



Antilles Elementary School
Fort Buchanan, Puerto Rico

SY 2018-19
A HANDBOOK FOR PARENTS
GRADES PK - 5



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

DoDEA Mission

To educate, engage, and empower military-connected students to succeed in a dynamic world

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere

dodea Americas

MID-ATLANTIC DISTRICT



Purpose Statement

To ensure the college and career readiness of our military-connected students, the DoDEA Mid-Atlantic District is committed to building capacity among all educators to increase the effectiveness of instructional practices.

Mid-Atlantic District Goals

- Goal 1:** All schools in the DoDEA Mid-Atlantic District will implement research-based practices using the components of the Mid-Atlantic Framework for Teaching and Learning.
- Goal 2:** All students in the DoDEA Mid-Atlantic District will become empowered learners, innovative thinkers and global collaborators.

MID-ATLANTIC DISTRICT SUPERINTENDENT'S OFFICE

Address
PO Box 70089
Fort Bragg, NC 28307-0089

Phone 910-907-0200
Fax 910-907-1775
[Website](#)

DODEA MID-ATLANTIC DISTRICT SUPERINTENDENT

Dr. Donato Cuadrado



Dr. Donato Cuadrado was named District Superintendent for the DoDEA Mid-Atlantic schools in March 2018.

“Donato brings a wealth of leadership experience to the Mid-Atlantic District,” said Mr. Thomas Brady, DoDEA Director. “Donato is a very talented and dedicated leader who is committed to student achievement and success. He understands the uniqueness of the military culture as a former Soldier, who served four years and as an educator with more than 30 years of experience. Throughout his DoDEA career, he has demonstrated his passion for excellence in education and a commitment to serving students of our nation’s military families everywhere. His familiarity, leadership and expertise in our school

operations will serve us well.”

As the Mid-Atlantic District Superintendent, he oversees 26 DoDEA schools located on eight installations serving more than 10,000 students in North Carolina, Virginia, New York, Puerto Rico and Cuba.

“I am humbled and grateful to serve as the Mid-Atlantic District Superintendent,” said Dr. Cuadrado. “I look forward to leading the great educators and administrators of this district and providing each child with an equitable and quality education.”

Dr. Cuadrado was most recently the Community Superintendent of DoDEA Schools in Puerto Rico. He began his career with DoDEA in 1993 and has more than 30 years of education experience. Prior to his career with DoDEA, he taught elementary grades in Puerto Rico public schools. He began his career in DoDEA teaching in grades 6-12 and also taught Advanced Placement courses. Dr. Cuadrado went on to become the Assistant Principal and later Principal of Ramey Unit School. He later became the Assistant Superintendent for DoDEA’s New York, Virginia, Puerto Rico District.

Dr. Cuadrado has won numerous awards. He received the U.S. Presidential Scholars Program Teacher Recognition Award and special Congressional recognition for outstanding service to his community. He was also selected as a DoDEA District Teacher of the Year.

Dr. Cuadrado earned his Bachelors in Elementary and Secondary Education and his Masters in Linguistics from the University of Puerto Rico. He earned his Doctorate in Educational Administration in 2004 from the InterAmerican University in Puerto Rico. Dr. Cuadrado and his wife, Oly, currently reside near Ft. Bragg, NC.

PUERTO RICO COMMUNITY SUPERINTENDENT

Dr. Jacob Sherwood



Dr. Donato Cuadrado, the Mid-Atlantic District Superintendent for the Department of Defense Education Activity (DoDEA) Americas, has named Dr. Jacob Sherwood as the Puerto Rico the Community Superintendent. “We are excited about Dr. Jacob Sherwood,” said Dr. Cuadrado. “He brings the skill set that we are looking for in Puerto Rico and is versed in college and career standards.”

Dr. Sherwood spent two years in Honduras months after Hurricane Mitch hit in 1998, so his experience will offer unique insight to the individual needs students and families of Puerto Rico are currently faced with just a year after Hurricane Maria. I know Dr. Sherwood will do a great job in Puerto Rico.”

As the Puerto Rico Community Superintendent, Dr. Sherwood will oversee four DoDEA schools located on Fort Buchanan and Coast Guard Air Station Borinquen serving more than 1,700 students. Dr. Sherwood’s focus in this new role is to provide leadership and support in teacher collaboration to advance student achievement, inspire and motivate teaching and district staff, and support the DoDEA mission in Puerto Rico.

Dr. Sherwood has had various leadership positions in education. He was the superintendent of Omaha School District in Arkansas; the principal and assistant principal roles in Springdale, Arkansas; prekindergarten-12th-grade principal and athletic director for the Bronaugh, Missouri School District; and English Language Learners (ELL) Director in Monett, Missouri. Dr. Sherwood began his career in education as a Spanish and ELL teacher, and junior high basketball coach in Monett, Missouri.

Dr. Sherwood’s education includes a bachelor degree in Spanish Education at Brigham Young University- Idaho and a master’s and specialist degrees in educational administration from William Woods University in Fulton, Missouri. He earned his Doctorate in Educational Leadership and Policy Analysis from the University of Missouri-Columbia.

He is married to Rachelle. They have six children, five boys, and a baby girl. Their oldest will be turning 13, and their baby girl is a year and a half.

PUERTO RICO COMMUNITY SUPERINTENDENT’S OFFICE

Address
566 Columbus Street
Ft. Buchanan, Puerto Rico 00934-4540

Phone: 787-707-4623
Fax:
[Website](#)

**DoDEA Americas Mid-Atlantic District
Puerto Rico Field Office
2018-2019 School Year Calendar**

15-17 CCR Elem Science
20-21 CCR PL Ft. Buchanan
22-23 CCR PL Ramey
27 - First Day of School 1-12
27 - Pre-k Conferences Begin
27 - Kindergarten Orientation
28 - First Day for Kindergarten
Wednesdays Early Release

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - No School Labor Day
4 - First day for Pre-Kindergarten
14 - No School-PL Teachers
28 - Quarter 1 Interim

8 - No School Columbus Day
17 - No School CCR PL Ramey
18 - No School CCR PL Buchanan

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 - Last day of Quarter 1
2 - No School Teacher Work Day
9 - No School for K-12 Parent/Teacher Conferences
12 - No School Veteran's Day
21-23 No School- Thanksgiving Recess

5 - No School CCR PL Buchanan
6 - No School CCR PL Ramey
6 - End of 1st Trimester
7 - Quarter 2 Interim
7 - No School Pre-K only
13-14 Conferences Pre-K only
21-31 Winter Break

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 - 7 Winter Break
8 - First day back from Winter Break
21 - No School M. L. King Day
24 - Last Day of Semester 1 (Q2)
25 - No School Teacher Work Day
28 - First Day Second semester

6 - No School CCR PL Ramey
7 - No School CCR PL Buchanan
18 - No School- Presidents' Day

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28		

MARCH 2019						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - Quarter 3 Interim
14 - End of 2nd Pre-K Trimester
15 - Progress Report No Pre-K students
20 - No School- PL Teachers
21-22 Parent/Teacher Conferences Pre-K only
22 - Parent/Teacher Conference Pre K-5 only

4 - Last Day of Quarter 3
5 - No School Teacher Work Day
15-19 Spring Break

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 - Accelerated Withdraw Begins
15 - No School CCR PL Buchanan
16 - No School CCR PL Ramey
10 - Quarter 4 Interim
27 - No School Memorial Day

12 - End of 3rd Trimester
12 - Last Day Pre-k
June 14 Half Day; End of School for K-12
June 17 No School Teacher Work Day

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Antilles Elementary School: 787-707-2370
Antilles Middle School: 787-707-2461
Antilles High School: 787-707-2301
Ramey Unit School: 787-690-4145
Food Services: 787-707-2774
Transportation: 787-707-4648
Registrar: 787-707-4621
Community Superintendent: 787-707-4623

Report Card Dates:
Q1 November 9 (Conferences)
Q2 January 31
Q3 April 11
Q4 June 20

Make up days Nov 21, Dec 21, April 15, 16 & 17

Graduations: Ramey June 13
Ft. Buchanan June 14

Visit our District and Schools websites for school specific hours and events
<http://www.dodea.edu/Americas/midAtlantic>

SCHOOL PRINCIPAL

Mrs. Lydia Blazquez



We are pleased to have you as our partners in education this school year. As the year progresses, and as you become more informed about our services, we encourage you to feel free to contact us with your questions or concerns.

We are the only 21st Century School located in Fort Buchanan. The new facility has spaces that are flexible and adaptable, facilitate multiple modes of learning, and provide a variety of learning environments. Since Groundbreaking Ceremony on November 29, 2012, we waited with expectation the inauguration of the school which took place on November

18, 2016.

We are proud to be the educators who work on a daily basis with your children offering them a challenging curriculum which will support their specific needs, and will ensure educational excellence.

One of our goals is to see that all parents or guardians, like the students themselves, feel at home at Antilles Elementary School (AES). To accomplish this, Parent Newsletters are mailed weekly by the classroom teacher. We also share a monthly calendar where you can find all important events and school activities.

You will also find information about our school in the school's website. The Parent/Student Handbook is posted on the website, as well as information about the attendance policy, the continuous school improvement process which include our specific goals for improving reading comprehension and math; and other relevant school information.

Our faculty and staff are here to service you and your children. However, the school cannot do it all. Your interest, your involvement, your support, and your parental guidance have never been more important than they will be during the years your children attend AES.

Remember that working together you can make a difference at Antilles Elementary.

Cordially,
Lydia Blazquez
Principal, AES



Home of the Parrots!

Antilles Elementary School
700 Santiago Street
Fort Buchanan, PR 00934

[AES Mission Statement](#)

*To educate, engage, and empower military-connected students to
succeed in a dynamic world*

[AES Purpose Statement](#)

We care, we share, we learn

We'll find success at AES!

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GENERAL INFORMATION

Supervision before school commences at 6:45AM. Students are not to arrive on the school grounds before 6:45AM. Student supervision/safety is our first priority. Please make it your first priority also. All students are picked-up in the cafeteria (PK-2) or in the gym (3-5) at 7:35AM and must be in their classrooms at 7:45AM. They will be considered tardy after 7:45AM. School is dismissed at 2:15PM. All students will leave the building at this time. Car access to the school will be restricted from 1:30-2:30PM to allow buses to pick-up students.

In a combined effort to ensure the health, safety and welfare of our children, the Puerto Rico School District and the Fort Buchanan community, Policy Memorandum No. 9, Unsupervised/Inadequate Supervision of Children, was issued by the Commanding Officer of Fort Buchanan. Student's restrictions are in place by the Garrison Commander which prohibit students from walking without an adult while on the installation.

Guidelines regarding the degree of supervision are established according to age groups in order to help increase responsibility and maturity. Young children ages (0-9) must be supervised directly or indirectly at all times. Parents must pick-up all AES children immediately after completion of school activities.

AGE-ENTRY REQUIREMENTS

Department of Defense mandates students must be:

- 4 years old by September 1st for Pre-K.
- 5 years old by September 1st for Kindergarten.
- 6 years old by September 1st for First grade.

ASSEMBLIES/ACTIVITIES

We have different assemblies and activities throughout the year. Please plan to attend them. Some of these are Family Fun Day, International Day, Week of the Young Child, Month of the Military Child, and various fairs which celebrate student success. In addition, each grade level (PK, K, 1, 2, 3, 4 and 5) may present a program during the school year. Information about these activities is included on the monthly calendar, and teachers' newsletters, which you all are encouraged to read.

ATTENDANCE

Regular attendance and punctuality are essential for a child to make continuous progress in school. Parents are urged to send children to school regularly unless the child is ill. Tardiness is not an acceptable trait for anyone. **Students arriving after 7:45AM must be signed in by their parent in order to receive a late pass at the tardy desk/main office to enter class. If a student is late to school and reports to the classroom without a pass, the teacher will send him/her to the office.**

Attendance – What Parents Should Know

- Parents can team up with teachers to make sure students are in school and ready to learn.
- How parents can help:
 - Schedule medical and dental appointments outside of school hours.
 - Schedule vacations during school breaks.

- Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
- When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
- Make it a habit to contact your child's teachers/principal to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.
- Parents will be contacted by the main office personnel when your child has an unexcused absence.
- **Please do not schedule vacations during PARCC (Partnership for Assessment of Readiness for College & Career) testing, DCAS or other school based assessment unless you have contacted the grade level counselor requesting permission. Your request must be approved by the Principal.**
- **Students should be present during annual assessments, Benchmark Assessment System (BAS), Language Assessment System, (LAS).**

Please make sure that you leave home in time for your child to arrive at school on time. Teachers will be required to turn in the names of students who are frequently absent or tardy to the counselor and administration. Chronic tardy cases will necessitate a formal parent conference with the administration. Three consecutive tardy days are considered chronic.

Written excuses are required for all absences. If no information is received from home within three days on the child's absence, parents will be contacted by the school nurse. In case of an emergency, where a parent needs to take a child out of school for an extended time during the school year, prior notification in writing to the teacher is required and approval from administration is required.

Parents will be contacted by the main office personnel when your child is absent from school.

Early dismissals should be very rare and only for medical/dental appointments, or emergency situations. Parents picking up children at school are to come to the office first with a picture ID in order to sign them out.

The Base Commander's office will be notified when student attendance becomes an issue. If your child is constantly tardy to school, you may be contacted by the teacher, counselor, or administration.

Attendance policy is located on the Antilles Elementary School's website.

<http://www.dodea.edu/attendance/docs/AttendancePolicy.pdf>

BALLOONS

The use of balloons at Antilles Elementary School **is not a practice in the Learning Studios (classrooms) or on DoDEA's school buses**, due to the following reasons:

- Children under 8 years old can choke to death on inflated or broken balloons, thus warning requirements indicate un-inflated balloons be kept from children and to discard them at once.
- Littered balloons have a significant impact on the environment when wildlife mistakes them for food (they look like jelly fish, or larval stage of a crab) and they can suffocate, choke, or starve to death.

BUSES

The safe transportation of DDESS students is our most important concern. The safe operation of school buses depends on proper conduct by the students who ride those buses. Students riding buses should conduct themselves in a quiet and orderly manner. Safety demands that children on buses be strictly disciplined at all times. The school bus driver is responsible for our children's safety. Parents share with their children the responsibility for student behavior on our school buses. Please review these bus rules with your child:

1. Students have to remain seated
2. Students have to obey driver's and bus monitor's instruction
3. No fighting
4. No profanity
5. Do not throw objects on or out of the bus
6. Do not hang out the window
7. Respect the driver and bus monitors
8. Respect others on the bus
9. No vandalism
10. No food is allowed

Parents and sponsors must ensure that their children understand the rules for riding the school bus and that they follow those rules. When children disobey the rules, they make the bus unsafe for every other student on that bus. Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus drivers and follow their instructions.

Riding the bus is a privilege that may be suspended or revoked. We do not have the resources to be school-bus security-officers. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with school bus rules may have their bus riding privileges suspended or revoked for the rest of the year. Suspension from the bus does not excuse a student from school. Parents are expected to provide private transportation when a bus suspension occurs.

As a parent/sponsor, you must agree, as conditions for having your children ride the school bus, to reimburse the U.S. Treasury for the cost incurred by the school to repair damage caused to the school bus by your child's misconduct and to serve as a bus monitor when required by the military commander. Please refer to the Memorandum for Parents/Sponsors of Students Riding DDESS School Buses Addendum, for DDESS Policy on this matter.

Students who ride buses must board the same bus every day. A bus schedule will be formulated by the Transportation Department after registration. For any bus route change, parents must notify the transportation office by calling the Transportation Supervisor (787-707-4635 or 4634). It is your responsibility to inform your child they will be riding a different bus and indicate the specific bus number. Remember that the safety of your child is our first priority.

In order for our system to be effective, the following policy will be in effect, effective the day your child receives the ID card.

1. All ID cards will be visibly attached outside of the child's backpack.
2. Parents, please attach the ID card with a durable cord (for example: shoelace or nylon string) on the strap of the backpack.
3. Students will have routine ID card checks to ensure everyone has them attached.
4. The loss of an ID card must be reported to the principal of the school.

CAFETERIA

The cafeteria is to be regarded in the same manner as your dining room at home. In the beginning of the school year, all students will be made aware of the cafeteria rules and regulations. Any student who demonstrates an inability to comply with the cafeteria regulations will receive appropriate disciplinary action.

The cafeteria should have a neat, clean, and pleasant atmosphere at all times.

CELLULAR PHONES

Cell phones may ONLY be used before 7:45AM and after 2:15PM. Students are NOT allowed to use cell phones or receive phone calls during the school day. Students who disregard this rule will have the cell phone sent to the office for the parent to pick-up. If parents allow their child to have a cell phone, they will be required to sign an authorization and an agreement to follow the rules regarding its use. The school is not responsible for the lost of this personal property. Students are NOT allowed to share other students' cell phone. **All phones MUST be labeled with the students name and grade.**

Parents should be aware of the office phone numbers. We have several phone lines available. Please do not call teachers on their personal phones unless authorized by the teacher. Classroom instruction is very important and the teacher should not be disrupted when school is session.

CHAIN OF CONCERN/COMMAND

Help us resolve issues at the lowest possible level! Parents with academic, disciplinary, or other school-level concerns should follow the appropriate line of contact to resolve the situation. Please, follow the following chain of command if you encounter a difficult situation.

1. Teacher
2. Counselor
3. Assistant Principal
4. Principal
5. Community Superintendent
6. Superintendent
7. School Board Representative

CHILD NUTRITION SERVICES

Studies reveal that good nutrition plays an important part in your child's physical, emotional and educational development. There is reason to believe that a balanced diet aids a youngster's efforts in attaining maximum performance levels. It is easier to keep a child's mind on the task at hand if he or she is not tired, restless, or uncomfortable from a lack of proper nourishment. Each and every day your child should have a nutritious breakfast to energize him/her for the day.

Parents are responsible for their child's meals. Regular school breakfast is offered at \$1.90 and regular school lunch at \$2.56 (both prices subject to change). Applications for free and reduced-price meals are available in the office. Free and reduced-price benefits are not transferable.

Breakfast is available from 6:45–7:35AM daily. Different lunch sessions are available depending on the grade level. Request this information from your child's teacher. A menu for breakfast and for lunch is published every month and sent home with the students. In addition, students can bring their lunches from home. Lunches from home may not be warmed by the school staff.

However, students who wish to take part in the school's cafeteria program are issued a bar-coded meal ticket with an account number. Students will be able to use the same meal tickets as long as they attend one of our schools.

Students requiring a special diet due to a medical condition must submit the following to the Director of Child Nutrition Services:

1. Medical certificate with diagnosis and need for special diet.
2. Diet created by registered dietician to include all substitutions.

Questions and concerns can be addressed by writing to the program manager at:

Child Nutrition Services
218 Brook Street, Bldg. 566
Fort Buchanan, PR 00934

For additional information, contact the Child Nutrition Service Director at (787) 707-2764.

CLASS WORK AND HOMEWORK

Class work: Students are expected to complete, to the best of their ability, ALL ASSIGNMENTS in class. We feel it is very important to keep the lines of communication open between parents and teachers. If your child is not performing to his/her ability, we will inform you so that you may assist us in making sure that your child does what is expected.

Homework: The purpose of all homework is to develop a sense of academic discipline and responsibility within the student, as well as provide an opportunity for reviewing or extending the skills learned in the classroom. Homework may be assigned in any subject area for the purpose of reinforcement, enrichment, or review. **Work not completed during class could be assigned as homework, and if a child has been ill, or missed work may also be given as homework.**

Young children often benefit by sharing homework time with their parents. This does not mean that you should do the work for your child. The best procedure might be to provide a quiet and well-lighted place for him/her to complete homework, and then to discuss the work after it is done. In addition, try to set aside time each day for your young reader to read with you. Nothing makes a beginning reader more proud than "showing off" his/her new skill. All homework assignments will be relevant to the subject matter taught, and completed homework will be checked. Homework assignments vary on a day-to-day basis.

COFFEE WITH THE PRINCIPAL

This is a monthly activity in which all parents and/or guardians are invited to share their concerns with the school's principal, and where they'll receive information about school programs, standards, policies and other relevant information. Dates for these meetings will be included in our monthly calendar.

CONFERENCES

Halfway through each quarter, parents will be notified through an Interim Report if their child is performing to our expectations in any area. Parents may request a conference anytime throughout the school year. Scheduled conferences will be held with all parents at the end of the first and third quarters. Check monthly calendar for those important events. Be sure to check your monthly calendar and to read the newsletters sent by teachers weekly.

COUNSELORS

The counselors make a difference in the lives of the children and the individuals with whom they work. They advocate respect for all children based on the strong conviction of their equal worth. The recognition of individual differences and a belief that the school contributes to the satisfactory worth of individuals are the guiding principles of the guidance program. At AES, the Counselors are an integral part of the overall school program. Carrying out a Competency-Based Counseling Program, counselors are an extension of the parents on behalf of the children. They work with students, teachers, parents, and administrators to promote a positive climate in the school. The tasks carried out by the counselors at AES are varied. They include, but are not limited to, guiding and counseling students, conducting programs in the classrooms, helping students adapt to their new setting, reviewing records, and making referrals to other professionals when warranted. The counselors also get involved with cases where behavior modification is needed, and they serve as liaisons with administrators. The Counselors are the persons to call, after the classroom teacher, if any concerns arise.

CURRICULUM

Our curriculum is driven by DODEA Standards. Specific curriculum information and the Standards for all subjects and grade levels are available on the Internet at the following address:
<http://www.dodea.edu/instruction/curriculum/ece>

Active, constructive learning experiences are the curriculum. The key elements of these active experiences are as follows:

- **Materials.** Adults supply a range of “hands-on” materials that invite children to build, construct, create and solve problems.
- **Choices.** Children choose their own activities during the child-initiated parts of the routine. During adult directed activities, adults offer many options to children, allowing them to choose from among several subtasks or to solve problems in individual ways.
- **Language.** Children talk about what they are doing with adults and peers.
- **Support.** Adults use a variety of strategies to support children’s efforts and to encourage them to undertake further challenges as they develop their ideas.

DRESS CODE

At AES all students must wear the school’s uniform.

Tops: Students will wear a light blue, short-sleeved, collared, buttoned polo shirt. Students are encouraged to have the AES embroidered logo as the uniform shirt. “Spirit” shirts may be worn on days when a student has P.E. and on Friday. The Spirit shirt is the light blue “Reading” shirt.

Bottoms: Students may wear blue, denim, or khaki shorts, pants, skirts (must be age-appropriate and preferably right above the knee), or skorts. No underclothing should be visible.

Shoes: Students will wear closed-toed shoes for safety purposes and for participation in Physical Education and recess. No boots should be worn for safety reasons.

Please be sure that your child adheres to this code.

ENGLISH AS A SECOND LANGUAGE PROGRAM

English as a Second Language (ESL) is a vitally-important part of the instructional program. The AES ESL program is designed to assist students whose need for English-language proficiency precludes satisfactory achievement in school.

English-language proficiency will be measured by the assessment Language Assessment System (LAS). ESL students will be referred, screened and placed in an ESL program, where their language needs will be addressed and supported.

During the enrollment process and/or the first weeks of instruction, parents must fill out a home-language survey. The LAS test will be given to students whose sponsors report a language other than English at home. The test will be administered to all students identified as potential ESL candidates. A Parent Notification of ESL student placement will be sent home with results from the test. Students are re-evaluated at the end of the school year. Program proficiency-level recommendations for the following school year are then made based on the results of the assessments.

EARLY PICK-UP OF STUDENTS

Please avoid early pick-ups except for medical appointments. Parents **MUST** sign students out at the office and have proper I.D. In situations where this occurs frequently, the teacher will be required to:

1. Meet with Parent/Sponsor
2. Counselor will meet with Parent/Sponsor
3. Administration will send a letter home

FIELD TRIPS

Sometimes during the school year, some classes may go on field trips. Trips are the culminating experience of a unit of instruction with a specific objective. Parent permission slips must be signed for all field trips away from the school. Phone permission will not be accepted. Permission for walking field trips or other trips on base is included on the registration form and will be kept on record by the teacher to enable students to attend activities held at Fort Buchanan throughout the year. These are two different types of permission forms. Parent volunteers are encouraged to accompany classes on field trips, but they should provide their own transportation. **However, other children and/or siblings are not allowed on these trips.**

Field trips must be approved in advance and will be limited in number. You must be a PTO member to travel on field trips buses.

GIFTED RESOURCE EDUCATION

DoDEA's Gifted Resource Education Program Guide is used to guide our program. DoDEA Gifted Resource Education Standards guide the decisions to be made for identified students. A provision for the delivery of services is the first step in the decision process. More importantly is the differentiation of curriculum and instruction that occurs within the service setting. Educators should guide students in learning and provide educational activities that keep students well connected to the DoDEA curriculum standards. Offering differentiation should move students into greater depths of content, advanced inquiry, and more challenging exploration of issues and themes. Differentiation should be understood to mean different kinds of work, not just a greater quantity of the same work. Daily activities should be carefully planned with these extensions in mind.

HURRICANE/HURRICANE PROCEDURES - SCHOOL

The months of June through November are the most likely months for a hurricane and are considered to be the hurricane season. When at home, faculty and staff will listen to WOSO 1030 radio and watch WBUCTV (Channel 15), or the Weather Channel on television for up-to-date information and instructions. Actions to be taken during a particular hurricane condition will be in accordance with the Emergency Plan put out by the Military Command. School closings and reopening will be announced on the following radio and television stations:

WBUCTV: Channel 15	(787) 707-4487
PUBLIC AFFAIRS OFFICE	(787) 707-5776
WOSO Radio AM 1030	(787) 724-4242/1030
	(787) 721-2368
WKAQ Radio AM 580	(787) 754-8174
	(787) 758-5800

All personnel will be at work unless notified otherwise. This includes students and staff members. The Commanding Officer and the coordinating CSO office determine cancellation of school. This announcement will activate the closure of school and determine the work status of school employees. If it is determined by the Commanding Officer that the normal schedule must be interrupted, the following will occur:

During the School Day: If school is to be cancelled and students sent home during the school day, the Commanding Officer will notify the District Superintendent who will in turn contact each school. The Commanding Officer's announcement will also include a statement regarding the work status of military and civilian government workers, including the teaching staff.

During Non-Duty, Non-School Hours: If the Commanding Officer determines that school is to be cancelled, an announcement will be made over the Radio and TV. The announcement will clearly state whether students are to report to school for the day. The announcement will also include a statement regarding the work status of military and civilian government workers, including teaching staff. The principal will then activate the School Emergency Tree in order to contact every employee by phone. **For this reason it is extremely important that all telephone numbers provided to us are accurate. Any telephone numbers changes must be shared with our office staff. It also extremely important that all email addresses be up to date and accurate also.**

INFORMATION CENTER (LIBRARY)

The purpose of the Information Center is to support the entire school curriculum and to reflect the philosophy, goals and objectives of AES. The Information Center provides support in intellectual and physical access to information, as well as providing students opportunities to expand their world by using various media and technology resources.

There is a Reading Counts library. Reading Counts is a computer program designed to increase each student's reading fluency and comprehension by increasing their Lexile. It is a powerful way to manage, measure, and motivate student reading.

In order to ensure that all students and faculty have access to the Information Center, and in order to implement DoDEA policy, the Information Center has an "open library". Students may go to the Center individually, in-groups, or teachers may arrange to bring their classes for Research-Based Learning (RBL).

All students will bring books home from the Information Center. It is important for you to share the joy of reading with your child, so take some time each evening to read with your child. Books are signed out for one week. Please help your child remember to return the book the day before his/her class is scheduled to visit the Information Center so that he/she can sign out a new one. Proper care of the book at home will ensure a longer life for the book and develop habits of responsibility for the child. Help your child find a safe place to keep the book so that it will not get lost or damaged. The book should be carried to and from school in a book bag or plastic bag to keep it clean and dry. This is particularly important on rainy days. If the book is damaged, please send it back to the Information Center to be properly mended. We have special supplies that will insure a longer life for the book.

Remember, in the Information Center, a child has the freedom to choose books which satisfy his/her personal interest. Although children will be encouraged to sign out books that are on their reading level, they may often choose materials which satisfy their curiosity. Parents are welcome to check out books under their names during the school year. We recommend kindergarten parents borrow books so they can enrich their child's educational experience by providing an example.

Lost books or books damaged beyond repair must be replaced by the child's parent/sponsor. The school cannot accept cash.

INTERNET RIGHTS AND RESPONSIBILITIES

STAFF and VOLUNTEERS: Staff and Volunteers need to have training and an understanding of Internet use and responsibility before utilizing the Internet.

Use of the Internet is a privilege, not a right. Inappropriate use, visiting inappropriate sites, or downloading inappropriate files will result in the cancellation of those privileges. Federal regulation mandates that you protect and conserve government property and not use such property for other than authorized purposes. The Internet at AES is government property.

STUDENTS: Since AES is a primary school, the following guide-lines will be adhered at all times:

In accordance with DoDEA Administrative Instruction 6600.1 "Computer Access and Internet Policy" all grades K-12 parents and all grades 4-12 students are required to sign the Student Network Use Agreement whenever a student registers for school. The Agreement covers the use of the school LAN, Internet, and e-mail. The signed agreements are maintained at the school. Students at AES using the Internet will be under the supervision of an Internet-trained teacher/information specialist/or volunteer whenever accessing the Internet. Permission for students to print Internet information is determined by the information specialist, teacher or supervising adult.

If this agreement is not signed by the parent/sponsor the student will not be allowed to use the Internet. No exceptions will be made.

LEARNING DIFFICULTIES

Referral to SST (Student Support Team): When it is suspected that a child may be experiencing difficulties in academic achievement and/or developmental progress, the child's teacher or guidance counselor should be contacted to arrange a conference in order to discuss ideas and strategies that may help the child in the learning process. Behaviors that may indicate that this referral process should begin include:

- Difficulty staying on task
- Persistent difficulty in following directions
- Frequent outbursts for no apparent reason
- Difficulty in understanding what is read
- Difficulty expressing ideas in spoken or written form
- Experiencing complex medical problems
- Inability to talk as well as children of the same age
- Demonstrating little interest in toys or stories for children of the same age
- Demonstrating puzzling behaviors
- Inability to play with other children

The SST will recommend to the classroom teacher specific interventions to carry out in order to help the child with the perceived problem. After the appropriate interventions are in effect for a reasonable amount of time, and if the results are not successful, the child may be referred to the Special Education Department for further evaluation. You, as a parent/guardian, will be aware of the steps taking place. Your written consent will be needed before any formal evaluations takes place.

LOST and FOUND

Items found are usually placed on a table in the Cafeteria. The most successful way to recover lost objects is to label everything with your child's name and grade-section number.

The first person to contact after losing a personal item in the cafeteria, playground or gym is one of the custodians.

NURSE'S BASIC GUIDELINES FOR PARENTS

Parents: The school nurse should not be a substitute for seeing a pediatrician for their child's health problems arising at home. Students who are too ill to function in the classroom will be sent home.

General Illness: ***Please do not send your child to school when he or she is sick.*** Sending your child to school when they are ill is not fair to the child, fellow classmates, or school personnel. Generally, a good rule to follow is if the child's temperature is 100F or above, the child should not attend school until his/her temperature is normal (98.6 F or 37 C) for a 24 hours period. When a cold is developing (watery eyes, sneezing, sore throat, etc.), please keep your child home and in bed for at least 24 hours, as this is the contagious period of the disease. Also, when vomiting and/or diarrhea occurs, keep the child home for at least 24 hours to insure that the cycle does not repeat itself. The school nurse is not equipped with spare clothing. **All students** should carry a spare set of clothes in their book bags.

Contagious Disease: If you suspect that your child has a contagious disease or condition, please notify the school's nurse so that appropriate preventive health measures can be taken. Consult your physician. **A medical certificate is necessary to re-enter class. The child must see the school nurse for clearance.**

Open Wounds: **Do not send your child to school with open and draining sores.** The bacteria causing these sores multiply very fast in a warm climate, thus spreading the bacteria to another person, through the drainage, is easy. If the sores cannot be dried up with home remedies, consult a physician.

Excused Absences: All excused absences, including absences for health reasons, must be certified by a note from a parent or guardian before or upon the student's return.

Absences for illness three or more days must be certified by a physician. Parents are responsible for notifying their child's teacher and counselor to arrange for school work to be picked-up in the event of extended absences. The school nurse must evaluate the student the morning of his/ her return before releasing to class. Children are expected to participate in outdoors recess and PE if they come to school.

Students excused from PE will not attend recess. To excuse a student from PE classes/recess for 1-2 days following an illness, provide a written medical excuse signed by a certified physician. **Any students who have had surgery (major/minor), stitches, or a cast, may not come back to school without a note from the attending physician.** They will not be able to participate in recess or physical education until they have been cleared by their doctor for full physical duty.

Fevers: Students sent home with a fever will be sent home if they return the following day. DoDEA's re-admission policy dictates that student must be 24 hours fever free without any fever reducers prior to returning to school. Kids sent home with a fever are still contagious the next day.

Health History: Parents/Guardians are responsible for up-dating your child's health history as changes occur. Please notify the school nurse only.

Absence of Both Parents from Home: If a child needs to be left with someone else due to the absence of both parents on record, the school office and nurse need to be notified in writing. There should be a power of attorney and medical power of attorney on record on behalf of the temporary guardian, in case the child needs emergency medical attention. Updating your personal information at the school is very important.

Accident/Illness at School: The school does not have the facilities to care for the sick or injured. Therefore, it is essential that the school office and the nurse have on file current telephone numbers for both parents/guardians, as well as a responsible friend or relative as a back-up. Emergency first-aid care, that is, prevention of undue suffering or loss of life, will be given. If an ambulance is required, the student will be transported to the most medically-appropriate medical facility. In order that care, other than the emergency first-aid can be administered, the parent or guardian **must be in attendance** to give permission. The school nurse or other responsible school personnel will remain with the student until a parent or guardian arrives. The school nurse determines if the parent should be called and if the student should be sent home. The school does not provide insurance or payment for medical emergency services.

Medications as per DoDEA Directive changed the dispensing of medication to students.

1. Prescription medication **must be** in the original pharmacy-labeled container; marked with student's full name, name of the drug, amount to be taken, and the time to be taken.
2. A written permission from the parent is needed for the student to take the medication.
3. A written order from the physician indicating the student requires the medication **is mandatory**.
4. Parent must bring medication to school.
5. All medication will remain in the Health office for the duration of the prescription.
6. Absolutely **no medication** will be sent home with students.

Medications **will not be administered**, to include over the counter drugs, without the above requirements. These include, but are not limited to, Tylenol, Pepto-Bismol, antacids, throat lozenges, and/ or other over-the-counter medicines that were previously given in the nurse's office.

The medical authorization form SHSM H-3-2 can be obtained from the school office. Please, discuss with your child's physician the possibilities of alternative dosing schedules so that medication can be given at home.

It is **extremely important** that the school have updated phone numbers for all parental and emergency contacts for students, since Tylenol **cannot** be given to a student with fever. Parents need to be prepared to **immediately** pick up their child.

Students are not allowed to have any type of medication in their possession during school hours. All medications are to be kept in the nurse's office.

Physical Examinations: Students entering Pre-Kindergarten, Kindergarten and student new to AES must have an examination not more than 6 months prior to registration. Physical exam forms can be obtained at the school office.

Head Lice: Parents, please contact the school nurse if you discover lice in your child's hair. Current research no longer recommends excluding students. The student will remain in school until the end of the day. Students may return to school after treatment. Please provide name of treatment when you bring your child for clearance with the nurse.

Hearing and Vision Test: Results are required prior to admission of Child Find and EDIS cases.

Immunizations: Prior to admission, parents/guardians shall be required to provide an official immunization record documenting the student has received all inoculations and tests. All students 4 years and older entering school must have the following vaccinations:

DTP = 5	MMR = 2	HIB Series = 4	VARIVAX = 2
HepA = 2	HepB = 3	Influenza Annually by Dec 1st	

Students who turn eleven, will also need to provide evidence of MCV and TDAP vaccines within 10 days after their birthdate. Registration procedures will not be considered complete until physical exam and immunizations are up-to-date and received by the school's nurse. The school keeps copies of these records and the original is always returned to parents. The school does not issue copies of the important records.

PARENT/TEACHER ORGANIZATION

Antilles Elementary School has a Parent/Teacher Organization (PTO) which meets regularly during the school year. Notices will be sent home regarding the specific time/date and planned activity. Membership is automatic. Education is a family affair. Please join one of the PTO's committees this year. For returning children, as well as the newcomers, the PTO has planned numerous events to ensure your child has a memorable year. The cooperation of each parent, student, and faculty member is solicited to ensure the smooth operation of planned events and the proper development of your child's mind.

PARENTAL COMMUNICATION

The school must have current telephone numbers and addresses at all times. In all communications:

1. A maximum of two written correspondences will be delivered home with the student.
2. Repeated telephone attempts will be made to communicate.
3. If no communication is established, AES will report the case to the sponsor's supervisor.

PARENTAL/FAMILY INVOLVEMENT

Parent involvement is an important part of the Early Childhood program. All parents are encouraged to attend scheduled sessions. The purpose is to provide an opportunity for parents to share their parenting skills, understand their child's development, and become active participants in their child's school experience.

Family Orientations: At the beginning of the school year, all new parents will have an orientation to explain the programs and procedures. At the school's Open House, all AES parents will have an opportunity to meet with the child's teachers, and to make a smooth transition into school.

Special Events for Parents

- | | |
|------------------------------------|-------------------------------------|
| *Open House | *Parent Workshops |
| *Family Interview | *Week of the Young Child Activities |
| *A Day in the Life of Your Child | *Last Day of School Celebration |
| *Parent/Teacher Organization (PTO) | *Holiday Celebrations |
| *Hundredth Day Activities | *Parent/Teacher Conferences |
| *Scholastic Book Fair | *Reading-Character Parade |
| *International Day | *Coffee with the Principal Monthly |
| *Career Day Parade | *Month of the Military Child |

Parents-as-Partners: We believe that parents should work together with the school to enhance the educational process. We want to work with you to make this year a successful and enjoyable learning experience.

PERFORMING AND VISUAL ARTS

At Antilles Elementary School, students are exposed to quality music education, which is designed to develop an appreciation and enjoyment of music. Students will engage in developmentally- appropriate learning experiences, following the guidelines set by the Musical Educators National Convention and DoDEA Standards. Further, in order to participate fully in a diverse, global society, students will learn about their own historical and cultural heritage and those of others within their community and beyond, through music.

Students are given opportunities to participate and perform in musical programs. Skills are developed in listening, performing, reading, writing, and creativity. Musical skills are also developed through the use of educational computer software.

At Antilles Elementary School, students are exposed to quality art education which is designed to develop their creative expressions as well as their aesthetic perception. Students also learn the process of perceiving, analyzing, interpreting and judging their own and other's artwork. Further, in order to participate fully in a diverse, global society, students will learn about their own historical and cultural heritage and those of others within their community and beyond, through art.

Students are given the opportunity to participate in art contests and exhibits. These goals, through which the learning outcomes of the art program are determined, are aligned with the DoDEA K-12 Visual Arts Standards and the National Standards for Visual Art Education.

PHYSICAL EDUCATION

The physical education program contributes to the physical, social, emotional, and intellectual growth of each child through selected movement and physical experiences.

In accordance with diagnostic test findings, Special Education students may be prescribed adaptive physical education instructional activities or be mainstreamed into the regular instructional class activities. These skills will be developed in the following study areas:

Warm-ups and fitness activities

Lead-up games

Basic movement perception

Tumbling

Rhythmic interpretations

Eye-hand coordination

Children in grades K-5 have Physical Education at least once a week. Students should wear shoes that are appropriate for the activities. Sneakers and rubber-soled shoes are required for all activities.

PICKING YOUR CHILD UP AT SCHOOL

From time to time it may be necessary for you to arrange to pick up your child for a special "early release" from school. This is usually for some special family circumstance or emergency and should occur very rarely because this takes away from your child's learning experiences. In fact, most parents have their children attend school and never need to have such arrangements made. The school district takes great care and concern for the security, safety and well-being of the students in our care. Following regulations is greatly appreciated. The purpose of these regulations, obviously, is to focus our mutual concern upon the safety of children.

1. When you plan an early pick up, please provide a written, signed request to the teacher and the office.
2. In all cases, the parent or guardian must present herself/himself at the main office of the school. We will not release children to wait outside.
3. Parents or guardians are required to present proof of identification, specifically a valid driver's license or Government ID Card. We must know, in fact, that you are the parent or guardian.
4. Sign the child out, including date, time, child's name, reason, and your signature.

5. We will not release your child to anyone other than a parent, guardian, or emergency contact identified in the school's database. Under no circumstances will a child be released to someone the child does not identify and recognize.
6. If any circumstance or person seems questionable, the school has the authority to call the Military Police Department immediately to request intervention, and will hold the child until police arrive.
7. **If an emergency arises and the parent needs to change the normal routine for student pick-up. Please notify the teacher in writing prior to the pick-up date. Teachers have the responsibility to notify the main office. Phone calls and emails will not be accepted for security reasons. Faxes to change the normal pick-up routine will be accepted. A fax must be sent to school (787-707-2315) no later than 1:30PM. Please notify the school before 1:30PM to change normal departure procedures.**

PRE-KINDERGARTEN HOURS

Pre - Kindergarten is a half-day program. The first session is from 7:45–10:15AM. The second session is from 11:45–2:15PM.

Breakfast is available from 6:45-7:35AM daily. Lunch is available from 10:30 – 1:00PM daily, in the school's cafeteria.

Relevant information about this program will be shared by the teacher in their weekly newsletter.

PROGRESS REPORTS

These reports are issued at the end of each quarter. These reports will be given at scheduled parent conferences, and mailed home in December and at the end of the school year. (Parent/Teacher conferences are held in October and March.) These are mandatory meetings. Arrangements must be made at your place of employment for your attendance.

SCHOOL CLOSING

It may become necessary to close school as a result of a tropical storm or hurricane threat. Please refer to the instructions under "Hurricanes", on p. 22.

SNACKS

There is a nutrition break for children each day. All students need to bring a snack daily. "Junk Food" type snacks are discouraged. Healthy snacks such as fresh fruits, vegetables, peanuts, etc. are recommended. Make sure your child has a nourishing breakfast. This is important for alert performance through the morning hours. Snacks must be provided by the parents.

SPECIAL EDUCATION

According to Public Law (PL) 102-119, **The Individuals with Disabilities Education Act of 1997 (IDEA)**, and **32 Code of Federal Regulation (CFR) Part 80**, Special Education is a specially designed instruction, provided at no cost to parents, to meet the unique needs of a child with disabilities. Special Education may include:

- Classroom Instruction
- Vocational Instruction
- Instruction in Physical Education
- Home Instruction

- Instruction in Hospitals and Institutions

Special education is provided for children who have been diagnosed with the following disabilities:

- Physical Impairments
- Emotional Impairments
- Communication Impairments
- Learning Impairments
- Developmental Delays

SUPERVISION OF STUDENTS

Supervision before school commences at 6:45AM Teachers will pick up their students at the gym or in the cafeteria according to their assigned place at 7:35AM. The beginning of school the day is at 7:45AM. **School is dismissed at 2:15PM.** All students will leave the building at this time. Car access to the school will be restricted to designated areas in order to allow buses to pick-up students.

Fort Buchanan Headquarters and the P.R. District are working cooperatively to assure that children are not left unattended. In accordance with the Policy Memorandum, "Out of School Supervision Requirements for Elementary and Middle School Children and Youths During Parental Duty Hours", "**children are prohibited from loitering in or around any school property before 6:30AM or after 3:00PM during school days and any time when school is not in session. Parents/guardians are responsible for making transportation arrangements for their children in order to comply with the specified before and after school hours**". If a child is found without proper supervision or has not been picked-up by 3:00PM, the Report Point of Contact (RPOC) - Military Police - may be called at (787)707-4911 or 707-3337, to assess the situation. The RPOC will contact parent/guardian. The Military Police Station desk sergeant may call Family Advocacy Program (FAP) for further action and/or assistance to the family. FAP will determine if off-post social services or law enforcement agency involvement is necessary and take appropriate action.

TELEPHONE CALLS

The telephone is available in the office for emergency calls only. School work left at home and forgotten lunches or money will not be considered emergencies. Children cannot be called to the office to answer the phone because messages would have to be passed to the student via the school intercom, which would interrupt the entire class and educational process.

TEXTBOOKS

Textbooks are school property and are on loan to students. Homeroom teachers will issue textbooks. Please make sure your children keep all textbooks covered and in good condition for further use. Your child should let the teacher know immediately if a textbook has been damaged. Make repairs on your own as the year goes on. Parents will be responsible for replacing damaged books.

TRANSFERS

Notify the office **at least two week in advance** of a transfer to allow your child's records to be prepared. Grades will be given if the child has been in school for a minimum of 15 school days. Before a student's records are released, all textbooks and library books must be returned, and cafeteria debts paid. These records are very important, so please arrange to pick them up from

the office. Upon request, they will be mailed to your new school. Please note on your calendar the cut-off date for early withdrawal, when PCS'ing.

VOLUNTEERS

Parents are welcome to volunteer at AES. Your help can and does make a difference. Some of the volunteer activities are to assist in the classrooms or Information Center by preparing materials, working on bulletin boards, making copies, and listening to children read. Parents interested in volunteering their services must complete an application form. Volunteers must follow District and local school policies. The volunteer program is designed to enhance the learning opportunities in the class. Therefore, **other children will not be allowed to accompany the parent volunteer.** One of the officers of the PTO at AES is a Volunteers' Coordinator, who works closely with administration and parents to provide help where most help is needed, in a timely manner.

Volunteers are required by military commander to register as a volunteer at support@myarmyonesource.com.

DoDEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open bus door.

18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.



We care, we share, we learn.

We'll find success at AES!