

Smith Elementary School

Parent/Student Handbook
2008-2009



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**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
UNIT 23814 BOX 30
APO AE 09034**



Dear parents and Students,

WELCOME to Smith Elementary School for School Year 2008 – 2009!

As the new Principal of Smith Elementary School, I am excited about the upcoming year! Last spring, our kids improved their scores on the Terra Nova standardized test, and with community, command and parental support, Smith Elementary students will continue to build upon their past successes with more challenges that the new school year brings. Our outstanding faculty and staff are committed to providing your children with a variety of learning experiences in support of highest student achievement.

You can further your child's academic successes by actively participating in his/her educational program! Parents are our students' first teachers! Whether you work as a classroom volunteer, student Mentor, homework tutor or come by to enjoy a special activity with your child, your active involvement at Smith ES is invaluable. As you work with your own children; assisting with their homework, reading to them, joining them for lunch in the cafeteria or in the celebration of a special event in their school lives, remember that your participation is an integral part of the teaching learning cycle.

The Student Handbook, which follows, is a means of answering Frequently Asked Questions, providing our school year and daily schedules, publishing school rules and procedures, and presenting information in support of the many programs and activities that comprise our total educational program. We encourage you to take some time to review this information. Please feel free to contact us at 485 – 7587/89 should you need further information.

Best Wishes to You for a Wonderful School Year!

Kent O. Bassett
Principal



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
KAISERSLAUTERN DISTRICT
UNIT 23814 BOX 30
APO AE 09034**



The Kaiserslautern School District would like to take this opportunity to welcome you to school year 2008-2009. As a new or returning member of the DoDDS family, your contribution to the school and its programs is an important and meaningful part of our partnership in education.

Each school year brings change, and this school year is no exception. As DoDDS-Europe continues to implement new initiatives and refine others, your involvement in all school/district educational programs is essential and greatly appreciated. In addition to our continuing efforts to study data to inform instructional practices, teachers will be involved in the pre-implementation and implementation of new curriculum materials in certain subjects.

I invite you to join the teachers, administrators, support staff, and Kaiserslautern District Office personnel in forging a collaboration of common goals, values, and priorities. In order to have this meaningful partnership, it is incumbent on each of us to maintain effective lines of communication.

Please come to our schools even if it is just to visit or seek information. We also welcome volunteers and hope that you will get involved in PTA/PTO, the School Advisory Committee, and School Board meetings. When all members of the school community commit to an open, honest, and ongoing dialogue, parents are informed of school activities, we are aware of your concerns, and interests, and students understand that they are the focus of our endeavors.

The Kaiserslautern District is committed to providing every possible opportunity for all students to become productive members of society. Therefore, it is our hope that parents will take an active role in the educational process.

Research clearly indicates that when parents take an active role in the education of their children, student achievement increases significantly. In order to ensure the development and continuation of quality programs and optimal educational opportunities for students, I encourage all members of the community to become involved in our schools.

We are committed to working with each child in our schools and doing everything in our power to help them to be successful. In order to do this most effectively, we need your help and involvement.

We hope that you enjoy your stay in Europe. We look forward to working in partnership with you to ensure an outstanding educational program for your child.

Lawanna H. Mangleburg
Lawanna H. Mangleburg
Superintendent



MISSION STATEMENT

The mission of Smith Elementary School, in collaboration with the community, is to provide a safe environment that encourages children to become critical thinkers, persistent problem solvers, and responsible and respectful citizens who have a desire for lifelong learning in a technological and information-based world.

STUDENTS RIGHTS AND RESPONSIBILITIES

All students are entitled to an educational program similar to those offered in public schools in the United States. Students have the right to be informed of their educational progress and deficiencies, to receive regular teacher evaluations, and to have assignments and tests evaluated and returned. Students have the responsibility to conduct themselves in a manner, which does not violate the rights of others. Students share the responsibility of developing a climate that is conducive to productive learning.

It is the responsibility of students to attempt the course of study necessary for each grade level. Students and parents must be responsible for class attendance, for maintaining property, for properly caring for textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences of responsibilities not fulfilled.

Students have the right to free inquiry and free expression of ideas. Free expression is not to be restricted unless its exercise interferes with the orderly conduct of classes.

CURRICULUM

The general curriculum is in keeping with educational programs offered in the United States. In addition to instruction in reading skills, math, language, spelling, handwriting, science, and social studies, consistent effort is made to instruct our students in the skills necessary for success in the work force of the next century – use of technology, problem-solving, and cooperative communication. Beginning with the Sure Start program and continuing through the 6th grade, students are taught to be aware of, and use effectively, the technology

that will be the basis for employment and job security in the future. Art, music, computer science, physical education and the study of German culture continue to provide enrichment and appreciation for the world around us as we strive to provide a well-rounded educational program for all students.

ATTENDANCE POLICIES IN DoDDS

Student attendance is necessary for the educational process to occur. DOD 1342.6-M-1 requires that the installation commander will encourage all educable, eligible dependents to attend either Department of Defense Dependent Schools or a regular program of formal instruction or to enroll in an independent study program by correspondence. Parents will be periodically informed of student absence in order for them to exercise parental control and responsibility. The purpose of this action is to establish patterns of good attendance and to assure that educational programs have an opportunity to be successful. Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family, local hardship situation), religious observances, family trips, and medical appointments that cannot be arranged during non-school time. The sponsor **must** provide the teacher with a written explanation for each student absence. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for the work missed during their absence(s) from class. Work missed must be made up in a reasonable amount of time, usually equal to the amount of time of absence.

Unexcused absences which are excessive and/or which interfere with the student's educational program may result in administrative action. Pupils with unexcused absences will not be granted makeup privileges. A concerted effort will be made to prevent and remedy truancy in the early stages. When a child is tardy, he/she **must** bring a note from the parent.

PUPIL ELIGIBILITY

1. Sure Start - Eligible dependents may be admitted provided they reach their 4th birthday by 31 October.

Further information about eligibility requirements for the Sure Start programs may be obtained from the office at 485-7587.

2. Kindergarten - Eligible dependents may be admitted provided they reach their 5th birthday on or before 31 October of the current school year.

3. Grade 1 - Eligible dependents may be admitted as follows:

- During the first month of school provided they reach their sixth (6) birthday on or before 31 October of the current school year.

- At any other time during the school year provided they attended first grade in another American school for half of the elapsed school year.
- 4. Grades 2-6 - Placement will be based on documentation from the school previously attended. Provisional placement may be based on the sponsor's statement pending receipt of school records.
- 5. Sponsors must be able to verify dependent status before students will be placed in classes.

REGISTRATION PROCEDURES

Children in grade kindergarten through six are eligible to receive instruction at our school. Parents or legal guardians must register children before they may attend classes. The following documents are needed to enroll pupils:

New students: Birth Certificate (for Grades K-1st Only), Sponsor's orders/family members travel orders, Social Security Number or DEERS Number, Proof of Physical Address (Housing letter/Approved Rental Agreement), and previous school records or address of previous school.

Returning students: Immunization records and extension orders, if you have been here over 3 years.

IMMUNIZATION REQUIREMENTS

At the registration, sponsors will be provided a DS Form 121 for each child if one is not already on file at the school. This form, along with each child's shot record, must be completed by the parent, reviewed by the School Nurse or the Immunization Clinic at the Baumholder Dispensary and returned to the School's Registrar prior to the child's first day of school. The immunizations listed on DS Form 121 are required as a condition of attendance in the DOD Dependents' Schools.

*****All registration forms must be completed by 1200 if the student is to start the next day.**

TRANSPORTATION

Children who live in the Smith housing area will walk to school. Baumholder Transportation (DETMO) will provide bus transportation to and from school for all children living on the economy and those living in the upper Champion Village Housing area. Parents must register their children for this service in the transportation office (located in the High School). Pupils are expected to conduct themselves properly at the bus stops and on the bus. Misbehavior can result in suspension of bus privileges. For more information concerning bus transportation call DETMO at 485-6874. **Bicycles are not to be ridden to school.**

STUDENT AGENDA BOOKS:

In the belief that the organized student is a successful student all students, 3rd through 6th grade will be

issued an Agenda Book. Students will be required to carry the Agendas with them daily. In addition to a daily and monthly calendar and the Parent/Student Handbook, Agendas contain designated areas for class notes in each subject area, helpful hints on study habits, methods for organization of materials, etc. Teachers will use the Agenda as a study tool and will train students in how to use them effectively. Note taking skills will be taught in each subject area. Agendas will also expedite communication with parents. Students will be required to carry them at all times, it will be an easy and efficient way to provide information to and from parents. As course offerings will become more and more integrated, students must be encouraged and required to record their thoughts and lessons. The Agenda books will provide a valuable and useful link among all lessons. An Agenda will be required of students and will be issued to each student when classes begin. LOST Agendas must be replaced at a cost of \$6.00 each.

RESPONSIBILITY FOR SCHOOL

MATERIALS

All pupils are issued textbooks and workbooks without cost to parents. Responsibility for these materials lies with the student and sponsor, as in the case of all government property. Materials lost or damaged will require reimbursement. Payment for lost or damaged school materials must be an U.S. Postal Money Order payable to the U.S. Treasurer.

SCHOOL SUPPLIES

The parents must furnish supplies such as pencils, crayons, scissors, glue, and paper. A list of school supplies to be provided by the parents is included in this handbook. Your child's teacher will inform you of any additional materials throughout the school year.

HOMEWORK

Homework is one means of developing the necessary skills of independent study and learning for present and future use. Homework promotes organizational skills and a sense of responsibility. It is also an opportunity for parents to become actively involved in their child's learning and for each child to work to his/her full potential. Through homework, students are given the opportunity to complete additional practice and application to strengthen skills; to expand and/or enrich regular class work; to complete work started in class; to make up work due to absence. Each teacher's homework policy will be described in a letter to parents within the first two weeks of school. Frequency and length of assignments will be grade appropriate.

REPORT CARDS

Parents will be kept informed of pupils' progress and achievement by a report card that is issued quarterly.

Since no report is adequate in presenting the full picture of a pupil's progress, parents are encouraged to confer with teachers as often as possible. Parent-teacher conferences are scheduled for all parents (Kindergarten through sixth), at the end of the first marking period and the end of the 3rd quarter. Mid-term progress reports are sent home after the first five weeks of each quarter for those students working below expectations.

DRESS CODE

Students in the elementary school should wear appropriate dress as follows:

Boys – trousers with a belt, shirt, shoes and socks and dress appropriate for the weather. Bermuda shorts are appropriate for the warm weather. Under no circumstances should trousers be sagging.

Girls – dresses, skirts and blouses, and pants. Dress length should be in moderation. Bermuda shorts may be worn when the weather permits, but there should be no bare midriffs.

Hats may be worn to and from school, but not in class or the school building.

OPENING DAY OF SCHOOL

It is requested that each child in kindergarten and first grade have his/her full name, quarter's address, and grade/room number/teacher assignment pinned to the outer clothing.

DAILY SCHEDULE

Sure Start Program	8:30 AM-2:00 PM
K – 6 th	8:05 AM-2:05 PM

Bussers will be released at 2:00 PM

LUNCH SCHEDULE

Kindergarten, 1st	10:35-11:05 AM
2nd, 3rd	11:10-11:40 AM
4th, 5th, 6th	11:45-12:15 PM

ARRIVAL TIME FOR CHILDREN

There are a few rules that require the utmost cooperation from children and parents. No child should be at school before 7:45 am. This is especially important during inclement weather. Both the health and safety of your children are involved, so we ask for your cooperation in this matter. If you bring your child to school by car, please do not arrive earlier than 7:45 am. Students enter the building at 7:55 am. Students arriving by car are to be dropped off in the Kiss and Ride zone.

RELEASE OF STUDENTS

Your child will not be sent home to get forgotten items. Your cooperation is needed to ensure your child has everything he/she needs for the school day before leaving home. A suggested procedure is to have your child prepare for the next school day the night before. If it is necessary for students to be released during the school day, students are required

to bring a note to the teacher. In addition, the parent must come to the school's office to sign-out the child. Students will not be released before the end of the school day to walk home. Students are to be picked up in the Kiss and Ride zone. Please see the 222nd BSB policy letter and diagram included with this handbook.

EMERGENCY DISMISSAL AND SCHOOL CLOSING

There may be times when school is dismissed early due to adverse weather conditions, heating failures, or other emergencies. Since parents are not always home during such emergencies, an alternate address and telephone contact should be provided to the teacher and school office. **Please listen to AFN Radio (100.2 FM), (1107 AM), or RPR (103.1) for these special announcements starting at 0530 hours. Parents can also call 06371-47-COLD or 480-COLD (480-2653).**

BOMB THREAT

In the event of a bomb threat, the children will be evacuated from the school area and moved to the Rheinlander. An announcement will be made over AFN radio.

IN-SERVICE/TEACHER WORKDAYS:

In-service days are scheduled periodically during the school year. Teachers attend professional development classes. The last day of each quarter is a teacher workday when grades are finalized and recorded. There are no classes for students on these days and they will be announced in the school's monthly newsletter.

EMERGENCY TELEPHONE NUMBERS

Every effort is made to contact a parent or sponsor when a child gets sick or is injured at school.

However, many times the parent or sponsor is unable to be contacted. We must have the name and phone number of a friend, neighbor, or babysitter who will care for your child in your absence.

STUDENT INFORMATION UPDATE

If there is any change of information noted on your child's registration form please let the office know at once. Either call the school (485-7587/89) or send a note with your child to the teacher. It is very important that the school have updated phone numbers.

PARENTS' QUESTIONS – WHOM TO CALL

All parents are cordially invited to visit or call school personnel in reference to any questions or concerns that they may have regarding the elementary school. When questions arise about classroom procedures, homework, grades, etc. the first person consulted must be the teacher. If satisfaction is not obtained, a school administrator, counselor, or nurse is available

for conference and discussion relative to any concern.

WAYS PARENTS CAN HELP

1. Parents are always welcome to visit classrooms. Please contact the teacher ahead of time. On the day of the visit first come to the office for a visitor's pass. We hope you will always feel welcome at Smith Elementary.
2. Appointments for Parent/Teacher conferences can be arranged by calling the school office (485-7587/7589) and leaving a message for your child's teacher to contact you.
3. Please be positive about your child's educational experiences and support your school.
4. If you have questions or concerns about school policy or teaching procedures, please contact the main office for assistance.

SCHOOL CLEARANCE

If you are transferring, please notify the Registrar's office and the classroom teacher ten days in advance of your scheduled departure. School records have to be prepared for you. You may hand carry school progress reports, and a copy of all records. The official record will be forwarded directly to the receiving school upon request from that school

VISITORS

Parents who are interested in visiting a classroom are asked to make prior arrangements with the teacher. All visitors are required to sign in at the main office and wear a visitor's pass while in the building. If you wish to speak with a teacher during the school day, do not go directly to the classroom. Please go to the office first.

TELEPHONE CALLS

Messages to teachers will be noted and forwarded to the teacher at the end of the school day. Teachers may not be called from their classrooms to receive telephone messages unless there is an emergency. This also applies to messages for pupils. **Students are not permitted to use the phone except in cases of genuine emergencies.** Permission for a student to stay after school must be pre-arranged. Please help us by making certain that your student knows where to go and what to do at the end of the school day.

SCHOOL NURSE SERVICES

The school nurse is here to help your child. It is important to give updated phone numbers to the nurse so that you may be reached in an emergency.

If your child has been ill with a fever, he/she must be fever free for 24 hours before returning to school. If your child becomes ill or has an accident at school, the nurse will notify you.

Medication given at school must follow these guidelines:

1. Medication must be turned into the nurse's office for administration
2. Medication must be in a **prescription container** and properly labeled with the child's name, doctor's name, dosage and frequency of dosage. Over the counter medications are not to be brought to school.
3. Written parental permission must accompany the medication with a **time** indicated for administration.
4. All medications given for more than 10 days must have a form signed by the doctor for ongoing administration of medication.

Please relate all medical problems needing the school's attention to the school nurse, 485-7363. **PUPIL SAFETY**

Much can be done to eliminate accidents if parents will cooperate closely with the school. To supplement safety instruction in the school, please caution your children regarding the following:

1. Street Safety
 - a. Do not play in the streets.
 - b. Cross only at street corners and regular crosswalks; never cross in the middle of the block.
 - c. Stop at the curb; look both ways before crossing.
 - d. Always walk on the sidewalk and leave the streets for vehicles.
2. Playground Safety
 - a. Balls - Basketballs, footballs, baseballs (softballs only) may only be brought to school if prior approval has been given by the teacher.
 - b. Swings - Keep out of the way when another student is swinging. Do not stand on the seats. Do not twist, climb on, or jump out of the swings.
 - c. Slides - Use the steps to the slides. Come down one at a time. Sit and come down feet first. Do not walk up the slide.
 - d. Danger of thrown objects - Please teach your child the danger of throwing objects such as sticks, rocks/stones, sand and snowballs. Pupils are not to throw snowballs on school grounds. Pupils may be suspended for throwing snowballs.

SCHOOL-WIDE DISCIPLINE POLICY

The staff of Smith Elementary School follows a School-Wide Discipline Plan designed to provide an environment in which children can feel safe and in which learning can take place with minimum disruption.

The four general rules of our plan are:

1. Protect and respect the learning of others.
2. Keep hands, feet, and objects to yourself
3. Obey all school adults promptly.

4. Respect others and their property.

DISCIPLINE SLIPS will be issued to students breaking established rules. A copy of the discipline slip will be taken home by the student for a parental signature and returned the following school day. Students not returning the signed slip will not be readmitted to class until parental contact is made. Additional copies are kept by the classroom teacher and filed in the main office. The offense is also entered into the Discipline Tracking Computer Program. The administration reserves the right to suspend a student anytime it is determined that a severe incident has occurred. The names of all students suspended will be sent to the BSB Commander. Any student receiving three discipline slips in a 30-day period may be suspended from school for one day. If additional discipline slips are received during the same time frame, the student will be suspended for one additional day for each incident. **FIGHTING IS AN AUTOMATIC SUSPENSION.**

The following explains the four consequences listed on the discipline slips:

1. Warning/Counseled: The staff member issuing the discipline slip will warn the student of deficient behavior.
2. Counseled by administrator: Upon the repeated action by the student, the administration will counsel the student on means of adjusting deficient behavior
3. Parental conference: The teacher or administrator will meet with the parent regarding the student's deficient behavior.
4. Referred to administrator for action: The student's behavior is deemed severe and requires immediate administrative action.

Students have the responsibility for being aware of and respecting the fundamental rights of others according to applicable standards of conduct or codes of behavior. Students have the responsibility for participating in the development and observance of these standards and codes.

PROHIBITED ITEMS

Baseballs	Water pistols	Knives
Guns (any variety)	Radios/Walkman	Scooters
Fire Crackers	Matches/Lighters	Toys
Skate Boards	Chewing Gum	CD Players

Items considered dangerous or distracting to the educational process will be confiscated by school personnel and be returned only to parents.

BRINGING A LETHAL WEAPON TO SCHOOL MAY BE GROUNDS FOR IMMEDIATE EXPULSION.

WEAPONS INCIDENTS:

Incidents involving weapons and other prohibited items are reported to the Military/Security Police and

the DoDDS Regional Office using DSG Form 4899-R. Any items, 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 are strictly prohibited.

In addition, Smith Elementary School has a strict policy regarding any device, to include weapon replicas that are likely to make other persons fear for their safety. Carrying any of these items could result in the expulsion of the student.

If an expulsion or a suspension over 10 days (cumulative or continuous) is proposed by the principal or his/her designee, the following procedures shall apply. The procedures for an expulsion or suspension in excess of 10 days require a formal hearing. The principal will convene the disciplinary committee to conduct a hearing promptly after the decision to recommend a consequence involving suspension from the school for a period in excess of 10 days. The disciplinary committee will hear the evidence and shall forward their findings and recommendations to the school principal. If the recommendation is agreed upon the action becomes a final decision. If the recommendation of the disciplinary committee differs from the recommendation of the principal and the principal does not agree to accept the committee's recommendation, the case file will be forwarded to the district superintendent within 2 days of receipt. The superintendent or designee shall review the record and may reopen the hearing before making a final decision.

SCHOOL PARTIES

It is acceptable for classes to have four classroom parties each year:

1. Halloween
2. December Holiday
3. Valentine's Day
4. Spring or End-of-the-Year

If for any reason parents do not want their child to participate in any of the four parties listed above, they should inform the classroom teacher so that other arrangements can be made.

Student birthday "parties" are not appropriate.

However, if a parent wants to send in a treat for the class to enjoy during the last ten minutes of the day, it is permissible providing approval has been given by the classroom teacher.

LOST AND FOUND PROPERTY

Please mark your child's outer clothing, boots, lunch boxes, and school supplies. Should these items become misplaced they can be returned. A lost and found area is located in the cafeteria. Students should check this area for lost items. All unclaimed

items in the lost and found area will be donated to charity.

ROOM MOTHERS/FATHERS

Mothers/Fathers desiring to help the teacher with room parties, study trips or other special class projects may volunteer to work as a room mother/father. Generally, one mother/father in the room becomes the Room Volunteer Chairperson and accordingly coordinates classroom volunteers.

SCHOOL VOLUNTEER PROGRAM

Volunteers provide the school with a variety of valuable services. Some parents have agreed to share a special talent or interest with the students through the school's enrichment program; others are able to help individual teachers in the classroom on a regular basis working with students or assisting with classroom clerical responsibilities. We welcome parental participation at Smith Elementary. Please call the school's office for more information (485-7587/7589).

PARENT TEACHER ORGANIZATION (PTO)

The PTO is composed of both parents and teachers who strive for the betterment of education and to support school programs. Membership is encouraged. It is our goal that all parents and educators will attend the meetings. Meeting dates and times will be announced in parent newsletters. If you are interested in helping in any way, please notify one of the officers or leave a message with the office and a PTO member will return your call.

SCHOOL ADVISORY COUNCIL (SAC)

The responsibilities of the School Advisory Committee (SAC) are to advise the principal on all matters affecting the operation of the school. These matters include school policies, instructional programs, the budget, facilities, maintenance, administrative procedures, educational resources, program evaluation, student conduct, extra-curricular activities, and other related programs.

The SAC is composed of six elected members: three teachers and three parents. There are also various liaison members such as the Smith School Administrators, the School's Officer, and a Designee from the School's Sponsoring Unit that may attend the SAC meetings.

SAC meetings take place at Smith Elementary School on the second Tuesday of the month. They commence at 1430 hours in the Information Center. All interested community members are eligible and invited to attend these meetings.

Please be on the lookout for any and all information concerning these important meetings. We need you! Mark your calendars and plan to attend and contribute to the next SAC meeting. Your interest, ideas, energy, and involvement will greatly assist

Smith Elementary School in providing our children with the best education available.

SCHOOL HOME PARTNERSHIP

School Home Partnership is defined as the mutual collaboration, support and participation of families and school staff in activities that positively affect students' academic success. We use a five-tier model for our partnership program that allows our parents and school staff to work together in various roles:

- Co-Communicators
- Co-Supporters
- Co-Learners
- Co-Teachers
- Co-Advisors

CSP LEADERSHIP COMMITTEE

The Continuous School Progress Leadership Committee is comprised of staff members, administration, and parents. The purpose of the CSP Leadership Team is to be the catalyst for change in instructional practices that positively influence student achievement.

RESOURCE TEACHERS' SERVICES

In addition to the education services provided by the regular classroom teachers, the school is also staffed with resource personnel in the following areas:

- ❖ Art
- ❖ Counseling
- ❖ English as a Second Language (ESL)
- ❖ Host Nation
- ❖ Special Education
- ❖ Information Center (Library)
- ❖ Music
- ❖ Physical Education
- ❖ Speech Therapy
- ❖ Compensatory Education/Reading Recovery/LARS

COUNSELING SERVICES

Our school is staffed with a full-time and halftime guidance counselor. We also have a halftime psychologist. The following are included among the services:

- New student orientation
- Individual and group counseling
- Parent consultation
- Test interpretation
- Pupil services coordination
- Classroom Guidance

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL program is designed to improve the English language skills of those students whose first language is not English and whose limited knowledge of English interferes with their academic progress in an English language program. Students identified as needing ESL services receive small group instruction in basic English language skills (understanding,

speaking, reading and writing) as needed. Students remain in the program until their English language skills have sufficiently improved for them to fully participate in a regular English language program. Students in need of ESL services are identified through one of the following:

1. A DS-100 form completed by parents at registration. This form indicates the degree to which a language other than English is spoken in the home.
2. Referral by the Counselor at the time of an initial screening, and placement tests.
3. Referral by the classroom teacher when it is felt that a student has difficulty functioning in the classroom due to limited English proficiency.

During registration, a language background information sheet (HOME LANGUAGE SURVEY) is completed by the parents and reviewed by the ESL Specialist. If the child's first language is not English or other languages are spoken in the home, a language assessment will be performed. Then, parents will be notified of the student's ESL Program eligibility. This program is available at the option of the parents.

HOST NATION PROGRAM

The Host Nation program is designed to teach students about German culture and traditions. In the early elementary grades some very primary language (e.g. colors, greeting, etc.) is taught. As the students get older and show some interest/capability, a more structured language program is introduced.

SPECIAL EDUCATION

Special Education is any specially designed instruction, support, or equipment a student may need in order to reach his or her fullest potential. These services are available to eligible students, ages 3 through 21 years of age within DoDDS, and may include changes to the education program, commonly known as classroom modifications. A student may also receive services in the general education classroom, a resource room, self-contained class, or other appropriate setting.

DoDDS special education services are directed by both Federal regulations, P.L. 101-476, Individuals with Disabilities Education Act (IDEA), and Department of Defense Instruction DoDI 1342.12, Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas, dated March 12, 1996.

The Case Study Committee reviews referrals for evaluations, conducts evaluations of children suspected of having a developmental delay or disability, determines whether children are eligible for Special Education services according to the DoDDS eligibility criteria, and develops

Individualized Education Programs (IEP) for eligible students. Parents of students being reviewed are important members of the committee. There are five disability categories that the Case Student Committee will review during the evaluation process to determine if your child is eligible for special education:

- ✓ Category A: Physical Impairment
- ✓ Category B: Emotional Impairment
- ✓ Category C: Communication Impairment
- ✓ Category D: Learning Impairment
- ✓ Category E: Developmental Delay (children ages birth through 5)

CHILD FIND

Child Find is a DoDDS program that actively seeks to locate and identify children and youth, ages birth through 21 years of age, who may have developmental delays or educational disabilities and may need special education and related services. Related services include psychological counseling, Social work services, Audiology, Occupational therapy, and Physical therapy. If you have a concern about a school-aged child, contact the child's teacher first. If your child is preschool age, or your child is entering Smith with an IEP developed at another school, contact the Smith Case Study Committee Chairperson at DSN 485-6744 or Civilian 06783-6-6744.

The counselor can assist you with many problems your child may be having at school. You may telephone the office to leave a message for the counselor. The counselor will return your call and arrange a conference at your earliest convenience.

INFORMATION CENTER (IC)

Smith Information Center is open every day for students and parents from 8:05 a.m. until 2:30 p.m. Students can use a wide range of printed materials and computer programs to meet their academic and personal needs. Additionally, students who have parental permission may check out videos on many different subjects. Video permission forms are distributed during second quarter to grades 3-6 with the upper grades being serviced first. Parents are welcome to use the Information Center for their research, for their personal reading needs, or on behalf of their students or other children at home. Parents are also able to check out books-on-tape to be used with their early readers. Parents may also use the Internet in the IC. An Internet Access Agreement must be signed prior to using the Internet. Checkout of materials is for two weeks. If your student has lost or damaged library materials, the IC accepts replacement books of equal value. If you have any questions about the IC, please call 485-

6737 and speak with the Information Specialist or the Library Technician.

GIFTED EDUCATION PROGRAM

The Gifted Education Program is designed for students meeting academic selection criteria established by DODEA. These criteria include a combination of data to include: TerraNova, Otis-Lennon, Raven, STAR, Work Sampling, etc. Gifted Education Services include small group sessions, differentiated instruction, curriculum compacting, and guided independent study options. Please contact the classroom teacher or Gifted Education Resource teacher for specific information regarding the referral process.

CLUBS AND ACTIVITIES

Students will be advised of club meetings through announcements in the classroom. Students are encouraged to participate in the various activities. This participation is voluntary, yet it provides an excellent vehicle for students to learn new skills, work with others and develop cooperation and collaborative techniques.

STUDY TRIPS

Study trips are an important element of the school curriculum. Study trips are an extension of classroom instruction. Parents volunteers are normally needed when study trips are planned. Trips are not only planned for their educational value, but for the intercultural and social opportunities they provide.