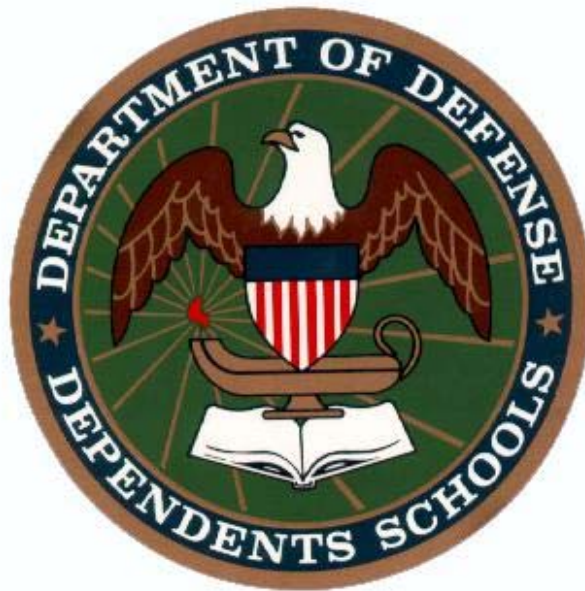


SEVILLA ELEMENTARY & MIDDLE SCHOOL



Parent-Student Handbook School Year 2009-2010



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Welcome to the best small school in DoDDS!

The Sevilla E/MS is comprised of fantastic students from Kindergarten through eighth grade, dedicated faculty/staff members, and a cadre of phenomenal parent volunteers. It is our mission to provide a *first class education* to the students whose parents are stationed at the Morón Air Base.

It is our desire to provide these students with a caring, nurturing environment where all of them can achieve to their maximum potential.

We welcome your input and support throughout the year. Along with the Base Commander, we strongly encourage you to be actively involved in your child's education. Our doors are always open to you for a chat about your child's progress, goals, expectations, or issues/concerns you may have. Of course, we welcome compliments about the things you like about our school as well. You are an important part of the educational process and you do make a difference in your child's total educational program.

The Parent/Student Handbook has been designed as a quick reference to answer most of your questions and to explain procedures and routines established at our school. The Table of Contents should help you find the information you seek.

We look forward to working with you and your child this year!

Administration and staff
Sevilla Elementary and Middle
School

DoDEA CHAIN OF COMMAND

The Director of DODEA: **Dr. Shirley Miles**

Her address is: Department of Defense Education Activity:

Office of Dependents Education

4040 North Fairfax

Arlington, VA 22203-1635

Her telephone number is:

DSN 696-4252 Extension 104

Commercial 001 703 696-4252 Extension 104

DoDEA web site address: www.DoDEA.Director@hq.dodea.edu

The Director, DoDDS-Europe, in Wiesbaden, Germany is

Dr. Nancy Bresell

Her address is DoDDS-Europe Area:

Unit 29649, Box 7000

APO AE 09096

Her telephone number is:

DSN 338-7615

Commercial 00 49 611 3807615

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

DR. Elizabeth Walker

His address is Office of the Superintendent

Mediterranean District (DoDDS)

Unit 31401, Box 11

APO AE 09630-0005

His telephone number is:

DSN 634-8460

Commercial 00 335 773 9665

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

Using the Chain of Command

Parents are encouraged to resolve concerns directly with teachers first and then local administration. However, if a particular matter cannot be resolved at the local level, parents have access to the district superintendent and up the chain of command as appropriate.



SCHOOL INFORMATION

Sevilla E/MS
496 ABS/DoDDS
Unit 6585
APO AE 09643

Escuela Americana de la
Base Aérea de Morón
Apartado 221
Morón de la Frontera
41530 Sevilla (Spain)

TELEPHONE NUMBERS

Administration	955-84-8463
School Office	955-84-8464/8355
School FAX	955-84-8433

SCHOOL WEB SITE

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

SCHOOL HOURS

Office Hours	0830-11:30
School Day Begins	0845
Recess/snack break	(Varies)
Lunch	1130-1230
Students Dismissed	1515

SCHOOL LIAISON OFFICER

Manuelita Yalung

496 ABS/SLO
Building 106 Unit 6585
APO, AE 09643

Duty Phone: DSN 722-8044
Com: +34 955-848044



2009–20010 Calendar for Sevilla E/MS

First Day of School for Students –August 31, 2009

Last Day of School for Students –June 16, 2010

First Semester - (92 Instructional Days)

Monday, August 31

Begin First Quarter and First Semester

Monday, September 7

Labor Day - Federal Holiday

Monday, October 12

Columbus Day - Federal Holiday

Thursday, November 5

End of First Quarter (47 days of classroom instruction)

Friday, November 6

No school for students - teacher work day

Monday November 9

Begin second quarter

Wednesday, November 11

Veterans Day - Federal Holiday

Thursday, November 26

Thanksgiving - Federal Holiday

Friday, November 27

Friday - Recess Day

Monday, December 21

Begin Winter Recess

Friday, December 25

Christmas - Federal Holiday

2010

Friday, January 1

New Year's Day - Federal Holiday

Monday, January 4

Instruction Resumes

Monday, January 18

Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 28

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

Friday, January 29

No school for students - teacher work day

Second Semester - (91 Instructional Days)

Monday, February 1

Begin Third Quarter and Second Semester

Monday, February 15

Presidents' Day - Federal Holiday

Thursday, April 8

End of Third Quarter
(48 days of classroom instruction)

Friday, April 9

No school for students - teacher work day

Monday, April 12

Begin Spring Recess

Monday, April 19

Instruction Resumes - Begin Fourth Quarter

Monday, May 31

Memorial Day - Federal Holiday

Thursday, June 17

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

Friday, June 18

No school for students - teacher work day
Last day for nonadministrative educator personnel

School Year 2009-2010:

Instructional Days - 183

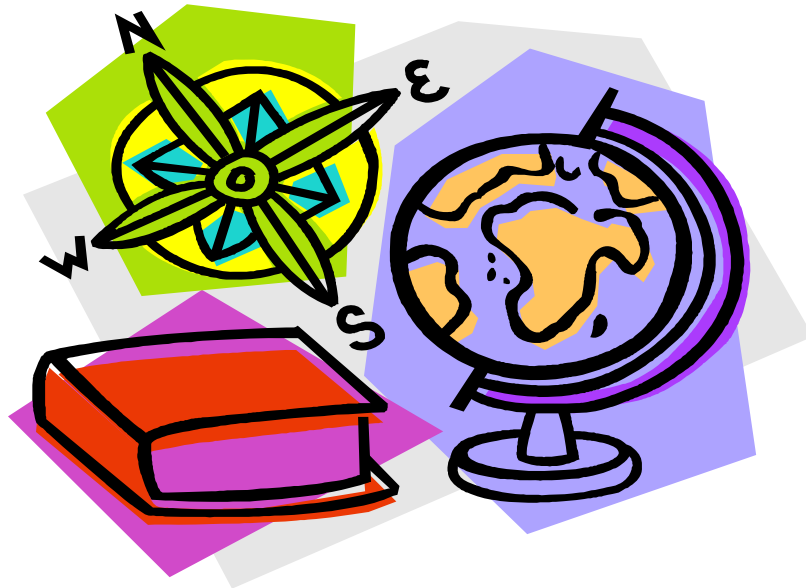
Teacher Work Days - 190

Community Strategic Plan

DODEA has a five year plan which provides a road map for keeping DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the nation for improving student performance and achievement. The full plan can be reviewed at the following link:

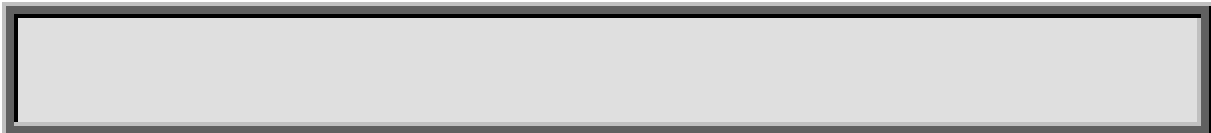
<http://www.dodea.edu/pubs/csp2006.cfm>

Sevilla Elementary/Middle School



Mission Statement

As a multicultural community, we will inspire and empower each student to become an academically successful citizen of a global society while providing a safe and nurturing environment.



Sevilla E/MS
School Committees
SY 2009-20010

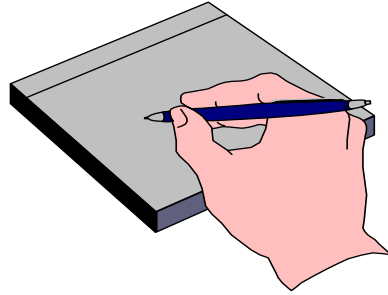


School Committees

The School Advisory Committee: SAC is mandated by public law in all Department of Defense Schools. The School Improvement Process (SIP) is mandated by DoDEA and is used by the North Central Association (NCA) which accredits our schools. The Sevilla E/MS underwent a highly successful NCA accreditation visit in February 2006. What is done in our Continuous School Improvement committee will ensure our continuing accreditation status. All the work of the CSI must be conducted in line with DoDEA's Community Strategic Plan. This plan was developed by key military leaders, parents, and DoDEA personnel and contains major goals to guide districts and schools. We feel it is a smart move for our small community.

Continuous School Improvement Committee: This committee is comprised of teachers, parents and other members of the community. A continuous school improvement plan is created and revised each year by the committee. This document sets goals and objectives for raising student achievement at Sevilla EMS. Parents and other interested members of the community are encouraged to attend the planning meetings.

Registration



- When registering a new student, parents should report to the school with:
 - a copy of the sponsor's orders and any amendments
 - the child's Social Security Number
 - shot records
 - birth certificate or passport (Kindergarten and First Grade only)
 - any prior report cards and school records
- **New students normally begin school 24 hours after the registration materials are completed and returned.**
- ***If the student is tuition paying, the requirements change. Contact the school to find out what you need to register.**

Entrance Requirements

Kindergarten

Students must have reached their 5th birthday by 1 September, to be eligible for Kindergarten.

First Grade

Students must have reached their 6th birthday by 1 September to be eligible for the 1st grade. Kindergarten completion is not a pre-requisite for entry into 1st grade.

Curriculum and Instruction

Each subject area in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to a five-year plan. This plan provides for reviewing and revising objectives and curriculum materials, selecting instructional materials, providing in-service training for teachers and evaluating the programs.

The program of studies is organized in broad areas that include: Art, Career Awareness, Computer Education, Health Education, Host Nation, Language Arts/Reading, Mathematics, Music, Physical Education, Science, and Social Studies.



Textbooks, library books, and supplementary instructional materials, which support these curriculum areas, are selected by curriculum committees which include teachers. These textbooks are often the same as those used in stateside schools.

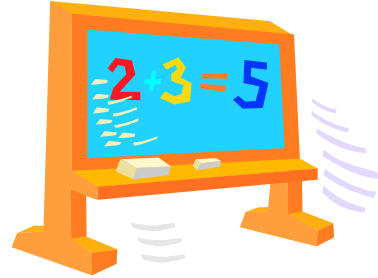
For more information on curricular or instructional issues, contact your child's teacher or the school administrator.

Child Find

Each school in DoD is required to conduct Child Find activities annually. This program is designed to identify children with disabilities from birth to age 21. Children from ages 0-3 will be screened by medical personnel from Rota (DSN 727-4029 Early Intervention) while children ages 3-21 will be screened by school personnel. Parents or individuals that suspect a child has a disability should contact the school (extension 8464/8355) for more information.

Visitors to school and Classroom

You are encouraged to visit your child's classroom and your school. It is requested that you notify the teacher or staff member in advance about any visit. Discussions with the teacher during class time should be avoided except for urgent emergency situations; your child and others may lose valuable instructional time. Teachers will be happy to schedule conferences at a time other than instructional time. **All visitors to Sevilla Elementary and Middle School must sign in at the office.**



Attendance Policy

The Department of Defense Dependents Schools (DoDDS) educational program is organized on the assumption that students will attend school regularly and punctually. Regular attendance at school is critically important. Children who are taught by home and school that punctuality and attendance are behaviors expected of responsible citizens, not only do better in school but learn a life skill that serves them well in later years in the adult world.

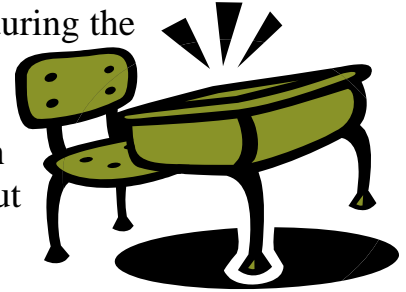
Attendance is taken daily and reported at the end of each marking period. Students who have been absent must present a note signed by the parent or guardian stating the reason for the absence. Students are to report to the office before returning to class. Illness, a family emergency, family trips and medical appointments which cannot be arranged during non-school time are considered excused absences.



In cases where a family trip is planned, teachers should receive as much notice as possible to ensure that appropriate arrangements are made to make up the work.

Permission to Leave School Grounds

Students are expected to remain on the school grounds during the entire instructional period. Should a child have to leave at a time other than during lunch or regular dismissal time, please make sure that you contact the teacher in advance (by note or phone). A child's request without parent notification is not sufficient.

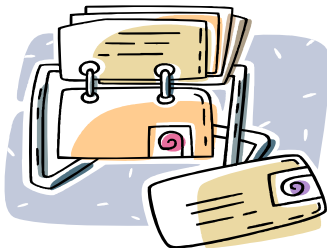


Temporary Absence

If you are leaving the area and leaving your children in someone else's care, please send a letter to the office indicating who has a power of attorney to care for your children. This is very important should the school need to reach someone in case of accident or a missed bus.

Change of Address, Telephone or Extension of Orders

Please inform the school whenever there is a change of quarters, mailing address, employment status, duty or home telephone number. This information should be telephoned or written to the school as soon as possible. In the case of an extension of orders, a copy should be faxed or



brought to the school. **IT IS ALSO VERY IMPORTANT TO HAVE AN EMERGENCY CONTACT PHONE NUMBER ON FILE** at school as well as with a neighbor or someone at your duty station in the event you cannot be reached.

PCS Moves



Parents are asked to please notify the school at least five days prior to a student's last day of attendance. This allows the staff time to complete the

child's records and prepare duplicates for the parents to carry with them to the next duty station. A copy of your PCS orders must be provided to the school. Verbal notification by a student does not constitute adequate notification—the information must come from a parent.

If a student withdraws from school 20 days prior to the end of school, he/she may be promoted. If a student withdraws near the end of the year, but not within the 20-day period, the teacher may write on the report card: "Had this student remained in our school until the end of the year, he/she would have been promoted to the next grade level." We have found that most schools will accept this and allow the child to go on to the next grade level. However, the decision rests with the receiving school and not with DoDDS.

Volunteers

We have a large percentage of parents and community members who volunteer regularly in our school. Please see your child's teacher or call the school office for more information on how you can become involved as a volunteer.

After School Activities

Sevilla E/MS offers a variety of after school activities for all grades. The types of activities depend on the availability of sponsors for each activity. The activities are published each year shortly after school starts. Only students involved in an activity will be allowed to remain at school during the after school activities.

Study Trips



To enhance your child's total education, study trips are planned throughout the year. Prior to each study trip, students are involved in the planning and specific learning objectives are established. Students are often provided with study sheets and lists of particular items to look for, collect, observe, explain, or describe. After the study trip, activities such as research, report writing, creative writing, art projects, math activities, social study activities, career awareness activities, and science activities are used as follow-ups on their experiences. Parents are welcome to accompany us as chaperones on study trips; however, parents are asked not to bring along preschool children

when they chaperone. When a study trip is cancelled and monies have been collected prior to the cancellation a refund may not be possible.

Host Nation Program (Inter-Cultural Education)

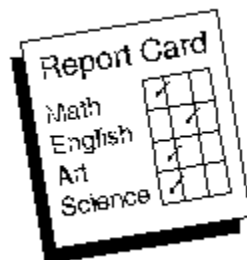
The basic objective of the Host Nation program is to foster mutual understanding between Spanish and American people, enhancing human awareness, and providing a means by which individuals become better prepared for national and world citizenship.



Emphasis in the elementary grades is on the cultural aspects of Spain and its people, with language forming an adjunct to the program. Reinforcing study trips are one important way to reach this objective. Host Nation classes are taught by Spanish nationals who are certified teachers.

Report Cards

Report cards (Progress Reports) are prepared at the end of each quarter. At the end of the First Quarter (in early November) and at the end of the third quarter report cards are given to parents at scheduled Parent/Teacher Conferences. For the remainder of the year, they will be mailed.

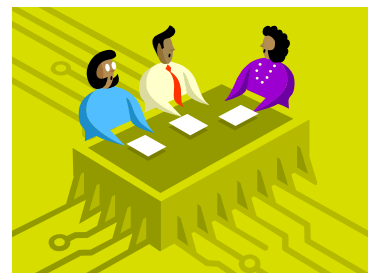


Reporting student progress to parents is one of the most demanding duties that educators must accomplish. The following points should be kept in mind when evaluating a child's progress report.

- Goals should be realistic. As educators, we do not measure one child's accomplishments or abilities against another child's. Each child is an individual who will develop and progress at a different rate. Parents and teachers want students to do their very best; however, one child's best, at a given point of time or age, might be far different from another child's best. This can be true even within the same family.
- Teachers evaluate individual student's progress according to the work produced in relationship to the child's ability and the knowledge/skills which he/she is expected to learn.
- Teachers are not in the business to find out what is wrong with a child; however, their goal is to help each child succeed and reach his/her full potential. Sevilla E/MS believes that all children can learn and will meet with success. We ask your support in making that happen.

Parent-Teacher Conferences

Parents are encouraged to become acquainted with their child's teacher as soon as possible and stay in contact throughout the year. Formal conferences are planned in November each year (as stated above); however, you are welcome to schedule a conference whenever you feel the need. This can be accomplished by simply telephoning the teacher about your request or sending in a note with suggested dates and times that are convenient for you. Because teachers are busy and their time can be heavily scheduled, we ask that you do not walk in for a conference without scheduling it in advance.



Communication

One of our most important goals is to keep parents fully informed about school programs, activities, curriculum changes and coming events. To reach this goal, a parent newsletter is sent home every month and teachers send home class newsletters and other memorandums periodically.

Medication Policies and Procedures

When short-term illnesses require the use of prescription medication, parents should request that the prescribing physician try to prescribe medication, which does not require administration during school hours. If prescription medication or over-the-counter medication must be administered during school hours, the following requirements must be met before the nurse can administer the medication:

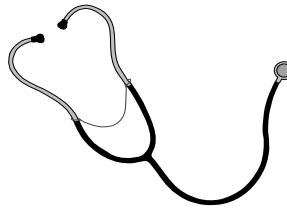
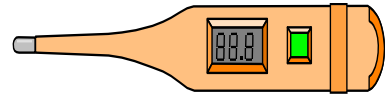


- The **Permission for Medication** form must be completely filled out and signed by the **Prescribing Health Care Provider and the parents**. The forms are available at the Rota Naval Hospital and the Dental Clinic. The completed form must be brought to the nurse before he/she will administer the medication.
- The medication must be delivered to the school nurse by a parent. **Children should not carry prescription or non-prescription medications on them.** The medication must be in the original pharmacy bottle with pharmacy label.

Illnesses and Injuries at School

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

- a. Temperature of 100 degrees or higher
- b. Nausea, vomiting, or severe abdominal cramps
- c. Marked drowsiness or fatigue
- d. Acute cold, sore throat, or persistent cough
- e. Eyes that are red, inflamed or have a discharge
- f. Headache or earache
- g. Head lice, scabies, or impetigo. Any other weeping skin lesions unless protected and diagnosed as non-contagious
- h. Other symptoms suggestive of acute illness



Please make sure that your children are dressed properly for outdoor play and exercise. In most cases, if the child is well enough to come to school, he/she is well enough to go outside for recess.

If your child develops any of the above symptoms at school, you will be notified and asked to pick your child up as promptly as possible. **Please insure that the school has current and correct home, work, and emergency telephone numbers.**

The health technician will treat routine injuries occurring at school. Under certain circumstances, a note will be sent home with the child explaining the type of injury, what was done for the injury, and what the parent should watch for or do. The nurse cannot be responsible for caring for injuries, which occur off school grounds or outside school hours.

Student Expectations

At Sevilla E/MS, we work to contribute positively to establishing and maintaining a proper school climate and an environment that is conducive to learning and achieving. Sevilla E/MS students do not infringe upon others' rights to an education or hinder the learning-teaching process in any manner.

School-Wide Discipline Plan

Four simple rules cover all aspects of the school day. Discipline is everybody's job. The ultimate goal is self-discipline where everyone conducts himself or herself in others' best interest; enhances the safety, welfare, and dignity of all students without direction by adults; and pursues achievement and school success.

1. Act in a safe and healthy way.

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

2. Treat all property with respect.

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

3. Respect the rights and needs of others.

- a. Work without disruptions, show courtesy toward others, and cooperate to help others learn, use appropriate language, feel good about yourselves.

4. Take responsibility for learning.

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

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

- A student who takes responsibility for himself/herself – the way he/she looks and the way he/she acts.
- A student, who attends school regularly, brings a note excusing illness (or an emergency) upon returning to school, and personally checks with the teacher to get pre-excused for any absence other than illness or emergency.
- A student who gets to class on time with appropriate learning materials. Exercises good study skills and work habits, and upon completing an assignment, quietly finds something constructive to do rather than disrupt others.
- A student who chooses challenging, tough assignments to improve him/herself. Is not merely concerned with getting a right answer, but creatively thinks of several solutions to a problem. Does his/her homework regularly and hands assignments in on time: corrects his/her own mistakes.
- A student who has good manners – can say “please” and “thank you,” is friendly, courteous, and shows respect to everyone in our schools, regardless of who he/she is.
- A student who is honest with him/herself and with the property of others. If he/she makes a mistake, admits it, takes his/her medicine, and continues on with a smile on his/her face.
- A student who follows the basic rules of our school.
- A student who can pick up his/her own litter and put it in a litterbin (and occasionally picks up after someone else).
- A student who volunteers to do a little extra to make a class, our school, or our community a better place to live and learn.

Consequences for Inappropriate Behavior

If students do not respect the rights of others or fulfill their responsibility to meet the needs of the school, they are expected to face the consequences of their actions and to try to improve. Our basic policy is that behavior problems will be dealt with in this sequence:

- Teacher/adult and student will solve the problem;
- Teacher, student, and parent will solve the problem;
- Teacher, student, administrator, and parent will solve the problem.

Weapons Incidents

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS schools, please note the following information.

Government regulations are very specific concerning the identification, control, and disposition of weapons, items used as weapons, or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct.

To ensure the safety of DoDDS-Europe Region staff and students, any incident that occurs in a DoDDS-Europe Region school, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local Security Police.

Security Police procedures will result in:

- a. Confiscation of the item
- b. An investigation of the incident to include interviews with all involved individuals

- c. A review of the case for intent. If it is determined that the intent of the incident is unlawful, the item is held by authorities for appropriate disposition. Disposition may include the destruction of the said item.

Administrative actions, which may be taken in USAFE civilian misconduct cases, are prescribed in individual base regulations. Administrative actions range from counseling to the suspension of logistic support privileges to removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

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

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

- Machine gun (that is, any weapon that shoots, is designed to shoot, or can be readily restored to shoot, automatically more than one shot, without manual reloading, by a single function of the trigger)
- Shotguns having a barrel or barrels less than 18 inches long
- Rifles having a barrel of less than 16 inches long
- Silencers or mufflers for any weapon
- Any destructive device
- Any firearms, unregistered
- Switchblade knives
- Club-type hand weapons (for example, blackjacks, brass knuckles, nunchaku)
- Gas pistols and shooting pens
- Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:
 - Straight razor, razor blades, or weapons made from razor blades
 - Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument

- Clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks)
- Authentic appearing replica of a firearm (for example, toy guns, BB guns)
- Blank cartridge pistols
- Any other object that might be used readily to inflict bodily harm (for example, bicycle chains, screw drivers, canes with sharp points, broken bottles or glasses, small knives with retractable blade)

Gang Awareness and Prevention

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their

peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, “any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.”

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the well being and security of all students.

Suspension/Expulsion

Grounds for Suspension or Expulsion. A student may be suspended or expelled from school, if the school administrator determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance.
4. Committed or attempted to commit robbery or extortion.
5. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
6. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
7. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
8. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
9. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
10. Gambling in any form.
11. Conduct, including fighting, that endangers the well-being of others.
12. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
13. Possession or control of a beeper or similar portable communications device unless authorized by the school administrator. Beepers or similar communications devices are subject to confiscation by school authorities.
14. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
15. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
16. Forgery, cheating, or plagiarism.
17. Use or possession of fireworks.
18. Violation of attendance regulations.

19. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages, or to download obscene material.
20. Violation of any law, regulation of the military installation or school, or policy of the DoDDS system.
21. Complicity in the violation of any rule described above.

Particular Grounds for Expulsion. The school administrator shall recommend a pupil's expulsion from the DoDDS for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year expulsion is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance, as a second offense.
4. Making or participating in the making of a bomb threat.

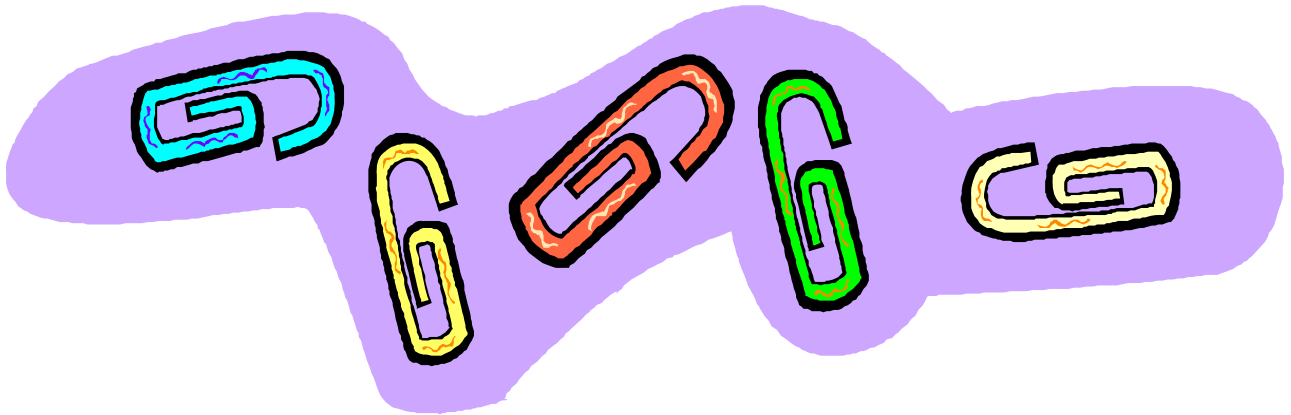
Other Misconduct Constituting Grounds for Discipline, Including Suspension or Expulsion.

In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or the school administration any knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline.

Notice to Law Enforcement Authorities. Incidental to suspending any student, the school administrator, or his/her designee, shall notify the installation commander, or his/her designee for law enforcement or legal affairs, of any acts that may violate local laws.

Expulsions

A letter must be sent to the sponsors from school administrators informing them of the school's intent to request expulsion approval from the Area Superintendent. The letter will contain the charges against their dependent and inform the sponsor of the right to a formal hearing prior to the school requesting expulsion approval from the Area Superintendent. The letter to sponsors should include a suspense date for the sponsors to contact the school administrator and a statement that if they do not make contact with the school officials within the suspense date, the school will forward the request of expulsion to the Office of the Area Superintendent.

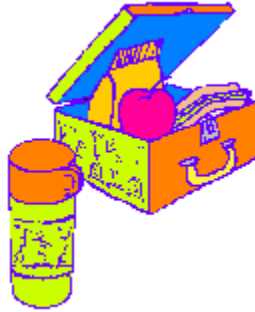


Playground Rules



- Students will use the playground equipment in the way that it is designed to be used. No unsafe practices are allowed.
- SWINGS – Students will sit on the swings, one to a swing. No standing up, no twisting, no jumping off. Students will not play or stand close to the swings while they are in use.
- SLIDES – Students will slide down in a sitting position, one person at a time, facing forward. There will be no pushing, no belly flops, no jumping off. There will be no walking up the front of the slides.
- Students will stay in their designated areas and may not visit the library or tennis courts while at recess without permission from their teacher or recess monitor.
- Students who wish to bring out sports equipment will be responsible for returning it to the proper storage place after recess.
- Contact sports are not allowed during recess.
- There will be no pushing, wrestling, or jumping from the top of any playground equipment.
- Students will stop playing and line up immediately after the whistle is blown.

Lunch Rules



- Students will line up at the doors of their classrooms right before lunch. Students going home for lunch are released; then, students going to the court yard to eat are released to meet the lunch monitor in the school lobby. Middle school students are allowed to go to the dining facility unescorted but must have a current school year permission slip signed by their parent or guardian.
- Middle School Students will enter the dining facility in an appropriate manner. They will also go through the food line in an orderly, polite manner and pick up their meal.
- Students will sit in their designated areas and may talk quietly to those persons seated by them. At no time will they be allowed to shout from one table to another. Students will exhibit appropriate table manners at the dining facility and at the school lunch area.

Play Items (Including Games)

Except for special items on “show and tell” days, playthings are to be kept at home and not brought to the classrooms. They cause distractions and are often lost or broken. The school cannot accept any responsibility for lost or stolen items.

Dress

Inappropriate clothing (items with vulgar, violent or suggestive language) including skimpy and revealing clothing, are not to be worn to school.

Bus Issues

Please notify the school or bus driver in advance when appointments or family plans will result in your child not riding the bus as scheduled. If your child does not plan to go home on the bus after school, please send a note to the teacher. A child’s word alone is not acceptable as children often forget or get confused about what they are supposed to do.

The behavior standards stated below are a DoDEA Directive. The School Bus Transportation Office would also like to remind every child, regardless of age, that when they get off the bus they are to go directly to the sidewalk or the side of the road away from the bus. They do not cross a road until the bus has left. At no time are they to cross or stand in front of a bus. Cars are not required to stop for buses in Europe. While the bus is parked they must stand away from the bus and not near the side of the bus or the open door.



DoDEA Behavior Standards for School Bus Students

On and around school buses, students will:

- Comply with the Behavior Standards for School Bus Students
- Board and exit the bus in an orderly, safe manner
- Remain seated while on the bus
- Talk with other passengers in a normal voice
- Keep all parts of the body inside the bus windows
- Keep aisles, steps, and empty seats free from obstruction
- Remain fully and properly clothed
- Treat the driver and fellow students with respect
- Promptly comply with the bus driver's or monitor's instructions
- Treat the bus and other private property with care

On or around school buses, students will not:

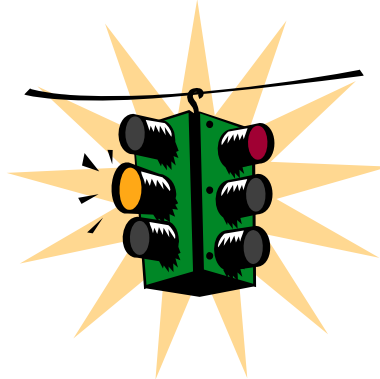
- Fight, push, shove or trip other passengers
- Use or possess unacceptable items identified in this handbook
- Push while boarding or exiting the bus
- Get on or off the bus while the bus is in motion
- Make excessive noise or play electronic equipment without earplugs
- Put objects out of bus windows or hang out of windows
- Engage in horseplay
- Obstruct aisles, steps or seats
- Engage in public displays of affection

- Eat, drink, chew gum or litter on the bus
- Use profane or abusive language or make obscene gestures
- Spit
- Harass or interfere with other students
- Disrespect, distract or interfere with the bus driver
- Damage private property
- Sit in the bus driver's seat
- Open or try to open bus door
- Throw or shoot objects inside or out of bus
- Tamper with bus controls or emergency equipment

PROTECT YOUR CHILDREN

Take 5 minutes to teach these 5 school bus safety rules to them.

- **BE ON TIME.** Walk; don't run to the bus stop.
- Wait for the bus **3 STEPS BACK** from the curb or side of the road.
- **TAKE YOUR SEAT** on the bus and stay in it.
- Get off the bus. **GO 3 STEPS** away and wait for the bus to leave.
- **NEVER** cross in front or behind the bus.



ALERT

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

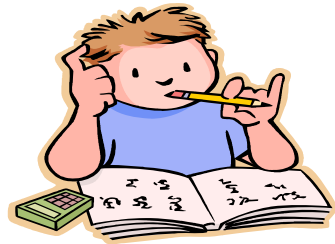
Bicycle Safety

Students who ride their bicycles to school are reminded that they must follow the rules for bicycle safety. Helmets should be worn while riding and at no time should students use the bicycle in an unsafe way (for example, riding too fast, chasing other students, popping wheelies, etc.).

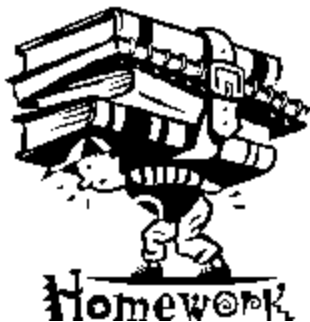


Homework Policy

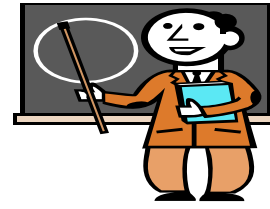
Homework is an integral part of the instructional program at our school. It is academically appropriate to the grade level, ability level and development level of the student. Homework reinforces skills taught in the classroom, and at no time does it include new or unfamiliar concepts or skills. Homework can be written, reading, or oral. Homework serves as an excellent vehicle for keeping parents informed and up to date on the concepts being taught and student understanding of those concepts.



Appropriate Hours of Homework Per Week



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



Responsibilities of the Teacher

- To plan appropriate homework, which will reinforce skills already taught in the classroom. Work will be appropriate for the grade level, developmental level, and academic level of the students.
- To communicate, clearly and explicitly, to the parents and students (orally and in writing), the expectations, and how homework fits into the grading policy.
- To give clear and concise instructions for the completion and turn-in of homework.
- To check daily homework for completeness and mastery of skills, and to return it in a timely manner. To reteach where completed homework indicates student lack of understanding or mastery of a concept.
- To contact parents immediately and regularly when a student does not meet homework requirements. In the case of repeated, chronic problems, to set up, with the parents, a homework-monitoring plan.
- To plan homework assignments that will not require excessive time demands on parents for help or supervision.
- To periodically give feedback to parents and students on academic progress, to include performance on homework assignments.



Responsibilities of the Student

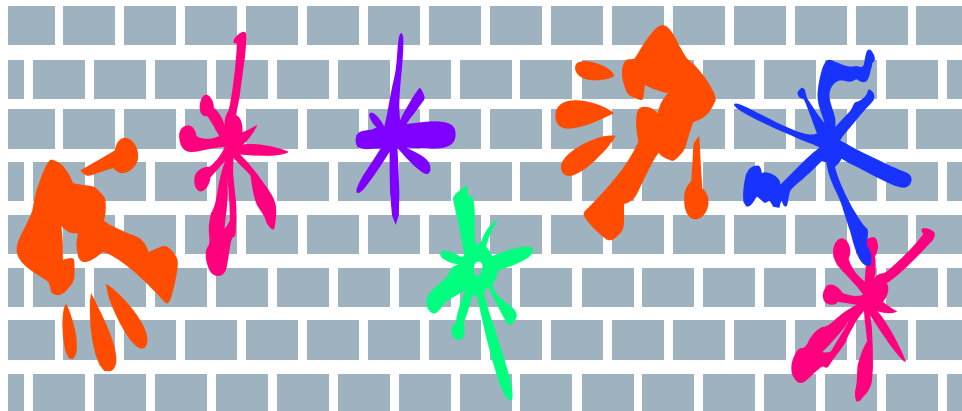
- To copy homework assignments and bring home necessary supplies, papers, and books.
- To complete assignments neatly and accurately, to the best of one's ability.

- To seek parent or teacher help when needed.
- To ask parents to check work when completed.
- To turn in completed assignments on time and in the proper place.

Responsibilities of Parents



- To provide encouragement and praise for a job well done and for effort spent.
- To provide kindly encouragement and help when a child is in need.
- To alert the teacher when it is suspected that the child is meeting difficulty in understanding the work.
- To provide a quiet, undisturbed place and time, free from distractions, for the child to do homework.
- To provide necessary homework supplies and a special place to keep them.
- To check the completed work and establish an organizational routine that will help the child to remember to bring completed work back to school.
- Give lots of hugs!

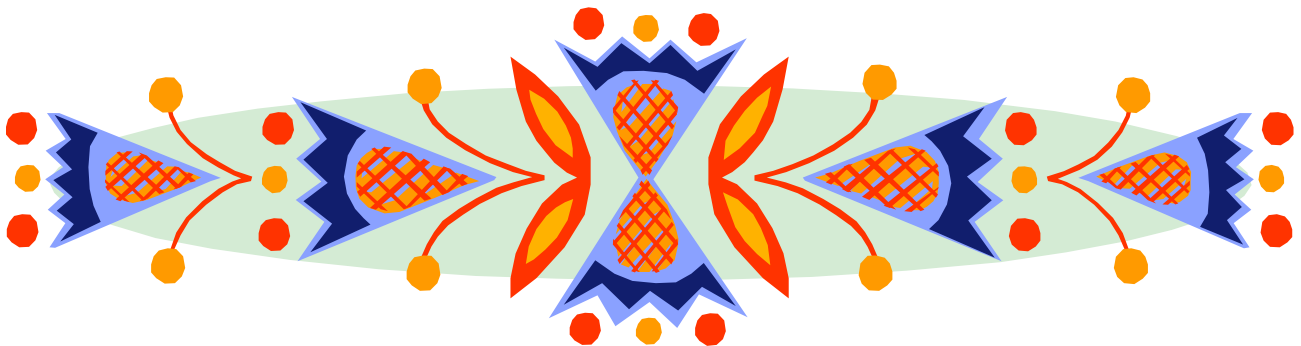


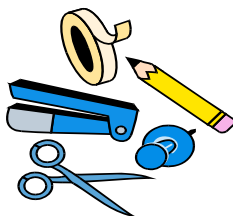
Closing of School and Emergency Evacuation

In the unlikely event of the need for an emergency dismissal, parents should make sure that their child knows where to go and what to do if parents are not at home. Situations which may require closing of the school are: inclement weather, an alert, health epidemic, external threat, facility deficiencies which would endanger health or safety of students or school personnel. Please note that the school is subject to random searches and canine sweeps for the protection of our students.

Lost and Found

Students are encouraged to take responsibility for their belongings. If anything is found, it should be turned in to the office. Parents are asked to please label all items of clothing and school supplies. Most families purchase from the same place so many children own identical items. This can lead to disagreements about ownership. Making sure that your child's name is on all his/her belongings goes a long way to avoid such disagreements.





School Supplies

While DoDDS supplies most of the supplies needed by our students, the students are responsible for bringing some items. We ask that parents monitor what the students purchase or bring to the school. These are some of the items we recommend the students have:

GRADES K-1

#2 Yellow Pencils (2 packages)
1 large eraser
Scissors (Fiskars are the best)
Elmer's glue (2)
Glue sticks (4)
Crayons (2 packages of 24 each)
Box of Kleenex
Marbled composition book
Box of markers
Plain-front pocket folders
Colored pencils
(please do not label with child's name)

GRADES 2-3

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

GRADES 4-6

Pencils
Scissors
Glue
Notebook paper
Ruler
Crayons
Colored Pencils
Eraser
School Supply Box
Spiral Notebooks
Pocket Folders

GRADES 7-8

Pencils
Scissors
Notebook paper
Ruler
Compass
Protractor
Spiral Notebooks
One Mead Composition Notebook for journal
Pocket folders

Sevilla Elementary and Middle School
Student Handbook
SY 2009-2010



Acknowledgement and Understanding of Student Handbook
2009-2010

The Sevilla Elementary Middle School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their homeroom/first period teacher NLT _____.

Parent Name (Printed)

Student Name (Printed)

* _____
Parent Signature Date

* _____
Student Signature Date

*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2009-2010