

# HOHENFELS ELEMENTARY SCHOOL

DoDEA EUROPE EAST

## STUDENT/PARENT HANDBOOK

SY 2019 -2020



***HES: HELPING EVERY STUDENT  
LEARNING AND GROWING TOGETHER***



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## CONTACT INFORMATION



### HOHENFELS ELEMENTARY SCHOOL

#### Mailing Address

Unit 28214  
APO, AE 09173

#### Physical Address

Nainhof Lager, Geb 5  
92366 Hohenfels, Germany

- Office Hours: 0700 - 1600
- Front Office Telephone:
  - DSN: 466-2829
  - CIV: 09472-83-2829
  - FAX: 09472-8632
- Principal: Mr. Ron Lathrop, [HohenfelsES.principal@eu.dodea.edu](mailto:HohenfelsES.principal@eu.dodea.edu)
  - Opt. 5
- Administrative Officer: Mr. John Cavanaugh, [John.Cavanaugh@dodea.edu](mailto:John.Cavanaugh@dodea.edu)
- Attendance Clerk: [HohenfelsES.attendance@eu.dodea.edu](mailto:HohenfelsES.attendance@eu.dodea.edu), Opt. 1
- Cafeteria Manager: Opt. 6
- Nurse: Opt. 3
- Registrar: [HohenfelsES.registrar@dodea.edu](mailto:HohenfelsES.registrar@dodea.edu), Opt. 4
- Secretary: Opt. 5
- School Bus Office: [Hohenfels.SBO@dodea.edu](mailto:Hohenfels.SBO@dodea.edu), Opt. 2
- School Liaison Officer: [usarmy.hohenfels.imcom-fmwrc.list.slo@mail.mil](mailto:usarmy.hohenfels.imcom-fmwrc.list.slo@mail.mil)
  - DSN: 466-2082
  - CIV: 09472-83-2082
- **Staff email format:** [firstname.lastname@dodea.edu](mailto:firstname.lastname@dodea.edu)

**IF YOUR CHILD IS GOING TO BE ABSENT, CALL /EMAIL  
THE ATTENDANCE CLERK by 9:00 a.m.**

Please send a note explaining the absence when the child returns to school.

Thank you.



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
OFFICE OF THE PRINCIPAL  
HOHENFELS ELEMENTARY SCHOOL  
UNIT 28214  
APO AE 09173

August 27, 2019

Dear Parents and Sponsors,

*Willkommen!* On behalf of the staff and students, we would like to welcome you to Hohenfels Elementary School for SY 2019-2020. You will find our students and staff to be caring and friendly. We work hard to live our vision every day of Helping Every Student: Learning and Growing Together. We know that we play an important role because we serve the children of the men and women who serve our country.

Hohenfels Elementary School is a Department of Defense Education Activity School serving the United States Army Garrison Bavaria in the most beautiful part of Germany. We have adopted a model of shared leadership where opportunities exist for staff, students, and parents to take an active role in decision-making for our students. We have an active School Advisory Committee, Parent Teacher Association, and Student Council. We welcome suggestions from all stakeholders and find through this partnership of working together, we are able to strengthen our abilities to meet the needs of our students.

Our current student enrollment is 380 students in grade Pre-K through Grade 5. We have an experienced staff where 86% hold advanced degrees. In addition to 16 grade level classrooms, we also offer programs in music, art, physical education, and German culture and customs. We provide Read 180 reading intervention program in grades 4 and 5, LLI (Leveled Literacy Intervention) reading intervention in grades Kindergarten through third, special education, speech and language, English as a second language, and gifted education services for students who qualify. Our campus facilities include: one main building which includes Pre-K through grade 5 classrooms and specialists classrooms; a separate building (the Atrium) for specialists, outdoor playground area with three play structures and a blacktop area to play sports, an information center, a multi-purpose room (MPR) which serves as our gym and cafeteria, one computer lab; and a small gym which is used for PE when lunch is being served in the MPR.

When you visit our classrooms, you will notice students hard at work on our curriculum standards and the impact of our district goals. Our district goals are to increase the reading proficiency of all students and maintain effective weekly collaboration for all educators. Staff members collaborate together to provide the best academic environment possible for our students. We know that working together improves our practice, increases academic growth, and provides a learning model rich in experiences for our students.

We are privileged to have the opportunity to teach your children and we are committed to doing whatever it takes to prepare them for success. Please let me know if you have questions about our school or our programs. I am here to assist you and your children. We are happy to have you be a part of the HES family. Go Tiger Cubs!

Very respectfully,

Ron Lathrop, Principal

## **DODEA MISSION STATEMENT**

Educate, Engage, and Empower EACH student to succeed in a dynamic world.

## **HES VISION STATEMENT**

Hohenfels Elementary School: Helping Every Student,  
Learning and Growing Together.



## **HES SCHOOL COLORS**

Blue, Black and White

## **HES SPIRIT DAYS**

Fridays

## **HES SCHOOL MASCOT**

Tiger Cubs



## ARRIVAL AT SCHOOL



Students begin lining up on the campus at 8:00 a.m. (9:00 a.m. on Tiger Thursdays) The first bell rings at 8:10 a.m. (9:10 a.m. on Tiger Thursdays) for students to enter the building. The tardy bell rings at 8:15 a.m. (9:15 a.m. on Tiger Thursdays) Children living within walking distance of the school should leave home in time to arrive at the school no earlier than 8:00 a.m. (9:00 a.m. on Tiger Thursdays) Parents who bring their children to school **should not drop them**

**off before 8:00 a.m. (9:00 a.m. on Tiger Thursdays)** as supervision is not provided.

### BICYCLES/SKATEBOARDS/SKATES

Our students may ride bicycles to and from school, but not on the school campus. They must wear the appropriate safety equipment. Bicycles should be secured with a lock in the rack upon arrival at school and remain locked until it is time to return home. Bicycles may be barred from school at any time when it becomes a nuisance, is operated in an unsafe manner, or is found unlocked. The boundaries of the school campus are the fences. Skateboards, roller skates, and roller-blades are not allowed at school at any time.

### DROP OFF AREA/WALKERS

Parents driving their children to school should use the designated Parent Drop Off area (located near the Exchange) because the road in front of the school is inaccessible except for busses.

Dropped off students and walkers should use the gate closest to the Kindergarten playground for entry. Do not enter unless an adult is on duty.

## ASBESTOS REPORT

See next page.



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
OFFICE OF THE PRINCIPAL  
HOHENFELS ELEMENTARY SCHOOL  
UNIT 28214  
APO AE 09173**

August 27, 2019

**MEMORANDUM FOR STAFF AND PARENTS**

**SUBJECT: Notification of AHERA Re-inspection**

As required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, our buildings have been re-inspected for asbestos-containing materials (ACM). The most recent inspection was completed on 4/13/2017 in accordance with Environmental Protection Agency (EPA) regulations and DoDEA policy.

The results of the inspection indicate we have asbestos materials in our school.

- Fire door lining in elevator access doors in Bldg. 5
- Fire door lining in elevator car doors in Bldg. 5
- Roofing material in Bldg. 5D
- Sheet gasket on pipe flange connections in Bldg. 5G

As required by the EPA, a triennial re-inspection and six month periodic surveillance program is in effect for any asbestos materials that remain in place and their condition will be closely monitored.

A copy of the Asbestos Management Plan, which includes the recommended management response action(s) for ACM, is kept in our office and is available for your review. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Ron Lathrop  
Principal

## ATTENDANCE AND TARDINESS

Research has shown that school attendance and student grades are strongly correlated, and therefore, the school strongly recommends the highest student attendance possible. DoDEA Regulation 2095.1 states "all students are required to attend school for 180 instructional days per school year."

School attendance is a joint responsibility between the parent or sponsor, the teacher, the student, the school, and the command. Students with excessive school absences will be placed on a Student Educational Monitoring Plan and the command is contacted for additional support. Please see the DoDEA policy for additional guidance: [www.dodea.edu/attendance/index.cfm](http://www.dodea.edu/attendance/index.cfm).

For the safety of the children, parents are asked to call the front office no later than 9:00 a.m., to inform us that your child/children will be absent from school. Always write a note to the teacher when your child returns to school to explain the absence. You may also send an email to our attendance clerk: [HohenfelsES.attendance@eu.dodea.edu](mailto:HohenfelsES.attendance@eu.dodea.edu)

At Hohenfels Elementary School, the educational program is organized on the basic assumption that all students will attend school regularly and they will be punctual.

1. The classroom teacher and attendance clerk will maintain an accurate record of daily attendance for each student.
2. Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family, local hardship situations), religious observances, approved family trips, and medical or dental appointments which cannot be arranged during non-school hours. All other absences will be considered unexcused.
3. Absences will be excused when the teacher provides the attendance clerk with an acceptable written excuse from the sponsor. However, the absence still counts toward the total number of absences.

*According to DoDEA Regulation 2051.1, acceptable absences are:*

- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the student's immediate family or relative of a student
- Religious holidays
- Emergency conditions such as fire, flood, or storm or other pandemic event

- Unique family circumstances warranting absence and coordinated with school administration (e.g., military mission-imposed restrictions of timing of leave).
  - Attendance Awards: Hohenfels ES rewards students who have perfect attendance quarterly.
4. When planning extended leave, use the *Special Request for Extended Leave* form, this form can be obtained from the front office and should be submitted at least one week in advance. **SEE APPENDIX A, PAGE 42.**
  5. Students should make up all work missed during their excused or unexcused absence in a reasonable amount of time. Failure to do so may result in a lower overall grade. Please communicate your child's needs with the teacher.
  6. The attendance clerk will contact parents/sponsor for each unexplained student's absence.
  7. When students arrive to school after 8:15 a.m. (after 9:15 a.m. on late start Thursdays), they are considered tardy. Students must be signed in by their parent(s)/guardian(s) and pick up a tardy slip for their teacher before going to class. A signed appointment slip from the dentist or doctor may be used in lieu of a note from parents.
  8. Students who are tardy due to government transportation are excused.

**Students will be identified present or absent based upon the following criteria:**

- (1) Absent up to 25% of the school day = 1/4 of the school day
- (2) Absent between 26% to 50% of the school day = 1/2 of the school day
- (3) Absent between 51% to 75% of the school day = 3/4 of the school day
- (4) Absent between 76% to 100% of the school day = 1.0 full school day

Portions of the Day	Checking In	Checking Out
8:15-9:40	25%	100%
9:41-11:20	50%	75%
11:21-1:00	75%	50%
1:01-2:40	100%	25%

According to DoDEA Regulation 2095.01:

**After 5 cumulative absences or tardies (excused or unexcused) in a school year, the school administrator shall review the student's academic performance, the reasons for the absences or tardies, and determine the impact of repeated absences on the student's academic, social and emotional progress. If appropriate, a referral shall be made to the Student Support Team (SST), and an intervention plan may be developed by the SST to support the student's advancement for the current school year.**

## CAFETERIA EXPECTATIONS

1. Use good table manners.
2. Talk softly; be courteous and respectful to everyone.
3. Follow directions given by the cafeteria monitors.
4. Keep your table and floor area clean.
5. Never throw objects.
6. Consume food/drinks in the cafeteria.
7. Remain seated until given permission to get up.
8. We encourage healthy choices. No canned drinks.
9. Eat your food only, no trading.
10. Follow *Cafeteria Procedures* if you need assistance.



## CAFETERIA PROCEDURES

### 1. Requesting Monitor Assistant:

- *Two Fingers Crossed* (Hand sign language "r") – Let monitors know you need to use the restroom.
- *Two Fingers* – Let monitors know you something from the kitchen (Meal plus, ketchup, napkins, utensils, etc.)
- *Three Fingers to mouth* (Hand sign language "w") – Let monitors know you need water.
- *Raise hand (Five Fingers)* – Let monitors know you need anything else.
- *Thumb Up* – Let monitors know that you need to throw your trash away and/or return your tray.

### 2. FON (Focus on Nutrition):

- *When a monitor announces FON time, students need to change their cup to **YELLOW**.*
- *All students have 10 minutes to focus on nutrition. During FON time, students do not talk and focus on eating.*
  - *Students who continue to talk after a warning will lose 10 minutes of the next day's recess.*
- *Students may not dump the food tray during FON time.*

### 3. Time for chatting:

- *When the monitor announces, students need to change cup to **GREEN**.*
- *Students may talk using inside low voices.*
- *After eating all of their food, students will give a thumb up to receive permission from the monitors to clean their eating area.*



### 4. If noise level gets too loud, a **RED** CUP will be placed on the table. **No talking is permitted for the rest of the lunch period.**

### 5. Dismissal from the cafeteria to the classroom:

- *Tables and the floor have been cleaned of all trash and other items.*
- *Before being dismissed, students must walk to (and wait in a straight and single file line) their designated area before leaving the cafeteria with their teacher.*

## HES CALENDAR SY 2019-2020

August 2019	
21-Wednesday	New Student Orientation: Last name A-L
22-Thursday	New Student Orientation: M-Z
23-Friday	Ice Cream Social, 2:00 p.m. – 3:30 p.m.
26-Monday	First Day of School (Grades 1-5)/Begin 1 <sup>st</sup> Quarter
29-Thursday	Kindergarten Open House, 1:30 p.m.-2:30 p.m.
September 2019	
2- Monday	Labor Day- <b>NO SCHOOL</b>
3- Tuesday	Kindergarten Staggered Start
4- Wednesday	Kindergarten Staggered Start
5- Thursday	HES Open House, 3:30 p.m.-5:00 p.m./Kindergarten Combined full day
9- Monday	Sure Start Open House, 10:00 a.m.-12:00 p.m.
10- Tuesday	Sure Start Staggered Start
11- Wednesday	Sure Start Staggered Start
11- Wednesday	School Pictures
12 -Thursday	School Pictures/ Sure Start Combined Day
24-Tuesday	Principals' Coffee, 9:00 a.m.-10:00 a.m., HMHS
26-Thursday	1 <sup>st</sup> Quarter SAC Meeting, 3:15 p.m., HES
October 2019	
4- Friday	<b>EARLY DISMISSAL</b> - 11:00 a.m.
11- Friday	CSI Day - <b>NO SCHOOL</b>
14- Monday	Columbus Day- <b>NO SCHOOL</b>
23- Wednesday	Literacy Training – <b>NO SCHOOL</b>
24-Thursday	Picture Make-Up day/Boo-Grams on sale during lunch
25-Friday	Pumpkin Patch/Boo-Grams on sale during lunch
28 Monday	Sure Start Parent Meeting, 4:00- p.m.-5:00 p.m.
31 Thursday	End of 1 <sup>st</sup> Quarter/Sure Start Family Fun Day, 9:00 a.m.-2:00 p.m.
November 2019	
1- Friday	Teacher Work Day- <b>NO SCHOOL</b>
4- Monday	Begin 2 <sup>nd</sup> Quarter
11- Monday	Veterans' Day – <b>NO SCHOOL</b>
18- Monday	Parent/ Teacher Conferences- <b>NO SCHOOL</b>
19- Tuesday	Parent/ Teacher Conferences- <b>NO SCHOOL</b>
21- Thursday	1 <sup>st</sup> Quarter Honor Roll Ceremony, 1:30 p.m., Post Theater
22-Friday	Literacy Training – <b>NO SCHOOL</b>
28 & 29- Thurs./Fri.	Thanksgiving Holiday – <b>NO SCHOOL</b>
December 2018	
5-Thursday	2 <sup>nd</sup> Quarter SAC Meeting, 3:15 p.m., HES
10-12 Tues.-Thurs.	Penguin Patch
12-Thursday	Accelerated Withdrawal for 1 <sup>st</sup> Semester (must attend full day of Dec. 11 <sup>th</sup> )
23-Monday	Winter Recess starts (December 23 <sup>rd</sup> – January 5 <sup>th</sup> )- <b>NO SCHOOL</b>

## HES CALENDAR SY 2019-2020

January 2020	
6- Monday	Instruction Resumes
20- Monday	Martin Luther King, Jr. Day- <b>NO SCHOOL</b>
21- Tuesday	Principals' Coffee, 9:00 a.m. -10:00 a.m., HES
23- Thursday	End of 2 <sup>nd</sup> Quarter
24- Friday	Teacher Work Day – <b>NO SCHOOL</b>
27- Monday	Begin 3 <sup>rd</sup> Quarter
February 2020	
5- Wednesday	Literacy Training - <b>NO SCHOOL</b>
13- Thursday	2nd Quarter Honor Roll Ceremony, 1:30 p.m., Post Theater
14- Friday	CSI Day- <b>NO SCHOOL</b>
17- Monday	President's Day- <b>NO SCHOOL</b>
20- Thursday	3 <sup>rd</sup> Quarter SAC Meeting, 3:15 p.m., HES
March 2020	
2- Monday	Read Across America
17- Tuesday	Principals' Coffee, 9:00 a.m.-10:00 a.m., HMHS
April 2020	
2- Thursday	End of 3 <sup>rd</sup> Quarter
3- Friday	Teacher Work Day – <b>NO SCHOOL</b>
6-10- Mon.-Fri.	Spring Recess – <b>NO SCHOOL</b>
13- Monday	Instruction Resumes– Begin 4th Quarter
23- Thursday	3 <sup>rd</sup> Quarter Honor Roll Ceremony, 1:30 p.m., Post Theater
27- Monday	Literacy Training – <b>NO SCHOOL</b>
30- Friday	Volksmarch (TENTATIVE)
May 2020	
12- Tuesday	Accelerated Withdrawal for 2 <sup>nd</sup> Semester (must attend full day of May 11 <sup>th</sup> )
14- Thursday	4 <sup>th</sup> Quarter SAC Meeting, 3:15 p.m., HES
19- Tuesday	Principals' Coffee, 9:00 a.m. -10:00 a.m., HES
25- Monday	Memorial Day- <b>NO SCHOOL</b>
26- Tuesday	Job Shadow, 3 <sup>rd</sup> -5 <sup>th</sup> (tentative)
28- Thursday	Job Shadow, SS-2 <sup>nd</sup> (tentative)
28- Thursday	Rising 6 <sup>th</sup> grade Orientation, 1:30 p.m., HMHS Great Hall
29- Friday	Field Day
June 2020	
8- Monday	4 <sup>th</sup> Quarter Honor Roll Ceremony, 9:00 a.m., Post Theater
9- Tuesday	Last Day of School, <b>EARLY DISMISSAL</b> , 11:00 a.m.

## CHAIN OF COMMAND/CONCERNS

Parents are encouraged to resolve student matters directly with teachers. If the issue is unresolved at the teacher level, please refer your concern to the school counselor before contacting the administrator. The school counselor and administrator are available to meet with parents and teachers together to resolve issues.

1. Classroom Teacher: Call the school or Email: [firstname.lastname@eu.dodea.edu](mailto:firstname.lastname@eu.dodea.edu). Calls during the school day will be directed through the front office in order to minimize classroom interruptions. The general practice will be passing a message to the classroom teacher via email. Emergencies will be handled on a case by case basis.
2. School Counselor
3. Principal and above: See chart below.

Mr. Ron Lathrop Principal Hohenfels Elementary School
Ms. Melissa Hayes Community Superintendent
Mr. Steve Sanchez Superintendent
Dr. Dell McMullen Director for Student Excellence (DSE)
Vacant Principal Deputy Director and Associate Director of Academics
Mr. Thomas Brady DoDEA Director

## **CHILD ABUSE/NEGLECT**

DoDEA has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9).

- The regulation (2050.9) defines child abuse/neglect as: Physical injury, sexual maltreatment, and emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.
- For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec.13031).
- Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
- The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.
- A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.
- The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse. Therefore, any and all suspected cases of child abuse/neglect are to be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DoDEA system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program\*(FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

## **CHILD FIND**

Child Find is the ongoing process used by DoDEA and the military departments to seek and identify individuals from 3 to 21 years of age who might be in need of special education. If you have a child whom you suspect may have a disability, please contact the Special Education Department through the front office at (466-2829). DoDEA actively seeks to identify these children so they may receive the special education services that they need.

## **COLLEGE AND CAREER READY STANDARDS (CCRS)**

Please visit the DoDEA resource page: [www.dodea.edu/Curriculum/index.cfm](http://www.dodea.edu/Curriculum/index.cfm) for access to CCRS and curriculum resources.

## **COMPUTER USAGE**

All parents or guardians are provided with an internet agreement at the time of registration. A signed internet agreement form is required for students to be allowed access to the DoDEA computer system. Please review the Internet Agreement and Consent to Use form carefully as a violation may result in loss of privileges. Students also sign an age-appropriate computer use contract at the beginning of the school year with the classroom teacher and educational technologist.

## **GOOGLE APPS FOR EDUCATION**

Students in grades 3-5 are issued a DoDEA email and Google Apps account. Students are required to go through digital citizenship training before having access. These tools support our desire to meet the needs of students in the 21st Century. The accounts are monitored by the Educational Technologist.

## **GRADESPEED**

GradeSpeed is an online gradebook used by teachers in fourth and fifth grade. Students and parents are able to check student progress throughout the year. Parents can set triggers to receive automatic notifications when grades drop below a set percentage or when there are missing assignments. Sign up for your account: <https://dodea.gradespeed.net/pc/>

## **PERSONAL DEVICES**

Use of personal storage devices such as USB, flash, pin, or external drives are not allowed on DoDEA computers. Students are encouraged to use their Google Drive if they are going to work at home.

## COMMUNITY STRATEGIC PLAN (CSP) GOALS SCHOOL YEARS 2013-14 TO 2017-18



(Visit the DoDEA CSP website: [www.dodea.edu/CSP/index.cfm](http://www.dodea.edu/CSP/index.cfm))

### **Strategic Goal 1 – Student Excellence**

Challenge each student to maximize his and her potential and to excel academically, socially, emotionally and physically for life, college, and career readiness.

### **Strategic Goal 2 – School Excellence**

Develop and sustain each school to be high performing within an environment of innovation, collaboration, continuous renewal and caring relationships.

### **Strategic Goal 3 – Talent Excellence**

Recruit, develop and empower a diverse, high performing team to maximize achievement for each student.

### **Strategic Goal 4 – Organizational Excellence**

Build a great, enduring and responsive organization that provides appropriate resources, direction and services in pursuit of highest student achievement.

### **Strategic Goal 5 – Outreach Excellence**

Foster family, school and community partnerships to expand educational opportunities for students.

## CONFERENCES

Hohenfels ES believes frequent communication between the teacher and the parent is essential to ensure the best possible learning environment is afforded each child. In addition to the regularly scheduled fall parent teacher conference, arrangements can be made at the request of the teacher or the parent for individual conferences as needed throughout the school year.



*Students and parents are encouraged to make appointments with teachers for discussion of personal and academic problems as they arise. A delay in finding solutions to problems frequently has a serious impact on academic achievement. When problems or concerns arise, parents should contact the teacher or specialist closest to the issue first. Appointments can be made by sending a note/email to your child's teacher or specialist.*

## CONTINUOUS SCHOOL IMPROVEMENT (CSI)

<p><b>Academic District SMART Objective:</b> Beginning in SY16-17 DoDEA East Europe District will increase reading proficiency of all students as measured by BAS, SRI, and DCAS.</p>	<p><b>Organization District SMART Objective:</b> Europe East District Schools will develop, implement and maintain effective weekly collaboration for all educators, as demonstrated by an increased school-based average on the Europe East Collaboration Rubric.</p>
<p><b>Strategy:</b> Tier 1 instruction (regular classroom) is consistently delivered for all students; instruction characterized by deliberate engagement in a standards-based teaching and learning cycle, providing access to all standards for all students.</p>	<p><b>Strategy:</b> Train teacher leaders/administrators in effective collaboration practices and develop lasting structures/frameworks for collaboration.</p>

## DISMISSAL

At 2:40 p.m., students are dismissed from school. Classroom teachers walk students to designated assembly areas. This includes school sponsored after-school activities, School Age Center (SAC), walkers, parent pick-up and busses. Parents are requested to wait for their child(ren) outside the building in the parent pick-up area beside the flag poles. To ensure student safety, the classroom teachers will handoff your child after making eye contact.

Arrangements for transportation must be communicated in writing to the classroom teacher.

For the safety of our students, students cannot be released to individuals not listed as local emergency contacts for the student without explicit, written authorization. The person designated must bring photo identification for confirmation.

Changes in bus transportation must be approved and coordinated through the school bus office.

### CHANGES IN DISMISSAL ROUTINE

If there is an unexpected change in your child's normal dismissal routine, please inform the front office and the classroom teacher prior to 2:00 p.m.

### CHECKING OUT EARLY

If a parent intends to pick up a child before the regular dismissal time, a note should be sent to his/her teacher indicating the time the child will be picked up. The child will not be called to the front office until the parent arrives and signs the child out using our School Check-In system.

#### **Students will be identified present or absent based upon the following criteria:**

- (1) Absent up to 25% of the school day = 1/4 of the school day
- (2) Absent between 26% to 50% of the school day = 1/2 of the school day
- (3) Absent between 51% to 75% of the school day = 3/4 of the school day
- (4) Absent between 76% to 100% of the school day = 1.0 full school day

Portions of the Day	Checking In	Checking Out
8:15-9:40	25%	100%
9:41-11:20	50%	75%
11:21-1:00	75%	50%
1:01-2:40	100%	25%

**Checking your child out between 2:30 p.m. -2:40 p.m. causes a disruption to the classroom as they are packing up to leave for the day; please make appointments accordingly.**

## DRESS CODE

### CLOTHING GUIDELINES

Students are expected to be properly attired when at school. A child who is “dressed to come to work” generally has the attitude that school is a place of important business. Clothing should not be a distraction in the learning environment.

Hohenfels' weather changes at a moment's notice. It can be sunny one minute and wet and cold the next. Since students are outside every day, they should come dressed for variable weather conditions.

- Sweat clothing and athletic shoes should be worn on PE Days.
- Students should not wear any clothing which:
  - Leaves the midriff exposed
  - Is sheer or see-through
  - Has profanity or vulgarities
  - Advertises alcohol, tobacco, or drugs, or pictures/logos related to such items.
  - Is worn out, dirty, ripped, torn or too revealing
- Clothing should be age-appropriate, and the proper size and fit for the student.
- Shorts, skorts, dresses, and skirts should be an acceptable length. The rule— with hands at the side; fingertips should reach the bottom of the hem.
- Hats, hoods, and caps are to be removed upon entering the school building.
- Spaghetti-strap shirts and dresses with straps smaller than 2 inches in width are prohibited.
- Undershirts or shirts with large open arms should not be worn.
- Saggy pants, pants worn below the natural hip, and any pant/shorts that will slide down if arms are raised above the head are prohibited.
- Make-up and fingernail accessories are not appropriate for school activities.
- It is recommended you place your child's name on everything that belongs to them (coats, jackets, hats, lunch boxes/bags and book bags) for easy identification.

**If dress and appearance guidelines are not followed, the remedy may include: removing said item, putting on an additional layer of clothing, worn inside out, or the parent will be called to bring a change of clothing to school. The student will be given instructions to not wear the item again. The administration reserves the right to determine appropriateness of the attire and how best to address the issue.**

## **WET AND COLD WEATHER GUIDELINES**

Students play outside every day for at least twenty minutes. Recess length may be reduced with cold temperatures and is cancelled only in extreme weather conditions. Please make sure your child is dressed appropriately for the weather. Dressing your child in layers and/or waterproof attire is highly recommended. The following parameters are used to determine if a child is ready for outdoor play:

- At 55 degrees (F) and lower, all students must have a jacket.
- At 40 degrees (F) and lower, all students must have a winter weight jacket or coat. A fleece and/or hoodie are not considered winter weight.
- At 32 degrees (F) and lower, all students must also have gloves, hats or hoods, and be wearing socks. Socks should be high enough so that there is no exposed skin. Shoes should adequately insulate the feet from the cold pavement or snow. Ballet style slippers are not recommended in snowy or wet weather.
- Jackets and coats must have functioning zippers and/or buttons.

## **FOOTWEAR GUIDELINES**

In order to ensure all students are kept safe, appropriate footwear is required. Shoes should also be suitable to wear in any weather. Shoes deemed as inappropriate include, but are not limited to:

- Flip flops and shoes without heel straps.
- Stocking feet and bare feet
- Shoes with a heel higher than 1 inch
- Heelys (with or without the wheels)

## **ENROLLMENT, ELIGIBILITY AND REGISTRATION**

Visit the registrar's office upon arriving in-country and pick-up a registration packet or download one from the DoDEA website:

<https://registration.dodea.edu/privacy-act.cfm>

For information on DoDEA eligibility regulations, please visit:

[www.dodea.edu/Europe/enrollment/eligibility.cfm](http://www.dodea.edu/Europe/enrollment/eligibility.cfm)

Parents are required to register their child(ren) annually. Hohenfels ES sends a re-registration packet home in the spring. Please return to the front office ASAP. You may visit the DoDEA website for more information:

[www.dodea.edu/Europe/enrollment/eligibility.cfm](http://www.dodea.edu/Europe/enrollment/eligibility.cfm)

## **FIRE DRILLS AND EMERGENCY PROCEDURES**

Fire, evacuation, shelter-in-place and lockdown drills are essential and may be conducted without prior notice. Fire drills are held weekly during the first month of school and once a month thereafter. Evacuation, shelter-in-place, and lockdown drills are held at least once a year. In case of an emergency situation, the garrison will disseminate and communicate appropriate information depending on the emergency.

## **GUESTS AND VISITORS**

All visitors to the campus of Hohenfels ES, including parents (attending conferences, volunteering, picking up children, dropping off items, etc.) need to sign-in at the front office on the School Check-in computer (where your picture will be taken.) Visitors will be given a visitor sticker and are required to sign out. This is for the security and safety of your children and our staff.

## **HOME/SCHOOL COMMUNICATION**

It is important to communicate often with the teacher. Most of our communication is sent using email. However, some announcements may be sent home with students. It is imperative that parents check their child's backpack/folder daily.

There are many ways for you to stay informed:

- Classroom Teacher: email, phone, classroom newsletter
- HESnet: <https://sites.google.com/a/student.dodea.edu/hesnet/>
- HES Facebook page: <https://www.facebook.com/HohenfelsES/>
- HES PTA "The Cub Connection" Facebook page: <https://www.facebook.com/HohenfelsPTA/>
- Hohenfels Elementary School DoDEA Webpage: [www.dodea.edu/HohenfelsES/](http://www.dodea.edu/HohenfelsES/)
- HES Monthly Newsletter sponsored by our PTA: emailed home
- Front Office: Emails are sent by the Principal as needed. The HES daily calendar is emailed every Monday.
- GradeSpeed (Grades 4-6): Electronic grade book. Sign up at: <https://dodea.gradespeed.net/pc/>
- Agendas (Grades 4-6): Each student is required to use one. They are available for purchase from our PTA.

## HOMEWORK

Hohenfels Elementary School supports the philosophy that homework is a necessary component of school life therefore encouraging students to be self-disciplined, independent, and responsible. Teachers endeavor to assign homework that is meaningful, relevant and effective. Most importantly, homework correlates to our standards-based curriculum.

Homework is expected to be completed satisfactorily and returned in a timely manner by all students. Homework policies and expectations are explained by our teachers at the beginning of the school year.

The amount of homework assigned varies by grade level; usually a maximum of 10 minutes per grade:

- Kindergarten: no more than 10 minutes, when assigned.
- Grades 1 and 2: 10 to 20 minutes, 3 to 4 times per week.
- Grades 3 to 5: 30 to 60 minutes, 4 to 5 times per week.

We recommend all students read or be read to at home each day--this is in addition to assigned homework.

Please contact the teacher if your child:

- Never has homework.
- Spends excessive time on homework.
- Exhibits signs of frustration or failure while doing homework.

## INCLEMENT WEATHER/EMERGENCY CONDITIONS

In case of inclement weather (snow, ice, or any emergency conditions), tune in to AFN radio, Facebook, and/or AFN TV for school closing announcements. The Deputy Garrison Manager will make the decision to cancel, delay, or release school early, based on the road conditions. Check online: [www.imcom-europe.army.mil/webs/sites/staff\\_org/safety/road\\_conditions/default.aspx](http://www.imcom-europe.army.mil/webs/sites/staff_org/safety/road_conditions/default.aspx)



## **INFORMATION CENTER (IC)**

The Hohenfels Elementary School Information Center's [Library] mission is to:

- provide access to curricular aligned print and non-print materials
- implement a program that encourages a love of reading
- integrate and support 21<sup>st</sup> Century Learning Standards
- collaborate with stakeholders to meet the informational needs of the military child

### **HOURS**

The IC is open daily between 8:00 a.m. and 3:00 p.m.

### **CIRCULATION**

Kindergarten and First grade students may check-out one book. Second grade students may borrow two books. Students in grades three through fifth may check-out three titles. Additional materials may be borrowed for research projects, special needs, etc., after discussion with the Information Specialist (IS) and classroom teacher.

All books have a ten day loan period, but most students return them weekly during their scheduled Information Center class. Overdue notices are sent out periodically via email or hard copy via the classroom teacher and child. Students and parents may renew and place items on hold via their School Library Information Center (SLIC) account. An individual bar code is necessary for account access and one may be obtained from the IS.

### **MATERIAL REPLACEMENT**

In the event that a book is lost or damaged, please contact the IS at DSN: 466-2750 or the school's Supply Clerk, at DSN 466-4056.

### **OPEN ACCESS**

Parents are encouraged to visit the IC and check-out books for sharing at home. Parents may also stop by to browse our collection, learn about our online databases/E-resources, view a class, or volunteer! Simply sign in at the front office before heading to the IC.

### **TECHNOLOGY**

Students are encouraged to use the IC computers to access the DoDEA's online databases, catalog, and other electronic resources. Whole class computer use appointments may be scheduled with the Information Specialist.

## LEAVING SCHOOL GROUNDS

Students are not permitted to leave school grounds unaccompanied. Students are not permitted to go anywhere, including Burger King or the Exchange before, during, or after school. Students should use crosswalks and obey safety procedures at all times.

## LOST AND FOUND

Students are responsible for their own apparel and belongings. We recommend all possessions (mittens, coats, jackets, hats, sweaters, lunch boxes, school supplies, etc.,) brought to school be clearly marked with the child's name. The school lost and found is located in the lobby by the front office. At the end of each quarter, lost and found items are donated to the thrift shop or local charities. Valuable items such as glasses, jewelry, watches, keys, and wallets can be claimed at the front office. Parents, please check the lost and found often, as many items go unclaimed.

## LOST/DAMAGED TEXTBOOKS

If a textbook is lost or damaged, parents will be expected to purchase a replacement. Please contact the Principal if you have any questions and concerns.



## LUNCH (AAFES) PROGRAM

All students (grades K-5) eat lunch in the school multi-purpose room. Students may bring their lunch or lunch may be purchased. Please visit: [www.aafes.com/about-exchange/school-lunch-program](http://www.aafes.com/about-exchange/school-lunch-program) for more information. Accounts can also be set up at the Post Exchange customer service desk or with our cafeteria manager. Milk may be purchased separately by those who bring their lunch.

If a child should forget to bring a lunch, parents may be contacted and the lunch can be dropped off at the front office by the parent. Students, as an emergency backup, may also charge a lunch. It is the sponsor's responsibility to clear the debt ASAP.

To register (annually) for Free and Reduced Meals, please visit: <https://freeandreducedapps.aafes.com>

**LUNCH/RECESS SCHEDULE: SEE APPENDIX B, PAGE 43.**

## NURSE/HEALTH SERVICES

Hohenfels ES has a full time registered nurse on duty. First aid care is provided as needed. Any student with an injury or illness that prohibits him/her from functioning in a classroom will be sent home. Our school health services include: injury/illness assessment, vision and hearing screenings and health education.

### **DO NOT SEND YOUR CHILD TO SCHOOL, IF YOUR CHILD:**

1. Has had a temperature of 100° F or above in the preceding 24 hours.
2. Has had diarrhea or vomiting within the last 24 hours.
3. Has not seen a doctor after being referred by the school nurse for a contagious disease.
4. Is ill in the morning.

If your child contracts a communicable or contagious disease (mumps, measles, scarlet fever, strep throat, chicken pox, lice, ring worm, or impetigo), **please report it to the school nurse**. After having any communicable disease, your child must be checked by the school nurse before he/she re-enters school. **If your child has a chronic health problem or physical handicap, please discuss the problem with the school nurse in order that the most beneficial care may be provided.**

### **IMMUNIZATION REGULATION**

Each student must have a Certificate of Immunization before entering school. Parents are given thirty (30) days from the date of enrollment to obtain the required immunization(s) (or the initial for a series) for their child. As your child's immunizations are updated, please provide the new Certificate of Immunization to the school nurse. Please visit the DoDEA website for more information on the required immunizations:

[www.dodea.edu/StudentServices/immunizationPgrm.cfm](http://www.dodea.edu/StudentServices/immunizationPgrm.cfm)

### **MEDICATIONS**

Students may not bring (or self-administer) over-the-counter medications (including cough drops) to school. The school nurse does not administer over-the-counter medications. Before the school nurse will dispense **prescribed** medication to students, the following is required:

- Permission for Medication form, signed by Physician and Parent (available at the Health Clinic or from the school nurse)
- Medication **must** be in a pharmacy labeled container, marked with the student's name, name of drug, amount to be taken, and time to be taken.
- Medications must be brought to school and picked up at the end of the year by the parent/sponsor.

## **PARENTAL ABSENCE**

In the event of parental absence (move, TDY, deployments, rotations, etc.), HES administration requires a letter from the sponsor with the dates of departure and return and the name and phone numbers of the person(s) responsible for the care of your child(ren).

## **PETS**

Pets are not permitted on school premises due to safety and health concerns for students and staff.

## **PLAYGROUND EXPECTATIONS**

### **STUDENTS WILL:**

- Follow the directions of the playground monitors and school staff.
- Be able to see and to be seen by monitors at all times.
- Act in a polite, courteous manner toward all students and adults.
- Not engage in name calling, hitting, kicking or pushing others.
- Seek adult assistance when needed.
- Not bring food or drinks other than water to the playground.
- Take proper care of all playground equipment and use equipment safely and appropriately.
- Not play any activity that involves tackling or rough physical contact. Two-finger contact only.
- Not play tag on the playground structures.
- Not disturb nature (rocks, sticks, sand, flowers, etc.)
- Demonstrate good sportsmanship and teamwork.
- Keep our playgrounds clean and clutter-free.
- Be aware of others to avoid collision.
- Use stairs and walkways to go to the top of structures.
- Slide down one person at a time.
- Keep balls on the blacktop.
- Not bring equipment from home.
- Wear appropriate shoes for climbing on equipment.



### **AT THE END OF RECESS, STUDENTS WILL:**

- FREEZE in place when the FIRST whistle is blown.
- WALK not RUN to their designated line when the SECOND whistle is blown.
- Stand in straight lines, looking forward, quiet voices, waiting to be dismissed for lunch. WALK into the lunchroom.

## REPORTS CARDS (PROGRESS REPORTS)

Report cards (progress reports) are issued four times during the school year. A grading period is 9 weeks. Students must attend 20 school days per quarter in order to receive grades on their report card. First quarter report cards will be distributed during the Parent/Teacher Conferences held in the fall. For the next three grading periods, report cards will be mailed home.

For any child demonstrating unsatisfactory progress or achievement, parents will be notified by their child's classroom teacher with enough time to correct the identified area of need. Notification will occur as soon as a concern is evident.

**In Kindergarten through Third Grade**, progress is reported as follows:

- CD = Consistently Displayed
- P = Developing/Progressing
- N = Not yet Evident
- X = Not Addressed
- Z = No Overall Grade



The marking codes for Art, Music, Physical Education, and Host Nation are:

- + = Shows Strength
- P = Participates
- / = More Participation Needed

**In Fourth and Fifth Grades**, a grade will be given for each major curriculum area. Progress is reported as follows:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = Below 60%

The use of the + and – may be used with the letter grades at the discretion of the teacher.

The marking codes for Art, Music, Physical Education, and Host Nation are:

E = Exceeds grade-level expectations

M = Meets grade-level expectations

S = Steady Progress towards grade-level expectations

L = Limited Progress towards grade-level expectations

The marking codes for Learning Skills are:

1 = Consistently Observed

2 = Occasionally Observed

3 = Infrequently Observed

Parents are encouraged to check the electronic grade book (GradeSpeed) for grades 4-5 to monitor student progress. GradeSpeed affords parents and students the opportunity to access assignments and grades from any place in the world. Please sign up for your "ParentConnection" GradeSpeed account by going to: <https://dodea.gradespeed.net/gs/> Students are provided their "StudentConnection" GradeSpeed accounts at school.

### **HONOR ROLL REQUIREMENTS**

Students in Grades 4-5 participate in a quarterly award program that promotes academic achievement and excellence in education through a system of recognition and awards.

**Principal's Award:** All A's, 1's and E's

**"A" Honor Roll:** All A's, all 1's and 2's and all E's and M's

**"A/B" Honor Roll:** All A's and B's, all 1's and 2's, and all E's and M's



## SCHOOL LIAISON OFFICER

School Liaison Officer (SLO) provides a continuing resource for parents and students. The role of the SLO is to connect parents and students with information, resources and people. If you have a question about HES, child youth services, or PCSing, your SLO is your transition expert. The SLO works with community members, military and civilian organizations, garrison and school staff, parents and students.

**School Liaison Officer:** Bldg. 10

**Phone:** (DSN) 466-2082 or (CIV) 09472-83-2082

**Email:** [usarmy.hohenfels.imcom-fmwrc.list.slo@mail.mil](mailto:usarmy.hohenfels.imcom-fmwrc.list.slo@mail.mil)

## SCHOOL SUPPLIES

DoDEA has an official supply guideline listed on their website at:

[www.dodea.edu/Europe/resources/supplies.cfm](http://www.dodea.edu/Europe/resources/supplies.cfm) HES has a supply list specific to each grade level. **SEE APPENDIX C, PAGE 44.**



## SNACKS/BIRTHDAYS

Snacks are considered a classroom decision, made by the teacher, based on the needs of the class. If snacks are encouraged, they are expected to be healthy. Birthday parties are not appropriate events for school. However, if the family wishes to send in a special snack, please make prior arrangements with the classroom teacher.

## SPECIALISTS

Hohenfels ES is fortunate to have the expertise of the following specialists:

### GENERAL

Art	German Culture/Host Nation
Music	Educational Technologist
Physical Education	Information Specialist

### RESOURCE

ESL (English as a Second Language)	School Counselor
Gifted Education	School Psychologist
Literacy Support	Social Worker
Math Support	Special Education Dept.
MFLC (Military Family Life Counselors)	Speech Therapist
Read 180	

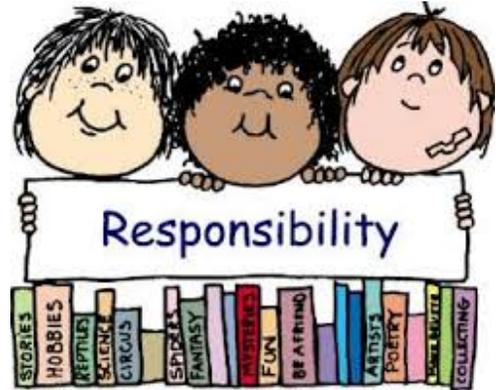
Every student in the school takes classes and has access to the General specialists. If you have any concerns regarding your child and need to utilize any of the Resource specialists, please contact the front office for an appointment or more information.



## STUDENT INFORMATION SECTION

### STUDENT RIGHTS AND RESPONSIBILITIES

DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities, is a guide for students and their parents concerning students' rights and responsibilities.



Each student has the right to:

- A public education of high quality, including the opportunity to participate in school activities.
- Expect a safe school environment that is conducive to learning and free from undue interference.
- Freedom of speech, expression of views, and assembly.
- Fair and appropriate discipline.

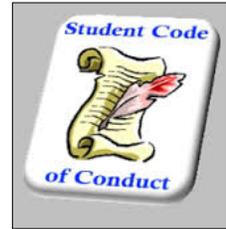
Each student has a responsibility to:

- Actively participate in the educational process, to include school-sponsored activities in and outside of the classroom.
- Participate in and take advantage of educational opportunities provided.
- Comply with the school policies and procedures, as well as the standards for student behavior.
- Accept the consequences of their actions.
- Refrain from conduct or behavior that is disruptive or causes disruption at school, on school-provided transportation, and at school-sponsored and school-supervised activities on or off campus.
- Respect the rights and human dignity of other students and all school employees.
- Attend school and classes regularly and punctually while making a conscientious effort in all classes.
- Not endanger themselves, other students, school employees, or the public by possessing materials or objects that is potentially hazardous and/or prohibited.
- Properly maintain school property and assist school employees in operating a safe school.

## STUDENT CODE OF CONDUCT

As a Hohenfels ES student, I agree to:

1. Be prepared for class, be on task, and always do my best. I will arrive in class with an open mind, a desire to learn and ready to work with the following items:
  - Text or other issued educational material.
  - Paper and pencil or other suitable writing instrument.
  - Class materials required by each teacher.
  - Completed classwork and homework.
2. Follow Attendance Policy:
  - Be in the classroom or designated area when class begins.
  - Do not be late or skip class.
3. Be polite and respect others:
  - Respect the differences of other people, without regard to their race, religion, sex, creed, national origin, disability, intellectual ability.
  - Avoid profanity and/or obscene or lewd gestures and behaviors.
  - Keep my hands to myself.
  - No public display of affection.
  - Walk on campus, except when directed otherwise for PE or other activity.
  - To engage in NO pushing, shoving, other "rough-housing," or fighting.
  - Keep my voice down and my tone respectful.
4. Accept responsibility for myself:
  - Follow directions from all adults.
  - Do not disturb class.
  - Do not bring weapons or replicas, and do not use ANY object in a menacing or threatening manner.
  - Do not bring toys, cameras, or other electronic communication devices without express permission from a teacher or the principal.
  - Always tell the truth; omitting information is considered being untruthful.
  - Never plagiarize. Do not use or pass off the ideas or work of others as your own.
  - Do not cheat or allow others to cheat off of you.
5. Make a positive contribution to our school:
  - Dress according to the dress code.
  - Participate in school activities in a positive manner, demonstrating the behavior of good sportsmanship.
  - Take care of the school and school materials, including furniture, texts, library books, school buses, and all other school equipment and property.
6. Adhere to all school rules.



## **STUDENT DISCIPLINE**

Discipline at Hohenfels ES is a cooperative undertaking between the student, the teacher, the parent/sponsor, and the administration and sometimes the command. A high standard of conduct is expected of all students. We believe all of our students can behave appropriately inside and outside the classroom. We will not accept behavior from a student that prevents teachers from teaching or students from learning. We believe all students have the right to learn in a safe and orderly environment.

Most disciplinary actions are minor in nature and can be resolved by the classroom teacher. When an action occurs that requires administrative intervention, the consequential action may range from a verbal warning to suspension or even expulsion.

The administration will consider each incident on an individual basis. Also taken into consideration is the seriousness of the event, the child's age, and the number of repeat offences when determining the appropriate consequence as well as using the guidelines in the *Violations of HES School Policy Table of Consequences*.

**SEE APPENDIX D, PAGE 45.**

## **BULLYING PREVENTION**

Bullying may be in the form of put-downs, name-calling, rumors, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults; which can occur at any time. We have bullying prevention practices and interventions in place at HES. We expect all students to be good citizens.

Students at HES will adopt three simple rules to ensure that bullying does not happen:

1. We will not bully others.
2. We will stand up for ourselves and others who are being bullied by telling an adult at school and an adult at home.
3. We will make it a point to include students who are easily left out.

Visit the DoDEA website for more information on Bullying Prevention:

[www.dodea.edu/StudentServices/BullyingPrevention/](http://www.dodea.edu/StudentServices/BullyingPrevention/)

## **ITEMS NOT PERMITTED AT SCHOOL**

Only items that are listed on the supply lists should be brought to school. We know that parents provide cell phones to students for safety. Cell phones must stay in students' backpacks or lockers and be turned off. If a student plays with his/her phone, a staff member will take the phone and the sponsor will be called to pick it up from the administrator. Items not permitted at HES will be held for parents to reclaim.

## **ZERO TOLERANCE FOR WEAPONS**

Hohenfels ES is a weapons free zone. No weapons of any type should be brought to school. Weapons are not limited to guns, knives, or destructive explosives. Replicas of weapons are also considered weapons. A weapon is defined as any item that is intended to make a reasonable person fear for their safety. Consequences include suspension or expulsion (DoDEA 2051.1).

## **TRANSPORTATION/SCHOOL BUS OFFICE (SBO)**

Bus transportation is provided by DoDEA. Most students living outside of the immediate walking area will be provided bus transportation. Please visit the DoDEA website for *Newcomers & Eligibility* guidelines and expectations for *Bus Safety & Behavior*: [www.dodea.edu/Europe/offices/transportation/index.cfm](http://www.dodea.edu/Europe/offices/transportation/index.cfm)

- Please call the Hohenfels SBO to make arrangements to have a bus pass created for your child(ren) or to inquiry about a temporary bus pass.
- Please contact the Hohenfels SBO to report any incidents or if you have questions or concerns. They will guide you through the process.
- Bus attendants are present for Force Protection purposes ONLY.

## **HOHENFELS SCHOOL BUS OFFICE (SBO)**

Brent Marx

DSN: 466-2829 opt. 2 or Ext. 4042

CIV: 09472-83-2829

FAX: 09472-8632

### Emergency Contact Numbers

0162-272-4353 (Brent Marx)

0162-272-4356 (Colin Cornell)



# School Bus Safety



## **BUS SAFETY RULES**

Parents must ensure their children understand and follow the 10 School Bus rules listed below:

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

The Principal has authority to take disciplinary action for any infractions that occur on the bus. The bus is an extension of the school campus.

See **APPENDIX E, PAGE 46** for the *School Bus Table of Consequences*.

## **VOLUNTEERING**

Volunteers are always welcome at Hohenfels ES! They are an integral part of our school program and everyone has something to offer. Some of the ways to volunteer at our school include:

- Assist in the Information Center
- Work with reading groups or read with individual students
- Make copies for the teachers
- Share special talents
- Assist in computer lab
- Homeroom mom/dad
- Lunchroom/Recess monitor
- Special craft talent
- Career information
- Mentoring
- Math/Science tutor
- After-school club assistant
- Set-up bulletin boards/display cases
- PTA/SAC membership

Please stop by the front office to discuss ways you can help our school by becoming a volunteer. A background check is required when working with students.

### **PARENT TEACHER ASSOCIATION (PTA)**

The Hohenfels Elementary School Parent Teacher Association (PTA) is a non-profit, private organization whose purpose is to improve the quality of life for children. It is affiliated with the European Congress of American Parents Teachers and Students (ECAPTS) and the National PTA.

Our PTA actively supports HES and provides several fund-raising opportunities that otherwise would not exist because they cannot be funded within the school budget. The PTA also provides a myriad of services and activities for the benefit and enjoyment of HES students, parents, and the Hohenfels community, including a monthly newsletter, spirit wear, school photos, yearbook sales, and a volunteer program. For more information or to join the PTA, Email: [hohenfelsPTA@gmail.com](mailto:hohenfelsPTA@gmail.com)

## **SCHOOL ADVISORY COMMITTEE (SAC)**

The School Advisory Committee (SAC) and Installation Advisory Committee (IAC) serve as forums in which questions or concerns raised by parents or teachers are discussed. The SAC includes parents and teachers who are elected to represent the community at large. The function of the SAC is to make recommendations and advise the principal on:

- school policies, student activities, and administrative procedures
- instructional programs and educational resources within the school
- allocation of resources within the school to achieve educational goals
- administrative and logistical support services provided by the installation commander and applicable service commands
- policies and standards of the installation command and military services related to the above

The SAC does not address matters pertaining to personnel policies or practices, compensation of school staff, grievances or school employees, or internal management of DoDEA or their programs. If you have any questions or concerns about the school's curriculum or environment, contact one of the SAC representatives or attend one of the SAC meetings.

## **WATER BOTTLES**

Students are allowed to use personal water containers in classrooms and other instructional areas as appropriate. Water bottles should be clearly marked with the student's name and teacher.

## **WITHDRAWAL**

PCS orders are required for students transferring or withdrawing to "hand carry" school records. Please allow 10 working days to prepare school records for transport. The parent/legal guardian may 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.

## **ACCELERATED WITHDRAWAL**

DoDEA permits families with PCS orders (not for a family vacation) to withdraw their child(ren) 20 days early before the end of a semester and still receive credit for the entire semester/year.



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
OFFICE OF THE PRINCIPAL  
HOHENFELS ELEMENTARY SCHOOL  
UNIT 28214  
APO AE 09173**

**SY 2019 -20  
Special Request for Extended Leave**

Dear Parent,

Please provide the following information when planning extended leave. Return the form to the front office staff or email [HohenfelsES.Attendance@dodea.edu](mailto:HohenfelsES.Attendance@dodea.edu) one week in advance. Thank you for your assistance!

Student Name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Leave Dates: \_\_\_\_\_ to \_\_\_\_\_

Type of Leave (circle): Family Vacation    R&R    Medical    Emergency Leave

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact information while on leave (destination, phone, email, contact person, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----

For School Use:

Teacher Signature & Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Excused

Unexcused

\_\_\_\_\_  
Caryn G. Currie, Principal

**LUNCH/RECESS SCHEDULES**

<b>Grade</b>	<b>Recess Time</b>	<b>Lunch Time</b>
Kindergarten	Program Directed	12:10 – 12:40
First	11:20 – 11:40	11:40 – 12:10
Second	11:20 – 11:40	11:40 – 12:10
Third	10:35 – 10:55	10:55 – 11:25
Fourth	10:35 – 10:55	10:55 – 11:25
Fifth	10:55 – 11:15	11:15 – 11:45



# HES Student Supply List 19/20

## Kindergarten

- 1 box 5 ounce Dixie cups
- 1 refillable water bottle
- 1 box of colored pencils
- 1 box Wet Ones
- 1 pkg regular low odor dry erase markers
- 1 pkg skinny dry erase markers
- 1 pkg pre-sharpened pencils
- 1 pkg washable colored markers
- 2 - 24 pkgs regular size crayons
- 1 watercolor paint set
- 12 glue sticks
- 1 half-inch or one-inch white 3-ring binder
- 2 highlighters
- 1 family size box tissues
- 1 bath towel (for rest time)
- 1 change of clothes

## First Grade

- 2 pkgs sharpened pencils
- 2 large pink erasers
- 1 pkg colored pencils
- 1 pkg colored markers
- 2 boxes 24 crayons
- 3 composition books
- 4 small glue sticks or  
2 large glue sticks
- 2 bottles of white glue
- 1 one inch 3 ring binder
- 2 plastic pocket folders
- 1 box of family size tissues
- 1 highlighter
- 1 pkg of thin black dry erase markers

## Second Grade

- 2 pkg pencils (20-24 pencils)
- 1 pink eraser
- 1 box colored pencils
- 1 box 24 crayons
- 1 set of watercolor paint
- 6 glue sticks
- 1 pair rounded scissors
- 2 plastic pocket folders
- 1 box tissues

## Third Grade

- 2 pkgs pencils
- 4 large pink erasers
- 1 pkg colored pencils
- 1 pkg colored markers
- 1 box 24 crayons
- 1 watercolor paint set
- 8 glue sticks
- 1 bottle of white school glue
- 1 pair rounded scissors
- 4 plastic pocket folders for class
- 4 bound composition books
- 1 box tissues
- 1 pkg loose-leaf paper (wide ruled)
- 1 pkg of thin black expo markers
- 1 highlighter



## Fourth Grade

- Agenda\*
- 2 pkgs pencils
- 1 large pink eraser
- 1 pkg colored pencils
- 1 pkg colored markers
- 1 box 24 crayons
- 4 glue sticks or 1 bottle of glue
- 1 pair scissors
- 4 plastic pocket folders
- 1 pencil/pen bag
- 2 bound composition books
- 1 box tissues
- 1 pkg loose-leaf paper (wide ruled)
- 1 highlighter
- 1 ruler (both centimeters and inches)

## Fifth Grade

- Agenda\*
- 4 pkgs pencils (1 per quarter)
- 2 pkgs of blue pens
- 1 large pink eraser
- 1 pencil sharpener
- 1 pkg colored pencils
- 1 pkg colored markers
- 1 box 64 crayons
- 4 glue sticks
- 1 pair scissors
- 1 plastic pocket folder for music
- 3 pkgs loose-leaf paper (wide-ruled)
- 6 bound composition books
- 1 pkg binder dividers
- 1 pkg highlighters
- 1 two inch 3-ring binder
- 1 box tissues
- 1 12" ruler
- 1 pencil box
- 2 pkgs graph paper

*\*available through the PTA for \$4*

APPENDIX D

**VIOLATIONS OF HES SCHOOL POLICY  
TABLE OF CONSEQUENCES\*\*\***

<b>Section Offenses</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>A*:</b> -Rough play or behavior (pushing, hitting, kicking without intent of physical harm) -Throwing rocks, snow, or other objects not causing physical harm -Cafeteria misconduct (i.e. throwing food) -Nuisance item violation (games, toys, cell phones, electronic devices) -Disrespect to others (as determined by the administration) -Inappropriate language/gestures (profanity) -Cheating/plagiarism -Other inappropriate behavior or violation of school rules (to be determined at the discretion of the administration)	Counseling with an Administrator	Detention (#of days is at Admin. discretion)	Detention (# of days is at Admin discretion)	Detention and Parent Conference	1 Day In-School Suspension
<b>B:</b> -Insubordination -Threats or actions with intent to cause physical harm -No show for detention (Administrative) -Repeated classroom disruptions (after classroom management has been applied) -Forgery/theft -Communicating a threat (verbal/non-verbal) -Other inappropriate behavior or violation of school rules (to be determined at the discretion of the administration)	1 Day In-School Suspension	2 Days In-School Suspension	3 Days In-School Suspension	1 Day Out-of-School Suspension+	2 Days Out-of-School Suspension+
<b>C:</b> -Extreme disrespect to a teacher/staff member -Fighting (with intent of physical harm) -Bullying (as defined by this handbook) -Vandalism -Sexually/racially offensive behavior (verbal) -Insubordination accompanied by profanity or disrespect -Other inappropriate behavior or violation of school rules (to be determined at the discretion of the administration)	1 Day Out-of-School Suspension+	2 Days Out-of-School Suspension+	3 Days Out-of-School Suspension+	4 Days Out-of-School Suspension+	5 Days Out-of-School Suspension**+
<b>D:</b> -Dangerous behavior -Sexual/racial harassment (physical) -False fire alarms -Other inappropriate behavior or violation of school rules (to be determined at the discretion of the administration)	3 Days Out-of-School Suspension+	5 Days Out-of-School Suspension+	10 Days Out-of-School Suspension+		
<b>E:</b> -Bomb threats -Use, possession, or distribution of drugs, alcohol, and tobacco -Possession of weapon or dangerous items -Other inappropriate behavior or violation of school rules (to be determined at the discretion of the administration)	Possible Expulsion Pending Disciplinary Committee Hearing				

**This Table serves as a guideline for Administrators.**

\*6th Offense in Section A will automatically become a Section B 1st Offense.

\*\*The consequence for any combination of offenses resulting in more than 10 days of suspension will result in a Disciplinary Committee Hearing to determine possible expulsion.

\*\*\*Due to Privacy policies, outcomes of consequences will not be discussed with anyone other than the parents of the student receiving the consequence.

+Student and Parents must attend a re-admittance conference before returning to school when suspended.

APPENDIX E

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral	
<b>A</b> Minor Misconduct	1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane or obscene language or gestures 10- Littering	Oral/Written Warning	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	
<b>B</b> Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects or body parts out the window/door 6- Full or partial nudity 7- Damage, theft, or pilfering <\$100	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY		
<b>C</b> Severe Offenses	1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- Any action that leads to a bus accident	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY			
<b>D</b> Criminal or Illegal Acts	1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another	<b>SCHOOL SUSPENSION/EXPULSION                      PROCEEDINGS INITIATED</b>  Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Officer (SLO), if appropriate					

**Note:** 1 - All rule infractions are cumulative in most cases for the SY. 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 - SLO to be informed when suspensions/expulsions from bus occur.  
 4 - Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.

**SCHOOL BUS TABLE OF CONSEQUENCES**



**Hohenfels Elementary School  
Student/Parent Handbook  
Acknowledgement Form SY 2019-2020**

I acknowledge that I have received a copy of the Hohenfels Elementary School Student/Parent Handbook. I understand that it provides important information on policies and procedures including student rights. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to. I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school.

This handbook can also be found at:

<https://sites.google.com/a/student.dodea.edu/hesnet/resources> and  
<http://www.dodea.edu/HohenfelsES/index.cfm>

Please return this form to your classroom teacher by September 21, 2018.

Parent's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

#1 Student's Printed Name: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

#2 Student's Printed Name: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

#3 Student's Printed Name: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

#4 Student's Printed Name: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_