

Sevilla Elementary/ Middle School



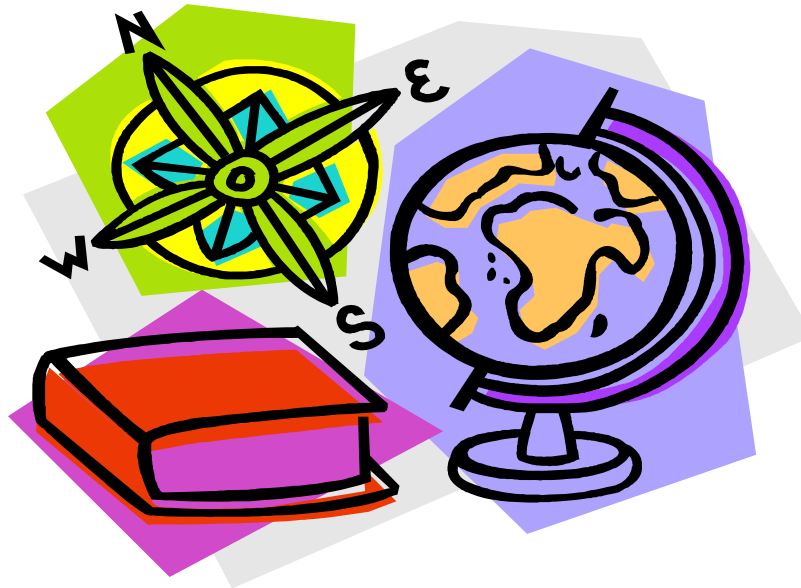
SEMS = Sevilla Elementary/Middle School



Parent-Student Handbook School Year 2012-2013



Sevilla Elementary/Middle School



Mission Statement

Sevilla EMS will provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Vision Statement

Sevilla EMS is a community of students, parents and teachers who work together developing personal skills. Teachers facilitate an inclusive and diverse education that leads to academic and social success through a rigorous and differentiated curriculum. The students actively engage as productive and responsible life-long learners in preparation for their lives as global citizens.

Kid Friendly Version of Vision Statement

Sevilla EMS Students learn, work, and play together to become better learners.
We the students are enthusiastic, focused, and willing to use our skills and talents to improve our abilities in all subjects.

In class, we learn to work together and independently at our own pace.

The parents and teachers work together to help us become prepared for our future lives.
The community also offers us support by teaching us about safety and jobs available to us in the future.

SCHOOL INFORMATION

Sevilla E/MS
DoDDS Unit 6582
APO AE 09643

SEVILLA ES/MS
Escuela Americana de la Base
(Aerea de Moron) Apartido 221
Morón de la Frontera
41530 Sevilla (Spain)

TELEPHONE NUMBERS

D. Calabria, Principal	955-84-8464
School Office	955-84-8464
School FAX	955-84-8432

SCHOOL WEB SITE

<http://www.sevi-es.eu.dodea.edu>

SCHOOL HOURS

Office Hours	0830-1530
School Day Begins	0840
Classes Begin	0840
Students will be tardy	0855
Recess/snack break	(Varies)
Lunch	1130-1200
Lunch Recess	1200-1230
Students Dismissed	1515

SCHOOL LIAISON OFFICER

Kristina Roehrig
496 ABS/SLO

Duty Phone: DSN 722-8044
Com: +34-955-84-8044
vbr.slo@gmail.com

*****If you are changing the routine of your child's day, e.g., you want him/ her to do something other than ride the bus, etc., please send a note or an email. Phone calls are not acceptable, as the person answering may not know your voice. This is for the safety/security of the children.**

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(Parents, please sign and return to school secretary)



2012–2013 Calendar for Sevilla E/MS

First Day of School for Students –August 27, 2012

Last Day of School for Students –June 13, 2012

2012-2013 - Standard DoDDS-Europe School Calendar*

Reporting date for Educators and Non-administrative Personnel

Wednesday, August 22

Reporting date for non-administrative educator personnel for orientation and classroom preparation and in-service

First Semester (92 Instructional Days)

Monday, August 27

Begin First Quarter and First Semester

Monday, September 3

Labor Day Federal Holiday

Friday, September 28

Half day for students-Teacher mandatory training

Monday, October 8

Columbus Day - Federal Holiday

Friday, October 12

No school-CSI In-service

Thursday, November 1

End of First Quarter
(47 days of classroom instruction)

Friday, November 2

No school for students - teacher work day

Monday, November 5

Begin second quarter

Thursday, November 8

No school for students-Parent/Teacher Conferences

Friday, November 9

No school for students-Parent/Teacher Conferences

Monday, November 12

Veterans Day - Federal Holiday

Thursday, November 22

Thanksgiving - Federal Holiday

Friday, November 23

Friday - Recess Day

Friday, December 7th

CSI In service-Noon dismissal

Monday, December 24

Begin Winter Recess

Monday, December 25

Christmas - Federal Holiday

2013

Tuesday, January 1

New Year's Day - Federal Holiday

Monday, January 7

Instruction Resumes

Friday, January 11

CSI In service-Noon dismissal

Monday, January 21

Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 24

End of Second Quarter and First Semester

Friday, January 25

No school for students - teacher work day
(45 days of classroom instruction)

Second Semester - (91 Instructional Days)

Monday, January 28

Begin Third Quarter and Second Semester

Friday, February 1

No school-Parent/Teacher Conferences

Monday, February 18

President's Day - Federal Holiday

Friday, February 22nd

CSI In service-Noon dismissal

Friday, March 15

No school-CSI In-service

Thursday, April 4

End of Third Quarter
(48 days of classroom instruction)

Friday, April 5

No school for students - teacher work day

Monday, April 8

Begin Spring Recess

Monday, April 15

Instruction Resumes - Begin Fourth Quarter

Monday-Friday, April 15-19th

Pre-registration week for the 2013-2014 SY

Friday, April 19

No school-Parent/Teacher Conferences

Friday, April 26

CSI In service-Noon dismissal

Friday, May 24

No school-CSI In-Service Day

Monday, May 27

Memorial Day - Federal Holiday

Thursday, June 13

End of Fourth Quarter and Second Semester
(43 Days of classroom instruction)

Friday, June 14

No school for students - teacher work day

Last day for non-administrative educator personnel

School Year 2012-2013:

Instructional Days - 183

Teacher Work Days - 190

*****Semester 1: Accelerated Withdrawal Information for PCS moves only:**

Students must attend school all day on TBD

Earliest departure is close of business (COB)

*****Semester 2: Accelerated Withdrawal Information for PCS moves only:**

Students must attend school all day on TBD

Earliest departure is close of business (COB) on

See acceleration information on page 10 of Parent/Student Handbook for more information.

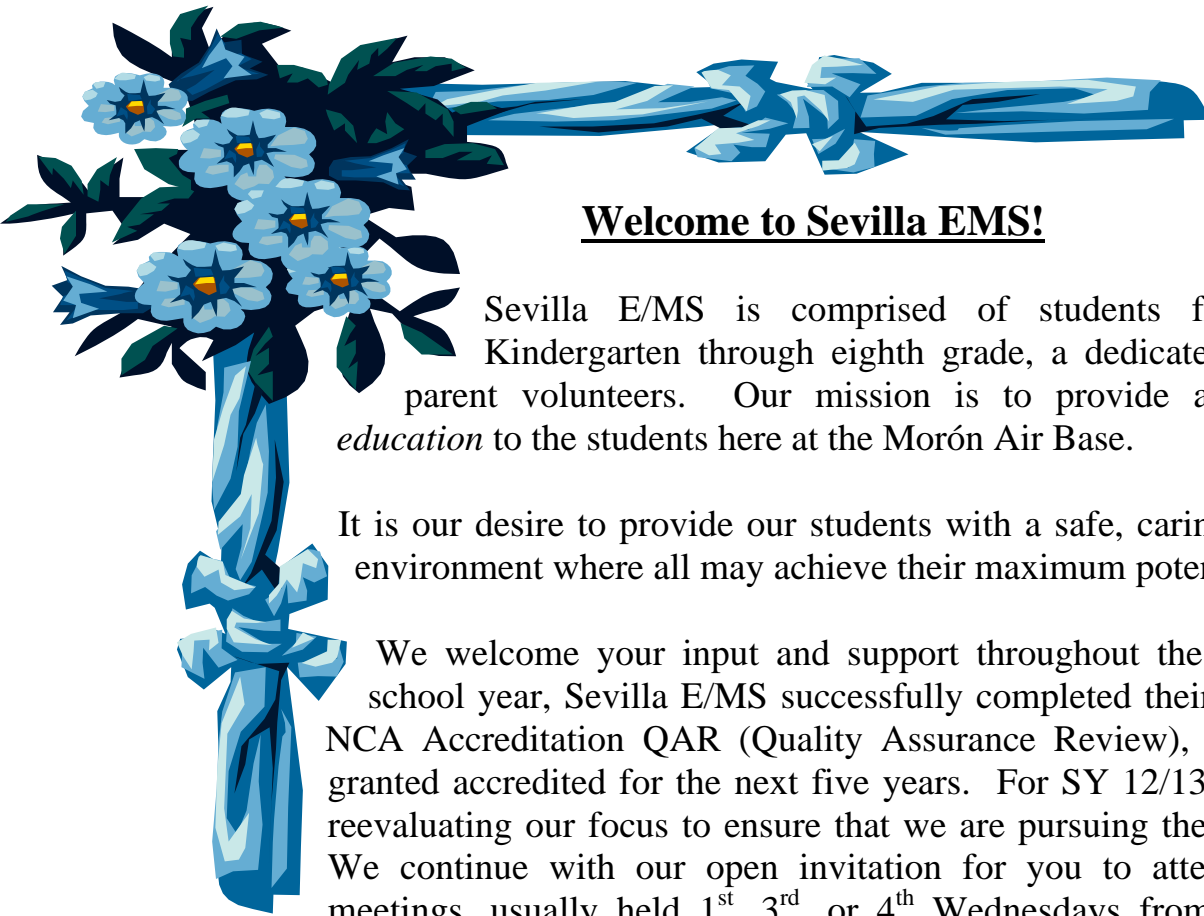
[SY 2013-2014 Calendar for Sevilla E/MS:](#)

Monday, August 26, 2013: Begin First Quarter and First Semester

Monday, December 23, 2013: Begin Winter Recess

Monday, April 7, 2014: Begin Spring Recess

Thursday, June 12, 2014: End of Fourth Quarter and Second Semester



Welcome to Sevilla EMS!

Sevilla E/MS is comprised of students from grades Kindergarten through eighth grade, a dedicated staff, and parent volunteers. Our mission is to provide a *first class education* to the students here at the Morón Air Base.

It is our desire to provide our students with a safe, caring, nurturing environment where all may achieve their maximum potential.

We welcome your input and support throughout the year. Last school year, Sevilla E/MS successfully completed their AdvancED NCA Accreditation QAR (Quality Assurance Review), so we were granted accredited for the next five years. For SY 12/13, we will be reevaluating our focus to ensure that we are pursuing the right goals. We continue with our open invitation for you to attend our CSI meetings, usually held 1st, 3rd, or 4th Wednesdays from 1530-1630 hours as well as our CSI release days during the year. Information regarding any meetings will be provided as the year progress.

We strongly encourage you to volunteer and be actively involved with us in educating your child/ren. Our doors are always open to you to discuss your child's progress, goals, expectations, or issues/concerns you may have. Of course, we welcome compliments about our school as well. You are an important part of the educational process, and you do make a difference in your child's total educational program!

The updated version of the Parent/Student Handbook, available in hardcopy and on the school web site: <http://www.sevi-es.eu.dodea.edu/> has been designed as a quick reference to answer questions and explain procedures and routines at our school. The Table of Contents is provided to help you find the information you seek quickly.

We look forward to working with you and your child/ren this year!

D. Calabria, Principal

10 August 2012

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

As the new Superintendent of the Mediterranean District, I am delighted to welcome you to another school year! Last year was an extraordinarily busy one, with many challenges, and this year seems to be headed in the same direction—only faster! However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staffs, we will prevail on all fronts. I am counting on the continued dedication and good will of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

Having come to the Mediterranean District from the Isles District, and now having spent two years here as the Assistant Superintendent, I am fully aware of the various country requirements, cultural differences, logistic problems, and extraordinary challenges you are facing. One of my major goals is to guarantee that each of our 18 schools in the five countries comprising our district has a smooth and very successful year. In order to do that, however, I need open and frequent communication with all of you. Equally important is that I am very fortunate to be working with a veteran leadership team, knowledgeable and productive educators, and a finely honed District Office staff.

What awaits us this year? Aside from the ever-present funding hurdles, we are looking at important military transitions in Rota, Vicenza, and possibly Sigonella. Where other districts are facing closures or “drawdowns,” the Mediterranean District is facing significant student increases due to military adjustments around the globe within the next two years. We already are seeing significant use of the Video Teleconference (VTC) in all areas—for training and interactive meetings. Strong security measures will remain in place throughout the district, and our Safety & Security Officers will be keeping close watch on potential problem areas. Our most important goals are to provide all our students with challenging 21st Century educational opportunities in safe and solid environments, guaranteeing their highest achievements in all aspects of school life.

I will be visiting your schools and look forward to meeting you.

Mr. Kent Worford, Superintendent
Mediterranean District

ACCELERATION:

Acceleration can be granted at semester or end of the year if you are PCSing or participating in block leave. Supporting documentation is required for acceleration (PCS orders or block leave orders. A letter from the Commander can be used until orders arrive). Orders are required before acceleration can be finalized. The request must be made early enough in the quarter for students to complete all requirements. Please discuss with teacher or administrator. **The acceleration date for spring semester, SY 12-13 is: and May 17th (must be in school all day on May 16th).** If you do not apply for acceleration only withdrawal grades will be given (no grade placement at the end of the year). Please contact the office to apply for acceleration (955-84-8464).

ADMISSION

All students, K-8, require the following documents and information when enrolling:

- Copy of the sponsor's current orders and amendments (and dependent travel orders, if applicable)
- Up-to-date immunization form
- The child's Social Security Number
- Copy of birth certificate (required for Kindergarten students)
- Any prior report cards and school records
- Sponsor or spouse (with military ID card) must sign the registration forms required by DoDDS

Immunization: A child will not be allowed to start school unless immunized against the following: diphtheria, Pertussis, tetanus, hepatitis A, haemophilus influenza type B, polio, meningococcal, measles, rubella, mumps, hepatitis B series, PPD TB tine/monovac, and varicella (immunization is NOT required for people with a history of chickenpox). Immunization against H1N1 influenza is also required. A waiver for the latter is acceptable with the understanding that if an influenza outbreak occurs, the students with waivers will not be permitted back on campus until the local military medical authority declares the outbreak to be over.

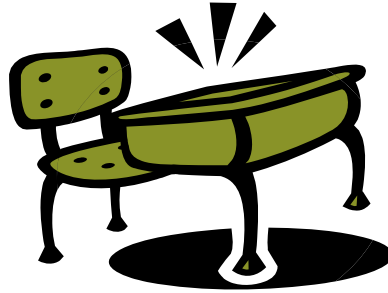
If the child is entering from another school at the beginning of, or during the school year, a transfer-statement or report card from the previous school would be useful for proper placement.

AFTER SCHOOL ACTIVITIES

A variety of after school clubs and activities may be offered depending upon availability of volunteers and sufficient student interest. Participation may be limited. Some special-activity clubs may require a fee. The activities are published each year shortly after school starts. Only students involved in an activity will be allowed to remain at school during the after school activities. Parents/guardians are responsible for picking their children up promptly after the activity.

ARRIVAL AT SCHOOL

Students walking to school are to arrive no earlier than 0835 hrs, five minutes before the first bell. Students are not permitted in the school building before school hours unless they are under direct supervision for a special activity. **Supervision of students does not begin until buses arrive at approximately 0830 hrs.**



ATTENDANCE POLICY

According to DoDDS attendance policy, all school age children, within the local command, are required to be enrolled in a formal school or home school program. The DoDDS educational program expects that “All students should attend school/class regularly and punctually.” DoDEA Policy (Administrators’ Manual 1005.1, 2007 in revision, Section 14) Adherence to the school attendance policy is the responsibility of the parents and students. The purpose of this action is to establish patterns of good attendance and to assure that students and educational programs have an opportunity to be successful.

It is the responsibility of the parent/guardian to call or email the school every time a student is absent. If you know that your child will be absent from school on a particular day, please send a note to the teacher in advance. If the absence is going to be for an extended period of time, such as emergency leave, illness, or family leave, please contact the teacher

Unexcused Absences: If the school is not notified of the reason for an absence, it will be marked as unexcused. Other unexcused absences include, but are not limited to, truancy, remaining home to accompany a parent or to baby sit siblings. After every two unexcused absences within a quarter, the sponsor will be contacted. After the second notification (4 unexcused absences), the military chain of command will be notified.

BICYCLES

Students may ride bicycles to school; however, parents are ultimately responsible for their child’s safety. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles must be walked while on campus. Students who ride bicycles are required by USAFE regulations to wear safety helmets. At no time should students use the bicycle in an unsafe manner, e.g., riding too fast, chasing other students, popping wheelies, etc. Bicycles should be locked during the school day. The school may not be held responsible for stolen bicycles. **Skateboards, in-line skates, motorized scooters, and heelys are not allowed at school. It is recommended that all scooters be left at home.**

BUS TRANSPORTATION

E8.4.1. Student Responsibilities. Students are responsible for:

E8.4.1. Complying with the behavior standards for school bus students (attachment E8.A1.) and with the general behavior standards of enclosure 3.

E8.4.2. Obeying the instructions of bus drivers, DoDEA personnel, and military officials.

E8.4.3. Attending and completing school bus safety training sessions when offered by the school or military installation.

E8.4.4. Presenting a school bus pass on demand, where bus passes are used.

E8.4.5. Reporting the loss or damage of school bus passes, if used, to the local school bus management office or school administrator's office.

E8.4.2. Sponsor/Parent/Guardian Responsibilities. The sponsor/parent/guardian is responsible for:

E8.4.2.1. Ensuring that student family members afforded school bus riding privileges have been advised of, and understand, the school bus behavior management policy, and understand that bus service is a privilege, not a right.

E8.4.2.2. Ensuring that student family members have valid school bus transportation passes, if required.

E8.4.2.3. Ensuring the safety of student family members to, from, and while waiting at the bus stop.

E8.4.2.4. Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.

E8.4.2.5. Reporting incidents to the local DoDEA school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.

E8.4.2.6. Providing school personnel with timely written notification, including by email, when a student has a change in his or her normal transportation schedule or plan.

E8.4.2.7. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DoDEA or appropriate military officials.

E8.4.2.8. Serving as a bus monitor when required by the military commander.

E8.4.2.9. Acknowledging that student ridership is contingent upon sponsor/parent/guardian agreement to these responsibilities described in this enclosure.

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.

7. Keep aisles, steps and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

BUS PROBLEMS

If you have a problem with the schedule, location of stops or conduct of children on the bus, please contact the SBO at Rota: DSN: 727-4143/4219 or CIV: +34-956-82-4143/4219.

E8.5.1. Sponsor/Parent/Guardian Involvement. At the time the student is registered for school bus service, the registrar or school bus personnel will provide the student and the sponsor with a copy of the Memorandum for Sponsors/Parents/Guardians of Students riding DoDEA school buses.

Bus Issues

Please notify the school in advance when appointments or family plans will result in your child not riding the bus as scheduled. If your child does not plan to go home on the bus after school, please send a note to the teacher. A child's word alone is not acceptable as children often forget or get confused about what they are supposed to do.

The School Bus Transportation Office would also like to remind every child, regardless of age, that when they get off the bus they are to go directly to the sidewalk or the side of the road away from the bus. They do not cross a road until the bus has left. At no time are they to cross or stand in front of a bus. **Cars are not required to stop for buses in Europe.**

PROTECT YOUR CHILDREN

Take 5 minutes to teach these 5 school bus safety rules to them.

- **BE ON TIME. Walk; do not run to the bus stop.**
- Wait for the bus **3 STEPS BACK** from the curb or side of the road.
- **TAKE YOUR SEAT** on the bus and stay in it.
- Get off the bus. **GO 3 STEPS** away and wait for the bus to leave.
- **NEVER** cross in front or behind the bus.

Motorists in Europe are not required to stop for a school bus that is loading or unloading children!

CHAIN OF COMMAND: DoDEA/DoDDS

Department of Defense Education Activity:

The Director of DoDEA: Ms. Marilee Fitzgerald

Office of Dependents Education

4040 North Fairfax

Arlington, VA 22203-1635

Telephone: DSN 696-4252 Extension 104

Commercial 001 703 696-4252 Extension 104

DoDEA web site address: www.DoDEA.Director@hq.dodea.edu

The Director, DoDDS-Europe: Dr. Nancy Bresell

DoDDS-Europe Area:

Unit 29649, Box 7000

APO AE 09096

Telephone: DSN 338-7615

Commercial 00 49 611 3807615

The Mediterranean District Superintendent: Mr. Kent Worford

His address is: Office of the Superintendent

Mediterranean District (DoDDS)

Unit 31401, Box 11

APO AE 09630-0005

Telephone: DSN 634-8460

Commercial cell: 00 +39-335-773-9665

E-mail address: med-supt-dso@eu.dodea.edu

USING THE CHAIN OF COMMAND

Parents are encouraged to resolve concerns directly with teachers first and then local 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.

CHANGE OF ADDRESS OR DUTY PHONE

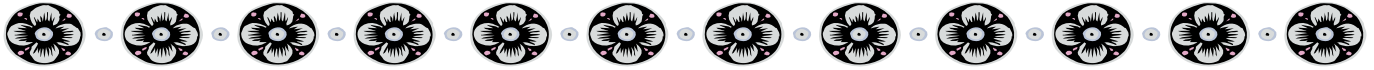
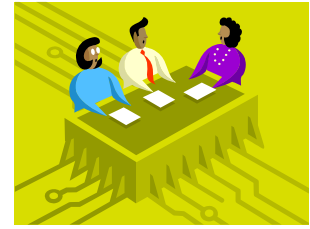
Please inform the school whenever there is a change of quarters, mailing address, employment status, duty or home telephone number. This information should be telephoned or written to the school as soon as possible. In the case of an extension, a copy of the new orders should be faxed or brought to the school.

CHILD FIND

Child Find is an ongoing program designed to locate, identify, and evaluate children with special needs from birth to age 21 (inclusive). Students with special needs may be eligible to receive early intervention, special education, and/or related services. If you are concerned with the way your child (from ages birth to 3 years old) plays, walks, talks, thinks, or learns, please contact EDIS (Educational and Developmental Intervention Services) at Rota, (located in building 1741 in the Rota housing area near the Rota ES). Their phone number is: 727-4029; comm: +34-956-82-4029. For concerns about children ages 3-21 please contact the CSC (Child Study Committee) office at Rota Elementary School. They may be contacted at 727-4185/4187; comm: +34-956-82-4185/4187.

COMMUNICATION

One of our most important goals is to keep parents informed about school programs, activities, changes, and coming events. To reach this goal, a parent newsletter is sent home weekly. Teachers periodically send home class newsletters and other memorandums.



DoDEA Community Strategic Plan

Community Strategic Plan

DODEA has a five year plan which provides a road map for keeping DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the nation for improving student performance and achievement. The full plan can be reviewed at the following link.

FOUR GOALS OF CONTINUOUS SCHOOL IMPROVEMENT

1. Goal 1: Highest Student Achievement

Outcome A: Student Performance and Assessment

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continually measured using multiple local and system-wide performance-based assessments.

Outcome B: Opportunities to Learn and Citizenship

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to meet the standards and foster lifelong learning and productive citizenship.

2. Goal 2: Performance-Driven, Efficient Management Systems

Outcome A: Efficient Management System of Facilities, Equipment, and Material

All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

Outcome B: Resource Allocation / Academic and Student Support Services

An annual budget plan will be designed and implemented at all levels in direct support of the CSP. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to meet academic standards.

Outcome C: Secure and Safe Environment

All DoDEA levels will have a safe, secure, and well-managed environment conducive to learning

3. Goal 3: Motivated, High Performing, Diverse Workforce

Outcome A: Personnel Management Practices

In support of students achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly diverse, motivated, and committed workforce.

Outcome B: Continuous Professional Development and Training

Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.

4. Goal 4: Promoting Student Development through Partnerships and Communication

Outcome A: Partnerships

All levels of the organization will develop, promote, and maintain partnerships to enhance social, emotional, and academic growth.

Outcome B:

All schools, districts, areas, and headquarters will effectively communicate using a planned, systematic approach.

Curriculum and Instruction

Each subject area in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to a five-year plan. This plan provides for reviewing and revising objectives and curriculum materials, selecting instructional materials, providing in-service training for teachers and evaluating the programs.

The program of studies is organized in broad areas that include: Art, Career Awareness, Computer Education, Health Education, Host Nation, Language Arts/Reading, Mathematics, Music, Physical Education, Science, and Social Studies.

Textbooks, library books, and supplementary instructional materials, which support these curriculum areas, are selected by curriculum committees which include teachers. These textbooks are often the same as those used in stateside schools.

For more information on curricular or instructional issues, contact your child's teacher or the school administrator.

CURRICULUM AND SUPPORT PROGRAMS

Each subject in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to a Curriculum Development Plan. This plan provides for review and revision of objectives and curriculum materials, selection of instructional materials, and staff development for teachers.

DoDDS curriculum committees select textbooks and supplementary instructional materials, which support these curricula. The materials are the same as those used in schools throughout the United States. Some instructional materials, especially those for the Foreign Language/Intercultural Program, are purchased from local suppliers.

With the exception of the Foreign Language/Intercultural teachers, who are Spanish nationals, teachers must be American citizens and fully qualified educators, holding a valid stateside license or certified by DoDEA. They are recruited from the States, transferred from other DoDDS schools, or hired locally. The curriculum includes instruction in language arts (reading, writing, grammar, and literature), mathematics, science, social studies, and health.

Sevilla Elementary/Middle School also offers students the following resource services:

- English as a Second Language (ESL) Teacher (Rota)
- Gifted Education (On a staggered basis)
- Health Technician
- Guidance Counselor (Rota)
- School Psychologist (Rota)

Other Specialists include; Host Nation, Music, Art, Physical Education, and Education Technologist. Outside of Host Nation, the other specialists named here come one time per week (on a staggered basis) from Rota Elementary School to work with the children.

Guidance Counselor/Psychologist: On site counselor and psychologist services are not available at Sevilla EMS. Itinerant services will be available from Rota.) When available, services would provide students, individually and in small groups, with short-term or long-term sessions assisting the students in emotional, social and academic concerns. Moreover, whenever applicable, parents are assisted in understanding the emotional and social needs of their child.

Guidance sessions provide students with lessons in decision-making, study skills, values, communication skills, self-concept, and responsibility. Sessions also address feelings and acceptable ways of expressing them toward other individuals.

English as a Second Language (ESL) Specialist: (Comes from Rota 1 time per week for identified students.) Through the ESL program, students of limited or no English proficiency receive instruction that helps them participate successfully in the total school program. The skills taught are listening, speaking, reading, and writing in an interdisciplinary and interactive environment. The ESL program also builds self-esteem and promotes the development of a positive self-image in ESL students.

Children on IEPs: Sevilla EMS does not have the staffing nor the facilities to support children on IEPs (Individualized Educational Programs), e.g., Special Education Support, Sure Start and PSCD (Pre-School Child Development).

Learning Impaired (LI) Specialist: SEMS does not have these services.

Communication Impaired (CI) Specialist: SEMS does not have these services.

Language Arts–Reading Specialist (LARS): SEMS does not have these services.

Speech and Language Specialists: SEMS does not have these services.

Information Specialist:

The information specialist is responsible for ordering, cataloging, and maintaining the library collection. Our information center uses a computerized cataloging system for books, equipment, and other materials. Each teacher works this system individually for their students. Our information center represents a combination of resources that include, printed materials, Internet, computer programs, music, video, and other AV software, equipment, facilities and services.

We welcome all students and parents to explore the information center, to use it to the fullest and to build a lifelong love for books and learning. The information center is open daily so students can come, at the direction of their teacher and the Information Specialist, to work or exchange books. Grade level checkout policies are set by the grade level teachers for kindergarten through grade eight. Books must be returned before others can be checked out. Lost or damaged library books must be replaced with one of a comparable value, approved by the school administration and with acceptable content, or paid for: See page 31 “Lost Library Book Policy.”

School Health Tech: Sevilla EMS does not have a nurse. Rather, we have a health tech position. This tech plays an important role in our school. She/he acts as a liaison with the local health clinic, conducts health screenings, advises teachers on health education aspects of instruction, and provides assistance in various areas of health education.

Preschool Children with Disabilities (PSCD): SEMS does not have this service.

Sure Start Program: SEMS does not have this service.

Gifted Education: This program at SEMS is limited. One of our grade level teachers is qualified to teach gifted education. She has released time where she can provide a limited GE program. The Gifted Education program guides schools in identifying and providing differentiated instruction for students with exceptional potential. All procedures for referral, record keeping, and services are consistent throughout our school system. Students who are eligible for services at one DoD school are automatically eligible at all DoD schools. Students who transfer into a DoDDS school from a public or private school are referred to a Gifted Review Committee if there is evidence of participation in a gifted program. The enrichment teacher meets with all classes to teach higher order thinking skills and problem solving. Special classes are also offered for students who are shown to possess high intelligence or demonstrate high levels of achievement or talent. The enrichment teacher also coordinates school-wide assemblies and programs enriching the total curriculum

Math Coach: SEMS does not have the services of a math coach

Read 180: SEMS does not have a normal Read 180 program.

Our teachers may individually use some of the available Read 180 materials. The three components of the program include independent reading, computerized strategies development, and small group reading with guided skill development.

Special Instructional Programs:

Students receive periodically scheduled instruction from resource educators specifically trained in these subjects. Sevilla EMS receives support from these specialists, along with periodic support from the ESL teacher and psychologist/counselor, when they travel from Rota ES each Thursday.

Art:

The goals of the art program are to develop creative expression, perceptual awareness, technical skills and an appreciation of the contributions of art to our culture. Students receive instruction based on the DoDDS art curriculum from an art specialist as well as from their classroom teachers. They work with a variety of materials such as clay, plaster, charcoal, pastels, and paint. The program includes instruction in drawing, design, painting, sculpture, craft, and art appreciation.

Music:

General music is offered to students in all grades K-8. Some of the objectives of the general music program are to help children understand that music is all around them, that there are a variety of musical styles and sounds, and that music is a form of communication and self-expression.

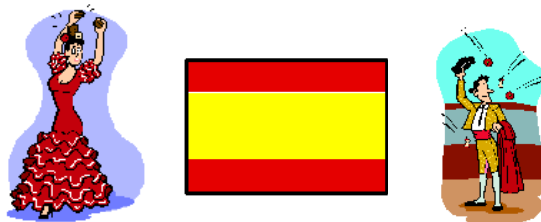
Physical Education:

The Physical education curriculum at Sevilla Elementary/Middle School provides opportunities for achievement, growth, and physical development. These opportunities are provided through exercise, games, sport activities, dance, and rhythm activities. It is very important that students come to class in comfortable, loose clothing and rubber-soled shoes. If girls wear dresses, they should also wear shorts under the dress.

Educational Technologist:

The Educational Technologist teacher works with classroom teachers to provide technological support. Instructional activities may be provided in a classroom or in a lab utilizing classroom instruction if time allows.

Host Nation Program (Inter-Cultural Education) Spanish



The Host Nation program is an important part of our school's curriculum. The intercultural setting is, in fact, a resource that a DoDDS-Europe school has that no other system in the United States has - Spain and Europe, as its classroom. Besides teaching

children, the Host Nation Teacher also plans study trips in order to give students a better understanding of the language, culture and values of the Spanish people. One goal of the course is that children will learn to use words and phrases in Spanish. Our HN teacher puts a strong emphasis on teaching the students to speak Spanish. They also learn about Spanish history, geography, economy, government, customs, sports, foods, and crafts.

This program fosters mutual understanding between Spanish and American people, enhances human awareness, and provides a means by which individuals become better prepared for national and world citizenship. Our Spanish classes are taught by a Spanish national who is a certified teacher.

DISCIPLINE POLICIES

<http://www.dodea.edu/Offices/loader.cfm?csModule=security/getfile&pageid=91932> Regulation 2051.1

A positive environment, good discipline, and a healthy climate for our children are important to all of us. We all expect our students to act appropriately at school as well as on the buses. The teachers are here to teach, and the students are here to learn. No one has the right to prevent others from getting an education or from having a safe, enjoyable recess and lunchtime. Classroom discipline plans are discussed with students and sent home at the beginning of the school year, or when a new student joins the class. It is the teacher's responsibility to pursue as many solutions as necessary to correct the inappropriate behavior before referring a student to the administration, except for major disruptions. It is essential to all of our students' education that we work together in this area. We expect your cooperation, and you can expect ours.

Disciplinary Concerns

Parents having disciplinary concerns about a student, other than their own, at school may speak to the administration, the teacher, or counselor/school psychologist. (The Rota school psychologist visits periodically from Rota and acts as our counselor if needed.) Parents may NEVER question *other* students at the school regarding disciplinary actions.

When suspension from school is the consequence for any offense, the suspension will be for one-half day or more, depending on the seriousness and frequency of the offense. When a suspension has previously occurred, the consequences will be increased if additional offenses occur. Students who are suspended over ten days - even if cumulative over the school year - will be sent before the disciplinary committee. The student will be expected to make up any work missed during the suspension.

The sponsor is responsible for his/her dependents' actions. When serious incidents occur, sponsors will be notified. Additionally, we have the obligation to keep the military authorities, including the Base Commander, informed of serious misbehavior. **When children are suspended from school for any amount of time, the Office of the Mediterranean Superintendent and School's Liaison Officer (SLO) will be notified. The SLO will then notify members of the command, e.g., base and unit commanders as appropriate.**

Administrative actions that may be taken by the appropriate Military Misconduct Action Authorities in cases of misconduct are identified in relevant regulations. Actions may range from counseling to the suspension of logistic support privileges and/or removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

For incidents involving DoDDS students occurring on school grounds during the school day or while participating in DoDDS-sponsored activities, suspension or expulsion may result. Your attention in this matter is appreciated. If you have additional concerns, please contact the school principal, the School Liaison Officer (SLO) or your Military/Security Police.

Consequences for Inappropriate Behavior

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

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

PROHIBITED ITEMS

The following items are not allowed at school:

Any Weapon or Toy Weapon of any kind, including Guns, Knives, Razor Blades, etc.

Matches or lighters

Fireworks

Trading cards, to include, but not limited to, Yu-Gi-Oh Pokémon cards, etc.

Toys or other novelty items

Gum – Candy - Soda

Beepers, radios, CD / tape / or cassette players, video or computer games, cell phones, etc.

In-line skates, skateboards, scooters, heelys

Footballs or baseballs

When children bring any of these items to school, the item may be held until a parent comes to the school to retrieve it. Disciplinary action may also be taken in some cases. No matter how much care is taken, items are often broken, lost, misplaced, or stolen. The school will not be responsible for any of these items if brought to school.



DEPARTMENT OF DEFENSE

DEPENDENTS SCHOOLS OFFICE OF THE PRINCIPAL SEVILLA ELEMENTARY/MIDDLE SCHOOL PSC 62 UNIT 6582 APO AE 09643

Dear Parents,

Bullying is a behavior that is a widespread and serious problem across the U.S. At one time or another, we have all been alerted to incidents of bullying and perhaps even been the victims or participants of bullying ourselves. It is a behavior that occurs “*when someone repeatedly hurts or threatens another person on purpose.*” It takes many forms, to include, but not limited to, name calling, exclusion, spreading rumors, threats, or physically hurting others. It can happen in school, on the bus, using cell phones, in writing, online, or in person. In short, it can happen anywhere. It may be the result of learned behavior from friends or what a child sees happen in his/her everyday life, either personally, by watching TV, or seeing movies, etc.

There is no set formula for the best way to intervene when we suspect or observe a bullying incident. We must consider a variety of issues, including the safety of all children, the age and gender of the children involved, the circumstances surrounding the bullying, the form and type of bullying, and the role of bystanders.

Some intervention actions identified by DoDEA are:

- Immediate Intervention: separating the student involved but do not immediately ask about or discuss the reasons for bullying or try to sort out facts.
- Request more information, get the facts, and speak to students (participants and observers) involved separately to determine what happened.
- Let students know we are aware of their behavior and speak to them separately.
- Make the incident a “teachable experience.” This means helping bystanders understand what has happened and what are some important ways, future incidents can be prevented. They can be reminded to report incidents to the right person/s, e.g., administrator, teacher, monitor, etc.

With each incident, it is important to consider an appropriate intervention based on the severity and history of the incident and the students involved. Appropriate interventions will be taken with that in mind. Students can sometimes get into misunderstandings, arguments, or they can just be having a bad day with no thought at all about being bullies. It may be that they just do not get along with others and as a result get into a situation with them that is not really bullying but simply inappropriate behavior or reaction to something someone else did or that they perceived as an affront to them or to one of their friends. From my experience, young children do not go around with the

idea in mind of “bullying” someone and when their actions are pointed out, they are often eager to “fix it.”

Interventions at Sevilla E/MS include, but are not limited to: A warning, a courtesy call to parents by the administration, counseling sessions, a second phone call to parents with student involvement depending upon the situation, and detention by either the teacher or administrator. Conferences with parents and students are also an intervention to help deter future incidents. For more severe and continued incidents of bullying, suspension, either in or out of school, may be used. If this happens, the command is notified through the school liaison officer.

At SE/MS each child is entitled to feel safe and have a secure learning environment. Things we are doing include: * Starting the program “See a Bully, Stop a Bully” early in the year. *Having the support of the MFLC counselor who makes periodic presentations to the classes regarding bullying. *The school administrator meeting periodically with all classes to discuss appropriate behavior in school, on the buses, and on the playground and what to do if a student is threatened or feels he/she is being bothered or bullied by someone else. *We have also requested support from the Rota ES/HS school psychologist who will be visiting us to talk to the children about bullying.

We continue to be committed to ensuring our students have a safe, secure learning environment. We welcome your support in helping to make that happen.

Weapons Incidents

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS schools, please note the following information.

Government regulations are very specific concerning the identification, control, and disposition of weapons, items used as weapons, or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct.

To ensure the safety of DoDDS-Europe Region staff and students, any incident that occurs in a DoDDS-Europe Region school, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local Security Police.

Security Police procedures will result in:

- a. Confiscation of the item
- b. An investigation of the incident to include interviews with all involved individuals
- c. A review of the case for intent. If it is determined that the intent of the incident is unlawful, the item is held by authorities for appropriate disposition. Disposition may include the destruction of the said item.

Administrative actions, which may be taken in USAFE civilian misconduct cases, are prescribed in individual base regulations. Administrative actions range from counseling to the suspension of logistic support privileges to removal from the host country,

depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

Gang Awareness and Prevention

Gang-like activities, such as vandalism and bullying are everyone's problem: the unit, the command, the parents, and the schools. DoDDS-Europe will work with installation agencies and units to help ensure coordinated actions against such activities are in place. Sevilla EMS is in the process of getting one of our security forces personnel trained as a DARE officer to work with our students. Once this happens, that person will address gangs in his training.

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

Suspension/Expulsion

Grounds for Suspension or Expulsion. A student may be suspended or expelled from school, if the school administrator 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.
4. Committed or attempted to commit robbery or extortion.
5. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
6. 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.
7. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
8. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
9. 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.
10. Gambling in any form.
11. Conduct, including fighting, that endangers the well-being of others.
12. 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.
13. Possession or control of a beeper or similar portable communications device unless authorized by the school administrator. Beepers or similar communications devices are subject to confiscation by school authorities.

14. 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.
15. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
16. Forgery, cheating, or plagiarism.
17. Use or possession of fireworks.
18. Violation of attendance regulations.
19. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages, or to download obscene material.
20. Violation of any law, regulation of the military installation or school, or policy of the DoDDS system.
21. Complicity in the violation of any rule described above.

Particular Grounds for Expulsion. The school administrator shall recommend a pupil's expulsion from the DoDDS for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year expulsion is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance, as a second offense.
4. Making or participating in the making of a bomb threat.

Other Misconduct Constituting Grounds for Discipline, Including Suspension or Expulsion.

In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or the school administration any knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline.

Notice to Law Enforcement Authorities. Incidental to suspending any student, the school administrator, or his/her designee, shall notify the installation commander, or his/her designee for law enforcement or legal affairs, of any acts that may violate local laws. The letter to sponsors should include a suspense date for the sponsors to contact the school administrator and a statement that if they do not make contact with the school officials within the suspense date, the school will forward the request of expulsion to the Office of the Area Superintendent.

Dress Standards

Boys and girls are expected to be neat and clean in appearance. Appropriate and safe shoes (NOT Flip Flops) need to be worn inside and outside. Shoes should have backs on them. Hats and headgear are not to be worn in the school building, including bandanas and doo-rags. There shall be adequate coverage for both boys and girls. Inappropriate dress includes, but is not limited to the following items:

- Halter/tube tops/tops with spaghetti straps
- Undershirts / Sheer see-through / Mesh shirts
- Bare midriffs / Belly-shirts
- Short-shorts/short-skirts
- Saggy or pants which are not worn above the hip
- Flip-flops, cleats, heelys, and etc. Flip-flops lead to injuries!

Pictures and/or words on any garments must be in good taste. Obscene, vulgar, illegal, or prohibited items (to include weapons, alcohol, or tobacco) are not acceptable. Make-up, perfume, and fingernail accessories are not appropriate for school activities.

Students who do not wear clothing that reflect good judgment, or who do not comply with these guidelines, will be sent to the health tech for necessary action. Should the need arise, parents will be notified and asked to pick-up their child at the school or provide other clothing.

Emergency Contact Information:

IT IS 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 case you (as the parent/guardian) cannot be reached. This information must be kept updated.

Emergency Evacuation and Closing of School

Delayed Start:

If road conditions are hazardous or if delays occur for other reasons, school bus transportation may be delayed two hours or canceled. The command will notify the Rota bus office by 0600 hrs on the day in question. **If school buses are delayed two hours:**

- Buses will pick up students two hours later than the usual time.
- Non-bus students may not arrive at school prior to 1040.
- Student will be marked tardy after 1055.

If school bus transportation is canceled, there will be no school that day for students at SEMS. Decisions to delay or cancel school and bus transportation are made by the 496th Squadron Commander. Late openings or cancellations are announced on the commander's channel (available only on base), AFN-Eagle 92.1 FM, or scrolled on AFN-Atlantic TV. If there is no announcement on AFN-Eagle or on AFN-Atlantic, school will begin and be dismissed as usual. If you do not receive AFN-Eagle or have AFN TV, or if you have questions, you are welcome to phone the school for information,

realizing that staff may or may not be available depending upon the hour of the day and situation at the time.

The school will also send an email to those on the parental list. Every effort will be made to contact parents should an emergency occur.

Early Closing:

In the unlikely event of the need for an emergency dismissal, parents should make sure that their child knows where to go and what to do if parents are not at home. Situations which may require closing of the school include, but are not limited to: inclement weather, an alert, health epidemic, external threat, facility deficiencies which would endanger health or safety of students or school personnel.

Health Services

Children who are not feeling well should be kept at home. Your child's classmates and teacher will appreciate it and you will avoid the inconvenience of having to come to school for your child. **The school does not have supervision for students to stay in at recess. A child who is sick enough to be kept in during outdoor recess is too ill to be in school.** The school health technician is assigned for instructional purposes and to handle illness or physical emergencies, which occur during the school day. **She does not hold routine "Morning Sick Call."** Telephone: DSN 722-8464, or 955-84-8464. Students should remain home until fever free for 24 hours.

Medication

The school health technician does not administer medications, to include over the counter drugs, except when prescribed for individuals with conditions such as:

- Asthma
- Allergies to bee stings
- Heart conditions

When the above medications are administered at school, the following information **is required:**

- A “**Permission for Medication**” form signed by the physician and parent. This form is available at the Rota Health or Dental Clinics or from the school health technician.
- Medication will not be administered without this form.
- Medication **must be** in a pharmacy labeled container, marked with student’s name, name of drug, amount to be taken, and the time to be taken.
- Medications must be brought in by an adult. Students may not self-medicate.

When short-term illnesses require the use of medication, the school nurse arranges with the parent and physician for administration before and after school. If the medication **must** be taken during school hours, the above procedure **must** be followed.

DoDDS Mandatory Immunization Policy: A child will not be allowed to start school without proof of the following immunizations: 4 doses Diphtheria, Pertussis, Tetanus, 2 doses Hepatitis A, 3 doses Hepatitis B, 2-4 doses Haemophilus influenza type b, 3 doses



Polio, 2 doses of measles, mumps and rubella and varicella (immunization is NOT required in people with a history of chickenpox). For further information & timing (age requirements) on immunizations, please check out the DoDEA link or contact the school health technician.

If a child needs a follow up immunization during the school year, this must be done within 10 days of the date the immunization is required. If the immunization is not up to date within 10 days, parents will be notified. If the immunization does not occur after the parent notification, command will be notified and the student may be dis-enrolled until immunizations are up-to-date.

Please do not send your child to school if he/she is not feeling well at home. It is very unlikely that being at school will make your child feel better. The health technician is not a physician and is not trained to diagnose illnesses. If you suspect your child is ill, a physician should see him/her.

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 telephone numbers.**

The health technician 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 health tech cannot be responsible for caring for injuries, which occur off school grounds or outside school hours.

Please make sure that your children are dressed properly for outdoor play and exercise. In most cases, if the child is well enough to come to school, he/she is well enough to go outside for recess.

Homework Policy

Anything required outside of class time for the successful completion of the goals and objective of the curriculum is homework.

Philosophy

At Sevilla Elementary/Middle School, many educational approaches are used to assist children in their learning. The assigning, reviewing, and evaluating of homework is an integral tool used by teachers in the educational process. Homework encourages students to be self-disciplined, independent, and responsible. Homework increases students' academic achievement. Assignments are carefully selected to supplement classroom instruction. 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. Quality of homework assignments is considered to be more important than quantity and successful completion of these assignments reinforces the concepts taught in the classroom. Parental support for the value of and completion of homework is essential for students' success in the educational process.

Homework assignments are for:

- Practice: to provide students with opportunities to apply recent learning or to reinforce newly acquired skills.
- Continuation: to allow students to complete classroom work.
- Preparation: to allow students to obtain background information so they are prepared for the following day's discussion.
- Extension: to provide opportunities to extend a concept or skill learned to a new situation. The principle focus of extension homework is production rather than reproduction.
- Creativity: to integrate many skills and concepts in producing a project.



Students are:

- Responsible for completing the assignment legibly, neatly, on time, and according to instruction.
- Responsible for asking for assistance and/or clarification regarding homework assignments.
- Responsible for having the necessary materials both in class and at home for completion of assignments.
- Responsible for obtaining and completing assignments missed due to absence.

Parents should:

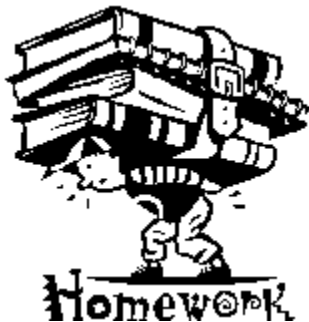
- Expect homework based on the discretion of the teacher and the performance of the student, as assigned on an individual basis. If nightly homework takes an inordinate amount of time, communicate your concerns with the teacher.
- Provide your child with an environment and the necessary tools that promote good study habits.
- Encourage your child to work independently while offering assistance. Daily leisure reading should be supported.
- Enrich your child's learning through your support and encouragement.



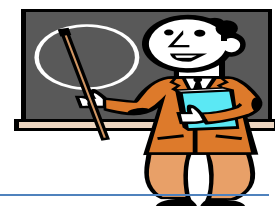
Homework is an integral part of the instructional program at our school. It is academically appropriate to the grade level, ability level and development level of the student. Homework reinforces skills taught in the classroom, and at no time should it include new or unfamiliar concepts or skills. Homework can be written, reading, or oral. Homework serves as an excellent vehicle for keeping parents informed and up to date on the concepts being taught and student understanding of those concepts.



Appropriate Hours of Homework per Week



Grades 1 – 3 2 to 4 hours
 Grades 4 – 6 5 to 6 hours
 Grades 7 – 8 7 to 9 hours



Responsibilities of the Teacher

- To plan appropriate homework, which will reinforce skills already taught in the classroom. Work will be appropriate for the grade level, developmental level, and academic level of the students.
- To communicate, clearly and explicitly, to the parents and students (orally and in writing), the expectations, and how homework fits into the grading policy.
- To give clear and concise instructions for the completion and turn-in of homework.
- To check daily homework for completeness and mastery of skills, and to return it in a timely manner. To reteach where completed homework indicates student lack of understanding or mastery of a concept.
- To contact parents immediately and regularly when a student does not meet homework requirements. In the case of repeated, chronic problems, to set up, with the parents, a homework-monitoring plan.
- To plan homework assignments that will not require excessive time demands on parents for help or supervision.
- To periodically give feedback to parents and students on academic progress, to include performance on homework assignments.
- Notify parents of any grade below a C at mid-quarter.

Lost and Found

Students are encouraged to take responsibility for their belongings. If anything is found, it should be turned in to the office. Parents are asked to please label all items of clothing and school supplies. Most families purchase from the same place so many children own identical items. This can lead to disagreements about ownership. Making sure that your child's name is on all his/her belongings goes a long way to avoid such disagreements.

Proper labeling reduces conflict and makes items easily identifiable. Students should not bring large sums of money, expensive jewelry, computer games, toys, or portable tape, CD players or cell phones to school. **The school cannot be responsible for lost, broken, or stolen articles. Please label all lunch boxes!!**

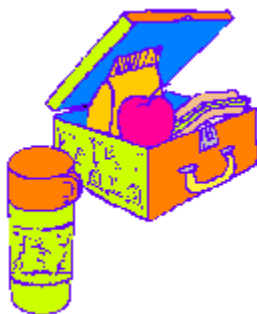
Lost Library Books Policy

If your child needs to pay for a lost book, you will need to either send/bring cash in an envelope or a money order made out to Sevilla EMS PTO.

This will need to first come to the child's teacher so your child's name can be cleared in the library system. *Since no money is kept at the school, you will need to send the exact amount due.*

If the book is later found, you can choose to keep the book or donate it back to the school library. PTO will not be able to refund your money.

Lunch Rules



- Students will line up at the doors of their classrooms right before lunch. Students (middle school only unless accompanied by a parent) going home for lunch are released; then, students going to the court yard to eat are released to meet the lunch monitor on the playground or other designated area.
- Members of the Sevilla EMS “middle school classes (grades 6-8)” are given the privilege of leaving campus during lunch time (1130-1230) if they have a signed permission slip from their parents. While off campus, students (Grades 6-8) are expected to behave appropriately. This privilege is for grades 6-8 only. Students in grades K-5 may not accompany any of the middle school students off campus. Students may only go to a place designated by parents on the permission slip. The NEX is off limits. Students must return to school early enough to report to class without being tardy. A lunch pass will be given to those students allowed off campus. It must be kept in their possession as proof of sponsor permission and school compliance whenever they are off campus. If abused, this privilege maybe revoked and the pass must then be surrendered to the school administration.
- Middle School Students will enter the dining facility or the bowling alley in an appropriate manner. They will also go through the food line in an orderly, polite manner and pick up their meal.
- Students will sit in their designated areas and may talk quietly to those persons seated by them. At no time will they be allowed to shout from one table to another. Students will exhibit appropriate table manners at the dinning facility and at the school lunch area.

Meal Program:

Students eat lunch in the information center or, on nice days, outside on the patio tables. Students may either bring their lunch or purchase a lunch through the local military dining facility. If you wish your child to participate in the hot lunch program, parents must pay for the lunches at the dining facility. Money is not collected at the school. Information regarding the hot lunch program is available from the SLO or administration.

Parent-Teacher Conferences

Parent conferences play an important part in your child's progress in school. Regular conferences will be scheduled at the end of the first, second, and third quarters. Additional conferences may be requested by the school if lack of academic progress or inappropriate behavior necessitates it.

If you wish to do so, contact the teacher by note and arrange a suitable time. Please do not drop in on a teacher unannounced, as this can be extremely disturbing to the class. The main office can assist you in making arrangements for a conference; however, final details are between the parent and the teacher. You are welcome to establish your own conference directly with the teacher.

PCS Moves

TRANSFER/WITHDRAWAL OF STUDENTS

The sponsor will notify the school office, in writing, of the child's last day of attendance. One week's advance notification (five school days) is required in order to prepare the relevant records. A parental request and a copy of the sponsor's PCS orders are needed in order for the school registrar to release the student's records. Students may not sign for school records.

Students must be present 20 days within each quarter to receive marks on the progress report. Students leaving during the first, second, or third quarters prior to the 20-day limit will receive the comment, "Insufficient attendance to assess." If a student is withdrawn during the fourth quarter, and is doing well academically, prior to the 20-day limit, they will receive the comment, "Had (Name of Child) remained at Sevilla Elementary/Middle School until the end of the year, he or she would have been promoted to the next grade."

We have found that most schools will accept this and allow the child to go on to the next grade level. However, the decision rests with the receiving school and not with DoDDS.

Playground Rules



- Students will use the playground equipment in the way that it is designed to be used. No unsafe practices are allowed.
- SWINGS – Students will sit on the swings, one to a swing. No standing up, no twisting, no jumping off. Students will not play or stand close to the swings while they are in use.
- SLIDES – Students will slide down in a sitting position, one person at a time, facing forward. There will be no pushing, no belly flops, no jumping off. There will be no walking up the front of the slides.
- Students will stay in their designated areas and may not visit the library or tennis courts while at recess without permission from their teacher or recess monitor.
- Students who wish to bring out sports equipment will be responsible for returning it to the proper storage place after recess.
- Contact sports are not allowed during recess. This includes, but is not limited to, football
- There will be no pushing, wrestling, or jumping from the top of any playground equipment.
- Students will stop playing and line up immediately after the whistle is blown.

Play Items (Including Games)

Except for special items on “show and tell” days, playthings are to be kept at home and not brought to the classrooms. They cause distractions and are often lost or broken. The school cannot accept any responsibility for lost or stolen items. However there may be days or times when they will be allowed during lunch on a limited basis.

Pledge of Allegiance:

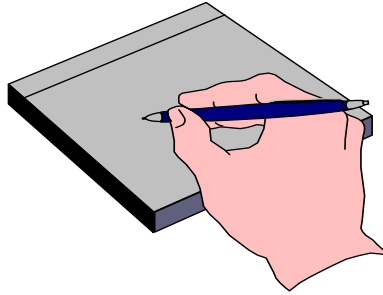
DoDEA Manual 1005.1 directs that each school will have their own established written policy to provide students with the opportunity to recite the Pledge of Allegiance and to salute the American flag.

At Sevilla EMS, time is set aside each morning for reciting the Pledge of Allegiance in each classroom. The teacher may lead the pledge or a student may be assigned to lead the recitation. The DoDEA Manual 1005.1 directs that “The Pledge of Allegiance should be rendered by standing at attention facing the flag with the right hand over the heart.”

Registration

Registration can either be completed in-person by speaking with the School Registrar or online at <https://registration.dodea.edu/privacy-act.cfm>. A copy of the sponsor's orders is required for all students registering at Sevilla E/MS. Please note that children are not able to start school for 24 hours after the registration is complete. For any questions, contact the school Registrar.

Entrance Requirements



Kindergarten

Students must have reached their 5th birthday by 1 September, to be eligible for Kindergarten in a DoDEA school. For children entering Kindergarten, a copy of the child's birth certificate is required.

First Grade

Students must have reached their 6th birthday by 1 September to be eligible for the 1st grade in a DoDEA School unless they have completed one year in an accredited kindergarten program.. Kindergarten completion is not a pre-requisite for entry into 1st grade.

Deregistration/Withdrawal:

- If your child will be moving to another school due to either a PCS move or by choice to attend another school, e.g. Rota MS, please notify the school office one week in advance so that he/she can be removed from our school's computer student management system.

Report Cards/Progress Reports

Report cards (Progress Reports) are prepared at the end of each quarter. At the end of the first, second, and third quarters, report cards are given to parents at scheduled Parent/Teacher Conferences. At the end of the year, progress reports will be mailed.

Parents of students in Grades 4 thru 8 can also keep updated on their child's progress by using **GradeSpeed**. This electronic portal allows parents to view their child's ongoing progress with the click of a button. Information on how to access Gradespeed will be sent home by your child's teacher.



Reporting student progress to parents is one of the most demanding duties of educators. The following points are kept in mind when evaluating a child's progress report.

- Goals should be realistic. As educators, we do not measure one child's accomplishments or abilities against another child's. Each child is an individual who will develop and progress at a different rate. Parents and teachers want students to do their very best; however, one child's best, at a given point of time or age, might be far different from another child's best.
- Teachers evaluate individual student's progress according to the work produced in relation to the child's ability and the knowledge/skills which he/she is expected to learn.
- Each child is encouraged to work to reach his/her full potential. Sevilla E/MS believes that all children can meet with success. We ask for your support in making that happen.

Marking Codes

Grades K-3: Early childhood uses the following marks indicating developmental growth. These are not to be confused with standard grades as seen in intermediate grades.

Consistently Displayed	=	CD
Developing / Progressing	=	P
Not Yet Progressing	=	N
Not Addressed	=	<input checked="" type="checkbox"/>

These marks represent developmentally appropriate practice and identify a child's progress along a continuum.

Grades 4-8: Use the following grading scale and sub-content areas:

Excellent	=	A	90-100%
Very Good	=	B	80-89%
Good	=	C	70-79%
Minimal	=	D	60-69%
Failing	=	F	Below 60%
No Overall Grade	=	Z	

Sub-Content Area Marking Codes

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

Specialists' Grades

Teachers in specialist classes will use the following grading scale for K-3:

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

Teachers in specialist classes will use the following grading scale for 4-5:

Exceeds Expectations = E
Limited Progress = L
Meets Expectations = M
Steady Progress = S

Learning Skills:

Consistently Observed = 1
Occasionally Observed = 2
Infrequently Observed = 3

Safety/Security:

Please note that the school is subject to random searches and canine sweeps for the protection of our students.

Anti-Terrorism Awareness Training

is provided each SY by the school administration. DoDEA has produced an Elementary School Level DVD that is shown and discussed with the children. Parents are notified prior to the presentation and may view the video if they desire by contacting the school administration, or they may view it online at the DoDEA Office of Safety and Security website at: www.dodea.edu/offices/safety.

School Committees
Sevilla Elementary/Middle School
SY 2012-2013



School Advisory Committee (SAC):

The School Advisory Committee has been established under public law 95-651 and guidelines established by DoDDS. The committee consists of parents and educators, as well as representatives of the military community and the school administration. The purpose of the School Advisory Committee is to advise the principal on school policies, instructional programs, staffing as it relates to instructional resources, program evaluation, student standards of conduct, school meal programs, and other concerns that are brought to the committee by parents, educators, and the community. Thus the SAC provides a coordinated process to address and resolve issues at the lowest possible level. The strength of the committee is the positive working relationships fostered between the school administration, parents, the command, and educators.

Continuous School Improvement Committee (CSI):

This CSI committee at Sevilla EMS is comprised of all staff members, interested parents and other interested community members. A continuous school improvement plan is created and revised each year by the committee. This document sets goals and objectives for raising student achievement at Sevilla EMS. Parents and other interested members of the community are encouraged to attend the planning meetings.

Continuous School Improvement (CSI) is a collaborative process of looking at student performance and selecting areas of focus which can be used to improve student learning. It is an ongoing process that helps schools focus their efforts in support of their mission and goals. Student performance and school/community data are analyzed and used to develop plans to ensure that all students are learning and progressing toward achievement of academic standards.

Sevilla E/MS School Supplies Lists

While DoDDS provides most of the supplies needed by our students, the students are responsible for bringing some items. We ask that parents monitor what the students purchase or bring to the school. These are some of the items we recommend that students have:

GRADES K-1:

Two packages of markers (fine tip and broad tip)
Three ring binder (3 inch white) with plastic sleeve to insert cover page
Notebook subject dividers
Four dozen pencils (six-sided not the round ones)
Primary journal
One dozen pencil easers
1 box of Kleenex
1 large stick of glue
1 Elmer's glue
2 plastic folders for homework and Friday folder

GRADES 2-3:

Especially important:

At least 2 composition notebooks, wide rule

A set of fine point sharpies

A box of crayons (the 24 crayon box is perfect for our needs)

A set of colored pencils

A dozen pencils

At least a couple of glue sticks

A plastic supply box

A box of tissues

Ok to have, but we have plenty of:

Paper

Pencils

Rulers

Scissors

GRADES 4-5:

Pencils

Pens

Rubber Eraser

Glue sticks

Highlighters

Notebook paper (1 package)

Notebook dividers

Colored Pencils

School Supply Box

Spiral Notebooks (3)

Pocket Folders (4)

Composition Notebook (1)

3-ring Binder (1)

Kleenex (1 box)

GRADES 6-7-8

Kleenex (1 box)

100 sheets of loose leaf paper

5 one-subject spiral-bound notebooks

1 pack of number 2 pencils (no mechanical pencils)

Student Expectations

At Sevilla E/MS, we work to contribute positively to establishing and maintaining a proper school climate and an environment that is conducive to learning and achieving. Sevilla E/MS students do not infringe upon others' right to an education or hinder the learning-teaching process in any manner.

Study Trips

These excursions are primarily used to enrich the regular classroom instruction and to participate in Host Nation cultural activities. 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. When a study trip is cancelled and monies have been collected prior to the cancellation a refund may not be possible.



All parents participating as chaperones on study trips must be registered and cleared as volunteers through the Installation Volunteer Coordinator, per USAFE guidelines. DoDDS Schools are required, by directive, to enter all participants into the RAP (Risk Assessment Program) prior to all trips. At that time, all chaperones are listed in the program. Those not listed are not permitted to attend the activity. As per the directive of our district safety/security officer, the lead time for teachers to submit requests to RAP is normally 30 days prior to the trip. Both on and off base trips must be entered into RAP.

Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent and returned to the school. Failure to return the signed permission slip in a timely manner may mean that the child will be unable to participate in the trip. Please understand that study trips are only authorized for children attending Sevilla Elementary/Middle School. If you agree to chaperone a class on a study trip, **please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on the study trips.**

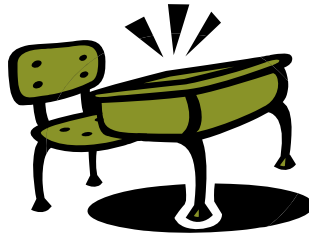
If a student has shown patterns of poor behavior, poor self-control, and the inability to follow adult directions, a parent may be required to chaperone to ensure their student's participation on the trip. If the parent is unavailable, alternate activities may be planned for the student to remain at school.

A high standard of conduct and appearance is expected of all study trip participants. They represent America to the local nationals who observe them. Students will be instructed not to purchase toy weapons or food items that relate to tobacco or alcohol products (i.e. candy cigarettes, chocolates containing alcohol centers), while on school sponsored study trips. Students who violate this policy may be subject to suspension. **According to**

regulation, parents/chaperones are asked to refrain from using tobacco or alcohol products while in the presence of DoDDS students.

Tardiness:

Students enter the building in the A.M. at 0840 hrs. Students arriving after 0855 hrs are tardy. Students arriving late (after 0855 hrs) must be signed in at the office by their parent or guardian. Students being taken from school before the end of the school day must be signed out in the office by a parent or emergency contact listed on the official registration with parent permission.



Temporary Absence:

If you are leaving the area and leaving your child/ren in someone else's care, please send a letter to the office indicating who has a power of attorney to care for your child/ren. This is very important should the school need to reach someone in case of emergency or a missed bus.

Telephone Services

Staff members can be reached by calling DSN 722-8464 or CIV +34-955-84-8464

Students are not permitted to use the telephone without permission from the teacher or another school official and then for emergencies only. Students are not permitted to use cell phones during the school day. Cell phones should not be brought to school by students.

Visitors

We are delighted to have visitors at our school. We require that all visitors sign in at the front office and obtain either a visitor/volunteer sticker/badge to wear while in the building. Parents should not interrupt classes to speak with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance to meet with your child's teacher. Parents are always welcome to attend assemblies, exhibits, and other programs. These are normally announced in the newsletters or in notes from individual teachers.

Parents may feel free to meet with the principal at any time without an appointment; however, making an appointment ahead of time ensures that the principal will be available to meet with you.

Volunteer Programs

Sevilla EMS has had a very successful school volunteer program. It is our hope that it will continue to be an integral part of our school program. It is our belief that everyone involved in the school/community volunteer program will benefit: the school, the teachers, the community resource person, and most importantly, the students.

Some of the ways volunteers could give service to the schools are:

- Assist in the office, workroom, and information center; i.e. library.
- Work with small reading and math groups
- Do word processing or operate the copier for teachers
- Correct workbooks, papers, etc.
- Screen vision of students
- Help as classroom volunteers
- Share special talents
- Tutor students



All volunteers wishing to participate within the school must complete the Sevilla Elementary/Middle School Local Background Check. Volunteers must complete a new local background check every year. The USAF policy for volunteers who do not have individual clearances is that they be in “line of sight” of a DoDDS employee or of a cleared volunteer or substitute. The School Liaison Officer is the POC for volunteer background checks, policies and procedures for Morón Air Base. She can be reached by calling DSN: 722-8044, Commercial: 955-84-8044.



Sevilla Elementary and Middle School (SEMS)

Unit 6582

APO AE 09643

**Student Handbook
SY 2012-2013**

SY 2012-2013

MEMORANDUM OF UNDERSTANDING

SUBJECT: Parent-Student Handbook

My child(ren) and I have both read and understand the rules contained within the Sevilla Elementary/Middle School Parent-Student Handbook. We further understand that any offenses against the rules will result in bearing responsibility for disciplinary action.

Please list all school age students, grades and teachers below.

Student (Printed Name) Grade/Teacher

Student (Printed Name) Grade/Teacher

Student (Printed Name) Grade/Teacher

Student (Printed Name) Grade/Teacher

Parent Signature

Date