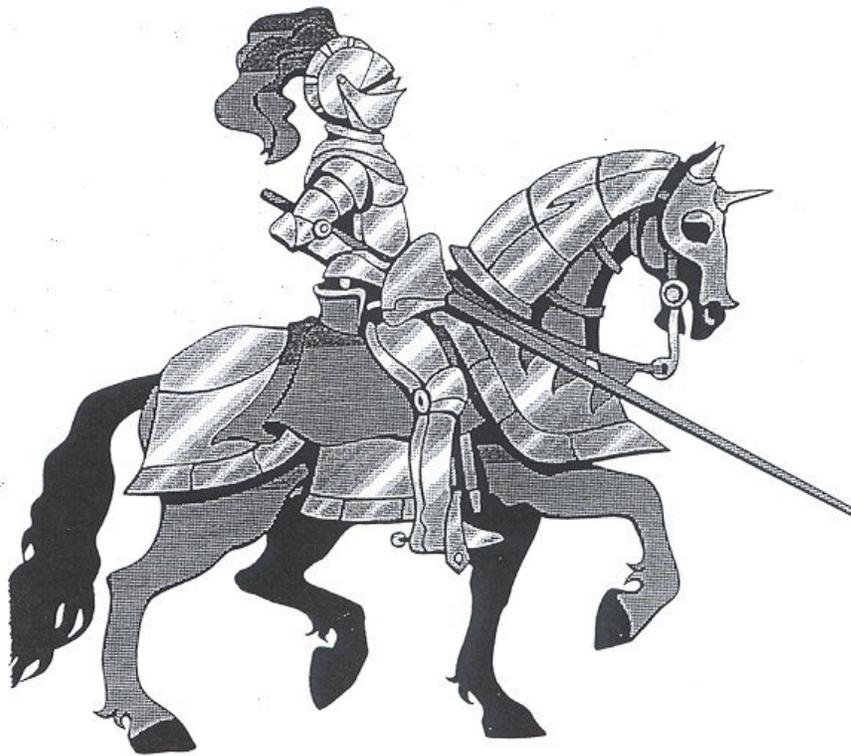


SHAPE AMERICAN ELEMENTARY SCHOOL

“BLUE RIBBON SCHOOL OF EXCELLENCE”



PARENT HANDBOOK

SCHOOL YEAR 2011-2012

SHAPE AMERICAN ELEMENTARY SCHOOL

Unit 21420
APO, AE 09705

Dear Parents,

Welcome to SHAPE American Elementary School, “Home of the SHAPE Knights”. Our Parent Handbook has been prepared to help you and your child become more familiar with our school, our philosophy, educational programs and school policies.

SHAPE American Elementary School is unique, being both a Department of Defense Dependents School and part of the SHAPE International School component. The incorporation of our American curriculum standards into our instruction, assures that all children actively engage in effective learning opportunities. Our goals for your children, our learning objectives, our textbooks, and other materials are carefully selected to meet our rigorous standards. Highlighting the international nature of our school, our educational program offers French instruction, as well as host nation cultural study trips to museums, historical sites and other places of interest. Classes, excursions, recesses and special programs or activities are often shared with children from the other nation’s schools. Additionally, about 35 percent of the children enrolled in our school represent the home countries of our NATO partners. This international environment enriches our school culture, as does the fact that many of our American students, who come from throughout the United States, have also had international living experiences.

The best source of information about our school is your child's teacher. When questions concerning your child's learning program arise, please contact the teacher to schedule a parent-teacher conference. If you have additional concerns, phone our school office at DSN 423-5718 or civilian 065-445718 to make an appointment with a guidance counselor or an administrator. You may also contact us by e-mail at ShapeES.Principal@eu.dodea.edu

Our mission encourages our establishment of a school – home partnership with effective, two - way communication between our parents and our teachers. This process enables us to develop a strong foundation upon which to build your child's educational program.

For more information about our school, visit our web site at <http://www.shap-es.eu.dodea.edu>

Dr. Mario Vanheuckelom
Principal

Monica Harvey
Assistant Principal

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SCHOOL CALENDAR 2011/2012

Wednesday 10 August 2011	First Day of School for teaching staff
Thursday 11 August 2011	In-service #1
Tuesday 16 August 2011	First Day of School for students
Tuesday 23 August 2011	First Day of School for Kindergarten students
Thursday 25 August 2011	Parent Orientation/Back to school night @ 17:00
Tuesday 13 September 2011	In-service #2 – Required Online Training in the morning
	International Educational Day at 1200 hr (no students)
Thursday 20 October 2011	1st Quarter Ends (47 days)
Friday 21 October 2011	Teacher Work Day (no students)
Monday 24 October 2011	2nd Quarter begins
Tues-Wed October 25-26 2011	Parent-Teacher Conferences (no students)
Friday 28 October 2011	School Ends at 1300 hr
Mon 31 Oct – Fri 4 Nov 2011	All Saints Recess
Monday 7 November 2011	Classes Resume
Friday 11 November 2011	SHAPE Holiday – Remembrance Day – No School
Thursday 24 November 2011	Thanksgiving – School Ends at 1300 hr
Friday 25 November 2011	No school for teachers or students
Friday 16 December 2011	School Ends at 1530 hr
Mon 19 Dec 2011– Mon 2 Jan 2012	Christmas Recess
Tuesday 3 January 2012	Classes Resume
Thursday 12 January 2012	2nd Quarter Ends (41 days)
Friday 13 January 2012	Teacher Work Day (no students)
Monday 16 January 2012	3rd Quarter begins
Friday 17 February 2012	School Ends at 1300 hr
Mon-Fri 20-24 February 2012	Pre-Lenten Recess
Monday 27 February 2012	Classes Resume
Thursday 15 March 2012	International Educational Day – School Ends at 1200 hr
Thursday 22 March 2012	3rd Quarter Ends (44 days)
Friday 23 March 2012	Teacher Work Day (no students)
Monday 26 March 2012	4th Quarter begins
Tuesday 27 March 2012	Parent-Teacher Conferences (no students)
Friday 30 March 2012	School Ends at 1300 hr
Mon-Fri 2-13 April 2012	Easter Recess
Monday 16 April 2012	Classes Resume
Tuesday 01 May 2012	SHAPE Holiday –In-service #3 (no students)
Thursday 17 May 2012	SHAPE Holiday – In-service #4 (no students)
Monday 28 May 2012	SHAPE Holiday – In-service #5 (no students)
Thursday 14 June 2012	4th Quarter Ends (46 days) Last day of 2011/2012 school year
Friday 15 June 2012	Teacher Work Day

Student days – 178

Teacher days – 190

DoDEA and DoDDS

The Department of Defense Education Activity (DoDEA) is the parent organization for the Department of Defense Dependents Schools (DoDDS). This worldwide American school system is funded by an appropriation from the United States Congress as part of the overall Defense Budget. The Dependents Education Act of 1978 provides a legislative base for DoDDS.

Our DoDEA Director, Ms. Marilee Fitzgerald, is headquartered in Alexandria, Virginia. Our European Area Director, Dr. Nancy Bresell is headquartered in Wiesbaden Germany (DSN: 338-7614 or commercial 0049-611-380-7614). The SHAPE American Elementary and High Schools are a part of the Isles District, headquartered in Feltwell, England. Our Superintendent is Dr. Ronald G. Mc Intire (DSN: 226-7234 or commercial 0044-1638-527234).

ACCREDITATION

Accreditation of DoDEA by the North Central Association of Colleges and Schools (NCA) provides public certification of the system's educational quality. The NCA, largest of six regional accrediting associations in the United States, annually reviews the status of educational programs in the accredited Department of Defense schools and requires on-site team visits every five years. The NCA reviews teacher qualifications, the educational program, pupil-teacher ratios, school facilities and supplies, and administrative services. For a DoD school to be accredited, it must comply with NCA standards. The NCA has continually accredited SHAPE American Elementary School since 1988.

SHAPE INTERNATIONAL SCHOOL

SHAPE International School (SIS) is a unique institution operating under the authority of the Supreme Allied Commander, Europe. An integrated kindergarten and seven national sections operate side by side with the coordination and support of an International General Services Unit under the direction of the Director-General, Monsieur Benoit Davin. On most military posts or bases, the local school is independent of the military organization it serves, except for the provision and maintenance of school facilities and the development of local contracts and services such as janitorial and transportation.

The national sections are responsible for the selection of their staff and the determination of their curriculum. The SHAPE International School Board, representing each nation with students enrolled in the school, draws up the policies of SHAPE International School as a whole. Their National Military Representative appoints members of the Board. The School Board President represents the Supreme Allied Commander Europe (SACEUR). The Principals' Committee, chaired by the Director-General, implements the policies established by the School Board and, in turn, makes recommendations to the Board.

SHAPE American Elementary School

DoDEA MISSION STATEMENT

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

SAES VISION STATEMENT

SHAPE American Elementary School is dedicated to providing a culturally diverse educational environment to enable students to become literate, responsible citizens in a global community.

Continuous School Improvement (CSI)

All DoDEA schools have a Continuous School Improvement (CSI) plan drawn up by staff and parents, which focuses upon learning goals developed to meet the unique needs of the school. At SHAPE American Elementary School the goals of our CSI currently are:

Goal 1:

By June 2014, all students will increase reading comprehension skills as measured by the TN3 and other school-based assessments. The targeted skills are the ability to recall, understand, infer, compare and summarize. Seventy-five percent of students will score in the top two quarters; and less than 7% will score in the bottom quarter of the TN3.

Goal 2:

By June 2014, all students will increase knowledge and application of science inquiry skills as measured by the TN3 and other school-based assessments. Seventy-five percent of students will score in the top two quarters; and less than 7% of students will score in the bottom quarter of the TN3.

CURRICULUM STANDARDS

The scope of the elementary curriculum standards is available in an electronic format through the DoDEA website. The program of studies in the elementary grades is organized into specific content areas: language arts, mathematics, social studies, intercultural education, art, music, science, physical education, health, and safety. Provision is made for teaching study and work skills. The curriculum standards establish the parameters for multi-modal instruction, enabling each child to engage in tasks within his/her range of abilities, interests, and special talents.

ADMINISTRATORS

The SHAPE American Elementary School Administrators are Dr. Mario Vanheuckelom, Principal, and, Mr. Miles Shea, Assistant Principal. They are the schools instructional leaders and are responsible for the administration of all DoDEA policies and regulations.

SCHOOL ADDRESSES

Military: SHAPE American Elementary School
Unit 21420
APO AE 09705 -1420

Belgian: SHAPE International School
American Elementary Section
Bldg. 703A
7010 SHAPE, Belgium

TELEPHONES: SHM: 5718/5735/6088
COMM: +32-65-445718/+32-65-445735
DSN 423-5718/5735/6088

SCHOOL HOURS

School hours for all kindergarten and children in grades 1-6 are from 0850 to 1530 hours, Monday through Friday. In support of student safety, children not using school bus transportation **must not** arrive on the school grounds prior to 0830 hours.

ADMISSION ELIGIBILITY

All sponsors paid directly from DoD appropriated funds may enroll eligible children in the SHAPE Schools. Dependents must be 5 years old by 1 September of the current school year in order to be eligible for kindergarten enrollment. Children must be 6 by 1 September of the current school year in order to enroll in grade one, unless they already have been promoted to grade one while enrolled in another school. Provisions are available for children to enroll in sections other than that of the United States. Inquiries should be directed to the appropriate school principal.

ABSENCES

It is essential for children to attend school regularly in order to obtain maximum benefit from instruction. It is the responsibility of parents or guardians to support children attending school on a regular basis. The effectiveness and efficiency of the instructional program is directly related to the child's consistent attendance and punctuality. We are mandated reporters when a child is absent for 25% or more. **It is the responsibility of parents or guardians to notify the school office (423-5718/5735/6088) every time a student is absent prior to 1000 hours.**

Signed and dated notes from parents are required when:

1. A child returns to school after being absent.
2. A child is to be excused from school during the day at other than regular dismissal times.
3. A child's absence is anticipated.

Parents will be notified by the front office staff whenever their child has two unexcused absences and similar notification will occur with each subsequent unexcused absence.

APPOINTMENTS

Children may need to be excused from school for medical or dental appointments. Parents who desire to pick-up their child during the school day need to send a note to their child's teacher prior to the scheduled appointment. The child will meet the parent in the school office. Parents need to come to the school office to sign their child out. If the child returns prior to the close of school, the parent needs to sign him / her in at the school office.

CANCELLATION OF SCHOOL

In the interests of our children's safety during the winter period, adverse weather or road conditions may make it necessary to cancel or delay the school bus service. **The decision to cancel the school bus service will be made by the Chief, Transportation Branch, International Headquarters and Support Command, by 0600 hours on the morning concerned. The information will be provided to parents by AFN SHAPE (106.5 FM) and Radio Television Belgique (92.3 FM) beginning at 0645 hours. This information will then be repeated every 15 minutes until 0845 hours. Information may also be obtained by logging onto www.shape2day.com.**

The cancellation of the school buses means that the school will be closed for all children.

There may be an occasion when the bus routes are clear in some areas and not in others. When this happens and a bus has not arrived 15 minutes after pick-up time, parents need to make their own arrangements to get their children to school.

EMERGENCY SCHOOL CLOSURE

The SIS Director - General has determined that it is not feasible to close school early because of weather conditions. It would be impossible to notify the several thousand parents involved. If the children are unable to remain in the school building because of an emergency condition such as a bomb threat, their teachers will take them to designated safe havens until such time as it is safe to return to school or the normal end of the school day. Parents are requested to establish a safe haven near their home, a place where children are expected to go if their parents are unexpectedly away when they reach home.

LEAVING SCHOOL GROUNDS

No child is allowed to leave the school grounds during the school day without the permission of the principal or assistant principal. The only exception will be made when children live on SHAPE and are expected to eat their lunch at home. Parents will request this in writing and the signed form will be kept on file in the school office. These children will sign-out when leaving and sign-in upon return. **NO child at any time during school hours may leave the school grounds to attend a medical appointment without being accompanied by a parent or guardian.**

Children should be cautioned against accepting rides from anyone without parental permission. They should also be encouraged to go directly to their buses or to go straight home immediately at dismissal. **If for any reason a child misses his/her bus or needs something from the classroom after school, the child must report to the school office.** Under most circumstances children will not be allowed to return to their classrooms after they have left the building.

PERSONAL ITEMS

Occasionally a teacher may designate a “Sharing Day”. This is the only time personal items from home should be brought to school. We urge parents to exercise good judgment and caution when making a decision about personal items being brought to school. Neither the school, nor its employees shall be held accountable if a personal item is damaged or stolen. The owner is fully responsible for the personal item. **Toy guns, swords, or other types of weapons are not allowed at school.**

SUITABLE SCHOOL ATTIRE / DRESS

The military services take pride in the neatness and dress of its officer and enlisted personnel. It is fitting that students and staff reflect this pride in using good taste in dress. Wearing apparel should be neat and clean at all times.

General guidelines for school dress are as follows:

- Shoes must be worn at all times. A substantial sole is required and enclosed toe and heel footwear is highly encouraged. Strapless sandals are not acceptable.
- Extremely brief or tight garments such as halter tops, bare midriffs, tube tops, net tops, bicycle shorts, spaghetti straps, plunging necklines (front and back), and baggy or sagging pants are not appropriate.
- Hair nets, bandanas, hair rollers, clippies, or garments with suggestive, obscene, or gang related statements, promoting the use of drugs, alcohol, or substance use will not be allowed.
- Earrings or other jewelry that may present a safety hazard, are not suitable for school wear.
- Hats with a bill may be worn outdoors with the bill forward.
- Haircuts/hair styles are not to distract students from instruction or take away from the learning process.
- Students may not wear shirts that expose the stomach or portions of the stomach
- Students may not wear halters and backless tops

School administration will evaluate infractions regarding school attire on a case by case basis following the progressive discipline process.

Although no effort is made to dictate modes of dress and personal appearance, extremes of clothing fads as well as extremes in personal grooming are discouraged. Improper dress is detrimental to establishing and maintaining a good learning environment. Parents are requested to be aware of their child's clothing and grooming habits and to cooperate with school officials in teaching the importance of personal appearance.

Note: Students who are not sure if an item of clothing is acceptable for wearing to school should ask a teacher or administrator for advice. Although some clothes may fit the above rules, they still may be too immodest or too revealing to be worn in the school setting.

VACATIONS

Parents' vacations sometimes occur during regular school attendance periods. Parents may request that a child be excused. Parents should contact the child's teacher one week in advance to prepare missed assignments. It is expected that the completed assignments will be returned to school with the child on the day he/she returns.

BUS SERVICE

School bus service is the responsibility of SHAPE International Headquarters and Support Command (IHSC) Transportation Branch, **School Bus Section – Bldg. 710, Tel: 423-4013, Comm.: 065-44-4013** Sponsors must register their children with the School Bus Section if school bus service is desired. Any problems, including discipline, should be brought to the attention of the Transportation Branch.

Children riding the school bus will follow the safety rules distributed by the transportation office. Children must get on the buses promptly and remain seated on the buses. Parents or guardians are encouraged to walk to the curb with their children until departure and, again, meet the children at the curb upon arrival.

In Belgium, motor vehicles are not required to stop when buses discharge passengers. Constantly caution your child to wait until the bus has departed before he/she attempts to cross the street

If you have any questions pertaining to the bus services, you may contact the bus office directly at DSN 423- 4013 or Comm. +32-65-44-4013. School Bus office hours: 0915-1115; 1330-1430; 1600-1700. School Bus Hotline for school or bus delays: 065-44-6033.

TESTING

SHAPE students in the second through sixth grades take the Scholastic Reading Inventory in the fall, at mid – year and in the spring to monitor reading comprehension. Students in the third through sixth grades take the Terra Nova standardized achievement tests in reading, language arts, mathematics, social studies, and science each spring. Our school counselors may be contacted at DSN: 423 – 5718 for additional testing information.

OTHER EDUCATIONAL PROGRAMS

SHAPE American Elementary School has in addition to classroom teachers, educational enrichment programs. The programs include:

Art

The DoDEA Visual Arts Program has four primary goals.

- **Create Works of Art**

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

- **Demonstrate Aesthetic Perception**

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

- **Develop Knowledge of Art Heritage**

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

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

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

Music

The music program provides opportunities for children to recognize that music has developed in a variety of forms and styles, to recognize the importance of music for the enrichment of one's life, and to demonstrate correct form in vocal production.

Physical Education

A comprehensive pre-kindergarten through high school physical education program is essential to build the capacity of students to meet or exceed the three DoDEA Physical Education Standards. The three DoDEA physical education standards are aligned to the seven national physical education standards and indicate that all students will achieve learning outcomes in:

- **PE1 Movement:** The student will demonstrate competency in varied movement forms and show proficiency in a few, applying appropriate concepts and attitudes to performance.

- **PE2 Physical Activity and Fitness:** The student will exhibit a physically active lifestyle, applying appropriate physical activity and fitness concepts and attitudes to the development of a health-enhancing level of physical fitness.

- **PE3 Responsible Personal and Social Development:** The student will demonstrate responsible and safe behavior, applying appropriate concepts and attitudes to personal and social development.

Students in K-6 attend PE classes on a scheduled basis. All K – 6 students need:

- A T-shirt with their name clearly printed on the front and back.
- An extra pair of clean gym shoes for class use only.

These two items are compulsory for class participation. Children who have a doctor's note may be excused from PE activities for the recommended amount of time. Either the American or Belgian PE teacher will teach regularly scheduled classes. Please dress your child appropriately for class.

Host Nation/Intercultural

The school offers a host nation program, which stresses Belgian culture and French instruction. This program includes language experiences and leads students to a better understanding of the host nation.

Communication Impaired

The teacher of the Communication Impaired works with children who have been referred by teachers or parents and have been determined to be eligible for special help. This program provides therapeutic help for children with speech and language disorders.

Preschool Children with Disabilities Program

The Pre – School Child Development Program (PSCD) has been developed to meet the special needs of children 3-5 years of age.

Special Education

The special education teachers provide instruction for children with special needs. Remedial programs are provided for children in grades kindergarten through sixth to meet these individual differences. These programs supplement and support classroom instruction.

Gifted Education

The Gifted teacher works with students, staff and parents in providing appropriate individual programs for students in the elementary school. The teacher provides for program development, assessment procedures, and in-service for faculty and parents.

Information Center / Technology Support

The information specialist selects and organizes multimedia materials to supplement the classroom teacher's instructional program. Lessons and story times are a regular part of the school year activities. The information center also uses technology for research projects.

Educational Technologist

The Educational Technologist (ET) facilitates the integration and infusion of technology across the curriculum areas. The ET plans and implements technology training and staff development, manages the technology equipment, and responds to requests for technical assistance.

Counseling

The counselors provide personal and educational counseling for children, parents, and teachers. School orientation interviews are held with each new family enrolling children in the elementary school. Individual and small group counseling sessions are scheduled for children and adults. Certain competency-based guidance lessons are presented to all classes. Teachers, students, and the administration cover a variety of competencies in classes as determined appropriate. Crisis counseling is also provided.

English as a Second Language (ESL)

The ESL program provides individual and small group instruction for children whose primary language is not English. The program also teaches an appreciation of the American culture.

Student Support Specialist Programs

The goal of the SSS team is to provide short term, leveled, flexible groups that will enable students to develop effective strategies and problem-solving processes used by successful learners. SHAPE ES has three Student Support Specialists who provide differentiated instruction to students working below grade level in primarily math and/or reading. Students in Grades 4-6 may qualify for READ 180, an intensive 90 minute reading intervention program. Assessments used to identify students are: Terra Nova Standardized Test Scores, SRI scores, DRA scores and classroom assessments. Students are also recommended by the classroom teacher, Student Support Team referral, and/or parent concern.

DISCIPLINE POLICY

Philosophy

All children are entitled to an educational environment that is safe and threat free. Each child's behavior is expected to be socially acceptable and to pose no threat to the safety or security of others. Behavior in the school environment is the cooperative responsibility of each child, his or her parent, the teacher, the counselors, and the administration.

Teachers are responsible for providing an effective classroom behavior management plan and effectively communicate this plan to students and parents. Students will actively engage in learning school rules and behavioral expectations at the beginning of each school year and be expected to demonstrate appropriate behaviors throughout the school year.

Parents will ensure that their children review and follow school rules. Parents are also responsible for maintaining communication with teachers. Parents are to ensure that children leave home prepared to learn and with adequate supplies for school.

Children are responsible for their behavior in the school environment.

The standards of conduct and the school rules apply to all students. The staff member in charge will make immediate decisions. Decisions are subject to review by the administration.

SHAPE KNIGHTS' ***Code of Conduct***

- 1. Be kind and show respect to others through words and gestures.***
- 2. Listen to and follow directions of the adult in charge.***
- 3. Be responsible for school materials and supplies.***

DISCIPLINE PROCEDURES:

Children are expected to conduct themselves properly while at school. In the event a child misbehaves, the following procedures are generally followed:

- The teacher will work together with the student to resolve the student's inappropriate behavior.
- The teacher will work with the parents and the student to solve inappropriate student behavior.
- The counselor will work with the teacher/student and/or the parents to resolve inappropriate student behavior.
- The administrator will work with the teacher/student and/or the parents to resolve inappropriate student behavior.
- The sponsor's chain of command will be used if the student's behavior problem cannot be resolved through parent-school cooperation.

In an effort to better inform the parents/guardians as to what disciplinary actions are taken the school maintains the Student Management System (SMS) Database. This system provides all stakeholders with discipline data on each and every student. When students are referred to administrators, a number of consequences from the following list are applied as appropriate to the severity of the offense.

Consequences

Classroom interventions
Student Behavior Entry in Student Management System (SMS)
Counseling with Assistant Principal
Recess Detention-Community Service
Parent Contact
Wednesday Detention
Parent Conference
Counseling with Principal
In-School Suspension
Out of School Suspension
Multi-Day Suspension
Referred to Base Commander

A Disciplinary Committee is formed each year. This committee is comprised of school officials, parents, and community members, which meets to decide disciplinary matters in which expulsion or more than ten days of suspension is being recommended by the principal. The assistant principal will chair the Disciplinary Committee.

BEHAVIORAL EXPECTATIONS

1. Children should arrive on the blacktop at 0840. They should join their class lines and may talk to each other until the bell rings.
2. When the bell rings for school entry, children stop talking and when directed by the person on duty, enter in an orderly fashion.
3. Children may enter only through the door near the playground. Those needing to enter before the bell must have a pass. Children who arrive late should go to the office to request a tardy slip.
4. Children will maintain quiet in the halls, restrooms, and on the stairs and will walk while in the building.
5. Food, drinks, and candy are to be consumed only in the cafeteria or in the classrooms under teacher supervision. No gum is allowed on the school grounds.
6. Children will keep their place in line and not cut in front of others.
7. Children will keep hands, feet, and objects to themselves.
8. Children will dress neatly and appropriately. They will remove hats inside the building. Exceptions will be made for religious affiliations or medical conditions.
9. Children will not participate in inappropriate displays of affection.
10. Children will not disrespect school personnel, anyone working within this school, or anyone volunteering services to the school. Children choosing to be disrespectful will face corrective action, which may include suspension.
11. Children will not participate in the verbal or physical intimidation/bullying of other students. Intimidation/bullying is considered to be a behavior that causes another student to feel threatened or be fearful for his or her own safety. A student who intimidates/bullies another on property where the school has jurisdiction will be subject to the school disciplinary code.
12. Children will carry a pass when they are not with the teacher/class.
13. Children will not bring knives (including pocketknives), firearms, matches, fireworks, or any item that may be construed as a weapon or dangerous.
14. Children will not bring laser pointers, toys, and games.
15. Children are not allowed to have cassette players, radios, cd players, iPods, cell phones or any other electronic devices or any objects that could interfere with the educational process of school. Such items will be confiscated and will only be returned to the parent/sponsor.
16. Children will bring to the office all found articles of value (money, jewelry), and items that could be overlooked in the lost and found box.

On the Playground:

1. Children must play in designated areas within sight of the monitors.
2. Children will play carefully at all times and follow the rules of good sportsmanship.
3. Children will not disturb nature nor throw any rocks, sticks, acorns, snowballs or any other articles except balls.
4. Children will return all balls and playground equipment to the playground monitors or to their homeroom teacher.
5. Children will not climb on or over, sit, pull, or hang on fences.

6. Children will not participate in any direct body contact games or sport. Skate boarding, scooter or bicycle riding, roller-skating, and shoes with wheels are not permitted on campus.

EXTREME BEHAVIOR

All students are subject to the "Zero Tolerance" for weapons policy.

An extreme incident, such as threats of violence, destruction of property, hitting an adult, arson, drugs, or physical abuse, will be referred to the administration for immediate action.

A Case Study Committee (CSC) meeting may be used to aid an individual student who is having extreme behavioral problems at school. An administrator will call such a meeting. A CSC is made up of the classroom teacher, involved supervising adult(s), an administrator, and the school nurse, counselor, or psychologist. The CSC would meet to determine an appropriate plan of action for the student. Parents are notified of the meeting and expected to attend.

Serious Infractions

For serious infractions or repeated disruptive behavior during the same day, the parent will be contacted and the student may be removed from class for the remainder of the day (sent home). The student may be suspended. Repeated violations may result in more severe disciplinary action. Actions, which fall in this category, are listed below:

1. Fighting, wrestling, or any threatening behavior. Physical violence that cannot be stopped upon adult intervention. Note that when two or more children exchange blows, all students are suspended.
2. Use of extreme vulgarity/profanity.
3. Theft.
4. Vandalism. Damage or destruction of property belonging to the school, teachers or other students.
5. Possession of any disruptive or distracting items is not permitted at school or school functions. Included, but not limited to are stink bombs, firecrackers, poppers, exploding devices, water pistols, laser pointers, and bean bag toys. We strongly recommend that you leave items such as Walkmans, cassette players, tape players, CD players, etc. or cell phones at home as they will be confiscated if they cause a disturbance.
6. Possession of any dangerous items is NOT permitted at school or school functions. (e.g., knives, guns, razor blades, matches, lighters, etc.)
7. Possession or use of drugs.
8. Disrespect/verbal abuse/defiance. Students are expected to comply with any reasonable request made by any faculty member, aide, clerk, secretary, supply personnel or administrator.
9. Snowballs. Throwing of snowballs is forbidden on school grounds due to the possibility of serious injury.
10. Bomb threats. Calling in bomb threats will lead to expulsion procedures being initiated.
11. Weapons. A "Zero Tolerance" policy is in effect throughout DoDDS. Weapons such as knives or guns and any toy representation of these items are forbidden on school grounds as per DoDDS weapons regulation.

STUDY TRIPS

Study trips are an extension of the curriculum. Educational excursions are made to various locations of interest to enrich the curriculum and to better understand the host nation. These trips are conducted during the school day under teacher supervision and guidance. Parent participation on study trips is welcomed. However, siblings may not attend study trips.

Parents who act as chaperones will receive additional information and guidance. Parents should note that ***no smoking or drinking*** is permitted on study trips. Parents who volunteer to act as chaperones must be prepared to abide by this rule. Study trips will normally return to SHAPE prior to the departure of the school buses at 1540 hours. Notification will be made when parent pick-up is required for late return.

NURSE - HEALTH SERVICES

Health Office Policies

SHAPE American Elementary School is served by a full-time American school nurse as well as an international school nurse. The American School Nurse responsibilities include acting as health consultant, appraising the health status of students, identifying health needs, and conferring with individual students and their parents concerning specific health problems. The nurse provides current health information and material to school personnel, helps integrate health services and instruction into the curriculum, and assists the teacher in developing proper health attitudes in students.

The nurse serves as a liaison between community health and welfare organizations, military medical offices, the home and school; maintains accurate and current information in the child's health record and supplies pertinent health information as needed. The nurse also performs routine health screenings for the appropriate grade levels.

The International School Nurse is trained in first aid and takes care of many of the playground accidents.

ILLNESS: The Health Office is not a clinic or hospital. A sick student attending school risks exposing other students and school staff member to an illness that can be easily spread. Student must remain at home 24 hours after resolution of:

- Vomiting
- Diarrhea
- Temperature of 100.0 or higher
- Unable to function in the classroom because they are not feeling well

While at school all ill or injured students must be seen by the nurse. The nurse makes the final determination whether this student remains in school, is sent home, or is sent to the medical facility.

IMMUNIZATIONS: All student attending DoDDS schools must be in full compliance with their immunizations PRIOR to school enrollment. The school nurse will notify sponsors for any

immunizations needing updating while enrolled. Sponsors are given 10 days to have them completed with written documentation. Students will be DISENROLLED if still non-compliant after the given 10 days.

MEDICATION POLICY: Medication is defined as any medicine prescription and non-prescription, over-the-counter to counter to include Tylenol, Aspirin, and Lozenges etc. Any student who requires medication at school **MUST** have a “Permission for Medication” (Hold Harmless Letter) form completed by both the doctor/health care provider **AND** parent, with medication properly labeled from the pharmacy. All medication are kept locked in the Health Office.

Sponsor options for medication:

1. Get a permission form as described above
2. Give medicine at home...or
3. Come to school and give child medicine needed during school hours

Screening Program

DoDEA schools require school physicals for **all** new students. It is recommended that parents have their child’s physical completed over the summer. A copy should be provided to the school within days of school enrollment. Immunizations must be up-to-date when the child enters school. Vision, hearing, height/weight and scoliosis screenings are done at the appropriate grade levels. You will be notified if there is a problem.

Educational and Developmental Intervention Services (EDIS)

EDIS is part of the SHAPE Hospital team established to help children from birth to 21 years of age to live up to their educational potential through diagnosis and treatment of handicaps. EDIS uses a team approach working together with parents. The team consists of the following: speech pathologist, occupational therapist, social worker, clinical psychologist, and child psychiatrist.

CHILD FIND

Child Find is a community-wide effort to find and help children from birth to 21 years old, who are in need of special education programs or services. **Anyone knowing of a child who may have need for this service should contact the school at DSN: 423- 5718/5719 or Comm:065/445718.**

LOST ITEMS

Students finding property belonging to others should take it to the lost and found box in the hallway, Building 703, near the playground door. Items found may belong to students in any of the sections; therefore, items will be turned into the cafeteria lost and found room weekly when not claimed. Items of value, such as watches, rings or money should be turned in to the office. **ALL PROPERTY (coats, lunch boxes, etc.) SHOULD BE LABELED WITH YOUR CHILD'S NAME.** Remind your child that he/she is responsible for all property loaned by the school. Missing and damaged books, damage to the buildings and grounds, etc., must be paid for by the student.

HOMEWORK

The DoDEA policy states that homework will be an extension of each student's class work. Homework is defined as work or activities that are assigned by a teacher to students for accomplishment in outside-of-class time in order to further the instructional program for a class or

for individual students. Homework, as an integral part of the educational program, will be collected, examined, discussed, and promptly returned to the students so that it serves both the teacher and the student as a learning tool.

Assigned homework serves both the teacher and the student in the following ways:

1. A diagnostic tool to determine areas of weakness
2. A reinforcing tool to give students practice on skills and abilities
3. A discovery tool to cause the student to seek knowledge beyond the bounds of the textbook or the classroom
4. A communication tool to tell parents how their children are doing
5. A developmental tool to help students acquire habits of neatness, promptness, and responsibility
6. A tool to develop original and independent thought

If a student often spends long periods of time (over an hour) on homework, parents should contact the teacher to discuss the situation. Students need time for enjoying family life and leisure activities in the evening. The general rule of thumb is to expect that a child would *work* for ten minutes for each year spent in grades 1-6, i.e., ten minutes of homework for first grade, etc. Some nights students will have no homework. Each teacher will explain her/his homework practices and expectations during the orientation evening at the beginning of the school year.

PLANNERS

All students in grades 3-6 are given a planner to provide an opportunity for daily communication between parents and the school. We encourage all parents consistently to utilize the Journal / Agenda planner to maintain open home - school communications.

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

Active participation in the PTSA, which serves the elementary school and the high school, is an excellent means for parents to become acquainted with school personnel and other parents in the SHAPE American School community. Parents may join at school registration or during the year. The PTSA is responsible for many activities including school pictures, Book Clubs, the annual Fall Bazaar and the Carnival. Their website can be found at <http://shapeptsa.org/>

REPORT CARDS / PROGRESS REPORTS / CONFERENCES

The methods used for reporting student progress will be the progress report and parent-teacher conferences. Regular conferences are scheduled during the school day after the first, second and third marking periods. Parents must attend a parent-teacher conference to receive their child's progress report after the first marking period. The teacher or parent may request a conference at any time during the school year. Progress Reports are issued at mid-quarter or when necessary. Quarterly Report Cards are issued a week after the end of each reporting period.

Modified Curriculum

Students having difficulty accomplishing grade level work, waiting for a referral to Special Education, English as a Second Language (ESL), and/or experiencing a lengthy absence may need to have their curriculum modified.

The goal is for each student to be successful and sometimes, to accomplish this, a modified curriculum is established.

PARENTS WITH QUESTIONS

(Sequential order for resolution of problem)

Many times parents have questions concerning school curriculum, lessons, programs, or activities. Just as in the military, DoDEA has a chain of command. Working through the school and School Advisory Committee (SAC) keeps parents in touch with the people who are responsible for answering questions, interpreting school programs, and solving problems.

The school offers this guide to parents with questions:

1. Check parent-student handbook, parent newsletters, or attend an open house meeting
(Parent newsletters are issued once a month)
2. Make an appointment to discuss your questions with the teacher involved
3. Make an appointment to discuss your questions with the guidance counselor or school Administrators

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

SPECIAL EDUCATION SERVICES

DoDEA maintains a continuous and comprehensive program of special education including necessary support services for all children who exhibit exceptional characteristics such as speech and language problems, mental impairment, learning disability, hearing impairment, visual impairment, physical handicaps, and emotional disorders. You may contact the CSC department office at DSN 423-5636 or Commercial at +32-65-44-5636 from 9.00 – 14.00.

SAFETY

Articles Prohibited In School

No gum chewing is permitted in the school building or gymnasium. The “Zero Tolerance” Weapons Policy includes; knives, look-alike weapons, water pistols, matches, slingshots, or any other items that may be used in a threatening manner or construed as a weapon and are **NOT** permitted. Possession of any of these items will result in severe consequences or suspension. Roller skates, skateboards, shoes with wheels, scooters, electronic games, radios, cassette players, hard balls or other toys are not allowed on the school premises.

Bicycles

Children riding bicycles to school will get off at the edge of the school grounds and walk them to the designated parking area. ALL BICYCLES should be placed in the rack and locked. When leaving school grounds, bicycles will be walked to the road before boarding. Bicycles are never to be ridden on the grounds during school or lunch hours or taken for rides during the school day.

Building Safety Practices

Every child receives periodic safety drills (fire drill, lockdown, and bomb threat evacuation) throughout the school year. Common Services and the U.S. Section conduct these drills.

Playground Safety

Playground equipment should be used properly and there should be no rough play before, after, or during the school day. Throwing rocks, sand, or any other objects is not allowed. Children may not leave the school or playground area during recess or lunch hours. Only children who have written parental permission *to walk home for lunch* may leave the school grounds during their lunch hour.

Walking To School

Children who walk to and from school must stay on the sidewalk and cross at the corners or safety crosswalks. Walkers should not arrive at school earlier than 0830 hours.

SCHOOL PICTURES

Individual photos are taken in the early fall of the school year, class photos in the spring. This is coordinated by the PTSA. An announcement well in advance of the date will be in the parent newsletter. Pictures are usually available within four to six weeks from the date they are taken.

SCHOOL ADVISORY COMMITTEE (SAC)

Public Law and DoD Directive, to foster the concept of participation in school affairs, establish the advisory committee by members of the school community. The committee is responsible for making recommendations and advising the principal on all matters within the jurisdiction of the SAC. These include:

1. School policies involving students and parents
2. Instructional programs and educational resources
3. Allocation of resources to achieve educational goals
4. Student services (health, special education, testing, etc.)
5. Student conduct and discipline standards
6. DoDEA policies and standards related to the above issues.

Unlike the PTSA, the SAC does not raise funds to procure school equipment and supplies or grant student scholarships. Elected members of the SAC include four parents and four teachers. Liaison members (without vote) include the school principal and the school's liaison officer.

SAC meetings are the third Thursday of each month. Parents may bring suggestions or problems before the SAC by contacting a SAC member, or attending a SAC meeting. If a parent would like to be more involved, he/she may contact the school office.

VOLUNTEERS

We welcome all volunteers to SHAPE Elementary School. We request that volunteers register in the front office to log their hours. Volunteers will also be issued a name badge to ensure security at school. For volunteers to work with children individually they must see the school secretary to request a background check.

SCHOOL DISMISSAL

The teachers accompany grades 1-6 to the front of the cafeteria, where they release students. Students are released from their classes at 3.30 pm. First Grade has parent pick-up at the morning line up area. Grades 2-6 will be released and proceed to the bus, SAS pick up point (Playground Blacktop), meet their parents or walk home.

CHANGE OF ADDRESS / PHONE NUMBERS

Parents must notify the school when they move and give us their new address. The school must be notified when there is a change of duty, home telephone number, or emergency contact. This information is very important in case of an emergency situation.

WITHDRAWAL FROM SCHOOL

Any parent withdrawing a student from school must bring or send a written request along with a copy of the sponsor's PCS orders for official verification of the sponsor's transfer, giving as much advance notice as possible (2 weeks minimum). Upon request, a copy of the student's records will be provided to the parent on the student's last day of attendance.

Early Withdrawal

The provision for permitting the early withdrawal of students **with full credit** was based on careful consideration of the unique circumstances found in the DoDDS system. It recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and children should not be penalized for this.

DoDEA policy requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit will receive a "withdrawal" grade rather than a final grade.

To contact the registrar at SHAPE Elementary School in reference to any changes or withdrawals you may call her at DSN 423-5735

STUDENT RIGHTS AND RESPONSIBILITIES

DoDEA Regulation 2051.1 dated August 16, 1996 grants students certain individual rights with corresponding individual responsibilities. Access to DoDEA Regulation 2051.1 dated August 16, 1996, is through the DoDEA website: www.dodea.edu.

CHILD ABUSE AND NEGLECT

Under DS Regulation 2050.2 DoDEA personnel will:

- 1) Participate in the identification of child abuse and protection of children
- 2) *Immediately* report *all* suspected child abuse to the designated contact person for family advocacy
- 3) Cooperate with the family advocacy program process and investigating agents at every level of DoDEA operation

GIFTS TO A TEACHER

It is the policy of the Department of Defense Education Activity that teachers may accept only a non-cash gift of \$20 or less. A gift from a group of parents or students may not exceed \$150.

ACCIDENT REPORTS AND INSURANCE

When an accident occurs and a child is sent to the hospital, the insurance requires a doctor's report. It is the parent's responsibility to:

1. collect the insurance form from the international school nurse (or the school office)
2. give the form to the doctor to fill-out
3. return the doctor's report to the school secretary promptly.

Belgian law requires that each child have third party liability insurance. The cost this year is € 8,00 and insurance **must** be purchased at the time of registration.

SCHOOL LUNCH (GRADES K – 6)

The food service in the cafeteria for grades K - 6 is provided under contract with AAFES. Meal accounts for full meals are available from the PX (Customer Service) and are sold daily during normal store hours. Meal accounts for full meals can also be set at the school cafeteria between 0800 to 1100 daily. When accounts have not yet been established, students may pay with cash. Cafeteria questions may be directed to the cafeteria manager at DSN 423-5424 or Comm. +32-65-44-5424.

DoDDS – SHAPE - AMERICAN, FULL DAY KINDERGARTEN

The DoDDS – SHAPE American Full Day Kindergarten is located in the International Kindergarten building.

Kindergarten Orientation

The kindergarten teachers will contact the parents of all kindergarten students to schedule a parent student orientation. The Kindergarten program is in Building 708A/708B. The program includes special instruction by our Host Nation teachers.

The Full – Day Kindergarten Program

The Full – Day Kindergarten program provides all children with developmentally appropriate learning activities in the curriculum areas of reading and language arts, mathematics, social studies, science and health. All children will also participate in special subjects classes to include; art, music, physical education, French and Belgian host nation. Additionally, all children learn the social skills essential to success in school and in life. Personal responsibility, courtesy to others, sharing, taking turns and the many other essential personal skills are component to the kindergarten standards based curriculum.

Student Supervision

Our kindergarten students are continuously supervised before school, throughout their instructional day and through dismissal. It is imperative that our kindergarten teachers have accurate parent contact information and accurate information for dismissal each day. Any changes in a child's after school pick – up must be preceded with a parent note the day of the change. Students will be brought to the U.S. School Office after school and a parent contact made should the need arise.