

Ramstein Elementary School

Parent/Student Handbook
2012-2013



**Unit 3240 P.O. Box 430
APO, AE 09094**

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MISSION STATEMENTS

Shared DoDEA Mission Statement

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

Ramstein Elementary School Vision Statement

The vision of Ramstein Elementary School in partnership with the military community is to promote educational experiences that guide, focus, and challenge all students to reach their maximum potential as productive citizens in a global society.

Smart Goals

Goal 1: By June 2015, all students will demonstrate growth in the use of mathematical processes and communication skills as measured by school based assessments.

- **Student Version: I Can Use, Show, and Tell My Thinking in Math.**

Objective: Ramstein Elementary School will increase by three to five percent in the top two quarters as measured by 2011 and 2012 spring communication exemplar test scores.

Interventions: Math Journaling Activities

Strategies: Math Manipulatives, IXL Math, Graphic Organizers, Mental Math

Assessments: 1. Local Assessment
2. Exemplars
3. Star Math (Grade 2 Only)

Goal 2: By June 2015, all students will increase performance in reading comprehension through a balanced literacy program as measured by school based assessments.

- **Student Version: I Can Read, Understand, and Retell Stories.**

Objective: Ramstein Elementary School will increase by 2 percent in the top two quarters as measured by the 2011 DRA II scores and agreed upon Spring 2012 assessment.

Interventions: Shared/Interactive Reading/Writing, Guided Reading/Writing

Strategies: Word Walls, RAZ-Kids, Reading Counts, Journals, Graphic Organizers, Book Talks, Student

Generated Books, Literacy Centers, Word Work, Mystery Word

Assessments: 1. DRA II (K-2)/Benchmark Assessment System (BAS)
2. STAR Early Literacy (K-1)
3. SRI (2nd Grade)

DoDDS Europe 2012/2013 School Year Calendar

Wednesday, August 22 Reporting date for non-administrative educator personnel for orientation and classroom preparation

First Semester – (92 Instructional Days)

2012

Thursday, August 16 New Student/Parent Orientation (1300-1400)

Friday, August 24 Kindergarten Orientation (1300)

Monday, August 27 Begin First Quarter and First Semester

Mon-Fri, Aug 27-31 Kindergarten Home Visits

Monday, September 3 Labor Day – Federal Holiday

Tues-Wed, September 4-5 RES Kindergarten Staggered Start

Tuesday, September 4 RES Open House – First Grade (1515)

Wednesday, September 5 RES Open House – Second Grade (1515)

Tuesday, September 18 Early Dismissal for Students at 1040

Monday, October 8 Columbus Day – Federal Holiday

Wednesday, October 17 CSI Staff Development Day (No School for Students)

Thursday, November 1 End of First Quarter
(47 days of classroom instruction)

Friday, November 2 No School for students – Teacher work day

Monday, November 5 Begin second quarter

Monday, November 12 Veteran’s Day – Federal Holiday

Thurs-Fri, Nov 15-16 First Quarter Parent-Teacher Conferences – (No School for ES/IS)

Thursday, November 22 Thanksgiving – Federal Holiday

Friday, November 23 Friday – Thanksgiving Recess Day

Thursday, December 13 Accelerated Withdrawal (PCS Only)

Monday, December 24 Begin Winter Recess

DEPENDENT SCHOOLS ORGANIZATION

Schools for dependents of Military and Civilian Personnel stationed overseas are operated by the Department of Defense

CHAIN OF COMMAND

School Level

Classroom Teacher

Firstname.lastname@eu.dodea.edu

Mr. Joseph Lovett, Principal

Mr. Eugene Gregg, Assistant Principal

Ramstein Elementary School

Unit 3240 Box 430

APO, AE 09094

Telephone: DSN 480-3996

CIV 06371-473996

Web site: <http://www.rams-es.eu.dodea.edu/>

District Level

Ms. Dell McMullen, Superintendent

DoDDS Kaiserslautern District

Superintendent of Schools

Unit 3405

APO, AE 09094

Telephone: DSN 489-5905

CIV 0631-351370

Web Site: <http://www.kais-dso.eu.dodea.edu/>

DoDDS Europe

Dr. Nancy Bressel, Area Superintendent

DoDDS Europe Region

Unit 29649 Box 285

APO, AE 09096

Telephone: DSN 338-7615

CIV: 0611-380-7615

Director's Email:

Director.DODDS.Europe@eu.dodea.edu

DoDDS-E Hotline:

DoddsEurope.Hotline@eu.dodea.edu

DoDEA Headquarters

Dr. Marilee Fitzgerald

Director

Office of Dependent Schools

2461 Eisenhower Avenue

Alexandria, VA 22331-1100

SCHOOL HOURS **Daily School Schedule**

0800	Entrance Bell
0815	Class Begins
1100-1300	Lunch Time
1440	Dismissal

VISITOR PARKING

Parking is limited at RES and in addition the front of the school is the bus-loading zone. As a result, there is to be no parking in front of the school or you will be ticketed. There is additional parking and a drop-off zone behind the school. The RES Drive/Bus Zone is closed two times each day. This is the bus loading/unloading area for all bus riders of the 50+ buses and vans for RES, RIS, and RMS. For the safety of all students as they arrive and leave school the RES Drive/Bus Zone is closed to POV traffic each day from 0745-0830 and 1400-1515.

RESERVED SCHOOL BUS PARKING IN FRONT OF SCHOOL

0745-0830

1400-1515

VISITOR PASSES

Visitors: A visitor's pass from the office is required of anyone who desires to visit a classroom. Children bringing visitors to school must get permission from the classroom teacher and a school administrator in advance. There should be a valid purpose for the visit. Brothers and sisters will not be brought to school as a visitor, even if they do not have school that day. All visitors, including parents, must clear through the Main Office and request a visitor pass. Visitors, guest speakers, and/or class participants must have a visitor's pass prior to entering the classroom.

TELEPHONE MESSAGES

Only telephone messages considered to be of a serious nature will be forwarded to students in school.

Situations such as medical appointments, lunch money, and family matters cannot be considered "extreme/serious" when these could have been coordinated with the student before school hours.

Messages concerning a change in a child's transportation will not be accepted unless a signed request is in writing to the teacher. This is to ensure the safety of the child.

FIRE DRILLS & BUILDING EVACUATION

From time to time it is necessary to clear the building, most often for fire alarm drills. Evacuation routes are posted conspicuously in each room and rehearsed often. In some unusual cases, the building may have to be evacuated for extended times. Should the weather prove to be inclement, students will be taken to another site nearby. Our alternative site is the Ramstein North Chapel. Private vehicles are not allowed to enter or exit the school grounds during a fire drill. You may contact administration if you have any questions.

EMERGENCY CONTACT INFORMATION

Emergency contact numbers are extremely important. A child may become ill or injured during the school day. Although there is almost always a school nurse on duty, a sick child belongs at home. The nurse is qualified and has the equipment to treat only a limited range of injuries. Parents provide day, duty, home, and emergency contact phone numbers at registration, but these may and often do change during the school year. **It is essential that emergency contacts as well as your own contact information be kept up to date, especially when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, telephone numbers change, baby-sitters are changed, or emergency contacts move away.** The school should be informed if parents will be in a TDY status or traveling and have left their children in the care of someone else. A note providing the name, unit, duty phone, quarter's address, and home phone of the person(s) responsible for the child in the parents' should be sent to the school office and the teacher. If the parents cannot be reached, the Emergency Contact Person will be notified. If this is also unsuccessful, the sponsor's military unit will be contacted for assistance. All emergency contacts must have a valid military ID.

ATTENDANCE

Sponsors are responsible for ensuring that children attend school regularly and arrive on time. Although teachers make every effort to provide extra help for children who have been absent, students learn more when they attend school regularly. If a child is not well enough to participate in outside activities, he should be kept at home as his condition may worsen or infect others. Facilities are not available to care for students who cannot participate in the regular activities except for those having a medical excuse signed by a doctor. If a child comes to school, the child is expected to participate in all regular school activities. Please see the DoDDS Attendance Policy on the following page.

MORNING ARRIVALS

Parents should not allow their children to leave home too early. Children should not arrive at school more than five minutes before the start of the school day, which is 8:15.

REMEMBER THERE IS NO SUPERVISION AT THE "LINE UP" LOCATIONS OUTSIDE PRIOR TO 7:45 AM. STUDENTS AND PARENTS SHOULD NOT ENTER THE GYM/CAFÉ AREA PRIOR TO 8:00 AM.

Grade	7:45 Outside Meeting	8:00 Inside Meeting	8:10 Teacher Pick Up
Kindergarten	Cafeteria Doors	Cafeteria	Cafeteria
First Grade	Gym Doors	Gym	Gym
Multi-Age	Nurse Office Door (right side)	Cafeteria	Cafeteria
Second Grade	Nurse Office Door (left side)	Upstairs Atrium	Upstairs Atrium
German Immersion and Modular Gr. 2	Nurse Office Door (right side)	Downstairs Atrium	Downstairs Atrium

****Strollers present a safety hazard in the school hallways. If parents need to come to school during "high traffic" times (morning line up, lunch and recess, and afternoon dismissal), we request that strollers be parked in the main atrium under the stairs or outside.**



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635**



MEMORANDUM FOR ALL DODEA PERSONNEL

SUBJECT: DoDEA Regulation 2095.01, "School Attendance," August 26,2011

I am pleased to announce the implementation of the first comprehensive DoDEA policy on student attendance. This policy is based upon the foundational principle that regular student attendance promotes higher levels of student achievement, school-connectedness, and readiness for colleges and careers. The new policy mandates school attendance, requires 180 instructional days per academic year, and recognizes the reality of unavoidable absences such as illness and emergency situations. The policy also aligns with the Interstate Compact on Educational Opportunity for Military Children standard that school systems respect the unique the needs of military families when considering requests for excused absences.

We are launching this policy with an educational campaign to assist our educators, parents, students, and community members about the importance of attending school regularly. Our slogan, "Be Here!" emphasizes our core belief that attendance is the gateway to a successful Kindergarten through grade 12 educational experience. Our campaign encourages that appointments or other discretionary absences be scheduled outside of the school day to maximize student learning opportunities.

Key components of the new policy include:

- A requirement for students to complete an educational plan consistent with regularly planned school work during absences
- Increased communication with parents about the effect of absences on students performances
- Referral of students with 5 days of absences to the Student Support Team and with 7 days of absences to the local Command for appropriate intervention and support
- Daily record-keeping, review, and analysis of attendance

Recognizing that this is a new policy for DoDEA, we will elicit community and school feedback in early May 2012. Policy will be revised based upon an analysis of this feedback.

Additional information regarding the DoDEA Attendance Policy is available at <http://www.dodea.edu>. Our point of contact is Mr. David Cantrell, Chief, Special Education and Student Services Branch, who may be contacted by email: david.cantrell@hq.dodea.edu or phone at (703)588-3147.

Marilee Fitzgerald
Acting Director

ABSENCES

IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO CONTACT THE SCHOOL EVERY TIME THE CHILD IS ABSENT. This is for the child's protection! Even elementary school children may occasionally be absent or tardy without their parent's knowledge. A note from home ensures the school that the parents are aware of the absence or tardiness. It helps both the home and the school to know where children are at all times.

Please call the office to report absences at DSN: 480-3996; Commercial: 06371-47-3996; or email RamsteinESAttendance@eu.dodea.edu

CHECKING STUDENTS IN & OUT OF SCHOOL FOR THE DAY

Parents are required to report to the Main Office to sign a child out of school for the day. Parents are required to show your ID card to the Office Staff, who will sign your child out, and then the parent may go to the classroom to pick up your child. Please notify ALL brothers and/or sisters if a sibling is picked up at school due to sickness or an appointment to avoid confusion and worry for the sibling(s) when school is out. This will also help avoid bus delays and staff looking for a child that is no longer at school.

When a parent comes to school to pick up a child at dismissal time and the child rides a bus, the parent is requested to wait by the bus your child rides.

When bringing your child to school after the day has begun, please take your child to the Main Office to sign them in.

Late Arrivals/Tardiness: Children who arrive late miss the teacher's instruction at the beginning of the lesson. They also disrupt the learning of other students who were on time. However, a child not be kept home if he/she will probably be tardy. Better late than not at all! If a child is tardy, a parent must sign the child in at the office. Students are not allowed to sign themselves in.

Absences: Students may be excused from school for various reasons. Excused absences will be granted for illness, family emergencies (severe illness, death, hardships), and medical necessities that cannot be scheduled on non-school days. If the absence is to be considered excused, a signed note from a parent is requested upon return to school.

Leaving School/Changes in the Student's Daily Routine: If there is a change in your child's daily schedule, please send in written instructions to the teacher prior to the change. Students will not be permitted to leave the school during the school day unless a parent, guardian and/or emergency contact checks the student out. Students are not at any time permitted to check themselves out.

Written Instructions (with the sponsor's signature) to the teacher are required when there will be a change in the child's regular routine. This includes when the child will not be riding the bus or when there will be a new destination for the child for one particular day. This also includes when someone will pick up the child other than the parent. Children will always be picked up at their regular agreed upon pick up point.

Truancy/Skipping School: Students leaving school or not coming to school will be considered truant. Parents should make every effort to ensure that children are in school.

Appointments or Illness During the School Day: All Students who are to be dismissed earlier than regular dismissal time are to be signed out by a parent prior to departing school. Permission to arrive late

or leave school during the school day requires a signed, dated note from the parent explaining the reason for the student's lateness/leaving, or a signed and dated official medical appointment slip. When students become ill enough to be sent home, they are to be picked up by their parent or an individual authorized by the parent. Parents should make every effort to schedule medical and dental appointments after school hours. Should this not be possible, a note sent to the teacher in advance is requested.

Travel: Whenever possible, family trips should be planned for winter, spring, or summer recesses. When students are taken out of school for extended periods, arrangements should be made with the teacher in advance. Appropriate assignments may be provided. **Make-up Work: Students are responsible for work missed during their absence. If the absence was excused, the student is entitled to assistance with the missed work and an opportunity to take make-up tests.**

BEHAVIOR MANAGEMENT

The mission of Ramstein Elementary School (RES) is to strengthen a student's self-worth and dignity, and teach social responsibility. We believe that every student enrolled at RES is entitled to attend school in an atmosphere that is safe and which is conducive to learning. Each student and staff member has the responsibility to conduct him or herself in a positive manner that will promote the right of all to learn and grow. We resolve that no one will be permitted to keep any student from learning or prevent the teacher from teaching. We further resolve that each child and staff member is unique and must be treated with respect and dignity. We encourage understanding, guidance, and assistance to meet the needs of all students. Parents, teachers, administrators and students have the responsibility for conducting themselves in a manner that does not violate the rights of other people.

Ramstein Elementary School has a behavior management plan based on the following:

- Students, parents, and the school share the responsibility for creating the best possible learning environment.
- Student conduct that interferes with learning or with teacher instruction is unacceptable.
- All students are entitled to a safe, enjoyable and rewarding school experience.

Rewards and Consequences of the Behavior Management Plan: To have an effective behavior management plan, it is important that parents and teachers recognize and reward positive and appropriate behavior.

Corporal Punishment: Corporal Punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify behavior, thoughts, or attitudes of a student. Corporal punishment is not practiced nor condoned by DoDDS. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

The following are suggestions for parents to help make Ramstein ES a great place to go to school.

- **Do get to know your child's teachers.** If possible, spend some time in your child's class. Volunteer to help and participate in school activities.
- **Do demonstrate respect.** Talk about the importance of an education. Always return teachers' calls. Maintain a positive tone of voice.
- **Do get to know school rules and expectations.** Talk them over with your child and set reasonable consequences for following –and *not* following -- the rules.

- **Do monitor your child's school activities.** Make sure they are prepared for school. Ask about what they are studying. Review class and homework assignments. Praise effort and achievement.
- **Don't take your child out of school** for vacations, shopping excursions, or other non-medical reasons. It sends the message that "school isn't important".
- **Don't belittle the school.** Kids will pick up on your attitude. If you have a concern, work with the school to solve it. Talk about how both you and the school are trying to help the child. Say that you are sure you can work out any problems.
- **Don't tell your child not to follow a school rule,** even if you disagree with it. Your child still has to follow the rule—and that's what you need to tell your child. Then talk with teachers and school administrators about changing the rule with which you disagree.
- **Don't take your child's word as gospel.** When there's a problem, express support for the school staff until you can collect all the facts.

MASTERY EXPECTATIONS

We believe that all students can learn how to be successful learners. Students must practice each day (and some day master) how to:

- Be respectful of others and take care of things. **(Care)**
- Respond appropriately to instructions given by adults in authority. **(Follow the Rules)**
- Choose helpful actions and use encouraging words that help everyone accomplish their tasks. **(Think about Choices.)**
- Keep commitments, turn work in, and try their best. **(Be Responsible.)**
- Go to and from places in the school, be watchful, keep arms close to the body, and listen for directions. **(Be Safe.)**

RULES

School: These rules pertain to all areas of the school and at all school functions including study trips.

- Respect self, others, and property.
- Treat all individuals with dignity.
- Keep hands, feet, and objects to yourself.
- Use appropriate language.
- Walk quietly.
- Hallway pass required.
- Listen and follow directions and all posted rules

Restroom:

- Use restroom quietly.
- Keep restroom clean.
- Return to classroom promptly.

Playground: Playground areas include all play equipment.

- Line up quickly and quietly.
- Stay in the designated playground areas.
- Play appropriately – playing shouldn't hurt.

Cafeteria:

- Follow directions of all adults.
- Clean up after yourself.
- Stay in your space. (No cutting in line.)
- Use good table manners.
- Speak softly.
- Raise your hand for help.

Classroom: Classroom rules are posted in each room and shared with parents at the beginning of the school year. Students are expected to be familiar with and follow these rules.

CONSEQUENCES & PROCEDURES

Consequences will follow the KMC/DODDS Discipline Policy.

While every effort is made to redirect misbehaviors in the learning environment, occasionally the process is disrupted. The importance of maintaining a dynamic and flowing learning environment for all students is the first responsibility of faculty and staff members. Sometimes it is in the best interest of the group for an individual to be removed for more appropriate interventions.

These are the most common types of incidents that result in removal from a group environment or require an immediate intervention:

- **When the classroom routine is disrupted.** (Yelling, talking out, flying objects, slamming of objects, cutting in line, acting out of turn, leaving without permission.)
- **When a child purposefully irritates others.** (Poor hygiene, constant attention-getting moves, seeking to irritate or annoy others, repetitive actions, spitting, name calling, or profanity.)
- **When a child is disobedient or oppositional in behavior.** (Refusing to respond to a direction, taking things away from others, refusing to return things when asked.)
- **When the child's behavior results in vandalism or destruction of property.** (Writing or marking, kicking to break, throwing to break, hitting to break or damage, blocking the plumbing.)
- **When safety is threatened or there is risk of hurting.** (Biting, hitting, kicking, pinching, throwing, pushing, shoving, tripping, putting others in peril, possession of a weapon or anything used as a weapon, sexual harassment or abusive behavior.)

When such incidents occur, an immediate intervention can be expected. Children are provided an opportunity to reflect on their actions. Alternative behaviors are discussed. It is hoped the child will learn to choose behaviors that are consistent with goals of the learning environment. If the child persists in exhibiting a specific repeating behavior, the school will begin the process of documentation for systematic suspension to remove disruption. Documentation through the use of discipline forms provides clear and direct communication with the child, parents, and school personnel. Copies are kept in the school's discipline file through the end of each school year.

1st Discipline Referral: Parent conference with student and teacher. The counselor may be involved and a behavior contract may be developed.

2nd Discipline Referral: Student is sent to an administrator.

3rd Discipline Referral: Administrative decisions are based on the KMC Discipline Policy and Administration discretion depending on the nature of the incident.

Subsequent office referrals may result in additional days of suspension or detention. Discipline forms can start over at semester beginning at step two for children on behavioral contracts. (No more than ten cumulative days of suspension will be assigned without a formal hearing before the school's discipline committee.) Upon a recommendation made by the school's discipline committee, the principal can seek an extended suspension or expulsion.

Suspensions: A suspension is used only when all other interventions have been exhausted or in the case of a serious infraction. Suspension is solely at the discretion of the school administration.

Expulsion: Expulsion is the removal of a pupil from the school for the remainder of a semester or school year. In cases of repeated serious infractions or a very severe infraction such as drugs or weapons possessions, expulsion is an option determined by a committee in conjunction with school administration.

LUNCH PROGRAM

Students eat lunch in the multipurpose room (MPR). The cafeteria will be open the first day of school. The school lunch program is sponsored by AAFES, which has been appointed the “School Food Authority”.

Students may pay for their lunch with either cash or the new auto-payment plan. You can open an account for your child by going to AAFES customer service counter. When opening an account you may establish either a meal account or a general account. With the meal account, the student may only purchase the USDA pattern meal, which includes their choice of milk. If your child wishes to have a different drink or to add a “Lunch Plus” (another portion of the main entrée) they would either need to pay cash or have a general account set up. With the general account, the student may purchase any item offered on either the pattern meal menu or the ala carte menu. When opening an account for your child, you also have the option of setting up a “Manager Alert”, which will indicate any allergy your child may have.

The Horizon system is set to reach up to a negative balance of four lunches. We send a negative balance letter home with the teacher when your child has reached one negative lunch.

We are currently setting up the students by homeroom, which will benefit the students, teachers, and staff. During this process, we are finding that we have a lot of students missing in our system. As parents, you need to go to the AAFES BX customer service counter as soon as possible and open an account for your child. Families that are eligible for the Free and Reduced Lunch Program are required to open an account as well.

Payments are accepted via the web site as well. There is a fee for making payments on the website, but you may monitor the lunch accounts at no charge. Please be informed that any payments made at the AAFES customer service counter have a 24-hour transmission from one site to the other. If the payment is made at the school cafeteria, the account will show immediately.

The school lunch menu can be obtained on the AAFES website, which is www.aafes.com. Unannounced changes can occur. Students may purchase full lunches or milk. There is no a la carte menu for the elementary school.

Kaiserslautern Military Community Free and Reduced Lunch Program

Dear Parent/Guardian,

All the Department of Defense Dependent Schools (DoDDS) within the KMC offer a healthy lunch every school day for your children. Many studies have demonstrated that healthy meals may positively impact your child's learning. In order to ensure that all children have access to healthy meals offered at the schools, DoDDS, AAFES, and the School Liaison Office offer free or reduced price lunch for qualified families under the United States Department of Agriculture (USDA).

The information below is designed to help you understand the program and to assist you in applying for the free or reduced priced lunch program. If you qualify, reduced priced lunch costs \$.40 and of course free lunches are free. If you qualify for the program, only one USDA reimbursable lunch will be served at the advertised price per student, per meal, per day. With your authorization, additional food items may be purchased at the advertised price, and charged to your child's lunch account.

1. *DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?* No. *Use one Free and Reduced Price School Meal Application for all students in your household.* Please ensure that you have completely filled the application form as we cannot approve an incomplete application. Return the completed application to:

86 MSG/SLO: Main Office
Bldg 2787, Suite 300
Kapaun AS, Germany
86msg.slo@ramstein.af.mil

86 MSG/SLO: Satellite Office
Bldg 2106, Room 112
Ramstein AB, Germany
86msg.slo@ramstein.af.mil

2. *WHO CAN GET FREE MEALS?* Your child(ren) may receive free meals if your household's gross household income is within the free limits on the Federal Income Eligibility Guidelines.
3. *CAN FOSTER CHILD(REN) GET FREE MEALS?* Yes, foster child(ren) that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child(ren) in the household is/are eligible for free meals regardless of income.
4. *WHO CAN GET REDUCED PRICE MEALS?* Your child(ren) may receive low cost meals if your gross household income is within the reduced price limits on the Federal Income Eligibility Guidelines.
5. *SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILD(REN) IS/ ARE APPROVED FOR FREE MEALS?* Please read the letter you got carefully and follow the instructions. If you should have questions, call either of the KMC School Liaison Offices:

Kapaun AS Office	Ramstein AB Office
DSN 489-6771	DSN 480-9374
Commercial	Commercial
0631-536-6771	06371-47-9374
6. *MY CHILD(REN)'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?* Yes. Your child(ren)'s application is only good for that school year and for the first 30 days of the following school year. You must submit a newly completed application for all subsequent school years.
7. *I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?* Children in households participating in WIC may be eligible for free or reduced price meals. Please complete an application to determine your eligibility to the program.
8. *WILL THE INFORMATION I GIVE BE CHECKED?* Yes, and we may also ask you to send written proof.
9. *IF I DON'T QUALIFY NOW, MAY I APPLY LATER?* Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

10. *WHAT IF I DISAGREE WITH THE SCHOOL LIAISON OFFICER'S DECISION ABOUT MY APPLICATION?* You should talk to the Lead School Liaison Officer regarding your eligibility, or you may also request in writing a formal hearing. The Lead School Liaison Officer can provide you with additional guidance regarding the hearing process.
11. *MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?* Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
12. *WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?* You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
13. *WHAT IF MY INCOME IS NOT ALWAYS THE SAME?* List the amount that you normally receive prior to deductions taken out. For example, if you normally gross \$1000 each month, but you missed some work last month and only grossed \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
14. *MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?* No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact the School Liaison office for additional guidance.
15. *ARE THERE ANY MILITARY BENEFITS NOT CONSIDERED AS INCOME?* If you reside overseas, currently two military benefits are NOT considered as income: overseas housing allowance (OHA) and cost of living allowance (COLA).

Sincerely,

86th Mission Support Group
School Liaison Office
Building 2787, Suite 300
Kapaun AS, Germany

BUS TRANSPORTATION

The school has neither the authority nor the responsibility for school bus routing or scheduling. Inquiries about bus routes or delays in bus arrivals should be directed to DETMO at DSN 480-2877 or CIV 06371-47-2877. The website for the bus transportation is www.rams-es.eu.dodea.edu (under the transportation link). The school cannot always provide answers to questions about busing.

To make changes to student bus passes, to make reports on bus related concerns, and to make inquiries on bus related matters, contact the School Bus Office at 480-2877. If changes are made that result in a different bus route for your child, please notify the classroom teacher. In order for a child to ride a bus they have to have a bus pass with that bus number on it.

The school staff makes every effort to ensure students board the correct buses each day. **Therefore, parents must send a note if there is any change in a child's transportation home from school. UNLESS A SIGNED NOTE IS RECEIVED, STUDENTS WILL BE DISMISSED ACCORDING TO THE REGULAR AFTER-SCHOOL RELEASE PROCEDURE.**

LATE OPENING, CANCELLATION, AND EARLY CLOSING OF SCHOOL

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 children who normally walk to school could be endangered. At such time, school will be canceled for the entire day, including "walkers". There may also be times when it is necessary for military officials to delay the starting time of school by two hours, or close the school early because of an emergency, such as inclement weather or breakdown of utilities. On the occasion of early dismissal, it is impossible to notify parents by telephone that children are being dismissed. The principal sends out a mass email stating the school closure.

IT IS ABSOLUTELY ESSENTIAL THAT EACH FAMILY DESIGNATE AN ALTERNATIVE DESTINATION FOR THEIR CHILDREN IN CASE SCHOOL IS CLOSED EARLY. CHILDREN NEED TO KNOW WHERE TO GO IN CASES OF EMERGENCY WHEN THEIR PARENTS ARE NOT AT HOME.

Late Opening:

The decision to delay start time or cancel school is made by the Base Commander. When this happens, parents will be notified as far in advance as possible.

If school buses are delayed two hours:

Buses will pick up students two hours later than the usual time.

School for **ALL STUDENTS** in all grades will begin at 10:15 with doors opening at 10:05.

Morning PSCD classes are cancelled, however, afternoon PSCD classes will be held as usual.

If school bus transportation is cancelled, then there will be no school for all students that day.

Early closing:

Schools may be closed early for a number of reasons. Early closings will most likely occur between 10:00 and 13:00. This will be announced on AFN.

Tune into AFN AM 1107 for school closure announcements.

HEALTH SERVICES

The school health program is designed to strengthen the educational process through health supervision and health education of the students. The school health program focuses on three main areas. The first is health education that is accomplished in the classroom or on an individual basis. The second is health services for students. The third is environmental health and safety in an attempt to ensure an appropriate and safe learning environment.

The school health nurse serves as a health consultant and health appraiser. The nurse assists parents in finding help for their child. The school nurse also helps integrate health services into the curriculum and is a resource person for teachers. Our health professional also serves as a liaison between the community, the school, the military medical offices and parents.

Ideally students will not take medication during school hours. However, when required by their medical condition, all medications must be kept in the nurse's office for safekeeping. No medication (to include over the counter medication) will be administered by the nurse or a staff member unless prescribed by a doctor. The parent must present a "permission for medication" slip signed by both the doctor and the parent(s) in order for medication to be administered at our school. All medication must be in a pharmacy labeled container with the name of the student, the amount to be taken, and the time and route to be given. The "permission for medication" and the pharmacy labeled medication container must match in order for the medication to be given at school. All medication must be transported by an adult.

AS A PARENT, YOU HAVE THE PRIMARY RESPONSIBILITY FOR THE HEALTH OF YOUR CHILD. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL SICK. It is not uncommon for parents to send children to school that are not feeling well. Many illnesses are more contagious in the early stages before the illness is recognizable and diagnosed. If children are kept at home at the first signs of illness, fewer children are exposed, and the sick child benefits by resting and getting well. This leads to fewer lost days of attendance. Please notify the school's nurse if your child has a contagious disease. Any time your child misses school, please send a note to the teacher.

The following are reasons to keep your child at home.

- **A temperature of 100 degrees or greater.**
- **Diarrhea**
- **Vomiting**
- **Continual coughing**
- **Pain, to include headaches, and stomach aches.**

Re-admittance criteria: In Accordance with the DoDEA Health Services Guide

- **Fever free for 24 hours after school exclusion for temperature 100F or greater without the aid of medication.**
- **No significant nausea, vomiting, or diarrhea for 24 hours without the aid of medication.**
- **Chicken pox (Varicella) lesions crusted and dry.**
- **Lice treatment initiated.**
- **Impetigo lesions covered and under care of medical provider.**
- **Conjunctivitis, signs of infection have cleared and a doctor's note.**
- **Ringworm covered, under care of medical provider in on the scalp.**
- **Scabies, 8 hours after first prescribed treatment.**

Children should remain at home for 24 hours after their temperature has returned to below 99.0F, 24 hours after the last period of vomiting or diarrhea. When children are sent to school, it is expected that they will participate in the entire school program to include outdoor play. If there is a physical reason for the curtailment of outdoor play or PE, a doctor's certificate will be required. Generally, if the child is too ill to participate in recess or outdoor activities, he/she should remain at home.

The following health problems are contagious and require medical treatment prior to returning to school.

- **Ringworm** – must be covered and treated in school at all times. If ringworm is on the scalp, you must obtain medical advice and treatment. Must have Doctor's note in order to return to school.
- **Lice** – must have initial treatment before returning to school, then re-treat 7-10 days later. A child may return to school after being cleared by the school nurse.
- **Chickenpox** – may return to school after all pox are dry and crusted.
- **Pinkeye** – may not attend school unless treated by a doctor and brings a note from the doctor stating that treatment is underway and the date of return to school.
- **Scabies** – may not attend school without treatment. Excluded for 24 hours after treatment followed by a second treatment a week later.
- **Impetigo** – may not attend school without treatment. Must have a note from the doctor that treatment is underway and a date for return to school.
- **Any possible contagious medical conditions** – must have a note from the doctor stating that the child is under medical care and may return to school.

Several routine screening programs are conducted during the school year. The screenings include: hearing, vision, height and weight, and dental. The school participates in the Dental Screening Program.

Each classroom is equipped with a First-Aid kit for minor injuries. In the event that your child is injured or becomes ill at school, every effort will be made to contact a Parent/Guardian. **PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME, DUTY, SPOUSE'S WORK, AND AN EMERGENCY PHONE NUMBER.** If the parents cannot be reached, the Emergency Contact Person will be notified. If this is also unsuccessful, the sponsor's military unit will be contacted for assistance.

When chronic or acute medical problems that interfere with learning come to the attention of school personnel, they are reported to the school nurse who coordinates with the student, parents, and medical personnel. If you have any questions or concerns regarding your child's health, please feel free to contact the school nurse at DSN 480-3996 or CIV 06371-47-3996.

FLU VACCINATION – NOW REQUIRED BY DoDEA SCHOOLS

As you may know, flu can be easily spread from person to person. It is important that we take steps to reduce the risk of flu in our schools and ensure student safety. In coordination with the European Command, DoDDS-Europe will require that all children receive the seasonal flu vaccine as a condition of enrollment unless medically or administratively exempt. Local medical treatment facilities have been directed to work with schools to ensure timely immunizations and sponsors will be permitted thirty (30) days from the time the vaccine is available to obtain the required flu immunization.

Please know that DoDDS respects requests for waivers to this requirement based on medical, religious, or other personal circumstances. Waivers must be requested in writing and in the event of an epidemic, for the protection of others, the exempt student or staff member will be excused from school until the installation medical professional determines the epidemic period is over.

We want to keep the school open to students and functioning in a normal manner during the flu season. Here are a few things parents can do to help.

- **Teach your children to wash their hands** often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- **Teach your children not to share personal item** like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. Covering up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.
- **Know the signs and symptoms of the flu.** Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- **Keep sick children at home** for at least 24 hours *after* they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.
- **Do not send children to school if they are sick.** Any children who are determined to be sick while at school *will be sent home*.

RAMSTEIN IMMUNIZATIONS CLINIC
DSN: 480-2530 CIV: 06371-46-2530

Vaccinations open to all Military Member, DOD Civilians, Retirees & Dependents

General Information

NCA-CASI

Founded in 1895, the North Central Association Commission on Accreditation and School Improvement (NCA CASI) is a non-governmental, voluntary organization that accredits more than 9,000 public and private schools in 19 states, the Navajo Nation, and the Department of Defense Dependents' Schools worldwide. NCA CASI accredits a range of school from pre-kindergarten through post-secondary, including: early childhood, elementary, middle, secondary, adult/vocational, college preparatory, special purpose, unit (K-12), and non-degree granting post-secondary schools. It also includes the largest geographical area serviced by an accrediting agency. Our school's last accreditation visit (SY 2011/2012) focused on our school improvement process in compliance with the DoDEA Community Strategic Plan. We passed this "Inspection" with an excellent report.

We are proud that we have been able to meet the high standards of such an organization and trust that the periodic evaluations we undergo in order to maintain our membership will continue to give our community confidence in our school. Our school's next accreditation visit by NCA will be school year 2011/2012.

COMMUNICATION BETWEEN HOME AND SCHOOL

The electronic Parent Newsletter (The Chronicles of Koala) is sent home weekly.

Occasionally parents may have concerns or problems that have not come to the attention of the school. Parents are encouraged to call the school or to bring these concerns to the attention of the School Advisory Committee. The faculty also has the obligation to bring concerns to parents. When it is not possible to communicate with parents by telephone, faculty members will send notes with students. Parents are often requested to sign and return the message to verify receipt. Please put the note with items the child will bring to school the next day. Should a timely response not be received, it may be necessary to request assistance from the sponsor's unit. Parents who have sent notes to school and received no reply are encouraged to call the school office or send another note with a brother or sister.

SCHOOL-HOME PARTNERSHIP

DoDEA established parental participation as one of its goals in its strategic plan as a priority for action. The goal states that every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children. Thus, we invite parents into our school and classrooms as partners in education. Contact your child's teacher about your involvement and participation.

PARENT INVOLVEMENT

Volunteers: An important part of the school program is volunteers. They help by providing assistance to the children and teachers. This makes it possible for the teachers to spend more time with the students and with smaller groups of children. Volunteers learn much about the educational program, as well as have the opportunity to gain valuable experience. They work with many interesting children and teachers and receive in-service training from the school.

Volunteers may help during special programs and study trips or they may work with a particular teacher or a special student on a regular basis. Some activities may be non-instructional, such as correcting papers, word processing, preparing materials, or arranging bulletin boards. They may also tutor a student,

work with a small group or read a story. Volunteers often have their own special interests or talents to share with the students. If you would like to volunteer your time and talents or wish more information, contact the Main Office at DSN 480-3996 or CIV 06371-47-3996. **Everyone has something valuable to share with children.**

SCHOOL-COMMUNITY RELATIONS

Parents have a direct influence on the quality of education provided by the overseas schools. 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 and participate in regularly scheduled Parent-Teacher Conferences. Other opportunities to get involved are through active participation in the PTA and the School Advisory Committee (SAC) and the KMC School Board.

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee (SAC) is an elected educational advisory committee composed of an equal number of parents and professional school employees. The purpose of this committee shall be to advise the Ramstein Elementary School administration on 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, and administrative and logistical support services. The committee makes recommendations to the 86th SG/CC and/or KMC School Board on improvement for dependents' education within the jurisdiction of the base commander, and makes recommendations through appropriate channels on DoD policy and resources allocation that affect overseas dependents' schools. **The SAC meets the first Wednesday of every month at 3 P.M. in the school's Information Center.**

PTA

The Ramstein Parent Teacher Association welcomes you to our new school year! We have a wonderful school with first-rate teachers, administrators, and students. Our PTA is very strong and constantly works toward the goal of improving the quality of education for our children and the working environment of their teachers. The PTA has provided fun and excitement for students at the annual carnival, dramatic and musical workshops, as well as other events.

We actively seek parent volunteers to help at school. PTA has the support of the community, administrators, teachers, parents, and children in all its endeavors. We urge you to become part of our terrific organization. As a PTA member and volunteer, sharing your time and talents, you have the unique opportunity to make an impact on children's lives.

We need you in order to continue in our fine tradition of service to and support of our excellent school. General meetings are held monthly. The PTA Board meeting is held on the first Thursday of each month. Please join us in making this school year our best yet in Ramstein!!

WITHDRAWAL/TRANSFER OF STUDENTS

Parents will notify the Main Office of the child's last day of school **AT LEAST TEN (10) SCHOOL DAYS** prior to the actual last day of attendance. A copy of the sponsor's PCS orders must be filed in the office at this time. Parents are requested to come to the Main Office for school records on the afternoon of the last day of enrollment, after **1500** hours.

Upon withdrawal, sponsors will be given copies of their child's official records to take to the receiving school. The original transcript is maintained in the school's inactive file. Confidential records will be maintained as well. The transmitted records should contain a notification to the receiving school of the existence and availability of records upon request from the gaining school. **Progress reports will not be issued prior to the last day of school if the family is only going on leave.**

Sponsors of withdrawing students must accomplish the following procedures:

- **Notify the school office and teacher at least 10 days prior to the student's last day** (any less will not guarantee that your records will be ready on your child's last day of school).
- **Provide the office with a copy of the PCS orders.**
- **Notify the Registrar if your child has confidential records (i.e. IEP, Speech, etc.).**
Confidential records should be hand carried and not packed in your luggage or household goods.
- **Ensure that library books are returned.**
- **Pay for any lost books and school items.**
- **Pay outstanding balance on your child's school lunch account.**

SUBJECT-ORIENTED STUDY TRIPS

Study trips properly planned and supervised jointly by the classroom and host nation teachers are considered an integral part of our school curriculum. All children are allowed to participate in study trips. We do not use study trips as a reward or punishment for behavior or academic performance. The Principal may exclude a child who poses a threat to the safety and welfare of others, or may be a disruption on the trip. The Principal may require that a parent accompany a student on a study trip.

Students are expected to adhere to all school rules while on study trips.

Parents are needed to chaperon study trip. **If the required number of chaperons is unavailable, the trip will be canceled.** Chaperon requirements are: Grades K-2: 1 chaperon for every 5 students.

Parent chaperons are not allowed by regulation to bring non-school aged children on a study trip.

It is forbidden by DoDDS policy for chaperons to smoke in the view of students. Consuming alcoholic beverages is forbidden.

ATTENDANCE BOUNDARIES

The local military commander and the district superintendent jointly establish the school attendance boundaries. The DETMO office maintains the feeder plan. School attendance is based on where a child lives, not where the sponsor works or baby-sitter lives. Exceptions to the Feeder Plan may be requested for educational or health reasons. Exceptions must be requested in writing from the Kaiserslautern District Superintendent's Office. Forms are available in the school's main office. Any questions concerning attendance boundaries, the school's office feeder plan, or exceptions may be directed to the superintendent's office at DSN 489-6339 or CIV 0631-536-6339.

PROGRESS REPORTS

Progress reports are sent home at the end of each quarter. The first progress report will be given to parents at Parent-Teacher Conferences scheduled in November. The progress reports for the second and subsequent quarters will be sent home with students on the Wednesday following the end of the quarter.

Reporting to parents on the progress of their children is one of the most demanding duties educators have to accomplish. The following points should be kept in mind when evaluating your children's progress reports:

- Your goals should be realistic for your children. All parents want their children to produce the best work they can. Each child is an individual and will progress at rates that are different from others.
- Teachers evaluate each child's progress according to the work produced in relation to the child's ability and the knowledge and skill he/she can be expected to learn.
- Each child is encouraged to work to his/her full potential at all times.

Grades K – 2

The progress report for grades K – 2 will address the development of the child in various skill areas using the following codes indicating developmental growth:

Marking Code

Consistently Displayed	= CD
Developing/Progressing	= P
Not Yet Evident	= N
Not Addressed	= X

Specialist Grading Policy. The Department of Defense Dependents Schools has guidelines and progress reports in an effort to establish uniform grading and reporting requirements in all DoDDS schools. In the interest of educating the whole child, all departments to include: Physical Education, Music, Art, and Host Nation (foreign language), have adopted the following codes:

(+) Indicates that the student shows mastery of the concepts of the lesson. The + mark implies that social and work skills are meeting or exceeding expectations and the student can apply skills taught to real life situations.

(P) Means that the student willingly cooperates in the learning activities. Evidence is shown that the student can function in large groups, small groups, and as an individual. The grade of “**P**” indicates that the student is on the way to mastery of the concepts of the lesson.

(/) Indicates a need for the student to participate more productively in the classroom activities. It may imply that life skills and social development or attentive focus on lesson content is needed.

Special programs are an important part of your child's education. It is hoped that you will share this enthusiasm for the new school year and that you will contact the specialist if you have questions or concerns.

PARENT VISITS

We invite you to visit during school hours. To help us protect instructional times in classrooms, please make an appointment with the teacher or specialist before you come so that he/she can advise you of the most profitable time to visit. A best practice on visits is to give teachers and specialists at least 24 hours notice. For the safety of all of our students, we ask that you please report first to the office to sign in and pick up a visitor's pass anytime you visit the school. Surprise or unannounced visits are an interruption in the normal routine and should be avoided. We ask your sensitivity to the needs of our students. They will react most favorably to an expected visit. It will give them the opportunity to learn how to interact politely with visitors.

Parent/Teacher Conferences: Parents are encouraged to request conferences whenever they wish to review their child's progress. When questions arise concerning your child's performance, please feel free to arrange a conference with the teacher.

Teachers request at least 24 hours notice to prevent scheduling problems and conflicts with other conferences and meetings. Conferences cannot be held while the teacher is teaching or in a public setting such as the BX or Commissary.

Parent-Teacher Conferences are scheduled at the end of the first and second marking periods. However, you may make an appointment for a conference at any time during the quarter. Please refer to the school calendar for specific dates.

HOMEWORK POLICY

In accordance with DS Administrative Instruction 2000.9 dated November 1990, 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 and provide curriculum enrichment opportunities".

Ramstein Elementary School fully supports this definition by ensuring that homework is a natural and independent extension activity of what had already been taught in the classroom. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is our policy that homework assignments are given on the basis of a child's grade level, skill level, an individual learning style, and maturity. Homework should be given in an amount that supports learning objectives and that can be complete successfully. Teachers should provide students with clear directions and purpose to complete homework successfully. Teachers should first teach skills necessary to successfully complete an assignment given for practice or extension. Homework is not given as punishment. Students are held responsible for completing assignments according to instructions. Parents should provide students with an environment and necessary tools that promote good study habits. We encourage parents to work with their student but not to complete homework for them.

BOOKS AND OTHER SCHOOL PROPERTY

Textbooks and workbooks are furnished without charge. The students to whom they have been assigned may take most textbooks home. Parents are responsible for payment in case of loss or damage to textbooks, workbooks, library books, science equipment, audiovisual equipment, computer materials or equipment and any other school property. Money orders for payment of damaged or lost property must be made out to the "Treasurer of the United States" and submitted to the school Supply Office.

EARLY WITHDRAWAL WITH PCS ORDERS

According to DoDDS regulations, a student who is withdrawing on PCS orders within 20 school days prior to the end of the semester may receive credit by notifying the registrar's office at least 10 working days prior to withdrawal.

Please provide:

- A copy of the sponsor's orders or a letter indicating that orders are forthcoming for ERD must be presented before withdrawal is completed.
- The last day of school for the student may not be prior to the posted DoDDS calendar date. The date for School Year 2012/2013 will be available from the School Registrar.
- The last day of the student's attendance will be specified on the withdrawal form. Once determined, no changes will be made. The student must attend school on the last day specified so as to "clear" in their class. Failure to attend will result in a failure to clear within school.

Parents are requested to allow the student to remain in attendance until the day immediately prior to departure from the area in order to allow the student to complete as much academic work as possible before withdrawal. Unnecessary absences from class are less than desirable for the student whose objective is to receive the maximum instruction in all courses before departure.

RETENTION

Teachers will contact parents and discuss their concerns about a child's present level of achievement and whether or not progress can be made at the next grade level by the end of 1st semester. Recommendations to retain a student will be established at a meeting of the Student Placement Committee, of which parents are members, and forwarded to the principal for final approval.

TUTORING

Students with physical or other health impairments are eligible for home and hospital instruction. For students who are specifically and certifiably restricted from attending any school-based program for the duration of convalescence, three months of instruction or less are permitted. Please contact the school counselor for information and procedures.

TIPS FOR PARENTS/STUDENTS/TEACHERS

Correct Address: We wish to remind parents that the school must maintain a correct address (home and unit), as well as the home and duty telephone numbers and the emails of every sponsor whose child is enrolled in school. It is important for sponsors to notify the school promptly of any changes in addresses, emails, and telephone numbers.

Personal Items

Dress: There is not a formal dress code for students; however, clothes should be appropriate and suitable for school activities and the weather conditions. Students are outside every day and should come prepared for inclement weather. During the winter months, students should always wear coats, hats, and gloves. Special attention should be given to footwear during cold and wet times.

INAPPROPRIATE FOOTWEAR: Shower shoes, flip flops, and crocs are not safe footwear for students in primary grades. These shoe styles are often responsible for accidents on the playground, during transit between school buildings, and during travel up and down the stairs. All students should wear closed-toed

shoes that strap around the heel. This is the safest shoe style for recess and for PE class. For sanitary and safety reasons, stocking feet or bare feet are prohibited.

Student's attire should not be a distraction to the normal educational process of the school. Dress should be in accordance with the standards established by the Kaiserslautern Community Commander.

To offer guidance concerning appropriate dress for school, the following list of INAPPROPRIATE wear is provided. This list is not all inclusive but provides examples of clothing that should not be worn to school: short shorts; pajamas; bicycle pants; mesh ("see-thru") tops; tops that expose bare midriffs; clothing, buttons, patches, etc., with obscene, vulgar, or drug-related messages. Students will be sent to the main office and parents will be notified if needed due to inappropriate attire and footwear. The school administrator reserves the right to decide what clothing is appropriate.

It is extremely important to label all items of clothing, lunch boxes, and student supplies with your child's name for easy identification.

LOST AND FOUND

Parents are asked to label all items of clothing and all school supplies. Because most clothing and school supplies are purchased at the BX, many are identical to those brought by other children. This can lead to disagreements about ownership. **Proper labeling reduces conflict and allows lost items to be returned to the rightful owner.**

The Lost and Found is located outside the cafeteria. More valuable items such as keys, glasses, and jewelry, including watches are kept in the Main Office. **The school is not responsible for lost or stolen articles.** Students and parents can check for lost belongings after school. Unclaimed items will be removed from the school annually and donated to the Red Cross.

Thefts: Each student is responsible for protection of his/her property. Students are advised not to carry large amounts of money or valuables to school. Students are encouraged to immediately report acts of theft and/or missing items.

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 activity sponsor and administrative approval.

Contests

The following guidelines are adhered to by Ramstein Elementary School regarding contests:

- Class time will not be used to conduct contests.
- Student participation may not be required; it will be voluntary.
- Staff members may not be involved in any capacity during school hours.
- The school without prior approval of the Regional Director may consider no contests.

Smoking

Smoking is not permitted within the school, on school grounds, or at school activities. We thank you in advance for not smoking on school study trips.

SCHOOL RESOURCES

The Information Center: The major objective of the Information Center is to support the school curriculum by providing materials and services as well as technical assistance that is available. The Information Center, which uses an open access and flexible scheduling, is a resource for students, teachers, and administrators.

The Information Center contains over 15,000 books for student enjoyment. In addition, students, staff, and administration have access to computer technologies. The Information Center staff assists in locating books and reference materials, gives leisure reading guidance, instructs in library skills and research, and provides orientations on automated systems such as the automated card catalog, computer network and more.

Books may be checked out for a two-week period. Students who have overdue books are strongly encouraged to return them so that they may check out additional books. Students will be reminded of overdue books each month. Parents will be notified when books are more than a month overdue. As parents, please stress to your child the importance of proper book care and help remind them that books should be returned on time. Lost or damaged books should be reported at once to the media specialist. Reporting a book as “lost” does not relieve the student of the responsibility for the book. Students who lose books must either replace the book with an identical copy or pay for the book. Parents are welcome to visit the information center to help their child/children select materials.

English as a Second Language (ESL): Through the ESL program, students of limited or no English proficiency receive instruction that helps them participate successfully in the total school program. The skills taught are listening, speaking, reading, and writing in an interdisciplinary and interactive environment. The ESL program also builds self-esteem and promotes the development of a positive self-image in ESL students. A child may need help in English if he and/or his parents spoke another language before English. The ESL specialist tests children (with parental permission) whose enrollment information indicates another language is spoken in the home or if a student has been referred by their classroom teacher. Then, based up test’s results, the child may qualify for ESL services.

Language Arts Support Team and Math Support Team: The LAST and MAST personnel provide resource help and materials to classroom teachers and provide supplemental instruction for some students in the areas of reading and mathematics.

Gifted Program: In Grades K – 2, children develop intellectually, emotionally, physically, socially, and creatively at different rates. Therefore, the focus for instruction is on activities that are developmentally appropriate for primary children. During the year, our program for children with high ability will include power thinker skill units and/or projects designed to develop higher levels of learning. Criteria for inclusion in the Gifted Educational program can be found on the DoDEA website.

GUIDANCE PROGRAM

RES Guidance Mission Statement

The purpose of the guidance program at Ramstein Elementary School is to provide exemplary education that inspires and prepares all students for success in a global environment. The counselors assist in creating an educational environment, which is conducive to personal and social growth in the areas of self-understanding, respect, and social skills to be successful in a multicultural, transient society. These attributes will be developed in partnership with our families and community agencies.

Guidance Program: The guidance process is an integral part of our classroom education. Counselors conduct classroom lessons in Character Education and are available for special lessons and enrichment activities. They also see children individually and in small groups. A counselor may see children on a walk-in basis, or a parent or teacher may refer them. Our counselors are committed to the Competency Base Guidance Model, which means they write annual guidance goals for students. Our counselors understand the hardship that transition (deployment, frequent PCS, etc.) can cause children and offer a Deployment Buddies program for those children who have deployed parents.

Individual Counseling: The counselors assist students in resolving personal as well as academic concerns. They work with individual students on a short-term basis. Parental permission is obtained before children are placed into individual or group counseling programs.

Group Counseling: Our counselors facilitate small personal growth groups for students. Group members are provided with positive experiences in a safe, guarded environment.

Parent Programs: Although our counselors focus primarily upon students, they are also a valuable resource for parents. Consultations (i.e. developing child management strategies) are available.

If you have concerns regarding the Guidance Program or would like to make an appointment with a counselor, please call DSN 480-3996 or CIV 06371-47-3996.

School Psychologist: The school psychologist serves all children in the school in an attempt to ameliorate learning, behavioral, and emotional problems. A range of services are provided by the psychologist, which include assessment of psychological and academic concerns, individual or group counseling, workshops for parents, consultation with school personnel, classroom presentations, in-service for school personnel, crisis intervention, and liaison/coordination with community agencies.

Child Abuse Reporting: DS Regulation 2050.2 provides guidance and establishes the DoDDS role and responsibilities for the DoD Family Advocacy Program to protect and assist actual or alleged victims of child abuse. The provisions of this regulation apply to ALL DoDDS personnel and students enrolled in DoDDS. All cases of suspected child abuse at Ramstein Elementary School are reported to either the Army or the Air Force Family Advocacy Program. When an examination of the child is considered appropriate, the commander of the child's sponsor is contacted by Family Advocacy to arrange for transportation of the child to the medical facility.

CRISIS MANAGEMENT TEAM

In the event of a crisis or a sudden death, the school's Crisis Management Team will meet to assess the level of intervention needed and plan for the management of the crisis. A normal school day will be maintained as much as possible. The classrooms are considered the first and best line of communication and comfort giving. Normal reaction to fear and grief are considered and managed by the teacher as much as possible. Crisis counseling will be offered to those students that are not being well managed in the classroom.



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
Ramstein Elementary School**



MEMORANDUM FOR Parents of All RES Students

SUBJECT RES Partial German Immersion Enrichment Program

In SY 2012-2013, Ramstein Elementary School will offer 4-6 Partial German Immersion Enrichment Classes for students in first and second grades. The German Immersion Enrichment Teachers will continue their partnership with the two German Host Nation Teachers to provide meaningful language and culture learning experience for students. In the Partial German Immersion Program, students will receive instruction in the German Language 50% of the day and in the English Language 50% of the day.

In the Partial German Immersion Enrichment Program, students will:

- Learn the German language and culture in accordance with DoDEA curriculum standards for foreign language acquisition.
- Acquire a deeper understanding and appreciation of our host nation's language and culture.
- Learn Math, Science, Health and Social Studies skills through thematic units present in German (50% of the day).
- Develop listening skills and speaking skills in German.
- Learn how to communicate with others using simple words and sentences in German.
- Maintain and continue to develop skills in English.
- Learn Reading, Writing, and Language Arts presented in English (50% of the day).

For more information on the Language Immersion Enrichment Programs, please log on to:

<http://www.cal.org/resources/digest/0304fortune.html>. This web site is recommended by the RES Partial German Immersion Enrichment Teachers as a good source for answers to frequently asked questions about Language Partial Immersion Programs.

Selection for this program is based on the following:

- Parent Request – A completed application for the program must be returned to the RES Main Office by **Monday August 13, 2012**.
- DEROS Date – A copy of **official travel orders must be attached** to the completed application in order for the application to be considered.
- Second Grade Students
 - Students who were enrolled in the two Partial German Immersion First Grade Classes will be moving up to the Partial German Immersion Enrichment Second Grade Classes, unless the parent/sponsor makes a request to remove the child from the program.
 - Applications will be accepted from all interested second grade students who wish to join the looping classes. However, a limited number of spaces will be available for second grade. Families of second grade students must be able to commit to the entire school year of 11-12. DEROS date on the official travel orders must be stated as after June 14, 2013.
- First Grade Students
 - Applications will be accepted from all interested first grade students who wish to join the two Partial German Immersion First Grade Classes. Families of first grade students must be able to commit to at least two full school years. DEROS date on the official travel orders must be stated as after June 14, 2014.

If you are interested in enrolling your RES student in the Partial German Immersion Enrichment Program, please provide the completed application with official travel orders attached to the RES Main Office by **August 13, 2012**.

Joseph Lovett
RES Principal

Eugene Gregg
Assistant Principal



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
Ramstein Elementary School**



MEMORANDUM FOR

Parents of All RES Students

SUBJECT

RES Multi-Age Program for Students in Grades 1 and 2

In SY 2012-2013, RES will continue to offer two Multi-Age Classes for students in Grades 1 and 2. Two teachers will teach combined groups of first and second grade students. The two teachers will work as a team to support student growth and success.

In the Multi-Age Classrooms:

- Students of first and second grades will learn, work and play together every day.
- Students will participate in the same integrated units of study at their own developmental and academic level.
- Students will be grouped in flexible groups for specific needs and interests for short periods of time. Groups will be fluid and changing based on the topic or content addressed.
- Students will be involved in hands-on cooperative learning and experimentation
- Students will have daily opportunities to learn collaborative skills (i.e.: mediation, negotiation, arbitration).
- Students will have daily opportunities to work independently on tasks and skills.
- Students are encouraged to progress at their own developmental and ability levels.
- First grade students will have the opportunity to stay with the same teacher for two years (first and second grade).
- The teacher and the students will grow as a “community of learners”.
- The first and second grade students in the multi-age classes will participate in the FLES Spanish Pilot Program.

For additional information on the educational research behind the Multi-Age Classroom, log on to:

<http://www.ncrel.org/sdrs/areas/issues/methods/instrctn/in500.htm> or <http://coe.west.asu.edu/Multiage/visitors/definition.html> Both of these web sites provide general information on the philosophy and practice of Multi-Age.

Selection for this program is based on the following:

- Parent Request – A completed application for the program must be returned to the RES Main Office by Monday, August 13, 2012.
- DEROS Date – A copy of official travel orders must be attached to the completed application in order for the application to be considered.
- Second Grade Students:
 - Students who were enrolled in the Multi-Age Program as first grade students will have the priority option of “looping” up with the same group as the second grade students – in the same group, with the same teacher, and in the same classroom.
 - Applications for additional second grade students will be accepted. Priority consideration will be given to students who can commit to the entire school year. DEROS date on the official travel orders must be stated as after June 14, 2013.
 - Second Grade Students who will make a PCS move during SY 2012-2013 will be given secondary consideration for the program.
- First Grade Students:
 - Applications for all interested first grade students will be accepted.
 - Priority consideration will be given to first grade students who can make a two-year commitment to the program. DEROS date on the official travel orders must be stated as after June 14, 2014. First Grade Students who will make a PCS move before June 14, 2014 will be given secondary consideration for the program.
 - Class Placement of the Multi-Age Program will maintain similar ratios as in the rest of the school in regard to ethnicity, gender, and student achievement.

We appreciate your support of the RES Multi-Age Program. We anticipate that SY 2012-2013 will be a year of continued growth and success for the students involved in this program.

If you wish for your RES first or second grade student to participate in the RES Multi-Age Program for SY 2012-2013, please complete and return the attached application to the RES Main Office by Monday, August 13, 2012.

Joseph Lovett
RES Principal

Eugene Gregg
Assistant Principal



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
Ramstein Elementary School**



MEMORANDUM FOR

Parents of All RES Students

SUBJECT

DoDEA Spanish FLES (Foreign Language Elementary School)

In SY 2012-2013, Ramstein Elementary School will enter the sixth year of participation in the DoDEA Spanish FLES (Foreign Language Elementary School) Program. All students in Kindergarten, First Grade, Second Grade, and the Multi-Age Classes, including those enrolled in the German Language Partial Immersion Program, will continue to receive weekly instruction in Spanish language and culture.

With the RES Spanish FLES Program, you will see:

- Research-based, developmentally appropriate foreign language instruction in Kindergarten, First Grade and Second Grade.
- Foreign language acquisition will be treated as a core curricular subject, along with reading, math, science, and social studies.
- Foreign Language K-12 Content Standards based on ACTFL (American Council on the Teaching of Foreign Languages) Standards will be the foundation for DoDEA Spanish FLES Instruction.
- DoDEA Spanish FLES Teachers will use standard DoDEA adopted instructional materials.
- Every RES student in Kindergarten, First Grade and Second Grade will receive regular instruction in the Spanish Language and the related cultures.
- All RES Stakeholders will have the opportunity to join the community of learners of Spanish.

Parents and Teachers are always invited to join in the fun of learning Spanish songs, games, and conversation. Two online resources can provide your family with additional support in learning the Spanish language:

- The DoDEA K-12 Foreign Language and Proficiency Expectations are posted at:
http://www.dodea.edu/curriculum/docs/fl/2009_stn_fl_K_2Band.pdf
- Read-aloud stories in Spanish are available for viewing and listening on the Tumblebook Program at:
<http://www.usafelibraries.org/kids/summerread-home.php> (USAFE Libraries)

We look forward to learning Spanish with all RES Students in SY 2012-2013!!

Joseph Lovett
RES Principal

Eugene Gregg
Assistant Principal

DISCIPLINE BOARD

This committee, comprised of school officials, parent, and community members, meets to hear evidence about repeated or severe disciplinary matters as outlined in DoDEA Regulation 2051.1. The committee then makes a recommendation about the disciplinary action to be taken. If a student has been suspended for a total of ten (10) days that student's case must be presented to the discipline committee before any additional action resulting in suspension can be taken.

WEAPONS AND OTHER PROHIBITED ITEMS

To ensure the safety of DoDDS staff and students, any incident that occurs in a DoDDS school, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local Provost Marchall.

The Department of Defense Education Activity defines in DoDEA Regulation 2051.1 dated August 1996 the following item:

WEAPONS: Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica) guns, knives, razors, box or carpet cutters, slingshots, nun-chucks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile or dart, explosions, mace, pepper spray, or any similar propellant, or any other object concealed, displayed, or brandished in a manner that reasonably provokes fear.

Possession of any of the items listed above can result in suspension or expulsion from school for up to the remainder of the school year.

Other Articles Not Permitted in School: Students are not allowed to bring to school any personal items that interfere with the classroom-learning environment. These items are distracting to the owner and other students as well. Such items include but are not limited to: **all toys, stuffed animals, radios, iPods, electronic games or other devices, dice, and water pistols.** These items will be confiscated and only returned to a parent.

SOME THOUGHTS ON DISCIPLINE

Reprinted from **A Report to Parents** by the NAESP (National Association of Elementary School Principals) with permission.

Most parents and educators agree that discipline involves training children to follow certain rules at home and in school. But many disagree on how that should be accomplished. Some believe the best way is to simply punish children for misbehavior by spanking or other means. Others prefer to discuss infractions and to impose appropriate consequences. Many schools rely on conflict resolution and peer mediation programs.

All of these approaches work some of the time, but none work all of the time. However, there are a few simple guidelines on which most experts agree.

Teach children how to handle anger. If you want your children to follow the rule not to hit each other, just saying "don't hit" isn't enough. Teach them alternative ways to handle their feelings; show them how negotiation can get them what they want better than hitting can. Explain the importance of treating others as they would want to be treated.

Children learn from watching their parents. If you hit them when you're angry, or use foul language, they will assume that they can hit and curse too. On the other hand, if you listen to them, encourage them to talk problems out, and speak to them calmly and with respect, they will learn to do the same.

Be realistic in your expectations. Don't expect children to follow rules if they aren't mature enough. It may be unrealistic to expect a preschooler to sit still through a long movie, or elementary school children to go grocery shopping with you after dinner. You may be asking for more than they are capable of doing.

Be prepared for misbehavior. Know ahead of time what you will say and do if your children misbehave. Calmly explain to them the behavior you expect, and what will happen if they break the rules. If you see a situation that could lead to trouble, give warnings and intervene before things get out of control.

Be flexible. Try not to get stuck in a rule rut. Your rules may need to be changed because your children have changed. Sometimes it's best to ignore small behavior lapses, depending on the circumstances. Save your discipline enforcement for your most important rules.

Praise good behavior. If you see your children doing something good, like putting their toys away without being told, make sure you compliment them for being responsible. This helps build and reinforce their self-esteem.

Expect to repeat your rules often. It may take years of reminding for to "sink in" to children's everyday behavior. Always explain the reasons behind the rules, rather than just "laying down the law".

Don't make threats you won't keep. If you say that the penalty for jumping on the bed is no TV for a week, will you really follow through? Making threats you don't intend to keep will result in your children ignoring both you and your rules.

Don't embarrass children. You can discipline children without making them feel ashamed and embarrassed. Avoid making negative comments to and about your child. It's important to keep children's dignity intact because, as one teacher explained, "If you take it away, they'll get even with you."

Realize that your own behavior isn't ideal. Whether we want to eat less, spend less, or be better organized, we too are still learning discipline. The only difference is that no one will send us to our room if we eat too many brownies (although the consequences will be very clear!). Let your children see that you're not perfect. If you lose your temper and yell at them, for example, apologize and promise that you'll try not to do it again. Your children will appreciate your honesty.

Support school rules at home. Let your children know that you expect them to follow the rules at school as well as at home. They should understand that appropriate behavior is expected at both places and that you support the school's discipline policy.

Physical punishment for disciplinary offenses has been abolished in many states and school districts (including DoDEA Schools). Research indicates that this type of punishment may not only adversely affect a child's self-image and school performance, but also may contribute to more disruptive and violent behavior.

If your child has a serious behavior problem in school, like vandalism, truancy, or fighting, try to find a solution by talking to the child and school staff. If the problem persists, it is best to seek professional

help quickly rather than impose more severe penalties. Our counselors and school psychologist are available to assist you with suggestions and contact information when serious issues arise.

DISCIPLINE POLICY AND PROCEDURES

GENERAL INFORMATION

Ramstein Elementary School's Discipline Policy is based on compliance with DoDEA Regulation 2051.1. This regulation, Department of Defense Education Activity Disciplinary Rules and Procedures, is available in the principal's office. Discipline will be maintained at a high level which will result in (1) maximum growth of the student in self-control; (2) high regard for fellow members of the student body; and (3) pride in the school as a part of the community. Serious or repeated school misbehavior is related to the military responsibility of ensuring proper conduct of dependents in the command. Principals have an obligation to keep responsible military authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to the enhancement of the American reputation and position overseas. Principals additionally have a responsibility to coordinate with responsible military authorities when military requests for information relating to the above problems are received.

The teacher is responsible for maintaining a classroom environment which best fosters the development of positive, self-directed behavior. Each teacher has and enforces a classroom management plan that has been approved by the administration. Students will be given a copy of this plan within the first week of school. Plans are designed to encourage appropriate behavior and to involve parents in the disciplinary process for routine matters. When preventive measures, including teacher-student conference and parental notification, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action.

In School Year 1999/2000, Ramstein Elementary School began implementing the KMC-wide discipline policy. This policy reflects the combined efforts by school and community representatives to standardize consequences for misbehavior and to assure increased parental involvement in these consequences. The table on the next page serves as a guide for consequences for student misbehavior, as well as parental involvement required.

KAISERSLAUTERN MILITARY COMMUNITY/DoDDS DISCIPLINE TABLE

GUIDE FOR ADMINISTRATIVE ACTIONS revised June 1, 2001

CATEGORY	EXAMPLES OF INFRACTIONS	FIRST REFERRAL	SECOND REFERRAL	THIRD REFERRAL	FOURTH REFERRAL
A	<ul style="list-style-type: none"> ➤ Dress Code Violation ➤ Hall Pass Violation ➤ Nuisance Item Violation ➤ PDA ➤ Scuffling ➤ Tardies ➤ Other 	Administrative Action **	Administrative Action **	Administrative Action **	SUSPENSION 1 Day
B	<ul style="list-style-type: none"> ➤ Disruptive Behavior ➤ Inappropriate Lang/Behavior ➤ Insubordination ➤ Unsafe Behavior ➤ Cheating/Forgery/Theft ➤ Communicating a Threat ➤ Truancy ➤ Other 	Administrative Action **	Administrative Action **	SUSPENSION 1 Day	SUSPENSION 2 Days
C	<ul style="list-style-type: none"> ➤ Fighting (Any kind) ➤ Abusive Behavior to Peers ➤ Tobacco Use ➤ Alcohol Possession/Use ➤ Minor Vandalism ➤ Insubordination w/disrespect – profanity ➤ Sexually Offensive Behavior ➤ Other 	SUSPENSION 1-3 Days	SUSPENSION 3-5 Days	SUSPENSION 5-6 Days	SUSPENSION 7-10 Days
D	<ul style="list-style-type: none"> ➤ <u>Dangerous Behavior- toward self or others</u> ➤ Illegal Substance ➤ Possession/Use/ Distribution ➤ Larceny (\$250 +) ➤ Arson, Bomb Threats, Extortion ➤ Major Vandalism ➤ False Fire/Bomb Alarms ➤ Weapon Possession/Use ➤ Communicating Serious Threat ➤ Other 	Suspension/Possible Expulsion Pending Disciplinary Hearing			

****Administrative Action may include, but is not limited to, the following: Warning, Counseling Session, Teacher-assigned Detention, Parent Notification, Community or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, and Out-of-School Suspension.**

- **CHILDREN MUST BE ACCOMPANIED BY A PARENT/GUARDIAN ON THE DAY(S) OF SUSPENSION. This applies for all three suspension scenarios lasting more than one day:**
 - 1. Shadowing – Parent accompanies student to all classes and remains throughout the day, including lunch.**
 - 2. Out of School – Parent accompanies, and remains with, student at Community Work Detail.**
 - 3. In School – Parent accompanies, and remains with, student in designated room at the school. School assignments for the day are to be completed.**

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

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 effects 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.

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

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

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

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

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

AFTER-SCHOOL STUDENT SAFETY AND SUPERVISION

The school day for Ramstein Elementary School students is over at 1440 hours each day. Students are escorted to the buses and the Before & After Care meeting area each day. After 1440 hours, school personnel are on duty to supervise bus students only until the buses depart at 1500. For the safety of your children, they should not be left unsupervised on the playgrounds, school grounds, or in school building common areas. Students, who do not ride the bus or attend the B&A Care Program, should be picked up from school each day, although they may be able to walk home with an older sibling in some circumstances.

The Kaiserslautern Military Community Child Supervision Guidelines and KMC regulations outline parental requirements and responsibilities for childcare and supervision. Sections pertaining to supervision after school, and walking to and from school are excerpted below.

Age of Child	Unattended (1) in yard or playground?	Walk unattended (1) to school or bus?	Left unattended (1) in quarters?	Babysits Others?
Under 5	No	No	No (Will NOT be left unattended in a parked car – per RABI 2005 31-204 CHP.4.1.21)	No
Age 5-6	No	No	No (Will NOT be left unattended in a parked car – per RABI 2005 31-204 CHP.4.1.21)	No
Age 7-9	Yes. During daylight hours with access to adult.	Yes, but not across busy streets or more than 1 mile.	No	No

- (1) A child is considered to be attended when in the presence or under the protection (within sight or hearing) of an appropriate caregiver. Caregivers in military family housing must be 12 years old (KMCI 32-6003). Completion of Red Cross Baby-sitting class and Infant/Child CPR is recommended.

The school grounds and playgrounds are not patrolled or under school personnel supervision after 1440 hours. To ensure their safety, children should be under parental supervision if using the playgrounds after 1440 hours.

Additional information is attached.



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
Ramstein Elementary School**



MEMORANDUM FOR Parents of All RES Students

SUBJECT Letter of Request for Special Class Placement

At Ramstein Elementary School, the Counseling Team, the Grade Level Teams and the Admin Teams all work together to ensure appropriate class placement for every RES student. Multiple professionals help to build class lists that are equally balanced in regard to ethnicity, gender, and student achievement. Multiple professionals review draft class lists to ensure that students are compatible with each other and to ensure that student learning styles and classroom management styles.

As a parent, you may wish to provide additional information about your RES student to help us make the best possible class placement decision for your child. If you wish to provide additional information about your RES student to enhance the placement process for your child, we invite you to do one of the following:

- Apply for the Partial German Immersion Program for Grades 1 and 2 – Complete applications, with PCS orders attached, are due to the RES Registrar by Monday, August 13, 2012. This program is designed to give non-German speaking students who do not have German speaking parent the opportunity to learn the German language and culture. In the Partial German Immersion Program, 50% of the daily instruction is in German. More information is provided on the program application.
- Apply for the Multi-Age Program for Grades 1 and 2 – Completed applications, with PCS orders attached, are due to the RES Registrar by Monday, August 13, 2012. This program is designed to give students the opportunity to work with other students who are at differing levels of development and differing levels of academic ability. Students work in flexible groups depending on interest, academic level, and needs. More information is provided on the program application.
- Write a letter to the RES Principal – Letters to the RES Principal are due to the RES Registrar by Monday, August 13, 2012. If you have more than one student, please write a separate letter for each child. In the letter, please indicate the following:
 - Your child's name and grade for SY 2012-2013
 - Your child's special needs and/or special abilities
 - Your child's special interests
 - Your child's special learning style
 - The teaching style that best fits your child's learning style
 - The classroom management style that best fits your child's learning style
 - Prior school experiences and programs that supported your child well
 - Special factors you wish to have considered

Please do not make a specific name request. Specific name requests will be returned to you for needed adjustments.

Every effort will be made to honor your application for a special program or to honor your request for class placement accommodations. We appreciate your input concerning your child's educational experiences and we appreciate this opportunity to strengthen our wonderful School/Home/Community Partnerships.

Joseph Lovett
RES Principal

Eugene Gregg
Assistant Principal

Ramstein Elementary School
German Partial Immersion Enrichment Program
Application for Grades 1-2
Due: Monday, August 13, 2012

Child's Name _____ Child's DOB _____
Child's Grade for SY 2012-2013 _____ Child's Ethnicity/Race _____
Official DEROS Date _____ **(please attach a copy of your official orders)**

Was your child in a Language Immersion Program in SY 2011-2012?

Please circle one. (**YES/NO**)

If you answered "yes": Teacher's Name _____
Name of School _____

Were any siblings in an Immersion Program? Please circle one. (**YES/NO**)

If you circled "yes", please complete:

Child's Name: _____ Grade: _____ SY: _____

Child's Name: _____ Grade: _____ SY: _____

Did your child attend a German speaking Kindergarten? Please circle one. (**YES/NO**)

Are there any other languages besides English spoken at home? Please circle one. (**YES/NO**)

If you circled "yes", please state the others language & to what extent this language is spoken at home. _____

Does your child speak and understand the English Language at an average level for his/her age? Please circle one. (**YES/NO**)

Mother's Name _____ Father's Name _____

Contact Information

Sponsor's Duty Phone: _____ Spouse's Duty Phone: _____

Family's Home Phone: _____ Cellular Phone: _____

Primary Contact E-mail Address: _____

Street Address/Building Number: _____

Village/Town/Base Housing: _____

If your child is not selected for the program at the beginning of the school year, would you like him/her to be placed on a waiting list for possible consideration during the school year if openings occur?

(**YES/NO**) New students will normally not enter the program after October 31, 2012.

Parent's Signature: _____ Date: _____

Ramstein Elementary School
Multi-Age Program
Application for Grades 1-2
Due: Monday, August 13, 2012

Child's Name _____ Child's DOB _____
Child's Grade for SY 2012-2013 _____ Child's Ethnicity/Race _____
Official DEROS Date _____ **(please attach a copy of your official orders)**

Was your child in a Multi-Age Program in SY 2011-2012?

Please circle one. (**YES/NO**)

If you answered "yes": Teacher's Name _____
Name of School _____

Were any siblings in a Multi-Age Program? Please circle one. (**YES/NO**)

If you circled "yes", please complete:

Child's Name: _____ Grade: _____ SY: _____
Child's Name: _____ Grade: _____ SY: _____

Did your child attend a Montessori Kindergarten/Pre-School? Please circle one. (**YES/NO**)

Does your child speak and understand the English Language at an average level for his/her age? Please circle one. (**YES/NO**)

Mother's Name _____ Father's Name _____

Contact Information

Sponsor's Duty Phone: _____ Spouse's Duty Phone: _____

Family's Home Phone: _____ Cellular Phone: _____

Primary Contact E-mail Address: _____

Street Address/Building Number: _____

Village/Town/Base Housing: _____

If your child is not selected for the program at the beginning of the school year, would you like him/her to be placed on a waiting list for possible consideration during the school year if openings occur?
(**YES/NO**)

Parent's Signature: _____ Date: _____

Student Basic Information Change

Name of Student: _____

Homeroom Teacher: _____ **Grade:** _____

Person Making Changes: _____ **Effective Date:** _____

Signature of Person Making Changes: _____

Living Quarters

Old Local Address: _____ **New:** _____

Old Mailing Address: _____ **New:** _____

Old Home Phone: _____ **New** _____

Sponsor's Old Cell: _____ **New** _____

Spouse's Old Cell: _____ **New** _____

Sponsor's Old Employer: _____ **New** _____

Sponsor's Old Duty Number: _____ **New** _____

Spouse's Old Employer: _____ **New** _____

Spouse's Old Duty Number: _____ **New** _____

Old Emergency Contact 1 Name: _____ **New** _____

Old Emergency Contact 1 Phone: _____ **New** _____

Old Emergency Contact 2 Name: _____ **New** _____

Old Emergency Contact 2 Phone: _____ **New** _____

Date information changed in ASPEN: _____

Date information changed on 600: _____

Date when new information was given to teacher: _____

**Ramstein Elementary School
Supply List for School Year 2012-2013**

Kindergarten

- 1 Pack #2 (sharpened) pencils (only yellow or natural in color)
- 4 Boxes of crayons (16 count)
- 1 Box of colored pencils
- 10 Glue sticks
- 1 Set of paints (watercolor)
- 1 Set of colored markers
- 2 Bottles of liquid glue (white, washable, no gel)
- 1 Box of Tissues
- 1 Fiskars scissors
- 2 Pocket folders (plastic with 2 pockets, solid colors only)
- Backpack (no wheels – large enough to hold 9”X12” folder and more)
- 1 Bath towel with name

1st Grade

- 2 Packs #2 sharpened pencils
- 1 Rubber eraser
- 1 Pack of colored pencils
- 1 Bottle of liquid glue (white, washable, no gel)
- 8 Glue sticks
- Book bag or backpack (no wheels – large enough to hold 9”X12” folder and more)
- Plastic Supply box
- 3 Primary composition books
- 1 Set of paints (watercolor)
- Colored markers (boys bring fine markers; girls bring wide markers) – Classic Colors
- Tissues (1 box max)
- Child’s Fiskars scissors
- 2 Packs of crayons (24 count)
- 1 Pkg pencil top erasers
- 4 Pocket folders (2 plastic, 2 paper, all with pockets)

Ramstein Elementary School
Supply List for School Year 2012-2013

2nd Grade

- 2 Packs of #2 pencils
- 1 Box of 24 crayons
- Colored pencils (pre-sharpened)
- 4 Glue sticks
- 2 Sets of colored markers (thin)
- 1 Box of Tissues
- 1 Plastic scissors
- Book bag or Backpack (no wheels – large enough to hold 9”X12” folder and more)
- 1 Large pink eraser
- 2 Primary composition books ½ rule

Multiage

- 2 Packs of #2 pencils (sharpened)
- 4 UHU glue sticks (please do not substitute)
- 1 Box of 24 crayons
- 1 Box of colored pencils (sharpened)
- 1 Set of paints (watercolor)
- 2 Sets of colored markers (1 pkg of thin and 1 pkg of wide)
- 2 Glue sticks
- 1 Box of tissues
- 1 Round end scissors
- 2 Mead primary composition books
- 10 Pencil top erasers
- 1 Pencil box
- 4 Solid colored pocket folders

Ramstein Elementary School
Mission Statement Song
(to the tune of “On Top of Old Smokey”)

The job of our school
Is easy you see,

We all work together
With the Military.

We think and we learn
Everything that we can,

So we’ll be good citizens –
The best in the land.

Appendix of Website Links

DoDEA: www.dodea.edu

Ramstein Elementary School: www.rams-es.eu.dodea.edu

Bus Transportation link: www.rams-es.eu.dodea.edu

Gifted Education: <http://www.dodea.edu/instruction/curriculum/ge/index.htm>

Curriculum Standard for all grade levels and subjects: <http://www.dodea.edu/curriculum/>

Special Education: <http://www.dodea.edu/curriculum/specialEduc.cfm?cType=se&cId=info>

School supplies: <http://www.eu.dodea.edu/home/supplies.php>

KMC Child Supervision Policy Matrix

This matrix provides standards for the supervision of children within the KMC. Parents are ultimately responsible for the welfare and actions of their children, and failure to exercise those parental responsibilities may constitute child neglect. Parents must use good judgment and consider the physical, emotional and psychological maturity of their child when determining the level of supervision required. Children with a history of ADHD, ADD, Developmental Delay, behavior problems, impulsivity, psychiatric problems or other impairments should not be given the degree of self-management/responsibility indicated in this policy.

PARENTS ARE ULTIMATELY RESPONSIBLE FOR THE SAFETY AND SUPERVISION OF THEIR CHILDREN.

Age of Child	Unattended ¹ in yard or playground?	Walk unattended ¹ to school or bus?	Left unattended ¹ in quarters?	Baby-sit others?
Under 5	No	No	No (Will NOT be left unattended in a parked car - per RABI 2005 31-204 CHP.4.1.21)	No
Age 5 - 6	No	No	No (Will NOT be left unattended in a parked car - per RABI 2005 31-204 CHP.4.1.21)	No
Age 7 - 9	Yes. During daylight hours with access to adult.	Yes, but not across busy streets or more than 1 mile.	No (Will NOT be left unattended in a parked car - per RABI 2005 31-204 CHP.4.1.21)	No
Age 10 - 11	Yes. With access to an adult.	Yes	Yes ² . Up to 3 hours with access to an adult.	No
Age 12 - 13	Yes	Yes	Yes ² . Not over night.	Yes. Not over night.
Age 14 - 15	Yes	Yes	Yes ² . Not to exceed 24 hours.	Yes. Not over night.
Age 16 - 17	Yes	Yes	Yes ² . Not to exceed 3 consecutive days. Must have periodic checks by adult.	Yes. Not to exceed 24 hours.

¹ A child is considered to be “attended” when in the presence of, or under the protection of (within sight or hearing), an appropriate caregiver. Completion of Red Cross Baby-sitting class and Infant/Child CPR is strongly recommended for every teen before caring for other children.

² When left unattended in quarters, children must have access to an adult – parent’s phone number, neighbor, etc. Parents must designate a responsible adult to periodically check in on the children. If left overnight, a medical power of attorney is strongly recommended.

GET INVOLVED

- The **SAC** (School Advisory Committee) makes recommendations and advises the principal on school policy, instructional programs, resource allocation, student services, and student conduct. The SAC is an important venue for parent input regarding school matters.
- The **SAB** (School Advisory Board) serves as the advisory group to DoDDS District Superintendent and Installation Commander on issues concerning our schools and our children such as school meals, transportation, safety and security, medical services, and installation policies related to dependent education.

You do not have to be a member of the SAC or SAB to participate and attendance is highly encouraged. Contact your local DoDDS school or SLO for more information on upcoming meeting dates.

Contact the Schools Liaison Office for information on volunteer opportunities available within KMC DoDDS Schools!

TRANSITION RESOURCES:

If you are PCSing and want to learn more about the schools at your new location, please visit www.schoolquest.org

A world wide listing of Army, Navy, Marine, and Air Force School Liaisons can be found at <http://militaryk12partners.dodea.edu/> under references and guides.

A detailed Tool Kit for military parents can be found at Military Impacted Schools Association (MISA) www.militaryimpactedschoolsassociations.org

Child Care Programs (Child and Teen Services)

An array of programs are offered throughout the KMC for children of all ages. For program specific information please visit the websites below:

For Ramstein & Vogelweh School Age Programs

<http://www.86fss.com>

For Landstuhl and Sembach School Age Programs

<http://www.mwrgermany.com/KL/KLCYS/sas.html>

SCHOOL CONTACT INFORMATION

KAISERSLAUTERN

Elementary (Grades K-5)
Bldg. 2000, Vogelweh AS
DSN: 314-489-7075/7048
Civ: 0631-54-589
www.kais-es.eu.dodea.edu

Middle (Grades 6-8)
Bldg. 2000A, Vogelweh AS
DSN: 314-489-7430/7453
Civ: 0631-59-871
www.kais-ms.eu.dodea.edu

High (Grades 9-12)
Bldg. 2000, Vogelweh AS
DSN: 314-489-7541/7300
Civ: 0631-536-7000
www.kais-hs.eu.dodea.edu

LANDSTUHL

Elem/Mid (Grades K-8)
Bldg. 3830, LRMC
DSN: 314-488-6503
Civ: 0637-192-6508
www.lans-ems.eu.dodea.edu

VOGELWEH

Elementary (Grades K-5)
Bldg. 1178
Vogelweh Housing
DSN: 314-489-6810/6988
Civ: 0631-536-7275/6883
www.voge-es.eu.dodea.edu

RAMSTEIN

Elementary (Grades K-2)
Bldg. 996, Ramstein AB
DSN: 314-480-3996
Civ: 06371-47-3996
www.rams-es.eu.dodea.edu

Intermediate (Grades 3-5)
Bldg. 999, Ramstein AB
DSN: 314-480-6023
Civ: 06371-47-6023
www.rams-is.eu.dodea.edu

Middle (Grades 6-8)
Bldg. 1001, Ramstein AB
DSN: 314-480-7105
Civ: 06371-47-7105
www.rams-ms.eu.dodea.edu

High (Grades 9-12)
Bldg. 900, Ramstein AB
DSN: 314-480-6951/6952
Civ: 06371-47-6951
www.rams-hs.eu.dodea.edu

SEMBACH

Elementary (Grades K-3)
Bldg. 17, Sembach Kaserne
DSN: 314-496-7003
Civ: 06302-67-7003/7429
www.semb-es.eu.dodea.edu

Middle (Grades 4-8)
Bldg. 3, Sembach Kaserne
DSN: 314-496-7040/7082
Civ: 06302-5398
www.semb-es.eu.dodea.edu

Kaiserslautern DSO

District Superintendents Office
Bldg 2786, Kapaun AS
DSN: 314-489-5905
CIV: 0631-536-5905
www.kais-dso.eu.dodea.edu/

Transportation

Student Transportation Office
Ramstein & Landstuhl Schools
480-2877 or 06371-47-2877
Trans.Ramstein@eu.dodea.edu
Sembach, K-town, & Vogelweh
489-2877 or 0631-3406-2877
Trans.Kaiserslautern@eu.dodea.edu

Kaiserslautern Military Community

School Information



KMC School Liaison Offices

Ramstein AB Office

86th MSG/SLO
Bldg 2106, Room 112
DSN 480-9374 CIV 06371-47-9374

Kapaun AS Office

86th MSG/SLO
Bldg 2787, Room 306
DSN 489-6771 CIV 0631-536-6771
86msg.slo@ramstein.af.mil

Pulaski Barracks Office

USAG-K SLO
DSN 493-4123 CIV 0631-3406-4123
mail.kln.mwrslo@eur.army.mil

Commands, Schools, Homes. *Helping Students Succeed.*

The KMC School Liaison Offices (SLO) are community facilitators; connecting schools, families, and community services to address education issues impacting military children.

School Liaison Services

- Advises Installation Commander on matters relating to schools and military child education
- Promotes communication and collaboration between school, military organizations, community services, students and parents
- Assists to resolve issues when they cannot be resolved through the proper chain of command
- Provides information on the Free and Reduced School Lunch Program, school enrollment, and school advisory councils
- Provides transition assistance and information for families moving to the KMC
- Provides outbound referral information about schools and SLO contacts for your gaining installation

DoDDS Enrollment Information

“Where you live determines where your child(ren) will attend school” KMC school zone information can be obtained from the KMC Housing Office, Student Transportation Office, or School Liaison Office.

The following documents are required to enroll students in DoDDS:

- Sponsor’s orders
- Proof of residence or TLA
- Parent ID
- Student Social Security Number
- Shot record
- Previous school records/address
- Birth Certificate/Passport (Kindergarten & 1st grade)

Registration forms for DoDDS schools can be completed online* by visiting the website below:

<http://www.kais-dso.eu.dodea.edu/offices/registration/registration.htm>

**To complete the registration process, the forms must be taken to the school registrar along with the documentation listed above.*

Student 2 Student (S2S)

The S2S program is a student ran and adult supervised program. S2S aids transitioning students by putting the focus on finding their way, relationships, and academics. More information can be obtained by contacting a high school counselor or your SLO.



Sure Start

The Sure Start Program is the DoDDS equivalent to the Head Start Pre-School Program. Children must turn four years old by 01 September of the current school year to be considered for the program. Children qualify for Sure Start based on family dynamics that may put a child “at risk”. Visit the DoDDS website for more information:

www.kais-dso.eu.dodea.edu/EdProgramsSureStart.htm

AAFES SCHOOL MEAL PROGRAM

AAFES administers the student meal program within KMC DoDDS schools. Parents can establish a student lunch account by visiting customer service in the KMCC Base Exchange. Each child is given a four-digit PIN to use for lunch purchases. Accounts should be checked regularly using the Meal Pay Plus Program to prevent negative balances. For more information please visit:

<http://odin.aafes.com/nutrition/index.html>

USDA FREE & REDUCED LUNCH PROGRAM

The SLO is responsible for administering the free and reduced lunch program application process. Program eligibility is based on total household size and income. BAH and COLA are **not** included as family income. Talk to a SLO today to find out if your family qualifies. Applications can be obtained from the main office of all KMC schools, in your Schools Liaison Office or online at:

<http://www.kais-dso.eu.dodea.edu/offices/registration/registration.htm>

SY 2011/2012 Income Eligibility Guidelines

Household Size	Reduced Price Meals		Free Meals	
	Annual	Monthly	Annual	Monthly
2	34,003	2,834	23,894	1,992
3	42,846	3,571	30,108	2,509
4	51,689	4,308	36,322	3,027
5	60,532	5,045	42,536	3,545
6	69,375	5,782	48,750	4,063
7	78,218	6,519	54,964	4,581
8	87,061	7,256	61,178	5,099

Bright Eyes

The Kaiserslautern/Landstuhl Spouses Association provides a \$50.00 voucher towards the purchase of a pair of frames and lenses to children of families who qualify for the free lunch program. Please ask your School Liaison Office for more information or to receive

World-Wide Connections

One of the strengths of the School Liaison program is connections. USAFE School Liaison Offices (SLOs) work together to provide consistent support for families and students throughout Europe.



In addition, we are connected to the broader network of multi-service SLOs around the world. So, no matter where your military service takes you next, we'll be there to help your family make a positive school transition.

USAFE SLOs are connected to a wide array of resources. We support you & your family — wherever you go!

Kaiserslautern School Zone

Dansenberg	Morlautern
Erzenhausen	Niederkirchen
Erzhuetten	Olsbruecken
Espensteig	Pfeiffermuehle
Eulenbis	Stelzenberg
Kaiserslautern City	Sulzbachtal
Kaiserslautern-Engelshof	Trippstadt
Kreimbach	Wiesentahlerhof
Moelschbach	Woersbach

Vogelweh School Zone

Einsiedlerhof	Krickenbach
Forsthaus-Einsiedlerhof	Linden
Geiselberg	Queidersbach
Heltersberg	Rodenbach
Hermersberg	Schopp
Hohenecken	Siegelbach
Horbach	Steinalben
Höheinöd	Thaleischweiler
Kaiserslautern-Vogelweh	Waldfischbach
Kindsbach	Weilerbach

**** Students living in the Vogelweh Zone who are in Grades 6-8 will attend Kaiserslautern Middle School and students in Grades 9-12 will attend Kaiserslautern High School ****

Sembach School Zone

Alsenborn	Lohnsfeld
Baalborn	Mehlbach
Börrstadt	Mehlingen
Breunigweiler	Münchweiler an der Alsenz
Enkenbach	Neuhemsbach
Erfenbach	Otterbach
Erlenbach	Otterberg
Fischbach	Sambach
Gersweilerhof	Schallodenbach
Gonbach	Schneckenhausen
Heiligenmoschel	Schweissweiler
Hirschhorn	Sembach (village)
Hochspeyer	Sippersfeld
Höringen	Wartenberg
Imsbach	Winnweiler
Katzweiler	
Langmeil	

**** Students in Grades 9-12 who reside in the Sembach Zone will attend Kaiserslautern High School ****

School Liaison Offices

**86 MSG School Liaison Offices
Kapaun Office, Building 2787, Room 300
DSN: 489-6771 CIV: 0631-536-6771**

**Ramstein Office
Building 2106, Room 112
DSN: 480-9374 CIV: 06371-47-9374**

**USAG-K School Liaison Office
Pulaski Barracks, Building 2925
DSN: 493-4123
CIV: 0631-3406-4123**

**86TH MISSION SUPPORT GROUP/
SCHOOL LIAISON OFFICE**

KAISERSLAUTERN MILITARY COMMUNITY SCHOOL ZONE INFORMATION



**WHERE YOU LIVE
DETERMINES WHERE YOUR
CHILDREN GO TO SCHOOL**

DoDDS Student Transportation
Office Information:

Ramstein and Landstuhl Schools
DSN: 480-2877 CIV: 06371-47-2877

Sembach, Kaiserslautern, and
Vogelweh Schools
DSN: 489-2877 CIV: 0631-536-2877

SCHOOL ZONES



WHERE YOU LIVE IS WHERE YOUR CHILDREN WILL GO TO SCHOOL.

The Kaiserslautern Military Community (KMC) hosts more than 7,000 school aged children. The Department of Defense has established 11 schools within the KMC to meet the educational needs of children from kindergarten through 12th grade.

The school your child attends is determined using the same method as in the United States; by physical home address, not the parent's workplace address. Exceptions to zone feeder policy will be made for bona fide, exceptional, and extraordinary circumstances only. Convenience is not considered a valid exception to the zone feeder policy and will not be approved.

Parents requesting an exception to the zone feeder policy may submit a request to the District Superintendent's Office. Requests may be submitted as early as February for the following school year. Requests require signatures from both the losing and gaining school principals. Possible exceptions may include:

- Educational services
- Special needs students (medical)

It is important for parents to understand if an exception to feeder zone policy is approved, school bus transportation will not be provided outside of designated school feeder zones.

Ramstein School Zone

Albersbach	Matzenbach
Altenglan	Miesau
Altenkirchen	Miesau-Buchholz
Bettenhausen	Miesau Depot
Börsborn	Miesenbach
Bosenbach	Mühlbach
Brücken	Nanzdietschweiler
Dietschweiler	Nanzweiler
Dittweiler	Neunkirchen am. Potzberg
Elschbach	Niedermohr
Elschbacherhof	Niederstaufenbach
Elschbach Am Bahnhof	Obermohr
Etschberg	Obertstaufenbach
Fockenberglimbach	Ohmbach
Fockelberg	Quirnbach
Gimsbach	Ramstein-City
Glan-Münchweiler	Rehweiler
Gries	Reichenbach
Haschbach	Reichenbach-Steegen
Henschtal	Reuschbach
Herschweiler-Pettersheim	Rothselberg
Huffler	Rutsweiler a. Glan
Hütschenhausen	Sand
Jägersburg	Schellweiler
Jettenbach	Schmittweiler
Katzenbach	Schönenberg
Kirchmohr	Schrollbach
Kollweiler	Schwedelbach
Kottweiler-Schwanden	Spesbach
Krottelbach	Steinbach
Kübelberg	Steinwenden
Landstuhl-Langwiesen	Theisbergstegen
Liebthal	Waldmohr
Mackenbach	Weltersbach

Landstuhl Elementary/Middle School

Bann	Langwieden
Bechhofen	Martinshöhe
Bruchmühlbach	Mittelbrunn
Gerhardsbrunn	Morsbach
Gross/Klein Budenbach	Neumühle
Harsberg	Niederhausen
Hauptstuhl	Oberarnbach
Herschberg	Oberhausen
Hettenhausen	Obernheim
Käshofen	Rosenkopf
Kirchenarnbach	Saalstadt
Knopp	Schauerberg
Krahenberg	Schmittshausen
Labach	Vogelbach
Lambsborn	Wallhalben
Landstuhl- Atzel	Weselberg
Landstuhl- City	Wiesbach
Landstuhl- Melkerei	Winterbach

HIGH SCHOOL STUDENTS LIVING IN THE LANDSTUHL SCHOOL ZONE WILL ATTEND KAISERSLAUTERN HIGH SCHOOL



DoDDS Kaiserslautern –Ramstein/Lanstuhl School Bus Registration Form School Year 2012/2013

Pre-Registration

New to Europe

Transfer within Europe

Change Of Address

SPONSOR INFO

Full Name: _____
First Middle Initial Last

DEROS/PCS Date: _____ Title or Rank: _____
(MM/DD/YYYY) (e.g., A1C/1LT/SFC/ Mr./Mrs./Ms.: GS-1/NAF-1/SES-1/YA-1)

Branch: _____ Unit Name: _____
(Air Force/Army/Marines/Navy/Civilian/NATO)

Duty Phone DSN: _____ Duty Phone CIV: _____

Home Phone: _____

Personal Mobile: _____

Work Mobile (if applicable): _____

Official Email: _____
(Required)

Personal Email: _____

Home Address: _____
House # Street Name

Town/Village

Mailing Address: _____ APO AE _____
PSC / CMR / UNIT BOX (ZIP CODE)

Spouse INFO

Spouse Name: _____

Personal Email: _____

Official Email: _____

Personal Mobile: _____

Work Phone (if applicable): _____

(One student Per Line; Up to Four students per Sheet)

First MI Last D.O.B Grade School M F
(MM/DD/YY)

First MI Last D.O.B Grade School M F
(MM/DD/YY)

First MI Last D.O.B Grade School M F
(MM/DD/YY)

First MI Last D.O.B Grade School M F
(MM/DD/YY)

Emergency Contact INFO Other than SPONSOR

Emergency Contact Name: _____

Emergency Contact Home Phone: _____

Emergency Contact Mobile Phone: _____

Data Herein Subject to Privacy Act of 1974

Disclosure of personal information as requested on this School Bus Registration Form is NOT mandatory. **However, failure to submit this information may preclude the extension of school bus services to your child.** All information gathered on this registration form is considered confidential - For Official Use Only - and will not be shared with any other agency, group or individual.

I acknowledge that I am responsible for my family member's conduct while they are using government furnished student transportation. I understand that their misbehavior may result in disciplinary action that can result in the suspension or revocation of transportation privileges. This responsibility extends to financial liability for any damage caused by your child.

I understand that possession of a bus pass is mandatory.

For Office Use Only

AM Bus # _____ AM Stop: _____

PM Bus # _____ PM Stop : _____

 **SIGNATURE OF SPONSOR OR SPOUSE **

 DATE SIGNED

For Official Use Only