

Parent - Student Handbook
SY 2011-12



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DEPARTMENT OF DEFENSE
DEPENDENT'S SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-0005



17 August 2011

Dear Students and Parents, Community and Commands, and Educators and Support Staff:

Where has the summer gone? Here we are again, welcoming back our students and colleagues, even though it seems like only yesterday when we were cheerily bidding everyone "Happy Summer Holidays." This past year, in early June, I let all our administrators and logistical personnel know that one of my highest expectations was the readiness of each school—with *no problems!* I was very focused on ensuring that our schools, all 17 of them, would be ready to open their doors at least ten days prior to the first of our teachers returning. Our schools would be absolutely ready for every child in every classroom. That meant: construction and renovation projects were to have been completed; technology and computers were to be in place; supplies, equipment, and materials were to have been ordered and stocked; deep-cleaning was to be underway; air conditioning was to be functioning; grounds were to be well tended; schedules, bus routes, menus, handbooks, and parent bulletins were to have been prepared; our classrooms and offices were to be creatively arranged and inviting for everyone; and our curricular implementations would be ready to go. My District Office staff and all our administrators have been working really hard so that the total Mediterranean District—with its 17 schools in five different countries—continues to be a shining star in DoDDS-Europe and in DoDEA.

The curriculum implementations in Math and Social Studies, as well as the continuation of last year's English Language Arts implementation, are providing challenging and innovative ideas for students. Learning will be exciting for them, taking them to new levels of problem-solving and understanding. The "Train-the-Trainer" model, initiated right here in the Mediterranean District, is now being used across the system. Continuous School Improvement (CSI) teams are meeting already, taking the results of Terra Nova, Advanced Placement, and other assessments to weave these data into a formula that will improve instruction and learning for all students. Our schools that were recipients of Quality Assurance Reviews (QARs), formerly known as NCA visits, now can build upon the reports they received, further enhancing everything positive and working hard to strengthen areas in need. But none of us can make this happen overnight—and we certainly cannot do it alone. We need the help and support of all students, parents, educators, support staff, and military community members!

My staff of 11 Instructional Specialists, 2 Safety & Security Officers, 4 Budget Department members, 5 Logistics Management personnel, 3 Information Technologists, 1 Administrative Assistant, and 1 Executive Officer, and 3 Executive Leaders—all help me with problem-solving and decision-making. We continue to be a wonderful team, working together at all times toward developing the best possible schools in the most exceptional District. Because we are here for you, another one of my high expectations is that all our educators and support staff in this District will dedicate themselves and their skills toward enriching our students' lives. With that goal in mind, I wish all of you a dynamic and successful year!

Dr. Elizabeth Walker, Superintendent
Mediterranean District



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
DAVID GLASGOW FARRAGUT
ROTA ELEMENTARY SCHOOL
PSC 819 BOX 19
FPO AE 09645-0019



**Introducing Mr. Walter Wilhoit
School Year 2011-12**

The Wilhoits have arrived in Spain from Japan!



I am thrilled to be assigned as the incoming principal of the Rota and Sevilla school communities for School Year 2011-12! This year begins my 22nd year with DoDEA having previously served in Germany, England, Japan, as a classroom teacher, school administrator, and district level staff developer and chief of staff. I have taught first and third through sixth grades in a variety of settings to include self-contained classroom, gifted cluster, and multiage. Most recently, my family and I were stationed at Combined Fleet Activities Yokosuka (CFAY), Japan, where I was principal of The Sullivans School, the largest school in DoDEA with as many as 1300 students. I look forward to my next educational adventure in Spain. DGF-Rota ES and Sevilla E/MS, having just finished their accreditation reviews in school year 2010-11, have a fine reputation for excellence and student achievement. I accept the challenge to step into two such prestigious schools and desire to partner with both school communities to continue to promote school cultures of academic excellence and achievement.

Among my educational priorities are:

- teachers and students are fully engaged in the daily business of teaching and learning - teaching bell to bell making the most of every school day.
- literacy and numeracy are key foundational skills – all students should read and problem solve every day.
- technology is a way of the present, not only the future - our students are digital natives while most of us are digital immigrants. They can teach us a thing or two.
- the early childhood years is the critical time to acquire another language – what better place to capitalize on our host nation and continuing DoDEA initiative, FLES.
- and school and home must partner together in partnership to promote student success – the more engaged parents are in their children’s school, the higher their achievement.

I am a graduate of Lubbock Christian University, in Lubbock, Texas. I received my master’s degree from Texas Tech University, and I am writing my doctoral dissertation with Liberty University concentrating on research in early childhood education. I am originally from Portales, New Mexico, where I grew up the youngest of six children of a dairy and alfalfa hay farmer. I learned the value of hard work on the family farm and even milked the family cow through my senior year in high school.

I look forward to becoming an integral part of the school communities in Rota and Sevilla. Let’s hear it for a great School Year 2011-12!

Walter Wilhoit
Principal



ABOUT OUR SCHOOL

DoDDS/DoDEA

The official name of our school is Rota Elementary School, but in our community we are known as David Glasgow Farragut, or D.G.F. We are one of many schools worldwide that make up the Department of Defense Education Activity (DoDEA). The mission of DoDEA is to provide a quality education from Kindergarten through grade 12 for the eligible dependents of Department of Defense military and civilian personnel on overseas assignments.

Rota Elementary School is fully accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI). Each year staff qualifications and standards are reviewed and this review ensures that we continue to maintain high standards of excellence in offering quality education to all students. Rota Elementary School provides instruction to approximately 400 students in kindergarten through sixth grade.

The school staff numbers about 50, including administrative, clerical and technical personnel, teachers and specialists. In addition to grade level teachers, we have a registered nurse, a counselor, and a school psychologist. There are also specialists in Art, Music and Physical Education. In addition, there is a Host Nation teacher who provides instruction in Spanish language, culture, and traditions. We are currently participating in the new DoDEA initiative, Foreign Language in the Elementary School (FLES) with regular Spanish instruction in grades kindergarten through third.

HISTORY OF DAVID GLASGOW FARRAGUT/ROTA ELEMENTARY SCHOOL

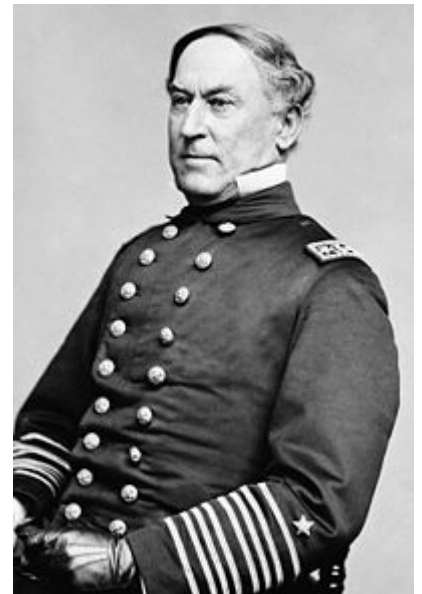
Rota Elementary opened in 1954. It was, at that time, a one-room building located in a field near the tiny fishing village of Rota, Spain, with a total enrollment of 28 students, in kindergarten through twelfth grades. School buildings in the present housing area were first occupied in September 1958. In August of 2004, the elementary school moved into a new modern school facility.

From the initial 28 students, the enrollment steadily grew to a peak of approximately 1300 students in grades kindergarten through sixth and 750 in grades seventh through twelfth. With the withdrawal of all nuclear submarine support facilities in 1978, the enrollment declined. Current enrollment for the elementary school is approximately 400 students.

Rota Elementary School is named in honor of David Glasgow Farragut.

David Glasgow Farragut (July 5, 1801 - August 14, 1870)

Even though our school's official DODDS name is Rota Elementary School, our name in the Rota community has always been David Glasgow Farragut Elementary School. The school was named for the first rear admiral, vice admiral, and full admiral of the United States Navy. James Farragut was the son of a Spanish immigrant to the United States. After the death of his father, James was adopted by a family friend, Navy Captain David Porter, who wanted to give young James the benefit of an education and the opportunities of a naval career. Later, James changed his name to David to honor his adoptive father.



David Glasgow Farragut was the first senior officer in the United States navy during the American Civil War. There is a very famous order attributed to him at the Battle of Mobile Bay. The bay was heavily mined (the mines were tethered and known as **torpedoes** at that time). Farragut ordered his fleet to charge the bay, and when he was warned about the torpedoes that had already sunk at least one ship, he famously replied (usually paraphrased) "Damn the torpedoes! Full speed ahead!" Mobile was the Confederates' last major port open on the Gulf of Mexico, and Farragut and his fleet won a great victory that day for the United States.

ABOUT OUR SYSTEM

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

The Department of Defense Education Activity Schools System dates back to the early 1800's when the US Army moved large numbers of troops and families westward to establish posts along isolated frontiers. Congress authorized funds to set up schools at western Army posts. Much later the Department of Defense Dependents Schools were established by Congress to provide an education from kindergarten through grade 12 for eligible minor dependents of Department of Defense (DOD) military and civilian personnel on official overseas assignments. Eligibility is determined according to DOD Directive 1342.13. Public Law 95-561, "Defense Dependents' Education Act of 1978," as amended by public law 99-145, "Defense Authorization Act of 1986," designated the overseas schools as a field activity of the Office of the Secretary of Defense. Funds to operate the DoDDS system are received from Congress through the Defense Department budget process. Curriculum and instruction, as well as all aspects of schooling, are based on standard United States educational practices.

DODEA COMMUNITY STRATEGIC PLAN



The Department of Defense Education Activity (DoDEA) is strongly committed to the success of students and through this belief confirms our intention to support school improvement based upon practices proven to be effective in increasing student achievement. DoDEA has completed a major step in the strategic planning process... "Creating an organizational structure to support and enhance the teaching and learning process."

The DoDEA strategic plan goals are:

- Goal 1: Highest Student Achievement:** All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.
- Goal 2: Performance-Driven, Efficient Management Systems:** DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.
- Goal 3: Motivated, High Performing, Diverse Workforce:** The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.
- Goal 4: Promoting Student Development through Partnerships and Communications:** Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

USING THE CHAIN OF COMMAND

Parents are encouraged to resolve concerns directly with teachers first and then the principal. However, if a particular matter cannot be resolved at the local level, parents have access to the district superintendent and up the chain of command as appropriate.





Rota ES Mission

The mission of Rota Elementary School is to provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Rota ES Vision Statement

At Rota Elementary School, we will provide a standards-based educational program in a safe, caring and respectful environment. We are working to develop lifelong learners and responsible citizens.



Goal 1: Communication in all Curricular

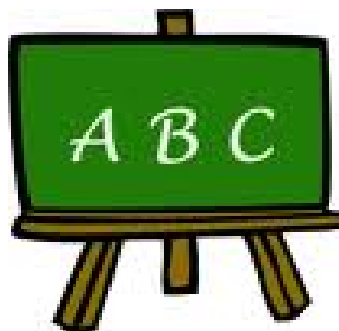
By 2012, all Rota Elementary students will increase in communicating their understanding in all curricular areas by demonstrating improved ability to gather, organize, and compose information in both oral and written formats as measured by system-wide and school-based assessments.

Goal 2: Number Sense and Number

By 2012, all Rota Elementary students will increase in their ability to demonstrate an understanding of number sense and number relations as measured by system-wide and school-based assessments.

SCHOOL-WIDE DISCIPLINE POLICY

At Rota Elementary School we are committed to assisting in the character development of our students. The character education philosophy that we use is Character Counts! Character Counts teaches the characteristics of trustworthiness, respect, caring, fairness, and citizenship.



STUDENT EXPECTATIONS

We work to contribute positively to establishing and maintaining a proper school climate and an environment that is conducive to learning and achieving. Our students do not infringe upon others' rights to an education or hinder the learning-teaching process in any manner.

We expect students to:

1. **1. Act in a Safe and Healthy Way**
2. **2. Respect the Rights and Needs of Others**
3. **3. Take Responsibility for Learning**
4. **4. Treat All Property With Respect**

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

If students do not respect the rights of others or follow the student expectations listed above, they are expected to face the consequences of their actions and to try to improve. Our basic policy is that behavior problems will be dealt with in this sequence:

- Teacher/adult and student will solve the problem;
- Teacher, student, and parent will solve the problem;
- Teacher, student, administrator, and parent will solve the problem.

A NOTE ABOUT BULLYING

Bullies abuse power in a physical, psychological, or sexual manner. They tease and taunt others, purposefully exclude certain classmates, and spread rumors. A bully's abuse is abrasive, and wears down a victim's self-esteem. Any student who employs the use of force, hate or harassment must be reported to the school principal either directly or by phone.

DODDS-EUROPE

Gang Awareness and Prevention Policy

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, “any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.”

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

SUSPENSION/EXPULSION

A student **might be suspended or expelled** from school, if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

- 1.** Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
- 2.** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- 3.** Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the principal so recommends and the disciplinary committee concludes such measures are necessary.
- 4.** Committed or attempted to commit robbery or extortion.
- 5.** Caused or attempted to cause damage to school, government, vendor, or private property.
- 6.** Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
- 7.** Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
- 8.** Committed any lewd, indecent, or obscene act or engaged in habitual profanity or vulgarity.
- 9.** Had unlawful possession of, or offered, arranged, or negotiated to sell any drug paraphernalia.
- 10.** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- 11.** Gambling in any form.
- 12.** Conduct, including fighting, that endangers the well-being of others.
- 13.** Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
- 14.** Possession or control of a beeper or similar portable communications device unless authorized by the principal. Beepers or similar communications devices are subject to confiscation by school authorities.
- 15.** Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
- 16.** Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- 17.** Forgery, cheating, or plagiarism.

DoDDS-Europe

STUDENT SMOKING POLICY

In support of guidance on student smoking provided in the DoDEA Administrators' Guide, the following steps will be observed in DoDDS-Europe schools:

Tobacco



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

Violation of this policy will result in disciplinary action/consequence to be determined by the school that may include referral to counseling or appropriate authority.

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

SCHOOL POLICY ON BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLER BLADES

Several accidents and near-accidents have prompted the Rota schools' administration to reiterate our skateboard policy. Skateboards, scooters, roller skates and blades are not allowed on campus at any time. They may not be ridden to school and brought on campus. Please do not allow your child to wear "heelys" to school unless the wheels have been removed. Heelys are shoes with wheels built into the heels, and they function somewhat like roller skates. We ask that students remove the wheels if they are going to wear these shoes to school.

Bicycles may be ridden to the campus and then walked to the bicycle racks located at the edge of the campus. We strongly recommend that bicycles be securely locked to the racks.



SCHOOL POLICY ON CELL PHONES, IPODS, MP3 PLAYERS AND TOYS

Students know that they cannot use these items during class time. However, many of our students bring them because they want to use these items before or after school. We ask students not to bring any kinds of electronic devices (including computer games) to school. These are small, expensive items, that can easily be lost, stolen, or broken. The school will not take responsibility for investigating their damage or loss. Please remind your child to leave these items at home. Cell phones may be brought to school if you



want your child to have one for use in an emergency. They must be kept switched off during the school day, as receiving or making phone calls is disruptive to classroom instruction. Thank you for your support, and for helping children understand which items need to be left at home.

AFTER SCHOOL SAFETY

The school supervises students from 8:45 when buses arrive until 3:40 when buses depart. Some children stay later when they are part of a faculty supervised activity, such as After School Scholars or Sevillana Dance Club. When children play on the playground after school hours, they are under their parents' supervision at that time. Many of our staff work late, and are very willing to help out when children run into a problem and need adult intervention. However, there are times when everyone is in meetings, and there will be no responsible adult available to assist your child. If you allow your children to return to school to play, please be sure that you frequently check on your children to be sure they are safe. If possible, try teaming up with some other neighborhood parents to take turns checking on the children. Frequent checks by parents, or even accompanying your children to the playground, will make a big difference in the safety and well-being of our students after hours. If you are at school for a meeting or appointment that runs after 3:40, please do not assume that someone is supervising your child. Your child is under your supervision at that time, unless your child is attending a sponsored activity which the school has organized. If your child is attending such an activity, we must have a permission slip on file for your child to participate. If your child tells you that there is a club after school, please do not allow your child to attend until you have signed a permission slip indicating the dates, times, and responsible adult. This is very important for the safety of your child. Thank you for your support.



Nuts and Bolts

FOR YOUR INFORMATION

SCHOOL HOURS

Sure Start 0900 - 1500

Kindergarten through Six Grade 0855 - 1530

ATTENDANCE POLICY

Parents are asked to call the school office by 10:00 a.m. at 727-4185 or 727-4187 to let the school know if their child will be absent. For your convenience, there is an answering machine hooked up to the first number.

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 and attendance is taken daily and reported at the end of each marking period. Students who have been absent must present a note signed by the parent or guardian stating the reason for the absence. Illness, a family emergency, family trips and medical appointments that cannot be arranged during non-school time are considered excused absences. However, consecutive or unexcused absences of two days or more without notification to the school will be brought to the attention of the administration and the sponsor will be contacted.

In cases where a family trip is planned, teachers should receive as much notice as possible to ensure that appropriate arrangements are made to make up the work.

Students are not to leave the classroom or school grounds without permission or be absent from school without parental permission.

CHANGE OF ADDRESS

It is VERY IMPORTANT that the school has your correct current address on file. This includes a correct military and civilian local address and phone numbers. **IT IS ALSO VERY IMPORTANT TO HAVE AN EMERGENCY CONTACT PHONE NUMBER ON FILE** at school, as well as with a neighbor or someone at your duty station in the event you cannot be reached.



If you have moved out of TLA, to a different address or have changed your home or work phone numbers, it is necessary to update this information. Please keep the school informed of any changes so we can reach you in case your child is injured or ill.





CLOSING OF SCHOOL AND EMERGENCY EVACUATION



In the event of emergency dismissal from school, the AFN radio and television station will be immediately notified and the school bus system will be activated. Parents are advised to establish a procedure with their children of what they are to do in such an emergency. Situations, which may require closing of school, are: inclement weather, an alert, health epidemic, bomb or terrorist threat, or facility deficiencies, which would endanger the health or safety of students or school personnel. Please note that the school is subject to random searches and canine sweeps for the protection of our students.

DRESS CODE

(This dress code was agreed upon at our 27 May 2009 School Advisory Committee meeting, and is partially based on the dress code adopted by Rota High School It is reviewed and updated as needed by our School Advisory Committee each school year).

Students and their parents are responsible for ensuring that dress is not a health or safety hazard, and that it does not offend or cause distractions at school.

- ✚ No offensive or drug related words on clothing or jewelry.
- ✚ No short shorts or skirts. (Neat shorts or skirts may be worn as long as they are at least mid thigh below finger tip length. Slits in skirts should be no higher than mid-thigh.
- ✚ No midriff shirts or tube tops or spaghetti straps. Skin should not be visible between bottom and top clothing.
- ✚ Hats, hoods, bandannas, and / or sunglasses may not be worn inside the building.
- ✚ Underwear should not be visible, or worn as exterior clothing.
- ✚ Footwear must be worn at all times. The choice of footwear is a parental decision. **Please note:** Our school nurse strongly recommends that students wear shoes that fully protect their feet, particularly on days when the students have Physical Education class. Foot injuries are very possible when children wear sandals or shower shoes and then play active games at PE or recess.
- ✚ Inappropriate dress will result in requesting the sponsor to bring appropriate clothing to school.

ENTRANCE REQUIREMENTS AND REGISTRATION

Children must be five years old by September 1st of the current school year to attend a DoDDS kindergarten. Children must be 6 years old by September 1st of the current school year to attend a DoDDS first grade. The sponsor or spouse may register students.

At the time of enrollment the following forms and documents must be presented:

- Passport or birth certificate for students entering K and 1st grade.
- DoDDS enrollment form (DS Form 600, available in school office as a part of the registration package).
- DoDEA Form 2942.0 Immunization requirement forms validated by the local clinic (included in the registration package, available in the school office).
- Bus transportation request (available from school transportation office).
- Copy of sponsor's orders with dependent names on it.
- Command sponsorship letter from PSD for Navy personnel with DOB on it or DSE Form 803 Confirmation of military/civilian overseas status of family members and sponsors tour lengths (this is the form required by the new DoDDS-E eligibility handbook)
- Valid ID card of sponsor or spouse registering the students.

If a student is transferring from another school, a transfer statement or report card from the previous school should also be presented. Any other records should also be given to the registration personnel at the time of registration.

ENSURING EQUAL OPPORTUNITY IN FEDERALLY CONDUCTED EDUCATION AND TRAINING PROGRAMS

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.

LOST AND FOUND



Lost items may be claimed by checking the Lost and Found located under the stairwell by the upper grade playground. We strongly recommend that parents **mark all items** brought to school. This includes school supplies, lunch bags or boxes, backpacks, hats, coats, etc. All belongings that are not claimed at the end of the school year are donated to local charities. Valuable items such as glasses, jewelry, etc. are kept in the office.

LUNCH PROGRAM

- ◆ **Parents are responsible for providing a lunch or lunch ticket for their children.**

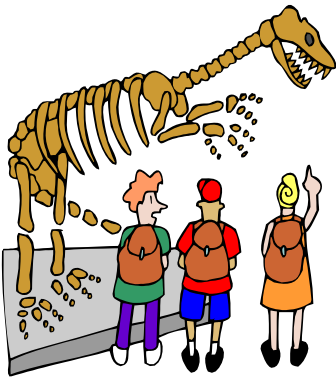


The Navy Exchange provides for the sale of lunch tickets at the Main Exchange and the Video Mart. Students are not allowed to pay in cash at school. They must have a ticket. The school provides supervision of the students in the cafeteria and playground. Lunch program is run by a Navy Exchange contractor.

Occasionally a child will lose his/her lunch ticket, and parents will be called, and asked to bring a lunch for their child. In case of lost or forgotten tickets, **we suggest you leave extra tickets with your child's teacher, with your child's name on them.**

STUDY TRIPS

To enhance your child's total education, study trips are planned throughout the year. Prior to each study trip, students are involved in the planning and specific learning objectives are established. Students are often provided with study sheets and lists of particular items to look for, collect, observe, explain, or describe. After the study trip, activities such as research, report writing, creative writing, art projects, math activities, social study activities, career awareness activities, and science activities are used as follow-ups on their experiences. Parents are welcome to accompany us as chaperones on study trips; however, parents are asked not to bring along preschool children when they chaperone. **When a study trip is cancelled due to Force Protection concerns or inclement weather, and monies have been collected and paid to the study trip site prior to the cancellation, a refund may not be possible.**



SCHOOL SUPPLIES



Listed below are **basic** school supplies. When your child enters a particular class, the teacher may require a few more specific items. **We strongly recommend that you wait to purchase most supplies** so your child's teacher can provide detailed information about necessary supplies for their class. Please ensure that your **child's name is on each item**, including pencils, UNLESS your child's teacher has asked you not to mark individual items because they will be used as community supplies. A complete list of DoDDS-Europe approved school supplies is available on our school website at www.rota-es.eu.dodea.edu/ . Please find the school supplies link on the left side of the home page. Thank you.

- One large box of tissues
- One box of crayons
- One package of #2 pencils
- A notebook (for 2nd grade and up)
- Markers
- Glue/glue sticks
- A pair of scissors

TEMPORARY PARENT ABSENCE

If you are leaving the area and leaving your children in someone else's care, please send a letter to the office and your child's teacher indicating who has a power of attorney to care for your children. Please include all contact information in the letter, such as home, work, and cell phone numbers of the person who is caring for your child. This is very important should the school need to reach the supervising adult in case of accident or a missed bus.

TRANSFER/SCHOOL CLEARANCE

Please notify the office by sending a copy of your PCS orders at least two weeks (10 working days) in advance of your scheduled departure date so school records may be prepared. Parents may pick up student records at the end of the last day of attendance in the school office.



It is our policy that copies of certain records be hand-carried by the parent-sponsor to avoid unnecessary delays in registration/attendance at the receiving school. Additional "official" copies may be mailed directly to the receiving school upon receipt of a request signed by the parent. Students are required to clear all debts (payment for lost books, etc.) before or on the last day of attendance.

Homework



The following is the range of hours per week of work to be assigned to DGF Elementary students. These are **guidelines** for teachers and parents.

<u>Grades Hours per week</u>		<u>Daily - Approximately</u>
1+2	1-3	15 to 30 minutes
3	2-3	30 minutes
4	3-4	40 minutes
5	4-5	50 minutes
6	5-6	60 minutes

1. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
2. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
3. Homework will be done outside class time, not during the instructional period.



COMMUNITY IN OUR SCHOOL

VISITORS TO SCHOOL AND CLASSROOM

You are encouraged to visit your child's classroom and your school. It is requested that you notify the teacher or staff member in advance about any visit. Discussions with the teacher during class time should be avoided except for urgent emergency situations; your child and others may lose valuable instructional time. Teachers will be happy to schedule conferences at a time other than instructional time. **All visitors to Rota Elementary School must sign in at the office and wear a visitor's badge.**

WAYS TO HELP AT SCHOOL

There are many ways for parents to involve themselves in school. The School Advisory Council (SAC), and Parent Teacher Student Association (PTSA) are two formally established means for parent involvement.



SCHOOL ADVISORY COUNCIL (SAC)

The Rota Elementary School Advisory Council (SAC) welcomes you to Rota. SAC is an elected group of parent and teacher volunteers who work closely with local DoDDS administrators and key military leaders in supporting and improving the school. This is done by enhancing programs and improving support services to Rota students. SAC's purpose is not to set policy but to advise the principal on school issues deemed important to the community.

The SAC membership normally includes the principal, the Schools' Officer, three parents of children who attend the elementary school and three teachers. The committee meets in an open forum at the school. Parents are highly encouraged to attend SAC meetings. Elections are held each year for SAC membership. Please contact the school office for additional information.



PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The Rota PTSA serves as a catalyst for making special things happen for our students. It endeavors to fund programs and opportunities not available through other channels.

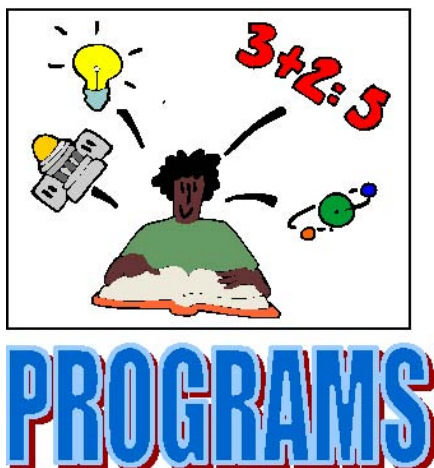
Regularly scheduled meetings and events provide opportunities for parents to become involved, active, and helpful to our student population. Announcements for PTSA meetings are in parent newsletters that are sent home via email, with hard copies available in the office. The school office can direct you to a PTSA officer regarding any questions and concerns. Your attendance and participation is needed for an effective program.

VOLUNTEERS

Volunteers are welcome and gratefully appreciated at Rota Elementary School. If you are interested in volunteering in school during school hours, please contact your child's teacher, or PTSA. We have many extra programs that could benefit from additional assistance that comes from our community volunteers. Many school personnel need volunteers to make their programs run more smoothly. We will help match your skills with school programs needing assistance and document your hours if you are interested in doing so.

We strive to create an atmosphere of cooperation between home and school. We feel that we are all on the same team--your children's.





ART

The Rota Elementary School Art program is based on the DoDEA Visual Arts four primary goals.

Create Works of Art

Demonstrate Aesthetic Perception

Develop a Knowledge of Art Heritage

Utilize Critical Judgment of the Visual Arts



CHILD FIND

Child Find is the ongoing process used by the DoDDS and military departments to seek and identify individuals (from birth to age 21 inclusive) who are eligible to receive special education and related services.



Because disabling conditions may appear at any point in the developmental process, it is important that parents know that DoDDS is available to assist in identifying any problems in order that their child may receive a free, appropriate education. Parents or other individuals with questions or concerns regarding any child between the ages of birth and 21 years may call Rota Elementary School at 4185 or 4187 for further information.

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL teacher provides children with limited or no proficiency in English the necessary instruction for the acquisition and development of the basic communicative skills (i.e., listening comprehension, speaking, reading and writing). In addition to teaching, the ESL teacher interviews and tests students with possible ESL needs. Assessment and placement of the students is done and progress records are kept.



GIFTED EDUCATION

Rota Elementary School's Gifted Education program will provide varied and challenging learning opportunities matched to the needs of students who perform at remarkably high levels when compared to the students of their age. Curriculum content, teaching strategies, and expectations of student performance are adjusted to be appropriate for gifted children.



GUIDANCE AND COUNSELING SERVICES

The guidance program is staffed by one full-time, certified guidance counselor. The counselor works with individuals and groups of students who have been referred by parents, staff, or the concerned student. The counselor is a special "school friend" to these referred students; someone with whom they can work out feelings and frustrations with the security that they will not be judged, that they will be respected as individuals, and that what they say will be kept confidential. The counselor also confers with parents, teachers, and staff regarding student concerns. Parents may call the counselor at ext. 727-4417 or leave a message at the main office ext. 727-4185 or 727-4187.

HOST NATION (INTER-CULTURAL EDUCATION)

The basic objective of the Host Nation program is to foster mutual understanding between Spanish and American people enhancing human awareness and providing a means by which individuals become better prepared for national and world citizenship. Emphasis in the elementary grades is on the cultural aspects of Spain and its people, with language forming an important part of the program. Host Nation classes are taught by a Spanish National who is a certified teacher.



INFORMATION CENTER (Library)

The Rota Elementary School Information Center has a collection of more than 20,000 books and audiovisual materials. **The Information Center is open for student use between 8:30 AM and 4:00 PM every school day, and parents are welcome to come with their children to check out books.** Parents are requested to encourage their children to be responsible for caring for the books and returning them on time. The Information Center educational program provides instruction in the care and use of materials and equipment, informational retrieval skills, and the use of varied reference materials. Literature appreciation activities include lessons on poetry, storytelling, folk and fairy tales, and award winning books and magazines.

The Information Center is fully automated. Thirty computers provide LAN (local area network) access to networked CD-ROMs Internet access and word processing, as well as the electronic catalog of the materials in the Information Center.



NURSE'S OFFICE

MEDICATION POLICIES AND PROCEDURES



When short-term illnesses require the use of prescription medication, parents should request that the prescribing physician try to prescribe medication that does not require administration during school hours. If prescription medication must be administered during school hours the following requirements must be met before the nurse can administer the medication:

A. The PERMISSION FOR MEDICATION form must be completely filled out and signed by the PRESCRIBING HEALTH CARE PROVIDER and the PARENTS . The forms are available at the Naval Hospital, Dental Clinic, and in the DGF Health Room. The completed form must be brought to the School Health Room before the nurse will administer the medication.

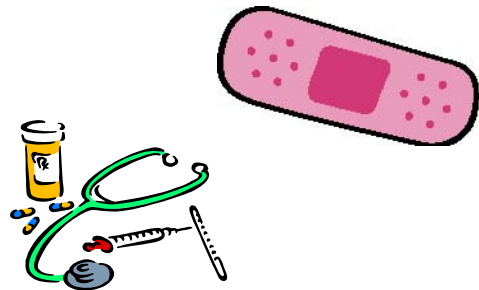
B. The medication must be delivered to the school nurse by a parent. The medication must be in the original pharmacy bottle with pharmacy label.

C. The nurse does not administer over the counter medications.

ILLNESSES AND INJURIES AT SCHOOL

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS NOT FEELING WELL AT HOME. If you suspect your child is ill, a physician should see him. General guidelines for keeping your child out of school include:

- A. Temperature of 100 degrees or higher
- B. Nausea, vomiting, or severe abdominal cramps
- C. Marked drowsiness or fatigue
- D. Acute cold, sore throat, or persistent cough
- E. Eyes that are red inflamed or have a discharge
- F. Earache
- G. Head lice, scabies, impetigo, or any other weeping skin lesions, unless protected and diagnosed as non-contagious
- H. Other symptoms suggestive of acute illness



If your child develops any of the above symptoms at school, you will be notified and asked to pick your child up as promptly as possible.

PLEASE ENSURE THAT THE SCHOOL HAS CURRENT AND CORRECT HOME, WORK AND EMERGENCY CONTACT TELEPHONE NUMBERS.

The school nurse will treat routine injuries occurring at school. Under certain circumstances, a note will be sent home with the child explaining the type of injury, what was done for the injury, and what the parent should watch for or do. The nurse cannot be responsible for caring for injuries that occur off school grounds or outside school hours.

Parents will be promptly notified of serious injury. If necessary, the injured child will be transported to the Naval Hospital Emergency Room by ambulance. Should an ambulance not be available or school officials determine that there is not time to wait for an ambulance; a privately owned vehicle will be used.

EXCUSED PARTICIPATION FROM PHYSICAL EDUCATION. If for some medical reason your child cannot participate in physical education activities, your child must present a note from a physician stating the condition, which prevents participation in P.E. and the limitation of the activities. The School Nurse **CANNOT** issue an excuse.

PHYSICAL EDUCATION

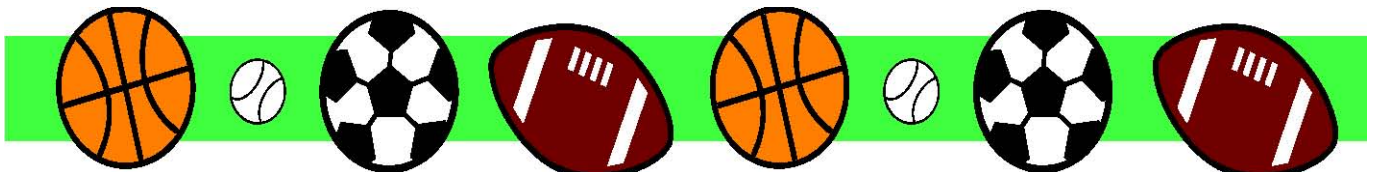
The Physical Education Program will include activities for:

- 1) improving the efficiency of the heart and lung system
- 2) increasing the strength and endurance of the abdominal muscles
- 3) increasing flexibility of all areas of the body
- 4) increasing the strength and endurance of the muscles of the arm and shoulder region.



This will be achieved through movement experiences, fitness activities, games, relays and sport skills. One of the goals is to help students develop positive exercise habits that carry over into adulthood.

On your child's physical education days, we ask your help in seeing that he/she is dressed in clothing and shoes suitable for activity on these days. We are excited about your child's physical education. Your child's physical skills, self-expression and knowledge depend a great deal on the elementary and childhood experiences.



SCHOOL PSYCHOLOGIST SERVICES

In addition to participating in the Child Study Committee for children who are being considered for special programs, the school psychologist can be contacted to provide assistance by:

- a) Conferencing with parents to increase understanding of growth and developmental stages of their children, as well as parenting issues.
- b) Planning and implementing educational and personal growth interventions
- c) Conferencing with parents to increase understanding of growth and developmental stages of students who are identified as being in need of additional school-based intervention.

SPECIAL EDUCATION PROGRAM

In any school, a portion of the student body will experience learning and/or behavioral difficulties. However, not all of these students require special education services. Rota Elementary School has a process that includes identifying and attempting to correct learning and/or behavioral difficulties within a regular education environment prior to a referral for special education. Pre-referral activities are regular education interventions that are initiated when a student is experiencing difficulties. If documented pre-referral activities do not result in favorable gains and a disabling condition is suspected, a formal referral is made to the school's Case Study Committee (CSC). Each student accepted by the CSC as a result of a formal referral will receive a full and comprehensive diagnostic evaluation of the suspected disability(ies) and educational needs. This evaluation will be conducted before action is taken regarding eligibility and development of the Individual Education Plan (IEP) or placement in a special education program. The evaluation will be based on an assessment plan that includes assessment of the suspected disability(ies); this assessment is required by DoDDS to substantiate that a disability exists.

Rota Elementary School offers services to students who have been identified with a disabling condition in the area of physical impairment, emotional impairment, learning impairment, communication impairment, or developmental delay.

Services offered include: preschool program for children with disabilities, speech therapy, learning resource program and related services such as psychological services. Occupational therapy and physical therapy are also offered through the Educational and Developmental Intervention Service (EDIS).

SURE START

The Sure Start program is designed to combine the school and home environments in a positive manner. The program provides a full-day, developmentally appropriate learning environment for four-year-old children. Sure Start families are selected by specific criteria. Applications are available in the main office.

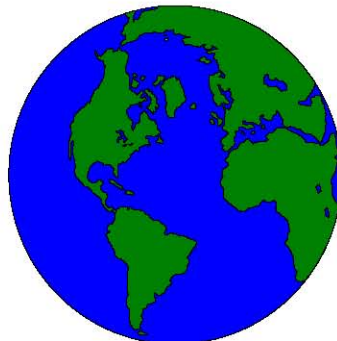


TO OUR PARENTS AND FRIENDS WE SAY:

**Join us in a partnership!
Help us to ignite our children's enthusiasm for a lifetime of learning.
Help us build our youth.
Help us build the future.**

Franklin D. Roosevelt said,

**"We cannot always build the future for our youth,
but we can build our youth for the future."**





**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
DAVID GLASGOW FARRAGUT
ROTA ELEMENTARY SCHOOL
PSC 819 BOX 19
FPO AE 09645-0019**



MEMORANDUM FOR PARENTS AND STAFF/School Year 2011/12

SUBJECT: Updated Annual Asbestos Report

As required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, our buildings have been inspected for asbestos-containing materials (ACM). The most recent inspection was conducted in 2009, in accordance with the Environmental Protection Agency (EPA) regulations and DoDEA policy.

As of 2004, David Glasgow Farragut Rota Elementary School was relocated to a newly constructed facility (Buildings 3191 and 3193) which contain no asbestos materials.

A copy of the Asbestos Management Plan is kept in our office and is available upon request for your review. If you have any questions or concerns, please do not hesitate to contact the school at 727-4185 or 727-4187.

A handwritten signature in blue ink that reads "Walter Wilhoit".

**Walter Wilhoit
Principal**