

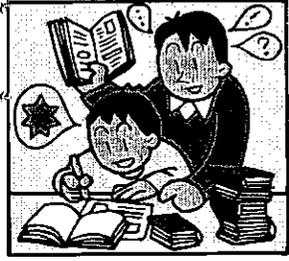
# Mark Twain Elementary School



## PARENT/STUDENT HANDBOOK SY 2007-2008

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## MARK TWAIN ELEMENTARY SCHOOL

Unit # 29237

APO AE 09102

<http://www.heid-ems.eu.dodea.edu>



Dear Parents and Students,

On behalf of the teachers and school staff, I welcome you to Mark Twain Elementary School for school Year 2007-2008. It is going to be a year where we will focus on 'Highest Student Achievement' and do our best to provide each student with the individualized attention they need to strengthen their self-confidence and develop a life-long desire to learn.

It is our sincere desire that, through our joint cooperative efforts as educators and parents, this year will prove a positive and rewarding educational experience for your child. I know that together we can help your child develop the skills and behaviors that will help them become a responsible and contributing citizen of our democratic American society.

This Parent-Student Handbook has been prepared in an effort to provide the information that will promote understanding and communication between home and school. It explains some of the basic operating procedures at Mark Twain Elementary School. Please keep and refer to this guide whenever you have questions pertaining to the school. I will always be available to address any questions you may have.

Mark Twain Elementary School is proud to consider itself a 'neighborhood' school where parents have many opportunities to be involved in their child's education. There are many educational programs where you can volunteer your talents and services. We welcome you!

If we can be of any assistance throughout the school year, please feel welcome to contact the teachers, staff or myself at DSN: 370-6996 or Civilian: 06221-576996. We are here to serve you and your children and to provide a challenging and safe school environment. We want these years at Mark Twain Elementary School, in Heidelberg, Germany, to be memorable ones for our students.

Dolly Alvarez-Crooks  
Principal

# Mark Twain Elementary Mission Statement



As a community of educators at Mark Twain Elementary in Heidelberg, Germany, we pledge to provide a safe environment where all students can acquire skills, knowledge, and behaviors necessary to be productive citizens in an ever-changing and diverse world.



**SCHOOL MASCOT: LION CUB**

**SCHOOL COLORS: BLUE and GOLD**

## QUICK REFERENCES

### Morning

Students Enter Building.....07:50

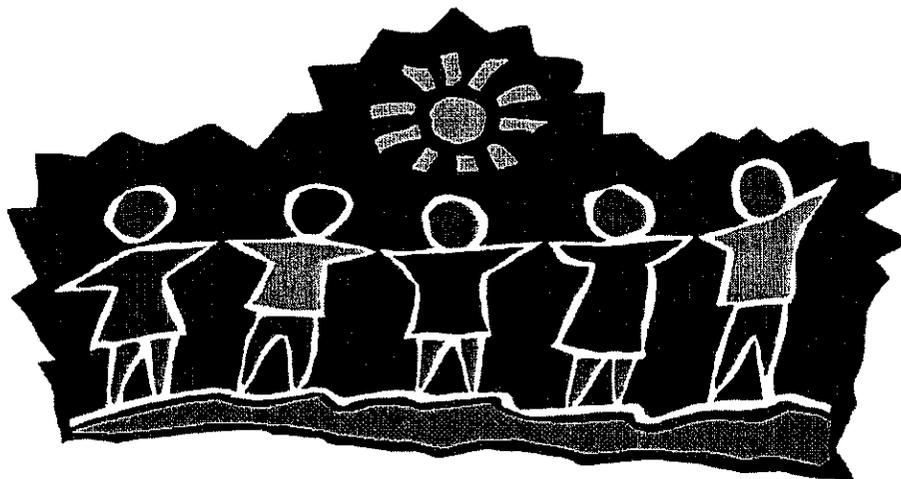
Instruction Begins.....07:55

### Afternoon

Dismissal Grades 1-5.....14:10

**Community Strategic Plan – DODEA  
CSP 2001-2006  
Mark Twain Elementary School**

- ◆ **Highest Student Achievement:** All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.
  
- ◆ **Performance-Driven, Efficient Management Systems:** DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.
  
- ◆ **Motivated, High Performing, Diverse Workforce:** The DoDEA workforce will be motivated, diverse and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.
  
- ◆ **Network of Partnerships Promoting Achievement:** Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.



## QUALITY OF EDUCATION STATEMENT

A quality education has the child as its focal point and assumes a basic premise that each child is a valuable human being with feelings, ambitions, desires, and dreams to fulfill. It recognizes that quality learning can only take place if the child's self-esteem will permit.

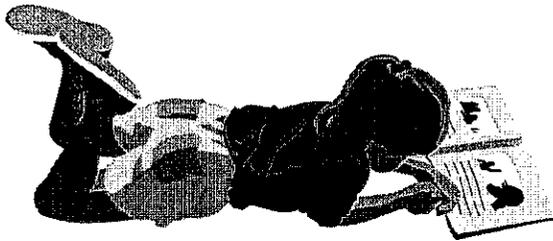
Quality education and educators acknowledge and accept the uniqueness of the individual. In fact, they value the uniqueness of differing personalities, motivations, abilities, and learning styles.

Beyond skill mastery and refinement of socialization skills, students receiving quality education are exposed to higher level thinking and problem solving skills, which permit the student to respond to those global and futuristic issues which may not yet be identified.

Quality education instills in the student a quest for life-long learning with the ultimate goal of the student to assume responsibility for his/her own learning.

Finally, it must be recognized that quality education is not the exclusive domain of the school--it is founded in the home, nurtured/developed, and refined in the school, and expanded and applied in the community.

## Student Education Is Our Most Important Product



# **DoDEA Vision and Mission**

## **VISION**

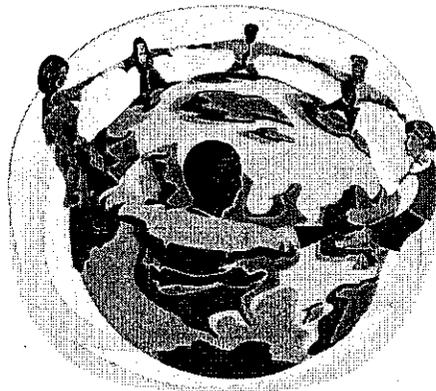
Communities investing in success for ALL students!

## **MISSION**

The Mission: Through a partnership with parents and the community, we will provide a safe world environment as we inspire a life-long desire for learning and knowledge by promoting mutual respect, instilling responsibility, and preparing students for a culturally diverse society.

## **GUIDING PRINCIPLES**

Student Achievement...a shared responsibility.  
Trust and respect for other's rights.  
Unlimited opportunities to reach high expectations.  
Dedication to lifelong learning.  
Equal access to quality education based on standards.  
New and motivating challenges to inspire excellence.  
Total accountability with teamwork.  
Success for all ...students first!



**DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY**  
**DoDEA DIRECTOR**

**Dr. Joseph Tafoya**  
[www.dodea.edu](http://www.dodea.edu)

**DIRECTOR, DoDDS-EUROPE**

**Ms. Diana Ohman** 338-7614  
[www.eu.dodea.edu](http://www.eu.dodea.edu)

**HEIDELBERG DISTRICT SUPERINTENDENT**

**Dr. Elizabeth Walker**

**Military Phone: 388-9383/9373**      **Civilian Phone: 06221-761883**  
[www.heid-dso.eu.dodea.edu](http://www.heid-dso.eu.dodea.edu)

**HEIDELBERG COMMUNITY SCHOOLS**

<b>MARK TWAIN ES</b>	<b>Ms. Dolly Alvarez-Crooks</b>	<b>370-8158/6996</b>
<b>HEIDELBERG HIGH SCHOOL</b>	<b>Mr. Kevin Brewer</b>	<b>370-8004/7513</b>
<b>HEIDELBERG MIDDLE SCHOOL</b>	<b>Ms. Stephanie El Sayed</b>	<b>388-9310/9314</b>
<b>PATRICK HENRY ES</b>	<b>Dr. Russ Claus</b>	<b>388-9054/9057</b>

**MARK TWAIN ELEMENTARY SCHOOL ADDRESS**

**APO:**

**Mark Twain Elementary school**  
**CMR 419, Unit 29237**  
**APO, AE 09102**

**CIVILIAN:**

**Mark Twain Elementary Schule**  
**Mark Twain Strasse 1**  
**69124 Heidelberg**

[www.heid-esm.eu.dodea.edu](http://www.heid-esm.eu.dodea.edu)

**HEIDELBERG COMMUNITY WEBSITE**  
[www.heidelberg.army.mil](http://www.heidelberg.army.mil)

## DIRECTORY OF SCHOOL TELEPHONE NUMBERS

### OFFICE HOURS:

Main Office: 0700 - 1500  
 Registration: 0830 - 1500

### SCHOOL HOURS:

Students: 0750 - 1410  
 Teachers: 0730 - 1440

<u>PURPOSE OF CALL</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
General Inquires	Administrative Assistant	370-8158/6996
To Speak to the Principal	Administrative Assistant	370-8158/6996
Tuition Inquiries	Administrative Assistant	370-8158/6996
Registration or Withdrawal Students	Administrative Assistant	370-8158/6996
Counselor	Counselor	370-6447
Nurse	Nurse	370-6912
Information Center	Information Specialist	370-6447
To Leave a Message for a Teacher	Main Office	370-8158/6996
Supply Office	Mr. Owens	370-8222
School Liaison Officer	Mr. Ruehmling E-mail: jim.ruehmling@26asg.heidelberg.army.mil	370-8501
SCHOOL BUS OFFICE	Mr. Bill Harvin	DSN 388-9335/9336 CIV 06221-3389335/9336

**\*\*NOTE:** To reach any of the DSN numbers listed above from a civilian telephone, please dial 06221-57 and then the last four digits.

## **MARK TWAIN ELEMENTARY SCHOOL CLUBS**

These are examples of extra-curricular after-school clubs, which have been sponsored at Mark Twain Elementary School.

- Chess Club (Lunch Time)
- Intermediate Reading Club
- Math Olympiads
- Odyssey of the Mind
- Primary Reading Club (Read-to-Me-Club)
- Puppetry Club
- Sports Club
- Student Council
- Homework Club

## **MARK TWAIN ELEMENTARY SCHOOL ACTIVITIES**

These are sample activities, which have been available to our students.

- Book Character Parade
- Child Lures School Prevention Program (ACS Sponsored)
- D.A.R.E. "Drug Awareness Resistance Education" (Community Sponsored)
- Dental Screening/Dental Clinic Study Trips
- Dr. Seuss' Birthday - "Read Across America"
- Showcase – Art/Literature Creative Anthology
- Student Mediation Program
- Team Work Towers
- Young Authors' Program
- PTA Sponsored "Reflections"

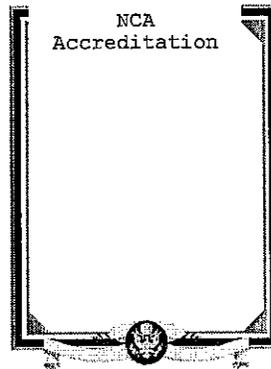
After school activities/athletics for middle school and elementary school age students is the responsibility of Youth Services – not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services.

## NORTH CENTRAL ASSOCIATION (NCA) ACCREDITATION

Mark Twain Elementary School has been fully accredited by the North Central Association for accreditation since 1980.

Every five years the school is visited by North Central to assess the success of the school's individual school improvement plan. The professional and auxiliary staff members at school complete an in-depth report, which addresses one affective, and one cognitive area that the school has chosen to address in an outcome based school improvement plan. This self-study is submitted to the North central Association of Colleges and Schools for their review and evaluation. The next NCA Accreditation visit to MTE will be during the Spring of SY 2009-2010.

During SY 2004-2005, Mark Twain was visited by the North Central Association and as a result was recommended for outcomes based accreditation. Mark Twain was commended for its efforts to provide its students a quality program of education, and for continuing its quest for excellence. In addition to the accreditation visit, an annual report is submitted to the NCA, which serves as an update for the original self-study. The process of self-evaluation is continuous.



## **MARK TWAIN ELEMENTARY SCHOOL SCHOOL ADVISORY COMMITTEE (SAC)**

Our school has an active School Advisory Committee, SAC, made up of elected parents and educators. Its main function is to make recommendations to the school Principal. Department of Defense Instruction 5105.49 states that the "establishment of local advisory committees fosters the concept of participation in school affairs by members of the school community. It is the policy of the Department of Defense to encourage professional employees and family participation in the formation and operation of oversees local advisory committees, to promote the vitality of these committees, and to preserve their integrity and independence of action."

The DoD Instruction indicates that the School Advisory Committee is responsible for advising the Principal on all matters affecting the operation of the school. Committee matters include: school policies, instructional programs, budget facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, and other educational related matters.

Strength of this committee in previous years has been the positive working relationships fostered between school administration, parents, and educators in putting the needs of the children above individual differences.

The elected members of Mark Twain Elementary School Advisory Committee (SAC) include three parents of children who attend MTE and three teachers.

The committee meets every other month (Oct, Dec, Feb, Apr, May) in an open forum. Meeting dates will be advertised in the Parent Newsletter.





## MARK TWAIN ELEMENTARY SCHOOL PTA Do You Know What We Do?

What does the PTA do? Most people are surprised when they find out. I know that I was. What I discovered is that the PTA does just about everything. Here are a few things that the PTA does at Mark Twain Elementary School:

School Portraits  
Book Fairs  
Box Tops  
Water Bottles  
Class Pictures  
Holiday Market  
Yearbook

T-Shirt Sales  
Carnival  
Guest Speakers/Performers  
Teamwork Towers  
Reflection Contest

Scholastic Book Orders

### How Does The PTA Do This?

First of all, we count on your membership. Without our PTA members we would not be able to accomplish many of our activities. In SY 2005-2006 we were thrilled to have 120 members! We were able to do this by encouraging both parents to join the PTA. Membership forms are always located in the Main Office. The cost is just \$5.00 per person and as you can see we put the money to good use.

We, also, count on your support. Many of our activities require volunteers. It is exciting to be able to send our children to a small school where the teachers and staff are able learn their names and get to know them as individuals. As we know, this is usually not possible. With such a small enrollment, we count on every parent at MTES to volunteer. If you are interested in helping out or in being on the PTA Board, please stop by the office and pick up a volunteer flyer. This is the school that you can make a difference in by being a volunteer. I look forward to meeting you.

Cindy Vozzo

PTA President

## ADMISSIONS

Student Registration: Parents are requested to complete a DoDDS-Germany Registration Packet at the time of registration, and to bring the following documents with them:

- (A) A birth certificate or passport for verification of birth date is required for kindergarten and first grade students.
- (B) Certificate of Immunization: This is a mandatory policy for pupils attending DoDDS schools. A child will **NOT** be allowed to start school unless immunized against the following diseases: Diphtheria, Pertussis, Tetanus, Polio, Measles, Rubella, and Mumps. Testing for Tuberculosis is also highly recommended. Exceptions to the policy will be made only in cases related to medical problems and religious objection. Certificate of Immunization forms may be obtained at the U.S. Army Hospital in Heidelberg or the Main Office. Immunizations may be verified by the hospital or by the School Nurse, provided the up-to-date shot record is furnished.
- (C) Military orders or civilian equivalent (must include child's name).
- (D) I.D. card of sponsor or spouse (if not listed on orders)

## HEALTH PROGRAMS and POLICIES

The school health program is coordinated by the School Nurse and consists of the following services:

- Emergency care for all ill or injured students;
- Health counseling and consultation for children, parents, and school personnel;
- screening programs to identify hearing, vision, dental or posture problems; (Not all students will be involved in all screening programs.)
- health education is an ongoing process; the School Nurses may augment health education in the classroom by arranging for speakers, or providing expertise on specific health topics.



Health topics may include dental health, human growth and development, child abuse, and other health related topics. In addition Army Community Services personnel in accordance with the military regulations will present information on such topics as The Child Lures Prevention Program, which is a program to help students understand and develop skills to protect themselves against exploitation including child sexual abuse. The American Academy of Pediatrics and the National Association of Elementary School Principals endorse the Child Lures Prevention Program. Parents must notify the school in writing if they do not wish their child to participate in either the screening programs or other health related topic presentations.

### **Child's State of Health**

When children are sent to school it is expected that they will participate in the entire school program to include outdoor play and physical education. If there is a physical reason for the curtailment of outdoor play or physical education, a parent's note will be required. Parents should assure that the child is properly attired for physical education,

outdoor play, and inclement weather that may be encountered when the child travels to and from school.

Parents are requested to determine a child's state of health prior to sending the child to school. Parents are encouraged to keep their children at home when the children have colds or do not feel well in the morning. Children who are vomiting or running a fever should **NOT** be sent to school. A child must be FEVER FREE (less than 100 degrees Fahrenheit) for 24 hours without medication before he/she can return to school. A child must be EMESIS FREE (no vomiting) free for 24 hours prior to returning to school.

### **Contagious Conditions**

In accordance with responsible containment of contagious conditions, if you think your child has a contagious disease, please contact your Primary Care Manager or the School Nurse. All contagious diseases should be reported to the School Nurse immediately. If a child is suspected of having a medical problem that can be spread to other children, he/she must leave school as soon as possible. Some contagious conditions common among school age children that require a clearance from the School Nurse to return to school are the following: chicken pox, measles, mumps, rubella, whooping cough, pink eye, impetigo, ring worm, head lice (nit free), scabies, scarlet fever, strep throat, mononucleosis, and other communicable diseases. It is mandatory that the child has a note and is cleared by the School Nurse. If your child is diagnosed as having strep throat, he/she may not return to school for 48 hrs. from the beginning of antibiotic treatment.

### **Illness and Injury at School**

If a student becomes ill or is injured at school, the School Nurse will determine whether or not the child is to be sent home. A "Notification to the Parents" form will be sent home with the younger students when they have visited the health room. Please remember that an ill or injured child needs your care and concern and should be picked up as soon as possible. An adult must sign out students at the Main Office. Ill children will not be allowed to leave school grounds unaccompanied. Your child's safety is very important to us. If your child walks home for lunch and remains at home due to illness, please contact the school as soon as possible. If your child will be absent for more than three days, please notify the School Nurse. **PLEASE UPDATE PHONE NUMBERS AS SOON AS CHANGES OCCUR.** We need to be able to contact you during an emergency.

The following procedure is used when a child is being sent home:

1. Parents are notified.
2. Emergency contact is notified in the event that parents cannot be reached.
3. In the event parents or emergency contacts cannot be reached, the sponsor's supervisor is notified.

## **Administration of Medication at School**

In accordance with DoDDS policy, the School Nurse does not administer medications at school except those that are specific and individually prescribed. All efforts should be made for arrangements for medication to be given before and after school. It is mandatory that parents provide the following:

- written permission from the parents;
- written permission from the physician;
- medicine must be in an original pharmacy container appropriately labeled by the pharmacy or physician stating the name of child, name of the medication, the amount to be taken, and the time to be taken;
- medical diagnosis for which the medication was prescribed.

*When you take your prescription to the pharmacy to be filled, ask the pharmacist to put the amount of medication needed for the school in a separate container labeled with the above information.*

**PARENTS MUST BRING THE MEDICATION TO THE NURSE. IT IS THE CHILD'S RESPONSIBILITY TO GO TO THE HEALTH ROOM FOR THE MEDICATION. OTHER SCHOOL STAFF CANNOT ASSUME THE RESPONSIBILITY FOR ADMINISTERING MEDICATION.**

In the case of long-term medication left in the Nurse's Office, it is the parent's responsibility to pick-up the medication at the end of the school year. Medication cannot be stored over the summer. New permission slips are needed each school year.

In the case of short-term illness that requires the use of medications, a schedule should be followed that allows parents to administer the medication before or after school. This includes medication that is ordered three times a day.

All medication must be kept in the Nurse's Office. Medication should not be left in the child's book bag or in the classroom, to include asthma inhaler. Medications including over-the-counter medications such as, aspirin, Tylenol, cough preparations, will NOT be given, unless prescribed by a physician. To provide the best health care when there is an injury, illness, or an emergency, it is important the School Nurse is notified.





## Immunizations

Students who enroll in DoDDS must meet specific immunization requirements. These requirements displayed below, represent the minimum requirement and do not necessarily reflect the optimal immunization status for a student. The DS FORM 122.1 states:

**DT/DP/DTP/DTaP** -- 3 doses given singly or in combination. At least one of which was administered after the fourth birthday.

**HEPB** -- 3 doses. Those not vaccinated in infancy may begin the series during any visit. (all students under 18 years of age)

**HIB** 2-4 doses in infancy. 3-4 year olds with NO record of Hib in infancy only require ONE dose. (HIB immunization is not required for individuals 5 year or older)

**MMR Measles, Mumps, Rubella** -- 2 doses of live attenuated vaccine given singly or in combination at least one of which was administered after the 4<sup>th</sup> birthday.

**OPV/OPV/IPV**-- 3 doses of Polio Vaccine (oral or injected), Last one of which was administered after the 4<sup>th</sup> birthday.

**PPD/TB TB** -testing is recommended every 3 – 5 years unless required more frequently by the local medical command.

**Varicella** -- 1 dose of Varicella Vaccine through the age of 12 years. (2 doses for those 13 or older at least one month apart) or reliable history of the disease; month and year.

### Child Abuse/Neglect

Every DoDDS employee is required by DS Regulation 2050.2 to report any suspected case of child abuse or neglect.



## ATTENDANCE

Regular attendance is important and essential to highest student achievement in school. Excessive absence almost invariably results in slower progress. Dental or hospital appointments are considered adequate reasons for absence if these events cannot be scheduled outside of the school day. ***Parents/Guardians are responsible for contacting the Main Office each time their student is absent by 08:30 DSN 370-6996 Civ. 06221-57-6996.***

## STUDENT DISMISSAL

Requests for student dismissal from school should be made in person. Our procedure for honoring these requests will be as follows:

Whenever a parent needs to pick up his/her child prior to the end of the school day (ex. appointment), the parent must report to the Main Office and sign out the child. The child will be called to the Main Office to meet the parent under no circumstances will a child be permitted to wait for a parent outside of the school building.

For the safety and security of our students, please adhere to this policy.



## FIRST WEEK of SCHOOL

During the first week of school, teachers, grades 1 - 5, will meet the children outside the school and assist them to their classrooms. Bus arrival and loading will be supervised by the administrative and support personnel.

Young children are sometimes confused the first few days of school. It is recommended that you affix your child's name, address, home phone, duty phone, teacher's name, and bus number to his/her clothing until the routine is learned.

## ARRIVAL AT SCHOOL

**Children who walk to school should not arrive on the school grounds before 0745 in the morning.** The school is not staffed to receive children who walk or are driven to school by parents until 0745. This presents a serious problem regarding supervision, safety, and welfare of those children. It is the parent's responsibility to assure that there is not a long waiting time outside during cold or rainy weather and that there are not extended periods of time when children are not supervised.

## TARDINESS

Children entering class late will be listed as tardy. A student who's tardy should report to the Main Office. The classroom teacher will request information regarding why the child is tardy. The classroom teacher, at his or her discretion, may elect to notify the parents concerning the tardiness. If the student is tardy on a recurring basis, the parents will be notified. If the tardiness is unexcused, it will be recorded in the teacher's grade in the computer. Some valid reasons for being tardy are a late bus and dental/doctor appointments.

## BUS TRANSPORTATION

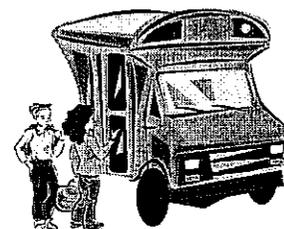
Transportation is furnished to and from school for ALL CHILDREN living in the following areas: Boxberg, Emmertsgrund, Leimen, Rohrbach, and in MTV on the east side of Roemerstrasse, Holbeinring, Sickingenstrasse, and Sickingenplatz. There is no lunch-time bus. The children will eat lunch in the cafeteria. All children riding the school bus must have a school bus pass with them at all times. The SCHOOL BUS OFFICE issues Bus Passes. It is located on PHV (Bldg. #4493) near the Patrick Henry Elementary School, telephone number DSN (388) 9335/9336 or CIV 06221-3389335/9336.

Busing is the safest means of getting children across Roemerstrasse to and from school. Parents need to send written notice to the child's teacher if they intend to allow their child to occasionally walk home from school. If a child who is authorized transportation misses the bus at dismissal time, the child must report back to his/her teacher or to the Main Office. The child's parents will be notified so that arrangements can be made to get the child home. **Under no circumstances will a child be allowed to walk home without written/verbal permission from his/her parents.** Parents who do not want their child to ride the bus home on any particular day are to send a notice to the child's teacher. No student will be allowed to wait for parents later than the bus dismissal time without a note. The child will be placed on the bus assigned if written notification has not be given.

Discipline on the buses is the responsibility of the SCHOOL BUS OFFICE. Parents are requested to review with their child what is expected of them as a bus passenger. Questions concerning bus discipline should be directed to DSN 388-9335/9336 or CIV 06221-3389335/9336. Discipline during loading and unloading at the school is the responsibility of school authorities. Once a student has boarded his/her bus, disembarking will not be allowed without adult permission. Appropriate behavior will be expected while the buses are waiting to depart. Students will receive two Bus Briefing during the school year where "Behavior Expectations" are explained. Proper conduct aboard buses is essential too. Children must not be rowdy or create diversions that distract the driver from his concentration on driving. The SCHOOL BUS OFFICE, upon receipt of a bus pass, provides specific guidelines.

## SCHOOL GROUNDS

No child will be permitted to leave the school grounds during the school day for any reason without a parent or a guardian coming to the Main Office for the child. Parents coming to the school for any purpose are expected to visit the Main Office first to sign in. The school does not have responsibility for playground supervision after dismissal time at 1410. Proper conduct aboard buses is essential too. Children must not be rowdy or create diversions that distract the driver from his concentration on driving. The SCHOOL BUS OFFICE, upon receipt of a bus pass, provides specific guidelines.



# INCLEMENT WEATHER POLICY

## **School Closures or Delays**

During inclement weather, community members who live off-post can tune their televisions to AFN Atlantic for information on road conditions, school delays and other military facility closures or delay. It will be posted in "crawl" form at the bottom of their screens.

- The same updates will air on AFN radio. FM listeners can tune-in to Hot FM on 104.6 in Heidelberg, 107.3 in Mannheim. AM listeners can find information on The Power Network 1143 AM during four commercial breaks each hour between 0500 and 0900. The Power Network does not have a live local presence and should be a secondary resource for these updates.
- The Web is another source for this information. Go to [www.afneurope.net](http://www.afneurope.net) and click on Heidelberg.
- By agreement with the Heidelberg community, when it is necessary to delay buses, school is also delayed. For example, if buses are delayed by two hours, the start of school for all students is two hours later. This is designed to allow for teachers and staff to report to work under more favorable and safe driving conditions.

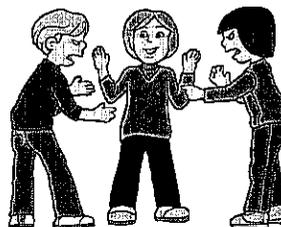
## STUDENT BEHAVIOR EXPECTATIONS

### **DISCIPLINE**

Discipline in our school is a cooperative undertaking between the student, the teacher, the parents, and the administration. A high standard of conduct is expected of all students. The school discipline plan incorporates the use of Love and Logic, and Conflict Resolution. We believe that all students have the right to learn in a safe and orderly environment. The esteem and integrity of the student is very important in the discipline process.

### **Conflict Resolution Through Mediation**

1. What are the facts?
2. Who's really involved?
3. What is your role in the conflict?
4. What is the problem?



### **Rules For Conflict Resolution**

1. Listen and don't interrupt. Take turns.
2. Understand the other person's point of view.
3. Be Honest.
4. What feelings were involved and how did this make a difference.

The students involved are "mediated" either by the school counselor or student mediator through the steps to resolve the problem. They are to identify what they are going to do to solve the problem and put it into action.

## Suspension

Suspension from school may be the consequence for a major infraction of school rules i.e., physical violence toward a student or adult, bringing a weapon or other dangerous or prohibited object to school, playing with matches or fire in any form, activating a fire alarm, insubordination, use of profanity or vulgarity, and other serious acts of inappropriate behavior.

Each decision to suspend a student will be examined individually and the consequences applied according to the merits of the case. The severity of the consequence will depend on a variety of factors such as:

- ...Child's age;
- ...The record of previous infractions;
- ...Is the child on an IEP and does the infraction relate to his/her disability.

Students who are suspended are permitted to make-up work and earn grades.



## Expulsion

A student may be suspended or expelled from school if it is determined by the Principal or Disciplinary Hearing Committee that he/she has been involved with any of the following:

- \* 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.
- \* Had in his or her possession or has sold, or otherwise furnished any firearm, knife, laser pen, explosive, or other dangerous object to another person. Please note: ***There is a Zero Tolerance policy in DoDDS for the possession of weapons. Toy weapons fall into this category because they can be mistaken for real weapons. Children may be subject to expulsion if toy weapons or other objects are used in any way to threaten or cause another person fear. All objects will be confiscated and parents contacted.***
- \* Possessed, used, or arranged to sell, sold, or otherwise furnished, or has been under the influence of any mind altering substance. A mandatory expulsion recommendation is required for a second offense. (Expulsion remains an option for the first offense, if the Principal so recommends and the Disciplinary Hearing Committee concludes such, as measures are necessary.)
- \* Caused or attempted to cause damage to school, government, vendor, or private property.
- \* Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
- \* Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on



or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. There are no designated smoking areas defined or condoned by DoDDS-E schools.

- \* Committed any lewd, indecent, or obscene act or engaged in habitual profanity or vulgarity.
- \* Had possession of, offered, arranged, or negotiated to sell any drug paraphernalia.
- \* Disrupted school activities or otherwise willfully defied the valid authority of a supervisor, teachers, administrator, school officials, or other school personnel engaged in the performance of their duties.
- \* Conduct, including fighting, that endangers the well-being of others.
- \* Unauthorized presence in the school, on the school grounds, or on school busses or failure to leave promptly after being told to do so by the Principal or staff member in charge.
- \* Possession or control of a beeper or similar portable electronic communications device. beepers or similar communications devices are subject to being confiscated by the Principal.
- \* Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
- \* Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- \* Forgery, cheating, or plagiarism.
- \* Use or possession of fireworks.
- \* ***Unauthorized or illegal use of, 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.***
- \* Violation of any law, regulation of the military installation or school, or policy of the DoDDS system.
- \* Complicity in the violation of any rule described above.



## Grounds for Expulsion

The Principal or designee shall recommend a pupil's expulsion from DoDDS for any of the following acts:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any firearm, knife, or explosive, laser pen or other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum one-year expulsion is required for the possession of firearms.
- Unlawful sale of any mind-altering substance, as a second offense.
- 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 subscribed 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 Principal knowledge of offenses that violate law or regulation, or 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 Principal of the school, or his/her designee shall notify the installation commander, or his/her designee for law enforcement or legal affairs, of any acts that violate local laws.

### **Consequences for Serious Infractions**

The Principal will decide punishments on an individual basis. Parents will be contacted to discuss the problem. Consequences may vary from time in isolation to suspension from school. As part of the school's mission to teach responsibility, students will be involved in the conference(s). The military chain of command is routinely used by the administration for suspension offenses and recurring disciplinary problems. The Schools Liaison Officer will be contacted and invited to conferences as needed.

### **Prohibited Items**

The following are items that generally cause injury or create situations, which distract from the learning environment. It is suggested that parents assist the school staff in preventing the following items from being brought to school.

- Roller Blades
- Gameboys/Portable Computer Games
- Skate Boards
- Laser Pointer or Laser Gun (Any similar laser light)
- Trading cards (i.e. Yu-Gi-Oh Cards)
- Gum – Candy
- Radios, Cassette or CD players



- MP3 or IPOD devices
- Toys or Other "Novelty Items"
- Wheelies
- Beepers
- Cell Phone / "Handy"
- Animals (Unless part of a project)

When children bring any of these items to school the item will be held until a parent is contacted.

# DRESS STANDARDS



## **APPEARANCE AND DRESS**

Appropriate dress and appearance make for a good impression not only in our school and community but it also has a positive influence on overall school climate. Students are expected to dress in a manner that is not offensive to others, is not revealing, and does not cause distractions within the academic environment. The school Principal reserves the right to make judgments concerning the "appropriateness" of items of clothing not addressed in this policy.



1. Clothing will be clean, neat, serviceable (no holes, tears, slits deliberately cut, frayed or ragged), and worn properly.
2. Students will not be allowed to attend class(es) if inappropriate clothing is worn to school. Parents will be notified to bring appropriate items of clothing. The following will not be worn.
  - Extreme or provocative styles of dress including bare midriffs, mesh shirts or tops, tube tops, halter tops, tank tops; gym shorts not considered dress shorts; ill fitting clothing which is either too large or too small.
  - Clothing that encourages or promotes cigarettes and other tobacco products, beer, alcohol, drug use. This includes symbols and brand names.
  - Clothing or accessories that: (1) depicts or promotes violence; (2) suggests racial prejudice using symbols, graphics or words; (3) has printed obscenities in graphics or words; (4) depicts sexual connotations. This also includes spiked clothing collars, pins and buttons, metal chains attached to any article of clothing, belt loops or wallets where the chain hangs loose from the body.
  - Hats, gloves, and sunglasses will not be worn inside the building.
  - For safety reasons flip-flops are not to be worn.

This dress code is not designed to inhibit students' self-expression in any way, but is designed to ensure a safe, considerate, and non-distracting academic environment.

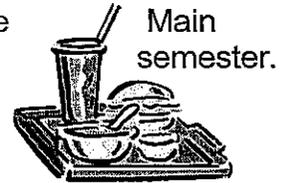
### **Dress for Inclement Weather and Recess**

Weather here can be cold, damp, rainy, and often windy as well. It is imperative that parents send their children to school in clothing that is appropriate for these weather conditions. On days when the weather is considered by the Principal to be severely inclement, recess and outside play activities will be canceled.

On most days pupils will be expected to participate in outdoor physical education activities and recess periods to exercise, and to enjoy the pleasure of playing games with their classmates. Unless children have a note from their physician, they will not be allowed to remain indoors during recess as supervision cannot be provided.

## LOST and FOUND

**Please mark all items, including clothing, with your child's first and last name.** If a child loses something, he/she may recover it from the Lost and Found. The Lost and Found is located in the hallway across from the Nurse's Office. High value items such as glasses, wallets, keys and jewelry are kept in the Lost and Found in the Office. Lost and Found items are disposed of at the end of each



## LUNCH PERIOD\CAFETERIA

Forty-five minutes are scheduled each school day for the lunch (in the HHS cafeteria) to include recess time.

Grades 1 – 5: 1145-1250

- An informational flyer and E-mail will be sent home if this is modified.

All Mark Twain Elementary students to eat lunch in the High School cafeteria. AAFES provides a complete hot lunch to include a beverage. The students may also choose to bring a sack lunch. Free or reduced price lunches are available to families with income within guidelines set by the U.S. Department of Agriculture. Applications are available from the School Liaison Office at Mark Twain Village CLEOS Bldg. 3654, DSN 370-8738 or CIV 06221-57-8738. Students without a lunch or lunch money will be able to charge a lunch. Payment will be expected the following day in the form of cash. Students will not be allowed to charge more than three lunches. It is our goal to have an atmosphere where our students can enjoy their lunch. Therefore, it is necessary that each student obey the lunch period monitors for the sake of safety, discipline, and order. If a student is a discipline problem during the lunch program, he/she may not be allowed to participate in the lunch program and parents will be contacted. The lunch menu can be accessed at the MTE Website, and is posted at the entrance of the school. <http://www.heid-esm.eu.dodea.edu>

## CAFETERIA RULES

- Observe the conversational voice policy.
- Practice good table manners.
- Remain seated and raise hand for permission to leave table.
- Always WALK.
- Obey monitors.
- Eat food before leaving the cafeteria.
- Clean up table areas and stack tray at designated window.
- Line up quietly

Parents may sign up for "The Horizon Lunch Program" at the Shopping Center PX. Money can be deposited into an account and the student receives a pin number that is used to access their account. Cash (\$2.05) may also be used to purchase lunch.

## RECESS and PLAYGROUND RULES



Students should:

- Take turns on equipment.
- Remain on the playground.
- Obey monitors and/or duty teacher.
- Use proper language.
- Be courteous to others.
- Always play in a safe manner.
- Tackle or dangerous games are not permitted.
- No eating on the playground.

With regard to recess, please be informed that the school makes daily indoor/outdoor determinations based on the weather. While we will not send children out in severely adverse winter conditions, cold weather does not normally prohibit outdoor recess. All students are expected to participate in outdoor recess periods unless a physician's excuse is provided. The Mark Twain Elementary School staff is concerned about those few children who are not dressed appropriately for winter weather. Because of our concern for your child's health, the nurse may send you a note when your child is inappropriately dressed for outdoor recess.



Active children need an energy release during an outdoor recess period to allow them to apply excellent work-study habits continually throughout the school day.

## TRAFFIC SAFETY

The school administration considers it important that parents constantly alert their children to the need of practicing good traffic safety habits while in Europe. The distance traveled will vary from several blocks for those who walk, to several miles for those who ride buses. For some students, this will be their first experience in a foreign country. Traffic practices here differ from those in the United States. In the United States school buses have the right of way. All traffic must stop when the bus is loading and unloading passengers. This is not the case in Europe. School buses do not have priority over other vehicles on the highway, creating a serious hazard for children getting off buses.

IN GERMANY, MOTOR VEHICLES CONTINUE TO PASS A STOPPED BUS FROM BOTH DIRECTIONS. IT IS IMPERATIVE THAT ALL CHILDREN UNDERSTAND THIS AND DO NOT TRY TO CROSS THE ROAD IN FRONT OF OR FROM BEHIND A STOPPED BUS. THEY MUST WAIT UNTIL THEY HAVE A CLEAR VIEW OF TRAFFIC BOTH WAYS BEFORE THEY ATTEMPT TO CROSS A ROAD.

## BICYCLES

At Mark Twain Elementary School there are no bicycle racks provided and security for bicycles cannot be provided. Therefore, it has been established that no child shall ride a bicycle to school.

## FAMILY TRIPS

We believe that children learn in ways other than from a textbook. One of these ways available to parents overseas is the opportunity to travel. The experiences a child receives from such trips cannot be duplicated in the classroom. If you will let your child's teacher know well in advance of such a trip, advance work can be given to the child or work can be taken on the trip, if preferred. In any case, steps should be taken to insure that the child does not fall behind in his/her class work if such a trip is taken while school is in session. Family travel should be planned to coincide with the school calendar if at all possible.

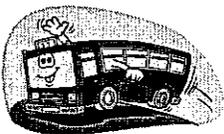
## STUDENT VISITATIONS

Each year students from other schools, including other DoDDS schools not in session, ask to visit MTE. Permission for students to visit MTE must have the Principal's approval and concurrence by the classroom teacher. Heidelberg Middle School students are not permitted to return to MTE for a day's visit when their school is not in session. Consideration will be given to the activities taking place before permission to visit is granted. We generally accept a brief visit by students from the Host Nation or who are visiting relatives from CONUS.

## STUDY TRIPS

Community resources and activities outside the classroom provide vital supportive services to the learning program. Intercultural education is one of DoDDS priorities. We realize that this is a unique feature that our school system can offer its students. The Germany environment gives us an excellent opportunity to offer children unique and relevant experiences. Much learning takes place during these Host Nation experiences outside the classroom and gives additional relevancy to that which must take place within the school.

Study trips are an extension of the students' basic curriculum, which gives children first-hand experience that educators can utilize in reaching educational goals. Children learn self-reliance, build self-confidence, and acquire social skills. Primary study trips are local trips. Intermediate grade children take trips to places of historical or educational interest. Parents are notified well in advance of planned study trips and provided with schedules, cost, and additional information regarding the trip.



Teachers plan certain study trips as part of the curriculum they are teaching. These trips are taken within the school day to such places as the fire department, a museum, the market, etc. There is normally no cost involved

except for personal purchases such as snacks or mementos. If you have any questions, please contact the teacher directly.

It is the sponsor's decision whether to send a child to school or not on the day of the study trip. In order to assure student accountability, the sponsor should inform the teacher in advance whether the child will be coming to school or not. Signed permission slips from the parent/sponsor must be returned to school at least one day prior to the study trip.

Mark Twain Elementary School has the following policy with regard to study trip permission slips:

- Teachers are encouraged to establish an early due date for return of study trips permission slips.
- Students, who report to school on the day of the study trip without the required permission, will not be permitted to participate in the trip. Further, the school, teacher, or student will not make last minute telephonic requests for written permission. Finally, telephonic permissions will not be acceptable.

## **CHAPERONES**

The total number of adult chaperons should equal one per 5 participating students. A study trip may be canceled if there is not sufficient parent support. Any child who is not enrolled in a DoDEA School may NOT participate in school study trips. Pre-schoolers and infants are not permitted to participate in any study trip. There are no exceptions. Students in another grade/class are not permitted to accompany a study trip with a sibling.

## **HOME-SCHOOLED STUDENTS**

Parents who are eligible to attend DoDDS schools, but elect to home school their child(ren), may chose to enroll in their local DoDDS school and participate in selected school activities, such as: art, music, PE, Host Nation, Computer Lab, study trips, National Multiple Assessment, Information Center or in extra curricular activities. We ask parents of home-schooled students who take part in specials or other regularly scheduled school activities to please notify the school if their child is going to be absent. It is important that in the event of a fire drill or emergency evacuation that all students to be in attendance are accounted for.

## **HOME/SCHOOL RELATIONS**

Please be informed about the school. Read all school newsletters and notices. If you are in doubt about some phase of school life, ask your child's teacher, the School Counselor or the Principal. We hope you always feel welcome to visit the school. However, it is necessary to schedule classroom visitations with your child's teacher. There may be student testing/evaluation or instruction being conducted that could be disrupted if a parent visits unexpectedly. Disruption to the teacher's academic program to request information about a student's progress is discouraged. Please sign in and receive a visitor's pass from the Main Office before visiting your child's classroom.

Please be positive about your school; support your school. If you question school policy or teaching procedure, come in and discuss it with our professional educators.



## **CONFERENCES**

We urge you to become acquainted as soon as possible with your child's teacher. Please make an appointment for a conference when he/she will have the time and privacy to talk with you. Please do not endeavor to carry on a conference with a teacher when classes are in session. We will have scheduled Parent-Teacher Conferences in November, January, and April for all grades.

## **PARENT NEWSLETTERS**

Monthly newsletters, which are designed to keep the parents, students, and community apprised of school activities and news, are sent home via E-mail or with the students. Parents are also encouraged to read the Herald Post for school related news items. Feedback on our efforts to keep you informed is always welcomed. Please provide the administrative assistant with your e-mail address.

## **VOLUNTEERS**

The PTA Volunteer Program sponsors parent volunteers. Throughout the year, volunteers are sought who are willing to work in our Information Center, Health Office, Main Office, and classrooms.

Parents, who volunteer their time, provide the school with a wide variety of valuable services. Many parents are qualified to teach art, foreign languages, computer literacy, math, reading, and handicrafts, thereby, providing students the individual attention needed to encircle the curriculum.

We encourage any parent interested in volunteering to contact the PTA for more information. Parent involvement and support is very important.

## **COUNSELING AND GUIDANCE**

The School Counselor focuses on the guidance and counseling needs of all pupils. Specifically, the Counselor works in the areas of:

- (1) Teacher contact regarding methods of working with children, developing favorable emotional climates and individual learning programs.
- (2) Individual contact to help children who are experiencing transitional problems, and provide diagnostic information for teachers involving children who are experiencing difficulty in school.
- (3) Group contact with children regarding problems common to all youngsters.
- (4) Parent contact to discuss various aspects of the school program, identify needs of the children and discuss with parents.
- (5) Testing – providing knowledge about each child.
- (6) Deployment Groups.

## CASE STUDY COMMITTEE (CSC)

This committee is established under the authority of PL94-142 "Education for all Handicapped Children Act of 1975." The applicable DoD Instruction 1342.12 establishes the policies and procedures for providing a free appropriate public education to handicapped children receiving or entitled to receive educational instruction from DoD schools.

Membership in this committee includes appropriate school staff members and the sponsor of the child whose case is being considered. The CSC is charged with overseeing the evaluation of all children who are referred; determining whether special education services are required; developing an Individual Educational Program (IEP) for each child; insuring that the child can progress in the least restrictive educational environment; and periodically monitoring each child to determine whether the child's IEP needs to be continued, revised, or discontinued. The school CSC works closely with the Heidelberg District Special Education Specialist, and the EDIS Clinic.

This is a brief overview of the Special Education Program in DoDDS and this school. For further information contact the Case Study Committee Chairperson, at DSN 370-6996 or CIV 06221-576996.



## **CHILD FIND**

Child Find activities reflect the collaborative efforts of community and school personnel to locate children between the ages of birth and 21 who may have behavioral, academic, or developmental problems, which interfere with their ability to progress and learn. It is the school's responsibility to screen and assess children between the ages of 3 and 21 when the difficulties cannot be addressed through interventions and modifications alone. If you are aware of a child who may have impairment and who has not yet been identified, please contact the School Counselor at 370-6996 or Case Study Committee Chairperson at 370 – 6996. Children between birth and 2 should be referred to the EDIS Clinic at 06221-172-738.

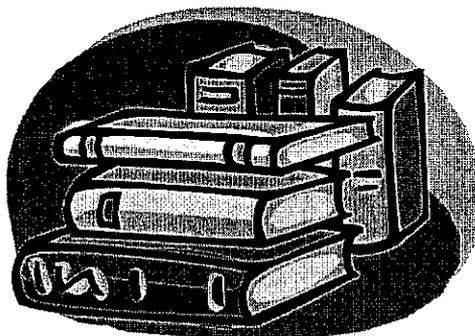
## **SUSPECTED CHILD ABUSE AND NEGLECT**

Staff members of this school, who have reason to believe that a student has been abused or neglected, have a moral and legal obligation to report that information to the proper authorities. The administration or School Nurse can assist in assessing the situation and report the case to the local Family Advocacy Program. School staff members do not investigate such cases, that is the responsibility of outside agencies.

## **SUPPLY AND PROPERTY**

The school provides schoolbooks, but parents must buy supplies such as pencils, erasers, crayons, scissors, etc. A list of specific items is available in the Main Office.

It is suggested to parents that they discuss with the students the care of textbooks and Information Center books. Parents are expected to replace all textbooks and books that are lost or damaged beyond normal wear and tear. Upon presentation of payment (money order written to "Treasurer of the United States") the student will be issued another textbook.



## TESTING



### **GRADES ONE AND TWO:**

No formal testing program.

### **GRADES THREE THROUGH FIVE:**

*TerraNova, 2<sup>nd</sup> Edition Multiple Assessment* is administered in the spring of each school year. This component is a combination of the selected-response items that allow students to produce their own responses. Multiple Assessments results provide highly reliable norm-referenced information, rich objectives-performance information, and performance level (standards-based) information. *TerraNova, The Second Edition Multiple Assessment* contains integrated reading and language arts, mathematics, science, and social studies tests. For additional information concerning TerraNova, 2<sup>nd</sup> Edition, visit **CTB/McGraw-Hill** <http://www.ctb.com/>.

### **GRADE FOUR National Assessment Educational Progress (NAEP)**

*The TerraNova Performance Assessment: Communication Arts* is the criterion-referenced measure for the language arts in DoDEA. It is administered to all students in grades 4, 8 and 10, except those students who have been approved for participation in an alternate assessment. TerraNova Performance Assessment: Communication Arts consists of three 60-minute sessions measuring student achievement in reading, language arts, and writing. The assessment consists of open-ended items that are designed to measure knowledge and critical process skills. The TerraNova Performance Assessment: Communication Arts includes student activities such as reading, viewing a video, and small group discussions. Results are reported to schools and stakeholders in the fall. For additional information concerning the Balanced Assessment in Mathematics, visit CTP/McGraw-Hill @ <http://www.ctb.com/>.

### **NAEP Science spring on line testing for fifth grade students**

Please do not hesitate to call the School Counselor, at DSN 370-6996 or CIV 06221-57-6996, if you have any questions regarding these assessments.

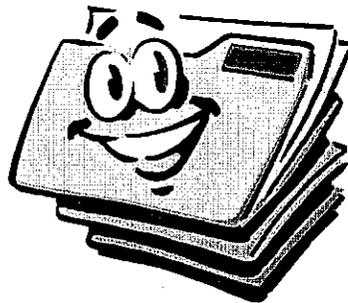
## STUDENT RECORDS

This school maintains an academic cumulative folder on each student. This folder will include the following: duplicate report cards, reading records, health records, and other information pertinent to the educational/social development of the child. The confidential records of students who have qualified for special education services or who have been referred for assessment is kept in a separate file. Parents who depart from this command may hand-carry a copy of their child's records to the receiving school. Please give your child's teacher, AS WELL AS THE MAIN OFFICE, at least FIVE WORKING DAYS prior notice before picking up the records from the Main Office.

## WITHDRAWAL/TRANSFER OF PUPILS

Please observe the following procedures for the withdrawal/transfer of your child(ren) attending the school:

- (a) Parents should notify the Registrar in the Main Office, as well as the classroom teacher, at least 5 working days prior to the pupils last day in attendance. Please provide the Registrar with a copy of PCS orders.
- (b) Students who complete the school year are promoted annually to the next grade level upon the recommendation of the teacher.
- (c) DoDEA policy dictates that Permanent Change of Station students cannot be promoted to the next grade level prior to a minimum of 20 school days before the last day of school.
- (d) Lost and damaged school property must be paid for prior to final clearance. This includes lost textbooks and/or library books.
- (e) The child's cumulative record file (201), the pupil progress summary form, the clearance check sheet, the report card, the cumulative reading record card, and--as appropriate.



# REPORT CARDS

A written report of the student's progress is issued every nine weeks. Report cards will be given to parents at the end of the first marking period during parent conferences. At the end of the second and third marking periods report cards will be sent home with the students, unless a conference has been scheduled. At the end of the fourth marking period report cards will be sent home with students.



Parents of children in fourth or fifth grade will be given a mid-quarter report when it becomes apparent that their child may receive a "D" or "F" on the report card or when a grade drops more than one letter grade.

## **Evaluation Codes for Report Cards**

Grades for students in grade 1 through grade 3 will use the Early Childhood Progress Report. The developmental codes are explained on the progress report.

Grades 4 and 5 will use - A, B, C, D, F for reading/language arts, mathematics, social studies, science, and health. Separate marking codes, as explained on the progress report, will be used for: music, physical education, Host Nation, art, computers, work habits, social development and sub-topics of the academic subjects.

## **Grades**

The computation of grades is determined system-wide in DoDEA as follows:

<b>Percentage</b>	<b>Mark/Meaning</b>
90-100%	A – Excellent
80-89%	B – Good
70-79%	C – Average
60-69%	D – Poor
59-0%	F – Failure

Behavior is not used as a factor in determination of academic grades. Grades for report cards will be determined by the student's achievement and ability.

## HOMWORK POLICY STATEMENT

Homework is defined as schoolwork assigned to be completed outside the classroom to reinforce classroom instruction. To transfer and extend classroom instruction, and to provide opportunities for creative development. The following statements concern the assignment of homework:

- (1) Homework should be the natural outcome of a child's experience or activities, which aids in developing independent study habits.
- (2) Homework, which helps a child to gain a mastery of materials or skills, should be endorsed.
- (3) Time guidelines - using a maximum of four nights each week, the following are recommended for elementary students:
  - (a) Six and seven year olds - 15 minutes
  - (b) Eight and nine year olds - 30 minutes
  - (c) Ten and eleven year olds - not more than one hour.Please note that long term and special projects may involve work on weekends.
- (4) Teachers should give homework only in the amount they are willing to check, grade, or review and return in a timely manner.
- (5) Homework, which grows from a student's school experiences or personal interests, will be the most productive.
- (6) All homework should be within the ability of the child to accomplish successfully.

## INFORMATION CENTER

The Mark Twain Elementary Information Center has an extensive collection of resources for students and teachers. The collection includes over 8,000 books and over 2,000 AV items such as videos, computer software, AV kits, and CD-Rom programs. The Information Center is fully automated with On-line Computer Public Access Catalogs. A variety of AV equipment centers, video centers, and computer stations with CD-Rom drives are LAN connected and available for student use. Internet connectivity is also available at the computer stations.

Students visit the Information Center on a regular basis for activities planned jointly by the classroom teacher and the Information Specialist. These activities include literature and author features, book shows, and instruction in information and research skills necessary for curriculum units and class assignments. Research centers are set up according to classroom curriculum units. Students are welcome in the Information Center any time and usually visit the Information Center individually or in small groups once a week in addition to each class' scheduled visit.

The Information Center is a hub of learning activity. Parents are welcome to visit the Information Center, see the latest in educational technology, and check out books.



# MARK TWAIN ELEMENTARY SCHOOL GIFTED EDUCATION PROGRAM



The Department of Defense Education Activity and Mark Twain ES provide exemplary educational programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they are able to receive, meet, and often surpass. The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths.

What are some characteristics of gifted learners?

Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. Giftedness is present in children and youth from all cultural groups, across all economic strata, and in all areas of human endeavor.

Characteristics of gifted youngsters most often found in research studies include:

Rapid learning ability	Extensive stores of information
Long attention span	Strong problem-solving abilities
Perfectionism	Wide range of interests
Sensitivity	High degree of energy
Early reader	Preference for older companions
Avid reader	Well-developed sense of humor
Perseverance	Ease with puzzles and mazes
Vivid imagination	Maturity in judgment

## **How do we identify our gifted students?**

The formal identification process in DoDEA schools consists of three steps:

1. Referral: Students are referred for consideration by the Gifted Review Committee either through test scores or through an individual nomination by a parent, teacher, or other professional staff member.
2. Assessment: Information about a student's strengths is gathered from a number of sources which may include observations, tests, grades, and student products.
3. Eligibility: The Gifted Review Committee determines whether a student is eligible, ineligible, or to be monitored

## **What service options are available for eligible students?**

- Regular Classroom with Differentiation of Instruction: The student receives additional challenges within the regular classroom and through supplemental experiences available in the school and the community.
- Regular Classroom (Clustered with Other Gifted Learners) with Differentiation of Instruction: The student is placed in a regular classroom with one or more students identified for gifted services.
- Regular Classroom with Grade Acceleration of Specific Content: The student who has unusual strengths in a particular area receives advanced instruction in the specified area(s) at another grade level.

- Resource Class: The student participates in a supplemental class focused on interdisciplinary curriculum in support of DoDEA content standards or in instruction targeted to a specific academic area and aligned with DoDEA content standards.



- Grade Acceleration: The student is advanced and instructed at the next grade level. The Grade Level Placement Committee at the school is involved in the decision to move a child to another grade level.
- Individualized Services: Options for all identified students may include mentorship's, independent study, individual guidance and counseling, and/or individualized academic challenges.
- Additional Opportunities: Electronic learning, interest groups and clubs, leadership activities, competitions, seminars, study groups, and special events provide additional support for gifted learners beyond the standard instructional program.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,  
He learns to condemn.

If a child lives with hostility,  
He learns to fight.

If a child lives with ridicule,  
He learns to be shy.

If a child lives with shame,  
He learns to feel guilty.

If a child lives with tolerance,  
He learns to be patient.

If a child lives with encouragement,  
He learns with confidence.

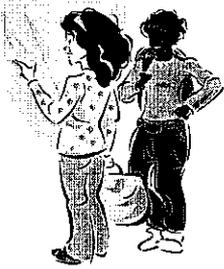
If a child lives with praise,  
He learns to appreciate.

If a child lives with fairness,  
He learns justice.

If a child lives with security,  
He learns to have faith.

If a child lives with approval,

He learns to like himself. If a child lives with acceptance and  
friendship, He learns to find love in the world.



Dorothy Law Nolte