



SY 2008 - 2009

Dear Parents & Students,

The staff of West Point Elementary School welcomes you and your family to West Point, New York. We are a school of approximately 530 students and 70 professional and paraprofessional staff members. WPES is a DYNAMIC school, where the administration and staff provide excellent learning opportunities for students.

The DODEA Community Strategic Plan (CSP) guides West Point Elementary School. We believe and support highest student achievement for all students. We also believe that NO CHILD will be left behind. We promise an excellent educational program for all students.

Special Education, FLES (Spanish for K-3)), Gifted Education, Read 180 and Reading Support are offered at WPES. If a student is in need of special education, an individual educational plan (IEP) will be prescribed with input from the student, parents, and teacher. There is also a Gifted Education (GE) Program, for students whose potential and/or performance are so extraordinary that they require additional instructional support beyond the regular classroom.

The following suggestions will help establish learning rituals for your child:

- Communicate** frequently with your child's teacher.
- Have lunch with your child** at school once a month.
- Ask your child about his/her day at school.**
- Establish a **daily study time at home.**
- Read to your child each day** or have them read to you.
- Provide healthy snacks and meals** to ensure proper nutrition.
- Set a bedtime** that ensures a proper night's rest.
- Dress your child appropriately** for current weather conditions.

Please take time to read this handbook. Policies and procedures that prompt the most frequently asked questions or concerns are included in this booklet. Your comments and concerns regarding the curriculum and/or school operation are welcome. Please contact us at 845-938-2313.

Again, welcome to West Point Elementary School. The entire staff looks forward to working with you in a positive and rewarding school-home community partnership.

Shawne F. Cryderman
Joyce M. Christian
Principal

Assistant Principal

**STUDENT - PARENT HANDBOOK
2008-2009**

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DoDEA Community Strategic Plan

DoDEA Vision:

Communities committed to success for ALL students!

DoDEA 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.

West Point Elementary School

Mission Statement

Through personal responsibility, every student will attain optimal learning.

All students will:

- Participate in instruction matched to developmental, cultural, and individual needs.
- Participate in powerful learning opportunities that integrate technology with challenging standards-based instruction.
- Learn in a safe, secure, and nurturing environment.
- Follow established “Levels of Responsibility” to create a climate of respect and a sense of community within the school and with the military community.

We pledge professional, courteous service and opportunities for involvement of all stakeholders.

WPES School Improvement Goals

Goal 1 – All students will improve reading comprehension across the curriculum.

Interventions:

1. Students will use graphic organizers across the curriculum to improve reading comprehension.
2. Students will use a variety of higher level thinking questions to increase comprehension.

Goal 2 – All students will improve written communication skills across the curriculum.

Interventions:

1. Students will integrate the *6 + 1 Traits of Writing* model into their writing.
2. Students and teachers will use the *6 + 1 Traits of Writing Rubric* to evaluate student writing.



What Does A WPES Student Look Like?

We are proud of the students who come to West Point Elementary School to learn and grow. The children in our WPES community are:

STUDENTS who take responsibility for themselves.....the way they look, talk, and act.

STUDENTS who attend school regularly and bring a note excusing illness (or an emergency) upon returning to school.

STUDENTS who arrive to class on time with appropriate learning materials and are able to exercise good study skills and work habits; and upon completing assignments, quickly find something constructive to do rather than disrupt others.

STUDENTS who choose challenging activities to improve themselves, are not merely concerned with getting a right answer, but creatively think of several solutions to a problem.

STUDENTS who do their homework regularly, hand assignments in on time and correct their own mistakes.

STUDENTS who have good manners....say “please” and “thank you”are friendly courteous, and show respect to everyone at WPES.

STUDENTS who are honest with themselves and respect the property of others.

STUDENTS who follow the basic rules of WPES and help other students follow these rules.

STUDENTS who can pick up their own litter and put it in a trash can (and occasionally pick up after others who may not).

**HEARTS, LIKE DOORS
WILL OPEN WITH EASE, WITH
THREE LITTLE WORDS:
THANK YOU AND PLEASE!**



SCHOOL ACCREDITATION

North Central Association Commission on Accreditation and School Improvement (AdvancED)

Founded in 1895, NCA CASI accredits over 8,500 public and private schools in 19 states, the Navajo Nation, and the Department of Defense Schools. **NCA CASI is an accreditation division of AdvancED.** AdvancED is also the parent organization of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and the National Study of School Evaluation (NSSE).

West Point Elementary School is accredited by AdvancED. In February 2007, an accreditation team visited WPES to validate our School Improvement Plan and to accredit our educational program. We are proud of the findings and subsequent report of the AdvancED visit. A copy of the full report is available upon request from the main office.

ATTENDANCE

Students absent from school should bring a note from home, signed by the parent/guardian, explaining the absence. Excused absences are granted for the following reasons:

- *Illness
- *Family emergency (severe illness, death, local hardship, etc.)
- *Medical necessities that cannot be taken care of during non-school time.

Consistent school attendance and a student's academic growth are strongly interrelated. Although **there is no compulsory attendance required in DDESS** as there is in many state schools, DOD 1342.6-m-1 requires that the Garrison Commander will encourage all educable eligible dependents that have not completed high school to attend either DDESS schools or a regular program of formal instruction in the local school system.

At West Point Elementary School the educational program is organized on a basic assumption that all students will attend school regularly and that they will be punctual. Adherence to the school attendance policy is the responsibility of the sponsor, parents, and students. When students have an extended absence, academic progress is often affected. Therefore, we encourage you to consider the school calendar when planning long vacations or trips.

Each teacher will maintain an accurate record of daily attendance for each student. This includes teachers of special education as well as teachers in regular classrooms. The teacher will maintain attendance records electronically.

Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family, local hardship situations), religious observances, family trips and medical/dental appointments that cannot be arranged during non-school time. All other absences (including suspensions) will be considered unexcused.

Parent Notification of Absences – Knowing where our children are and that they are safe is of utmost importance to both parents and school personnel. At the beginning of each school day teachers take attendance. Within the first half hour of school we know which children are absent that day. If the reason is illness many parents call and make either our nurse or secretary aware of this. We then inform the classroom teacher. However, there are those who do not call us. Some of our students are absent for other reasons that we learn about upon their return with a note from home. Given the fact that each day we have some students absent without knowing the reason, we will call those parents to validate that the children's whereabouts are known and that they are safe. We thank you in advance for working with us to ensure the safety of all of our students. Just give us a call before 0830 when you know your child will be absent. 845-938-2313.

Students are encouraged to make up all work missed during their absence. Failure to do so may result in a lower overall grade on the progress report.

IN ORDER TO RECEIVE GRADES ON A PROGRESS REPORT, A STUDENT MUST HAVE BEEN IN ATTENDANCE AT LEAST 20 SCHOOL DAYS OF THAT QUARTER.

The following will apply to all pre-planned absences:

Assignments and materials given out during the student's absence will be placed in a folder and given to the student upon his/her return by the teacher (s) rather than given to the student to take during the absence. The student will be allowed a number of school days equal to his/her days absent to complete and turn in assignments missed during absence. It is understood that many in class activities (example: science experiments, discussions, lectures, films, demonstrations, tests) are impossible to make up and may result in the lowering of grades. Request forms may be picked up at the school's office and completed requests must be returned to the school office **PRIOR** to the first day of the absence to ensure that assignments/materials and requirements may be determined as noted.

TARDINESS

Students arriving at school after 8:40 a.m. are considered tardy. If you know that your child will be late to school, please make certain that a note is sent explaining the tardiness. He/She should take this note to the main office to sign in before reporting to class. A signed appointment slip from the dentist or doctor may be used in lieu of a note from parents. Parents should come to the office to sign in students; or a signed note is

requested from parents. **Students who are tardy due to government transportation or delayed by a medical appointment are excused.** A tardy student should report to the office for a “Late Slip” before going to his/her classroom.

ARRIVAL OF STUDENTS AT SCHOOL

For safety reasons, students walking or arriving by car to school should not arrive on the school grounds before 8:20. Students arriving before the designated time may be sent home. Doors open for students at 8:30. The instructional day begins at 8:35 and ends at 2:40.

BEHAVIOR EXPECTATIONS

Management of student behavior is a responsibility shared by students, parents, the school, and the community, and consists principally of teaching and reinforcing positive student attitudes and behaviors. We expect students to come to school ready to learn. If a child’s behavior inhibits his/her learning or the learning of others, we expect parents to become involved in a solution. Dependents are responsible for their own behavior and conduct, and sponsors are held accountable as well. Students are expected to maintain standards of behavior that will bring credit to themselves, and their families as well as show recognition and consideration for the rights of all WPES community members. No acts of violence or dangerous acts to self or others are permitted. Students are expected to obey all adults in the school environment.

Discipline is handled first by the classroom teacher, specialist or paraprofessional. All staff members are responsible for correcting students in an appropriate manner and as the situation dictates. The administration will meet with students to review and emphasize appropriate behavior guidelines and the disciplinary consequences of inappropriate behavior. Proper supervision by classroom teachers, specialists, or paraprofessional aides is essential to the development and maintenance of appropriate behavior management standards.

Classroom teachers are expected to resolve the majority of behavior problems in the classroom. Procedures to resolve problems may include but are not limited to:

Teacher counsels students.

Teacher notifies parents of misconduct.

Teacher discusses problem with the counselor, administration, or School Support Team.

Teacher meets with parent and student for a conference.

Teacher seeks administrative assistance.

For repeated offenses or more serious infractions, the student is referred to the administration. Infractions are categorized as minor and major and consequences follow a rubric established by the school administration. These consequences range from a verbal warning, parent conference, counseling programs, lunch retention, work detail, and other behavior modification techniques that are within the experience of the teacher, to in-school suspension, out of school suspension, and in extreme cases expulsion. The above mentioned behavior modification techniques must be exhausted prior to resorting

to consequences that remove a child from the school, except when a child poses an immediate threat to his or her safety or the safety of others in the school.

At West Point Elementary School respect for the learning process is taught and monitored through the following rules and self monitoring rubric. We feel the rules encompass all behaviors:

- 1. TRY YOUR BEST**
- 2. BE CARING**
- 3. BE RESPONSIBLE**



Those rules are accompanied by a rubric with the **LEVELS OF RESPONSIBILITY** outlined for the students.

LEVELS OF RESPONSIBILITY

LEVEL 4

I am doing my work and helping others.

LEVEL 3

I am doing my work with no reminders from the teacher.

LEVEL 2

I am trying but still need help or reminders to do my work.

LEVEL 1

I am not doing my work. I am hurting or bothering someone.

The rules and rubric are used by all staff. No matter if in the regular classroom or in special area classes the expectations remain the same for all students. Most of our students have no difficulty adhering to the rules and checking their behavior against the rubric as they work throughout the day. However, in those cases where a student's behavior inhibits his/her own learning as well as the learning of others and cannot be brought into check by a reminder from the teacher, then an administrator visits with the child. First visits are generally a brief counseling and encouragement to return to class and the task at hand. Second visits require that parents are called and encouraged to work with us in supporting their child through the difficulty. In some cases after the second visit with an administrator our counseling staff may be invited to lend a hand in supporting the student.

ITEMS BROUGHT TO SCHOOL

Toys are only allowed for teacher/parent approved "Show and Tell", special performances or other school related activities. **Toys resembling weapons are strictly prohibited.** Please do not allow your child to bring large amounts of money or expensive jewelry to school.

CHEWING GUM

Chewing gum is NOT PERMITTED at West Point Elementary School.

WEARING HATS/HEADGEAR

Wearing hats, hoods, bandanas, scarves, caps, or headgear in the building is NOT PERMITTED at West Point Elementary School. This applies to both boys and girls.

PETS

No pets are allowed at WPES for health and safety reasons. This includes walking a dog when dropping off or picking up students.

PORTABLE PLAYERS/RADIOS/TAPE DECKS/CELL PHONES

Walkman, tape decks, MP3/CD players, radios, laser pens, cell phones and electronic games are NOT PERMITTED at West Point Elementary School.

BEHAVIOR: SUSPENSION AND EXPULSION—DODEA POLICY

A student may be suspended or expelled from school, if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Caused or attempted to cause, damage to school, government, vendor, or private property.
3. Stolen or attempted to steal and /or knowingly received stolen school, government, vendor, or private property.
4. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff and chew packets.
5. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
7. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
8. Conduct, including fighting, that endangers the well being of others.
9. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
10. Possession or control of a beeper or similar portable communications device unless authorized by the principal. Beepers or similar communications devices are subject to confiscation by school authorities.
11. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin,

- personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
12. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
 13. Forgery, cheating, or plagiarism.
 14. Use or possession of fireworks.
 15. Violation of attendance regulations.
 16. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
 17. Violation of any law, regulation of the military installation or school, or policy of the Department of Defense school system.
 18. Complicity in the violation of any rule described above.

BICYCLES

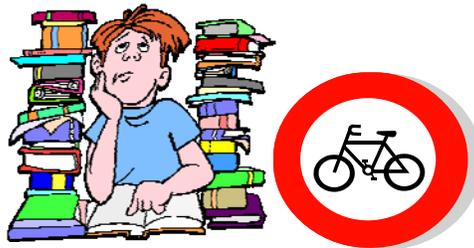
Students may NOT ride bicycles to and from West Point Elementary School. This was determined based on the heavy traffic on Barry Road at arrival and dismissal times. Size of our elementary age students was also a key factor in this decision.

NO SKATEBOARDS, SCOOTERS, ROLLER-BLADES, ROLLER SKATES, OR HEELIES are allowed at school.

BOOKS

Books are provided on a loan basis. Students are responsible for books issued to them. Parents are encouraged to help expand the life of the books by placing book covers on the books and helping students understand the proper care of books.

Parents are ultimately responsible to pay for lost and/or severely damaged textbooks. Payment may be made by money order, which is kept by the office until the end of the year. If the lost textbook is not found, the money order is forwarded to the District Accounting and Finance Office. Lost or damaged library book are to be paid for as well.



BUS TRANSPORTATION

School bus transportation is provided for WPES students based on housing. When parents register for school and give their address, the registrar will be able to tell them if a bus is provided. Bus transportation is provided to and from school only. There is no bus transportation following after school activities. Transportation from those activities is the responsibility of the parents. Bus FAQ:

1. Can my child go home on the bus with her friend? NO.
2. Can my child ride the bus to his/her scout leader's house for the meeting? NO.

THE ONLY EXCEPTION IS FOR CHILDCARE NEEDS. Sometimes due to sponsor TDY or extended absence, a child who normally does not ride a bus will be given permission in order to get to the childcare provider during their parent's absence. This we grant on a case by case basis.

Our Bus Transportation Coordinator is Mrs. Eileen Ellingsen. Her office is located in the West Point Middle School. Any questions regarding our bus system should be directed to her at 84-938-3506.

BUS SAFETY GUIDELINES

This policy was designed to make students and bus drivers aware of their responsibilities in maintaining school bus safety. The West Point School District considers each and every bus to be an extension of the school itself. It is with an educationally sound philosophy of transportation and the goal of safety that this policy is written. **DRIVERS HAVE BEEN ALERTED TO REPORT ANY VIOLATIONS.**

STUDENT RESPONSIBILITIES:

1. Be at your correct pick-up location on time. **STAND AWAY FROM CURBS.** Students are NOT to cross the road to go to other Stony Lonesome courts, they must get on and off at their appropriate stop.
2. Wait for bus to come to a full **STOP** before approaching.
3. Go directly to your seat once you board the bus, sit down, and stay seated until you arrive at school.
4. Develop a sense of responsibility for your actions.
5. Cooperate with the bus driver/monitor at all times.
6. Follow directions without undue delay and in a cooperative manner.
7. Talk in a normal tone without distracting the driver. **REMEMBER** that the driver **MUST** listen for noises outside the bus.
8. Communicate with others in a responsible, honest and non-threatening manner without abusive language or physical violence.
9. Respect other students' property and personal space by not exhibiting any unacceptable physical contact, vandalism, theft, hitting, pushing, etc.
10. Move away from the bus once you get off.
11. Report any damage in the vehicle immediately to the driver.
12. Collect all belongings before departing.

CAUTION TO STUDENTS WHILE ON THE BUS

1. Do not extend any part of your body out of an open window.
2. Do not yell out of the window.
3. Do not eat or drink on the bus.
4. Do not vandalize.
5. Respect others property and personal space – no hitting, pushing, pulling hair, public display of affection, etc.
6. do not touch emergency doors, windows, and equipment unless absolutely necessary.
7. Avoid talking to the bus driver while he is driving unless absolutely necessary.
8. Do not stand or move around on the bus while it is in motion.



BUS TRANSPORTATION PARENT RESPONSIBILITIES

1. Establish a set time to have your child leave home each morning for pick up.
2. Allow for delays in inclement weather.
3. Stress to your child the importance of the following:
 - A. Remaining seated on the bus
 - B. Remaining reasonably quiet
4. Be responsible for the willful misconduct of your children.
5. Communicate with the school personnel and student in a responsible and non-threatening manner, without abusive language or physical violence.
6. Be responsible for your child's understanding and exercise of self-discipline and independence.
7. Familiarize your child with all rules and regulations of safe school bus riding.

CHAIN OF COMMAND PROCEDURES FOR ADDRESSING SCHOOL CONCERNS

As partners in the education of students in our school community, a major part of our mission is to involve all parents in their child's learning. We expect all parents to volunteer in the

classroom, participate in school wide activities, serve as members of our School Improvement Committees, establish daily study times (even when there is no homework), and help children with task commitment, new skills, and projects. We realize parents' time is limited by a myriad of responsibilities and activities; however, research demonstrates that students who have the greatest school success are children whose parents are actively involved in their education.

As in all partnerships, we realize that miscommunication, confusion, questions, concerns, and even discontent may occur. If you experience such a problem, it is requested that you please utilize the following chain of command procedures to resolve the problem:

STEP 1 – MEET WITH THE TEACHER.

Meet with your child's teacher to resolve the problem. Sometimes a phone call will suffice, but with serious concerns we find that personal meetings tend to minimize miscommunication. Allow a reasonable length of time for resolution following your conference. Request feedback and a follow-up conference in two weeks to review progress.

STEP 2 – MEET WITH AN ADMINISTRATOR

If, after a reasonable length of time and a follow-up conference, you feel the problem has not been resolved, request that the teacher establish a meeting to include parent, teacher, and his/her supervisor for mediation of the problem. During the meeting with the supervisor, teacher, and parent, the problem will be identified, a plan of action will be established, and follow-up procedures will be clarified. We will make every attempt to resolve all problems, focusing on the child and his/her social, emotional, and academic growth. If a class change is requested due to unresolved issues, we request that the above steps have been completed prior to that request. In the event this occurs, we ask that this decision be considered very carefully to ensure optimum social and emotional stability. An administrative decision will be made within three days of the written request (if all of the above policy procedures have been followed). You and the teacher will be notified of that decision.

STEP 3 – DISTRICT SUPERINTENDENT'S OFFICE

At WPES, we take great pride in our reputation as child advocates and in establishing an atmosphere in which children not only receive quality education but also feel safe. We strive to establish a climate of high expectations (both academically and behaviorally), and we honor each other for our uniqueness and diversity. We request your support and cooperation as we establish a partnership in your child's education, ensuring that we are working together to provide students with the skills and opportunities to meet the challenges of the future.

STEP 4 – DDESS HEADQUARTERS IN PEACHTREE CITY, GEORGIA

STEP 5 – DODEA HEADQUARTERS IN ARLINGTON, VIRGINIA



CHANGE OF ADDRESS OR, PHONE NUMBER AND TOUR EXTENSIONS

Current home address, phone numbers, and an emergency contact name and phone numbers are required. This vital information will be shared with the nurse, teachers, and school officials. Please call the Registrar at 845-938-2313 or send in a “change of data” letter when any of this information changes or is no longer valid.

CHILD ABUSE AND NEGLECT

Every DDESS employee is required by DS Regulation 2050.2 to report any suspected cases of child abuse or neglect. Family Advocacy/Social Work Services will be contacted to direct the investigations.

CHILD FIND

The NY/VA DDESS District is responsible for the assessment, identification, and education of children, ages 3-21 inclusive, who are classified as educationally disabled under the *Individuals with Disabilities Education Act (I.D.E.A. 1991)*. To meet this requirement, a school-based team of specialists is available to review referrals, determine the need for evaluation and provide special education and related services. Service delivery models include: pull out programs, co-teaching, consultation, monitoring and home bound instruction. While every effort is made to educate the children in their regular classrooms, some placements are separate from regular classrooms. These separate placements are determined to be least restrictive in that a child is given an opportunity to participate in an educational program appropriate to his/her individual instructional level. All pull-out is based on specific criteria.

The purpose of Child Find is to identify children and young adults in the community, age 3-21, who may have a disabling condition – physical, intellectual, or emotional. Referrals can be made to the school office or the Student Support Team (SST). The mission of DDESS Child find is to be responsible for locating, identifying, and with the consent of parents, assessing and evaluating all children with suspect disabilities who are entitled to receive special education and related services.



CLOSING AND DELAY OF SCHOOL

On days the West Point Elementary School will be closed due to inclement weather, the news media will make appropriate announcements. Sources include:

RADIO STATIONS: WHUD at 100.7 FM WSPK at 104.7 FM
WPDH at 101.5 FM WBNR at 1260 AM
WGNY at 1220 AM or 103.1 FM
WLNA at 1420 AM

TV CHANNEL: POST COMMAND TELEVISION CABLE CHANNEL 23

SPECIAL TELEPHONE NUMBER : 938-7000

Please **DO NOT** call the school. The decision to close the West Point Elementary School is made by WPS Administration and is independent of other school districts, i.e., Highland Falls. School authorities in the surrounding communities may or may not close their schools. On days when weather is inclement, parents are urged to ensure that school will be in session prior to dropping their children off at school.

West Point children who attend off-post schools will follow the Highland Falls/Fort Montgomery District schedule when on a delay or closing. This information is provided to the post TV Cable Channel 23.

During the first week of school you will be asked to complete an **Emergency Release Plan** for the occasional times when there will be an early school closing. This plan enables the school to know exactly what you want us to do in such an event. We ask that you discuss this emergency plan with your child so that he/she is familiar and comfortable with the provisions you have made.

If school is dismissed early, you will receive notification via the means listed above as well as:

TELEPHONE: All USMA Major Activity Directors (MADS) are notified via telephone by the District Superintendent's Office. Each activity is asked to disseminate the early release message throughout their department.

EMAIL: DCFA sends out notification on USMA's global email system.

BUSES WILL RUN THEIR REGULAR ROUTES AT THIS EARLIER DISMISSAL TIME. CDC and Youth Services will be notified and will accept those children early who are scheduled to arrive there after school.

CLUBS/EXTRA-CURRICULAR ACTIVITIES

Students may sign up for after school club activities that begin at 1445 and last approximately one hour. Parental permission is required. There are no activity buses. Parents must arrange transportation or pick-up if their child attend an after school activity. Notification of these activities will be published in the BULLDOG BLAST.

CONFERENCES

Time is set aside for teachers to confer with parents in order to create the best learning environment for children. If you have a question or are concerned about your child's progress, you may contact the teacher directly with a note via your child. All conferences require pre-arranged appointment times.

School wide conferences are scheduled at the end of the first and third quarters. Teachers or administrators may request additional conferences. Parents may also request a conference with school personnel.

CORPORAL PUNISHMENT

The portion of the *Administrator's Guide* pertaining to student behavior lists the definition of corporal punishment as follows:

“Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense of behavior, or the use of physical force in an attempt to modify behavior, thoughts, or attitudes of a student. Corporal punishment is not practiced or condoned in DDESS. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.”

Children with serious behavioral problems should be referred to the administration. (See Behavior and Discipline)

DE-REGISTRATION (MOVING TO ANOTHER SCHOOL)

If your child is leaving our school, it is necessary for you to stop by the main office and notify us at least **10 duty days** before the child's last day at school. There are several necessary forms to be completed. The office staff will appreciate as much advance notification as possible. We suggest that sponsors hand-carry the child's school records to the new school. Final school clearance requires that students return all books and pay all school and cafeteria fees before departure. Normally, students departing within 20 days prior to the end of the last semester may be promoted to the next grade level.

DRESS

Apparel for school should be neat, clean, and appropriate for a school situation. Tattered or unkempt clothing or clothing with logos that promote items not permitted in school or at any school function should not be worn. Students will be advised of any special clothing needs related to physical education at the beginning of the school year.

Each year we give away many fine articles of clothing which are unclaimed from our lost and found collection. Parents are urged to see that their children's names are placed in hats, coats, gloves, sweaters, and other articles of clothing. This helps to avoid confusion and aids in identifying lost clothing.

Please dress small children so that they can put on and remove their own outdoor clothing. It is helpful if there are large loops on coats and sweaters to make hanging them up easier.

In as much as children in preschool to Grade 4 go outside at recess and/or lunch, parents are asked to ensure that their children are adequately dressed for outdoor play when they leave for school. During inclement weather, children should be dressed in suitable clothing.

For safety reasons, we kindly request that children not wear flip flops or open toed shoes to school.

DRESS CODE FOR PHYSICAL EDUCATION CLASS

In our Physical Education program, the children will participate in a variety of activities. We ask that your child wear tennis shoes (no black soles – these leave marks on our new gym floor) and comfortable clothes that allow for movement on their PE day. **With the new types of sneakers, we are requiring that they have backs on their shoes for their safety, in addition, no heelys and no platform sneakers.** Please check in the Bulldog Blast weekly to know what day your child is scheduled for PE. If you choose, have your child keep an extra pair of tennis shoes/sneakers at school. If your child needs to be excused from PE, please send in a note from you or from a doctor if it is going to be long term. Unless your child has a note, we will ask them to participate to the best of their ability that day.



EMERGENCY EVACUATION PROCEDURES

Students will be informed of emergency evacuation procedures during the first week of school. One fire drill per week will be held in September and one per month for the remainder of the school year. Emergency evacuation drills are practiced at least twice annually. In the event of an emergency evacuation, the following procedures will apply:

- An alarm or announcement will be heard throughout the school.
- Students will be escorted out of the building to a pre-designated location away from the building until it is determined that the school building is safe to re-enter. It is important that students remain calm and absolutely silent while exiting the school.
- If it appears that there is, indeed, an emergency, students will be escorted/or per need transported to the designated place of safety as outlined in the School Safety/Security Plan in coordination with the USMA Safety/Security Plan. Parents will be given directions for picking up their children via USMA Cable Television Channel 23 and other emergency communication protocols as outlined in the Safety/Security Plans.

EXCEPTIONAL FAMILY MEMBER PROGRAM

The Exceptional Family Member Program (EFMP) is an Army program, which provides Headquarters, Department of the Army Assignment Managers, pertinent information about the special needs of family members who have physical, emotional, developmental or intellectual disorders. This enables Assignment Managers to consider the availability of treatment and/or educational facilities in the projected assignment location of the service member. The school or Army Community Service (ACS) can advise on EFMP enrollment procedures.

Army Community Service (ACS) provides support to assignment authorities in reassigning service members who have exceptional family members. ACS also provides service members with information and assistance needed to involve EFMP in specialized programs and services to meet their needs. ACS can provide information on referral and placement, respite care, and other activities. The school point of contact for information is the principal, or our counselors, Mrs. Linda Kerin and Mrs. Meg Geller. They can be reached at 845-938-2313.



HEALTH SERVICES (WELLNESS)

A wellness program has been established to assist in maintaining a healthy and productive student body, staff, and faculty. It is part of the overall educational program. The wellness program objectives include:

- Maintain a healthy and productive student body, staff and faculty
- Prevent outbreaks of communicable/contagious diseases, including the common cold
- Practice constant surveillance for health and safety hazards.
- Provide health orientation and guidance for students, school personnel, and the community.

BASIC GUIDELINES FOR PARENTS

DO NOT SEND CHILDREN TO SCHOOL WHEN THEY ARE SICK. To send children to school when they are ill is not fair to the child, fellow classmates, or school personnel. A good general rule to follow is that if the child's temperature is 100 F or above, that child should not attend school until the temperature has been normal (98.6 F or 37 C) for a 24 hour period. When a cold is developing (watery eyes, sneezing, sore throat, etc.) please keep the child home and in bed for at least 24 hours as this is the contagious time of the illness.

If your child is sick or will not attend school, please call the school office at 938-2313/2069 to inform the secretary or school nurse of the absence.

We have a registered nurse on duty at school to assist with our health program and to provide emergency health care. Children who are healthy enough to attend school will be expected to go out to recess with their classes; no alternative means of supervision is available. Children who, because of illness or injury, cannot participate in physical education class must provide a statement so stating from the attending physician.

Children who may be involved in limited participation will do so within the teacher's discretion based upon information available.

If a child requires medication during the school day, the medication must be in a prescribed, labeled container from the pharmacy along with written doctor's orders and parental consent form provided by the school nurse. The medication must be brought to the school nurse by parent or guardian, properly labeled with the child's name, correct dosage, name of medication and the time the medication is to be administered. The school nurse administers the medication.

If a child needs to take medication during a study trip, the medication must be in a prescription bottle containing only the amount of medication required during the study trip. Before administering any medication, the label on the prescription bottle is to be read noting the name of the child, medication, how administered (i.e., by mouth, inhaler, etc.). The supervising teacher on the study trip will administer the medication if the parent is not present.

HEALTH AND WELLNESS (CONTINUED)

The school also conducts a preventive health program involving screening as well as classroom instruction. This includes hearing, dental, and vision screening. Your child's immunization record is required at the time of registration.

When a child must be absent from school, **it is necessary that the parent send in a note to the child's teacher upon the child's return** indicating the dates and reason for the absence. If the absence is due to a communicable disease or illness of more than (5) days, the child must bring a medical certificate permitting return to school.

In the event that a child sustains an injury or becomes ill during the school day, the child's parent will be notified and asked to pick up the child. Children will not be released to anyone other than a parent or a parent authorized individual. If the parent cannot be contacted and the illness or injury appears to require immediate care, emergency procedures will be used to provide the school with the telephone number and name of neighbor or colleague (**EMERGENCY CONTACT**) who may be called for assistance in the event that the parent cannot be reached. Please do not list the sponsor's duty phone for this purpose as the school will automatically call that number. The number of a third party (**EMERGENCY CONTACT**) is needed in the event both parents are unavailable.

MEDICAL APPOINTMENTS

When possible, medical appointments should be scheduled for non-school hours. When a child must be taken from school for an appointment, a note informing the school of this appointment, must be sent to the child's teacher. Students in grades preschool through Grade 4 will only be released to the parent, guardian, or parent authorized individual.

IMMUNIZATIONS REQUIRED

Immunizations against the following diseases are mandatory for registration in DDESS schools:

- Diphtheria/Tetanus/Pertusis
- Hepatitis A
- Hepatitis B
- Haemophilus Influenzae type B
- Measles/Mumps/Rubella
- Polio Vaccine
- Varicella or provide a reliable history of having had Chicken Pox

A current and updated immunization record is required at the time of registration. The school does not administer immunizations. This is a responsibility of the parents.

Parents please inform the nurse of any chronic or acute health problems to include: allergies, seizures, diabetes, heart condition, orthopedic problems, ringworm, strep throat, or any other conditions, which may require special care.

HOMEWORK

Research indicates that homework significantly increases the rate of maintaining learning. It is DDESS policy that homework will be assigned on a regular basis in accordance with the needs and abilities of the individual students and in support of the instructional objectives of the particular curricular area.

Homework is defined as school work assigned to be completed outside the classroom to reinforce, transfer, and be a purposeful extension of instruction, as well as to provide opportunities for creative development. The following time guidelines are recommended for elementary school students using a maximum of four nights a week:

- 6 and 7 year olds – 15 to 20 minutes
- 8 to 9 year olds – 30 to 40 minutes
- 10 to 12 year olds – no more than one hour

All students should read or be read to every night for 15 to 30 minutes.

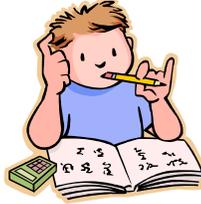
Parents are encouraged to get involved by:

- Providing a homework notebook
- Checking the homework notebook each day
- Setting aside a quiet time (turn off the TV and eliminate distractions)
- Checking that homework is complete, accurate, and neat
- Discussing any concerns regarding homework with the teacher

Teachers will:

- Develop a policy to ensure that the amount of homework does not place an unreasonable burden on the students or family.
- Inform parents and students of the impact homework has on the student's grades.
- Provide clear and concise directions for completion of homework assignments.
- Correct and return homework assignments to the students in a timely manner.

- Maintain a written record of the students' progress utilizing homework examples.
- Discuss student achievement with parents in a timely manner.



HOME SCHOOLED STUDENTS

Parents who are eligible to enroll their dependents in DDESS schools, but elect to home school their children may want to consider a part-time enrollment. This option permits children to participate in special selected classes (FLES, Music, Art, PE, Computer Lab), study trips, and extra curricular activities. Home schooled students in grades three through eight are permitted to take the standardized tests (*TerraNova*) which DDESS administers in the spring.

INFORMATION CENTER (LIBRARY)

The purpose of the Information Center is to support the entire school curriculum and to reflect the philosophy, goals, and objectives of West Point Elementary School. The Information Center supports the curriculum by providing physical access to information, as well as providing students opportunities to expand their world by using various information, media, and technology resources. All students, parents, and faculty have access to the Information Center. Students may go to the Information Center alone or in small groups; or teachers may arrange to bring their classes for special research projects. Library books may be checked out for length of times set by age and purpose. Overdue notices are sent home as required. Students are responsible for and parents must pay for damaged or lost books.

INTERNET RIGHTS AND RESPONSIBILITIES FOR STAFF AND VOLUNTEERS

Staff and volunteers are required to have training and an understanding of Internet usage and responsibility before utilizing the Internet. Use of the Internet is a privilege not a right; visiting inappropriate sites, or downloading inappropriate files will result in the cancellation of that privilege. Federal regulation mandates that you protect and conserve government property and not use such property for other than authorized purposes. The Internet at WPES is government property.



INTERNET RIGHTS AND RESPONSIBILITIES FOR STUDENTS

The following DDESS Internet Guidelines pertaining to WPES will be followed: In accordance with DoDEA Administrative Instruction 600.1 “Computer Access and Internet Policy” requires that parents of students in grades K-12 are required to sign the Student Network Use Agreement whenever a student registers for school. The agreement covers the use of the school LAN, Internet, and electronic mail. The signed agreements are maintained at the school. The policy will be sent home during the first week of school. Whenever accessing the Internet, students at WPES using the Internet will be under the supervision of an Internet trained teacher/Information Specialist. Permission for students to print Internet information is determined by the Information Specialist or supervising adult.

LEAVING SCHOOL

Parents/sponsors are requested to “sign out” their child when picking him/her up from school. Older siblings are not authorized to sign students out. The teacher must be notified **IN WRITING** if your child:

- Is to be dismissed from school early
- Is to go home with someone other than the parent
- Will deviate from normal transportation to/from school

If a parent or older sibling meets/or picks up a child after school, please ensure they know that the designated “waiting” or pick up area is just outside the WPES Kindergarten Wing entrance.

PLEASE DO NOT CALL (unless it is an emergency: SEND NOTES. This is for your child’s protection and safety.

LOST AND FOUND

If your child has lost any item at school, check with the school’s “Lost and Found” in the Main Office and Cafeteria. Some items in “Lost and Found” include lunch boxes, jackets, coats, mittens, scarves, and other personal items. Items of value (watches, jewelry, money, etc.) will be kept in the Main Office. At the end of the school year, items not claimed, will be donated to an approved charitable organization.

Parents are encouraged to mark their children’s clothing and belongings. Many times lost articles can be returned to the owner if they are clearly and properly labeled. This is particularly true of lunch boxes.

LUNCH AND CAFETERIA SERVICES

Effective January 1999, West Point Elementary School became a participant in the National School Lunch Program and is subsidized by both the State and Federal Governments. The objective of this program is to provide the students with a well balanced, nutritious lunch with selections from the major food groups including fluid milk.

Lunch is served in our Cafeteria/Multi-Purpose Room, and daily schedules have been set to allow students sufficient time to eat. Children may also bring lunch from home and purchase a'la carte items (milk, fresh fruit, and snacks) to supplement their nutritional requirements.

LUNCH AND CAFETERIA SERVICES (CONTINUED)

For your convenience, we offer a prepay system for both lunch and a'la carte milk. (Prices are listed below.). You may prepay in advance for the amount of days you wish to purchase lunch or milk. Separate rosters will be kept for school lunches (which include milk) and a'la carte lunch milks (for those who bring their lunch from home). Student purchases are recorded daily on the lunch roster, and you will be notified when the balance is low. **Lunch payments should be place in an envelope with your child's name and teacher listed on the front as well as the amount of lunches and/or a'la carte milks you wish to purchase. Any checks or cash received with inadequate or no instructions will be returned. Please make checks payable to West Point Lunch Fund.**

At the time of PCSing, refunds will be issued upon written request for the remaining money in your child's account.

<u>Item</u>	<u>Cost</u>
Lunch: includes two entrée' choices Side dishes and Milk	\$1.75 per day (regular cost) \$.25 per day (reduced lunch cost)
A'la carte Milk	\$.40

Daily A'la carte Snacks (CASH ONLY)

All bag snacks	\$.75
Ice Cream	\$1.00
Cookies/Pretzel	\$.75
Bottled Water or Juice	\$1.00

It is presumed that most children will be eating lunch in the Cafeteria/Multi-Purpose Room. Should a parent desire that a child come home for lunch, a written notice of intent should be sent to the principal. Appropriate arrangements may be made with the principal.

Parents are welcome to join their child/children for lunch. If buying a lunch from our school lunch program it is requested that you send a note with your child to give to

his/her teacher. This informs the teacher and cafeteria staff of your visit and ensures that enough food is provided not only for our students but their guests as well.

LUNCHROOM AND LUNCH RECESS BEHAVIOR

Our three school rules and behavior rubric are the key tools in management of behavior during lunch and lunch recess. Due to the large group of children in the cafeteria or on the playground during our lunch times, inappropriate choices can be made by our students. Our Lunch Monitors carefully safeguard our students providing supervision, guidance and behavior intervention. When the need arises children are sent to visit with the Principal or Assistant Principal.

SCHOOL NEWSLETTER

The school's parent newsletter, BULLDOG BLAST, is published every week and is normally distributed via your child on the last day of the week. Please read this bulletin for information about special activities and events. The BULLDOG BLAST can also be viewed on the school's website:

http://www.am.dodea.edu/NY_VA/westpoint/elementary/Index.htm

PARENT INVOLVEMENT

Research demonstrates that parent involvement is essential to student success. Although you cannot become involved in all committees and support organizations in the school, we expect some parent participation in the following activities:

- Have lunch at school with your child
- Volunteer in your child's classroom
- Establish a daily study time at home (even when there is no homework)
- Keep informed of school events and activities by reading the school newsletter
- Communicate frequently with your child's teacher
- Prepare for and participate in parent-teacher conferences
- Ensure your child has breakfast and comes to school prepared to participate

PARENT TEACHER ORGANIZATION (PTO)

West Point Elementary School has a very active Parent Teacher Organization. Throughout the year we plan a variety of educational and enrichment activities that benefit students and their families (Book Fair, Story Tellers, Special Assembly Programs, Teacher Recognition Week, General Membership Meetings). Every family is encouraged to become a member of the PTO as a way of demonstrating to our children that we are working in partnership with our educators to provide the quality education to which they are entitled.



PARKING

Student safety is a primary concern as students arrive at school in the morning and depart in the afternoon. Parking for WPES visitors is located in the large parking lot on your right as you enter Barry Road. A “Kiss and Drop” zone is located at the exit of this parking lot on your right. Cars are not to enter the “Kiss and Drop” until the parent sees the child approaching on the sidewalk. When dropping off pull up to the end of the lot and allow the child to exit on the sidewalk side of the vehicle.

Further up Barry Road is a parking lot on your left that is designated for the Superintendent and School Administrators. In that lot are three 15 minute parking slots for a “quick” visit to the school.

There are “Handicap ONLY” spaces in the Bus Loop. There is to be NO coming and going traffic in this area during arrival and dismissal of West Point Schools.

PARTIES

- Class parties are held at the teacher’s discretion, usually around Halloween, Winter Break, Valentine’s Day, Spring Break, and the End of the Year. Parents are encouraged to participate in these activities. Parents may be asked to help make these parties possible by contributing food, drinks and other items. If you do not wish for your child to participate, please make arrangements with the teacher. Class birthday parties should not disrupt the educational program. We request that presents, clowns, balloons, and games **NOT** be part of the school celebration.

PICKING UP STUDENTS AFTER SCHOOL

Parents are not permitted to drive cars in the bus loading area during arrival or dismissal of students. When picking up children, park in designated areas **ONLY**.

- Double parking is illegal and cars may be ticketed
- A note is required if bus riders are to be picked up by the parent/guardian; without a note the bus rider will be directed to ride the bus.
- Parents are required to sign children out in the office when picking them up during the school day
- If older siblings or a designated adult will be picking up children, ensure they know to meet the children at the “pick up zone” at the entrance to the WPES Kindergarten Wing

PLAYGROUND RULES

Please review the following with your children:

- Students must go directly from the cafeteria to the playground and remain there. Playing in the corridors, around the buildings or on the path leading to the playground area is prohibited.
- Body contact activities and/or games are prohibited. This includes: tackle football, wrestling, karate, or any other martial arts activities.
- NOTHING should be thrown in the air at another person (whether aimed or not). This includes rocks, stones, mulch, sticks, etc.

PLAYGROUND EQUIPMENT

Swings:

- No standing on swing seats
- Play far enough away to avoid being hit by a swing
- No jumping out of seats while swinging
- Only one person may be in a swing at a time

Slide:

- Go down one person at a time – wait your turn
- Do not go down head first
- Do not walk up the slide
- Do not attempt to catch others sliding down
- Do not grab another student's foot and pull them down the slide

PLAYGROUND DISCIPLINE PROCEDURES

Lunch Monitors will handle all minor playground offenses under the framework of WPES School Rules and Rubric. Students will be counseled and when a situation warrants further intervention the student/students will be sent to a school administrator. The parents may be notified either by telephone call or a student conduct report from the administrator should it be necessary. Lunch detention is the usual consequence. After lunch detention, the student's "slate is wiped clean" and the hierarchy begins again.

Major offenses requiring immediate attention by an administrator and notification of parents:

- Throwing rocks, mulch, sticks, etc.
- Fighting
- Profanity and use of inappropriate language
- Kicking, biting, punching, slapping
- Endangering others as well as self

Consequences for Major Offenses:

- First offense; no recess for one day
- Second offense; increase recess detention for 3 days
- Third offense, parents/teachers/student/administrator conference arranged as soon as possible

POWER OF ATTORNEY

In the case of both parents being out of the country, it is necessary to obtain a special Power of Attorney to be used in case of emergency. Also, it is important to inform the teacher and school office of the name, address, and telephone number of the person taking care of the child. In addition, it is necessary to notify the school nurse, so the nurse will know whom to notify in case of an emergency.

PROGRESS REPORTS AND MARKING CODES

The reporting system is divided into four quarters, Progress reports are sent home at the end of each quarter. Parent conferences will be scheduled at the end of the first quarter. If necessary, parent conferences will be scheduled at the end of the second and third quarter marking periods. Teachers keep individual grades/ records in a grade book and/or maintain student work portfolios.

For Kindergarten through Third Grade:

Student performance is marked by the following codes:

- E – indicates that the student is exceeding grade level expectations
- M – indicates that the student is meeting grade level expectations
- S – indicates that the student is making steady progress toward grade level expectations
- L – indicates that the student is making limited progress toward grade level expectations

The following Learning Skills:

- Accepts responsibility for behavior
- Takes initiative
- Participates in activities
- Is prepared for class
- Respects the rights of others
- Uses time effectively
- Works cooperatively

Are rated as follows:

- A rating of “1” means this skill is consistently observed
- A rating of “2” means this skill is occasionally observed
- A rating of “3” means this skill is infrequently observed

A Parent/Teacher conference is scheduled at the end of the first quarter enabling the teacher to share the student’s work and discuss the progress report. For second through fourth quarters a narrative comment is added to the progress report to explain marks given. Parents may request a conference with the teacher if they have any questions or concerns regarding their child’s progress or performance at any time.

For Grade Four:

Student progress is marked by the following codes:

Student Achievement:

- A – 90 to 100 %
- B – 80 to 89%
- C – 70 to 79%
- D – 60 to 69%
- F – Below 60%

The following Learning Skills are assessed:

- Accepts responsibility for behavior
- Takes initiative
- Participates in activities
- Is prepared for class
- Respects the rights of others
- Uses time effectively
- Works cooperatively
- Does assigned homework

SCHOOL IMPROVEMENT PLAN (SIP)

West Point Elementary School is accredited through the *North Central Association Commission on Accreditation and School Improvement (NCA-CASI)*, which recently changed its name to *AdvancED*. In early 2007 WPES underwent an accreditation review and received full accreditation. Part of the on going School Improvement efforts under our accrediting agency is to have a School Improvement Plan that is unique to the school and addresses specific needs to ensure the educational success of all of our students.

We began our school improvement plan school year 2006-2007 by reviewing all the collected data and identifying a school wide goal. The goal we began implementing and will continue to work on is:

All students will improve reading comprehension across the curriculum.

We created two interventions to help us achieve this goal. They are:

- 1. Children will use graphic organizers across the curriculum.**
- 2. Teachers will use a variety of questioning strategies to promote critical thinking about what is being read.**

SIP (Continued)

While we will continue to support reading comprehension improvement through the use of graphic organizers as well as questioning strategies, we will also begin to support our second goal which is as follows:

All students will improve written communication skills across the curriculum.

Interventions:

1. Students will integrate the **6+1 Traits** model into their writing.
2. Students and teachers will use the **6+1 Writing Rubric** to evaluate student writing.

Assessment:

1. *TerraNova*, Language Arts
2. **6+1 Writing** Pretest Fall
3. **6+1 Writing** Post Test Spring

SPECIALISTS

Counseling Program: The guidance counselors execute a guidance program that is developmental and preventative in nature. They also work with individual students and groups of students for personal growth. Counselors may be called upon to serve as a consultant to parents and teachers. The primary responsibility of the counselor is to help children adjust to their school setting. The counselor also meets with parents who are concerned about their child's academic, social, and/or emotional development. Information about professional help and services available through either the school or local agencies can be provided. Parents are encouraged to inform the counselor assigned to their child's grade level when there is a family crisis, such as divorce, death, deployment, serious illness or adjusting to a step family. This helps both the counselor and the classroom teacher provide support during a difficult time.

Teacher of the Learning Impaired: WPES has two LI programs. One is for the Mild to Moderate and the other is for the Moderate to Severe. The LI teachers provide services for those students identified as having a disorder in understanding or using spoken or written language that may manifest itself as an inability to listen, think, speak, read, write, spell, remember, or do mathematical calculations as defined by DoD Instruction 1342.12. Special education services are designed to meet the unique educational needs of a student placed in such a program by the Case Study Committee (CSC). These programs must be reviewed annually to determine the continued appropriateness. The program of study must ensure a student's placement in the least restrictive environment while providing academic progress. This placement may involve some part of the school day out of the general education classroom. Special education staff often work within the general education classroom to meet students' individual needs.

Preschool for Children with Disabilities (PSCD): The Preschool for Children with Disabilities offers special education and related services to children between 3 and 5 years after they have been determined eligible for special education services. If a child qualifies for special education services, an instructional program is designed to meet his or her special needs. Some children may require special equipment; others may simply need small group or individualized instruction. The child's individual needs determine the amount of time in the PSCD program. Classes are small group (morning and afternoon) allowing the teacher to provide individualized instruction.

School Nurse: The school nurse works with educational and medical agencies to help plan, organize, implement and evaluate the school health services. First aid is provided to ill and injured students and school personnel.

Communication Impaired Specialist: The Communication Impaired Specialist provides screening, diagnostic, and therapy services on an individual or group basis for any child having a stuttering, articulation, voice or receptive/expressive language disorder.

Gifted Education Program: WPES offers a program for students whose potential and/or performance is so extraordinary that they require differentiation beyond the regular classroom. The School Gifted Review Committee determines eligibility for gifted program services. The identification of students for this program is completed through screening of students' performance on the *TerraNova* achievement tests, nomination, and transfer of records from schools outside DoDEA.

STUDENT PLACEMENT POLICIES

INCOMING STUDENTS:

Students are placed in classes based on the number of students already assigned to classes. The administration helps determine class placement. The receiving teacher is given notification of placement by 11:30 a.m. prior to the day the student starts class. The teacher will also receive placement information, such as test scores and other screening results. Students who register during the Thanksgiving vacation, Winter Recess, or Spring Break will start the following Monday when school resumes. Students who register prior to 11:00 a.m. will start the first full day after registration, and students who register after 11:00 a.m. will start the second full day after registration.

INCOMING STUDENTS WITH SPECIAL NEEDS:

If a student with special needs enrolls at WPES, the counselor, registrar, or an office staff member notifies the Assessors' Office. The Assessors will review the incoming records (IEP) and make the placement to the PSCD, M/M, or M/S program.

PLACEMENT OF STUDENTS FOR THE SUCCEEDING YEAR:

The WPES administration supports and complies with DoDEA/DDESS philosophy of heterogeneous grouping. Class lists are posted on boards or windows in front of the school on the day prior to the first day of school for students.

DOUBLE PROMOTION:

Teachers may nominate a student for double promotion at any time. The Placement Committee consisting of an administrator, school counselor, school psychologist, and classroom teacher will review the merits of each case. Parental concerns are foremost. The counselor coordinates this activity.

RETENTION PHILOSOPHY:

The following is an excerpt of an article, which appeared in an issue of Educational Leadership, as related to research on grade level retention of students. Research indicates that:

Low achieving students do progress whether they are retained or promoted. At the end of the repeated grade, retained students' scores on achievement tests are somewhat lower in comparison to their counterparts who have moved to the next grade.

THERE IS NO EVIDENCE THAT PROMOTING "UNDERACHIEVING AND IMMATURE" STUDENTS CONTRIBUTES TO EMOTIONAL AND SOCIAL PROBLEMS, AND THERE IS NO EVIDENCE THAT REPEATING A GRADE IMPROVES THESE PROBLEMS.

There is no research that indicates that retention is of value. Most research indicates that grade level retention is a harmful practice when applied to many students.

Students who are far behind academically or who have social or emotional problems need special services and individualized educational plans of management as opposed to another year in the same grade. Fortunately, DoDEA/DDESS is blessed with a large number of specialists to provide specialized and individualized educational services.

Rather than considering grade level retention, efforts should focus on assuring that students who are markedly underachieving obtain the appropriate services. An individualized plan of management is essential for these students. The individual student program recognizes each student's ability and level of achievement.

In rare cases, a teacher may request consideration for the retention of a student.

Documentation of resource utilization and intervention must be submitted with all retention requests.

RETENTION PROCEDURES

1. The teacher notifies the school administration of a student under consideration for retention.
2. The teacher discusses the possibility of retention with the sponsor sometime before March. The teacher provides the sponsor with the objective pros and cons of retention.
3. Parents and the teacher determine if they will proceed to a formal Placement Committee meeting with the school administration.
4. If a formal Placement Committee meeting is held, the sponsor will sign a form stating that a conference was held and that he/she approves of grade retention for the child.
5. If teacher and sponsor agree on retention, then an Individualized Education Retention Plan must be developed, implemented and reviewed throughout the school year in which the child is retained. This is done to ensure success and expected progress.

West Point Elementary School Student Support Team (SST)

- As defined by the New York & Virginia Department of Defense School District, a Student Support Team (SST) is an informal group of teachers and support personnel who meet to discuss those students experiencing speech, hearing, physical, academic and/or behavioral difficulties.
- Parents and/or teachers may request SST support. Parents are an integral part of the SST process and have frequent contact with the classroom teacher and with the SST chairperson.
- The full-time counselor serves as the SST chairperson.
- SST gathers information, collects work samples, develops strategies, requests appropriate screenings and reviews screening results, offers support, suggests interventions, and consults with parents. Any staff member may be asked to be part of SST. The size and composition of the team varies with the need presented. For instance, if the concern is speech articulation, the classroom teacher, the parent, and the SST chairperson consult; and a speech articulation screening is requested. In many situations, the team may include other teachers, instructional leaders, specialists, etc.
- SST suggests an intervention plan that outlines strategies to address the student's difficulties. Interventions might include additional classroom accommodations, reading support services, and assistance from the school psychologist or school counselors. Vision, hearing, speech, language, academic, and/or OT screenings may be requested. Classroom observations may be recommended.
- SST decisions are based on the results of the screenings and the effectiveness of the interventions. If the interventions are effective, they are continued; if additional strategies and interventions are needed, those are implemented.

STUDY TRIPS

At various times during the school year, classes may take study trips as part of the instructional program. Study trips are considered part of the instructional day. Children **MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT** before they go on any trip leaving the school and post. Students are expected to attend all study trips. If a parent chooses not to send a child on a study trip, they are to keep the child at home or coordinate with the classroom teacher for placement of the child during the study trip. **Teachers have the responsibility** to withdraw study trip privileges from students whose behavior is inappropriate. (Parents may attend with the child in these instances.)

Chaperones MAY NOT bring a younger sibling/infant on a study trip.

STUDY TRIP CHAPERONE RESPONSIBILITIES:

1. Supervise students assigned by the classroom teacher at the study trip site.
2. Keep “your” students in view at all times.
3. Follow the teacher’s directions if an assignment is part of the study trip plan.
4. During the lunchtime, keep students together.
5. Remind students to clean up after themselves.
6. Remind students to be courteous and polite at all times.
7. Purchasing souvenirs is discouraged, and chaperones are requested **NOT** to purchase items for the students they are supervising.
8. If a student becomes ill or gets hurt, contact the teacher immediately.
9. In compliance with DDESS Policy, chaperones will not consume alcoholic beverages or smoke while on “duty” as chaperones on school sponsored trips.

TEACHER IN-SERVICE

Occasionally during the school year faculty in-service training is conducted, in addition to the 180 instructional days for the students. The topics for these meeting are determined by the needs of the staff to improve skills and proficiency as well as to keep up to date on new trends in education. Parents are welcome to attend these meetings. You will be notified in advance when meetings are planned. You are expected to read the BULLDOG BLAST so that you are aware of events and activities.

TELEPHONES

Use of telephones by students is limited to emergencies and situations when parent contact is essential. If your child walks to school, please explain to them how they will get to and from school on rainy days. Please make plans and coordinate changes with your child before they leave for school in the morning.

TELEPHONE MESSAGES

Please do not call with **routine** messages for your child. Frequent interruptions disrupt the educational process.

VISITORS AND GUESTS

ALL visitors are required to report to the office for clearance. Visitors are welcome, but prior arrangements with teacher or other school personnel are necessary.

All visitors to West Point Elementary School, including parents picking up children, should sign in at the Main Office. Visitors are required to wear a visitor's label at all times while in the building. Office personnel may ask for photo identification.

Parents are welcome at West Point Elementary School at any time, whether to visit a classroom, speak with a school official, or take an active part in the school program as a resource person or a volunteer. **Visits in the classroom or with a school official should be planned in advance by calling the school office or writing a note directly to the teacher.** In this way, the purpose for the visit can be achieved and at the same time the school program can continue as usual. A parent may volunteer to be part of the school program as a chaperone on study trips, a helper at a school/classroom function, an educational resource in the classroom, a small group facilitator, or much more.

VOLUNTEERS

We welcome volunteers at WPES! Please see your child's teacher, the librarian, or our administrators for additional information. All volunteers must sign in at the Main Office.

WEBSITE ADDRESS

http://www.am.dodea.edu/NY_VA/westpoint/elementary/Index.htm

WEAPONS POLICY

Student possession or use of a knife, gun or any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. This applies to all students regardless of age. A weapon is defined as a club, chain, knife, gun, or any object that may be used to cause injury to another person. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials may be contacted to take whatever action necessary. A due-process hearing will be held with the school principal or other school authorities, the student, and his/her parents/guardian. The parents/guardians must be in attendance for all suspension or expulsion actions due to possession or use of a weapon. Disciplinary action for a student on an IEP will be in accordance with Special Education regulations. This includes toys or any replica of a weapon.