

Sembach Elementary School

Parent/Student Handbook 2012-2013



**Unit 4240 P.O. Box 325
APO, AE 09136
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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.

A handwritten signature in black ink, reading "Dell McMullen".

Dr. Dell McMullen
Kaiserslautern District Superintendent

SEMBACH ELEMENTARY SCHOOL

DoDDS-Europe

Area Superintendent DoDDS Europe

Ms. Nancy Bresell

DSN: 339-3014 or Civ: 06121-88294

Kaiserslautern District Superintendents

Dr. Dell McMullen (Superintendent)

Mr. Carl Albrecht (Assistant Superintendent)

DSN: 489-5905 or Civ: 0631-536-5905

Sembach Elementary School Principal

Mr. Sonny Bertschinger

496-7003 or Civ: 06302-67-7003

Fax: 06302-7712

Sembach Elementary School Teachers

(Start at the lowest level and work your way from bottom to top of the Chain.)

When utilizing “The Chain of Command”, please start at the lowest level: the school, with your child’s teachers. Parents are encouraged to contact the teachers first. Whenever you have a concern, it is expected that you will try to work with your child’s teacher in solving the issue(s). If, after, you have tried problem solving with the teachers and you feel something more needs to be done, the administration will meet with you and the teacher to come up with a workable and acceptable resolution.

Thanking you in advance for your understanding and support.



Welcome to Sembach Elementary School,

On behalf of our students, staff, parents, and community I welcome you to a special learning community. We are a small school where we work to do BIG things for little people. You are welcome to join us as we strive towards an engaging environment where learners flourish.

Our students work closely together with their teachers and peers. Community volunteers lend an added dimension to whole learning focused on individual need and differentiated instruction. You will note the friendly support and excitement from the moment you walk through the front doors.

Our students are high performers. We expect and support high expectations for student work, engaged learning, and participation in the normal school day activities. We work closely with community resources to provide opportunities in and out of school to practice developing character and learning to learn skills. Our Tiger learners are encouraged to practice new learning and share their developing skills through writing, speaking, and work samples.

We balance learning skills of the primary grades with developing employability and social skills that are required for success in the dynamic cultural setting they will face when they grow up. Diversity is highly prized.

DoDEA learning standards and objectives provide the basic framework for classroom instruction and planning. Performance indicators are used as teachers tailor lessons to the developing needs of each child through differentiation of instruction. We are mindful, however, that we cannot forget the sacrifice our students make in supporting their parents who serve our country in time of peace and war. We endeavor to keep the disruption of repeated school changes to a minimum by emphasizing a smooth transition from, and to, state-side school systems. School counseling professionals are experienced and waiting with special programs and activities to provide a cushion for incoming and outgoing students.

We know that learners benefit in many ways from their participation in group and club activities. Students are encouraged to participate in the many opportunities available for clubs and support groups provided at SES. Our school motto chosen by our staff and students is *Doing BIG things for little people* and that happens in a powerful way at Sembach Elementary School every day of the year.

Join us. We have a place for parents, community members, and students alike. It takes all of us to make an important difference in the life of each Tiger student...one learner at a time.

Sincerely,

Sonny Bertschinger, Principal

DoDDS-EUROPE SCHOOL YEAR 2012-2013 CALENDAR KAISERSLAUTERN MILITARY COMMUNITY

FIRST SEMESTER – (92 INSTRUCTIONAL DAYS)

2012

Friday, August 24	RIS Open House (1330)
Monday, August 27	Begin First Quarter and First Semester
Monday, August 27	SES Open House (0800)
Monday, August 27	RMS Open House (0815)
Monday, August 27	KES Open House (0820)
Monday, August 27	KMS Open House (1300)
Monday, August 27	SMS Open House (1500)
Monday, August 30	LES Open House (1600)
Monday, August 30	RHS Open House (1600)
Monday, September 3	Labor Day – Federal Holiday
Tuesday, September 4	First Day of classroom instruction for Kindergarten
Tuesday, September 4	RES Open House – First Grade (1515)
Wednesday, September 5	RES Open House – Second Grade (1515)
Wednesday, September 5	LMS Open House (1530)
Thursday, September 13	KHS Open House (1545)
Tuesday, September 18	Mandatory Training (.5 day early release in p.m.)
Thursday, September 20	VES Open House (1600)
Monday, October 8	Columbus Day – Federal Holiday
Thursday, October 18	No School – CSI Staff Development Day
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Friday, November 2	Teacher Workday – No School for Students
Monday, November 5	2nd Qtr Begins
Monday, November 12	Veterans’ Day – Federal Holiday
Thursday-Friday, November 15-16	First Quarter Parent-Teacher Conferences – No school KMC ESs only
Thursday, November 22	Thanksgiving – Federal Holiday
Friday, November 23	Thanksgiving Recess – No School
Thursday, December 13	Accelerated Withdrawal (PCS Only)
Monday, December 24	Winter Recess Begins – No School
Friday, December 25	Christmas – Federal Holiday

2013

Tuesday, January 1	New Year’s Day – Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day – Federal Holiday
Thursday, January 24	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 25	Teacher Work Day – No School

SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

Monday, January 28	Begin Third Quarter and Second Semester
Wednesday, January 30	No School – CSI Staff Development Day
Monday, February 4	No School - Parent/Teacher Conference Day (All KMC Schools)
Tuesday, February 12	No School – CSI Development Day
Monday, February 18	Presidents’ Day – Federal Holiday

Monday, March 11-15	Terranova3 Test Week (Grades 3-11)
Monday, March 18-22	Terranova3 Make-ups
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday, April 5	No School – Teacher Work Day
Monday, April 8	Spring Recess Begins
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Thursday, May 16	Accelerated Withdrawal (PCS Only)
Monday, May 27	Memorial Day – Federal Holiday
Thursday, June 13	End of Fourth Quarter and Second Semester (43 Days of classroom instruction) Last Day for Students ~Early Dismissal~
Friday, June 14	No school for students - teacher work day
School Year 2012-2013	Last day for non-administrative educator personnel 183 Instructional Days 190 Teacher Work Days

PHILOSOPHY

The DoDEA Early Childhood Philosophy encompasses preschool through grade three. The concept of developmental programs, as defined by the National Association for the Education of Young Children (NAEYC) and the National Association of Elementary School Principals (NAESP), and supported by educational research, consists of three dimensions: age appropriateness, individual appropriateness, and social/cultural context. Age appropriateness refers to what is known through human development research about the universal, predictable sequence of growth and development during childhood in the areas of physical, emotional, social, and cognitive domains. Individual appropriateness views each child as a unique person with an individual pattern and timing of growth, personality, preferred learning style, intelligences, and varying patterns of family background. Knowledge of the social and cultural context in which children live ensures that learning experiences are meaningful, relevant, and respectful for the children and their families. We believe that early childhood programs involve a community of learners with a commitment to the dignity and education of young children.

GUIDING PRINCIPLES

At the foundation of early childhood, is a set of guiding principles that underscore DoDEA's commitment to all young children. We envision developmentally appropriate programs where learning is a process that reflects an understanding, appreciation, and celebration of each child.

- Young children learn and construct knowledge as a result of meaningful experiences. The development of young children is best accomplished through collaboration with others, discussing, analyzing, and developing personal meaning through application of what is being learned.
- Young children reach different levels of learning and development at different times.
- Learning in the early childhood years develops on a continuum.
- Young children's learning takes place within a social/cultural context.
- Learning is both individual and social.
- Play is an integral part of programs serving young children.
- Skills and concepts are developed and enhanced through child-initiated and teacher-initiated activities.
- Programs for young children must provide opportunities for individual activities and flexible groupings.
- Young children should be involved with the teacher in planning, implementing, and evaluating their learning experiences.
- The dignity of young children and their personal circumstances and diversity must be respected and affirmed.
- Families of young children are essential partners in the educational process.
- Children are best served in a safe, nurturing, and inclusive environment.
- Developmentally appropriate assessment of young children's learning is essential for planning and implementing appropriate curriculum and celebrating children's learning.

- Program practices for young children must reflect sound research and findings about young children and learning.

MISSION STATEMENT AND GOALS

The Mission of the Department of Defense Education Activity (DoDEA) is to:
Educate, Engage, and Empower, Each student to succeed in a dynamic world.

The Vision of the Kaiserslautern Schools:
Standards based, Data Driven, Student Focused
For highest Student Achievement.

The Vision of Sembach Elementary School:
The vision of Sembach Elementary School is to create an actively engaged, child-centered environment that fosters life-long learning as shared by teachers, administrators, parents and the community.

Our Focus for School Improvement:

Goal 1: All students will increase reading comprehension skills across the curriculum. At SES, reading comprehension skills are defined as making connections, questioning, inferencing, determining importance and visualizing. The percentage of students scoring in the top two quarters will increase with a corresponding decrease in the number of students scoring in the bottom two quarters.

Balanced Literacy through...

- Guided Reading
- Self Selected Reading
- Working with words
- Writing

Goal 2: All students will increase their math problem solving with an emphasis on mastery of computation skills and the communication skills to explain their thinking..

To reach this goal, the following strategy has been implemented at Sembach Elementary School. This includes:

4-step problem solving model

- What do I know?
- Choose a Strategy?
- Solve the Problem
- Look back-does the answer make sense? Is it reasonable?

SEMBACH ELEMENTARY SCHOOL - OVERVIEW

Sembach Elementary School serves roughly 240 children in the following grades: Sure Start, K, and 1st-3rd. Its multicultural student population is composed of dependents of American military, Department of Defense civilians, and NATO personnel. Our faculty members also represent varied multicultural backgrounds. This diversity is strength.

Our school is located on base in a residential area near our students. The residential area is closed at present so our students are bussed in from surrounding communities. Four buildings (4, 17, 18 & 19) constitute our current changing campus. Our main office is located in building 17. The Kindergarten & Sure Start are located in Building 4, Grades 1, 2, and 3 are located in Building 17, Building 18 is used as a resource room and supply. The SES Tiger Tale Theater is located in Building 19.

Telephone Numbers: Office Bldg. #17 (49) (Civ) 06302-67-7003 / 6115 / 7052 / 7429

To dial from a DSN line: 496-7003 / 6115/ 7052 / 7429

School Hours/Bell Schedule

Sure Start	Entrance Bell	8:45
	Dismissal	1:45

Grades K-3	Entrance Bell	7:55
	Classes Begin	8:00

Tentative Lunch Periods:	10:55-11:35	Kindergarten and Grades 1
	11:20-12:00	Grades 2 & 3

Grades K-3	Dismissal for bussers	2:25
	Dismissal for walkers	2:35

These hours may be subject to change due to weather conditions and bus schedules that we share with the middle school. The ***earliest*** students should arrive at school is 07:45. Students enter classrooms at 07:55. School dismisses at 14:25 for bussers and 14:35 for walkers. Children dropped off at school by parents, etc., are subject to the same schedule. **Do not plan to drop your child off at school without checking them in at the office.**

Tune in AFN-AM for schedule change notification in severe weather. Parents are responsible not to bring or send students to school when there is no school in session, as during teacher workdays, inservice trainings, and when school is closed at other times. Advance notices will be sent out informing parents of school closures, whenever possible. ***For Information and road conditions: Call*** 480-COLD, 06371-47-2653; ***Listen*** AFN 100.2 FM or 1107 AM (0600-1800); ***Watch*** AFN Television; ***Visit*** www.ramstein.af.mil or www.kaiserslautern.army.mil ; ***Monitor Facebook, Livewire &***

Twitter twitter.com/USAG_K ; facebook.com/RamsteinOfficial ;
facebook.com/army.kaiserslautern

According to the KMC guidelines children may not be left unsupervised by an adult until they are 12 years of age. That means you, another adult, or a 12 year old child needs to walk your child (ren) to and from school. It is **NOT** appropriate to have very young children walk alone or with another first, second or third grade student.

REGULATION and NOTIFICATIONS

Please review the following topics relating to student rights and responsibilities under DoDEA guidelines and regulations.

STUDENT RIGHTS OF EXPRESSION

Administration reserves the right to curtail, or disallow student expressive rights when their actions or conduct threaten to disrupt or undermine the school's good order, discipline and/or routine. This could include (but not be limited to) student speech and dress, student participation in organizations, and student or organization access to school facilities.

ACADEMIC AND BEHAVIOR (DISCIPLINARY) REQUIREMENTS FOR SCHOOL SPONSORED EVENTS

School sponsored events outside of the normal classroom schedules are periodically planned over the course of the year. Administration reserves the right to restrict or modify student participation based on Academic or Behavior concerns.

ACCESS to SCHOOL FACILITIES

Community groups seeking to use the facility for their activity shall request use of the facility in writing. A form is provided and available from the office. The form must contain the approval of the Community Commander indicating that adequate space in the community is not available. Use of the building can be denied if administration determines that the time, place, or manner of the meeting is not reasonable when compared to common use of the building.

BULLYING, HARASSMENT, or DISCRIMINATION

Administration and staff will promptly investigate and/or respond to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. Complaints may include, but are not limited to, incidents of discrimination, harassment (including sexual harassment), intimidation, hazing, bullying (including cyber-bullying) or retaliation.

NO FEAR OF REPRISAL

The organization ensures that no retaliation is taken against a student for raising concerns, reporting claims, or filing complaints alleging discrimination or harassment (including sexual harassment, intimidation, hazing, or bullying (including cyber bullying) based on race, sex, color, national origin, disability, religions, age, sexual orientation, or status as a parent or for testifying, assisting or participating in any matter in an investigation or other proceeding raising such claims. **A student who is found by the Administration to have made an intentional false claim, complaint etc. may be disciplined in accordance with rules, regulations, policies, and procedures.**

DRESS

Clothes should be appropriate and suitable for school activities. Exemptions to our dress code may be requested by a parent for religious or philosophical belief, disability, medical reason, or due to financial hardship. Cleanliness, neatness and warmth are essential. Students are outside every day and should come prepared for inclement weather. Special attention should be given to footwear during cold and wet times. It is extremely important to **label all items of clothing, lunch boxes, and student supplies** with your child's name for easy identification.

SMOKING

Smoking is not permitted within the school, on school grounds or at school activities. We thank you in advance for not smoking on school study trips.

PETS

While it is convenient sometimes to “walk the dog” while taking children to and from school, pets are not allowed at school or on school grounds. Pets are generally gentle and do fine in most settings; however, they are also unpredictable. Pets get frightened when around too many curious, active, and noisy children and may react with negative and unsafe behaviors. They may growl, bite, bark aggressively frightening a child, or “make a mess” as a result of being frightened or becoming nervous. So for the sake of the pet as well as the children, please leave your pets at home.

ATTENDANCE

Attendance is required. Regular attendance is necessary for a child to achieve his/her maximum school growth. A child should be in school unless he/she (a) is ill, (b) has a medical or dental appointment which cannot possibly be scheduled after school hours, or (c) away as a result of a family matter. **Please notify the school before 9:00 am if your child will be absent.** We conduct a 100% accountability check and will contact you if you have not contacted us. A written note from the parent(s) to the teacher is also necessary when a child has been absent in order to excuse him/her from class for any absence.

If a child is not well enough to participate in *outside* activities, he should be kept home as his condition may worsen or infect others. Facilities are not available to care for students who cannot participate in the regular activities except for those having a medical excuse signed by a doctor. If a child comes to school, the child is expected to participate in regular school activities. **A child with a fever should always be kept home. Call the school nurse if you need guidance. (See Health Guidance).**

If a child is to attend school and then leave during the day for a medical or other appointment, the parent is requested to send a note to the teacher indicating the time the child is to be ready to be picked up at school. Parents must sign children **out** by first stopping by the office and again sign them **in** when they return. Parents picking up children from school before dismissal should **always** report to the office to obtain a pass to excuse the child from class and to sign them out of school. 100% ID check is in effect. If a baby-sitter or some other adult is being authorized to pick up a child, please indicate whom that will be in the note sent to the teacher. A non-parent or guardian picking up a child must have a note from you identifying them as authorized to take your child. If not, your child will not be released with this person.

The school will work with families to assess the educational impact of frequent absences or tardies. A plan is required to maintain engagement in learning when an extended absence is unavoidable,. Advance written notice to the teacher and administration (several weeks in advance) should be given to allow time for the appropriate planning to occur..

TARDINESS

In setting up our policy concerning tardiness, we considered the following items:

1. When children are late coming to class, it causes a disruption to the class.
2. It takes additional teacher time to explain or catch the student up with the rest of the class.
3. Being present and on-time is critical to building and maintain learning momentum.
4. This policy makes adjustments for late buses.

RANDOM AND PERIODIC SEARCHES

The school maintains respect for Student's rights while recognizing the need for taking disciplinary actions in the interest of maintaining an orderly and robust learning environment. The school retains the right to conduct random and periodic searches of school property and to seize contraband items belonging to students. The school retains the right to search student possessions and person when there is a reasonable suspicion that the student is in possession of prohibited items per DoDEA Regulation 1005.1.

SURVEILLANCE EQUIPMENT

Surveillance equipment is used in the school. Disciplinary action may be based on evidence gathered through our equipment.

CHANGES IN STUDENT DEPARTURE ROUTINE BUSES/OTHER POLICY

Whenever there is a change in a student's departure routine, it is the parents' responsibility to provide written notification to the teacher in advance of such a change. Please do this when your child will not be taking the bus as usual, e.g., your child is to meet you or go home with a friend or neighbor or baby-sitter. Without a note, your child will be sent home the routine way. Please do this so a crisis at bus loading time with your child may be avoided. This is very important for your child.

Repeated: If a child is not to take the bus as usual, please write a note to the teacher to verify this. Students will be **put on the bus unless there is a note** stating to do otherwise. Children get confused about conversations they hear or overhear and we must have a note from you. A child telling us is **NOT** sufficient. Again, if there is a change in your child's usual dismissal, a note from the parent or guardian is required. However, I understand that emergency situations may arise during the day; if and when this should happen, please call the school to request the change. These are the only ways a change will be accepted: a written note or a last minute phone call.

SCHOOL NURSE/HEALTH SERVICES

The school nurse performs many duties throughout the school year. Emergency first aid is always a first priority. All accidents in the school building, on the school grounds or at any event sponsored by the school must be reported immediately to the person in charge and to the school nurse, or in her absence, to the school office. The school nurse coordinates screenings for vision, hearing, and dental. Please remember that this is only a screening and does not replace a complete exam by your child's medical provider. A specialist should see children with a known vision or hearing problem at least once a year.

Children who are ill or who are injured before coming to school should not be sent to school for the school nurse to check. If a student is ill, there are some symptoms for which, if met, the student will be sent home. These symptoms include:

- Temperature of 100 or above within the last 24 hours
- Nausea or repeat vomiting or severe abdominal pain in the last 24 hours
- Acute cold, sore throat and/or persistent cough
- Any acute and untreated, infectious condition, such as strep throat, pink eye or head lice
- Any undiagnosed and untreated rash
- Minor illnesses that are affecting a student's ability to perform in the classroom

If it is determined that a child is not well enough to remain in school or is in need of medical attention, parents are notified and are responsible for coming for the child as quickly as possible. Students are **NOT** allowed to walk home from school if they are ill. **IT IS IMPERATIVE THAT YOU UP-DATE DUTY AND HOME PHONE NUMBERS IN THE MAIN OFFICE SO THAT THE SCHOOL NURSE WILL BE ABLE TO REACH YOU IN CASE OF AN EMERGENCY. ALSO, BE SURE WE HAVE ON FILE EMERGENCY CONTACTS IN CASE PARENTS CANNOT BE REACHED.** We will telephone the emergency contact in an emergency if the parents cannot be reached. Be aware that even if you have identified someone to contact in case of an emergency, the medical core will be unable to attend to your child without you or a Power of Attorney for your emergency contact person.

Please remember that proof of up-to-date immunizations is a requirement for enrollment in DoDDS. If the school nurse advises you that your child is not in compliance with DoDDS immunization requirements, you will have 10 days in which to provide proof of compliance or your child will be dis-enrolled from Sembach Elementary School. This is a regulatory requirement.

Some students may require medication during the school day. Ideally, students will not take medication during school hours. However, when required by their medical condition, an adult must bring the medication to the school nurse for safekeeping and administration. Students are **not** to hand carry any medication to school. The medication policy according to School Health Services Guide, DS Manual 2942.0, states that the schools nurse may give students medicine during the school day when the following policy is followed:

1. Written permission from the parent
2. Written permission / order from the pharmacy
3. Medication in a pharmacy labeled container marked “For School Use Only”, the student’s name, name of the drug, amount to be given, the time to be taken, and the duration of the time to be taken.

The Medication Permission Form is available from the school nurse or at the base health clinic. The school nurse does not administer medications, to include over the counter drugs, except when prescribed for individuals by a physician.

When short-term illnesses require the use of medication, the parent and doctor should make arrangements for administration before and after school. Medication prescribed for three times a day may be given before school, immediately after school and before bedtime, and do not require administration during the school day. If the medication must be taken during school hours, the above procedures must be followed. Cough drops are considered medication and should not be sent to school with your child to “take as needed”.

LOST AND FOUND

Lost and Found is located within the school. Students and parents can check for lost belongings after school. It is very important to label all items with the student's name. Unclaimed items will be removed from the school monthly and donated to the Red Cross.

SOME THOUGHTS ON DISCIPLINE

*(Reprinted from **A Report to Parents** by the NAESP (National Association of Elementary School Principals) and used with permission.)*

Most parents and educators agree that discipline involves training children to follow certain rules at home and in school. But many disagree on how that should be accomplished. Some believe the best way is to simply punish children for misbehavior by spanking or other means. Others prefer to discuss infractions and to impose appropriate consequences. Many schools rely on conflict resolution and peer mediation programs. It is the school policy that children will not be punished for inappropriate/unacceptable behaviors, but, consequences will follow. Corporal punishment is not practiced by any teachers or teaching staff.

Below are a few simple guidelines on which most experts agree.

Teach children how to handle anger. If you want your children to follow the rule not to hit each other, just saying, “don’t hit” isn’t enough. Teach them alternative ways to handle their feelings; show them how negotiation can get them what they want better than hitting. Explain the importance of treating others, as they would want to be treated.

Children learn from watching their parents. If you hit them when you’re angry, or use foul language, they will assume that they can hit and use foul language, too. On the other hand if you listen to them, encourage them to talk problems out, and speak to them calmly and with respect, they will learn to do the same.

Be realistic in your expectations. Don’t expect children to follow rules if they aren’t mature enough. It may be unrealistic to expect a preschooler to sit still through a long movie, or elementary school children to go grocery shopping with you after dinner. You may be asking for more than they are capable of doing.

Be prepared for misbehavior. Know ahead of time what you will say and do if your children misbehave. Calmly explain to them the behavior you expect, and what will happen if they break the rules. If you see a situation that could lead to trouble, give warnings and intervene before things get out of control.

Be flexible. Try not to get stuck in a rule rut. Your rules may need to be changed because your children have changed. Sometimes it’s best to ignore small behavior lapses, depending on the circumstances. Save your discipline enforcement for your most important rules.

Praise good behavior. If you see your children doing something good, like putting their toys away without being told, make sure you compliment them for being responsible. This helps build and reinforce their self-esteem.

Expect to repeat your rules often. It may take years of reminding for rules to “sink in” to children’s everyday behavior. Always explain the reasons behind the rules, rather than just “laying down the law.” Always *tell your child what you want them to do or expect them to do*...not what you do not want. At this age they need to hear what they should do so that becomes imprinted in their thinking and can be used as a filter before they “act” (i.e. “Remember to walk” instead of “Don’t run!”).

Don’t make threats you won’t keep. If you say that the penalty for jumping on the bed is no TV for a week, will you really follow through? Making threats you don't intend to keep will result in your children ignoring both you and your rules.

Don’t embarrass children. You can discipline children without making them feel ashamed and embarrassed. Avoid making negative comments to and about your child. It’s important to keep children’s dignity intact because, as one teacher explained, “If you take it away, they’ll get even with you.”

Realize that our own behavior isn’t ideal. Whether we want to eat less, spend less, or be better organized, we too are still learning discipline. The only difference is that no one will send us to our room if we eat too many brownies (although the consequences will be very clear!) Let your children see that you're not perfect. If you lose your temper and yell at them, for example, apologize and promise that you'll try not to do it again. Your children will appreciate your honesty.

Support school rules at home. Let your children know that you expect them to follow the rules at school as well as at home. They should understand the appropriate behavior is expected at both places, and that you support the school’s discipline policy.

Physical punishment for disciplinary offenses has been abolished in many states and school districts (including DoDEA Schools). Research indicates that this type of punishment may not only adversely affect a child’s self-image and school performance, but also may contribute to more disruptive and violent behavior.

If your child has a serious misbehavior problem in school, like vandalism, exploding, or fighting, try to find a solution by talking to the child and school staff. If the problem persists, it is best to seek professional help quickly rather than impose more severe penalties.

SCHOOL WIDE DISCIPLINE PLAN

Student Rights to Participate

All command-sponsored students whose DoD sponsor elects to enroll them in the DoDDS in kindergarten (K) through grade 12 are entitled to a free public education. Our purpose is to ensure that children overseas are able to return to stateside public schools without loss of stride. Other students may be enrolled on a space available basis. The educational rights and privileges are fully described in DoD Directive 1342.12

It is DoDDS policy to accord all students, regardless of whether they are command sponsored or space available, the same educational opportunities and privileges regardless of their status. DoDDS administrators permit educational enrollment without regard to race, religion, sex, creed, national origin, disability or intellectual ability. Students with disabilities have a right to a free appropriate public education from age 3 through 21, in accordance with DoD Instruction 1342.12.

It is expected that teachers will periodically evaluate each student's performance, will regularly evaluate each student's assignments and return them to the student, and will periodically inform students and their parents of student educational progress. Students, with the advice and consent of their parents, may make decisions when options are available regarding their own course of study.

Students who are suspended or expelled shall have the opportunity to continue their learning work outside of the school environment pursuant to DS Regulation 2501.1. Students involved in home school programs may participate in regular school activities if enrolled and will be granted access to school resources subject to availability.

Student Responsibilities

We believe that all students are capable of learning how to behave appropriately in a variety of learning environments. In addition, we believe that all students are responsible for conduct that supports learning for everyone. School rules create a positive learning environment in support of these beliefs. All students are expected to respond constructively to rules posted in all school areas. Interventions will be arranged to redirect behaviors that disrupt planned learning opportunities, are unsafe, or create disturbance in normal routines. It is important that students be responsible for regular attendance, making an effort to participate in learning activities, and properly maintaining school resources (e.g. textbooks, computers, and manipulatives).

Teaching Discipline

Primary students are forming opinions and gathering information about the world around them. They are learning to apply their thinking in choosing how to respond to many situations. We do not assume that they will always be successful in making good choices. We know that all choices have consequences. Some are good and some are not desirable. Sembach Elementary faculty and staff work to help all students consistently make better choices. Classroom management is the tool widely used to make this happen. Teachers develop **procedures** in the learning environment (how things happen). Procedures are described in a classroom management plan, which is based on the

particular needs and abilities of students. Students develop routines (what they are expected to do) based on the procedures. Routines become life long habits.

Mastery Expectations

We believe that all students can learn how to be successful learners. Students must practice each day (and some day master) how to:

- Be respectful of others and take care of things. **(Care.)**
- Respond appropriately to instructions given by adults in authority. **(Follow the Rules.)**
- Choose helpful actions and use encouraging words that help everyone accomplish their tasks.
(Think about Choices.)
- Keep commitments, turn work in, and try their best. **(Be Responsible.)**
- Go to and from places in the school, be watchful, keep arms close to the body, and listen for directions. **(Be Safe.)**

Resolving Conflicts.

Wherever there are people the chance of conflict is real.

Conflict is a daily occurrence

Conflict is sometimes bad but often it is beneficial

Conflicts can be resolved

We teach these steps to conflict resolution:

FIRST... STATE THE PROBLEM: Tell what you feel and let others know how they can help. (“It hurts my feelings when you call me that name. Please stop.”)

SECOND... REMINDERS ARE OKAY: if they don’t stop then remind them about what you feel and how they can help. (“I told you it hurts my feelings when you call me that name and I have asked you to stop.”)

THIRD... WALK AWAY: If they continue then tell them the truth... (“I have reminded you that it hurts my feelings when you call me that name and asked you to stop. I don’t think you are a nice person and I am not going to be around you”) and walk away. Get advice from your teacher or a staff member to help solve the problem.

IF SOMEONE IS HURTING YOU GET AWAY IMMEDIATELY AND FIND AN ADULT.

Procedures and Consequences for Disobedience of School Rules:

While every effort is made to redirect misbehaviors in the learning environment, occasionally the process is disrupted. The importance of maintaining a dynamic and flowing learning environment for all students is the first responsibility of faculty and staff members. Sometimes it is in the best interest of the group for an individual to be removed for more appropriate interventions. These are the most common types of incidents that result in removal from a group environment or require an immediate intervention.

When the classroom routine is disrupted:

(yelling, loud crying that continues for a period of time, throwing objects, slamming of objects, leaving the classroom without permission)

When a child's behavior becomes a nuisance:

(poor hygiene, seeking to irritate or annoy others, repetitive actions, spitting, name calling, or profanity)

When a child is disobedient or oppositional in behavior:

(refusing to respond to a direction, taking things away from others, refusing to return things when asked, refusing to obey and respect teachers and adults)

When the child's behavior results in vandalism or destruction of property:

(writing or marking on school's property, kicking to break property, throwing to break property, hitting to break or damage property, blocking the plumbing by inserting tissue, rocks, grain, sand, etc)

When safety is threatened or there is risk of hurting:

(biting, hitting, kicking, pinching, throwing, pushing, shoving, tripping, putting others in peril, possession of a weapon or anything used as a weapon, sexual harassment or abusive behavior toward other students, teachers and adults)

When such incidents occur an immediate intervention can be expected. Children are provided an opportunity to reflect on their actions. Alternative behaviors are discussed. Specific and clear choices will be outlined. It is hoped the child will learn to choose behaviors that are consistent with the goals of the learning environment. If the child persists in exhibiting a specific repeating behavior, the school will begin the process of documentation for systematic suspension to remove the disruption. Documentation through the use of Conduct Reports provides clear and direct communication with the child, parents, and school personnel. Copies are kept in the school's discipline file through the end of each school year.

1st Step: Parent conference with student and teacher. The counselor may be involved and a behavior contract may be developed.

2nd Step: Counselor, school psychologist (or CSC chair, if child is on an IEP) will develop a Behavior Intervention Plan

3rd Step: Student sent to administrator for decision on action and possible suspension or detention depending on the nature of the incidents.

SERIOUS OFFENSES, PHYSICAL CONFRONTATIONS WILL RESULT IN IMMEDIATE REMOVAL FROM THE CLASSROOM AND / OR SCHOOL. PARENTS WILL BE CONTACTED.

Subsequent misconduct reports may result in additional days of suspension or detention. No more than ten cumulative days of suspension will be assigned without a formal hearing before the school's discipline committee. Upon a recommendation made by the school's discipline committee, the principal can seek an extended suspension or expulsion. Serious offenses may result in immediate removal, if administrator's decision feel the offense is deemed necessarily to do so.

A **suspension** is the removal of a student from the general school environment by the administration. It can be accomplished as an In-School Suspension or Out-of-School Suspension. **Sponsors may be required to attend school with the child in some suspension cases.** An **expulsion** is the removal of a student from the school by the Area Superintendent for the remainder of a school term.

*Please see the attached copy of the District Wide Discipline Plan.

The following four areas comprise the framework of any behavioral plan or intervention. Appropriate interventions are most successful when they include ideas that address each of these areas:

Knowledge: (What I need to know...)

Skill: (What I need to be able to do...)

Motivation: (How willing I am to try or how much effort will be invested...)

Confidence: (My belief that I am capable of knowing or doing.)

Interventions can be managed by one or more of the following: classroom teacher, special education teacher, counselor, nurse, the school's psychologist, behavior management specialist, case study chairperson or administration.

Interventions can include: a behavior management plan, medical analysis, assessment through the case study chairperson, observations, formal psychological tests, learning assessment instruments, review of the discipline committee, time out areas, conflict management training, assertive discipline training, alternative placements or whole class or small group sessions with the counselor or school psychologist.

Severe Disruption Clause

Any student(s) causing a severe disruption may be sent to the administrator immediately. Severe disruption results in personal injury, harm to others, or damage to the building and or school property.

Good Behavior

Good behavior is recognized frequently. Students are recognized through classroom communications, school newsletters and conferencing. Parents are encouraged to recognize positive behaviors in their children at home and while at school.

Ad Hoc Discipline Committee

This committee is comprised of school officials, parents, and community members who meet to hear evidence about repeated or severe disciplinary matters as outlined in DoDEA Regulation 2051.1. The committee then makes a recommendation about the disciplinary action to be taken. If a student has been suspended for a total of ten (10) days that student's case must be presented to the discipline committee before any additional action resulting in suspension can be taken. **It is strictly against DoDDS Regulations to use corporal punishment.**

Bus Discipline

Discipline of students while riding on a school bus to and from school is handled through the school bus office in conjunction with the school administration. Bus discipline on study trips is the responsibility of the teacher(s) in charge. Any misconduct while on study trips can and may result in actions from the administrator. The bus office may make recommendation to the school's principal. The principal can make the final decision regarding actions and consequences. All bus complaints or concerns **MUST** be submitted to the school in writing, as well as to the bus office. If written documentation is submitted to the school, the school will forward to the bus office. The bus office and school administration will work together to comply with acceptable actions and / or consequences.

CAFETERIA/LUNCH PROGRAM

Sembach Elementary is well equipped to provide hot nourishing meals. The lunch program is a separate function from DoDDS and not directly under school administration. AAFES maintains a food services manager and hires the appropriate personnel. Students may:

1. Bring a packed lunch
2. Pay cash for a hot lunch
3. Purchase a salad

Students accounts can be set up at any AAFES customer service counters or with the school cafeteria manager. Parents can also go to www.mealpayplus.com to deposit money for student lunches. Charges are limited to three outstanding charges. A fourth charge will be refused. Remember, it is your responsibility to pay for these charges,

immediately. If after the third unpaid charge, your child can be denied a lunch due to not having money to purchase.

LUNCH/RECESS DISCIPLINE

The following rules and guidelines are established to provide an orderly safe environment for children when they are eating lunch and playing outdoors. Please discuss these with your child (ren).

Cafeteria Rules:

- Stay seated at your table while eating
- Walk at all times and use quiet voices
- Food / Drink is allowed only in the cafeteria, not on the playground
- Behaviors that may hurt others are prohibited
- Place trash in the appropriate containers

Playground Rules:

- Wait for the monitor's signal before entering the play area
- Remain on the playground unless excused by an adult
- Treat others with courtesy
- Acts that may hurt another child are prohibited (these include hitting, throwing objects, pushing, kicking, or any physically aggressive move to harm another).
- Play on equipment in a safe and appropriate manner
- Food and/ or drinks are not allowed on playground

If your child is observed breaking a rule he/she will receive one of the following consequences:

- Verbal warning
- Time-out for several minutes
- Referral to administration and possible suspension.

Every effort is made to keep parents informed about serious problems/incidents involving their child. If the problem is minor, parents will not be contacted unless the behaviors repeats itself and it becomes a bigger problem. We know that children are going to be children and they should be allowed to make mistakes and learn from them, for this, minor problems are just that...minor problems. Parents will be contacted by phone or by letter when necessary. Remember, in some cases, school staff may not be aware of problems your child is having in the play area due to the playground monitors handling these issues. If your child comes home and shares any problems he or she exhibited on the playground, and if you have questions or concerns, contact the school. Please make administration aware of issues or problems your child is having at school that are ongoing.

EMERGENCY SCHOOL CLOSING

Please tune to AFN-AM for any **"no school"** announcement due to adverse weather conditions. If buses do not run, there will be no school for **ALL** students attending Sembach Schools. Severe weather or other emergency conditions may be the basis for school to be dismissed during the school day. Parents should make provisions early in the school year for the shelter and supervision of children in case of an emergency early dismissal. It is imperative that the school knows your plans for your child if school is dismissed early in an emergency, as well as the child knowing. We recommend you set up a phone tree with parents of other students riding the same bus. In the event that school is dismissed early, notification would be sent out via AFN and the global e-mail network. If any problems arise with bus transportation, please call 489-2877 (0631-536-2877). If we do not have this information, we will make all attempts to ensure the safety of your child. We will make every attempt to notify you when school dismisses, however, if we are unable to contact you, your emergency contact, the **sponsor's commander will be contacted** for assistance. Our normal fall-back will be to keep your child at school.

FIRE DRILLS AND BUILDING EVACUATION

From time to time it is necessary to clear the building; most often for fire alarm drills. Evacuation routes are posted conspicuously in each room and rehearsed often. In some unusual cases the building may have to be evacuated for extended times. Should the weather prove to be inclement students will be taken to other sites nearby. Our alternative site is the AYA gymnasium. You may contact administration if you have any questions.

REGISTRATION FORMS/EMERGENCY CONTACT INFORMATION

It is extremely important that the school registration forms are up-to-date, so we may reach you as quickly as possible in case of an emergency. **Please let us know immediately if you have any change in address, duty, or home phone number.** If you do not have a home phone, an emergency contact number of a friend or neighbor is a necessity. Each child must have an emergency contact number listed in case parents cannot be contacted in an urgent situation. This type of contact is made when your child is injured, runs a fever, becomes suddenly ill, etc.

MEDIA CENTER (Information Center)

Sembach Elementary School's Information Center is located adjacent to the central lobby of building 17. In addition to thousands of books, the media center collection includes filmstrips, cassettes, computer programs, and videos that are designed to enrich and enhance student learning. The books and other materials cover a wide range of reading and interest levels.

Students are encouraged to choose materials that are on their independent reading level. There may be occasions when access to student materials is limited due to the reading level of the material and/or the appropriateness of the content. Certain materials have been reserved for specific grade levels. Each year a substantial number of books are lost or damaged. If your child loses a book, please contact the Information Specialist to make arrangements for replacing it.

Parents can help limit these losses by stressing responsible book care. In addition, if a PCS move is scheduled during the school year, books should be left at school to prevent them from being included in shipments of household goods or hold baggage. Many books have been lost in this manner. If you discover a school library book when you are unpacking at your new duty station, please mail it back to the school.

In the event that your child should bring home a damaged library book or if your child should accidentally damage a book, it would be very helpful if you would refrain from trying to repair the damage. If you will have your child return the book, information center personnel will make the necessary repairs.

Parent volunteers are a very important part of the Information Center program. We urge parents to support the program by volunteering their services. Please call early in the year to schedule a time to assist in the information center. Parents are welcome to visit the information center to help their child/children select materials.

TRANSPORTATION

The school bus office, located at the Kaiserslautern School Complex, provides bus transportation to and from school for children in our district. Parents must register their children for the bus at Kaiserslautern School Complex, or other means provided by the school and bus office. The phone numbers are 489-2877 (489 BUSS) or 0631-536-2877. Bus discipline matters may be reported to the bus office or directly to the administrator at 489-6771 or 0631-536-6771.

Parents are reminded that students are expected to conduct themselves properly on the bus and at bus stops. Misbehavior can result in suspension of bus privileges. Sponsors will be responsible for any damage to government property. Parents are responsible for the safety and well being of students to and from the bus stop and while present there.

ATTENDANCE BOUNDARIES

The local military commander and the district superintendent jointly establish the school attendance boundaries. The DETMO office maintains the feeder plan. School attendance is based on where a child lives, not where the sponsor works or baby-sitter lives. Exceptions to the Feeder Plan may be requested for educational or health reasons. Exceptions must be requested in writing from the receiving and losing school administrator. All exceptions are reviewed at the District Superintendent's Office and

either granted or denied at that level. Forms are available in the main office. Any questions concerning attendance boundaries, the school's feeder plan, or exceptions may be directed to the superintendent's office at 489-6339 (0631-536-6339).

PROHIBITED ITEMS

Students are prohibited from bringing weapons, or replicas of weapons, of any type to school. This includes toy guns, swords and knives. Being in possession of a lethal weapon on school property may be grounds for immediate expulsion. The final decision on what constitutes a weapon rests with the school's administration. There is zero tolerance for weapons in DoDDS.

Items such as radios, walkmans, computer games, bicycles, skateboards, scooters, high value items, toys, beanie babies etc. are not permitted at school without permission from the administrator and classroom teacher. Cell phones are ill-advised at school. This is an expensive item can be a major disruption to the classroom learning environment. It is understood that parents may feel it necessary for their child(ren) to be in possession of a cell phone. It must remain securely located in the child's backpack and turned off during the day. Plan to communicate with your child through the office staff during the school day. Our policy is to take all personal items if we see them for safe keeping. Administrators reserve the right to determine the use and custody of personal items at school.

SUPPLIES

The school provides textbooks, workbooks, and most instructional materials. The proper care and use of these items should be stressed to help each child develop a feeling of responsibility for his/her supplies. The sponsor of children who lose/damage schoolbooks or other school property will be charged for that which is lost/damaged. Payment is to be made through the school supply office. Students are expected to furnish their own pencils, paper, crayons, scissors, and other similar items requested by individual teachers, see class list.

TELEPHONES

School office telephones are very busy instruments and we earnestly request that parents not get in the habit of relaying messages to their children through the office. To relay such a message means interrupting the lesson of every child in the class so that the teacher can receive the message and pass it on to the child. However, we understand that last minute changes are unavoidable and will make every effort to help get your child where s/he needs to be. Unless the call is an extreme emergency, the call will not be put through to the classroom, however, the message will be relayed to your child and the classroom teacher.

Similarly, we discourage students wanting to use the school phones and will recognize only emergency requests. Under true emergency conditions, office personnel will place a call on behalf of the child.

HOMEWORK

Assignments of homework are left to the discretion of the individual teacher. Assignments are normally an extension of class work, assignments and activities to reinforce and strengthen skills presented in class. The type and scope of assignments will vary with individual teachers and the activities going on in the classroom. It is suggested that a definite place in the home be designated as the homework "station" for each child, preferably away from distractions. It has worked well for some families to agree upon a homework time for each school day. The child may use this time daily on educational oriented pursuits whether or not there is a written assignment to do. This practice seems to reduce "forgotten" homework drastically while helping the child to systematize chores and develop lifelong skills of self-discipline and a sense of responsibility. As a general rule parents can expect homework to equal 10 minutes x the grade level...ie:

1st Grade about 10 minutes

2nd Grade about 20 minutes

3rd Grade about 30 minutes.

Homework is of three types: daily reinforcement for new learning; student engaged learning enrichment; and self-selected reading.

PROGRESS REPORTS

A written report of each student's school progress is issued every nine weeks as listed in the school calendar. Progress report envelopes should be signed and returned to the school within three days. At parent conferences in the fall, the teacher will explain the progress reports used for each class.

AdvancED Accreditation Agency

Our school is fully accredited through membership in the AdvancED Accreditation Agency. This organization is the largest in the U.S.A. in number of schools accredited for such an agency. It also includes the largest geographical area serviced by an accrediting agency. Our school's last accreditation visit focused on our school improvement process in compliance with the DoDEA Community Strategic Plan and Goals.

Full participation by all stakeholders is critical to maintain the high standards of learning we strive for with our students. Our instructional focus is increased student literacy by integrating reading and writing across the curriculum. The parent newsletter is one means of communicating to you about our School Improvement Process. We encourage you to read your monthly newsletters.

CURRICULUM

The standards based curriculum of our school has much in common with schools in the United States. It is under constant review. With the assistance and coordination of our curriculum liaisons in Kaiserslautern and Arlington, Virginia, we work to improve the content and instructional strategies we offer to students. Every effort is made to give your child the best education possible. Your child can return to any school district in the United States with a feeling of accomplishment and success. Learning material and methods used in our schools mirror those used in the United States. Our education division in Arlington, Virginia, reviews curriculum areas every five years when we select new materials. Every year, two to three curricular areas are subject to review in the five-year cycle. Go to www.dodea.edu to view the curriculum. Once there, click on Standards & Curriculum and then click on Parents Curriculum Guides for individual viewing of Grades PreK-6.

READING

The objective of our reading program is to provide a balanced literary program including rich language experiences involving speaking, writing and instruction in reading skills and strategies, and integrating reading and language arts across the curriculum.

The reading program used in our school is Reading Streets by Pearson Learning.. The program is varied to broaden students' literacy tastes and to motivate them to continue

reading. Reading Streets not only includes reading and phonics skills but grammar, There is writing and spelling component for each story as well. This is an integrated language arts/reading program, which puts skills in context and ensures meaning rather than teaching unrelated skills in isolation.

PHYSICAL EDUCATION

The goals of the physical education department at Sembach Elementary School are to develop motor skills and enhance physical fitness, so that each student will develop an appreciation for physical activities in daily living. Please ensure that your child is appropriately dressed for PE. As noted earlier in the handbook, a child who is well enough to attend school is considered well enough to participate in all classes. Students will only be excused from PE with a doctor's note.

STUDY TRIPS

Study trips properly planned and supervised jointly by the classroom teacher and parents are considered an integral part of our school curriculum. We request that parents emphasize that we expect good manners and conduct on these trips. We also encourage parent participation to help you become more involved with your child's education. **Students who have a history of disciplinary actions or who are monitored through a behavior management plan may require special supervision by the parent or sponsor. If this is not possible, upon request, the child will not be allowed to attend the study trips. If that child comes to school on that day of the study trip, without a parent or sponsor, other arrangements will be made for that child for that particular day. Smoking is not permitted on study trips or during study trips. Siblings are not allowed to attend school sponsored study trips, even a baby attached to the parent by a supporter is not allowed. See supplemental attachments: Guidelines for Supervising Student Activities and Student Behavior Expectations.**

STUDENT TRANSFERS AND WITHDRAWALS

If your child needs to be transferred or withdrawn from Sembach Elementary School, you **must first** notify the office and then the classroom teacher. This may be done either in person or by phone. Notification **must** be given to us **at least two weeks** prior to your child's last day of school. This time is needed to prepare and complete the necessary records. **All records need to be picked up in the main office on or after the last day of attending school. A copy of the sponsor's orders is necessary to complete the withdrawal process.**

EARLY WITHDRAWAL/PROMOTIONS

Students PCSing may be withdrawn for the year in a promotion status if leaving no earlier than 20 school days before the end of the school year, provided the office and teacher are notified two weeks in advance, and presented with a copy of the sponsor's

order. Advance notification is best for those departing and gives the school adequate time to prepare records.

CLASSROOM VISITS

We invite you to visit during school hours. To help us protect instructional times in classrooms, please make an appointment with the teacher or specialist before you come so that he/she can advise you of the most profitable time to visit. A best practice on visits is to give teachers and specialists at least 24 hours notice. For the safety of all of our students, we ask that you please report first to the office to pick up a pass anytime you visit the school. Surprise or unannounced visits are an interruption in the normal routine and should be avoided. We ask your sensitivity to the needs of our students. They will react most favorably to an expected visit. It will give them the opportunity to learn how to interact politely with visitors.

SAFETY, VISITORS AND VOLUNTEERS

Several visitors are present in the school in the course of each day. The office staff works hard to accommodate everyone. Parent involvement is important and welcome at our school. Providing a high quality learning environment for children and meeting the needs of adults visiting the school is not always easily accomplished. Visitors are encouraged and volunteers are needed, but everyone **MUST** sign in at the office. Visitor passes will be issued and must be worn while in the building and returned to the office upon departure.

DROPPING OFF AND PICKING UP STUDENTS

The parking area behind building 26 provides the largest parking area for visitors. It is also the busiest drop-off and pick-up area for students. **Parking in the school parking lot is reserved for school personnel only and a permit is required. The road leading to Sembach Middle School is used for bus drop-off between 7:45-8:00 each morning and 2:20-2:50 in the afternoon. THIS ROAD IS CLOSED TO POV TRAFFIC DURING THIS TIME.** We ask for your respect and support with this matter. Please establish your meeting point with your child at the beginning of the year.

ESL (ENGLISH AS A SECOND LANGUAGE)

A child may need help in English if he and/or his parents spoke another language before English. The ESL teacher evaluates children who have been referred by their classroom teacher or as indicated by parents on registration forms. Then, based upon the results, the child may have special English classes (ESL). In these classes the children work in such areas as learning new words, following directions, forming better sentences, writing and spelling, as well as understanding what they read and hear. Children leave their classrooms at regularly scheduled times during the school day to go to an ESL class in small groups. Older ESL students are usually required to read library books each evening.

PARENT NEWSLETTER

Regular and frequent communication is necessary to keep parents fully involved in the learning community that is Sembach Elementary School. Information will be sent home in email form at least weekly. The school's website is accessible at <http://www.sembach-es.u.dodea.edu/index.htm> with a wealth of information. Teachers provide classroom updates as well through websites and emails. We maintain hard copies of school newsletters in the school's office. Through these varied communications, we try to keep you informed of any new programs at school, upcoming events, important dates to remember, requests for volunteers, review of policies, etc. The newsletter is an example of our belief that communication between school, community, home, and host nation is essential to our educational program.

GUIDANCE PROGRAM

The major goal of the guidance program at Sembach Elementary School is to assist in creating an educational environment, which is conducive to academic, personal, and social growth of students. The counselor sees children individually and in small groups. She also does classroom lessons and serves as resources for special lessons and enrichment activities. The counselor interprets third grade standardized test results for teachers and parents and also serves as a liaison with many community resources. She may see children on a walk-in basis, or based on a teacher or parent referral. Our goal is to help children grow and learn through character education.

SCHOOL-HOME PARTNERSHIP

During school year 1995-96, DoDEA established parental participation as one of its goals in its strategic plan as a priority for action. It states that every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children. Thus, we invite parents into our school and classrooms as partners in education. Contact your child's teacher as to your involvement and participation.

SPECIAL EDUCATION PROGRAM

Our special education program is designed to provide supplementary support to the regular educational program and daily classroom/school activities. Pupil personnel specialists work closely with students in areas of personal and educational concerns, which support the classroom teacher's objectives. Our goal is to create an educational environment conducive to the personal, social, and academic growth of students. Special education programs at SES include those for students with communication disorders and learning impairments. The case study committee is instrumental to our special education programs and functions as a multi-disciplinary team whose members participate in the evaluation, diagnosis, and placement of special needs students.

Members of the case study committee may include an administrator, guidance counselor, CSC chairperson, school nurse, school psychologist, speech therapist, special education teacher, the student's classroom teacher, and parents.

Parents of students who believe there are learning problems, which may be alleviated through some special education program, may refer their child to the CSC by contacting their child's classroom teacher.

PROJECT CHILD FIND - DoDDS offers programs for youngsters with communication problems, physical disabilities, learning difficulties, and severe handicaps. If you think your child needs special help, please contact the CSC chairperson at our school at 06302-67-7442.

GRADE PLACEMENT - Grade readjustment at Sembach Elementary School is a matter having serious contemporary and long-term consequences for the student. This occurs after enrollment. Based on teacher recommendations, the grade placement committee may administer individual assessments. The teacher, parents, and committee members then make a recommendation to the school principal concerning placement of a student. The school principal examines academic, social, and emotional factors in determining final grade placement for the student.

GIFTED EDUCATION

DoDEA provides guidelines for identification and education of gifted students. Sembach Elementary has a full-time gifted teacher on staff responsible for the continuing growth and enrichment of identified students, as well as other students with high potential. A referral to the program may be made by a teacher, parent, or student.

SCHOOL PSYCHOLOGIST

The school psychologist serves all children in the school in an attempt to restructure learning, behavioral, and emotional problems. A range of services are provided by the psychologist, which include assessment of psychological and academic concerns, individual or group counseling, workshops for parents, consultation with school personnel, classroom presentations, in-service for school personnel, crisis intervention, and liaison/coordination with community agencies.

CONFERENCES

Parent/Teacher conferences will be held at the end of the first and second reporting periods for all grades (K-3). If you wish to meet with a teacher at another time, please contact the teacher to arrange a meeting. Sure Start and Kindergarten teachers conduct scheduled home visits as part of their programs.

PARENT, TEACHER ORGANIZATION (PTO)

Sembach PTO invites you to become involved in our local school chapter for this school year. The PTO meets monthly (1st Thursday of each month at 5:30) to discuss requests made by individual or groups for special programs and events that will enhance your child's education at Sembach Elementary. The PTO sponsors school T-shirt sales, book sales, holiday gift shops, etc. Why not plan on attending each month's meeting and become an active supporter in your child's education? We encourage and welcome your support!

SCHOOL ADVISORY COMMITTEE (SAC)

The purpose of this committee shall be to advise the Sembach Elementary School administration on all matters affecting the operation of the school. School Advisory Board which includes a representative from the 86th Airlift Command and the Army Garrison Command Kaiserslautern. The SAC is an advisory group and makes recommendations to the 431st MSG, the Army's Garrison Command, and/or the KMC school board on improvement for dependents' education within the jurisdiction of the base commander, and make recommendations through appropriate channels on DoD policy and resources allocation that affect overseas dependents' schools. Scheduled meetings are advertised through the school's normal communications channels.

HOST NATION

All students will have lessons pertaining to our host nation. The basic goals are to learn about the culture and the target language of the host nation in order to understand and appreciate Germany.

REPORTING CHILD ABUSE/NEGLECT

What to report:

ABUSE-physical injury or emotional damages inflicted other than by accident.

NEGLECT-acts of commission or omission that resulted or could be expected to result in injury or serious physical or emotional harm to the child. This includes children who are left unattended under potentially hazardous conditions.

Who reports: All members of the community are required to report cases of suspected child abuse or neglect.

How to report: If someone suspects that a child has been abused or neglected, contact Family Advocacy at 496-7666/7399/6700. In case of an emergency situation after duty hours, call the military police at 112.

SEMBACH ELEMENTARY SCHOOL SUPPLIES

Kindergarten (Boy's List)

2 Boxes of 8 Regular (skinny)
Crayons
1 Set of Watercolor Paints
1 Box of Fat Markers
4 Large Glue Sticks
2-4 Ounces of Elmer's Glue
1 Box of 16 Crayons
1 Box of Kleenex
1 Package of Pencils
1 Large Back Pack (Lined, Non-rolling, No Wheels)
(Big enough to hold a 12"x10" piece of paper)
1 Bath Towel (for rest/nap time)

1st Grade

20 Pencils
3 Boxes of 16 or 24 Crayons
1 Box of Fat Markers
4 Large Glue Sticks or 6 Small Ones
1 Bottle of White Liquid Glue
1 Pair of Child's Scissors

2nd Grade

2 Packages #2 Pencils
1 Pencil Eraser or 1 pkg. of Pencil Top Erasers
1 Pencil Eraser or 1 pkg. of Pencil Top Erasers
1 Pair Scissors (Student Fiskars preferred)
3 Composition Notebooks
3 Pocket Folders (No Trapper Keepers)

3rd Grade

10 - #2 Pencils
1 Pair Scissors
1 Box of Crayons (48 or 64)
1 Box of Colored Pencils
3 Pocket Folders (No Trapper Keepers)
1 Box Thin Markers
2 Glue Sticks
1 Large Back Pack (Non-rolling, No Wheels)

1st & 2nd Multiage

1 Packages of Pencils

Kindergarten (Girl's List)

2 Boxes of 8 Regular (skinny)
Crayons
1 Set of Watercolor Paints
1 Box of Thin Markers
4 Large Glue Sticks
1 Box of Colored Pencils
1 Box of 16 Crayons
1 Box of Kleenex
1 Package of Pencils
1 Large Back Pack (Lined, Non-rolling, No Wheels)
(Big enough to hold a 12"x10" piece of paper)
1 Bath Towel (for rest/nap time)

1 Box of Watercolor Paints
1 School Box
1 Bound Composition Notebook
1-2 Pocket Folder
1 Box of Kleenex

1 Box of Crayons – no more than 32
4 Large Glue Sticks
1 Large Box of Kleenex
1 Box of Colored Pencils
1 Set of Water Color Paints
1 Large Back Pack (Non-rolling, No Wheels)

1 Soft Eraser
1 Plastic Supply Box
3 Wire-Bound Spiral Notebooks (40-70 Pages)
1 Box of Kleenex
1 Package Loose Leaf Notebook Paper
1 Set of Water Color Paints
2 Bottles of Glue
2 Red Pens

1 Rubber Eraser

- 1 Package of Colored Pencils
- 1 Glue Stick
- 2 Packages of Loose Leaf Paper
- 2 Pocket Folders
- 1 Book bag or Backpack
- 2 Spiral Notebooks
- 1 Bound Composition Notebook

- 2 Highlighters
- 1 Watercolor Paints
- 2 Colored Markers
- 1 Box of Tissue
- 1 Pair of Child's Round End Scissors
- 1 Box of Crayon

Please be sure that your child's backpack and lunch box are clearly marked with his/her name.