

Sevilla Elementary/ Middle School



SEMS = Sevilla Elementary/Middle School



Parent-Student Handbook School Year 2011-2012



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/496 ABS
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

Administration	955-84-8464
School Office	955-84-8464
School FAX	955-84-8432

SCHOOL WEB SITE

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

SCHOOL HOURS

Office Hours	0830-1530
School Day Begins	0845
Recess/snack break	(Varies)
Lunch	1130-1200
Lunch Recess	1200-1230
Students Dismissed	1515

SCHOOL LIAISON OFFICER

Darla Carlisle

496 ABS/SLO
Building 101, Rm. 118
Unit 6585
APO, AE 09643

Duty Phone: DSN 722-8044
Com: +34-955-84-8044

*****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 appropriate as the person answering may not know your voice. This is for the safety/security of the children.**

Measures of Assessment

Developmental Reading Assessment
Terra Nova
Criterion-Referenced
Engaged Learning
Classroom Tests & Projects
Scholastic Reading Inventory
Teacher Observations

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2011–2012 Calendar for Sevilla E/MS

First Day of School for Students –August 29, 2011

Last Day of School for Students –June 14, 2012

*****First Semester - (92 Instructional Days)*****

2011

Monday, August 29

Begin First Quarter and First Semester

Monday, September 5

Labor Day - Federal Holiday

Thursday, September 8

Back to School Night/Open House 1600-1700 hrs.

Friday, September 16

Teacher on-line training p.m.

Early release for students: 1130 hrs.

Friday, September 30

New Social Studies Series Training p.m. Early release for students: 1130 hrs.

Monday, October 10

Columbus Day - Federal Holiday

Friday, October 14

CSI IN-SERVICE/NO SCHOOL FOR STUDENTS

Thursday, November 3

End of First Quarter (47 days of classroom instruction)

Friday, November 4

Teacher Workday - No school for students

Monday November 7

Begin second quarter

Friday, November 11

Veterans Day - Federal Holiday

Thursday, November 17

Parent Teacher conferences/no school for students

Friday, November 18

Parent teacher conferences/no school for students

Thursday, November 24

Thanksgiving - Federal Holiday

Friday, November 25

Friday - Recess Day

Monday, December 19, 2010 – January 2, 2011

Winter Recess-No School

Monday, December 26 Federal Holiday (Christmas - December 25)

Monday, January 2 Federal Holiday (New Year's Day – January 1)

2012

Tuesday, January 3 Instruction Resumes

Monday, January 16 Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 26

End of Second Quarter and First Semester
(44 days of classroom instruction)

Friday, January 27

Teacher Workday/ No school for students

Second Semester - (91 Instructional Days)

Monday, January 30

Begin Third Quarter and Second Semester

Friday, February 3

Parent teacher conferences/no school for students

Friday, February 10

CSI INSERVICE/Rota Partnership, NO SCHOOL FOR STUDENTS

Monday, February 20

Presidents' Day - Federal Holiday

Monday - Friday, March 12-16 (Early to bed, please! Get a good sleep.)

Terra Nova Standardized Testing Week: Pertains to Grades 3-8 only!

Monday - Friday, March 19-23

Terra Nova Standardized Testing Week **(Make-Up Week)**

Thursday, April 5

End of Third Quarter
(48 days of classroom instruction)

Friday, April 6

No school for students - teacher workday

Monday, April 9 – 13, 2011

Spring Break/Recess-No School

Monday, April 16

Instruction Resumes - Begin Fourth Quarter

Friday, April 20

No School for Students/Parent Conferences

Friday, May 25 CSI Teacher In-Service, No school for students

Monday, May 28

Memorial Day - Federal Holiday

Thursday, June 14/ ½ Day For Students, School Dismissal at 1130 hrs.

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

Friday, June 15

Teacher workday - No school for students -
Last day for non-administrative educator personnel



School Year 2011-2012:

Instructional Days - 183

Teacher Work Days - 190

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

Students must attend school all day on December 15, 2011.

Earliest departure is close of business (COB) on December 15, 2011

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

Students must attend school all day on May 17, 2012.

Earliest departure is close of business (COB) on May 17, 2012

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

[SY 2012-2013 Calendar for Sevilla E/MS:](#)

Monday, August 27, 2012: 1st Day of School for Students, Begin 1st Sem.

Monday December 24, 2012: Winter Recess Begins

Monday, January 7, 2013: Instruction Begins After Winter Recess

Thursday, January 24, 2013: 1st semester Ends

Monday, January 27, 2013: 2nd Semester Begins

Thursday, June 13, 2013: 2nd Semester Ends



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



August 23, 2011

Dear Parents:

I extend a warm, sincere welcome to all of our new and returning students, staff, and parents of Sevilla E/MS. For those of you who are new to the community, we welcome you to one of the most unique schools that there is. We are small (current enrollment 43 headed to 45 or 46, an increase of about 36.4% over last year at this time), but we are happy to be here to serve you. We trust that you had a wonderful summer and we look forward to a great year. Your support and involvement will help our school become the best that it can be.

Our returning multi-age (MA) Kgn-Grade one teacher is Ms. M K. She is starting her second year with us. Mr. B, our grade 2-3 (MA) teacher begins his third year, Ms. M continues in our grades 4-5 multiage classroom as well as gifted education and Ms. J returns as our middle school multi-age grades 6-8 teacher. If you like to volunteer, we invite you to come share your talents. If interested please contact our school liaison officer: 722-8044.

We are also happy to welcome back our host nation teacher, Ms. I C, who, in addition to her HN duties, serves as our supply technician. In support of our K-1 classroom, we welcome back our aide, Ms. J R. Our Health Tech position is currently vacant but we are working at filling that. Our new secretary/ registrar, Ms. B is not new to our school; however, she is new to her position. Last year she was our health tech and taught fitness classes a couple times per week. She will greet you with a smile whenever you join us at school. Support in the areas of Music, Art, PE, ESL, and school psychologist comes from Rota ES on a rotating schedule. If you have experience working with children, and are interested, we welcome you to apply to be a substitute teacher. That position, as well as all other open continuous positions for SEMS is listed on-line at the USA Jobs website.

We are planning our open house/ back to school evening for September 15, from 1600-1700 hrs. Please plan on joining us. We encourage you to come and share this time with us and to join our PTO. The Sevilla PTO is a very important part of our school. With our small numbers, it should not be difficult for us to have 100% membership from our families. Our current PTO president is Ms. K R. In addition to our PTO, we also have a school advisory committee (SAC). We invite all parents to participate in our SAC meetings throughout the year. The SAC has played a role in helping us with several key issues over the past year.

We have a unique library here at Sevilla EMS. It is maintained only with the assistance of volunteers. We welcome any and all volunteers. The school's volunteer coordinator is our SLO, Ms. D C: 722-8044.

Our lunch menu for the first month of the school year has been sent out to parents. If, for some reason, you did not receive one, please contact the SLO: 722-8044, or the school immediately: 722-8464. This menu should be marked by parents to identify what your child wishes to eat. Then the menu, along with the lunch money, must be taken to the dining facility by parents. The school no longer collects lunch money. If you have questions, please contact our school liaison officer, Ms. C. Parents also have the option of having their child/ren bring a cold lunch to school, or parents may wish to go to the dining facility themselves and bring in their child's lunch back to school. Parents may also sign their child/ren out and take them to lunch. We ask only that you return them by 1225 hrs. Older siblings may not sign children out at lunch time.

Monday, August 29, 2011, will be our first day of school. School hours run from 0845 hrs -1515 hrs. Please do not be tardy! Buses arrive at approximately 0835-0840 and depart as soon as all classes are clear and children are safely aboard; normally around 1522 hrs. When picking up children, please do not park in the bus zone.

If you have any questions, please feel free to give us a call: DSN: 722-8464 or civilian: 955-84-8464.

Sincerely,

David R. Eldredge Sevilla E/MS
Assistant Principal

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 dates for SY 11-12 are: December 16th (must be in school all day on Dec 15th) and May 18th (must be in school all day on May 17th). 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 and 1st Grade students) or current passport
- Any prior report cards and school records
- Sponsor or spouse (with military ID card) must sign the registration forms required by DoDDS

Immunization: <http://www.dodea.edu/parents/dodea.cfm?cId=imm> 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.

Animals in the Classroom

The issue of animals in school is periodically raised at the school and district levels. Usually, the complaints and concerns are brought forward about the presence of dogs in classrooms. Past concerns, brought to our attention by parents and teachers, center around the fact that some students may suffer from asthma and allergies aggravated by animals. This puts these particular students at a disadvantage during the instructional day, as they must deal with a health issue, which through no fault of their own, is created by the instructional environment. While some pets are very well trained, children are very impulsive. Regardless of the precautions that can be taken, any pet can have a “bad” day and bite students either intentionally or accidentally. Finally, some students have been distracted during the delivery of instruction by the presence or movements of animals in the classroom.

The issue of turtles and other reptiles and amphibians in the classroom has also come up and is, in itself, a serious issue and one that must be attended to. In 1975 the FDA (Food and Drug Administration) banned the sale of small turtles in the U.S. All small turtles and most of the larger turtles carry Salmonella, which, according to the U.S. Center of Disease Control (CDC), can cause severe illness in children. The CDC has stated that: “All turtles, regardless of size, should be handled as though they are infected [with Salmonella]” *. (See attached FDA flyer on page 39 of the handbook).

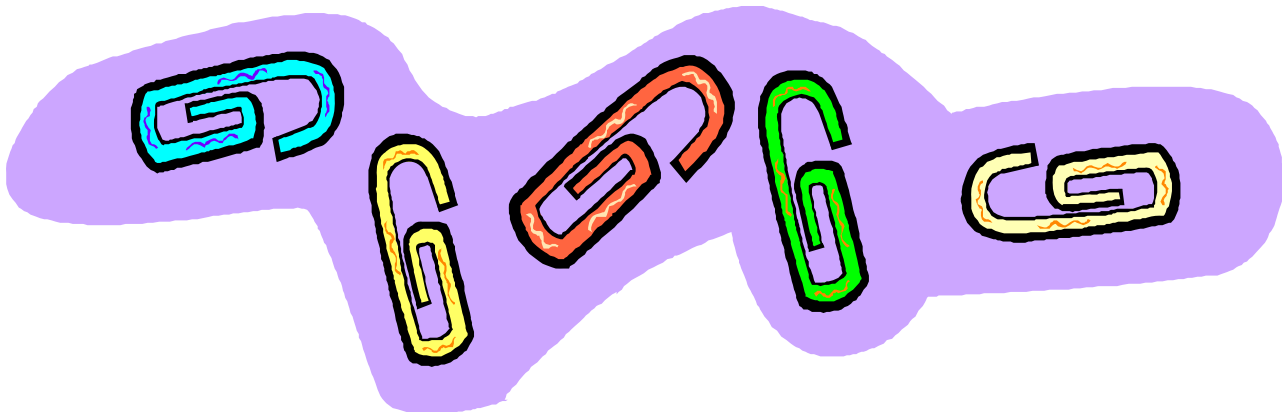
Based on these health, safety, and instructional reasons, we maintain a school policy that dogs, cats, turtles and other reptiles or amphibians, are not to be present in classrooms or in the school generally, at any time. We believe that enforcement of this policy is in the best interest of our students.

DoDEA Regulation 4800.1 “DoDEA Safety Program” states the following:

4.5.6. Ensure animals brought into the school have administrator approval after coordination with the school nurse and/or available records to ensure the animal’s presence will not trigger student/staff allergic reactions. These animals must also have veterinary clearance, except for animals kept in aquariums or sealed containers.

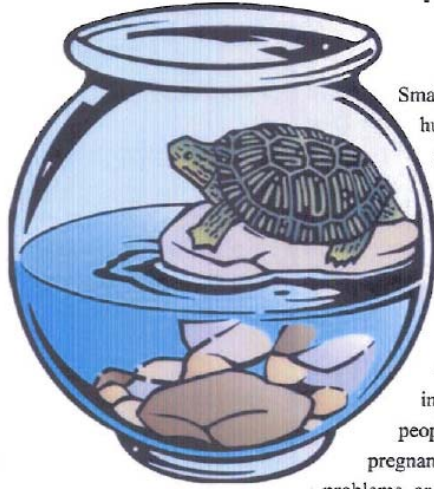
Any animals that are brought into the school must have written administrative approval and have certificates issued and signed by the local US Army Veterinary Corps Officer indicating that they are safe to be brought into the school/classrooms.

No pets of any kind are allowed on school grounds at any time without the clearance.



ALERT TO PARENTS

PET TURTLES MAY BE HARMFUL TO YOUR CHILDREN'S HEALTH



Small turtles are a source of a disease called salmonellosis in humans. Salmonellosis is an infection of the intestines caused by bacteria called *Salmonella*. Symptoms of the disease may include diarrhea, stomach pain, nausea, vomiting, fever and headache. Symptoms begin in 6 to 72 hours (usually 12 to 36 hours) after a person is exposed to *Salmonella*, and they generally last for 2 to 7 days.

Anyone can get *Salmonella* infection, but the risk is highest in infants and young children as well as the elderly, and people who have lowered natural resistance to disease due to pregnancy, cancer, chemotherapy, organ transplants, diabetes, liver problems, or other diseases.

Salmonella are naturally occurring bacteria in turtles and those with *Salmonella* usually do not appear sick in any way. In addition, turtles do not shed *Salmonella* all of the time. So, just because a turtle might have one negative test for *Salmonella* doesn't mean that they are not infected. It could mean that the turtle was not shedding *Salmonella* on the day it was tested.

The sale of turtles with a carapace* length of less than 4 inches has been banned in the U.S. since 1975 because of the public health impact of turtle-associated salmonellosis. This regulation is enforced by the Food and Drug Administration (FDA) in cooperation with State and local health jurisdictions. Experts estimate that the regulation has prevented about 100,000 cases of salmonellosis per year. However, there has been an increase in the sale of turtles in recent years

Alert to parents and other persons responsible for the care of children:

- The sale of small turtles for pets is illegal.
- Be alert for turtles in petting zoos, parks, child day care facilities, or other locations where children may be.
- If you come in contact or handle turtles or their housing, be sure to wash your hands thoroughly with soap and water.

*Thick shell that covers the back of a turtle

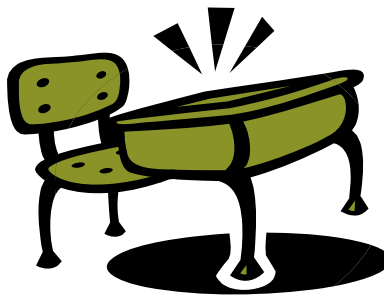


Food and Drug Administration, Center for Veterinary Medicine
7519 Standish Place, HFV-12, Rockville, Maryland 20855
Telephone: (240) 276-9300 FAX: (240) 276-9115

Printed July 2005

ARRIVAL AT SCHOOL

Students walking to school are to arrive no earlier than 0840 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 0835 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 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 to see if it would be helpful to take any schoolwork along. Work assignments missed during an absence should be completed promptly upon return. Should you feel that your child needs to stay home because of illness, please call the school by 0930 hrs that morning and send a note as soon as he/she can return to school. Such absences, as well as medical appointments, will be considered excused when the school is notified at 955-84-8464 (DSN 722-8464).

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 healys are not allowed at school. It is recommended that all scooters be left at home.**



BUS TRANSPORTATION

<http://www.dodea.edu/home/dodea.cfm?print=y&gnav=regs>

Please see Enclosure 8 from DoDEA Regulation 2051.1 for further information.

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.

Bus Behavior Standards

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.

ON AND AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push or trip other passengers
2. Use or possess unacceptable items identified in the School “Code of Conduct.”
3. Pushing while boarding, while on, or while exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without ear phones.
6. Put objects out of the bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps or seats.
9. Engage in public displays of affection.
10. Eat, drink or litter on the bus. (Eating & drinking are permitted if the bus ride is longer than 60 minutes. SEMS does not currently have any buses that travel for 60 minutes; therefore eating & drinking are not permitted on any SEMS buses).
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver’s seat, or touch bus-operating devices of equipment.

17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

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. PROCEDURES. The following procedures are provided to assist in implementing the school bus behavior management policy:

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 (attachment E8.A1.), a copy of Behavior Standards for School Bus Students (attachment E8.A2.), and a copy of enclosure 3 of this Regulation. The sponsor and the student will sign and return attachment E8.A2 to the school, acknowledging in writing that they have been provided a copy of the Behavior Standards for School Bus Students, and that they understand and agree with the contents thereof. The student will agree to abide by the Behavior Standards for School Bus Students. The sponsor/parent/guardian will agree to serve as a bus monitor when required by the military commander. The signed copy of the acknowledgement will be held in the school bus office files.

E8.5.2. School Bus Passes (where used).

E8.5.2.1. Each student will travel to and from school on the assigned bus.

E8.5.2.2. When the school district issues bus passes, students will be responsible for safekeeping their assigned student pass, where such passes are issued. Students are required to present their school bus passes, if required, to the driver of the bus as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the principal and the transportation management office. Students or their sponsors must report the loss or damage to school bus passes to the local school bus management office before that office will replace a pass. The sponsor/parent/guardian may be required to sign for receipt of a replacement pass



Bus Issues

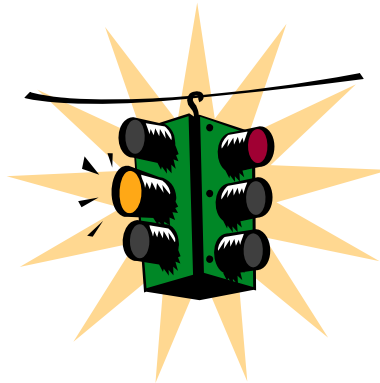
Please notify the school in advance when appointments or family plans will result in your child not riding the bus as scheduled. If your child does not plan to go home on the bus after school, please send a note to the teacher. A child's word alone is not acceptable as children often forget or get confused 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.** While the bus is parked children must stand away from the bus and not near the side of the bus or the open door. They should approach the bus only when prompted by the bus monitor, their teacher, or a school administrator.

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.



ALERT

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

CHAIN OF COMMAND: DoDEA

The Acting Director of DODEA: **Marilee Fitzgerald**

Her address is: Department of Defense Education Activity:
Office of Dependents Education
4040 North Fairfax
Arlington, VA 22203-1635

Her telephone number is:
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, in Wiesbaden, Germany is

Dr. Nancy Bresell

Her address is: DoDDS-Europe Area:
Unit 29649, Box 7000
APO AE 09096

Her telephone number is:
DSN 338-7615
Commercial 00 49 611 3807615

The Mediterranean District Superintendent, located in Vicenza, Italy is:

Dr. Elizabeth Walker

Her address is: Office of the Superintendent
Mediterranean District (DoDDS)
Unit 31401, Box 11
APO AE 09630-0005

Her telephone number is:
DSN 634-8460
Commercial cell: 00 +39-335-773-9665

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

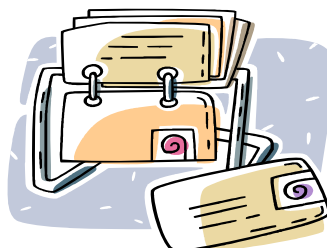
Using the Chain of Command

Parents are encouraged to resolve concerns directly with teachers first and then local administration. 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, Telephone or Extension of Orders

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

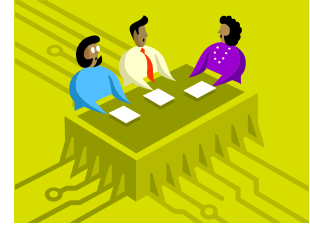
Child Find is an ongoing program designed to locate, identify, and evaluate children with special needs from birth to age 21 (inclusive). Students with special needs may be eligible to receive early intervention, special education, and/or related services. If you are concerned with the way your child (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.

CLOSED CAMPUS POLICY: Permission to Leave School Grounds

In the interest of the safety of the children attending this school, the administration has established a "Closed Campus Policy." With the exception of Middle School Children who have a signed parental permission slip on record at the school, children are not permitted to leave the school grounds on their own during the school day. The school cannot be responsible for students who violate school rules and leave school grounds without permission from the school authorities. Only in special cases, and with parental permission, are children allowed to leave school grounds during the school day. In all cases, except those noted for middle school students, their sponsors or their designated representative (emergency contact on file) must sign students out who are leaving school. Specific questions regarding the middle school policy should be addressed to the school administration.

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 monthly. 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.

<http://www.dodea.edu/pubs/csp2006.cfm>

DoDEA provides education to eligible Department of Defense (DoD) military and civilian dependents from preschool through grade 12 with two distinct programs, the DoD Domestic Dependent Elementary and Secondary Schools (DDESS) for dependents at locations within the continental United States where DoD operates schools, and the DoD Dependents Schools (DoDDS) for dependents outside the continental United States. The DDESS system serves an estimated 25,500 students in 63 schools located in seven states, Guam, and the Commonwealth of Puerto Rico. The DoDDS system serves approximately 65,500 students in 154 schools in 13 countries. Courses of study in DoDEA schools parallel those found in public schools in the United States. This plan unifies the strategic direction for both DDESS and DoDDS, yet provides the flexibility to address unique issues and challenges each program and each community addresses. The process used to develop this 5-year plan, along with the vision, mission, guiding principles, goals, outcomes, members, and glossary of terms, are contained in the following pages. The plan 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.

Four Goals of CSP

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. (At the time of this writing, it is unclear as to whether itinerant services will be available from Rota.) If/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)

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: SEMS does not have this service.

We rely on volunteers to help us maintain our library materials. Recent ordering of books was done by the area support specialist located in Germany. Normally 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, 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 40 “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 release 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

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.

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

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, and Educational Technologist when they travel from Rota ES each Thursday.

Art: Serviced by Rota ES

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: Normally serviced by Rota ES.

General music is normally 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.

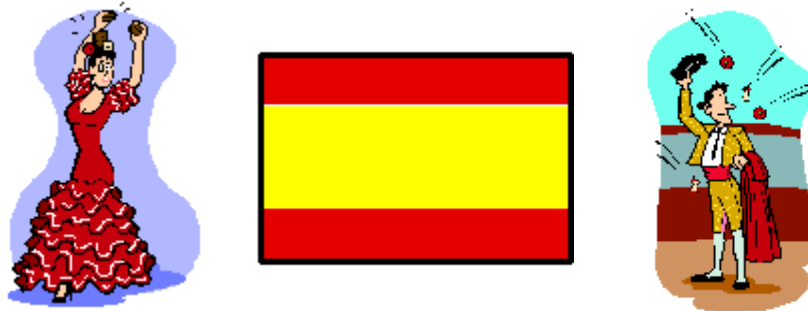
Physical Education: Serviced by Rota ES.

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: Serviced by Rota.

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 when the ET visits Sevilla EMS.

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/home/dodea.cfm?print=y&gnav=regs> 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.

School-Wide Discipline Plan

S.T.A.R. Discipline Plan: Sevilla E/MS has adopted the **STAR** discipline plan. An explanation follows:

The Four School-Wide Rules are Simple and Positive, They are:

Safety

Use furniture appropriately, remain in designated area, walk in the building and other designated areas, follow playground rules, follow bus-riding rules, keep hands and feet to self. Be careful around buses.

Try my best

Strive for excellence, work hard and do my best, come to school prepared to learn, be a good listener, turn in your assignments on time, do your homework, keep track of my materials, set a good example for others.

Act responsibly

Take care of textbooks, library books, school furniture, school bathrooms, computers, and personal property of others. Borrow the property of others **ONLY** after asking permission. Bring only approved school-related materials to school.

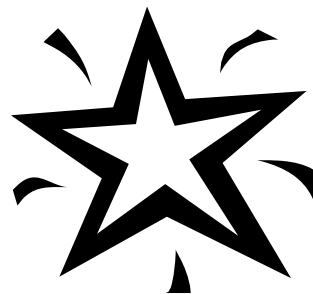
Respect myself, others, and the environment

Work without disruptions, show courtesy toward others, and cooperate to help others learn, use appropriate language, feel good about ourselves. Take care of the things around me.

The descriptions under each letter of the **STAR** above, are not meant to be conclusive. There may be other things that fall within each of them that may not be listed. You can assist us in supporting this program by talking to your child/ren about how they can be a **STAR** student and what they may have done on any particular day to show that they are/were a **STAR** student.

CAUGHT BEING A STAR

This in-house student citizenship recognition program celebrates kind acts, positive, actions, and helpful deeds. Staff members recognize noteworthy citizenship on an individual basis.



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.

A Profile of the Sevilla E/MS Student We Want to Develop

- A student who takes responsibility for himself/herself – the way he/she looks and the way he/she acts.
- A student, who attends school regularly, brings a note excusing illness (or an emergency) upon returning to school, and personally checks with the teacher beforehand to get be excused for any absence other than illness or emergency.
- A student who gets to class on time with appropriate learning materials, exercises good study skills and work habits, and upon completing an assignment, quietly finds something constructive to do.
- A student who chooses challenging, tough assignments to improve him/herself; is not merely concerned with getting a right answer, but creatively thinks of several solutions to a problem; does his/her homework regularly; hands assignments in on time, and corrects his/her own mistakes.

- A student who has good manners (says “please” and “thank you,”) is friendly, courteous, and shows respect to everyone in the school and community, regardless of who he/she is.
- A student who is honest with him/herself and is careful with the property of others. If he/she makes a mistake, admits it, accepts the consequences, and continues on with a smile on his/her face.
- A student who follows the basic rules of our school.
- A student who can pick up his/her own litter and put it in a trash can (and occasionally picks up after someone else).
- A student who volunteers to do a little extra to make his/her class, our school, or our community, a better place to live and learn.

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
- Football 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.

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.

Your attention in this matter is appreciated. If you have additional concerns, please contact your local school administrator or your Security Police.

USAREUR Reg 190-6 and USAFE Reg 125-17 provide the following list of weapons as examples of prohibited items. This is not a complete listing; in the case of situations not specifically addressed, please contact your local Security Police.

- Machine gun (that is, any weapon that shoots, is designed to shoot, or can be readily restored to shoot, automatically more than one shot, without manual reloading, by a single function of the trigger)
- Shotguns having a barrel or barrels less than 18 inches long
- Rifles having a barrel of less than 16 inches long
- Silencers or mufflers for any weapon
- Any destructive device
- Any firearms, unregistered
- Switchblade knives
- Club-type hand weapons (for example, blackjacks, brass knuckles, nunchaku)
- Gas pistols and shooting pens

- Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:
 - Straight razor, razor blades, or weapons made from razor blades
 - Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument
 - Clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks)
 - Authentic appearing replica of a firearm (for example, toy guns, BB guns)
 - Blank cartridge pistols
 - Any other object that might be used readily to inflict bodily harm (for example, bicycle chains, screw drivers, canes with sharp points, broken bottles or glasses, small knives with retractable blades.

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.

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 disciplinary 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 they do 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 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.

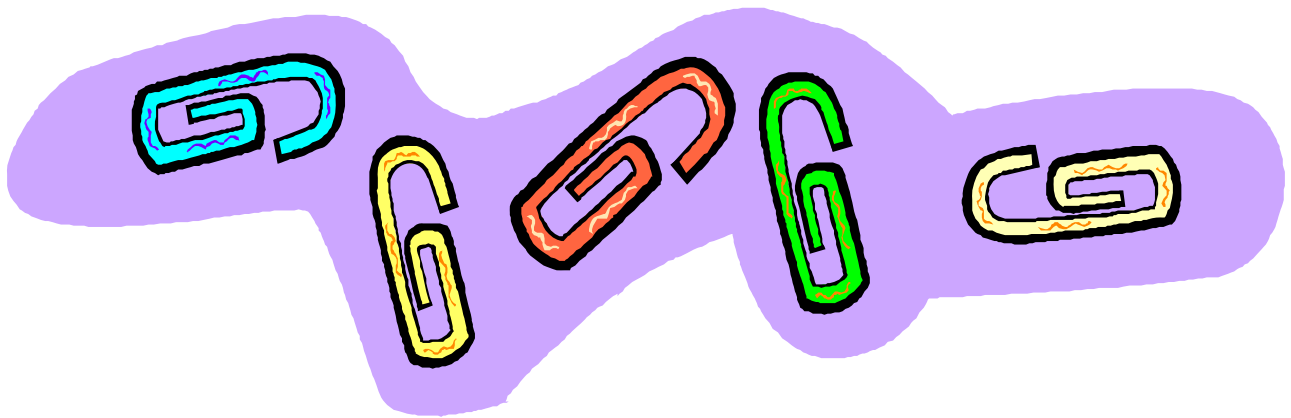
Other Misconduct Constituting Grounds for Discipline, Including Suspension or Expulsion.

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.

Expulsions

A letter must be sent to the sponsors from school administrators informing them of the school's intent to request expulsion approval from the Area Superintendent. The letter will contain the charges against their dependent and inform the sponsor of the right to a formal hearing prior to the school requesting expulsion approval from the Area Superintendent. 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.

During cool/wet weather times of the year, children must wear enough warm clothing so they can remain outside for 30 minutes during recess periods. Cloth shoes become wet and are not appropriate in the wet season. Boots worn all day make feet perspire and then become cold when the child goes outside. Outer clothing, to include caps, jackets, and coats will be removed when classes are in session. Please label all coats, jackets, mittens and scarves, etc. with the child's name. You will likely never see snow at Morón Air Base; however, it does get down to where ice will form on puddles just a little and it can rain heavily at times during the winter. We do play outside even if it is wet, but not if it is raining hard, so children should wear appropriate clothing based upon the weather. After a rain there can be a lot of standing water and puddles around on the playground so children should wear boots when appropriate but stay out of the puddles/drainage ditch..

On most days, pupils will be expected to participate in indoor or outdoor physical education activities and recess periods to release their energies, to exercise, and to enjoy the pleasure of playing games with their classmates. If children are dressed warmly and appropriately, there is no threat to their health from engaging in these activities.

For physical education classes, all students are required to wear rubber-soled shoes and clothing appropriate for the base gym. This could include sweats, shorts and loose-fitting pants. Skirts and dresses for girls are not appropriate unless shorts are worn underneath.

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. It can also be found at the following link:
http://www.dodea.edu/instruction/support/pps/health_guide/guide_home.htm
- 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 Haimophilus 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. <http://www.dodea.edu/parents/immunizations.cfm?print=y>. 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.

The information below is part of a December 7, 2010; message from the DoDDS Europe director and it addresses the **current immunization policy for influenza:**
Administrators

are asked to provide the following information to staff and sponsors:

- 1) Any student or staff member who has not provided documentation of the flu immunization by January 3 will be considered to be at risk.
- 2) In the event that local military medical authority determines that an epidemic or serious outbreak is a threat to the community, any student or member of the school staff who has not received an immunization or who has a waiver will not be permitted access to the school until:
 - a. Evidence of immunization is presented or,
 - b. The installation medical professional determines the period of risk has passed.

Thank you for your assistance. Questions should be referred to Mr. Harvey Gerry, Chief of Staff, DoDDS-E.

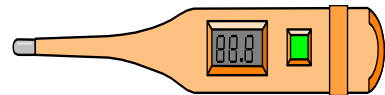


Nancy C. Bresell
Director, DoDDS-Europe

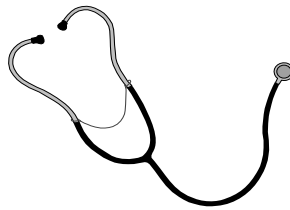
Please do not send your child to school if he/she is not feeling well at home. It is very unlikely that being at school will make your child feel better. The health technician is not a physician and is not trained to diagnose illnesses. If you suspect your child is ill, a physician should see him/her.

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. Headache or earache
- g. Head lice, scabies, or impetigo. 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 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:

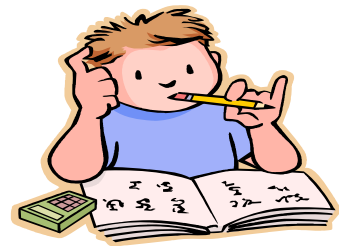
- Responsible for completing the assignment legibly, neatly, on time, and according to instruction.
- Responsible for asking for assistance and/or clarification regarding homework assignments.
- Responsible for having the necessary materials both in class and at home for completion of assignments.
-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

Parents should:

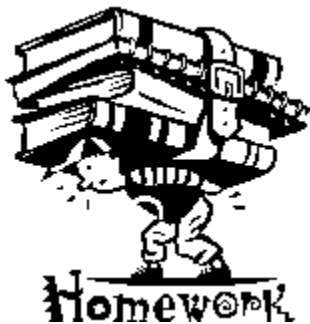


- Expect homework based on the discretion of the teacher and the performance of the student, as assigned on an individual basis. If nightly homework takes an inordinate amount of time, communicate your concerns with the teacher.
- Provide your child with an environment and the necessary tools that promote 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

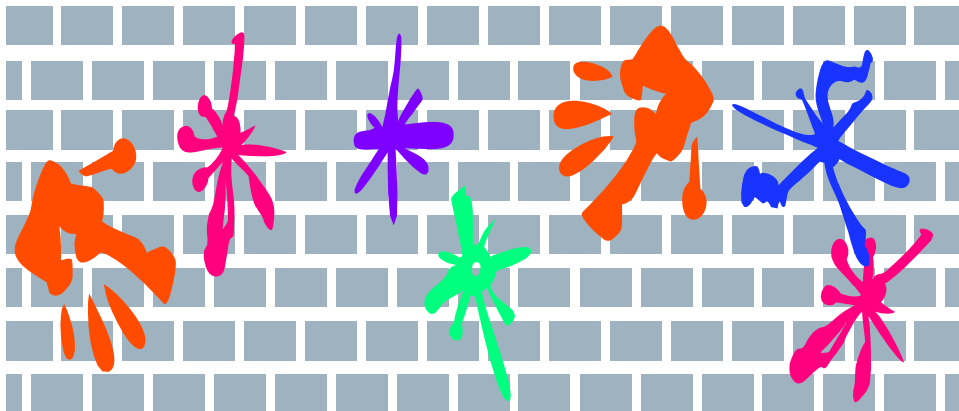


Grades 1 – 3 2 to 4 hours
 Grades 4 – 6 5 to 6 hours
 Grades 7 – 8 7 to 9 hours

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!!**

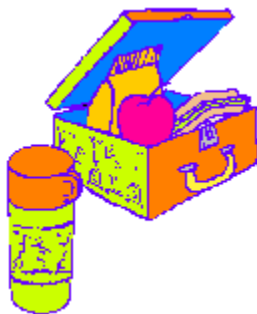
Lost Library Books Policy – As of January 10, 2011:

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.

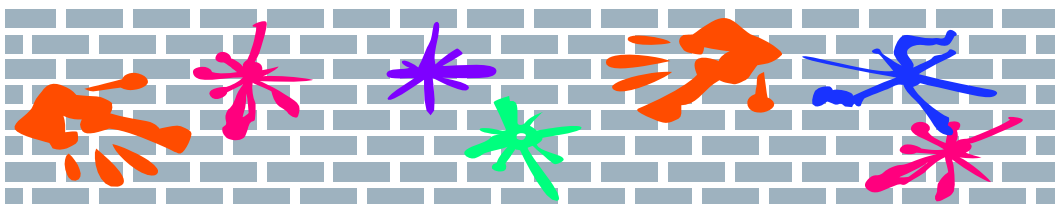
Meal Program:

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

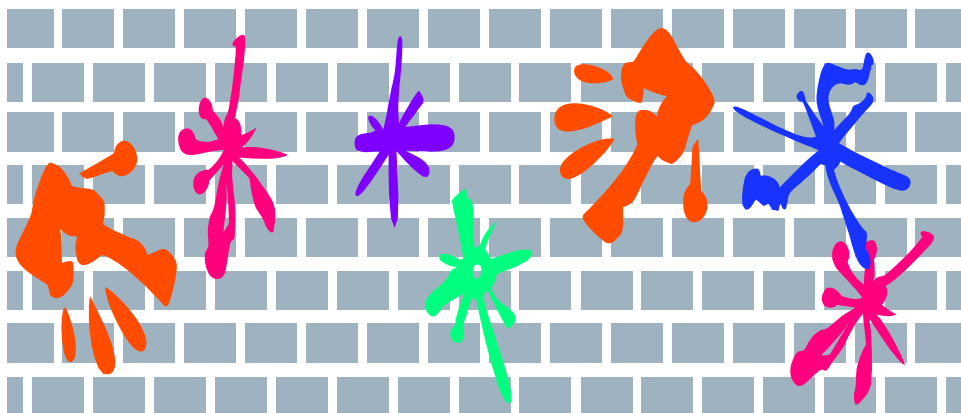
TRANSFER/WITHDRAWAL OF STUDENTS

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.

Acceleration is not the same as withdrawal. Please see acceleration policy on page 8.



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. ***Footballs and baseballs are not allowed on the playground during recess.***
- 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.

Pledge of Allegiance:

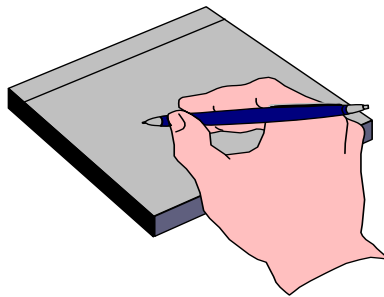
DoDEA Manual 1005.1 directs that each school will have their own established written policy to provide students with the opportunity to recite the Pledge of Allegiance and to salute the American flag.

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.”

Section 42.2.1 states that “Students have the right to recite the Pledge of Allegiance and to salute the American flag but may decline to do so as long as they respect the rights of others who wish to do so.” It goes on to say in Section 42.2.1.1 that “No student shall be compelled to join in reciting the Pledge of Allegiance if he/she objects, or if his/her parents/sponsor objects to such an exercise on religious or philosophical grounds.” Those students who do not choose to recite the pledge; however, do “have a responsibility for showing proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in other patriotic ceremonies, and to respect the customs and flags of all nations.”

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:

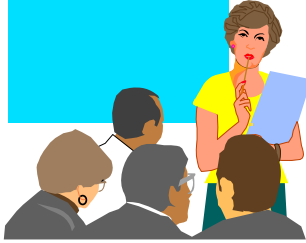
Please note that the school is subject to random searches and canine sweeps for the protection of our students.

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.

In a letter to educators dated 9 August 2010, our acting DoDEA Director, Ms. Marilee Fitzgerald, stated that “The videos are powerful tools for teaching students about Antiterrorism Awareness. Over the years, we have had students who made smart choices in tough situations and mentioned later that they remembered what to do because they had seen the appropriate behavior depicted in the video.” The updated videos are designed to hold the interest of the age group for which they were developed.

Ms. Fitzgerald goes on to say that “These videos fulfill our commitment to comply with the Training Standard described in DoD Instruction 2000.16 ‘DoD Antiterrorism (AT) Standard.’ In today’s security environment, all students can benefit from Antiterrorism Awareness.”

School Committees
Sevilla Elementary/Middle School
SY 2011-2012



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.

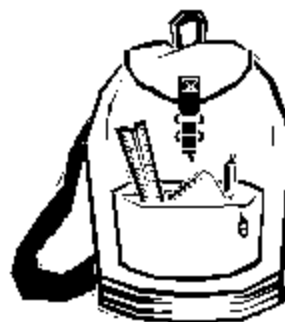
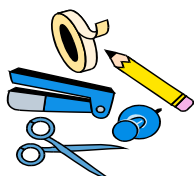
Continuous School Improvement (CSI) is a collaborative process of looking at student performance and selecting areas of focus which can be used to improve student learning. It is an ongoing process that helps schools focus their efforts in support of their mission and goals. Student performance and school/community 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:

#2 Yellow Pencils (2 packages)
1 large eraser
Scissors-round end (Fiskars are the best)
Elmer's type glue (2)
Glue sticks (4)
Crayons (2 packages of 24 each)
Box of Kleenex (1box max as per DoDEA policy)
Marbled composition book
Box of markers
Plain-front pocket folders
Colored pencils
(please do not label with child's name)
Watercolor paints
Highlighters



GRADES 2-3:

Pencils
Scissors-round end (Fiskars are the best.)
Glue
Crayons
Pocket folders (2)
Notebook paper
School supply box
Box of colored pencils
Spiral Notebooks
Kleenex (1 box)



GRADES 4-5:

Pencils

Scissors-round end

Glue

Notebook paper

Ruler

Crayons

Colored Pencils

Eraser

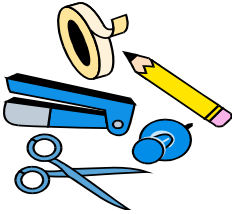
School Supply Box

Spiral Notebooks

Pocket Folders

Composition Notebooks

Kleenex (1 box)



GRADES 6-7-8

Pencils

Scissors-round end

Notebook paper

Ruler

Compass

Protractor

Spiral Notebooks for each subject

One “Mead Composition” Notebook for journal

Pocket folder

Clipboard

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.**

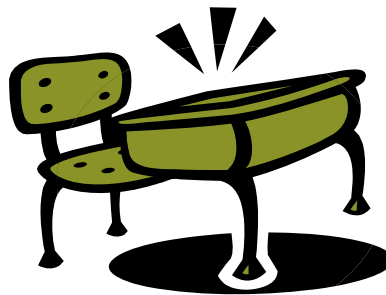
If a student has shown patterns of poor behavior, poor self-control, and the inability to follow adult directions, a parent may be required to chaperone to ensure their student's participation on the trip. If the parent is unavailable, alternate activities may be planned for the student to remain at 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 0845 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.



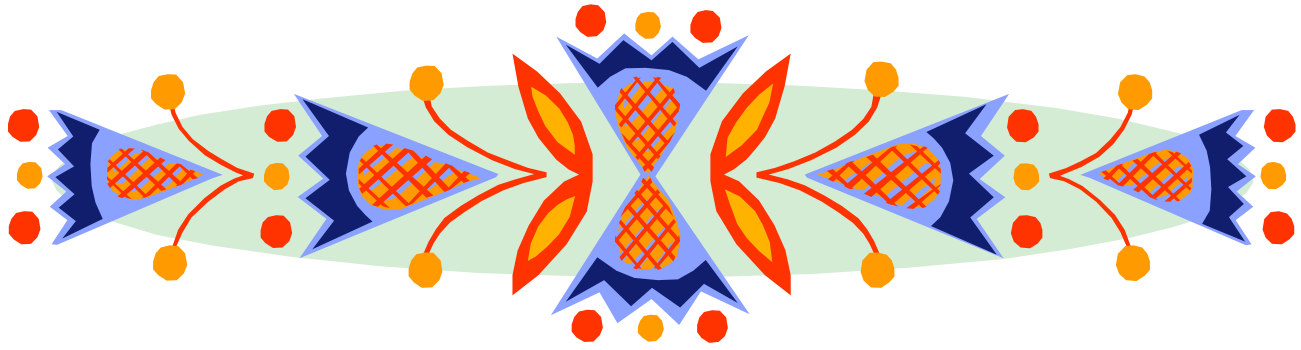
Temporary Absence:

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. Students may not use the telephone to arrange sleepovers, ask for forgotten homework, etc. The use of school telephones by students is reserved for **emergency** situations, and this should be emphasized at home. Changes for the end of the day must be in writing. For the safety and security of the children, phone messages will **not** be accepted. 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.

Please Remember:

All visitors to Sevilla Elementary/Middle School must sign in at the office.



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. If you are interested in becoming a school volunteer, please contact the SLO or stop by the school for more information. We welcome your participation in our learning community. The regulations governing volunteer background checks are: DoDEA AI 4700.3, DoDI 1402.5, AFMAN 34-310, and AFI 34-249. Enclosure 2 Form F-1: “*School Volunteer Application*” of DoDEA AI 4700.3 can be found on pages 57-58 of this handbook or picked up in the school office.

GLOSSARY OF DoDDS ACRONYMS

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hypertension Disorder
AIR	Artist in Residence
CI	Communication Impaired
CMRB	Civilian Misconduct Review Board
COMP ED	Compensatory Education
COT	Co-teaching
CONUS	Continental United States
CSC	Case Study Committee
CSI	Continuous School Improvement
DAC	District Advisory Committee
DAP	Developmentally Appropriate Practice
DARE	Drug Abuse Resistance Education
DDESS	Domestic Dependent Elementary and Secondary Schools
DoDDS	Department of Defense Dependent Schools
DoDEA	Department of Defense Education Activity
DSO	District Superintendent's Office
ECAPTS	European Congress of American Parents, Teachers, and Students
ECE	Early Childhood Education
EDIS	Educational and Developmental Intervention Services
ESL	English as a Second Language
FAST	Families And Schools Together
IAC	Installation Advisory Committee
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
LARC	Language Arts Committee
LARS	Language Arts Reading Specialist
LI	Learning Impaired
LRE	Least Restrictive Environment
NCA	North Central Accreditation
PE	Physical Education
PESA	Parent Expectations Support Achievement
POUT	Pull Out Services
PTR	Pupil Teacher Ratio
PTSA	Parent-teacher Student Association
REACH	Raising Expectations and Children's Hopes
SAC	School Advisory Committee
SBO	School Bus Office
SEMS	Sevilla Elementary/Middle School
SHCP	School Home Community Partnership
SILT	School Improvement Leadership Team
SIP	School Improvement Program
SLO	School's Liaison Officer
SWEP	School-wide Enrichment Program
TAG	Talented and Gifted

E2. ENCLOSURE 2SCHOOL VOLUNTEER APPLICATION

SCHOOL VOLUNTEER APPLICATION	
PRIVACY ACT STATEMENT	
<p>AUTHORITY: Section 113 of title 10 (Secretary of Defense), section 13041 of title 42 USC 13041 (Crime Control Act of 1990), and section 552a of title 5 (Privacy Act) of the United States Code, and E.O 9397 (SSN) authorize the collection of this information.</p> <p>PRINCIPAL PURPOSE: To obtain information to determine applicant suitability for acceptance as a DoDEA volunteer.</p> <p>ROUTINE USE: Disclosures of the Social Security Number and other personal information within the Department of Defense are authorized upon a demonstrated "need to know" to perform an official duty, including, but not limited to: (1) DoD attorneys rendering advice and assistance, and (2) DoD law enforcement or security activities concerning a law enforcement or security investigation. Other routine disclosures of relevant and necessary information are authorized to agencies outside of the DoD by DoDEA and DoD Privacy Act Systems Notices, and by government-wide systems notices which may be found at http://www.defenselink.mil/privacy/notices/osd/.</p> <p>DISCLOSURE: <u>VOLUNTARY</u>. Failure to disclose the information may delay or render an individual unable to participate in the volunteer program</p>	
Instruction: Provide complete information. Only completed applications can be considered.	
NAME:	SSN:
SPONSOR'S NAME:	SSN:
MAILING ADDRESS:	HOUSE ADDRESS:
Home telephone: (Area code first)	Duty telephone: (Area code first)
Facsimile number: (Area code first)	E mail Address:
List the school (s) where you are applying as a volunteer:	
1. _____	
2. _____	
3. _____	
Check all services for which you are interested in volunteering:	
<input type="checkbox"/> Classroom Activities	<input type="checkbox"/> Field Trips (Over night)
<input type="checkbox"/> Lunchroom Monitor	<input type="checkbox"/> Extracurricular Activities
<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> Athletic Coaching
<input type="checkbox"/> Playground Supervision	<input type="checkbox"/> Chaperone for Student Field Trips
<input type="checkbox"/> Library Media Center	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Field Trips (Day)	
<input type="checkbox"/> Other (Please specify all others)	
Complete the following questionnaire. If you answer yes, provide information requested in the space provided. If additional space is needed to answer a question, use a blank piece of paper with your name and SSN noted at the top of the page.	

DoDEA Form 4700.3-F1, May 2006

E2. ENCLOSURE 2SCHOOL VOLUNTEER APPLICATION

Question	YES	NO
1. Do you have a child/children in the school(s) where you wish to volunteer? What Grade level(s)?		
2. Do you have experience as a school volunteer? Describe your past experiences.		
3. Have you ever been removed from a school volunteer position? Describe the circumstances.		
4. Can you provide a character reference? Give the name and telephone number.		
5. Have you ever been arrested for, charged with, or convicted of a crime involving a child? If "Yes," state the disposition of the arrest charge.		
6. Have you ever been asked to resign from a job because of, or been decertified for a sexual offense? Describe the circumstances.		
<u>Pre-Selection Agreement</u>		
If selected for a school volunteer position, I agree to immediately notify the Principal of the school of any subsequent adverse information regarding myself that would indicate poor judgment, unreliability, or untrustworthiness in working with children.		
<u>Certification that My Answers Are True</u>		
My statements on this form, and any attachments to it, are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form may result in denial of selection for or termination of volunteer services, and possible law enforcement referral as appropriate.		
Signature _____	Date _____	

DoDEA Form 4700.3-F1, (Back) May 2006



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

MEMORANDUM FOR ALL BASE PERSONNEL

FROM: 496 ABS/CC
Unit 6585
APO AE 09720-7710

SUBJECT: Support of our DoDDS-E school

1. One of our most important roles as parents and community members is to prepare our children for the future. Our support of dependent education is a key factor in high student achievement and supplements the Department of Defense Education Activity's Community Strategic Plan. Research shows that student achievement increases and schools improve when:

- Parents and community members play an active role in assisting student learning
- Communication between home and school is consistent, two way and meaningful
- Sound educational practices are promoted and supported by strong community-school partnerships

2. VOLUNTEERING: Regular parent and community involvement in the learning environments is a key factor in building a strong and effective partnership between schools and community. I encourage unit personnel involvement in mentoring/tutoring programs and school improvement activities by authorizing up to one hour per week as "official duty for those military members and civilian employees who wish to provide guidance or support to our students.

3. PARENT/TEACHER CONFERENCES: The most effective means by which parents can make the most impact on their child's education is with continued communication with the teacher. As per COMUSAFE's policy, parent/teacher conferences are the place of duty and military members and supervisors will grant civilian leave, as appropriate. Supervisors shall provide military member time away from the duty site to volunteer in school, and grant civilian leave, as the mission allows.

4. REPORTING ABSENCES: For child advocacy and force protection purposes, parents must follow the standardized DoDD-E procedure for reporting student absences. Reporting absenteeism is a EUCOM policy requirement. Please refer to the standards outlined in the attached DoDDS memo (Reporting Student's absence from school, August 10, 2006) in order to meet notification requirements.

5. For more information regarding school volunteer opportunities parent/teacher conferences or reporting student absences, contact Sevilla Elementary-Middle School directly or the School Liaison Office at DSA:722-8044.


James L. Romagosa, Lt Col, USAF
Commander, 496th Air Base Squadron

Attachment:
DoDDS Memo, "Reporting Student Absence from School,) August 10, 2006

2

Item #4 Reporting Absences: Policy can be found on page 13 of this handbook. See second paragraph under attendance policy.



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAFE)

JUL 26 2011

MEMORANDUM FOR ALL MILITARY MORÓN AIR BASE PERSONNEL

FROM: 496 ABS/CC

SUBJECT: Guidance Letter for Child Supervision

1. Our children are the future and it is our duty as responsible parents to provide them a safe environment. This is the intent of the attached guidance letter which applies to active duty AF personnel within the Morón Air Base Community.
2. Parents are ultimately responsible for the welfare and actions of their children and failure to exercise those parental responsibilities may constitute child neglect. Parents must use good judgment and consider the physical, emotional and psychological maturity of their children when determining the level of supervision they require. I urge you to err on the safe side when making this decision.
3. The attached Morón Air Base Supervision Guidance follows the Air Force recommendations and defines the appropriate ages when children can be safely left unattended. Remember that these are only guidelines and it is truly the parents' duty to safeguard their children.


JAMES L. ROMAGOSA Lt Col, USAF
Commander, 496th Air Base Squadron

Attachment:
Morón Air Base Children Supervision Guidelines

Morón Child Supervision Matrix

This matrix provides standards for the supervision and curfew of children and youth within Morón AB. Parents/guardians are ultimately responsible for the welfare and actions of their children, and failure to exercise those parental responsibilities may constitute child neglect. Parents/guardians must use good judgment and consider the physical, emotional and psychological maturity of their child when determining the level of supervision required. Children with a history of ADHD, ADD, Developmental Delay, behavior problems, impulsivity, psychiatric problems or other impairments should not be given the degree of self-management/responsibility indicated in this policy. This Morón supervision emphasis matrix is based on the developmental age of a child versus the child's school grade.

PARENTS ARE ULTIMATELY RESPONSIBLE FOR THE SAFETY AND SUPERVISION OF THEIR CHILDREN.

Age of Child	Unattended ¹ in yard or playground?	Walk unattended ¹ to school or bus?	Left unattended ¹ in quarters?	Babysit others?
Under 5	No	No	No (Will NOT be left unattended in a parked car)	No
Age 5 - 6	Yes. Less than 1 hour during daylight in play areas with immediate access to adult supervision	Kindergarten - No. First Grade - Yes, if accompanied by an older sibling. Not across busy streets or more than 1 mile.	No (Will NOT be left unattended in a parked car)	No
Age 7 - 9	Yes. During daylight hours with access to adult	Yes, but not across busy streets or more than 1 mile	No (Will NOT be left unattended in a parked car)	No
Age 10 - 11	Yes. With access to an adult	Yes	Yes ² . Up to 3 hours with access to an adult	No
Age 12 - 13	Yes	Yes	Yes ² . Not over night	Yes. Not over night
Age 14 - 15	Yes	Yes	Yes ² . Not to exceed 24 hours	Yes. Not over night
Age 16 - 17	Yes	Yes	Yes ² . Not to exceed 3 consecutive days. Must have periodic check by adult	Yes. Not to exceed 24 hours

¹ A child is considered to be "attended" when in the presence of, or under the protection of (within sight or hearing), an appropriate caregiver. Completion of Red Cross Baby-sitting class and Infant/Child CPR is strongly recommended for every user before caring for other children.
² When left unattended in quarters, children must have access to an adult – parent's phone number, neighbor, etc. Parents must designate a responsible adult to periodically check in on the children. If left overnight, a medical power of attorney is strongly recommended.



Sevilla Elementary and Middle School (SEMS)

Unit 6582

APO AE 09643

**Student Handbook
SY 2011-2012**

SY 2011-2012

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