

Wetzel Elementary School

Parent/Student Handbook  
2008-2009



**Unit 23815 Box 30  
APO, AE 09034-0030  
Telephone: 06783-2555**

# Table of Contents

<b>ASSIGNMENTS OF STUDENTS TO CLASSES .....</b>	<b>4</b>
<b>STUDENT RIGHTS AND RESPONSIBILITIES .....</b>	<b>4</b>
<b>FREEDOM OF EXPRESSION.....</b>	<b>4</b>
<b>CURRICULUM.....</b>	<b>4</b>
<b>ATTENDANCE POLICIES IN DODDS .....</b>	<b>4</b>
<b>STUDENT TARDINESS .....</b>	<b>5</b>
<b>REGISTRATION.....</b>	<b>5</b>
PUPIL ELIGIBILITY .....	5
<b>REGISTRATION PROCEDURES.....</b>	<b>6</b>
<b>OPENING DAY OF SCHOOL .....</b>	<b>6</b>
<b>DAILY SCHEDULE .....</b>	<b>6</b>
ARRIVAL TIME FOR CHILDREN .....	6
<b>BOMB THREAT.....</b>	<b>6</b>
<b>SCHOOL CLOSING.....</b>	<b>6</b>
<b>EMERGENCY TELEPHONE NUMBERS.....</b>	<b>6</b>
<b>FAMILY EMERGENCIES.....</b>	<b>7</b>
<b>TELEPHONE CALLS .....</b>	<b>7</b>
<b>VISITORS .....</b>	<b>7</b>
<b>SCHOOL CLEARANCE.....</b>	<b>7</b>
<b>TRANSPORTATION.....</b>	<b>7</b>
<b>RESPONSIBILITY FOR SCHOOL MATERIALS.....</b>	<b>7</b>
<b>SCHOOL SUPPLIES .....</b>	<b>7</b>
<b>SCHOOL HEALTH SERVICES.....</b>	<b>8</b>
IMMUNIZATION POLICY .....	8
MEDICATION POLICY.....	8
HEALTH OFFICE.....	8
POWER OF ATTORNEY .....	9
<b>STUDY TRIPS.....</b>	<b>9</b>

STUDY TRIP RULES .....	9
<b>DRESS CODE.....</b>	<b>9</b>
<b>CAFETERIA .....</b>	<b>10</b>
LUNCHROOM RULES .....	10
<b>PUPIL SAFETY .....</b>	<b>10</b>
PLAYGROUND PROCEDURES .....	10
<b>DISCIPLINE.....</b>	<b>11</b>
CORPORAL PUNISHMENT .....	11
SCHOOL-WIDE DISCIPLINE POLICY.....	11
TIME OUT POLICY .....	11
KEEPING CHILDREN AFTER SCHOOL.....	12
<b>ITEMS NOT ALLOWED IN SCHOOL.....</b>	<b>12</b>
<b>"CAUGHT BEING GOOD" PROGRAM .....</b>	<b>12</b>
<b>SCHOOL PARTIES.....</b>	<b>12</b>
<b>HOMEBOUND INSTRUCTION .....</b>	<b>12</b>
<b>HOMEWORK .....</b>	<b>12</b>
<b>GRADING SCALE.....</b>	<b>13</b>
<b>PROGRESS REPORTS/ CONFERENCES .....</b>	<b>13</b>
<b>AWARDS.....</b>	<b>13</b>
<b>LOST AND FOUND PROPERTY .....</b>	<b>13</b>
<b>PARENTS' QUESTIONS--WHOM TO CALL .....</b>	<b>13</b>
<b>SCHOOL VOLUNTEER PROGRAM .....</b>	<b>13</b>
<b>HOMEWORK CLUB– PARTNERS IN EDUCATION .....</b>	<b>13</b>
<b>PARENT TEACHER ORGINAZATION .....</b>	<b>14</b>
<b>SCHOOL ADVISORY COUNCIL.....</b>	<b>14</b>
<b>RESOURCE TEACHERS' SERVICES .....</b>	<b>14</b>
<b>GIFTED PROGRAM .....</b>	<b>14</b>
<b>COUNSELING SERVICES .....</b>	<b>14</b>
INDIVIDUAL COUNSELING .....	14
GROUP COUNSELING .....	15
FAMILY/SIBLING COUNSELING.....	15
CLASSROOM LESSONS .....	15
CONSULTATION .....	15

ADHD REFERRALS .....	15
<b>GRADE PLACEMENT OR GRADE READJUSTMENT COMMITTEE .....</b>	<b>15</b>
SOP FOR STUDENT PLACEMENT .....	15
<b>EXTRA-CURRICULAR ACTIVITIES.....</b>	<b>16</b>
<b>ENGLISH AS A SECOND LANGUAGE (ESL) .....</b>	<b>16</b>
<b>HOST NATION PROGRAM.....</b>	<b>16</b>
<b>INFORMATION CENTER .....</b>	<b>16</b>
<b>CSP TEAM (CONTINUOUS SCHOOL PROGRESS) .....</b>	<b>17</b>
<b>SPECIAL EDUCATION.....</b>	<b>17</b>
<b>CHILD FIND .....</b>	<b>17</b>
<b>BALL STATE UNIVERSITY PARTNERSHIP.....</b>	<b>17</b>

## **ASSIGNMENTS OF STUDENTS TO CLASSES**

Students at the school are placed to ensure that each child is provided with an environment that will encourage success. While it is not school policy to accommodate name requests for specific teachers, it is possible for parents to indicate what they believe to be the learning style of their child and to provide written justification for a particular type of teacher. Based on the information you provide, Wetzel Elementary School will make every attempt to meet the needs of your child.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students are entitled to an educational program similar to those offered in public schools in the United States. Students have the right to be informed of the educational progress and deficiencies, to receive regular teacher evaluations, and to have assignments and tests evaluated and returned.

Students have the responsibility to conduct themselves in a manner, which does not violate the rights of others. Students share with the school staff the responsibility of developing a climate within the school that is conducive to productive learning.

It is the responsibility of students to attempt the course of study necessary for each grade level. Students and parents must be responsible for class attendance, for maintaining property, and for properly caring for textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences of responsibilities not fulfilled.

The right of students to participate fully in classroom instruction and activities shall not be abridged or impaired because of sex, race, color, nationality or religion. All students have the right to fair and equal opportunities in all activities.

## **FREEDOM OF EXPRESSION**

Students have the right to free inquiry and free expression of ideas. Free expression is not to be restricted unless its exercise interferes with the orderly conduct of classes.

Students have the right to recite the Pledge of Allegiance and salute the American flag, but may decline to do so long as they respect the rights of others who wish

to do so.

Students have a responsibility for showing proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in patriotic ceremonies, and to respect the customs and flags of all nations. Students have a responsibility for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have a responsibility to avoid libel, slander, obscenity, profanity, known falsehood, and disregard for truth.

## **CURRICULUM**

The general curriculum is in keeping with educational programs offered in the United States. Instruction in reading skills, arithmetic, language, spelling, handwriting, science, and social studies is provided. In addition, art, music, physical education and German culture are given a place for the enrichment, appreciation, and development of your child.

## **ATTENDANCE POLICIES IN DoDDS**

Student attendance in school is necessary for the educational process to occur. DoD 1342.6-M-1 requires that the installation commander will encourage all eligible dependents who have not completed high school to attend either Department of Defense Dependent Schools or a regular program of formal instruction in the local school system, to enroll in a tuition school, or to enroll in an independent study program by correspondence.

The Department of Defense Dependents Schools (DoDDS) educational program is organized on the basic assumption that all students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and students.

Parents will be consistently and periodically informed of student absence in order for them to exercise parental control and responsibility. The purpose of this action is to establish patterns of good attendance and to assure that educational programs have an opportunity to be successful. No unauthorized absence can be taken lightly.

Excused absences are defined as those absences for which the sponsor has provided a written explanation. These

include illness, family emergencies (i.e. severe illness, death in family, hardship situation) religious observances, family trips and medical appointments which cannot be arranged outside school time, and participation in school sponsored activities away from the school site. There will be no academic penalty for excused absences.

An unexcused absence is any absence that occurs without written consent of the parent or sponsor. Examples - truancy, suspension.

If a child is to be excused from school during the school day, his/her parent, guardian, or when appropriate, emergency contact, must physically come to the registrar's office and sign the student out. There are no exceptions.

**Parents must notify the school by 0900 when their child will be absent.**

There will be no academic penalty for excused absences. Students are to stay current with assigned classwork and are responsible for the work missed during their absence(s) from class. Work missed must be made up in a reasonable amount of time, usually equal to the amount of time of absence.

Individuals are expected to make every effort to schedule religious activities and medical or dental appointments for students at times other than during school hours. Students who can attend required religious services or arrange their medical appointments during non-school hours are expected to do so. Students who cannot meet their religious obligation or cannot have their medical or dental appointments during non-school hours may be excused during the school day for the time necessary to meet these obligations.

A student who, after reporting to school, skips, or leaves a class without an excused permission is truant. Any student who is absent from school without the knowledge and permission of his/her sponsor or school authorities is truant. Unexcused absences which are excessive and/or which interfere with the student's educational program may result in administrative action. A concerted effort will be made to prevent and remedy truancy in the early stages.

Non-school sponsored activities will not take place in the school building during the school day. Students will not be

dismissed to attend non-school-sponsored activities during the school day except under teacher supervision or upon written parent request with administrative approval.

Often, school principals receive requests from non-school groups or associations for approval for groups of students to be dismissed early from school and, in some instances, for periods involving one or more days. While the merits of some activities of outside organizations are well recognized, approval of these requests may only be granted by the principal on a case-by-case basis.

These attendance policies are implemented throughout DoDDS. If you have any further questions or concerns about DoDDS attendance policies, please contact DoDDS Pupil Personnel Services Coordinator, at (703) 325-6438 (in the U.S.) or write to: DoDDS-ODS, 4040 N. Fairfax Drive, Arlington, Virginia 22203-1634.

### **STUDENT TARDINESS**

Unless it is a critical emergency, we will not send your child home to get forgotten items such as homework, books, lunch tickets, notes, etc. Your cooperation is needed to ensure your child has everything he/she needs for the school day before leaving home. When a child is tardy, he/she must bring a note from the parent.

### **REGISTRATION**

#### **PUPIL ELIGIBILITY**

- \*1. Developmental Preschool - Open to 3-4 year old students identified as having special needs.
- \*2. Sure Start - Eligible dependents may be admitted provided they reach their 4th birthday by 31 October.
- \* Further information about eligibility requirements for the Developmental Preschool and Sure Start programs may be obtained from the office at 485-6416.
3. Kindergarten - Eligible dependents may be admitted provided they reach their 5th birthday on or before 31 October of the current school year.
4. Grade 1 - Eligible dependents may be admitted as follows:
  - a. During the first month of school provided they reach their sixth (6) birthday on or before 31 October of the current school year.
  - b. At any other time during the school year provided they attended first grade in another American school for

half of the elapsed school year.

5. Grades 2-6 - Placement will be based on documentation from the school previously attended. Provisional placement may be based on the sponsor's statement pending receipt of school records.

6. Sponsors must be able to verify dependent status before students will be placed in classes.

#### **REGISTRATION PROCEDURES**

Children in grades pre-kindergarten through six are eligible to receive instruction at our school. All children must be registered by their parents before they may attend classes. The following documents are needed to enroll pupils:

1. Birth certificate for all students enrolled in kindergarten or first grade. Passport for all students.
2. Report cards and/or other school records for all students who are new to Wetzel Elementary School.
3. A copy of orders showing sponsorship of dependents--to be kept in the student's school file.
4. Copy of housing letter showing assignment to Wetzel/\*Champion Housing.
5. An ID card (other documentation will be required for non-command sponsored dependents. Information on this will be given to sponsors when they come to register their children).

All registration requirements must be met prior to the student's first day of school.

#### **OPENING DAY OF SCHOOL**

It is requested that each child in kindergarten and first grade have his/her full name, quarter's address, and grade/room number/teacher assignment pinned to the outer clothing.

#### **DAILY SCHEDULE**

GRADES K - 6

**AM Classes Begin: 0800**

Tardy Bell: 8:05

#### **Lunch:**

K & 1<sup>st</sup> 1130-1200

4<sup>th</sup> - 6<sup>th</sup> 1200-1230

2<sup>nd</sup> & 3<sup>rd</sup> 1230-1300

**PM Dismissal: 1406**

#### **ARRIVAL TIME FOR CHILDREN**

There are a few rules that require the utmost cooperation from children and parents. **No children should be at school before 0750 hours.** This is especially important during inclement weather. Both

the health and safety of your children are involved, so we ask for your cooperation in this matter. Also, if you bring your child to school by car, please do so no earlier than 0750 since there is no supervision provided before that time. Parents of students who arrive too early will receive a call from the office.

#### **BOMB THREAT**

In the event of a bomb threat, the children will be evacuated from the school area and moved to Baumholder High School Gymnasium. Alternate evacuation point is the Community Recreation Center. An announcement will be made over AFN radio (AM 1107).

#### **SCHOOL CLOSING**

Occasionally weather conditions or other emergencies may necessitate the closing of school. Please listen to **AFN Radio FM 106.1**, for these special announcements starting at 0500 hours.

#### **ALTERNATE DESTINATION IN THE EVENT OF EMERGENCY DISMISSAL**

There may be times when the school is dismissed early due to adverse weather conditions, heating failures, or other emergencies. Since parents are not always home during such emergencies, an alternate address and telephone contact should be provided to the teacher and school office.

Following an emergency dismissal, your child should report back to school at the start of the next school session unless advised otherwise. Listen to AFN for announcements.

#### **EMERGENCY TELEPHONE NUMBERS**

Every effort is made to contact a parent or sponsor when a child becomes ill or is injured at school. However, many times the parent or sponsor is in the field, working at a site some distance from Baumholder, or is not home. The school has no place to care for a sick child for more than an hour or so. **WE MUST HAVE THE NAME AND PHONE NUMBER OF A FRIEND, NEIGHBOR, OR BABYSITTER WHO WOULD CARE FOR YOUR CHILD UNTIL YOU RETURN HOME.**

**IF YOU MOVE TO ANOTHER SET OF QUARTERS, PLEASE LET US KNOW AT ONCE.** Call the school or send a note with the new information. **ALSO, IF THE SPONSOR CHANGES UNITS OR**

**TELEPHONE NUMBERS, PLEASE INFORM US.** In case of emergency, it is essential that our records be up-to-date so that we can locate the parent in the shortest time possible.

**FAMILY EMERGENCIES**

A family emergency such as the hospitalization of a parent, brother or sister, the death or serious illness of a loved relative, lengthy absence or TDY of the sponsor, or even the death of a beloved family pet can be very disturbing to a school-aged child. The child often reacts by "feeling sick" or by becoming very quiet or very aggressive in the classroom. Please take the time to notify either the teacher, school counselor or the school nurse when an unusual situation happens. A brief note or a phone call explaining the situation will allow us to give your child extra support and love. Keeping the school informed can prevent problems for your child.

**TELEPHONE CALLS**

Messages to teachers will be noted and left with the secretary to be placed in the mailbox. Teachers may not be called from their classrooms to receive telephone messages unless there is an emergency. This also applies to messages for pupils.

**VISITORS**

Parents who are interested in visiting a classroom are asked to make prior arrangements with the teacher as interruptions in a classroom interrupts instructional time for the rest of the class. Conferences must be scheduled other than during class time. All visitors are required to sign in at the main office, including those in uniform.

**SCHOOL CLEARANCE**

If you are transferring, please notify the Registrar's office and the classroom teacher 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.

**TRANSPORTATION**

Children who live in the Wetzel Housing area will walk to school. Bicycles are not to be ridden to school because we have no safe place to park them. Parents are reminded that Wetzel students are expected to conduct themselves properly

and safely on the way to school and when returning home. Because school jurisdiction is limited to the school grounds, all incidents of misbehavior/ misconduct, occurring between home and the school fall under the jurisdiction of the community authorities.

**SUPERVISION OF CHILDREN/CURFEW MATRIX 104TH ASG POLICY LETTER 204 w/222ND BSB SUPPLEMENT**

- **4 years old and under** – Will be attended at all times. Supervisor must be in direct contact.
- **5 years old** – Minimum supervision should be: see, hear and reach within two minutes. Must be walked to and from school.
- **6-8 years old** – Indirect supervision should be close enough to see and hear from a distance. Ability to check on welfare frequently.
- **8 years old and under** – Should never be left alone in quarters or vehicles; must be under supervision of parent, parent designee, or qualified baby-sitter or attending YS or SAS program (registered).
- **9-11 years old** – Indirect supervision, suggest close enough to see and hear; not impede self-assurance, but reassurance should a problem arise. Left alone for a maximum of two hours.
- **11 years old and under** – Will not be left alone after curfew – dark or 1900 hours in the winter.

**RESPONSIBILITY FOR SCHOOL MATERIALS**

All pupils are issued textbooks and workbooks without cost to parents. Responsibility for these materials lies with the student and sponsor, as in the case of all government property. Materials lost or damaged will require reimbursement of the actual costs of the materials prior to student receipt of replacement supplies. Payment for lost or damaged school materials must be a U.S. Postal Money Order payable to the U.S. Treasurer. No cash or personal checks will be accepted. Further, upon student withdrawal, all materials must be turned in and accounted for prior to final clearance.

**SCHOOL SUPPLIES**

The parents must furnish pencils, crayons, scissors, glue, etc. The teacher will issue a list of supplies to be provided by the parents.

## **SCHOOL HEALTH SERVICES** **IMMUNIZATION POLICY**

At the time of registration, sponsors will be provided a DS Form 121 for each of their children if one is not already on file at the school. This form, along with each child's shot record, must be completed by the parent, reviewed by the school nurse or immunization clinic at the Baumholder Dispensary and returned to the School Registrar prior to the child's first day of school. *The immunizations listed on DS Form 121 are required as a condition of attendance in the DoD Dependents' schools.*

All state laws and DoDDS policies require students (K-12) to have current immunizations against DPT - Diphtheria, Pertussis, Tetanus, MMR – Measles, Mumps, Rubella, OPV – Oral Polio Vaccine, Hepatitis B shots (students need all three shots), Tuberculosis skin test (every 3-5 years) AND Varicella (Chicken-pox) Vaccine or reliable history of the disease. The Certification of Immunization form **MUST BE COMPLETED UPON ENROLLMENT** and is proof that your child is up-to-date. Parents have 10 working days to secure the necessary yellow certification and return it to the school, thereafter; failure to present certification shall result in disenrollment and sponsor's unit being notified. Please bring your child, the child's yellow shot record, and the child's medical records to the Dispensary Immunization Clinic. Dispensary staff can give any needed immunizations and fill out DoDDS Certificate of Immunization (which you can obtain from the school).

### **MEDICATION POLICY**

Only physician prescribed medications with the proper permission forms, which match the pharmacy prepared medication label, will be administered. All medications will be in the original container labeled with a current date, the child's name, the physician's name, the required medications, dosage, and instructions for use.

Parents should remind personnel at the pharmacy to prepare a separate container of the medication "for school use" so those students do not have to carry medications to and from school each day. When that dosage of the medication is changed, a new parent permission form with

the new instructions signed by the physician should be provided to the school nurse. The pharmacy labeled medication must reflect the change.

Medication for on-going chronic problems such as hyperactivity and asthma should be renewed at the beginning of each school year with proper permission forms and a current pharmacy container.

The pharmacy can help with identifying German medications. Translated instructions for the medication and a form for the use with German physician should be attached.

It is important to have medication kept at the school health office if your child is diagnosed with asthma, so that it can be administered whenever needed. If your child has a severe reaction to bee stings with breathing difficulty, it is recommended that a Bee Sting Kit be kept at the school. Please send a Bee Sting Kit along with permission for medication.

### **HEALTH OFFICE**

The school nurse provides first aid, screens students for height, weight, vision, hearing, posture problems (scoliosis screening for the 5th & 6th grades), coordinates the dental screening and fluoride rinse program, helps students and families with specific health plans, holds lost and found items for two weeks, and is a health resource person.

The nurse excludes students from school for suspected **CONTAGIOUS** conditions such as rashes, chicken pox, pink eye, strep throat, and parasitic infestations. In cases of infestation, your child must be 100% free of nits. **There are no exceptions.** Please note, the nurse **CANNOT** make **MEDICAL** diagnoses nor prescribe medical treatments.

If your child has a fever of 99.8 or higher, please keep him/her home until the temperature is normal again (98.6) for 24 hours. Please keep your child home if he/she vomits or has diarrhea. In this community, children under age nine **CANNOT** stay home unattended and children must be twelve or older to watch other youngsters.

The nurse will call you to take your injured or ill child home or to the dispensary, unless emergency medical care is required. In that event, the nurse or her designee will call for an ambulance. If your child is ill at

school, the nurse will call you to come sign-out and pick up your child. Please make a doctor's appointment if your child has prolonged vomiting or diarrhea, lingering coughs, sore throats, or earaches.

### **POWER OF ATTORNEY**

Living in this area of Germany offers many exciting options for study trips. Parents are invited to come along as chaperones. If you can't join us and your child requires emergency medical attention, we will need your Medical Power of Attorney form to obtain treatment. Teachers carry these forms on every study trip, just in case we need to use them. You must complete this form before your child can attend any study trips this year.

### **STUDY TRIPS**

The school setting is the ideal environment for a student's education. Curricular activities, in and out of the school, are intended to broaden the scope of a student's education and interests. It is the Kaiserslautern District policy to enrich school curriculum for all students, by taking advantage of the cultural, historical, and natural geographical attractions of the host nation. All trips that take students away from the school setting should be directly related to curriculum and should be used to enhance the academic area under study.

### **STUDY TRIP RULES**

1. Keep seated at all times while the bus or train is in motion and until the teacher directs otherwise.
2. Windows will be closed at all times, except with teacher permission.
3. Eating is generally NOT allowed in the bus. If eating is necessary (eating can only be done if the teacher has given permission), all trash must be cleaned-up before leaving the bus.
4. Students will behave in a manner that does not abuse another person.
5. Students will remain with their chaperone and follow their directions at all times!!
6. Everyone will behave in a manner that demonstrates we are guests in the German Community.
7. Each teacher will specify the amount of money needed on the study trip.
8. Each teacher will brief chaperones on the rules before departing on the

trip and give them a copy of the rules.

9. All adults will model behavior for the children during the field trip, i.e. no smoking, no drinking, no use of improper language, etc.

### **DRESS CODE**

**Improper Dress:** The way a student dresses reflects the kind of person they are. Cleanliness, good grooming, and appropriate attire all contribute to a healthy, productive learning atmosphere. Extremes in dress and personal appearance, which tend to cause distraction or pose health problems, are not acceptable at Wetzel Elementary School. Individual teachers and WES administration and staff may set additional, higher standards than those listed below for reasons of safety and presenting a positive image on study trips or off campus activities.

Students may not wear hats, hoods, headgear, bandanas, heavy coats, chains that hang from the hip, and/or sunglasses inside the school, or any of its classrooms, the offices, or the gym/cafeteria.

Students will wear appropriate footwear at all times.

Halter-tops, muscle shirts, and spaghetti straps are not appropriate dress for school. Attire for both boys and girls must cover the entire midriff.

Shorts and skirts must be loose fitting and no shorter than mid thigh in length.

Students should fasten clothing in such a way that their skin or undergarments do not show. Clothing items should not be too tight and "sagging" is not appropriate. Students must secure pants. WES principal is the final authority on what is too tight and what is sagging.

Students may not wear garments or jewelry, or carry accessories with profane or provocative pictures or messages with negative connotations. An example of a negative connotation is advertising for tobacco or alcoholic beverages, drug use, racial discrimination, promoting violence, or depicting sexual innuendo.

Parents share responsibility with their sons and daughters for compliance with the dress code. Students not in compliance with these standards will be sent to the office and parents will be contacted. Parents will be required to either escort a

student home to change clothes or to bring appropriate clothing to the student. Students will not be permitted to leave campus on their own. Students may not return to class until appropriately dressed. If students continue to violate dress standards it becomes a discipline matter.

### **CAFETERIA**

Students may bring a lunch from home or they may purchase a hot lunch. The Army and Air Force Exchange System (AAFES) is responsible for the school's hot lunch program. Lunch tickets may be purchased at the Base Exchanges. The cost of a lunch ticket is determined by AAFES just prior to the start of school. Milk is included as part of the meal ticket or is sold separately to those students who bring bag lunches.

If a child should forget his/her lunch ticket or the money, he/she may borrow the money from the cafeteria. Prompt repayment is expected by AAFES. A child may borrow tickets for a total of three meals. After that, no further loans will be granted until all previous bills have been settled.

Free and reduced price meals are available to families who qualify. Please call 485-8188/6468 for further information with regard to this program.

### **LUNCHROOM RULES**

1. Students are expected to receive the permission of lunchroom monitors before they may leave their seats.
2. The cafeteria is a place to talk quietly.
3. Students are to clear their areas after they have finished eating.
4. Students are to walk in the cafeteria.
5. Students may go through the lunch line only once with their class. After everyone is served, students may buy additional items.

The lunchroom monitors are following the school-wide discipline plan. Discipline slips will be issued consistent with established policies.

The cooperation of everyone is needed if there is to be an efficient and pleasant program where students are able to enjoy their lunches. Classroom teachers will assist by accompanying their students to the lunchroom and seating them at their assigned tables.

### **PUPIL SAFETY**

Much can be done to eliminate accidents if parents will cooperate closely

with the school. To supplement safety instruction in the school, please caution your children regarding the following:

1. Street Safety
  - ✓ Do not play in the streets.
  - ✓ Cross only at street corners and regular crosswalks; never cross in the middle of the block.
  - ✓ Stop at the curb; look both ways before crossing.
  - ✓ Always walk on the sidewalk and leave the streets for vehicles.
2. Playground Safety
  - ✓ Balls - Basketballs, footballs, baseballs (softballs only) may only be brought to school if prior approval has been given by the teacher.
  - ✓ Swings - Keep out of the way when another student is swinging. Do not stand on the seats. Do not twist, climb on, or jump out of the swings.
  - ✓ Slides - Use the steps to the slides. Come down one at a time. Sit and come down feet first. Do not walk up the slide.
  - ✓ Danger of thrown objects - Please teach your child the danger of throwing objects such as sticks, rocks/stones, sand and snowballs. Pupils are not to throw snowballs on school grounds. Pupils may be suspended for throwing snowballs.

### **PLAYGROUND PROCEDURES**

Our Playground Rules are:

1. Play within the school boundaries.
2. Play nicely and avoid rough play.
3. Obey all school adults promptly.
4. Running, tag, and ball throwing are not allowed in the line up area.

The boundaries for Wetzel Elementary School's grounds are within the fence that runs the perimeter of Wetzel School.

### **FRONT OF THE BUILDING:** Off limits.

This includes the parking lots.

\*\*\*\* Students are allowed to play basketball, hop-scotch, etc. on the basketball courts.

**FORT WETZEL PLAYGROUND:** All students are allowed to play on Fort Wetzel. Students are not to play behind the basketball courts, or on the community play area beyond the sidewalk. The playground in front of Bldg. # 8885 is for primary grades.

**BEHIND THE BUILDING:** No loitering is allowed. Students may walk from one side

of the school to the other, but are not allowed to play behind the building.

**BASEBALL DIAMOND PLAYGROUND:**

Students are allowed to play on the baseball diamond. They are not to be on the hill next to the parking lot. Students are to stay away from the housing area at all times.

\*\* Note: Construction areas are strictly off limits.

**DISCIPLINE**

***CORPORAL PUNISHMENT***

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student. Corporal punishment is not practiced or condoned in DoDDS.

Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

***SCHOOL-WIDE DISCIPLINE POLICY***

The total staff at Wetzel Elementary School follows a school-wide discipline plan designed to provide an environment where children can feel safe and where learning can take place with minimum disruption. The six general rules in our school-wide plan are:

1. Do nothing to disrupt the learning of others.
2. Keep your hands, feet, and objects to yourself.
3. Respect and obey all adults promptly.
4. Respect others and their property.
5. Name calling/bullying is not permitted
6. Fighting is not permitted under any conditions or for any reason.

In conjunction with this plan, each teacher has a discipline plan for his/her classroom.

***TIME OUT POLICY***

When a student chooses to misbehave, a verbal warning is given. If the student continues to misbehave, he /she will be given time-out in the regular classroom or a neighboring classroom. If a student cannot behave in time-out the student will be sent to the Principal's office.

DISCIPLINE SLIPS will be issued to students breaking school, classroom, and cafeteria rules. A copy of the discipline slip will be taken home by the student for a parental signature and **RETURNED THE FOLLOWING DAY WITH A PARENT SIGNATURE VERIFYING KNOWLEDGE OF THE INCIDENT.** Parents will be notified

if the student fails to return the slip.

**Any student receiving a discipline slip may receive a suspension as deemed necessary by the school principal or designee.** Parents will be

contacted if a student is suspended. The administration reserves the right to suspend a student who blatantly displays insubordination, disrespect and/or anti-social behavior. In addition, students can be suspended in the event of fighting, injury to others, and dangerous behavior. There are two types of suspensions:

1. **In-School Suspension:** It is designed to keep students in the learning environment; therefore it will be our first choice at all times. A parent spends the suspension time attending school with the student for the entire day. This involves accompanying the student to each class, and allows the student not to miss valuable instructional time. It also allows the parent to work collaboratively with the classroom teacher by assisting the child during lessons.

2. **Home Suspension:** This is the traditional form of suspension where the student is sent home in the care of his/her sponsors should they be unwilling or unable to participate in the In-School Suspension. A home suspension is up to three days and is an unexcused absence. During the time the student is suspended, he/she may not be present at school or attend any school-sponsored activities. Student work may be made up.

The consequences are listed on the discipline slip. The following give guidance regarding their use:

1. **WARNING:** At any time a student receives a discipline slip it is regarded as a warning, and the staff member issuing the discipline slip counsels the student on deficient behavior. The student is required to take a copy home to his/her parents and have it signed and returned the following day. If the student does not return the signed slip, parents will be contacted by an administrator.
2. **COUNSELED BY ADMINISTRATOR:** upon the accumulation of discipline slips by a student, the administration counsels the student on means of adjusting deficient behavior, and parents may be called.
3. **REFERRED TO ADMINISTRATOR**

FOR ACTION: the student's behavior is deemed severe and requires immediate administrative action.

#### **KEEPING CHILDREN AFTER SCHOOL**

Keeping children after school is, at times, an effective means of discipline for misbehavior and/or for not completing assignments.

If your child is to be kept after school, you will be contacted prior to detention by telephone or a written message.

#### **ITEMS NOT ALLOWED IN SCHOOL**

Any item considered dangerous or distracting to the educational process will be confiscated by the teacher or school administrator. They will be confiscated and returned only to sponsors.

#### **BRINGING A LETHAL WEAPON TO SCHOOL MAY BE GROUNDS FOR IMMEDIATE EXPULSION.**

**WEAPONS INCIDENTS:** Incidents involving weapons and other prohibited items are reported to the Military/Security Police and the DoDDS Area Office using DS Form 4705. Any items, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety are strictly prohibited.

In addition, Wetzel Elementary School has a strict policy regarding any device, to include weapon replicas that are likely to make other persons fear for their safety. Carrying any of these items could result in the expulsion of the student.

If an expulsion or a suspension over 10 days (cumulative or continuous) is proposed by the principal or his/her designee, the following procedures shall apply. The procedures for an expulsion or suspension in excess of 10 days require a formal hearing. The principal will convene the disciplinary committee to conduct a hearing promptly after the decision to recommend a consequence involving suspension from the school for a period in excess of 10 days. The disciplinary committee will hear the evidence and shall forward their findings and recommendations to the school principal. If the recommendation is agreed upon the action becomes a final decision. If the recommendation of the disciplinary committee differs from the recommendation of the principal and the principal does not

agree to accept the committee's recommendation, the case file will be forwarded to the district superintendent within 2 days of receipt. The superintendent or designee shall review the record and may reopen the hearing before making a final decision.

#### **"CAUGHT BEING GOOD" PROGRAM**

Throughout the year Wetzel students are given "Caught Being Good" slips in recognition for good citizenship by staff members. Drawings are held weekly and the lucky winners receive a prize.

#### **SCHOOL PARTIES**

It has been customary for classes to have these four classroom parties each year:

1. Fall Fest
2. December Holiday
3. Valentine's Day
4. Spring or End-of-the-Year

Student birthday "parties" are not appropriate. However, if a parent wants to send in a treat for the class to enjoy during the last ten minutes of the day, it is permissible, providing approval has been given by the classroom teacher.

If for any reason parents do not want their child to participate in any classroom party, they should inform the classroom teacher so that other arrangements can be made.

#### **HOMEBOUND INSTRUCTION**

Matriculated students unable to attend classes due to a short-term medically related convalescence (less than 3 months) may be able to receive the services of a home teacher for a short time each day. If you find your child in this situation, contact the schools' principal or the guidance counselor for more detailed information.

#### **HOMEWORK**

Homework is one means of developing the necessary skills of independent study and learning for present and future use. Homework promotes organizational skills and a sense of responsibility. It is also an opportunity for parents to become actively involved in their child(ren)'s learning and for each child to reach his/her full potential. Through homework, students are given the opportunity to complete additional practice and application to strengthen skills; to expand and/or enrich regular classwork; to complete work started in class; to make

up work due to absence.

Each teacher's homework policy will be described in a letter to parents within the first two weeks of school. Frequency and length of assignments will be grade appropriate. At a very minimum, a child should read or be read to 15-20 minutes nightly.

### **GRADING SCALE**

Students in the primary grades: Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> are graded using the following scale based on each child's developmental level:

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

DoD Dependent Schools grades 4<sup>th</sup> – 6<sup>th</sup> use the following grading scale in all schools where letter grades are given:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 59% and below

On the quarterly Progress Reports, a letter grade is given for each major curriculum area. In the areas of Life Skills, and Special Subjects, the following evaluation code is used:

- P = Participates
- + = Shows Strength
- / = More Participation Needed

### **PROGRESS REPORTS/ CONFERENCES**

Parents will be kept informed of pupils' progress and achievement by a report card that is issued quarterly. Since no report is adequate in presenting the full picture of a pupil's progress, parents are encouraged to confer with teachers as often as possible. Parent-teacher conferences are scheduled for all parents (Kindergarten through sixth), at the end of the first marking period. An additional conference day is scheduled at the end of the 2<sup>nd</sup> quarter for students working below expectations. Mid-term progress reports are sent home after the first five weeks of each quarter for those students working below expectations.

### **AWARDS**

At the end of each quarter, the school recognizes those children who have distinguished themselves through noteworthy achievement in the areas of academics, attendance, behavior and citizenship.

### **LOST AND FOUND PROPERTY**

Please mark your child's outer clothing, boots, lunch boxes, and school supplies. Should these items become misplaced they can be returned. Parents should check with the classroom teacher or the school nurse if their child loses property at school. *One week after the end of each marking period, all items in the lost and found box will be donated to charity.*

### **PARENTS' QUESTIONS--WHOM TO CALL**

All parents are cordially invited to visit or call school personnel in reference to any questions or concerns that they may have regarding Wetzel ES. When questions arise about classroom procedures, homework, grades, etc. the first person consulted **must** be the teacher. If satisfaction is not obtained, a school administrator or counselor is available for a conference and/or discussion relative to any concern.

### **SCHOOL VOLUNTEER PROGRAM**

Volunteers provide the school with a variety of valuable services. Some parents have agreed to share a special talent or interest with the students through the school's enrichment program; others are able to help individual teachers in the classroom on a regular basis, working with individual students and small groups of students, or assisting with classroom clerical duties. We welcome parental participation in the educational process at Wetzel Elementary. To encourage parents with younger children to volunteer, the school has established a parent center. Please call the school's office for more information (485-7492/6416).

### **HOMEWORK CLUB– PARTNERS IN EDUCATION**

The faculty and staff at Wetzel have high expectations for all of our students. The task of educating our students expands far beyond the confines of the school. Learning is a lifetime process which involves a commitment on the part of the school, the child, the parent and the total community. Many of our students need one-on-one assistance with reading, math and writing. We are asking for your commitment to these youngsters to help them by tutoring them during school or after school. Our belief at Wetzel is that all children can learn. With your partnership, all our students will achieve their full potential. If interested in

this program, please call the office.

### **PARENT TEACHER ORGANIZATION**

The PTO is established as a group caring for the betterment of education and to support the school programs. Membership is encouraged and it is hoped that all parents and educators will attend the meetings. Meeting dates and times are noted in parent bulletins. Meetings are held at the school.

### **SCHOOL ADVISORY COUNCIL**

The school has an active Advisory Council made up of elected parents and educators. Its main function is to make recommendations to the school Principal and Community Schools' Officer. Department of Defense Instruction 5105.49 states that "the establishment of local advisory committees...fosters the concept of participation in school affairs by members of the school community. It is the policy of the Department of Defense to encourage professional employees' and family participation in the formation and operation of overseas local advisory committees, to promote the vitality of these committees, and to preserve their integrity and independence of action."

The DOD Instruction indicates that the School Advisory Committee is responsible for advising the Principal and Schools' Officer on all matters effecting the operation of the school. Committee matters may include: school policies, instructional programs, facilities, maintenance, administrative procedure, education resources, student standards of conduct, lunch program, and other educational-related matters.

### **RESOURCE TEACHERS' SERVICES**

In addition to the education services provided by the regular classroom teachers, the school is also staffed with resource teachers in the following areas: Art, Compensatory Education, Counseling, Developmental Preschool, English as a Second Language (ESL), Health, Host Nation, Learning Impaired Specialists (Special Education), Information Center (Library), Music, Physical Education, Reading Recovery, Read 180, Speech Therapy, Sure Start and Gifted.

### **GIFTED PROGRAM**

Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at

remarkably high levels of accomplishment when compared with others of their age, experience, or environment. Parents, teachers or students can make a nomination.

Rating scales are completed for nominated students. The purpose of identification in the gifted program is to find students whose potential and/or performance is so extraordinary that they require differentiation in their instructional program.

Referrals may be made through screening. The purpose of screening is to quickly locate likely candidates for consideration by the Gifted Review Committee. Review of students' performance of Terra Nova achievement tests, grades 3-11 (total battery scores at or above 97<sup>th</sup> percentile). Students whose test scores meet the criteria are referred to the Gifted Review Committee. Students found eligible for the Gifted Program demonstrate intellectual ability and or academic achievement.

A Gifted Review Committee is formed at each school to facilitate the identification process. An individual student's profile of strengths provides a Gifted Review Committee with data for decision making about eligibility.

### **COUNSELING SERVICES**

Our school is staffed with a counselor and school psychologist who provide support services in the areas of personal, occupational, academic, social and emotional development. Wetzel ES offers a comprehensive competency based guidance program. Counseling services are provided in the following areas:

#### ***Individual Counseling***

Individual counseling is available to all students and is provided for students experiencing social, emotional or educational difficulties. Individual counseling may be a one-time visit or a series of visits to work through a particular problem. The length of each individual session is based on the developmental level of the student, topic being discussed, and the amount of time available for the student to be out of class. Typically, individual counseling sessions range from fifteen to thirty minutes. Referrals for individual counseling come from: student (self referral), teacher, parent, school

psychologist, principal or are initiated by the counselor. Individual counseling is provided for special education students when initiated by the above referral procedures or when indicated on their IEP. In addition, other special education students are receiving individual counseling on an as needed basis. The counselor writes goals for students with counseling objectives on their IEP after consultation with the teachers and parents and after meeting with the students. These objectives can be changed as needed and are approved by the CSC committee.

### **Group Counseling**

Small group counseling is to help children deal with concerns such as family changes, grief, self-esteem, peer relations, and military issues. Group sessions focus on thoughts, feelings, attitudes, values, behavior, and goals of the group and individuals. Types of groups or group topics are established throughout the year as the needs of students arise. Teachers and the counselors generate most referrals and suggested group topics. Small groups are open to all students attending Wetzel Elementary School, including special education students.

### **Family/Sibling Counseling**

Family/Sibling Counseling is also provided to help siblings deal with their unique family dynamics. Siblings and Parents generate the referrals.

### **Classroom Lessons**

Classroom guidance lessons are provided to grade Kindergarten through sixth grade weekly. The purpose of the classroom lesson curriculum is to enable the counselor to establish rapport with the students, while providing them with information that will assist in their development of important life skills and character education.

### **Consultation**

The counselors consult with the CSC chair on students currently in special education, students being tested, and possible students for referral. The counselors also work with the school psychologist. The psychologist provides input on counseling services provided to special education students. The counselors also consult with teachers regarding the special education students in their classes. The counselors also work with outside

agencies that are working with our special education students. These agencies include CAPS, Social Work Services, and EDIS.

### **ADHD Referrals**

The counselors organize all ADHD referral. The counselor completes an observation on all students being referred for an ADHD screening.

If you would like to get more directly involved with this process, ask questions about further details, or offer suggestions for improvement, please feel very encouraged to contact our school counselors at 485-7283/6416. In addition, the counselors can assist you with many problems that your child(ren) may be having at school.

### **GRADE PLACEMENT OR GRADE READJUSTMENT COMMITTEE**

#### **SOP for Student Placement**

Change of Teachers:

1. Any teacher or parent seeking a change of teacher for a student should write a letter to the principal stating the reason for the requested change. All supporting documentation should be attached. The principal will refer the matter to the Grade Readjustment Committee Chairperson, who will initiate the pre-referral process. This is to ensure that a change of teachers should be a last step to resolve a concern, not the first step.
2. The pre-referral process will consist of:
  - a. Referring individual should complete a referral form and submit it to the grade Readjustment Committee Chairperson.
  - b. Meeting is held with the teacher, parent and serving counselor to develop strategies and solutions to resolve the conflict. Review date set to evaluate this plan.
  - c. At evaluation time, review the plan for effectiveness. If resolved, student remains in current placement. If issues are not resolved and a change is still being considered, then the Student Placement Committee will meet.
3. The Student Placement Committee
  - a. Members: parent(s), student (if appropriate), teachers involved with the student. Grade Readjustment Chairperson and/or grade Level Chairperson of the student's grade level.

- b. Meeting agenda: Minutes will be taken. Case reviewed with updates of any pertinent information. Recommendation reached by consensus. Recommendation may include additional remedies or request for teacher change.
- c. However, name requests of specific teacher will not be considered, but rather requests for a desired teaching style or classroom environment can be noted.
- d. Recommendation will be forwarded to the Principal, who will make the final placement decision.
- e. Student's progress will be monitored for three successive grading periods. If the student is progressing successfully, no further action is needed. If the student is not progressing successfully, the process will be reinitiated by a meeting among the teacher, parent and serving counselor to modify the original plan.

#### **EXTRA-CURRICULAR ACTIVITIES**

Wetzel Elementary offers students a choice of many clubs and activities. Please help your child select the ones in which they are most interested. Students must accept the responsibility associated with being in a club and must still find time for quality academic work. The 2007-2008 list of extracurricular activities will be provided to students in September. In the past years, this list has included such activities as Student Council, Drama Club, Sport Clubs and Homework Club. Clubs usually begin to meet from early October through the end of May afternoons from 2:30 – 3:30 PM.

#### **ENGLISH AS A SECOND LANGUAGE (ESL)**

The purpose of the ESL Program is to provide support in listening, speaking, reading and writing skills in English for those students who have the advantage of coming from a home where more than one language is spoken.

Students eligible for ESL services participate in periods of small group instruction as needed. Students remain in the program until they demonstrate full proficiency in using English, comparable to the others students in their grade.

Students may enter the ESL program based on:

1. A Home Language Survey completed by the parents at school registration and follow-up placement assessments; students scoring at a high level on these assessments do not attend ESL.
2. Scores below the 50<sup>th</sup> percentile in language on the Terra Nova assessment
3. Referral by the classroom teacher or counselor when it is felt that additional support may be needed by the student in English language arts skills.

#### **HOST NATION PROGRAM**

The Host Nation program is designed to teach students about German culture and traditions. In the early elementary grades some very primary language (e.g. colors, greeting, etc.) is taught. As the students get older and show some interest/capability, a more structured language program is introduced.

#### **INFORMATION CENTER**

The Information Center offers students the opportunity to check out books for reading or research, and provides a program of instruction in information literacy skills. There are traditional library resources such as books, book/cassette sets, magazines, atlases, almanacs, and encyclopedias. There are also computer programs, CD-ROMs, videos, and Internet to enhance the student's learning experience. We encourage students and parents to visit the center and see what resources are available.

The Information Center program extends beyond the school day and into the community:

- Students may use the Information Center after school until 2:35 p.m. with a pass from their teacher.
- Wetzel parents may check out up to 7 books per week. This allows a nightly story to be read aloud in every Wetzel household. The Information Center is open for parents Monday - Friday 8:15 - 2:35.
- The following school-wide programs receive support from the Information Center:
  - The Accelerated Reader Program: Students read orange-dot books that have a reading level and a point value, and then take computerized

quizzes to test for reading comprehension and to accumulate points. Each participating student has a token on the bulletin board in the hallway outside the Information Center representing the progress made throughout the year. Students will be recognized when they reach certain point goals. Grades 1-6.

- **The Battle of the Books:** Students read at least 12 books from a list to participate in a non-competitive game show-type event that will take place in April. All students will receive recognition for their participation. Grades 4-6.

### **CSP TEAM (Continuous School Progress)**

CSP comprised of staff members, committee chairpersons, administration and parents. The purpose of the Continuous School Progress Team is to be the catalyst in providing positive influence and encouragement to committees and to assist towards meeting the goals of the Community Strategic Plan.

### **SPECIAL EDUCATION**

Special Education is any specially designed instruction, support, or equipment a student may need in order to reach his or her fullest potential. These services are available to eligible students, ages 3 through 21 years of age within DoDDS, and may include changes to the education program, commonly known as classroom modifications. A student may also receive services in the general education classroom, a resource room, self-contained class, or other appropriate setting.

DoDDS special education services are directed by both Federal regulations, P.L. 105-17 and P.L. 101-476, "Individuals with Disabilities Education Act (IDEA)", and Department of Defense Instruction DoDI 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas," dated March 12, 1996.

The Case Study Committee reviews referrals for evaluations, conducts evaluations of children suspected of having a developmental delay or disability, determines whether children are eligible for Special Education services according to the DoDDS eligibility criteria, and develops

Individualized Education Programs (IEP) for eligible students. Parents of students being reviewed are important members of the committee. There are five disability categories that the Case Student Committee will review during the evaluation process to determine if your child is eligible for special education:

- Category A: Physical Impairment
- Category B: Emotional Impairment
- Category C: Communication Impairment
- Category D: Learning Impairment
- Category E: Developmental Delay (children ages birth through 8)

### **CHILD FIND**

Child Find is a DoDDS program that actively seeks to locate and identify children and youth, ages birth through 21 years of age, who may have developmental delays or educational disabilities and may need special education and related services. Related services include: Psychological counseling, Social work services, Audiology, Occupational therapy, and Physical therapy. If you have a concern about a school-aged child, contact the child's teacher first. If your child is preschool age and you have a concern, and/or your child is entering Wetzel with an IEP developed at another school, contact the Wetzel Case Study Committee Chairperson at DSN 485-6077 or Civilian 06783-66077.

### **BALL STATE UNIVERSITY PARTNERSHIP**

Wetzel Elementary School has formed a partnership with Ball State University. Ball State University is a teaching college. Our reasons for forming a partnership are as follows:

1. To improve student achievement.
2. Mentor university students and to share expertise.
3. Professional Development
4. Learn new techniques and strategies.
5. Continuous learning for all participants
6. Maintain a university professor on site to assist teachers and interns.

We see our partnership as a way to continue school improvement, support the preparation of teachers as professionals, and link research and practice. We look forward to pursuing and developing this partnership during this school year.