understanding and appreciation of civic responsibility

- Possessing strength of character and the courage to do what is right
- Completing work to the best of his/her ability and demonstrating a respect and desire to learn
- Displaying appropriate behavior in all settings, including classroom, study trips, buses, hallways, cafeteria, etc.
- Demonstrating involvement in school and community activities
- Not received any disciplinary/misconduct action referrals.

American Citizenship Award

Netzaberg Middle School participates in the *American Citizenship Award Program*, a program sponsored by the National Association of Middle School Principals and the National Association of Secondary School Principals. The American Citizenship Award is designed to recognize the students that consistently exhibit the kinds of behaviors we want to see displayed in our schools and in our communities. We all want students who are always prepared in class, have their homework finished on time and volunteer whenever volunteers are needed. We want students who are ready to help others, always play fair and treat everyone with respect, students who exemplify the desirable behaviors we all want to encourage. Honoring model students with this award will inspire and encourage other students to strive to be better citizens.

- Inspire Enthusiastic School Spirit
- Strengthen Student Self-Esteem
- Promote Appreciation of the Rights and Responsibilities of Citizenship
- Build Responsible, Knowledgeable Citizens
- Foster Community Service and Volunteerism

To be eligible for this award a student must consistently demonstrate good citizenship each quarter. Students will be honored at a special awards assembly at the end of the year.

President's Award for Educational Excellence

The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, students at each award level (elementary, middle, or high school) must meet the requirements in Category A and either 1 or 2 of Category C. If a school does not have letter grades, a student must meet the requirements in Category B and either 1 or 2 of Category C. **The school principal has final authority to determine which students receive this award.**

- A. Grade Point Average: Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade. *Note: Elementary schools are not to include K-3 in their computations.*
- B. School Criteria/Standards: Each school establishes standards for the award that reflect a 90 percent level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and/or

exceptional judgment. They may also require student essays and outstanding attendance, but these activities must bear some relationship to the academic performance of a student.

- C. In addition to A or B, schools are to include one or more of the following criteria to determine their selected students:

Standardized Achievement Test:

Achievement in the 85th percentile or higher in math or reading is required. (High school seniors may use college admissions examinations such as the SAT or ACT.) If your state uses a testing method other than SAT, use the statewide testing method as part of the criteria.

Recommendations from a Teacher and Another Staff Member

A teacher recommendation is to reflect outstanding achievement such as English, Mathematics, Science, History, Geography, Art, Foreign Language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. Another school staff member's recommendation should address such things as involvement in community service or co-curricular activities like tutoring other students, and/or demonstration of creativity and achievement in the visual/performing arts.

System-Wide Testing Program (TerraNova)

Students at Netzaberg Middle School participate in the DoDDS System-Wide Testing program each school year – usually in March. Data obtained from these tests allow parents, students, and school personnel to better understand each student's progress by providing a comparison with students throughout the U.S. Counselors and teachers use this information as a diagnostic tool to determine effective teaching and learning, recommend student placement, course selection, and potentially for referrals to AVID, Reading Improvement, and other programs.

Teaming

Teaming and professional development are extremely important educational concepts and dominant characteristics of Netzaberg Middle School. Decisions are data driven and are derived through collaboration among faculty, community members, parents, and students. Multiple teams utilize common communication tools to insure inclusion of all stakeholders in decision-making.

Profile and Intervention Teams

The Profile and Intervention Teams involve the entire staff. Staff members serve in areas where they are most involved and have an identified strength and interest. Team leaders facilitate the work and coordinate efforts with the Continuous School Improvement (CSI) Chair. The distribution of responsibilities among staff infuses a better overall understanding of the process in general and how it relates school-wide.

Grade Level Teams

All faculty members are part of a Grade Level Team that meets regularly during specified blocks. Agendas and minutes are of a common theme with a portion of each meeting devoted to the School Improvement

Plan process. Our master schedule has been carefully constructed to best optimize opportunities for shared teacher teaming. Information is disseminated weekly through distribution of Team Minutes. These are sent out via e-mail to the entire staff

Curricular Teams

All faculty members are also part of a Curricular Team to discuss and share information pertinent to their content area. Topics of discussion include: identifying curriculum standards, identifying expectations from the Criterion Referenced Tests, and promoting achievement of Curriculum Integration, reviewing data, and lesson planning.

Schedule Changes

The school expects students to register for the courses that meet their needs. Students who have schedule conflicts with their schedules should request a schedule change through their guidance counselor. For semester-long courses, there will be no schedule change after the end of the second week of the respective first or second semester. For yearlong courses, there will be no schedule changes after the second week of the first semester.

Professional Development

All in-services are planned with the goal of promoting high student achievement by maintaining a learning community. Areas identified by the staff interests are utilized to plan and conduct professional development through grade level teams, monthly professional development for the entire staff and study groups after school. Teachers are able to obtain academic credit for these courses as applicable. We continually work on improving our instructional practices as they relate to middle school students. This goal requires active participation from our community. Community members, parents, and students are encouraged to join our faculty during in-services to ensure all stakeholders are involved in the School Improvement Plan process.

Character Development

Administration and staff recognize the need for students to maintain positive self-directed behavior, and we will work with all stakeholders to gather data and input for developing and maintaining Netzaberg Middle School's Guiding Principles of Behavior. Students will accept responsibility for their behavior, and the following Guiding Principles will establish standards that each student will aspire to support school-wide.

KNIGHT PRIDE

Principle #1: **P**reparation

- Participation and Positive Performance
- Punctual and Prepared
- Productive Problem-Solver
- Active Involvement
- Good Listener

Principle #2: **R**esponsibility

- Respectful of self and others
- Resourceful
- Organized
- Reliable
- Cooperation

Principle #3: Integrity

- Personal beliefs
- Honesty
- Confidence
- Trustworthy and dependable
- Independent thinking

Principle #4: Determination

- Goal Setting
- Effort
- Persistence
- Dedication
- Discipline

Principle #5: Excellence

- Positive Attitude
- Empathy
- Enrichment
- Connections & Helpful Role Model





School-Home Partnership

School-Home Partnership is the mutual collaboration, support, and participation of families and school staff at home or at school in activities and efforts that directly and positively affect the success of student learning and progress in school. Parents have a direct influence over the support and quality of education provided by schools. School programs, teaching, and learning take on a new luster when cordial relationships exist between the school and military community. Parents are encouraged to get involved in the school through active participation in the PTSA, the School Advisory Committee (SAC), Continuous School Improvement (CSI) Committees, as well as active communication directly with your student's teachers via email, phone, or conferences. A proactive attitude and approach by all stakeholders will help guarantee that our students will be highly successful.

Communication

Good communication is essential. NMS communicates with all parents and sponsors through email newsletters, flyers, and Facebook. The principal or administrative designee provides a list of upcoming events list to community leaders and attends the monthly community update meetings and Town Hall assemblies. We e-mail customized fliers to all parents and sponsors regarding special events and/or schedule changes. Every student also receives a quarterly report card. Additional grade information can be found via "GradeSpeed" – the school's online grading portal. All students are given an individual Student Connection account for GradeSpeed so they can monitor their grades at any time from any computer, and parents can sign up for a Parent Connection account as well to assist their students in maintaining their grades. Many of the above communications will also be e-mailed to parents when a valid email address is provided.

Correct Address

We wish to remind parents that the school must maintain accurate unit, mailing and street address, as well as current home and duty telephone numbers, of every sponsor whose student is enrolled in school. **It is important for sponsors to notify the school promptly of any changes in addresses, email contacts, emergency contacts, and telephone numbers to ensure school readiness in the event of emergencies or daily contact as necessary.**

Planner/Agenda

Every student is expected to maintain a school binder (provided by student) and planner/agenda (provided by school, not replaced if lost) to record and organize all their assignments. Parents are encouraged to check the agenda and binder on a regular basis, as they contain standards being taught, expectations, classroom assignments, homework, and hall passes to include use of seminar time.

Parent/Student/Teacher Conferences

Official conference days are scheduled twice during the school year – usually in the months of November and April. Of course, conferences can also be arranged by contacting the grade-level team leader for your student’s team or individual teachers as needed. Conferences will typically be scheduled during team planning times and will not be held at public gatherings such as Open House, PTSA meetings, assemblies, or programs.

Parent Volunteers

The Netzaberg, Grafenwöhr, and Vilseck Military Communities have many talented and skilled parents. We encourage and solicit your involvement in school activities where your expertise will be valued as you assist in various areas of our school's operation. Your vast experiences and knowledge can be very beneficial to our students as we continue our quest to enrich their lives both educationally and personally. Many parents and sponsors often have their own special interests, talents, or skills to share with students, i.e. slides to show for a Social Studies unit, or costumes, crafts, or music to share for ethnic studies.

We seek volunteers to serve in various capacities to include: Mentors, Tutors, Classroom and Office Assistants, Study Trip Chaperones, Presenters of Multi-Cultural Events, Assistants for Extra Curricular Activities, etc.

If you are interested in volunteering your services, please contact the school secretary to indicate your willingness to serve and the area(s) of interest.

School Advisory Committee

The School Advisory Committee (SAC) is an elected educational advisory committee composed of an equal number of parents of students in the school and professional school employees. The SAC advises the principal on matters within the jurisdiction of the school and DoDDS. Parents are invited and encouraged to attend SAC meetings.

Committee matters include school policies, instructional programs, pupil services, and student standards of conduct and discipline. Community matters include school quality, availability, maintenance, safety, security, and comfort of the school environment, transportation, school morale program, administrative and logistical support services provided by the military commander. Meetings are held in the Middle School Media Center beginning at 1515 hours on dates to be determined. The SAC will inform parents of the dates.

The Netzaberg SAC is part of the Installation Advisory Committee (IAC). The IAC advises the Community Commander on matters, including logistical support, within the jurisdiction of the Commander and applicable service command.





Resources

English-As-A-Second Language

The English as a Second Language (ESL) program provides services for students to develop both social and academic language. Emphasis is placed on supporting the student's performance and mastery of academic English in the content areas. Learning language through the content areas enables the student to acquire age/grade-appropriate content standards while developing English language proficiency.

The DoDEA Home Language Questionnaire (HLQ), performance on language proficiency and system-wide assessments, records reviews, and referrals are used to identify potential students eligible for the ESL program. This data, along with the student's academic performance, are used to determine eligibility for program placement and services. The ESL Student Team, comprised of ESL and regular education teachers as well as counselors and administrators, determines eligibility and programming.

All English Language Learners (ELLs) are assessed annually to measure progress and to determine programming needs for the upcoming school year.

Guidance Counseling

The primary responsibility of the guidance counselor is to help students adjust to the school setting and to additionally assist with scheduling of classes. The counselor meets with parents who are concerned about their student's academic, social, and/or emotional development and provides information about professional services available through the school or the community. The counselor also meets with students to assist them with interpersonal problems and class schedules. Parents are encouraged to inform the counselor when there is a family crisis or concerns.

Information Center (Media/Library)

The Information Center has a variety of reference materials for student use. **Student and sponsor must sign a "DoDEA Computer and Internet Access Agreement for Students" and abide by its rules in order to use school computers.** This agreement is kept with the student's records. **Books may be checked out for a period of three (3) weeks, with renewal if needed.**

Lost or damaged books should be reported at once to the Information Specialist. Students who lose books must pay for the books. (Check with our local Information Center's Specialist for more details, and carefully review the lost, damaged, stolen book section within this handbook.)

Technology

Netzaberg Middle School has a ratio of one computer for two students and a wealth of curriculum-oriented software for instruction. The classrooms include SMARTBoards and projectors. The school has one computer lab, an Information Center with student computers, ten moveable laptop carts, and classroom

computers. An Educational Technologist, with a teaching degree and experience, is available to support the staff and students with collaboration, training, and assistance. The NMS website includes virtual libraries for students and staff. Students have e-mail accounts that are filtered for content. It includes online file storage, teacher e-mail addresses, links to online textbooks and DoDEA purchased databases, as well as other educational online community tools.

Teachers use an online grading program called GradeSpeed. All students have Student Connection accounts to check scores and assignments. Parents are provided directions for establishing Parent Connection accounts during the registration process and via email, so they can stay abreast of student grades. If a parent needs an account, call the school and ask to speak with the Educational Technologist.

Administrative Guide for Electronic/Internet Resource Use Action

Category	Examples of Electronic / Internet Misuse	First Offense	Second Offense	Third Offense
A	<ul style="list-style-type: none"> ✓ Misuse of email <ul style="list-style-type: none"> ○ Using inappropriate language ○ Being abusive or impolite ○ SPAMing ○ Contacting inappropriate persons ✓ Using email at inappropriate times 	Individual Counseling / Parent Notification	Suspension of email for two weeks	Termination of email for SY and Admin. Action
B	<ul style="list-style-type: none"> ✓ Sending or receiving offensive material ✓ Violating copyright ✓ Wasting resources (i.e. making excessive copies) ✓ Using computer resources without permission 	Admin. Action	Suspension of LAN & email accounts for two weeks	Termination of LAN & email accounts and Restriction of computer usage ¹
C	<ul style="list-style-type: none"> ✓ Damaging hardware, software, or the network; changing configurations ✓ Accessing another user's private files (i.e. H: drive files) ✓ Modifying, deleting, or misusing public files (i.e. K: drive files) ✓ Using another users account or allowing them to use yours ✓ Attempting to get around safety and security measures (i.e. web filters, virus scan) 	Suspension of LAN & email accounts for two weeks	Termination of LAN & email accounts and Restriction of computer usage	Termination of ALL computer privileges
D	<ul style="list-style-type: none"> ✓ Using electronic means to threaten, bully, harass, or abuse others ✓ Accessing restricted private data 	Immediate Termination of ALL computer privileges ² and Suspension from school		

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

¹ *Restriction of computer usage means a stand-alone computer workstation with no access to the Internet or network resources OR a special login.*² **Termination of computer privileges necessitates removal from computer courses.**

School Psychologist

A School Psychologist is specially trained to provide services to students, educators, and parents. Students are faced with many challenges that can impact their academic progress and emotional adjustment. The School Psychologist is available to provide consultation to teachers, counseling to students, and support to parents and families. The School Psychologist also provides evaluation to assist in determining student needs, developing interventions to address these needs, and supporting teachers and parents in implementing intervention strategies.

Student Support Team (SST)

The SST is a school-based problem-solving team working to ensure a high-quality education for every student. The team uses a collaborative model to identify interventions to improve student performance. Individual interventions result in a positive impact on the academic success of all students.

Case Study Committee

The Case Study Committee (CSC) aids teachers and parents in meeting the social, emotional, physical, and academic needs of the student. The members of the CSC are administrators, specialists, counselors, classroom teacher(s), and parents. After obtaining written permission from the parents, a student will be interviewed and evaluated. If a handicapping condition exists, an Individualized Education Program (IEP) is written and implemented under DoDDS criteria for special education services to help meet the student's needs. Parents who suspect their student may have special learning needs should contact their student's team and/or guidance counselor to discuss their concerns.

Special Education Programs

Mild-Moderate Learning - A disorder in one or more of the basic psychological processes involved in understanding or in using spoken or written language that may manifest itself as an imperfect ability to listen, think, speak, read, write, spell, remember, or do mathematical calculations.

Moderate-Severe Learning Impaired - Intellectual deficit is significantly sub-average intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period that adversely affects a student's educational performance.

Emotional Impaired - A student who has a condition that has been confirmed by clinical evaluation and diagnosis and that, over a long period of time and to a marked degree adversely affecting educational performance.

Communication Impaired - Students whose educational performance is adversely affected by a developmental or acquired communication disorder to include voice, fluency, articulation, receptive and/or expressive language.

Special Health Considerations

If a child has a health problem, e.g. diabetes, epilepsy, heart condition, asthma, allergies, necessitating emergency Epinephrine administration or is on daily medication for **any** reason, school personnel must be informed. Glasses/contact lenses or hearing aids should be notated on the health history form during registration.

School Health Program

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

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

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

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

Each classroom has a First-Aid Kit for minor injuries. In the event that your child is (severely) injured or becomes ill at school, every effort will be made to contact a parent/guardian. **PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME AND DUTY PHONE NUMBERS.** If the parents/guardian cannot be reached, the Emergency Contact Person or the Sponsor's Unit will be notified.

When should my child return to school after being ill?

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

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

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

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

Please see NMS Website for permission form to allow for medication to be dispensed at school. All medications must be picked up by parents by the last day of school. Any remaining medications will be disposed of according to protocols.

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

Nurse's Bulletin

Body piercing and tattoos are growing fads among teenagers. Please be forewarned of the dangers regarding body piercing. The school nurse will not clean nor treat

illnesses or conditions related to elective body piercing.

Deployment Groups / Support

Deployment can be a difficult time for both the adults being deployed and for the family they are leaving behind. Children face a host of special issues when one or both of their parents are deployed. Schools can be reassuring places for children dealing with deployment. The school can provide an anchor of needed stability and normal routine for children when the rest of their daily lives are disrupted. Because the school is familiar and safe, it can be a good place for children to share concerns and express their feelings. Netzaberg Middle School has on-going deployment groups geared to meet the needs of our students. Parent permission is required.

Adolescent Substance Abuse Counseling Services (ASACS)

ASACS is a comprehensive program providing **prevention education, identification and referral, and treatment** services to 12-18 year old ID card holders in the military community. There is no fee for this service. The program components are described below:

Prevention Education:

Life Skills Curriculum is delivered to 6-8th graders in health classes. These classes teach basic life skills and also educational prevention steps to lower a student's risks of using alcohol or drugs. Educational Groups such as stress busters; anger management, coping with deployment; and other groups identified by ASACS counselors are provided as well.

Identification and Referral: When students are referred for possible alcohol or drug (AOD) use or familial AOD use – with parental consent, we complete a bio-psychosocial assessment to

evaluate if the students' needs can be met with our services or if they need to be referred for other services.

Other areas of concern for referral include but are not limited to:

- Parent-Child Relational Problems
- Academic Problems
- Sibling Relational Problems
- Relational Problems (difficulty with peers)

Risk Factors of concern include:

- Alienation, rebelliousness and lack of bonding to society/school
- Academic failure and or absenteeism, lack of commitment to school
- Disruptive Behavior
- Poor Social Skills
- Family conflict
- Difficulty negotiating a key life-transition period (i.e. relocation, deployment, transition to middle school, etc)

Treatment – we provide individual counseling for students who we assess as appropriate and we also include family counseling as well when deemed appropriate. Referrals can be School referrals, Parental referrals, and Student self-referral.

Contact the Netzaberg Middle School ASACS counselors by calling the main office for contact information.

Bavaria-MEDDAC School-Based Behavioral Health Program

As a result of a partnership between DoDEA Bavaria – District and the Bavaria Medical Command, Netzaberg Middle School is one of the five schools in the Bavaria District that houses a mental health provider from the local behavioral health clinic. B-MEDDAC School-Based Behavioral Health offers a full range of behavioral health services at the school. This professional is able to provide mental health counseling/therapy to children and families normally provided at the local behavioral health clinic, on-site at the school. This allows for children and families to receive services without the child having to leave school. These services are normally at no cost to military dependents. Fees may apply to non-military dependents and sponsors. Please ask your provider for more information. Contact your local behavioral health clinic or school administrator for more information regarding how to access these services.

Crisis Management Team

The Netzaberg Middle School Crisis Management Team is a group of NMS staff that has a commitment to help in times of crisis and emergencies. They prepare for unforeseen events, have a completed Crisis Management Plan, and have identified available community recourses. Please contact the school office with any comments or concerns.





Student Responsibilities and Daily Procedures

The phrase, “At school”, includes the journey to or from school. (DoDEA Regulation 205.1 August 16, 1996)



Locker Use

Students are permitted to open their lockers before and after school and during passing periods. Students are also allowed to access their lockers with permission from their teachers during class.

Each student will be assigned a locker. A student is only allowed to use the locker assigned to him or her. **Students will NOT be allowed to share lockers. Seminar teachers will inform students upon the beginning of school where their lockers are to be located, when they can be accessed, and any other information as it develops. Safety and security of lockers and time-management of locker access are key to maintaining a productive and effective learning environment.**

Each student is responsible for maintaining his/her locker. If a student's locker has been broken into or damaged, he/she should notify his/her seminar teacher immediately and fill out an incident report in the Assistant Principal's office. If a student needs assistance with his/her lock, the student must notify the office. **Any student(s) involved in vandalism of lockers, or students who do not follow the rules and responsibilities as stated above will be subject to administrative disciplinary consequences, i.e., after-school detention, or suspension.**

No book bags, cinch sacks or large bag of any kind are allowed in classrooms. A small purse (no larger than a paperback book) to carry personal items is allowed.

Book Bags

Book bags must be carefully stored and safely secured in a locked locker. **Book bags are not allowed in the classrooms because of safety and security reasons.** Book bags must not be thrown or placed on the floor in the gym, hallways, study-areas, or cafeteria at anytime. Book bags must not be left unattended outside or in the

playground areas. **Again, carefully store and secure your book bag in your locker with a lock.** Do not bring unnecessary or valuable items to school that can be lost, stolen, or damaged.

Supplies

Textbooks, workbooks, and other instructional supplies are provided by DoDEA on loan. The proper care and use of these items should be stressed to help students develop and maintain a feeling of personal responsibility for books or supplies furnished for their use. It is recommended that parents replace textbooks and library books that are lost or damaged beyond normal wear and tear. Other supplies such as

pens, pencils, rulers, crayons, writing paper, etc., are to be purchased by parents. The student's teacher and subject requirements will determine the types of specific supplies.

Lost, Damaged Stolen Books

When property of the United States Government has been damaged, lost, or stolen, it must be replaced. If a student loses or misplaces a book a "Lost, Damaged, or Stolen Book" form must be completed and the book replaced if it is not located by the close of the school year. Students will only be provided with one replacement and will not be issued a 3rd copy until all books are replaced. Books can be replaced by ordering on-line or by contacting the publisher. The ISBN will ensure that you are ordering the same book and edition that was lost, stolen, or damaged. If you order a replacement, you must have it shipped to Netzaberg Middle School Unit 28130 APO AE 09114-8130 ATTN: NMS SUPPLY. Please provide a copy of your receipt to the main office.

Personal checks and cash cannot be accepted. A letter of indebtedness will be forwarded to the sponsor's chain of command at the close of the school year if the book(s) have not been replaced.

Shoppette Policy

To ensure good order and safety, all students (unless accompanied by an adult) are prohibited from visiting the Netzaberg Community Shoppette before school. Following school hours, student bus riders are not authorized to visit the Shoppette. Failure to adhere to this policy will result in progressive discipline, starting with ten (10) days lunch detention for the first offense.

Theft

Each student is responsible for protection of his/her property. Students are advised not to carry large amounts of money or valuables. Students are encouraged to immediately report acts of theft and/or missing items. **The school will not be held responsible for lost, stolen, or damaged personal property. Leave your "toys" at home, i.e., cell phones, iPods, all electronic devices, collectible cards, etc.**

Tardies

Students are to be in their seat by the bell or they will be counted unexcused tardy. Students will be assigned detention for any three tardies in any one given class per semester. Students who are consistently tardy will be faced with repeated detentions and/or suspension from school. (Please refer to the disciplinary ladder.)

No student should be in the hallway without a current hall pass. Hall passes must include the initials of the sending teacher and the time students left their room. Students must use their planner as the official means to travel.

Seminar

Seminar meets each B-Day for a total of 85 minutes. Students are to use this time daily to work on class assignments, visit other teachers in the buildings for assistance in making up work, completing assignments, and seeking out help as necessary. Students must request from their receiving teacher(s) permission **prior** to attending another seminar other than the regularly assigned seminar teacher. Students are to report to their assigned seminar

teacher, follow all instructions, and provide the seminar teacher with their class planner as evidence of **prior** scheduled appointments with others to include other teachers, nurse, administration, counselor, etc. Students **MUST** return to their seminar 5 minutes before the final dismissal bell.

Spreading Rumors

If a person contributes to an altercation by spreading information (“he said/she said situations), he/she will be referred to the administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstanding and provocation by discussing differences and taking the time to talk things out. Students have the responsibility to refer potential confrontations to a staff member, counselor, or administrator.

Unprepared for Class

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include, but are not limited to; writing utensils, books, class material, completed homework, and proper physical education attire. Repeat offenders will be dealt with by the teacher and may result in a referral to the administration.



School-wide Discipline Plan & Philosophy

School Safety

The administration and staff of Netzaberg Middle School are dedicated to providing a safe learning environment for our students. We will maintain an environment that is free of fear and intimidation, and students who do not conform to our expectations will not be allowed to attend NMS. No student should ever be afraid to come to school, but instead should always find school to be a safe haven.

All students will behave appropriately at school. All students have a responsibility to behave in a manner that neither prevents a teacher from teaching or other students from learning, nor which violates the best interest, safety, and security of any individual in the school community.

Parents, sponsors, and our military communities share our concern and will partner with NMS to provide a safe environment. Any action that threatens the safety of NMS students or staff should be brought immediately to the attention of the administration.

Overall it is the sincere belief of all at Netzaberg Middle School when dealing with discipline issues to be fair, firm, and consistent. Discipline is not seen as a punitive effort but constructive in nature.

Search and Seizure

NMS respects the privacy of all individuals, including students. Search and seizure of school property or a student's property, or search of a student's person on school property or when participating in school sponsored events in/off campus, will be conducted according to procedures that are consistent with the law, the student's right to privacy, and the schools need to enforce rules and regulations.

Desks, lockers, and storage spaces, which are provided to students without charge, are the property of the school. The school administrator or designee may conduct general inspections of school property on a periodic or random basis at any time.

Gangs, Crew Activities, Secret Societies

Some of the violence occurring in schools is related to the presence of gangs to include crew activities or secret-society gangs/clubs and the conflicts that arise among rival gangs or want-to-be activity/society clubs. Gangs or secret-society clubs are recognizable through the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, or club by flashing a gang-unique hand or body gesture/symbol. Gang-related behavior includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, intimidation using a group-threat. **THIS LIST IS NOT ALL-INCLUSIVE.** Students engaged in gang-related behavior can expect suspension of two days or more depending on the nature and severity of the offense. The military chain of command and military police will be immediately alerted.

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.

Gang-Like Articles & Behavior Prohibited on Campus

Any symbol, activity, article of clothing, manner of wearing clothing or language that symbolizes gang membership or affiliation will not be tolerated. Examples of these symbols include, but are not limited to, hand or written gang signs, bandanas of all colors, spiked wristbands and sweatbands, any article of clothing worn as if in sympathy with gang members, attire that depicts racial or cultural slurs, or attire that contains rude or vulgar language. Pants worn extremely low-sagging or pants worn with one of the pant legs rolled up to mid-calf are specific examples of attire that are not allowed.

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 of school, and even prompting health and mental problems.

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

Discipline: Special Education / Section 504

Student-discipline referrals are implemented and executed the same for all students. However, the discipline process must consider and determine whether the student has a special need per an Individual Education Plan (IEP) or 504 Plan. If the student does not have a special need, then the prescribed discipline process is followed and the graduated discipline is applied by the administration. However, when a student possesses a special need, a Manifestation of Determination Hearing Board is convened to review the discipline referral and offense, and review the student's IEP and/or 504 Plans to determine whether the action of the student a manifestation of his/her disability or medical condition. If the board determines the action or infraction was a manifestation of the student's disability or medical condition, the student is not disciplined through suspension or expulsion. At this point, the student is referred to the CSC or SST for review of the student's file, and a Behavior Intervention Plan is developed to teach the student strategies to modify or curtail his/her behavior to prevent further incidences from happening in the future. The Behavior Referral is not placed in the student's discipline file, and the interventions are created or modified for the IEP or 504 Plans per committee and parental procedural guidelines and regulations.

Discipline Chart

The outline to follow and the specific clarification paragraphs that follow will serve to provide ease of access to information needed and to relay general guidelines. While the discipline policy is comprehensive and accumulative in nature there may be items that are not included that could occur. In all cases the administrator's decision will be the determining factor regarding consequences and interpretation. Most behavior-problems listed in the discipline policy are self-explanatory, but some items are listed additionally for more-specific clarification. The school administration reserves the right to determine appropriate consequences based upon investigated documentation and preponderance of evidence.

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

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
A	<input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Hall Pass Violation <input type="checkbox"/> Nuisance Item Violation <input type="checkbox"/> PDA <input type="checkbox"/> Scuffling <input type="checkbox"/> Tardies <input type="checkbox"/> Other	Sponsor Notification Admin Action**	Sponsor Notification Lunch Detention After School Detention Admin Action**	Admin. Action**	Suspended 1 DAY

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral
B	<input type="checkbox"/> Disruptive Behavior <input type="checkbox"/> Inappropriate Lang/ Behavior <input type="checkbox"/> Insubordination <input type="checkbox"/> Unsafe Behavior <input type="checkbox"/> Cheating/Forgery/Theft <input type="checkbox"/> Communication a Thread <input type="checkbox"/> Truancy <input type="checkbox"/> Skipping <input type="checkbox"/> Other <input type="checkbox"/> Extortion	Sponsor Notification Admin Action**	Sponsor Notification Lunch Detention After School Detention Suspended 1 DAY	Suspended 1-2 DAYS	Suspended 2-3 DAYS
C	<input type="checkbox"/> Fighting (any kind) <input type="checkbox"/> Abusive Behavior to Peers <input type="checkbox"/> Tobacco Use <input type="checkbox"/> Alcohol Possession/Use <input type="checkbox"/> Minor Vandalism <input type="checkbox"/> Insubordination w/ disrespect <input type="checkbox"/> Profanity <input type="checkbox"/> Sexually Offensive Behavior <input type="checkbox"/> Other	Suspended 1-3 DAYS	Suspended 3-5 DAYS	Suspended 5-6 DAYS	Suspended 7-10 DAYS
D	<input type="checkbox"/> Dangerous Behavior Toward Self or Others <input type="checkbox"/> Illegal Substances Possession/ Use/Distribution <input type="checkbox"/> Larceny (\$250+) <input type="checkbox"/> Arson/Bomb Threats/Extortion <input type="checkbox"/> Major Vandalism <input type="checkbox"/> False Fire/Bomb Alarms <input type="checkbox"/> Weapon Possession/Use <input type="checkbox"/> Communicating Serious Threat <input type="checkbox"/> Other	Suspension / Possible Expulsion Pending Disciplinary Hearing			

**Administrative action may include, but is not limited to, the following: Warning, counseling session, teacher-assigned detention, parent notification, community or school work detail, lunchtime detention, after-school detention, overnight suspension, in-school suspension, Saturday school, and out-of-school suspension.

The following is strictly a guideline at the Netzaberg Middle School level. **CHILDREN MUST BE ACCOMPANIED BY A PARENT/GUARDIAN ON THE DAY (S) OF SUSPENSION.**

Teacher Assigned Lunch Detention

Lunch detention remains at the discretion of the assigning teacher or administrator.

Teachers will use their classroom management plan and assign 15 minute lunch-detentions as described:

- Detentions will be noted in student planner.
- Detentions are held at the start of lunch or per teacher's discretion.

- Students will report with planner, pen, and sack lunch. (Or teachers can supervise students in the cafeteria per team's lunch detention plan.)

TABLE OF CONSEQUENCES			
Total # per Quarter	Grade Level Lunch	Preventative Action/Parent Awareness	Administrative Action
1	Must report at start of lunch block	Counseling and SBM mailed home (Recommended Teacher/Parent Contact)	
2	Must report at start of lunch block	Counseling and SBM mailed home (Recommended Teacher/Parent Contact)	
3	Must report at start of lunch block	Counseling and SBM mailed home (Required Parent Contact)	
4 or more			<input type="checkbox"/> After School Detention <input type="checkbox"/> Suspension <input type="checkbox"/> Expulsion <input type="checkbox"/> Counseling <input type="checkbox"/> Other

Saturday School is not required; it is a recommendation from the principals. Parents have the choice of allowing their student to participate. It is the sole responsibility of the sponsor/parents to transport or coordinate transportation for their student to participate in Saturday Detention.

Goal Setting

If misbehavior continues, suspension could result. The assistance of the School Liaison Officer, Civilian Misconduct Officer, Military Chain of Command, and/or Military Police Resource Officers will be required for students who choose to violate school rules repeatedly and/or for severe problems.

Truancy

1st Offense - A parent will have a conference with an administrator as soon as possible. One-two days of after-school detention will be assigned depending upon the

amount of time missed from school because of truancy.

2nd and Subsequent Offenses - A conference with the parent will be held. A school suspension may be given or parent shadowing will take place. The community misconduct officer will be notified along with military points of contact.

Tobacco

For guidance, the following DoDEA policy is quoted: "**Under no circumstances and at no time may students smoke on school grounds or in school buildings.**" If it is determined that a student has been smoking on campus, a suspension will be imposed. Tobacco products or any form of smoking paraphernalia are not to be brought to school by students.

Inappropriate Speech

Inappropriate speech would include cursing, gesturing, or verbally abusing any person. This includes, but not limited to, the following references: race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or matter pertaining to sexuality.

Plagiarism/Cheating

Submitting the work of another person as your own or allowing another to copy your work is considered plagiarism and/or cheating and is not allowed. Students found engaging in either activity will receive a grade of zero on that particular examination, project or assignment.

Public Display of Affection

Public Display of Affection is defined as kissing, caressing, embracing, or other behavior of a sexual nature deemed offensive to a staff member. A discipline referral may be made at the teacher's discretion.

Sexual Harassment

Sexual Harassment includes but is not limited to:

- Letters, telephone calls, printed materials, or objects of a sexual nature are unwelcome and objectionable.
- Deliberate touching, leaning over, cornering, pinching, or grabbing
- Unwelcome pressure for sexual favors or dating
- Sexually oriented teasing, jokes, remarks, questions, or discussions, gestures, or catcalls
- Activities that result in a hostile, offensive, or intimidating atmosphere for other individuals present

Serious Incidents – Immediate referral to administration

Including, but not limited to, blatant defiance and threat to safety.

Insubordination - Refusing to follow directions of an adult, including homework/daily assignments submission, stop talking, clowning around during class, and other reasonable requests.

Abusive, hostile, harassing (to include sexual harassment), or malicious behavior will not be tolerated at Netzaberg Middle School. Neither will communicate a threat of violence toward faculty members or students.

Alcohol, Drugs, Dangerous Objects, Stealing, or Assaults - Any student using alcohol or drugs, possessing, carrying, or using any dangerous objects including laser pens, stealing, or engaging in physical assaults against other students or staff will face very serious consequences. Consequences could include suspension/expulsion and the filing of charges with the Military Police.

Illegal Drugs – Harmful Substances

1. **Commitment.** The harmful effects of drug abuse threaten achievement of the educational mission of DoDDS; therefore, it is the responsibility of DoDDS to combat this problem. Drug possession, use, and distribution will not be tolerated in schools operated by DoDDS.
2. **Students are prohibited from Possessing, Using, or Being under the Influence of Drugs.** Students who possess or use illegal drugs, inhalants, or any prohibited or harmful substance at school will be disciplined in accordance with the **Disciplinary Table of Consequences**. Suspension and/or possible expulsion will follow normal disciplinary procedures.
3. **The possession or use of tobacco products or alcohol is strictly prohibited.** Failure to follow this rule will result in suspension and possibly expulsion.

Weapons at School

Please discuss DoDEA and Netzaberg Middle School weapons policies with your son or daughter, and help us keep school a safe place where all students may live and learn without fear.

ABSOLUTE ZERO TOLERANCE for weapons at school is the DoDEA policy. "At school" includes the journey to or from school. (DoDEA Regulation 2051.1 September 2008). **If a student is found to be in possession of a weapon of any kind, the NMS Principal is required to recommend expulsion to the NMS Disciplinary Committee.**

If the Disciplinary Committee substantiates the weapons possession charge, it may concur with the recommendation for expulsion. Further, in weapons possession cases, the Principal is required to report the offending student to the Military Commander by name and name/unit of sponsor.

WEAPONS & USAREUR

USAREUR Regulation 190-6 and USAFE Regulation 125-17 provide the following list of weapons as examples of prohibited items. This is not a complete listing; in the case of situations not specifically addressed, please contact your local security police or Provost Marshal's office. Machine guns (that is, any weapon that shoots, is designed to shoot, or can be readily restored to shoot, automatically, more than one shot, without manual reloading, by a single function of the trigger), any size shotguns, any size rifles, silencers or mufflers for any weapon, any destructive devices, any unregistered firearms, switchblade knives, club-type hand weapons (for example, blackjacks, brass knuckles, nun chucks), gas pistols and shooting pens. Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety: straight razor, razor blades or weapons made from razor blades, ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument. Clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks). Authentic-appearing

replica of a firearm (for example, toy guns, BB guns), blank cartridge pistols, or any other object that might be used readily to inflict bodily harm (for example, bicycle chains, any large chains such as chokers and wallet chains, canes with sharp points, broken bottles or glasses, small knives with retractable blades). This would also include: padlocks, locking blade knives, regardless of length, and any other knives, regardless of size.

Dear Parents,

As you know we are very concerned that we keep our schools free from weapons.

We can do that with your help. To support a Zero Tolerance for Weapons (ZTW) program, please remind your child/ren that weapons, replicas of weapons, or other items that can be used as weapons, are not allowed at school.

Remind them that the penalties are severe, and a warning will not be given beforehand. Remind them that ZTW applies on school buses, in the lunchroom, on the playground, or at any school activity or function.

Also, remind them that if they assist someone or know of someone who has a weapon and don't report it to a school official, they can also be in trouble.

Please explain that it would be very unfortunate if someone were injured, or the school's safe environment were violated, or someone was threatened or frightened because a weapon or replica was brought to school, or a student were threatened with an item not usually considered a weapon.

It would also be unfortunate if a student were suspended or expelled unnecessarily from school because together we didn't properly inform students of our Zero Tolerance for Weapons program.

I have asked our Principals and Teachers to emphasize ZTW. Please make it a priority of yours to spend a few minutes discussing this matter with your child/ren, no matter their age. Young children are as likely to bring a weapon to school as older students. Your assistance is vital as well as very much appreciated.

Thank You,

JOAN ISLAS
BAVARIA DISTRICT ASSISTANT
SUPERINTENDENT

**DISTRICT
SUPERINTENDENT'S
OFFICE**

*DoDEA Europe,
Bavaria District*

Superintendent:
Vacant

Assistant Superintendent
Dr. Joan Islas

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**Zero
Tolerance
For**



**Bavaria
District Superintendent's
Office**

Zero Tolerance

What Does It Mean?

Zero Tolerance means that weapons or replicas are not allowed in school. Precise steps will quickly be taken to rectify the problem. **Severe corrective action and punitive actions** will be taken. **No leniency** will be shown towards violators.

Are School Buses School Property?



You bet they are! **Weapons are not allowed on school buses**, nor at any school functions or activities.

Can Students Get Into Trouble If They Know About or Assist Someone Who Has a Weapon?

Yes! Knowing about a weapon without reporting it to a school official is considered a policy infraction.

Can Students Get Into Trouble For Bringing A Knife To School For a Scout Meeting After School, Even If They Keep It In Their Backpack?



Don't chance it! The knife could accidentally fall out and your child would be in **violation of the policy**.

Is Threatening Someone With An Object Not Normally Considered a Weapon An Infraction?



Yes! Items not designed as weapons, but used as weapons to harm, frighten, or threaten someone are **considered weapons**.

Can Students Be Expelled or Suspended From School For Bringing in Items That Look Like Weapons?



Items that resemble weapons will be considered as a weapon replica and are not allowed at school — even toys that look like weapons! While the discipline imposed will depend on the circumstances, suspension or expulsion is possible.

What Disciplinary Actions Can Be Expected For Violation of the ZTW Policy?

Disciplinary actions taken are guided by DoDEA Regulation 2051.1, Department of Defense Education Activity Disciplinary Rules and Procedures. Actions taken may vary dependent on the circumstances, but there is a minimum of a one year expulsion for having a firearm on school property. In addition, Military Authorities and German Authorities will be involved in serious incidents and could take additional action.

REFERENCES

- DoDEA Regulation 2051.1, Department of Defense Education Activity Disciplinary Rules and Procedures, Apr 4, 2008.
- DoDEA Regulation 4700.2, DoDEA Internal Physical Security, Mar 27, 2001
- DoDEA Manual 1005.1, Department of Defense Dependent Schools Administrators' Guide, Oct 2007
- DoDEA Manual 2051.2, DoDEA Student Responsibilities and Privileges, February 26, 1997

Extortion

Netzaberg Middle School students will not threaten another student for money, food, favors, or other items.

Laser Pens / Pointers

The possession of laser pointers or pens is becoming a major health issue. According to several reports, the pointers are feared to cause everything from minor eye injuries when they are flashed directly into student's eyes, to near heart attacks in people who see them flashed on their chests and fear they have been targeted by laser gun sights. Although these pen-size laser pointers have become presentation aids in recent years, these battery powered laser pointers produce a narrow, bright red beam, are convenient to use and readily available at local stores and through catalogues, they should never be used as a pointer into an audience. It is this fact, which prompted DoDDS to issue a policy against the use and possession of laser pointers in its schools.

Electronic Devices

All electronic devices should be turned off and put in a secured locker, as they are not allowed in classrooms. Electronic devices that are visible / audible during any class will be confiscated. Parents will be notified and asked to pick up the electronic devices from the administrator, therefore, you will need the serial number of the electronic device. Electronic devices for use during an instructional setting must be approved by the teacher, who will notify all parents.

Non-Educational Items

No book bags, cinch sacks or large bag of any kind are allowed in classrooms. A small purse (no larger than a paperback book) to carry personal items is allowed.

Students will not be allowed to bring to school any personal effects that interfere with the classroom atmosphere of the learning situation or safety in and around the school. Such items would include sound, video, and all other electronic devices. Skateboards, in-line skates, hee-lies, (wheels in the heel of shoes), and scooters are not allowed at school. Cell phones are not allowed to be

visible or turned on in any way, i.e. vibrate mode, etc. Cell phones are not to be used at any time at school or in the classroom; they will be confiscated and kept until a parent comes to pick them up. Non-prescription contact lenses are also not allowed. Additional items prohibited on school premises, school buses, and school-sponsored trips and activities include but are not limited to:

- Medications (except those kept by the school nurse)
- Fireworks and poppers
- Electronic games and gaming devices
- Electrical equipment (hot rollers, irons, etc.)
- Aerosol products (shaving cream, air fresheners)
- Toiletry products (body sprays, after shave, hair items, AXE)
- Personal sports items or equipment
- Toys, water guns, and slam books
- Weapons or replicas thereof
- Hypodermic needles and razor blades
- Toys

These and other non-educational items will be confiscated and returned to the student at the end of the day, or to the sponsor for repeated violations of this policy. **The school does not accept responsibility for the security and/or replacement of prohibited items brought to school.** Repeated disregard of this policy will result in disciplinary action taken against the student. Any potentially illegal or stolen items will be turned over to the garrison military police.

Articles Prohibited in the Classroom

A locker is provided for each student to keep book bags and other items not needed in the classroom. These items are not to be brought to class. Food, gum, and drink (except plain water in clear containers), are not permitted outside the cafeteria. The principal may grant exceptions based upon teacher requests for special events or during times of inclement weather.

Off-Limits Area

Any student found in off-limit areas will be immediately suspended from school. The Sponsor and parent will be called for immediate pick-up, along with the Military Command notification to the Sponsor's Commander. The elementary school, teen-center, Child Development Center, and grounds, Shoppette, and all other surrounding facilities, are off-limits to all middle school students. If you would like for your student who does not ride the school bus to go to the Shoppette after school please be sure to submit in writing permission notification that will be kept on file the this school year. Stairwells and any other areas that are not specific to a student's daily schedule are considered off-limits. If you have any questions about an area, please see an administrator. **NMS is a closed campus.**

Snowball Policy

Please be aware of the "No Snowball Policy". The picking up of, throwing, or kicking of snow/ice is not allowed at any time. Students reported throwing snowballs would receive a warning the first offense in the form of a phone call or notice to parents/sponsor. Should a 2nd offense be reported, after-school detention will be assigned. Any additional incidents will result in a minimum of one-day off-campus suspension.

Dress Code Standards

Netzaberg Middle School students are expected to dress and be groomed in support of the educational program and orderly operation of the school.

The following standards are designed to promote health, safety, contribute to the teaching and learning climate, and to promote a positive image while at school and within our communities.

TOPS

- Long or short-sleeved shirts, jackets, sweaters, and sweatshirts may be worn individually or over shirts.
- Shirts must extend below the natural waistline or be tucked in, and may not extend lower than the end of the skirt. If worn with pants, the top/shirt must extend no longer than 3" from **above the top** of the kneecap.
- Shirts must cover back and front sides when seated or when holding arms overhead. Cleavage showing is not allowed.

- See list below of prohibited clothing, i.e., spaghetti straps, tube and halter-tops, shirts intended to be worn solely as undergarments, etc.

SLACKS, SHORTS, CAPRIS, SKIRTS, AND SKORTS

- All must be secured at the natural waistline with a belt; no sagging is allowed. (The natural waistline is defined at no more than 3” below the navel, no matter what is worn under them or covering them.)
- All must be clean and neat. No holes, tears, slits deliberately cut, frayed, or ragged (includes no pant legs cut off and not hemmed)
- Shorts, skirts, skorts must meet the longest finger test, including any slit, or measure not more than 3” from the knee regardless of what is worn under the skirt.
- Cargo pants and jeans are acceptable if they meet other requirements as described above.

SHOES:

- Students are expected to wear proper shoes with supportive soles and sides. Flip-flops, shower shoes, or soccer sandals are NOT allowed. This is a safety concern.
- Shoes manufactured with buckles, Velcro clasps, or shoestrings will be buckled, attached, clasped, or tied securely on both feet at all times.

ACCESSORIES:

- All logos must be appropriate to the educational atmosphere, and without gang affiliation.
- Any clothing promoting tobacco products, beer/alcohol, bars, drug use, depicting violence/racial prejudice/obscenities/sexual implications, or pins and buttons promoting anything that could distract from the educational process and focus will be prohibited.
- Metal chains attached to any clothing, belt loops, or wallets are prohibited.
- Extra long belts hanging more than 3” below belt buckle are prohibited.
- Small moderate and safe jewelry is acceptable. Spikes on any item, or gothic jewelry are prohibited. Dog collars, spike, and leash type jewelry is prohibited.
- Bandanas, handkerchiefs, and doo-rags are prohibited in any manner.
- Natural style makeup is permitted. No club or costume makeup is allowed, to include glitter.
- Hair must be well groomed and styled to allow the wearer’s face/eyes to be visible. The hairstyle of any individual may not interfere with the vision, safety and health of any other individual or distract from the educational and learning process.

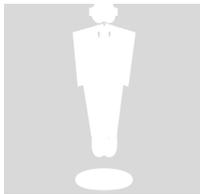
MISCELLANEOUS:

- Jackets/coats should not be worn tied at the waist. Jackets/coats are not allowed to cover dress code violations.
- Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is prohibited.
- Because fads in dress and grooming are subject to sudden and sometimes radical change, a **basic rule to remember is that student dress and grooming should not be suggestive,**

indecent, or unusual as to detract from the classroom environment. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

GANG AFFILIATION:

- ❑ Any clothing items, accessories and color combinations identified with gangs will not be tolerated at Netzaberg Middle School. Students who wear any item that is suspect of gang affiliation will be immediately referred to administration and the sponsor contacted for immediate attention. Immediate cooperation must be gained from students and parents or the MPI will be notified along with the sponsor's direct chain of command.



The following clothing and items will not be acceptable at Netzaberg Middle School. School administration and teachers reserve the right to make judgments of appropriateness of items not covered in this policy or listing. Final determination of acceptable dress code and grooming rests with the principal or his/her designee.

- | | |
|--|----------------------------|
| Bare midriffs | Beach wear |
| Tube tops / Tank tops | Tight fitting items |
| See through items | Undergarments |
| Spandex clothing | Backless / strapless tops |
| Tops/t-shirts designed as under clothing | Hats / Head covering |
| Sport tank tops worn alone | Skirt slits past mid-thigh |
| Spiked clothing / items | Sweat bands / bandanas |
| Skirt / shorts length shorter than mid-thigh | Pajamas |
| Sunglasses worn or carried | House shoes / slippers |
| Mesh shirts/tops | Doo-Rags |
| Halter tops / spaghetti straps | |

In summary, students should come dressed for success, and all clothing should be appropriate for an educational setting focusing on comfort, safety, and education. Inclement weather may be more common than not during the winter months. Appropriate attire is essential and safety must be taken into high consideration.

Everyone's safety is a priority while adhering to a dress policy that will reflect the school's identity as a positive learning environment within the facility, and in the community as a whole. Respecting and adhering to these standards that will help students balance expressions of individuality, obligations to self, and others in a positive learning environment.

Students who violate the dress-code standards will be immediately referred to the office.

Students who cannot immediately conform to the requirements of the dress code standards will be required to change into acceptable clothing and after-school detention will be assigned. If a student does not have clothing readily available to meet these standards while at school, parents will be called to bring appropriate clothing.

Students will not be allowed to attend classes while out of dress code. Everyone's attention in maintaining these standards is mandatory: students, faculty, staff, parents, all stakeholders. Repeat violations of the dress code will result in detention or suspension.



Anti-Bullying Policy

Statement of Intent:

We are committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to report and know that incidents will be dealt with promptly and effectively. We are a *REPORTING* school. This means that *anyone* who knows that bullying is happening is expected to report incidents to a teacher, their counselor, or administrator.

Bullying Defined- Bullying is a conscious, willful, deliberate activity intended to harm where the perpetrator(s) get pleasure from the targeted child's pain/and or misery. It can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyber bullying. It can be and often is continuous and repeated over time, but does not have to be. Once is enough to constitute bullying.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional (*being unfriendly, excluding, tormenting e.g. hiding books, threatening gestures*)
- Physical (*pushing, kicking, hitting, punching or any use of violence*)
- Racist (*racial taunts, graffiti, gestures*)
- Sexual (*unwanted physical contact or sexually abusive comments*)
- Homophobic (*because of, or focusing on the issue of sexuality*)
- Verbal (*name-calling, sarcasm, spreading rumors, teasing*)
- Internet (*all areas of internet, such as email & internet chat room misuse
mobile threats by text messaging & calls misuse of associated technology, i.e. camera & video facilities*)

Bullying hurts. No one deserves to be a victim of bullying.

Why is it important to respond to Bullying?

Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving and interacting with their peers.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

All administrators, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.

- All administrators and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying occurs.
- As a school we take bullying seriously. Students and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and will be investigated.

A student may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a student:

- Is frightened of walking to or from school
- Doesn't want to go on the school / bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobia)
- Begins to be truant
- Becomes withdrawn anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Begins to do poorly in school work
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or "go missing"
- Asks for money or starts stealing money (to pay bully)
- Has lunch or other monies continually "lost"
- Has unexplained cuts or bruises
- Comes home starving (money / lunch has been stolen)
- Becomes aggressive, disruptive or unreasonable
- Is bullying other students or siblings
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous & jumpy when an internet message is received

Procedures

Report bullying incidents to teacher and/or administrator.

- In cases of serious bullying, the incidents will be recorded.
- In serious cases parents will be informed and will be asked to come to a meeting to discuss the problem.
- If necessary and appropriate, the military police will be consulted.
- The bullying behavior or threats of bullying must be investigated, and the bullying stopped quickly.
- An attempt will be made to help the bully (bullies) change their behavior.

Outcomes

- The bully (bullies) may be asked to genuinely apologize. Other consequences may take place.
- A conflict-resolution model will be implemented.
- In serious cases, suspension or even due-process disciplinary hearing will be considered.
- If possible, the students will reconcile.
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use a proactive conflict-resolution method for helping students to prevent bullying and draw from current anti-bullying resources from DoDEA and worldwide anti-bullying programs. As appropriate, these may include:

- Writing a set of anti-bullying school rules generated by students
- Constructing an anti-bullying pledge to be signed by each NMS Student
- Signing a behavior contract as needed
- Peer mediation
- Conflict-resolution training for students and faculty
- Writing stories or poems or drawing pictures about bullying
- Reading stories about bullying or having them read to a class or assembly
- Role-playing
- Have discussions about bullying and why it matters

Discipline Committee – DoDEA (Regulation 2051.1)

A school discipline committee, to include community members, teachers, and military representatives, will be appointed each year. The discipline committee will be independent of the principal, who must propose student discipline in cases involving suspension over ten days or expulsion. In these cases, the principal will notify the parent or sponsor in writing of the proposed consequence. Should the parents disagree with the proposed consequence; the school discipline committee will conduct a hearing. If the committee agrees with the recommendation of the principal, then the committee's decision becomes the school's decision.

Letters of appeal must be written within five days of the imposition of the disciplinary action and addressed to the attention of the Bavaria District Superintendent. The appeal must describe why the discipline is inappropriate.

Procedures for Imposing Disciplinary Action, Including Removal up to 10 Consecutive Days

The principal may remove a student and/or revoke or suspend a student's privilege of participating in any school-related activity or extracurricular event (e.g., after-school activities and study trips) for reasons that have been set forth in DoDEA Regulation 2015.1, for no more than 10 consecutive school days.

Appeals Involving Removal for 10 Days or Fewer

A written appeal of the disciplinary action may be filed within 5 school days of the imposition of discipline with the District Superintendent (appellate authority). The sponsor/ parent/ guardian/ student must simultaneously provide a copy of his or her appeal to the principal. At this time, the student/sponsor/parent/guardian or the school may present new or previously undiscovered documentary evidence as long as the document is provided to the other party. The principal shall forward a copy of the record developed in the disciplinary proceedings to the Superintendent upon notice an appeal has been filed. The appeal must describe in full detail why the discipline assessed is inappropriate. The appeal to the Superintendent is a paper review, affording no party the right to be present or to make oral arguments. The Superintendent will issue the student/ sponsor/ parent/ guardian a final written decision. No further appeal is authorized. The school need not defer the imposition of any disciplinary consequence pending the appeal. If the basis for disciplinary action or the disciplinary consequence is reversed on appeal, all records of a student having being disciplined shall be removed from the student's disciplinary file, and notice will be sent to the student's sponsor/parent/guardian to disregard the prior notice of removal and to remove and destroy such prior notices.

Procedures for Removal Over 10 Consecutive School Days, Including Expulsion

When the principal determines that it may be warranted for a student to be removed for more than 10 consecutive school days, including expulsion, and the student is not eligible for or receiving special education services (require special processing), the procedure for removal requires a formal hearing before the school disciplinary committee and a decision by the district superintendent. The hearing process to recommend suspension beyond ten days, including expulsion, is defined in DoDEA Regulation 2051.1 to be provided to parents and students upon request and readily available at: http://www.dodea.edu/foia/iod/pdf/2051_1.pdf

Appeals Involving Removal for More than 10 Consecutive School Days, Including Expulsion

The student or his or her representative has five school days from the date or receipt of the District Superintendent's decision to appeal the decision by writing to the Area Director, with a copy to the District Superintendent; explaining/arguing the basis of the appeal and including any documentary evidence relied upon to support the appeal. The appeal may address and/or seek review of the District Superintendent's findings of fact, the disciplinary consequence, or both. The Area Director will review the case as expeditiously as possible, normally within 10 business days of receipt of the hearing record, and render a decision in writing.

Home Schooling

It is the policy of DoDEA to neither encourage nor discourage sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is the sponsor's right and can be a legitimate alternative form of education. DoDEA encourages DoD Sponsors who wish to home school their dependents to communicate their desire to the local command to determine if there are any command policies or other rules that ensure that home schooling meets local and host nation regulations that may apply. Home-schooled students who choose to use school services must complete a registration form. For more information, call the school registrar or counselor. USAREUR Regulation requires sponsors of children ages 6-18 who do not attend a DODDS School to complete the Parent Choice form available from the School Liaison Officer in Grafenwoehr, DSN 475-1770 or commercial 09641-83-1770.



Your student will receive his own Gaggle Account username and password to use to communicate with teachers, administration, and each other. They will also be able to check their gaggle at home to send homework back and forth to school.

Facilities

Cafeteria

AAFES Cafeteria sponsors the school lunch program. The school cafeteria will be open on the first full day of the year. When available, the daily or weekly menu is published. The lunch menu is also available at <http://odin.aafes.com/nutrition/index.html>. Unannounced changes may occur due to lack of supplies.

Parents are urged to secure via AAFES a personal PIN for their student in order to purchase lunch via the electronic purchase program instead of sending lunch money directly. Students are highly urged to not share their PIN with others. Applications for free and reduced-price lunches may be obtained from Child Youth Services (CYS). Applications must be renewed each year before school starts.

The school is not able to provide food, lunch tickets, or lunch money to students who forget their lunch money. The school nurse or counselors will contact parents of students who consistently arrive at school without lunch money, without a sack lunch, or with an inadequate lunch. Failure to resolve the problem may result in notification to the chain of command.

CAFETERIA SAFETY RULES & PROCEDURES:

- Form a single file line, standing one-behind-the-other
- No cutting in line
- No saving a place for a friend
- No 'visiting' with others who are standing in line
- No running
- Face forward in your seat
- Keep your hands and feet to yourself
- No yelling or loud voices. The person at the next table should not be able to hear your conversation.
- Remain in your seat
- Do not play with food
- Do not throw anything
- Clean up any mess that you make
- Dispose of all trash according to recycling needs
- Return your tray to the appropriate location
- Use the recycle bins and ask for help as needed if confused
- Back packs must be stored in lockers
- The cafeteria is off-limits unless under direct adult supervision
- Encourage others to follow all rules



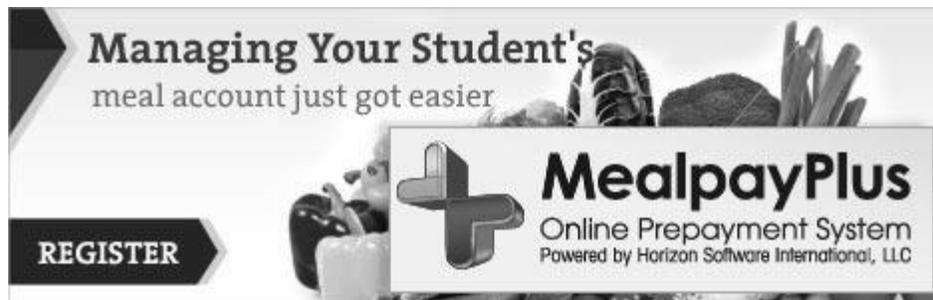
- PRIDE Cafeteria Behavior, especially RESPONSIBILITY & RESPECT, applies for self, others, and the environment. Your good behavior and manners highly reflect upon you, your family, our community, and all of NMS.

If a student chooses not to follow cafeteria rules, a disciplinary referral will be immediately written and administrative disciplinary action will be taken and may include: after-school detention, parent shadowing, or suspension.

Gym

Given the large configuration of NMS, all areas are used for multi-purposes. The gym is used to conduct physical education classes, conduct lunchtime intramurals, to hold assemblies, plays, and ceremonies, and from time-to-time shared with the community for meetings, etc. Everyone's cooperation and focus in keeping our NMS Gym a safe and orderly location is greatly needed. The following rules must be maintained and followed:

- No street shoes on the gym floor.
- No gum, candy, food, or drinks are allowed in the gym.
- Students are not allowed in the gym without adult supervision



Visit the below address to set up and monitor your student's account.
<https://www14.mealpayplus.com/default.aspx>

School Buses / Transportation

CONTACT INFORMATION:

Jimmy Avery, School Transportation Assistant
DSN 472-9254
CIV: 09645-91-79254
Cell: 0162-2717580
Jimmy.Avery@eu.dodea.edu

James Moss, School Transportation Assistant
DSN 472-9254
CIV: 09645-91-79254
Cell 0162-2717583
James.Moss@eu.dodea.edu

Vernon Cole, School Transportation Assistant
DSN: 476-2643
CIV: 09662-83-2643
Cell: 0162-2717586
Vernon.cole@eu.dodea.edu

Waiscel L. Hines, COTR/LEAD
DSN: 476-2643
CIV: 09662-83-2643
Cell: 0162-2717577
Waiscel.hines@eu.dodea.edu

Bus Rules

It is very important to note that use of the school bus is a privilege and not a right.

School administrators or their designees are responsible for enforcing student behavior standards on school busses and for deciding on consequences for students engaged in misconduct, including suspension of school bus riding privileges, after receiving a written report from

school bus personnel, bus monitor, driver, School Officer, or other responsible person.

As indicated above, the administrator will take appropriate action when a written report is received from the bus office.

Discipline on school buses is a joint responsibility of the students, the parents, the installation commander, and the school system. In order to provide a safe and orderly environment on school buses, the following responsibilities are required:

Students are responsible for:

- Attending and completing safety training for transportation twice a year.
- Realizing that in Germany, traffic does NOT stop for the bus or pedestrians loading or exiting the bus. Extra care and attention must be used when crossing the road and boarding/exiting the bus. Only cross the road where designated pedestrians walks are located and carefully watch to determine that traffic has stopped. Never dart out in front of traffic.

- Showing or surrendering the bus passes on demand to bus, school, and/or military community authorities.
- Immediately reporting the loss/damage of bus passes to the school bus office.
- Providing school personnel with written notification from parents for any variation from their normal departure from school.
- Having their official and current bus pass in their possession and be readily prepared and happily willing to present the pass when asked by the driver, security monitor, or school personnel.
- Cooperating when buses arrive late, from time to time. The office will announce the bus number(s), and students must present the bus pass as a means to identify and have the tardiness excused.
- Riding the bus for which the official bus pass has been assigned.

If a bus rider will not ride the bus on any particular day, parents must notify the school.

Should a student be suspended from riding the school bus, it is the sole responsibility of the parent/sponsor to provide or arrange alternate transportation to and from school. This includes any after-school activities, sporting events, etc., that may require bus use.

Students requesting to ride an alternate bus must have a note submitted from a parent (handwritten or e-mail) containing all necessary contact information to the School Transportation Office (STO) prior to 0900. The request will then be forwarded to the District Transportation Supervisor (DTS). The DTS will inform the STO whether to issue a temporary pass. If approved, the STO will prepare the pass and inform the parent. By regulation, use of school telephones is restricted to official business, and students are not allowed to use government telephones for personal use. Of course, any matter involving safety/ security is considered official business.

Traffic Safety

School administration request that parents constantly remind their children to practice good traffic safety habits. Students living on-post must be reminded to cross the streets only at marked crossings. Parents are reminded to not drive into the school bus loading areas. This is a highly congested area, and with our main interest being safety of our children, we request that you adhere to the above policy. Vehicles that violate traffic signs will be reported to the PMO.

Behavior Standards for School Bus Students

ON AND AROUND SCHOOL BUSES:

- Comply with all school rules with the “Behavior Standards for School Bus Students.”
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus, and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.

- Keep aisles, steps, and empty seats from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENT WILL NOT:

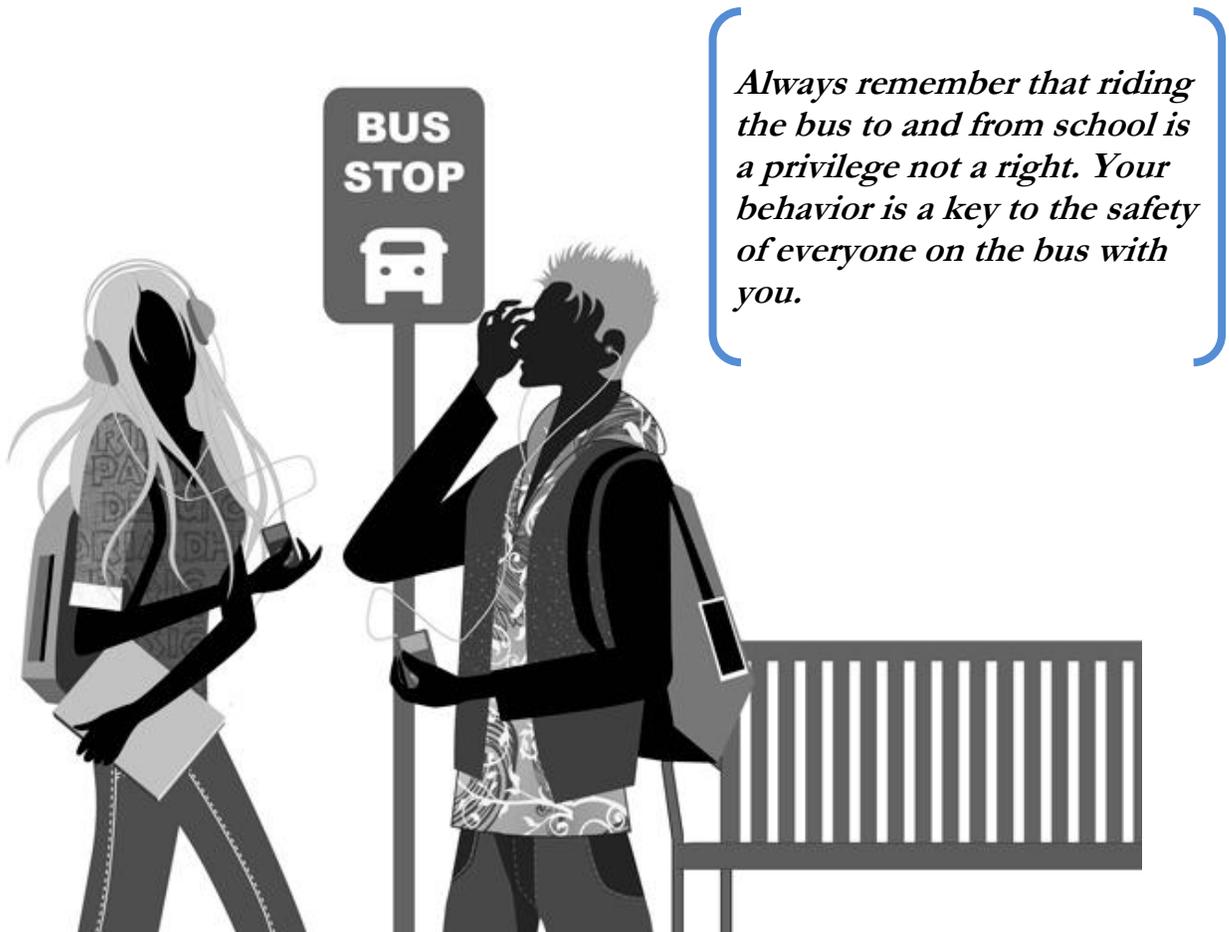
- Fight, push, shove, or trip other passengers.
- Use or possess unacceptable items identified in the school "Code of Conduct."
- Push while boarding, on, or exiting the bus.
- Get on or off the bus while the bus is in motion.
- Make excessive noise, or play electronic equipment without earplugs.
- Put objects out of bus windows or hang out of windows.
- Engage in horseplay.
- Obstruct aisles, steps, or seats.
- Engage in public displays of affection.
- Eat, drink, or litter on the bus.
- Use profane or abusive language or make obscene gestures.
- Spit or bite.
- Harass, bully, or interfere with other students.
- Disrespect, distract, or interfere with bus driver.
- Damage private property.
- Sit in the bus driver's seat, or touch bus operating devices or equipment.
- Open or try to open bus door.
- Throw or shoot objects inside or out of bus.
- Tamper with bus controls or emergency equipment.
- Violate any other school rule, law or military installation regulation.

Sponsor's Statement of Acknowledgment is located at the end of this handbook or a copy may be obtained from the main office. The Sponsor's Statement of Acknowledgment must be received in the Registrar's office on or before 14 September 2012 or bus privileges will be suspended.

School Bus Infractions and Recommended Consequences		Bus Riding Privileges Suspended				
Number column designates the number of incidents		Warning	5 School Days	Riding 20 School Days	30 School Days	Remainder of Year
UNSAFE BEHAVIOR						
a	Fighting, pushing, shoving or tripping					
b	Use or possession of unacceptable items identified in the school code of conduct. (The school bus is an extension of the school/campus.)					
c	Failure to have bus pass in possession					
d	Pushing while boarding or leaving the bus					
e	Getting on or off the bus while it is in motion					
f	Not properly seated					
g	Putting objects out of the bus window or hanging out of the window					
h	Making excessive noise or playing electronic equipment without using earphones					
i	Engaging in horseplay					
j	Obstructing aisles, steps, or seats					
INAPPROPRIATE BEHAVIOR						
a	Failure to remain properly clothed					
b	Public display of affection					
c	Eating, drinking, or littering on bus					
d	Using abusive/profane language and/or gestures					
e	Spitting or biting					
f	Harassing or interfering with other students					
g	Failure to comply with bus driver's or monitor's instruction					
h	Disrespect, distraction, or interference with driver					
DESTRUCTIVE BEHAVIOR						
a	Damaging private property (requires payment of damages)					
b	Sitting in driver's seat or tampering with bus controls					
c	Opening or trying to open bus door					
d	Throwing or shooting objects inside or outside the bus					
PROHIBITED BEHAVIOR						
a	Tampering with bus controls or emergency equipment					

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.

2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, removals, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held responsible for the consequences of their misconduct.
4. Possession of weapons or prohibited items, as described by this Regulation or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in removal or expulsion from school in addition to the loss of bus privileges.



Top Ten Items from School Handbook

1. Students in DoDEA schools need to have a 2.0 GPA in order to graduate. Know your child's GPA.
2. Keep the school informed of your current email address, phone numbers, and address. We try to keep you informed, so we need your contact information.
3. If your student is going to miss school, inform the attendance clerk. Students must carry a family trip form to teachers before being absent for a family trip, preferably a week in advance.
4. If your student is absent from school, email or phone the school to explain why as soon as you can. The school is charged with knowing the location of all of our students.
5. Medications can only be administered at school by the school nurse. Keep the nurse informed of medical information.
6. Students are expected to be in school every day. Only illness, pre-planned trips (with advance notification), school trips, promotion ceremonies of parents, religious services, and family emergencies are legitimate reasons for absence or tardiness. Medical appointments should be scheduled outside of school hours.
7. Check your student's Middle School/High School planner daily. In it you should find homework assignments.
8. Check your student's homework.
9. The newsletter is sent via email each week. In it are upcoming events, policies, news, and hints you will want to see.
10. Follow the school chain of command. If you or your child has a question or concern about a class, first see the teacher. The principals will not meet with parents concerning classroom behavior or grades until the parents and teachers have had an opportunity to meet.

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

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

Sponsor's Statement of Acknowledgment

This handbook and compliance with all rules is essential to the success of your student at Netzaberg Middle School and for student and parent/sponsor understanding of the operations of the school. Within the handbook are the policies for attendance, dress code, truancy, homework, discipline procedures, bus conduct, and general guidelines of conduct, and resources. It is critical that you review the handbook with your student and familiarize yourself with all information.

This handbook is not intended to create a contractual relationship with the student, parent, or sponsor; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations, a basic code of conduct. Cooperatively, the principal, assistant principal, and teachers, all have established the rules contained here within and may establish future rules and codes of conduct that are consistent with those established by DoDEA. **It is everyone's job to guarantee adherence, cooperatively enforce, and follow all rules at all times.**

In order to certify that you have received and reviewed the Netzaberg Middle School Student-Parent Handbook to include bus rules, please sign the form below and turn it into to your seminar teacher no later than: 30 September 2012.

"We have received and reviewed the Netzaberg Middle School Student and Parent Handbook to include school bus rules. We understand that the student and parent/sponsor are accountable for all the rules and policies outlined in this handbook. We also understand that instances not outlined in this handbook will be handled on an individual basis and are regulated per DoDEA Policy.

Also, I, the DoDEA sponsor, acknowledge that I have received a copy of enclosure 3 of the DoDEA Disciplinary Regulation and the Behavior Standards for School Bus Students as all are contained within the Netzaberg Middle School Parent-Student Handbook, SY 12-13. I have explained the school and school bus behavior standards and necessity for those standards to my student, and I have explained that I expect these school and school bus behavior standards to be followed.

I understand that actions for misbehavior could include suspension or revocation of bus rider privileges, and other school disciplinary action.



Student Name

Grade

Seminar Teacher

Student Signature

Parent Name

Parent Signature

Date