

**Family Handbook for
Geilenkirchen Elementary School**

SY 08/09



**Geilenkirchen Germany
Unit 8045
APO AE 09104**

Home of the Reading and Counting Falcons!

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Dear Parents and Students:

Welcome to GK ES and School Year 2008-2009!

I would like to introduce myself to you as your principal. I have been with the DoDDS system since 1972 and have been a teacher, district curriculum liaison, assistant principal, and principal in schools K-12, district chief of staff and, on a temporary basis, an assistant superintendent. I have lived in Germany (Landstuhl, Ramstein, Osterholz, Worms, Heidelberg, and Geilenkirchen), Italy (Brindisi and Naples), and Turkey (Izmir). As a principal, I have led schools with grades K-5, K-12, and 7-12. I received my Bachelor's of Science in Mathematics from Virginia Military Institute, my Master's of Education in Science Education from the University of Virginia and my Doctorate of Education in Administration/Supervision from the University of Central Florida. I am married to Lois, a retired Michigan school district administrator, and have a daughter who is a college senior in Virginia.

I believe that our school belongs to all of us and that we share in the responsibilities of educating our children. My staff and I are here to work with all children as individuals - to take them into the classroom in August and teach them how to learn and succeed, how to get along with others, and how to be the best they can be by June.

I welcome and encourage strong parent involvement in our school and I look forward to joining with the staff and working with you on behalf of our children. I will do my best to keep you informed through our bi-weekly newsletter, Falcon Flyer, periodic e-mails, parent meetings, and other school activities.

It will be my pleasure to get to know each and every child in our school. You will receive calls from me from time to time to share information about your child's progress and accomplishments. In turn, I hope that you will keep me informed of any news, concerns, or suggestions you may have to make our school even better.

Dr. Terry Emerson
Principal

INTRODUCTION

This handbook is to provide quick reference information about the school. An expanded edition of the parent handbook can be found at the Geilenkirchen Elementary School website at www.geil-es.eu.dodea.edu. The success of your children is our mutual concern and we hope that you will take an active interest in their education. If you have any questions or need additional information, please contact the school office at 02451-903080 or 02451-63-2296.

DoDDS - The Department of Defense Dependents School (DoDDS) is a worldwide school system operated under a DoDDS Directive. The system is funded by an appropriation of the United States Congress as part of the overall Defense Budget. The Dependents Education Act of 1978 provides a legislative base for the dependents' schools.

There are two DoDDS regions: DoDDS-Europe and DoDDS-Pacific. An office of Dependents Schools, headquarters for DoDDS Schools, is located in Alexandria, Virginia. Our school is part of the DoDDS-Europe area whose headquarters are located in Wiesbaden, Germany. The Area Director is Ms. Diana Ohman. Her responsibilities include overall administration of schools; the allocation of personnel, funds and resources; and ensuring that schools meet the requirements imposed by the accrediting association (North Central Association). Seven District Superintendents report directly to the regional director. Our Superintendent, Dr. Ronald McIntire is located in Norfolk, England.

History – Prior to the completion of the present facilities on the NATO AWACS Air Base, the school first met in an old monastery in the city of Geilenkirchen. The school opened in the fall of 1980 with 45-50 students in grades K-6. The first principal of the school was Mr. James Van Dierendonck who started the school and led it for 18 years until July 1998. Mr. Van Dierendonck passed away in January 1999. Since his death the school has been unofficially referred to in his honor. In August of 1998, Mr John W Allan became principal and led the school for 7 years until July 2005. Dr. Terry Emerson is our current principal.

Profile - The school is composed of kindergarten through grade 6. Our school averages 220 students. Students above grade 6 go to AFNorth High School. Elementary students receive daily instruction in language arts, mathematics, science and social studies. Students are also provided instruction given by teacher specialists in physical education, music, computers, art, dance, host nation, library and counseling. Speech therapy, special education, compensatory education, and English as a Second Language (ESL) are also available for identified students.

North Central Association Accreditation - The Geilenkirchen Elementary School is accredited by the North Central Association (NCA) of Colleges and Schools which accredits schools and colleges in twenty states and overseas. The NCA is the largest of six regional accrediting associations in the United States and provides public certification of the system's educational quality. Accreditation is based on standards that are reviewed and updated annually.

DoDEA's Mission Statement – The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

Geilenkirchen Elementary School's Mission Statement - The Geilenkirchen Elementary School community is committed to excellence. We will educate our students to be responsible, productive and ethical citizens with the skills to think creatively, reason critically, communicate effectively and learn continuously.

School Song –

Geilenkirchen Elementary Falcons,
working united here to do our best.

We will soar, we'll reach our own potential,
we'll be ready for the test.

Forward, pressing forward,
we are learning more each day.

Helping one another,
meeting challenges along the way.

Hey, Hey, Hey!

Parents and our teachers help us do our very best.

Yes!

We will be the leaders of tomorrow.

Proud to do our best!!

Geilenkirchen ES SY 2008-2009 Calendar

August-2008						
S	M	T	W	T	F	S
						1 2
	3	4	5	6	7	8 9
	10	11	12	13	14 TSD	15 TSD 16
	17 TSD	18 BQ	19	20	21	22 23
	24	25	26	27	28	29 30
	31					

Teacher Staff Days, Aug 14-18
Beginning of 1st Quarter/1st Day for Students, Aug 19

September-2008						
S	M	T	W	T	F	S
		1	2	3	4	5 6
	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28	29	30			

October-2008						
S	M	T	W	T	F	S
				1	2	3 TSD 4
	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19 R	20 R	21 R	22 R	23 R	24 R 25
	26 IR	27	28	29	30 EQ	31 TSD

Teacher Inservice, Oct 3
Fall Recess, Oct 20-24
Instruction Resumes, Oct 27
End of 1st Quarter, Oct 30
Teacher Recordkeeping Day, Oct 31

November-2008						
S	M	T	W	T	F	S
						1
	2 BQ	3	4	5	6	7 8
	9	10	11	12	13 PTC	14 PTC 15
	16	17	18	19	20	21 22
	23	24	25	26	27	28 29
	30					

Beginning of 2nd Quarter, Nov 3
Parent-Teacher Conferences, Nov 13-14

December-2008						
S	M	T	W	T	F	S
		1	2	3	4	5 6
	7	8	9	10	11	12 13
	14	15	16	17	18	19 ED 20
	21 R	22 R	23 R	24 R	25 R/H	26 R 27
	28 R	29 R	30 R	31		

Early Dismissal, Dec 19
Winter Recess, Dec 22-Jan 2
Christmas Holiday, Dec 25

January-2009						
S	M	T	W	T	F	S
				1 R/H	2 R	3
	4 IR	5	6	7	8	9 10
	11	12	13	14	15	16 17
	18	19	20	21	22 EQ	23 TSD 24
	25	26 BQ	27	28	29	30 31

New Year's Day Holiday, Jan 1
Winter Recess, Dec 22-Jan 2
Instruction Resumes, Jan 5
End of 2nd Quarter, Jan 22
Teacher Recordkeeping Day, Jan 23
Beginning of 3rd Quarter, Jan 26

February-2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6 7
	8	9	10	11	12	13 14
	15	16	17	18	19	20 21
	22 R	23 R	24 R	25 R	26 R	27 28

Carnival Recess, Feb 23-27

March-2009						
S	M	T	W	T	F	S
	1 IR	2	3	4	5	6 7
	8	9	10	11	12	13 14
	15	16	17	18	19	20 21
	22	23	24	25	26	27 28
	29	30	31			

Instruction Resumes, Mar 2

April-2009						
S	M	T	W	T	F	S
				1	2 EQ	3 TSD 4
	5 R	6 R	7 R	8 R	9 R	10 R 11
	12 R	13 R	14 R	15 R	16 R	17 R 18
	19 IR/BQ	20	21	22	23	24 25
	26	27	28	29	30 PTC	

End of 3rd Quarter, Apr 2
Teacher Recordkeeping Day, Apr 3
Spring Recess, Apr 6-17
Instruction Resumes/Beginning 4th Quarter, Apr 20
Parent-Teacher Conferences, Apr 30

May-2009						
S	M	T	W	T	F	S
					1 TSD	2
	3	4	5	6	7	8 9
	10	11	12	13	14	15 16
	17	18	19	20	21 H	22 23
	24	25	26	27	28	29 30
	31					

Teacher Staff Day, May 1
Ascension Day, May 21

June-2009						
S	M	T	W	T	F	S
	1 H	2	3	4	5	6
	7	8	9	10	11	12 13
	14	15	16	17	18 EQ	19 TSD 20
	21	22	23	24	25	26 27
	28	29	30			

Pentecost, June 1
End of 4th Quarter/Last Day for Students, Jun 18
Last Day for Teachers, Jun 19

July-2009						
S	M	T	W	T	F	S
				1	2	3 H 4 H
	5	6	7	8	9	10 11
	12	13	14	15	16	17 18
	19	20	21	22	23	24 25
	26	27	28	29	30	31

Independence Day Holiday, Jul 3
Independence Day, Jul 4

H Local Holidays--No School IR Instruction Resumes BQ/EQ Beginning/End of Quarter/Semester ED Early Dismissal
R School Recess--No School TSD Teacher Recordkeeping Day/Staff Day--No School PTC Parent Teacher Conferences--No School

Total Instructional Days: 181

ADMINISTRATIVE INFORMATION

Hours for School and Office - The school office is open from 8:00 a.m. to 4:00 p.m.

Children should **not** arrive at school earlier than 8:00 a.m. There is no available staff to appropriately supervise students prior to the beginning of the instructional day. When students arrive after 8:25 a.m., parents should accompany their child to the front office and sign them in. Parents using their POV to deliver students should always use the drop off point in front of building 93. Safety is our number one concern.

Registration – In order to register your child, the following items are needed:

- Official school records from the last school attended
- Birth certificate
- Immunization records
- DoDDS Immunization Verification form
- Sponsor's orders with dependents listed
- IEP records for special needs students

Registration of students returning to GK ES customarily takes place in Spring by mail or by appointment. The means of re-registration will be determined and publicized each year. Registration is a process meant to give families important information about the next school year; this makes it important for everyone to attend during the scheduled time. It is also a time when any new registration requirements will be requested.

Kindergarten registration takes place in Spring, but at a different time from returning student registration. Children who are five years old by October 31st of the coming school year may be enrolled in kindergarten; those who are six years old by October 31st of that year may enter first grade.

When new students are registered during the school year, parents will be asked to delay the students starting classes by one school day to allow teachers sufficient time to prepare for a warm first day reception. For more information on registration requirements, contact the Registrar at 02451-903080.

Tuition – Students who are family members of American military members stationed at Geilenkirchen attend our school tuition-free. All others may be required to pay tuition. Please contact the school registrar for more information.

Immunizations – DoDDS regulations require that all students provide a “Certification of Immunization”, DSPA Form 122.1. If registration takes place during the normal school calendar, the school nurse can sign this form as the health official but if the nurse is not available, the form must be taken to the U.S. Clinic for review by a health official. Failure to meet these requirements may result in student withdrawal from school until the immunization is obtained. For more information on immunization requirements, call the school nurse at 02451-63-2295.

****Personal Contact Information** - It is important that the school be notified immediately when there is a change of residence and/or telephone number (home, duty, or emergency). It is also important to notify the school if you are going out of town and your child will be staying with a friend or sitter. The school and classroom teacher should know who is responsible for your children in your absence and how to get in touch with them.

Emergency Contacts - Upon registration, parents are asked to provide names and phone numbers of primary and alternate emergency contacts. If this information changes, please notify the school so that the listing can be updated.

Signing In/Out Procedures - We encourage parents to visit our school often. However, we ask that all visitors sign the visitors' logbook at the front office window and pick up a visitor's badge. If you wish to volunteer in your child's classroom, please notify the teacher in advance so that he/she can accommodate you.

When a student has an appointment or will be leaving the school anytime during the school day, they must remain in the classroom until a parent signs them out at the front office. Parents are reminded to send a note to the teacher so that they can be prepared to provide homework or other handouts for the child before leaving for the day. Parents must also sign their child in if they return during the school day. As a security precaution, please be prepared to show your ID card.

Changing Plans - For the safety and security of ALL our students, written notification must be provided to the classroom teacher if you plan to change your child's after school routine. If your after school plans are changed during the course of the day and advanced written notification is not possible, we ask that you meet your child no later than 2:45 pm next to the exit door that your child's classroom teacher uses each day. Please make eye contact with the teacher to ensure that s/he knows that your child is with you. Phone calls should NOT be used to change after school plans unless there is a serious emergency.

Attendance - We consider attendance at school to be of utmost importance to our students for both educational and social growth and responsibility. Students with higher attendance rates have been shown to have a more responsible attitude, greater enjoyment of school, and more success in the school setting.

Completion of missed assignments is the student's responsibility and is to be done within the amount of time determined by the teacher.

Absences – If you know that your child will be absent from school or needs to be picked up early from school, please send a note with your child ahead of time. This way the teacher can prepare any necessary assignments, etc.

If a student is absent, the parent or guardian **must** notify the school office at 02451-903080. In turn, the office will contact the student's teacher to notify him/her of the reason for the student's absence. If the office and/or teacher is not notified, the teacher or office administrator will attempt to contact the parent by telephone to determine the nature of the absence. The absence will be listed as unexcused until further clarification is obtained.

Family Trips - Student attendance at school is very important. When students are absent from school they miss critical information and learning activities that cannot be "made up." For this reason we encourage all families to plan their trips and vacations around the school calendar so students do not have to miss school. When there

is an emergency and students have to miss school, please consult with your child's teacher as soon as possible. Although the student will not be able to make up for all instruction missed—as the worksheets and books represent only a small portion of instruction—the teacher will provide ideas on how parents can support the student while absent from school.

DoDDS Europe supports family vacations throughout the school year that provide culturally enriching experiences for children. Principals have the authority to grant excused absences from school to support trips. We ask that parents coordinate with schools in advance to discuss the timing and any conflicts that may impact negatively on a student's success (standardized testing, finals, special events). The family vacation policy is not designed to accommodate early departures from school at the end of the semester year.

Chronic Absenteeism and Tardiness - When a student is absent excessively, the parent will be notified. If absences continue, the classroom teacher will request a parent conference and counselor to determine what can or is being done to improve the student's attendance.

Sick Children – Some stomach problems may not produce a fever in the child, but instead are often seen as stomach cramping and listlessness. If your child seems to be lethargic, says he/she feels sick or has a “bad stomach ache” please keep him/her home from school that day. Other children may be getting sick as a result of sick children coming to school. A further problem is that we have only limited lost-and-found clothing to re-dress the child in case of an accident.

We try to give GK children the best education and physical care possible. You can help in the following ways:

1. Check your child each morning. Listen to your child's health complaints and take them seriously.
2. Don't send your child to school if there is an indication that he/she is “coming down with something.” Please err on the side of caution and keep your child home if you suspect something.
3. If your child throws up, has a fever of 100+ or has diarrhea, keep him home the next day.
4. Remember, if your child has a fever, diarrhea or vomiting, please give him plenty of liquids. Children become dehydrated quite easily, and that can be a greater problem than the illness that caused it.

If a student becomes injured or ill during school, he or she will be sent to the nurse's office where it will be determined if the student should be sent home. Every effort will be made to contact parents. The emergency contact will be contacted to pick up student if parents can't be reached. The student must be signed out at the front office before leaving school grounds.

PLEASE KEEP THE SCHOOL INFORMED OF ALL CURRENT HOME AND DUTY PHONE NUMBERS AS WELL AS EMERGENCY CONTACT INFORMATION.

If your child has a temperature of 100 degrees or greater or if your child has active vomiting or diarrhea, please keep your child at home. Children should remain at home for 24 hours after their temperature has returned to normal (98.6F), or they have been seen by a licensed health care provider and have a clearance to return to school.

Fire Drills - Students will be instructed on proper evacuation procedures. Fire drills will be conducted on a regular basis.

Cancellations or Delays – In the event of a school cancellation, delayed start or school emergency, parents will be notified through the following means:

1. Electronic Falcon e-mail
2. AFN/CFN Radio (89.2 or 99.7)
3. School Web Page: go to www.geil-es.eu.dodea.edu
4. Parent Recall List: 12 – 15 volunteer parents will try to telephone all parents.
5. Military Recall

School will be canceled or delayed when the weather does not permit safe travel to and from school (as determined by base command). If there is a delayed start:

1. Buses will pick up students two hours later than the usual time.
2. The school grounds will be monitored starting at 10:00 a.m. School will then start at 10:15 a.m.

With this in mind, please be sure that all duty, home, and emergency telephone numbers are kept up to date so that you can be promptly informed of any major changes in the school schedule.

Lost Child Procedures - If a child fails to return home on the school bus, please contact the school office at 02451-903080 and the transportation specialist at 02451-63-2213.

Telephone Usage – Staff members may be reached by calling 02451-903080. When classes are in session, you may leave a message with the secretary. Messages are delivered to the classrooms at 10:30 a.m. and 2:30 p.m. **It's best to discuss dismissal procedures with your child before leaving for school.** The office staff will handle emergency messages. Students may use the office and/ or classroom phone for emergency purposes only. **Please make lunch and bus arrangements in the morning before your child leaves for school.**

Withdrawal Procedures – Please notify the school office personnel two weeks prior to your child's withdrawal from the school. When you know your forwarding address, please notify the school office or bring it along with you when you pick up the records. This is important in case there are any items that need to be forwarded after your departure. The school office will notify all teachers of the student's withdrawal date. The student's cumulative records will be ready for pickup on the agreed upon date in the front office. On or before the day of withdrawal, the school must be provided with a copy of the sponsor's orders. The records must stay sealed until given to the receiving school.

Accelerated Withdrawal – If you will be leaving before the last day of school, please contact the school office at 02451-903080. The school 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. DoDDS has created a provision for just this situation and provides an approved date of early withdrawal for those families that are on orders and must leave prior to the end of the school year and wish their student to receive full credit for the 4th quarter. This provision has never been intended to apply to, or be extended for, the convenience of family travel, visits or other discretionary reasons. The 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. Those students who withdraw 20 days prior to the end of an applicable quarter will not receive grades for that quarter.

Change of Class Request – Changing the class of a student will only be considered when there are sound educational reasons for causing such a disruption (sound educational reasons do NOT include: teacher preference, teaching style, or what another parent said.) The following procedures must be followed by all parents who wish to make such a request:

1. Classroom changes will not be considered until student has been in the classroom for a minimum of six weeks. This will allow student, teacher, and parent to have the time necessary to make a determination as to what is best for the child.
2. Parents must schedule a conference with the classroom teacher to discuss their specific concerns and then discuss a plan for resolving these concerns. The school counselor may or may not be involved in this conference.
3. If there is no resolution, parents must meet again with the classroom teacher and/or school counselor.
4. If the parents still want to consider changing the student's class, they must submit a formal letter to the Student Placement Committee (2 classroom teachers, parents, Gifted Ed teacher, principal and the school counselor – chair) requesting this change and outlining the specific educational reasons for making the change and what has been done to resolve concerns.
5. The Student Placement Committee will then meet with parents to discuss the request for classroom change. The counselor will then synthesize the parents and teachers issues and prepare a recommendation for the school principal.
6. The school principal will then make a final decision and inform the classroom teacher and parents.

Student Records - A cumulative school record, containing progress and developmental information, is maintained for each student. Access to a student's record is restricted to the parents or sponsor and persons with a need to know who are directly associated with the student (i.e. teacher, counselor, nurse, etc.). Persons other than authorized school officials will not have access to student records without the permission of a parent, except where a student's record is formally requested by an authorized investigative agency. Parents and legal guardians have the right to access all information in their student files.

Upon withdrawal of a student from GKES, the student's parents or legal guardians may hand carry the cumulative record file to the new school. Parents are asked to notify the school at least two weeks in advance of the student's last day so the records can be finalized, copied and prepared for pick up. For more information, contact the Registrar at 02451-903080.

PARENTAL INVOLVEMENT

Concerns - From time to time you will have a concern. If you would like to arrange an appointment with a teacher, please call the school's office at 02451-903080. We most definitely want to hear about your concerns. Here are some recommendations that might assist you in the problem solving process:

- Check first with the classroom teacher or other professional involved. Make an appointment so you have time to thoroughly understand and discuss the concern.
- Use a positive approach in trying to solve the problem – do not blame or attack.
- Use tact, be polite and be considerate of the feelings of all parties involved – student, teacher, and parent.
- Work with the teacher to solve the problem – make it a “win-win” outcome. Remember we are a TEAM and **Together Everyone Achieves More.**
- If you cannot resolve your concern with the teacher, contact the school principal by phone (02451-903080), e-mail (Terry.Emerson@eu.dodea.edu), or make an appointment with him by calling the school.
- The District Superintendent is always willing to listen to your concerns after you have exhausted your other options. His phone is 44 (0) 1638-527234 and his e-mail address is ronald.mcintire@eu.dodea.edu
- The School Advisory Committee members are also available to discuss your concerns if you cannot find resolution.

More importantly, be sure to compliment your child's teacher when you notice some of the great things he/she is doing. A quick note to the teacher with a “thanks” goes a long way to building a positive working relationship.

Parent Teacher Student Organization – It is a non-profit organization open for membership to all parents, students, and teachers connected with the elementary school. Meetings are scheduled throughout the year and are announced through the Falcon Flyer.

Its primary goals are: 1) to be a facilitator of information throughout the community; 2) to act as liaison between parents, teachers, and students; and 3) to raise and provide funds for the school that will enrich academic achievement, strengthen community involvement, and promote family togetherness.

The PTSO is open to anyone who pays a nominal yearly membership fee. Contact the school for more information. Additional PTSO information can be found on the school website at www.geil-es.eu.dodea.edu

School Advisory Committee – The SAC serves as a forum in which questions or concerns raised by parents or teachers are discussed. DoDDS Instruction 1342.15, dated 27 March 1987, governs this committee. The function of this committee of elected parents and school staff is to act as a liaison between the school administration, the community, and the Installation Commander to ensure a positive school environment for the children of Geilenkirchen Elementary School.

The focus of the School Advisory Committee's actions is to advise the Principal on matters within the jurisdiction of the school, such as:

1. School policies concerning students and parents, student activities, and administrative procedures affecting students;
2. Instructional programs and education resources within the school;
3. Allocation of resources within the school to achieve educational goals;
4. Pupil services (health, special education, testing, evaluation, counseling, and extracurricular activities);
5. Student standards of conduct and discipline;
6. Policies or standards of the dependent's education system;
7. Quality, availability, maintenance, safety, security, and comfort of the physical school environment;
8. Transportation of students;
9. School meal programs;
10. Medical services;
11. Administrative and logistical support services provided by the installation commander and applicable service command; and
12. Policies and standards of the installation command and military services related to the above.

The SAC does not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of school employees or internal management of DoDDS or their programs. If you have a concern about your child's curriculum or environment, and have been unable to resolve it with the teacher and/or principal, give one of your SAC representatives a call! For more SAC information, see the school website at www.geil-es.eu.dodea.edu

School-Home Communication - The administration of Geilenkirchen Elementary School publishes a bi-weekly newsletter for parents, called the "Falcon Flyer." The Falcon Flyer informs parents of school events, policies, and procedures and also publicizes any changes to the school year calendar provided in this handbook. Every other Friday an electronic Falcon Flyer is sent to parents via e-mail. Upon request, the flyer can also be distributed to your local APO mailbox.

Community Volunteers – We are always in need of volunteers at our school and welcome them at any time. Everyone has special talents that could enhance our educational program. Please contact the school office to find out how you can share your skills.

Visitors – We welcome visitors in our school. But for the safety of the children we ask that all volunteers and visitors sign in and out at the school office and wear a visitor's badge the entire time they are on school grounds. This includes persons who have made previous arrangements with classroom teachers or other staff members.

STUDENT CONDUCT

Safety in our School - Weapons or pretend weapons of any kind are never allowed in the school -- this includes pocket knives, water pistols, play guns, sharp objects, or anything that could be used to frighten or harm someone else. Our school and the military commands will not tolerate any infraction of this strict "Zero Tolerance for Weapons" rule. Here are some questions and answers regarding this rule:

What does “Zero Tolerance” mean? Zero Tolerance means that weapons or replicas are not allowed in school. Severe actions will quickly be taken against those who defy this policy.

Can students get into trouble if they know about or assist someone who has a weapon? Yes! Knowing about a weapon without reporting it to a school official is considered a policy infraction.

Can students get into trouble if they bring a knife to school for a scout meeting after school, even if they keep it in their backpack and don't show it to anyone? Yes! Bringing a weapon or replica to school or possessing such an item is a violation of policy. Even toy replicas are not allowed.

Is threatening someone with a pair of scissors considered an infraction using a weapon? Yes! Items not designed as weapons but used as weapons to harm, frighten, or threaten someone are considered to be weapons.

Please review this policy with your children. You may want to check back packs and pockets of younger children as they sometimes “forget” or pick up objects that they should not have. We thank you for your support in making our school a safe place for all children.

School Rules

Electronics- IPODS, MP3 players, and electronic games are NOT to be used during the school day to include LUNCH and RECESS. They may be used on the school bus but upon entering the school campus they should be secured in the child's backpack or on their person. The school is NOT responsible for lost items. To prevent these items from being lost, they should be marked clearly with the child's name.

Pokemon and YU-GI-OH cards are also personal items and should NOT be brought to school.

Individual classroom rules are posted in each classroom. Students will be expected to know the guidelines of their respective classroom and be aware of the consequences connected with those guidelines. School wide expectations for students are listed below:

1. I will follow the directions of teachers and adults in our school.
2. I will be kind to others.
3. I will work, play, and eat in a safe manner.
4. I will respect school and personal property.
5. In all school areas I will walk slowly and speak quietly.
6. I will keep hands, feet and objects to myself.

All adults in the school are responsible for all students and will be expected to counsel them if any misbehavior is observed and compliment them for cooperative behavior. Any behavior that totally stops teaching, causes a danger to the student/others or repeated misbehavior will be cause for disciplinary action. Any acts of physical violence can result in an immediate office visit. Cooperation between school and parents is vital in any disciplinary action.

Appropriate Language - Our school is a learning community where children are loved, cared for, and celebrated. We want all children to feel physically and emotionally safe. You are aware that toy weapons, fighting, and dangerous behavior will not be tolerated. We are also concerned that children can be harmed emotionally when other children use inappropriate language and/or gestures. Profanity, cursing, sexual harassment, and degrading or hurtful comments related to a student's race, ethnicity, culture, nationality, handicap, gender or religion will not be tolerated. Students who participate in any such activities will be disciplined and may be suspended from school so that parents may have the opportunity to teach their children regarding the inappropriateness of such behavior and the hurt it can cause to other people.

Dress Code - Students will engage in many activities during the school day. Be certain that clothing is comfortable, durable, warm, properly fitted, and suitable for current weather conditions. All outer clothing should be plainly labeled with the student's name. Student dress should in no way be distracting to the learning process. Students who wear inappropriate school dress clothing will be referred to the school counselor and will be provided suitable clothing, if needed.

Cafeteria Rules - While in the cafeteria for lunch, students should talk quietly, walk, form orderly lines to buy food, sit at assigned tables, use good table manners, and remain seated until dismissed by a monitor. When seated in the cafeteria, students should raise their hands to ask permission to go back to the lunch line or use the restrooms. When dismissed, children should go directly to the playground or return to class.

Playground Rules - Please review these rules with your children and try to use these same rules after school when your own children are playing at the school.

- Children may play in supervised areas only.
- Sit on swings correctly.
- Use the stairs to reach the top of the slides. **Sit on your bottoms (with feet and face forward) while going down.**
- Use the stairs and slides to get down from playground equipment.
- Leave the sand on the ground and stay out from under all playground equipment.
- Play safely. Examples of safe play = tag, chase, catch, basketball, etc.
- Stay out of all bushes, trees and planters. **Respect nature.**
- A maximum of 4 people on the teeter-totters at all times. All people on the teeter-totters should be on the seats only.
- Long-sleeves and/or coats will be worn during cool weather.
- Students are to use the bathroom in the cafeteria only during the lunch/recess hour.

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

Refer to <http://www.dodea.edu/> (under "Administration" – "DoDEA" – Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

ACADEMIC PROGRAM

OUR STUDENTS - We are “family” here at the Geilenkirchen Elementary School. We must always show an extra degree of patience with the children. Here are some things to consider:

Raising voices and/or yelling at children should never happen at our school. The quiet and firm reminder usually works far better.

Humiliating a child or making any type of demeaning comments is always hurtful and should never happen.

Avoid using sarcasm around children. When using sarcasm we set ourselves up for problems because children often take things literally and don’t understand our real meaning.

Treat each child as if his/her parent was standing right behind you. Even better, treat each child as you would want to be treated.

All of our words and actions should be based on love and concern for the child.

As I have stated many times, “We are a learning community where children are loved, cared for, and celebrated.” Let’s continue to make our school a safe and productive learning environment for every child.

Curriculum - The school curriculum is outlined in the Department of Defense Dependents Schools’ instructional standards and objectives. The subject areas of reading, math, language arts, social studies, science, health, art, and music are taught at each grade level. The physical education, host nation, counselor, and talented and gifted teachers supplement classroom instruction. Curriculum objectives are available for your review or at the school website www.geil-es.eu.dodea.edu

DoDDS curriculum committees select textbooks, library books and supplementary instructional materials, which support these curricula. The materials are the same as those used in schools throughout DoDDS and many school districts in the United States.

Progress Reports - A nine-week grading period is used. Progress reports will be distributed no later than one week after the end of each quarter.

Parent/Teacher Conferences - Parent conferences are considered valuable and important in developing understanding and mutual cooperation. Formal parent/teacher conferences are at the end of the first and third quarter of the school year. If a member of the school staff requests a conference, please make every effort to attend. If you find that you cannot attend, please inform the office.

The education of our children requires a team effort. Parents need not wait until formal conference days to confer with teachers. They are encouraged to call the Office (telephone 02451-903080) any time to schedule appointments or to contact the teachers directly.

Homework Policy - Homework is defined as assignments to be accomplished outside of the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, provide curriculum enrichment opportunities, and enhance the development of study skills. If your child regularly requires more than 30 to 60 minutes to complete their assignments, please contact your child’s teacher.

Homework assignments are given on the basis of the child’s grade level, skill level, and maturity. Homework is not given as punishment. As a guideline to parents, children in grades 1-2 should work no more than 30 minutes on specific assignments; children in grades 3-6 should be able to complete work in approximately one hour.

Student Recognition – Our school believes all children need to experience success to build their self-esteem. At the end of each day, we hope that our students are able to share with parents the success they have experienced. To build on each student's successful performances and to help build a sense of self-esteem, we recognize individual achievement in many ways at school. Awards or recognition at school will include:

- Quarterly Honor Roll for A, A/B, and B
- Superstar recognition -- one child out of every class every week of the school year
- Individual classroom awards
- End of Year Awards (Citizenship, Most Improved, Leadership, Service, Music)
- Math Olympiads
- Odyssey of the Mind
- Presidential Academic Awards for grade 6
- Presidential Physical Fitness Awards
- Spelling Bee Winners

Our goal is to help children feel successful at our school, give them the confidence they need to "go in the direction of their dreams," and realize that they are a worthwhile person!

Computer Technology - Each classroom has a minimum of two computers for use by the students. The 3rd – 6th graders use Accelerated Math, a computer based math skills program on a daily basis. All classrooms in grades 1 – 6 are using Reading Counts, a computer based reading comprehension program. All classrooms and the Information Center (Library) have computers that are LAN connected which allows students to conduct research and become involved in on-line learning activities. The students visit the computer lab at least once per week to receive instruction on various skills. The computer lab consists of 26 LAN connected computers, 3 digital cameras, a digital video camera, color laser printer and a computer-linked projection system.

Host Nation Program - DoDDS sponsors a Host Nation Program that studies the language, history, geography and culture of Germany. The overall objective of intercultural education is the development of open-mindedness to other individuals, groups and cultures.

Music – Music classes at school give your children the opportunity to take part in a variety of activities designed to help them develop musical skills and to recognize and appreciate many different styles of music. The children participate in various forms of musical expression such as singing and playing rhythm instruments. Students gain an understanding of music concepts: music theory, sight singing, and composition. Music from around the world and ethnic music help the students to become aware of the interrelationship between music and society. The students display an understanding and appreciation of music as an art form such as classical music, opera, musicals, ballet, etc.

Drug Abuse Resistance Education (D.A.R.E.) - D.A.R.E. is the single most widely used substance abuse prevention and safety promotion curriculum in the world. There are several components to the D.A.R.E. curriculum including the “core curriculum” for sixth grade, visitation for kindergarten - fifth grade, and a parenting component. D.A.R.E. recognizes how intertwined violence prevention and safety promotion are with drug abuse. Therefore, D.A.R.E. promotes healthy self-assertion, positive choices about risk-taking and health-related behaviors, and positive social skills. D.A.R.E.’s curriculum also teaches resistance to gang membership, violence, and destructive peer pressure, as well as substance abuse. There is also a web page that will provide more information: <http://www.dare.com>.

Special Education - Students who meet certain criteria established by DoDDS may be eligible for special education services. Programs are available at the developmental preschool (located at AFNORTH E.S.) in speech therapy and language development, and resource instruction for the learning impaired.

Geilenkirchen Elementary School provides a full range of special services for language and learning impaired students in the mild to moderate category. Teachers and parents may refer children to a Special Education Case Study Committee to determine if special education services might be needed. For further information, contact the school counselor at 02451-903080. The Case Study Committee will then determine whether special testing or placement is needed and acts as a consultant for teachers in developing individualized education programs (IEP's).

Early Intervention - The Early Intervention Program is provided at AFNORTH Elementary School. This program is a federally mandated program serving 3 to 6 year old children with identified special needs in one or more of the following areas:

Speech and Language Cognitive (thinking)	Motor Self-help	Behavior/ Social
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The AFNORTH school program serves the Geilenkirchen and AFNORTH communities. Services provided include:

- Developmental Screenings
- Developmental information and resource materials for parents
- Full evaluation if appropriate (parent permission required)
- Placement in program if children qualify based on specific eligibility requirements
- Speech and language and/ or occupational therapy provided by trained therapists when appropriate

Parents are encouraged to call for more information or to set up a screening appointment at any time by calling 0031-455-278-275 or the U.S. Elementary office at AFNORTH (0031-455-278-251). You may also contact the Communication Impaired Teacher at Geilenkirchen Elementary School (02451-903080).

If parents have an infant or toddler who appears to have developmental delays, screening and assessment are available. Difficulty in the following areas may be apparent:

- | | |
|---|--|
| *seeing or hearing | *eating a variety of foods |
| *toilet training | *imitating sounds, words, and gestures |
| *moving easily | *manipulating toys |
| *responding socially with familiar adults | *playing appropriately with other children |

For more information on the Early Intervention Program (birth to 36 months) call EDIS 0031-455636126.

English as a Second Language - The ESL program is designed to assist students in becoming proficient in the English language in order to participate fully in the total school program. Students are referred on the basis of need. The instructional program provides for an enriched language program and gives language support to students who are limited in their English proficiency.

Reading Recovery - Reading Recovery is an early intervention program designed for young readers who are experiencing difficulty in their first year of reading instruction. Such children often go through a cycle of confusion, frustration, and anxiety. This pattern of thinking quickly leads to feelings of failure for these "at risk" children. They often fall behind their classmates and require expensive long-term remedial help, and some never learn to read. By intervening early on, Reading Recovery can halt the debilitating cycle of failure for at-risk children and can enable them to read within the average range of the class reading performance.

Gifted Education - There are many service options for students in the GK ES gifted education program. Services may include:

Service	Description of Service
Regular classroom differentiation	Content, process and/or products in the classroom are modified to meet the needs of gifted learners.
Regular classroom with cluster grouping.	A classroom with 2 or more students identified for the gifted education program.
Regular classroom with grade acceleration of content	Advanced instruction in a particular content area.
Resource sessions outside the classroom	Small group lessons designed for high ability learners and aligned with DoDEA standards.
Grade acceleration	Advancement to the next grade level.

Steps in the Identification Process include:

1. Referral is completed through one of the following ways:

1. Screening: Using available test data on all students, classroom performance, and Terra Nova achievement tests for grades 3-11.
2. Nomination: Students are recommended by staff members, parents/guardians, or through self-nomination.
3. Transfer records: Students whose records indicate eligibility are recommended for immediate review.

2. Assessment is completed with parental permission.

3. Eligibility is determined through a review of the student's assessment file.

4. Determination of gifted program services for eligible students is the decision of the Gifted Review Committee.

Our school and local community offer a wide range of enrichment programs for all students that include extracurricular activities, leadership seminars, exhibitions, performances, mentorship's, internships, special projects and publications. All students benefit from enrichment activities that allow them to develop their talents and abilities. School and community partnerships work together to provide enriching opportunities for the benefit of our students.

Standardized Testing Programs - Student performance in a DoDD School is assessed annually with the Terra Nova standardized assessment. The achievement test is administered in the spring to students in grades 3-6. This test is an opportunity for students to show what they have learned in school and at home and it provides information about the student's achievement level in basic skills compared to students in the U.S. schools. Data collected from the DoDDS testing programs are used to provide information about the instructional needs of the student. Parents will be provided with a copy of their child's results. The best way to help your child during this testing period is to make sure they are present at school having had sufficient sleep, a nutritious breakfast, and a hug and kiss. Fifth grade students also participate in a DoDDS-wide language arts and math assessment, and a web-based Science Assessment. Third and sixth grades take a web-based Social Studies Assessment.

STUDENT SERVICES AND FACILITIES

Reporting of Suspected Child Abuse and Neglect - OUR STAFF MEMBERS ARE REQUIRED TO REPORT any observed marks, injuries, or unusual behaviors to military and DoDDS authorities if there is a suspicion that child abuse and/or neglect is involved. Parents will not be notified before this action is taken. It is the responsibility of the military authorities (Family Advocacy) to examine the child, contact the parents, and determine what course of action should be taken.

We ask that parents be understanding of our role in this process. We would rather report a case and have it turn out to be unfounded than to hesitate and allow a true abusive situation to continue. To avoid any possible confusion and misunderstanding, parents should point out to the staff any existing cuts, bruises, bumps, or injuries that could be construed as abuse or neglect.

Information Center (Library) – All elementary students have scheduled Information Center times each week. Students in all grades are taught how to avail themselves of library resources. Along with the book collection, the library has computers with Internet access and CD ROM reference materials. Library materials may be checked out for two weeks. Item replacement will be required for lost materials. The library is also open to all students and parents Monday through Friday, from 8:00 a.m. to 3:20 p.m.

Textbooks and School Supplies – Textbooks, workbooks, and other instructional supplies are provided by DoDDS. Proper care and use of these items should be stressed to help the child develop a feeling of personal responsibility for books or supplies furnished for his/her use. Children who lose or damage school books or other school property will be held accountable for that loss or damage.

Health Services – Geilenkirchen Elementary School has a registered nurse. The nurse's office is located in building #93, next to the school office.

The only way the school nurse or administration can administer **prescription medication** to any student is by having the proper form completed before hand. There is a specific form for both the parent AND the health care provider to complete, available through the school office. Parents should administer the first dose of any medication. Medication should be brought to the Nurse's office by the parent along with the completed form.

Several routine screening programs are conducted during the school year. The screenings include hearing, vision, height, weight, and dental.

School Counselor – The counselor help's all students develop skills in the areas of personal-social growth through mentoring and mediation. Our counselor works closely with students, parents, teachers, and other school and community personnel to assist in meeting the needs of students. Every year the counselor introduces themes for each quarter and develops activities, recommends readings, and schedules lessons to promote students positive self-image and esteem.

Asbestos – Every five years DoDDS has certified inspectors who conduct a thorough and complete asbestos inspection of our school. We are happy to report that during past inspections, only minor traces of non-friable asbestos were found – none harmful to children or adults. As required by the EPA, a periodic surveillance program is in effect for these materials and their conditions are closely monitored. Copies of inspection reports of the school's Asbestos Management Plan are available for your review.

Fluoride Program – This is a weekly program sponsored by the PTSO and Dental Clinic with participating children receiving a fluoride rinse. Children must be at least six years old to participate. The program is run with the help of volunteers and the U.S. Dental Clinic. To enroll in the program, the parent or guardian must

submit a signed permission slip that can be obtained at the school office in building #93. A new permission slip must be submitted every year for your child(ren) to be enrolled.

Lunch Program – The Army Air Force Exchange Service (AAFES) provides a daily hot lunch program in the school's Cafeteria. Meal tickets may be purchased at Military Clothing at the GK Base or at the cashier's window at the Schinnen Post Exchange (PX). In 2006 student meal accounts will be implemented. Please go to the Schinnen cashiers cage, located on the top floor of the PX to open an account for your child(ren). Students who pay full price may also pay the cashier at the school, in U.S. dollars only (if your child pays reduced prices, this option is not available). The cost for students is \$2.05 and \$3.30 for adults. **If the student would like to order a lunch plus, then there will be an extra .75 cent charge. An extra lunch ticket may not be used in place of the .75 cents for a lunch plus.** Students may also bring sack lunches from home. Plain or chocolate milk costs \$.50 bottled water is also available for \$.65. Parents are always welcome to have lunch at the school. Please notify your child's teacher or call the school office by 8:45 if you wish to order a hot lunch. All students are expected to eat in the school's cafeteria. The menu is published in the Falcon Flyer and on the school's web page.

Free and reduced-price lunches are available. The School's Liaison Officer runs this program in building 89 at 02451-63-2267.

If parents have forgotten to purchase lunch tickets, they should prepare a bag lunch or send in \$2.05 for the purchase of a hot lunch. Out of consideration for the student, AAFES will allow students to charge up to three lunches per year if their ticket or money has been forgotten. A notification letter will be sent home monthly advising parent of borrowed lunches. If you have any questions, please contact Martin Duijzings, Supervisor, AAFES School Cafeteria at 0031-455278235.

**** Carbonated sodas/pop are not to be brought to school for snack time, recess, or lunch. Only non-carbonated drinks are acceptable.**

Lost and Found – Parents are asked to label all items of clothing and all school supplies. Because many school supplies and clothing are purchased at the PX, many articles children bring to school are identical to those brought by other children. This can lead to disagreements about ownership. ***Proper labeling*** reduces conflict and makes settling disagreements an easy matter. There is no need for students to bring large sums of money, toys, games or expensive jewelry to school. **The school is not responsible for lost or stolen articles.**

High value lost and found items are turned into the Main Office, where they are kept until they are claimed. Clothing will be placed in the "lost and found" located in the cafeteria. Periodically during the school year, unclaimed items will be turned over to a German or Dutch welfare organization.

Table 1
USAREUR Child-Supervision Guidelines

Age or Grade of Child	May Be Left Alone at Home	May Be Left Alone Overnight	May Be Left Outside (Including Playing)	May Be Left Unattended in a Car	May Babysit Siblings	May Babysit Others (Besides Siblings)
Newborn through age 4	No.	No.	No.	No.	No.	No.
Kindergarten through grade 5	No.	No.	Yes, if in a playground or yard with immediate access (sight or hearing distance) to adult supervision (note 1). Kindergarteners may not walk to or from school or other supervised activities alone; 1st through 5th graders may walk to and from school and other supervised activities alone.	No.	No.	No.
Grades 6 and 7	Yes, for up to 6 hours in a 24-hour period (but not overnight) with ready access to adult supervision (notes 1 and 3).	No.	Yes, for up to 6 hours with ready access to adult supervision (note 1).	Yes, for up to 15 minutes if the keys have been removed and the handbrake applied.	Grade 6: Yes, for up to 3 hours with ready access to an adult (notes 2, 3, and 4). Grade 7: Yes, for up to 6 hours with ready access to an adult (notes 2, 3, and 4).	Grade 6: No. Grade 7: Yes, for up to 6 hours (but not overnight) with ready access to an adult (note 4).
Grades 8 and 9	Yes, but not overnight.	No.	Yes.	Yes, for up to 15 minutes if the keys have been removed and the handbrake applied.	Yes, for up to 12 hours with ready access to an adult (note 4).	Yes, for up to 12 hours (but not overnight) (note 4).
Grades 10 through 12	Yes.	Yes, for up to 48 hours, but a neighbor or friend must check on them at least every 12 hours. Minors will have telephone access to a neighbor in case of emergency and must know where at least one parent is.	Yes.	Yes.	Yes (note 4).	Yes (note 4).

NOTES:

1. Adult supervision is defined as "someone who has or assumes responsibility for the child (for example, a parent, guardian, care provider, friend)."
2. Home-alone training by Child and Youth Services or other source is required.
3. Ready access is defined as "at a minimum, telephone access and telephone number of each person designated as adult supervision."
4. Red Cross babysitting training is strongly recommended.
5. Parents are responsible for assessing the individual capabilities of their children.

BUS SERVICE

School Buses – The Tri-Border Student Transportation Office, which serves Geilenkirchen, is located in Bldg. 89, next to the school. **Customer service hours are between 08:00 a.m. – noon and 1:00 p.m. – 4:00 p.m.** For further information on school bus routes and the commuting area, contact a bus office representative at the GK ext. 2213 or commercial 02451-63-2213. In the event of an emergency after hours please call them at 0162-234-1786.

The school staff makes every effort to ensure that students board the correct buses each day. Therefore, parents **must** send a note if there is any change in a child's transportation home from school. ***CHILDREN WILL BE SENT HOME ON THE REGULAR BUS UNLESS A NOTE OR TELEPHONE CALL IS RECEIVED.***

Safety Rules While on the Bus or at the Stop -

1. Be on time - **Walk, do not run** to the bus stop.
2. When waiting for the bus – **Take 3 steps away** from the curb.
3. **Take your seat and stay in it while the bus is moving.**
4. When getting off the bus - **Take 3 steps away**, and wait for the bus to leave before crossing the street.
5. **NEVER cross in front of or behind the bus.**

Bus driver procedures:

- Verify that students are boarding their assigned bus by checking bus passes (**make sure your child has their pass**).
- Pick-up and drop-off students at designated locations at specified times and make all of the stops on the bus run.
- At no time allow passengers to board or exit vehicles except at authorized bus stops (discharge passengers only at their designated drop-off points).
- Drivers should not place the vehicle in motion while the students are standing or use hazardous actions (such as violent braking or acceleration to gain the attention of, or control over, the passengers).
- Only open the front door of the bus for loading or unloading (except in an emergency situation).
- Thoroughly inspect the passenger compartment immediately after the last stop on each bus run to ensure no passengers remain in the vehicle (parents who have a child that is at the last bus stop should see the bus driver accomplishing this task every day).

TAKE 5 - FOR SCHOOL BUS SAFETY! ☺

Bus Conduct by Students - Parents share with their students the responsibility for student behavior on our school buses. The local DoDDS School Bus Office will provide parents and sponsors a copy of the school bus rules. Please ensure your children understand the rules for riding the school bus and that they follow those rules. When children disobey the rules, they make the bus unsafe for every other student on that bus. Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus drivers and follow their instructions.

School bus transportation is a privilege that may be suspended or revoked. We do not have the resources to be school bus policemen. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with school bus rules may have their bus riding privileges suspended or revoked for up to the rest of the school year. When this happens, parents and sponsors will have to make their own arrangements for the children to get to and from school according to established school hours.

Basic School Bus Rules

1. All students will promptly obey the instructions of the school bus driver, monitor or other school officials.
2. All students will board and depart the bus in a timely manner and will remain properly seated at all times that they are on the bus.
3. All students will keep their hands and feet to themselves and will not interfere with other school bus riders.
4. All students will refrain from putting anything out of the school bus window and from throwing objects in, on, to, or from the bus.
5. All commuting area students will have in their possession a valid school bus pass at all times that they are on the school bus.

Safety for our Younger Students on the School Bus - In the interest of safety, younger elementary school students should be picked up from and dropped off at their bus stops by their parent, sponsor or an older sibling. We recommend that an adult be at the bus stop to pick up students in K-2.

Please instruct your younger children to stay on the bus if the person responsible for walking them home is not at the bus stop and you don't feel your child is old enough to walk home alone. The School Bus Office has mechanisms in place to take care of situations when children are left on the bus at the end of the afternoon run. When a child is left on the bus, the School Bus Office will, in coordination with the parent or sponsor, determine a location where the child can be retrieved by the parent or sponsor. If the parent or sponsor cannot be reached the child will be returned to and wait in the School Bus Office until the parent or sponsor can be contacted.

Temporary Bus Pass - A Temporary Bus Pass is issued to a student that wishes to ride the school bus for a limited period of time, not to exceed 10 school days. Temporary Bus Passes entitles the student to ride the school bus on a space-available basis only. To request a temporary bus pass, parents must come to the School Bus Office and request one in person or have their child bring a written request, signed by the sponsor, to the school bus office. In the event of an emergency, temporary bus passes may be issued over the phone.

ENRICHMENT PROGRAMS

Art - The art curriculum can be found within the grade-level curriculum guide handed out at registration or at www.dodea.edu

Assemblies – Guest speakers, performing groups, and classroom presentations are all part of our regular assembly programs. Assemblies serve to supplement and enrich the school curriculum.

Instrument Lessons - Bi-weekly group instrument lessons (pull-out from regular class time) are available to various age groups. Third and fourth graders may choose to learn to play the basics of the recorder, a baroque instrument. The school has a limited number of guitars for 5th and 6th graders. Parents of 4th – 6th graders who are willing to purchase a flute, clarinet, or alto saxophone will also be taught the basics in flute and clarinet/sax classes.

Study Trips – Four walls does not a classroom make. We believe that our classrooms should extend to some of the beautiful and historic sites in this area. The purpose of our school study trips is to reinforce the objectives being taught in the classroom. Normally, field trips are planned at least two weeks in advance. The teacher has specific study trip objectives, plans follow-up activities, and makes sure that the trip will be a valuable learning experience for the children. Only registered students and selected chaperones are allowed to ride on the field trip bus.

Parent permission is required for students to participate in off-base trips. Most trips take place during school hours with students returning to GKES in time to catch their regular school buses. When this is not possible, teachers will provide parents sufficient notice to arrange for their children's transportation.

Math Olympiads – Mathematical Olympiads for Elementary and Middle Schools (MOEMS) is a nonprofit public foundation which provides opportunities for children in fifth and sixth grades to engage in creative problem solving activities which develop a child's ability to reason, to be logical, to be resourceful, and occasionally to be ingenious.

The olympiad goals for children are for them to:

1. Develop enthusiasm for problem solving and mathematics,
2. Deepen understanding of mathematical concepts and strengthen ability to use these concepts,
3. Consider concepts that they might not otherwise encounter, and
4. Enrich experience in intellectually stimulating and significant mental activities.

Your child will practice regularly under the direction of a faculty sponsor in preparation for five monthly Olympiad contests.

Showcase – Showcase is an annually produced anthology of student art and literature. Each spring, work is selected from all schools (K-12) in DoDDS Europe. The publishing board has two main parts – fine art and literature. The book is printed and distributed to schools in the fall. Each school receives enough copies for students with selected works to receive copies and for copies to be distributed to school libraries and classroom to act as inspiration to other students.

Sports Day – Come see your child play tug-o-war, run in relays, hop in sac races, or fly through the air in a long jump. Once a year, usually in late May/early June, the school has one day of fun in the sun. Parents are invited to spend an hour, two hours or even all day with their child at this event.

AFTER-SCHOOL ACTIVITIES

Chorus – Children in grades three through six are eligible to participate in the after school chorus that performs two times a year. One performance is at the Schinnen Tree Lighting Ceremony and the other one is at the Spring Recital.

Instrument Lessons – Our after school band and instrument lessons are available for students grade four through six. Beginning and advanced lessons are offered at various times during and after school for flute, saxophone, clarinet, guitar, and recorder.

Student Council – The student council consists of students from grades three through six who have been elected by their peers. The council selects a community service goal for each year.

Special Activities – Throughout the school year opportunities will be offered to students to assist with various after school projects such as yearbook. Those opportunities will be announced as they become available.

EVENTS

Annual Magical Musical Recital – Every year the students participating in the special music activities (chorus, instrument classes, and the GK ES Wind Band) get the chance to show off their stuff in middle to late May. The Annual Recital is an after school concert for parents and any other interested individuals.

Annual Schinnen Tree Lighting Recital - The GK ES choir delights us with a December performance every year at an evening tree lighting ceremony held at Schinnen Army Base in the Netherlands. It is an enchanting evening that gets the holiday season off to a grand start.

Back to School Bash – Every year, a day or two before the beginning of school this event will be held where all students and parents are invited to visit their child’s classroom, meet the teacher, and find out about the many great learning activities planned for the coming year. The “Back to School Bash” will not, however, be a time for Parent Teacher conferences (these will be held after the first quarter or on a scheduled basis with the teacher). It will be a time to review the grade level curriculum, to become familiar with classroom procedures, and to meet your child’s teacher.

Book Fair –Every year there are two book fairs sponsored by the PTSO. One is around Christmas time and the children have the opportunity to go shopping and make a “wishlist” that can be sent home to the parents. The parents can then send money in with the child to purchase these books.

Open House – This event occurs a few weeks into the new school year and gives parents another opportunity to visit the school and their child’s classroom.

Popcorn Day – PTSO offers the children an opportunity to purchase popcorn on scheduled weeks for a minimal cost.

School Photos – Along with class and individual pictures, this is also an opportunity to have a family portrait made. The PTSO usually schedules this in October.

School Yearbook – Families have the opportunity to purchase annual school yearbooks through the PTSO. The pictures taken during the class and individual photo sessions will be used in this yearbook. Information will be sent home with all of the details by the local PTSO.

Storybook Parade – In October, the students dress up as their favorite character and walk the base.