

Aukamm Elementary School

“Committed to Inspiring a Community of Life-long Learners!”

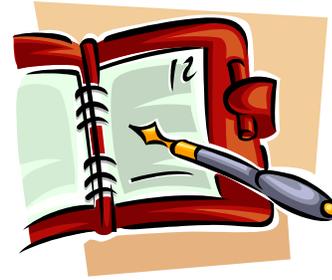


Wiesbaden, Germany
Student Handbook
SY 2016-2017

ADDRESS



Aukamm Elementary School
Unit 24301 Box 0089
APO AE 09005



Aukamm Elementary School
Schleswigstrasse 218
65191 Wiesbaden

TELEPHONE NUMBERS

Main Office: Military DSN- 337-6260/6261
 Civilian- 0611-705-6260/6261
 Or 0611-561518

Nurse: Military DSN- 337-6260/6261
 Civilian- 0611-705-6260/6261
 Or 0611-569202

You can reach teachers and staff by email.

firstname.lastname@eu.dodea.edu

To dial a military number from a civilian phone, dial 705 and the last four digits of the number. If outside Wiesbaden, dial the prefix 0611-705-then the last four digits of the number.

All faculty and staff can be reached during the day by calling the main office. If the call is an emergency, the teacher will be contacted immediately. All non-emergency calls will be delivered to the teacher's distribution mailbox, so as not to interrupt instructional time.

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AUKAMM ELEMENTARY SCHOOL
CHAIN OF COMMAND

Mr. Thomas Brady
DoDEA Director

Dr. Linda Curtis
Principal Deputy Director and
Associate Director of Academics

Dr. Dell McMullen
Director for Student Excellence (DSE)

Dr. Liz Dunham
Superintendent

Mr. Josh Adams
Community Superintendent

Mrs. Alice Berard
Principal, Aukamm Elementary School
0611-705-6260



Aukamm Elementary School
Unit 24301 Box 89
APO AE 09005

Telephone: 0611-705-6260/6261 DSN: 337-6260/6261
When calling from the States: 011-49-611-705-6260/6261

Principal – alice.berard@eu.dodea.edu



**DoDEA's Vision and
Mission Statement
School Year 2016-2017**

Vision: Communities investing in success for ALL students!

Mission: Educate, Engage, and Empower Each Student to Succeed in a Dynamic World.

Guiding Principles

- Student achievement.... a shared responsibility.
- Trust and respect for other's rights.
- Unlimited opportunities to reach high expectations.
- Dedication to lifelong learning.
- Equal access to a quality education based on standards.
- New and motivating challenges to inspire excellence.
- Total accountability with teamwork.
- Success for all...students first!

Wiesbaden Complex Calendar

SY 2016-2017

Thu Aug 18	WMS – New Student Orientation
Fri Aug 19	HES, AES – New Student Orientation
Mon Aug 22	Early return date HES, AES – CCRSM Pre K-5
	WMS, WHS 6-12 Literacy Materials
Tue Aug 23	HES, AES – 2 nd day of CCRSM Pre K-5 All teachers return beginning 190 day year
Wed Aug 24	WHS New Student Orientation (UPDATED)
Thu Aug 25	WMS & WHS 6-12 CCRSL and CCRSM (UPDATED)
Fri Aug 26	PROJECTED: 1100 hrs. Commander’s Welcome Where: WHS MPR
Mon Aug 29	Begin First Quarter, Grades 1-12
Mon Sep 5	Labor Day (No School)
Tue Sep 6	WMS – Open House HES, AES – First day for Kindergarten
Wed Sep 7	HES, AES - Open House
Thu Sep 8	WHS - Open House
Thu Sep 15	HES – First day for Sure Start
Thu Sep 29	Half Day for Students (Teacher Training), Early Dismissal for Students
Fri Sep 30	Professional Development In-Service Day (No School for Students)
Mon Oct 10	Columbus Day (No School)
Fri Oct 14	CCR Day for Wiesbaden complex schools
Wed Oct 19	PSAT for grades 8-11
Thu Nov 3	End 1 st Quarter
Fri Nov 4	Teacher Workday (No School for Students)
Mon Nov 7	Begin 2nd Quarter
Fri Nov 11	Veterans Day (No School)
Thurs Nov 17	HES, AES - Parent Teacher Conferences
Fri Nov 18	Parent Teacher Conference (All Wiesbaden complex schools)
Thu Nov 24	Thanksgiving Day (No School)
Fri Nov 25	Recess (No School)
Wed Dec 7	PROJECTED Accelerated Withdrawal Date
Mon Dec 19	Winter Recess Begins (No School)
Tue Jan 3	Instruction Resumes
Mon Jan 16	Martin Luther King, Jr. Day (No School)
Thu Jan 19	End of Second Quarter/Semester
Fri Jan 20	Teacher Workday (No School for Students)
Mon Jan 23	Begin Third Quarter
Thu Jan 26	CCR Day for Wiesbaden complex schools
Fri Jan 27	CCR Day for Wiesbaden complex schools
Mon Feb 6	Professional Development In-Service Day (No School for Students)
Fri Feb 17	Parent Teacher Conferences (All Wiesbaden complex schools)
Mon Feb 20	Presidents' Day (No School)
Mon-Fri Mar 6-10	PROJECTED PARCC testing
Thu Mar 30	End of Third Quarter

Fri Mar 31	Teacher Workday (No School for Students)
Mon Apr 3	Spring Recess Begins (No School)
Mon Apr 10	Instruction Resumes
Fri Apr 14	CCR Day for Wiesbaden complex schools
Mon-Fri May 1-12	WHS AP Exams
Thu May 18	PROJECTED Accelerated Withdrawal Date
Mon May 29	Memorial Day (No School)
Thu Jun 8	HES – last day for Sure Start
Sun Jun 11	Graduation (Kurhaus) – <i>Pending confirmation</i>
Thu Jun 15	Half day for students – early release; last day of instruction
Fri Jun 16	Teacher Workday (No School for Students)

ACCREDITATION

We are pleased to inform you that our school has earned the North Central Association of Colleges and Schools Improvement in 2009. This accreditation has been revalidated annually without citations since 1982. Our membership in this association means that this school has met those conditions and standards of excellence as defined by the accrediting (CASI/AdvancEd).

Accreditation is a voluntary method of quality assurance developed more than 100 years ago by American universities and secondary schools. Today, to demonstrate educational quality, accreditation is used by education providers of all types from traditional schools to distance learning providers to tutoring centers serving all ages of students from toddlers to adults. Accreditation engages the school community in meeting high quality standards, implementing a continuous improvement process, and engaging in quality assurance through internal and external review.

A school's commitment to accreditation assures parents and the community that the school is focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation. An accredited school adheres to high quality standards based on the latest research and successful professional practices. AdvancED accreditation means that your school has opened its doors to review and support from an organization bringing 100 years of experience in improving educational quality.

Students who attend a school accredited by AdvancED can rest assured that the school is committed to raising student performance and held accountable for improving student learning on a continual basis.

Accreditation means that students have:

- Qualified teachers who are continually working to improve their practices and teaching methods in order to increase student performance;
- Access to a rich, diverse, and sound curriculum;
- Access to a range of student activities and support services;

To earn accreditation schools must:

1. Meet the AdvancED standards.

The standards require that schools have a clear vision and purpose; have effective and responsive leadership; have a rigorous curriculum taught through sound, research-based methods; collect, report, and use performance

results; provide adequate resources and support for its educational programs; value and communicate with stakeholders; and have a commitment to continuously improve.

2. Engage in a continuous process of improvement.

Accredited schools are committed to being better today than they were yesterday. The schools identify a shared vision, maintain a school-wide profile of the current reality, establish plans and assess the implementation of interventions, and document the results of their efforts to improve student learning and school effectiveness.

3. Demonstrate quality assurance through internal and external review.

Internal review involves the schools and their stakeholders. External review involves feedback from experienced educators outside the schools.

ADMISSION REQUIREMENTS

Children entering Kindergarten must be 5 years old by September 1st. Children 6 years old by this date may enter First Grade.

Parents enrolling students at Aukamm Elementary School must be residents in Aukamm Housing (see Exception to Feeder Plan). They will be required to furnish the following:

- Birth certificate or passport
- Copy of orders with the child’s name listed as a dependent
- Shot records
- Previous school records (if applicable)

Parents are required to register their child annually since certain documents must be updated.

ASBESTOS REPORT

In accordance with the Asbestos Hazard Emergency Response Act, inspectors completed an asbestos inspection of Aukamm ES, consistent with Environmental Protection Agency (EPA) guidelines, Phase II, and Department of Defense Dependents Schools (DoDEA) policy in November 2014. Test results indicated that small amounts of asbestos remain in the attic and the outside of the building in the sheeting under the windows. To protect students from any contamination, students are not permitted in the attic. We are following the “Operations and Maintenance Program” to ensure the asbestos is not disturbed. As required by EPA, a periodic surveillance program regarding asbestos in the school is in place and closely monitored. Copies of the inspection report, periodic surveillance records, and the school’s Asbestos Management Plan are in the school office and available for your review.

ATTENDANCE AND ABSENCE PROCEDURES

Current research indicates that consistent, daily attendance has been identified as one of the most significant factors contributing to students' success in school. It is DoDEA policy that school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress. Parents **must** notify the school office before 9:00 AM the day of the absence by telephone or note any time a student is absent. The school nurse will make checks on students who are frequently absent or who are absent for extended periods. Students who are absent due to a contagious condition should report the illness to the school nurse so that precautions can be taken in the classroom.

Planned absences must be communicated to the classroom teacher or office staff in writing prior (except in emergency situations) to the absence. An advance absence form must be completed for approval to be excused for absences more than 3 consecutive days. This is to coordinate with the teacher the student's assignments during the absence.

A copy of the complete absentee policy is in the school office and available for your review upon request. It can also be located online at the following website:

http://www.dodea.edu/Europe/policies/upload/memo_studentAbsence_100720.pdf

APPOINTMENTS OR ILLNESS DURING THE SCHOOL DAY

The administration and staff at AES are responsible for children once they arrive on the school grounds. Students are not allowed to depart the school grounds during the school day unless a parent or legal guardian accompanies them. Parents should make every effort to schedule medical and dental appointments after school hours. Should this not be possible, please notify the classroom teacher of the scheduled absence.

Children departing school during the school day need to be signed out through the main office by a parent, legal guardian or an adult with parents' written consent. The children will be called to the office for the departure.

Students returning to school prior to the end of the school day need also check in at the main office prior to their return to their classroom. We encourage your support of our efforts to account for each student that attends our school each day. When a student is too ill to remain in school, the School Nurse will call the parent, guardian, or emergency contact to pick-up the student and bring him or her home until the child is once again healthy. With contagious illnesses, a physician's clearance may be needed for reentry. In general, a child must have a normal temperature, ~98.6° Fahrenheit, for 24 hours before returning to school.

BOOKS AND SCHOOL PROPERTY

Textbooks and workbooks are the property of DoDDS but are loaned to students for their use. Sponsors are responsible for replacement of textbooks, workbooks, library books, science equipment, audio/visual aids,

computer materials or other school property if they become lost or damaged. Clearance forms cannot be signed until all items are returned or replaced.

BULLYING

The importance of the physical and emotional safety of each and every student and staff member is paramount to our school and DoDEA. We try to identify critical concerns that are important to our students and staff. We take the issues of bullying and violence in our culture very seriously.

Anti-Bullying Policy

The U.S. Army Garrison Wiesbaden and Wiesbaden DoDD Schools are committed to making our community and school safe, caring, and welcoming places for all our children and youth. We will treat each other with respect, and we will refuse to tolerate bullying in any form in our community or at our school.

Our community and school define respect as follows: Treat others with the dignity and regard you would want to be treated with.

Our community and school define bullying as follows: Bullying is a mean and one-sided activity intended to harm where those doing the bullying get pleasure from a targeted child's pain and/or misery. Bullying can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; includes all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time, however, once is enough to constitute bullying.

Bullying that happens off of school grounds, including all forms of cyberbullying can impact the feeling of safety the targeted child has upon returning to school with the perpetrator(s) and can create an intimidating, hostile or offensive environment for all students. The school and the Civilian Misconduct Action Authority (CMAA) will address these actions when necessary for the well-being and safety of the community and all students involved. All suspension and expulsion documents, if forwarded to the CMAA, may be used as aggravating factors when considering administrative action in juvenile civilian misconduct under Army Europe Regulation 27-9.

Examples of bullying include but are not limited to:

- Taunting
- Using put-downs, such as insulting or making fun of someone's race, religion, physical ability or disability, mental ability or disability, gender—including perceived or actual sexual orientation
- Threatening or ganging up on someone
- Stealing or damaging another person's things (stealing or damaging can also be considered a criminal offense)
- Spreading rumors about someone
- Physically hurting a targeted child, including, but not limited to hitting, kicking, tripping, pushing, shoving
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping (can be considered a form of assault which is a criminal offense)
- Shunning or purposefully excluding a targeted student or trying to get other students not to play with targeted child
- Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out of a game, or hack into a targeted child's account
- Hazing, i.e. "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical

BUS SAFETY

WIESBADEN SCHOOL BUS OFFICE INFORMATION

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

Dan Samek
SBO Lead
0162-271-1784

daniel.samek@eu.dodea.edu

Eddie Kilcrease
Transportation Spec
0162-271-1787

eddie.kilcrease@eu.dodea.edu

The school bus for AES arrives at the school at 7:55 AM.

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

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

The AES principal has authority to take disciplinary action for any infractions that occur on the bus during the student’s transit to and from school. Remember: The bus is an extension of the school campus.

KAISERSLAUTERN DISTRICT SCHOOL BUS DISCIPLINE MATRIX

<h1 style="color: red; font-size: 48px;">A</h1> <p style="color: red; font-weight: bold;">MINOR MISCONDUCT</p>	<ul style="list-style-type: none"> ❖ Boarding or exiting the bus unsafely, to include crossing in front or behind the bus. ❖ No Bus pass or improper bus pass ❖ Standing while the bus is in motion or not being seated ❖ Obstructing an empty seat, door, stairs or aisle while entering and exiting the bus. ❖ Making excessive noise ❖ Eating and/or drinking on the bus ❖ Littering 	<p>**Verbal or Written Warning</p>	<p>**Assigned Seat</p>	<p>**1-5 day Bus Suspension</p>	<p>**10-day to Suspension of riding privileges for the remainder of SY</p>
<h1 style="color: red; font-size: 48px;">B</h1> <p style="color: red; font-weight: bold;">SERIOUS INFRACTIONS</p>	<p style="text-align: center; font-weight: bold; color: red;">EXAMPLES OF INFRACTIONS</p> <ul style="list-style-type: none"> ❖ Failure to comply with bus driver's instructions and/or supervisory adults ❖ Not showing bus pass ❖ Throwing objects at, within, or out of the bus/bus stop ❖ Sticking object or body parts out of the window/door ❖ Causing minor damage to bus seat; such as, writing on seat, making holes in seat etc. ❖ Using profane or obscene language or gestures ❖ Interfering with the duties of a gate guard-attempting to touch/grab firearm ❖ Public display of affection 	<p>**Assigned FIRST REFERRAL</p>	<p>**5-day Bus SUSPENSION REFERRAL</p>	<p>**10-20 day Bus Suspension</p>	<p>**Suspension of riding privileges for the remainder of SY</p>
<h1 style="color: red; font-size: 48px;">C</h1> <p style="color: red; font-weight: bold;">SEVERE OFFENSES</p>	<ul style="list-style-type: none"> ❖ Sitting in driver's seat/tampering with controls ❖ Interfering with driver/monitors and officials ❖ Unauthorized operation of emergency exits ❖ Serious threatening, fighting, hitting, biting or pushing another person ❖ Vandalism or damage to bus that requires repair, cleaning and/or painting ❖ Sexually offensive verbal comments and/or suggestions ❖ Theft or pilfering of anyone's personal items 	<p>**5-day Bus Suspension</p>	<p>**10-day Bus Suspension</p>	<p>**20-30-day Bus Suspension</p>	<p>**Suspension of riding privileges for the remainder of SY</p>
<h1 style="color: red; font-size: 48px;">D</h1> <p style="color: red; font-weight: bold;">CRIMINAL/ILLEGAL/ UNACCEPTABLE ACTS</p>	<ul style="list-style-type: none"> ❖ Tobacco and Alcohol Use ❖ Possession or use of weapons or other prohibited items ❖ Possession of illegal substances ❖ Excessive/reoccurring bullying ❖ Sexual offensive behavior/lewd or indecent acts to include full/partial nudity ❖ Direct or indirect acts causing injury to another person ❖ Bomb threat 	<h2 style="font-size: 24px; font-weight: bold;">Suspension/Expulsion Proceedings Initiated</h2>			

- Notes:**
1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
 2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
 3. The School Liaison Officer will be informed of major incidents.
 4. Possession of prohibited items; such as weapons, controlled substances, alcohol and other serious incidents will be reported to Security Forces, the School Liaison Officer and other appropriate authorities.
 5. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.

****The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion in handling misconduct issues with regard to unique circumstances or special needs students.**

School to Parent Communication

Communication from teachers to parents is an on-going process. Teachers will send out classroom information in the form of weekly newsletters.

DAILY SCHEDULE

Office hours: 0730-1600

All classes: 0800-1430

The main office will be open at 0730 and classes will begin at 0800. We ask that you do not send your child to school prior to 0745 since there will be no adult supervision prior to this time.

Our students will have a 60-minute lunch/recess. Students will be dismissed from school at 1430. Every Thursday school is dismissed at 1330.

DISCIPLINE POLICY

SCHOOL - WIDE RULES



Although the school rules will be presented and discussed in class by the teachers, parents are urged to discuss the school rules with their children. It is especially important that children understand why these rules are needed.

In the school and on school grounds students need to:

- Use behavior that shows respect for the learning of others.
 - Obey and respect all school adults promptly.
 - Keep your hands, feet, and objects to yourself.
- Behave in ways that protect you and others from danger and injury.
 - Show pride in your school environment with respect for the personal property of others.

In the bathroom:

- Keep your bathroom clean and neat.
- Flush toilets after use.
- Wash your hands.
- Use quiet voices.
- Respect others' privacy.

On the playground:

- Play safely. Rocks, sticks, leaves, snow and sand stay on the ground and are never thrown. Fighting, play-fighting and rough games are never allowed.
- Use playground equipment properly, and use only designated game areas.
- Respect the rights of others by keeping hands, feet, and ugly words to yourself.
- Student must have permission from the playground monitor to leave the playground. The monitor will issue a pass to the student to re-enter the building.
- Place lunch boxes in the classroom box. Pick up and throw away any litter you see on the school grounds.
- Line up quickly and quietly when the bell or whistle sounds.

Teachers at each grade level may have other classroom rules. You will be notified of these rules the first day of school or shortly thereafter. Again, it is important that parents go over these rules with their children, placing an emphasis on the understanding of these rules. It is in the children's best interest that the school and home have a partnership that works together to provide a school environment, which promotes the learning of academic and social skill.

Aukamm ES has a behavior management program based on the belief that:

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

School Guidance Plan

Our plan is to help each child learn and apply the skills needed for success in school and in life.

- We will provide a physically and emotionally safe environment for all the children.
- We will teach the children impulse control, anger management, conflict resolution and people skills.
- We will design specific intervention programs and support for children who need additional help in mastering and applying the skills needed for success.
- We will bring in outside resources as necessary to help all children at our school reach social and emotional competency.

Common to each teacher's plan are these steps to remedy inappropriate behavior:

1. One-to-one counseling session with student.
2. Counseling with the student, and parent /guardian contact by note or telephone call.
3. Scheduled conference with parent/guardian.

After taking steps to correct the student's inappropriate behavior, teachers may make a discipline referral to the administration. A behavior deemed severe or endangering to self or others, will be referred directly to the administration, bypassing the steps outlined above.

EXPECTATIONS AND CONSEQUENCES

Industry, honesty, truthfulness, accepting responsibility, and respect for self and others are keys to personal success throughout life. Students need to know, value, and conduct themselves at all times in a respectful, honest, and industrious manner. Students are expected to share, follow directions, be truthful, and respect themselves as well as others. As educators, we strive to do everything possible to help our students gain self-discipline and to be responsible for their actions.

Every teacher and student at Aukamm ES has the right to expect that all students will come to school prepared to learn. Each student must be prepared mentally, physically, and emotionally, to perform their best on a daily basis. It is expected that all students will have acquired from their parents, the basic social skills necessary to function in a positive school environment. It is the parents'/sponsors' responsibility and role to prepare and teach their child/children these basic social skills. Students who have acquired a healthy attitude towards learning, who are well behaved and know how to cooperate, will find Aukamm ES a pleasant, profitable and enjoyable experience.

We desire a school in which students can learn, be creative and enjoy friendships free from disruption, mean gossip, and threats of personal violence. Parents/sponsors, teachers and students must work together to ensure

that the basic rights are ensured. We will all strive to live, learn, and work side by side at Aukamm ES. In most cases the students at our school are well behaved, kind and respectful. We (teachers, administrators and support staff) want to keep them progressing toward improving their social skills and responsibilities.

The discipline system at Aukamm ES is designed to foster a positive environment that is conducive to learning and teaching. Discipline problems at school or school sponsored events do not support this goal. Discipline problems and inappropriate behavior are generally classified as, but not restricted to...

1. Profanity
2. Fighting
3. Defiance or disrespect towards adults
4. Stealing, lying, cheating
5. Tardiness
6. Habitual lack of preparation for class
7. Bullying, verbal and physical
8. Malicious mischief
9. Destruction/damage to property
10. Obscene literature, comments, or gestures
11. Inappropriate items or weapons
12. Inappropriate body contact, physical aggression, spitting on another person, inappropriate body gestures towards others

In the event that a student fails to take personal responsibility for him or herself, or fails to respond to the direction of the teacher or other adult, after warning and/or counseling, the following are consequences which may be implemented.

The disciplinary action taken depends upon the severity of the student's inappropriate behavior or infraction as well as any previous record of the current school year's offenses. Actions the principal or appropriate administrator may take:

1. Listens to and writes down the student's perspective and counsels the student.
2. Gives a warning or oral reprimand.
3. Issues a restriction of privileges.
4. Calls parent(s) so they are aware of the situation, and documents the incident.
5. Retains the student(s) in the office or other designated area for in-school suspension.
6. Sends student home with parents for the rest of the day.
7. Suspends the student out of school for a determined period of time
8. Conducts an administrator-teacher-parent conference before or after the student(s) is/are sent home or returns.
9. Calls a meeting of the Student Support Team which includes the parents, classroom teacher, counselor(s), and often the school psychologist. During this time, the team outlines a specific discipline plan.
10. Recommends suspension for more than ten days. When the suspension time is greater than ten days, the principal calls for a hearing with the Discipline Committee which includes parents, teachers, and a community member.
11. Notifies the Special Education Case Study Committee, which is usually involved with the discipline of special education students, and the modification of their Individual Education Plan (IEP) that includes a plan to help correct the discipline problem.

*The authority to suspend a student from school rests solely with the school administrator. Parents may appeal all suspensions and expulsions with the district superintendent. (Students will begin their suspension during the appellate process.)

****Please be advised all discipline incidents will be documented. These records are destroyed at the end of each year. Records are not released to other parents.**

SUSPENSION AND EXPULSION OFFENSES

A student may be suspended or expelled from school, if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Caused or attempted to cause damage to school, government, vendor, or private property.
3. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
4. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff and chew packets.
5. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drugs or drug paraphernalia.
7. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
8. Conduct; including fighting, that endangers the well-being of others.
9. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
10. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
11. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
12. Forgery, cheating, or plagiarism.
13. Use or possession of fireworks.
14. Violation of attendance policy.
15. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.

The sponsor's Commander/Supervisor (and Garrison Manager for serious offenses) will be notified when a student is suspended. Suspensions will be for longer periods of time for repeated inappropriate behavior. Suspensions during the last ten days of school will be for the remainder of the school year.

Students who have been dismissed from school for the day, or are serving a detention, are not permitted to participate in or attend any school-sponsored event or activity during that period. All students who are suspended from class or school must complete all assignments.

DoDEA's DRUG-FREE SCHOOL AND LEARNING ENVIRONMENT POLICY

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

DRESS STANDARDS

Student dress and personal grooming is the responsibility of the parents. Clothing should be comfortable, but also present a neat appearance. Clothing with offensive words or obscene pictures will not be permitted. Short-shorts, halter-tops, see through tops, and T-shirts designed as underclothing are examples of inappropriate classroom attire. High heels, Heelys, long skirts, long shoe strings, pants/shorts that are oversized, baggy and that show the underwear are considered to be unsafe and inappropriate in a school setting and are not permitted.



During the winter season children should have raincoats, hats, umbrellas, mittens or gloves, a warm jacket or coat, hat or scarf, and sturdy shoes and/or boots. Cloth shoes become wet and cold and are not appropriate in the winter. Boots worn all day make the feet perspire and become cold when the child goes outside. Children will be allowed to leave house shoes or cloth shoes at school and change into them during the course of the day. Hats or other headgear will not be worn inside during school hours.

If a student dresses inappropriately, he/she will be told to remedy the attire. This may involve removing the headgear, wearing a jacket over the offensive shirt for the rest of the day with instructions to not wear the item of clothing again, wearing a shirt inside out to hide offensive wording, etc. In some cases, the child may be sent home to change clothing. *The administration reserves the right to determine appropriateness of the attire and how best to remedy it.* There may be days during the year when students are allowed to dress in a crazy way (i.e. hat day, Wacky Tacky Day, crazy hair day, etc.) This “spirit attire” must receive prior approval by the Student Council and also have the principal’s approval.

EDUCATION FOR STUDENTS with DISABILITIES

Individual education programs will be developed for students with disabilities as prescribed by DoD Instruction 1342.12. There are certain rights for parents of exceptional students. They include:

- The accessibility to all recorded information about their child.
- The right to be fully informed of the results of any formal assessment and how these results will be used, by whom, and under what circumstances.
- The right to refuse any formal assessment for your child with the understanding that the school may request a hearing to conduct the assessment.
- The right to request that the school provide information about where an independent evaluation may be obtained.
- The right to question proposed modifications of the regular instructional program for their child.
- The right to request a hearing if dissatisfied with the attempts by the school to resolve a difference of opinion regarding the education of the child.
- The right to a translator in order to accomplish any of the above if the primary language is not English.

EMERGENCY CONTACT INFORMATION



During registration you were asked to provide the school with home, work, and emergency contact numbers. These numbers will often change during the school year. It is vital that this information be kept up to date.

In addition, please inform the school if you will be in the field or traveling and have left your child in someone else's care. A note providing their name, home unit, duty phone, quarter's address, as well as a copy of the Medical Power of Attorney must be sent to the school office.

EMERGENCY PROCEDURES

During the course of the year, we will have monthly fire drills to help us prepare for fire dangers. Children are evacuated from the building and lined up by classroom on the blacktop until the Fire Marshall clears the school. Lock down and bomb threat procedures are practiced early in the year and reviewed throughout the school year.

In the event Aukamm ES is required to evacuate, the school and Garrison work together on moving students to a safe location. The school and Garrison will coordinate a release plan of students to parents.



EXCEPTION TO FEEDER POLICY

If a student is not a resident in Aukamm Housing, an Exception to Feeder Form must be completed and approved by both the admitting and releasing principal before permission is granted for your child to attend Aukamm Elementary School.

Each school has an area within which students walk or are bused to that school. The enrollment of students in such an area in the specified school is called a "feeder plan." Copies of feeder plans for specific schools can normally be found in the District Office, the community transportation office, the District school bus office (formally DETMO) and the school.

If a sponsor lives within a feeder area, his/her dependents are normally enrolled in the school specified in the feeder plan. In some circumstances, the DoD sponsor may wish to request the enrollment of the student in another school. This is often as a result of the spouse or sponsor working in a different community than they live.

The sponsor may request an exception to such a feeder plan by submitting a letter providing relevant information through the losing Principal.

If the request is for enrollment in a school within the same district, this request will then be forwarded to the gaining school Principal. If the request is for enrollment in a school in another district, the request will be forwarded through the losing District Superintendent's Office to the gaining District Superintendent's Office and gaining school Principal.

A determination is based upon the ability of the gaining school to serve the child and the adequacy of support for the child in the new community. Based upon local policy, it may be required to obtain the local military

community's position on the transfer, particularly in restricted tour areas. In no case should the enrollment be accomplished before approval is given.

Space-required students granted an exception to the feeder plan would be carried as *space-available* at the gaining school. Exceptions to “feeder plan” students reside outside of the commuting area of the gaining school, therefore transportation will not be provided at government expense.

The District Superintendent’s office is the point of contact for feeder plans and exceptions to the feeder plan.

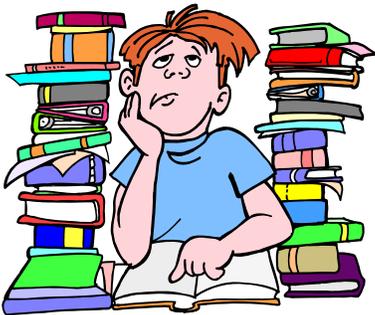
GENERAL HEALTH

Please assist us in providing a healthy and safe environment for your child by:

- Notifying the school nurse of any contagious diseases in our community that might affect our students.
- Keeping your child home when he/she has a fever or is feeling ill.
- Providing us with the physician statement that restricts certain activities due to a medical condition.
- Sending a note to school after any absence stating the reason for the absence.
- Notifying the school of an extended absence, along with the expected date of return.
- Making sure that your child has eaten a well-balanced breakfast and has a nutritious lunch prior to coming to school.

If you have any questions regarding when to keep your child at home please contact the school nurse or reference: <http://www.dodea.edu/attendance/upload/When-to-keep-Children-at-home.pdf>.

HOMEWORK POLICY



Philosophy: Effective education depends on the combined effort of the student, the school, the family and the community. Homework is one of the many necessary tools used by teachers in the educational evaluation process. We believe “Teamwork Helps All Kids Succeed.”

Definition: Homework is an activity to be completed outside of the school day to reinforce classroom instruction and provide curriculum enrichment.

Types of Homework:

- Preparation for test or future classes
- Extension of objectives
- Creative enrichment of objectives

Purpose of Homework:

- To reinforce and maintain skills and knowledge.
- To increase speed and mastery of skills.
- To increase personal life skills such as responsibility & decision making.
- To encourage parent involvement in the learning process.

HOMEWORK RESPONSIBILITIES

Teacher:

1. Communicate to students and parents homework expectations and guidelines, including purpose, types, time allotments and the degree that the homework affects the grading procedures.

2. Select and assign homework in accordance with school policy and curricular objectives.
3. Explain each homework assignment, exactly what is required and the due date.
4. Evaluate, grade and return homework assignments to students when appropriate.

Students:

1. Understand the homework assignment, including what is required and the due date. Ask questions for clarification as required.
2. Take home materials needed for the assignment.
3. Complete and return the assignment to the teacher, when and as required.

Parents:

1. Provide student with a time, place and materials needed for completion of homework.
2. Encourage, praise, and require that students complete homework as assigned.
3. Assist and guide student as appropriate.
4. Communicate with teacher when problems and concerns arise regarding homework.

Administration:

1. Publish and distribute the school's homework policy to parents, teachers and students.
2. Review homework policy with staff members.

IMMUNIZATION REQUIREMENTS



All federally funded schools are required by the Health Department to have children current with their immunizations. Students must present proof of immunizations during registration. The schedule of immunizations required at Aukamm ES:

IMMUNIZATION	REQUIRED DOSAGE
Oral Polio Vaccine	3 doses (1 received after 4 yrs of age).
Diphtheria Tetanus Pertussis* (DPT)	4 doses, singly or combined (1 received after 4 yrs. of age).
Tdap	1 dose (11-12 yrs. of age)
Measles Mumps Rubella (MMR)	2 doses (2 nd dose administered after 4 yrs of age).
Hepatitis A (Hep A)	2 doses (6 months apart)
Meningococcal Conjugate Vaccine	1 dose (11-12 yrs. of age)
Varicella (VAR)	1 dose at age one or older, Children after 13yrs, should receive 2 doses within 2 months.
Influenza	Requirement determined by local medical command (annually in Europe).

Exceptions to this policy will be made only on a case by case basis. If you have any doubt whether your child is current on their immunizations, please feel free to contact the school nurse.

INSTALLATION ADVISORY COMMITTEE (IAC)

The Installation Advisory Committee is composed of a parent and an educator from each of the Wiesbaden schools who serve on the individual SAC committees. The IAC meets four times a year to consider problems and suggestions common to all schools in the Wiesbaden Military community.

LATE OPENING, CANCELLATION, AND EARLY CLOSING OF SCHOOL

The decision to delay school is made by the Wiesbaden Commander based on information gathered by the military police. If there are dangerous road conditions; ice or snow, failure of heating, electrical, or plumbing, school may be delayed for two hours or canceled altogether. Any decision is immediately relayed to AFN by military authorities. Late opening or cancellation is usually announced on AFN Radio: FM 98.7 and AM 87.3 before 0600 and at least twice between 0600 and 0700. The website for school closures and road conditions can be found on the Wiesbaden Garrison.

Any cancellation for military/civilian personnel or bus transportation automatically applies to Aukamm Elementary School.

Early closing will most likely be announced on AFN. It is absolutely essential that each family designate an alternate destination for their children if the parent is not home in case of early closure or for any other reason. The Commander or designee is responsible to inform units of school closure.

LUNCH

Lunch/Recess is at 1120-1225 in the All-Purpose Room. AAFES provides nutritious hot lunches for our students in grades K-5. Accounts are established and maintained by AAFES at the Base Exchange.

Children with food allergies must have a doctor's certification stating what the food allergy is and provide a copy of that statement to the school cafeteria in order for the cafeteria to be able to provide an appropriate substitution.

Students who choose not to purchase an AAFES lunch are allowed to bring a home lunch or to go home for lunch. If your child chooses to bring a home lunch, carbonated soft drinks are not allowed. Students wishing to go home for lunch must be signed out at the front office by their parent/guardian. This is to ensure accountability and safety of our students.

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

****If your child is not going to be in school by 8:30 a.m., and would like an AAFES lunch, please contact the school office to ensure a lunch is ordered for your child. ****

NATIONAL SCHOOL LUNCH PROGRAM



The National School Lunch Program is offered at Aukamm Elementary School. Students whose family income meets eligibility criteria can receive reduced or free lunches. Apply online at <https://freeandreducedapps.aafes.com/> A mid-month LES is required for the application to be reviewed.

After your application has been approved, you can go to the PX customer service counter to establish a lunch account. You will need the 10 digit student ID number from the school. Contact Peter Witmer at DSN 548-9305/CIV 0611-143-9305 at the School Liaison Office if you have questions.

LOST AND FOUND

Any items found should be turned into the main office. Items unable to be identified and not claimed by the end of the year will be donated to a needy cause; orphanage or other organization designated by the principal.

Please ensure your child's items are clearly labeled so that they can be returned to him/her in the event that they are misplaced.

MEDICATION POLICY



In compliance with the DoDDS Health Service Guide, DS Manual 2942, the School Nurse does not administer medication to include aspirin, Tylenol, cough drops or over the counter medication. The only exception to this policy is when a physician prescribes medication. If a physician prescribes a medication to be taken during the school day, medication must be brought to the nurse or school office by the parent/guardian with the Doctors Permission for Medication Form. This form is located in the Wiesbaden Community Clinic. All medications must be in their original prescription bottle with the directions clearly marked on the label.

MESSAGES FOR STUDENTS

Emergency messages for students may be called and your child will be notified immediately. If parents need to inform their child of a change in schedule after school please call the school as early in the day as possible to avoid last minute confusion at the end of the school day. We cannot guarantee that messages received after 2:00 PM will be delivered, due to the reduced manpower in the main office and increase in activity/responsibilities of the office staff at the end of the school day.

MONEY AND VALUABLES



Money and valuables should not be brought to school unless requested by the teacher for study trips or other school activities. MP3 players and iPods, cell phones and electronic games are not allowed due to potential loss issues. If your child requires a cell phone for contact, please speak with the principal. The phone will be off during school hours. The school will not be held accountable for lost valuables brought to school, but we will assist you in every way to locate lost items.

Please be sure that your child's full name is on every article he/she brings to school, to

include glasses and watches. It is recommended that parents sew nametags on clothing items to assist us in returning items lost. Be sure to periodically check our lost and found for missing items.

PARENT TEACHER ASSOCIATION (PTA)

This organization of concerned parents and teachers gives excellent support to school programs. PTA membership meetings and special programs are scheduled during the school year and will be announced in the Bear Essentials Daily Bulletin.

This organization needs you and your support throughout the year to provide enrichment events not normally provided by DoDDS. Please contact the PTA President for more information.

PARTIES

Most children like to include their classmates in birthday parties. You may wish to bring refreshments to school to celebrate your child's birthday. Please coordinate this with your child's teacher prior to the event.

Four regular parties are authorized during the school year:



- Fall Harvest
- Winter Break/Christmas Holiday
- Valentine's Day
- End of School Year

PETS

Pets of any kind will not be permitted on the school premises unless prior arrangements have been made with the classroom teacher and principal. The school nurse must verify that the animal's presence will not trigger student/staff allergic reactions.

REPORT CARDS

Report cards (Progress Reports) are issued four times during the school year. The report card used by DoDEA may be very different from the one you are accustomed to from your last school. Do not hesitate to ask for a conference with your child's teacher(s) should you have any questions pertaining to the report card. Grades of students in grades 4-5 may also be monitored through an online service called GradeSpeed.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee, established by Congress, is made up of elected members, parents and educators. In addition, there are two liaison members, the administrator and the Commander or his designee. The committee normally meets on the third Wednesday of the month. All meetings will be announced in the Bear Essentials Daily Bulletin. The purpose of these meetings is to discuss issues, suggestions or problems regarding Aukamm Elementary School. Recommendations are then made to the principal. Parents and faculty are invited to attend these meetings. If you have any questions, please contact the SAC President. (See Important Community Numbers).

SCHOOL HEALTH POLICIES



The school nurse is available to assist students who become ill or injured while at school. She provides assistance with minor injuries, and is capable of administering emergency first aid. If your child becomes ill or is injured, you will receive a call from the nurse or the office to pick up your child. Only the parent/legal adult is allowed to take your child off school premises.

If a condition is serious, medical transport will be called first, and then a call will be made to the parent/legal guardian. At any medical facility, a parent/legal guardian must be present to authorize treatment unless it is a life threatening injury/illness. We advise you to have your legal office complete a Medical Power of Attorney, which will be maintained with your child's medical record. Please inform the school nurse when you have completed this process so she can update the school's medical records.

During the course of the year, the school nurse will provide routine screening for vision, hearing, scoliosis, in an effort to identify health problems that might interfere with learning. She is also a resource person and consultant to the faculty and parents. Please contact her regarding any questions, as she is here to help you.

SPECIALISTS

We also offer the following resource specialists during school:

- Art Specialist
- Counselor
- Foreign Language in Elementary School Specialist
- Gifted Specialist
- Information Specialist
- Learning Impaired Specialist
- Math Resource Specialist
- Music Specialist
- Reading Resource Specialist
- Physical Education
- Speech-Language Pathologist

STUDENT PLACEMENT COMMITTEE

A teacher can submit a pre-referral to the Student Placement Committee (SPC) when they feel a grade placement change is in the best interest of a child. Parents, teachers, and the Placement Committee Members meet and share information. If the grade placement is warranted, the SPC submits a recommendation with the documentation to the principal for final approval.

STUDY TRIPS



Study trips are conducted to enhance the education program and are, therefore, considered an extension of the classroom. School rules apply during these study trips.

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

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

In an effort to ensure our student's safety during study trips, we often request parent volunteers to accompany the group. The purpose of the parent volunteers accompanying the class is to ensure that the same standards of student supervision and safety can be maintained while away from school.

School Study trips are for students in the designated group going on the trip. Study trips are directly related to curricular learning. It is inappropriate for parents or teachers to bring along other children, even if they are of school age.

SUPPLIES

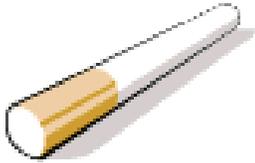
School Supplies may be purchased at the Hainerberg Post Exchange. During the summer recess a list of school supplies for Aukamm Elementary students is available at the Customer Service Desk. During the course of the year, some school supplies will need to be replenished. Please ensure that all supplies are marked with the student's name. Please contact the office if you need a copy of the school supply list during the course of the school year.



TARDY PROCEDURES

At 7:55 AM the bell rings to invite students to class. Class begins at 8:00 AM. 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 should not be kept home if he/she will probably be tardy. Tardiness due to oversleeping, loitering and playing on the way to school will not be excused. More than 4 tardies within a 9-week marking period may result in disciplinary action. **When a child is tardy, the parent is required to sign the student in to school.** Please accompany your child to the office where your child will receive a late slip, admitting him/her to class.

TOBACCO PRODUCTS



Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.

Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. There are no designated smoking areas defined or condoned by DoDDS-E schools.

TRANSFER/WITHDRAWAL FROM SCHOOL

PCS orders are required for students transferring or withdrawing to "hand carry" school records. Please allow 10 working days after receipt of orders to prepare school records for transport. The parent/legal guardian may only pick up records on the last day of attendance.

If a child is withdrawing or transferring without orders, school records cannot be hand carried. The receiving school must request records.

A child may be promoted to the next grade twenty days prior to the last day of school. If a student withdraws prior to the twenty days, the receiving school will make the promotion decision.

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

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

VISITORS



For the safety and security of our children and staff, all visitors are required to stop at the office prior to visiting a classroom. You will be asked to sign in and receive a visitor's badge. All visitors must wear the badge clearly visible. Security personnel are instructed to direct all persons without a visitor's pass to the office. We want you as parents and volunteers to feel welcome in our school, but we must also prevent unauthorized entry for the safety of children.

VOLUNTEERS

Volunteers are always welcome at Aukamm Elementary School! They are an integral part of our school program and provide extra benefits that otherwise would not be part of the curriculum. Everyone has something to offer. Some of the ways that volunteers could give service to our school are:

- Assist in the Media Center
- Work with reading groups or read with individual students
- Type and run copies for the teachers
- Share special talents
- Assist in computer lab
- Assist in preventative dentistry program
- Vision screening of students
- Homeroom mom/dad
- Lunchroom/Recess monitor
- Special craft talent
- Career information
- Mentoring
- Math tutor
- PTA
- SAC



Please stop by the office to discuss ways that you can help our school by becoming a volunteer.

ZERO TOLERANCE POLICY



We are very concerned that we keep Aukamm Elementary School safe and free from weapons. Please remind your child that weapons, replicas of weapons, or other items that can be used as weapons are prohibited at our school. The penalties are severe, and a warning may not be given beforehand if they bring weapons or have them in school. Also, remind them that if they assist someone or know of someone who has a weapon and don't report it to a school official, they can also receive a severe punishment. Violation of this policy will result to Step 3, immediate suspension. In addition, the military police will be immediately informed to conduct an investigation and take necessary action. Reference LWJ-3754. YSAFE Rec. 125-17 and USAREUR Reg. 190-6 list weapons in detail. Listed below are some examples, but not a complete listing. If you would like a copy of these regulations, please contact the Provost Marshall's Office.

Any firearms, guns, silencers, or mufflers, destructive weapons that shoot, any type of knives, club-type hand weapons (blackjacks, sling shots, brass knuckles, nunchaku), gas pistols, shooting pens, straight razor, razor blades, any weapon made of a razor blade, ice pick, daggers, bolo knives, machete, swords, spears, bows, cross bows, clubs or objects used to inflict bodily harm; pieces of wood, stones, bricks, pipe, toys that have the appearance of being real weapons, or any object that might be used to inflict bodily harm; broken bottles, bicycle chains, lighters, or laser pens.

This policy is designed for the safety of all persons at Aukamm Elementary School. Please support us in helping keep this a safe learning environment.