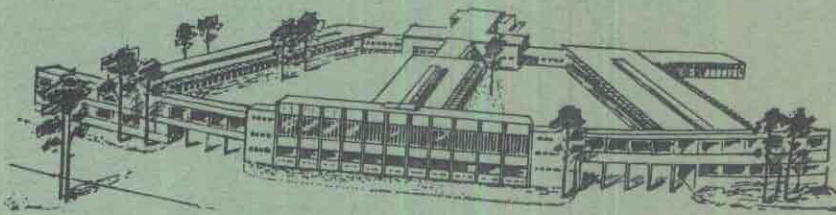


1970-71

# PARENTS HANDBOOK



BERLIN  
AMERICAN ELEMENTARY  
SCHOOL

PARENTS HANDBOOK

BERLIN AMERICAN ELEMENTARY SCHOOL

Please refer to this guide when you have questions  
pertaining to our school.

## INTRODUCTION

This booklet has been prepared for you, as parents of children attending Berlin American Elementary School (Thomas A. Roberts School), in an effort to present the kind of information we believed would be most helpful in promoting understanding between home and school. It was very difficult to describe the working of a school in a few short pages which could be easily understood so it is the faculty's desire that you visit Berlin American Elementary School and see the work of its teachers and children at first hand.

We sincerely believe that home and school must work closely together. The education of our children can be more effectively accomplished when parents understand and promote the school program and when there is personal communication between parents and teachers. Parent-Teacher conferences can be arranged by writing a note directly to the teacher or by calling the Office of the Assistant Principal for conference arrangements to be made. We enjoy talking with parents of children about our program for, of course, second to the children, it is our chief concern.

A good program of education is based upon the interests, needs and capacities of children. Such a program will not permit forced learning at arbitrarily determined times but will, rather, give decided emphasis to careful presentation designed to move the child smoothly from one level of learning to another, building always on a firm foundation. The basic learnings of reading, mathematics, writing, language, social studies, science and health are distinctively important and are best taught by a careful planned sequential development of skills.

The children in the Berlin School should be happy in their work. This we hope to accomplish through attention to individual differences and through providing a variety of experiences, well-chosen materials, and competent, understanding teachers.

## HISTORY OF BERLIN AMERICAN ELEMENTARY SCHOOL

Berlin American Elementary School is one of the 148 elementary schools operated by the United States Dependents Schools, European Area (USDESEA). The area administered by USDESEA is approximately 23 million square miles and seven times larger than the United States.

The Berlin American Elementary School is one of the original 38 elementary and 5 high schools that was opened in 1946. The school started in the Gertrauden Schule in 1946. The present facilities were opened in 1952 with additions built in 1957 and 1960.

## INSTRUCTIONAL PROGRAM

The program of studies in the elementary grades of the Berlin American School is organized in broad areas, including language arts, social studies, mathematics, science, intercultural education, foreign languages, art, music, physical education, health and safety. Learning units are developed around central themes to reflect the culture of the times and the social and economic problems which affect the lives of children and their environmental experiences. Provision is made for teaching work and study skills and the curriculum is organized so that children of varying abilities and interests can work together in groups, with each child engaged in tasks on his own instructional level.

## THE SCHOOL ORGANIZATION

The Berlin American Elementary School is divided into the following three units of organization:

1. Kindergarten Unit: for children 5 years of age before 31 December.
2. Primary Unit: normally for children who are in their first, second and third years of school beyond Kindergarten.
3. Intermediate Unit: for children usually in their fourth, fifth and sixth years beyond Kindergarten.

When a student enters the school he is first of all placed in the appropriate unit and then is assigned to a classroom teacher in that unit. Within the classroom children are grouped according to reading and mathematics ability, and at times, other factors which are based on teacher observation and parent information.

In the Kindergarten Unit, children are placed in either a morning or afternoon session. Those who are five years old after 1 July are usually placed in the morning session; those who are five between January and June are placed in the afternoon session. It is assumed that the older group of children can take a stronger readiness program.

#### REPORTING TO PARENTS

Parents will be kept informed of the pupil's progress and achievement by a report card that is issued quarterly. The first report card period is usually in the form of a parent conference. Parent-Teacher Conferences will be scheduled for the entire school during the first week of November. The calendar at the close of this pamphlet will list the dates upon which the quarters will end.

#### TRANSFERS

If you have to withdraw your child from the Berlin American Elementary School, due to transfer, please contact the Office of the Assistant Principal by telephone or letter at least three days prior to the child's last day of attendance. This period of time is necessary for clearance purposes.

#### SCHOOL LUNCH PROGRAM

Because of the crowded conditions in the school cafeteria, those children living within walking distance of school are encouraged to go home for lunch.

Lunch tickets can be purchased from the School's Officer. This office is located in the basement near the main entrance. Children's selection of food items, when purchasing with cash rather than the lunch tickets, is not often what parents and teachers consider properly balanced nutrition. Therefore, we urge parents to instruct their children to select wisely from the available food items.

#### LUNCHROOM SCHEDULE

Grade 1	1120	to	1205
Grade 2	1135	to	1220
Grade 3	1155	to	1240
Grade 4	1210	to	1255
Grade 5	1220	to	1305
Grade 6	1230	to	1315

#### MONEY

The carrying of cash by students of the primary grades causes many problems here in the school. Money is often lost and sad to say, stolen. This means that the child has to borrow money. To take care of this problem we keep some spare cash available. But as the weeks go on we have great trouble obtaining our money. Therefore, at certain times there are no monies available for children to borrow. We would prefer to have all children use lunch tickets.

#### STUDY TRIPS

One of the unique advantages we have here in Berlin is the utilization of study trips or as they are commonly termed, field trips. The study trip is one of the best educational techniques known for it provides children a source of accurate information and at the same time affords a vehicle for real first hand experiences. The purpose for study trips are to gather information, to avoid drawing erroneous conclusions, to correct false concepts, to provide sensory impressions, and to motivate interest. These trips provide an opportunity for children to find answers to their questions which develop during other learning activities in such areas as research, discussion and normal class projects.

The study trip experience is a matter which differs from one classroom to another. In any event we are sure they will provide meaningful educational experiences for your children during their stay in Berlin.

#### SCHOOL SUPPLIES

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

Parents are requested to furnish the following items at the time the child enters school:

1. Pencils - large primary type for Grades 1 and 2, standard pencils are adequate for other Grades.
2. Crayons - large Kindergarten type (8 colors) Grades K thru 2, standard 8 or 16 colors for Grades 3 thru 6.
3. Tablets - primary (large space) for Grades 1 and 2, regular tablets or notebook paper for Grades 3 thru 6.
4. Scissors - blunt point for Grades K thru 2, regular for Grades 3 thru 6.

#### FIRST DAY OF SCHOOL

On the first day of school pupils attending Kindergarten and Grade 1 should wear a name card containing the following information:

1. Child's full name
2. Address and telephone number
3. Grade

Please attach the card with a large safety pin to your child's outer clothing and caution him not to remove it.

## DISCIPLINE

The best discipline is self-discipline. Therefore, we teach our pupils that proper conduct, as well as application to their studies, is expected of them.

School authorities will handle most behavioral problems; however, repetitive incidents or severe problems will be referred to the sponsor who is responsible for his dependents' actions and conduct. We have the obligation to keep responsible military authorities informed of serious or repeated misbehavior when it is apparent such actions interfere with the academic program and the American reputation overseas.

## INCIDENTALS

The following topics are presented for your information:

Absences or tardiness. Children must bring a note from parents when absent or tardy. Since we are acting "in loco parentis" during certain hours and are responsible for your children, we must know where they are during these times. Children will not be excused from classes unless they have a note from the parents.

Address and Telephone changes. Please provide the Assistant Principal's Office, telephone 819-6361, with the current telephone number or sponsor's duty phone, home telephone and a neighbor's telephone number in case of an emergency.

School Nurse. Please keep our School Nurse informed of any problem concerning your child's health.

Articles. No knives, baseballs or live pets will be allowed. Any exceptions must be requested through the teacher.

Food. No chewing gum in the building or on the school grounds at any time. No food products will be permitted anywhere except in the cafeteria. The only exception is made for the kindergarten morning snack. Children are responsible for putting waste materials in proper receptacles.



Gymnasium. All children should wear shoes that protect them from accidents on the gym floor yet do not damage the surface of the floor. If your child has a physical disability which prevents him from participation occasionally or indefinitely, please advise the teacher in writing of your policy regarding his welfare.

Hallways. No running. We have experienced some unfortunate accidents resulting from this abuse.

Homework. The type and amount of homework will vary with the individual. It should not be a boring repetition of unnecessary drill but an extension of a lesson or a special project of the child's personal interest. Incomplete work due to a child's procrastination should be accomplished as a homework assignment.

Lost articles. Throughout the year we collect many lost articles: jackets, coats, boots, lunch boxes and all kinds of gloves and scarves. They are kept in the Nurse's Office. If you are missing an item be sure to come and claim it as soon as possible. Another way to help is to make sure you have the child's clothing marked. In this way we can identify the article and return it to the proper owner.

Playground. Common sense rules apply. Teachers will remind children when necessary. No snowballs are to be thrown at any time.

Students Dress. Shorts for girls are not permitted except for activities determined by the teacher. Slacks or ski pants may be worn by the girls outside the classroom during cold weather but should be removed for classroom activity. Skirts only are permitted inside the classrooms. In cold weather the girls are encouraged to wear leotards (Strumpfhosen). A child with a neat appearance will have a more positive attitude and respect for his or her school.

Transportation. Bus transportation is the responsibility of the G-4 Transportation Section. Misbehavior on school buses will be reported to parents. Bus riding privileges will be denied to children who are continuous discipline problems. Parents of kindergarten and primary children wishing to excuse them from riding the bus home must have a note to this effect, otherwise the children will be placed on the buses by their teachers.

Walkers. Children who walk to school are expected to arrive between 0815 and 0825 hours.

SCHOOL HOURS

	<u>School Begins</u>	<u>Dismissed</u>
Morning Kindergarten	0830	1115 hrs
Afternoon Kindergarten	1215	1500 hrs
Grades 1 and 2	0830	1400 hrs
Grades 3 thru 6	0830	1500 hrs

ADMINISTRATION TELEPHONE NUMBERS

Principal and Assistant Principal	819-6360/6361
Counselor	819-6361
Nurse	819-6370
Schools Officer	819-6237
School Supply	819-6248
School Cafeteria	819-6363

SCHOOL CALENDAR FOR SCHOOL YEAR 1970/71

FIRST SEMESTER

31 August	First day of classroom instruction
7 September	Labor Day recess
30 October	End of first marking period (Grades 1 thru 6)
11 November	Veterans Day recess
20 November	End of first marking period (Kindergarten)
26-29 November	Thanksgiving recess
19 December - 3 January	Christmas - New Year recess
4 January	School re-opens
21 January	End of second marking period (Grades 1 thru 6)
22 January	End of first semester

SECOND SEMESTER

25 January	Second semester begins
22 February	Washington's Birthday recess
5 March	End of second marking period (Kindergarten)
26 March	End of third marking period (Grades 1 thru 6)
9-18 April	Spring recess
19 April	School re-opens
31 May	Memorial Day recess
10 June	End of third marking period (Kindergarten) End of fourth marking period (Grades 1 thru 6) Students dismissed for summer vacation