

Kaiserslautern Elementary School

Parent/Student Handbook
2008-2009



**Unit 3240, P.O. Box 425
APO, AE 09021
Telephone: 0631-54589**

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Welcome to Kaiserslautern Elementary School

Mission Statement

The mission of Kaiserslautern Elementary School is to provide a mutually respectful environment that challenges all students to reach their highest potential as effective communicators, critical thinkers, and responsible citizens.

School-Wide Instructional Focus

- All students will increase communication skills across the curriculum.
- All students will increase critical thinking skills across the curriculum.

Essence

At Kaiserslautern Elementary the essence of increasing communication skills involves:

- Using Oral and written language to explain thinking and convey information in a focused, organized way.

At Kaiserslautern Elementary the essence of increasing critical thinking skills involves:

- Gathering and organizing information, analyzing information, and developing multiple solutions, perspectives, or positions.

Interventions

- All students will use expository (explanatory) and/or speaking across the curriculum.
- Students will use graphic organizers to gather, organize and analyze information.
- Students will answer higher order thinking questions across the curriculum.

Learning Characteristics

- Demonstrating mastery of basic academic skills.
- Developing student's potential through productive thinking, reasoning, and problem solving.

- Exercising their rights and responsibilities as citizens and respecting the diversity among people in a democratic society.
- Demonstrating a positive self-concept and a desire to learn through creative and equitable experiences.

We Believe

Students should take responsibility for their learning, and there are no limits on what a student can do within a safe and nurturing environment.

We recognize the diversity of individual students while assuring equity for all.

Kaiserslautern Elementary School
Unit 3240, Box 425 APO AE 09021
DSN: 489-7075/489-7048
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FAX: 0631-58406

Visit our website: www.kais-es@eu.dodea.edu

Email: KaiserslauternES.Principal@eu.dodea.edu

Dear Parents,

Welcome to the 2008/2009 school year at Kaiserslautern Elementary School! It is great to be celebrating the new school year.

Our staff works to provide an environment that will challenge all students to reach their highest potential academically and as responsible citizens. As a part of our Community Strategic Plan, we have two main goals to help accomplish this mission. We are focusing on teaching our students to increase their **Critical Thinking** skills and their **Communication** skills across the curriculum. Through our partnership with you, Kaiserslautern Elementary School was fully accredited by the Quality Assurance Review Team during their visit in February of 2008. One of their culminating statements after the visit said that Kaiserslautern Elementary “teachers and students have built a foundation to support a sustainable learning community.” We look forward to partnering with you as we continue to provide opportunities that will have the greatest impact on student performance.

The mentoring program at Kaiserslautern Elementary School is one of the programs we offer to increase instructional effectiveness. We rely on our wonderful volunteers to provide additional support to our students. If you would like more information about this program or wish to volunteer as a mentor, please contact Ms. Dreger at Phyllis.dreger@eu.dodea.edu.

I have enjoyed visiting all of the classrooms this week and talking with the students about our school, mission, and creating a safe environment. I have also been visiting each of the school buses prior to departure in the afternoon to review the bus safety rules with students. Please review all rules and safety guidelines with your child on a regular basis.

I look forward to working with you this school year. Let’s make it the best one ever!

Matt Syarto
Principal



**DEPARTMENT OF DEFENSE
DEPENDANT SCHOOL
OFFICE OF THE DISTRICT SUPERINTENDANT
KAISERSLAUTERN DISTRICT
UNIT 3405
APO, AE 09021**



1 August 2008

The Kaiserslautern School District would like to take this opportunity to welcome you to school year 2008-2009. As a new or returning member of the DoDDS family, your contribution to the school and its programs is an important and meaningful part of our partnership in education.

Each school year brings change, and this school year is no exception. As DoDDS-Europe continues to implement new initiatives and refine others, your involvement in all school/district educational programs is essential and greatly appreciated. In addition to our continuing efforts to study data to inform instructional practices, teachers will be involved in the pre-implementation and implementation of new curriculum materials in certain subjects.

I invite you to join the teachers, administrators, support staff, and Kaiserslautern District Office personnel in forging a collaboration of common goals, values, and priorities. In order to have this meaningful partnership, it is incumbent on each of us to maintain effective lines of communication. Please come to our schools even if it is just to visit or seek information. We also welcome volunteers and hope that you will get involved in PTA/PTO, the School Advisory Committee, and School Board meetings. When all members of the school community commit to an open, honest, and ongoing dialogue, parents are informed of school activities, we are aware of your concerns, and interests, and students understand that they are the focus of our endeavors.

The Kaiserslautern District is committed to providing every possible opportunity for all students to become productive members of society. Therefore, it is our hope that parents will take an active role in the educational process.

Research clearly indicates that when parents take an active role in the education of their children, student achievement increases significantly. In order to ensure the development and continuation of quality programs and optimal educational opportunities for students, I encourage all members of the community to become involved in our schools.

We are committed to working with each child in our schools and doing everything in our power to help them to be successful. In order to do this most effectively, we need your help and involvement.

We hope that you enjoy your stay in the Europe. We look forward to working in partnership with you to ensure an outstanding educational program for your child.

Lawanna H. Mangleburg
Lawanna H. Mangleburg
Superintendent

SCHOOL YEAR 2008-2009 CALENDAR

2008

Monday, August 25	Begin First Quarter and First Semester
Monday, September 1	Labor Day - Federal Holiday
Tuesday, September 2	Kindergarten Starts
Thursday, September 4	Open House (16:00 – 17:30)
Monday, October 13	Columbus Day - Federal Holiday
Wednesday, October 22	CSP Day No school for students
Thursday, October 30	End of First Quarter (47 days of classroom instruction)
Friday, October 31	No school for students - teacher work day
Monday November 3	Begin second quarter
Tuesday, November 11	Federal Holiday (Veterans Day)
Thur-Fri, November 13-14	Parent Conferences - No school for students
Thursday, November 27	Thanksgiving - Federal Holiday
Friday, November 28	Friday - Recess Day
Monday, December 22	Begin Winter Recess
Thursday, December 25	Christmas - Federal Holiday

2009

Thursday, January 1	New Year's Day - Federal Holiday
Monday, January 5	Instruction Resumes
Monday, January 19	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 22	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 23	No school for students - teacher work day
Monday, January 26	Begin Third Quarter and Second Semester
Monday, February 2	Parent Conferences – No school for students
Monday, February 16	Presidents' Day - Federal Holiday
Thursday, February 24	No school (Fasching) /CSP Staff Development Day
Thursday, April 2	End of Third Quarter (48 days of classroom instruction)
Friday, April 3	No school for students - teacher work day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes - Begin Fourth Quarter
Thursday, April 14	Earliest Acceleration Day for Student PCSing
Monday, May 25	Memorial Day - Federal Holiday
Thursday, June 11	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)

Kaiserslautern District Superintendent

Lawanna H. Mangleburg
DSN: 489-6339
Civilian: 0631-351370
Email: lawanna.mangleburg@eu.dodea.edu

KES DIRECTORY

Telephone 0631-54589 or 0631-536-7075/7048 FAX: 0631-58406

Principal	Mr. Matt Syarto	489-7075/7048
Secretary	Ms. Elizabeth Andersen	489-7075/7048
Registrar	Ms. Heidi Busch	489-7075/7048
School Nurse	Ms. Janean Linder	489-7764
Counselor	Ms. Linda Powlus	489-7075/7048
Cafeteria	AAFES	0631-90523

Visit our website: www.kais-es@eu.dodea.edu

or

Email: KaiserslauternES.Principal@eu.dodea.edu

KES' commitment is to provide the best educational opportunities possible for the students of our school. To support us in this goal we have staffing in these areas:

Classroom Teachers - Grades K-5	Art
Host Nation	Music
Case Study Chairperson	Math Specialist
Reading Specialists	Reading Recovery
Developmental Pre-School	Communication Impaired Emotionally
Impaired	Hearing Impaired
Learning Impaired	School Nurse
School Psychologist	Guidance Counselors
English as a Second Language (ESL)	Information Center
Computer Lab	Gifted
Physical Education	

Achievement

KES students achieve above the national average: *grade 5*, above the national mastery level for the past 5 years in reading, language, science, and social sciences objectives; *grade 4*, at or above the national mastery levels for the past 4 years in reading, language, science, and social studies objectives; and *grade 3*, at or above the national mastery levels on all 24 Terra Nova objectives in 2004. We are working to strengthen student's ability

to explain his or her thinking and reasoning. Reading Comprehension is a point of emphasis.

SEE THE TEACHER FIRST

ALL CONCERNS OR QUESTIONS MUST BE ADDRESSED WITH THE STAFF MEMBER FIRST BEFORE THE ADMINISTRATION. WE WANT TO SOLVE PROBLEMS AT THE SOURCE.

Bell Schedule & Location

<u>Dev. Pre-School</u>	<u>Start Time</u>	<u>Dismissal</u>	<u>Bus Departs</u>
Morning Session	08:20	10:50	11:05
Afternoon Session	12:20	14:50	15:10
<u>Grades K-5</u>	08:15 Entrance Bell		
	08:20	14:50	15:10

KES school is located across from the Vogelweh BX on one campus, in 3 buildings off of Kansas Avenue heading toward Kapaun AS. The main office, first, third, fourth, and fifth grades are located in building 2000. The kindergarten and second grades are located in building 2007. Specialists are located in building 2000, 2007, and 2010.

5 School Rules

- Be respectful of others and property.
(Care.)
- Listen and Respond appropriately to adult's instructions.
(Follow the Rules.)
- Choose helpful actions and use encouraging words that help everyone accomplish their tasks.
(Be Helpful and Kind.)
- Keep commitments, turn work in, and try his/her best.
(Be Responsible.)
- Keep arms, legs, and feet close to the body.
(Be Safe.)



The information below is taken from a NAESP newsletter; Report on Parents reprinted here 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 a child for misbehavior by spanking or other means. Other prefer to discuss infractions and to impose appropriate consequences. Many schools rely on conflict resolution and peer mediation programs. All of these approaches work some of the time, but none work all the time. There are a **few simple guidelines on which most experts agree.**

Teach children how to deal with 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 can. 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 curse, 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 store 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 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 rules, rather than just “laying down the law.”

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 that 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 that 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 will support the schools 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, truancy, 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.

ASSERTIVE DISCIPLINE PLAN FOR KAISERSLAUTERN ELEMENTARY SCHOOL:

All students can and should behave appropriately in the classroom, cafeteria, and on the playground. Acceptable student behavior is a meaningful and necessary part of the school program. Positive attitudes on the part of the students play a major role in planning and carrying out our worthwhile school activities. Every effort will be made in the learning process to build students' self-confidence, self-esteem and a feeling of adequacy in order to gain maximum emotional, social and intellectual growth and development. Our goal is to help students develop impulse management, to develop emotional and sound skills, and to learn how to resolve conflict.

Team spirit on the part of the parents provides the support and encouragement the classroom teacher needs to gain good rapport with the students. When parents support the school, the students normally support and cooperate with the teachers. When teachers receive parental support, students respond more positively to the school policies and procedures.

1. Students will obey the adult in charge.
2. Students will be polite and respectful to others.
3. Students will remain within the assigned school area.
4. Students will exhibit appropriate behavior during the school day and keep their hands and feet to themselves.
5. Students will show appropriate care of school property and the property of others.

6. Students will observe the playground and cafeteria rules.

Students will refrain from bringing objects that are not necessary school tools to school unless specific permission is given in writing by the teacher. Valuable possessions & money other than what is needed should also be left at home to avoid damage or theft.

Bus Transportation

There will be bus transportation for all economy-housed children who **live outside of one mile from the elementary school. Parents should contact the Transportation Office. KES does not dispatch buses.**

- All inquiries and bus problems/complaints should be addressed to the telephone # DSN 489-2877 or CIV 0631-536-2877.
- If a child misses a bus, s/he is to report directly to the main office.
- Teachers are instructed to put children on their regular school buses at the end of the day unless you, the parent, **NOTIFY THE TEACHER IN WRITING OR IN PERSON IN ADVANCE** of a change in procedure. Children are required to board the buses at dismissal. Students are not allowed to ride buses other than the one in which they are registered without written notification- see below.

Bus Alternative Routing Slip Kaiserslautern Elementary School

This form may be used when your child will not depart from school on the bus as usual, or there is a change in the way your child will return home.

Child's Name _____ **Teacher** _____

My child/ren will not be taking the bus as usual, he/she will be returning home per the information below:

Date(s): _____

Reason(s): _____

Alternate Destination _____

Pertinent Telephone Numbers and names:

Signature of Parent

Date

Phone Number

If child care providers of childcare agencies are involved, or affected by this change, you must notify them also—please!

Change of Address and Emergency Contact

If your work, home or cell phone numbers change, or you address, inform the school immediately. With the high deployment rate and the heightened operations tempo, it is **Very Important** that the school has your correct and current address. In the event of an emergency involving your child (one in which your child might be taken to the hospital), the school nurse or administrator must contact you immediately. A parent must be present to authorize certain types of medical treatment. It is **Essential. Update this information at all times.** Without the ability to contact parents or the emergency contact, the **military unit will be contacted.** To give us changes, call 489-7075 or 0631-54589; send a note to your child’s teacher or **email the KES Registrar: heidi.busch@eu.dodea.edu**

Lunchtime and Recess Schedule

Volunteers are always welcome.

Kindergarten – 10:30-11:25	Grade 3 ---- 11:30-12:25
Grade 1 ----- 10:30-11:25	Grade 4 ---- 11:30-12:25
Grade 2 ----- 10:30-11:25	Grade 5 ---- 11:30-12:25

Lunch Program

- Menus are arranged by AAFES and are included in the Parent Newsletter and posted on our KES website: www.kais-es.eu.dodea.edu
- They may carry their lunch or purchase an AAFES lunch for their mid-day meal. Children are under the supervision of adult monitors during their lunch and noon recess.
- Elementary school students will only be sold the regular lunch menu or the alternate salad entrée. Fruit juice, fresh fruit and milk will also be sold. It is hoped that this will help encourage our students to eat nutritious food and be consistent with our school efforts to educate our students concerning good nutrition.
- **KES Children are not allowed to leave the school grounds to visit local establishments, snack bars, or snack trucks.**
- Children may purchase a hot lunch at the cafeteria counter. **Student accounts may be started at the BX cashiers window.** Accounts are preferable to cash. Children lose money, frequently. Children must bring their money or use their account number for lunch on a daily basis.

- A **reduced or free lunch program** is available. The applications and process for attaining this have to be through the Dependent Schools Office on Ramstein Air Base, Building 2106, Rm 207. Application forms can be picked up at KES.
- Comments, questions and concerns can be addressed on the comment forms provided in each cafeteria or they can be directed to the AAFES School Lunch Program Office, **0631-90523**. Students are allowed to **charge** lunches **only 3 times**. Charges are to be paid promptly. No exceptions can be made. A sandwich and milk are provided to any student who has used his charges and has no lunch.

Cafeteria Rules

- Walk at all times.
- Raise your hand to ask for help or to be excused.
- Talk quietly, use an Indoor Voice.
- Pick up all litter under, on and around tables.
- Take your tray to the garbage can and stack it neatly at the end of your table.
- If you need to go to the bathroom, use the toilets next to the art room.

Playground Rules

Be Safe!

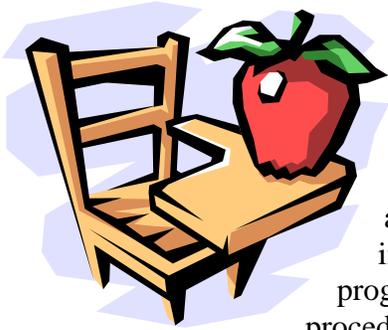
Running only on the grass!
 Play games with rules!
 Swinging only on swings!
 Slide all the way down slides!
 Personal toys need permission!
 Climb up ropes not down!
 Keep under roofs, not on top!
 Hands and feet to yourself!

Throwing objects is only allowed with permission!

Open House

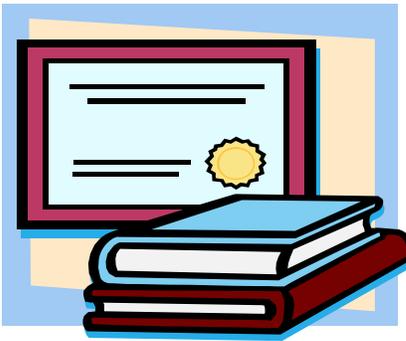
- **September 4th from 1600 to 17:30** in conjunction with PTO. This afternoon or evening meeting with parents early in the year is to explain and discuss the school program, school policies, class program and expectations of parents and teachers.

This should be done in an open, relaxed, sharing manner with an effort to keep the line of communication open between school, parents and child. Statements made at such a meeting should be kept to those factors affecting all classmates or policies. Individual difficulties or strategies are best discussed privately at a scheduled meeting with the teacher. Regular parent conferences will be held in November and February.



School Advisory Committee (SAC)

The School Advisory Committee is responsible for advising the principal. These include: school policies, instructional programs, staffing as it relates to instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, DoDDS student meal programs, and other educational-related matters. Elections to the Kaiserslautern Elementary School Advisory Committee were held during the pupil registration periods in the spring or early fall.



Student Placement

All **letters** from parents recommending placement must state clearly what the child needs. Specific mention of a teacher's name is NOT accepted.

For a **placement change** for teacher or grade level, please adhere to the following Standard Operating Procedure: Sponsors wishing a placement change must request the change **in** writing to the principal. The principal will submit the request to the Student Placement Committee. The Student Placement Committee is made up of the classroom teacher, the parents, and the counselor. **The placement process includes steps to ensure that a request for a change (especially regarding a teacher change) is not the first step to remedy a situation.** The committee will make a recommendation to the principal, who is the final placement authority, regarding the request.

Ensuring Equal Opportunity in Federally Conducted Educational & Training Programs

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) 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.

Refer to <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

Early Childhood Education Philosophy

- The Early Childhood Education Philosophy supports the belief that curriculum and teaching should be “developmentally appropriate,” that is, based on knowledge of the typical development of children within a particular age range and at the same time, sensitive to individual differences among the children.
- Teachers recognize that learning for young children does not occur in narrowly - defined subject areas. Rather, skills and knowledge such as reading and mathematics are integrated into a variety of activities such as cooking, dramatic play, art, music, science and social studies projects.
- The classroom arrangement encourages interaction among children and includes fewer worksheets and more concrete materials for children to explore and use to solve problems. Dittoes are avoided.
- A developmentally - appropriate curriculum accommodates the growing child by providing more complex materials and activities as children move from preschool through the primary grades.

Communication and cooperation between the home and school are essential in ensuring that children’s experiences are positive and successful.

Homework Policy

- **Homework = assignments to be completed outside of school.**
- Homework is regularly assigned to reinforce, follow-up, or extend instruction, and provide opportunity for creative development.
- Generally speaking, homework should be assigned at least three nights per week to begin with no more than 20 minutes per night at the first grade level and ascend to no more than one hour per night at the fifth grade level.

Grades 1-2	10 – 20 minutes daily, total
Grade 3	20 – 40 minutes daily, total
Grades 4-5	30 – 60 minutes daily, total

Teacher’s responsibility:

Provide concise, clear directions for completion of homework. Use homework to reinforce concepts or skills already presented in school. Use homework as a learning tool, not as punishment for classroom misbehavior. Assign homework to be completed outside class time not during the instructional period. Correct and return homework in a

timely manner with specific feedback. Check or discuss homework for mastery/completeness. Inform parents of students' performance and completion of homework as appropriate using a notebook, journal, or telephone.

Parental responsibility:

Help your child get organized. Provide a place to study without distraction. Have a study time, a routine. If they have homework, allow time for exercise, recreation and a favorite past time. Do not make homework a punishment. Be flexible. Listen and encourage. Check you child's work after completion: neatness, name on paper, completeness, correctness, and organization. Check and sign the assignment notebook if your child's teacher uses it. Recognize your child's effort with praise.

Homework: Commitments to Learning

Studying is a habit. We want our students to use time wisely and to study ahead of time to avoid rushing. In elementary school, especially in the lower grades, a child needs parental guidance. The best reinforcement is immediate. **Our commitments are to provide meaningful, reinforcing activities that are corrected punctually with specific feedback. Above all, the KES staff wants to avoid homework as a source of frustration and a burden.** Below are specific expectations from each grade level.

Grade 1: The primary commitment in our grade is to teach your child to read for understanding. Each child will receive a monthly reading calendar. Interesting books at the right reading levels will be sent home for "homework" practice. Just 15 minutes a day of out-of-class reading can make a big difference in your child's in-class reading proficiency. Beginning readers need small doses of extra support from their parents, consistently. Please read to or listen to your child read for 15-20 minutes, daily.

Teachers will provide a system for parents to report their child's reading progress. In addition, short assignments in spelling, writing, and math may be given. Please let the teacher know if more than 20 minutes is needed for homework.

Grade 2: We commit to sending home realistic, reinforcing homework. Please work with your child. Please monitor and correct the homework with your child to give immediate feedback. Parents will be notified if a child consistently fails to bring in completed and corrected homework. Please let the teacher know if more than 20 minutes is needed for homework.

Grade 3: Parents will be notified if a child misses two (2) assignments per month. The student will either work on the missing work during lunch, recess, or after school in a tutorial program. Please let the teacher know if more than 30 minutes is needed for homework.

Grade 4: Parents will be notified if a child misses two (2) assignments per core subject: math, social studies, science, language arts/reading, or health. The student will either

work on the missing work during lunch, recess, or after school in a tutorial program. Please let the teacher know if more than 40 minutes is needed on average for homework.

Grade 5: Each is expected to complete assignments and turn them in on time. If the student is chronically missing assignments that lowers his/her grade, parents will be notified. Please let the teacher know if more than 50 minutes is needed on average for homework.

Home as a Place to Study and Learn

This is a survey for you, as parents, to discuss and record your child's responses. Although your child's perception may differ from yours, it is important to hear and clarify differences as you understand them.

PEOPLE:	YES	NO	SOMETIMES
1. There is someone there to help me with my homework if I need it.	___	___	___
2. When I bring homework from school, someone is interested in looking at it.	___	___	___
3. Someone at home says good things about my work.	___	___	___
4. Other people at my house read at home.	___	___	___
5. In our house there are times when we all talk together.	___	___	___
6. In my house someone listens to my questions and talks with me.	___	___	___
A PLACE:			
1. I have a quiet place to work away from radio, TV, and people talking.	___	___	___
2. I have a table space to work which is comfortable for me.	___	___	___
3. At home I have paper, pencils, books and other materials I need to do my work.	___	___	___
4. We go to the library and I use my own library card.	___	___	___
A TIME:			
1. I have a regular time each day I do my homework.	___	___	___
2. I have a limit to how much TV and which TV programs I am allowed to watch.	___	___	___
3. I have a regular bedtime on school nights.	___	___	___
4. In my house I am responsible for my homework assignments.	___	___	___
5. In my house my parents help me find the time and a place to work.	___	___	___

6. In my house we have story time.
7. In my house we play games together.



The Regular Classroom Program

- Classroom instruction includes reading, language arts, (oral and written composition, English, and spelling) mathematics, social studies, science and health.
- Art, music, German culture and language, and physical education is taught primarily by the specialists, however, many of these objectives are also integrated into the other subject areas.
- All students work in the computer lab with Success maker software on math and reading. Reading Counts is another computer supplementary program. All grades 3-5 work with the Type to Learn keyboarding program at sometime during the school year.

Reading

Reading instruction focuses on the 4 Block methods: Guided Reading, Self Selected Reading, Working with words, and Writing. This is a balanced approach to teaching reading. According to research, 50% of young students learn to read through writing. Your child will write often. Spelling is incorporated into the reading program.

Reading Recovery and Read 180

Reading Recovery is an early intervention program designed to prevent reading failure for first grade students. Read 180 is a program from Scholastic Press (Harry Potter's Publisher) for grade 4 and 5.

Please see our Reading Specialists if you have questions about our reading program or your child's placement or progress.

Math

Math Communication is a point of emphasis in teaching at KES. Children will be asked to explain their thinking while problem solving. A form of "Convince Me" either orally, in writing or visually. All students will be tested in math communication in the fall, at mid-year, and in the spring.

Please see our Math Improvement Specialists if you have questions about our math program or your child's placement or progress.

Parent Conferences

- Parent conferences play a ***Key*** important part in your child's progress in school. The more often you communicate with your child's teacher, the more likely is the message to your child that "*School is important.*"
- Parent conferences are conducted for all students grades K-5 after the 1st quarter. After the 2nd and 3rd marking periods, conferences are optional at the discretion of the parent and the teacher.
- If you wish a conference, contact the teacher by note and arrange a suitable time. Conferences cannot be scheduled during instructional time. This would be unfair to your child and his/her classmates. Please do not drop in on a teacher unannounced, especially at the end of the school day. The main office can assist you in making arrangements for a conference, but final details are between you and the teacher.
- All parents should report to the main office before going to classrooms.

Report Cards

Parents will be kept informed of pupils' progress and achievement by a report card that is issued quarterly. Since no report card is adequate in presenting the full picture of a pupils' progress, parents are encouraged to confer with teachers as often as possible. The philosophy behind report cards is to encourage students to explore, manipulate objects, question and discover, think, speak, work cooperatively, and evaluate themselves. The teacher is a facilitator in creating learning experiences, which motivate and provide structure in a secure environment where the student becomes responsible for his/her own learning and behavior.

Early Childhood Education Grading Policy:

Gr. K, 1, 2, & 3

Our early childhood educators assess student progress by a number of methods that include but are not limited to:

- Observations are made daily.
- Checklists of basic skills mastered.
- Anecdotal records.
- Can include samples of student work.
- Oral tapes.

The information collected from the above methods of assessment, are used to adapt the curriculum, plan activities to meet the needs of the children, and provide feedback to parents.

Grade 1, 2, and 3 students receive the following Developmental Codes:

- CD - Consistently Displayed
- P - Developing/Progressing
- N - Not yet evident
- X - Not Addressed

Grade 4 and 5 students will receive an electronic report card each marking period. The first marking period is marked Parent Conference.

Grades 4 & 5	
90-100	A
80-89	B
70-79	C
60- 69	D
Below 60	F

School Programs

Case Study Committee: Special Education

The Case Study Committee (CSC) is charged with the identification of special needs children and monitoring the special programs in the school.

- Parents who believe their child has special learning needs may wish to have their child screened and tested. A parent or the classroom teacher may initiate a request for an educational evaluation through the Case Study Committee Chairperson, KES office, Bldg. 2000. The Chairperson is Ms. L*** R***, 489-7075/7048
- DoDDS headquarters, in Arlington, VA, establishes guidelines for this committee.
- The members of the committee are the parents of the child being discussed, principal (or designee), nurse, guidance counselor, appropriate classroom teacher, and other specialists as required. The nurse, counselor, Talented and Gifted, and ESL Teachers attend on an as needed basis.
- **CHILD FIND – Special Education:** *Child Find* is the name for the Department of Defense Dependents Schools’ effort to identify children who have conditions requiring special education. **If you’re a parent of a child in the military**

community and suspect that your child needs special attention, contact the school. You will be referred to a person from the school who can help you.

With parental approval, qualified teachers, consultants or other specialists will give your child special tests when he/she is referred for evaluation. DoDDS provides special education for children in the following categories: mentally retarded, hard of hearing/deaf, speech impaired, visually impaired, seriously emotionally disturbed, orthopedically impaired, other health impaired, multi-handicapped or specific learning, disabled, and developmentally delayed (preschool).

Depending upon the child's needs several service delivery models (or a combination of service delivery models) and time in special programs may be utilized: 1) pullout services, 2) co-teaching services where the special education teacher, 3) special education aide works within the student's regular classroom along side the regular teacher, or the consultation model where the special education teacher offers suggestions in the form of curricular and environmental modifications.

- **Program for the Communication Impaired:** *Speech and language services* are provided for students who have communication impairments that adversely affect educational performance: articulation disorders, stuttering, voice disorders and language disorders. The Case Study Committee determines eligibility for these programs. If you have concerns about your child's speech and language development, please contact your child's teacher to begin the referral to the CSC.



Counseling and Guidance Program

KES has two counselors, who facilitate a comprehensive K-12 guidance program. This is partially accomplished through classroom presentations conducted by the counselors. Each student has opportunities and the guidance necessary to develop skills for:

- * accessing and processing information
- * dealing with change
- * thinking, reasoning, and problem solving
- * demonstrating positive human relationships, and for
- * practicing learning as a lifelong process

in order to serve their community and society and achieve personal fulfillment.

- **Consultation/Referral Requests:** Small group and individual counseling is available. Parent referrals for students to receive counseling services or information on community-based programs can be made by contacting the counselor.

- **School Psychologist**: is available for long-term issues of social, emotional, and academic development.
- **Support Team**: The Support Team reviews and monitors all student referrals for **severe adjustment problems**, academically, emotionally, and socially outside of the special education process. This team chaired by the school councilor coordinates with community agencies, families, and staff. Please contact her at 489-7075.
- **Crisis Intervention Team**: In case of a crisis, such as a sudden death or suicide attempt that affects Kaiserslautern Elementary School, there exists a Crisis Intervention Team. This team is composed of the principal, assistant principal, nurse, counselor, and Educational Resource Team personnel (school psychologist and behavior management specialist). In case of a crisis, the staff phone tree will be activated. A school staff meeting will be held in the library before school to share necessary information and referral procedures. Crisis response members will be in place throughout the school day to provide counseling services. Currently, The school counselor is the Crisis Team coordinator and can be contacted for additional information.
- **Small Group Counseling**: Small group counseling sessions for grades 1-5 will be conducted throughout the school year. These groups will be held during the school day. Here is a brief summary of the types of groups:
 - **SELF-ESTEEM** The goal of this group is to improve self-esteem. A positive self-concept is developed through examining personal strengths and weaknesses, developing communication skills and learning to be accepting of differences.
 - **SOCIALIZATION** The purpose of this group is to improve peer relations, with an emphasis on the school setting.
 - **STUDY SKILLS** This group is for the teaching of study skills such as organization, listening and studying.
 - **DIVORCE/DEPLOYMENT SUPPORT** Lunchtime support groups will be organized to help with the adjustment of students experiencing this change in the family.
 - **HI-BYE** Starting in October, one day each month is reserved for students in each grade 1-5 to eat lunch with the counselor. Those students moving into or out of KES that month will receive an invitation. We'll discuss those issues involved with moving and adjusting to a new place.
 - **WELCOME WAGON** This group will be involved with helping new students adjust to Germany, our school and the Kaiserslautern community. Students must complete an application (available from the counselor) to participate in this group.

If you feel your child can benefit from any of these counseling groups, please contact your child's teacher or counselor. Permission from the sponsor must be attained for participation in these groups. For additional information, please contact the school.

Drug Abuse Resistance Education – D.A.R.E.

We are fortunate to have a D.A.R.E officer from the Air Force Security Police who is committed to our school students and the Drug Abuse Resistance Education Program. All students K-4 receive 4 lessons of 20 minutes of an introductory D.A.R.E. curriculum. All fifth grade students receive 15 class periods of instruction during the year. The success of this program is proven. We are pleased to have it in our school.

English as a Second Language- ESL Program

The English as a Second Language (ESL) program is designed for students who are acquiring English as a second language.

- Students are tested to help determine linguistic ability level for placement in either individualized or small group instructional settings. Parental permission is required for testing and entrance into the program.

Linguistic structures, vocabulary and culture are taught in conjunction with helping the student to develop proficiency in the four skill areas of listening, speaking, reading and writing. The overall goal is to make students with limited English or no English knowledge proficient in English as quickly as possible to allow them to participate fully in the regular school program.

Extra-Curricular and After School Activities

Throughout the year a myriad of activities/clubs for the students to get involved in: **Drama, Sign Language, Tutoring at lunch and after school, PE Club, Garden Club, Art Club, Reading Club, and Computer Club and more.**

Gifted Program

- Gifted classes at KES focus on four critical/creative thinking skills, self-awareness, cooperative learning strategies and accelerated academics. Specific skills are targeted each quarter. Topics are:
 - Advanced math
 - Reading/writing workshop
 - Science and inventions
 - Impressionist painters

The School Health Program

Children well enough for school attendance should expect to participate in ALL activities to include outside recess.

1. **School health activities**, which are addressed during each school year, include the following:

a. Health appraisals, including general health, vision, dental, hearing, and scoliosis screening. Referrals will be made whenever necessary.

b. Health education, including home and school safety, concepts of good nutrition, dental care, human growth, and development, good hygiene habits, and basic first aid.

c. Exceptional child program coordinated through the Case Study Committee in the elementary school. The school health nurse is a member of the committee.

d. Emergency care of accidents and/or illnesses, including necessary counseling, guidance, contacting parents, communicating with teachers and acting as a liaison for the school and the clinics. **THESE ARE ACCIDENTS AND ILLNESSES WHICH OCCUR DURING SCHOOL HOURS ONLY--PLEASE DO NOT SEND YOUR CHILD TO SCHOOL TO BE TREATED FOR AN INJURY OR ILLNESS THAT HAS OCCURRED OUTSIDE THE SCHOOL ENVIRONMENT.**

e. Your child's medical problems and concerns will be shared with each teacher and/or specialist involved in working with your child throughout the school year. All school personnel consider all information confidential.

2. **What the school nurse can and cannot do** is listed below:

a. The school health nurse is just that--a nurse. She can neither diagnose diseases nor prescribe medications. The nurse is the **key contact** if you **suspect that your child has attentional issues**, call, 489-7764.

b. The school nurse CANNOT dispense medications for short-term illnesses, i.e. antibiotics, decongestants, etc. Parents should arrange to have the child take the medications before and after school at home. In cases of chronic conditions requiring daily medications, i.e. asthma, ADD or ADHD (hyperactivity), epilepsy, etc., the school nurse CAN administer the medication at school if all of the following are done.

1) Written permission from physician (forms available from nurse's office).

2) Written permission from parent (included on physician permission form).

3) Medication in a pharmacy labeled bottled, marked with student's name, time to be given, amount to be taken, the name of the drug and "for school use" on the label.

4) Over the counter drugs (i.e. Tylenol, aspirin, cold medication) cannot be administered without meeting all of the above requirements.

5) Children should at no time carry their medication to school. All medications must be delivered and picked up by parents in the nurse's office.

6) Nurse must be provided with information regarding requirement of prescription issued by a German Physician.

c. The school health nurse has the responsibility of caring for school-related accidents and/or illnesses. Home-related accidents and/or illnesses are the responsibility of the parents and cannot be treated by the nurse at this school.

d. The school health nurse may not issue excuses for recess, physical education, or any other activity. This excuse must come from a physician. Please do not write an excuse asking your child to remain in the classroom or the nurse's office during recess or physical education. If a child is that ill, he/she should remain home.

e. The school health nurse does have a great deal of resource material that may be shared with parents as well as teachers. Her knowledge of resource people and organizations within the Kaiserslautern community can also provide valuable information to parents.

f. The school health nurse will notify parents of children who have been exposed to a communicable disease, along with providing other information regarding that particular disease. This notification will probably be in the form of a letter written to all the parents of children in a particular classroom.

IT IS VERY IMPORTANT THAT YOU PROVIDE THE NURSE WITH AS MUCH INFORMATION REGARDING YOUR CHILD'S PRESENT HEALTH CONDITION AS POSSIBLE. THIS INFORMATION WILL BE PLACED ON YOUR CHILD'S SCHOOL HEALTH CARD AND UPDATED AS NECESSARY.

3. **Sending children home from school:** If a child becomes ill at school, the parents will be notified to pick up their child within a reasonable amount of time. Current information (i.e., telephone numbers, emergency contact, etc.) is maintained in the nurse's office, the administrative offices, and by the teacher. Please ensure that the information is current. This can be done by notifying the office of any and all changes of information on the student enrollment card. The office will notify the others of the changes. Below you will find valuable information concerning the Kaiserslautern American Elementary School's policies on sending children home from school.

a. When an emergency occurs, the parents will be notified to pick up and take the child to the clinic if treatment is necessary. Some emergencies must be immediately referred to Landstuhl Hospital and an ambulance dispatched. You will be notified whether to meet your child at the hospital or at the school.

b. A sick child is unable to function in a satisfactory fashion. A sick child can expose his classmates, teachers, and other staff members to illnesses. Sick children must be sent home and parents are required to pick them up immediately after notification by the nurse. The school does rely on neighbors, friends, fellow workers, and supervisors when a parent is unable or unavailable, for whatever reasons, to pick the child up. Please make arrangements with someone to assist, when needed, with the care of your child.

c. The following are school health policies for sending a child home from school:

- 1) A temperature of 100 degrees or higher.
- 2) Nausea or vomiting.
- 3) Marked drowsiness or listlessness.
- 4) Acute cold symptoms, such as a sore throat, persistent cough, etc.
- 5) Reddened, watery or discharging eyes.
- 6) Acute skin rashes or eruptions.
- 7) Suspected impetigo, scabies, or ringworm.
- 8) Acute earache.
- 9) Swollen glands.
- 10) Head lice.
- 11) An accident that causes shock to the body.
- 12) Fainting.
- 13) An emotional upset, which makes it impossible for the child to finish the school day.

4. **School health records**: A permanent health record is maintained for each child in the elementary school. This is part of your child's cumulative record. The results of the yearly health appraisals are recorded, as well as any important illness, accident, or other event. The nurse maintains a log of children who have visited the health room. The log contains the name, date and time of visit, reason for visit, treatment, and disposition (i.e., was the child sent home, returned to class, etc.). This log is utilized to answer any questions that might arise concerning the visit, to look for repetition in visits, etc.

ONCE AGAIN, THE IMPORTANCE OF MAINTAINING CURRENT, UP-TO-DATE EMERGENCY CONTACT NUMBERS, DUTY PHONE NUMBERS, ETC., CANNOT BE OVEREMPHASIZED. PLEASE MAINTAIN THESE WITH THE OFFICE, SCHOOL NURSE, AND THE CLASSROOM TEACHER.

No Smoking Policy

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

Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.

There will be no designated smoking areas defined or condoned by DoDDS-E schools.

Information Center (Library)

Staff: One Information Specialist and one full-time Library Technician.
Hours: 8:10 to 3:30 (unless booked for a school meeting or activity)
Telephone: Military 489-7075 or Civilian 0631-536-7075

Philosophy

The KAES Information Center provides the materials to support curriculum and promote a love of reading. Through a flexible schedule students are encouraged to become informed users of information and independent life-long learners.

Information Center Schedule

All students have a scheduled visit to the IC to conduct book exchange. Flexible visits to the IC for students in grades 3-5 are arranged through collaboration between the Information Specialist and Classroom Teacher to determine what information seeking skills the students need to learn in relation to the task at hand. Individual student visits to the IC are encouraged but require the permission of the teacher. Each class may send up to 4 student passes to the IC for independent research or book exchange.

Circulation

Students in K-1 are allowed to checkout one book. Students in grades 2-5 are allowed 2 books, or up to 4, if they have a report to complete. If a class is enrolled in the Reading Counts program students may check out an additional book from their Reading Counts selection. Students may check out 1 magazine in place of a book. Books can be renewed twice but if another student has requested the same book then only 1 renewal will be given. Students with overdue books will be restricted from checking out other books until the situation is resolved. All students receive information during orientation regarding the policy on lost/damaged books.

Lost/Damaged Books

When a book has been overdue for 30 days, the book is considered lost. A letter is sent home to sponsors to notify them that the book has not been returned. The lost/damaged book must be replaced by remitting a check in the amount of the lost/damaged book made out to "MACKIN". The Information Specialist will also consider a replacement from the student's personal collection based on quality and content.

Tardiness in Returning Books

A student will be considered tardy by consistently failing to return library books within the required 10-day period. For example, books that are kept over 2 months, without renewal or replacement, twice within a school year will be considered tardy. A letter will be sent to the sponsor informing them of the withdrawal of checkout privileges for the remainder of the school year. Extenuating circumstances where this policy would not be instituted would be emergency leave situations.

Book Selection

Younger children often select books by their cover, however, if sponsors deem any selection inappropriate for their child then return the book and help them select something else. To encourage a child to read independently help them to remember the five-finger rule when selecting a book. Do this by selecting a page from anywhere in the book, if the child has trouble decoding five or more words on a page then the book is too difficult and they will be come frustrated trying to read it by themselves. During orientation students are provided with other ways to select appropriate reading material.

Volunteers

Parent volunteers are welcome in the IC. If you have artistic skills and enjoy creating bulletin boards, cutting out letters or items for students to use in an activity, then you will enjoy the IC. Also any volunteers who are computer literate will be able to put their talents to work!

Parent-Teacher Organization (PTO)

The PTO is an activity centered, fund-raising organization, which provides many services and goods to the school such as the school picture program. In addition to goods, the PTO has sponsored visiting theater programs for student cultural enjoyment and learning. The PTO also sponsors bake sales, carnivals, and other activities, which provide a service but also, generate funds to be spent on their established goals. For information **Email: KaiserslauternES.pto@eu.dodea.edu**

Study Trips

Funds are budgeted annually for educational study trips. These excursions are curriculum related and used to enrich regular classroom instruction and to participate in host nation cultural activities.

- Teachers who are planning to take study trips will be notifying parents well in advance and asking for volunteer chaperones.

- Active parent participation in chaperoning study trips is required and will help to provide a safe, enjoyable experience for the children in the class.
- The following are policies governing study trips:
 - Permission slips and a medical power of attorney are required for each participating student for each study trip. Blanket permission slips are not valid.
 - Notification of a study trip will normally be sent out two weeks in advance.
 - Teachers will make arrangements for students who will not be going on a study trip. Students cannot be asked to stay home that day.
 - Smoking or drinking alcoholic beverages by students, teachers, or parents is not permitted on study trips.
 - For safety reasons **chaperones are not authorized to take with them any dependents (younger sibling/s) that are not formally participating in the activity as a classroom member. Chaperones must ride the bus with the students.**

Specialist Programs: Grades K-5

Physical Education Program

The Physical Education program at Kaiserslautern Elementary School is designed to help your child achieve optimal growth and development by:

- Providing an opportunity to develop and maintain a level of physical fitness commensurate with individual needs.
- Helping your child become competent in body management and useful motor skills.
- Providing an environment where your child can acquire desirable social skills.
- Providing an environment where your child can acquire desirable social skills.
- Helping your child become aware of the importance of physical activity and development of a positive attitude toward physical activity to help him/her make healthy lifestyle choices in the future.

General Music Program

Basic, general music classes are provided by a music specialist for grades K-5 with additional experiences from the classroom teachers. Through singing, listening, movement, creative activities, and playing classroom instruments (rhythm, recorder, ethnic, and autoharp) students learn about the structure of music including its melody, rhythm, harmony, timbre, form and expressive devices. A variety of musical types, both classical and contemporary, are used in learning and performing. The DoDDS music standards and the National Music Standards provide guidance in assuring educationally sound music instruction.

Art Program

The art program is a discipline-based program correlated with the DoDDS Goals and Sequential Learning Objectives from the newly revised Visual Arts Program Guidelines (DS Manual 2620.1) and the newly adopted textbook series, Discover Art, given to classroom teachers. These provide a skeletal framework from which the art specialist builds the program upon using vast supplemental resources.

Students will have the opportunity to celebrate their success and effort by displaying their artwork throughout the year.

Host Nation Program

The purpose of the DoDDS Schools Foreign Language/Intercultural Program is to prepare students to meet the ever - increasing demands of an interdependent world community by enabling them to recognize the relevance of learning foreign languages, to value the importance of learning about other cultures, and to develop a mastery of one or more foreign languages.

The objectives reflect an integrated foreign language and intercultural studies educational philosophy which, at the elementary level, places emphasis on the study of the host nation culture with the language of the host country forming an important adjunct



School Policies and Procedures

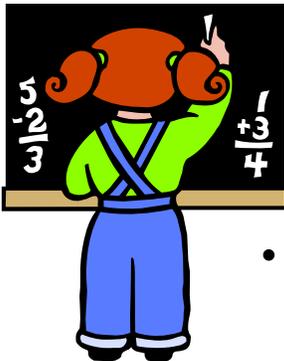
Attendance Policy

It is recognized that absence from school is necessary under certain conditions. Every effort must be made to keep absences, interruptions, and tardiness to a minimum.

The following guidelines are provided for your assistance.

- It is the responsibility of the parent or guardian to notify the school every time a student is absent. Please call the school to inform them of the absence of your child. All students **MUST** be accounted for by 0900 every school day. If you are unable to call please email at Attendance.KaiserslauternES@eu.dodea.edu The office staff requests that you call or email before 0820.
- **Planned family trips** are considered **excused absences**, but it would be advantageous to plan these during school vacation periods.

- Notifications of **emergency absences** are to be **coordinated** with the school through the **Registrar's Office**, Ms. Heidi Busch. The teacher is to be notified.
- Absence from school is excused for illness, family emergencies (e.g., severe illness or death in family, local hardship situation), religious observances, family trips, and medical appointments that cannot be arranged at a time when school is not in session.
- A parent/sponsor must provide a written explanation to the school for a student absence.
- The parent/sponsor will be formally notified by the principal when a student has two unexcused absences and on the occasion of every subsequent unexcused absence.
- Principals will notify the Command of habitual unexcused absences or tardies.
- **Tardies:** If a student is late or out of school for more than one hour, a half-day absence will be charged for that day. If possible, medical appointments should be scheduled before or after school to prevent loss of school time.



- Approval for an excused absence will not be granted for **participation in non-school groups or associations**. Those absences will be considered **unexcused**.
- 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.
- Signing out students will be done in the Main Office. **Presentation of I.D. cards is required when signing out students.** Only parents or legal guardians may sign out students. Exceptions are granted only by an administrator and written requests from the parent or legal guardian.
- **Students are not permitted to sign themselves out of school.** Students picked up during recess or lunchtime may not leave the playground or cafeteria until the parent or guardian has signed in at the office and presented a dismissal slip to the adult on duty. No student will be dismissed from the classroom until the **parent or legal guardian has first signed in at the office.**

For your convenience on the next page, please see the absence and tardy form for your use.

Absence and Tardy Form Kaiserslautern Elementary School

* It is the responsibility of the parent/guardian to call the school every time a student is absent.

Dear Teacher,

Please excuse my dependent _____
Last name, First name

for being absent/tardy on: _____ from – until _____
Date dates

for the following reason (please circle appropriate description):

CODE	DESCRIPTION
AE	Athletic Event
FT	Family Trip
IL	Illness
ME	Medical/Dental Appointment
OE	Other Excused
ST	Study/Interscholastic Trip

Parent/guardian's signature

date

phone

Discipline

Our goal is to help students develop impulse management, to develop emotional and social skills, and to learn how to resolve conflict.

- **Expectations:**
 - We believe that children need to practice to learn and learn to practice.
 - We believe that all students can learn how to be successful learners.
 - Students must practice each day (and some day master) how to:
- **KES' 5 School Rules**
 - Be respectful of others and property.
(Care.)
 - Listen and Respond appropriately to adult's instructions.
(Follow the Rules.)
 - Choose helpful actions and use encouraging words that help everyone accomplish their tasks.
(Be Helpful and Kind.)
 - Keep commitments, turn work in, and try his/her best.
(Be Responsible.)
 - Keep arms, legs, and feet close to the body.
(Be Safe.)
- **Actions which adversely affect the flow of instruction** require timely intervention and generally fall into these categories:
 - **When the classroom routine is disrupted:**
yelling, talking out, flying objects, slamming of objects, cutting in line, acting out of turn, leaving without permission
 - **When a child's behavior becomes a nuisance:**
poor hygiene, constant attention-getting moves, 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
 - **When the child's behavior results in vandalism or destruction of property:**

writing or marking, kicking to break, throwing to break, hitting to break or damage, blocking the plumbing

- **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

- **Procedures and Consequences for Disruption or Disobedience**

1. **Your child will be asked which of the five school rules were broken.**
2. If a **Discipline Referral Slip** is completed by a staff member, the **child will bring the slip home for the parent's signature and return to the teacher or main office.**
 - **1st Discipline Slip:** Probable parent conference with student and teacher. The counselor may be involved and a behavior contract may be developed.
 - **2nd Discipline Slip: Student** sent to administrator
 - **3rd Discipline Slip:** Administrative decision on action and possible suspension or consequence depending on the nature of the incident.

Subsequent discipline slips may result in additional days of suspension or detention. Discipline slips can start over at semester beginning at step two for children on behavioral contracts. (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.

A discipline referral slip is a communication tool to inform the parent. It is **Not** part of the **student's permanent record.**

3. 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, Out-of-School Suspension or Community Service. Sponsors may be required to attend school with the child in some suspension cases. A copy of the suspension letter will be forwarded to the parents, teacher, and coded in the computer until the end of the school year. Repeated suspensions will result in copies of suspension letters also being forwarded to the sponsor's commander. When a child is suspended from school a conference is held with the appropriate administrator **BEFORE** the child will be readmitted to class. An **expulsion** is the removal of a student from the school by the Area Superintendent for the remainder of a school term.

Discipline Record Keeping:

A computerized record is kept on every child who receives a discipline referral slip. When a serious incident occurs, the student's name, reason for being sent to the office, date and type of disciplinary action taken is recorded and **destroyed at the end of the school year**. This is a record keeping tool and is **Not part** of the **student's permanent record**.

Some Thoughts on Self-Discipline:

We have two main tasks at school: to teach the habits of love and of work.

Early Dismissal from School

If you wish your child to be dismissed from school early, please notify the teacher in writing. In the note, indicate when you will be picking up your child. If someone other than a parent is picking up the child, that person **MUST** have authorization **in writing** from the parent.

In either case, all children leaving school before regular dismissal **MUST** be signed out in the main office. Please do not ask to have your child wait for you in the office. It is in the child's best interest to be ready, but to remain for instruction until you actually arrive.

Health / Medical Policies

Immunization Policy

Children attending DoDDS schools are required to have immunizations that are based on the policies of the Immunization Practices Advisory Committee of the Public Health Service, Department of Health and Human Services, information from the National Centers for Disease Control; and on requirements promulgated by the Assistant Secretary of Defense (Health Affairs). The minimum requirements are listed below.



Diphtheria, Tetanus, Pertussis (DPT, DTP, DtaP) – Three shots the last of which is given after the 4th birthday. A DT booster is required every ten years thereafter.

Oral Polio – Three doses the last of which is given after the 4th Birthday.

Measles, Mumps, Rubella – two doses given singly or in combination at least one of which was administered after the 4th birthday.

Haemophilus Influenza type b (Hib) – Normally four doses in infancy, but if no record of Hib in infancy only one dose is required. It is not given after the 5th birthday.

Hepatitis B (HepB, HBC) – Three doses given over a 6 month period.

Hepatitis A – 2 doses given 6 months apart.

Varicella – Unvaccinated persons who lack a reliable history of Chicken Pox can be vaccinated at any visit at or after the 1st birthday. Susceptible children 13 years of age or older will need two doses, at least one month apart.

Immunization records of each child will be screened at the time the child is registered. Those children not in compliance with the above standards will be required to obtain the necessary immunizations prior to completion of the registration process. Failure to do so will result in the child being removed from school until the requirements are met.

Communicable Diseases

Students must be excluded from class and need a clinic clearance to return to school for the following illnesses:

Chicken Pox	German Measles
Measles (Rubeola)	Mumps
Whooping Cough	Diphtheria
Pink Eye	Impetigo
Ring Worm	Scabies
Lice	Scarlet Fever
Mononucleosis	

Parent notification letters will be distributed to the parents when a communicable disease occurs in a classroom.

Child Abuse and Neglect

It is the official responsibility of each DoDDS employee to immediately report all suspected child abuse and neglect cases to the proper authorities. The nurse is the school's Point of Contact.

School Health Screening

Throughout the year health screening will be conducted to ensure that the children are able to physically perform at their optimum level of educational function. The following screening will be performed:

1. School-wide vision screening.
2. Hearing screening for grades K-2 and by teacher or parent referral for older children.
3. Scoliosis screening for 5th grade.

Parents will be notified prior to the screening and clinic referrals will be sent home if necessary.

Messages

Only **EMERGENCY** messages are given immediately. Personal messages to teachers and requests for conferences are placed in the teacher's box. Teachers normally check their boxes in the morning, at noon, and at the end of the day. Please state if your message is **URGENT**.

Personal Property

Lost and Found

Items are collected in a storage bin in the cafeteria, building 2000. Valuable items, such as watches, wallets and ID cards are kept in the main office, building 2000. Because most items of clothing, lunch boxes, etc., are purchased at the Base Exchange, it is especially difficult to establish ownership. Please **MARK WITH LARGE LETTERS** the inside and outside of all lunch boxes with your child's name. Coats, hats, gloves, scarves, etc., should also be marked.

HIGH INTEREST/ HIGH VALUE ITEMS: (Game boys, discman, card collection, etc.) are not allowed at school without the express permission of school staff. These items are routinely confiscated and kept in a secure location in the office. Items may be returned to parents upon their request. Unclaimed items are periodically donated to local charities. Personal belongings left on the bus must be reclaimed at the Transportation Office. The school cannot reclaim these for you.

Recognition Programs

KES has the following awards and honors: Presidential Academic Awards, Presidential Physical Fitness Awards, Reading Counts, Math Counts, Student of the Month, Media Fest, Oral Reading Festival, Young Authors, Literacy Awards, Acts of Kindness (A-OK), Battle of the Books, and individual teacher classroom honors.

School Clearance

If you are transferring, please notify the Registrar's office and the classroom teacher **five to ten days** in advance of your scheduled departure. School records have to be prepared for you. You may hand carry school progress reports, and a copy of all records. The official record will be forwarded directly to the receiving school upon request from that school.

School Emergency Evacuation Plan

Evacuation procedures are initiated whenever an emergency situation dictates. Evacuation may be based on any number of emergency situations. The most common reasons for evacuation are fire drills, fire alarms, and bomb threats. The following procedures are followed at Kaiserslautern Elementary School whenever an emergency evacuation is required.

1. Classes are evacuated under the supervision of school staff members to the playground area or the Community Center. Classes will be grouped by grade level and teacher on the playground.
2. If an extended evacuation is anticipated during inclement weather, elementary school students will be moved to the Community Center Theater.
3. Buses line up on Kansas Avenue and Washington Square, the two streets bordering the school playground.
4. When dismissing students, school staff will walk classes past the buses, having students board their bus as they pass.
5. Students not riding buses will be taken to the courtyard. Students walking to the housing area will be released from the courtyard.

School Supply and Property Security

Textbooks and some instructional materials are United States Government property. Students will be required to reimburse the Government for lost or damaged books. Vandalism of the building, grounds and furniture is also subject to payment by the sponsor.

Snow Days

In the event of hazardous weather conditions during the school day, the Dependent Schools' Office at Kapaun will consult with the school authorities to determine whether students will be released from school.

School may be in session even when busses do not run. This will be announced by Armed Forces Network (AFN) radio and the children's transportation becomes the responsibility of the parent of guardian.

LISTEN TO AFN FOR ANNOUNCEMENTS ABOUT SCHOOL CLOSINGS.

These announcements will be made beginning at 0600 hours. Announcements of early dismissal will be made as soon as possible on AFN, as weather conditions vary in the Rheinland Pfalz area. We urge you to listen carefully for the names of the schools, which are affected.

Weapons

Weapons at school will not be tolerated. Any incident involving a gun, knife or other item that gives other probable cause to feel threatened or to inflict bodily harm is considered to be a weapon. Administrative action ranges from counseling to expulsion depending on the gravity of the misconduct.

Visitors & Volunteers

We encourage visitors. The **courtesy of notification to the teacher** is requested **before** your visit; (the class may be meeting in the library, at lunch, at recess, etc.) Discussion with the teacher during class time should be avoided except for very urgent emergency situations. Your child and others may lose valuable instructional time. **Teachers will be happy to schedule conference times with you.**

If you are a **visitor** to Kaiserslautern American Elementary School, you **MUST** sign in at the Main Office, building 2000. Upon signing in, you will receive a visitor's identification badge to be visibly worn at all times while you are on the school grounds. At the conclusion of your visit, return to the respective office to sign out and to turn in your badge.

Parents who accompany classes on study trips must sign the Volunteer Log prior to departure.

School Bus Information

General Information

The Department of Defense Dependent Schools (DoDDS) personnel manage student transportation operations. They are responsible for establishing bus routes and stops, conducting periodic safety reviews, ordering school study trip transportation, and administering the transportation contracts. If you have any concerns or recommendations to improve safety or efficiency, please contact the Kaiserslautern STO. The School Transportation Office (STO) is located at Building 2010, Room A6, The hours of operation is from 0700 –0740 then 0830-1440 then 1530-1630. The office is only closed during the bus arrivals and departures time. The telephone number is DSN 489-2877 (0631-536-2877)

School Bus Discipline

Safe and secure transportation of DoDDS students is our mission. Proper student behavior and parental support of the discipline program is a key element of that mission. Although riding the school bus is a privilege, with that privilege is every student's right to have a safe and unencumbered ride to and from school.

On the first Infraction: if it is a minor misconduct, a warning letter or email will be sent to the parent or guardian. (See Table of Consequences.)

The email states:

The Student Transportation Office has received a report of misconduct on _____. The report says that on bus XX, XM run on XX ABC 06, XXX _____ . This is considered a _____ offense under DoDDS behavior policy and could result in the suspension of bus privileges. (if this is not the first offense, then state what number of offense it is for the school year).

In fairness to you and _____, we will allow you three work days to provide any information you believe should be considered in the determination of this case. Your input must be in writing (email, letter, fax) and arrive our office no later than XXXX day, XX ABC 06. After that date the entire package will be forwarded to the school administrator who will determine appropriate disciplinary action.

On all other infractions the Table of Consequences will be used to determine action to be taken.

On bus suspension the school has the final word.

Bus Services

DoDDS school bus operations in the KMC are by commercial bus companies providing services specifically defined in contracts with DoDDS. The KMC STOs conduct quality assurance of those contracts to ensure that services are provided as required. All inquiries about DoDDS bus services should be addressed to the STOs and not directly to the bus companies, drivers or company employees.

Centralized Bus Stops

Bus stops are established based on the size of a community or neighborhood to minimize commute times and provide fair and equitable transportation services for all registered riders. Maximum walking distances are 1 mile for Kindergarten to 6th grade and 1.5 miles for 7th to 12th grade. DoD Transportation Policy mandates centralized stops and does not allow establishment of bus stops solely for convenience.

Bus Passes

Students requiring DoDDS school bus transportation need to be registered each year with the appropriate Student Transportation Office (STO). The bus pass contains the bus stop location and scheduled times as well as the route number and information on the student and sponsor. A different color of pass is used each year and expires at the end of the school year. These passes are used to ensure only authorized persons are on the school buses and are critical to identification of student and sponsor in case of accident or incident. No authorized student will ever be denied transportation to school. Each bus driver should have a list of students authorized to ride that bus, based on registration records at the STO. However, **if students do not have a valid bus pass, they may be denied transportation home and the sponsor will be notified to pick them up at school.** Bus passes are only valid for the route indicated on the pass. If a bus pass is lost or damaged, please contact your STO for a replacement. SWAPPING, EXCHANGING OR FALSIFYING A BUS PASS IS PROHIBITED, and could result in suspension of bus privileges.

Temporary Bus Passes

If your student needs to ride a different bus on a temporary basis, contact your STO for a temporary bus pass. The parent may also provide a signed, written request for the student to bring to the STO. The same procedure applies for students who normally do not ride a bus, but are visiting a bus rider. For security and student accountability, all riders must have a bus pass issued for the bus on which they are riding and temporary bus passes must be signed for when issued. **Using a bus pass for a different bus is prohibited.**

Safety Attendants, Security Attendants and Bus Monitors

Safety attendants or safety aides are contractor employees assigned to buses for special needs students and buses with only kindergarten through second graders. Their job is to provide assistance to the students and maintain a safe environment on the bus.

Bus Security Attendants are contractor employees who are assigned to buses for **force protection**. Funding restrictions preclude having a security attendant on every bus, every day. The security attendants are assigned to buses on a rotational basis to ensure the widest coverage to meet force protection requirements. In deference to force protection guidelines and operational security, the security attendant schedule is not published or disseminated to the public.

Bus monitors are volunteers who ride the bus to monitor student behavior and report misconduct. Their tour of duty is two weeks or longer and is strictly on a volunteer basis. If you wish to volunteer as a bus monitor, contact the STO for more information.

Inclement Weather, Late Bus and Early Release Procedures

Weather conditions during the winter months can cause delays or cancellation of bus services. The decision to delay the start of the school day, release schools early or cancel the school day altogether rests with the KMC Commander. Delays are normally determined and announced on AFN stations beginning at 0600 hours. For local KMC weather reports and road conditions you can call the Ramstein Air Base weather announcements at **480-COLD (06371-47-COLD)**. For information on school delays or closings listen to AFN radio (FM 100.2 or AM 1107 for the KMC). If you live in an area that does not receive an AFN radio broadcast, you should make arrangements with someone who does to contact you in case of delays or closings. If you have specific questions about school schedules, you should call the specific school office.

Several villages in the KMC have stops that are often inaccessible during inclement weather even when most of the routes have no problems. The families living in those villages receive specific information on procedures to get to an alternate bus stop during inclement weather. However, anyone that feels a specific weather condition makes access to their bus stop doubtful, is authorized to use any bus stop on their bus route.

Early release of school will be determined by the KMC commander in coordination with the school administration and announced according to community procedures. It is recommended that you **do not come to the school** to pickup your student(s) for an early release, especially if the release is due to bad weather. Students are much safer on the bus than in a smaller vehicle on treacherous roads.

At times there may be a delay of one or more routes due to localized conditions or mechanical breakdowns. The bus company is required to notify the STO of any delays in excess of 30 minutes. The STO will make every attempt to contact the sponsors of students on the delayed route to inform them of the delay. Therefore it is critical that you provide your STO with current phone numbers and emergency contact information.

LOADING ZONE SAFETY

Due to the large number of students that have to be unloaded or loaded in a short amount of time, loitering or playing in the vicinity of the loading zone is highly discouraged. In the past we have had “near misses” when students were bouncing or throwing balls that bounced into the loading zone in front of moving buses or under parked buses. Please advise your children that playing, bouncing or throwing balls in the loading / unloading zone is putting them and others at risk of injury, or worse. The same rule should be observed at the bus stops. In Germany there is no requirement for vehicles to stop for a loading or unloading school bus. However, on US military installations, passing a loading or unloading school bus is prohibited, the same as in the US. For the safety of all our students, please do not drive through the loading / unloading zones when school buses are loading or unloading.

School Parking

During school bus unloading and loading times, the bus zone is for school buses only. Most locations are posted with the hours closed to all but school buses, and some areas cannot be used anytime, except by school buses.

Misplaced or Lost Student Procedures

If a child misses their bus stop and stays on the bus, the driver will report this to the contract manager who will contact the STO. The STO will contact the parent, or emergency contact, to arrange a drop off or parental pickup of the child. Unless the bus driver receives specific instructions to the contrary, the student will be returned to their school and the parent or designated adult will be required to pick up the student at the school. If your child does not arrive home (or other designated location) after school as expected, you should contact your STO immediately. The STO staff will stay on duty and work with the school office until your child is located and returned to you or a designated adult. Our experience has been that “lost” students often are with friends, neighbors or at a location which they thought was the agreed upon place for them to go after school. When you call the STO about a lost student, it would help to have the names of the student’s friends who ride the same bus. It would also help for us to know that the parents and or care-providers have been in contact with each other to determine if the child is with either of them. If you locate your child after you contact the STO and school, please give a courtesy call to the STO and school to let us know that the child has been located.

Complaints or Suggestions

If you have a concern about the operation of a bus route or student conduct on the buses, please contact the applicable Student Transportation Office (STO). Do not address your issue to the bus driver or security attendant unless it is an emergency. Complaints and misconduct reports should be submitted in writing (email, fax, letter) or on a customer inquiry form that is available at the STO. If you have an emergency or safety issue please call your STO, but follow it up with a written statement so we have a detailed first-hand record of the report.

Parent/Sponsor/Guardian Responsibilities

Parents, sponsors or guardians (hereafter referred to as “parents”) will be responsible for the conduct and behavior of their children at all times. *Offenses by students and/or lack of acceptance of this responsibility by the parents may result in the permanent loss of transportation privileges.* Parents are reminded that school bus transportation in an overseas community is a special privilege that comes with clearly defined responsibilities. To assist in maintaining a safe and orderly school bus transportation system, parents must ensure the following procedures are adhered to:

- a. Familiarize your children with rules of conduct in this pamphlet and ensure their understanding of expected behavior. Emphasize the need for orderly conduct at the designated bus stops and on buses to prevent accidents or injuries.
- b. Supervision and behavior of students at designated bus stops is the sole responsibility of individual parents. Familiarize your child with host nation traffic laws. *Traffic does not stop for school buses.* To ensure safe boarding, students should line up a minimum of three feet from the curb. Parents must ensure students do not push and shove during the approach of the school bus.
- c. Anyone observing inappropriate behavior at the bus stop should first try to correct the situation by talking to the students.
- d. Continued misconduct, disrespect, or disregard of safe behavior at bus stops should be reported to the STO a police report should be filed with the respective Security Police Flight. For the Kaiserslautern and Sembach areas, call the 569th US Forces Police Flight, at DSN 489-6060 or commercial 0631-536-6060. For the Ramstein area, call the 568th Security Police Flight at DSN 480-2050 or commercial 06371-47-2050.
- e. Parents are responsible for transporting their children to and from school during periods when transportation privileges are suspended or revoked. Students found riding the bus while under suspension could receive a permanent suspension from bus riding privileges

f. Report known incidents of student misconduct to the STO. The complaint, if serious in nature, should be reported immediately by telephone and may also necessitate a follow-up written report.

Student Responsibilities

Students are the key individuals in helping to have a safe and enjoyable bus ride to and from school each day. Students are to abide by the school bus courtesies, safety standards, and related disciplinary action guidelines (Attachment 1). In order to provide parents with a timely notification of offenses, students should give any write-up sheets or other information letters from the STO to parents within 24 hours of receipt. Students are not to bring balls, skateboards, baseball bats, etc. on the bus.

Offences and Related Suspensions

Offenses can result in suspension actions as stated in the example of a misconduct letter. The progressive disciplinary policy is in place to help parents become aware of their children's behavior. This offers parents the opportunity to review school bus safety standards prior to a suspension. In cases of severe misconduct, school bus privileges could be revoked for the remainder of the year and/or community service may be imposed.

Liability

When liability for damage to contract buses by students is clearly established and verified, the responsible student(s) and their parents are called in for a counseling session with the school and the school bus officer. He/she will discuss all appropriate disciplinary actions as well as reimbursement responsibilities for the parties involved. In cases where voluntary reimbursement is declined, the contractor (property owner) will seek compensation through legal avenues. Declining voluntary reimbursement by the sponsor may result in school bus suspension until all obligations have been fulfilled.

TABLE OF CONSEQUENCES (Revised 30 January 2003)

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
A Minor Misconduct	<ol style="list-style-type: none"> 1- Boarding or exiting the bus unsafely to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing/insulting other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane/obscene language or gestures 10- Littering 	Verbal/Written Warning	1-5 day suspension	10 day suspension 6-10 day	20 day suspension 11-20day	Suspension of Riding Privileges for the Remainder of SY
B Serious Infractions	<ol style="list-style-type: none"> 1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus (including own body parts) 5- Full or partial nudity 6- Damage/theft/pilfering <\$100 	1-5 day suspension	10 day suspension 6-10 day	20 day suspension 11-20 day	Suspension of Riding Privileges for the Remainder of SY	
C Severe Offenses	<ol style="list-style-type: none"> 1- Tobacco/Alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism/damage/theft >\$100 7- Any action that leads to a bus accident 	10 day suspension 1-10 day	20 day suspension 11-20 day	Suspension of Riding Privileges for the Remainder of SY		
D Criminal or Illegal Acts	<ol style="list-style-type: none"> 1- Possession/use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb Threats 	<p style="text-align: center;">SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED Serious Incident Report to appropriate authorities Notification to installation Commander via Schools Liaison Office (SLO) if appropriate SLO to be informed when suspensions/expulsions from bus occur</p>				

Note:

- 1- All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2- All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
- 3- Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 4- Discipline of students with disabilities must be taken consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1

School Supply List

SY 2008-2009

Kindergarten

- 8 -- #2 pencils
- 1 – box colored pencils
- 8 – glue sticks
- 3 – bottles of glue
- 1 – book bag or backpack
- 1 – box of colored markers
- 1 – box tissues
- 1 – child’s round end scissors (Fiskars)
- 4 – boxes of crayons (8 in box)
- 1 – watercolor paint set
- 1 – large bath towel
- 1 – paint shirt (can be one of mom/dad’s old shirts) [Jackson]
- 4 – pocket folders [Jackson]
- 2 – highlighters (yellow & green)
- 1 – spiral notebook [Rocha-Mendoza]
- 4 – notebook dividers [Rocha-Mendoza]
- 1 – 3 ring binder notebook [Rocha-Mendoza]
- 1 – rubber eraser

First Grade

- 4 – pkgs sharpened #2 pencils
- 8 – glue sticks
- 4 – boxes crayons (24 in box)
- 1 – bottle of glue
- 4 – pocket folders
- 1 – bookbag or backpack
- 1 – crayon/pencil box
- 1 – watercolor set
- 2 – pkgs colored markers
- 1 – child’s round end scissors (Fiskars)
- 2 – spiral wide rule notebooks
- 1 – box tissues
- 1 – rubber eraser

Second Grade

- 1 – box crayons (16 in box)
- 1 – child’s round end scissors (Fiskars)**
- 1 – glue stick**
- 1 – bottle of Elmer’s glue
- 10 - #2 pencils
- 2 – pocket folders
- 1 – small school box
(plastic)
- 1 – soft sided bookbag or backpack NOT on wheels
- 1 – box tissues
- 1 – pair gym shoes
- 2 – wide rule spiral notebooks
(NO LOOSELEAF BINDERS OR TRAPPER KEEPERS)
- 1 – rubber eraser

Third Grade

- 1 – zippered, plastic pencil pouch
- 1 – pkg #2 pencils (quarterly)
- 1 – pair of child’s scissors
- 2 – glue sticks
- 1 – box of crayons (24 in box)
- 1 – box of colored pencils
- 1 – box of dry erase markers
- 1 – pkg of wide lined loose leaf paper
- 3 – Mead composition paper (black/white cover, NO spirals)
- 1 – box tissues
- 1 – rubber eraser

Fourth Grade

- 1 – pgs #2 pencils
- 2 – red marking pens or pencils
- 1 – rubber eraser
- 1 – box of colored pencils
- 1 – glue stick
- 1 – bottle of glue
- 1 – pkg wide ruled loose leaf paper
- 8 – pocket folders
- 1 – bookbag or backpack
- 1 – plastic supply box
- 2 – Mead composition notebook (black/white cover, NO spirals)
- 1 – colored highlighter
- 1 – box colored markers
- 1 – box tissues
- 1 – child’s round end scissors (Fiskars)
- 1 – box of crayons (24 in box)
- small umbrella to keep in backpack for emergencies.

Fifth Grade

- 1 – blue or black erasable pens
- 1 – box tissues
- 1 – bottle of glue
- 1 – glue stick
- 1 – pair pointed end scissors
- 1 – pkg wide lined loose leaf paper
- 1 – pkg #2 pencils
- 6 – folders w/pockets/fasteners/brads
- 1 – zippered, plastic pencil pouch or pencil box
- 1 – pkg colored pencils
- 1 – pkg colored markers
- 1 – assignment notebook
- 3 – Mead composition paper (black/white cover, NO spirals)
- 1 – Steno pad
- 1 – rubber eraser

Disaster: Helping your Child Cope

A Parent's Guide

Disasters can take many forms. The emotional effects of a disaster on you and your child can be tremendous. One of the difficulties experienced by parents during disasters is that they have not had adequate time to deal with their own reactions when they are called upon to deal with the impact of the disaster on their child. This handout is designed to help you and your child during a disaster.

REACTIONS TO DISASTER

Common emotional reactions: Emotional reactions vary in nature and severity from child to child. Children's reactions to a disaster are determined by their previous experiences, their temperament and personality, and the immediacy of the disaster to their own lives. Nonetheless, some commonalities exist in how children (and adults) feel when their lives are disrupted by a disaster.

Loss of control: disaster are something over which we have no control

Loss of stability: disasters interrupt the natural order of things

Self-centered reactions: children's immediate reaction to disaster often includes a fear for their own safety

Common Stress symptoms: Following a disaster or traumatic crisis event, children (**like** adults) will likely exhibit at least several typical symptoms of stress, reflecting their emotional reactions and sense of loss. Symptoms vary with the age and developmental maturity of the child. At different ages, parents can expect:

Preschoolers: thumb-sucking, bedwetting, clinging to parents, sleep disturbances, loss of appetite, fear of the dark, regression on toileting habits

Elementary school children: irritability, aggressiveness, clinginess, nightmares, school avoidance, poor concentration, withdrawal from activities and friends, increased conflict with siblings

Young adolescents: sleep disturbance, loss of appetite, poor school performance, physical complaints (headache, stomachache), conflict with parents, withdrawal from friends

Older adolescents: sleeping and eating disturbances, agitation, lack of energy, lessened interest in peers, physical complaints (headache, stomachache), poor concentration, irresponsible or delinquent behavior

SUPPORTING CHILDREN DURING OR AFTER A DISASTER

Knowing what to say is often difficult. When no other words come to mind, a hug and saying, "This is really hard for us", will always work. Try to recognize the feeling underlying your child's actions and put it into words. Saying something like "It makes us mad to think about all the people that were hurt by this..." or "I can see you are feeling really sad about..." can help.

Sometimes children may have an overwhelming fear that they are unable to put into words, and you may need to voice their feelings for them. For instance, after a violent incident at school, you might want to say to your child, "You may be scared that something will happen to you, too, but I will keep you safe."

Be honest with your child about what has happened and what is happening. Don't deny the seriousness of the situation. Saying to a child "don't cry, everything will be okay" does not reflect how the child feels and the child knows that, at least in the immediate future, this is not true. Do not criticize regressive behavior or shame the child with words like "babyish".

Together we learn to practice and we practice to learn

Three Steps to Conflict Resolution

- 1. Tell the other person exactly what behavior you want them to stop. Tell them how it makes you feel. (i.e., I want you to stop calling me names because it makes me feel sad.)**
- 2. Tell them again and then go away from them.**
- 3. If the other person continues to bother you, tell an adult.**



Volunteers: Parent Involvement Program

KES and parents are partners in your child's education. We want your child to receive the message that "School is Important". One way you can send these three words is to volunteer in a manner that meets your needs. We would like your family to sign up to help either **one hour per month** or **10 hours or more** for the school year. Please read the list below. Check any of the 42 item(s) that meets your time requirements, your personal needs/ talents, and sign and date this form. If you have any suggestions, please add them to the bottom of the list. Please return to your child's teacher or the main office. Please make sure you sign in at the Office when you are volunteering at the school.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Book Binding <input type="checkbox"/> Book Fair volunteer <input type="checkbox"/> Bulletin Board Preparation <input type="checkbox"/> Carnival volunteer <input type="checkbox"/> Carpentry, minor maintenance <input type="checkbox"/> Chaperone study trips <input type="checkbox"/> Cleaning that is not in the custodial contract <input type="checkbox"/> Clerical Assistance (at school) <input type="checkbox"/> Computerize Certificates <input type="checkbox"/> Computer Lab. Helper <input type="checkbox"/> Computer helper with the Internet in the media center <input type="checkbox"/> Correct Papers for Teacher <input type="checkbox"/> Dictation writer for primary grade authors <input type="checkbox"/> Eat lunch in cafeteria <input type="checkbox"/> File items in classrooms <input type="checkbox"/> Gardening <input type="checkbox"/> Holiday Workshop volunteer <input type="checkbox"/> Information Center (library) assistant <input type="checkbox"/> Kindergarten volunteer | <ul style="list-style-type: none"> <input type="checkbox"/> Laminate Items for Teacher <input type="checkbox"/> Mentor an individual student <input type="checkbox"/> Nurse assistant during screenings <input type="checkbox"/> Photocopy for teacher <input type="checkbox"/> Playground monitor at lunch time <input type="checkbox"/> PTO, attend meetings <input type="checkbox"/> PTO volunteer coordinator, call from home <input type="checkbox"/> Painter <input type="checkbox"/> Publishing Center assistant <input type="checkbox"/> Physical Education volunteer <input type="checkbox"/> Read to children <input type="checkbox"/> School Pictures assistant <input type="checkbox"/> Strings class assistant from 12-1:00 PM <input type="checkbox"/> Tutor in Math <input type="checkbox"/> Tutor in Reading <input type="checkbox"/> Tutor in any subject where needed <input type="checkbox"/> Volksmarch volunteer <input type="checkbox"/> Water and cultivate plants inside and out <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
|--|--|

Signature _____ Date __/__/__ Grade: Pre_, K, 1, 2, 3, 4, 5

Printed Name _____ Child(ren)'s Name _____

Please **return** to **PTO box** in the **Main Office** or Email: KaiserslauternES.pto@eu.dodea.edu