

West Point Elementary School

SY 2012-2013



SCHOOL CALENDAR & PARENT HANDBOOK

WP School Calendar



2012 School Calendar 2013
New York, Virginia, & Puerto Rico
DoDEA - West Point Schools



1st Quarter— 44 Days; 2nd Quarter— 45 Days; 3rd Quarter— 46 Days; 4th Quarter— 45 Days
 (Endorsed 7 March 2012)

AUGUST 2012

S	M	T	W	T	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 2012

S	M	T	W	T	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						

OCTOBER 2012

S	M	T	W	T	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 2012

S	M	T	W	T	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

DECEMBER 2012

S	M	T	W	T	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 2013

S	M	T	W	T	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		

FEBRUARY 2013

S	M	T	W	T	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		

MARCH 2013

S	M	T	W	T	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					

APRIL 2013

S	M	T	W	T	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 2013

S	M	T	W	T	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	

JUNE 2013

S	M	T	W	T	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						

- ⊙ Federal Holidays
- ⊙ First/Last Day of School
- ⊙ End of Grading Period
- ♥ Half Day for Students
- ⊙ Conference Day—No School
- ⊙ Snow Make-up Day (if needed)
- ⊙ Teacher Work/Inservice Day
- ⊙ No School, Teacher and Students

WEST POINT SCHOOLS

Parent Teacher Organization



OBJECTIVE

2010-2011 EXECUTIVE BOARD ROSTER

Names may not be included in the web version of the handbook.

- Work with the school to support the provisions of high quality, well rounded education for the children.
- Encourage parent participation in the development and support of school programs.
- Promote parent volunteers at all levels in the school.
- Raise funds through various lawful and proper activities.
- Assist local schools administrations and staff in securing needed items and resources that cannot be obtained through the annual school budget.
- Encourage the community-at-large to support activities at West Point Schools.



Dear Parents & Students,

The staff of West Point Elementary School welcomes you and your family to the United States Military Academy (USMA) at West Point, New York. We are a school of approximately 500 students and 55 professional and paraprofessional staff members. WPES is a DYNAMIC school, where the administration and staff provide excellent learning opportunities for students.

The DoDEA Community Strategic Plan (CSP) guides West Point Elementary School. We believe and support highest student achievement for all students.

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

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

- **Communicate** frequently with your child's teacher.
- **Have** lunch with your child at school once a month.
- **Volunteer** in your child's classroom.
- **Ask** your child about his/her day at school.
- **Establish** a daily study time at home.
- **Read** to your child each day or have them read to you.
- **Provide** healthy snacks and meals to ensure proper nutrition.

- **Set** a bedtime that ensures a proper night's rest.
- **Dress** your child appropriately for current weather.

Please take time to read this handbook. Policies and procedures that prompt the most frequently asked questions or concerns are included in this booklet. Your comments and concerns regarding the curriculum and/or school operation are welcome. Please contact me at 845-938-2313/3827/2069.

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

Nadine Sapiente

Principal



August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 WPES New Family Orientation @ WPMS Auditorium— 2:30	9	10	11
12	13	14 WPMS 5th grade & NEW Family Orientation 1:00 pm	15 WPES CLASSROOM ASSIGNMENT POSTED—FRONT ENTRANCE @ 2:30 Meet & greet to follow	16  FIRST DAY OF SCHOOL ☺ Kindergarten Orientation	17	18
19	20	21	22	23	24 Pre-K Orientation 9:00-10:00 12:00-1:00	25
26	27 FIRST DAY OF PRE-K	28 WPMS OPEN HOUSE 4:30-6:30	29	30 WPES OPEN HOUSE 5:00 pm	31	

WPES Mission and Vision Statement

Our Mission Statement:

West Point Elementary School and the entire DoDEA community provide a World-Class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment.

Our Vision Statement:

West Point Elementary School provides opportunities for all students to achieve their personal best and to become caring, respectful, and responsible citizens. Our school strives to create a differentiated learning environment to ensure that every child is healthy, safe, engaged, supported, and challenged. We work with the community to motivate and enable all students to be life-long 21st century learners.

Our Kid-Friendly Vision Statement: **West**

GOAL 1

Goal Statement: All students will improve reading across the curriculum.

Smart Goal:

By 2013, all students will increase their reading comprehension by analyzing and applying information read across the curriculum as measured by the selected system-wide and local assessments.

Intervention:

Graphic Organizers

GOAL 2

Goal Statement: All students will improve written communication skills across the curriculum.

Smart Goal:

By June 2013, all students will increase written communication skills to write clearly and effectively across the curriculum as measured by selected system-wide and local assessments.

Intervention: **6 + 1 Traits of Writing**

CONTINUOUS SCHOOL IMPROVEMENT LEADERSHIP TEAM (CSI)

This team consists of teachers, parents, and administration. The goal of this time is to work on our school improvement plan through the guidance of the Community Strategic Plan. A special focus for parents is through our school-home partnership. Please contact our school office if you would like to serve on this important team.

WPES Core Beliefs

Work Ethic

We will strive to provide innovative challenging leadership to foster the realization of high goals for our learning community.

Healthy and Physically Active

We strive to promote an environment conducive to physical and mental wellness.

Relationships

We will maintain and continue to develop personal and professional relationships fostered by respect, tolerance, empathy, and patience leading to a positive school climate of cooperation and growth.

Communities

We will engage in open exchanges that will include listening and understanding for individual ideas.

September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MONTH HIGHLIGHTS Hispanic Heritage Month School picture day						1
2	3 NO SCHOOL Labor Day	4	5	6	7 ♥ Early Release Day—11:00 WPMS 11:30 WPES	8
9	10	11	12	13	14	15
16	17 Constitution Day	18  WPES/WPMS PICTURE DAY	19	20	21	22 First Day of Fall
23 30	24	25	26	27	28	29

DIRECTORY and USEFUL TELEPHONE NUMBERS

OFFICE HOURS

Main Office: 0700-1600
Registrar: 0800-1600

SCHOOL HOURS

Students: 0830-1450
Teachers: 0800-1515

General Inquiries:	Main Office	845-938-2313
Principal	Ms. Nadine Sapiente	845-938-2313
Secretary		845-938-2997
Office Automation Assistant		845-938-2313
Registration/ Withdrawal Counselor		845-938-2313 845-938-2997 845-938-2997
Health/Nurse Office		845-938-2069
School Psychologist		845-938-6843
Messages for Teachers	Main Office	845-938-2313 845-938-3737
School Bus Info		845-938-3506
CSC Office		845-938-4919
Assessor's Office		845-938-6844

NY/VA DDESS Superintendent's Office:

Mr. Michael Gould, Superintendent
, Assistant Superintendent

Telephone: (703)784-2319/2066/2038

Mailing Address: 3308 John Quick Road, Suite 201
Quantico, VA 22134-1702

Mailing Address:

West Point Elementary School
705A Barry Road
West Point, NY 10996

October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MONTH HIGHLIGHTS Fall Into Fitness Fall Book Fair	1	2	3	4	5 FIELD DAY 9:00-11:00 ▼ Early Release Day —11:00 WPMS 11:30 WPES	6
7	8  NO SCHOOL Columbus Day	9	10	11	12	13
14	15	16	17	18 End of first grading period	19 NO SCHOOL Teacher Work Day	20
21	22 BOOK FAIR →	23	24	25	26	27
28	29	30	31 			

ARRIVAL AT SCHOOL

For safety reasons, students walking or arriving by car should **not** arrive on the school grounds before **8:20 a.m.** Students arriving before the designated time may be sent home. The **instructional day begins at 8:30 a.m.**

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

APPOINTMENTS OR ILLNESS DURING THE SCHOOL DAY

The administration and staff at WPES are responsible for the children once they arrive on the school grounds. Students are not allowed to depart the school grounds during the school day unless a parent or legal guardian accompanies them. Parents should make every effort to schedule medical and dental appointments after school hours. Should this not be possible, please notify the classroom teacher of the scheduled absence.

Children departing school during the school day need to be signed out through the main office by a parent, legal guardian or an adult with parents' written consent. The child(ren) will be called to the office for dismissal. Please send a written note into the teacher the morning of a planned early dismissal for an appointment so that the teacher is aware that the child will be leaving early.

Students returning to school prior to the end of the day or arriving late in the day need also check in at the main office, accompanied by a parent or legal guardian, prior to their return to their classroom. We encourage your support of our efforts to account for each of the more than 400 students that attend our school each day.

When a student becomes ill at school—the school nurse will call the parent, guardian, or emergency contact to pick up the student and bring him or her home until the child is once again healthy. With contagious illnesses, a physician's clearance may be needed for re-entry. In general, a child must have a **normal temperature, 98.6° F for 24 hours** before returning to school.

ATTENDANCE

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

- * Illness/or medical necessities that cannot be taken care of during non-school time.
- * Family emergency--serious illness in student's immediate family.
- * A death in the student's immediate family or of a relative.
- * Religious holidays.
- * Emergency conditions such as fire, flood or storm.
- * Unique family circumstances warranting absence and coordinated with school administration.

The Department of Defense Education Activity (DoDEA) recently established a system-wide attendance policy, which went into effect last school year. An informational campaign was created entitled, "Be Here!" to inform parents and commanders of the new policy. An introductory video from DoDEA Director, Ms. Marilee Fitzgerald, and the regulation itself are located at the following website:[http://www.dodea.edu/back to school/2011 12.cfm?cid=attendance](http://www.dodea.edu/back%20to%20school/2011%2012.cfm?cid=attendance) Parents are urged to familiarize themselves with the new regulation, as it will significantly change the way that absences are handled and the steps taken when students reach a certain number of absences. The most important difference that parents need to know is that, under most circumstances, family trips are not considered excused absences. It is important that you keep us informed of unique situations, as we work through this new policy together.

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

November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MONTH HIGHLIGHTS Native American Heritage Month Parent/Teacher Conferences				1 ☎ NO SCHOOL Conference Day	2 ☎ NO SCHOOL Conference Day	3
4  Fall Back Daylight savings Ends	5	6 PTO Board Meeting	7	8	9	10
11	12  NO SCHOOL Veteran's Day	13	14	15 PICTURE MAKE UP DAY WPES/ WPMS	16	17
18	19	20	21 THANKSGIVING BREAK	22  THANKSGIVING DAY	23 THANKSGIVING BREAK	24
25	26	27	28	29	30	

Character Counts - Trustworthiness



Parent Notification of Absences—Knowing where our children are and that they are safe is of utmost importance to both parents and school personnel. At the beginning of each school day, teachers take attendance. Within the first half hour of school we know which children are absent that day. If a student will be absent due to an illness, medical/dental appointment, or any other reason, or will be coming in late that day, parents must call and make our nurse or secretary aware of this. We then inform the classroom teacher. If we have not received notification of an absence, we will call those parents to validate that the child's whereabouts is known and that they are safe. We thank you in advance for working with us to ensure the safety of all of our students. **Please give us a call, before 8:30**, when you know your children will be absent @ **938-2313**.

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

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

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

BIRTHDAYS

Please contact the classroom teacher for any special arrangements you feel need to be made. It is the policy of WPES not to pass out personal invitations to birthday parties unless it includes the entire class. Also, please be sensitive to allergies that other students in the class may have.

BICYCLES

Students may NOT ride bicycles to and from WPES. This was determined based on the heavy traffic on Barry Rd. at arrival and dismissal times. Size of our elementary age students was also a key factor in this decision. **No SKATEBOARDS, SCOOTERS, ROLLER-BLADES, ROLLER SKATES OR HEELIES** are allowed at school. These items will be confiscated and parents will need to pick them up.

CASE STUDY COMMITTEE

Case Study Committee (CSC) refers to a multidisciplinary team of special educators, regular educators, related services personnel, administrators, and parents, where appropriate. The Core CSC oversees and ensures the effective functioning of the special education program. The Core CSC is responsible for Child Find Activities.

CHAIN OF COMMAND PROCEDURES FOR ADDRESSING SCHOOL CONCERNS

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

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

(chain of command procedures continued next page)

December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MONTH HIGHLIGHTS Jingle Bell Run Winter Concert						1
2	3	4	5	6	7	8
		PTO GENERAL MEMBERSHIP MTG 9:00 A.M.			♥ Early Release Day—11:00 WPMS 11:30 WPES	 Hanukkah Begins at Sundown
9	10	11	12	13	14	15
16	17	18	19	20	21	22
Hanukkah Ends			WINTER CONCERT	 Jingle Bell Run 3:00	 First Day of Winter	
23	24	25	26	27	28	29
	WINTER BREAK 					
30	31					

Character Counts - Respect

(chain of command procedures—continued)

Step 1—Meet with the teacher

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

.Step2—Meeting with an administrator

If after a reasonable length of time and a follow-up conference you feel the problem has not been resolved, request that the teacher establish a meeting to include parent, teacher, and his/her supervisor for mediation of the problem. During the meeting with the supervisor, teacher, and parent, the problem will be identified, a plan of action will be established, and follow-up procedures will be clarified. We will make every attempt to resolve all problems, focusing on the child and his/her social, emotional, and academic growth.

If a class change is requested, please follow procedures outline in the **GRADE LEVEL PLACEMENT AND CLASS CHANGE REQUEST** section of this handbook.

Step 3—District Superintendant’s office

Step 4—DDESS Headquarters in Peachtree City, GA

Step 5—DoDEA Headquarters in Arlington, VA

CHILD FIND ACTIVITIES

Child Find is the ongoing process used by DoDEA and the military departments to seek and identify individuals (from birth to age 21, inclusive) who are eligible to receive special education and related services. Child Find activities include the dissemination of information to the public, as well as screening, referral and identification procedures.

CHILD ABUSE AND NEGLECT

Every DoDEA employee is required by DS Regulation 2040/2 to report any suspected cases of child abuse or neglect. Family Advocacy/Social Work Services will be contacted to direct any investigations.

CLOSING AND DELAY OF SCHOOL

On days when the West Point Schools are closed due to inclement weather, the news media will make appropriate announcements. The decision to close the West Point Schools is made by WPS administration, in consultation with USMA, and is independent of other school districts, i.e., Highland Falls. School authorities in the surrounding communities may or may not close their schools. On days when weather is inclement, parents are urged to insure that school will be in session prior to **dropping their children off at school.**

OneCall Now—School delays, closures, and early dismissals will be communicated to parents using the *OneCall Now* notification system. *OneCall Now* sends a recorded message to every telephone number listed in the school database so that parents will be sure to receive critical information. The only way to keep the message from going to a particular phone number is to remove it from the school database, which would mean that the number would not be accessible to teachers or other staff members. The system will only be used to communicate important or emergency information, never to promote or update information about school events

Check the additional sources on inclement weather days:

Television Channel: Post Command Channel 23

Special Post Weather Telephone Number: **938-7000**

Radio Stations:

WGNY – 1220 AM

WHUD – 100.7 FM

WSPK – 104.7 FM



COMMUNICATIONS

The **Bulldog Blast** newsletter is transmitted electronically weekly. The school maintains email addresses for special announcements or important information. Please verify that we have your correct email address. The **newsletter** shares info regarding **important upcoming events and school activities, planned school closures and early release reminders.**

(communications continued on next page)

January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 	2	3	4	5
			WINTER BREAK		→	
6	7  BACK TO SCHOOL	8	9	10 End of grading period	11 NO SCHOOL Teacher Work Day	12
13	14	15	16	17	18	19
20	21 NO SCHOOL Martin Luther King Day	22	23	24	25	26
27	28	29	30	31		

Character Counts - Respect

(communications—continued)

Classroom teachers may also send home correspondences that inform parents and students of day-to-day events. Our school office staff can also assist with any questions concerning our school.

CURRENT SPONSOR INFORMATION

The school must maintain the correct home and unit addresses as well as the home, duty, and emergency telephone numbers of every sponsor whose child is enrolled in school. It is important for sponsors to notify the school promptly of any changes in address and telephone numbers.

We need to be able to contact you immediately if your child becomes ill or is injured at school.

DISCIPLINE AND SCHOOL CONDUCT

It is important that all children feel safe at school. It is a policy of DoDEA schools that discipline be maintained consistently and appropriately. We encourage students to grow in self-control, develop a sense of regard for themselves and their fellow students, and have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people.

Students are expected to display appropriate behavior at all times while at school. WPES students are well behaved and we do not expect any difficulties at all this year. At no time, however, will the following behaviors ever be tolerated at our school; any student involved in such activities risk the possibility of a school suspension and in some cases expulsion:

- Fighting, intimidation, or threatening another student
- Willful disobedience/defiance or vulgar language
- Possession of a weapon or replica
- Vandalism and/or destruction of school property
- Possession of any drug, alcohol, and/or tobacco
- Bullying/cyberbullying
- Stealing or wrongfully appropriating property of another
- Cause physical injury to another person
- Commit any leud, indecent or obscene act
- Violate terms and condition of DDESS student computer internet agreement

Any negative behaviors will be dealt with on an individual basis. Consequences range from to the teacher, talking to an administrator, calling the parents, losing privileges within the school, to suspension or expulsion.

We do our best to match consequences with the misbehavior, the frequency of previous occurrences, and the age of the child. Staff members maintain classroom management plans that assist students to avoid misconduct and follow school-wide expectations. Our policy is to ensure every student feels safe and comes to a neat and orderly campus.

What we live by at West Point Elementary School

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

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

Those rules are accompanied by a rubric with the Levels of Responsibility outlined for the students.

Levels of Responsibility

LEVEL 4

I am doing my work and helping others

LEVEL 3

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

LEVEL 2

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

LEVEL 1

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

The rules and rubric are used by all staff. No matter if in the regular classroom or in special area classes, the expectations remain the same for all students.

February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MONTH HIGHLIGHTS 100 th Day of School Black History Month Dental Health Month					1 NO SCHOOL Teacher Work Day **snow make-up day if needed	2 Groundhog Day 
3	4	5	6	7	8	9
10	11	12	13	14 	15 ♥ Early Release Day—11:00 WPMS 11:30 WPES	16
17	18  NO SCHOOL President's Day	19	20	21	22	23
24	25	26	27	28		

Character Counts - Responsibility

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

Students are responsible for properly maintaining the textbooks and equipment, for respecting public and personal property, for obeying school expectations, and for accepting reasonable and appropriate consequences if their responsibilities are not fulfilled.

Every effort will be made to help a student who experiences difficulty adjusting to school life. Parents will be informed, and conferences will be held. However, more serious action will be taken if a student persistently violates school rules or commits a serious breach of conduct.

Prohibited Items

The following items are prohibited at school and may not be brought to school for any reason:

- matches
- bullets
- firecrackers
- knives
- sling shots
- water pistol
- drugs
- bandanas
- shaving cream
- cap guns/caps
- wheelie shoes
- itching powder
- toy or replica weapons
- collection cards (Pokémon, etc.)
- electronic games
- explosive devices
- shaving cream
- iPods/MP3 players/CD players
- skateboards/scooters/bicycles
- gang related clothing/paraphernalia
- laser pointers
- cell phones

Any such items in evidence at school will be confiscated. Appropriate disciplinary actions will be taken.

Harassment and Threats

Everyone has the right to feel safe and secure in his/her school. Students must feel comfortable and accepted to succeed at school. We are all here to learn and grow academically, emotionally, and socially. Students must respect each other's differences and insure that other students are included in day-to-day school activities. Students must ensure that they do nothing that will make another person feel threatened physically or socially. Derogatory remarks, threats, and verbal harassment will not be tolerated. Students who are feeling threatened by others should report their concerns to a teacher, counselor or administrator.

Suspension

Some behavior may result in either in-school or out-of-school suspension pending the severity of the action by the student. The school administrator may suspend a child from school for a period of time, normally not to exceed ten days.

The administrator will inform parents of the reasons for both in-school and out-of-school suspension, the length of suspension, and the conditions for reinstatement. Fighting, throwing inappropriate objects, bringing weapons onto campus, abusive language, sexual harassment, and name-calling with racial or ethnic overtones will usually result in immediate suspension.

A parent must accompany the child to school on the morning following a suspension. At this time, a conference will be held with an administrator to ensure that the child fully understands the expectations to be followed. **Please help us by counseling your children to follow school expectations.**

March 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MONTH HIGHLIGHTS  Music in our School Month Spring Book Fair					1	2 Dr. Seuss Birthday
3	4	5	6	7	8	9
10  Spring ahead Daylight Savings Begins	11  Spring Break	12	13	14 Pi Day—3.14	15	16
17 	18	19  First Day of Spring	20	21	22	23
24	25 BOOK FAIR 	26	27	28 End of grading period	29 NO SCHOOL Teacher Work Day **snow make-up day if needed	30
31						

Character Counts - Fairness

DoDEA POLICY—BEHAVIOR: SUSPENSION AND EXPULSION

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Caused or attempted to cause damage to school, government, vendor, or private party.
3. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
4. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff and chew packets.
5. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
7. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
8. Conduct, including fighting, that endangers the well being of others.
9. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
10. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
11. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
12. Forgery, cheating, or plagiarism.
13. Use or possession of fireworks.
14. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
15. Violation of any law, regulation of the military installation or school, or the Department of Defense school system.
16. Complicity in the violation of any rule described above.

DRESS & APPEARANCE OF STUDENTS

- ✓Wear appropriate shoes at all times.
Flip-flops and open-toed shoes are not appropriate for many school activities for safety reasons such as climbing on playground equipment. Students wearing flip-flops will be prohibited from using the playground equipment.
- ✓Wear clothing without profanity, objectionable slogans and pictures.
- ✓Pants must be worn at waist level with no underwear visible.
- ✓Wear shirts that cover your midriff when arms are raised.
Some items appropriate for our young children, such as spaghetti strap tops, are not appropriate for our older students. We expect parents to guide students to be fittingly dressed for school.
- ✓Sunglasses, coats, windbreakers, jackets, caps, hats, and bandanas are not appropriate for the classroom.
- ✓Dresses, skirts and shorts should be long enough to reach at least mid-thigh. A quick check is that the item should reach at least to the end of the fingertips when the arms are held straight by the sides of the body.
- ✓Bring a sweatshirt or sweater to wear during cool weather.

(dress & appearance continued on next page)

April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MONTH HIGHLIGHTS Month of the Military Child National Poetry Month	1	2	3	4	5	6
7	8	9	10	11 PTO GENERAL MEMBERSHIP MTG 9:00 A.M.	12 ♥ Early Release Day—11:00 WPMS 11:30 WPES	13
14	15	16	17	18	19	20
21	22 Earth Day	23	24	25	26 NO SCHOOL Teacher Work Day **snow make-up day if needed	27
28	29	30				

Character Counts - Caring

(dress & appearance continued)

- ✓Wear comfortable clothing and tennis shoes on PE days.
- ✓Be aware of the sun. Sunglasses, sunscreen, and protective clothing are recommended.
- ✓Be sure that all jackets, sweaters, sweatshirts and coats are labeled with the student's name.

Dress Code for Physical Education Class

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



ELECTRONIC ITEMS

Electronic devices (including, but not limited to: cellular telephones, digital cameras, music players such as iPods, recording devices, video games, video recorders) are **not permitted** at WPES. Devices confiscated by staff members will be turned in to the principal, who will return it only to the parent or sponsor. This rule will be strictly enforced to protect the integrity of the learning environment and the digital privacy of all students.



EMERGENCY EVACUATION

The safety of students is a priority at West Point Elementary School. For that reason we hold monthly fire drills and periodic drills for school emergency evacuation and lockdown.

Each classroom in the school has plans posted for evacuation in the event of fire or other emergencies.

It is important for you to stress safety with your children. In the event of an actual school evacuation, students must always remain with their group or class and evacuate the building. They must wait with the teacher in a designated area for further instructions. School will use One Call to communicate any necessary special instructions to the community. In order to maintain accountability and dismiss in an orderly manner, please wait for instructions before arriving at school. The school's phones should remain free for outgoing calls. You may call the school's message machine at 845-938-3827.

GIFTED EDUCATION PROGRAM

Students are assessed through the Gifted Review Committee, which is established to assist with student referrals. This committee is comprised of the teacher of the gifted and other faculty members. DoDEA has established guidelines for selection. This committee also assists with decisions concerning students within the program.

GRADE LEVEL PLACEMENTS AND CLASS CHANGE REQUESTS

All non-routine placement requests are processed through the school's Grade-Level Placement Committee in accordance with DoDEA Regulation 2000.03, March 2010. Students must remain in their current class a minimum of ten school days. After the ten days, a written request may be made to the administrator. At that time, a placement committee will be convened. Assessment data, parent input, teacher input and student input, as well as work samples will be considered. Parents will be invited to provide input in person or in writing. A guidance counselor, teacher, and the classroom teacher are the members of the committee. Specialists may serve on the committee as determined necessary on a case by case basis. The principal will serve as the final approving/disapproving official. The Gifted Review Committee (GRC) also serves as the Grade-Level Placement Committee for students receiving gifted education services.

May 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>MONTH HIGHLIGHTS</p> <p>Asian Pacific American Heritage Month</p> <p>May Day</p> <p>National Sport and Physical Education Week 1-4</p>			1	2	<p>3 Community Exercise in Bus Loop</p> <p>♥ Early Release Day—11:00 WPMS 11:30 WPES</p>	<p>4</p> 
5	<p>6</p> <p>National Physical Education & SPORT Week 1-7</p>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	<p>24</p> <p>No School Teacher Work Day</p>	25
26	<p>27</p>  <p>NO SCHOOL Memorial Day</p>	28	29	30	31	

Character Counts - Citizenship

HEALTH AND MEDICATION

The school nurse is available during the school day for evaluation and treatment of students' injuries and illnesses. Parents will be contacted in the event a child needs to go home or be seen by a physician. It is important that parents have an emergency contact person, **other than a family member**, and that telephone numbers for that person (both home and work) are on file at school. PLEASE keep your personal duty and home telephone numbers current.

School health records (Health History and Immunization) are completed during registration. Please insure that the school nurse is aware of any particular health concerns.

Medications at school: Students are not permitted to have any kind of medication in their personal possession at school—this includes “over the counter” medications. If a child must take medication during school hours, it is necessary for you to provide the following: 1) a permission form with parent and physician signatures (available in the school health office or the Family Practice Clinic). 2) the medication must be in a pharmacy-labeled container with the child's name.

Communicable infection, infestations, and illnesses are always a concern in the student population. Some examples are head lice, ringworm, “pink eye,” chickenpox, etc. If your child has contracted one of these, please share this information with the school nurse, or send a note to your child's teacher. During contagious periods, students must remain home.

Health screenings are conducted during the school year for vision, hearing, height, weight, and scoliosis, according to DoDEA's guidelines. Results are recorded in the child's health records and parents/guardians will be notified if a student needs to be referred for further evaluation. These are only screening programs, and are not meant to replace regular check-ups with a personal physician.

Health Services—The school nurse cares for mildly ill or injured students at school, provides first aid, and administers medications prescribed to the child by a physician. Each class

room also has a First-Aid kit for minor injuries. In the event that your child's illness worsens or your child is injured, every effort will be made to contact a parent/guardian. If the parent cannot be reached, the **emergency contact person** will be notified. **It is very important to keep your duty phone and emergency contact phone numbers up to date in the front office.**

If your child has a temperature of 100.0° F or greater, vomiting, experiencing diarrhea or having a persistent cough that could be disruptive to the classroom, please keep your child at home.

Children should remain at home for 24 hours after their temperature has returned to normal (98.6°F), or they have been seen by a licensed health care

Head Lice Policy—WPES has a NO-NIT standard in place in regards to lice. If nits or lice are present upon screening, the child will be sent home. This makes the task of the school staff more realistic and less subjective. Families assume the responsibility of head lice control and are encouraged to carry out the most effective prevention and safest, most thorough control measures possible.

HOMEWORK

Primary purpose of homework is to provide a strong emphasis on academics, to encourage students to satisfy or extend their intellectual curiosity, and to provide guidance for students to practice skills. Homework does not always involve pencil and paper tasks. It may also encompass such activities as reading for a period of time at home, working on a project, or studying spelling words or study sheets.

The following is the range of hours per week of homework to be assigned to elementary students.

<u>Grade</u>	<u>Hours/Week</u>	<u>Daily - Approximately</u>
1&2	1 – 3	15 – 30 minutes
3	2 – 3	30 minutes
4	3 – 4	40 minutes



June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Last Day of School ☺ ▼ Early Release Day—11:00 WPMS 11:30 WPES	6 Snow makeup day if needed	7	8
9	10	11	12	13	14 	15
16	17	18	19	20	21  First day of Summer	22
23	24	25	26	27	28	29
	30					

INTERNET RIGHTS AND RESPONSIBILITIES FOR STUDENTS

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

LEAVING SCHOOL DURING THE DAY – SIGN OUT LOG

Students who will be leaving the school during the school day will remain in the classroom until a parent comes to collect them. Parents must sign children out at the office before collecting them and sign them in upon their return. As a security precaution, you may be asked to show your ID card. Teachers will more likely have homework or other handouts ready for your child if they receive a note from you in advance.

LUNCH PROGRAM

Students eat lunch in our school cafeteria. Students who do not wish to eat the purchased lunch may bring a lunch from home. It is the responsibility of parents to ensure that each child has either money in their lunch account, money to purchase lunch, or a bag lunch.

LUNCH ROOM AND LUNCH RECESS BEHAVIOR EXPECTATIONS

Our lunch periods usually consist of 75-100 children. Therefore, in order for lunch time to be a pleasant experience, we expect appropriate behavior at all times. This means children must bring their best table manners from home.

The rules governing behavior in the lunchroom are in effect to allow for pleasant dining for all.



- ✓ Enter the lunchroom quietly.
- ✓ Once seated, remain seated until the meal has been completed.
- ✓ Use polite table manners while eating; speaking in a soft voice.
- ✓ When you leave your table, make sure the area is clean (table tops and underneath).
- ✓ Empty the tray and return it to the assigned collection point.
- ✓ Exit the cafeteria quietly.

The expectations for behavior during lunch and recess are the same as during the school day.

A child's rights to use the lunchroom and playground facilities are not guaranteed. It is a right that can be taken away if there is persistent disruptive and inappropriate behavior. Disruptive behavior includes: throwing food, getting up without permission, playing rough on the playground with endangerment to self or others, and being disrespectful and not following the directions of supervising adults.

Consequences for lunch room and recess behavior

First offense	Verbal warning
Second offense	5 minutes time out
Third offense	Lunch Recess detention
Fourth offense	Referral to administrator

Recess time is the first part of the students' scheduled lunchtime. Free play at recess allows children to have fun and release energy. Students should be dressed appropriately for West Point's changeable weather. Please help your children remain aware of weather conditions and to bring the proper clothing to school that will allow them to be comfortable and able to enjoy their recess time.

Playground Rules

Students are not permitted to engage in activities, which are dangerous to themselves or to others or which may needlessly destroy government property. West Point Elementary School has rules to be followed while students are playing on the playground. These are as follows:

- ◆ No standing on the swings.
- ◆ No Tag.
- ◆ No tackling or “play fighting”.
- ◆ No climbing up the sides.
- ◆ Stay inside the designated playground area.
- ◆ Be courteous and respect others.

LUNCH AND CAFETERIA SERVICES

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

Lunch is served in our cafeteria/multi-purpose room and daily scheduled have been set to allow students sufficient time to eat. Children may also bring lunch from home and purchase à la carte items (milk, fresh fruit, and snacks) to supplement their nutritional requirements.

Our lunch program is now computerized using the “Meals Plus” meal tracking system software. Your child is issued a 3 or 4 digit PIN number and enters that number into the key pad at the cash register. His/her purchases are entered into the system at that point. You may continue to send a **check to school payable to: West Point Lunch Fund** in any amount and it will be credited to your child’s account—it should be placed in an envelope with your child’s name and teacher printed on the front. You may also pay by credit card through the website **LUNCHPREPAY.com**. There is a \$10 fee to register your child and \$1.95 charge will be applied if you choose to deposit money into his/her account via your credit card. You may check lunch history and request a low balance email be sent when your balance gets within a certain zone. **The cafeteria no longer sends out low balance letters.** To set up your account online, please call the program manager’s office to obtain your child’s 10 digit ID number.

IMPORTANT INFORMATION ABOUT LUNCH CHARGING:
Lunches may be charged a maximum of three times. We highly

recommend you register on Lunchprepay.com so you can track the account history. If payment is not received by the 4th charge, the students will be given a cheese sandwich & milk. The cost for this service is \$1.40. NO CHARGING will be permitted after 30 APRIL of the school year. No exceptions to this written policy will be allowed.

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

Item	ES-Price	Ms-Price
Lunch: includes (2) entrée choices	\$2.25	2.50
Side dishes & milk	.25	
à la carte milk	.40	
Daily à la carte snacks (CASH ONLY)		
All bag snacks	\$.75	
Sherbet	.75	
Cookies/pretzel	.75	
Bottled water or juice	1.00	

Parents are welcome and encouraged to join their child/children for lunch. If buying a lunch from our school lunch program, it is requested that you send a note with your child to give to his/her teacher. This informs the teacher and cafeteria staff of your visit and ensures that enough food is provided not only for our students, but for their guests as well.

West Point lunch service is a “nut-free” service.
PARENT TEACHER ORGANIZATION (PTO)

The PTO is an active and vital support group for our school. Many events will occur during the school year which are sponsored by the PTO. More information will be forthcoming throughout the school year directly from the PTO.

PARKING

Student safety is a primary concern as students arrive at school in the morning and depart in the afternoon. Parking for WPES visitors is located in the large parking lot on the right as you enter Barry Road. A “Kiss and Drop” zone is located at the exit of this parking lot on your right. The Kiss and Drop zone is designed for beginning of the day drop off only. Vehicles should enter the parking lot and drive around the entire lot, following the arrows on the pavement to the designated area. When dropping off, please pull up to the end of the lot and allow the child to exit on the sidewalk side of the vehicle, not passing other vehicles when students are being dropped off. The Kiss and Drop is not intended to be used as a pick-up location. **(PARKING—continued on next page)**

(PARKING continued)

Further up Barry road is a parking lot on your left that is designated for the superintendent and school administrators. In that lot there are **15 minute parking** slots for a “quick” visit to the school.

There are “**Handicap ONLY**” spaces in the bus loop. There is to be **NO coming and going vehicle traffic** in the bus loop area **during the school day** with the exception of the school busses, those individuals requiring handicap access, injured students, maintenance or delivery vehicles.

PICKING UP STUDENTS AFTER SCHOOL

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

- ◆ Double parking is illegal and cars may be ticketed.
- ◆ A note is required if bus riders are to be picked up by the parent/guardian; without a note the bus rider will be directed to ride the bus.
- ◆ Parents are required to sign children out in the office when picking up children during the school day.
- ◆ If older siblings or a designated adult will be picking up children, ensure they know to meet the children at the “pick up zone” at the entrance to the WPES kindergarten wing.
- ◆ Kindergarteners may not walk to and from school or other supervised activities alone. Kindergarteners may be walked to/from school only by an adult or sibling who is at least 11 years of age per post child supervision guidelines. Please contact school guidance office if you have questions.

PROGRESS REPORTS (REPORT CARDS)

Parents will be kept informed of progress and achievement by a Progress Report, which is issued at the end of each quarter. Since no single report can adequately present a full picture of student progress, parents need to communicate with their children and their teachers regularly.

The school holds Parent-Teacher conferences at the end of the first grading period. Conferences will be held at the end of the following marking periods, if necessary. Parents may request a parent/teacher conference at any time during the school year.

SCHOOL BUS AND TRAFFIC SAFETY

At the time a student is registered for school, the registrar will provide the students and the sponsor with a transportation packet. The sponsor and the student will acknowledge in writing that they have been provided a copy of the standards, which students agree to abide while using bus transportation.



Proper conduct aboard busses is essential. Misbehaviors that distract the driver from concentrating on driving are serious safety hazards. Infractions of rules may result in suspension of bus privileges. As a security measure, requests for students not to ride their assigned buses on any day must be in writing and signed by the parent. Since phone calls cannot be checked for validity, they are not the preferred means of communication. A confirmed request made by a parent is required. This ensures safety of our students and greatly lessens the stress placed upon teachers in regards to transportation of student. **Students are not permitted to ride another student’s bus unless permission has been granted by the school transportation office and is only granted for child-care purposes.**

The 10 School Bus Rules

- ✓ Obey the driver or adult. Be responsible, be safe.
- ✓ Enter and exit the bus safely; show your bus pass.
- ✓ Stay properly seated.
- ✓ Keep your hands, feet and other body parts to yourself.
- ✓ Do not throw things; Put nothing out of the window.
- ✓ Remain quiet and do not disturb the driver or others.
- ✓ No profanity, smoking, prohibited items or vandalism.
- ✓ Do not eat, drink or chew gum.

Boarding and exiting the bus.

Stand well back from the road or where the bus will stop. Wait until the bus has completely stopped and the driver has opened the door before you move toward the bus.

- ✓ Line up in a single file before moving toward the bus.
- ✓ Hold your personal belongings in front of you while boarding or exiting the bus. If you drop something, ask the bus driver to help you get it.

(SCHOOL BUS AND TRAFFIC SAFETY (continued))

- ✓ Use the handrail while going up or down the steps.
- ✓ Do not rush. Walk carefully so as not to trip entering or departing the bus.
- ✓ When boarding, go directly to your seat, and hold your personal belongings in your lap.
- ✓ When exiting the bus, move a safe distance away from the bus:
 - At school, go directly to the assigned area.
 - At your assigned bus stop, wait until the bus leaves, then go directly home.



SCHOOL SUPPLIES

Textbooks and other instructional supplies are provided by DoDEA on loan. The proper care of these items is the student's personal responsibility. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear.

SCHOOL VISITS

Parents are welcome and encouraged to visit classrooms. As a security precaution and to minimize class disruption, visitors are to report to the office as soon as they arrive to sign in and obtain a visitor's pass. In order to minimize classroom interruptions, please **notify the teacher in advance of your visit** when possible. Visitors are expected to sign out and return their visitor's badge prior to leaving the school.

STUDENT SUPPORT TEAM (SST)

The student assistance team handles a variety of student needs. These needs may include recommendation to the parent for the child to receive special services in order to increase academic strength. The school counselors are the points of contact for the SST.

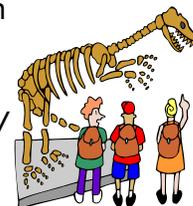
- ◆ A Student Support Team (SST) is an informal group of teachers and support personnel who meet to discuss those students experiencing speech, hearing, physical, academic and/or behavior difficulties.

- ◆ The school counselor serves as the SST chairperson. Parents and/or teachers may request SST support. Parents are an integral part of the SST process and have frequent contact with the classroom teacher and with the SST chairperson.
- ◆ SST gathers information, collects work samples, develops strategies, requests appropriate screenings and reviews screening results, offers support, suggests interventions, and consults with parents. In many situations, the team may include other teachers, instructional leaders, special-ists, etc.
- ◆ SST suggests an intervention plan that outlines strategies to address the student's difficulties. Interventions might include additional classroom accommodations, reading support services, and assistance from the school psychologist or school counselor.

STUDY TRIPS

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

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



As an invited chaperone, one's responsibility must be to supervise the students. The following is a list of responsibilities for chaperones:

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

TRANSFER/WITHDRAWAL OF STUDENTS

Completion of a student withdrawal form is required upon notification of intent to withdraw a student. A copy of this form can be obtained through the school registrar.

One week's advance notification (five school days) is requested in order to prepare your child's records for transfer. Students are not allowed to sign for school records. A student withdrawing from school twenty days or less before the end of the school year will be eligible for promotion.

VISITORS AND GUESTS

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

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

Please be prepared to show identification upon entering the building at all times.

Parents are welcome at West Point Elementary School at any time, whether to visit a classroom, speak with a school official, or take an active part in the school program as a resource person or a volunteer.

Visits in the classroom or with a school official should be planned in advance by calling the school office or writing a note directly to the teacher. In this way, the purpose for the visit can be achieved and at the same time the school program can continue as usual. A parent may volunteer to be part of the school program as a chaperone on study trips, a helper at a school/classroom function, an educational resource in the classroom, a paper sorter, a small group facilitator, or much more. More complete information will be given at the beginning of the school year.

VOLUNTEERS

If you are interested in volunteering your time at our school, please contact your child's homeroom teacher. There is no limit on the number of volunteers we can use and the ways they can serve. Many parents, by volunteering their time, provide the school with a variety of valuable services. In turn, many of them have acquired experiences and skills that help them better meet the needs of their children. **ALL** volunteers must sign into the main office and obtain a visitor's badge and sign out when they leave the school.

WINTER WEATHER GUIDELINES

During the winter months, please be sure that your children are dressed warmly and for the often changing weather conditions. Please LABEL all clothing, (boots, hats, gloves, mittens and coats) with your child's name. If we know who it belongs to, it makes it much easier to return it to your child if they lose it here at school. Our LOST AND FOUND overflows during this season.



WINTER WEATHER RECESS AND MORNING LINE-UP GUIDELINES.

- ◆ **Indoor recess/inside** morning line up if temperature is below 32°.
- ◆ **Indoor recess/inside** morning line up if temperature is 32° or greater, but the “feels like” temperature is 30° or below.

Weather source: The Weather Channel web site,
www.weather.com

WEAPONS POLICY

Student possession or use of a knife, gun or any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. This applies to all students regardless of age. A weapon is defined as a club, chain, knife, gun, or any object that may be used to cause injury to another person. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials may be contacted to take whatever action necessary. This includes toys or any replica of a weapon. Disciplinary action for a student on an IEP will be in accordance with Special Education regulations.

PROCEDURES FOR KISS AND DROP

- ◆ **Kiss and Drop is for morning drop off only.**
- ◆ **Vehicles are to enter the parking lot and drive around the entire lot, following the arrows on the pavement, and drop students off at the designated signed location.**
- ◆ **Vehicles are not to pass other vehicles when students are being dropped off.**
- ◆ **Once students have left the vehicle, drivers are to exit the parking lot under the direction of the Military Police crossing guard.**
- ◆ **The Kiss and Drop is not to be used as a pick-up location. It is not a Kiss and Pick-up. It is a *NO PARKING* area. Vehicles are never permitted to pass other vehicles in this area, as waiting for students in this area will impede the flow of traffic.**

WEBSITE ADDRESS:

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

*****The school-wide calendar is designed as a guide and is subject to change throughout the year due to weather and other unforeseen events. Updates to the calendar will be posted throughout the year in the school newsletter, *The Bulldog Blast*, which is sent out electronically by email and posted to the school website weekly. To receive the newsletter by email regularly, please make sure that we have your current email address in our database. *****

JULY 2013

SUN	MON	TUES	WED	THURS	FRI	SAT
	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			

AUGUST 2013

SUN	MON	TUES	WED	THURS	FRI	SAT
				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



DoDEA - NEW YORK, VIRGINIA and PUERTO RICO DDESS
District Superintendent's Office
3308 John Quick Road
Quantico, Virginia 22134-1702

Message from the Superintendent

Welcome to School Year 2012-2013 and the New York, Virginia, and Puerto Rico DoDEA Schools. We expect this school year will be electrifying for students, parents, and our staff as we engage in and take actions to ensure that our schools are dynamic, forward thinking 21st century educational institutions. We will meet the individual needs of our students by using research-based, data-driven instructional practices. Students will be stimulated through motivating and instructionally appropriate lessons. Communication with all stakeholders will continue to be a priority. Our already forward thinking schools will use actions and accountability to reach new levels of excellence. Together we will use two-way communications, strong partnerships, fidelity to processes, and high standards of accountability to obtain the highest student achievement.

The district commitment to school improvement is unwavering. Each of our school level teams is involved in implementing initiatives that will positively impact student achievement. These initiatives translate into the increased use of school and classroom level data to drive instructional decision making. This year you will find that each school continues to work towards achieving their two school-wide goals through unique school action plans. We encourage you to become familiar with your school's improvement focus and determine where you can support these efforts.

Some of the very exciting research-based initiatives that you will see in our schools include Creative Curriculum for Pre-kindergarten and STEM (science, technology, engineering, and mathematics) related activities across all grade levels. Starting with this year's ninth grade students four credits of high school mathematics will be needed to graduate. Over the next three years, DoDEA will be phasing in four new high school math courses. The increased mathematics requirements will help ensure our graduates leave DoDEA schools ready for their career choice or higher education.

Our parents and teachers are essential to the success of our students. We look forward to partnering with you to ensure that the research-based, data-driven, school improvement focuses are working effectively. I want to thank you in advance for your work in our schools and with our students this year.

Have a tremendous year and remember, through action, we will reach new heights!


Michael A. Gould
District Superintendent



DoDEA - NEW YORK, VIRGINIA and PUERTO RICO DDESS
District Superintendent's Office
3308 John Quick Road
Quantico, Virginia 22134-1702

OFFICE OF THE SUPERINTENDENT

July 11, 2012

Dear Parents and Staff,

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), of 1986, an accredited inspector completed an asbestos containing material (ACM) in the NY/VA/PR District, DDESS School buildings located at West Point, New York, on 4-5 May 2010. The inspection was conducted in accordance with the Environmental Protection Agency's (EPA) guidelines. The next scheduled AHERA inspection will be conducted in July 2013.

As required by the AHERA of 1986, a visual inspection of known ACMs at the West Point Elementary and Middle schools was conducted. The inspection revealed that the ACM is in generally good condition.

West Point Elementary:
Nothing to report

West Point Middle School:
Nothing to report

West Point Gymnasium:
No ACM used

As required by EPA, a periodic surveillance program is in effect for asbestos materials that remain in place and the condition will be closely monitored. When repair projects are undertaken in areas with asbestos-containing materials, they are removed as part of the project.

Copies of the inspection reports, periodic surveillance records, and the school's Asbestos Management Plan are kept in the school's office. These documents are available for your review. It is required that all occupants and users of buildings containing asbestos receive notice of this information on an annual basis.

If you have any questions or concerns, please do not hesitate to contact me. You may also contact Zach McKissick at (703) 630-7023.

Sincerely,


Michael A. Gould
District Superintendent