

Parent-Student Handbook
Netzaberg Middle School
Home of the Knights
School Year 2008-2009



Dr. Elizabeth Childs
Principal

Ms. Barbara Hooker
Assistant Principal

Dear Students and Parents:

Greetings! On behalf of the faculty and staff, we want to take this opportunity to welcome you to the new Netzaberg Middle School. Our school is dedicated to a belief that all students can learn, achieve and succeed. We are committed to maintaining high expectations regarding student academic achievement and conduct, and to working in close partnership with all parents and the community to ensure highest student achievement.

Parents, mentors and other community members are always welcomed and encouraged to visit our school. We seek your assistance in helping us to improve the quality and effectiveness of our students' educational experiences, opportunities for learning, and in creating a positive school climate and culture for all.

We will strive to instill in our students a sense of pride, responsibility and respect for the rights and dignity of others as well as for their own individual self-esteem.

Additionally, it is our goal to apply the standards outlined in the Carnegie report, *Turning Points 2000: Educating Adolescents in the 21st Century* and provide an exemplary education for all students. We want to ensure that each student has a fair and equitable opportunity to acquire the intellectual, social, physical and affective skills needed to become a self-fulfilled individual, one who is a highly capable and a contributing citizen in society.

Please read this handbook along with your student. Your student's teachers will also review these rules with your student the first few days of school. This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations, and a basic code of conduct. Cooperatively, the principal, assistant principal, and a team of teachers, have all established the rules contained here within and may establish future rules and codes of conduct that are consistent with those established by DoDEA.

Good luck and best wishes for a successful year at Netzaberg Middle School. We are certain that we will all have one of the most exciting and productive years as we adventure into the making of NMS!

Elizabeth Childs
Principal

Barbara Hooker
Assistant Principal

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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, etc.

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.

Contact Information

School Hours:0730-1600

 **School Secretary: DSN 475-9530**
 **Office Assistant-Clerk: DSN 475-9523**
 **Registrar: DSN 475-9523**
 **Counselor: DSN 475-9525**
 **Nurse: DSN 475-9528**
 **School's Liaison Officer: DSN 314 475-1770; CIV 09641 83 1770**

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.

Early Release Schedule

For "A" days:

0800-0845 1st period
NO SNACK BREAK
0850-0935 2nd period
0940-1025 3rd period
1030-1110 4th Period
1110 Dismissal

For "B" days:

0800-0900 5th period
0905-1005 6th period
1010-1110 7th period
NO SEMINAR
1110 Dismissal

**TWO-HOUR DELAY SCHEDULE
SY08 – 09**

A-DAY	TIME:	B-DAY
PERIOD 1	1005 – 1055 50 MINUTES	SEMINAR
PERIOD 2	1100 – 1145 45 MINUTES	PERIOD 6
1ST LUNCH: 6TH GRADERS PERIOD 3: 7TH & 8TH GRADERS	1150 – 1235 45 MINUTES	1ST LUNCH: 6TH GRADERS PERIOD 7: 7TH & 8TH GRADERS
2ND LUNCH: 7TH – 8TH GRADERS PERIOD 3: 6TH GRADERS	1240 – 1325 45 MINUTES	2ND LUNCH: 7TH – 8TH GRADERS PERIOD 7: 6TH GRADERS
PERIOD 4	1330 – 1445 75 MINUTES	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. Proposed draft will extend 2nd lunch by 10 minutes.
- Snack time has been removed.
- Seminar on a “B” day will flip with 5th period.
- The usual class groups will attend lunch together.
- 1st Lunch is not split.

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.

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

Barbara Hooker, Assistant Principal

barbara.hooker@eu.dodea.edu

Telephone: DSN 475-9529

Elizabeth Childs, Principal

elizabeth.childs@eu.dodea.edu

Telephone: DSN 475-9530

Joan Islas, Assistant Superintendent

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Telephone: DSN 468-7432

Ed Atterberry, Assistant Superintendent

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Telephone: DSN 468-7431

Mike Thompson, Superintendent

DoDDS Bavaria District Superintendent's Office
Unit 28614

APO AE 09177

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Diana Ohman, Director

DoDDS European Region

Unit 4476, Box 285

APO AE 09196

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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 provides education to eligible Department of Defense (DoD) military and civilian dependents from preschool through grade 12 with two distinct programs, the DoD Domestic Dependent Elementary and Secondary Schools (DDESS) for dependents at locations within the continental United States where DoD operates schools, and the DoD Dependents Schools (DoDDS) for dependents outside the continental United States.

The DDESS system serves an estimated 25,500 students in 63 schools located in seven states, Guam, and the Commonwealth of Puerto Rico. The DoDDS system serves approximately 65,500 students in 154 schools in 13 countries. Courses of study in DoDEA schools parallel those found in public schools in the United States. This plan unifies the strategic direction for both DDESS and DoDDS, yet provides the flexibility to address unique issues and challenges each program and each community addresses.

The process used to develop this 5-year plan, along with the vision, mission, guiding principles, goals, outcomes, members, and glossary of terms, are contained online: <http://www.dodea.edu/csp/csp2006.cfm>. 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.

Vision

Communities investing in success for ALL students!

Mission

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

Guiding Principles

Success for All Students

Trust and Respect for Others

Uncompromising Advocacy for Students

Development of Lifelong Learners

Equal Access to Quality, Rigorous Education

New and Motivating Challenges to Inspire Excellence

Teaching with High Expectations

Safe and Stable Learning Environment



NETZABERG MIDDLE SCHOOL
OFFICE OF THE PRINCIPAL
Unit 28130
APO, AE 09114-8130
DSN: 475-9530



SCHOOL YEAR 2008-2009 CALENDAR

Wednesday, August 6 Reporting date for school administrators
Wednesday, August 20 Reporting date for Teachers

FIRST SEMESTER – (92 INSTRUCTIONAL DAYS)

2008

Wednesday, August 13 New Student Orientation 1100-1300
Monday, August 25 Begin First Quarter and First Semester
Friday, August 29 NMS Grand Opening
Monday, September 1 Labor Day – Federal Holiday Observed
Thursday, September 18 Open House (1300-1445)
Monday, September 22 Early Dismissal (1115) - Mandatory Teacher Trainings
Friday, October 10 No School – CSP Staff Development Day
Monday, October 13 Columbus Day – Federal Holiday Observed
Thursday, October 30 End of First Quarter (46 instructional days)
Friday, October 31 No School – Teacher Work Day
Monday, November 3 Begin Second Quarter
Friday, November 7 No School – Parent Conferences
Tuesday, November 11 Veteran’s Day – Federal Holiday Observed
Thursday, November 27 Thanksgiving Day – Federal Holiday Observed
Friday, November 28 No School – Thanksgiving Recess Day

Thursday 11 December	Early Withdrawal Date
Monday, December 22	Winter Recess Begins
Thursday, December 25	Christmas Day – Federal Holiday

2009

Thursday, January 1	New Year’s Day – Federal Holiday Observed
Monday, January 5	Instruction Resumes
Monday, January 19	Martin Luther King, Jr. Day – Federal Holiday Observed
Thursday, January 22	End of Second Quarter and First Semester (45 instructional days)
Friday, January 23	No School – Teacher Work Day

SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

Monday, January 26	Begin Third Quarter and Second Semester
Friday, February 13	No School – CSP Day
Monday, February 16	President’s Day – Federal Holiday Observed
Thursday, April 2	End of Third Quarter (47 instructional days)
Friday, April 3	No School – Teacher Work Day
Monday, April 6	Spring Recess Begins
Monday, April 13	Instruction Resumes – Begin Fourth Quarter
Friday, April 17	No School – Parent Conference Day
Monday, May 25	Memorial Day – Federal Holiday Observed
Thursday, June 11	Last day for students Early Dismissal (43 instructional days) End of Fourth Quarter and Second Semester
Friday, June 12	No School for students – Teacher Work Day

Total Days – School Year 2008-2009
 181 - Instructional Days
 190 – Teacher Work Days

SCHOOL PROCEDURES:

Regular School Schedule & Attendance

Parents/Sponsors:

Please be aware that it is DoDEA Policy that you notify the school whenever your student will be absent.

All classes are a total of 85 minutes long. Lunch periods are a total of 45 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.

A- DAY	TIME:	B-DAY
PERIOD 1	0800 - 0925	PERIOD 5
SNACK BREAK	0925 - 0935	SNACK BREAK
PERIOD 2	0935 - 1100	PERIOD 6
PERIOD 3A	1105 – 1150 6 TH GRADE SPLIT PERIOD PART I	PERIOD 7A
1 ST LUNCH	1150 – 1230 6 TH GRADERS	1 ST LUNCH
PERIOD 3B	1235 – 1315 6 TH GRADE SPLIT PERIOD PART II	PERIOD 7B
PERIOD 3	1105 – 1230 7 TH – 8 TH GRADERS	PERIOD 7
2 ND LUNCH	1230 – 1315 7 TH & 8 TH GRADERS	2 ND LUNCH
PERIOD 4	1320 - 1445	SEMINAR

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, the student's social security number, and the name and phone number of someone other than the sponsor or spouse, who is authorized to sign the student out and to take responsibility for the student in case of emergency. 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 Dependant 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 1300-1530 hr. Students who arrive during the school year may be registered daily from 0830 until 1530 hours. Students do not begin attendance until schedules have been developed, and teachers have been notified, usually the 2nd working day following registration.

A student will not be allowed to start school unless immunized against the following: diphtheria, Pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A & B series, chicken pox (or history of disease), meningitis, and must have a TB screen upon admission. (Any additions or requirements specific to immunization as established per DoDEA policy must be followed without exception.)

WITHDRAW/TRANSFER

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

1. Notify the registrar at least 5 working days in advance. (Any less will not guarantee that your records will be ready on your student's last day of school).
2. Provide the registrar with a copy of the official orders.
3. Notify the Registrar if your student has confidential records (ex: IEP, Speech, Gifted Ed., etc.). (Confidential records should be hand-carried and not packed in your luggage or household goods).
4. Ensure that library books are returned to the Information Center.
5. Pay for any lost, damaged, or stolen books and/or school property.
6. 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.

These records will include copies of the student's official records to take to his or her 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, an Application for Acceleration must be filled out with the Registrar. Removing a student early without PCS orders will be considered early withdrawal and the student will not receive full credit for the semester. 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 3 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 before 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 is in class.
- ✓ Students must have a passing grade in a course to accelerate.

The area office usually issues annual updates and clarification of this process.

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 0750. (Refer to bell schedule.)**

Supervision of students does not begin until 0750, 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.

ATTENDANCE POLICY

Note: It is the responsibility of the parent/guardian to call the school every time a student is absent. Please call the school to report your child's absence before 1000: DSN: 475-9523

All school age students, within the local command, are required to be enrolled in a formal school or home school program. Daily attendance is critical to your student's success. The DoDDS 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.**

It is the responsibility of the parent/guardian to notify the school before 1000 every time a student is absent. If you know that your student will be absent from school on a particular day, please send a note 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, again to the attention of the attendance clerk so that your student's teachers may sign-off on the necessary work that needs to be completed either before taking leave or afterwards. Work assignments missed during an absence should be completed promptly upon return. Should you feel that your student needs to stay home because of illness, notify the school prior to 1000 and send a note as soon as he/she 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 two unexcused absences within a quarter, the sponsor will be notified. After the second notification (4 unexcused absences), 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 signed parent 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. An excused absence is one for which the student will be given make-up privilege and credit.

It is the student's responsibility to determine 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, and commissary and/or PX visits, etc.

CLOSED CAMPUS POLICY

In the interest of safety, 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 0800 and ends at 1445.***

AFTER SCHOOL ACTIVITIES

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 incur 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. **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 brothers/sisters 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 and to serve as resource personnel. However, they must first be cleared through the office. **We request a 24-hour notice for parents who wish to shadow their student.**

EVACUATION OF THE CLASSROOM

Fire: The fire alarm will be a prolonged ringing of the fire alarm bell or an announcement. 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 administration. 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.

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-G Commander. Late opening or cancellation is typically announced on AFN before 0600, at least twice between 0600 – 0700, and after the 0700 news. 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 that each family 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.

LOST AND FOUND

Lost and found items may be claimed in the gym. Valuable lost or confiscated items will be housed in a locked cabinet in Mrs. Hooker's office, room #125, 2nd floor.

Unclaimed items will be donated to a charity at the end of each calendar month.

APPROVAL FOR NOTICES

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 prior to 0900 to the Transportation office. The bus office approves or rejects these requests. Use of school telephones is by regulation restricted to official business, and students are not allowed to use government telephones for personal use.**

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.

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.

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.

CURRICULUM & ACADEMICS

CORE AND REQUIRED CLASSES

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

ELECTIVE CLASSES

Physical Education, Health, Computer Applications, Art, Music, Drama, Exploratory Foreign Language, Family-Consumer Science, Chorus, Show Choir, Band, German I-III, Spanish I-III, Keyboarding, Study Skills, ESL, Research, Interpersonal Skills, AVID, Creative Thinking, Journalism, Creative Writing, and Video Production.

ELECTIVES REQUESTING TEACHER RECOMMENDATION

Depending upon a student's grade level the following electives may be offered and require a teacher recommendation: Reading Lab, Math Support, Learning Strategy, AVID, German I-II, Spanish I-II, Intermediate Band, Advanced Band, Creative Thinking, Creative Writing, TechLeader-Communication, Show-Choir, Research Project, ESL, etc.

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.**

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	Math Enrichment	String Ensemble
Crafts	NJHS	Spanish Club
Cross Country	Outdoor Education	Step Dance Team
Drama Club	Reading Enrichment	Student Council
English Enrichment	School Computer Club	Video Club
Homework Club	Science Enrichment	Volleyball
Junior Leadership	Boys Leadership	Yearbook
Character Building	Girls Leadership	ZAP-Zero Aren't Permitted
Intra-Mural Sports	School-Wide Tutoring	

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.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society 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 3.0 grade point average and have qualities associated with NJHS. Prospective students will receive an application for membership. Once the application has been completed (to include an essay) and returned, a faculty council will review applications, and 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. 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 that 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 is unwilling, the matter will be treated as a school disciplinary matter.

An appeal to this decision must be made in writing to the principal, Dr. Elizabeth Childs, 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 by teachers and elected by students, and acting on behalf of the student body. The council seeks to enhance communication between school authorities and students, acting as a manageable group for discussion and decisions that will affect the school program.

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.) **The planner is additionally a very important tool to be reviewed by parents on a nightly basis if possible.** 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

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

1. 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.

2. 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.

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.

PERFECT ATTENDANCE

Perfect Attendance Awards are given for Semester 1, Semester 2, and School Year.

HONOR ROLL

Students meeting the criteria for the School Honor Roll will be recognized at an honors assembly each quarter. 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, C = 2.0. 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 D or F in any subject will not be eligible for the honor roll.

PRINCIPAL'S HONOR ROLL

Students who receive Distinguished Honor Roll all four quarters will be honored with a Principal's Honor Roll certificate at a special awards assembly at the end of the year.

CITIZENSHIP

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:

1. 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.

2. 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 (TERRA NOVA)

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, have an identified strength and interest. Team leaders facilitate the work and coordinate efforts with the School Improvement Plan (SIP) 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.

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

KNIGHTS P.R.I.D.E:

Principle #1: Preparation

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

Principle #2: Responsibility

-  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

NETZABERG MIDDLE SCHOOL MISSION STATEMENT

Netzaberg Middle School promotes highest student achievement through challenging academic programs, fosters social development, civic responsibility, model citizenship, and essential life skills and competencies.

Guiding Principles/Vision

Netzaberg Middle School is a new school location and evolving from Grafenwöhr Middle School. Additionally, students have arrived from various schools across the continental United States and schools in Europe. Currently, our faculty, students, and parents are working to develop core commitments and beliefs.

Student Performance Goal 1:

All students will improve in reading comprehension across the curriculum.

Essence: Students will be appropriately challenged according to their needs.

Students will improve their reading comprehension skills through a variety of strategies.

Netzaberg Middle School defines reading comprehension as the interpretation of printed text into a meaningful message. Comprehension is the student's ability to understand the material through questioning, making connections, visualizing, making inferences, determining the importance of material read, and synthesizing.

Student Performance Goal 2:

All students will improve problem-solving skills across the curriculum.

Essence: Students will be appropriately challenged. Netzaberg Middle School will utilize a four step problem solving technique of explore, plan, solve and examine. Problem solving at Netzaberg Middle School will be defined using strategies of proof and reasoning, questioning to understand, making connections, visualizing, making inferences, determining the importance of problem solving, and synthesizing information.

SCHOOL-HOME PARTNERSHIP

COMMUNICATION

Good communication is essential! NMS communicates with all parents and sponsors through a monthly school newsletter. The principal or administrative designee provides an Upcoming Events List to the Community Leaders and attends the monthly Community Update Meetings and Town Hall assemblies. We also mail out customized fliers to all parents and sponsors regarding special events and/or schedule changes. Every student receives a quarterly mid-term progress report. Many of these communications will also be e-mailed to parents when a working address is provided.

CORRECT ADDRESS

We wish to remind parents that the school must maintain the correct addresses, home and unit, as well as the 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.**

All students are expected to maintain a school binder (brought by student) and planner to record and organize all their assignments. Parents are encouraged to check these items on a regular basis, as they contain standards being taught, classroom assignments, homework, and hall passes to include use of seminar time.

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. The structure of the DoDDS School-Home Partnership is five-tiered: Co-Communicators; Co-Supporters; Co-Learners; Co-Teachers; and Co-Advisors, Advocates and Decision-Makers.

Parents have a direct influence over the support and quality of education provided by the overseas schools. The influence and understanding of the military parents are highly important. School programs, teaching, and learning take on a new luster when cordial relationships exist between the school and military community. Parents are expected to visit the school during Parent-Teacher Conference Week. Other opportunities to get involved are through active participation in the PTSA, the School Advisory Committee (SAC), and Parent Academy. A proactive attitude and approach by all stakeholders will better guarantee that our students will be highly successful.

PARENT/STUDENT/TEACHER CONFERENCES

Conference days are scheduled throughout the school year. Conferences can also be arranged by contacting the grade level team leader or individual teacher. Conferences will typically be scheduled during team time 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, Field 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

AVID (Advancement Via Individual Determination)

The goal of the AVID program is to prepare students to enter and be successful in four-year colleges and universities. AVID is a language arts based curriculum with emphasis on the writing process and writing as a tool of learning. In addition to inquiry and collaboration, AVID also provides students with academic survival skills, i.e., time management, note taking, textbook reading, library research, test taking skills, and study skills. The Cornell note-taking system is taught, and students are expected to use this system in all classes.

Criteria for Selection

Students must:

- 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

ENGLISH-AS-A-SECOND LANGUAGE

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

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" in order to use school computers.** This agreement is kept with the student's records.

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.)

SCHOOL PSYCHOLOGIST

A School Psychologist provides psychological and intelligence testing, individual and group counseling. The School Psychologist is a member of the Case Study Committee as needed.

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 any special learning needs may refer their student, and may initiate a request through a classroom teacher.

LEARNING/EMOTIONAL IMPAIRED

The teacher of the Learning Impaired works with students having diagnosed processing, intellectual, or emotional deficits; which are recognized by DoDEA. Students are serviced based upon their Individualized Educational Program (IEP).

HEALTH SERVICES

The School Nurse provides services for students who become ill or injured during the school day. **Students who are ill or injured before school should remain at home, or, if necessary, be taken to the medical clinic.**

They should not be sent to school with instructions to go to the school nurse. Students who are ill cannot learn effectively, and they spread infection to other students. They should remain at home until 24 hours after a fever has broken. **Students who need to go to the nurse should get a pass from a teacher prior to leaving a classroom.** The nurse will contact the sponsor if the student should be taken home or to the medical clinic. It is expected that parents will make every effort to pick up students as soon as possible. If it is not possible to reach the parents or the designated emergency contact, the sponsor's unit will be asked to provide assistance. In extreme case of emergencies, if no contacts can be established, a German ambulance will be called to take the student to the hospital. **Please be certain to always keep up-to-date contact information on file with the office.**

The school nurse also provides the following services in confidentiality:

- Reviews students' immunizations and requires updates as necessary
- Screens for growth, and vision and hearing problems, and makes appropriate referrals
- Refers questionable contagious conditions or diseases
- Examines and reports any suspected case of student abuse or student neglect
- Confers with parents, administrators, and teachers regarding student health concerns or problems
- Provides liaison services with local medical facilities and consultant services for the Case Study Committee
- Provides health education classes
- Coordinates care and medication for students during the school day
- Maintains medical and first aid supplies for the school.

The school nurse does not:

- Diagnose or treat any non-school related injuries or illnesses, including Youth Services sports injuries, non-specific rashes and other vague skin conditions, or allergic symptoms
- Dispense aspirin or other over-the-counter medications
- Excuse students from participating in physical education

Emergency Contact Information

Parents should ensure that students know their sponsor's unit and both duty and home phone numbers. It is extremely important that the school has at least one **local emergency contact** (name and phone number) in addition to the home and duty phone numbers of parents. Students who are ill or injured will be released to a parent or guardian or to the person designated as the **local emergency contact** on file. If one of these individuals cannot be contacted, it may be necessary to request the assistance of the sponsor's unit or Family Advocacy.

Medication

It is usually possible to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when a student must take medication at school, the school nurse will keep the medication in a locked cabinet. All medication kept at school must be in an

original container from the pharmacy. This includes Tylenol and Motrin. The label must provide the following information:

- Name of the Student
- Name of the Medication
- Time to be Administered
- Dosage
- Name of the Doctor

A medication permission form completed by the physician and parents must be on file with the School Nurse. Parents are responsible for ensuring that an adequate supply of medication is provided.

Please do not send medication to school with your student unless it has a pharmacy label and we have the Permission for Medication form on file. You can obtain this form at your local medical facility where you received the medication or from the school nurse.

Allergies and Chronic or Acute Health Conditions

Sponsors should inform the School Nurse if the student has chronic or acute health problems including allergies, seizures, diabetes, a heart condition, orthopedic problems, **or any condition that may require special attention.** If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma and left with the nurse also.

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.

Student Responsibilities & Daily Procedures

The phrase, "At school", includes the journey to or from school. (DoDEA Regulation 2051.1 August 16, 1996)

LOCKER USE

Students are permitted to open their lockers before and after school, the periods directly before and after lunch. Students allowed to access their lockers during passing periods, at snack break, and with permission from their teachers during class.

Each student will be assigned a locker. A student will only 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 grade level lockers are to be located, when they can be accessed, and any other information as it develops. Safety, security, and time-**

management of lockers are all 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 Mrs. Hooker's office, Room 125. If a student needs assistance with his/her lock, the student must notify Mrs. Blackman. **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.**

BOOK BAGS

Book bags are allowed on the bus and 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 DoDDS 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. Parents will be required to pay for 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 or paid for in full.

THEFTS

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.)

SEMINAR

Seminar meets each B-Day for a total of 85 minutes. This period is considered by North Central Association on Accreditation and School Improvement (NCA) to be an instructional period. Students are to use this time daily to work on class assignments, travel to 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 home base 5 minutes before the final dismissal bell. **Students are absolutely not allowed to go to their lockers during seminar time for any reason.**

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.

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 will 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.

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-five 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 concerns for the wellbeing and security of all students.

DISCIPLINE CHART

The outline to follow and the specific clarification paragraphs provided here will serve to provide ease of access to information needed and to provide 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.

TEACHER ASSIGNED LUNCH DETENTION

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.)**
- Student Behavior Modification Form (SBM) is completed by student and mailed to parents from registrar’s office.

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

TABLE OF CONSEQUENCES			
Total # per QT	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)	

BEHAVIORS/NUISANCE:	BEHAVIORS/SERIOUS:	BEHAVIORS/VERY SERIOUS:
Gum	Truant from class	Fighting
Throwing objects		
Possession of electronics	Push-Shove in anger	Destroying Property
Profanity		
Name Calling	Profanity/Name calling-Teacher	Insubordination of School Authority (major)
Play Fighting	Forgery	Assault (verbal threat) of school personnel
	Cheating	
Excessive Talking	Defiant/Severely Disruptive	Possession or use of Alcohol
Repeated No Materials	Leaving class without permission	Possession or use of Illegal Drugs
Repeated No Work	Threatening a student	Battery of School Personnel
Defacing Property	Skipping Administrative Detention	Harassment (serious) Bullying
Refusal to Comply to Reasonable request	Insubordination (minor)	Carrying a weapon
Public Display of Affection	Harassment (minor)	Selling or Providing Drugs/Alcohol
Distracting self or others from learning	Gambling or selling items in school	Theft
Truant from Teacher Lunch-Detention	Off Limits	
	Off Campus/Off Limits	
Push, shove, horseplay	Smoking	
Dress Code Violation	Bullying	
	Truant from administrative assigned lunch detention	
CONSEQUENCES: (1) Lunch Detention OR Goal Setting(s) (2) After School Detention (1-2 Hours Work Detail) (Continued nuisance referrals may be elevated to additional After-School Detentions or suspension.)	CONSEQUENCES: (1) Saturday School (0800-1200 Hours Work Detail) (2) One-Day Out-of-School Suspension (Repeat of Serious Behaviors could result in additional days of off-campus suspension, or expulsion.)	CONSEQUENCES: SUSPENSION (3-6 DAYS) Possession or Use of Alcohol-5 Days Possession or Use of Drugs-Possible Expulsion EXPULSION (Repeat of Very Serious Behaviors could result in Expulsion.)
4 or more		<ul style="list-style-type: none"> • After School Detention • Suspension

			<ul style="list-style-type: none"> • Expulsion • Counseling • Other
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GOAL SETTING& SATURDAY DETENTION:

Important Note: It is the sole responsibility of the sponsor/parents to transport or coordinate transportation for their student to participate in Saturday Detention.

Students who choose to violate school rules two times within a two-week time period during the same class period will be assigned Goal Setting. **Goal Setting will also be assigned for any one insubordination or action that stops classroom instruction.** These include acts of misconduct that are unacceptable, but which are not considered severe enough for suspension. **Repeated offences however will result in suspension.**

Goal Setting and Behavior Modification training is scheduled during lunch periods, every B-Day. School personnel supervise students. Students are required to participate in character education and goal-setting assignments related to the cause(s) of the detention. When this task is completed, they will quietly sit for the remaining time in the cafeteria and finish eating lunch. No sleeping is allowed. Any student who attempts to sleep or arrives late will be assigned two additional days of Goal Setting or a minimum of 1-day Saturday detention or off-campus suspension.

When Goal Setting or Saturday Detention is assigned, a letter is sent home with the student that requires a parent signature acknowledging the incident and the consequence. **The student will be required to return this letter or disciplinary referral with parent signature the next day to the assistant principal, Mrs. Barbara Hooker. Additional consequences are accumulated when these procedures are not followed or the letter of notice is not returned the following day complete with parental/sponsor signature and an active contact phone number.** The student will be expected to serve the detention on the date for which it is assigned.

If a third Goal Setting must be assigned, parents may be required to come for a readmission conference before the student attends classes, depending on (1) the student’s continuing disciplinary record, and (2) the nature of the violations of school rules, which resulted in the detentions. Students who continue to exhibit behavior problems after they have served six Goal Settings demonstrate that this consequence has not been sufficiently aversive to change their behavior. Thus, the next step could be suspension, Saturday Detention, and/or parent shadowing. When shadowing, the sponsor is required to accompany the student the entire school day in an attempt to change behavior patterns.

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.

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.

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.

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 DoDDS 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.

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

ABSOLUTE ZERO TOLERANCE for weapons at school is the DoDEA policy. "At school" includes the journey to or from school. (DoDEA Regulation 2051.1 August 16, 1996). **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.

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.

WEAPONS & USAREUR

USAREUR Regulation 190-6 and USAFE Regulation 125-17 provides 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 Marshall'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). Also, padlocks, locking blade knives, regardless of length, and any other knives, regardless of size.

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.

Other Articles Not Permitted in School

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. Administrative disciplinary action will result to include after-school detention and in repeat cases suspension off-campus. The school will not be held responsible for any personal items that are stolen or lost.

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 AREAS

ANY STUDENT FOUND IN OFF-LIMIT AREAS WILL BE IMMEDIATELY SUSPENDED FROM SCHOOL; THE SPONSOR AND PARENT CALLED FOR IMMEDIATE PICK-UP, ALONG WITH MILITARY COMMAND NOTICE TO THE SPONSOR'S COMMANDER. The elementary school, teen-center, Child Development Center, and grounds, Shopette, and all other surrounding facilities, are off-limits to all middle school students. 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 and if it is allowed, please see Mrs. Hooker. **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:

1. Long or short-sleeved shirts, jackets, sweaters, and sweatshirts may be worn individually or over shirts.

2. 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.
3. Shirts must cover back and front sides when seated or when holding arms overhead. Cleavage showing is not allowed.
4. 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:

1. 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.)
2. All must be clean and neat. No holes, tears, slits deliberately cut, frayed, or ragged (includes no pant legs cut off and not hemmed)
3. 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.
4. Cargo pants and jeans are acceptable if they meet other requirements as described above.

SHOES:

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

ACCESSORIES:

1. Shirts with school related monograms and logos are permitted. All other logos must be appropriate to the educational atmosphere, and without gang affiliation.
2. 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.
3. Metal chains attached to any clothing, belt loops, or wallets are prohibited.
4. Extra long belts hanging more than 3” below belt buckle are prohibited.
5. Small moderate and safe jewelry is acceptable. Spikes on any item, or gothic jewelry are prohibited.
6. Bandanas, handkerchiefs, and doo-rags are prohibited in any manner.
7. Natural style makeup is permitted. No club or costume makeup is allowed, to include glitter.
8. 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.

GANG AFFILIATION:

1. 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:

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

School administration and teachers reserve the right to make judgments of appropriateness of items not covered in this policy or listing.

In summary, students should come dressed for success, and all clothing should be appropriate for an educational setting focusing on comfort, safety, and education. There will be periods during the day when students must walk from the learning cottages to the gymnasium and to the cafeteria, etc. 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.

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

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of 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 will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

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 / public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- 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

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

Procedures

Report bullying incidents to teacher and/or administrator.

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

Outcomes

1. The bully (bullies) may be asked to genuinely apologize. Other consequences may take place.
2. A conflict-resolution model will be implemented.
3. In serious cases, suspension or even due-process disciplinary hearing will be considered
4. If possible, the students will reconcile.
5. 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.

EXPULSION

The Disciplinary Hearing Process to recommend suspension beyond ten days and expulsion is defined in the Department of Defense 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
Please review the entire DoDEA updated Regulation 2051.1 online.

HOME SCHOOLING

It is the policy of DoDDS 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 Netzaberg, DSN 475-1770 or commercial 09641-83-1770.

CAFETERIA (AAFES)

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**
- **P.R.I.D.E. 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

SCHOOL BUS RULES

School administrators or their designees are responsible for enforcing student behavior standards on school buses 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.

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

BUS RULES

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:

10 SCHOOL BUS RULES + ONE TO REMEMBER

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

PLUS: The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, when students board a bus they are considered to be “on campus”. Students are prohibited from walking off school grounds once they have ridden the bus to school. Misbehavior on the bus may include suspension from the bus, school, and from school-related activities.

Also, 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.

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.



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
Netzaberg Middle School
Unit 28130
APO AE 09114**



MEMORANDUM From DoDEA Regulation 2051.1;E8.A1. ENCLOSURE 8 – ATTACHMENT 1

To: Sponsors/Parents/Guardians/of Students Riding DoDEA School Buses
From: Principals Offices Netzaberg Middle School
Date: 25 August 2008
Subject: Standards of Conduct for DoDEA School Buses

This memorandum concerns the safety and well-being of our students as they ride our school buses this school year. Please take the time to read it carefully, sign, and return the attached DoDEA Behavior Standards for School Bus Students and Sponsor/Parent Guardian Acknowledgment.

Safe transportation of DoDEA students is the concern of DoDEA, sponsors/parents/guardians, and students. DoDEA contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. However, the safe operation of school buses also depends on student riders understanding and adhering to proper conduct.

Sponsors/parents/guardians share with their student(s) the responsibility for proper student behavior in the DoDEA's schools and on DoDEA school buses. Attached is a copy of DoDEA's Behavior Standards for School Bus Students, Proposed Disciplinary Consequences for School Bus Misconduct, and enclosure 3 of DoDEA's Disciplinary Regulation.

Sponsors/parents/guardians must ensure that their student(s) understand and follow these rules. In addition, student riders must understand that bus drivers are not to be distracted from safe driving by student misbehavior. Students must show respect for the bus drivers and follow the bus drivers' instructions.

As a sponsor/parent/guardian, you must agree in writing that you will ensure your child understands that riding the school bus is a privilege, and that ridership privileges may be revoked for a violation of school bus behavior rules. Also, you must agree to serve as a bus monitor when required by the military commander. Please sit down with your student, carefully discuss the attached rules, sign and return them to your student's NMS Deputy Principal, Mrs. Barbara Hooker.

School bus transportation is a privilege that may be suspended or revoked. DoDEA will strictly enforce school bus rules. Students failing to comply with school bus rules may find their bus riding privileges suspended or revoked for the rest of the year. When this happens, sponsors/parents/guardians assume all responsibility for transporting student(s) to and from school. We look forward to working together to make this school year safe. Please forward the Sponsor's Statement of Acknowledge to Mrs. Hooker no later than Tuesday, 2 September 2008. (The form is the final page of this document. Sponsor's Statement of Acknowledge is also available in the main office.)

Elizabeth Childs
Principal

Barbara Hooker
Deputy Principal

Attachment:
As stated to follow

**BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS
AND SPONSOR/PARENT/GUARDIAN ACKNOWLEDGMENT
DoDEA REGULATION 2051.1
E8.A2. ENCLOSURE 8 – ATTACHMENT 2
DATE: April 4, 2008**

ON AND AROUND SCHOOL BUSES, STUDENTS WILL:

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

ON OR AROUND SCHOOL BUSES SUTDENT WILL NOT:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the school “Code of Conduct.”
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract, or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver’s seat, or touch bus operating devises or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. 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 Deputy Principal’s office, room 125, no later than Tuesday, 2 September 2008 or bus privileges will be suspended.**

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: October 30, 2008.

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, SY08-09. 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.

I agree that I will serve as a school bus monitor or that I will be responsible for finding a person to serve as a monitor on my behalf should I be required to serve by the military commander.

Print Student's Name

Grade Level

Seminar Teacher

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date Signed