



# ILLESHEIM ELEMENTARY SCHOOL

**IES MOTTO: Striving to Learn, Learning to  
Care with P.R.I.D.E.**



## 2011-2012 PARENT/STUDENT HANDBOOK

**Principal-Mrs. Audrey Griffin**

**DSN: 4674-631/731**

**CIV: 09841-834-631/731**

**FAX: 09841-8987**

**Illesheim Elementary Webpage:**

**[www.ille-ems.eu.dodea.edu](http://www.ille-ems.eu.dodea.edu)**



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**ILLESHEIM ELEMENTARY SCHOOL**  
**CMR 416 Box J**  
**APO AE 09140**  
 August 2011



Dear Parents,

Welcome back to Illesheim Elementary School. I would like to introduce myself; I am Audrey Griffin, Principal for grades Sure Start to 6<sup>th</sup>. I am looking forward to working with you and your children this year. Each family will receive a copy of the Parent Handbook and it is also assessable on the school's website <http://www.ille-ems.eu.dodea.edu/>.

As a staff, we believe that open communication is important in order to guarantee a successful school year for your child/children. Parents are welcome and encouraged to become active members of the Parent, Teacher, and Student Association (PTSA). The PTSA supports a variety of school activities that enrich our school's programs.

Illesheim Elementary School also has a School Advisory Committee (SAC) which is comprised of parents and teachers who work with the Administrator to help identify and take care of issues before they become a problem. The SAC works closely with the Principal on issues such as curriculum, bus service, dress code, etc.

The school's newsletter, **The Chalkdust**, will be published bi-weekly and will also be posted on the school's web page. The school also has a **Parent Bulletin** that will be emailed to parents every morning. I recommend providing your e-mail addresses to the School Registrar so that you are well informed of what is happening on a day to day basis. Illesheim Elementary School has an open door policy and we encourage all parents to come and visit their child's/children's classes and volunteer throughout the school year.

The Mission of Illesheim Elementary School is: ***To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.***

The Vision of Illesheim Elementary School is: ***To foster learning communities committed to success for all students in a caring environment.***

Illesheim Elementary school has two Continuous School Improvement (CSI) Goals:

***Goal #1: By 2013, all students will improve writing proficiency across the curriculum using 6+1 Writing Traits as measured by the Terra Nova 3, local writing prompt, and English Language Arts assessment.***

***Goal #2: By 2016, all students will improve their ability to problem solve across the curriculum by indentifying problems, selecting effective strategies, and communicating solutions as measured by the Terra Nova 3, Math curriculum end of the year test, and local problem solving assessment.***

Parents are invited to become active members of each CSI Committee. We value your input in making your child's/children's education a successful experience. Communication is key for continuous success. Please feel free to come by the school to visit your child's/children's classroom. Teachers will publish newsletters to keep you informed of all activities. I plan to have several parent forums this school year, so be on the look-out for announcements.

The staff and I are looking forward to planning a successful year with many challenging ideas for the students. Welcome Back!!

Mrs. Audrey Griffin

Principal

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## 2011-2012

### 2011-(91/92 Instructional Days)

#### First Semester

August 22	New Family Orientation – 9:00 A.M.
August 23	Report Day for Teachers/Teacher Orientation
August 23	CSI Day <b><u>No School for Students</u></b>
August 26	Welcome Back Breakfast
August 26	Posting of Classes @ 3:00
August 29	1 <sup>st</sup> Day of School for PSCD & 1 <sup>st</sup> – 6 <sup>th</sup> Grades, 1 <sup>st</sup> Quarter & Semester Begin
August 29 – September 2	Kindergarten/Sure Start Home visits
September 05	Labor Day - Federal Holiday – <b><u>No School for Students &amp; Staff</u></b>
September 06	First day for Kindergarten
September 08	OPEN HOUSE – IES – 4:30 to 5:00/Dinner (PTSA) 5:00 – 7:30
September 13	First Day for Sure Start
October 6	School Pictures in Gym
October 10	Columbus Day - Federal Holiday – <b><u>No School for Students &amp; Staff</u></b>
October 25	CSI Day - <b><u>No School for Students</u></b>
November 03	End of 1 <sup>st</sup> Quarter
November (TBA)	Make-Up Pictures
November 04	Teacher Workday - <b><u>No School for Students</u></b>
November 07	Beginning of 2 <sup>nd</sup> Quarter
November 11	Veteran's Day - Federal Holiday- <b><u>No School for Students &amp; Staff</u></b>
November 16	1 <sup>st</sup> Quarter Awards Assembly – 1:00
November 17	Parent Conferences - <b><u>No School for Students</u></b> /Report Cards Distributed
November 18	Parent Conferences - <b><u>No School for Students</u></b>
November 24	Thanksgiving - Federal Holiday- <b><u>No School for Students &amp; Staff</u></b>
November 25	Thanksgiving Recess – <b><u>No School for Students &amp; Teachers</u></b>
December 15	Early Withdrawal for 1 <sup>st</sup> Semester
December (TBA)	Winter Concert
December 19	Begin Winter Recess
December 25	Christmas - Federal Holiday - <b><u>No School for Students &amp; Staff</u></b>

**2012-(91 Instructional Days)**

January 02	New Years Day – Federal Holiday <b><u>No School for Students &amp; Staff</u></b>
January 03	Instruction Begins
January 16	Martin Luther King Jr. - Federal Holiday – <b><u>No School for Students &amp; Staff</u></b>
January 26	End of 1 <sup>st</sup> Semester & 2 <sup>nd</sup> quarter
January 27	Teacher Workday - <b><u>No School for Students</u></b>
January 30	Begin 3 <sup>rd</sup> Quarter and 2 <sup>nd</sup> Semester
<b><u>2<sup>nd</sup> Semester</u></b>	
February 09	Report Cards Distributed
February 16	2 <sup>nd</sup> Quarter Awards Assembly @ 1:00
February 17	CSI Day <b><u>No School for Students</u></b>
February 20	President’s Day - Federal Holiday – <b><u>No School</u></b>
March 14 -16	Terra Nova Testing
March 21 – 23	Make-Up Terra Nova Testing
April 05	End of 3 <sup>rd</sup> Quarter
April 06	Teacher Workday – <b><u>No School for Students</u></b>
April 09-13	Spring Recess
April 20	Registration for SY 2012-2013
April 20	Parent/Teacher Conferences <b><u>Early Dismissal for Students @ 11:15</u></b>
April 23	Instruction Resumes - Begin 4 <sup>th</sup> Quarter
April 23 – 27	Multi-Cultural Celebration Week
April 27	3 <sup>rd</sup> Quarter Awards Assembly @ 1:00
May 17	Early Withdrawal for PCS
May 28	Memorial Day – Federal Holiday – <b><u>No School for Students &amp; Staff</u></b>
June 14	4 <sup>th</sup> Quarter Awards Assembly, End of 4 <sup>th</sup> Quarter & 2 <sup>nd</sup> Semester
June 14	<b><u>Last Day of School</u></b> - 11:15 dismissal
June 15	Teachers’ last day

**\*The School’s Office will remain open from 7:00 to 16:00 daily throughout the summer.**

**Note: Dates Subject to Change.**







# ***MISSION STATEMENT***

***Striving to Learn, Learning to Care with PRIDE!***

The mission of Illesheim Elementary School is to provide a supportive environment where students will develop necessary skills for a lifetime of learning.

**Illesheim Elementary School's Mission: To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.**



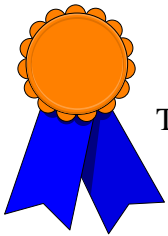
## **CHAIN OF COMMAND**



The direct line of responsibility for Illesheim ES follows:

Principal, Illesheim Elementary:	Mrs. Audrey Griffin
Bavaria District Superintendent:	Mr. Michael Thompson
DoDDS-Europe Deputy Director:	Ms. Nancy Bresell
DoDEA Director:	Dr. Marilee Fitzgerald

## **Advanc-ED ACCREDITATION**



The Advanc-ED Association monitors the school to assure compliance with its standards. Each year there is a review of teacher qualifications. Every fifth year there is an in-depth review of the school operation by a team of on-site inspectors. Finally, as part of the evaluation process, the school maintains a Continuous School improvement or CSI. Areas in need of improvement are identified, specific steps to achieve the improvements are listed, and means to evaluate the changes are stated. Parents are asked to complete surveys as part of the evaluation process and to participate in a workshop on school improvement each year. The school was visited by the Advanc-ED team in February 2011 and we are happy to report that Illesheim Elementary School has been accredited by the Advanc-ED Team. The following are the current CSI goals set for IES.

- 1. By 2013, all students will improve writing proficiency across the curriculum using 6+1 Writing Traits as measured by the Terra Nova 3, local writing prompt, and English Language Arts assessment.**
- 2. By 2016, all students will improve their ability to problem solve across the curriculum by indentifying problems, selecting effective strategies, and communicating solutions as measured by the Terra Nova 3, Math curriculum end of the year test, and local problem solving assessment.**



# ENROLLMENT AND REGISTRATION

The eligibility criteria for enrollment in DoDDS schools include the following:

- Parents or sponsors assigned to the United States Armed Forces in Europe.
- To enroll your child for school year 2011-2012, a kindergartner must be the age of **five** by 01 September and a first grader must be the age of **six** by 01 September.

There are other categories under which a student may be enrolled. Check with the office for these categories, including tuition paying. Tuition depends on the grade level of the student and the employment status of the parent. The rates for the 2011-2012 school year are as follows:

<u>Category</u>	<u>Federally Connected</u>	<u>Non-Federally Connected</u>
<b>Sure Start &amp; PSCD</b>	\$10,308	\$10,716
<b>Full-Day Kindergarten and Grades 1-6</b>	\$20,616	\$21,420

## The following documents are needed to enroll a student:

- **Student's Passport or Birth Certificate**
- **Student's Social Security Number**
- **Current/Updated Shot Records- Students cannot be enrolled until required immunization shots are documented**
- **Sponsor's Orders**
- **Dependent Travel Orders**
- **Spouse or Sponsor's ID Card**
- **Telephone Numbers: Home, Work, Non-parent Emergency Contact - no Teachers**
- **Previous School Records and/or address of previous school**

## CHANGE OF REGISTRATION INFORMATION

It is VERY IMPORTANT that the school has your **correct** email. This includes a correct military CMR and civilian local address, **home and work phone numbers are mandatory as well.** . IT IS ALSO VERY IMPORTANT TO HAVE AN EMERGENCY CONTACT PHONE NUMBER ON FILE (OTHER THAN THE SPONSOR OR SPOUSE); preferably a neighbor or someone at your duty station in the event that you cannot be reached.

**\*If you have changes in current information, please notify the school as soon as possible so that corrections can be made promptly.**

## HOME SCHOOL POLICIES

Military and civilian sponsors of school-age children who do not plan to enroll their children in a DoDDS-Europe school must complete a DoDDS-Europe registration form if their children will be enrolled to participate in academic specials offered by the school during the current school year. The school Library is available during school hours. Please check with Librarian for further information. Students must check in and out at the office to ensure the security and well being of your child.

## ATTENDANCE

The Department of Defense Dependents Schools (DoDDS) educational program is organized on the assumption that students will attend school regularly and punctually. Regular attendance at school is critically important. When a child is absent unexcused from school without notification to the school, parents will be contacted. The purpose of this action is to ensure the safety of the child, establish patterns of good attendance, and to assure that students and their educational programs have an opportunity to be successful. Children who are Home Schooled and attend the school for specials must adhere to punctuality/attendance rules and must behave as responsible citizens.

Attendance is taken daily and entered in the computer. DoDEA Headquarters' Office extracts this database periodically throughout the year. After any absence, DoDEA requires a signed, written note from the parent of a child in order to consider the absence "excused." Without a note from the parent, the child's absence is recorded as "unexcused" by DoDDS regulation. The following kinds of absences are excusable:

- Illness of or injury to the student
- Family emergencies such as severe illness, injury, or death
- Medical or dental appointments (Parents are encouraged to schedule after school hours if possible)
- School sponsored study trips
- Trips shared by the family (Parents are encouraged to schedule trips outside of normal school times)
- Meeting religious obligations

Please notify the school when your child(ren) will be absent. You may send a note to the teacher if you know ahead of time. If the absence is unexpected, then we ask that you call the office that morning before 9:00 at 09841-834-731/631. See attachment in back of handbook.

## SCHOOL HOURS

Students who ride the bus arrive at 7:45. There is **no adult supervision** before 7:45. The tardy bell rings at 8:00. The teachers will tell students which doors they are to use. Children that walk to school must arrive no later than **7:55**. During inclement weather, students will be allowed access to the school's gym where they will wait in their assigned lines. Students are dismissed at 2:15. The main office is open from **7:00 AM – 4:00 PM Monday-Friday**.



## TARDINESS

The school expects students to be punctual. Oversleeping or the alarm not going off, are examples of an **unexcused** tardy. An excused tardy would be for a doctor's appointment, illness, or family trip. If a child is more than 30 minutes late his/her parent will be required to accompany the student to school to allow admission into the class room. If you have any questions or concerns, please contact the school office at DSN 4674-631/731 or CIV 09841-834-631/731.

## RELEASING STUDENTS FROM SCHOOL

Parents **must** check in at the office prior to picking up a child. If you have an appointment and will be checking your child out earlier, please send a note to their teacher. Only parents, an emergency contact person, or someone with power-of-attorney can sign a child out of school. Children that attend sure start- 1<sup>st</sup> grade will be released to **parents and emergency contacts only**. For grades 2-6, children may walk home or be picked up by older siblings.

## WITHDRAWAL PROCEDURES

If a child is withdrawing from school:

1. Notify the main office by sending a copy of your PCS orders at least five working days before the final clearance.
2. A clearance slip will be issued to the teacher who will ensure that all books are turned in, fees paid, etc.
3. Any damaged or lost items must be paid for with a MONEY ORDER made out to the TREASURER OF THE UNITED STATES.
4. Parents may pick up student records at the end of the last day of attendance at the office.
5. Students who PCS may withdraw with full credit for the first or second semester if they have completed all but the last 20 days of the semester. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision has never been intended to apply to, or be extended for, the convenience of family travel, visits or other discretionary reasons. The policy therefore requires that parents present verification of the date of their sponsor's departure to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive no grade. DoDDS and the community commander believe it is in the child's best interest to remain in school until the last possible minute before PCSing.
6. Once students have withdrawn, they **MAY NOT VISIT SCHOOL OR PARTICIPATE IN SCHOOL SPONSORED AFTER-SCHOOL ACTIVITIES.**

## SNOWDAYS



Two or three times a year, inclement weather may delay or cancel school. This results in a delay in picking up bus students. Students on post are asked to stay home until school opens as there is no adult supervision since the teachers will also be arriving late. Information on delays or closures is announced on AFN TV/Radio beginning at 05:30.

Information is also available from an MP recording at 09841-834-565/581 (CIV) or 4674-565/581 (DSN). Please do *not* call the school as we are only aware of what AFN is announcing at that time. If students are released early an attempt will be made to contact parents via e-mail, however, we urge parents to watch/listen to AFN for details. We will ask the PX, commissary, dispensary, dental clinic, etc., to announce that school is closing. Normally, the MPs will make a loudspeaker announcement for us throughout the housing area. Please designate an alternate address or baby-sitter for your child to report to in such a case. This information should be given to the child's teacher.

## EMERGENCY EVACUATION

Fire drills are held periodically. The classroom teacher instructs students on what to do. Students should follow these instructions carefully to avoid injury or loss of life in the event of an actual fire. There is also an evacuation plan to remove everyone to the post chapel and or the post gym in the event of a bomb threat, lack of heat or water, or some other such emergency. An evacuation drill is held at the beginning and middle of the school year.

## VISITORS TO SCHOOL AND CLASSROOMS

You are encouraged to visit your child's classroom and your school. It is requested that, as a courtesy, you notify the teacher or staff member in advance of any visit. To minimize class disruption and loss of valuable learning time, discussions with the teacher during class time should be avoided except for urgent emergency situations. Teachers will be happy to schedule conferences during their free time. If a parent is volunteering please be aware that the younger sibling/s may not accompany you during school operating hours.

**ALL VISITORS TO ILLESHEIM ELEMENTARY MUST SIGN IN AT THE OFFICE.** You will be issued a pass that is to be worn prominently and returned to the office on departure from the school. Students wishing to bring a visitor should receive permission from their teachers the day **before** the visit. The visitor should be brought to the office first before going to a class.

Parents are requested not to take lunch money or lunches, permission forms, or homework directly to the classroom until you have signed in to get a visitor's pass at the front office.

## **PARENT VOLUNTEERS**

The best way to become involved with the school is to volunteer. There is an unlimited need for help. If you are interested in being a parent volunteer, please stop by the front office to complete all necessary paperwork or get more information. You will have to go through a standard on post background check before you are allowed to volunteer at the school.

You will also need to log on to MyArmyLifeToo.com and register your daily minutes/hours as well. The website has various positions posted for you to choose from.

## **HOME-SCHOOL PARTNERSHIP**

Optimal learning occurs when the school and parents have the same set of goals for the student. To achieve this, please keep communications open. Talk to your child's teacher when there is an area of concern. Do not let academic or behavioral situations become an excuse for your child not to achieve. Most concerns can be resolved if one takes the time to understand all the implications of the problem.

## **COUNSELING SERVICES**

The school has a guidance counselor who provides individual counseling, small group guidance, and classroom guidance. The counseling program is designed to promote and enhance student learning by focusing on three broad and interrelated areas: Academic Development, Career Development, and Personal/Social Development. The counselor deals with topics that range from understanding feelings and getting along with others, to being responsible, developing study skills, and improving self-esteem. Students can request an appointment for individual concerns, at any time. The counselor is also in charge of the "Character Counts" assemblies and the PRIDE parades within the school.

The counselor is also the test coordinator and supervises the administration of standardized tests such as the Terra Nova. The test is given in March to students in grades 3-6. Once the test results are back, students or parents may request an appointment to discuss the results.

**Parents interested in parent education classes and workshops may contact the counselor to set up classes.** These classes deal with topics such as discipline, communication and are designed to help parents work more effectively with their children.

If there is a problem related to academic performance or behavior that a parent thinks should be further investigated, please let the counselor know. The counselor is the point of contact anytime there is a concern over a child's school performance or behavior.

## THE PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The PTSA is an active organization that has a major impact on the school. The organization has raised large amounts of money to support various school programs such as field day snacks, physical education equipment, spelling bee, and purchase of technology supplies, after-school sports and the talent show. The PTSA also has a number of social events, which many community members attend. The elected officers for SY 11-12 are:

President	Kim McCormick
V-President	Bridget Hogg
Treasurer	Shelly Crotzer
Secretary	Dayna Dickey
Teacher Representatives	Janice Langford & Sheila Goos
Principal	Audrey Griffin

## SCHOOL ADVISORY COUNCIL (SAC)

Congress established School Advisory Councils to provide a forum where school representatives and concerned community members may discuss issues and policies affecting students and their school environment. The SAC may make recommendations and advise the principal on all matters within the jurisdiction of the SAC. These include: 1) school policies toward students and parents, student activities, and administrative procedures affecting the school; 2) instructional programs and educational resources within the school; 3) allocation of resources within the school to achieve educational goals; 4) pupil services; 5) student standards of conduct and discipline; and 6) policies and standards of the dependents' education system related to the above.

School Liaison: **Derek Hyde**

Chair: **Dayna Dickey**

Secretary: **Patricia Byrne**

Elected Teacher Representatives: **Patricia Byrne & Raschita Cromwell**

Parent Representatives: **Kim McCormick and Dayna Dickey**

We will update you about our SAC, pending an election to be held upon the start of the school year.

### **WHEN DOES SAC MEET?**

SAC usually meets four times a year at Illesheim Elementary School in room 114. Agenda items are due two weeks prior to each SAC meeting. You may address agenda items to any SAC representative or you may submit them to the office. We encourage your support and hope to see you at our meetings. The SAC Committee is an elected body. Volunteers for the position are solicited.

### **WHAT IS THE DIFFERENCE BETWEEN SAC AND PTSA?**

SAC is an issue-oriented forum.

PTSA is service oriented.

SAC does not raise money.

PTSA supports our school through fund- raising activities.

SAC supports all PTSA activities.

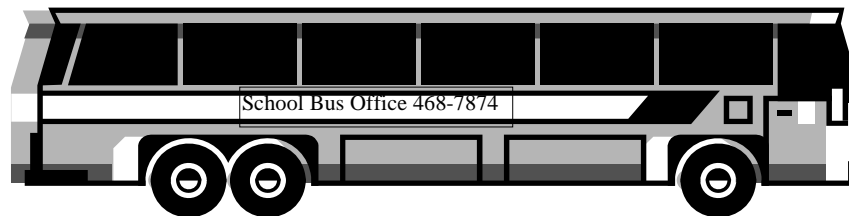
PTSA supports SAC activities.



## SCHOOL TELEPHONES



The school's telephone numbers are: Civilian - 09841-834-631/731, 09841-8408 DSN - 4674-631/731 FAX - 09841-8987. The school office telephones are very busy instruments and we encourage parents **not to** telephone and ask that messages be relayed to their children. Personal messages to teachers and requests for conferences are usually e-mailed to them directly. Teachers generally check their boxes in the morning and at lunch. Please state if your message is URGENT. Children will be permitted to use the telephone for **emergency purposes only** and with express permission of the office or teacher. Calling for lunch money, forgotten homework, or social arrangements is not considered an emergency. **Please discuss and arrange your child's after school activities and plans with him/her prior to coming to school.**



## SCHOOL BUSES/BUS RULES

DoDDS is responsible for school bus transportation, supported by the community. The point of contact for bus transportation (DETMO) is: Mr. Eustace Nesbitt at Rainbow Elementary School at DSN: 468-7874 or CIV: 0981-183-874. School personnel monitor the bus area when students are brought to and dismissed from school.

### **School Rules:**

1. Classes will remain in the building until the closing bell has rung.
2. The persons on duty will ensure that the children wait and load in an orderly, safe manner. They will remain on duty until all buses have departed.
3. Once a child has boarded the bus, the child may not get off.
4. Students will remain seated while the bus is in motion and will observe all safety rules.
5. Children may only ride their regularly designated bus unless they have a written request/permission from their parents.

### **School Bus Rules:**

#### **COMPLIANCE WITH THESE RULES IS MANDATORY.**

1. Be prompt in meeting and boarding the bus before and after school. Drivers are instructed to wait only one (1) minute at any bus stop. Ride only your assigned bus.
2. Students must be in possession of valid bus passes when riding the bus. In the event the pass is lost or misplaced a handwritten note from the parent stating the student's name grade and route number will be accepted for one (1) day. The sponsor must request a new bus pass from DETMO. A temporary pass can be given to a student by front office until student receives new one.



3. Be seated promptly and remain seated while the bus is in motion. Seat belts will be worn if present. Wait for a complete stop before standing or exiting the bus. Do not push or shove while boarding or departing the bus.
4. Do not obstruct the aisle in any way by extending arms, legs, or placing objects in the aisle.
5. Seat saving is not authorized.
6. No objects will be thrown in or outside of the bus. Such items will be confiscated.
7. Refrain from unnecessary noises, including loud talking, shouting, and using musical instruments. iPods, MP3 players and CD players are prohibited on the bus..
8. Profanity and obscenity are prohibited.
9. Do not extend any part of the body or any object out the window. Do not apply heavy pressure to doors and windows.
10. Do not smoke, light matches or light any type of explosive.
11. Do not quarrel or horseplay. Do not provoke others.
12. Do not cut, puncture, or deface any part of the bus.
13. No food or beverages will be consumed on the bus.
14. Vandalism and misconduct will be evaluated on a case by case basis.
15. Passengers will obey without argument directions from the driver and a monitor if present.



### **DISCIPLINARY ACTIONS FOR VIOLATIONS OF BUS RULES**

In the past, students who refused to be seated on the bus have created serious incidents. Violation of any of the rules could subject the student and the sponsor to one of the following actions:

- A. Minor infraction - to include breaking school bus rules.
  - First offense – warning.
  - Second offense - suspension from the bus for up to three days.
  - Third offense - seven-day suspension.
  - Fourth offense - suspension for semester.
  - Fifth offense - revocation of bus privileges for rest of year.
- B. Serious offenses such as assault, endangering or causing injury to others, damage to property, etc., will be dealt with by imposing increasingly severe punishments and sanctions as determined appropriate, considering the facts and circumstances surrounding the incident. Possible punishments include suspension for thirty days, revocation of bus pass.

Sponsors will be held liable for any damage caused by their children to school buses.

Children who cause extensive damage or present a safety hazard will be brought to the school's front office and kept there until a parent is contacted to pick them up.

Suspension or revocation of bus privileges will be verified in writing through command channels. Parents will assume the responsibility of getting students to and from school. No government transportation (shuttle bus) can be used by the student. The effective date of the suspension will be the day immediately following the offense.

## DISCIPLINE AND STUDENT CONDUCT

It is the policy of DoDDS schools that discipline be maintained consistently and appropriately. We encourage students to grow in self-control, develop a sense of regard for fellow students, and to have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with the principal and teachers the responsibility of developing a climate within the school that is conducive to productive learning.

At Illesheim Elementary School, we believe that a safe environment, free from the disruptive behavior of others, is the right of each student and is necessary for effective teaching and learning. We also believe that it is important that discipline is not only fair, but also perceived by the children to be fair. To this end, the principal, counselor and/or teacher will interview the child(ren) accused of breaking a school rule and any witness(es); the child may ask for others to be interviewed to provide information. We do our best to ensure that we gather all of the information to get the whole story. All circumstances are considered before giving consequences or calling parents. Consequences range from talking to the principal to calling the parents, to missing recess, etc. to suspension or expulsion. We will do our best to match consequences with the misbehavior, the age of the child, and all other individual information. To help children avoid behavior problems, all teachers practice pro-active/positive discipline.

Positive attitudes on the part of the students play a major role in planning and carrying out worthwhile school activities. Every effort will be made in the learning process to build students' self-esteem and a feeling of adequacy in order to gain maximum emotional, social, and intellectual growth and development. 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 their classroom teachers. When teachers receive parental backing, students respond much more positively to school policies and procedures.

Students and parents must be responsible for properly maintaining the textbooks and equipment used by students, for respecting property, for obeying school rules, and for accepting reasonable and appropriate consequences if their responsibilities are not fulfilled. Every effort will be made to help a child who fails to make a satisfactory adjustment to school. Parents will be informed, and teacher conferences will be held with them. However, more serious action will be taken if a pupil persistently violates school rules or commits a serious breach of conduct.

We, the administration and staff of Illesheim Elementary School, believe that every student will get the best education possible if:

- Students come to school prepared to participate in the learning activities
- Students respect the teachers
- Teachers respect students
- Teachers communicate often with parents
- Parents communicate with the teachers and principal
- Parents see that students get adequate rest and nutrition
- The principal facilitates the educational program and supports the teachers

## WEAPONS

DoDDS enforces a ZERO TOLERANCE FOR WEAPONS POLICY. Students and parents are hereby notified that possession of weapons could result in expulsion from school.

It should be noted that possession or use of a weapon, use of an object as a weapon, or prohibited items on DOD property, regardless of ownership, is a crime and will be reported to security officials. Weapons are not allowed on school buses or at any school functions or activities. Toy weapons, replicas of weapons, or items that resemble weapons will be considered as weapons. Knowing about a weapon without reporting it to a school official is considered a policy infraction. Disciplinary action could include suspension or expulsion.

Students are not allowed to bring knives, matches, lighters, bullets, firecrackers, caps or other explosive devices, sling shots, cap guns, water pistols to school. Other objects, which are likely to be dangerous, cause misconduct, or cause anxiety to other pupils such as itching powder, shaving cream, etc. may not be brought to school. Rocks are considered weapons; throwing rocks is dangerous and will result in suspension. Items that look like a weapon or could be used as a weapon may not be brought to school. This list is not all-inclusive; it is impossible to list every such article. However, any item being used to frighten, intimidate, or harm another student, teacher, staff member, or volunteer will be considered a weapon.

## I-PODS, CELLPHONES, ELECTRONIC GAMES, ETC.

Students are not to bring I-Pods, cell phones, electronic games, or similar devices to school or to school activities. Poke'mon, Dige'mon, and other tradable cards are not to be brought to school. Any item that is being disruptive to the learning environment will be collected by the teacher and held for a parent to pick up.

**Expensive articles should not be brought to school. We cannot be responsible for such items or for money a child brings to school.**

## DRESS STANDARDS

The school is a place of business and dress at the school should reflect that purpose. The dress must assure the health, welfare, and safety of the students.

Examples of dress which does not reflect the purpose of the school, and which does not meet the concerns of health, welfare, and safety are as follows: cut off jeans and clothing with excessive tears and holes; wearing of jeans/overalls down low on the hips; short shorts, tank tops, mesh shirts, low-cut or spaghetti strap tops, clothing with suggestive printing, midriffs and see-through shirts, clothing with drug or alcohol paraphernalia, extremely short mini-skirts, flip-flops and items such as leather bands with studs. Hats are permitted outside only. Hats are not to be worn in the classrooms or in the cafeteria.

**\*The Finger Test: When the arms are straight down at the child's side, if the fingertips pass the clothing, the shorts or skirt is too short for the school environment.**



Students who dress inappropriately will be counseled by the principal and then sent home to change clothes.

Newcomers to Germany should note that the weather is cold, damp, rainy and windy. Please try to adjust wardrobes to reflect this kind of weather, especially since students will be outside for recess and physical education activities.



## ACCIDENTS OR SICKNESS

Despite all precautions, accidents do occur in and about the school and children do get sick at school. A sick or injured child should first report to his/her teacher. The teacher will Band-Aid a minor scratch and if necessary sends the child to the nurse's office (0800-1415). The nurse will treat the child; however, if the child has vomited or is running a fever, the nurse will call the parent to pick up their child. If your child is running a fever and is sick the night before or before school starts in the morning, please do not send them to school in an effort to prevent other students/staff members from getting sick. If there is a serious injury, the dispensary will be asked to provide emergency care. Only medicine prescribed by a physician may be given. The following are required before the nurse may administer medication: Written permission from the parent and a written order from the physician (that includes why the medicine is being given and how long it is to be given). Medication to be given at school must be in a separate bottle labeled by the pharmacy with the name of the student, name of drug, amount to be taken, and the time to be taken. No over-the-counter medication such as aspirin, Tylenol, or decongestant can be given. Parents may come to the school to administer these medications or follow the procedure above for prescription drugs. Under **NO CIRCUMSTANCES** is a child to keep medicines in their desk, lunchbox, book bag, etc. All medication **MUST** be kept in the nurse's office. **As noted earlier, please keep sick children home from school.** Children who do not feel well do not do their best work and can infect those around them and generally get sent home anyway. They should not return to school until they have been free of fever or vomit for a full 24 hours.

## Health Services

Each classroom has a First-Aid Kit for minor injuries. In the event that your child is (severely) injured or becomes ill at school, every effort will be made to contact a parent/guardian. **PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME AND DUTY PHONE NUMBERS.** If the parents/guardian cannot be reached, the Emergency Contact Person or the Sponsor's Unit will be notified.

When should my child return to school after being ill?

- Temperature below 98.8° F for 24 hours, unaided by medication, after a temperature elevation of 100° F or greater.
- No significant nausea, vomiting (more than twice in 24 hours) or diarrhea (more than two loose bowel movements in 24 hours).
- Chicken Pox (Varicella) lesions crusted and dry, at least 5-7 days from onset.
- Lice treatment initiated.
- Impetigo covered and under medical provider's care, note required.

- Scabies, 8 hours after first prescribed treatment, note required.
- Conjunctivitis, signs of infection have cleared or note from physician.
- Ringworm covered, under medical provider's care, note required.
- Any illness or condition that prevents a child from fully participating in school activities, such as a constant cough, lethargy (extreme tiredness), irritability, crying or behavioral changes should be resolved before the child returns to school.

If you are uncertain as to the health status of your child, please make an appointment with your child's Primary Healthcare Provider for an evaluation.

All medications will remain at the school for the duration of the prescription. Any changes in the medication, dosage or frequency will necessitate **a new form and a new-labeled container**. Medications for acute illness (such as bacterial infections) are usual prescribed three times a day and may be administered by the parent before school, after school, and before bedtime.

### ***Special Health Considerations***

If a child has a health problem, e.g. diabetes, epilepsy, hearing condition, allergies-necessitating emergency Epinephrine administration or is on daily medication for any reason, school personnel must be informed.

### ***School Health Program***

The primary responsibility for the health of the school age child rests with the parents/guardians of the child. The school health program is designed to strengthen the educational process through health supervision and health education of the students. The school health program consists of three components:

1. Health education
2. Health services
3. Environmental health and safety

The school nurse serves as a health consultant and health appraiser. She assists parents in finding help for their child. She helps integrate health services and instruction into the curriculum, and is a resource person for the teachers. She serves as a liaison between the community, the school, the military medical offices and the parents. In addition, she maintains up-to-date information in the student's school health record and supplies health information as needed.

Several routine screening programs are conducted during the school year. The screenings include: hearing, vision, height and weight (to include BMI-Body Mass Index).

## LOST AND FOUND

There is a lost and found area in the school's gym. Please have your child check with their teachers for lost items. Lost items are placed in a bin in the gym. Money that is found will be returned to the finder if it is not claimed within a week. Any keys, glasses, wallets and the like will be turned into the office and may be claimed upon identification. Please label all personal items (i.e. lunch boxes, book bags, and clothing). Items remaining at the end of each quarter are donated to charity.

## AAFES LUNCH PROGRAM

The school serves an AAFES hot lunch from the cafeteria. Students eat in the gymnasium. When the weather permits, students are dismissed for 20 minutes to play outside after lunch. Some families may be eligible for the free or reduced price lunch program. The eligibility forms are available at the school office. Once the form is completed, take it and a copy of the most recent Leave and Earnings Statement (LES) to the Area Support Team where eligibility is determined. Students may also pay cash at the register. The price of a hot lunch for SY 11-12 is \$2.05, for elementary school students. Students may ask for larger portions except for the main entree or pre-packaged items. A second serving of the main entree must be ordered in advance when the lunch count is taken in the classroom. **Prices are subject to change.**

To setup a new account, you will have to go to the AAFES PX and go to customer Service. You will be able to get your child's Pin# right away and you will be able to deposit funds into the account.

\*\*\*Does your child sometimes forget his/her PIN number?\*\*\*

Please write it on a piece of paper and give it to your child's teacher! This will help ensure that your child is prepared when going through the lunch line. Discipline in the lunchroom is basically the same as anywhere else in the school. The children are expected to sit reasonably quietly at their assigned tables, eat their lunch and listen to and respect the monitors. We discourage moving around, trading or giving away food, and excessive noise.



## CHARGE MEALS

- A. Meals must always be provided to preprimary and young primary students or any handicapped students who may be unable to take full responsibility for a PIN number.
- B. A substitute meal may be served in lieu of a full patterned meal for students who have received a warning and continue to ask for charge meals. In this case, a ham sandwich and milk is considered a reimbursable meal.

AAFES will make special meal arrangements for students who forget their PIN. They must allow three infractions per student during the school year. A list/roster/log book or some other way of keeping track will be kept at the cafeteria. The USDA guidance does not include any provisions for students who lose their lunch money/cash. These students can charge meals to their account and parents will be responsible for repayment. Individual circumstances should be taken into consideration, but AAFES cafeteria managers and school staff are not expected to pay for student meals each time a student loses lunch money.



## CAFETERIA PROCEDURES AND POLICIES

In the cafeteria, all children will be expected to use “restaurant manners.” They may talk quietly to the people next to and across from them, but not shout or yell at any time. Students should keep their food in their “eating space” and ensure that their area, table and floor, is kept clean. Swapping of food items is not encouraged.

1. The teachers will escort classes to the cafeteria each day.
2. Classes must eat at assigned tables.
3. Once seated, students are to remain seated until excused by one of the lunchroom monitors. If they need assistance, they are to raise their hands. Students are **not** allowed to visit other tables.
4. Prior to dismissal to go out for recess, students are to remove their trash from the table and dispose of any food found on benches and on the floor. No food is to be eaten on the playground.
5. While in the cafeteria, children will be expected to be reasonably quiet—loud and excessive noise may necessitate the imposition of a no talking rule until the children can learn to converse in normal voices.
6. Generally, the children will act in a polite and courteous manner, and will show evidence of acceptable table manners.
7. Students may only bring juices, water or milk to school for their consumption during lunch. **No sodas are allowed.**





## **PLAYGROUND BEHAVIOR**

Students are expected to conduct themselves in a manner that encourages a sense of responsibility, safety, and well being for all children on the playground. Students will respect the requests and directions of the duty teachers and/or lunch monitors at all times.

Students are expected to show consideration for others and to take turns.

The following is not allowed:

- Spitting on the playground
- Jumping off any playground equipment
- Jumping off of the zip-line while in motion
- Playing rough
- Wall Ball or Pegging
- Slam dunking and hanging from the basketball rim
- Pushing, fighting, arguing, obscene gestures, or bad language constitute severer behavioral infractions and may result in suspension from school
- Bullying will not be tolerated
- Leaving the playground for any purpose without permission from a duty teacher/monitor
- Running to or from the playground
- Tackle football

Recess is over when the whistle is blown all playing stops and students will line up at their designated areas.

Students are not to have food on the playground for reasons of safety as well as to keep the school grounds as clear of litter as possible.

## REPORT CARDS AND CONFERENCES

Report Cards are issued every nine weeks. Parent conferences are scheduled for all parents at the end of the third reporting period. Parent-Teacher conferences are a vital, important means of communication. Face-to-face interaction leads to greater understanding and empathy on the part of all involved. Parents are encouraged to make every effort to attend.

In addition, teachers are available for a conference on most days after school. If you desire an appointment, please write a note to the teacher in order that a mutually convenient time may be determined. In an emergency, you may contact the principal concerning an appointment with a teacher. **Please contact the classroom teacher about any concerns before speaking to the principal.**

The grading code for major and sub categories are as follows:

### **Grades K-1 and 2-3**

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

### **Grades 4-6 (in the curriculum)**

A - Excellent  
B - Very Good  
C - Good  
D - Minimal  
F - Failing

### **Special Subject Area Codes**

P - participates  
+ - shows strength  
/ - more participation needed

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P - participates  
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Parents and students in grades 4 – 6 have access to Gradespeed to keep abreast of their children's progress. Parents are encouraged to stay in close communication with the teacher, counselor, and principal. Mutual understanding erases many potential difficulties.

\*Mid-term progress reports will be sent for any student not achieving at a satisfactory level during a nine-week marking period.

## HONOR ROLL

Report cards are distributed at the end of each nine-week period. The Honor Roll is announced shortly thereafter for grades 4-6. There are three honor rolls:

Principal's Honor Roll – 4.0  
High Honors Roll - 3.5 – 3.99  
Honor Roll - 3.0 – 3.49



To be on any honor roll a student must not have an F. If you do not want your child's name published, please let the teacher know.

## STUDENT PLACEMENT

The Student Placement Committee monitors all student placements whether it is for retention, double promotion, or change in classroom. The committee will make a recommendation to the principal regarding placement. An individual development plan is made for any student who is retained.

## CHALKDUST

Chalkdust is a bi-weekly parent newsletter which contains messages from the principal, upcoming events, lunch menu and other important school related facts and issues.

## INFORMATION CENTER (LIBRARY)

The Information Specialist (IS) invites students to the Information Center (IC) to select books, read, study, do research, or work on the computers. Ms. Susan Wolfram is the Information Specialist and is able to help you if you need any assistance. She meets with each class once a week during a scheduled library time. Collaboration with the classroom teachers ensures that the student library usage is successful. Library lessons include proper library etiquette, the Dewey Decimal System (location of books on shelves), understanding the organizations of book, literary elements, genres, and author and illustrator information. Students are also able to come to the library with their teacher's permission at other times when Ms. Wolfram is available.



Books are borrowed with the intention that they will be returned in the same condition that they are checked out. PLEASE help your child by keeping books away from younger siblings, the family pet, bathroom and eating areas. Students should get into the habit of placing library books they have borrowed into their backpacks once they have finished reading for the day/evening. Students may check out Videos, DVD's and CD's over the weekend only. We do not issue fines for late items or charge for old materials (including VCR tapes and CD's) that are damaged. Students may re-check out the same book as long as there isn't another student waiting for it. If a book is lost or stolen you will have to replace the book or buy a different book for the same price of the lost/stolen one. You may consult online book companies for prices. Please do not send your child in with cash or checks.

The library is completely automated and all students are issued a bar-code number for checkout upon the opening of school. Here are the book check-out guidelines:

- Grades K-1 may take out 1 book for 1 week.
- Grades 2-3 may take out 2 books for 1 week.
- Grades 4-6 may take out 3 books for 2 weeks.
- Teachers may take out as many books as they need.

If parents would like to have Ms. Wolfram recommend a book for your child please feel free to come to the school to make an appointment to meet with her.

## ADDITIONAL CURRICULAR PROGRAMS

The school has a number of “extra-curricular” programs. Some programs are supported by the PTSA and include national competition in the following areas:

Spelling Bee  
Geography Bee

### Some Activities May Include

Multicultural Week  
Music Programs  
Read Across America  
Student Council (4-6)  
Field Day (K- 6)

Drama Club  
Health & Fitness Club  
Homework Club  
German Club  
Guitar Club

## SCHOOL WIDE ENRICHMENT PROGRAM

Children in our school will benefit from the school-wide enrichment program. We will be looking into encouraging students to sign up for creative problem solving programs and provide an opportunity for students to delve into topics of interest.



## STUDY TRIPS

Study trips are an important dimension of the school program. Students are expected to complete assignments given on the study trip. Parents are encouraged to chaperon on these trips. DoDDS suggests that there should be one chaperon for every six students. **DoDDS regulations prohibit chaperons from including children (i.e., brothers/sisters) who are not directly involved in the trip.** In certain circumstances teachers may require a parent to accompany a child. A high standard of conduct and appearance is expected of pupils on study trips. They represent America to the local nationals who observe them.



## **COMPUTERS**

Computers are in all of the classrooms. Teachers sign up to bring their class in the computer lab for various computer assignments and students are free to sign up for individual use whenever the computers are free.

Our school is networked and students are able to access from anywhere in the building the Internet, Accelerated Reader and their own data files. The school also has a Computer Lab where students receive type-to-learn instruction as well as exploring other educational software. The lab is also open after school for students on Tuesdays and Thursdays from 2:30 – 3:30 if a teacher is present. Before using school computers the student and parents must sign a Internet Agreement.

## **PROJECT D.A.R.E.**

Project Dare is sponsored by the Ansbach Provost Marshall's office. It is based on a Los Angeles Police Department program. A military police person trained to help students deal with drugs will present the classes to 3<sup>rd</sup>, 5<sup>th</sup> & 6<sup>th</sup> graders.

## **CHILD FIND**

DoDDS is looking for students ages 3-21 who have handicaps. These may include mental retardation, communication disorders, serious emotional disturbance, specific learning disabilities, and learning or vision impairments. Please contact the school if you know of a handicapped child. Our specialists, along with medical personnel from the Exceptional Family Member Clinic, will assess the child's needs and together with the parents determine an appropriate program. Our preschool program serves exceptional children (ages 3 and 4) who have been diagnosed as having a handicapping condition.

## **PRESCHOOL HANDICAPPED**

The preschool/handicapped program is specifically designed for children, ages 3-5, with developmental delays. A child must have a 25% delay in one area or a 20% delay in two of the following areas: social/emotional development, adaptive/self-development, cognitive development, communication development, or physical development. The half-day program is designed to prepare the child for kindergarten and first grade by working on individualized goals. To qualify for the program, the child must be referred by the Exceptional Family Member Program or attend a Child Find screening.

## **COMMUNICATION IMPAIRMENT (SPEECH)**

A speech-language pathologist serves communication-impaired students during school hours. Speech therapy is provided and includes the remediation of mis-articulation and disfluency, as well as disorders of voice. Language therapy supports the development of correct language form, content and use, as well as the improvement of listening skills and the ability to process information the child hears.

Public Law 1342.12 provides for these services, and DoDDS has set up stringent guidelines for eligibility for these programs. Generally, to receive speech therapy, the student must be unintelligible more than 50% of the time, and educational functioning must be adversely affected by the communication disorder. To obtain language therapy, the student's language development must be below the 10th percentile as determined by three or more standardized tests.

The ultimate goals are to strengthen the weaknesses and eliminate the deficits so that communication skills are improved to the degree that the student can be more successful in school and in life. As soon as the deficits are eliminated, the student is declared ineligible and speech therapy is terminated.

## **SPECIAL EDUCATION/LEARNING IMPAIRED**

The goal of our special education program is to ensure that students with disabilities acquire lifelong skills by providing a free appropriate public education in compliance with the Individuals with Disabilities Act (IDEA), DoD Instruction 1342.12 and 32 CFR Part 80. Students are provided an appropriate education where placement and service decisions are based on the individual needs of the student, in the least restrictive environment and in accordance with the system's guiding principles. This policy is consistent with the DoDEA mission to provide an educational program that inspires and prepares all students for a successful transition to post-secondary learning and employment. A variety of special education services are available to include out-of-classroom instruction in which students leave the regular education classroom for part or all of the day to receive instruction from a certified special educator, i.e., Speech/Language, Learning Impaired, etc., instruction within the regular education classroom through cooperative arrangement with the assigned special educator, provision of supplementary aids and services provided as needed in the general education classroom, consultation provided by the special educator to the regular education teacher, and related services, such as occupational and physical therapy provided within the classroom setting or outside of the regular classroom in a specialized setting.

## **GIFTED EDUCATION**

The Gifted Education program follows the DoDEA Gifted Education Program. Regulation 2590.1 establishes policies and assigns responsibilities for the development and delivery of appropriate learning experiences for students with high academic achievement capabilities. Students who perform or show the potential for performing at remarkably high levels of accomplishment are referred to the school's Gifted Review Committee. The committee reviews student records and makes recommendations.



Parents must give permission for the review of information and admission into the program. Students identified as eligible to receive services for the gifted are offered opportunities that meet their needs. Some possibilities include acceleration in content areas, grade acceleration, individualized services, and interdisciplinary courses, regular classes with cluster grouping, regular classes with content acceleration, and/or regular classes with differentiation or resource classes. Also offered are enrichment programs that include extracurricular activities, leadership seminars, exhibitions, performances, mentorships, internships, special projects and publications.

## **ENGLISH AS A SECOND LANGUAGE**

Recognizing that some military and civilian employees may have dependents whose dominant language is not English, the ESL (English as a Second Language) program has been designed to meet their unique linguistic, academic, cognitive and social needs. Students are provided the opportunity to attain success in their academic setting. The ESL program is a comprehensive, challenging instructional program that helps ESL students attain the goals and benchmarks as set forth in the DoDEA Community Strategic Plan. The specific goals of the ESL program are to provide ESL students with equal opportunity and access to services so that they may become fully proficient in English and to ensure that ESL students reach full educational parity with comparable English-monolingual students by the time they reach the completion of their school career.

## **SURE START**

The Sure Start program is an early childhood program that is based on the well-established Head Start model. The program's goals for children and their families include comprehensive services, parent involvement, family support, training and technical support, and collaborative effort. Criteria for acceptance in the program include low family income, English as a Second Language, single parent, large family with children close in age, young mother, parent without a high school diploma, and children with minor developmental delays. The program serves four-year-old children. The program has specific guidelines that must be followed and all applicants are screened and selection is determined by the most guidelines met.

## **HOST NATION**

The Host Nation program provides students with a cross-cultural focus to develop an appreciation and understanding of the culture of the country in which we are located. The host nation and classroom teachers coordinate a progression of student activities, which acquaint the students with the host nation and its language and reinforce other curricular studies. We provide opportunities for students to communicate in multilingual and the 21st century. This program is **not** designed to be a foreign language class but a class to inform students on German cultures and traditions. However, some limited German words will be taught.





## ART PROGRAM

The Visual Arts Program for Kindergarten through sixth grade has four primary goals.

### **Create Works of Art**

Refers to the creating of art works, art vocabulary, skills development, and learning about the elements and principles of design.

### **Demonstrate Aesthetic Perception**

Focus upon acute awareness, well-developed observation, appreciation, taste, sense of beauty, intuitiveness, insight, and comprehension.

### **Develop a Knowledge of Art Heritage**

Delineates the expected outcomes of learning about cultures, individual artists, art masterpieces, and art careers.

### **Utilize Critical Judgment of the Visual Arts**

Refers to recognition of differences, evaluation, analysis, comparison, appraisal, discrimination, and wisdom in artistic choices.



## MUSIC PROGRAM

Music programs are an integral part of our curriculum. Students have the opportunity to be on stage, demonstrating skills they have learned in music class and in extra lessons. These skills include not only singing and playing instruments, but provide students with experience in how to conduct themselves on stage in front of an audience. Because these are special occasions, students are asked to wear certain clothing. In some instances, the music teacher will inform the students about appropriate attire for the programs.

## **HOMEWORK PHILOSOPHY**

At Illesheim Elementary School many educational approaches are used to assist the students in their learning. The assigning and reviewing of homework is an integral tool used by the teachers in the educational process. Homework assignments are carefully selected to supplement the instruction provided to students in the classroom. The amount of the assignment is carefully considered when teachers design homework assignments. The quality of homework cannot be measured by the time required for its completion since different students will spend different amounts of time to complete the same assignment. The quality however is considered to be more important than quantity. Successful at-home completion of these assignments reinforces the concepts taught in the classroom and allows the teacher to evaluate student progress in the learning process. Parental support for the value of homework and monitoring the completion of it is essential for student success.

### **Objectives:**

- To encourage the student to be self-disciplined, independent, and responsible.
- To increase the student's academic achievement.
- To reinforce and supplement the curriculum.
- To reinforce skills and material learned in class.
- To prepare students for upcoming class topics.
- To teach students to work independently.
- To aid in evaluating student progress.

## **STUDENT HOMEWORK RESPONSIBILITIES**

Students are expected to meet the following guidelines when completing homework assignments: Complete all homework assignments; do homework on their own and to the best of their ability; turn in work that is neatly done; turn in homework on time; and be responsible for making up homework assignments missed due to excused absences.

## **K-6 HOMEWORK POLICY**

We believe homework is important because it is a valuable aid in helping students to make the most of their experience in school. We believe homework can be a valuable learning experience if teachers, students and parents are all involved in seeing that homework is successfully completed.

**Suggested Time:** Students in grades K-6 should expect to have homework Monday-Thursday. Generally, students are expected to spend more time on homework as their grade level increases.

KN	5 minutes per night
1 <sup>st</sup> Grade	10 minutes per night
2 <sup>nd</sup> Grad	20 minutes per night
3rd grade	30 minutes per night
4th grade	40 minutes per night
5th grade	50 minutes per night
6th grade	60 minutes per night

## TEACHER HOMEWORK RESPONSIBILITIES

### Teachers will:

1. Identify the degree to which homework affects the determinations of a student's grade.
2. Provide clear, concise directions for completion of homework assignments.
3. Check homework assignments for completeness and mastery of concepts as appropriate to the nature of the assignment.
4. Evaluate, review, and return homework in a timely manner.
5. Periodically discuss with students and their parents the student's academic progress, including performance on homework assignments. *From Para F, 4. DS Admin Inst. 2000.8*

## PARENTAL HOMEWORK RESPONSIBILITIES

At Illesheim Elementary School, we believe that parents are key to making homework a positive experience for their children. We are asking parents to make homework a top priority by doing the following:

- Provide necessary supplies to complete assignments.
- Set a daily homework time and provide a quiet environment during that time.
- Provide a study area to complete homework assignments.
- Offer assistance when necessary.
- Provide praise and support.
- Check to see that homework is completed and contact the teacher if there appears to be a problem.





## SUPPLIES NEEDED FOR STUDENTS

Supply items are listed by grade level. Tear these off and take them with you when you go shopping. As supplies run out, parents will be requested to replace them.

-----cut-----cut-----cut-----cut-----cut-----

### KINDERGARTEN:

**Please mark the following items with your child's name.**

Scissors

Crayons – 1 pack of **8 large**  
 – 1 pack of **16 regular**

watercolor paints

1 Mead Composition Book (black and white cover)

school bag (backpack)

school box (for supplies)

1 large towel or small blanket (for resting)

daily lunch ticket or book of tickets (**Please write your child's name on all tickets**)

or lunch box

**The following material will be shared at "work stations": (no names needed)**

3 pocket folders

1 box watercolor markers

4 – No.2 Pencils

1 pack of colored pencils

2 bottles of glue (white)

3 large glue sticks

1 box of facial tissues (large)

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### FIRST GRADE:

**Please label all supplies with your child's name.**

school box

school bag (backpack)

scissors

watercolor paints

10 – No.2 pencils

1 box of watercolor markers (fine tip)

24 box crayons

1 bottle of glue (white)

5 large glue sticks (UHU)

1 boxes facial tissues (large)

2 Mead Composition Books (black & white cover)

3-pocket folders

daily lunch ticket or lunch box

**SECOND GRADE:**

Please label all supplies with your child's name.

- plastic school box
- 1/2" ruled tablet (Nifty 2nd grade tablet)
- 2 Mead Composition Book (black & white)
- 2 pocket folders
- 1 glue stick
- eraser
- scissors (Fiskars)
- box of facial tissues (large)

- school bag (backpack)
- 20 – No.2 pencils
- 12 box colored pencils
- 24-box crayon
- bottle of glue (small)
- watercolor paint
- daily lunch ticket or lunch box

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**THIRD GRADE:**

Please label all supplies with your child's name.

- school bag (backpack)
- 2 thin spiral notebooks (thin)
- 3 pocket folders
- 2 Mead Composition Books (black & white cover)
- eraser
- 24 box crayons (no larger)
- 2 glue sticks
- daily lunch ticket or lunch box

- supply box
- 20 – No.2 pencils (sharpened)
- colored pencils (sharpened)
- pencil sharpener
- watercolor paints
- 1 box facial tissue
- Bottled glue (white)

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\*\*\*\*\*NO BINDERS OR TRAPPER KEEPERS PLEASE.\*\*\*\*\*

**FOURTH GRADE:**

Please label all supplies with your child's name.

- supply box
- 3 pocket folders
- 3-one subject spiral notebooks
- 24 box of crayons - or makers (fine tip)
- scissors (pointy, stainless steel blades)

- school bag (backpack)
- 6 – No.2 pencils
- 1 box facial tissue (large)
- glue

Loose-leaf notebook paper (in a pocket folder or spiral tear out notebook)  
daily lunch ticket or lunch box **NO LARGE BINDERS OR TRAPPER KEEPERS PLEASE.**

**FIFTH GRADE:**

Please label all supplies with your child's name.

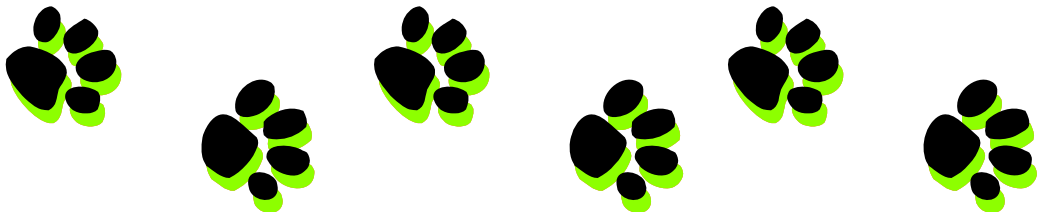
- |   |                                      |
|---|--------------------------------------|
| School bag (backpack)                     | supply box                           |
| Scissors (pointy, stainless steel blades) | 24 box crayons or markers (fine tip) |
| 5 spiral notebooks (one subject each)     | 6 – No.2 pencils                     |
| Loose-leaf notebook paper                 | glue                                 |
| 2 pocket folders                          | 1 box facial tissue (large)          |
| 3-ring binder (1 inch)                    | daily lunch ticket or lunch box      |

**NO TRAPPER KEEPERS OR LARGE BINDERS PLEASE.**

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**SIXTH GRADE:**

- |  |                         |
|--|-------------------------|
| A soft plastic 3-holed pencil case that will fit in notebook | Red Pen                 |
| 1 5-subject spiral notebook                                  | Eraser                  |
| 2 1-subject spiral notebooks                                 | Glue Stick              |
| 5 multi-colored pocket folders w/prongs                      | 1 Box of facial tissues |
| 1 pack of loose-leaf paper                                   | PIN number or lunch box |
| 6 – No.2 pencils   |                         |
| Colored pencils  |                         |
| Red pen  |                         |
| Eraser   |                         |
| Glue stick   |                         |
| 1 box facial tissue (large)                                  |                         |
| PIN number or lunch box                                      |                         |



***Striving to Learn, Learning to Care with PRIDE***