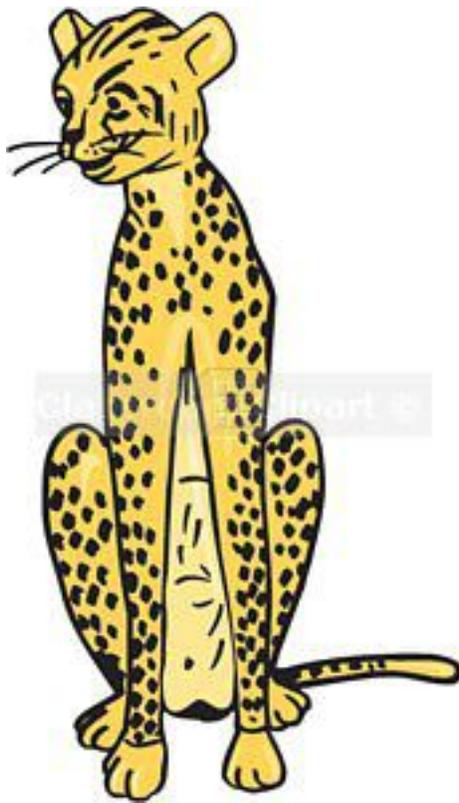


# ANDRE LUCAS ELEMENTARY SCHOOL

*"Empowering Learners for Lifelong Success"*



## STUDENT - PARENT HANDBOOK

*SCHOOL YEAR 2008-2009*

# TABLE OF CONTENTS

<b><i>Andre Lucas Elementary School Behavioral Expectations</i></b>	<b><i>15</i></b>
Art Program	32
Asthma	26
Attendance	8
<b><i>Breakfast/Lunch Behavior Expectations</i></b>	<b><i>19</i></b>
Breakfast/Lunch Program	18
Cafeteria Procedures and Policies	18
Cell Phones	21
Chain of Command	35
Child Find	11
Child Study Committee (CSC)	30
Class Placements	29
Classroom Visits by Parents	13
<b><i>Discipline for Failure to Follow Classroom and School Expectations</i></b>	<b><i>15-17</i></b>
Dress Code	22
<b><i>Emergency Contacts</i></b>	<b><i>27</i></b>
Emergency Evacuation Procedures	25
English As A Second Language (ESL)	30
<b><i>Enrollment Eligibility Requirements (Registration)</i></b>	<b><i>6-8</i></b>
First Time Enrollees (Requirements for)	7
Fort Campbell Schools Code of Conduct for Students	14
Gifted Education Program	31
Grading and Progress Reports	23
Guidance/Counseling	31
Handling of Emergencies (Health Office)	27
<b><i>Health Care – Medication Policies</i></b>	<b><i>26</i></b>
Health Program and Services	26-28
Health Screenings	28
Homework	24
Illnesses: "Should I send my child to school?"	27
<b><i>Immunizations</i></b>	<b><i>6</i></b>
<b><i>Inclement Weather Procedures</i></b>	<b><i>10</i></b>
Information/Media Center (Library)	32
LTC Andre C. Lucas	4
Lost and Found Property	21
<b><i>LUCAS Hours</i></b>	<b><i>4</i></b>
<b><i>LUCAS Phone Numbers</i></b>	<b><i>4</i></b>
<b><i>LUCAS Vision and Mission Statement</i></b>	<b><i>4</i></b>
Music Program	33
Parent/Community Partnerships	12
<b><i>Parent Contact Information</i></b>	<b><i>11</i></b>
Parent Newsletter	17
Parent-Teacher Conferences	25
Parent-Teachers Organization (PTO)	14
Physical Education Program	33
Planned Absences	9
Pre-Kindergarten	29
Pre-Kindergarten and Kindergarten Enrollment Information	7-8
Reading Incentive Program	34

Recess Expectations	17
Release Of Students From Class	10
<b><i>Residence Requirements</i></b>	<b>6</b>
School Bus Conduct	19
School Policies and Procedures	5-11
School Psychologist	32
Screenings	28
Scooters/Skateboards/Rollerblades/Skateshoes	21
Special Education Placement For Incoming Students	30
Special Programs	29-32
Speech Pathology	30
Student Dismissal Times	5
<b><i>Student Behavioral Expectations and Responsibilities</i></b>	<b>14-17</b>
Student Withdrawal	11
Suggestions/ Questions	34
Tardiness/Late Arrivals To School	9
Technology/Computer Program	33
Telephone Messages	6
Toys In School	21
Visitors	6
Volunteers	13-14
Walkers and Bicycle Riders Safety	20



## Andre Lucas Vision Statement

*“Empowering Learners for Lifelong Success”*

## Andre Lucas Mission Statement

*Andre Lucas Elementary School is committed to empowering students for future excellence who will become respectful, responsible, resourceful and productive citizens in a global technological world.*

## **SCHOOL NAMED TO HONOR LIEUTENANT COLONEL ANDRE C. LUCAS**

Our building was opened in August 1997 and named during the opening year in honor of Lt. Colonel André C. Lucas. Lieutenant Colonel Lucas was a soldier, leader, and hero who gave his life while saving the lives of others during combat in Vietnam. It was a befitting tribute that our school was named in his honor and we bring further honor to his name by building an educational environment and school reputation that is second to none



## SCHOOL PHONE NUMBERS

If you need to contact anyone at the school you may use the following phone numbers:

**Main Office – 931-431-7711**  
**School Fax Number –DSN: 931-431-5842**  
**School Nurse – 931-431-7711 ext. 2014**

## **SCHOOL POLICIES AND PROCEDURES**

### **School Hours**

School Office Hours	7:15 a.m. – 4:00 p.m.
School Instructional Hours	8:35 a.m. - 3:20 p.m.

### **Student Arrival Times**

#### Pre-Kindergarten:

**AM session** - Students should arrive between 8:05 and 8:10 AM. The AM session starts at 8:10 AM. Pre-Kindergarten students eat breakfast.

**PM session** - Students should arrive between 12:05 PM and 12:10 PM. The PM session starts at 12:10 PM. Pre-Kindergarten students will eat lunch.

#### Grades Kindergarten through Fifth

Students may enter the building at 8:15 AM and wait in the cafeteria area (supervised) until they are picked up by the teacher. Kindergarten students will wait in the stage area and grades 1 – 5 will wait in designated areas.



**Please do not send students to school before 8:15 unless they are eating breakfast at school.**

Breakfast will be served beginning at 8:00 AM. Bus students will disembark the bus upon arrival at school and wait in the cafeteria area.

### **Student Dismissal Times**

#### **(Monday, Tuesday, Thursday and Friday)**

- Pre-K AM–11:15 PM-3:10
- Kindergarten and 1<sup>st</sup> Grade – 3:15
- 2<sup>nd</sup> through 5<sup>th</sup> Grades – 3:20

#### **(Wednesday)**

- Pre-K AM–11:15 PM-3:10
- Kindergarten through 5<sup>th</sup> Grade – 2:05

- Upon dismissal, all students should leave school immediately unless the parents have notified the school office in writing or by telephone.
- Early dismissal requires a note to the office (unless, it is an emergency).
- We ask that parents not to call the office to request early dismissal.
- Parent/guardian must come to the school office to sign their child out when necessary for the student to leave school early.

## ***Visitors***

The safety and security of the students in Lucas has a high priority. ALL PARENTS and VISITORS are asked to report to the office to sign in and receive authorization before visiting elsewhere in the building. A picture ID is required. Our faculty and staff have been asked to stop anyone not displaying a visitor's pass and ask them to return to the office.

Parents and guardians of students are encouraged to visit their child's school. Several events are planned during the year designed to provide informal, formal and/or social contact between the families and the school. Some of these events include parent-teacher conferences, orientation meetings, open house, American Education Week activities, academic awards programs, concerts, plays, special holiday activities, PTO meetings, Family Nights, etc.

While parents are especially welcome at these scheduled events, it is also hoped that parents will visit school at other times. Please schedule an appointment with the teacher through the office or directly with the teacher if you have questions or concerns about your child's progress.

**Visitations should never interfere with class instruction.**

**EXCEPT FOR EMERGENCIES, WALK-IN INTERRUPTIONS TO CLASSES ARE DISCOURAGED.**

Prior approval of the Principal is required of all visitors other than parents. Guest speakers or presenters, PTO officers conducting business of the PTO, and classroom volunteers who are invited by the teachers have standing approval.

Child visitors (siblings, guests of students, faculty and staff family members) are generally discouraged. All visits by children must be approved in advance by the Principal.

## ***Telephone Messages***

Please honor the importance of instruction time by refraining from calling to leave telephone messages for your child during the school day. While we do recognize that from time to time, things happen that require an unexpected change in your arrangements with your child, please help us by keeping these situations to a minimum.

## ***Enrollment Eligibility Requirements***

### ***Immunizations***

***It is the parent's responsibility to have upon registration, a legible, if necessary translated copy of their child's immunizations for review by the school nurse and to be placed in their child's school record.***

### ***Residence Requirements***

Children of families living on post or those who have written notice from housing stating that family will be in housing within 180 days are authorized to attend post schools. Families living in **Cole Park, Gardner Hills, Harper Village, Lee Park (Quarters 8253-8272) and Werner Park** may enroll at Andre Lucas Elementary School.

## *Age Requirements*

**Pre-Kindergarten** This is a half-day program. To enter the four-year-old program, *a child must be four (4) on or before 1 October of the present school year. The hours for Pre-K are as follows:*

**Morning (AM) Pre-K**            **8:05AM - 11:15 AM**

**Afternoon (PM) Pre-K**        **12:10 PM – 3:10 PM**

**Kindergarten** To enter the five-year-old program, *a child must be five (5) on or before 1 October of the present school year*

**First Grade** To enter first grade, **a child must be six (6) on or before 1 October or present evidence of successful completion of an accredited kindergarten program.**

## **Requirements for First Time Enrollees:**

- A birth certificate is required
- A physical examination within the past year is recommended, but not required. (Physical examinations can be obtained through Blanchfield Army Community Hospital)
- Immunization certificate. (Immunizations are available at the Immunization Clinic)
- Sponsor's Social Security Numbers and the child's Social Security Card.
- Housing authorization letter with the name of the student(s) listed on it.
- Copy of sponsor's orders

Parents must provide records of school progress and attendance from previous school or sign a release form so that Andre Lucas Elementary may obtain the records.



## **Information Particular to Students Enrolling In Pre-Kindergarten and Kindergarten:**

Parents of pre-kindergarten (age 4) and kindergarten students are requested to prepare a name tag (paper/index card size) with the information requested below and ensure that your child wears it to school for the first week.

- Child's full name and /or nickname.**
- Address (include name of housing area)**
- Parents' Names**
- Telephone numbers**
- Name of Teacher**
- Bus number (if appropriate)**

Read carefully all messages your child will bring home from the teacher or the school.

Please put your child's name permanently on all belongings before sending them to school. We welcome educational books that your child may wish to share with his/her friends.

**WALKERS:** Be sure your child knows his/her way to and from school and please have someone at home when he/she returns from school.

**BUS RIDERS:** Please check the schedule printed in the post newspaper and/or displayed outside the school just before school starts for information on bus pick up places and times.

**NOTE:** A parent/guardian must be visible at the bus stop for Pre-K children to be let off the bus. If there is no parent there, the student will be returned to school for pick-up by the parents. **Please ensure that your child is picked up in a timely manner. In the event that there is a problem and listed contacts cannot be reached, the proper authorities may be notified.**

Parents are asked to provide child/children with a book bag/back pack to carry their work home daily. (See school supply list.) Occasionally, parents may be asked to donate items for art projects (i.e., used milk containers, cans, etc.)

## **ATTENDANCE**

### **FORT CAMPBELL SCHOOLS ELEMENTARY ATTENDANCE PROCEDURES**

In order for students to achieve their highest potential as learners, they must be present during classroom instruction. This is extremely important in elementary schools when new learning often builds on the previous day's teachings. While school attendance is emphasized at all Fort Campbell elementary schools, it is also acknowledged that it is ultimately the responsibility of parents to insure that elementary children are present in school.

Therefore, it is Fort Campbell policy to work with parents to promote and encourage regular full-time school attendance and to minimize absenteeism. When parents make decisions about attendance, they hopefully do so in a manner that insures that children do not miss class without good cause. Examples of appropriate student absences include illnesses (especially if the reason could be a contagious disease) and doctor's appointments that cannot be scheduled outside of school hours. Family trips should be planned during school recess and vacation periods. While it is recognized that there may be other legitimate reasons for missing school, all absences must be weighed against the loss of instructional time.

Upon a child's return to class, parents are to provide the classroom teacher with a written note explaining the reason for the absence. The student delivers the note to the teacher and where appropriate, collects required make-up work. All make-up work must be completed and returned by the date established by the teacher. Normally, the number of days allowed for submission of make-up work will not exceed the number of consecutive days of the absences. Field trips are not counted as absences but make-up work expectations apply.



## Absences per semester

## Procedure

### **Each absence**

Parents are asked to call the school to report their child's absence. When the child returns to school s/he must present a written note/doctor's excuse stating, the cause and specific dates involved. If the school has not been contacted, the school will attempt to notify the parent of the absence.

### **10 absences**

Parent will be contacted by the school. Teachers, administrators, and the student's parents will review the case to determine if an attendance problem exists and the possibility of failure of the grade. They will review all documentation of absences which can include grades, make-up work, doctor's notices, and parent notes, court records, school records, etc. (Non- attendance by the student's parents may result in a letter to the sponsor's Commander.)

### **Excessive absence**

(More than 10 which are not health related) is considered truancy. This may result in retention consideration and a letter set to the unit commander and the Ft. Campbell School Superintendent as determined by the principal



## *Tardiness/Late Arrival to School*

When a student is late for school, his/her parents are **required** to sign the student in at the main office and fill out a tardy slip. Students **cannot** be dropped off without any notification by the parents or guardians.

## *Planned Absences*

If parents know of an excused absence, they should notify the teacher in advance. Extended absences of more than one week require that the parents discuss this matter with the teacher and/or an administrator. The teacher will determine how missed assignments can be best completed.

Regardless of the type of absence, once it is excused, the teacher will decide the nature and extent of the make-up work that is necessary for the child to complete.

**Parents can request in person or in writing an excused absence for their children through the school office. A “Request for Pre-Planned Absence” will be provided for completion prior to the absence. Please do this at least three days prior to the absence period.**

Students will be able to get class assignments and homework from their teachers **when they return to school.**

Absences of a week or more can be very detrimental to a student’s progress. There is a loss of direction, explanations and practice in class under the guidance of the teacher. Every effort should be made not to plan an extended vacation/trip during instructional days whenever possible.

### **Release Of Students From Class**

- Students will be released only to a parent/guardian unless prior arrangements have been made through the office.
- Please report to the school office when picking up students.
- Please show the office staff an ID card, and the office staff will call the student’s room.
- Please do not report directly to the classroom.



### **Inclement Weather Procedures**

The decision to keep school open or to close due to inclement weather is made by the Garrison Commander. He considers the recommendation of the Provost Marshal who tests road conditions and consults with local area weather forecasters. Public Affairs then distribute the information to the TV and radio stations and the Administration office of the school. You will perhaps become abreast of the situation before we do if you are viewing or listening to one of the stations listed below.

Four decisions are possible:

1. **School will remain open.**  
No special announcements will be made. Parents always have the right to keep their child home or personally transport them to school as an added safety.
2. **School is closed for the day** (An announcement will be made by 5:30 AM)
3. **School will open on a two or three hour delay.**
  - a. The information Officer will notify radio and television stations in order that the announcement can be made by 5:30 AM. Buses will run two or three hours later than normal depending on the severity of the weather.
  - b. The elementary schools will begin classes 10:30 AM or 11:30 AM. The morning Pre-school program will be cancelled. Dismissal times will remain the same as a normal school day.
4. **School will close early** (An announcement will be made as soon as possible. It is recommended that each family makes prior arrangement with friends or neighbor to meet their children in the case the parent/guardian might not be available.)

**Radio Stations:** AM-WABD; WJZM-1400, WQKS  
FM- WCVQ-QIO8; WCTZ-102.5; WBVR-100.3; WJZM-1400; WHOP  
Other--- WYDZ

**TV Stations:** Fort Campbell Cable (Channel 9); Hopkinsville (Channel 43);  
Nashville Stations (Channels 2, 4, and 5)

Please do not call the school when you see snow or threatening weather because it ties up the telephone lines and prevents us from getting information sooner.



### **Student Withdrawal**

Parents are requested to notify the office three (3) school days prior to the withdrawal date. We will need the last day of attendance and your destination. It is also imperative (as requested by DoDEA) that we be given a forwarding address. This may be a home of record if destination address is not available. Essential copies of student records may be picked up for hand-carry by the parents or mailed to the next school.



### **Child Find Program**

Child Find activities are conducted on an ongoing and systematic manner to identify children who may qualify for special education services. If you suspect that your child has a learning disability or another problem in school that may qualify him/her for special services, please speak with your child's teacher, school administrator or the guidance counselor. You may also call Ms. Pat Wilson, Special Education Director for Fort Campbell Schools at 439-1927 (ext. 107). Our school system offers a wide variety of educational programs for children (age three through twenty-one) that have handicapping conditions.

## **PARENT CONTACT INFORMATION**

**It is very important the office has the necessary numbers to contact parents or emergency contacts. This list needs to be current at all times. Many times the office has a difficult time reaching parents and/or emergency contacts due to incorrect numbers (home, cell phone, unit, emergency contact).**

**A common example is when a student misses their bus. Many times when we attempt to contact the parent we find that the information presented at registration is no longer current. This results in a distraught student here in our office and a distraught parent wondering where their child is.**

*Whenever you have a change in your contact information please make sure that you let the school know right away, so that we can update our contact information. Every effort is always made to contact the parents before the proper authorities are notified.*

## **PARENT AND COMMUNITY PARTNERSHIPS**

### TWO SCULPTORS

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind,  
And they fashioned it with care.  
One was a teacher: the tools he used  
Were book, music, and art.  
One, a parent, who worked with a guiding hand  
And gentle, loving heart.  
Day after day the teacher toiled  
With touch that was deft and sure,  
While the parent labored by his side  
And polished and smoothed it o'er.  
And when at last their task was done,  
They were so proud of what they had wrought;  
For things they had molded into a child  
Could neither be sold or bought.  
And each agreed he would have failed  
If he had worked alone,  
For behind the parent stood the school,  
And behind the teacher, the home.

*Anonymous*

**PARENTS:** There are a number of ways parents can become involved in our school and more importantly, your children's education. We hope you will find time to work with your child, to monitor his/her work, to conference with the teachers, to come to school sponsored events and activities, and to volunteer a small bit of time for the good of the school as a whole. Please join our PTO and let us know if you have questions or concerns with which we may help. By working closely with us, you will help us achieve the "excellence" we seek for all children.



**COMMUNITY AND COMMAND:** As a part of the Fort Campbell community, Andre Lucas is always seeking community involvement and support. Whatever your area of interest or expertise is, please let us know. If you are unsure of what you can offer to our school, please contact the school and ask. You would be amazed at the difference you can make for a school, its staff, and students.

**We ALWAYS encourage parent, community, and command partnerships!**



VOLUNTEERS



## Some Things to Remember When Volunteering

- A preliminary meeting with the classroom teacher and volunteer should be conducted regarding duties to be performed and times, so as to make helping less disruptive to instruction.
- Volunteer staff members should be supportive of goals and objectives of the school and promote safety among all students.
- As a volunteer you are expected to maintain a high level of confidentiality regarding school matters.
- Please fulfill commitments and be on time. If a teacher or staff member is expecting you and you can't come, please call the office and leave a message.
- Please help us model a neat and clean appearance. Dress appropriately for the school setting and task.
- As a volunteer you will be a part of the staff. All students will treat you with respect and you shall treat students with the same respect.
- Smoking is not allowed in our building or in the presence of students.
- Loss of temper and use of inappropriate language is not acceptable on school property.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues.
- If you are a *parent* volunteer, please allow your child to continue their regular daily schedule along with their peers.

## PARENT VOLUNTEERS

Parents are invited to serve as partners in their children's education in a variety of areas:

### Participate in the School Improvement Process

Helping teachers prepare

Sharing a skill or talent

Getting professional experience and making contacts

Achieving personal growth and self-esteem

Giving something back

Doing something exciting and new

Making a difference in the life of a child



## CLASSROOM VISITS BY PARENTS

- Parents are always welcome at Andre Lucas Elementary School
- Meetings with teachers should be prearranged, usually 24 hours ahead if possible.
- If a parent has a question or concern, an appointment should be made so that the teacher can give the issue the attention it deserves versus interrupting instruction.

## **PARENT-TEACHER ORGANIZATION**

Research on parental involvement in schools has proven that participation contributes to the betterment of the education of children. Obviously, the educators at Lucas welcome parent involvement as a measure to improve learning. Attending Parent Teacher Organization (PTO) sponsored activities is one way that parents can communicate that they believe in the importance of education, to their child.

## **STUDENT BEHAVIOR EXPECTATIONS AND RESPONSIBILITIES**

We are committed to establishing and protecting an environment that is conducive to learning. Failure to follow school rules designed to protect this learning environment will not be tolerated. A quality educational program promotes the development of self-esteem, personal responsibility, and academic excellence. Our ultimate goal is to provide an orderly, secure, and pleasant atmosphere that is clearly conducive to learning. A prerequisite to success in this endeavor is responsible student conduct.

### ***Fort Campbell Schools Code of Conduct for Students***

The Fort Campbell Schools Central Office has a detailed pamphlet entitled the *Code of Conduct - A Guide for Parents and Students*. This pamphlet includes attendance policies, bus rules and regulations, student rights and responsibilities, a chart of typical disciplinary responses to rule violations, and many other items of interest to parents and students. While a copy of the booklet is available at registration, the following points represent specific concerns that we ask you to discuss with your child as soon as possible:

#### *It is the STUDENT'S responsibility to:*

- ◆ Respect the rights of others.
- ◆ Be good citizens and avoid violence.
- ◆ Display consideration for the rights and property of others.
- ◆ Refrain from rude and inappropriate language and other forms of disruptive classroom behavior.
- ◆ Be prepared, on time for class, and complete assigned work.
- ◆ Remain in school unless given specific permission to leave school grounds.
- ◆ Follow the dress code.
- ◆ Refrain from wearing hat/caps inside the building.

#### *In other words, we ask students to:*

- ◆ Walk quietly on sidewalks and in the building.
- ◆ Be kind to others by keeping hands, feet, objects and unkind words to oneself.
- ◆ Respect self and others by treating others, as you would like to be treated.
- ◆ Respect all property including yours, the schools and others.
- ◆ Not bring gum, toys, games, skateboards, roller blades, or electronic devices to school.
- ◆ **ABOSOLUTELY DO NOT BRING knives, guns, or anything that can be used as a dangerous weapon (or looks like a dangerous weapon) onto school grounds. Violation of this policy will result in expulsion consideration.**



## **ANDRE LUCAS BEHAVIORAL EXPECTATIONS**



- ***Be Responsible***
- ***Be Respectful***
- ***Be Reliable***

### ***Discipline for Failure to Follow Classroom and School Expectations***

We expect appropriate behavior from students. It is our firm belief that teachers have the right to teach and students have the right to learn.

The school operates under one basic set of rules in all settings.

- **Obey all school adults respectfully and promptly.**
- **Do nothing which could cause injury to yourself or others.**
- **Do nothing to disrupt the learning of others.**
- **Show respect for school personnel, school property, and the personal property of others.**

**We are all responsible for discipline.** The most effective procedure is for the adult in charge - classroom, playground, and corridors - to deal with the problem on the spot.

The classroom discipline process we follow is:

- **STEP 1:** Teacher-Student
- **STEP 2:** Teacher-Student-Parent-Counselor
- **STEP 3:** Teacher-Student-Parent-Counselor-Administrator

When a child is subject to disciplinary action, the following process will be utilized: The student/s will tell their side of the story. A student may be disciplined for relatively minor or first offenses through a variety of interventions deemed to be appropriate by the teacher or administrator depending on the severity of the problem to include:

- *Counsel the student/s.*
- *Fill out a discipline slip and retain it for future reference without sending it home to be signed by a parent.*
- *Fill out a discipline slip and send a copy home to be signed by a parent and returned to the school office within two days. (This will be utilized when the principal feels the parent needs to know.)*
- *Telephone a parent immediately for knowledge of and assistance in solving the problem. When intentional harm is inflicted, suspension will occur.*

In cases of extreme and continued unacceptable behavior, a student **may be** denied the privilege of attending school until the parents, child, and the principal come to an agreement on a behavior plan to prevent further unacceptable behaviors. **Effective discipline is a three-way responsibility: Parents - Students - School Personnel.**

### Minor Offenses Include:

Minor offenses in our school include, but are not limited to:

- Disrupting the learning process in the classroom by talking, laughing or moving about the room, when the teacher determines that such conduct is inappropriate to the classroom activity
- Failing to follow instructions
- Damaging to classrooms, or materials, or the property of any other person on or about school grounds
- Disrupting others while moving through the hallways
- Running or horseplay in the hallways or classrooms
- Lying
- Disturbing student work displayed on hallway walls and bulletin boards
- Dribbling, tossing or bouncing balls inside the building
- Littering
- Eating food in unauthorized areas such as classrooms and hallways (except during special occasions)
- Wearing hats inside the building (except during special occasions)
- Chewing gum
- Using offensive language

### Serious Offenses Include:

- 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.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Weapons are defined as items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica) guns, knives, multi-tools, razors, box or carpet cutters, slingshots, num-chucks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear...
- Committed or attempted to commit theft or extortion.
- Caused or attempted to cause damage to school, government, vendor, or private property.
- Committed lewd, indecent or obscene act or engaged in habitual profanity or vulgarity. This includes sexual harassment.
- 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.
- Conduct, including fighting, that endangers the well being of others
- Unauthorized presence in the school, on the school grounds, on school buses, or failure to leave promptly after being told to do so by the principal or staff member in charge.
- Being a “DRUG FREE” school, possession of any medications, drugs, or alcohol is likewise considered a serious offense.



## *Recess Expectations (Playground)*



Teachers have the option of providing a period of recess each day. Weather permitting; the students may be taken outdoors to one of the playground areas for supervised play. The time of day, location, and conditions upon which recess will be held, are at the discretion of the classroom teacher and may vary from time to time. Parental requests regarding recess-related issues should be communicated directly with the child's teacher. Playground expectations are designed to preclude accidents and injuries in the congested areas and times of play. To insure safety, children must:

- Follow the school rules.
- Stay in designated play areas. Kindergarten and pre-kindergarten children are to stay on the playground, and not in the open field.
- Go up the stairs and down the slide (feet first and on their bottoms).
- Stay seated on the swing until it has stopped. Standing up, twisting, lying on stomachs, or jumping off the swings is not permitted. Children may not stand in front of swings.
- No rough physical contact to include games that require physical contact (i.e., contact sports such as tackle football, "play" fighting, tag, etc.).
- Stay out of the mud and dirt.
- Not climb on trees or outside of the tube slides.
- Not run to and from the playground, or on playground equipment.
- Not eat on the playground without the advance permission of the teacher. Cleaning up after an exception has been granted is expected.
- Ask an adult before they enter the school to use the bathroom
- Students are to line up quickly and quietly according to the directions of the adult staff.

Teachers and educational aides will circulate around the playground while supervising children. Violation of playground rules:

1<sup>st</sup> incident - student sits out the remainder of the recess on benches.

2<sup>nd</sup> incident - consequences increase.

## *School Newsletters*



You should receive a copy of our school newsletter, *The Lucas Leopard Letter*, monthly. These will be sent primarily via email. However, if you require a hard copy to be sent home with your child, please just let the front office know and we will see to it.

## **CAFETERIA PROCEDURES AND POLICIES**

### ***Breakfast and Lunch Program***

Lucas Elementary School offers breakfast daily from 8:00 - 8:30 AM. **NOTE:** *There will be no breakfast on the first day of school*, but lunch **will be** served on the first day of school. Lunch is served from approximately 11:00 AM until 1:00 PM daily.

We are pleased to have the National School Breakfast and Lunch Program as part of our school. Cost of meals will be based on family income. This is determined by completing an application at the time of registration. You may pay for meals by the day, week (5), or month (20). The cashier will be accepting payment on the first day of school.

The cafeteria service features "Offer vs. Serve." This allows children to make selections about what they eat. A child must take at least three (3) items to be counted as a complete lunch with "Offer vs. Serve." Students are encouraged to take the amount they will eat in order to reduce waste in the cafeteria.

All students must eat their breakfast and lunch *in the school cafeteria* whether they bring their food from home or purchase their meals in the cafeteria.



***Please do not send carbonated drinks to school.***

If you have questions concerning the school lunch program, please contact Sandra Durham, the Food Service Director at 439-1927 Extension 5011

#### **Meal Price List:**

Breakfast :

#### **Full priced**

Elementary students \$1.40

Adults \$2.00

Lunch:

Elementary students \$1.75

Adults \$2.50

#### **Reduced students**

Breakfast:

Elementary .30

Lunch:

Elementary students .40

***Students may purchase extra items in addition to their lunches. Parents may place restrictions on purchasing these items by notifying the school cashier.***

**Cashier Hours:** 7:30 AM - 2:00 PM. The best time to see the cashier is from 9:00 AM -10:00 AM and 1:00 PM-1:30 PM. **Please see the cashier before or after meals times.**



## *Breakfast and Lunch Behavior Expectations*

The school cafeteria should be a safe and pleasant experience. To insure a safe environment, students should:

- Be escorted by an adult to the cafeteria each day
- Enter and leave the cafeteria in an orderly manner.
- Wait in line without shouting, pushing, and shoving.
- Sit at assigned tables.
- Converse in quiet voices; keep hands, feet and unkind words to oneself.
- Eat only the food on their trays.
- Use good table manners.
- Remain seated until dismissed by the cafeteria monitor.
- Clean the table and surrounding area upon dismissal.
- Form a line in the designated waiting area and wait for the teacher prior to returning to class.
- Generally, the children will act in a polite, courteous manner and will demonstrate acceptable table manners.



## *SCHOOL BUS CONDUCT*



Safety practices on and off the bus are important to the safety of all children. Riding the school bus is a privilege that may be withdrawn if the child does not follow the rules and safety practice. These expectations were written to insure the safe arrival and departure of children between their home and school.

### Students will:

- Observe the same conduct code as in the classroom
- Walk and not run to and from the bus.
- Take a seat quickly and remain in that seat during the entire bus ride.
- Talk in a quiet voice (no yelling), and refrain from using profane or offensive language.
- Keep heads, hands, feet and other objects to oneself and inside the bus at all times.
- Refrain from throwing objects inside the bus and from the bus.
- Listen to and do what the bus driver tells you.
- Ride the assigned bus, riding another bus requires a note signed by the parents and approved by the office.
- Depart the bus at your **assigned stop**.
- Refrain from bringing restricted items on the bus (knives, tobacco, radios, etc.)

### Drivers will:

- Report in writing the excessive or repeated misconduct of students to the school administration.
- Parents will be notified after an investigation.

Adhering to the guidelines should make riding the bus a pleasant experience for all involved. If a child fails to adhere to behavior expectations, appropriate action will be taken. Actions may range from assigned bus seating to suspension of bus privileges.

1. **First Offense** Student counseled and a copy of the bus driver's notice sent home.
2. **Second Offense** Student counseled, a notice sent home and parents are contacted by phone.
3. **Third Offense** Parents are notified that bus privileges are suspended from one to three days.
4. **Extreme Misconduct or repeated offenses (fighting, etc)** will result in an automatic suspension from the bus.

**NOTE:** Video cameras are in use on most buses and will be helpful in assuring that the goal of bus safety is accomplished.

## **WALKERS AND BICYCLE RIDERS SAFETY**



### ***Walkers:***

- Obey traffic rules
- Students are expected to walk on the sidewalk.
- Do not stop anywhere on the way to or from school without parent permission
- Do not accept rides from strangers.
- Cross the street where there is a crossing guard or crosswalk.
- **Arrive at school no earlier than 8:15 AM (unless eating breakfast, arrival 8:00)**



### ***Bicycle Riders:***

- Obey traffic rules
- Wear a safety helmet
- Walk your bicycle across the street where there is a crossing guard.
- *Park your bicycle in the bike rack and lock it to the rack.*
- ***MAKE SURE YOUR BICYCLE IS MARKED WITH AN IDENTIFYING MARK***
- **Arrive at school no earlier than 8:15 AM (unless eating breakfast, arrival 8:00)**

The school cannot be responsible if a bike is stolen or damaged.



## **TOYS IN SCHOOL**



Anything that interferes with instruction is inappropriate in school. This policy applies to toys, walkman, CD player, electronic devices and other articles that may divert attention from instruction. These items disrupt classes, interfere with work, and become a problem when misplaced or stolen. **The school assumes no responsibility for prohibited items that are lost here at school.** If a student does bring such items, the items may be turned into the school office and parents will be notified as appropriate. Exceptions may be permitted with advance teacher permission. In this case a child may be asked to bring a specific item to the school for a special function or activity.



## **LOST AND FOUND PROPERTY**

Please mark all items of personal property, particularly billfolds, sweaters, jackets, coats, notebooks, and lunch boxes. The location of the lost and found area is presently in an area off of the cafeteria. Parents are welcome to search through these items themselves, since children often do not recognize their own possessions. **Lost and found property that accumulates and is unclaimed will be disposed of on the last day of each quarter.**



## **SCOOTERS/SKATEBOARDS /ROLLERBLADES/SKATE SHOES**

Scooters/skateboards and roller blades or skates are considered toys by most and are subject to creating the same problems that other toys do (i.e.: theft, disruption to instructions, etc.). Therefore, they should not be on school grounds.



## **CELLPHONES IN SCHOOL**

If you require that your child have a cell phone, it must be turned off during the course of the school day while here at school. This includes recesses, lunch times etc. If at anytime your child's cell phone disrupts classes, interferes with instruction or testing, or becomes a problem, the student may be asked to leave the cell phone at home.



## **DRESS CODE -FORT CAMPBELL SCHOOLS ELEMENTARY (Grades 1-5 only)**



### **Colors:**

**Shirts/Tops - Any solid colors      Bottoms/Dresses - Khaki, Blue, Gray, Dark Green or Black**

**NOTE: Lucas Elementary is a “Hat/Cap-Free Zone” for students**



### **BOYS:**

1. Slacks or walking shorts
  - a. Must be of reasonable length and fit so as to remain above the hips in the absence of a belt.
  - b. Chino style with belt loops; blue jeans and corduroy are acceptable
  - c. Cargo pants, overalls, painter pants, and pants with drawstrings or excessive flair bottoms are not acceptable.
  - d. Belts, fitting actual waist size, must be worn without any excess hanging down the front of pants.
2. Shirts (All shirts must be tucked in)
  - a. Pull over polo style or dress shirt in solid colors in short or long sleeves;
  - b. T-shirt is acceptable. With no see-through materials or logos except authorized school logo.
3. Sweaters - Pull over sweater or cardigan, turtleneck, sweater vest, sweater shirt, or sweatshirt in solid colors, with no logos except authorized school logo, worn over policy approved shirt.

### **GIRLS:**

1. Slacks or walking shorts
  - a. Must be of reasonable length and fit so as to remain above the hips in the absence of a belt.
  - b. Chino style with belt looped; blue jeans and corduroy are acceptable
  - c. Cargo pants, overalls, painter pants, and pants with drawstrings or excessive flair bottoms are not acceptable
  - d. Belts, fitting actual waist size, must be worn without any excess hanging down the front of pants.
  - e. Skorts are acceptable, in solid colors, if of reasonable length
2. Blouses/Shirts (all shirts must be tucked in)
  - a. Pull over polo style or dress shirt in solid colors in short or long sleeves; T-shirt is acceptable.
  - b. No see through materials or logos except authorized school logo
3. Sweater - Pull over sweater or cardigan, turtleneck, sweater vest, sweater shirt, or sweatshirt in solid colors, with no logos except authorized school logo, worn over policy approved shirt
4. Jumpers/Dresses/Skirts
  - a. Solid colors
  - b. Jumpers must be without bibs - no overall derivatives
  - c. Denim and corduroy are acceptable
  - d. Leggings, in approved colors, are acceptable

The administration reserves the right to prohibit particular items of clothing not specifically covered by this policy and is deemed to cause sufficient concerns regarding appropriateness or safety. Because of the rapid physical change, clothing items purchased at the beginning of the year may not remain appropriate due to growth.

The staff highly recommends that students have a sweater or sweatshirt on hand at school, especially during the winter weather. (Large bulky coats worn in the classroom tend to interfere with class work). Although the weather changes daily the air conditioning makes for cool temperatures inside and students do go out for recess on colder days. Please help by ensuring your child has appropriate outerwear each day.

If there are questions as to the appropriateness of apparel, students should wear something else. Students are encouraged to ask before wearing a garment that might be inappropriate. Parents share responsibility for compliance with dress code. Students who came to class in unsuitable dress will be detained in the office until proper clothing can be secured from home. Repeated dress code infractions may result in disciplinary actions.

During the school day teachers may issue verbal warnings at their discretion for dress code violations. Students who have been given more than one verbal warning will be issued a written referral and will be sent to the office. The students will be counseled concerning proper dress and the sponsor will be contacted and asked to bring a change of clothes. The sponsor will be advised concerning further infractions and potential disciplinary action.



## **GRADING AND PROGRESS REPORTS**

Progress Reports are completed each nine (9) weeks (Kindergarten – 5<sup>th</sup> grade) to inform parents of their child's progress in school. The ultimate objective of the report is the activation of parental support for student achievement. It serves as an important purpose in opening the door to communication between parents, teachers, and children.

### ***Pre-Kindergarten Progress Report***

The Pre-K (4 year old) Program has a progress report that combines a portfolio and *The Creative Curriculum* report. Parent teacher conferences are scheduled three times a year (see page 12 for dates) to facilitate understanding of student progress and generate parental support for the child's learning needs.

### ***Kindergarten through 3<sup>rd</sup> Grade Progress Report:***

#### **Student Performance:**

- E – Exceeds grade-level expectations
- M – Meets grade level expectations
- S – Steady progress toward grade-level expectations
- L – Limited progress toward grade-level expectations

**Learning Skills:**

- 1 – Consistency observed
- 2 – Occasionally observed
- 3 – Infrequently observed

***4<sup>th</sup> and 5<sup>th</sup> Grade Progress Report:***

**Student Achievement:**

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

**Student Performance:**

- E – Exceeds grade-level expectations
- M – Meets grade-level expectations
- S – Steady progress toward grade-level expectations
- L – Limited progress toward grade-level expectations

**Learning Skills:**

- 1 – Consistently observed
- 2 – Occasionally observed
- 3 – Infrequently observed

***SPECIAL NEEDS PROGRESS REPORTS***

“Special needs” students will receive a copy of the grade appropriate progress report as well as an update on their goals.



***HOMework***

Homework is defined as work completed outside the classroom to reinforce classroom instruction and increase understanding and retention. Effective homework assignments accommodate different learning rates, increase time on task, promote self-discipline, and provide teachers with additional opportunity to monitor student progress.

Homework should not deprive children of their childhood. However, students who are most successful learn very early that life and school success often demand many hours above and beyond the typical workday.

Homework hours suggested for students at each grade level follow:

<b><u>Grades</u></b>	<b><u>Homework Week *Hours</u></b>	<b><u>At four nights a week</u></b>
Pre-K and K	1-1 1/2	15-22 minutes nightly
1-3	2-3	30-45 “ “
4	3-4	45-60 “ “
5	4-5	60-75 “ “

*\*These time brackets may be exceeded for make-up due to absences. Normally a student is allowed the same number of days to complete a make-up assignment as the number of days absent.*

Parental involvement in homework supports learning. This is especially true when children feel comfortable calling on parents to help with work they have trouble understanding. While parental involvement is encouraged, this does not mean that parents should do the work for their children. Parents are encouraged to provide a well-lighted place to study (free of noise and distractions), and a regular time so that home study becomes a routine just like other family routines.

Homework affords parents an opportunity:

- A. To understand how their children are progressing in school.
- B. To demonstrate interest that helps to communicate the message that "School is Important".
- C. To interact with their children on a regular and recurring basis.

## **PARENT-TEACHER CONFERENCES**

Frequent communication between the teacher and parent is essential for ensuring that each child is afforded the best possible learning situation. We invite you to work with us to make the best educational opportunities possible for your child. In addition to the scheduled conference dates, teachers are available before school on some days. A conference can be scheduled by a written request or by calling 431-7711 and leaving a message for the teacher to contact you.

### *Conference dates for 2008-2009 school year:*

#### **Kindergarten – 5<sup>th</sup> grade**

October 9, 2008 (PM)

October 10, 2008

March 13, 2008 (PM)

#### **PreK/PSCD**

October 9, 2008

October 10, 2008

March 12 and 13, 2008

## **EMERGENCY EVACUATION PROCEDURES**

### ***Fire Drills***

In the event of a fire drill, a loud, continuously ringing bell will sound. Students will follow the evacuation plan posted in the room, and leave in an expeditious and orderly manner. Students are not to return to the building during or after emergency evacuation procedures until given permission by an appropriate authority.

Fire Drill procedures will be practiced once a week during the first month of school and once a month thereafter.

### ***Other Evacuations***

Other evacuations may occur according to procedures authorized by DDESS, base authorities, and school principal.

## HEALTH CARE/MEDICATION POLICY



### *School Nurse*

The school nursing/health program is designed to promote the student's education by decreasing or removing health-related barriers to learning and by promoting an optimal level of wellness. The school nurse is on duty daily. However, the nurse is not a doctor. Please do not send a sick or injured child to school with the intention that they will be diagnosed and treated by the nurse. There are times when your child will become ill during school, when this occurs the parent will be notified by phone. Phone calls will be made at the discretion of the nurse.



### *Administration of Prescription Medication at Lucas*

Medications are administered for short term and long-term illnesses. Medication should be given at home whenever possible. There will be times when your child's physician will determine that it is necessary for him/her to receive medication during school hours. If prescribed medication needs to be given during the school hours (i.e. antibiotics, eye drops) ask the pharmacy for a separate prescription to leave at school.

The school nurse will administer this medication only under a doctor's order. S/he cannot lawfully administer medication without a physician's order; this includes prescription and over-the counter medications (DoDEA School Health Service Guide). Therefore, when it is necessary for your child to take medication at school, the following requirements must be met:

1. A Hold Harmless Form has been completed by the physician and signed by the parent. Permission for medication must be obtained annually.
2. The medication is in its original container with the child's name, the medication's name, the dosage to be given, the time to be given, the doctor's name.



### *Administration of Over-The-Counter Medicine*

- Standing orders are written by a physician and apply only to the student in which the order is issued.
- NO over the counter medicines will be dispensed by the nurse or any other DODEA employees.
- **Parents and physicians must sign the appropriate forms before any medications can be dispersed.**
- **Over-the-counter medications MUST BE LABELED FROM A PHARMACY**
- Standing orders for the use of Epi-pens or Ana-kits which we currently have in place at this time will continue.
- Forms for allergies and anaphylactic emergencies need to be completed annually.



### *Asthma*

*Asthma* – Our goal is to keep asthmatic children in school as much as possible. Prompt and appropriate treatment is only possible if the school is aware of the treatment regimen your child is receiving and has the medication available for administration in the school setting.

The use of the peak flow meters has been useful in the early treatment of asthma attacks, thus reducing the severity of the attack. This will be established for your child, upon the knowledge of the diagnosis.



## **Healthy Children**

*For his or her benefit, it is best that s/he gets the proper rest; nutrition and care by his/her parent at home. This will allow for a faster recovery and return to his/her routine. This also prevents other children from being in contact with those germs that can lead to illness.*

## **Illnesses: “Should I Send My Child To School Today?”**



### **Please do not send your child to school if he/she:**

- Had a temperature greater than 100 degrees in the past 24 hours
- Had diarrhea, nausea or vomited the night before or the morning prior to school
- Has been diagnosed with strep throat, pink eye, impetigo or other contagious conditions
- Has been prescribed an antibiotic but has taken the medicine for less than 24 hours
- Did not sleep well the night prior to school due to a "bad cough," extremely runny nose or nasal stuffiness

### **Please encourage your child to:**

- Wash hands often at home and at school.
- Cover coughs and sneezes with tissues and dispose of them properly. Wash hands after doing so.
- Wear shoes in school at all times

The times that you will be called to pick up your child are based upon the assessment and evaluation of the school nurse. The following are a few examples:

To return to school: Your child must be without symptoms for a complete 24 hours before sending him/her back to school. If your child is placed on antibiotics, s/he must be on antibiotics for a complete 24 hours before s/he can return to school.



## **Emergency Contacts**

As stated earlier in this handbook, Please make sure the office has current phone numbers (home, duty, cellular, and emergency contacts). It is very difficult to contact many parents when children get ill at school. Updated information will make it easier to help your child get the care he/she needs.



## **Handling of Emergencies**

If a student is in need of emergency care the quickest and safest means of obtaining medical care will be utilized. This may be per ambulance. Other times, the parent may be called to pick the child up. Parent/guardian will be notified of the child's condition and where s/he will be taken. If a parent cannot be reached, then the emergency contact will be notified.



## Screenings

Vision and Hearing - A child will be screened if referred by a parent, instructional staff, physician, or student, as well as if being evaluated for Special Education Services.

Dental screenings are done annually in February by DENTAC and all students are screened visually unless you return the information form sent out prior to the screening with a negative response.



## **STUDENT ALLERGIES AND FOOD PRODUCTS**



We have several students in our school who are highly allergic to certain food products. Common among the problem products are nuts and items made with nut oils. To protect the health and well being of these children and to help prevent the spread of colds and other contagious diseases, the following policy will be implemented regarding snacks and party refreshments.

Each of the following policy points are designed to assure that every effort is made to promote and protect against health problems.

1. Group snacks, cakes, etc., will be restricted to commercially produced products sealed in wrappers whose labels include a list of ingredients. This means no more home made products.
2. Parents of students who have known allergies will be requested to send snacks for their children rather than participate in any classroom-wide snack activity.
3. Teachers will read every ingredient of anything served in their classrooms to assure that allergy warnings are noted and all products are free of ingredients which might provoke a known allergy. If snacks or party treats are donated by parents, the snacks must arrive at least one school day before the activity to permit ample time to double check the labels.
4. Absolutely no nut products may be served in the school and nut oils will not be used in preparation of foods.

We also ask that you help us elevate the level of concern by reminding your children that they should not share food with other students in the classroom, on the bus, or during lunch. This will help us prevent a child who has an allergy from accidentally eating the “wrong” food.

We also ask that you remind your children to wash their hands before eating and after going to the rest room. In advance we thank you for your understanding, support of this policy and for helping us reinforce habits that insure the health and safety of all

## **CLASS PLACEMENTS**

Our Class Placement Policy has evolved over the years by reviewing best practices for students based on the latest in research and much experience.

Classes will be balanced according to gender, ethnicity, and heterogeneous low-middle-high reading levels, as well as special education students, gifted, and ESL. These placements also take into account students who need to be separated.

For those **rare** students who have a special need or situation that needs to be accommodated by special placement, parents or staff may write an Exception to Policy Letter to the Counselor and Grade Level Teachers who will meet and consider the special requests. There is no guarantee of special placement if it interferes with balance of the classes. The final decision will rest with the school administration.

## **SPECIAL PROGRAMS**



### ***Pre-Kindergarten Education***

#### **A Learning Climate For Young Children (4 year olds):-**

A positive learning climate in a school is a composite of many things. It is an attitude that respects children. It is a place where children receive guidance and encouragement from the responsible adults around them. It is an environment where children can experiment and try out new ideas without fear of failure. It is an atmosphere that builds children's self-confidence so they dare to take risks. It is an environment that nurtures a love of learning.

A positive learning climate must be a safe place. Children's physical safety must be a primary concern in the classroom. For the children, safety means having rules about what is permissible and what is not. Safety means being aware of one's own body and physical movements and being sensitive to other people and how they should be treated. A positive classroom climate is one in which children feel as comfortable as they feel at home. They should feel comfortable about expressing their thoughts freely, without fear of ridicule.

In a positive classroom climate, the curriculum includes activities that are relevant to the lives of young children, with opportunities to work individually, in small groups, or as a total class. *The Creative Curriculum* is utilized in all PreK and PSCD classrooms. The goal of the program is to provide developmentally appropriate practices in the preschool classroom. This means teaching in ways that match the way children develop and learn. It provides children with opportunities to learn and practice newly acquired skills. It offers challenges just beyond the level of their present mastery and it takes place in a classroom where children are safe and valued, where their physical needs are met, and where they feel psychologically secure. *The Creative Curriculum* classroom is organized into 10 interest areas: blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking (suite area) and computer along with an outdoor area for the students. The areas offer multiple opportunities for students to explore, discover and grow.



### ***Special Education Placement for In-Coming Students***

Andre Lucas Elementary School provides a full range of educational programs for children with learning disabilities. When you apply to attend the school, it is very important to provide the administrative office with all special and/or confidential documents from previous schools. By providing this information to the office, we will ensure prompt placement for your child(ren). In some cases, further educational assessment may be necessary, so as to comply with DoDEA eligibility requirements. Should further assessment be necessary, it will be completed well within the legally allotted time frame. You will always be invited and expected to attend meetings involving your child(ren) and address their progress and needs.

Prior school records are needed to verify grade placement and grade level history. Please present, at the minimum, the latest report card when enrolling. If not available, a temporary placement will be made until the report card is provided.



### ***Child Study Committee (CSC)***

This committee is established by and functions according to the Public Law for Handicapped Children (DoD Instruction 1342-12). The purpose is to provide consultative help, assess identified students, plan individualized-programs and provide service for identified special education students. The team meets weekly and consists of the school administrator, special educators, counselor, nurse, speech/language therapists, psychologist, and school staff. Parents of students considered for special education placement become part of the team and are required to attend meetings.



### ***Speech Pathology***

The communication development program's primary goal is to meet the special needs of students whose educational performance is adversely affected by speech and language difficulties. Communication problems common to school-age children include articulation, language comprehension, verbal expression, fluency, voice disorders, and accompanying conditions of cleft palate, cerebral palsy, emotional/behavioral disturbance, and autism. The Speech Therapist works in conjunction with the Child Study Committee in identifying areas of special need, determining eligibility for receipt of speech and language services, and developing individual education programs (IEP's).



### ***English as a Second Language***

The English as a Second Language (ESL) program is an essential component of the curriculum of the Domestic Dependent Elementary and Secondary Schools (DDESS) and is responsive to the needs of students of limited or no English proficiency. Through the ESL program, students of limited or no English proficiency receive instruction that helps them participate successfully in the total school program. The ESL program is also designed to build self-esteem and promote the development of a positive self-image.



## *Gifted Education Program*

### **Philosophy**

DoDEA is committed to provide an educational program in which students may grow to be fulfilled, productive, and contributing members of society according to their promise. The unique worth, ability, and dignity of each student should be recognized and cultivated. Children need a school environment that helps them realize their potential and instills in them a desire to develop their talents and abilities. To encourage optimum achievement, the school must provide varied and challenging learning opportunities matched to the needs and talents of students with high potential.

### **Definition of Gifted Learners**

Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. (U.S. Department of Education, 1993)

### **Purpose**

The purpose of **identification** in the gifted program is to find students whose potential and/or performance is so extraordinary that they require differentiation in their instructional program.

### **Goals**

Locate and recognize students in grades K-12 with extremely strong learning profiles in the areas of:

- Intellectual ability
- Academic achievement (general or specific)

### **The School Gifted Review Committee**

A Gifted Review Committee is formed at each school to facilitate the identification process. Members are made up of teachers from each grade level as well as specialist and counselors. Members should include those with expertise in general gifted characteristics and behaviors, and knowledge of the intellectual, academic and/or artistic areas being considered. Eligible students demonstrate more than one of the following indicators:

- Qualitative data (observations, anecdotal evidence, narratives, interviews) indicative of highly unusual ability or achievement
- A total battery score at or above 97<sup>th</sup> percentile on a nationally normed achievement test
- An IQ score of 130 or higher on an individual psychological (IQ test)
- A total score at or above 95<sup>th</sup> percentile on a group ability test
- An average rating scale score of 40 or higher from two or more educator raters combined with specific evidence in written narratives
- Very strong indicators of gifted behaviors as noted in parent or self-ratings and narratives.

### ***Guidance/Counseling***

The Guidance and Counseling Program stresses the importance of the student's acquisition of realistic competencies in the educational, personal, social, and occupational areas. To assist students in the acquisition of these competencies, the following services are offered: classroom lessons, group counseling, individual contracts, parenting sessions, testing, and training.

## ***School Psychologist***

The psychologist assists students and families by providing diagnostic, counseling/therapy, and consultation services. Specifically, the psychologist:

1. Assists children in the area of school adjustment.
2. Administers academic and psychological tests.
3. Assists with the identification of gifted students.
4. Participates in the Child Study Committee for children who are being considered for services.
5. Provides counseling services to individual students and groups of children.
6. Assists students in understanding the effects of their behavior.
7. Assists Pupil Personnel Service staff in implementing social and personal growth programs.
8. Assists parents in understanding the growth and developmental stages of their children.
1. Consults with community agencies, and/or serves as a professional resource person to the community.

## **LARGE GROUP “SPECIALS” PROGRAMS**



### ***Information/Media Center (Library)***

The Information Center is designed to support the elementary school curriculum. The center has state of the art computer instruction in the use of the computer for research, locating books of choice, and enjoying technology and media. Children may utilize books, magazines, and reference areas for research, audiovisual materials such as filmstrips, cassettes, videos, games, puppets, and computers. You are invited to visit any time.

The Lucas Media Center is open to students and parents from 8:30 AM – 3:00 PM (Monday, Tuesday, Thursday and Friday) and 8:30 AM – 1:45 PM (Wednesday). Parents are welcome to sign up for their own library card and check out books. Please encourage students not to give their library books to another student who would like to read their book. However, both parents and students will be held responsible for lost books.

Parent volunteers are needed to help with re-shelving books and Reading Counts tests. Please contact the Media Center teacher if you are interested in volunteering.

Family Reading Nights are wonderful opportunities for you to bring your family and read together, conduct research and enjoy each others company. Family Reading Night is held each month. Times and dates are published in the Andre Lucas Elementary Newsletter.



### ***Art Program***

Students will create works of art and develop art vocabulary and skills while learning about the elements and principles of design. They will demonstrate aesthetic perception; develop awareness, observation, appreciation, and a sense of beauty. While developing knowledge of Art Heritage, students will learn about cultures, individual artists, art masterpieces, and art careers. They will utilize critical judgments in the visual arts: recognition of differences, evaluation, analysis, comparison, appraisal, discrimination, and wisdom in artistic choice. Children will experience creating with a wide variety of materials: drawing, ceramics, weaving, printing, painting, and computer graphics.



### ***Music Program***

The music program consists of a variety of activities. The activities are designed to help the child develop musical skills and to know and appreciate many different styles of music. Activities include: listening to various music to identify instruments and style, playing simple instruments, performing musical dramas, choreographing body movement to music, and singing songs from American folk tradition, international songs from around the world, and patriotic and holiday songs.



### ***Physical Education Program***

The PE program is designed to promote life-long recreation and the physical development of children. By participating in programs of fitness, rhythm skills learning, and group games, your child should be aided in his physical, social, and mental development. Physical Education has much to offer, therefore, every child should be actively involved. We expect all children to participate unless they become ill or present a written excuse from the parents.

#### **PE Dress Expectations:**

Tennis shoes, with light colored soft soles and enclosed toes are required of all students. No raised heels are permitted. Girls are requested to wear shorts under their dress or skirts. When students come to physical education classes, they should wear comfortable, loose fitting clothes and good athletic shoes. For the safety of your child and other children, please do not let your child wear boots or slippery-soled shoes. If a student comes to physical education class with improper clothing or shoes, they will be allowed to participate in activities that do not endanger themselves or others. They may be asked to do an alternate activity if the teacher thinks they will be at risk. Improper dress, disrupting the class and not following directions will affect the student's grade in physical education.

A note from the parents excuses a child for that day only. **If the child is to be excused from PE for three or more consecutive days, a written note from a doctor is required.**



### ***Technology/Computer Program***

Students in fourth through sixth grade have access to computers in their own classrooms. Each classroom is designed for Internet usage. A 24-computer station lab provides state of the art computer instruction to our students. Teachers use our program. Computer literacy goals are part of our curriculum at all grade levels. We encourage home to school communication through the computer.



## **READING INCENTIVE PROGRAMS**



### **The More You Read, The Better You Read:**

The Information Center promotes participation in the Scholastic Reading Counts program for Kindergarten through 5<sup>th</sup> grade.

The Scholastic Reading Counts is a comprehensive program that provides leveled, measurable, independent reading practice and motivation. Students select a book based on their own interest and reading level. After students read the book, they take a computer-generated quiz and receive instant feedback.

The Scholastic Reading Inventory is administered at the beginning of the school year to grades 1 – 5 and at intervals throughout the year to measure reading growth and determine needs. Student results are reported in a Lexile scale providing measures that allow teachers to match reader to text. The Lexile scale allows teachers to choose materials that will improve reading without frustration.

Scholastic Reading Counts program motivates students to read and helps their teachers monitor and assess student performance.

- Reading goals give students something to strive for.
- Students make their own reading choices from fiction and nonfiction books that appeal to their interest.
- Certificates and rewards encourage students to keep reading.
- Self-administered quizzes test whether students have read and understood the book.

The program motivates students to read books that will improve their reading skills. They build critical thinking and comprehension skills. Parents can help their children encouraging them to read, providing a quiet place and a regular time to read and ask questions about what they are reading.



## **SUGGESTIONS and QUESTIONS**



While we prefer that problems be addressed at the appropriate level in the chain of command, parents, students, faculty, and staff may *of course* provide input or express their concerns about matters important to them at anytime by contacting the principals directly.

# Communication Chain Of Command

Parents are encouraged to resolve student matters directly with teachers. However, when it is impossible for matters to resolve at the teacher level, please refer your concern to the next individual following this Communication Chain of Command.

