

Alconbury Elementary School



Student and Parent Handbook School Year 2012/2013

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**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
ALCONBURY ELEMENTARY SCHOOL
UNIT 5570, BOX 50
APO AE 09470
22 August 2012**



To the Parents of Alconbury Elementary School Students

Welcome to school year 2012-2013! On behalf of the faculty and staff, we look forward to meeting you and working with your children. Alconbury Elementary School (AES) has an excellent reputation and is recognized as an accredited institution with the AdvancED, one of six US regional accrediting agencies. We have an active school improvement program and we welcome your participation and suggestions.

AES has approximately 200 students in pre-kindergarten through 5th grade. We have an experienced staff with most having master's degrees. We offer programs in music, physical education, art, and host nation culture and customs. We also offer special education, speech and language, foreign language, and talented and gifted services for our students who qualify. Our campus includes three buildings, an outdoor playground, information center, computer lab, and all classrooms are connected to a LAN with Internet access.

Student achievement is high at AES and we work hard to ensure that every student has the opportunity to reach their full potential. We pride ourselves on working closely with the parents of our students. If you have a question about in-class events, please contact your child's teacher. If your question deals with school policies or whole-school events, please contact me directly. The School Advisory Council (SAC) and the School Advisory Board (SAB) are both active here at Alconbury and we encourage you to attend meetings.

One of our goals is to see that parents and students feel welcome at AES and are kept well informed. To accomplish this, our parent newsletter is sent out every Friday via e-mail. Hardcopies are available from the table outside the office. We also post our newsletters on our school website at <http://www.alco-es.eu.dodea.edu/>. In our Dragon Tidbits newsletter, you will find valuable information about school holidays, upcoming events and meetings, etc.

Please take the time to read over this handbook carefully and review it with your child as it can answer most questions you might have. It will also explain our programs and give you a good idea of what to expect this year. If I can be of assistance in any way, please don't hesitate to contact me at 268-3620 or 01480-843620 or at alconburyES.principal@eu.dodea.edu.

As the new principal, I look forward to meeting each of you and sharing ideas about the education of your children. Please stop in to say hello, as I have an OPEN DOOR policy for parents of AES. I am looking forward to welcoming you, and your child, to our great school!

Terry Emerson, EdD
Principal AES

**Alconbury Elementary School
Parent Calendar**

School Year 2012-2013

August 27	Elementary School - 1st Day
September 3	Labor Day Holiday – No school
September 4	Kindergarten Begins
September 5	Evacuation Drill 2:30 p.m. (Youth Center) Parent Pick Up at Youth Center
September 5	AES Open House – 6:00-7:30 p.m.
September 6	AES Crisis Meeting – 3:30 p.m.,
September 6	Sure Start - Mandatory Parent Orientation, 5-6 p.m. Classroom
September 11	Patriot Day Ceremony – 2:30 p.m.
September 18	Combined SAC Training 3:30 p.m. AES Media Center
September 25	Combined SAB Meeting Training – 3:30-4:30 p.m., AES Library
September 27	Early Release of Students – 1:30 p.m.
October 2	School Pictures AES Library Family Portraits – 5:00 p.m. AES Library
October 8	Columbus Day Holiday – No School
October 18	Early Release of Students – 1:30 p.m.
October 19	Teacher Inservice – CSI – No Students
October 23	PTA General Meeting, Library
October 31	Picture Retakes – AES Library
November 1	End of 1 st Quarter
November 2	Teacher Work Day – No students
November 5	Begin 2 nd Quarter
November 5-9	PTA Book Fair
November 12	Veteran’s Day Holiday – No school
November 13	Math Olympiad Test 3:15-4:15 p.m.
November 14	Shelter-in-Place– 2:00 p.m.
November 16	Parent-Teacher Conferences – No Students
November 22	Thanksgiving Holiday – No school
November 23	Recess Day – No school
December 11	Math Olympiad Test 3:15-4:15 p.m.
December 12-14	PTA Holiday Shop
December 13	Early Release of Students – 1:30 p.m.
December 13-14	Show Choir
December 24	Winter Recess
January 4	End Winter Recess

January 7	Classes Resume
January 16	Early Release of Students – 1:30 p.m.
January 21	Martin Luther King Day Holiday – No school
January 24	End of 2 nd Quarter
January 25	Teacher Work Day – No school for students
January 28	Begin 3 rd Quarter
February 4	Parent-Teacher Conferences – No Students
February 12	Math Olympiad Test 3:15-4:15 p.m.
February 14	Early Release of Students – 1:30 p.m.
February 18	President’s Day Holiday – No school
February 20	Class Pictures
February 27	AES Drama Production – Evening performance, Small Gym
February 28	AES Drama Production – Morning performance, Small Gym
March 1	Read Across America
March 4	Fire Drill – 8:30 p.m. AMHS, 9:00 a.m. AES
March 8	Teacher Inservice – CSI – No Students
March 11-15	Terra Nova Testing
March 12	Math Olympiad Test 3:15-4:15 p.m.
March 18-22	Terra Nova Make-up Testing
March 18-22	PTA Book Fair
March 28	Early Release of Students – 1:30 p.m.
April 4	End of 3 rd Quarter
April 5	Teacher Work Day – No students in school
April 8-12	Spring Recess
April 19	Parent-Teacher Conferences – No students in school
	Registration for SY12/13
April 22	Early Release of Students – 1:30 p.m.
April 25	America’s Battle of the Books
April 30	Authors’ Night – 5:00 p.m.
May 3	AES Talent Show – Large Gym
May 16	Early Release of Students – 1:30 p.m.
May 27	Memorial Day Holiday – No school
June 12	Field Day
June 13	Last Day of School – Early Dismissal at 11:20 a.m.

BELL SCHEDULE

Time	Event
0805	Warning bell**
0830	School commences
1040	Morning Recess begins for Grades 3-5
1145	Kindergarten/First Grade Lunch then Recess
1155	Fourth and Fifth Grade Lunch then Recess
1205	Second and Third Grade Lunch then Recess
1340	Afternoon Recess for Grades 1 & 2
1500	Dismissal

****There is no supervision available on the school grounds prior to 0810. Please do not send your children to school prior to 0810.**

CHAIN OF COMMAND

ALCONBURY ELEMENTARY SCHOOL

Dr. Terry Emerson
PSC 47 Box 50 Unit 5570
APO, AE 09470
DSN: 268-3620
CIV: 01480-843620

SCHOOL LIAISON OFFICER

Mr. Kurtis Miller
DSN: 268-3232
CIV: 01480-843232

SCHOOL ADVISORY COUNCIL

SCHOOL ADVISORY BOARD

SUPERINTENDENT, ISLES DISTRICT

Dr. Frank Roehl, Superintendent
Dr. Peter Grenier, Assistant Superintendent
DSN: 226-7234
CIV: 01638-527234

DEPUTY AREA SUPERINTENDENT FOR CURRICULUM, INSTRUCTION and ASSESSMENT

Dr. Russell Claus
POC: Russ Claus
DSN: 338-7663
CIV: 49 611 380 7663

AREA DIRECTOR, DoDDS-EUROPE

Dr. Nancy C. Bresell
POC: Glenda Young
DSN: 338-7614
CIV: 49 611 380 7614

DIRECTOR, DoDEA

Ms. Marilee Fitzgerald
Department of Education Office
4040 North Fairfax Drive
Arlington, VA 22203-1635
(703) 696-4462

An effective school-home community relation involves the entire staff, students, parents and the community as a whole. We hope that all avenues of communication will be explored and utilized throughout the year in order to maintain and enhance effective school-community relations.

I. INTRODUCTION

The Department of Defense Dependents Schools (DoDDS) was established in order to provide quality education from kindergarten through grade 12 for eligible minor dependents of Department of Defense (DoD) military and civilian personnel stationed overseas.

The dependents' schools system dates back to the early 1800's when the US Army moved large numbers of troops and their families westward to established posts along America's isolated frontiers. Congress authorized funds to set up schools at western army posts. Much later, after World War II, it became clear those American Troops and their families would continue to be stationed abroad. In order to provide an American type education for the military dependents, the individual Services established their own elementary and secondary schools around the world in 1946. The individual military services operated the schools until 1976.

At that time, Congress mandated that the schools then operated by the individual military services be consolidated and placed within DoD to establish one cohesive, uniform school system. The DoDDS organization was formed from that mandate and became a field activity in the Office of the Secretary of Defense.

SCHOOL HISTORY

RAF Alconbury is in Cambridgeshire, primarily a farming and light industry area. The nearest large towns are Huntingdon, Peterborough, St. Ives, and Cambridge. London is a 45-minute train ride away. Cultural, theatrical, and sporting attractions abound in this area of England.

The first dependent's school in the Alconbury area was opened at RAF Molesworth in 1951. Students in grades 1-9 were enrolled. The RAF Molesworth School closed in June 1974 and its activities were relocated to the present site at RAF Alconbury.

Alconbury Elementary School is housed in three one-story buildings on one site with a limited playground. The buildings contain classrooms, a library, and a cafeteria. There are approximately 35 staff members including teachers in special areas such as special education, speech, physical education, art, music, gifted education, Sure Start, PSCD, foreign language, and host nation.

SCHOOL ORGANIZATION

The Department of Defense Education Activity (DoDEA) headquarters is located in Arlington, Virginia, just outside of Washington, D.C. From there, the Director of DoDEA controls all schools within the worldwide DoDDS system, the Domestic Dependent Elementary and Secondary Schools (DDESS), and the DoD Adult Education Program.

DoDDS has Area offices located in Wiesbaden, Germany; and Okinawa, Japan. Each Area office has responsibility for several districts. Alconbury Elementary School is part of the Isles District, which controls schools in the UK, including those in Belgium. Our District Superintendent's office is located at RAF Feltwell.

Within Alconbury Elementary School, the school administrator and educators are responsible for the educational programs, policies and total school operation. A school's officer is assigned to the school to act as a liaison between the school administrators and

base officials. The school's officer works for the Base Commander and is responsible for coordinating logistic, facility support, reduced price lunch program, engineering, as well as the custodial service. Student eligibility, academics, administration, staffing, and the curriculum are not the schools officer's responsibility. Questions regarding these subjects should be directed to the school principal.

ADMINISTRATIVE INFORMATION

MILITARY ADDRESS	Alconbury Elementary School Unit 5570, Box 50 APO AE 09470	
CIVILIAN ADDRESS	Alconbury Elementary School Building 682 RAF Alconbury Huntingdon, CAMBS PE28 4DA	
PRINCIPAL	Dr. Terry Emerson 268-3620 or 01480 843620 alconburyES.principal@eu.dodea.edu	
SCHOOL LIAISON OFFICER	Mr. Kurtis Miller 268-3232 or 01480 843232	
TRANSPORTATION OFFICER (BUS OFFICE)	Martin Herrala/Cheryl Jacobs @ High School 268-3891 or 01480 843891	
TELEPHONE NUMBERS	School Office	01480-843620
	School FAX	01480-843172
	School Nurse	01480-843309
	Bus Office	01480-843891
	School Closure Information	01480-824636
	EDIS/Family Advocacy	01480-843788

SCHOOL ADVISORY COMMITTEE (SAC)

The Department of Defense encourages professional employee and family participation in the formation and operation of overseas local school advisory committees. Committee members are elected from the community and the school and are responsible for advising the principal on such education-related matters as: school policies; program staffing as it relates to the instructional program; budget; facilities; maintenance; administrative procedures; pupil personnel services; educational resources; program evaluation; student standards of conduct and school meal programs. SAC members include two parents and three teachers. Members for the 12/13 school year are:

Parents: Mr. Brynt Merritt, Mrs. Octavia Merritt
Teachers: Sandra Adams, Lori Cavin

SCHOOL ADVISORY BOARD (SAB)

The School Advisory Board is an elected body consisting of parents of students enrolled in the schools, staff members and the board may include the High School Student Council president as a nonvoting member. The purpose of the School Board is to make recommendations to the installation commander and/or Isles District Superintendent. The School Advisory Board does not address matters pertaining to personnel policies or the internal management of DoDDS. The School Advisory Board meets publicly at least four times per school year. All parents are encouraged to attend regularly.

PARENT TEACHER ASSOCIATION (PTA)

Alconbury Elementary School is fortunate to have a very active PTA. They sponsor numerous family events. The officers for the 2012-2013 school year are:

President:	Brandi Morris
Vice President:	Shawn Leach
Secretary:	Wendee Casto
Treasurer:	Kristy Reed

The PTA is always looking for volunteers. If you can help in anyway, please email alconburypta@yahoo.com

SCHOOL HOURS

The main office is open between 0730 and 1615. The instructional day begins at 0830 and ends at 1500 hours. Students are not allowed in the school buildings before the warning bell or after school hours unless supervised by a teacher or other authorized school person. (**Exception:** On rainy days or during other inclement weather, students may enter the cafeteria immediately upon their 0810 arrival.) **Walkers should not arrive on the school grounds prior to 0810 since there are no school personnel available to supervise their activities until then.**

TELEPHONE MESSAGES

The school office telephones are very busy instruments and we encourage parents not to telephone and ask that messages be relayed to their children. Personal messages to teachers and requests for conferences are usually placed in the teachers' mailboxes. Teachers generally check their boxes in the morning and afternoon. Please state if your message is **URGENT**.

Children will be permitted to use the office telephone for emergency purposes and only with express permission of the office. **Calling for lunch money or forgotten homework is not considered an emergency.** Please have your child *learn the phone number where you can be contacted* during the day as they can call you from the classroom with the teacher's permission.

MEETING POINT

The designated pick-up point for students after school is in front of the school Media Center. Students can meet parents and/or siblings at that common meeting location.

II GOALS AND PHILOSOPHY

DoDEA GOAL (Mission)

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.

VISION STATEMENT

The Alconbury Elementary School community will provide the opportunity for students to develop academic skills and those characteristics which lead to responsible citizenship in a safe learning environment.

STUDENT VISION STATEMENT

BE SMART

- ~Make Good Choices
- ~Do Your Best Work At All Times
- ~Be Responsible

BE Kind

- ~Treat Everyone Nicely
- ~Help Others

BE SAFE

- ~Follow Playground Rules
- ~Follow Classroom and Hallway Rules
- ~Help Others Feel Safe to Learn in the Classroom

DoDEA Guiding Principles

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

ALCONBURY GOAL (Mission)

The mission of Alconbury Elementary School, in partnership with family and the community is to provide a safe and happy environment. Every student will be given the opportunity to acquire the knowledge and skills, which will equip him or her to be responsible, productive, global citizens able to compete in an ever-changing society.

ALCONBURY PHILOSOPHY (Beliefs)

- Students can learn individually and cooperatively.
- Students have inherent worth.
- Students are responsible for their actions and the impact of their actions on others.
- Students learn best in a safe and caring environment.
- Students learn best when challenged and encouraged to reach their maximum potential.
- Students must know and apply the tools of technology to manage information and to solve problems.
- Students must understand why and what they are learning and be aware of their progress.
- Students need to appreciate their global environment and recognize their responsibility to develop and conserve its finite resources.
- The success of our mission and philosophy is the shared responsibility of parents, staff and the entire community.

III. ADMISSIONS AND WITHDRAWALS

ADMISSION REQUIREMENTS

Congress has allocated funds for the education of eligible minor dependents of DoD military and civilian personnel, paid from appropriated funds, who are stationed overseas. Each student must be the child, stepchild, adopted child, or ward of a sponsor. Students may also be residents in the household of a sponsor who stands “in loco parentis” and provides at least 50% of the child’s support. Other children may attend the school, but on a tuition paying basis. Tuition costs change annually. Inquiries should be made to the registrar or school principal.

To be eligible for enrollment in DoDDS schools, prospective kindergarten students must be 5 by **September 1st** of the school year. Prospective first grade students must be 6 by **September 1st** of the school year. Handicapped students may be exempted from these requirements, as there is a preschool handicapped program where selected students may enter the school at age 3.

Enrollment of all students in kindergarten through grade 5 must be accomplished in person by at least one parent or guardian. The parent must sign the registration form. Registration must be completed before 11:00 am in order for your child to attend school the next day. If registration takes place after this, your child must wait the next full day before starting school. Children enrolling over the winter holiday or spring break will start *the day after* school resumes.

Sponsors **may not** register a child who is not physically in country without orders. Registration **cannot** be done by mail and registration online is not complete until the papers are signed in the school office. The registrar cannot access on line registration without the sponsor’s SSN. The parent or guardian must also bring with them at the time of registration:

- A copy of the sponsor’s travel orders (with dependents listed) for official identification of sponsor’s category.
- Birth certificate for a SS, K and 1st Grade student.
- Immunization (shot) record for the student being enrolled.
- Current complete duty and home addresses and telephone numbers.
- Name and telephone number of emergency contact (**other than spouse**) in case of inability to contact the sponsor in an emergency.

DoDDS requires annual registration and enrollment of all students by one or both parents or sponsors. A pre-registration for the next school year is held each spring. Due to the fluctuating student population and the large number of relocations during the summer months, children can be registered any working day between 0800 and 1530.

WITHDRAWAL FROM SCHOOL

Sponsors should notify the school office and the classroom teacher, in writing, at least one week in advance of the student’s last day of attendance at the school. Once written notification of withdrawal is received, the student and the staff will accomplish all required clearance activities. All books, library materials and school owned property must be returned, and any outstanding debts must be settled in order to clear from the school.

Accelerated Withdrawal: Students withdrawing from school before the end of the semester may be granted credit for an accelerated study program outlined by the teachers involved, providing that the withdrawal date is no earlier than 20 school days before the end of the semester. Students meeting conditions of the accelerated program are to be granted semester grades and credits.

The provision for permitting the early withdrawal of students with full Carnegie credit is based on careful consideration of the unique circumstances found in the DoDDS system. It recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision has never been intended to apply to, or be extended for the convenience of family travel, visits or other discretionary reasons. Therefore, the policy requires students to present verification of the date of their sponsor's departure, i.e., PCS or other orders, to school officials in order to receive consideration for full academic credit. Students withdrawing prior to the 20-day limit or without orders receive a report card stating: This student would have been promoted to Grade ____ if they had completed the school year."

Sponsors may request a copy of their child's records for hand carrying to the new school. Alternatively, an official copy of the school record can be forwarded to the gaining school on receipt of an authorized request. The registrar will need five working days to prepare records.

IV. ACADEMIC PROGRAMS

CURRICULUM

Alconbury Elementary School adheres to the principle that children should be encouraged to develop to the maximum their intellectual, aesthetic, vocational, physical, social, and moral capabilities. Language arts, mathematics, reading, science, social studies, fine arts, health and physical education are the basic components of the elementary school curriculum. The following are brief descriptions of each discipline. More information on DoDDS standards can be found at www.dodea.edu

Art: Art education provides experiences to give each student a personal feeling of experimentation, a perception of growth through projects, as well as a depth of understanding of basic art principles. Art is a practical means of encouraging and developing the creative imagination, which is instinctive in every child and is the foundation of success.

Students receive art instruction on a regularly scheduled basis in the Art Room. In addition, classroom teachers provide additional art experiences for correlation, growth and leisure time activities. All students are provided opportunities for creative, critical, independent thinking and self-awareness with emphasis on building a positive self-image. The art lessons provided are planned with growth and skill development in mind to meet the needs of each age level.

FLES: Alconbury Elementary School began a Foreign Language Elementary School (FLES) program in the 2007-2008 school year for Kindergarten and 1st grade. Students in grades

K-3 receive language instruction in Spanish for 90 minutes per week. Students in grades 4 and 5 also receive instruction.

Health: The health education program provides instruction and health appraisal for children in kindergarten through grade 5. The highly successful DARE drug education program is provided for all 4th and 5th grade students. The health education program for grades K - 2 averages about 75 minutes weekly. Grades 3 and 4 receive about 90 minutes of instruction weekly and 5th grade students receive approximately 100 minutes.

The school nurse is the health consultant to students, parents and teachers. The school nurse reviews the health records of all students to ensure compliance with requirements for immunizations, conducts vision and hearing screening for each child. The nurse also coordinates with the base clinic for dental screening and provides supplementary instruction for the classroom teacher in a variety of areas including smoking, alcohol abuse, self-concepts, sexual assault prevention, stress and human growth and development.

Host Nation/Intercultural Program: A unique feature of the DoDDS curriculum is the host nation/intercultural program. The program, taught by teachers who are native to the country in which the school is located, acquaints the students with the language, people and culture of the country. At Alconbury this is done through study trips, exchanges with British schools, visiting speakers and performers, and other special activities. The proximity of Alconbury to Cambridge and London means the students have a unique opportunity to benefit from the great cultural and educational opportunities these cities offer.

Language Arts: The Reading Street/Language Arts Reading Program includes spelling, handwriting, and oral and written language skills development programs (usage, capitalization and punctuation, dictionary and library skills, etc.). These skills are integrated into all content areas that provide practical use of our language.

Reading: Students are provided a complete literature based reading program within their ability range. The Reading Street series provides for appropriate grouping of students, skill instruction, practice, assessment, re-teaching (as necessary) and enrichment. In addition, classroom teachers provide instruction, encouragement, and motivating techniques to promote reading for enjoyment and as a leisure time activity. Children with special needs are provided for by the classroom teacher and other specialists.

Mathematics: A comprehensive mathematics program is offered to all students enrolled in grades K-5. The Math Curriculum includes the use of manipulatives, games and individual problem solving techniques. DoDDS has developed specific instructional objectives for each grade that are implemented by the educators. Classroom instruction time allocation varies from 110-240 minutes per week in grades K-5, as appropriate. Special educators provide for the child whose needs are best served in a small group instructional setting or with others with similar learning needs.

Music: All children are provided a music program based on choral, rhythmic and movement experiences. The primary goal of the music program is to foster the student's enjoyment and appreciation of music. The classroom teacher and the music specialist determine the amount of time spent in accomplishing this goal.

Physical Education: Physical education is taught at least once a week to all students in grades K-5. The total program in physical education encompasses each student's physical, mental and social development. Students are required to wear tennis shoes. If a student wears other footwear to school, he/she must change into tennis shoes before participating in PE. Students who have stitches, casts, or any type of splints will not be allowed to participate. After being excused from PE for physical injury reasons, a student must have clearance from the school nurse or other medical person to resume PE.

Science: The science program includes appropriate topics and levels of materials and activities in life science, earth science and physical science. The science program is correlated with DoDDS goals and objectives for science and includes seven topics of study: plants and animals, the environment, the human body, planet earth, space, matter and energy. All topics are progressively taught in grades K-5. Time spent on the science program varies from approximately 40 minutes per week in kindergarten to three hours per week in the upper elementary grades.

Social Studies: The Social Studies program includes history, geography, sociology, anthropology, career education, economics, political science and intercultural education experiences appropriate to each grade level. Students at the primary level (K-3) receive instruction in basic concepts that include awareness of self, family, and friends; responsibility to self, school, home, and play, local environment of the school, neighborhood, and community. Studies for 4th grade students include six regions of the U.S. The 5th grade studies include U.S. History from the colonial period through the Civil War and sectional areas of the U.S. The actual social studies instructional time varies from 30-50 minutes per day depending upon the grade level.

Career education is emphasized in grades K-5 through the use of resource persons, field trips and classroom activities within the social studies program.

COMPUTER LAB & TECHNOLOGY

DoDEA Headquarters has supported a variety of technological initiatives here at our school. Every classroom now has a SMART interactive whiteboard and overhead digital projector that enables teachers and students to work "mouse-free" directly on the boards themselves. These interactive surfaces lend themselves to the use of manipulatives, software usage demonstrations and presentations. We also have four COW's in addition to the SMART boards, COW being the acronym for Computers on Wheels. They are comprised of rolling carts in which we store the laptop computers, print black and white documents, and access the network through wireless transmitters mounted on each cart. The COW's are placed in various locations throughout the school in order to maximize their use.

Every new textbook adoption includes CD material as well as Internet sites that allow students to delve even deeper into a topic. Two of the most popular sites are www.pearsonsuccessnet.com for reading and math, and the other is www.ixl.com. The latter program is delineated by grade levels and is self-correcting and scoring, so the students always know what they have mastered and to what degree they have achieved mastery. Educational trends are clearly moving toward more and more computer-driven instruction, and here at Alconbury Elementary School we are striving to be a part of this educational movement.

Email accounts for upper grade students are now handled through www.gaggle.net.

Normally in August, DoDDS-Europe headquarters deletes all accounts as part of the maintenance procedures for the student email system, but the accounts are recreated soon after the new school year begins. This is a wonderful program that enables students to email deployed parents as well as their friends. Moreover, they can attach assignments begun in school, send them home, edit them, and then send them back to school, thereby taking advantage of virus protection software both at home and at school. All student e-mail is filtered using software that scans all documents for inappropriate language and content. This system is monitored by teachers and the school's system administrator. Parents and students are asked at the time of registration to sign an Internet and Computer Usage Agreement giving permission for the students to use the Internet while at the same time acknowledging their obligation to follow appropriate Internet and safe computing procedures. Students are not to use school computers or the Internet without this signed permission form being on file. Students violating any part of this agreement may lose access to e-mail, the Internet and the school local-area network, or other computer privileges, as determined by the principal.

GIFTED EDUCATION

The Gifted Resource Teacher provides services to groups of students eligible for the gifted program. This group is composed of approximately 15% of the student population. Students are identified for possible inclusion into the gifted program by several means. The basic criteria used are demonstrated student achievement through group ability and achievement testing; teacher, parent or student nomination; transfer records indicating eligibility; and/or tests of special aptitude or creativity measures.

The gifted program services is for these students who perform or show potential for performing at remarkably high levels when compared with others of their age, experience, or environment and have learning needs which require differentiated learning experiences. An Enrichment Team composed of designated school personnel oversees the final selection of students who qualify for enrichment services.

SPECIAL EDUCATION PROGRAMS

Alconbury Elementary School has developed procedures for meeting these legal mandates. If your child is identified as possibly being handicapped and in need of a special education program, you will be asked to meet with the involved staff at various times to participate in the activities and decisions affecting your child.

Special Education Programs for Students in Grades K-5: Students meeting the eligibility requirements for special education programs under DoD Instruction 1342.12 are served by the resource special educators at the school. Areas of instruction and time allocation are determined by the Child Study Committee (CSC), which includes the parents. Services are based on the needs documented in the child's Individual Education Program (IEP). The experiences shared in the special education program are planned to build on the strengths of the student and improve the identified areas needing attention. The program's emphasis is on providing a positive learning environment directed at meeting the student's needs.

Speech/Language Therapy: Speech and language assessment and services are provided to students identified as needing help in those areas.

Pre-School Services for Children with Disabilities: PSCD is a generic program, which serves preschool students, aged 3 through 6 with varying disabilities or handicapping

conditions. To qualify for the program, a child must exhibit a 6-month delay in two or more developmental areas, or approximately a one-year delay in one developmental area. The developmental areas are:

- Physical condition of the child
- Gross and fine motor skills
- Cognition (understanding of knowledge)
- Language
- Speech
- Social development
- Emotional development

The PSCD class is self-contained and structured so that opportunities are provided for individual as well as small and large group instruction. In addition to structured learning experiences, time is provided for the child to participate in an activity of his/her choice. Curriculum areas for the program include the following:

- Social-behavioral skills
- Expressive/receptive language development
- Cognitive development
- Pre-academic skills (mathematics, writing, reading)
- Sensory-motor skills (fine and gross motor perceptual integration)
- Self-help skills

SURE START

“Sure Start” is patterned after the “Head Start Program” in the United States. It is designed to enable children who meet certain criteria to have success in school. This is a DoDDS preschool program for children who are four years old by **September 1st** of the current school year and who meet the criteria for enrollment. The program is limited to 18 students. Sure Start is a free, full day program.

CHILD FIND

Child Find is the DoDDS effort to locate and identify all children from birth to age 21 who may need special education and related services. Children suspected of having special needs may exhibit difficulties in one of the following areas: hearing/vision, speech/language, orthopedic, emotional, developmental, other health impaired, and for school age children, specific learning problems.

CHILD STUDY COMMITTEE (CSC): DoD Instruction 1342.12, Provision of Early Intervention and Special Education Services to Eligible DoD Dependents, implements PL 94-142 in DoDDS and mandates appropriate educational programs for all eligible handicapped students. Every school is required to establish a multidisciplinary team, the Child Study Committee (CSC) for the purpose of bringing together involved educators, parents, educational specialists/resource personnel, administrators (and the student, when appropriate) to participate in activities and decisions related to student needs, assessment/evaluations, student placement and Individualized Education Program (IEP) development and review.

V. SCHOOL POLICES AND PROGRAMS

AGENDA PLANNERS

Alconbury Elementary School PTA provides Agenda Planners for grades 1 through 5. The primary grades (1-3) have a planner designed specifically for them, as do the 4th and 5th grade students. The students use the planners to write down their assignments, what they did in class and/or special events and projects. The planners also may be used as an additional tool in communicating to the home the work that is being done in the classroom. The PTA provides the first planner for every student. Should a student lose his or her planner, it may be replaced at the purchase price.

ATTENDANCE

Parents are expected to call the school no later than 0900 a.m. if their child will not be in school and cause for student's absence. Following is an extract of the DoDEA policy which states that:

a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

b. School attendance is mandatory. *DoDEA REGULATION 2095.01*

(1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.

(2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

(3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.

(4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.

(5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

(6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

Parents are expected to call the school no later than 0900 to notify them that their child will not be attending school and reason for absence.

DoDEA STUDENTS SHALL:

- a. Adhere to the school attendance policies and procedures identified in this Regulation and DoDEA Manual 2051.2 (Reference (d)).
- b. Inform the local school main office in the event of an absence, arriving late, or departing early from school.
- c. Identify and make up all classroom activities, or assignments, which were missed as a result of the absence(s).
- d. Understand the differences between excused and unexcused absences, to include possible consequences for excessive unexcused absences or tardiness, in accordance with DoDEA Regulation 2051.1 (Reference (a)).
- e. Comply with the intervention plan developed by the SST or Student Educational Monitoring Plan.

To read the **entire policy** or watch a short video from DoDEA Acting Director, Ms. Marilee Fitzgerald, please visit the following website:

http://www.dodea.edu/back_to_school/2011_12.cfm?cid=attendance

BUS STANDARDS

Bus Services: Daily student bus transportation is a privilege provided for students not living on RAF Alconbury. Bus service is available to and from school within the school bus commuting area. If your student needs transportation, please contact the School Bus Office (SBO) before obtaining housing. After enrolling your student for school, sponsors with school age dependents living off base must personally register their students at the SBO. For more information please contact the Alconbury SBO at DSN 268-3891, commercial 01480-84-3891, or visit the office located in the Alconbury High School, Bldg 691.

Dropping Off/Picking Up at Bus Stops: Parents are reminded that it is a violation of British law to park or stop in a bus lane lay by. Please do not pull into the bus lay by while waiting for the bus. The SBO will notify the principal about all disciplinary or safety issues where parents are concerned.

Late Arrival of School Bus at the Pickup Point: Sometimes through breakdown or traffic delays, the buses may arrive late at the pickup point. In most cases it takes some time to get this information to the SBO. As a general rule, students are advised to remain at the pickup point 30 minutes after the scheduled departure time. A bus WILL run, but it is uncertain how long it will take the delayed bus to reach your stop.

Bus Transportation for School Delays and Cancellations: The 501CSW/CC determines school delays and cancellations when unsafe road conditions exist, etc. Delays and cancellations are announced through unit recalls and will be posted on the 423 Security Forces Information Hotline, DSN 268-4636 or Commercial 01480-84-4636. If a two-hour delay has been declared, students riding the school bus will be picked up two hours after

the normal designated time. For example, if the bus is scheduled to depart the bus stop at 0730 hrs, the bus will depart at 0930 hrs.

Only Riders With Bus Passes Allowed. For safety and security reasons, only students with a valid bus pass may ride on *their* own bus. For example, a student that does not ride the daily school bus, spending the night at a friend's house, wants to ride home on their friends' bus. This is *not* allowed; spending the night/going home with a friend is a private matter and transportation arrangements should be made between sponsors. Teachers/the school cannot accept letters from sponsors allowing their student to ride on a bus. Each rider must have a valid school bus pass and only ride on his or her assigned bus.

Seat Belts on School Buses: Our school buses are fully equipped with seat belts and students must comply with British law and DoDDS requirements by wearing their seat belts on the bus. Please tell your children about this and emphasize that wearing seat belts is for their own safety. Wearing seat belts contributes to good behavior, discipline, and the overall safety on the bus.

Procedures for Lost Child: When your child does not arrive home at their usual time and you are concerned for their safety, you should:

- Contact your spouse or other family members to see if the child is with them.
- We suggest you contact neighbors and known friends of your child.
- If you cannot locate your child, please call the SBO, DSN 268-3891 or 01480-84-3891.
- If you are unable to contact the SBO, contact the 423 SF Military Police DSN 268-2400 or commercial 01480-84-2400.

The Alconbury SBO will make every effort to locate your child as quickly as possible. You will be updated regularly; your assistance and patience will be greatly appreciated. If you should locate your child before the SBO does, please notify the SBO so they can terminate their efforts.

School Bus Behavior: The school bus is an extension of the school day and for their safety and security, students are expected to behave on the school bus as they do in the classroom. Sponsors are ultimately responsible for the behavior of their children walking to and from the bus stop, waiting at the bus stop, and on the bus. For the most part, our children are well behaved on the school buses; however, sometimes we have to deal with misbehavior problems. The Principal works closely with the school bus office and is responsible for this area. Unacceptable behavior by a student may result in a suspension as outlined in the school bus table of consequences, (except when circumstances indicate that more severe action is required).

On or around school buses, students must conduct themselves in accordance with the 10 School Bus Rules:

- Obey the driver or adult
- Enter and exit the bus safely and always show your bus pass.
- Stays properly seated and use seatbelts when available.
- Keep your hands, feet and other body parts to yourself.
- Do not throw things.

- Put nothing out of the window.
- Remain quiet and do not disturb the driver or others.
- No profanity, indecency, smoking, prohibited items or vandalism.
- Do not eat, drink, or chew gum.
- Be responsible. Be safe.

School Bus Suspension: Suspension from riding the school bus does ***not*** normally include suspension from school. Criminal and/or illegal acts may require school suspension/expulsion. If your child is suspended from the bus, the sponsor is responsible for getting the child to and from school. Infractions listed on the attached School Bus Table of Consequences and any other conduct prejudicial to good order and conduct may draw a suspension.

CELL PHONES

Students are allowed to bring cell phones to school as long as they do not create a distraction or disruption. To minimize interruptions to the educational environment, **students may not use cell phones at ANY time during the student's school day**, and the phone must be completely powered off. "Forgetting" to turn off a cell phone is not an excuse - it is the student's responsibility to ensure the cell phone is turned off and kept out of sight. Teachers and the principal will take appropriate actions if a cell phone rings/beeps/vibrates, or a student is observed using or displaying the cell phone during the school day. Disciplinary actions may include: immediate confiscation with return only to the sponsor, a parent conference, loss of privileges, or suspension. Additionally, the student may lose the privilege to carry a cell phone permanently, or for a period of time as determined by the principal. Fire drills, assemblies, school evacuations and other safety drills are considered cell phone blackouts. During such times, there will be absolute zero tolerance of cell phone use. Alconbury Elementary School assumes no responsibility in any circumstances whatsoever for the loss, destruction, theft, or unauthorized use of a cell phone.

CHANGE OF REGISTRATION INFORMATION

It is **very important** that the school has your correct current address in our file. This includes a correct military and civilian local address and phone numbers. **It is also very important to have an emergency contact phone number of someone other than the sponsor or spouse on file.** Preferably, this would be a neighbor or someone at your duty station in the event you cannot be reached. If you have changes in current information, please notify the school as soon as possible in order that corrections can be made.

CULTURAL DIVERSITY

Diversity and representation of various customs and cultural experiences provide children with a well-rounded experience based education. Instruction in the areas of social studies, literature, art, physical education, music and host nation should incorporate knowledge of and respect for various forms of cultural expression. Rapid change and increasingly frequent contact between diverse cultures necessitates attention to these issues in the elementary school curriculum. Opportunities to share their cultural heritage and knowledge with class and school populations also enable children to experience and appreciate the varieties of American and host nation cultural traditions.

DISMISSAL DURING THE SCHOOL DAY

If a student needs to leave school at any time during the school day, certain procedures must be followed. If you are aware ahead of time that your child will be leaving school, please send a note to your child's teacher explaining the reason, time and person picking up the child if it is not you. At the designated time (even if you have written the note) you must come to the school office to sign out your child and receive a slip to give to the teacher when you pick up your child from the classroom. **Under no circumstances are you to pick up your child without coming first to the office.** **The office is accountable for the whereabouts of every student during school time.**

The school must be notified if someone other than the parent/guardian is picking up your child. The office will not authorize release of the student unless the parent/guardian has written a note, verbally notified the school, or has the adult designated as an emergency contact. In such cases, ID will be requested.

When returning to school from an appointment, you must sign your child back into school. Your child will then be given a re-entry permit to turn into his/her teacher. **Please do not return your child directly to the classroom.**

Children who leave school early after 2 pm will not be logged as absent. If a child leaves school before 11 am and does not return, he/she will be registered absent for the full day. If your child leaves school after 11 and does not return, he/she will have a recorded half day absence.

ENTRY DURING THE SCHOOL DAY

A child not in the classroom at 0830 is considered tardy. If your child is tardy or returning from an appointment, **you must bring the child to the office and sign him/her in.** They will be given a class re-entry permit explaining the reason for being late. This will be turned in to the teacher. Students arriving after 0930 are coded as absent for a half-day. A child leaving prior to 1400 is coded as absent for a half day. Mid-day appointments causing a child to miss more than one hour of *instructional* time get coded as a half-day absence.

EQUAL OPPORTUNITY IN FEDERALLY CONDUCTED EDUCATION AND TRAINING PROGRAMS Executive Order 13160: Nondiscrimination

The Executive Order 13160 prohibits discrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training programs.

The Executive Order provides for filing complaints by any individual who believes he or she has been discriminated against in violation of the nondiscrimination provisions of the Executive Order. To this effect, DoDEA is obligated to investigate complaints that allege a violation of the Executive Order. The full text of Executive Order 13160 is at <http://www.usdoj.gov/crt/cor/13160.htm>. The DoDEA Office of Compliance and Assistance will make every attempt to resolve complaints at the lowest possible level. Be advised that complaints cannot be filed anonymously.

If you have questions or concerns regarding Equal Opportunity or Nondiscrimination, please contact the principal. (Ora Flippen-Casper, Principal, Alconbury Elementary School, Commercial: 44-1480-84-3620 or DSN: 268-3620)

FIELD TRIPS (STUDY TRIPS) AND EXCURSIONS

School sponsored trips and excursions are those officially approved and authorized trips, which are conducted to support the curricular, co-curricular, and extra-curricular or athletic programs of the school. Prior to participating in any such trip, eligible students must provide the appropriate school sponsor with all required documentation and information (i.e. parental permission, power of attorney for emergency medical care, etc.)

During registration parents are asked to sign one-time blanket authorizations for their children to participate in field trips throughout the school year. However, blanket authorizations are limited to the confines of the base only and the parent may choose not to sign it.

A "Field Trip Parental Authorization Form" must be completed for each child before any off base trip. No child may go on a field trip on the basis of a phone call, unless authorized by the Principal.

Most off-base field trips require specific instructions (lunch, fees, pick-up times, etc.) and permission needs to be requested for each of these trips to insure parents have received all pertinent information to make an informed decision on child participation.

Study trips are intended for a specific class, grade level, or group of students. Transportation for these activities shall be restricted to those students, their teacher sponsors, parents, and any adult chaperones, at least 21 or older. **It is not appropriate for chaperones or trip sponsors to bring toddlers, or other children that are not enrolled in the class on designated class, grade or group trips.**

In order to be a chaperone for a class field trip, you need to complete the Volunteer Application (Local Records Check) and be approved. If you have not completed the application and been approved, you may not be a chaperone.

Chaperones are expected to abide by the following: No smoking or drinking alcohol at any time during the trip. Brothers and sisters may not accompany you. Keep your assigned children in visual and voice contact at all times. Enforce and follow all park/museum rules. Ensure assigned children use the bathroom before boarding the bus. Remember the correct entrance and/or exit and be prepared to meet at the designated area of departure on time. Chaperones must report problems of any kind to the teacher in charge.

GANG AWARENESS AND PREVENTION

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

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

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values.

Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

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

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

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

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

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

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

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

GRADING AND REPORTING

Report cards are issued every nine weeks. Parent conferences are scheduled at the end of the first report period and are an important means of communication. Parents are encouraged to make every effort to attend. In addition, teachers are available for a conference on most days after school. If you desire an appointment, please, write a note to the teacher in order that a time convenient to you and the teacher may be determined. In an emergency you may contact the principal concerning an appointment with a teacher. **Please do not contact the principal about a teacher/child problem unless you have talked to the teacher first.** No action can be taken until the teacher is involved.

GRADING AND REPORTING (continued)

- The grading code for major and sub categories in grades K - 3 is as follows:

CD - Consistently Displayed
P - Developing/Progressing
N - Not Yet Evident
X - Not Addressed

- The grading code for major and sub categories in grades 4 & 5 is as follows:

Major Category	Subcategory
A-Excellent	P - Participates
B-Very Good	+ - Shows Strength
C-Good	/ - More Participation Needed
D-Minimal	
F-Failing	

Parents are encouraged to stay in close communication with the teacher, counselor and principal. Mutual understanding erases many potential difficulties.

Mid-term progress reports are only given to students not achieving a satisfactory level during the nine-week marking period.

GUIDANCE COUNSELOR

The school counselor is available at the school to provide information and guidance to students, parents, and staff relative to academic, behavioral, personal and social problems of the students. The counselor provides a variety of consultative services and participates in the Child Study Committee (CSC) for the purpose of planning educational programs and alternatives for those students who appear to have divergent needs.

HEALTH SERVICES, PRACTICES AND PROCEDURES

Office Visits and Emergencies:

- Students will be seen immediately for serious injuries.
- If not an emergency, the students will need a pass from their teacher to visit the nurse.
- First aid will be administered and the student will be sent back to class or home.
- If a student is ill and needs to be sent home we will try to contact the parent first. If unsuccessful, we will call the emergency contact you provided.

Medication Policy:

- The nurse does not administer medications, to include over the counter drugs, except when prescribed for an individual with conditions such as asthma, allergies, heart conditions, ADHD and acute illnesses.
- Medications will be administered only when the nurse has
 - written permission from parent,
 - written orders from the physician **and** the medication is in a pharmacy labeled container; marked with the student's name, name of drug, amount and time to be taken.

Health Screening Procedures:

- Ideally, all students should be screened on entry into school and every three years thereafter.
- Vision and Hearing screening will be done on students that are referred to the nurse by a parent, instructional staff, student or physical form.
- A form explaining the results will be sent home to the parents to inform them if there needs to be a further evaluation or a follow-up exam.
- Screening will also be done on students that are being evaluated for Special Education Services. (CSC).

Dental Education and Preventive Care: The primary focus of this program is to coordinate the activities of the classroom teacher and the local military dental clinic to initiate learning experiences that reduces the probability of future dental disorders. Dental Health Education is taught by the classroom teacher, military dental personnel and the nurse to promote proper dental care.

Head Lice School Policy: Alconbury Elementary School has a NO NIT policy. Head lice are elongated insects approximately 1/8 long. The eggs, called nits, are teardrop in shape and are attached to the hair shaft close to the scalp. Nits that are ¼ inch from the scalp or closer are active nits or eggs waiting to hatch. An egg takes about 1 week to hatch. Therefore, students with active nits are not allowed to attend to school until all nits have been removed. Nits that are farther down the hair, over ¼ of an inch are hatched eggs and are not considered active infestation, but these nits should be removed as well.

This information is according to the CDC website. If you have any questions, please contact the school nurse or local medical facility.

Returning to School after an Illness:**The School Health Services Guides set the following criteria:**

- Fever free for 24 hours after school exclusion for temperature 100° or higher
- No significant nausea, vomiting, or diarrhea for 24 hours
- Chicken pox (Varicella) lesions crusted and dry, at least 5-7 days from onset
- Lice treatment initiated
- Impetigo lesions covered and under care of medical provider
- Conjunctivitis (Pink Eye), signs of infection have cleared
- Ringworm covered, under care of medical provider
- Scabies, 8 hours after first prescribed treatment

Substance Abuse: The role of the school nurse in school substance abuse programs is threefold:

- Drug abuse prevention and education,
- Early identification of both users and potential users,
- Referral to available treatment programs.

Drug abuse programs target a range of abused substances to include illegal drugs, alcohol, tobacco, misused prescription and non-prescription drugs, and other legal substances used for the purposes of altering the mind such as inhalants.

- DARE (Drug Abuse Resistance Education) will be taught to all 4th & 5th Grade Alconbury students by specially trained Military Personnel.
- The Great American Smoke Out is observed and students participate in this national campaign against smoking by learning the hazards of smoking and making posters for display.

Immunization: Immunization screening is a **condition of attendance** in DoDDS. Sponsors will be provided with DoDEA Form 21942.0-M-F1, 07 Jun 06, DoDDS Certificate of Immunization, at the time of registration. Children will not be allowed to start school without the appropriate immunizations or legal waiver thereto. Once completed, the form will be kept on file with the child's school records. This form is only required at the time of initial enrollment of the child.

Prior to enrollment, children are required to have the basic and age appropriate immunizations: Varicella, Hepatitis B, Polio, Measles, Mumps and Rubella (MMR), and Diphtheria, Pertussis, Tetanus (DPT). They must have at least 3 doses, one of which must be after the fourth birthday. (Diphtheria and tetanus immunizations are then required every 10 years. Pertussis is not required after 4 years of age.) The Meningococcal Conjugate Vaccine and Diphtheria Toxoids & Acellular Pertussis Vaccine (TDAP) are required of the 11/12 age group.

Medical care: The school nurse conducts a health appraisal of each child in the school. This includes visual and auditory screening, weight and measurement checks, dental prophylaxis and scoliosis screening for the upper grades. This screening is conducted in conjunction with the clinic and any suspected physical abnormalities are reported to the respective parents.

The school nurse will check minor illnesses or accidents occurring during school hours and parents will be notified when necessary. In case of serious illness or emergency, the clinic will be notified immediately and appropriate action taken as directed by the clinic and/or parent. It is the policy of this school not to send a child home unless a parent has been notified.

This policy makes it imperative that parents ensure the school office has accurate home and duty phone numbers as well as emergency number(s). The need for an emergency contact other than a spouse cannot be overstressed.

HEALTHY SNACKS

Because most classrooms have a morning snack, in 2006, the Alconbury AES Advisory Committee put together a list of ideas for health drinks and snacks to serve children. Why not look out for them the next time you do the family shopping? Please work closely with your child's classroom teacher in regard to snack time and preferred snacks.

Fruits and Vegetables - almost all snacks served to children should be fruits and vegetables. Do taste test or let kids choose (or vote for) new fruits and vegetables to try. Fruits can be served whole, sliced, cut in half, cubed or in wedges. Dried fruits are easy! Vegetables can be served with dips or salad dressings.

Healthy Grains (whole grains that are low in fat and sugars) - whole wheat or other whole grain should be the first ingredient listed. Whole grain options include: English muffins

and bagels, pita bread or tortillas, sugarless breakfast cereal, low-fat/low sodium crackers, rice cakes, granola, cereal bars or breadsticks. Refined grains such as pretzels and goldfish should not be everyday offerings.

HOMEWORK

- TEACHERS are responsible for the specific homework policies of their classes.
- STUDENTS are responsible for the completion and return of assigned work.
- PARENTS are responsible for the supervision of students' homework and studies.

Definition: Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

Purpose: Alconbury Elementary School endorses the use of homework as an instructional tool as research studies in this area indicate that homework, accompanied by meaningful feedback, enhances student learning. The school also recognizes young people are more than students and need time for family interaction, play, and work as well as for study. Therefore, homework should not infringe excessively on the student's out-of-class time. The purposes of homework include:

- Reinforce learning by having students practice newly taught skills independently or with parental supervision,
- Extend skills by offering assignments encouraging the use of higher level thinking skills,
- Encourage creative thinking by requiring students to integrate many skills and concepts in the completion of assignments,
- Teach research skills by giving students opportunities to seek information from a variety of sources,
- Teach responsibility and time management by providing opportunities to apply these principles in the completion of assignments,
- Provide feedback by informing students of strengths and weaknesses about a concept or skill.

Policy: It is the policy of Alconbury Elementary School to assign homework to all students capable of completing assignments. Homework assignments will be consistent with the following suggested guidelines per grade level:

- Grade 1 - 3 assignments will not exceed 20-30 minutes a day (special individual assignments as needed)
- Grade 4 and 5 assignments will not exceed an average of 45-60 minutes a day (special individual assignments as needed)

Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts of skills. Homework will not be assigned as a punishment. Homework will be done outside class time, not during the instructional period.

As appropriate to the nature of the assignment, teachers shall evaluate and return homework to students and shall periodically inform students and the parents of the student's academic progress and their mastery of learning objectives.

Students receiving homebound instruction and to those students whose instructional program is governed by individualized educational plans (IEPs) when those plans exclude the prospect of homework are not subject to this policy.

Teacher Responsibilities: It is the teacher's responsibility to identify the degree to which homework affects the determination of a student's grades. The teacher must provide clear, concise directions for the completion of homework and evaluate, review, and return homework in a timely manner. A student's performance on homework assignments will be included in academic progress discussions with parents and/or the child.

Parent Responsibilities: It should be recognized that "homework" may not always be paper and pencil tasks. Some of the homework in the primary grades will be students reading to parents and parents reading to students, or taking part in host nation activities, or creative art activities.

Ways parents can help include:

- Provide a good environment for the student and a consistent time each day for homework to be done.
- Reinforce desirable study habits by giving praise.
- Give encouragement and help when needed.
- Take an interest in the student's school activities.
- Guide the student toward independent and effective use of time.
- Monitor the completion of assigned homework.

Student Responsibilities: Homework is the responsibility of the student. He/she is expected to complete all assignments in a timely and accurate manner.

LUNCH PROGRAM

Cafeteria Services: All students are required to have a lunch each day, whether purchased or prepared at home. Alconbury Elementary School has a cafeteria, which is operated by the Army and Air Force Exchange Service (AAFES). A Class "A" meal is served each school day. An ala carte choice is available to students in Grades 3 through 5. A daily menu is posted in the school cafeteria and a monthly menu is printed in the Dragon Tidbits. A menu for a two month period can be accessed via the AES website. Students who bring their own lunches from home can purchase milk or juice in the cafeteria. School meals, ala carte items and drinks may be purchased with cash or through the AAFES 'PIN' system. Parents can register their child at AAFES customer service in the BX and pay money into a meal account *and/or* ala carte account. The child is then issued with a PIN number. At lunchtime, the child purchases the meal by entering the pin number into the register.

Free or Reduced Price Lunch Program: Alconbury Elementary School participates in the Department of Agriculture's child nutrition program. This program provides free or reduced price hot lunches to eligible children. Eligibility is based upon the parent's income. Applications are available from the school office or School Liaison Officer (SLO) office at Family Support. **A new application must be filed each year.** The SLO's office will review the application and notify you of his/her findings within 10 days by mail. If

you are deemed eligible and have established a PIN account, the SLO will contact Customer Service to have your account adjusted accordingly. Please contact the SLO Officer (268-3232) if you need additional information.

Cold Lunches: Students may bring a lunch from home. It is encouraged that children assist in the preparation of their lunch when possible. Children tend to eat what they like and like what they help make. *Please limit sweets and refrain from sending soda and/or drinks in glass bottles.* Milk and juice may be purchased in the cafeteria or through the PIN system.

INFORMATION CENTER

The Information Center supports and supplements the AES curriculum and provides recreational reading materials for the students. Resource Based Learning is one way this is accomplished, along with special activities celebrating reading; author, storyteller and illustrator visits; book fairs; student publications (which may include school newspaper, anthology, and Internet homepages.)

Materials include books, magazines, DVDs, audio and videotapes, computer software, and on-line access (Internet) which students and faculty use in the Center and in the classroom. Only books may be checked out and taken home. Each student is responsible for whatever he/she checks out. If a student has an overdue book, he/she cannot check out another book or renew any other materials he/she may have out.

Students may come into the library at any time during the day in order to work or check out books. Teachers schedule small groups or whole classes into the Center as appropriate. We are staffed with a full-time information specialist. Instruction in care of materials, hardware and software; reading appreciation; author study; and preliminary research is given to primary students. Resource-based learning, which integrates research and media exploration with classroom curriculum and uses all available resources, is emphasized for Grades 3-5. Instructional groups and scheduling is custom designed to the project and needs of the students.

Parents are invited to visit the Media Center and volunteer. We all benefit by sharing our skills and interests.

PROMOTION

The promotion policy, which governs advancement of pupils through school, is a restatement of the general philosophy of education regarding student progress. Each student should advance through school at a rate, which is consistent with his/her mental development as determined by standardized testing, social adjustment, physical wellbeing, and general emotional stability. The process of determining whether a student will be promoted, or not, is a continual process. Every teacher who works with the student must evaluate the educational progress of each student during the course of the school year. The progress, or lack of progress, is communicated to the parent.

A placement committee will be established by the principal to recommend the placement of a student being considered for retention, to validate course work or to make other placement adjustments. The committee will review the progress of students whose placement has been adjusted. Both the teacher and the Other Than Routine Placement Committee must consider the following factors:

Promotion - (Continued)

- Chronological age
- Physical size
- Social and emotional development
- Intelligence test scores
- Achievement test scores
- Diagnostic reading test scores
- Teacher evaluation of student's progress in relation to his/her ability
- Information concerning past progress from the cumulative record folder

In the early spring of each year, the teacher, parent, principal, and the child study committee view all factors concerning student progress before arriving at a decision.

SAFE SCHOOLS

We want all students to enjoy a safe and secure learning environment

- Free from the threat of fear or physical violence
- Free from drugs, alcohol, weapons and other prohibited items
- Free from bullying or intimidation, including free from any type of harassment (including sexual harassment)
- Free from gang or criminal activity

DoDDS locations follow guidance from the Department of Defense and also write rules about student behavior in the schools. DoDEA Regulation 2051.1, Disciplinary Rules and Procedures (August 16, 1996) describes acceptable and unacceptable behavior to students, parents and teachers. This regulation also explains what happens if a student breaks the rules. When a student does something that is dangerous to his or her safety, or the safety of others in the school, there is a consequence for that action. These rules apply to school activities

- While on school property
- While en route between school and home, including school buses
- During the lunch period whether on or off campus
- During or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school-related activities

Hitting or hurting someone, threatening to hurt someone, bringing prohibited items to school (e.g., knives, matches, cigarettes, alcohol or drugs), fighting and bullying are not acceptable behaviors. Making bomb threats or participating in making bomb threats is a serious matter and grounds for expulsion. All students must respect the right of others to enjoy a safe school day. Students who break the rules may be suspended or expelled from school.

SCHOOL PSYCHOLOGIST

The school psychologist provides the following specialized services to students and their families:

- Individual testing
- Individual family and group counseling
- Location and referral of additional services needed
- Seminars and classes on topics of interest.

Since the psychologist serves area schools on an itinerant basis, services are not available at the school on a daily basis.

SCHOOL SUPPLIES

Textbooks, workbooks and other instructional supplies are provided by DoDDS. The proper care of these items should be stressed to help your child develop a feeling of personal responsibility for books or supplies furnished for his/her use. Children who lose or damage schoolbooks or other school property will be held financially accountable. Supplies other than textbooks, workbooks, and those furnished by the school are the responsibility of the parent. **Supplies are not a must on the first week of school.**

The following are supplies you *may* be asked to provide for your child by grade level.

First Grade

Backpack	Box of 24 crayons	Glue stick*
Pencil box	12 colored pencils	12 markers*
1 box of tissues	Scissors	

*These items may need to be replenished throughout the school year.

Second Grade

Colored markers	Glue sticks	Bookbag or backpack
Plastic supply box	Crayons	Rubber eraser
Tissues (1 box max)	Round scissors	Colored pencils
Gym shoes	Pocket folders (6)	Highlighters
Paper - loose leaf	Pencils (throughout the year)	
Bound composition book (3)	NOT primary get wide-ruled normal ones	

Third Grade

Black or Blue Pens	Spiral notebooks (3)	Glue sticks (4 large)
Pencils	Colored markers	Scissors
Rubber eraser	Crayons	Pocket folders
Colored pencils	Plastic supply box	Tissues (1 box max)
Glue (1 bottle)	**Paper - loose leaf	Gym shoes
Watercolor Paints (later in the year)	Bookbag or backpack (non-rolling)	
Bound composition book		

4th Grade

Pencils	Bookbag or backpack	Paper - loose leaf
Rubber eraser	Spiral notebooks	Crayons
Colored pencils	Plastic supply box	Tissues (1 box max)
Glue sticks	Pocket folders (4)	

4th/5th Grades

Pens and pencils	Bookbag or backpack	Rubber eraser
Paints (watercolor)	Colored pencils	Colored markers
Glue (sticks or bottle)	Tissues (1 box max)	Paper - loose leaf (1)
Pocket folders	Highlighters	Round scissors
Crayons	Bound composition book (5)	

Fifth Grade

Pens and pencils	Bookbag or backpack	Round scissors
Spiral notebooks	Colored pencils	Colored markers
4 glue Sticks	Tissues (1 box max)	Paper – loose leaf- 2 packs
Pocket folders	Highlighters(at home)	Bound composition book (5)
Crayons (at home)	Rubber eraser- large	

STUDENT SCHOOL RECORDS

Student records are developed and maintained by DoDDS schools in order to record and store information about students for legitimate educational purposes. Records include:

Student Cumulative Folder: This folder contains official administrative records such as permanent record cards, standardized group achievement test results, records of honors and activities, progress reports.

Student Personal Folder: This folder contains information on reports from the Case Study Committee such as individual test results, Individualized Educational Programs (IEPs), and special action reports. The Case Study Committee must obtain parental permission prior to initiating any form of student assessment.

School Health Records: This folder could include the standard DoDDS health record, power of attorney for emergency treatment, physical fitness forms for participation in sports, certification of immunization, etc.

Parents who have questions regarding school records or who would like to review student school records should contact the counselor or principal.

VI. CONDUCT AND DISCIPLINE

INTRODUCTION

Department of Defense Education Activity Regulation 2051.1, Disciplinary Rules and Procedures, states that “management of student behavior is a responsibility shared by parents, the school and the community...” The Tri-Base community commander and school administrators have collaborated closely on the Tri-Base Community/DoDDS Discipline Policy (attached at the end of this handbook). The Table of Consequences outlined in this policy helps guide decisions when disciplinary procedures are necessary. Please review the following guidance closely and contact the principal if you have any questions.

ARSON

Students determined to be guilty of setting fire will be subject to expulsion from school.

BEHAVIOR

In order to establish and maintain an environment in which students may grow, appropriate policies on behavior and discipline are essential. Students are expected to follow these policies, parents are expected to support them and school personnel are expected to implement them.

Conduct: Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with the administrators and teachers the responsibility of developing a climate within the school that is conducive to productive learning.

School Policies for Student Behavior: Students will

- Remain on school grounds unless permission to leave is granted by school administration.
- Walk quietly in the halls.
- Use the playground and its equipment in a safe manner.
- Obey the rules of proper conduct while using the school buses or walking to or from school.
- Respect school property and other people's private possessions.
- Bring to school only necessary school materials and leave unsafe or expensive items at home.
- Treat people the same way he/she likes to be treated.
- Conduct themselves in a quiet orderly manner while in the cafeteria and lunch line.
- Help to keep the school and campus free of litter.

Discipline Procedures: It must be noted that no hard and fast rule could ever be developed that applies in all situations. Aspects that must be taken into consideration include the child involved; the offense; events which previously occurred involving the child, teacher, and/or parents; and the specific circumstances involved in the immediate situation. As such, the following directives and guidelines apply:

Directives:

- School personnel will not administer corporal punishment.
- Suspension from school will be accomplished only by an administrator and only in extreme cases as defined by the principal.

Guidelines: The entire staff is responsible for ensuring students follow appropriate standards of conduct on the school campus, within the classrooms, during school-sponsored activities (e.g., special programs, assemblies), and during non-instructional break time during the school day (recess and lunch break).

Except in those rare instances when the child behaves in such a manner as to possibly injure himself or another individual or when the child continually disturbs or interferes with the class or activity, the classroom teacher is expected to take the following actions:

- Confer with the student
- Contact the parents to inform them of the behavior
- Contact the principal and help decide if a conference between the teacher, parents and others (i.e. administration, counselors, etc.) needs to be held.

Suspension: A student who persistently violates school rules and regulations or is considered to have committed a serious breach of conduct may be suspended from classes by the principal. In such cases, parents will be notified or conferred with and conditions set down for a student's return to class. All suspensions are out of school.

On all offenses involving a suspension, a letter will be sent to inform the sponsor of the incident and details of the suspension.

PLAYGROUND BEHAVIOR

Students are expected to conduct themselves in a manner that encourages a sense of responsibility, safety, and well being for all children on the playground. Students will respect the requests and directions of the adults on duty at all times. The following behaviors are not allowed:

- Spitting on the playground
- Jumping off any playground equipment or jumping up and down on bridge
- Slam dunking and hanging from the basketball rims
- Pushing, fighting, arguing, obscene gestures, or bad language. These constitute severe behavioral infractions and may result in suspension from school
- Bullying of any sort
- Chicken fighting
- Leaving the playground for any purpose without permission from a teacher or monitor
- Running to or from the playground
- Eating on the playground (except for special activities such as popcorn day or carnival).

Recess is over when the bell rings. Playing stops and students line up at their designated areas or return to their classrooms in an orderly manner.

BICYCLES

Children may ride their bikes to school; however, riding on the campus is prohibited. Students must dismount and push their bikes to the bike rack. Riding bikes in or around the buses is prohibited. It is strongly recommended that bikes be locked when not in use. AES is not responsible for lost or stolen bicycles.

BOMB THREATS

Bomb threats are serious crimes and will be dealt with severely. The Security Police will routinely assume authority over a bomb threat suspect. If it is determined a student has initiated a bomb threat to a school, the school will immediately begin expulsion proceedings. The student will be suspended until the expulsion process is complete.

BULLYING (See SAFE SCHOOLS, Page 34)

DRESS AND GROOMING: Student dress and grooming will be the responsibility of the individual and his or her parents within the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. There will be no tank tops, mesh shirts, muscle shirts, spaghetti strap tops, revealing clothing, crop tops, bare midriffs, severely sagging pants, short shorts or other inappropriate clothing.
- There will be no t-shirts picturing or advocating drug use or displaying obscene language.
- Flip-flops and stacked heels are discouraged, as children tend to trip and injure themselves on the playground and on the equipment. Tennis shoes must be worn for PE.
- Head covers (hats, headbands and bandanas, etc) are not allowed in the school. They are to be removed upon entering the school.

The administration and staff of Alconbury Elementary School believe that every student will get the best education possible if:

- Students come to school prepared to participate in the learning activities.
- Students respect the teachers.
- Teachers respect students.
- Teachers communicate often with parents.
- Parents communicate with the teachers and principal.
- Parents see that students get adequate rest and nutrition.
- The principal facilitates the educational program and supports the teachers.

PROHIBITED ITEMS

DoDDS enforces a no weapons policy. Students and parents are hereby notified that possession of weapons (see 'Weapons' section below) or replicas of weapons can result in expulsion from school.

In addition to weapons, students are not allowed to bring knives, matches, lighters or other dangerous objects to school. Toys, electronic devices, trading cards, chains, (even on wallets or keys) CD's and water guns should not be brought, as they tend to distract children from their learning tasks. Possession of tobacco in any form and alcohol will not be tolerated. Gum is not allowed in school. This list is not all-inclusive. If you have any doubt about bringing an article to school, consult the school office. Nuisance items, which are dangerous to the safety of others or have the potential to cause damage to personal or school property such as fireworks, smoke & stink bombs, eggs and shaving cream will be confiscated and not returned. When appropriate these items will be given to the Security Police. Prohibited items will be confiscated and released only to the sponsor.

It should be noted that possession or use of a weapon or prohibited items on DoD property is a crime and will be reported to security officials. Disciplinary action may include suspension or expulsion. DoDDS supports a no tolerance policy for weapon possession.

SKATEBOARDS, ROLLERBLADES, HEELYS AND SCOOTERS

Skateboards, roller blades, heelys and scooters are not allowed on campus during the school day. They pose a safety problem due to possible tripping hazards and lack of appropriate space to store.

TOBACCO AND TOBACCO PRODUCTS

AES does not condone the use of tobacco or tobacco products by students either on or off campus while under our supervision.

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 will not be designated smoking areas defined or condoned by DoDDS-E schools.

WEAPONS

Possession of knives, sharp or pointed objects, guns, clubs, explosive devices or ammunition or any other dangerous item will result in immediate disciplinary action and reporting to the Base Commander, Security Police, DoDDS District Superintendent, DoDDS Area Superintendent, and the sponsor's major unit commander. Disposition of weapons and prohibited items is at the discretion of the administration and the security police. Incidents involving weapons are very serious. Any item when carried in a concealed manner, or if displayed openly, brandished or used in a threatening manner, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety, can be considered a weapon. Realistic look-alike items will be included in this category. DoDDS-Europe has a ZERO TOLERANCE weapons policy. Violations will result in suspension and the commencement of expulsion proceedings.

The following lists of weapons are provided as examples of prohibited items by USAREUR Reg. 190-6 and USAFE Reg. 125-17. This is not a complete listing; in the case of situations not specifically addressed, please contact your local security police.

- Guns of any type
- Switchblade knives, any length locking blade knives, other knives with blades 3 inches or longer
- Club-type hand weapons (for example, blackjacks, brass knuckles, kunchaku)
- Ammunition and Sling shots
- Any of the following, if carried in a concealed manner, or if displayed openly, brandished or carried in the presence of other persons in a manner likely to make reasonable person fear for their safety:
 - Straight razor, razor blades, or weapons made from razor blades
 - Authentic appearing replica of a firearm (for example, toy guns, bb guns)
 - Blank cartridge pistols
 - Any other object that might be used readily to inflict bodily harm (for example, those designed to injure through strangulation, barbed wire flails, chains on wallets or keys of any type including those in wallets or keys, bicycle chains, canes with sharp points, broken bottles or glasses, small knives with retractable blades
 - Tanto, kama, tonfu, yawara or other like martial art weapons or practice devices

To ensure the safety of DoDDS students and staff, any incident that occurs in a DoDDS-Europe school, on school grounds or during a DoDDS sponsored activity that involves a weapon or prohibited item will be immediately reported to the local security police and the students' sponsor. Within 24 hours, the Community commander, the District Office, the Area Office and DoDEA will also be notified through the completion of a serious incident report.

VII. GENERAL INFORMATION

HOW PARENTS CAN HELP STUDENTS

Encourage habits of promptness, obedience, and respect for authority. Encourage your child to share his experiences and possessions. Give your child a feeling of security at home. Make them a part of your home activities and have them accept the responsibility for home tasks suitable to her age.

Prepare your child for school by seeing that they have sufficient sleep, eat a good breakfast and wear suitable clothing.

Refrain from criticism of other children and teachers in the presence of your child. Help him develop a positive attitude for school. Avoid expressing opinions, which may result in your child forming prejudices.

Show interest in their welfare at school as well as at home.

Be prompt to answer and return to school any requested materials such as signed permission slips, information forms or notes.

Stress the importance of taking pride in all work. Encourage the completion of all work neatly and check it over for mistakes. Establish a routine of organizing school materials the night before so that nothing is left at home the next day.

Go over work papers that are sent home and help children realize that we all learn by our mistakes.

Encourage your children to read, and read to them.

Give them a place to study to assist the development of good study habits.

LOST AND FOUND

A lost and found facility is located in the cafeteria. Children and parents should check these locations whenever anything is lost at school. Valuables such as jewelry and money, when found, will be secured in the main office.

We recommend that parents label or sew nametags on clothing items to facilitate identification. Additionally, lunch boxes, satchels, purses, wallets, etc. should be marked with some form of student identification.

PARENT VOLUNTEERS

We welcome and encourage parent volunteer help. They also serve as classroom or office aides, help in the Media Center or do whatever is most helpful to the teacher and students. Should you wish to assist us, please contact the office for a Volunteer Application Package. Once approved, all volunteers must report to the office on arrival at school to check-in and receive a badge.

SCHOOL CLOSURES AND CANCELLATIONS

The Wing Commander may declare an emergency for reasons such as alerts, epidemics, inclement weather, bomb threats, demonstrations, or facility deficiencies that would endanger the health and safety of students and school personnel. These situations may result in schools being closed and students being released early. On such occasions, it is impossible for school personnel to personally notify all parents that children will be dismissed early. Parents, therefore, **must** make arrangements for these eventualities and ensure their children have alternative places to go whenever there is no one home to meet them.

In cases of bad weather, the Wing Commander or a designated representative will coordinate school closure or delayed start times with the principal. The decision to close school will normally be made prior to 0600 hours.

School Closures and Cancellations (Continued)

The following sources can provide information on school closures:

Base Information Line - 01480-824636

AFN TV - Commander's hotline channel

Radio Cambridgeshire - 102.6 MW, 96 FM (FM does not reach some villages)

VISITORS AND GUESTS

Parents are welcome to visit our school. All visitors must report to the office on arrival at school to sign in and receive a badge. If you wish to visit your child's classroom, please arrange a time and date with the teacher. This allows the teacher to tell the children about your visit, which tends to lessen the disruption to classroom routines. Classroom instructional time cannot be used for parent/teacher conferences. **Any time during school hours a visitor/parent enters the school, he/she must first report to the office.**