

# Alconbury Elementary School



## Student and Parent Handbook School Year 2020-2021



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
OFFICE OF THE SUPERINTENDENT  
EUROPE WEST DISTRICT  
UNIT 28100 BOX 26  
APO AE 09714

August 2020

Dear Parents,

I am delighted to welcome the students and parents of the Europe West District to the 2020-2021 school year. Last year was an extraordinarily busy challenging year due to COVID and this year seems to be headed in the same direction. However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staff, we will prevail on all fronts. I am grateful for the partnerships Europe West has with installation commanders and representatives to help us keep our schools safe. I am thankful to our parents and students for working with our schools to adapt to the changes this challenging time has given us. I am counting on the continued dedication and goodwill of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

Students are at the heart of all we do and we are seeking ways how to alleviate the challenges they may face as a result of transitions and living in the abnormal. Our goals continue to focus on providing the best education to meet the needs of every student, and as we are faced with challenges from the pandemic, I am proud of how our school principals, teachers, and staff have worked so hard to develop rigorously standards-based instructional learning opportunities for students and have also ensured the environment is safe for all. Together, we will continue our journey implementing the DoDEA Community Strategic Plan that is aiming to meet high educational expectations and improve organizationally accountability. Only through shared commitment and close collaboration can we achieve the results that best serve the students' needs. DoDEA continues to implement the College and Career Ready Standards (CCR) in the content areas of science and literacy at the elementary, middle, and high school levels.

Parental and community engagement is vital to student success and enriches their lives in our highly fluid environment. We are working on fostering family, school, and community partnerships to expand educational opportunities for all our students, in a safe environment.

As the Superintendent, my goal is to continue to meet the specific needs of each school's students, faculty, and community. It is only through the collective efforts of our community that DoDEA will be successful in its mission to "Educate, Engage, and Empower" each student to succeed in a dynamic world."

Looking forward to meeting you during my school visits,

Sincerely,

A handwritten signature in black ink, appearing to read "Kent Worford".

Kent Worford  
Superintendent  
Europe West District



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
OFFICE OF THE PRINCIPAL  
ALCONBURY ELEMENTARY SCHOOL  
Unit 5609  
APO AE 09470-5609**

Greetings

I am pleased to welcome you back to the 2020-21 school year! I would like to extend a special welcome to all of the new families joining Alconbury Elementary School (AES) this year and welcome back all of our returning families as well! I am honored to be your principal. Our goal at AES is to work together to provide our students with a rich learning environment in spite of all the limitations created by COVID-19.

Student success is attributed to the partnership and the relationships we build within our community and this is MOST important now more than ever. It truly does take a village and at AES we value teamwork and collaboration! Education is a joint venture and Team AES greatly appreciates the support you provide for your children at home and at school to help them meet their learning goals.

Although this year looks different than any other year, we are dedicated to providing your child(ren) a memorable, interactive, engaging distance and face-to-face learning experiences. In the AES spirit, we pride ourselves on being SMART, KIND, and SAFE. Now more than ever it is so important to safely care for ourselves, one another, and our community.

Although things in our school look a little bit different now, I challenge you to be thinking about ways you can continue to execute AES's Student Vision: Be Smart, Be Kind, Be Safe. Some ideas might include writing a letter to someone special, calling someone just to say 'hello', waving at someone, or decorating a mask with a smile. Team AES will be focusing on all of the positives that we can take from this experience and as the role models in our little dragons' lives it is important that we display a positive attitude towards social distancing and learning each and every day.

While we know this school year will be different than previous ones, it will not damper our dedication to Educate, Engage, and Empower military connected students to succeed in a dynamic world. Our staff is committed to Excellence in Education for Every Student, Every Day, Everywhere. Communication between home and school is critical, especially during a time when circumstances can change overnight, so please ensure your information is always up to date in our student database system.

Please join our Parent Teacher Association. Our PTA is vital and strong, providing valuable support for our school through volunteering, providing classroom and school-wide, extra-curricular activities, and more!

This school year will be a new journey for all of us, but please know that I am committed to keeping all stakeholders healthy and safe while we navigate through these uncharted waters together. I look forward to another great year with you and your child!

Principal Harwel

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# 2020 – 2021 Alconbury Elementary School

(Draft 15 May 2020)

August 2020				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2021				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2021				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11

#	Go To School Day!
#	220 Early Release
	Teacher Workdays/Training (No School)
	Holiday/Break (No School)
	Parent Conferences (No School)

\*LITERACY CCR PD DATES IN RED

Aug	CCRS Summer Training Days
Aug 17-21	Teacher Prep/Training
Aug 21	New Family Orientation
Aug 24	First Student Day - Grades 1-5
Aug 31	First day for Kindergarten
Sep 3	Open House
Sep 4	DoD Training/CSI Training
Sep 7	Labor Day
Sep 10	First day for Sure Start
Oct	Picture Day
Oct	Postles with Parents
Oct 12	Columbus Day
Oct 19	CCRS Q1 Training Cadapult

Oct	Picture Makeups
Oct	ADVANCED VISIT
Oct	Fall Festival
Oct 22	End 1 <sup>st</sup> Quarter
Oct 23	Teacher Workday
Oct 29-30	Parent Conferences
Nov 10	Early release Tuesday
Nov 11	Veterans' Day
Nov	Book Fair
Nov 26-27	Thanksgiving Break
Dec	Hobgoblin Theatre
Dec 4	CCRS Q2 Training Cadapult
Dec 21 – Jan 1	Winter Break

Jan 4	School Resumes
Jan	Spelling Bee
Jan 14	End 1 <sup>st</sup> Semester
Jan 15	Teacher Work Day
Jan 18	Martin Luther King, Jr. Day
Feb 12	CCRS Q3 Training Cadapult
Feb 15	Parents' Day
Feb 26	Editorial's Day - CSI
Mar	Spring Pictures
Mar 24	End 3 <sup>rd</sup> Quarter
Mar 25	Teacher Workday
Mar 26-Apr 2	Spring Break
Mar 26-Apr 2	Camp KUDOS

Apr 29	CCRS Q4 Training Cadapult
May	Book Fair
	Talent Show
	Choir Performance (Evening)
	Choir Performance (School)
	Skip Hop Day
May 26-31	Memorial Holiday Break
Jun 10	Last Student Day
Jun 11	Teacher Workday

## BELL SCHEDULE

Supervision on school grounds begins at 0810. Please do not send your children to school prior to 0810. **Children arriving before 0810 will call their parents to collect them.**

<b>Monday, Tuesday, Thursday, Friday 0830-1500</b>		<b>Wednesday 0830-1420</b>
<b>Time</b>	<b>Event</b>	<b>Time</b>
0820	First Bel Rings	0820
0825	Tardy Bell	0825
0830	School commences	0830
1040	Mid-morning Recess	1040
1100	K and 1 <sup>st</sup> Grade Lunch/Recess	1100
1135	2 <sup>nd</sup> and 3 <sup>rd</sup> Grade Lunch/Recess	1135
1155	4 <sup>th</sup> and 5 <sup>th</sup> Grade Lunch/Recess	1155
1500	Dismissal	1420

## CHAIN OF COMMAND

### **PRINCIPAL, ALCONBURY ELEMENTARY SCHOOL**

Netra Harwell  
Unit 5609  
APO, AE 09470  
DSN: 268-4360  
CIV: +44 1480-844360  
Email: AlconburyESPrincipal@dodea.edu

### **SCHOOL LIAISON OFFICER, RAF ALCONBURY**

Mrs. Stacey Lee  
DSN: 268-3232  
CIV: +44 1480-843232

### **SCHOOL ADVISORY COUNCIL, ALCONBURY ELEMENTARY SCHOOL**

Chair: Nicole Andre  
Teachers: Kelly Sandoval and Lanequa White  
Email: AlconburyES.SAC@dodea.edu

### **SUPERINTENDENT, DoDEA WEST DISTRICT**

Kent Worford, Superintendent  
Joe Lovett, Community  
Superintendent  
DSN: 226-7234  
CIV: +32 1638-527234

### **AREA DIRECTOR, DoDEA EUROPE**

Dr. Dell McMullen  
DSN: 338-7614  
CIV: +49 611 380 7614

### **DIRECTOR, DoDEA**

Mr Thomas Brady  
Department of Education Office  
4040 North Fairfax Drive  
Arlington, VA 22203-1635  
CIV: +001 703-696-4462

## INTRODUCTION

### **School History**

Alconbury Elementary School (AES) is located on Alconbury Royal Air Force Base, in Cambridgeshire, United Kingdom. Our professional learning community includes 24 classroom teachers, and 10 support personnel. Over two hundred students are currently enrolled in AES, ranging from Preschool through fifth grade. Our stakeholders consist of military and civilian families that work at Royal Air Force Bases Alconbury, Molesworth and Wyton. They provide combat and operational support to mission partners and tenant units including, the Joint Analysis Center, the NATO Intelligence Fusion Center, AFRICOM J2-M, as well as various shops from 423rd Air Base Group squadrons, to include the 501st's only Combat Arms Training Facility.

Opening in 1955, AES has a proud history of drawing upon its unique community, diversity and talented staff to build a community of learners. A culture of high expectations is integrated into our classrooms experiences across the curriculum and is evident in our Vision Statement: "To be among the world's leaders in education, enriching the lives of military-connected students and the communities in which they live." It is also exemplified in our thematic "Go Green Team" approach towards Science, Technology, Engineering, Arts, and Math (STEAM) initiatives, which include the Cambridge environmental services, PTA, and base engineers. We provide our students with hands-on building experiences with recycled materials, Read Across America activities, Amazing Reading Race, AES/AMHS STEAM Night, Digital Robotics Competitions, and a mentor program which involves military parents and volunteers; classrooms use guest speakers and volunteers within our community to provide an enriching and motivating educational experience for our students.

Our learning environment provides differentiated instruction to meet the academic, personal and social needs of our student population. Our staff is very experienced, passionate and dedicated to the needs of our students. In order to address individual student needs, teachers and grade level teams collect and analyze data to guide instruction. Diagnostic teaching is conducted using students' individual performance results to adjust and direct instruction. Our strengths in implementing best teaching practices, validating student personal contributions, interpreting assessment data, and peer collaboration in the classroom result in high standardized test scores.

Curriculum resources are selected to address individual learning styles and needs. This is exemplified by our school's use of College and Career Ready (CCR) Math and Science, Guided Reading, and inquiry-based instruction. School Support Specialists focus on providing more intensive leveled interventions in a smaller setting. All students participate in critical thinking instruction guided by our Advanced Academic Program Services teacher. Specialists and classroom teachers co-teach and co-plan to meet the learning needs of students with different abilities in the most appropriate, least restrictive environment. Collaboration between specialists and classroom teachers result in a multi-faceted, differentiated curriculum. Test scores show current teaching practices are very successful. We have a very robust Continuous School Improvement (CSI) plan and to prepare students to function as responsible citizens in our global society.

Our highly motivated learning community and cultural opportunities combine to create and extend the traditional classroom experience in powerful ways. Students are provided rich educational experiences to be prepared to be leaders and citizens in a global community at the earliest age. Shared leadership and decision making by all stakeholders create high expectations for everyone involved in the school community. In addition to the CCR

curriculum elements, students at AES study British culture, science, technology, engineering, art and math opportunities through a variety of partnerships with base community support. A typical elementary host nation lesson on communities and government will not only describe the American President and Congressmen but also include the King or Queen, and the customs and practices of the British culture. Our vision statement integrates research-based teaching practices, built upon the bedrock of our community, have resulted in high academic performance, worthy of consideration for a Blue Ribbon school.

## Administrative Information

MILITARY ADDRESS	Alconbury Elementary School Unit 5609 APO AE 09470	
CIVILIAN ADDRESS	Alconbury Elementary School Building 682 RAF Alconbury Huntingdon, CAMBS PE28 4DA	
PRINCIPAL	Netra Harwell 268-4360 or 01480 844360 <a href="mailto:AlconburyESPrincipal@dodea.edu">AlconburyESPrincipal@dodea.edu</a>	
SCHOOL LIAISON OFFICER	Stacey Lee 268-3232 or 01480 843232	
TRANSPORTATION OFFICER (BUS OFFICE)	Cheryl Jacob 268-4314/4313 or 01480 844314/4313	
TELEPHONE NUMBERS	<b>School Office</b>	<b>01480-844360</b>
	School Secretary	01480 844362
	School Registrar	01480 844366
	School Nurse	01480-844365
	School Counselor	01480 844360
	EDIS - 4yo - 5 <sup>th</sup> Grade	01480 844360
	EDIS - Under 3 years old	01480 844513
	Family Advocacy	01480 844541
Website	<a href="http://www.dodea.edu/AlconburyES/">www.dodea.edu/AlconburyES/</a>	
Facebook	Alconbury Elementary School Alconbury Community Schools	

## 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 parents and

teachers. Agenda items should be emailed to [AlconburyES.SAC@dodea.edu](mailto:AlconburyES.SAC@dodea.edu).

SAC Meeting Dates for 2020-2021:

1 <sup>st</sup> Quarter	September 28, 2020
2 <sup>nd</sup> Quarter	October 30, 2020
3 <sup>rd</sup> Quarter	February 22, 2021
4 <sup>th</sup> Quarter	May 10, 2021

### **Parent Teacher Association (PTA)**

Alconbury Elementary School is fortunate to have a very active PTA. They sponsor numerous family events. The officers for 2020-2021 are:

President: Lynne Keeling  
Vice President: Tiffany Cunningham  
Secretary: Caitlin Jordan  
Treasurer: Aaron Beil  
Hospitality: Lindsey Richardson  
Designer/PR: Carlina Moreland Lockley  
Gram Coordinator: Lauren Nulf  
Spirit Wear Chair: Tamitha Schroeder  
Popcorn Coordinator: Lisa Keillor  
Military Liaison: Anthony Richardson  
Faculty Reps: Linda Harley and Marisa Pandiella

The PTA is always looking for volunteers. If you can help in anyway, please email [AlconburyPTA@yahoo.com](mailto:AlconburyPTA@yahoo.com)

### **School Hours**

The main office is open between 0730 and 1600. The instructional day begins at 0830 and ends at 1500 hours. Students are not allowed in the school buildings before the 0825 warning bell or after 1500, unless supervised by a teacher or other authorized school personnel.

#### **Before School**

Students may gather on the playground or other designated area from 0810 to 0825. Students should not arrive on the school grounds prior to 0810 since there are no school personnel available to supervise their activities until then. **Students arriving prior to 0810 will call their parents from the school office to collect them.**

#### **After School**

The designated pick-up points for students after school:

Children aged **7 years and older** - parents/guardians and/or siblings can meet in front of the school's Information Center, building 677.

Children aged **6 years and younger** - parents can collect students from their teachers in the area near the main doors of building 694.

## **GOALS AND PHILOSOPHY**

### **DoDEA Mission**

Educate, Engage, and Empower military-connected students to succeed in a dynamic world.

### **DoDEA Vision**

Excellence in Education for Every Student, Every Day, Everywhere.

## **AES SMART Goal**

AES will increase in meeting or exceeding expectations from 64% to 67% in mathematical reasoning as measured by the DoDEA CAS Summative Assessment by the end of school year 2019-2020.

## **AES Vision**

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.

## **AES Student Vision**

### **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, Hallway and Bathroom Rules
- ~Help Others Feel Safe to Learn in the Classroom

## **DoDEA Guiding Principles**

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

## **AES Mission**

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.

## **AES Philosophy (Beliefs)**

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

## **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 DoDEA schools prospective students must be:

- 4 years old by September 1<sup>st</sup> for Sure Start
- 5 years old by September 1<sup>st</sup> for Kindergarten
- 6 years old by September 1<sup>st</sup> for 1<sup>st</sup> Grade

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. (See Pre-School Services for Children with Disabilities section on page 18)

Enrollment of all students must be accomplished in person by at least one parent or guardian. The parent must sign the registration form. Registration completed before 1300, will allow your child to begin attending school in two days. 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 or a child that is not command sponsored. Registration **cannot** be done by mail and registration online is not complete until the papers are signed in the school office. 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 1<sup>st</sup> Grade student.
- Immunization record for the student being enrolled.
- Current complete APO and physical home addresses
- Current home, mobile and duty telephone numbers.
- Name and telephone number of 1-2 local emergency contacts (**other than spouse**) in case of inability to contact the sponsor in an emergency.
- Name, telephone number and address of one stateside contact, in case of emergency
- Previous school records in a sealed envelope. (If records are not hand carried, you will be asked to sign a records request form that our registrar will send on your behalf.)

DoDEA 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 two weeks 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 DoDEA 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 a parent/guardian authorized request in a digital secure manner or via the post. The registrar will need five working days to prepare records.

## **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 DoDEA standards can be found at [www.dodea.edu](http://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.

#### **Health**

The health education program provides instruction and health appraisal for children in

kindergarten through grade 5. The school nurse is the health consultant to students, parents and teachers. The nurse also provides supplementary instruction for the classroom teacher in a variety of areas.

### **Host Nation/Intercultural Program**

A unique feature of the DoDEA 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.

### **Language Arts**

The Benchmark Advance 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 Benchmark Advance provides for appropriate grouping of students, skill instruction, practice, assessment, remediation 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 GoMath Curriculum includes the use of manipulatives, games and individual problem solving techniques. DoDEA has developed specific instructional objectives for each grade that are implemented by the educators. Classroom instruction time allocation varies from 60-90 minutes per day 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 DoDEA 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. In addition to SMART boards, each classroom is equipped with 3-5 laptops for student use. AES also maintains three Computer on Wheels (COWs). COWs are rolling carts that safely house laptops and Chromebooks, allowing maximized usages of technology in various locations throughout the AES campus. They access the network through wireless transmitters mounted on each cart. Laptops have the ability to access school network drives and print black and white documents. Chromebooks are used for whole group testing and available for digital lesson reinforcement.

Email accounts for students in grades 3-5 are assigned student.dodea.edu Google accounts. This account allows for independent and collaborative work opportunities using Google docs, forms, slides, and sheets. Students will not be permitted to use school computers or the Internet without a signed Internet Agreement permission form (DoDEA Form 700A) being on file. Students may only use school computers with permission and supervision by school faculty and/or staff. 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.

### **Advance Academic Program Services (AAPS)**

AAPS works with students who need challenges beyond the general scope and sequence of a classroom setting. The focus of the program is to meet not only the academic needs, but also the socio-emotional needs of our advanced learners. Students are identified for possible inclusion into the AAPS program by several means including the CogAT assessment. Students receiving this service have gone through a referral process which includes parent and teacher input, work samples, and testing. An AAPS Team composed of designated school personnel oversees the final selection of students who qualify for enrichment services. Students receive a level of service appropriate to their need as determined by a review committee.

### **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 each 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
- Self-help skills
- Pre-academic skills (mathematics, writing, reading)
- Sensory-motor skills (fine and gross motor perceptual integration)

### **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 DoDEA preschool program for children who are four years old by **September 1st** of the current school year and who meet the criteria for enrollment. Sure Start is a free, full day program including four components: Educational, Health, Parent, and Social Service. The program is limited to 18 students accepted through an application process. Students not immediately accepted may be placed on a waiting list.

### **Child Find**

Child Find is the DoDEA 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
- specific learning problems in school aged children

### **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 DoDEA 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.

## **SCHOOL POLICES AND PROGRAMS**

### **Attendance**

**Parents are expected to call the school no later than 0900** if their child will not be in school. Communication must include a cause for the student's absence.

#### **DoDEA REGULATION 2095.01 (extract)**

*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.

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.

#### **DoDEA REGULATION 2095.01, Enclosure 1: (extract)**

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 get more information please see the DODEA WEBSITE at the following website:

[DoDEA Attendance Policy https://www.dodea.edu/StudentServices/Attendance/index.cfm](https://www.dodea.edu/StudentServices/Attendance/index.cfm)

### **Arrival**

#### **At the Start of the School Day**

Children may begin to gather on the playground or designated area beginning at 0810. Students may be dropped off in front of our main office. Please pull ahead as far as safe and only use the doors on the left side of the vehicle. Do not pass cars in the drop-off area. Note: This is not a parking area. If you need to park to enter the school buildings, please park in a proper parking space. While walking to school or from the parking lot, students are expected to use caution while utilizing crosswalks when crossing roads.

A warning bell rings at 0825. At this time, children may proceed to their classrooms. A child not in the classroom at 0830 is considered tardy.

#### **During the School Day**

If your child is tardy or returning from an appointment, **you must bring the child to the office and sign him/her in.** If your child is 6 years old or younger, you will need to sign in as a visitor and walk your child to class. Students will be given a class re-entry permit explaining the reason for entering class. This permit will be turned in to the teacher. **Please do not return your child directly to the classroom without visiting the school office first.**

### **Dismissal**

#### **At the End of the School Day**

School ends at 1500 on Monday, Tuesday, Thursday and Friday and at 1420 on Wednesday. According to the 501 CSW Youth Supervision Guidelines, students younger than 6 years old

and younger are not allowed to walk to and from school alone. The following areas are designated pick-up points for students after school:

- Children aged **6 years and younger** - parents will collect students from their teachers in the area near the main doors of building 694 or in an area designated by the classroom teacher.
- Children aged **7 years and older** - parents and/or siblings can meet in front of the AES Information Center, building 677.

**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. If your child is 6 years old or younger, you will need to sign in as a visitor and walk to collect your child from the classroom. **The office is accountable for the whereabouts of every student during school hours. Under no circumstances are you to pick up your child without coming first to the school office.**

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 verbally notified the school, or has the adult designated as an emergency contact. In such cases, ID will be requested.

Absences will be calculated by the following measures, according to DoDEA Regulation 2095.01:

- (1) Absent up to 25% of the school day = absent one - quarter of the school day
- (2) Absent between 26% to 50% of the school day = absent one - half of the school day
- (3) Absent between 51% to 75% of the school day = absent three - quarters of the school day
- (4) Absent between 76% to 100% of the school day = absent full - day

Absences	Arrival Mon, Tues, Thurs, Fri	Departure Mon, Tues, Thurs, Fri	Arrival Wed	Departure Wed	Additional absences per 6.5 hour school day
0.25 absence	Arrive 0830-1000	Depart after 1330	Arrive 0830-1000	Depart after 1330	<1.5 hours absence during the school day
0.5 absence	Arrive 1001-1145	Depart 1145-1329	Arrive 1001-1130	Depart 1145-1329	1.5-3.25 hours absence during the school day
0.75 absence	Arrive 1146-1330	Depart 1000-1144	Arrive 1131-1300	Depart 1000-1144	3.25-5 hours absence during the school day
1.0 absence	Arrive after 1331	Depart 0830-0959	Arrive after 1301	Depart 0830-0959	>5 hours absence during the school day

**Bicycles, Skateboards, Rollerblades, Heelys and Scooters**

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.

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.

## **School 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 Transportation Office (STO) before obtaining housing. After enrolling your student for school, sponsors with school age dependents living off base must personally register their students at the STO. For more information please contact the Alconbury STO at DSN 268-4313, commercial 01480-84-4313, 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 to arrive.

The STO asks that students to arrive 5-10 minutes prior to the scheduled bus pick-up time. Likewise, parents should wait at least 10 minutes after the scheduled bus drop-off before contacting the STO for any issues in the bus schedule. Buses are equipped with monitoring systems which indicate times in which buses are arriving and leaving each stop. The STO requests parents give drivers a grace period for unexpected traffic or student issues.

The STO will notify the principal about all disciplinary or safety issues where parents are concerned.

### **Late Arrival of School Bus at the Pick-up 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 STO. As a general rule, parents are asked to wait at least 10 minutes after the scheduled bus arrival/departure time before contacting the STO. For students riding the bus in the morning, students are advised to remain at the pick-up 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 501 Combat Support Wing or 423 Force Support Squadron Facebook pages. 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 friend's 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 and 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 DoDEA 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 School Bus Office, DSN 268-4313/4314 or 01480-84-4313/4314.
- If you are unable to contact the STO, contact the 423 SF Military Police DSN 268-2400 or commercial 01480-84-2400.

The Alconbury STO 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 STO does, please notify the STO 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 while riding 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 STO and is responsible for discipline as needed as a result of misbehavior. 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). Contact the STO for a copy of the School Bus Table of Consequences.

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

1. Obey the driver or additional adult on the bus.
2. Enter and exit the bus safely and always show your bus pass.
3. Stays properly seated and use seatbelts when available.
4. Keep your hands, feet and other body parts to yourself.
5. Do not throw things.
6. Put nothing out of the window.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, indecency, smoking, prohibited items or vandalism.
9. Do not eat, drink, or chew gum.
10. 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, cell phones must

be powered off during the school day. **Students may not use cell phones at ANY time during the student's school day.** "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 at school 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 1-2 emergency contact phone numbers 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.

### **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 [https://eo.arc.nasa.gov/ExecOrder\\_13160\\_English.pdf](https://eo.arc.nasa.gov/ExecOrder_13160_English.pdf). 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. (Netra Harwell, Principal, Alconbury Elementary School, Commercial +44-1480-84-4360 or DSN: 268-4360)

### **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. 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.

**No child may go on a field trip on the basis of a phone call, unless authorized by the Principal.**

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 or meet the class with toddlers, or other children that are not enrolled in the class on designated class, grade or group trips.**

### **Gang Awareness and Prevention**

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

Within DoDEA-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.

DoDEA-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.

DoDEA-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.

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

#### **Marking Code**

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

X - Not Addressed

#### **Comment Code**

+ - Shows strength  
P - Participates  
/ - More participation needed

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

#### **Student Achievement**

A - 90 - 100%  
B - 80-89%  
C - 70-79%  
D - 60-69%  
F - Below 59%

#### **Learning Skills**

1 - Consistently Observed  
2 - Occasionally Observed  
3 - Infrequently Observed

#### **Student Performance**

E - Exceeds grade-level expectations  
M - Meets grade-level expectations

- S – Steady Progress towards grade-level expectations
- L – Limited Progress towards grade level expectations

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**

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 and conducts vision and hearing screening for each child upon enrollments at AES. The school nurse collaborates with the school administrator to promote the health and academic success of students and serves as the liaison between, the school, community, and health care systems. The nurse may also coordinate with the base health departments for screenings and education. This collaborative effort creates opportunities to build capacity for self-care, resilience, and learning.

#### **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 parents 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 at the request of the 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**

A student suspected of having head lice may remain in school until the end of the day. Having head lice is not an immediate exclusion from school. Once a student has been treated with a pediculicide (prescribed or over-the-counter) the student should be allowed back in school.

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

### **When to keep your child home**

DoDEA School Health Services advises to not send your child to school if he or she is ill. Staying home to get the proper rest, nutrition, and parental care is for your child's benefit as well as for the benefit of the other children in the school who may be unnecessarily exposed to a contagious illness. The following are examples of when a student should remain home:

- An illness which presents with contagious symptoms.
- A temperature greater than or equal to 100 degrees Fahrenheit. *The student must be fever-free without the use of fever-reducing medication for 24 hours (one complete school day) before returning to school.*
- Actively vomiting or has diarrhea.
  - Episodes of vomiting in the past 24 hours. *A student must remain home until vomiting resolves (no further vomiting for 24 hours).*
  - Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. *A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.*
- Ringworm lesions *must be covered for school attendance.*

- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. *Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.*
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. *A student must remain home until determined not infectious by medical care provider.*

If your child becomes ill during the school day, the school nurse will contact you to pick up your child. To return to school, your child must be without symptoms for 24 hours and fever-free without fever-reducing medications for at least 24 hours.

### **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.

### **Immunization**

Students who enroll in DoDEA schools are required to meet specific immunization requirements. These requirements represent the minimum and do not necessarily reflect the optimal immunization status for a student.

It is the responsibility of the sponsor to provide their child's most current immunization record at the time of enrollment and when immunizations are updated. Parents of incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s).

Students who have immunization(s) due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

A waiver for immunization exemption may be granted for medical or religious reasons. Philosophical exemptions are not permitted. Sponsors must provide appropriate documentation for any immunization exemptions.

All DoDEA schools comply with the immunization compliance program. Immunization compliance is a condition of attendance in the DoDEA system. Failure to present proof of immunization compliance may result in the disenrollment of the child until proof of immunization compliance is presented to school officials.

### **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**

Some classroom teachers offer time for a snack. Please work closely with your child's teacher in regard to snack time and preferred snacks or snack restrictions. Snacks brought into the classroom should be nutritious, require no/minimal assistance and not cause a mess. At times, snack ingredients may be limited due to student allergies. Suggestions include fresh fruits and vegetables, whole grains snacks, cheeses. Allow children to taste test at home and help decided on healthy options. Refined grains such as pretzels, goldfish or other crackers 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 or 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-UPDATE WITH COVID 19 GUIDANCE IN AUGUST**

### **Cafeteria Services**

Alconbury Elementary School has a cafeteria, which is operated by the Army and Air Force Exchange Service (AAFES) School Meal Program. All students are required to have a lunch each day, whether purchased or prepared at home. For this reason, all parents must registered

their children with their student ID number at AAFES customer service in the BX. A Class “A” meal is served each school day. A daily menu is posted in the school cafeteria and a monthly menu is shared 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 have the option to purchase milk or juice in the cafeteria. Parents can monitor school lunch purchases and add money to accounts online at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). School meals, ala carte items and drinks may be purchased with cash or through the AAFES system.

### **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 parents’ income. Families may apply on-line at [www.freeandreducedapps.aafes.com](http://www.freeandreducedapps.aafes.com). **A new application must be filed each year.**

### **Home 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. Children should practice opening their own containers at home and need no/minimal assistance while eating. However, aides are available if students need assistance. *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. Microwaves are available for students in 2<sup>nd</sup> – 5<sup>th</sup> grades.

### **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:

- 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

DoDEA 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 (March 23, 2012) 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.

### **Student School Records**

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

#### **Student Cumulative Folder**

This folder contains, but is not limited to official administrative records such as permanent record cards, standardized group achievement test results, records of honors and activities, and 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 DoDEA 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.

### **Telephone Messages**

The school office telephones are very busy instruments. We ask parents not to telephone and request that messages be relayed to their children. Ensure to make and review after school plans with your child prior to the start of the school day. Refrain from last minute changes that require messages to be passed to students. 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. Instruction time will not be interrupted for messages. 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.

**AT this time all volunteering is suspended.**

**Once opportunities to volunteer resume with proper safety measures in place we will following the information below.**

***Volunteers and Visitors- When this resumes is TBD***

**Any time during school hours a volunteer or visitor enters the school, he/she must first report to the office.** Information collected at the front office must include name, reason for visit, the place you will be and time in/out. Volunteers and visitors must wear a badge the entire time spent on AES campus. Volunteers and visitors may only be in the location noted during check in. If a volunteer or visitor needs to visit a different location on campus, the location must be cleared by the front office. All volunteers and visitors must sign out in the school office before leaving campus.

We welcome and encourage you to visit AES! Parents are welcome as visitors in the school for meetings/programs during school hours, to observe in a classroom and during lunch. 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.

Volunteers are important school community members. There are volunteer opportunities for everyone: assisting in classrooms, working on projects around the school and spending much time serving through our PTA. In order to volunteer in the school or be a chaperone for a class field trip, you are required to complete the Volunteer Application and be approved. If you have not completed the application and been approved, you may not be a chaperone a field trip.

There are two types of volunteers:

1. **Specified volunteer** These are individuals who donate their time in a position involving extensive, frequent, or recurring unsupervised interaction with a student or students under the age of 18 (e.g., coach, long-term instructors, overnight activities with children or youth, etc.) and designated by the DoD Component head. Specified volunteers are subject to background checks.
2. **Non-specified volunteer** has infrequent contact or interactions in a controlled and limited duration activity between adults and minors, such as participating in one-time activities or events. Such contacts are not subject to background checks, but adults' presence at such activities or events must be under LOSS (Line of Sight Supervision) at all times.

Chaperones are expected to abide by the following: No smoking or drinking alcohol at any time during the trip. Siblings 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.

**CONDUCT AND DISCIPLINE**

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 Disciplinary Matrix outlined in this regulation helps guide decisions when disciplinary procedures are necessary. The Tri-Base community commander and school administrators collaborate closely on severe disciplinary infractions. 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.

#### **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.

### **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.

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.

### **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.

### **Lunch room behavior**

Students are expected to conduct themselves in a manner that encourages peaceful dining. Lunchtime is for eating. Recess is for playing.

Students must:

- Enter the cafeteria calmly and quietly
- Wait in line, respectful of each other, school staff and cafeteria staff
- Sit properly at designated tables
- Raise hands and wait for assistance
- Keep hands and other body parts to themselves
- Keep noise at a minimum
- Eat their food in a socially acceptable manner
- Ensure their eating area is cleared before being released to recess or other activities
- Be responsible for their own possessions, i.e. coats, lunch boxes, etc
- Exit the cafeteria in a quiet, orderly fashion

Students must not:

- Return to the classroom/backpack
- Touch others' food or tray

- Bring toys into the cafeteria

### **Lunch activities/sales:**

From time to time there may be activities offered during lunch time. Activities may include bake sales, projects for special celebrations, and gram sales. For these activities, students must:

- Finish their lunches and tidy their space prior to participating in lunch activities
- Form a line and demonstrate patience and self-control while waiting, i.e. remain quiet and keep hands and feet to themselves.

### **Playground behavior**

Students are expected to conduct themselves in a manner that encourages a sense of responsibility, safety, and wellbeing for all children on the playground. Students will respect the requests and directions of the adults on duty at all times.

Students must:

- Place lunch boxes in designated area
- Stay inside fenced areas
- Use equipment in an appropriate manner, i.e. balls, hula-hoops and jump ropes, etc. and must return toys/equipment to the proper place
- Stay out of water and mud puddles, and off of frost and ice
- Stay off of wet grass
- Remain seated on the see-saw and swings
- Swing with single person, back and forth only

Students must not:

- Play in the area in front of the Information Center, building 677
- Leave the playground for any purpose without permission from a teacher or monitor, this includes use of the bathroom and library, returning to the cafeteria or classroom.
- Eat on the playground, except for special activities such as popcorn day or carnival, but food must not be taken on playground equipment.
- Jump off any playground equipment
- Climb trees or outside of play equipment
- Bully others in any way
- Be involved in play that includes bodily contact, i.e. tag, lifting each other up
- Push, fight, argue, make obscene gestures, or use bad language

Severe offenses will be referred directly and immediately to an administrator. Severe behavioral infractions and may result in suspension from school.

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.

### **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 section)**

## **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.

## **Prohibited Items**

DoDEA 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. DoDEA supports a no tolerance policy for weapon possession.

## **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 of such offense is 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 DoDEA-Europe 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, DoDEA District Superintendent, DoDEA 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. DoDEA-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)
- 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 wireflails, 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
  - Any martial art weapons or practice devices

To ensure the safety of DoDEA students and staff, any incident that occurs in a DoDEA-Europe school, on school grounds or during a DoDEA 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.

## **GENERAL INFORMATION**

### **Agenda Planners**

Alconbury Elementary School PTA provides Agenda Planners for grades 3 through 5. 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 communication tool between parents and teachers. 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. Grades K through 2 use other means of parent-teacher communication through the school year.

### **School Supplies**

Textbooks, workbooks and other instructional supplies are provided by DoDEA. 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 tables contain supply lists for the 2020-2021 school year: LABEL EVERYTHING!!!

<b><u>Kindergarten</u></b>		
Backpack, no wheels	24 pack of crayons	1 pair of child scissors
2 Primary writing journal	6 white glue sticks	3 pink pearl large eraser
24 pack of color pencils (not twistable)	1 box of tissue (non-lotion kind)	1 refillable water bottle, labeled with child's name
20 #2 yellow pencils 5 fat and 15 skinny (Ticonderoga preferred)	Zippered pencil bag, big enough for supplies and headphones	Change of clothes in a plastic Ziploc bag, labeled with child's name
Headphones	Gym shoes	
<i>Donation request</i>	<i>Lysol wipes</i>	<i>Hand sanitizer</i>
<i>Baby wipes</i>	<i>Ziploc bags quart and gallon</i>	<i>Playdoh</i>

<b><u>1<sup>st</sup> Grade</u></b>		
Backpack, no wheels	24 pack of crayons	1 pair of child scissors
2 Primary writing journal	6 white glue sticks	3 pink pearl large eraser
24 pack of color pencils (not twistable)	1 box of tissue (non-lotion kind)	20 #2 yellow pencils (Ticonderoga preferred)
Zippered pencil bag, big enough for supplies and headphones	Change of clothes in a plastic Ziploc bag, labeled with child's name	1 refillable water bottle (labeled with child's name)
Headphones	Gym shoes	
<i>Donation request</i>	<i>Lysol wipes</i>	<i>Hand sanitizer</i>
<i>Baby wipes</i>	<i>Ziploc bags quart and gallon</i>	

<b><u>2<sup>nd</sup> Grade</u></b>		
Backpack	1 box of crayons	1 package of colored pencils
1 pair of child scissors	6 glue sticks	1 package of markers
2 boxes of #2 pencils (sharpened)	4 composition books (wide ruled)	2 highlighters
2-4 pocket folders (preferably plastic)	6 erasers (large, not pencil toppers)	Dry erase markers (variety of colors)
1 pencil box/bag	2 boxes of tissues	Gym shoes
<i>Donation Request</i>	<i>Clorox wipes</i>	

<b><u>3rd Grade Supply List</u></b>		
Book bag or backpack	1 pack crayons	1 pack colored pencils
3 boxes - 12 pencils #2 (Ticonderoga preferred)	3 pocket folders (red, blue, green)	3 composition books (wide ruled)
1 scissors	3 large erasers	1 highlighter (any color)
2 loose leaf paper (wide ruled)	4 glue sticks	
1 plastic school supply box	1 box Tissues	Gym shoes (PE days)
<i>Donation Request</i>	<i>Hand sanitizer</i>	<i>Clorox wipes</i>
<i>Ziploc bags quart and gallon</i>		

<b>4<sup>th</sup> Grade</b>		
1 Book Bag or Backpack	1 Pack Crayons	1 Pack of Colored Pencils
4 Glue Sticks	1 Bottle of glue	1 Highlighter
3 Rubber erasers	1 Scissors	1 Loose Leaf Paper (wide-ruled)
12 - Pack of pencils (Sharpened)	2 Composition Books (wide-ruled, lines only)	1 Box of Tissues
3 Pocket Folders (Red, Blue, Green)	Pencil box or bag	Gym shoes
<i>Donation Request</i>		
<i>Hand sanitizer</i>	<i>Clorox wipes</i>	

<b>5<sup>th</sup> Grade and 4/5 Class</b>		
1 Book Bag or Backpack	1 Pack Crayons	1 Pack of Colored Pencils
4 Glue Sticks	2 Red pens	1 Highlighter
3 Rubber erasers	15-Pack Notebook Dividers	2 Composition Books (wide-ruled, lines only)
Handheld pencil sharpener	2 Loose Leaf Paper (wide-ruled)	1 Scissors
12 - Pack of pencils (Sharpened)	3 Pocket Folders (Red, Blue, Green)	1 Three-Ring Binder (at least 2-inch)
Pencil box or bag	1 Spiral Notebook	8 pack- Notebook Dividers
Gym Shoes	1 Box of Tissues	

**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.

Communicate with your child's teacher, especially if you have concerns.

### **Lost and Found**

A lost and found facility is located in the cafeteria. Children and parents should check this 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.

### **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 or 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. Ensure emergency contacts are up to date with school office staff.

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.

The following sources can provide information on school closures:

Facebook - 501<sup>st</sup> Combat Support Wing  
Alconbury-Molesworth - 423ABG  
Alconbury Community Schools  
Alconbury Elementary School  
Base Information Line - 01480-824636

# DoDEA Attendance Policy

## OUR PARENTS

### HOW YOU CAN HELP

- Know the DoDEA attendance policy.
- Report absences immediately.
- Model the value of education and stress the importance of attendance.
- Send your child to school every day, starting in kindergarten.
- Instill in your child that attendance is non-negotiable, unless they are truly sick.
- Ask teachers or the principal for missed school work, arrange to pick it up, and make sure your child completes the work.
- Contact the school if you become aware of an absence.
- Take an interest in your child's school work and be involved in the school as much as possible.
- Check each night to ensure your child understands and completes the day's homework assignments.
- Locate potential sources of anxiety.
- If your child frequently appears upset or reluctant to go to school and cannot tell you why, schedule an appointment with their teacher or school counselor to talk about possible sources of the anxiety.
- Keep updated on school events and announcements such as back-to-school night and parent-teacher conferences.

## MORE RESOURCES

FIND THE ATTENDANCE TOOLKIT ON OUR WEBSITE  
[www.dodea.edu/attendance](http://www.dodea.edu/attendance)

- Attendance Policy
- Videos
- Posters
- Brochure



Bitburg Elementary School  
 Office Hours  
 M-F 7:30am - 4:30pm

School Hours  
 M-F 8:20am-2:40pm

Please call front office at 06561-94630  
 prior to 9:00am if your child will be absent.



[www.dodea.edu/attendance](http://www.dodea.edu/attendance)

## ATTENDANCE POLICY

### KEY FEATURES

- Implementation of a system-wide attendance policy that is consistent with statewide schools.
- Attendance policy establishes 180 days of school required per year.
- Consistent implementation in all DoDEA schools.
- Students who have approved extended absences greater than 5 days are required to complete missed class work identified in the Student Education Plan.
- Increased communication with parents regarding their child's daily school attendance.
- Referral of students with seven days of absences to the local Command for appropriate intervention and support.



## SCHOOL ATTENDANCE

### MORE FACTS AND STATISTICS

- Family involvement in a child's educational program can improve school attendance (Epstein & Sheldon, 2002).
- Early identification of students with attendance problems and targeted interventions to support students increases attendance rates (Chang & Romero, 2008).
- Nationally, nearly 1 in 10 kindergarten and first grade students miss a month of school every year. Even at this early age, absences start to affect student performance. (Attendance Works).
- Students with poor kindergarten attendance rates, missing 10 days or more, gained roughly 14 percent fewer literacy skills than their peers with average attendance rates (Read, 2010).
- Students who are chronically absent from school score an average of 15-20 percent lower on state assessments than students who attend school more regularly (Baltimore Education Research Consortium, 2009).
- 90 percent of youth in juvenile detention have a history of chronic absenteeism (Colorado Foundation for Families and Children Study, 2002).

## IMPORTANCE

### OF ATTENDANCE

- Research has shown that there is a high correlation among school attendance, academic performance and success.
- School attendance impacts the likelihood of students graduating from high school.
- School absence is the greatest cause of poor academic achievement.



- Learning is progressive. Students who miss school miss out on carefully planned sequences of instruction. New lessons build on the previous day's instruction.
- Lectures, discussions, learning activities, and social interactions cannot be made up.
- Regular school attendance fosters the development of student independent behaviors and responsibility.

## TUTOR.COM for Military Families

# 10 THINGS PARENTS SHOULD KNOW ABOUT TUTOR.COM FOR U.S. MILITARY FAMILIES

[tutor.com/military](https://tutor.com/military)



Tutor.com for U.S. Military Families is funded by the Department of Defense MWR Library Program and the Navy General Library Program.

### 1 Safe, Anonymous Learning Environment

Every tutoring session is anonymous and takes place in a secure online classroom. No personal information is ever shared between the tutor and the student.

### 2 Personalized On-Demand Student Support

Every Tutor.com session is one-to-one between the tutor and student. Your students get help with their own specific questions or assignments—right when they need it.

### 3 Students Love It

We get thousands of comments every day from students who tell us they “absolutely love Tutor.com” and the boost it gives their grades, confidence and interest in schoolwork.

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Wherever your students have online access—at home, at school and anywhere in between—they can connect to a tutor using any internet-enabled computer or mobile device.

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Students can get help in 40+ math, science, social studies, English and world language subjects, including algebra, statistics, biology, essay writing, Spanish, German and French. Tutors can also help students prepare for the SAT, ACT or other standardized tests.

### 6 Expert Tutors You Can Trust

All of our tutors—almost 3,000 of them—complete a rigorous application and qualification process that includes an extensive third-party background check.

### 7 Builds Confident Learners

Students of all skill levels—from elementary to honors—can get help from a tutor. In fact, 86% of students are more likely to take an AP course if they have on-demand access to Tutor.com.

### 8 Extends The Learning Day

When students are struggling with homework after school, on the weekends and at midnight, our tutors are available to help any time, any day.

### 9 Help Is Free For Eligible Military Families

The Department of Defense funds access to Tutor.com at no cost for eligible military families worldwide. (Approx. \$40/hr. civilian cost.)

### 10 It's Quick And Easy To Get Help

Students in military families create an account at [tutor.com/military](https://tutor.com/military). After logging in, a student selects a subject and asks a question to start working with an expert tutor in just a couple of minutes.

*"I love tutor.com! It's a great way to learn, especially if you have challenging classes! My dad is often deployed and doesn't have time to help me out with my calculus, but tutor.com always helps me! It improves grades and helps students to think logically!"*

*- 12th Grade Army Student*

*"I love this website. It really helps me with my work and I feel better knowing that if I'm having problems I can come here - no matter what time - and get the help I need. Thank you!!"*

*- 11th Grade Air Force Student*

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