



*Georgia/Alabama Department of Defense  
Domestic Dependents' Elementary and Secondary Schools  
Maxwell AFB Elementary School  
800 Magnolia Blvd  
Maxwell AFB, AL 36112*

Dear Parents:

Welcome to School Year 2008-2009! This greeting to all students, staff and parents in the combined district of Georgia/Alabama DDESS is my pledge to provide the best possible education for your child.

Maxwell AFB Elementary School's reputation and success rests, in large measure, on parental concern and involvement. Our goal is to provide your children a quality education, one that is commensurate with their abilities, relevant to their future, and challenging to a degree that will encourage a lifetime love of learning. The Department of Defense Schools have always stressed academic excellence. . . in this there is no compromise.

Maxwell AFB Elementary School takes pride in its highly qualified and dedicated faculty and staff. The teachers and administrators welcome your concerns, and view education as a partnership between the home and the school.

If there is anything we can do to help your child, please do not hesitate to call. The unvoiced problem cannot be resolved, and the missed opportunity rarely offers itself again. We trust that you will find in Maxwell AFB Elementary School an education for your children that is worthy of your love and concern for them.

Sincerely,  
Dell McMullen  
Superintendent

*800 Magnolia Blvd  
Maxwell AFB, AL 36112*

---



*Principal: Melissa A. Hayes 334-953-7804  
e-MAIL: [melissa.hayes@am.dodea.edu](mailto:melissa.hayes@am.dodea.edu)*

*Dear Students and Parents,*

*Welcome to Maxwell AFB Elementary School! If you are new to our school you will soon find out that we are very proud of our community of learners made up of outstanding students, an expert and dedicated staff of caring professionals, active and involved parents and a supportive community. We are committed to working together toward the success of all of the children at Maxwell AFB Elementary.*

*What a student learns depends to a great degree on how he or she has learned it. To this end, we at Maxwell AFB Elementary School foster a place of tolerance and acceptance; where interesting problems are regularly explored using important ideas; where process learning is emphasized; where more than one plausible answer may result from critical thinking; where students, staff, parents, public are stakeholders. Every child is challenged to set purposes, to ask relevant questions; each is encouraged to create, to enter and explore the vast world of academia. Our school is a comfortable, safe place where we engage in purposeful core curricular structure which brings meaning to ideas, situations, actions, and consequences.*

*The image of the school is a reflection of the community it serves. The dedication and commitment of the Maxwell AFB Elementary Parent Teacher Organization (PTO) is symbolic of our parents, teachers, and community members who are genuinely involved in the education of our children. I am very proud to be a part of this community.*

*The pages of this handbook are full of information that you will find useful about your school. Go through the entire book quickly at first. Then go back and read the pages that apply to you now. I suggest that parents and students read it together. Feel free to ask your teacher, guidance counselor, or me for additional information on or explanation of the material in this handbook.*

***Whatever it Takes!*** That's a motto that I try to model for others. *I am committed to leading this learning community by systematically and aggressively identifying and solving problems as they emerge and by helping teachers create places of action and experimentation in a risk-free environment. Parents are also a vital part of this learning community. Together we can make a difference in the lives of children.*

*Whatever it Takes,*

*Melissa A. Hayes, Principal*



## Maxwell AFB Elementary VISION

*A community partnership enabling students to fulfill dreams  
and reach their highest potential.*

## Maxwell AFB Elementary MISSION



Maxwell AFB Elementary has begun a School Improvement process through AdvancED. This process will involve all staff members, students, administrators, and parents in developing a Mission Statement which express visualization and a charge for our school community based on the needs of the Maxwell AFB Elementary students. We are excited about using AdvancED as a means of *continuous* school improvement.

## DODEA VISION

*Communities investing in success for ALL students!*

## DODEA MISSION

*The Department of Defense Education Activity schools provide,  
in military communities worldwide, exemplary educational programs  
that inspire and prepare all students for success*

# ORGANIZATION OF MAXWELL ELEMENTARY

Maxwell AFB Elementary School is operated and funded under the direction of the Department of Defense Domestic Dependent Elementary and Secondary Schools (DoD DDESS). It is a part of the Georgia/Alabama District which combines the schools at Robins Air Force Base and Ft. Benning Georgia with the schools at Ft. Rucker and Maxwell Air Force Base Alabama. These schools are under the direction of one superintendent. Programs of study are provided for students in preschool through sixth grade and special education for eligible three-year-olds through sixth grade. The system maintains the highest regional accreditation awarded by the Southern Association of Colleges and Schools.

## SCHOOL BOARD

An elected school board serves in an advisory capacity to the district superintendent. Anyone residing on Maxwell AFB or Gunter Annex is eligible to serve on the school board. Elections take place each school year. Parents/guardians of students enrolled in Maxwell are eligible to vote. School board meetings are open to all parents. Meeting dates and times will appear in the base newspaper and the school web site.

## PARENT TEACHER ORGANIZATION

An integral part of the school program is an active Parent-Teacher Organization. Within this organization there is the opportunity for parents and teachers to work together toward the common educational good of the students. Meetings are held at times coordinated by the PTO Board along with special events occurring throughout the school year. Proceeds from PTO fundraising events are used to enhance a number of school programs including student recognition activities and the Reading Counts recognition program.



## **DISTRICT AND SCHOOL PERSONNEL**

Dr. Dell McMullen  
*Superintendent*

Mr. Bill Diesselhorst  
*Assistant Superintendent*

Mrs. Shirley Jaeger  
*Assistant Superintendent*

Mrs. Melissa Hayes  
*Principal*

Mr. Brian Perry  
*Assistant Principal*

Ms. Carolyn Montgomery  
*Secretary*

Mr. Rafe Huey  
*Admin. Technologist*

Mrs. Jane Keith  
*Secretary/Records*

Mrs. Lynda Miller  
*Supply Clerk*

Mr. Prentice Tucker  
*Maintenance*

Mrs. Sherye Prysock  
*Cafeteria*

### **Important Phone Numbers**

School Information Line – 953-7804 ext. 1063

School Office – 953-7804 ext. 1058

Nurse's Office – 953-7804 ext. 1015

GA/AL District Superintendent's Office – 706-545-7276

# COMMUNITY STRATEGIC PLAN

## **Goal 1 High Student Achievement**

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

## **Goal 2 Performance-Driven, Efficient Management Systems**

DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

## **Goal 3 Motivated, High Performing, Diverse workforce**

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

## **Goal 4 Network of Partnerships Promoting Achievement**

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.



## **EDUCATIONAL PHILOSOPHY**

The philosophy of Maxwell AFB Elementary is based upon the premise that all students can learn and achieve success. The recognition of the diversity in today's student population requires that the school staff utilize varied methods, strategies, and resources to ensure for each child the opportunity to succeed. The development of a productive learning environment is dependent upon a cooperative effort shared by teachers, parents and community.

## **INSTRUCTIONAL CURRICULUM**

The school curriculum is designed to provide the children with a variety of learning experiences, which will enable them to become responsible citizens in a democratic society.

### **Program of Instruction**

1. Language Arts: Reading, Writing, Listening, and Speaking.
2. Social Studies: History, Geography, and Citizenship.
3. Mathematics: Concepts, Computation, and Problem Solving.
4. Science and Health: Inquiry-based Physical Life, and Earth Science.
5. Special Areas: Visual Arts, Performing Arts, and Physical Education.

### **PUPIL PERSONNEL SERVICES**

#### **Child Find**

The Domestic Dependent Elementary and Secondary Schools (DDESS) along with military organizations on Maxwell AFB are responsible for locating, identifying, and, with the consent of parents, evaluating eligible children, age three and older, with suspected disabilities. This identification process is referred to as Child Find. The points of contact are your child's teacher and/or the principal.

#### **Gifted/Enrichment**

School wide enrichment activities are available for students in the pre-school through sixth grades. A regularly scheduled gifted program is provided for students in grades kindergarten through six when this placement is identified as appropriate.

#### **Instructional Support**

The instructional support program is designed to provide instruction for those students who are identified as needing additional help in academic areas. This need may be identified through classroom work, test scores or teacher recommendation.

## **Special Education**

Special education is a legal entitlement under DoD Instruction 1342.12, the mandatory authority for providing services for students with disabilities within DoDEA schools. Students eligible to attend Maxwell AFB Elementary School and identified as meeting established criteria are eligible for special education services. The staff of Maxwell AFB Elementary School maintains a commitment to the concept of inclusion to the fullest extent appropriate. Points of contact for further information are your child's teacher or the principal.

## **Special Areas**

The educational approaches used in the music program are combined to provide the fundamentals of music, a dynamic learning environment for each child, and to promote music literacy. The art program is designed to provide instruction in the fundamentals of art and art appreciation to enhance the students' creativity and expression. A variety of instructional strategies are utilized in the fine arts program, including audio-visual, hands-on, and written materials. Instruction is based on standards based curricula.

The physical education program provides opportunities for an introduction to and acquisition of developmentally appropriate skills. It is expected that all students will participate in the physical education program. A written statement from a physician should be provided if a child is unable to participate. In such cases, a modified P.E. program will be planned, if appropriate.

Students in each classroom are scheduled to attend the media center at least once a week for instruction, listening to stories and checking out books as appropriate. In addition, students may have access to the library during open times in the schedule.

Guidance services are an integral part of the school program. In addition to working with students in weekly class groups, and individually as well, the counselor works closely with teachers, parents/guardians, administrators and specialists to facilitate the learning process for all students and provide support during periods of transition.

## **Technology Labs**

In addition to classroom computers, students have access to two computer labs for whole group instruction or individual research projects. All labs have access to the Internet. Staff members are responsible for monitoring the use of computers in these labs as well as in the classrooms.



# VOLUNTEER PROGRAM

## *Promoting Excellence Together*

Parents/guardians are encouraged to share in the varied activities of the school through participation in the Maxwell Volunteer Program (MVP). This program provides the opportunity for parents/guardians to share their individual talents with the students and teachers at Maxwell AFB Elementary. Applications for the volunteer program are included in the school information packet. The assistant principal coordinates the program.



**We love our volunteers!**

## *Policies and Procedures*



### **Arrival**

- School hours are 7:55-2:55, Monday-Wednesday and Friday, **7:55-1:40, Thursday** for Kindergarten through 6<sup>th</sup> Grade. Class begins at 7:55.
- Preschool morning session: 7:55-10:35, Monday–Wednesday and Friday, **7:55-10:00, Thursday** for the morning session ***or***  
Preschool afternoon session: 12:15-2:55, Monday-Wednesday and Friday, **11:35-1:40, Thursday.**
- Pupils desiring to eat breakfast will go directly to the cafeteria at 7:35-7:40. Serving ends at 7:50. Walkers and bike riders who are to eat breakfast should arrive by 7:40.
- Students are expected to be on time and present for the instructional day except in cases of illness or other essential absences.
- Parents escorting students to class must sign in on the visitors log in the entrance lobby and wait until the 7:45 bell, unless a prearranged conference has been scheduled with the teacher. Teachers are not available for unscheduled conferences between 7:50 and 3:00. The secretary will notify the teacher of your arrival.
- As students enter the building at the morning bell, it is asked that parents refrain from bringing strollers through the hall if accompanying a child to class. Your assistance in this area will help us as we monitor crowded conditions and maintain safe passageways for our students.
- School begins at 7:55. Tardy students should be signed in by a parent/guardian on the sheet kept in the entrance lobby. Preference for lunch is to be indicated on the check-in sheet.
- Only bus riders and students accompanied by their parents should use the entrance at the front desk (Hanley Street). All other walkers enter the door near third grade door. All car riders are dropped off and enter at the covered entrance on Magnolia Boulevard (7:35-8:00).
- Personal vehicles should not enter the bus circle area. Parking is available in the Hanley Street lots and on Magnolia Boulevard. Ten-minute visitor slots are available in the lot near the main entrance for brief visits to conduct business (drop off lunch, sign child in/out).

### **Dismissal**

*Please note early dismissal time every Thursday (to allow time for staff development/professional growth sessions).*

- All students will depart school to go home the way stated at registration unless the teacher has written notification by the parents/guardians of a change. In case of an emergency or

other unusual circumstance, a change may be requested by phone. An administrator will be contacted to provide approval for such changes.

- Dismissal begins at 2:55 for grades kindergarten through sixth grade; Preschool students are dismissed at 10:35 (a.m.) or 2:55 (p.m.).
- Thursday dismissal times are 1:40 for grades kindergarten through six; Preschool will be dismissed at 10:00 (a.m. session) or 1:40 (p.m. session).
- Bus riders are dismissed from the front entrance on Hanley Street. Non-transported students may not ride the bus home with a friend.
- All car riders will be dismissed at the Magnolia Boulevard door from 2:55-3:05. No vehicle should be left unattended in the pick-up line. No car riders will be picked up at the corner or in the areas adjacent to Hanley Street; this is reserved as a “safe walk” zone for bikers/walkers.
- Bike riders and walkers are dismissed according to the following: Preschool, kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades will be escorted by school personnel to the circle drive and adjacent sidewalk behind the gym. Grades 3-6 will depart from the Hanley Street door by 3<sup>rd</sup> and 4<sup>th</sup> grade classrooms.
- Personal vehicles should not enter the bus circle area at the Hanley Street entrance.
- Students who usually walk or ride bicycles to school should have a written plan on file with the classroom teacher regarding departure mode in the event of rain or severe weather conditions. This note should be sent to the teacher during the first week of school.

### **ASBESTOS NOTIFICATION**

In accordance with the Asbestos Hazard Emergency Response Act, an inspection of the school building was conducted on October 18-22, 2004. A copy of the inspection report is available for your review.

### **ASSEMBLY PROGRAMS**

Parents are cordially invited to attend school-sponsored assembly programs as space permits. Adults are asked to sit to the rear of the auditorium so students may have an unobstructed view of the stage.



## **ASSIGNMENT TO CLASSROOMS**

One of the primary concerns of the school administration is the placement of each student in an educational setting which fosters the maximum development of his/her abilities. Careful consideration is given to the placement of students. Every attempt is made to keep classrooms balanced according to such factors as gender, race and academic performance. The school administration reserves the right to make the final decision in terms of what is best for each student and the school as a whole.

## **ATTENDANCE**

### **ATTENDANCE**

Attendance is crucial to a child's success at school. We encourage parents to have their child come to school each day unless they are sick. Please schedule doctors and dentist appointments for late in the day. If you have to schedule an appointment for the morning, please send your child to school and come and pick them up prior to the appointment.

We understand that there are circumstances and situations that arise and require a child to miss school for an extended period of time. If your child is going to miss school for five or more days, please make prior arrangements concerning assignments with your child's teacher(s).

### **Checking Out**

Any student leaving the school during the school day must be signed out by the parent/guardian. A written request for early dismissal indicating the time and reason should be sent to the homeroom teacher. A sign-out sheet is located in the entrance lobby. If the pupil returns to school the same day, he/she must be signed in. A release slip will be completed at the front desk for every student prior to release. No students will be released to parents following parties, field trips, or assemblies unless a release slip has been obtained and presented to the teacher.

### **Tardiness**

School starts at 7:55. Late arrival to class disrupts routine procedures and places the tardy student in a disadvantaged position. After three (3) days of unexcused tardiness, a parents-teacher-child conference may be requested to develop corrective measures. Pupils may not be admitted to class after five (5) cases of unexcused tardiness until a parental conference is held with an administrator.

### **Perfect Attendance**

In order for a student to be recognized for Perfect Attendance, he/she must attend each day of school for the 180-day school year period, with no tardies or early checkouts.

## **BICYCLES/SKATEBOARDS/ ROLLERBLADES/SCOOTERS**

Riding a bicycle or scooter is a privilege. It is the student's responsibility to follow the bicycling rules.

- One passenger per bicycle
- Obey all traffic laws
- No reckless driving (wheelies, no hands, "chicken", etc)
- All bicycles must be parked at an appropriate rack
- All bicycles should be locked; scooters should also be secured.
- Helmets are required by base regulations
- No bike riding on school grounds or on Hanley Street near the bike racks
- WALK bicycles across the crosswalks

The use of skateboards,"heelys", and rollerblades to and from school is considered hazardous for all pupils. Skateboards and rollerblades will be taken from pupils who ride them to school and parents will be required to pick up the equipment. **Heelys may not be worn to school.** There are no provisions for storage or security of such equipment at school.

## **BUS TRANSPORTATION**

Those students residing in the Gunter Annex are eligible for bus transportation. Bus passes and schedules will be provided at the beginning of the school year. Students are expected to board and disembark at the assigned bus stop. Exceptions must be approved by a school administrator. Only students zoned for bus transportation may ride the bus.

Students who abuse the privilege by misconduct while riding the school bus may be denied bus service. **Suspension of bus privileges does not necessarily mean that the student is suspended from school attendance. It does mean that parents must provide the transportation to and from school.** School administrators, transportation officials, security forces, and Command representatives are involved together to establish guidelines addressing responsibilities and consequences for bus riders. The use of surveillance cameras may be implemented as needed. Refer to the enclosed Bus Transportation guidelines for specific information.

The school cannot be responsible for misbehavior occurring at bus stops before and after the bus arrives. This is the responsibility of the parent/guardian. Reference the Maxwell AFB Child Supervision policy for additional guidance.

Bus service is contracted from the base. Questions regarding the drivers should be directed to the transportation supervisor at 953-5444.

## **CHILD ABUSE/NEGLECT**

State and federal laws require that school personnel report all cases of suspected or known child abuse and/or neglect. If child abuse is suspected it should be reported to the principal. It is the responsibility of school personnel to immediately report such suspected matters to the Family Advocacy Officer. The FAO will coordinate any subsequent investigation.

## CHILD NUTRITION PROGRAM

It is the objective of the Child Nutrition Program to provide tasty, attractive and nutritional meals served in a pleasant atmosphere. Students are encouraged to acquire a taste for a variety of foods and to establish appropriate table manners which will contribute to their social education. The charges for a well-balanced hot meal including milk are:

<b>Student Breakfast</b>	<b>\$0.70</b>	<b>\$0.30 reduced</b>
<b>Student Lunch</b>	<b>\$1.50</b>	<b>\$0.40 reduced</b>
<b>Adult Lunch</b>	<b>\$3.00</b>	
<b>Milk</b>	<b>\$0.30</b>	
<b>Ice Cream</b>	<b>\$0.50</b>	
<b>Bottled Water</b>	<b>\$0.50</b>	



Students may select from one entrée or a salad bar. Parents/Students/Staff are not allowed to bring condiments such as ketchup, mustard, etc., to school to serve to children or classmates during breakfast / lunchtime. **In accordance with USDA CNP guidelines, commercial fast foods and sodas are also not allowed – for example: Burger King, McDonalds, Coke, etc.**

The Child Nutrition Program is operated on a **prepay**/debit computerized accounting system. There will not be student borrowing. **Parents are responsible for keeping accounts current.** If the debit balance reaches \$3.00, an attempt to contact the sponsor will be made by telephone. If the sponsor cannot be contacted after three attempts, a letter will be mailed requesting that the outstanding charges be paid. If the balance is not paid within five (5) working days, the assistance of the sponsor's military *commander will be sought*. You may call for an account balance at any time.

Monies may be sent with the student in an envelope with the student's name and teacher, or parents may come to the cafeteria to make payments. Please make checks payable to Maxwell Elementary School Lunch Fund. Please do NOT come to make a payment during serving hours. Personal checks submitted for payment of activities that have insufficient funds will be charged a \$25.00 service charge and will be electronically collected.

Menus are distributed to students once a month and are published on the website. Parents are encouraged to eat with their children at any time. Arrangements should be made with the classroom teacher by the morning of the day on which you wish to eat. A phone call to the office (x1058) or a note to the teacher will suffice.

**Please notify the Child Nutrition Program if you have a child beginning school this year whose sibling was in the Free and Reduced Lunch Program last year.** Free and Reduced Lunch Applications, for those children who were in our system last year, must be renewed each year within the first ten (10) school days.

## DISCIPLINE POLICY

### DoDEA-Wide Discipline Procedure

1. *Student Rights and Responsibilities: Students have the right to expect an educational environment in which they may achieve 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.*
2. *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.*
3. *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.*
4. *Grounds for Removal: A Principal may remove a student from school for up to 10 school days, or recommend the long-term 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. Disrupt 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.*

The purpose of the discipline plan is to provide an environment which nurtures each student's potential for learning and to foster interpersonal relationships. While it is anticipated that most discipline problems can be handled through the use of each teacher's behavior management plan, it is practical to recognize that the school-wide plan enables the staff to follow the methods consistently at all levels.

Parents will receive a copy of the discipline plan from the homeroom teacher at the beginning of the school year. We urge that parents discuss the rules contained therein with each student in order that we can work together to provide a safe and orderly learning environment for each child. Bullying will not be tolerated under any circumstances. Maxwell AFB Elementary School does not permit corporal punishment.

## **ELIGIBILITY & REGISTRATION REQUIREMENTS**

Students may be enrolled to attend Maxwell AFB Elementary School if:

- sponsor resides in permanent housing on MAFB, Gunter Annex, or
- sponsor has been notified of availability of permanent housing within ninety (90) school days; eligibility ends if housing on MAFB is turned down.

Registration is ongoing and new students should be registered at the school as soon as parents receive the base housing assignment.

Requirements for registration:

- proof of age: A certified birth certificate to substantiate proof of age, (child entering preschool must have attained the fourth birthday on or before September 2, and a child entering kindergarten must have attained the fifth birthday on or before September 2)
- proof of guardianship(if applicable)
- all students enrolled must furnish an Alabama Certificate of Immunization as mandated by Alabama law and be in compliance with DoD Immunization requirements,
- all students must furnish a social security card,
- housing letter issued to sponsor by 42<sup>nd</sup> ABW Housing Office, MAFB, and
- a current copy of PCS orders – if orders are more than 36 months old, we will need to have a continuation of tour extension form.
- Sponsors **MUST** be in an active duty status or full-time DOD employees.

Should a sponsor move off base during the school year, dependent children may continue to attend the base school for the remainder of the school session.

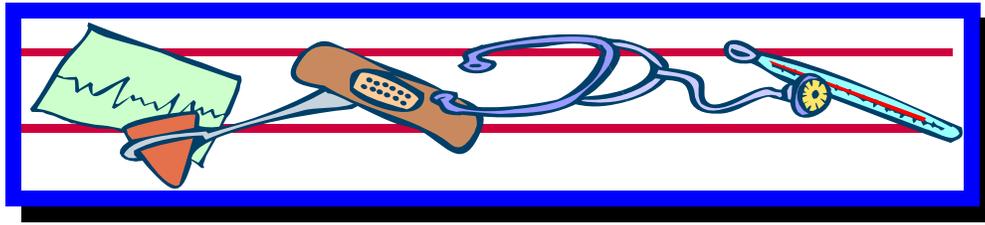
### **EMERGENCY DRILLS**

A minimum of nine fire drills and two tornado drills will be conducted during the school year to familiarize students with the routine to follow should an emergency arise. In addition, students at Maxwell AFB Elementary will participate in emergency drills conducted by agencies located on Maxwell AFB Base.

### **FIELD TRIPS**

Field trips are an integral part of the instructional program. Students are expected to participate in field trips as in other aspects of the instructional program. Parents will be notified of all field trips and parental permission will be requested in advance. Some field trips may require an admission fee, payable by the parent. School buses will be provided for transportation; children may not be transported by private vehicle. If a parent decides the child cannot participate, s/he will need to pick the child up at the school prior to departure and return him/her to school when the class returns. Exceptions to this arrangement will occur only in coordination with the parent, the teacher and a school administrator. Teachers may request that parents participate in field trips as chaperones. Siblings should not accompany the student on class trips.





## HEALTH/SAFETY

The school health program seeks to fulfill the obligation of the school to protect the health of its children. This program is managed by the school nurse who is available to consult with parents/guardians regarding health related school problems. You can help the school meet its obligation by observing the following practices:

### Illness

Do not send your child to school if she/he appears ill. The following signs and symptoms are indicators of illness:

- temperature of 99.6 or above
- nausea, vomiting or diarrhea
- sore throat, swollen glands of neck and/or throat
- acute cold symptoms or persistent cough
- red, inflamed or discharging eyes
- any suspected communicable disease
- earache, toothache, persistent headache
- head lice
- acute state of asthma or allergy attack
- unexplainable, profuse sweating
- rash

If a student exhibits any of the above symptoms, parents will receive a phone call to check the student out of school. **To return to school after illness, a child must be fever-free for 24 hours without medication and must have a written note from the parent or doctor.**

### Health Records

A health record will be maintained by the school nurse for each student enrolled in Maxwell AFB Elementary School. These records may be viewed on request.

### Injuries at School

First aid will be given immediately in the event of an injury to a student. If the injury is of a serious nature, medical assistance will be secured as soon as possible and the parent/guardian will be notified. The principal is advised of all serious injuries. When students request to see the school nurse these procedures will be followed:

- a students must have a referral slip from the teacher to come to the nurse's office during school hours unless it is for routine medication
- a student may come to the nurse's office before school begins if attention is needed for illness or injury incurred enroute to school
- in the absence of the nurse, students should report to the school office for assistance.

## **Medication**

Medication must be brought to school by a parent/guardian. Medication CANNOT be dispensed at school UNLESS the container bears a pharmacy label stating the student's name, date issued, name/type of the medication and dosage. All medication should be picked up by the parent on the last day of school or when medication is no longer needed. Over the counter medications, without a pharmacy label, will not be administered by school personnel or self-administered.

## **HOMEWORK**

Homework will be assigned as appropriate to grade and age level. Homework is a reinforcement of activities undertaken that day and should be completed accordingly. Failure to complete an assignment may result in a student receiving consequences from the classroom teacher.

In case of prolonged absences, parents may request assignments for students in advance. This request must be made at least two days in advance of the absence in order for the teacher to have time to assemble the assignments. Assignments are expected to be completed and returned to the teacher for grading purposes on the day of the return to school. Concerns regarding assignments and amount of time required to complete these assignments should be first addressed to the classroom teacher.

## **LOST AND FOUND**

It is suggested that backpacks, lunch boxes and removable articles of clothing, such as coats, sweaters, caps, etc., have an identification label. Students and parents should check the lost and found box in the cafeteria. All unclaimed articles are donated to a charitable organization at mid-year and at the end of the school year. Students should not bring non-essential personal items (toys, CD players, radios, cell phones, trading cards, etc.) to school without the teacher's prior approval.

## **PARENTAL VISITS**

Maxwell AFB Elementary School maintains a commitment to uninterrupted instructional time and a safe secure campus. Therefore, all visitors to the school must stop at the front desk on Hanley Street to sign in. Prearranged visits to the classroom are usually limited to the classes in which the visitor has children enrolled. These visits are to be coordinated in advance through the school office. The teacher welcomes and encourages parental interest. However, at no time should a parent, or other visitor, engage the teacher in conversation at the classroom door or some other area of the school while he/she has the responsibility for students. If a matter or concern cannot be addressed with a written note, a conference may be arranged by a phone call to the office or a message may be left in the teacher's voicemail box. Items "forgotten" by students may be left at the front desk to avoid unnecessary classroom interruptions. Volunteers working at the school should not interrupt classes unless scheduled to be in that room.

## **PARTIES AND GIFTS**

School parties are limited to three (3) per school year – on the school day closest to winter holidays, Valentine’s Day and on the last day of the school year. Birthday parties should not be given at school. Coordination with the classroom teacher to provide a simple snack should be completed a few days prior to the event. There will be no exchange of gifts among students. Balloons, flowers and other gifts for special occasions may not be given to students during the school day, and should be reserved for gift-giving at home. These items may not be carried home on the bus and will be held at the front desk for car riders or for parents to pick up. **Birthday party invitations may be given out at school as long as EVERY class member receives one.**

## **PROBLEMS AND COMPLAINTS**

When parents have a problem, concern or complaint involving a teacher or other school personnel, it is recommended that the following sequence of steps be followed:

- contact the individual concerned in the matter; if this does not resolve the concern,
- contact the supervisor of the individual with whom the concern exists, next
- contact the principal, next
- contact the superintendent.

## **PROMOTION AND RETENTION**

A student’s promotion from one grade level to the next must depend on the student’s academic progress, age, and his/her social, emotional and behavioral readiness to profit from instruction at the next grade level. Academic and personal progress shall be measured in terms of achievement of the school’s goals and objectives.

The decision to promote or retain a student will be made in the best interest of the student. Parents/guardians will normally be asked to meet with the teacher and principal prior to the end of the 3<sup>rd</sup> reporting period if a student is being considered for retention. The principal may request additional staff members to evaluate and review the student’s progress. The decision to promote or retain a student is the responsibility of school personnel and parents/guardians. The final decision will be reached during the last grading period.

## **RELEASE OF STUDENTS**

Any child leaving school during the school day must be signed out by the parent/guardian prior to leaving the assigned area. A sign out sheet will be maintained at the front desk. To avoid confusion at dismissal, students with appointments at the end of the school day should be checked out prior to 2:15. Otherwise students will be expected to remain through dismissal. Only parents/guardians or emergency contacts will be allowed to pick up students unless the school has notification in writing from the parents/guardians. It is a parental responsibility to notify the school when phone numbers and emergency contact information changes. In the event of a custody dispute, court documentation must be on file to clarify procedures to be followed.

## REPORT CARDS/PROGRESS REPORTS

There are four nine-week reporting periods during the school year. Report cards are provided to parents at the end of each period. Progress reports are provided in grades one through six at the end of the fourth full week in the reporting period for the students indicating a need for improvement.

During the 2005-2006 school year, all DDESS schools began using a standards-based report card for all students. The new report card more accurately reflects the standards-based instruction and assessment that occurs in the classrooms. This is part of DDESS' continued effort to align our education programs at all schools throughout the system.

You will be able to monitor your child's progress toward mastery of the DoDEA standards by using performance and achievement grades given in each subject area throughout the year. Frequent communications with your child's teacher is encouraged to understand how we can work together to best meet the educational needs of your child.

Students in grades K-3 students receive Content Standards grades

**E** – Exceeds grade-level Standards

**M** – Meets grade-level Standards

**S** – Steady progress toward grade-level Standards

**L** – Limited progress toward grade-level Standards

Students in grades 4-6 will receive achievement grades according to the following scale:

**A** – 90-100%

**B** – 80-89%

**C** – 70-79%

**D** – 60 – 69%

**F** – Below 60%

Students earning “all A's” or “A's and B's” in core subjects earn Honor Roll Status for that grading period.

## SCHOOL CANCELLATION NOTICE

Maxwell AFB Elementary School will be open each day of the scheduled session **unless the base is closed**. Once the school day has begun, students will not be dismissed until the end of the school day except in case of an emergency. If this becomes necessary, parents/guardians will be notified. Channel 2, the information television channel for Maxwell AFB, and the local radio and television stations will carry the information. You may also call the school information line @ ext. 1063 for up to date information. **Maxwell AFB Elementary School is NOT a part of the Montgomery Public School System and does not follow the same closure policy.**

In the event of a base-wide power outage and you cannot reach a secretary to deliver an urgent message, please call 953-4339 or 953-5302. These numbers are for essential calls only during power outages.

If an emergency evacuation of the school is ordered:

- do not come immediately to the school.
- check the information channel for the base for instructions regarding release of students.
- the first priority of staff members will be to get students to the designated shelter and maintain accountability of all students.
- release of students will be handled in accordance with our Crisis Management Plan with support from other base agencies.

## **SCHOOL PROPERTY AND SUPPLIES**

Students are expected to take proper care and safeguard all school property assigned to them such as textbooks, library books, supplies, equipment, and desks. School property which is willfully or negligently damaged must be replaced or repaired by the student or his/her parents or guardians. Reimbursement for lost or damaged property should be made by check or money order payable to "U.S. Treasury". Final records will not be released prior to the settlement of such accounts with the school.

Due to safety concerns, luggage pull-type bookbags are not permitted. Regular backpacks fit the practical mode required for transporting and storage of school materials

## **STANDARDIZED TESTING**

Standardized achievement tests (grades 3-6) and criterion reference tests in science and social studies in grades 3-6 are administered annually to students to provide information of academic proficiency. The Developmental Reading Assessment is administered to students in K-3. The results of these tests provide a continuing record of each student's needs and progress. An interpretation of test scores will be available to parent/guardians as soon as possible after the results are received. In accordance with the Privacy Act of 1974, no individual or agency outside the school system will be permitted to inspect student records without permission from a parent/guardian.

## **STUDENT DRESS**

Students are expected do dress according to weather conditions and in good taste. Cleanliness and good grooming are necessary. Should the student be dressed in a manner which causes disruption to the learning environment, a parent/guardian will be called.

- Athletic shoes are required for all physical education classes. Heelys may not be worn to school.
- Blouses/shirts must cover the midsection (no tank tops or spaghetti straps without and "over-shirt" in grades 3-6).
- Shorts and skirts/dresses should extend to mid-thigh in length.
- Inappropriate language or graphics on clothing will not be allowed.
- Pants should be worn to conceal undergarments and secured at the waist.
- Length of pants and dresses or skirts must not interfere with safety in walking.
- Caps and hats may not be worn in the building.

## TECHNOLOGY

Students are expected to take reasonable care while using technology equipment and software. Students may lose the privilege of using computers and other technology and incur disciplinary action if willful misuse or negligence occurs. Students and parents may be held financially responsible for repairing or replacing damaged equipment.

Links to useful sites are available on the Maxwell AFB Elementary School and DoDEA websites.

### **Computer Software**

DoD Instructions prohibit loading individually owned software onto a government computer.

### **Internet Usage**

Training in the use of the Internet and Internet etiquette is provided to all students. Parents/guardians will receive written information concerning the terms and conditions for student use and the steps taken by school personnel to ensure as safe an access to the Internet as possible. All students and their parents/guardians are required to sign an Internet Use Agreement prior to use of the Internet. (DDESS Internet Acceptable Use Policy).

## TELEPHONE USE

**The office telephone in school is for office use. Personal calls by students are not permitted. If there is an emergency, school personnel will contact the parent/guardian. Only telephone calls and messages of an emergency nature will be transmitted to students. Parents and students are encouraged to review daily schedules and routines at home each morning to minimize the need to call home. Any changes concerning transportation should be presented in writing if at all possible.** Parents are asked to limit requests for student messages to circumstances that are of an emergency nature. **Cell phones carried by students as a communication tool for parents and students before or after school are not to be out or present during the school day. The cell phones should be kept in a backpack, purse, etc. and not taken out until after school.**

## TEXTBOOKS

LANGUAGE ARTS (Reading, Language, Spelling, Handwriting)

Kindergarten through Sixth Grade

- LITERACY PLACE, Scholastic

MATH

Kindergarten through Second Grade

- MATHEMATICS: The Path to Math Success, Silver Burdett/Ginn

Third Grade through Sixth Grade

- MATH, Scott Foresman/Addison Wesley

SCIENCE

Prekindergarten through Fifth Grade

- SCIENCE, Scott Foresman

Sixth Grade

- SCIENCE, Glencoe/McGraw-Hill
- SOCIAL STUDIES

Kindergarten through Sixth Grade

- ADVENTURES IN TIME AND PLACE, McGraw-Hill

## WITHDRAWAL FROM SCHOOL

The classroom teacher should be notified at least 3 days in advance of the withdrawal of a pupil. The report card and a copy of school records will be given to the parents/guardians at the time of withdrawal to provide sufficient documentation for enrollment in another school. No promotions will be made prior to the last day of school. Students who withdraw during the last month of school and who will not be enrolling in another school may receive a letter of recommendation for promotion or retention.



*Maxwell AFB Elementary, a Learning Community of Excellence*