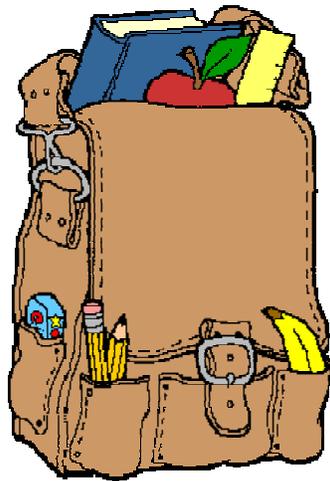




Rainbow
Elementary
School
Ansbach, Germany



Parent/Student Handbook
School Year 2006/2007

TABLE OF CONTENTS

	Cover
Welcome Letter from the Principal	3
Important Telephone Numbers	4
Location and Facility	4
Bavaria District's Mission Statement	5
Rainbow's Credentials	5
Rainbow's Publications	5
PTSA (Parent Teacher Student Association)	5
School Advisory Committee (SAC)	6
Volunteers	6
Teacher Appreciation	6
Daily Schedule	7
School Lunches	7
Recess	8
Registration	8
Transfers/Withdrawals	8
Child Find	9
Telephone & Address Changes	9
Supplies	9
Rainbow Elementary School's Dress Code	9-12
Mark All Items	12
Lost And Found	12
Items Allowed At School	12
Items NOT Allowed At School	12
Weapons Policy	13
Signing In And Out Students	13
Visitors	13
Messages	14
Inclement Weather	14
Early Arrivals	14
Bus Behavior	14-15
Traffic Safety	15
Parking	15
Absences	15-16
Tardiness	16
Academic System	16
System Wide Testing	16
Honor Roll	17
Homework Policy	17-18
Study Trips	18
Information Center	19
School Health Program	19
Guidance Counselor	20
Discipline	20-21
Asbestos Announcement	21
Discrimination Policy	21

**Rainbow American Elementary School
Unit 28614
APO AE 09177**

School Year 2007-2008

Dear Parents and Students of Rainbow Elementary School,

Welcome! It is my pleasure to officially welcome you to RES. You are one of approximately two hundred families who have entrusted us with the schooling of your child. We take that responsibility very seriously. Our faculty and staff are here to provide you with the best possible educational program they can offer.

Our mission is to provide a safe and caring environment for all children and to ensure student success. We believe in going for the GOLD, namely,

Growth: demonstrate the ability to think creatively and solve problems,

Opportunity: explain personal, social and intellectual achievement,

Learning: exhibit ability to adapt to future changes and challenges, and

Development: create a desire for continued study as a lifelong process.

Research tells us that positive, progressive schools mirror the community they serve. As a positive, progressive school RES encourages a close contact between parent, student, teacher and administration. We feel it is important to work, play and celebrate together throughout the year.

This open, continuous dialog goes a long way to meet our second goal or mission of bringing you into "the program". We seek and welcome your active support and interest in fulfilling this objective.

I invite you to read through our Student Parent Handbook to become acquainted with our structure and organization. This booklet is not intended to include each and every eventuality, but to cover some of the principle points. Any questions please contact me.

In closing, I look forward to your and your student's daily participation in all our school activities. I wish you and your child a most rewarding and successful school year.

Sincerely,

Charles L. Callahan
Principal

IMPORTANT TELEPHONE NUMBERS

	Military	Civilian
Bavaria District Superintendent	350-7555	0931-889-7555
Assistant Superintendents	350-7557/7532	0931-889-7557/7532
Rainbow Elementary School	468-7806/7808	0981-15984
Civilian to Military Phone	0981-183-806/808	
Rainbow Health Office	468-7686	0981-183-686
Counselor's Office	468-7846	0981-977-5957
School Bus Office	468-7874	0981-183-874

LOCATION AND FACILITY

RAINBOW ELEMENTARY SCHOOL provides instructional and educational services for students in grades Pre Kindergarten, Sure Start, and full-day kindergarten through sixth grade. Rainbow is located south of Barton Barracks, surrounded by forest on three sides, has an early childhood playground, primary playground and an upper grade playground complete with a basketball court and soccer field.

We have twenty-one general-purpose classrooms, a multi-purpose room, an information center, music and art lab. A professional faculty includes services of specialists for English as a Second Language (ESL), Talented and Gifted (TAG), Communication and Learning Impaired, Reading Recovery, Host Nation, Music, Art, Physical Education, Counselor, Nurse, and an Information Specialist. In addition the school maintains a Computer Lab and a Science Lab. In our front office parents can find information on our Parent Teacher Student Association (PTSA) and School Advisory Committee (SAC).

READING RECOVERY

This early intervention program is for children who are in need of extra support with reading and writing instruction after one year in school. The program involves a daily one-to-one lesson with a specially trained teacher for a period of between 12 to 20 weeks. At the end of that time, most children have accelerated their learning and have caught up with their classmates. Reading Recovery supplements good classroom instruction. If you have a child entering the First Grade, you will be asked to fill in a Reading Recovery permission to be tested for this specialized program.

BAVARIA DISTRICT MISSION STATEMENT

Rainbow ES is one of twenty-five schools encompassing the Bavaria District. Our District Superintendent's Office (DSO) is located in Kitzingen. As an integral part of a dynamic district we adhere closely with our district's mission which is "...the mission of the Bavaria District to ensure the success of all students by fostering educational equity, promoting excellence in instruction, and providing the support necessary to create a safe and nurturing environment for the education of life long learners." No student is left behind.

RAINBOW'S CREDENTIALS

The North Central Association of Colleges and Schools (NCA) is the accrediting agency for DoDDS. NCA standards cover many different aspects of the school's responsibilities. They range from the professional certification of the staff to the number of books per student in the information center. Most importantly, NCA provides a format that allows us to continually examine and improve our school.

Rainbow Elementary School earned full accreditation status from NCA during our first school year, 1986-87 with commendation, during the 1995-96, 2000/2001, and again during the 2005/2006 school year. Rainbow's next on-site NCA visitation will be in school year 2010-2011.

RAINBOW'S PUBLICATIONS

Rainbow School takes pride in keeping its parents, students and community informed. The primary official publication sent home is the *Rainbow Weekly Communicator*. The Communicator is published weekly and will now be distributed by email, unless a parent/sponsor requests a hard copy. The intent is to keep students, parents and members of the USAG Ansbach Community aware of Rainbow activities, school policies and special events. The Communicator is an excellent resource for event notification. We were recognized in August 2007 with publishing the best newsletter in the Bavaria District!

Parents are encouraged to read through the Communicator for advice of special dates, school lunch menu, and school functions. Notices of Federal Holidays or changes affecting special days of non-instruction (no school for students) will be featured.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

Rainbow has an active PTA! Information will regularly be sent home concerning meetings and activities. Volunteers are always needed to assist our officers. Officers are:

President	Tracy Scheurs
Vice President	Stephanie Casas
Secretary	Rebecca Beury
Treasurer	Betsey Brannen

SCHOOL ADVISORY COMMITTEE (SAC)

Your School Advisory Committee provides an official forum for you to express your ideas and concerns with school and community officials. The SAC will...

INFORM - keep the community aware of what plans and are being initiated in the school.

INQUIRE - seek information, input and feedback from the community, school, or installation in order to help develop proposals.

INVESTIGATE - locate and determine the feasibility of implementing new programs.

EVALUATE - formally measure the effectiveness of a program's results.

RECOMMEND - consider a problem or question, and provide a solution in the form of a recommendation.

The SAC is comprised of two elected parent representatives from the community and two elected teacher representatives. The school principal and the School Liaison Officer (SLO), the commander's official representative, are non-voting members of SAC.

If you would like to communicate with a SAC member, address your communication to RES, the individual SAC member's name, c/o SAC, RES, UNIT 28614, APO AE 09177.

VOLUNTEERS

VOLUNTEERS ARE "VERY IMPORTANT PEOPLE" AT RAINBOW. Would you like to make a difference? Would you be interested in volunteering your services by becoming a teacher aide, playground monitor, work in the Science or Computer Lab or perhaps the school's Information Center? Many parents have experience and skills, which could help our educational program. If you are interested, please let us know and we will put you in touch with our Red Cross Representative to "make you legal". Should you choose to contact the Red Cross office directly call DSN at 467-2135 or 2136 or the Installation Volunteer Coordinator 468-7705.

TEACHER APPRECIATION

Teachers, just like everybody else, love to be appreciated. Our official Teacher Appreciation Week is held in May and is celebrated as a school wide activity. End-of-the-year Thank-you letters from parents and students are most appropriate and appreciated. Individually given small gifts such as a flower or craft would be acceptable, but parties and expensive group gifts are not appropriate.

DAILY SCHEDULE

Sure Start

0810 – 1345 Daily

Developmental Pre-School (PSCD)

0805 – 1035 Mon. – Thurs.

1200 – 1430 Mon. – Thurs.

Grades K-6

0800 Instruction begins

1100 Kindergarten Lunch Begins

1110-1150 First, Second, and Third Grade Lunch and Recess

1130-1210 Fourth, Fifth and Sixth Grade Lunch and Recess

1430 Grades K-6 students dismissed and Buses depart

SCHOOL LUNCHES

Students in Sure Start and Grades Kindergarten through six must eat lunch at school. Students may not leave the school grounds at noon without parents to sign them out. Parents may send a lunch each day or deposit money into a meal account for each child they have in school. AAFES lunch money may be deposited at the PX - Bismarck Kaserne, the Katterbach Shopette, or at the Barton Shopette. Reduced price or free lunches can be applied for through the Katterbach Army Community Services (ACS). All parents receive an application upon registering a student.

Helpful hints: Lunch can be purchased daily at school.

Should you not have a credit on your account, the cost of a full priced meal is \$2.10.

Charges, explained below, will be accepted on a per day basis.

Parents are always welcome to have lunch with their child/ren, just notify the office by 0900 if you would like a school lunch.

As you'd expect, children must have money deposited in their account for every day. **Even free or reduced priced lunches must have an account.** When a child charges a meal, sponsors must pay for it at the PX or at the school with cash as soon as possible. When your child forgets his/her lunch the front office tries to avoid the charge by contacting the sponsor to bring either a lunch money or a lunch.

It is Rainbow School's policy that certain food and drink items do not belong at school. The general policy is as follows:

Please, no gum or candy,

Also, no soda pop or Kool-Aid type drinks.

We encourage all parents to supply fresh fruit, fresh vegetables, and fruit juices for snacks and school lunch. Please save your gum, candy and soda for rewards at home. There may be times when a teacher may authorize the "prohibited items above" for a special classroom activity. A note from the teacher will be sent with your student when such requests are made. Thank you for understanding.

DoDDS SMOKING POLICY

There is a no smoking policy on school grounds. This policy covers all areas adjacent to DoDDS buildings and play areas as well. DoDDS policy also covers chaperones when on a study trip away from school; no smoking is still in effect.

RECESS

Recess is a “fun time” at school. Some things just never change. It is school policy that pupils who are well enough to attend school are well enough to participate in recess. If there is a medical reason for not taking part in recess, a signed doctor’s statement is needed.

During periods of inclement or severe cold weather, the administration may decide to have indoor recess.

Please have your child dressed appropriately at all times for the weather. Children may want to bring an extra sweater or jacket and keep it at school for the ever-changing weather in Germany.

Warm jackets, hats and gloves or mittens are appropriate winter wear. If your child gets excessively wet in the snow, you may be asked to bring him/her dry clothes.

REGISTRATION

It is required by DoDDS that all students register every year. When registering new students,

DoDDS requires:

- 1) Complete set of orders listing the sponsor and family members;
- 2) Shot records (showing full MMR, OPV, DTP, HepB, and Varicella);
- 3) Passport or birth certificate;
- 4) Previous school records; and
- 5) Student’s Social Security number.

Registration services are provided Monday through Friday, between the hours of 0900 to 1500. You must also register your child for a school bus pass and that is in RM 14 at Rainbow ES.

TRANSFERS/WITHDRAWALS

When you are transferred to a new location, please notify the school office at 468-7806 or 0981-183-806 at least two weeks (ten working days) prior to your child's last day of attendance.

The school must have a copy of your PCS orders. After the school has been notified of the student's withdrawal, we will then prepare your child's cumulative folder and you will be able to take all necessary items to the new school with you. DoDDS policy allows the school to release the student's records only to legal guardians. Students may not take their official records from the school. Before we will release a student’s official school records, all monies and/or property owed to the school must be paid and/or returned. Students may also be withdrawn within the last twenty days of each semester, but only for PCS purposes. For this year, the earliest date of withdrawal is for first semester, and for promotion to the next grade.

CHILD FIND

If you know of any child who is not attending school because of a handicap, please have their parents notify the school. By law, DoDDS is required to provide an education for all children. This includes children (preschool through twenty-one years of age) who may need special education and related services because they are handicapped. Please call Rainbow at 0981-15984 (civ) or 468-7808 (DSN) or Educational and Developmental Intervention Services (EDIS) at 0981-183-811 (civ.) or 468-7811. (DSN)

TELEPHONE AND ADDRESS CHANGES

Parents/sponsors are required to keep the school informed at all times of their home and unit addresses, as well as the home, cell and duty telephone to include emergency contact numbers. It is important for sponsors to notify the school of any change in address and telephone. If a home telephone number is not available, the sponsor is responsible for providing the school with two separate emergency contact persons who can be reached during school hours. This is required for the safety and well being of the student.

SUPPLIES

Textbooks and workbooks are supplied by DoDDS. Your student will need other supplies as listed on the supply lists available at the school office. Your child's teacher may also make special requests throughout the year. We recommend that all school supplies remain in the school. Please check your child's supplies periodically.

The proper care and use of these items should be stressed to help the student develop a feeling of personal responsibility for books or supplies furnished for his/her use. Parents of students who lose or damage schoolbooks or other school property will be held accountable for that loss or damage.

RAINBOW ELEMENTARY SCHOOL'S DRESS CODE

All items that are part of the basic dress code are stocked by AAFES. Optional items, for example the sweaters, may or may not be a part of their stock. Parents may purchase items from any source of their own choosing, so long as the clothing conforms to the basic dress code. Other stores or catalogs include, but are not limited to Lands End, Wal-Mart, J.C. Penney, and Target. All items (except PTA-sold shirts and sweatshirts with school insignia) will be without a visible logo longer than one inch. The items will be clean, neat, serviceable, in good order (no holes, tears, excessive fading, slits deliberately cut, frayed or ragged), and worn properly. Pant legs that are cut off must be hemmed. The wearing of hats, gloves, scarves, raincoats, and winter coats outside will be in accordance with Rainbow Dress Code. This policy applies to all functions on school property and during all school activities in other locations unless otherwise

notified in writing. The principal reserves the right to make judgments concerning the following of the dress code on school field trips.

The school dress code is as follows:

I. Leg wear, pants or slacks: Any solid color bottom, classic style, well fitted, to include cotton, corduroy, or denim.

Acceptable Leg wear:

- Cotton, Cotton/polyester or corduroy long pants (Dockers or Chino style) with or without reinforced knees
- Jumpers
- Skirts
- Shorts (Bermuda length - just above the knee)
- Walking shorts (Bermuda length - just above the knee)
- Classic style denim wear with no embellishments.
- Leg wear cannot be fraying, sagging, ripped, have holes or be hip huggers.

II. Shirts and blouses: Any collared shirt with sleeves to include solids, plaids, and stripes.

- Polo shirt – short sleeved or long sleeved
- Oxford shirt – short sleeved or long sleeved
- Turtleneck or mock turtleneck
- Blouse with a round Peter Pan collar – short-sleeved or long sleeved
- No lettering, words, numbers or logos are allowed on shirts.

Exceptions: Official PTSA t-shirts, polo shirts, sweatshirts are allowed on school days, but not on off-post study trips.

III. Belts: Brown, Navy or Black. Belts should be worn with all looped pants for students third grade and above.

IV. Footwear:

- Regular socks, knee socks, tights in any solid color
- Shoes: No black-soled shoes or tennis shoes that leave marks, platform shoes, platform tennis shoes, flip-flop sandals, or dress shoes with slick soles should be worn.

V. Sweaters: Any solid or striped sweater. are in the optional category.

- Plain knit, V-neck, crew neck, or cardigan sweaters or sweater vests.
- If sweaters are worn they must be worn over a uniform shirt or blouse.
- No lettering, words, numbers or logos are allowed on sweaters.

VI. Jewelry and Accessories:

- Jewelry must be discreet.
- Under no circumstances will any gang, drug, violence, or counter-culture symbols or items be worn, kept in the uniform, or at school.

Compliance:

Rainbow Elementary School parents voted for the school dress code. Compliance is expected of all students. Each student will be required to follow the prescribed dress code while attending Rainbow Elementary School unless the student receives an approved exception to policy.

If a parent enrolls a student at RES, it is expected that the enforcement of the dress code policy be in effect. Students in our PSCD, Sure Start and Kindergarten programs are encouraged to adhere to the policy as appropriate. All students in grades one through six must be in compliance.

A student not following the school dress code remains in compliance under the following circumstances:

When the student's parent or guardian has secured an exemption from the dress code policy by the procedures outlined below. Some examples of exemptions are as follows:

1. When noncompliance derives from financial hardship.
2. When following the school dress code violates a student's sincerely held religious beliefs.
3. When following the school dress code violates a student's medical profile.
4. When a student wears a uniform of a nationally or locally recognized youth organization such as the Boy Scouts or Girl Scouts on days approved by the principal.
5. Newly enrolled students in their first two weeks of attendance at school.
6. The principal may approve occasional special days where exceptions to this dress code policy may be allowed for some or all of the students.

Students who are home schooled and attend any classes within the Rainbow Elementary School are expected to be in full compliance with the uniform dress code if they attend more than five hours of class per week.

Exemption: If a parent or sponsor desires to exempt his or her child from the Rainbow ES Dress Code, the following must be completed:

- (1) Parents must request in writing or in person an "Application for Exemption from the School Dress Code". This application may be obtained from the front office.
- (2) The parents/guardians should complete the application in full, within a student's first two weeks of school and submit it to the chairperson of the School Advisory Committee (SAC). A copy will also be forwarded to

principal. The representatives of the School Administration, and two SAC representatives will make decisions on the request jointly.

A student who obtains an exemption from this uniform dress code is granted an exemption for no more than the current school year and remains subject to the formal school dress parameters. Parents must resubmit their application for exemption prior to the start of the following school year if they wish to extend it.

MARK ALL ITEMS

Please name tag or mark your student's clothing and supplies such as coats, shoes, hats, gloves, book bags, and lunch boxes. This will help your child identify his belongings, and will keep the "Lost and Found" area empty! Clothing and other personal items not claimed by the end of each semester will be donated to the Thrift Shop.

LOST AND FOUND

The office will make every attempt to assist students and parents to locate lost personal items. It is the responsibility of the student to keep track of his personal items. Students should not bring valuable items to school, for example game boys, personal radios, toys... A lost and found closet is located in the hallway. Students and parents are welcome to check the lost and found closet before and after school. Students who lose watches, rings, money, and lunch tickets are to check with the office.

ITEMS ALLOWED AT SCHOOL

To be on the safe side, only schoolwork and school related material should come to school. This insures students concentrate on their schoolwork. The only exception is when teachers have specifically asked in writing for students to bring an item to school such as for "show and tell".

ITEMS NOT ALLOWED AT SCHOOL

The simple axiom of school is a place where children go to work basically sets the parameters of what is not allowed at school. The list includes but is not limited to toys, gameboys, PSPs, Nintendo DS, IPOD's, radios, sticks, rocks, snakes, dolls... unless especially called for by your child's teacher, all fall within the "not allowed" category. On occasion some of these items find their way into school. When that happens don't be surprised if your child's teacher "confiscates" the item to be taken home later. Any questions, please call the office.

A student may never bring a weapon, weapon-look alike, or object that can be used as a weapon to school. DoDDS' weapon policy.

DoDDS WEAPONS POLICY

“Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to guns, look-alike (replica) guns, knives, razors, box or carpet cutters, slingshots, nun-chucks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear.” In “instances of weapons possession involving DoDDS students and occurring on school property to include buses or walking to and from school or while participating in school sponsored

activities, suspension and/or expulsion proceedings will begin immediately.” What precedes is not intended to be a complete listing. A weapon is also any object that could be used as a weapon. The complete DoDDS Discipline Policy is available upon request.

Students who have or had such weapons in their possession or students who have knowledge of such weapons and do not promptly report offenders may face immediate suspension along with the violator. All instances of weapons possession play or real will be fully coordinated with local military and DoDDS officials.

SIGNING IN AND OUT STUDENTS

There are occasions when students must leave school for appointments during the school day. DoDDS’ regulation states that when a student must leave early, a parent, emergency contact person, or person with a signed and dated note from the parent must “sign out” the student from the office before leaving the school grounds. When the student arrives back to school following the appointment, the student must be “signed in”.

VISITORS

We love visitors! What we ask is for parents and visitors upon arriving on school grounds to report to the office, sign in and receive a visitor pass. Parents are always welcome and are encouraged to volunteer in your child’s classroom. Should you want to observe, it is best to make an appointment with your child’s teacher to observe class.

Should there be an emergency and you need your child immediately, please give us a call and we will deliver a message to the student and arrange to have her meet you in the office. Parents are encouraged not to go directly to the classroom, as it would disrupt the program.

MESSAGES

Unless a **written** note is provided, the student must proceed home on the bus, or walk, as normally is the case. There will be those times when an important message must be relayed to your child or to the teacher. Our secretaries will deliver these messages as soon as possible. This should be understood to be in emergency situations, only.

Emergencies happen. That said, students will not be permitted to use school telephones for social engagements, namely to arrange for visits to another child's home.

INCLEMENT WEATHER

In order to get the straight information, parents must listen to AFN, 1485 on AM dial or 107.3 on the FM Station. Up to the minute road conditions are obtainable by calling 0981-183-870 or (DSN) 468-7870.

When AFN broadcasts that Ansbach schools openings are delayed, students are not to arrive before the announced starting time. Buses will also be delayed picking up students. Students transported by parents, or students walking, need to remain at home until the appropriate time for school to start. When schools are delayed in opening, staff will also be delayed in arriving at school.

EARLY ARRIVALS

Students who walk or are driven to school by parents are not to arrive at school more than ten minutes before the start of classes or 0750. There are no staff members on duty prior to 0750. Parents are required to drop their children off behind the cafeteria; first driveway to the right so bus entrance and exit is not impeded.

Automobiles are not allowed in the circle from 0745 until 1445; this will ensure safety and keeps the bus lanes free from traffic.

BUS BEHAVIOR

Sit Down - Be Quiet – Keep Your Hands and Feet to Yourself. Sounds a bit harsh, but essentially, that just about wraps up the expectations for our 96% of our student population who ride the bus daily to and from school. Students are expected to follow the bus driver's instructions when boarding, riding or leaving the bus. They are to take a seat immediately and remain seated until the bus arrives at school or the scheduled bus stop. Students are never to throw anything at, on, or in the bus. They are never to extend articles or parts of the body outside open windows. Students are not to be "rowdy" or create diversions that distract the driver from his/her concentration on driving. Students are to conduct themselves in a safe and orderly manner at all times, otherwise, their bus privileges will be suspended or revoked.

It may happen that your child is having difficulties at the bus stop or on the bus caused by another student. If that happens, please make your complaint in writing addressed to our

Transportation Officer. Please include the date, time, and a brief narrative of what transpired. We must have complaints in writing in order to act upon them in a systematic manner.

For any question regarding busing, please contact our transportation office DSN at 468-7874 or CIV at 0981-183-874.

TRAFFIC SAFETY

Traffic practices in Germany differ from those in the United States. In the United States all traffic must stop when a school bus is unloading or loading passengers. In Germany, school buses do not have priority over other vehicles. This may create a serious hazard for children getting on or off buses. Motor vehicles will continue to pass a stopped bus from both directions! All students must understand this and not try to cross the road in front of or from behind a stopped bus. Students are to remain on sidewalks or in a safe area away from the curb or road while waiting for the bus. They must wait until they have a clear view of traffic in all directions before they attempt to cross the road. Proper conduct aboard buses is essential.

PARKING

Due to safety considerations, all cars, except ones with a valid handicapped sticker, are not to drive in our school traffic circle during bus times. Bus times are as follows:

0740 – 0820	School Arrival
1025 – 1045	PSCD Departure
1400 - 1440	Sure Start, K and PSCD through Six Departures

Our “customer” parking is not on the traffic circle for child safety reasons. Therefore, please, park near the entrance gate or by the intermediate playground area. Thank you for your understanding and compliance.

ABSENCES

It is the responsibility of the parent to call prior to 0900 regarding their child’s projected absence for the day. At 0900, parents of absent students whom have not notified the school will be called, working through the chain of command.

Students returning to school following an absence are required to bring a written excuse from the parent explaining the reason for the absence. The excuse note is to be given to the classroom teacher. Excuses will be retained until the end of the school year. Should a student fail to bring a written excuse, the parent may be contacted to determine the reason for the absence.

If a student is absent for three (3) consecutive days, the sponsor will notify the school office in writing to state the reason for the absence.

A student returning to school following an excused absence will be given a reasonable amount of time, usually the same number of days to do make-up work as the number of days absent, to make up work missed.

Emergencies happen. If you know your child will be out of school for more than a five-day period, please contact the principal. Arrangements can be made for a substitute teacher to visit your child to maintain class and school work. Questions, please call the principal.

TARDINESS

Student tardiness due to late buses will be automatically excused.

Parents must accompany their children inside when they are arriving late for school. Late students must be signed in at the office. Parents and Command will be notified of excessive tardys.

ACADEMIC SYSTEM

The school year is divided into four nine-week periods. Students receive report cards four times a year. A non-graded program is used in grades K-3. A graded program is used in grades 4-6.

RES will have parent/teacher conferences at the end of the first and third marking periods for all students. Since no report card is adequate in presenting the full picture of a pupil's progress, parents are encouraged to confer with teachers as often as possible.

SYSTEM WIDE TESTING

In March, Terra Nova CTBS tests are given to all third through sixth graders. This assessment helps us to determine the progress your child has made in their academic work compared to other children nation wide. The Terra Nova CTBS calls for not only bubbling in answers but also some analysis and writing: Rainbow medium scores are usually in the 60's or 70's percentiles with the 50th percentile the national average.

In April, fifth graders take a DoDDS-wide writing assessment.

Although these tests do not count on grade cards, they do stay in a student's permanent record and therefore should be taken seriously. Be sure your child gets plenty of sleep and a good breakfast when taking the test.

HONOR ROLL

Rainbow Elementary School recognizes and rewards students who academically hustle. These are the students who have applied themselves and have earned high academic achievement and have maintained high standards of a 3.0 or B average or higher for the quarter. We recognize these students from grades four through six at an Awards Assembly, quarterly.

HOMEWORK POLICY FOR RAINBOW ELEMENTARY SCHOOL

Homework is any activity done outside the classroom to reinforce classroom instruction. The purpose of homework is to provide the student with an opportunity to review and practice skills and information previously introduced and taught in the classroom.

At RES homework is considered a necessary adjunct to the educational program and to assist children in learning. Assignment, review and evaluation of homework are an integral tool used by teachers in the education process.

Academically appropriate homework to support student learning is selected by the teacher according to the needs of students. The time required for its completion will vary according to the age and ability of each student. A variety of education approaches are used to aid students in their quest for life-long learning. Successful completion of homework assigned is intended to reinforce concepts taught in the classroom. Parental involvement and support for the value and completion of homework is essential for student's success in the education process.

In essence, the purpose for homework normally falls within the following four areas:

- To provide an opportunity for parents to play an integral role in their child's education,
- To encourage students to be organized, self-disciplined, responsible, resourceful and independent,
- To provide the opportunity for students to increase their academic abilities and achievement, and
- To reinforce and enhance the curriculum.

As a guideline, students are normally assigned homework two to four days per week depending on grade and developmental ability. Students in our younger grades should be looking at about twenty to thirty minutes per night, middle grades thirty to forty-five minutes, and upper grades at forty-five to sixty minutes per night. It should be understood that some students work at different paces and therefore could have more or have less than the times above.

Homework should be an extension of class work. It should be practice on things already introduced and at least partially mastered. With younger children the school will encourage parents to be involved and guide their children as they may need help with reading or writing. Also, homework should be a positive experience and if parent and child work together in a happy way, the child will benefit more.

For older children homework may include writing papers, research projects and projects in addition to further practice on what they have partially mastered in class. However, teachers should clearly give step-by-step guidelines if the paper or project is complicated. Older children may be able to work more independently. However, it is good for parents to look over the child's work to assure completion and understanding. Again it should be a calm, positive experience and one that guides children into good work habits.

Homework that is given should be checked. The teacher may do this in class or after class. It is not expected that homework be 100% correct, as it is a learning experience. However, at least 80% mastery should be our goal for every student. All students in grades three through six will receive an assignment notebook. This aids both student and parent in following the assignments given by the teacher so both students and parents can keep up to date on assignments.

STUDY TRIPS

All students will be given an opportunity to participate in study trips. We feel such trips enrich our educational program. Living in Germany gives us opportunities that do not exist in the States. Each instance a student leaves campus, a study trip permission slip will be sent home with the children. In order for the student to participate, written parental approval must be received before the student leaves the building.

DoDDS policy states that study trips are only for children enrolled in the designated class, grade or group. As such, no younger children, siblings, or friends are allowed on field trips.

Parent chaperons are solicited to accompany the classes on study trips. If you are one of the lucky ones selected, you are to stay with the group/class at all times. The purpose of adult chaperons is to insure safety of the students being chaperoned. A reminder that all study trips are school sanctioned. As such, no smoking or drinking is permitted.

A student may be excused from attending a study trip if, in the opinion of the teacher and principal, it is felt that the child's behavior may endanger him/herself or others. An exception may be approved if his/her parent or sponsor accompanies the student.

A medical power of attorney for study trips must be on file with the classroom teacher or trip sponsor before a student may participate.

INFORMATION CENTER

The RES Information Center's objective is to support and enrich the educational program of the school and to contribute to the instructional and learning experiences of the student. We are fortunate to have a center rich in books, computers and research materials available to our students. The center provides students opportunities to borrow and use the resources and to participate in listening, viewing and computer activities. Large group instruction and use of the resources are scheduled as needed. Skills are sequentially taught in conjunction with the appropriate classroom or school-wide activity.

Periodically the file will be checked for overdue books and notices will be sent to the students' teacher. Notices may also be sent to parents.

When students withdraw from school, the circulation file must be searched for any books that may have been checked out by the student. Books must be returned or paid before final check out. Payment for lost books is made check or money order payable to the US Treasury Department.

SCHOOL HEALTH PROGRAM

The school nurse performs a wide range of health services for the school. From time to time, the nurse may find it necessary to contact the sponsor to notify of special health needs. It is the sponsor's responsibility to promptly follow through with recommendations of those health needs.

During the school year the nurse will be involved with health screening to include: vision, audio metric (hearing), height and weight. If you suspect any vision or hearing problems during the school year, contact the nurse and request screening.

Here are some helpful hints for parents. Some of these fall within the "Common Sense" category, but need to be reviewed.

1. If your child is sick, please keep him at home. If she has a fever, keep her at home. A fever is a pretty good indication of an illness. Please don't give him Tylenol or Aspirin to lower the temperature and send him to school. He just gets sick here and we call you to come and pick her up... later.
2. If your child is not well enough to participate in all regular school activities such as PE or recess, he's not well enough to be in school with few exceptions as verified by a doctor's note. Please keep your child home until she's well.
3. **If your child is on medication, you must provide the nurse with a doctor's statement and an original prescription container with the child's name and dosage, if medicine is to be taken at school. The medication will remain at the school for the duration of the prescription. Please make arrangements to pick up any remaining medicine if the child is withdrawn from school before the prescription is completed. No child will be allowed to take the medication home.**

GUIDANCE COUNSELOR

RES' counselor works with all students through classroom guidance units, small group and individual counseling sessions as needed. The program assists children in their social and emotional development. Elementary guidance is based on the belief that the growth and development during the early years of schooling are most important and significant in the total education of the child. Classroom units include dealing with self-concept, peer relationships, conflict resolution, safety, substance abuse and communicating ideas. Counseling sessions are designed to help improve behavior management, decision-making and study habits.

DISCIPLINE

Our mission is to educate children. Parents, teachers, students and your friendly principal working together make a difference. It is Rainbow Elementary School's belief that all students have a right to learn in an environment free from disruption, threat or fear from others. Teachers have a right to teach and work in an atmosphere and environment free from student disruption, interference or threat.

Every teacher and student has the right to expect that all students attending school will have acquired such basic social skills necessary to function in a school environment and achieve success. Students should possess appropriate age level skills in seeking resolution to problems without resorting to physical violence. The above basic skills are expected of each student and will be reinforced at school.

Discipline problems at school or during school-sponsored activities are generally classified as:

1. Profanity
2. Fighting
3. Defiance, insubordination or disrespect toward adults
4. Stealing, lying, cheating
5. Harassment, bullying, threatening
6. Destruction and malicious mischief
7. Obscene literature, comments or gestures
8. Inappropriate items or weapons

Depending on the severity of the circumstance, the following consequences may be implemented in order:

1. Initial counseling by teacher
2. Notification from the child's teacher to parent
3. Loss of a privilege
4. Parent conference called by teacher or principal
5. Letter to the parents from the principal
6. Suspension of the child for a one to three day period
7. Hearing for suspensions over ten days or expulsions

The authority to suspend a student from school rests solely with the principal. Parents may appeal all suspensions and expulsions to the district superintendent.

Our goal at Rainbow Elementary School is to provide children with a safe and warm climate conducive to learning.

Asbestos Announcement for Rainbow Elementary School

In accordance with the Asbestos Hazard Emergency Response Act, inspectors completed an inspection at Rainbow Elementary School on 23 July 87, a reinspection on 7 May 91, and another reinspection on 29 August 94. Most of the asbestos containing materials noted during the first inspection was removed. The remaining asbestos containing material located in the heating area of the boiler rooms located below the cafeteria were removed in June of 94. A copy of the inspection reports, surveillance records, and the school's Asbestos Management Plan are kept in the school office and are available for your review.

Discrimination Policy

Rainbow ES follows the discrimination policy for all US citizens. Under Executive Order 13160, any individual involved in a federally conducted education and training program (for example, DoDDS or DoDEA sponsored) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.