

Bitburg Middle School



Parent-Student Handbook SY 2012-2013

Department of Defense Dependents Schools
Bitburg Middle High School
Unit 3820 Box 55
APO AE 09126

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DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
KAISERSLAUTERN DISTRICT
UNIT 3405
APO AE 09021



22 August 2012

I am delighted to welcome you to the Kaiserslautern District for School Year 2012-2013! Our district is committed to providing every possible opportunity for your child to be successful, armed with the skills critical to living and working productively in our 21st Century society.

Research clearly indicates that when parents take an active role in the education of their children, student achievement increases. Toward that end, I want to share the Kaiserslautern District Vision with you, and invite you to become part of our vision.

First, we are Standards Based: This means that the DoDEA standards and 21st Century skills are the basis for prioritizing what we teach and how we teach. Second, we are Data Driven: All assessment data, to include grades, attendance, and performance on a variety of assessments, as well as the "soft" data, to include issues children are dealing with such as deployments and PCS moves, must be addressed in order to maximize student learning.

Third, and most important, we are Student Focused: We are committed to knowing and understanding every child's uniqueness. This means that we are dealing with the "heart and the head" of every child, ensuring their needs are addressed, and expecting and working toward every student's maximum potential.

Fourth, Highest Student Achievement for all students: All means each and every child that comes through the doors of our classrooms. We are committed to doing everything in our power to help every single child be successful. In order to do this most effectively, we need your help and involvement.

I invite you to join the teachers, administrators, support staff, and district office personnel in forging a strong collaboration based on our vision. We welcome you and hope that you will get involved in every aspect of our school program. There is no question that when all members of the school community commit to an open, honest, and ongoing dialogue, our students will be the winners.

We look forward to working in partnership with you to ensure a top-notch educational program for your child this year.

Dr. Dell McMullen
Kaiserslautern District Superintendent

Dear Parents and Students,

Welcome to Bitburg Middle School, home of the Bobcats. Bitburg is a beautiful city located in the Eifel region of Germany and serves students from the Bitburg & Spangdahlem communities in grades 5-8. Bitburg Middle School provides its students a wide variety of academic, athletic, and extracurricular activities. We are committed to providing an educational experience second to none with high expectations for all students. Our commitment to student excellence and success are directly reflected in the individual philosophies and procedures of each member of our faculty and staff. Here you will find highly qualified teachers that use data to differentiate instruction to support and encourage the success of all students.

The Kaiserslautern District's vision is standards based, data driven, student focused with highest achievement for all students. We strive to develop partnerships with parents and other community members to best meet the needs of our students. Our mission is to provide an exemplary education that inspires and prepares all our students for success in a dynamic, global environment.

I look forward to working with you.

Go Bobcats!

David Borg

Principal

DODEA

Accreditation

Bitburg Middle School is fully accredited by the AdvancED North Central Association of Colleges and Schools.

Mission

It is the mission of DoDEA to provide a world-class educational program that inspires and prepares our students to be successful in a dynamic global community.

Community Strategic Plan

Goal 1: Highest Student Achievement All students will meet or exceed challenging standards in academic content and special area programs so that they are prepared for continuous learning and productive citizenship.

Goal 2: Performance-Driven, Efficient Management Systems DoDEA will use a performance driven management system that operates in a timely, efficient and equitable manner, places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

Goal 3: Motivated, High Performing, Diverse Workforce The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4: Network of Partnership Promoting Achievement - Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

NOTE: Further information on these goals and their objectives can be found on the DoDEA website: www.dodea.edu

BMS CONTINUOUS SCHOOL PROGRESS

The curriculum goals and objectives of Bitburg Middle School (BMS) are designed to provide a learning environment specifically designed to meet the educational and social needs of the child in grades five through eight. The middle school is a unique experience. During this period of rapid growth and extensive maturation, young adolescents are confronted with physical, intellectual, social and emotional changes and forces that affect their behavior, self-concept, learning interests, and values. BMS provides a firm foundation in basic educational skills and developmental knowledge while accommodating a gradual transition between life in the elementary school and high school.

Vision

Standards Based, Data Driven, Student Focused, for Highest Student Achievement for ALL Students.

Mission

Bitburg Middle School will provide an academically challenging, safe, and caring environment in which all students can become lifelong learners and productive, responsible citizens.

Goal 1:

All students will improve written communication skills in all content areas. Essence: writing strategies, editing, sentence structure.

Classroom Intervention:

1. Students will use the 6 + 1 writing traits process across the curriculum.
2. Students will use a skill based computer program to practice basic editing, sentence structure and writing skills.

Goal 2:

All students will improve math skills in all content areas. Essence: algebraic thinking, computation, measurement.

Classroom Intervention:

1. Teachers will implement a systematic use of Illustrative Examples in all content areas.

Communication Intervention:

Use of GradeSpeed program to keep parents informed of student's progress.

Technology Intervention:

Systematic use of Smart Boards when demonstrating/using illustrative examples.

School/Home/Community Partnerships:

Staff will begin an outreach program encouraging parents and other community members to volunteer in the classroom and the school. Our goal is to have at least one volunteer per quarter per teacher.

CHAIN OF COMMAND

Classroom Teacher
DSN: 452-9332
Commercial: 06565-61-9332



David Borg, Principal
Telephone
DSN: 452-9332
Commercial: 06565-61-9332



Dr. Dell McMullen, Superintendent
District Superintendent's Office, Kaiserslautern
Telephone
DSN: 489-6339
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Dr. Nancy Bresell, Director
DoDDS Europe
Telephone
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Dr. Fitzgerald, Director
Department of Defense Education Activity
4040 North Fairfax Drive
Arlington, VA 22203-1635

Telephone
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Commercial: 703-588-3052

GENERAL SCHOOL INFORMATION

U.S. Address

Bitburg American Middle School
52 MSG/CCSM-B
Unit 3820, Box 55
APO, AE 09126

Germany Address

Bitburg American Middle School
Housing, Geb. 60
54634 Bitburg

Telephone: Military DSN 452-9332
Civilian 06565-61-9332
FAX 06561-12091

Email: David.borg@eu.dodea.edu
BitburgMS.Principal@eu.dodea.edu

Staff

Principal:	David Borg	06561-946-3200	David Borg@eu.dodea.edu
Main Office Secretary	Brenda Daniels	06561-946-3200	Brenda.Daniels@eu.dodea.edu
Main Office Secretary	JoNell Lutes	06561-946-3200	JoNell.Lutes@eu.dodea.edu
Registrar:	Heidi Karpen	06561-946-3200	Heidi.Karpen@eu.dodea.edu
Supply Assistant:	Ivan Puga	06561-946-3200	Ivan.Puga@eu.dodea.edu

DAILY SCHEDULE

REGULAR DAILY BLOCK

0805	Students enter building		
0810-0935	Seminar or Period C1	85	Pledge of Allegiance
0940-1105	Period B2 or C2	85	
1110-1235	Period B3 or C3	85	
1235-1320	Lunch	45	
1320-1445	Period B4 or C4	85	

All students must leave school grounds no later than 1500 unless directly participating in a school activity.

ALTERNATE SCHEDULES (*these schedules are only used in special situations*)

HALF DAY

0805	Students enter building		
0810-0850	B1 or Seminar	40	Pledge of Allegiance
0850-0855	Break		5
0855-0935	Period 2	40	
0935-0940	Break		5
0940-1020	Period 3	40	
1020-1025	Break		5
1025-1105	Period 4	40	

TWO-HOUR DELAY

1005	Students enter building		
1010-1105	B1 or Seminar	55	Pledge of Allegiance
1105-1110	Break		
1110-1205	B2 or C2	55	
1205-1210	Break		
1210-1235	B3 or C3	25	
1235-1310	Lunch	40	
1315-1345	B3 or C3	30	
1345-1350	Break		
1350-1445	B4 or C4	55	

8 PERIODS

0805	Students enter building		Pledge of Allegiance
0810-0850	Seminar	40	
0855-0935	B2	40	
0940-1020	B3	40	
1025-1105	B4	40	
1110-1150	C1	40	
1155-1235	C2	40	
1235-1315	Lunch	40	
1320-1400	C3	40	
1405-1445	C4	40	
1403-1445	P 8	40	

EIFEL SCHOOL COMMUNITY COMPLEX**SCHOOL YEAR 2012-2013 Calendar**

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Wednesday, August 22**Reporting Date for Teachers****FIRST SEMESTER****Monday, August 27****Begin First Quarter and First Semester****Monday, August 27****SMS Open House (0750-1200)****Monday, August 27****BMS Open House (0750-1200)****Monday, August 27- 30****Home visits for Kindergarten****Monday, September 3****Labor Day – Federal Holiday Observed**

Tuesday, September 4	First day of classroom instruction for Kindergarten
Thursday, September 6	BES Open House (1630)
Thursday, September 13	BHS Open House
Thursday, September 13	BES & SES Sure Starts Begins
Friday, September 14	DoDEA Training: Eifel Complex Early Release – 11:00 AM
Thursday, September 20	SES Open House (1730)
Friday, October 5	No School – Eifel Complex CSI Staff Development Day
Monday, October 8	Columbus Day – Federal Holiday Observed
Saturday, October 27	BHS – ACT
Thursday, November 1	End of First Quarter (47 instructional days)
Friday, November 2	No School – Teacher Work Day
Saturday, November 3	BHS – SAT
Monday, November 5	Begin Second Quarter
Thursday, November 8	First Quarter Parent-Teacher Conferences- No School SES and BES Only
Friday, November 9	Parent Conference Day (All Eifel Schools) - No School
Monday, November 12	Veterans Day – Federal Holiday Observed
Thursday, November 22	Thanksgiving – Federal Holiday Observed
Friday, November 23	No School – Thanksgiving Recess Day
Saturday, December 1	BHS - SAT
Friday, December 7	BES, BMS, SES, and SMS Early Release - 1100 AM
Saturday, December 8	BHS ACT
Monday, December 24	Winter Recess Begins
Tuesday, December 25	Christmas – Federal Holiday

2013

Tuesday, January 1	New Year's Day – Federal Holiday Observed
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day – Federal Holiday Observed
Thursday, January 24	End of Second Quarter and First Semester (45 instructional days)
Friday, January 25	No School – Teacher Work Day
<u>SECOND SEMESTER</u>	
Monday, January 28	Begin Third Quarter and Second Semester

Friday, February 1	SES and BES Sure Start – No School
Monday, February 4 Schools)	No School – Parent/Teacher Conference Day (All Eifel
Saturday, February 9	BHS ACT
Friday, February 15	BES, BMS, SES, and SMS Early Release - 1100 AM
Monday, February 18	Presidents Day – Federal Holiday Observed
Monday, March 11 - 15	Terranova3 Test Week
Monday, March 18 - 22	Terranova3 Make-ups
Friday, March 22	No School – CSI Day (All Eifel Schools)
Thursday, April 4	End of Third Quarter (48 instructional days)
Friday, April 5	No School – Teacher Work Day
Monday, April 8	Spring Recess Begins
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Friday, May 24	BES, BMS, SES, and SMS Early Release - 1100 AM
Monday, May 27	Memorial Day – Federal Holiday Observed
Saturday, June 1	BHS SAT
Thursday, June 6	Last Day of Sure Start
Thursday, June 13	Last day for students Early Dismissal (43 instructional days)
Friday, June 14	No School for students – Teacher Work Day

Total Days – School Year 2012-2013: 183 - Instructional Days; 190 – Teacher Work Days

ACADEMIC PROGRESS

Grading System

Official reports of academic grades are issued quarterly, approximately every nine weeks. A duplicate copy of report cards is kept in each student's confidential file. Report cards should arrive through e-mail or Military Postal System approximately one week to ten days after the end of each marking period.

The Incomplete (I) grade may be given at the discretion of the teacher when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absence from school. This grade is not given to students who attended class regularly and could have completed the assignments on time. Making arrangements for the completion of work missed is the responsibility of the individual student. When a grade of "I" is given, the work must be completed within 10 days from the students return to school and cannot extend

beyond two weeks after the end of that grading period. If the required work is not completed during the established guidelines, the incomplete work will become an “F.” In preliminary computations of the student’s grade point average, the grade of “I” is equivalent to zero grade points. The accurate grade point average will be calculated at the end of the extension period for an incomplete grade.

Grade	DoDDS Grading Scale	Grade Points
A	90-100 percent	4
B	80-89 percent	3
C	70-79 percent	2
D	60-69 percent	1
F	59 percent and below	0
I	Incomplete (until removed)	0

Teachers throughout the marking periods may provide additional progress reports.

Make-Up Work

On the first day back after an absence, students should make arrangements with all their teachers to make up work missed. It is the student’s responsibility to take care of all make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine make-up procedures in his/her class. The rule for time allowed for making up class work due to an absence will be as many days as the student was absent. For example, if a student is absent Monday and Tuesday, (s)he will have Wednesday and Thursday to make up the missed assignments.

System-Wide Testing Program

Students at Bitburg Middle School participate in the DoDDS System-Wide Testing Program each school year. Copies of test results are sent to parents. Data obtained from these tests allow parents, students, and staff to better understand each student’s progress by providing a comparison with students throughout the United States. Counselors and teachers may use this information to recommend student placement and course selection. The counselor is available to help interpret and explain the results of these tests.

ATTENDANCE

It is expected that all students will attend school regularly and punctually. Regular school attendance is vitally important. It promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace. Although it may be possible to make up reading and written assignments, it is not possible to replicate teacher-directed lessons, class discussions, laboratory experiences, etc. Missing this instruction may adversely affect the student’s learning and, therefore, her/his grades. **Students and sponsors are responsible for ensuring that students arrive on time and attend classes regularly unless they are ill, have medical or dental appointments, have followed procedures outlined below for Advanced Notification and Request for Excused Absence, or an emergency occurs.**

Advanced Notification and Request for Excused Absence

A student/sponsor may request class work be provided during a prolonged absence. The request must be submitted through the Registrar's office ***at least three days prior to departure***. When the class work has been provided, it must be turned in to each teacher within the **first two days after** the return to school. If it is not turned in as required, all assignments may be recorded as a failing grade. Students will be required to sign a memorandum of understanding to this effect when they pick up their class work packet from the Registrar prior to departure.

Power of Attorney

In the event that both parents will be absent from the command for any period of time exceeding one day, a copy of the Power of Attorney given to the person who will assume responsibility for the student must be submitted to the main office. Work and home phone numbers of the person designated to act in the sponsor's place must also be submitted.

Sign In and Sign Out

Students who leave school during the school day are required to sign out in the registrar's office logbook, and sign back in upon return that day. Upon return to school, the office will provide the student with a pass which is required to return to class. Students will not be allowed to leave campus without the presence of the parent, legal guardian, or emergency contact listed on your child's Form 600. A parent **MUST** sign out students during their lunch periods. Because our campus is closed during lunchtime, no students may leave the campus unescorted during these hours. ***All individuals, parents included, will be required to show a valid picture ID upon picking up any student, including their own.***

Tardy

Bitburg Middle School supports the development of a positive work ethic in students. One component of this expectation is the requirement for a student to arrive to class on time, every period. Tardiness, especially when repeated, leads to wasted educational time, not only for the individual student but also the time of his/her classmates, teachers, and school staff as well. The focus for arriving to class on time must be the responsibility of the student. In addition, consequences must be implemented that changes this undesirable behavior in a timely manner.

PROCEDURE:

1. Students arriving to school after the first bell must check into the office upon arrival at school. The office will issue a pass which will say excused or unexcused and the student must present this pass to his first period teacher.

2. Other than first period, the classroom teacher will electronically mark any student arriving to class after the bell rings tardy. (A student who presents a valid written pass excusing the lateness will not be marked tardy).
3. Office personnel will issue an e-mail notification to the student's parent.
4. Student serves assigned lunch detention for each unexcused tardy.

Withdrawal from School with PCS Orders

Procedures have been established for early withdrawal of students (within the last 20 instructional days of each semester) due to a Permanent Change of Station (PCS) only. Early departure guidelines are not established for families electing to begin vacations early.

- Sponsors **must inform the school as soon as the departure date** of the pending PCS assignment is received.
- A written notice with student(s) name and last day of attendance is required. (A two-week notice is needed to have all records prepared.)
- Sponsors **must submit a copy of the orders to the school as soon as the orders are received** so that records can be prepared. No records can be released without a copy of orders.

If a student **is PCSing within the last twenty days of the semester** and sponsors have submitted PCS orders to the school, a student may receive a **semester grade**. A student who **is PCSing before the early departure date** of the semester will only receive a **grade to date**. Early departure dates are established each school year. The school registrar can advise sponsors of the specific dates and it is also listed on our school calendar.

- Students who are taking classes for high school credit (Algebra I, German I & II) **MUST complete the course prior to departure**. Acceleration dates for high school courses are set by DoDEA and must be met to receive high school credit. Arrangements to meet acceleration dates must be made with the respective teachers and follow DoDEA policy.

Withdrawal from School without PCS Orders

All students withdrawing from school before the last 20 days of each semester will only receive a grade to date with a withdrawal mark (not a course completion grade). Students not on PCS orders, who withdraw or depart within the last 20 days of each semester, are required to complete all work associated with each of their classes. Student grades will reflect non-completion of work due to early withdrawal or departure, meaning that non-completed assignments may be recorded as zeros. This could have a negative impact on the final grade. Parents should plan accordingly to allow their dependents the opportunity to complete all required schoolwork within the course of the school year. Contacting the teachers under such circumstances is highly recommended.

Student Records

As part of our checkout procedures, parents are requested to review and verify appropriate student records. If desired, parents may be given a copy of the reading and health records, and personal file. The school maintains these records for five years. After that time, the record is destroyed. If you wish to have an official copy sent to any person or agency other than the new school your child attends, please forward the request to Bitburg Middle School. The request must be in writing. Verbal or phone requests are not acceptable.

BEHAVIORAL EXPECTATIONS & CONSEQUENCES

General Expectations

Five general expectations govern the behavior of students at Bitburg Middle School.

Students at Bitburg Middle School will:

- report to class on time;
- come to class prepared;
- follow directions as they are given;
- display appropriate behavior;
- accept consequences for their behavior;

Teachers will assign disciplinary consequences for noncompliance to classroom rules and policies in accordance with stated classroom management plans. Each classroom teacher has an approved behavior management plan that addresses teacher expectation in the classroom. Students, whose actions cannot be resolved by the teacher in a timely and orderly manner, will be immediately referred to school administration for possible disciplinary action.

Students, teachers, staff members and all visitors have the right to a safe and orderly school environment. It is expected that students will be respectful to other students, school personnel including substitute teachers, and visitors to the school

Orderly Behavior: At all times, students will be expected to conduct themselves in a safe and orderly fashion. Fighting, **play fighting**, pushing, shoving, shouting, or running on school grounds or within school buildings will not be tolerated. The expectation is that students demonstrate respect toward one another and will not touch other students, even in what they consider a playful manner that could lead to misunderstanding and an aggressive response.

Social Behavior: Appropriate social behaviors will be expected at all times. Bitburg Middle School believes in and promotes mutual respect between staff, students, parents, and community.

Put-downs, teasing, name-calling, vulgar language, gestures, inappropriate displays of affection, harassment, racial or ethnic slurs will not be tolerated.

Failure to adhere to our behavioral expectations creates a disruption to the school environment. Any student who fails to comply with the behavior expectations will be held accountable for his/her actions. Failure to comply with school/classroom rules and policies will result in disciplinary action.

Any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to participate in any unsafe and/or negative practices will be held accountable for his/her actions. Disciplinary action will follow.

Assembly Behavior

During assemblies, students will listen attentively, respect the feelings of others, behave courteously toward speakers, performers, and guests and applaud at appropriate times. Cheering is considered to be inappropriate behavior in most cases and booing is not permitted.

The following rules will be observed for all assemblies:

- Students will go with their teacher to the auditorium/gymnasium and sit in assigned areas.
- Courtesy and consideration will be expected from Bitburg Middle School students at all assembly programs.
- Upon completion of the program students will go directly to the classroom or period assigned for that hour or as designated by their teacher or administrator.

Teachers who are in proximity of groups of students will take follow-up actions after the assembly for any disruptions that are identified.

Dress Code

Students and parents are responsible for ensuring that student dress and appearance is clean and appropriate. Neither student dress nor appearance may create a health, sanitation, or safety hazard, violate any reasonable requirement for a specific course or activity, or cause disruption to the educational process.

Appropriate dress and appearance make for a good impression not only in our school and community, but have a positive influence on overall school climate. Students will be expected to adhere to an appropriate standard of dress and appearance and follow the dress code as described below.

- Students are expected to dress in a manner that does not interfere with the educational objectives of the school.
- No form of clothing that creates distraction or is considered hazardous to student safety or health will be permitted.

- Good judgment and common sense should be used in selecting clothing that is neat, comfortable, and appropriate for a middle school environment.
- Students will not be allowed to attend classes if inappropriate clothing is worn to school. Students will be asked to change into appropriate clothing if a violation occurs. If the student has no appropriate clothing at school, the parent will be notified to bring clothing to be worn at school that meets the dress code.
- Chronic or pervasive disregard for the dress code will result in disciplinary action. The school administration reserves the right to make judgments.

The following dress code will apply:

- Short shorts, bare chests, fish net shirts, and jerseys/tank tops with large armholes are not appropriate.
- T-Shirts must be worn with sport jerseys.
- Skirts and shorts should be no shorter than 5” above the knee.
- Halter-tops and exposure of midriff are not allowed in school.
- Revealing tops are not permitted including spaghetti straps, tube tops, and other similar garments. Under garments must not be visible.
- Pants/jeans should be worn at the waist to ensure safety . Sagging to the extent that it reveals underclothing is not allowed.
- Pajama bottoms and/or tops are not appropriate for school and shall not be permitted.
- White crew neck or v-neck t-shirts or tank types are inappropriate for outer garments.
- Shower sandals, thongs, cut-offs, frayed, torn or soiled clothing is unacceptable and shall not be worn.
- Images on clothing must not depict drug, alcohol, tobacco, sexual or offensive slogans, violence or demeaning racial or ethnic/religious messages or profanity.
- No hats, visors, headscarves or bandanas are to be worn in the building at any time, male or female, student or adult.
- Chains that are attached to wallets may not exceed six inches in length to include the leather snap. Other chains should not be brought to school.
- Jewelry should be appropriate for school. Long, heavy neck chains or dog collars are not allowed.

Sexual Harassment

Students must avoid certain specific behaviors that create an environment of sexual harassment. Engaging in the following behaviors may result in disciplinary proceedings against a student. **(DoDEA Regulation 2051.1):**

- Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances from adults and other students.
- Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual’s body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.

- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking normal movements.
- Displaying sexually suggestive objects.

Smoking

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

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

Truancy

Any student who is absent from a class without the prior knowledge and permission of his/her sponsor, parent or legal guardian, or school authorities is truant. Students who choose not to attend class(s) will face disciplinary action as deemed appropriate.

Weapons

Although weapons have not been a problem at Bitburg Middle School, parents and students are reminded of DoDDS policy that possession of weapons, including many items that would not normally be considered weapons, are prohibited when carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety. Possession of a weapon on school grounds during the school day or while participating in DoDDS-sponsored activities will result in suspension and/or may result in expulsion.

Consequences

Applicable areas: School rules, policies and procedures for student conduct apply in the school, on school grounds, and in areas near the school grounds. This includes any time students are on campus before and after school, while students are participating in or observing school-sponsored activities, and on all school-sponsored trips. The discipline policy applies to students from the time they leave home for school until they return home or have had time to return home either by bus or walking. For this reason, we ask that all students who are not engaged in school sponsored or supported activities leave the BMS campus by 1450 at the end of the school day.

After reporting home, or to their designated caregiver, **students may return** to the school grounds anytime **after 1530 hours**.

Fairness in Application: Teachers and administrators will use judgment, discretion, circumstances of the incident(s), and their knowledge of individual student's needs in their application of consequences for negative classroom and/or school behavior.

The administration at Bitburg Middle School believes that consequences for negative behavior should be progressive and unique to the situation and offense. If a student demonstrates disregard for the safety of others, disregard for the maintenance of the law, disrespect for authority and/or property, or any of the subsequent violations listed below, a disciplinary action will be imposed. After investigating each incident, a logical and appropriate consequence will be assigned. The purpose for assigning consequences is to give students an opportunity to change their behavior and comply with the behavioral expectations of BMS. Repeated violations of school rules and policies will result in an increase in the severity of the consequence assigned. The following is an example of progressive steps in administrative discipline:

Counseling, Phone Call to Parents, Parent/Student Conference, Lunch Time Detention, Parent Escort, After School Detention (variable times), After School Work Detail (Variable times), Suspension, or Expulsion

Consequences imposed may include two or more of the above sample steps at one time and will not always begin with the first step. Students accumulating several offenses may have those offenses combined together resulting in a more severe consequence.

Each teacher has a classroom management plan approved by the administration. These plans are designed to encourage appropriate behavior conducive to learning. Students who disrupt the learning environment may incur consequences. Teachers may discipline students in a variety of ways, including lunch or after school detention under that teacher's supervision. Teachers may also refer disruptive students directly to the administration.

Suspension

If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason(s) for this action. The sponsor is notified in writing and copies of the suspension notices are sent to the district superintendent's office and the school's officer (who reports to the installation commander).

The purpose of suspension from school is to communicate clearly to the student and to the sponsor that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that **students whose suspension is out of school be under the direct supervision of an adult. It is strongly encouraged that they not be allowed to use this time to watch videos, play games, have free time on base, etc. Students who are suspended will not be allowed to participate in any school activities or be on school grounds during the time of their suspension. Once they report to school following the completion of the suspension time, the disbarment from school activities and grounds will be lifted.**

A re-admission conference may be requested after a student has been suspended from school.

Disciplinary action will be taken and a student may be suspended or expelled from school if the principal or (in the case of a suspension over ten days or expulsion) the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
(fighting, threats, attempt to fight or the encouragement of such action)
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, incendiary devices (matches, lighters, etc.) or other dangerous object. **(see section on weapons below)**
3. Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. **(illegal drugs, alcohol, or any such drug used while the person is not under a doctors care)**
A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense if the principal so recommends and the disciplinary committee concludes such measures are necessary.
4. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia. **(mind altering drug related articles and devices)**
5. Committed or attempted to commit robbery or extortion.
(includes threats to commit robbery)
6. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property. **(theft, attempted to steal, threaten to steal)**
7. Caused or attempted to cause damage to school, government, vendor, or private property.
(vandalism of all kinds: breaking, damaging, marking, etc.)
8. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property. **(threats and acts of vandalism)**
9. Possessed or used tobacco, or any product containing tobacco or nicotine products.
(including but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel)
10. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
(gestures, comments, vulgar or profane inferences)
11. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
(physical, emotional, verbal, or sexual harassment)
12. Possessed, distributed, offered to sell, or arranged and/or negotiated to sell pornographic material and/or items. **(pornographic pictures, magazines, writings, etc.)**
13. Gambling in any form. **(All games of chance incorporating the loss or gain of money)**
14. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. **(insubordination, willful misconduct)**
15. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
16. Conduct, including fighting, that endangers the well-being of others.
(running in hallways, rough play, pushing, shoving, etc.)

17. Possession or control of beepers, cell phones or similar portable communications device unless authorized by the principal. All such devices are subject to confiscation by school authorities.
18. Forgery, cheating, or plagiarism. **(all school work and/or school documents)**
19. Violation of attendance regulations. **(excessive tardies and/or absences)**
20. Violations of any law, regulation of the military installation or school, or policy of the DoDDS/DoDEA system.

FREEDOM OF EXPRESSION

Student expression that interferes with the orderly conduct of classes or school operations, or that otherwise disrupts the learning environment or host nation environment is not permitted. **Materials (electronic, written, or graphics) that are to be displayed or distributed on school grounds must be approved by the principal.** The principal may edit the content or prevent dissemination of student publications on the school campus, including student newspapers, flyers, and yearbooks, if the principal determines:

- Dissemination of such material would reasonably lead to substantial disruption of or material interference with school activities or would endanger the health or safety of students.
- The material is libelous or slanderous (statements that are inaccurate or false that injure the person by damaging his or her reputation), or that cause personal humiliation, mental anguish, and suffering or cause other injuries.
- The material advocates the commission of a criminal act or is in itself a criminal act.
- The material is lewd, offensive, or obscene.

Students may recite the Pledge of Allegiance and salute the American flag, but may decline to do so as long as they respect the rights of others who wish to do so. Students are responsible for showing proper respect for those who wish to participate in flag salutes or patriotic ceremonies and to respect the customs and flags of all nations.

Students are responsible for the content of their expression and for ensuring that such expression does not interfere with the freedom of others to express themselves. Students also have a responsibility to avoid libel, slander, obscenity, profanity, and known falsehood.

Distribution of literature, announcements, posters, bulletins, and communications by individuals not directly connected with the schools, including students not currently enrolled, shall not be permitted without the express approval of the principal or his designee.

When necessary, the principal may also restrict student speech, or the formation of school sponsored groups and clubs, when necessary to ensure that they do not disrupt or interfere with school activities.

GUEST AND VISITOR POLICY

Special guests who are of appropriate middle school age are welcome to visit. Visitations are reserved for out-of-town (or country) guests who do not reside in our immediate locale. The sponsoring BMS student must obtain a "Student Visitor's Permission Form" from the administration **at least one day before the visit** to obtain each teacher's permission and signature. Once approval is authorized, the sponsoring student must accompany the guest to the administration office on the day(s) of the visit to obtain a Visitor's Pass. Visiting student and adult groups should always be accompanied by guides and under direct supervision.

Parents/sponsors are also encouraged to visit Bitburg Middle School. All visitors, including parents to BMS students, are required to check in at the main office to obtain a visitor pass prior to entering other parts of the building.

HEALTH SERVICES

Primary responsibility for a student's health belongs to the parents. Students who are ill or injured should remain at home, or, if necessary be taken to the clinic. They should not be sent to school with instructions to go to the school nurse. Students who are ill cannot learn effectively, and they can spread infection to other students. The school nurse provides services for students who become ill or injured during the school day. The nurse will contact the sponsor if the student should be taken home or to the hospital. It is expected that parents will make every effort to pick students up as soon as possible. If it is not possible to reach the parents or designated emergency contact, the sponsor's unit will be asked to provide assistance.

The school nurse is also expected to do the following:

- ensure that student immunizations are current,
- screen for vision, and hearing, and make appropriate referrals,
- refer questionable contagious conditions or diseases,
- report any suspected cases of child abuse or child neglect,
- confer with parents, administrators, and teachers regarding student health concerns or problems,
- provide liaison services to local medical facilities and consultant services for the Case Study Committee, and
- coordinate care and medication for students during the school day, and maintain medical and first aid supplies for the school.

The School Nurse does not:

- diagnose or treat any non-school related injury or illness, including Youth Services sports injuries, non-specific rashes and other vague skin conditions, or allergic symptoms
- dispense Tylenol or ANY other over-the-counter medications without parent and physician authorization, and
- excuse students from participating in physical education.

Delinquent Immunizations

A letter will be sent home identifying students who do not meet the DoDDS minimum requirement for immunizations. DoD Instruction 6205. Parents are given TEN DAYS to

provide the school with documentation satisfying the requirements. **If a parent does not comply with the immunization instruction, the student will be disenrolled.**

Medication

It is usually possible to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when students must take medication at school, the school nurse will keep the medication in a locked cabinet. **All medication kept at school must be in the original container from the pharmacy.** The label must provide the following information:

- Name of the student
- Name of the medication
- Time to be taken
- Dosage

A medication permission form from the physician must also be on file with the school nurse. Parents are responsible for ensuring that an adequate supply of medication is provided.

BMS does have permission forms for students to retain control of prescribed medications.

*Medications that must be administered with such frequency or such urgency that it is impractical and unsafe for the student to relinquish possession and control of the medication to the school may be left in the possession of the responsible student when the **following conditions are met:**

The prescribing physician, parent and child must complete the form "Permission for Student to Retain Possession of Prescribed Medication." Students generally will not retain possession of medication unless the prescribed form has been completed.

* "School Health Guide" DS 2942.0, May 15, 1995.

Allergies/Chronic/Acute Conditions

Sponsors should inform the school nurse if the student has chronic or acute health problems including allergies, seizures, diabetes, heart condition, orthopedic problems, skin conditions, or any condition, that may require special attention. If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma. Any special kit/equipment should be provided at the onset of the school year.

Drug-Free School and Learning Environment - DoDDS Policy

The nurse must keep prescription drugs. Possession of, being under the influence of, or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus, during the school day, or during any school-sponsored trip or activity will not be permitted. Disciplinary action could result from noncompliance.

Suspected Child Abuse/Neglect

The Department of Defense Dependent Schools and community regulations mandate the reporting of any suspected child abuse and/or neglect. **Our legal responsibility at Bitburg Middle School is to act as a reporting agency and notify family advocacy of suspected child abuse/neglect.**

LOST & FOUND

Books, keys, coats, etc., which are found in the building or on the campus should be turned in to the office or nurse's office. Most lost items are placed in the nurse's office. Smaller lost items, such as keys or glasses, are usually turned into the office. We will provide an opportunity to retrieve lost items during breaks. Unclaimed lost and found items will be given to charity organizations after winter, spring and summer recesses.

Parents and students are strongly encouraged to mark clothing, especially hats and jackets, and school supplies with the student's name. Since many students' possessions are purchased at the same BX/PX, it is often difficult or impossible to determine the rightful owner of unmarked property.

PARENT PARTICIPATION

School Advisory Committee (SAC)

The School Advisory Committee (SAC) is made up of elected parents and educators. Its main function is to make recommendations to the school principal. Department of Defense Instruction 5105.49 states that "the establishment of local advisory committees...fosters participation in school affairs by members of the school community. It is the policy of the Department of Defense to encourage professional employee and family participation in the formation and operation of overseas local advisory committees, to promote the vitality of these committees, and to preserve their integrity and independence of action."

The DoD Instruction indicates that the School Advisory Committee is responsible for advising the principal on all matters effecting the operation of the school. Committee matters include: school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs, and other education-related matters. The administration's goal each year is to establish a positive working relationship between the school administration, parents, and educators by cooperatively putting the needs of children above individual differences.

Although it is hoped that the vast majority of issues can be agreed upon between the school administration and the advisory committee, the DoD Instruction provides a framework for forwarding recommendations that cannot be decided locally to the next level of authority, and ultimately to DoDDS-Washington, if necessary.

Parent Teacher Student Association (PTSA)

BMS is a chartered, active member of the National Congress of Parents and Teachers and the European Congress Association of Parents, Teachers, and Students (ECAPTS). The primary function of the PTSA is to bring into closer relation the home and the school so that parents, students, and teachers may participate effectively in the education of our students. The PTSA supports many of our BMS student activities, academic programs, academic excellence incentive awards, projects, and special assembly programs. The PTSA welcomes as members, parents, teachers, students, community members, and all other persons interested in the well being of children and youth. The BMS PTSA needs your membership, support, and **involvement**. Please join and support our BMS students.

Parent/Teacher Conferences

Good home/school relations are vital. Parents should refrain, for example, from making negative remarks about a teacher or the school in the presence of their children. This could set up a negative tone that may have an undesired impact on the child's learning environment. If your child appears to be disturbed about school or is not making satisfactory progress, make an appointment for a conference with the teacher(s). This may be all that is necessary to resolve the problem. Our policy guarantees that suggestions or complaints of all parents will be given every consideration. Requests for conferences will receive prompt replies.

The administration and counselor have an open door policy and, if available, will always take time to visit with parents. Because of the busy school schedule, appointments are also encouraged to assure an opportunity to meet. Either sending a note or email can make contact to the individual teacher or by calling the counselor's office. Conferences may also be arranged with more than one teacher or with the student's interdisciplinary team. Conferences cannot be scheduled during class time, and in the interest of students' privacy, will not be held at public gatherings such as Open House, PTSA meetings, assemblies, or programs.

Volunteers

We welcome volunteers at Bitburg Middle School. Volunteers may work with a particular teacher or a special student on a regular basis, or there may be opportunities to assist with special programs, activities, and/or study trips. Some activities may be non-instructional, such as correcting papers, typing, preparing materials, assisting the school nurse, assisting the registrar, or arranging bulletin boards. Volunteers are also encouraged to tutor individual students or work with small groups. They may also assist in reinforcing basic skills. Volunteers often have special interests, talents, or skills to share with students such as, slides to show for a social studies unit, or costumes, crafts, or music to share for ethnic studies, etc. We strongly encourage your participation in our school. WE NEED YOU!

Classroom Visits

Parents are welcome in the school. As a courtesy to teachers, parents are asked to coordinate classroom visits with the teacher in advance. Visitors to the school are asked to sign in at the Main Office and receive an official visitor's badge. Care is taken not to unnecessarily interrupt classes. Please do not try to conduct conferences with teachers during their instruction time.

RELIGION

DoDDS maintains a strict policy of neutrality about religion. It neither proposes to advance nor to retard religious exercise.

Teaching about Religion: DoDDS may teach students about religion as part of some secular curricular program (e.g., in classes about the history of religion, comparative religion, the Bible or other scripture as literature, and the role of religion in the history of the United States and other countries.) However, instruction on how to practice or not practice any particular religion, indoctrination in or against particular religious beliefs, and advocacy for or against any particular religious practice or set of beliefs are not part of the school program.

Although schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, schools may not observe religious holidays and religious events or promote such observance by students.

RESOURCE PROGRAMS

Information Center

The Bitburg Middle School Information Center has thousands of books, more than 400 videos, and several magazine subscriptions and offers students access to electronic resources. The Information Center is equipped with 12 computers with Internet access. All of the computers run Microsoft Office. Electronic resources available include full-text magazine and newspaper indexes, World Book Encyclopedia Online, and Reading Counts. Also available for use are two laser printers (one color) and a copy machine.

Most books and back issues of magazines circulate for a period of two weeks. Books can be returned to the Information Center or to the book drops located throughout the school. It is the responsibility of the student to return materials when due. Failure to do so can result in suspension of privileges and, in severe cases, letters to the sponsor's command requesting action.

The Information Specialist works with classroom teachers to provide library instruction within the context of class assignments. Individual students may use the Information Center during the school day with a pass from a teacher. All students are welcome to use the Information Center before school and after school without a pass.

Students are allowed to come to the Information Center during seminar. Students who need to check out a book need a pass from their seminar teacher. Students who need to use the computers or books for school assignments must have their agenda signed by the Information Specialist before the beginning of seminar. Check your weekly newsletter for the Information Center hours.

Guidance

The goal of the guidance program is to assist students in making wise social, personal, educational, and vocational decisions. In order to accomplish this goal, the counselor performs a variety of services for students, parents, administrative staff, and the faculty. Helping a student to choose courses that are appropriate, investigating various career fields, interpreting standardized test scores, and understanding relationships with parents, teachers, and friends, encompass all aspects of the counselor's responsibilities.

The school counselor is here for students and to work with teachers and administrator to assist students in acquiring the skills necessary to lead productive and fulfilling lives. Students may see their counselor for academic and personal concerns and for educational testing. A sign-up sheet is provided in the counselor's office. Class time may be made available for students to visit the counselor when appropriate arrangements have been made. Unless a need to see the counselor is urgent, appointments will generally be encouraged during seminar only.

Individual Counseling: The counselor assists students in resolving personal as well as academic concerns. Work with individual students is on a short-term basis.

Parent Programs: Although the counselor's focus is primarily upon students, they are also a valuable resource for parents. They can assist and advise about parenting classes, parent discussion groups, and private consultations (i.e., developing teen management strategies, etc.).

Please telephone the counseling office if you have questions regarding the Guidance Program or if you would like to make an appointment with a counselor.

School Psychologist

An itinerant School Psychologist provides a range of services for the benefit of students. The primary intent of the provision of services is to promote mental and physical wellness and facilitate student learning.

English-as-a-Second Language

English-as-a-Second Language is a program designed to provide instruction for students who speak little or no English or whose limited knowledge of language may impede their educational and academic progress.

Special Education

Children who experience difficulty in the classroom for various reasons are sometimes referred to the Case Study Committee (CSC). The Case Study Committee (CSC) is a multi-disciplinary team that meets to consider referrals, plan assessments, determines eligibility, and plan educational programs for students who may need special education. Various school personnel, including the counselors, school psychologist, special education teachers, classroom teachers, and an administrator, attend CSC meetings as needed.

The function of the CSC is to screen, assess, and determine the proper educational program to fit the individual needs of each student who qualifies for special education.

Because DoDEA believes that a child should be in the least restrictive environment, all educational settings are explored and tried during the referral process. Any decisions made regarding special education for the child are by committee. You, the parents, are the primary members of that committee. No decision will be made regarding educational placement without parent participation.

Bitburg Middle School has the resources to address the needs of students who qualify in the areas of Communication Impaired (Speech/Language Therapy), Mild to Moderate Learning Impaired, Moderate to Severe Learning Impaired, Emotionally Impaired, and Other Health Impaired. Teachers or parents make referrals of students experiencing difficulties to the CSC Management Team. This team meets to discuss pre-referral strategies and interventions, provide support to the regular teaching staff, and to determine what assessments, if any, are appropriate to determine the cause of the difficulty. At each step of the process, parents and guardians are involved and need to give permission for the referral to proceed.

If a child is determined eligible to receive special service, a CSC will meet to define any and all appropriate program needs and develop an Individualized Education Plan (IEP) as mandated in accordance with the federal law, IDEA. School personnel, consultant personnel, or the Education and Diagnostic Intervention Service (EDIS) can provide services.

Input is given by any and all relevant parties in order to develop an IEP that will assist the child with success in the regular classroom, or in a different placement, as the needs dictate.

If your child is having difficulties in school you might want to refer him/her to the CSC. Referrals can come from a variety of sources. Most commonly they come from a classroom teacher who has concerns about an individual student. Parents can request that this committee review their child's records and school progress. Referrals can also be made by outside agencies, i.e., your child's pediatrician, mental health, or family advocacy. If you have any questions, our CSC chairperson would be happy to discuss your child's case with you. Please do not hesitate to call if you have any questions.

When a special program may be needed for a student, the parents are invited and expected to attend a CSC meeting to determine eligibility for special education services and to plan the student's Individualized Education Plan.

Child Find

The Child Find program is designed to locate unserved or underserved children and youth between birth and 21 who are not enrolled in the DoDDS system but may need special education services. The DoDDS and the Education and Diagnostic Intervention Service of the Air Force can provide information and identification of students with special needs (physical, emotional, speech and language, learning). All referrals are confidential. Once identified, these students are screened and assessed to determine the nature and extent of special services needed. Appropriate placement can be made using all resources available. Anyone who has a concern about such youth should contact the Guidance Counselor.

Advancement Via Individual Determination (AVID)

AVID (Advancement Via Individual Determination) is designed to address the needs of students who are currently shown to be underrepresented in four-year colleges and universities. It is a voluntary intervention program for students with college potential that provides the skills, tutorial support, and encouragement necessary for students to succeed in the rigorous courses required in high school to meet college entrance requirements.

Our program is for seventh and eighth grade students who have the ability but may not be working up to their full potential. AVID is a block period for students who are committed to doing better in school. This takes the place of an elective or exploratory wheel. Students must take notes in class every day. Tutors check notebooks every week. Parents are expected to get involved helping students organize their study time at home and checking to ensure that students spend time every night working on assignments.

Criteria for determining placement for AVID includes: GPA between 2.0 and 3.5 and Terra Nova III stanines for total math between and total language between 5 and 7. A student's commitment to the program and improvement in organization and study skills along with a strong desire to go on to college are also important considerations for the AVID program. There is a firm bond between the AVID program and other 7th and 8th grade teachers to assist in the student being more successful in all areas of study.

Students enrolled in AVID have special supply needs. Parents are advised to check with the AVID Coordinator before purchasing folders, binders, etc.

Reading Lab

Read 180 is a reading program for students in grades 5-8. It is an intensive reading intervention program designed to meet the needs of students whose reading achievement is below the

proficient level. The program directly addresses individual needs through adaptive and instructional software, high-interest literature and direct instruction in reading skills. The parents of students who meet the enrollment criteria for this class will be contacted prior to the beginning of the school year.

Gifted Education

Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. (U.S. Department of Education, 1993)

DoDEA is committed to provide an educational program in which students may grow to be fulfilled, productive, and contributing members of society according to their promise. This unique worth, ability and dignity of each student should be recognized and cultivated. Children need a school environment that helps them realize their potential and instills in them a desire to develop their talents and abilities. To encourage optimum achievement, the school must provide varied and challenging learning opportunities matched to the needs and talents of students with high potential.

Steps in the Identification Process

1. **Referral** of students for consideration by the Gifted Review Committee will be completed through:
 - Screening – total score on a Terra Nova or another nationally norm achievement test that is at or above 97th percentile.
 - Nomination – recommended by teachers, parents/guardians, or self-nomination.
 - Transfer Records – students who were in a gifted program from schools outside of DoDEA.
2. **Assessment** of each referred student is completed with parent or guardian permission.
3. An **eligibility decision** for each candidate is made through a review of the student's assessment profile, which includes multiple measures.
4. **Determination of gifted program services** for eligible students is the decision of the Gifted Review Committee.

Bitburg Middle School provides a program of service options to address the needs of these students. These services include:

- regular classes with differentiation of instruction by core teachers
- advanced math courses- algebra and geometry(high school)
- language courses (German 1 and 2) for high school credit
- interdisciplinary course, “creative thinking,” which incorporates problem-based learning, advanced content, and self assessment
- individualized services including mentorship, independent study, individual guidance and counseling
- curricular activities – competitions and leadership opportunities
 - Junior Science and Humanities Symposium (7/8 grades)
 - National Geography Bee

- District Spelling Bee
- District writing and art contests
- Student Council
- National Junior Honor Society
- Junior Leadership Seminar

SAFETY & SECURITY

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for storm, fire, and/or bomb threats, which are required by military and DoDDS regulations, are held at least once each month throughout the year. Each office and instructional area has a posted evacuation plan. The school maintains security protection at the same level currently in force for the military community. On occasion, the Security Forces will make routine walk-throughs with the drug dog.

Fire Drill

In case of fire drill or fire, a loud continuous ringing bell will be sounded. Students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner. **Students are not to return to their rooms during or after emergency evacuation procedures until given permission by an appropriate authority.**

Fire drill procedures will be practiced every week during the first month of school and every other month thereafter. When an alarm is sounded, students are expected to:

- identify the situation and follow the prescribed course of action
- leave the building and go to the designated areas
- walk rapidly, but without running
- remain quiet and attentive with his/her class
- re-enter the building upon notification by the principal or designee

Bomb Threat

In the event of a bomb threat, there will be no bell or intercom message. An administrator/staff member will go to each room to tell the instructor that the building must be evacuated. Students will follow the same expectations as listed above.

Lockdown

Occasionally, teachers and students will practice lockdown procedures where they will remain in the classroom for a security forces check of the hallways or a similar procedure. In this event, students are expected to follow the exact instructions of the classroom teacher, remain in the classroom, and remain silent. In the event of a real lockdown situation or sudden Threatcon

Delta status, students will remain in school under the direction of their teacher or administrator. Parents must understand that students will not be allowed to leave school until designated by the Command, the Security Forces, or designated authority. Due to security measures, parents will not be allowed in or near the building.

STUDENT RECOGNITION

Honor Roll

The Honor Roll is divided into two levels. The purpose of these Honor Rolls is to recognize outstanding scholastic achievement. Copies of the Honor Roll are sent home in *The Bobcat Connection* at the end of each quarter. Honors recognition for each interdisciplinary team is held each quarter at the team level.

Level
Straight A Honor Roll
A/B Honor Roll

Awards Assemblies

An awards assembly will be conducted at the end of each semester for outstanding performance during the semester. The following are authorized awards:

- Each teacher may give up to five outstanding achievement awards. The criteria are: consistent effort, work habits, and behavior. Band and Choir awards may be based on leadership, performance, attendance at functions, and involvement beyond the required. Physical Education awards may be based on achievement, efforts, improvement, and performance records. Foreign language awards may be given for best speaker based on vocabulary and pronunciation.
- Each teacher may give one most improved award per class based on measurable grade improvement and improved work habits.
- Participation awards may be given for participation in any school, District, Region, ODE, or national activity or competition. Examples are: Math Counts, Math Olympiad, Sketches, Sparks, Oral Reading, Storytelling, Young Authors, Geography Bee, Geography Olympiad, Media Fest, and Teen Involvement.
- Honor Roll will be recognized.

Reference: DSG Administrative Instruction 2018.9, dated 21 Oct. 1992.

National Junior Honor Society

The National Junior Honor Society (NJHS) is one of the oldest and most prestigious national organizations for secondary school students. A student must be in seventh or eighth grade and maintain at least a 3.5 average at BMS for the first three quarters in order to be considered for

membership and to remain a member. Selection is by the faculty and is based on the scholarship, character, leadership, and service criteria published by the National Junior Honor Society. Grade point is one determination of eligibility and does not mean automatic membership. New NJHS members are chosen in May each year. NJHS students are required to attend regular meetings and to complete an annual service project. Election to the Bitburg Middle School chapter entitles a student admission to another school's chapter upon transfer.

President's Award for Educational Excellence

The President's Award for Educational Excellence rewards academic success in the classroom and school throughout a student's total middle school career. These awards are given to eighth grade students who meet the requirements in the following areas:

1. Grade Point Average: Students are to earn a grade point average of at least 3.5.
2. Standardized Achievement Tests: Students are to achieve in the 85th percentile or higher in math or reading OR have recommendations from a teacher and one other staff member. These recommendations should reflect outstanding achievement in one or more core curricular areas and/or involvement in community service; co-curricular activities including tutoring other students and/or demonstration of creativity and achievement (visual and performing arts).

President's Award for Educational Achievement

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school.

TRANSPORTATION

School Bus Transportation is contracted with a local bus company and managed by the Eifel School Bus Office (SBO) under the direction of the Kaiserslautern District Schools Superintendent. Students requiring transportation must be registered with the Eifel SBO located in Building 459 on the Spangdahlem Elementary School Compound. Customer Service hours are 0800-1200 and 1300-1600, Monday through Friday. The telephone number is 06565-61-15340 or DSN 452-5340.

The behavior of students waiting for the bus, riding the bus, and departing the bus is the responsibility of the parent. Rigid standards of conduct have been established to insure the safety of all bus students. Enforcement of the school bus rules is a joint effort among Parents, the BMS principal, the Schools Officer and the School Bus Office. The Schools Officer is the authority for all School Bus discipline actions. Any questions or concerns regarding school bus discipline policies may be directed to the Schools Officer at 06565-61-6942 or DSN 452-6942.

Standards of Conduct

Students are responsible for conducting themselves in a safe and orderly manner. They will be held accountable for unacceptable conduct. Please discuss the standards of conduct and the ten bus rules with your bus-riding student. Accordingly, they must observe the rules of conduct listed in the attached memos.

ON AND AROUND A SCHOOL BUS THE STUDENT WILL:

- Comply with the behavior standards for school bus students.
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps and empty seats free of obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Treat the bus and other private property with care.

ON AND AROUND A SCHOOL BUS THE STUDENT WILL NOT:

- Fight, push, shove or trip other passengers.
- Use or possess unacceptable items identified in the school Code of Conduct.
- Push while boarding or exiting the bus.
- Get on or off the bus while the bus is in motion.
- Make excessive noise or play electronic equipment without earplugs.
- Put objects out of the bus windows or hang out of the bus windows.
- Engage in horseplay.
- Obstruct aisles, steps or seats.
- Engage in public displays of affections.
- Eat, drink or litter on the bus.
- Using profane or abusive language or make obscene gestures.
- Spit.
- Harass or interfere with other students.

- Disrespect, distract or interfere with the actions of the bus driver.
- Damage private property.
- Sit in the bus driver's seat.
- Open or try to open the bus door.
- Throw or shoot objects inside or out of the bus.
- Tamper with bus controls or emergency equipment.

Student Rights and Responsibilities

A revision to DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," has been issued and will be effective beginning SY 2012-13. The link to the instruction on the DoDEA regulations website is http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

Anti-Bullying

DoDEA leadership is committed to making our schools safe, caring, and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender, physical, or mental ability.

Staff at our school will do the following to prevent bullying and help children feel safe:

- Watch for signs of bullying behavior and respond appropriately
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Look into reported bullying incidents and respond appropriately
- Assign consequences for bullying based on the school discipline code.
- Provide consequences for retaliation against students who report bullying

Children and Youth in our Community are expected to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Discipline Procedures for Bullying in School

Consequences for bullying may include, but are not limited to the following:

- Notifying parents/guardian of the incident and consequences
- Assisting the involved student(s) to find more appropriate ways to relate to peers
- Conferencing with teacher, principal, and/or parent
- Referrals to school counselor
- Corrective instruction
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- Suspension
- Expulsion