

Vilseck Elementary School
STUDENT-PARENT HANDBOOK



SCHOOL YEAR 2012-2013

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

Parents,

Your signature indicates you have received the Parent/Student handbook and you agree with the rules and procedures of Vilseck Elementary School. Please return this form by Friday, 31 August to your child's teacher.

Parent Name (Please print): _____

Student Name (Please print): _____

Parent Signature: _____

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Attachments:

Child Supervision Policy
 Bus Discipline Policy
 DoDEA Attendance Policy

Anti-Bullying Policy

Welcome

Welcome to School Year 2012-2013. The staff and I are thrilled to have your student(s) here at Vilseck Elementary School. It is our honor to serve you, the families of our US service members that are stationed at USAG Grafenwoehr.

During this school year your child(ren) will receive an exceptionally well rounded education. At Vilseck Elementary we pride ourselves on providing all of our students with a rigorous and differentiated educational experience. Our students will be challenged and enriched on a daily basis enabling them to reach their fullest potential. We believe in educating the whole child to include multiple special classes and stimulating experiences throughout the year.

At Vilseck Elementary we value the partnership between home, community, and school. We encourage you to visit the school and see the magnificent things that are happening in our classrooms. I encourage you to create a relationship with your child(ren)s teachers and communicate regularly with them. Volunteering in the school is a great way to get to know what is happening in your child's life. Our staff will certainly communicate with you on a regular basis to keep you informed of your child's progress.

The staff and I look forward to a wonderful 2012-2013 School Year at Vilseck Elementary!

Scott W. Finlay
Principal
Vilseck Elementary School

Contact Information

Office Hours: 0700-1600

School Secretary: 476-2973 or CIV 09662-832973

Office Assistant-Clerk: 476-2812 or CIV 09662-832812

Registrar: 476-2673 or CIV 09662-832673

Counselors: 476-2973 or CIV 09662-832973

Nurse: 476-2912 or CIV 09662-832912

Lunchroom: 09662-416459 (from 0700 am to 1300 pm)

School's Officer: DSN 475-1770 or CIV 09641-831770

Staff members may be reached by calling DSN 476-2812 or CIV 09662-832812. Students are not to use the telephone without permission from the teacher or other school officials. The use of school telephones by students is primarily reserved for **emergency** situations. Please emphasize this to your child.

Parents, please insure that your child knows the plan for after school hours. If the plan is different from the normal routine, please provide a written note stating the changes and any additional phone numbers to his/her teacher.

Chain of Command

School Level

Classroom Teacher Telephone: DSN 476-2812 or CIV 09662-832812
Mr. Scott Finlay, Principal
Ms. Becky Balcer, Assistant Principal
Vilseck Elementary School
Unit 28040
APO AE 09112
Telephone: DSN: 476-2812
CIV: 09662-832812
FAX: 09662-7385
Email: Principal.VilseckES@eu.dodea.edu

District Level

Dr. Joan Islas, Acting Superintendent
DoDDS Bavaria District
CMR
APO AE 09117
Telephone: DSN: 468-7429
CIV: 0981-183429
FAX: 0981-183422
Email: BavariaDSO.Secretary@eu.dodea.edu

DoDDS Europe

Dr. Nancy Bresell, Area Director
DoDDS Europe Region
Unit 29649 Box 7000
APO AE 09096
Telephone: DSN: 338-7615
CIV: 0611-380-7615
FAX: 0611-380-7565
Email: Director.DODDS.Europe@eu.dodea.edu

DoDEA Headquarters

Ms. Marilee Fitzgerald, Director
Department of Defense Education Activity
4040 North Fairfax Drive
Webb Building
Arlington, VA 22203
Telephone: 703-588-3103
webmaster@hq.dodea.edu

SCHOOL HOURS

Educator Duty Day	0805-1505
Entry Bell for Students	0820
General Time Schedule for Grades K-5	0825-1435
Pre-School for Children with Disabilities	
A.M. Session	0825-1055
P.M. Session	12:10-1435
Sure Start	0825-1355

LUNCH RECESS TIME

AAFES serves a hot lunch daily. Students are welcome to bring a sack lunch. Your child's teacher will provide specific lunch and recess times.

BELL SCHEDULE

Line-up	0815
Enter School	0820
Classes Start	0825
End of school warning	1430
End of school	1435



VILSECK ELEMENTARY SCHOOL

SCHOOL YEAR 2012-2013 CALENDAR

FIRST SEMESTER – (92 INSTRUCTIONAL DAYS) AUGUST 2012

2012

Tuesday, August 16	New Student Orientation 0900, 1300 and 1600
Monday, August 27	Begin First Quarter and First Semester
Tuesday, August 28	PSCD Begins
Monday, September 3	Federal Holiday - Labor Day
Tuesday, September 4	Kindergarten (Staggered Start)
Thursday, September 6	Open House
Wednesday, September 13	Sure Start begins
Thursday, October 4	Half Day Staff Development Day
Friday, October 5	Staff Development Day (No school for students)
Monday, October 8	Federal Holiday- Columbus Day
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Friday, November 2	Teacher Record Keeping Day (No school for students)
Monday, November 5	Begin second quarter
Monday, November 12	Federal Holiday-Veteran's Day
Thursday, November 15	Full Day- Parent Conferences
Friday, November 16	Parent- Teacher Conferences (No school for students)
Tuesday, November 20	Awards Ceremony for 4 th and 5 th
Tuesday, November 20	Dining At The Ritz for 4 th and 5 th
Thursday, November 22	Federal Holiday- Thanksgiving (No school for students)
Friday, November 23	Federal Holiday (No school for students)
Thursday, December 13	Early Withdrawal
Monday, December 24	Begin Winter Recess
Wednesday, December 26	Christmas - Federal Holiday

2013

Tuesday, January 1	Federal Holiday- New Year's Day
Monday, January 7	Instruction Resumes
Monday, January 21	Federal Holiday- Martin Luther King Day
Thursday, January 24	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 25	Teacher Record Keeping Day (No school for students)

SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

Monday, January 28	Begin Third Quarter and Second Semester
Thursday, February 14	Parent-Teacher Conferences
Friday, February 15	Staff Development Day (No School for Students)
Monday, February 18	Federal Holiday- President's Day
Tuesday, February 19	Awards Ceremony for 4 th and 5 th grades
Thursday, February 21	Dining at the Ritz for 4 th and 5 th grades
Wednesday, April 3	Registration
Thursday, April 4	Registration
Friday, April 5	Registration
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday April 5	Teacher Record Keeping Day (No school for students)
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Tuesday, April 16	Awards Ceremony for 4 th and 5 th grades
Thursday, April 18	Dining at the Ritz for 4 th and 5 th grades
Thursday, May 16	Early Withdrawal
Monday, May 27	Federal Holiday- Memorial Day
Friday, June 7	Field Day
Thursday, June 13	End of Fourth Quarter and Second Semester (43 Days of Classroom Instruction)
Thursday, June 13	Awards Ceremony for 4 th and 5 th grades
Friday, June 14	Teacher Record Keeping Day



School Supply List

School Year 2012-20113

All Schools

Pens
Pencils
Rubber eraser
Colored pencils
Glue (sticks, bottled)
Pocket folders
Highlighters
Book bag or backpack
Spiral Notebooks
Plastic supply box
Bound composition book
Gym shoes
Notebook- 3 ring binder
Paints (watercolor)
Colored markers
Tissues (1 box)
Planners
Paper- loose leaf

Elementary Schools Only

Child's round end scissors
Crayons
Bath Towel
Paint shirt



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)
COMMUNITY STRATEGIC PLAN (CSP)**



Vision

Communities committed to success for all students.

Mission

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

Goals

Goal 1 - Highest Student Achievement

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

Goal 2 - Performance-Driven, Efficient Management Systems

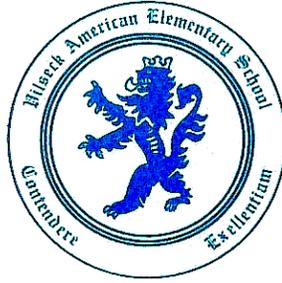
DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

Goal 3 - Motivated, High Performing, Diverse Workforce

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal 4 - Network of Partnerships Promoting Achievement

Every level of DoDEA will develop, promote, and maintain partnerships to enhance student achievement.



VILSECK ELEMENTARY CONTINUOUS SCHOOL IMPROVEMENT

VISION

Vilseck Expects Success

MOTTO

At VES, We Can...

GOAL 1

By 2016 all students will improve their competency with numbers and operations as measured by increased performance on assessments.

GOAL 2

By 2016 all students will demonstrate improved reading comprehension as measured by increased performance on assessments.

ADMISSION REQUIREMENTS



Children five years of age by September 1 of this school year may be enrolled in kindergarten; those six years of age by September 1 may enter first grade. Parents enrolling students during the school year are requested to bring at the time of registration school reports or report cards from the last school attended, social security number, immunization records and a copy of the sponsor's current orders. A birth certificate or other verification of birth date is required for new enrollees in kindergarten or first grade. Children must be three-years-old to be eligible to receive Preschool for Children with Disabilities (PSCD) services.

There is a mandatory immunization policy for children attending DoDEA schools. A child will not be allowed to start school without proof of the following immunizations: 4 doses Diphtheria, Pertussis, Tetanus, 2 doses Hepatitis A, 3 doses Hepatitis B, 2-4 doses Haimophilus influenzae type b, 3 doses Polio, 2 doses of measles, mumps, varicella (chicken pox), flu and rubella. For further information on immunizations, please check out the DoDEA link or contact the school nurse.

<http://www.dodea.edu/parents/immunizations.cfm>



EMERGENCY INFORMATION

The school must maintain the correct current home and APO address, as well as the home and duty telephone numbers of every sponsor while the child is enrolled in school. Two emergency contact numbers are required. It is important for parents to notify the school promptly of any address or telephone number changes. In the event a parent or emergency contact is not located, the sponsor's unit commander will be notified and as a last resort the military police will be contacted to pick up the child.

EMERGENCY DRILLS

During the school year, all students and staff members participate in mandatory practice emergency drills. They include the following:

- | | |
|---------------------|--|
| Fire Drills - | Weekly in September, thereafter, monthly- students, parents, and all staff members leave the building. |
| Evacuation Drills - | Students, parents, and all staff members leave the building and walk to a designated covered holding area. |
| Lockdown Drills - | Students practice protection from intruders. |
| Shelter in Place - | Students practice protection chemical exposure, weapons of mass destruction, tornados/high wind or earthquake. |



SCHOOL BUS INFORMATION



The School Bus Office (SBO) is responsible for issuing bus passes, bus safety training and coordination of bus services. You may contact the SBO with questions by calling 476-2643 or 01622-717577. Riding school buses is a privilege that may be suspended or revoked if the student does not behave in a safe and proper manner. Parents are responsible for maintaining and emphasizing necessary control over their children as they ride on the bus. The administration and the SBO resolve issues involving student behavior. Corrective actions range from letters of warning to suspension of bus riding privileges. The School Bus Office investigates issues related to buses or bus drivers with the contractor. Parents and students are responsible for thoroughly reading (see attachment 2) DoDEA regulation 2051.1 of the student school bus behavior management policy. This regulation is also available as a link on the school website.

TEACHER TRAINING AND PARENT-TEACHER CONFERENCES

During the school year, teachers participate in staff development training and parent-teacher conferences. Parents are encouraged to attend staff development days and conferences. Conferences occur during the year. Parents and teachers may schedule them on an as needed basis. Please refer to your calendar for dates.

VISITORS ARE WELCOME!

We are delighted to have visitors at our school. As a school policy, everyone must check in at the main office. Upon check in at the front office, all visitors must sign in and obtain a visitor's badge. A 100% ID card check is in place at all times.



LATE STARTS, EARLY DISMISSALS - INCLEMENT WEATHER

Vilseck Elementary School does not normally close because of snow and road conditions. However, such closings or delays may be necessary in the event of unusually severe weather. If school is delayed it will usually begin at 1025 a.m., and bus routes will run two hours later than normal. Whenever school is delayed, the morning session of Preschool for Children with Disabilities (PSCD) is cancelled.

The garrison commander makes the decision to close or delay school. This is done at approximately 0500 hours, or as required during the school hours, after careful evaluation of current and predicted weather and road conditions. School closure and delay notices will be broadcast on AFN radio (AM 1107) and the local television channel. The weather link is <http://www.grafenwoehr.army.mil> or you may call the USAG Grafenwoehr weatherline at 475-7623 or 09641-83-7623.

ATTENDANCE

Students are to attend school regularly and arrive on time. Upon arrival, they should proceed to the designated waiting areas, which are supervised by staff members. Chain of command and the school liaison officer will be contacted for students who are habitually tardy. Parents are required to sign student in at the front office tardy or late. Supervision is not provided for students on campus before 0810 or after 1445. Students should not arrive before 8:15.

ABSENCES

USAREUR command policy dictates it is the responsibility of the parent/guardian to call the school every time a student is absent. The school is required to make contact with the parents. Excused absences will be granted for illness, family emergencies, medical appointments and family trips. If the absence is to be considered excused, a signed note from a parent is required upon returning to school. Chain of command and the school liaison will be contacted for students who are habitually absent.

MAKE-UP WORK

Students are expected to make up assignments due to absences. Family trips are viewed to be sound educational activities. As such, these absences are considered excused with all make-up privileges. Parents are encouraged to request assignments if they know their child will be absent for more than three days.

WITHDRAWALS

When PCSing, please come to the school office and complete a withdrawal form at least two weeks prior to your departure date in order to provide time to prepare copies of your child's records to be given to you. A copy of the sponsor's PCS orders must be filed in the main office at this time. Records will be ready at 1435 on the child's last day of school.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

When the student must leave before the end of the school day, a parent must report to the school office to sign out the student. No student will be released from the school to any adult other than the parent, guardian or emergency contact person without written permission. Identification is required.

EARLY DISMISSAL FROM SCHOOL PRIOR TO 1435 P.M.

In order to maximize daily learning, please do not pick-up your child between 1400 and 1435 p.m. If your child must leave school prior to the end of the school day, please notify the teacher in writing. Please indicate who will pick up your child and at what time. All children will report to the office to be signed out. The last thirty-five (35) minutes of the day brings closure to a successful day of learning. Your cooperation in scheduling appointments outside of this time is greatly appreciated.



INSTRUCTIONAL PROGRAM

The instructional program at Vilseck Elementary School is organized in broad areas, including language arts, social studies, mathematics, science, host nation culture, art, music, physical education, health and safety. Instruction in the primary grades is often organized around thematic units, which integrate various curricular areas. Provision is made for consistent teaching of work and study skills. The curriculum is organized so that children of varying abilities and interests can work together in groups with each child engaged in tasks on his own instructional level.

Children in the primary grades (K-3) are engaged in learning which is developmentally appropriate. Developmentally appropriate practice involves looking at instruction in a way which takes into account not only a child's chronological age but individual level of development, as well. Learning is on a continuum in which the same expectation is not held for each child at the same time. Children are learning and responding at different times and in a variety of ways. Children are engaged in active learning, which provides for the varied needs of the whole child.



CURRICULUM STANDARDS

The Department of Defense Dependents Schools has a well-developed set of curriculum standards. Please check out the DoDEA website, <http://www.dodea.edu/curriculum/index.cfm> or the Vilseck Elementary School website, <http://www.vils-es.eu.dodea.edu/> for further information on curriculum standards.



HONOR AWARDS GRADES FOUR AND FIVE



There are two categories of Academic Honor Lists: PRINCIPAL'S HONOR ROLL, and HONOR ROLL. The grade point average in the core subjects (language arts, reading, mathematics, social studies, science and health) will be utilized to determine eligibility for these awards. An "Infrequently Observed" or "3" in Learning Skills makes a student ineligible for an academic honor for that quarter regardless of grade point average. Examples include: accepts responsibility for behavior, takes initiative, participates in activities, and is prepared for class.

PRINCIPAL'S HONOR ROLL: All A's and a 1 or 2 in all areas of Learning skills.

HONOR ROLL: All A's and B's with no more than 2 B's and a 1 or 2 in all areas of learning.

INDIVIDUAL SUBJECT AWARDS: Given to the students attaining the highest GPA for individual subjects.

ACHIEVEMENT AWARD: This award is based on strict behavior standards. It requires excellence in all of these categories: ready, respectful, and responsible. Grades are not a factor in this award. No more than 3 students per classroom are given this award each quarter.

PRESIDENTIAL AWARD:

Vilseck Elementary participates in the President's Education Award program, which honors outstanding 5th grade students' academic achievement. To be eligible for the President's Award for Educational Excellence, a student must earn at least a 3.5 grade point average in grade 4 and through the first semester of grade 5. In addition, students must achieve at or above the 85th percentile on standardized tests in math or reading during 4th grade. To be eligible for the President's Award for Educational Achievement, a student must show outstanding educational growth improvement, commitment or intellectual development in their academic subjects, but not meet the criteria for the President's Award for Educational Excellence. In addition, a student may not have been suspended. This award is given at the principal's discretion.

CLASS ASSIGNMENTS/STUDENT PLACEMENT COMMITTEE

Assigning students to classrooms is a time-consuming and challenging task. At Vilseck Elementary School, we make every attempt to balance each classroom. Class lists will be posted on the Friday before school begins. If for any reason your child is inadvertently left off the lists, please contact the school office. Once class lists are posted, parent requests for changes will not be entertained until the end of September.

Consideration will not be made for parent requests of a specific teacher; however, parents may provide an environmental request. These forms are available in the Main Office. Placement of students will be considered on an individual basis. The Student Placement Committee is designed to assist with the other than routine placement of students such as lateral movements, retention, and acceleration. If a parent is requesting a class change the request must be submitted in writing. A Student Placement Committee may be convened to discuss the possible class movement. The request is to contain the educational reason why a class change is in the best interest of the child.



SCHOOL HEALTH POLICIES

The primary responsibility for the health of the school age child rests with the parents/guardians of the child. The school nurse is considered a health consultant and, as such, her role includes appraising the health status of students, identifying health needs and conferring with individual students and their parents regarding specific health concerns. The school health program is designed to strengthen the educational process through health supervision and health education of the students.

Each classroom has a First-Aid Kit for minor injuries. In the event that your child is (severely) injured or becomes ill at school, every effort will be made to contact a parent/guardian. **PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME AND DUTY PHONE NUMBERS.** If the parents/guardian cannot be reached, the Emergency Contact Person or the Sponsor's Unit will be notified.

Children with the following symptoms should not be sent to school:

- A temperature of 99.9 degrees or over in last 24 hours
- Nausea, vomiting, diarrhea in last 24 hours
- Significant cold symptoms
- Green mucus from nose or throat
- Sore throats
- Persistent coughs
- Red, swollen and/or draining eyes
- Significant earaches



When should my child return to school after being ill?

- No fever (99.9 or higher), nausea, vomiting or diarrhea for **24 hours** without medicine
- Chicken Pox: lesions must be crusted and dry - at least 5-7 days from onset
- Lice: treatment started *(child must be checked by nurse upon re-entry to school)
- Impetigo: Lesions covered and under medical provider's care, **Dr. note required**
- Scabies: 8 hours after first prescribed treatment, **Dr. note required**
- Conjunctivitis (pinkeye): treated for 24 hours, or signs of infection have cleared
- Ringworm covered, under medical provider's care, **Dr. note required**
- Strep Throat: Treated with antibiotics for 24 hours, no fever or significant pain

****PLEASE INFORM US IF YOUR CHILD HAS ANY OF THE ABOVE CONDITIONS!!
If you are not sure whether your child should attend school, please contact the nurse!**

Medications:

The school nurse will comply with your health care provider's instructions for giving medication to your child during the school day. **A parent must deliver the pharmacy labeled medication to the nurse along with a "Permission for Medication" form signed by a health care provider.** These forms are available at the clinic and school.

Screenings:

Several routine screening programs are conducted during the school year. The screenings include: hearing, vision, height, weight and BMI (Body Mass Index). Any time notification is sent home regarding a child's failure to pass a particular screening, the written follow-up by the health care provider should be returned to the nurse for the student's school health file.

If you have any questions with regard to the school health program or your child's involvement in the program, please feel free to call the school nurse any time at 476-2912 or 09662-83-2912.

**SCHOOL IMPROVEMENT LEADERSHIP TEAM**

The School Improvement Leadership Team (SILT) is comprised of parents, educators and administrators that help guide overall school improvement efforts and specifically with VES' goals of reading comprehension and math reasoning/problem solving.

SCHOOL ADVISORY COMMITTEE

The Vilseck Elementary School Advisory Committee (SAC) provides a vital communication link between school, parents and the community. Four parents and four teachers are elected to two-year terms. In addition, the school's administration and command representatives also participate. The SAC reports to the Installation Advisory Council (IAC) and the District Advisory Council (DAC).

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

The Parent-Teacher-Student Association is an active and integral part of the school. It provides support for the programs such as student photographs, school carnival, book fairs, and our award winning Red Hot Readers program. Its main goal every year is to encourage parent involvement. Parent involvement is the participation of parents in every facet of the education and development of children's lives. Research shows when parents are involved, students achieve more. The PTSA is a volunteer organization. It needs your help and support to make this a great school year for all of our children. You can reach the PTSA at DSN 476-2812, CIV 09662-832812 or email of ves.pts@yahoo.com.



SPIRIT DAY

Every Friday is “Spirit Day” in the school. Students are asked to wear their school t-shirt, sweatshirt, or a combination of the VES colors- blue and white. The PTSA has spirit clothes available for purchase.

VOLUNTEERS

The PTSA organizes and supports the use of volunteers within the school. If you are interested in becoming a School Volunteer, please contact the school office, 09662-83-2812.



DoDEA ZERO TOLERANCE POLICY

DoDEA schools recognize a zero tolerance policy for gangs, weapons and drugs. Students who violate the zero tolerance policy will receive disciplinary action in accordance with DoDEA policy 2051.5

STUDENT RESPONSIBILITIES



The School Expects All Vilseck Students To:

- Remain on school grounds unless permission to leave is granted by the administration.
- Use the playground and its equipment in a safe manner.
- Obey the rules of proper conduct while using the school buses or walking to and from school.
- Respect school property and other people’s possessions.
- Bring to school only necessary school materials.
- Treat others with respect.
- Help keep school and campus free from litter.
- Assume responsibility for their academic performance.

See attached link for further information: http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

DISCIPLINE

Vilseck Elementary School maintains a safe, nurturing environment where all children can learn. The following are student expectations:

1. Do nothing that could cause injury to others.
2. Do nothing to disrupt the learning of others.
3. Respect community and personal property.
4. Obey all school adults promptly and respectfully.
5. Use appropriate language at all times. Inappropriate use of language relating to religion, ethnicity, age and gender will have severe consequences.
6. Students engaged in fighting or play fighting may receive disciplinary actions from detention to suspension.



CLASSROOM RULES

Classroom rules are posted in each room and shared with students and parents at the beginning of the school year. Students are expected to become familiar with and follow these rules. Frequent reminders will be discussed in school. Normal school policies for student behavior apply to all school sponsored activities. Inappropriate behavior may also result in the loss of privileges for attending future school activities.

THINGS THAT SHOULD NOT BE BROUGHT TO SCHOOL

Examples of items that should not be brought to school are:

- Explosive items of any kind, including “caps”
- Animals (see school administration)
- Audio/Visual devices*
- Toys or other novelty items
- Non-academic Cards
- Weapons of any kind (real or toy)
- Gum and candy



(* Upon arrival to school, these items must be secured in the child’s backpack. This list is not all inclusive. If these items are taken out during the school day, they will be confiscated and only returned to the parent.)



MONEY AND VALUABLES

Money and valuable items should not be brought to school unless absolutely necessary. The school will not be responsible for damages, loss or theft.

EQUAL OPPORTUNITY EDUCATION AND TRAINING PROGRAMS

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance. Refer to <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

BICYCLES



Bicycles and scooters are allowed for students in grades 1-5. Students are expected to follow all safety rules and take the recommended routes to school. Students who ride bicycles and scooters are required by USAREUR regulations to wear safety helmets. Battery operated transportation are not allowed on school property. VES will not be responsible for damages, loss or theft.

LOST AND FOUND

A "Lost and Found" box is located in the school's main lobby area. Children and parents should check the "Lost and Found" facility whenever anything is lost. Items such as jewelry, glasses and money are turned in to the office.

LUNCH AND RECESS EXPECTATIONS

Playground Expectations

- Line up quickly and quietly once the whistle blows / bell rings.
- Students need to stay in the designated playground areas.
- Play fighting, wrestling, aggressive chasing, and tagging others is not allowed.
- Students are not to be on playground equipment without adult supervision.
- Students are not to use equipment when lining up for morning entry or afternoon dismissal.

Playground rules apply to all playground areas and include all play equipment.

Cafeteria Expectations

- Follow directions of all adults.
- Clean up after yourself - recycle items on trays and in lunchboxes.
- Stay in your seat.
- No cutting in line.
- All drinks, food, and utensils remain in the cafeteria.
- Speak softly.
- Raise your hand for help and to return cafeteria tray



LUNCH PROGRAM



AAFES serves a hot lunch for students who are in school during the lunch. Students also have the option of bringing a sack lunch from home. Pre-paid accounts for lunch may be set up at the AAFES Customer Service desk. Information on free and reduced lunches can be obtained from CYS at Parent Central Services. Telephone DSN 476-2760 or Civilian 09662-832760.

Parents who plan to join their child for lunch and purchase an AAFES lunch need to inform the school by 0900. We request that candy and soft drinks not be brought to school. Milk, juice, water and additional food may be purchased. Questions about the lunch program should be directed to AAFES at 476-2932.



DRESS STANDARDS



The school has dress standards for students. These standards are set to encourage respect, learning and safety. The students are expected to dress comfortably. Boys and girls are expected to be neat and clean in appearance. Clothing not allowed at school includes, but is not limited to:

- Unsafe or unsanitary foot wear, i.e., flip-flops, thongs, shower shoes, untied or loosely tied shoes, or platform shoes in excess of one inch (1”) or heellies.
- Clothing that promotes tobacco or alcohol products, depicts drug use or violence, or implies racial prejudice or sexual statements.
- Head gear of any type including, but not limited to, handkerchiefs, bandanas, do-rags, sunglasses; (Winter hats, sun hats or baseball caps, while allowed to be worn outside school, are not to be worn in the school buildings.),
- Metal chains attached to any clothing, or wallets, any gang-related apparel such as gloves on either hand, right or left pant leg rolled up, or spiked clothing
- Shoulders, backs and midriffs should be covered; shirts must cover the midriff even when arms are raised above head,
- Spaghetti straps or straps across the back are not acceptable,
- See-through or mesh clothing,
- Low cut tank t-shirts, tops or t-shirts designed as under clothing, tube tops,
- Pants that sag, bag, drag or have edges that are frayed and unsafe, or have large holes, i.e., slits along legs or at knees.
- Pants must be worn at the waist and belted if necessary,
- Shorts, mini-skirts and slit skirts must demonstrate appropriate length for elementary school.

A first infraction will result in a verbal or written warning. A second infraction will result in your child calling you either at home or work to bring a change of clothes to school.



OUTERWEAR



On most days, students will be expected to participate in outdoor physical education activities and recess periods to release their energies, exercise and enjoy the pleasure of playing games with their classmates. The daily weather in Bavaria can be cold, damp, rainy and often windy. It is important that parents send their children appropriately dressed. Hats, gloves, boots, and umbrellas are appropriate for school during these days. Unless children have a note from their physician or a special request by a parent, they will not be allowed to remain indoors during recess. School administration will use the Bavaria DSO inclement weather policy.

COUNSELING SERVICES

Counseling services are provided. The basic services are:

- Individual and group student counseling.
- Classroom guidance services.
- Consultation to faculty, parents and community agencies etc.
- Coordinating services for special needs students.
- Coordination of services from school to community agencies such as Exceptional Family Member, Social Work Services, Family Advocacy, Army Community Services.
- Deployment and reintegration support



Referrals to the counselor may be accomplished through:

- Self-referral by an individual student.
- Referral of a student by a parent, teacher or community agency.

BAVARIA-MEDDAC SCHOOL BASED BEHAVIORAL HEALTH PROGRAM

As a result of a partnership between DoDEA Bavaria District and the Bavaria Medical Command, Vilseck Elementary School is one of the five schools in the Bavaria District that provides a mental health provider in the school from the local behavioral health clinic. This licensed professional provides mental health counseling/therapy to children and families on site at the school instead of the local behavioral health clinic. This allows children and families to receive services without the child having to leave the school. For more information about the program and how to access these services contact your local behavioral health clinic or the school administrator.



SPECIAL EDUCATION PROGRAMS

Vilseck Elementary has the resources to educate disabled children in the learning impaired, emotionally impaired and communication impaired (speech therapy) programs. A program is available for preschool age children identified with developmental disabilities. Autism teacher leader, hearing impaired and visually impaired teachers are also available for consultation.

LEARNING IMPAIRED PROGRAM- Mild/Moderate and Moderate/Severe

Two different programs exist which enables students to receive individual or small-group instruction in basic skills and assistance with other subject areas according to the programs described in their Individual Education Program (IEP).

EMOTIONALLY IMPAIRED PROGRAM

Students with identified behavioral disabilities are provided individual or small group support from the teacher of the emotionally impaired.

COMMUNICATION IMPAIRED PROGRAM

Students with speech, articulation and language problems, other than English as a Second Language, receive individual or small-group instruction from the speech therapist as described on their IEP.

PRE-SCHOOL FOR CHILDREN WITH DISABILITIES

The PSCD program identifies children with communication, motor, social, emotional and cognitive delays. An IEP is developed and implemented for identified children ages 3-5 years.

CHILD FIND

“Child-Find” is the screening tool used by DoDEA to seek and identify individuals, ages birth to twenty-one years, who might be in need of special education and related services. Our school Child Study Committee chairperson is the point of contact for pre-school and school-age children. Please call DSN 476-2812 or 2673 or Civilian 09662-8431 for further information. Parents of children age 0 to 36 months (not yet reached their third birthday) can contact Educational and Developmental Services (EDIS) in Vilseck at 476-3221 for a developmental screening.

SURE START PROGRAM



The Sure Start program offers activities to ensure a child's readiness and on-going development for entrance into kindergarten. Children must be four years old by September 1 of the current school year. The program is limited to eighteen children. Entrance into the program is based on specific criteria and applications are evaluated by a Sure Start committee. Please call the school office for more information, 09662-83-2812, or DSN 476-2812.

Parents of students who are chosen for the program are required to volunteer hours to the program. To be eligible, a student must be present for the entire school year. Students attending this program have an adjusted school day.

SUPPLEMENTAL PROGRAMS



INSTRUCTIONAL SUPPORT SPECIALISTS

Academic support specialists will provide intervention strategies for children identified by their teachers as needing additional help.

READ 180

READ 180 is a remedial instructional program designed to improve the reading level for identified students in grades 4 and 5 scoring below the 40th percentile on a recently administered standardized achievement test.

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) Program is available to students who have a first language other than English. The program's emphasis is to enhance overall English proficiency. Students are assessed twice a year to determine individual needs.

GIFTED EDUCATION PROGRAM

The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths. A screening process is in place and a committee review results to determine eligibility.

SPANISH FOREIGN LANGUAGE in the ELEMENTARY SCHOOL K-3 (FLES)

Students in kindergarten through 3rd grade receive ninety minutes of instruction in the Spanish language each week. The goal of the Foreign Language Elementary School program is to develop listening, speaking, reading and writing Spanish language skills.

LARGE GROUP SPECIALISTS



HOST NATION

The curriculum focuses on language, culture and values of the German people.



MUSIC

The curriculum will introduce instruments, reading music and music appreciation.

PHYSICAL EDUCATION



The physical education curriculum provides opportunities for achievement, growth and physical development. These opportunities are provided through games, sports activities and rhythm activities.



ART

The art curriculum provides students the opportunities to develop creative expression, perceptual awareness, technical skills and an appreciation of the contributions of art to our culture.

INFORMATION CENTER

Our Information Center (library) represents a combination of resources that include people, printed materials and technology. The information specialist works collaboratively with staff members to infuse research based learning utilizing technology and other resources.

EXTRA-CURRICULAR PROGRAMS

Vilseck Elementary School offers opportunities for students to participate in after school clubs. Clubs are determined in the fall of each year. Additional after school activities and athletics are available within the community and through Child Youth Services (CYS).

STUDY TRIPS

Study trips serve two important functions. They supplement the curriculum and teach our students about host nation culture.

Permission slips for participation in on and off-campus study trips are sent home by the teacher, signed by a parent and returned to the school. Failure to return the signed permission slip will mean the child will be unable to go on the trip.

If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Siblings will not be allowed on the study trips.

Parents of students with a history of behavior problems may be specifically requested to chaperone a study trip. If the parent is unavailable, alternate activities will be planned for the student to remain at school.



Attachments