



Antilles Elementary School
Fort Buchanan, Puerto Rico

A HANDBOOK FOR PARENTS



Department of Defense
Domestic Dependent Elementary and Secondary
Schools-Puerto Rico District

ANTILLES ELEMENTARY SCHOOL
FORT BUCHANAN, PR 00934

**PARENT INFORMATION
HANDBOOK**

Telephone Numbers	
Office	(787) 707-2364/707-2366/707-2368
Transportation	(787) 707-4648/707-4634/707-4635
Child Nutrition	(787) 707-2764
Fax	(787) 707-2315
AES Website	http://www.am.dodea.edu/acss/AES

MR. JOSEPH R. MOTOLENICH Principal
MS. DAISY L. SCHNEIDER Assistant Principal

*Developing Successful Learners and
Respectful Citizens*

Please save this Handbook as long as your child is at AES.

misconduct and the number of infractions. In deciding the appropriate discipline, the Principal must take into account a variety of factors including, but not limited to: the nature, extent, and seriousness of the injury or possible injury to life and limb to another person or to the perpetrator or the damage to property, the strength of the evidence of the offense, the prior disciplinary record of the perpetrator and of other perpetrators who have been punished for the same or similar misbehavior, the perpetrator's intent to cause injury or damage, the perpetrator's contrition and willingness to make restitution for damage to property; the value of the damage caused to property, the intention or malice of the student to cause the damage to property or the injury to person, the difference in the size or age of the student causing the damage or injury in relation to that of the victim, the repulsiveness of the particular vulgarity or obscenity, the role of the child as an initiator or following of others in the misconduct, the age of the perpetrator and the awareness of the offensiveness of the particular breakdown of authority over, or the discipline of, other students, and the repetitiveness or cumulative effect of multiple infractions.

E7.5.3.11. The school Principal shall maintain a listing of School Bus Behavior Infractions and Actions Record (Enclosure E8, Attachment 5) and provide a copy to the local school bus management office. It lists infractions and provides general guidance on what may be considered "routine," "serious," and "very serious" for purposes of determining the nature and extent of the discipline. These infraction categories are to be used by the Principal when reporting student misconduct to parents/students and are to be prominently displayed in the school, the school bus management office, and on the school bus.

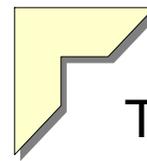


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E7.5.3.6. During the informal conference, the Principal will describe the information that supports the Principal’s decision to suspend and afford the student an opportunity to respond by way of explanation of his or her conduct, and by offering other types of evidence to support the student’s explanation or to establish that the student has not committed an act of misconduct. The informal conference may be held before, or simultaneously with, the administration of any suspension, but suspension may be executed prior to the informal conference when the student’s conduct imperils or threatens to imperil the life, limb of any student or to disrupt the good order of the bus or the general educational environment, and the conference cannot reasonably be conducted prior to the commencement of the suspension. After the Principal has made a reasonable inquiry and is in possession of sufficient information to make a determination, the Principal shall make and announce to the student his/her findings. The Principal shall then inform the student as to the disciplinary sanctions which will be imposed, if any.

E7.5.3.7. The Principal may consolidate school bus discipline with a disciplinary proceeding for other school disciplinary infraction, pursuant to Enclosures 3 and 4 of this Guidance. Or, the Principal may elect to proceed under the provisions of Enclosures 3 and 4 in lieu of seeking school bus discipline only under this enclosure, particularly if the student’s school bus behavior jeopardizes the safety and well-being of others and/or the student commits any prohibited act set forth in Enclosure 2, or the student’s misconduct unreasonably disrupts the educational environment. If the Principal seeks to invoke the procedures and actions of Enclosures 3 or 4 of this Guidance, case processing pursuant to those enclosures will preempt further processing pursuant to this enclosure.

E7.5.3.8. The procedures in Enclosure 5 must be followed if a child eligible for special education is subjected to school bus, or other school discipline.

E7.5.3.9. If the school Principal decides that suspension from the bus is appropriate, in proceedings under this enclosure or Enclosures 3 or 4, he/she will forward a memorandum to the parents/sponsors of the child advising them of the seriousness of the violation and that the school bus riding privileges for the child have been suspended for a specified period of time (Attachment 5 to this enclosure). The parents/sponsors of the child are required to acknowledge receipt of the memorandum. The Principal shall forward a copy of each suspension notice to the school bus management office, which will notify the contractor of the suspension and retain the offender’s school bus pass until returned to the student at the end of the suspension period.

E7.5.3.10. The type of discipline appropriate to a child’s misconduct depends on the Principal’s assessment of the nature and seriousness of the

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student rider’s misconduct and to serve as a bus monitor when required by the military commander. The signed copy of the acknowledgement will be held in the School Bus Office files.

E7.5.2. School Bus Passes

E7.5.2.1. Each student will travel to and from school on the assigned bus.

E7.5.2.2. Students will be responsible for safekeeping their assigned student pass. Students are required to present their school bus passes, if required, to the driver of the bus as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the Principal and the transportation management office. Students or their sponsors must report the loss or damage to school bus passes to the local school bus management office before that office will replace a pass. Parents/ sponsors may be required to sign for receipt of a replacement pass.

E7.5.3. School Bus Discipline.

E7.5.3.1. Trivial infractions of the disciplinary rules – the Principal, school bus operator, monitor, or a parent may remind a child of what is acceptable behavior when a child engages in minor acts of indiscretion.

E7.5.3.2. Serious or repeated infractions – person(s) observing student misconduct will submit a formal report to the Principal using the “School Bus Conduct Referral” form (Enclosure 8, Attachment 3).

E7.5.3.3. The Principal will review the referral and evaluate the seriousness of the offenses described and prescribe the appropriate remedy.

E7.5.3.4. When the Principal concludes that the conduct does not warrant suspension of bus privileges, the Principal will counsel the student and send a warning memorandum (see Enclosure 8, Attachment 3) to the parents/sponsors of the child informing them of the misconduct and requesting that the behavior standards for school bus students be discussed with the child. The parents/sponsors of the child are required to acknowledge receipt of the Principal’s memorandum.

E7.5.3.5. If the offenses described in the referral suggest to the Principal that a suspension of bus privileges is appropriate, the Principal will immediately notify the student of his intention to suspend the student from the bus and provide the student with the opportunity for an informal conference.

E7.4.6.2. Supports the educational concerns of Principals, District, and Area Superintendents in the administration of student discipline.

E7.4.6.3. Negotiates Memoranda of Understanding (MOU) with the Military Services to obtain Military Service support and assistance in the administration of this school bus discipline program, to include the Military Service's traditional provision of investigative support and, when appropriate, to ensure the safety or continuation of school bus services.

E7.4.6.4. Negotiate changes to MOUs with the Military Services to ensure consistency in discipline for school bus infractions consistent with the provisions of this enclosure and, in cases involving children with disabilities, Enclosure 5 of this Guidance.

E7.4.7. Area Superintendent.

E7.4.7.1. Exercises general supervisory authority over the educational aspects of the administration of school bus discipline within the district to ensure consistency in the application of discipline and adherence to the school bus behavior standards.

E7.4.7.2. Coordinates with the Area Support Center to resolve educational concerns about the administration of school bus discipline within the area.

E7.4.8. Military Commander. The military commander will perform those duties agreed upon in the MOUs between the Area Service Center Transportation Management Office (DDESS TMO) and the respective major commands. Copies of the MOUs are available at the DDESS TMO office and at the local military installation.

E7.5. Procedures. The following procedures are provided to assist in implementing the school bus behavior management policy:

E7.5.1. Parental Involvement. At the time the student is registered for school bus service, the registrar will provide the student and the sponsor with a copy of the Memorandum for Parents and Sponsors of Students Riding DDESS School Buses (Enclosure 8) and a copy of Behavior Standards for School Bus Students (Enclosure 8, Attachment 1). The sponsor and the student will sign and return to the school Attachment 2, acknowledging in writing that they have been provided a copy of the Behavior Standards for School Bus Students, and that they understand and agree with the contents thereof. The student will agree to abide by the Behavior Standards for School Bus Students. The sponsor will agree to be financially accountable for damage to the school bus caused by the

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DODEA VISION and MISSION

VISION

Communities investing in success for ALL students!

MISSION

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

GUIDING PRINCIPLES

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

AES VISION/MISSION

AES: Developing Successful Learners and Respectful Citizens.

E7.4.4.4. Coordinating with Principals and military commanders on serious school bus misbehavior or alleged criminal acts by students.

E7.4.4.5. Collecting and returning bus passes as a result of the suspension of school bus riding privileges.

E7.4.4.6. Advising the bus service provider of the duration of suspensions and any route changes that may result.

E7.4.4.7. Assisting Principals or their designees in the supervision of loading and unloading of school buses at schools, when available in conjunction with routine contract quality assurance inspections.

E7.4.4.8. Assisting the school Principal in preparing and submitting adequate and proper information, including written reports, required in the delivery of bus transportation services, when DDESS TMO personnel are present at the scene of an accident or incident requiring the reporting of information.

E7.4.4.9. Performing as the primary liaison between school bus contractors, school Principals and administrators, and military community officials.

E7.4.4.10. Advising military commanders on the desirability of starting, or continuing, a school bus monitor program, including, coordinating with the bus service providers, providing the commander with the names and addresses of eligible student riders and of their parents /sponsors, and the taking of reports of misconduct from appointed or volunteer bus monitors when school bus management staff is approached.

E7.4.5. District Superintendent Responsibilities.

E7.4.5.1. Exercises educational supervision of the administration of student discipline within the district to ensure consistency of punishment and adherence to the student school bus behavior standards.

E7.4.5.2. Resolves disputes between parents/children and the school Principals on the severity or propriety of discipline for a student.

E7.4.6. Area Service Center Responsibilities.

E7.4.6.1. Coordinates with military command when parent ridership of the school bus is necessary to ensure the safety or continuation of school bus services.

E7.4.3. School Principal Responsibilities. School Principals, or designees, are responsible for:

E7.4.3.1. Taking appropriate action on student school bus misbehavior, to include collecting when investigative assistance is otherwise unavailable, the facts necessary to resolve factual matters, deciding and announcing what discipline is appropriate.

E7.4.3.2. Supervision of school bus loading and off-loading at school areas.

E7.4.3.3. Referring to the local military command for review repeated acts of student misconduct, student criminal acts, student caused damage to the bus or another person's property, and instances when parents/sponsors/guardians are unwilling or unable to take corrective action when their children have been found guilty of school bus misbehavior.

E7.4.3.4. Monitoring attendance of students who have been removed from school buses for cause.

E7.4.3.5. Conferring with parents/sponsors/guardians of students who have been involved in a serious misconduct incident or repeated incidents of school bus misbehavior.

E7.4.3.6. Providing each sponsor with a copy of the school bus behavior standards at the time of registration (Enclosure 8, Attachment 1).

E7.4.3.7. Ensuring that children with disabilities are disciplined in accordance with Enclosure 5 of this Guidance.

E7.4.4. DDESS School Bus Office Responsibilities. DDESS school bus management office (DoDDS/DDESS TMO) personnel are responsible for:

E7.4.4.1. Issuing school bus passes, if required, to students afforded school bus riding privileges.

E7.4.4.2. Conducting, or ensuring that bus service providers conduct in-school training on safety and school bus behavior standards.

E7.4.4.3. Ensuring that bus service providers have instructions on how to handle and report various incidents and of actions to be taken when student misconduct is observed while en route to or from school, and that the bus contractors have trained their bus drivers and administrative personnel on these procedures.

GENERAL INFORMATION

Supervision before school commences at **6:45 a.m.** Students are **not** to arrive on the school grounds before 6:45 a.m. Student supervision/safety is our first priority. Please make it your first priority also. The bell rings at 7:45 a.m. for students to line-up in their respective places. School is dismissed at 2:15 p.m. All students will leave the building at this time. Car access to the school will be restricted from 1:30-2:30 p.m. to allow buses to drop-off and 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.

Guidelines regarding the degree of supervision are established according to age groups in order to help increase responsibility and maturation. Young children (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

Students must be 4 years old by October 31 of the school year they enter in order to enroll in the Pre-K program, 5 years old by October 31 to enroll in Kindergarten, and 6 years old by October 31 to enroll in First grade.

ART

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.

ASSEMBLIES/ACTIVITIES

We have different assemblies and activities throughout the year. Please plan to attend at least one of them. Some of these are Family Fun Day, Week of the Young Child, Month of the Military Child activities, and various fairs which celebrate student success. In addition, each grade level (PK, K, 1, 2, 3, 4) may present a program during the school year.

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 7:45 a.m. must receive a late pass from the office to enter class. Chronic tardy cases will necessitate a formal parent conference. **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 office and the teacher is required.

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.

AUTHORITY OF SCHOOL PERSONNEL

All students are under the jurisdiction of all teachers, regardless of whether the student is in that teacher's class. Also, students are under the jurisdiction of Education Technicians, substitute teachers, and office personnel, and are required to follow their directives.

BALLOONS

The use of balloons at Antilles Elementary School is prohibited due to the following reasons:

- Children under 8 years old can choke to death on inflated or broken balloons, thus warning requirements include to keep un-inflated balloons from children and to discard them at once.

E7.4.1.5. Presenting a school bus pass on demand.

E7.4.1.6. Reporting the loss of damage of school bus passes to the local school bus management office or school administrator's office.

E7.4.1.7. Providing school personnel with written notification from parents/sponsors/ guardians for any variation from their normal departure from school.

E7.4.2. Parent/Sponsor/Guardian Responsibilities. Parents, sponsor or guardians are responsible for:

E7.4.2.1. The behavior of their student family members, and the cost to repair damage to vehicles caused by the misconduct of their student family member.

E7.4.2.2. Ensuring that student family members afforded school bus riding privileges have been advised of, and understand, the school bus behavior management policy.

E7.4.2.3. Ensuring that student family members have valid school bus transportation passes, if required.

E7.4.2.4. Ensuring the safety of student family members to, from, and while waiting at the bus stop.

E7.4.2.5. Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.

E7.4.2.6. Reporting incidents to the local DDESS school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.

E7.4.2.7. Providing school personnel with timely written notification when a student has a change in his/her normal transportation schedule.

E7.4.2.8. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DDESS or appropriate military officials.

E7.4.2.9. Serving as a bus monitor when required by the military commander.

E7.4.2.10. Acknowledging that student ridership is contingent upon parental agreement to these responsibilities.

STUDENT SCHOOL BUS BEHAVIOR MANAGEMENT POLICY

E7.1. General. The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, school Principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with the enclosure. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner. Nothing in this enclosure precludes the Principal from exercising appropriate discipline, including suspending the student from school or from school related activities, for misconduct on school buses.

E7.2. Applicability. This policy applies to all DDESS schools. However, the primary responsibility for enforcing school bus safety and disciplinary control remains, in some instances, with the Military Service pursuant to a Memorandum of Understanding (MOU) agreed upon by (and available from) the Area Service Center Transportation Management Office (DDESS TMO) and the respective major command. Area Service Center Directors will amend those MOUs to ensure that Military Command disciplinary policy is consistent with the policy in this enclosure.

E7.3. Discipline of Children with Disabilities. Discipline of Children with Disabilities must be taken consistent with provisions of Enclosure 5.5 and elsewhere. A child with disabilities may not be removed from the school bus until the case study committee has determined that the child's removal does not constitute a change in placement or otherwise interfere with the child's free appropriate public education. In most instances, a child with disabilities can be removed from the school bus only when alternate means of transportation are available.

E7.4. Responsibilities.

E7.4.1. Student Responsibilities. Students are responsible for:

E7.4.1.1. Complying with the behavior standards for school bus students (Enclosure 8, Attachment 1).

E7.4.1.2. Obeying the instructions of bus drivers, DDESS personnel, and military officials.

E7.4.1.3. Conducting themselves in a safe and orderly manner in accordance with the guidelines at Enclosure 8, Attachment 1.

E7.4.1.4. Attending and completing school bus safety training sessions when offered by the school or military installation.

- Littered balloons have a significant impact on environment when wildlife mistake them for food (look like jelly fish, or larval stage of a crab) and they can suffocate, choke, or starve to death.

BEHAVIOR/DISCIPLINE of STUDENTS

Students are members both of the educational community and the local community. Conduct in the areas of Good Manners, Politeness and Courtesy should be in line with what is expected in the home. If an infraction does occur and disciplinary action is necessary, the school's intent is educational, not punitive. It is in this spirit that we hope parents will assist us in helping our young children to develop their own self-discipline.

In cases of disruptive behavior, which interferes with the learning climate of others, discipline must and will be imposed. Teachers usually handle routine discipline problems in their classrooms. In some cases, however, the Administration becomes involved. Parents are usually contacted at this point and a conference may be requested. Methods of discipline generally relate directly to the misbehavior, for example, removal from the cafeteria for lunchroom misbehavior. The goal of our discipline is to encourage children to develop appropriate behavior patterns and to grow into self-disciplined young people.

Disciplinary actions are taken with the aim of correcting behavior patters. Most behavior problems can be handled routinely with properly organized school and classroom programs. A universal set of rules is used at the school. However, teachers set parameters of discipline within the classroom using classroom rules, rewards, and consequences. However, when these classroom disciplinary consequences do not work, the counselors become involved, and DDESS Discipline Guidance, will be in effect. Please see Addendum. The universal rules at AES are:

- Always walk
- Speak in a low voice
- Keep hands and feet to ourselves
- We are safe and happy

DISCIPLINE AND STUDENT BEHAVIOR

Student Rights and Responsibilities: *Students have the right to expect an educational environment in which they may achieve*

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

their intellectual potential. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process IAW that regulation.

Consequences of Conduct Violations and Penalties: *Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.*

Discipline for Minor or First Offenses: *A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others, through the use of written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading school work performance or non performance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.*

Grounds for Removal: *A Principal may remove a student from school for up to 10 school days, or recommend the long-term*

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.

PARENT COPY

DDESS-PR DISTRICT

LANGUAGE OF INSTRUCTION POLICY

The DDESS-PR District operates under 10 USC2164 which states, "In the case of a military installation located in a **Commonwealth**...that an education program may be considered appropriate...only if the English language." In keeping with this law **instruction in classes will be conducted in English.** With the following exceptions:

1. Teachers are expected to follow the guidelines established by DoDEA English-As-A-Second-Language (ESL) Manual 2440.2 with ESL students. This manual states, "Although English is the language of instruction in the classroom, students are encouraged to continue to develop proficiency in their first language as they acquire English". This manual also states, teachers may **encourage the use of dual languages in the classroom (pg.34).**"
2. In language classes other than English, **full use of the language being studied is appropriate.**
3. In keeping with each teacher and student's first amendment rights, **non-instructional conversations between teachers, students, or teachers and students in classrooms or on campus may be in the language of choice.**

District policy for the use of a second language is that **when a student's home language is used during instruction, the teacher will explain in English what was said to the whole class with the exception of one to one or small group assistance.** Assembly programs, meetings, publications, and customer relations will be conducted in English with translations as appropriate. Cultural events, culture classes and performances may be exempt from this policy.

*DoDEA Manual 2440.2 is based on educational research and the following:

Memorandum from Former President William J. Clinton, June 17, 1997 that directed agencies to take appropriate action against discrimination in education programs... conducted by the Federal Government.. Currently, Title VI of the Civil Rights Act of 1964 generally prohibits discrimination on the basis of race, color, or national origin – in educational programs...that receives Federal financial assistance. However, these laws do not apply to comparable education programs...conducted by the Federal Government. I believe it is essential that the Federal Government hold itself to the same principles of nondiscrimination in educational opportunities that now apply to educational programs.

DoD Directive 134.20, which states, DoDEA shall provide programs designated to meet the special needs of individuals of limited English-speaking ability.

Gregg G. Mowen, Ed.D.
Acting Superintendent

11 May 2005
"Original signed"

removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:

- a. Cause, threaten or attempt to cause physical injury to another person.
- b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).
- c. Possess, use or distribute, or attempt such, of alcoholic beverages.
- d. Possess or used tobacco or tobacco products.
- e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.
- f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
- g. Robbery or extortion, or attempt such offenses.
- h. Damage or vandalism to school, U.S. Government, contractor or private property.
- i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
- j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.
- k. Disrupted school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).
- l. Failure to leave the school, school grounds or school bus when directed by school official.

- m. *Engage in gambling in any form.*
- n. *Fighting or otherwise engaging in conduct endangering others.*
- o. *Bullying, intimidating, taunting, hazing, name calling, or harassment.*
- p. *Unauthorized use of a portable communications device.*
- q. *Arson, making a bomb threat, or falsely reporting a fire or bomb threat.*
- r. *Forgery, cheating or plagiarism.*
- s. *Possession or use of fireworks or other explosive devices.*
- t. *Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).*
- u. *Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.*
- v. *Violate any law, rule, regulation, or policy of the military installation or school.*
- w. *Fail to report or otherwise be complicit in the above-described acts.*

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.

BOOK-BAGS

No rolling carts are allowed at AES for the safety of all our children.

BUILDINGS AND PLAYGROUND

The only play area for children is at the rear of the buildings. Children play there before school and at recess. This area is off-limits to all children when school is not in session.

careless with their property, giving specific emphasis to the danger of leaving valuables and money un-safeguarded.

Students are responsible for their own personal belongings and should carry such with them. Valuable items should not be brought to school. The school cannot be responsible for stolen personal belongings, unless they have been properly secured at the office.

VIDEOS/PHOTOS

Many of our activities are videotaped or photographed and may appear in AES or District publications. Children are delighted to see themselves in print or on video. However, if you do not want your child to be included, please indicate in writing to the teacher and Administration.

VISITORS

All visitors are asked to sign in at the office when they arrive on campus, and to wear their Visitor Passes. Scheduled classroom visits are welcomed as silent observations. Schedule visits and conferences with the teacher ahead of time, in order to make sure the educational process is not interrupted. Please do not ask to have guests, brothers, or sisters visit the school.

We ask that parents, who are not working as volunteers in the school, refrain from sitting around the school conducting personal business. For the safety of all our children, it is not appropriate to have adults loitering around the building. Since AES reserves the right to restrict visitors when the potential for disruption of the educational/school process occurs, you may be asked to leave the school until the time you need to pick up your child.

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**

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 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
8. Respect others on the bus
9. No vandalism

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 policemen. 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 a condition 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 in the Addendum, for DDESS Policy on this matter.

Students who ride buses must board the same bus every day. Any changes must be verified by the parent by first calling the Transportation Supervisor (787-707-4635 or 4634) and then giving a **written note** to the teacher and the main office stating that a bus change will take place. Please indicate the specific bus number. Telephone messages will not be accepted because this is not a verified procedure that can be followed legally. A bus schedule will be formulated by the Transportation Department after registration.

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

Students at Antilles Elementary School do not need cell phones and should not have them. In the event they do, the cell phone must be kept on "off" and in the child's book bag. Students should not receive nor make phone calls from cellular phones during the instructional day. Teachers are empowered to confiscate cell phones, only to be returned to the parents/guardians.

CHAIN OF CONCERN/COMMAND

Help us resolve issues at the lowest possible level! Parents with academic, disciplinary, or other school-level concerns should

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.

TELEPHONE NUMBERS

AES.....(787) 707-2364/2366/2368
Fax.....(787) 707-2315
Nurse.....(787) 707-2379
Cafeteria.....(787) 707-2372
Transportation.....(787) 707-2364/2366/2368

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.

TRANSFERS

Notify the office **at least one 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/library books must be returned and cafeteria debts must be 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.

VALUABLES

Students are advised not to bring valuable items to school. Unfortunately, we cannot safeguard personal belongings. Toys are not to be brought to school. Loss of money, valuables, and property of any kind are always grievous to the owner and in most cases the items are irretrievable. We caution students not to be

SPECIAL SUBJECTS

In addition to the regular academic program, your child may receive instruction, per staffing allotment, in the following areas:

Art (K-3)	Physical Education (K-3)
Library Skills (K-3)	Culture (K-3)
Music (K-3)	

Service for certain children may also be provided in the areas of ESL (English as a Second Language), Special Education Resource Room, and Related Services, which include Speech Therapy, Occupational or Physical Therapy, Psychological Counseling, Instructional Support, or Gifted Education.

SUPERVISION OF STUDENTS

Supervision before school commences at 6:45 a.m. At 7:40 a.m., the students line up in their respective places. Teachers meet their students in the classrooms at 7:45 a.m. School is dismissed at 2:15 p.m. All students will leave the building at this time. Car access to the school will be restricted from 1:45-2:30 p.m., 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 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 0630 or after 1500 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 3:00, 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.

follow the appropriate line of contact to resolve the situation. The points of contact are:

1. Teacher
2. Counselor
3. Assistant Principal
4. Principal
5. Assistant Superintendent or DSO Personnel
6. Superintendent
7. School Board Representative
8. Address the Board at a regular meeting

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 \$1.40 and regular school lunch at \$1.90 (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 7:00–7:45 a.m. daily. Lunch is available from 10:00–12:55 p.m. daily, in the school Cafeteria. 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. 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.

Questions and concerns can be addressed by writing to the Program Manager at:
Child Nutrition Services
218 Brook Street, Bldg. 19
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, work missed 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-lit 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.

CONFERENCES

Halfway through each quarter, parents will be notified through a Interim Report if their child is doing poorly 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.

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.

Eligibility and placement in the Special Education Program is determined by the school's multidisciplinary committee, called Case Study Committee (CSC), after all screening procedures have been completed. Services are provided in the least restrictive environment (LRE) by certified professionals, such as:

- Guidance Counselors
- Physical/Occupational Therapists
- Psychologists
- Special Education Teachers
- Speech/Language Pathologists
- Regular Classroom Teachers

Students are placed, to the greatest extent possible, in an educational setting with students of his/her own age. Placement alternatives include:

- A regular classroom program with related services
- A regular classroom program with consultation from special education teachers
- Regular classroom and Special Education team teaching (co-taught classes)
- Resource room services
- Special Education with part-time regular program
- Self-contained (full-time) Special Education classroom
- Private or public day-school program
- Private or public residential school/facility
- Hospital/home program

In addition to the services described above, the following related services are provided for students who qualify:

- Counseling to students and parents
- Occupational therapy
- Physical therapy
- Psychological testing and counseling
- Adaptive Physical Education
- School health services
- Speech/Language therapy
- Transportation

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.)

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. 20.

SNACKS

There is a nutrition break for children each day. 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 are 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 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

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 the "Pumpsy and Free the Horses" Programs in the classrooms, helping students adapt to the new setting, reviewing records, and making referrals to other professionals when warranted. Since 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.

CULTURE PROGRAM

The Culture or Host-Nation Program's main focus is to prepare students to meet and recognize the relevance of learning second foreign languages, to value the importance of learning about other cultures, and to develop a speaking proficiency in one or more foreign languages. All courses from K-4th emphasize oral proficiency so that students will be able to develop speaking competencies. The goal is to improve students' listening and speaking skills with special focus on communication skills as performance outcomes.

- Use multimedia and information technology to explore host-nation facts
- Sing popular children's songs, perform dances, play games, listen to and tell stories, describe holidays and celebrations of the host nation.
- Prepare and participate in host-nation arts and crafts projects.
- Participate in study trips to host-nation sites.
- Use the host-nation language in familiar situations to enhance oral communication skills and vocabulary development.

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

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 will have P.E. and on Friday. The Spirit Shirt will be the white “Reading” shirt.

Bottoms: Students may wear blue, denim, or khaki shorts, pants, skirts, 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 or no shoes with wheels should be worn for safety reasons.

DRIVEWAY

The access road to AES is off-limits to all cars from 1:45-2:30 p.m. This is necessary to allow the buses to pick-up students.

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.

- classes) will take place at the front of the school, by the steps. The circle will remain one-way traffic.
- In the morning all buses will drop-off students next to the gym.
 - Each morning the gate between the school buildings, on the road to the upper parking lot, will be closed at 7:30 a.m. For the safety of our young children, parents are not authorized to park in the upper parking lot.
 - The access road to AES will remain closed until all buses leave.
 - Vehicles parked in the upper parking lot will remain there all day. The ONLY traffic on the road will be delivery trucks and emergency maintenance vehicles.
 - Only cars with a clearly visible AES identification logo will be authorized to park in the upper parking lot.

The DDESS Safety Officer has provided the correct procedure for student drop-off and pick-up. We thank you for following these regulations.

- Student must be hand delivered to the Educational Technician on duty by the school steps in front of the school.
- Cars can only stop in front of the school to drop-off children and must move immediately.
- No cars are allowed to:
 - Park behind the staff parking area in front of the school or anywhere else
 - Pass other cars
 - Pass a stopped school bus
- The yellow line means no parking at any time!
- There are signs posted as to where parking is allowed.
- There is a visitors’ parking lot as you come up the hill, to the right, on the other side from the staff parking lot.
- Written note required for changes in bus / pick-up.

PRE-KINDERGARTEN HOURS

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

Breakfast is available from 7:00-7:45 a.m. daily. Lunch is available from 11:15-11:45 a.m. daily, in the school’s Cafeteria.

Children in grades K-3 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 must undertake 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.

PICK-UP/DROP-OFF PROCEDURE FOR P.O.V. PARENTS

- POV (Privately Owned Vehicles) Drop-off and Pick-up of all students (including Pre-Kindergarten afternoon

English-language proficiency will be measured by the standardized assessment “Idea Proficiency Test, or IPT”. ESL students will be referred, screened and placed in ESL in accordance with policies and procedures established in the DoDEA ESL Handbook, according to their individual needs, and based in the following levels:

ESL students levels 1, 2, or 3 will receive services through pull-out and/or co-teaching models.

Level 4 students will receive all of their instruction in mainstream classes. Their progress will be monitored by the ESL teacher.

During the enrollment process and/or the first weeks of instruction, parents must fill out a home-language survey. An IPT 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 standardized 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.

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. However, other children are not allowed on these trips.

GIFTED EDUCATION

DoDEA’s Gifted Education Program Guide is used to guide our program. DoDEA Gifted 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 important 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)724-4242/1030/721-2368
- WKAQ Radio AM 580 (787)754-8174/758-5800

All personnel will be at work unless notified otherwise. This includes students and staff members. The Commanding Officer and the coordinating DSO 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

PARENTAL/FAMILY INVOLVEMENT

Parent involvement is an important part of the Early Childhood program and 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, Pre-K parents will have an orientation to explain the program and procedures. At the school’s Open House, held in August, all AES parents and students have an opportunity to meet with the child’s teachers, and to make a smooth transition into school.

Special Events for Parents

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

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.

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
- Basic movement perception
- Rhythmic interpretations
- Eye-hand coordination
- Lead-up games
- Tumbling

All nits must be removed from hair for re-admission to class by 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 four-year-old students entering school must have the following vaccinations:

DTP = 5	MMR = 2	HIB Series = 4	VARIVAX
HepA = 2	HepB = 3	PPD every five years	

Registration procedures will not be considered complete until physical exam and immunizations are up-to-date and received by the school's nurse. Students who are missing any portion will have 10 working days to complete, or will be disenrolled.

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 COMMUNICATIONS

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.

made over 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.

INFORMATION CENTER

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.

This is a Reading Counts library with most of our books having tests on the computers. 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). At the end of the school year, students will be able to:

Kindergarten

1. Identify areas of the Information Center.
2. Demonstrate knowledge of Information Center rules and procedures.
3. Demonstrate proper care of materials.
4. Identify a book's cover and spine.
5. Attend to the sights and sounds of storytelling.
6. Browse for books.

First Grade

1. Identify areas of the Information Center.
2. Demonstrate knowledge of Information Center rules and procedures.
3. Demonstrate proper care of materials.
4. Identify a book's cover and spine.
5. Attend to the sights and sounds of storytelling.

6. Browse for books.
7. Alphabetize by the first letter.
8. Shelf books correctly by reading the spine label.
9. Select books that interest him / her.
10. Identify equipment used in the Media Center.

Second and Third Grades

1. Identify areas of the Media Center.
2. Demonstrate knowledge of the Media Center.
3. Demonstrate proper care of materials.
4. Attend to the sights and sounds of storytelling.
5. Identify a book's cover, spine and title page.
6. Interpret information on a title page.
7. Identify the classification by subject of different materials.
8. Determine the difference between fiction and non-fiction books.
9. Locate books on specific subjects with assistance.
10. Locate fiction and non-fiction books.
11. Distinguish between different kinds of literature.
12. Understand audiovisual presentations.
13. Identify the card catalog and its use.
14. Identify equipment used in the library Media Center.
15. Practice and refine browsing for books.
16. Recognize the purpose of the Dewey's classification system.
17. Plan and produce simple audiovisual presentations.
18. Identify Caldecott Award winning books.

Kinder, first, second, and third graders 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.

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.

Medications: A 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 that the student requires the medication **is mandatory**.

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 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: Students will be excluded from school until the condition is treated and controlled. The child must be re-screened by the school nurse before returning to class.

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.** 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.

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

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.

Accident / Illness at School: The school does not have 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 be given, the parent or guardian **must**

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 paid for by the child's sponsor. Checks must be made to the order of the **U.S. Treasury Department**. The school cannot accept cash.

Instructional Support

Students who need extra help in reading and language arts are referred to this program. The students go there five days a week for 40 minutes each day. In order to target the specific instruction that the student will get, the student is given an assessment to identify critical skills he/she needs to develop. Then the child does a series of skill cards to address those needs. The student will also read books on his/her level with the aid of a LeapPad. This is learning equipment that allows the student to hear the book read to him/her, as well as hear how to say any word that the student does not know. Once the student no longer needs this extra support, as shown by a score of 70% or better on the program test, he/she is dismissed from the program.

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, and 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 guidelines will be adhered to 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.

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 your child in the learning process. Behaviors that may indicate that this referral process should begin include:

- Difficulty staying on task
- Persistent difficulty in following direction
- 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 that 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, 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 take 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 class number.

MUSIC

At Antilles Elementary School, students are exposed to quality music, 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. (Please refer to “Curriculum”, on p. 6.) 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.

NURSE’S BASIC GUIDELINES FOR PARENTS

Parents: The school nurse should not be a substitute for seeing a pediatrician for 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.** Send your child to school when 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 occur, 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.

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.