

RAMSTEIN ELEMENTARY SCHOOL

Procedural Guidelines



<http://www.dodea.edu/RamsteinES/index.cfm>

480-3996 or 06371-47-3996

Facebook @RamsteinES

IMPORTANT NOTES

- Mandatory Visitor Sign In – Everyone must sign in at the Main Office and have a valid ID with them.
- Field Trip Chaperones - Parents are required to sign in at the Main Office for ALL field trips leaving from Ramstein Elementary School (walking or by bus). Parents must have their ID's and be registered as a volunteer.
- Video Surveillance - Our Campus is under 24 Hour Video Surveillance.
- Changes in Routine – the office cannot take any changes by phone. Please send a note or email the teacher. The office staff can let the teacher know to check their email.
- If someone other than a parent is picking a child up, they must be listed in the office as an Emergency Contact.
- Please call or email regarding absences for illness/appointments before 0915.
- For family trips causing more than one day absence from school, please fill out the Extended Absence form in the Office.
- For new families that enroll while living in TLF: Please update your physical address within 30 days by bringing in a copy of your housing contract.
- School lunch accounts are handled through AAFES. Please contact Customer Service at the Base Exchange. You will need your student's ID.
- Information about the Free and Reduced Lunch Program can be obtained through the School Liaison Officer.
- Pets are not allowed on RES campus. Smoking is not authorized on campus.
- Email contacts for Teachers/Staff: FirstName.LastName@eu.dodea.edu

PARKING AND DROP OFF

- **For all areas of our campus, please do not stop in the road to drop your child off. This is a safety hazard.**
- The Restricted Stopping Sign is posted towards the back of RES.
- For these spaces, you may pull in and allow your child to exit the vehicle.
- Leaving your car unattended in these spots is not authorized.
- Please do not park in front of the school from 0730-0815 and 1400-1515.
- The following will occur if you park in the bus lane during these times:



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*** Please reference the DoDEA Student Handbook located on our website for additional information related to specific programs, policies, and procedures.**

Attendance Boundaries

The local military commander and the district superintendent jointly establish the school attendance boundaries. School attendance is based on where a child lives, not where the sponsor works. Exceptions to the Feeder Plan may be requested for educational or health reasons. Exceptions must be requested in writing from the Europe East District Superintendent's Office. Forms are available in the school's main office. Please see the list of villages and assigned school districts included in this handbook.

Attendance and Reporting of Absences

In accordance with the policy stated in DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction and that they successfully meet academic standards and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, student, classroom teacher, school personnel and, in some cases, the Command. Students with excessive school absences (or tardiness) shall be monitored by the Student Support Team to assist in the completion of all required work and successful mastery of course objectives.

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified as present or absent, based on the following criteria:

1. Absent up to 25% of the school day = absent one-quarter of the school day
2. Absent between 26%–50% of the school day = absent one-half of the school day
3. Absent 51%–75% of the school day = absent three-quarters of the school day
4. Absent 76%–100% of the school day = absent full day

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities:

1. Personal illness
2. Medical, dental, or mental health appointment
3. Serious illness in the student's immediate family
4. A death in the student's immediate family or of a relative
5. Religious holiday
6. Emergency conditions such as fire, flood, or storm
7. Unique family circumstances warranting absence and coordinated with school administration
8. College visits that cannot be scheduled on non-school days
9. Pandemic event

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a

continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

It is the responsibility of the parent or guardian to contact the school each time a child is absent. Please call the office to report absences at DSN: 480-3996; Commercial: 06371-47-3996; or email RamsteinES.Attendance@eu.dodea.edu.

Behavior Expectations for Ramstein Elementary School

School

- Respect self, others, and property.
- Treat all individuals with dignity.
- Keep hands, feet, and objects to yourself. (NBC No Body Contact)
- Use appropriate language.
- Walk quietly.
- Listen and follow directions and all posted rules.

Restroom

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

Cafeteria

- Follow directions of all adults.
- Clean up after yourself.
- Stay in your space. (No cutting in line.)
- Use good table manners.
- Talk only when the cones are on the appropriate colors.
- Raise your hand for help.
- In case of allergies, do not share food with others.

Classroom

- Each teacher posts and discusses rules.
- Rules should be reviewed and modeled frequently.

Playground

- Line up quickly and quietly.
- Stay in the designated playground areas.
- Play appropriately – playing shouldn't hurt.
- See the following page for specific playground safety rules.

PLAYGROUND SAFETY RULES

Let's ALL BE SAFE

and FOLLOW THE NBC RULE!

Swings



- ✓ **Sit on pockets on swings, NO standing!**
- ✓ **No jumping OFF swings!**
- ✓ **No twisting swings!**
- ✓ **Do not play/cross in front/behind moving swings!**
- ✓ **Take Turns-if waiting, Sing “ABC”s 3X then rider gets off!**

Slides



- ✓ **Slide DOWN the slides, do NOT move UP them!**
- ✓ **Slide on your pockets with feet facing forward!**
- ✓ **Wait your turn, ONE person at a time on slide!**

Climbers/Jungle Gym

- ✓ **Follow the NBC rule—no pushing or messing around!**
- ✓ **Do NOT stand on top of climber or jump off!**
- ✓ **Have both hands in contact with the climber!**
- ✓ **Be careful not to step on the hands of others!**

BE A GOOD Koala FRIEND!

Take turns and share the equipment!

Checking Students in/out of Ramstein Elementary School

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

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

Late Arrivals/Tardiness: If a child is tardy, a parent must sign the child in at the Main Office and walk him/her to class. Students are not allowed to sign themselves in.

Changes in the Student's Daily Routine: If there is a change in your child's daily schedule, please communicate with the teacher via note or e-mail. This includes when the child will not be riding the bus and changes to the afternoon destination or pick up person. Children will always be picked up at their regular agreed upon point unless prior coordination has been made with the teacher. Students will not be permitted to leave the school during the school day unless a parent, guardian and/or emergency contact checks the student out.

Appointments or Illness during the School Day: All Students who are to be dismissed earlier than regular dismissal time are to be signed out by a parent prior to departing school. Permission to arrive late or leave school during the school day requires a signed, dated note from the parent explaining the reason for the student's lateness/leaving, or a signed and dated official medical appointment slip. When students become ill enough to be sent home, they are to be picked up by their parent or an individual authorized by the parent. Parents should make every effort to schedule medical and dental appointments after school hours. If this is not be possible, a note sent to the teacher in advance is requested.

Travel: Whenever possible, family trips should be planned for winter, spring, or summer recesses. When students are taken out of school for extended periods, arrangements should be made with the teacher in advance. Please follow procedures listed in the Attendance section of the Procedural Guidelines and DoDEA Student Handbook.

Emergency Closure/Delayed Opening

On occasion, it may be necessary to cancel or delay school due to inclement weather. On the occasion of early dismissal, it is impossible to notify parents by telephone that children are being dismissed. The school office sends out a mass email stating the school closure. Any changes will also be announced via AFN 105.1.

Late Opening:

The decision to delay start time or cancel school is made by the Base Commander and

District Superintendent. When this happens, parents will be notified as far in advance as possible.

If school buses are delayed two hours:

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

School for ALL STUDENTS in all grades will begin at 10:15 with doors opening at 10:00.

Morning PSCD classes will be cancelled, however, afternoon PSCD classes will be held as usual. If school bus transportation is cancelled, then there will be no school for any students that day.

Early closing:

Schools may be closed early for a number of reasons. Early closings will most likely occur between 10:00 and 13:00. This will be announced on AFN 105.1.

It is essential that each family designate an alternative destination for their children in case school is closed early. Children need to know where to go in case of emergency situations and/or when their parents are not at home.

E-mail and Emergency Contact Information

PLEASE ENSURE THAT RES HAS YOUR CURRENT E-MAIL. Not sure? Check with the front office. Communication about classroom teacher and other important information will be sent via e-mail.

Emergency contact numbers are extremely important. A child may become ill or injured during the school day. Although there is almost always a school nurse on duty, a sick child belongs at home. It is essential that emergency contacts as well as your own contact information be kept up to date. Please update the office as soon as possible when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, cell phone numbers change, babysitters are changed, or emergency contacts move away. The school should be informed if parents will be in a TDY status or traveling and have left their children in the care of someone else. A note providing the name, unit, duty phone, quarter's address, and home phone of the person(s) responsible for the child in the parents' absence should be sent to the school office and the teacher. If the parents cannot be reached, the Emergency Contact Person will be notified. If this is also unsuccessful, the sponsor's military unit will be contacted for assistance. All emergency contacts must have a valid military ID.

Enrollment and Registration

Policy Reference: [DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended](#)

Policy Reference: [DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," March 4, 1997](#)

Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas,” September 20, 2006, as amended, and DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997.

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including information on medical conditions, medications, and all dates and types of immunizations
- Official documents to support eligibility (e.g., letter of employment, contract, PCS orders, etc.)
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence

Contact the registrar at your child’s school for more information on enrollment or to update your child’s information.

Homeschool Information

Policy Reference: [DoDEA Administrative Instruction 1375.01, “Home-School Students,” October 15, 2018](#)

DoDEA recognizes that home schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependent(s). Home-school students who are eligible to enroll in a DoDEA-Europe, DoDEA-Pacific, and DoDEA-Americas school are eligible to utilize DoDEA auxiliary services without being required to either enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor participate (walk) in a DoDEA commencement ceremony.

Immunizations

Policy Reference: [DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016](#)

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110 IP, CG COMDTINST M6230.4G, “Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases”, 7 October 2013](#)

Students who enroll in DoDEA schools are required to meet specific immunization requirements (DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016). These requirements represent the minimum and do not necessarily reflect the optimal immunization status for a student. Acceptable forms of official proof of immunization status may include, but are not limited to:

- Yellow international immunization records;
- State agency-generated immunization certificates;
- School-generated immunization certificates; and
- Physician, clinic, or hospital-generated immunization records.

It is the responsibility of the sponsor/parent/guardian to provide their child's most current immunization record at the time of enrollment and when immunizations are updated. Parents of incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s). If the missing required immunization is a series, then the first dose of the series must be administered, and documentation must be provided to the school within the 30 days. Students who have immunization(s) due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

STUDENTS IN NON-COMPLIANCE AFTER 10 DAYS MAY BE DISENROLLED, UNTIL PROOF OF COMPLIANCE OR APPROVED EXEMPTION IS PROVIDED.

Immunization Exemptions

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110 IP, CG COMDTINST M6230.4G, "Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases", 7 October 2013.](#)

A waiver for immunization exemption may be granted for medical or religious reasons. Philosophical exemptions are not permitted. The DoD Component must provide guidance on the waiver process.

A statement from the child's health care provider is required if an immunization cannot be administered because of a chronic medical condition wherein the vaccine is permanently contraindicated or because of natural immunity. The statement must document the reason why the child is exempt. This request for immunization exemption from specific vaccines due to vaccine contraindications or natural immunity must be completed and submitted to the school at the beginning of the child's enrollment or when a vaccine is due. Request for exemption only needs to be completed one time for the duration of the child's enrollment at the school.

If an immunization is not administered because of a parent's religious beliefs, the parent must submit an exemption request in writing, stating that he or she objects to the vaccination based upon religious beliefs. The request must be completed and submitted to the school at the beginning of every school year. For students arriving after the school year has started, this request/written statement must be submitted at the initial enrollment and at the beginning of every school year.

During a documented outbreak of a vaccine-preventable disease (as determined by local DoD medical authorities), the child who is attending a DoDEA school program under an immunization waiver for that vaccine will be excluded from attending. This is for his or her protection and the safety of the other children and staff. The exclusion will remain in place until such time that the DoD Command determines that the outbreak is over and that it is safe for the child to return to school.

DoDEA immunization requirements can be found at:

<https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>

DoDEA health forms can be found at:

<https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

Lost and Found

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

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

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

Lunch Program

The school lunch program is sponsored by AAFES.

Students may pay for their lunch with either cash or the auto-payment plan. Parents can open an account for their child by going to the AAFES customer service counter. Parents may establish either a meal account or a general account. With the meal account, the student may only purchase the USDA pattern meal, which includes their choice of milk. If your child wishes to have a different drink or to add a "Lunch Plus" (another portion of the main entrée) they would either need to pay cash or have a general account set up. Parents also have the option of setting up a "Manager Alert", which will indicate any allergy your child may have. Please note, there is no a la carte menu for the elementary school.

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

Morning Arrival

*Please note: There is no supervision prior to 0745. No students should be left in the line-up area prior to 0745.

Please meet for line-up in the following areas:

| | |
|--------------|--------------------------------|
| Kindergarten | Cafeteria Doors |
| First Grade | Gym Doors |
| Multi-Age | Nurse Office Door (Right Side) |
| Second Grade | Nurse Office Door (Left Side) |

*Please be mindful of strollers in the hallway during “high traffic” school hours. These times include morning arrival, afternoon dismissal, lunch, and recess. If necessary, strollers can be parked under the stairs in the atrium.

Progress Reports

Policy Reference: [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

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

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

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

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

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

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

(/) Indicates a need for the student to participate more productively in the classroom activities.

PTA

The Ramstein Parent Teacher Association welcomes you to our new school year! We have a wonderful school with first-rate teachers, administrators, and students. Our PTA is very strong and constantly works toward the goal of improving the quality of education for our children and the working environment of their teachers. The PTA provides fun and excitement for students

through multiple activities.

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

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

Reporting Abuse

Policy Reference: [DoDEA Administrative Instruction 1356.01, "Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect," November 5, 2018](#)

In accordance with the policy in DoDEA Administrative Instruction 1356.01, "Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect," November 5, 2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Suicide Risk and Threats Towards Others

In order to prevent violence, suicide, and other harmful acts among children and adults in schools, the need for reliable ways to identify persons who may require assistance is a critical step. All DoDEA employees must notify the DoDEA school administrator when a DoDEA student has made any statement or engaged in actions that may indicate threat of harm towards self or others.

Suicide Risk

Any indication of student suicidality must be immediately reported to the DoDEA school administrator. The DoDEA student who exhibits suicidal ideation or behavior, or who makes a statement or engages in actions that may indicate self-harm or suicidal thoughts, shall be immediately assessed to obtain specific information to determine the risk level. The results of that assessment are communicated to the DoDEA school administrator and documented. Regardless of the level of risk reported, in all cases, a DoDEA administrator or designated member of the Case Management Team must directly notify parents or legal guardians of the concern. For any additional assistance in this process, please contact the District school psychologist ISS.

If a parent or legal guardian disagrees with school recommendations for evaluation of a student's dangerousness to self, or refuses to take parental or legal guardian responsibility for the safety of their child, the DoDEA School Administrator must inform the parent or legal guardian that DoDEA policy requires that school personnel protect the safety and health of the students. Parent or legal guardian refusal to address identified medical needs may necessitate a report to the local Family Advocacy Clinic and local Child Protective Services if neglect is suspected as outlined in

DoDEA Administrative Instruction 1356.01, which is available at <https://www.dodea.edu/Offices/PolicyAndLegislation/Administrative-Instructions.cfm>.

Threats Towards Others

When a DoDEA student makes an explicit or implicit threat, or if the student's behavior indicates that a threat is serious and reasonably likely to be acted upon, the DoDEA school administrator shall take action based on the level of the threat. Certain types of serious threats require immediate notification to local law enforcement entities without regard to the level of threat yielded. The DoDEA school administrator shall immediately report the following to the local law enforcement entity:

1. A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity.
2. Threats to bomb, burn, kill, or harm school personnel.
3. Threats of death or bodily injury to a person or members of his or her family or threats to commit serious bodily harm to persons on school property.

The DoDEA school administrator shall also immediately report any act that may constitute a criminal offense to the parents or legal guardians of minor students involved in the act and shall report that the incident has been reported to local law enforcement, as required by Federal, state, or local law. The DoDEA school administrator may report other threats to the local law enforcement entity, as necessary and appropriate. The DoDEA school administrator shall inform the parents or legal guardians that they may contact local law enforcement for further information, as necessary and appropriate.

School Advisory Committee

Policy Reference: [DoD Instruction 1342.15, "Educational Advisory Committees and Councils," December 7, 2012](#)

Policy Reference: [DoD Instruction 1342.25, "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," October 30, 1996](#)

The School Advisory Committee (SAC) is an elected educational advisory committee composed of an equal number of parents and professional school employees. The purpose of this committee shall be to advise the Ramstein Elementary School administration on school policies, instructional programs, pupil services, and student standards of conduct and discipline. Community matters include school quality, availability, maintenance, safety, security, and comfort of the school environment, transportation, school morale program, and administrative and logistical support services. The committee makes recommendations to the 86th SG/CC and/or KMCC School Advisory Board on improvement for dependents' education within the jurisdiction of the base commander, and makes recommendations through appropriate channels on DoD policy and resource allocation that affect overseas dependents' schools.

Student Conduct and Discipline

Policy Reference: [DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended](#)

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 of DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012. Student behavioral management consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members.

In accordance with the policy stated in DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended, discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion following a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence, or the possession, use, or sale of drugs). Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

School Bus Behavior

Policy Reference: [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations, which is in accordance with Enclosure 8 of DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended.

Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct

Policy Reference: [DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019](#)

Policy Reference: [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

DoDEA does not allow any form of sexual harassment, sexual assault, problematic sexual behavior in children and youth (PSB-CY) and other related abusive misconduct of, or by, employees, students, or anyone participating in DoDEA-conducted/sponsored education, training programs, and activities, committed both on and off DoDEA premises.

All DoDEA students are responsible for not committing acts of sexual harassment, sexual assault,

PSB-CY, and other related abusive misconduct in accordance with DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019 (DoDEA AI 1443.02, and for cooperating with any investigations and resolution of complaints made in accordance with this Issuance. Students who violate this policy are subject to discipline in accordance with DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended.

The right to be free from other related abusive misconduct includes physical and/or emotional misconduct that does not qualify as sexual assault or sexual harassment, but that is still intended to make a student feel pressured, uncomfortable, physically threatened, in pain, embarrassed, or offended. It also includes the right to be free from an adult, or another student, trying to exploit their position of authority or influence over a student to force or manipulate them into an inappropriate personal and/or sexual relationship, even if the student does not think it is harmful. DoDEA does not recognize sexual or romantic interactions between any student and a DoDEA employee or volunteer to ever be consensual, even if the student is of the lawful age of consent.

Students who are experiencing sexual assault, sexual harassment, PSB-CY, or other related abusive misconduct should report it in accordance with Sections 4 and 5 of DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019.

It is extremely important that a student not suffer in silence, or be allowed to be exploited or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at any time. When a DoDEA employee or volunteer becomes aware of a violation of this Issuance, they are required to report it to their school principal or program director, with the possible exception of certain disclosures made during confidential communications not otherwise subject to mandatory reporting requirements in accordance with Issuance.

Students may visit DoDEA’s “Sexual Harassment Awareness and Prevention” webpage to learn more at www.dodea.edu/sexualHarassment.

Student Grade Level Placement

Policy Reference: [DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010](#)

Policy Reference: [DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year is eligible to be enrolled in kindergarten. In addition, an otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages, assuming yearly progression from grades 1–8.

Grade-level status (grades 9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

In accordance with DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2019, for students transitioning from a sending state LEA to a DoDEA school, at the time of transition and regardless of the age of the student, the DoDEA school shall enroll the transitioning student in the same grade level as the student’s grade level (i.e. in kindergarten through grade 12) in the sending state’s LEA. For kindergarten, the student must have been enrolled and attended kindergarten class in order to assure continued attendance in kindergarten in DoDEA. Students who have satisfactorily completed the prerequisite grade level in the sending state’s LEA will be eligible for enrollment in the next higher grade level in the DoDEA school, regardless of the student’s age.

All DoDEA students, including students with disabilities, English language learners (ELLs), and students with accommodation plans, should be afforded the opportunity to participate in the standard DoDEA secondary curriculum, as appropriate, based upon their individual circumstances.

School Health Services

Policy Reference: [DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016](#)

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse serves as the health service expert, providing health care to students/staff and implementing interventions that addresses both actual and potential health and safety conditions. The school nurse collaborates with the school administrator to promote the health and academic success of students and serves as the liaison between, the school, community, and health care systems. This collaborative effort creates opportunities to build capacity for self-care, resilience, and learning.

The school nurse’s responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;
- Providing quality health care and intervening with actual and potential health problems through health screenings, health assessments and nursing interventions, and the development of healthcare and emergency care plans to enable students to safely and fully participate in school;
- Providing case management services to direct care for students with chronic health conditions, to ensure their safety, and to increase their access to the educational program; and

- Collaborating with school and community-based resources to reduce health-related barriers to student learning, improve access to healthcare, and develop school-community partnerships to support academic achievement and student success.

Student Illness

Do not send your child to school if he or she is ill. Staying home to get the proper rest, nutrition, and parental care is for your child's benefit as well as for the benefit of the other children in the school who may be unnecessarily exposed to a contagious illness. The following are examples of when a student should remain home:

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

If your child becomes ill during the school day, the school nurse will contact you to pick up your child. To return to school, your child must be without symptoms for 24 hours and fever-free without fever-reducing medications for at least 24 hours.

Parent Notification

As a general rule, the parent or sponsor will be notified by the school administrator or school nurse if your child has:

- Any illness or injury that causes concern or inability to participate in school activities
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain
- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting or diarrhea
- Wounds that may require stitches

Allergies and Chronic-Acute Conditions

Policy Reference: [DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003](#)

Policy Reference: [DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended](#)

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child’s welfare in accordance with DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have;
- Providing the school nurse with medication/doctor’s orders/emergency care plan/parent permission form;
- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere; and
- Notifying the classroom teacher about your child’s allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

Medication at School

When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Consent Form. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to

be kept in the health office for their child's use at school, but they must be accompanied by a physician's prescription and signed parental consent form.

In some rare situations, students are allowed to keep their rescue or emergency medicine with them while in school or at school-related activities. The student's prescribing primary care manager must provide a written statement that the student must be in control of his or her medication due to a life-threatening medical condition. The parent must provide written consent for the medication to stay with the student. See the school nurse to obtain appropriate form for medications to be administered during school hours or for a student to self-carry emergency medication.

Students may not share medications (including non-prescription medications) at school or at school-sponsored events.

First Aid and Emergency Care

Policy Reference: [DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#)

School personnel will administer first aid as efficiently as possible to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. In accordance with Section 6 of DoDEA Regulation 2720.1, should a student sustain a more serious illness or injury, the school nurse will make a judgment call based on nursing assessment to determine if the student needs emergency medical care requiring a response by an emergency medical team (EMT) and possible transportation for treatment at a health care facility. If a student needs emergency medical care requiring an ambulance, the school will make reasonable efforts to contact the sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non-military facilities or providers, especially if the dependent student is located overseas. Treatment decisions will be made exclusively by the health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

It is very important for the school to have a current address, home phone number, mobile phone numbers, duty phone number, and the phone number of another adult to act as emergency contact in case parents cannot be contacted.

Student Dress Code

Policy Reference: [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

Students are expected to dress in a manner that complies with the school's dress code policy as directed in DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," April 17, 2012. Please refer to your school's Web site or school handbook for specific dress code policy.

Search and Seizure

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

General, non-individualized searches of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), may be conducted by the principal on a periodic or random basis. The school affords students and parents adequate prior notice of its general search policy through the issuance referenced above and this Handbook. The search shall be conducted by the principal in the presence of another school employee who will serve as a witness. General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband. Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student’s personal belongings, including bags and the interior of student vehicles on school property; and in a student’s desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

A targeted search of a student’s person shall only be conducted under exigent circumstances. When possible, a targeted search of the student’s person shall be conducted in a private room, or non-public area, and by a school official of the same sex as the student. Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances.

Student Supervision Guidelines and the KMC Supervision Matrix

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

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

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

The Kaiserslautern Military Community Child Supervision Guidelines and KMC regulations outline parental requirements and responsibilities for childcare and supervision. Please see the included document below

and on our website.

Transportation

The school has neither the authority nor the responsibility for school bus routing or scheduling. Inquiries about bus routes or delays in bus arrivals should be directed to the Bus Office, located in building number 996-T. Transportation supervisor, Otto Mueller, can be reached at DSN 545-1762. The school cannot always provide answers to questions about busing.

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

The school staff makes every effort to ensure students board the correct buses each day. Therefore, parents must notify the teacher if there is any change in a child's transportation home from school. **Unless a signed note or email is received, students will be dismissed according to their regular, afterschool dismissal routine.**

Visitor and Visitor Parking

Parking is limited at RES. The front of the school is the bus loading zone for Ramstein Elementary, Intermediate, and Middle School. During loading times, please do not park in front of the school. There is additional parking as well as a restricted stopping zone behind the school on Texas Blvd and Oregon Street. The front of RES is closed off each day from 0730-0815 and 1400-1515.

Visitors: A visitor's pass from the office is required of anyone who enters a building on our campus. Children bringing visitors to school must get permission from the classroom teacher and a school administrator in advance. There should be a valid purpose for the visit. All visitors, including parents, on campus during school hours are required to sign into our Main Office (Building 996) with their ID Card.

Volunteering

Volunteers are an important part of RES. They help by providing assistance to children and teachers. This makes it possible for teachers to spend more time with the students and with smaller groups of children. Volunteers learn much about the educational program, as well as have the opportunity to gain valuable experience. All volunteers must register and sign in with the front office.

Volunteers may help during special programs and study trips or they may work with a particular teacher or a special student on a regular basis. Volunteers often have their own special interests or talents to share with the students. If you would like to volunteer your time and talents or would like more information, contact the Main Office at DSN 480-3996 or CIV 06371-47-3996. Everyone has something valuable to share with children.

Withdrawal/Transfer of Students

Parents should notify the Main Office of the child's last day of school **at least ten (10) school days** prior to the actual last day of attendance. A copy of the sponsor's PCS orders must be filed in the office at this time. Parents are requested to come to the Main Office for school records on the afternoon of the last day of enrollment, after 1400 hours.

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

Sponsors of withdrawing students must complete the following procedures:

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

DoDEA Chain of Command

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

School Level

Classroom Teacher (Firstname.lastname@eu.dodea.edu)

Ms. Emmalie Lee, Principal
Pamela Wimberly, Assistant Principal
David Eldredge, Assistant Principal

Ramstein Elementary School
Unit 3240
APO, AE 09094-0430
Telephone: DSN 480-3996
CIV 06371-473996
Website: <http://www.dodea.edu/RamsteinES/index.cfm>

District Level

Mr. Joe Lovett, Community Superintendent
DoDEA Europe East
Unit 3084
APO, AE 09021
Telephone: DSN 545-1746
CIV: 0611 143 545-1746
Website: <http://www.dodea.edu/Europe/index.cfm>

Mr. Steven Sanchez, Superintendent
DoDEA Europe East
Unit 3084
APO, AE 09021
Telephone: DSN 545-1746
CIV: 0611 143 545-1746
Website: <http://www.dodea.edu/Europe/index.cfm>

Headquarters

Mr. Thomas M. Brady, Director
Dr. Linda Curtis, Deputy Director
Office of Dependent Schools 2461 Eisenhower Avenue
Alexandria, VA 22331-1

