SHAPE American Elementary School
SHAPE, Belgium

Parent - Student Handbook
SY 2015 - 2016
August 18, 2015

Dear Parents and Students,

Welcome to SHAPE American Elementary School, “Home of the SHAPE Knights”! Our Parent-Student Handbook was prepared to help you become 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, our learning objectives, our textbooks, and other materials are carefully selected to meet our rigorous standards. To highlight the international nature of our school, our educational programs include French immersion, 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 nations’ schools. Additionally, about 49 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 the classroom teacher. When questions concerning learning programs arise, please contact the teacher to schedule a parent-teacher conference. If you have additional concerns, phone our school office at DSN: 366-6934 or CIV: 065-32-6934 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 and like us on our Facebook page: https://www.facebook.com/SHAPECS

Dr. Bernadette Schlueter
Principal

Dr. Karen Jerome
Assistant Principal
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Student days – 179 Teacher days - 192
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, Mr. Thomas Brady, is headquartered in Alexandria, Virginia. Our European Area Director, Dr. Dell McMullen is headquartered in Wiesbaden, Germany (DSN: 338-7614 or commercial 0049-611-380-7614). The SHAPE American Elementary, Middle and High Schools are part of the Isles District, headquartered in Feltwell, England. Our Superintendent is Mr. Frank Roehl (DSN: 226-7234 or Commercial 0044-1638-527234).

ACCREDITATION

Accreditation of DoDEA by AdvancED provides public certification of the system's educational quality. AdvancED annually reviews the status of educational programs in the accredited Department of Defense schools and requires on-site team visits every five years. The AdvancEd Team will review how the school, as a whole, works together to meet the needs of our students; to include the cultural context, community of stakeholders, educational program, administrative services and etc.

SHAPE INTERNATIONAL SCHOOL

The SHAPE International School (SIS) is a unique institution operating under the authority of the Supreme Allied Commander, Europe. The new SHAPE Elementary School and SHAPE American Middle School moved under one roof. The HS relocated to their new building in February 2015. They are operating side by side with the coordination and support of an International General Services Unit under the direction of the Director-General. 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 (NMR) 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

Educate, Engage, and Empower EACH student to succeed in a dynamic world.

SAES VISION STATEMENT

Educate and inspire, every day, in every way!
Continuous School Improvement (CSI)

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

Goal 1: Reading Comprehension
Objective: 100% of Kindergarten, First, Second, Third, Fourth, Fifth and Sixth grade students will demonstrate a proficiency in reading comprehension. The targeted skills are the ability to recall, understand, infer, compare and summarize; as measured by a 1.0 year gain in English Language Arts by June 2015 as measured by TN3, BAS, SRI, RAZ-Kids and common grade level assessments.

Goal 2: Math Problem Solving
Objective: 100% of Kindergarten, First, Second, Third, Fourth, Fifth and Sixth grade students will demonstrate a proficiency in math problem solving skills as measured by a 1.0 year gain in Mathematics by June 2015 as measured by Terra Nova, IXL and common grade level assessments.

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.

ADMINISTRATION

The SHAPE American Elementary School Administrators are Dr. Bernadette Schlueter, Principal; and Dr. Karen Jerome, 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. 750C
7010 SHAPE, Belgium

TELEPHONES

DSN: 366-6934/6935
COMM: (32) 065-32-6934/6935

SCHOOL HOURS

School hours for all students (PSCD, Kindergarten and Grades 1-5) are from 0845(8:45) a.m. to 1530 (3:30) p.m. In support of student safety, children not using school bus transportation must not arrive on the school grounds prior to 8:30 a.m. Students arriving after 0845 a.m. must be signed in at the front office by a parent or guardian, prior to entering their classroom.
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 01 September of the current school year in order to be eligible for Kindergarten enrollment. Children must be 6 years old by 01 September of the current school year in order to enroll in Grade 1. The only exception is if the child has school records from a previous accredited school, showing a promotion to a different grade while enrolled in that particular 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. It is the responsibility of parents or guardians to notify the school office (DSN 366-6934/6935) each time a student is absent, prior to 1000 a.m. Reminder, as stated above, a student arriving late should be signed in at the front office, by a parent before entering class.

DoDEA ATTENDANCE POLICY
DoDEA has implemented an Attendance Policy, which focuses on excessive tardiness and absences of students. Our goal is to follow up with parents to discuss the importance of ensuring your child is in school and on time, daily; with the exceptions of severe illnesses and/or family emergencies.

At SHAPE Elementary, our vision is to “Educate, inspire, every day, in every way!” Our vision will prepare students for success and to enable students to become literate, responsible citizens. Without students being physically in school, regularly, this makes it difficult for us to achieve our vision, as well as our mission; thus, cheating our students out of a quality education, which they so deserve. When students are frequently absent, or arrive late, they miss out on important details and instructions; which could impact negatively on their academic performances.

As the DoDEA Slogan states, “Be Here”, emphasizes the belief that attendance is the first approach to successful educational experiences. We encourage you to make appointments, when possible; either when school is not in session for students or after school hours. Again, reminding you that excessive absences could have, and in some cases, will have a negative impact on your child(ren) performances. We, as a school, will work with you however we can to ensure your child is in school, daily. We will continue to monitor our attendance rate on a daily basis and will design interventions to improve our attendance, while continuing to implement the new attendance policy.

You can access more information regarding this attendance policy on the DoDEA’s website: www.eu.dodea.edu; click on Search DoDDS-E, type in Attendance Policy. Here, you will find detailed information which should provide you with any answers to questions which you may have regarding this policy.

If you have further questions, don’t hesitate to contact the school administration, directly!
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.

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. When picking up a student early, parents should sign him/her out at the front office and should not go to the classroom. Students will be called out of class upon arrival of the parent. If the child returns prior to the close of school, the parent needs to sign him/her in at the school office.

**LEAVING YOUR CHILD(REN) UNDER SOMEONE ELSE’S CARE**

The school requires from the sponsor a letter with:
- Dates of departure and return
- Name and phone numbers of the person(s) who will take care of your child(ren) during your absence.

**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 SHAPE International School or Support Command, by 6 a.m. on the morning concerned.

Parents have four ways to know if there is school that day:
1) Tune in to AFN SHAPE (106.5 FM) radio + RTBF HT-VIVACITE (97.1 FM) + SUD Radio (Mons 102.0 La Louviere 94.5, Mons-Borinage 94.9). They will broadcast the closure between 0630-0800, repeating this message every 15 minutes. Also check our Facebook page at https://www.facebook.com/SHAPECS for updates
2) Parents can call 065-44-2000 and enter 6033 for the bus office. An automated message on their answer phone will inform you if the buses are not running.
3) The SHAPE2DAY website at http://www.shape2day.com will also display school closure information. If a school bus has not reached its pick-up point 20 min later than normally scheduled, please consider the transportation cancelled.
4) Call the school at 065-32-6934/6935. An automated message will provide the information.

If a school bus has not reached its pick-up point 20 minutes later than normally scheduled, please consider transportation is possibly cancelled. Parents can call 065-44-2000; enter 6033 for the bus office. An automated message on their answer phone will inform you if the buses are not running.

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 20 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 all 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. 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.
- 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

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.

BUS SERVICE
School bus service is the responsibility of SHAPE International Headquarters and Support Command (IHSC) Transportation Branch, School Bus Section – Bldg. 710, Tel: DSN 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; parents are encouraged to contact the bus office, directly for any bus concerns.

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) 065-44-4013. School Bus office hours: 0915 (9:15) a.m.-1115 (11:15) a.m.; 1330 (1:30) p.m. 1430 (2:30) p.m.; 1600 (4:00) p.m.; 1700 (5:00) p.m. School Bus Hotline for school or bus delays: call 065-44-2000 and enter code 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 testing coordinator, Dr. Karen Jerome, may be contacted at DSN: 366-6934/6935 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-5 attend PE classes on a scheduled basis. All K – 5 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; shoes must not be worn in.
These two items are compulsory for class participation; if not, students will not be allowed to participate.
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 language 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 (PSCD)**

The PSCD program has been developed to meet the special needs of children 3-5 years of age. Contact the school (366-6934/6935) for more information if you have a child between these ages who may be experiencing developmental delays.

**Special Education**

Teachers of the Learning Impaired provide instructions for children with special needs. These programs are provided for children, Grades Kindergarten-5th, who qualify for SPED services. These programs supplement and support classroom instruction.

**Gifted Education**

The Gifted Education teacher works with students, staff and parents in providing appropriate, challenging, 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**

School 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 instructions for children whose primary language is not English. The program also teaches an appreciation of the American culture.
School Support Specialist (SSS) 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 Student Support Specialists who provide differentiated instruction to students working below grade level in math and/or reading. Students in Grades 4-5 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, BAS 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 behaviors 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 for 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 teachers will work together with the student to resolve the student's inappropriate behavior.

The teachers will work with the parents and the student to solve inappropriate student behavior.

The counselors will work with the teachers/student and/or the parents to resolve inappropriate student behavior.

The administrators will work with the teachers/students and/or the parents to resolve inappropriate student behavior.

The Sponsors' 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 ASPEN database. 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 Behaviors Entry in ASPEN
- Counseling with Assistant Principal/Principal
- Recess Detention
- Parent Contact
- Parent Conference
- In-School Suspension
- Out of School Suspension
- Multi-Day Suspension

**BEHAVIORAL EXPECTATIONS**

1. Children should arrive in front of the cafeteria at 8:30 a.m. They should join their class lines and may talk to each other until it’s time to enter the building.
2. When it’s time for school entry, children should stop talking and when directed by the person on duty, proceed to the school in an orderly fashion.
3. Children may enter only through the designated route. Those needing to enter before time, 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 out of school 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 not bring toy/plastic/water guns, knives (including pocketknives), firearms, matches, fireworks, or any item that may be construed as a weapon or dangerous. Consequences will follow; including out of school suspension.
13. Children will not bring laser pointers, toys, and games.
14. Children are not allowed use 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.
15. 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; tag or chasing. Skateboarding, 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. Zero means Zero!
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 any electronic devices such as mp3 players, iPads, and cell phones at home as they will be confiscated if they are seen, reported and/or cause a disturbance to the learning environment.
6. Possession of any dangerous items is NOT permitted at school or school functions. (e.g., knives, guns (toy/plastic/water), 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 DoDEA/DoDDS. Weapons such as knives or guns and any toy representation of these items are forbidden on school grounds as per DoDEA/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 (3:40) p.m. Notification will be made when parent pick-up is required for late return. Study trips may be cancelled or rescheduled at any time based on threat levels, teacher absences, or general safety precautions. When the study trips are late to return, call the MP’s at 065-44-3333 for information.

NURSE - HEALTH SERVICES

Health Office Policies
SHAPE American Elementary School is served by a full-time school nurse as well as an international school nurse. The 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.

ILLNESS
The Health Office is not a clinic nor hospital. A sick student attending school risks exposing other students and school staff members to an illness that can be easily spread. Students must remain at home 24 hours after resolution of:
- Vomiting
- Diarrhea
- Temperature of 100.0 or higher (37.78 C)
Children who are sent to school are generally considered to be healthy enough to play outside at recess. While at school ill or injured students are 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 students attending DoDDS schools must submit a copy of 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. Student 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 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 medications are kept locked in the Health Office. Sponsor options for medication administration while at school are:
1. Get a permission form as described above;
2. Give medication at home…or
3. Come to school and give child medicine needed during school hours

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 needs for this service should contact the school at DSN: 366-6934 or CIV: 065-32-6934.

**LOST ITEMS**

Students finding property belonging to others should take it to the lost and found, with teacher’s permission; located in the Multi-Purpose Room (cafeteria). 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 1-5, 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 3-5 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 ORGANIZATON (PTSO)**

Active participation in the PTSO, which serves the elementary school and the middle 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 PTSO is responsible for many activities including school pictures, Spirit Wear, Fund Raisers, Annual Fall Bazaar and the Carnival. Their website can be found at http://shapeptso.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 (Knights’ Round Table Parent Newsletters are issued twice, monthly)
2. Make an appointment to discuss your questions with the teacher involved
3. Make an appointment to discuss your questions with the guidance counselors 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 disabilities, hearing impairment, visual impairment, physical handicaps, and emotional disorders. You may contact the CSC department office at DSN: 366-6934 or CIV: (32) 065-35-6934 from 0900 (9:00) a.m. to 1400 (2:00) p.m.

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, plastic/water pistols/guns 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 8:30 a.m.

**SCHOOL PICTURES**

Individual photos are taken in the early fall of the school year, class photos in the spring. This is coordinated by the PTSO. 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 jkconduct and discipline standards
6. DoDEA policies and standards related to the above issues.

Unlike the PTSO, 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 Thursdays 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/VISITORS**

We welcome volunteers and visitors to SHAPE Elementary School. All volunteers and visitors are subject to the principal’s approval. We request that volunteers register in the front office to log their hours. Visitors need to sign in at the front desk and receive a badge. Volunteers will also be issued a name badge to ensure security at school. Parents interested in volunteering must see the school secretary to request a background check.
SCHOOL DISMISSAL

The teachers accompany grades K-2 to the parent meeting point, where they release students. Students are released from their classes at 1530 (3:30) p.m. Grades 2-5 will be released and proceed to the bus, SAS pick up point (outside the front office, by the bicycle rack), 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, cell phone 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: 423-5750.

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:
collect the insurance form from the international school nurse or the school office
give the form to the doctor to fill-out
return the doctor’s report to the school secretary promptly.
Belgian law requires that each child have third party liability insurance. There is no cost this school year for insurance to parents.

**SCHOOL LUNCH (GRADES K – 5)**

The food service in the cafeteria for grades K - 5 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 0915 (9:15) a.m. and 1100 (11:00) a.m. daily. When accounts have not yet been established, students may pay with cash. Cafeteria questions may be directed to the cafeteria manager at DSN: 366-6916 or CIV: 065-32-6916. U.S. parents may qualify for free or reduced lunch. CYSS can provide information on the free and reduced lunch program.

**DoDDS – SHAPE - AMERICAN, FULL DAY KINDERGARTEN**

**Kindergarten Orientation**

The kindergarten teachers will contact the parents of all kindergarten students to schedule a parent student orientation.

**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 main office after school and a parent contact made, should the need arise.
SHAPE American Elementary School - Isles District - DoDEA

Chain of Command

CLASSROOM TEACHER

SCHOOL ADMINISTRATION
Dr. Karen Jerome, Assistant Principal
Dr. Bernadette Schlueter, Principal
Unit 21420 APO AE 09705-1420

DISTRICT ASSISTANT SUPERINTENDENT
Mr. Peter Grenier, Assistant Superintendent
DoDDS-E Isles DSO
Unit 5400
APO AE 09461-5400
Telephone: DSN 226-7224 Commercial: 011-44-1638-527234
Fax: DSN 226-7234 Commercial 01638-527250

DISTRICT SUPERINTENDENT
Mr. Frank Roehl, Superintendent
DoDDS-E Isles DSO
Unit 5400
APO AE 09461-5400
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