

# Parent – Student Handbook

Lakenheath Elementary School

RAF Lakenheath, England



We C.A.R.E.  
Care And Respect Everyone

**School Year 2012- 2013**

# August 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27 <b>FIRST DAY OF SCHOOL - GRADES 1-3 &amp; PSCD</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">                     KG HOME VISITS BEGIN                 </div>	28	29	30	31		

# September 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 <b>LABOR DAY</b> <b>NO SCHOOL</b>	4 FIRST DAY OF SCHOOL – KG SURE START HOME VISITS BEGIN <i>PTSO Boo-Hoo Breakfast</i>	5 <i>PTSO Mtg—3pm</i>	6 <b>OPEN HOUSE</b> 4-5:30pm	7	8 <i>PTSO FUN FAIR 12-4</i>	9
10	11	12	13 FIRST DAY OF SCHOOL – SS <i>PTSO FUND RAISER</i>	14	15	16
17 <i>PTSO FUND RAISER</i>	18	19	20 <i>Kid's Club—2:45pm</i>	21	22	23
24 <i>PTSO FUND RAISER</i>	25	26	27 <i>PTSO SPIRIT DAY</i> <i>School Store Open</i>	28	29	30

# October 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
	PTSO FALL PHOTOS			TEACHER IN SERVICE DAY NO SCHOOL		
8	9	10	11	12	13	14
COLUMBUS DAY NO SCHOOL			PTSO Mtg—3pm			
15	16	17	18	19	20	21
		ROCKY'S CAFÉ 1st & 3rd	Kid's Club—2:45pm ROCKY'S CAFÉ 2nd & KG			
22	23	24	25	26	27	28
PTSO FALL BOOK FAIR			PTSO BOOK FAIR Family Night 4-6pm	PTSO SPIRIT DAY School Store Open		
29	30	31	GUIDE DOGS FOR THE BLIND AWARENESS MONTH			

# November 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 <i>PTSO Mtg—3pm</i> <b>END OF 1ST QUARTER</b>	2 <b>TEACHER WORKDAY</b> <b>NO SCHOOL</b>	3 <b>PTSO ASIAN ANTIGUE AUCTION</b>	4
5 <b>BEGIN 2ND QUARTER</b>	6	7 <b>PARENT CONF NO SCHOOL PM</b>	8 <b>PARENT CONF NO SCHOOL</b>	9 <b>PARENT CONF NO SCHOOL</b>	10	11
12 <b>VETERAN'S DAY NO SCHOOL</b>	13	14 <b>ROCKY'S CAFÉ 2nd &amp; KG</b>	15 <b>ROCKY'S CAFÉ 1st &amp; 3rd</b> <i>Kid's Club—2:45pm</i>	16	17	18
19	20	21 <b>PTSO TEACHER APPRECIATION LUNCH 10:00am-2:00pm</b>	22 <b>THANKSGIVING DAY NO SCHOOL</b>	23 <b>RECESS DAY NO SCHOOL</b>	24	25
26	27	28	29	30 <b>PTSO SPIRIT DAY School Store Open</b>		

# December 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
<b>PTSO WINTER WONDERLAND</b>						
			<i>PTSO Mtg—3pm</i>			
10	11	12	13 SAC Mtg—3pm	14	15	16
17	18	19 ROCKY'S CAFÉ 1st & 3rd	20 ROCKY'S CAFÉ 2nd & KG <i>Kid's Club—2:45pm</i>	21	22	23
24	25 CHRISTMAS DAY	26	27	28	29	30
<b>WINTER RECESS</b>						

# January 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 <b>NEW YEAR'S DAY</b>	2	3	4	5	6
<b>WINTER RECESS</b>						
7	8	9	10 <i>PTSO Mtg—3pm</i>	11	12	13
14	15	16 <b>ROCKY'S CAFÉ</b> 2nd & KG	17 <b>ROCKY'S CAFÉ</b> 1st & 3rd <i>Kid's Club—2:45pm</i>	18 <b>PTSO SPIRIT DAY</b> <i>School Store Open</i>	19	20
21 <b>MARTIN LUTHER KING, JR. DAY</b> <b>NO SCHOOL</b>	22	23	24 <b>SAC Mtg—3 pm</b> <b>END OF 2ND QUARTER</b>	25 <b>TEACHER WORKDAY</b> <b>NO SCHOOL</b>	26	27
28 <b>BEGIN 3RD QUARTER</b>	29	30	31			

## February 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 TEACHER IN SERVICE DAY NO SCHOOL	5	6	7 PTSO Mtg—3pm	8	9 PTSO SWEETHEART BAZAAR AND CARNIVAL 10am-5pm	10
11	12	13 ROCKY'S CAFÉ 1st & 3rd	14 SAC Mtg—3pm ROCKY'S CAFÉ 2nd & KG	15	16	17
18 PRESIDENT'S DAY NO SCHOOL	19	20	21 Kid's Club—2:45pm	22 PTSO SPIRIT DAY School Store Open	23	24
25	26	27	28			



# March 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7 <i>PTSO Mtg—3pm</i>	8 PARENT CONF AM TEACHER IN SERVICE PM NO SCHOOL	9	10
11	12	13	14	15	16	17
<b>TERRA NOVA TESTING</b>						
			SAC Mtg – 3pm			
18	19	20 ROCKY'S CAFÉ 2nd & KG	21 ROCKY'S CAFÉ 1st & 3rd	22	23	24
25	26	27	28	29 PTSO SPIRIT DAY School Store Open	30	31

# April 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
PTSO SPRING BOOK FAIR				TEACHER WORKDAY NO SCHOOL		
			END OF 3RD QUARTER PTSO Mtg—3pm			
8	9	10	11	12	13	14
SPRING RECESS						
15	16	17	18	19	20	21
BEGIN 4TH QUARTER		ROCKY'S CAFÉ 1st & 3rd	ROCKY'S CAFÉ 2nd & KG Kid's Club—2:45pm			
22	23	24	25	26	27	28
			PTSO General Meeting & Election	PTSO SPIRIT DAY School Store Open		
29	30					

# May 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
		1	2 <i>PTSO Mtg—3pm</i>	3	4	5	
6	7 <b>PTSO TEACHER APPRECIATION LUNCH</b> <i>10:30am-2:00pm</i>	8 <b>PTSO TEACHER APPRECIATION WEEK</b>			10	11	12
13	14	15 <b>ROCKY'S CAFÉ</b> 2nd & KG	16 <b>ROCKY'S CAFÉ</b> 1st & 3rd <i>PTSO KIDS CLUB END OF YEAR PARTY 2.45</i>	17	18	19	
20	21	22	23	24	25	26	
27 <b>MEMORIAL DAY</b> <b>NO SCHOOL</b>	28	29	30	31 <b>LAST PTSO SPIRIT DAY</b> <i>School Store Open</i>			

# June 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6 <i>PTSO Mtg—3pm</i>	7	8	9
10	11	12	13 Last Day Of School For Students <b>END OF 4TH QUARTER</b>	14 TEACHER WORKDAY NO SCHOOL	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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**WELCOME TO**  
**LAKENHEATH ELEMENTARY SCHOOL**

Welcome to Lakenheath Elementary School! The purpose of the LES Parent Student Handbook is to provide our parents, students and community members detailed information concerning school policy, procedures, and educational programs. It's very important that you also keep us up-to-date with your current email address so that you don't miss any of our news and events.

Our theme, "We C.A.R.E." (Care And Respect Everyone), serves as a focal point for all we do. We invite you to become part of our caring community by volunteering to attend and participate in special activities such as the mentoring program, School Advisory Council or PTSO (see page 14). Your involvement will enhance and enrich the lives of the children we serve.

On behalf of the entire school staff we wish you the very best during your stay in England, and at Lakenheath Elementary School. Please contact me if you have questions concerning the school policies mentioned in this handbook or if you would like to know more details about our school.

*Lucille Sutherland*  
Principal

**"Rocky the Eagle"**  
**School Mascot**



**SCHOOL INFORMATION**

<b><u>School Address:</u></b>	Lakenheath Elementary School CCSE/L, Unit 5185 Box 40 APO AE 09461-8540
<b><u>Local Address:</u></b>	Lakenheath American Elem School RAF Lakenheath Suffolk IP27 9PN
<b><u>Telephone Numbers:</u></b>	(01638) 523721 / DSN 226-3721
<b><u>Fax Number:</u></b>	(01638) 533943
<b><u>Web page Address:</u></b>	<a href="http://www.lake-es.eu.dodea.edu/">http://www.lake-es.eu.dodea.edu/</a>
<b><u>E-mail Address:</u></b>	LakenheathES.principal@eu.dodea.edu

**STUDENT GOALS**

- Students will increase performance in mathematics skills using instructional interventions implemented in all curricular areas. The targeted skills are number relations, and communication of mathematical thinking.
- Students will increase performance in communication skills using instructional interventions implemented in all curricular areas. The targeted skills are proper language structures comprehension, in retelling and written summarizations.

## LES VISION STATEMENT

Lakenheath Elementary School is a caring community of learners building a foundation for lifelong success.

## SCHOOL THEME

**“We C.A.R.E.” - Care And Respect Everyone**

We believe that children require a sense of belonging and a spirit of community to become efficient learners. Our school promotes a caring environment coupled with high academic expectations. Each month a C.A.R.E. word is featured throughout the school.

### C.A.R.E. WORDS OF THE MONTH FOR SY 2012-2013

- September: Friendship
- October: Respect
- November: Citizenship
- December: Acceptance
- January: Responsibility
- February: Honesty
- March: Imagination
- April: Courage
- May: Kindness
- June: Happiness

The Community Strategic Plan is under revision.



### Goal 1: Highest 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 performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate 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: Promoting Student Development through Partnerships and Communication

*Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.*

## GENERAL DAILY SCHEDULE

8:10 Enter the Building  
8:15 Classes Begin  
10:55-11:40 Lunch/Recess - Grade 1  
11:10-11:55 Recess/Lunch - Grade 2  
11:40-12:25 Recess/Lunch - Grade 3  
12:10-12:55 Recess/Lunch - Kindergarten  
14:35 Dismissal  
14:45 Buses Depart

## ARRIVAL AT SCHOOL

Parents of students who walk to school are advised not to allow their children to leave home too early. Due to the lack of supervision, **children should not arrive more than five minutes prior to the entry time of 8:10 AM.** Your cooperation in this matter will greatly enhance the safety and security of our students. Parents must come to the front office to sign their child in if he/she arrives after 0820. It should be noted that Base policy has determined that it is the responsibility of our students' parents as to whether their children are supervised by an adult or older sibling while walking to and from school or bus stop.

## TRAFFIC SAFETY

The designated drop-off and pick-up point for children is the back parking lot. Please use this area only. You may park outside the fence area or in the parking lot. The "Kiss and Drop" area is to the right as you enter the back parking lot (bus loading zone area) adjacent to the large cement planters. Ask the traffic guard in the parking lot if you need assistance. Using the designated drop-off and pick-up point area is extremely important during rainy weather. Please do not drop children off in any other area around the school, especially along the streets adjacent to other areas around the campus. This poses an extreme safety hazard.

## ENTRANCE PROCEDURES

In order to ensure the safe arrival and dismissal of all LES students, we ask that all parents and students review and follow the procedures outlined below:

**8:00** Students may begin arriving on the LES campus. With no adult supervision outside prior to 0800, it is imperative that students and families plan their arrival time accordingly. Students will line up outside the designated doors near their classrooms.

### **\*Front Door and Front Lobby -**

*Arrival for PSCD, Sure Start, and Taxi students ONLY.*

### **\*Side Entrance near the Principal's Office -**

*Grade 1, 2, & 3 homeroom students in building 50 ONLY.*

### **\*Rear Entrance near bus loading zone -**

*Grade 1, 2, & 3 homeroom students in building 51 ONLY.*

### **\*Kindergarten Entrance near bus loading zone -**

*Line up area for ALL Kindergarten Students*

**8:10** Doors are open for student entry. Students are not allowed in the building prior to this time.

### **8:15 Classes Begin**

**8:20** All doors are secured except for the main entrance to Bldg 50.

**2:35** Students are dismissed

- All students who attend the Lakenheath AYA after school care are escorted to the cafeteria to meet their AYA counselor
- All students who ride the busses are escorted to the bus parking lot.
- All students who are dismissed to their parents should have the same meeting point each day.

**2:45** Busses depart the LES parking lot.



**If a child's afternoon routine is to change at any time, we require advanced written notification to the classroom teacher from an adult sponsor or care provider.**

### ATTENDANCE POLICY

The DoDDS educational program assumes that all students will attend school regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and students. The DoDEA attendance policy can be found at <http://dodea.edu/attendance/index.cfm>.

Consistent student attendance is imperative to a successful school experience for each child. However, home leave and unique travel opportunities are part of being responsive to the military environment and living overseas. Students need to develop the habit of regular school attendance except in cases of family emergencies, medically related concerns, religious holidays, annual leave that is command-designated or school sponsored activities. Prolonged absences often result in students missing significant portions of their education.

The policy letter on Absence Reporting for all DoDDS Students from the 48<sup>th</sup> Fighter Wing Commander and the 100<sup>th</sup> Air Refueling Wing Commander requires all assigned personnel with family members attending local DoD Schools to notify the schools no later than the day prior for planned absences. For unplanned absences (e.g. illness) or late arrivals, notify the schools before 0800.

#### Contact Information for attendance reporting:

**Commercial phone:** 01638-523721

**DSN phone:** 226-3721

**email:** Attendance, Lakenheath ES@eu.dodea.edu

Parents should maintain current contact information with the school. *Please ensure your phone will accept incoming calls from the school.* If information is not current or accurate, DoDDS will initiate contact through the appropriate command post, which will contact

the individual's chain of command/supervision. For individuals so contacted, commanders will counsel and, if necessary, initiate appropriate disciplinary action for repeat occurrences.

To keep our database current and accurate, all absences must be followed with a written excuse to the teacher from the parent, stating the reason and date(s) of the absence (see sample note on page 6). Send the note with your child on the day your child returns to school. If you are planning a family trip during the school year, please notify your child's teacher at least one week prior to departure.

This policy is in accordance with the Department of Defense Dependent Schools, and the 48<sup>th</sup> Fighter Wing and 100<sup>th</sup> Air Refueling Wing Commanders procedures regarding student absences.

*The Extended Absence Policy.* DoDEA policies and guidelines stress the importance of consistent school attendance for a successful school experience. We believe that children should develop the habit of attending school regularly. Exceptions to this would include family emergencies, medically related concerns, religious holidays, annual leave that is command designated, or school sponsored activities.

In order to track extended student absences more carefully and monitor student progress the following guidelines have been established.

1. Sponsors are requested to notify the homeroom teacher when they intend to withdraw their child from school for more than 5 school days using the *Extended Excused Absence* form. A copy of the form can be obtained from the main office staff. This request must be turned in not less than 5 school days before the child's departure, except in cases of emergency. The principal will review all extended absence request.

2. Requests for advanced assignments cannot always be granted, but may be provided at the discretion of the teacher.

3. After an excused extended absence, students will be provided with an equivalent number of days to complete any missed critical assignments.

4. No report card grades will be given in a marking period in which a child is absent for 20 or more days.

The school will make periodic checks on students who are frequently absent or who are absent for extended periods of time.

If your child has been ill with a fever or vomiting within the past 24 hours, it is best for your child, and the health of the other students, that you keep your child at home. Students who have been absent due to a contagious condition should report to the school nurse before returning to class.

There will be no academic penalty for excused absences. The student is entitled to assistance with missed work and an opportunity to take make-up test/work. This entitlement is not required for unexcused absences, but may be provided at the discretion of the teacher.

### FAMILY TRIPS

We believe that important learning takes place outside the school. The experiences a child has while on family trips cannot be duplicated in the classroom. We encourage all our parents to take advantage of the many opportunities to travel abroad. However, please check with your child's teachers before you go on extended leave. They may want to provide work packets for your child and they appreciate you letting them know why the child will not be in class for an extended length of time. Parents should complete an extended leave request, which are located at our reception.

### LEAVING SCHOOL DURING THE DAY - SIGN OUT LOG

When a student has an appointment or will be leaving the school anytime during the school day, they must **remain in the**

**classroom until a parent signs them out at the reception desk.** Parents are reminded to send a note to the teacher so that they can be prepared to provide homework or other handouts for the child before leaving for the day. Parents must also sign their child in if they return during the school day. As a security precaution, whoever is collecting the child, whether parent or designated individual, they will be asked to show their ID card and a check will be made in the school database to ensure they are authorized to do so. **If the person is not on the authorized pickup list, and they do not have written permission with them, the child will not be released.**

**PLEASE NOTE: For the safety and security of ALL our students, written notification must be provided to the classroom teacher if you plan to change your child's after school routine.** If your after school plans are changed during the course of the day, and advanced written notification is not possible, we require that you meet your child at dismissal next to the exit door that your child's classroom teacher uses each day. Please make eye contact with the teacher to ensure that he/she knows that your child is with you. **For obvious security reasons, phone calls with change of after school plans are not accepted.**

### NOTES FROM PARENTS

DoDEA requires dated and signed notes of explanation from parents for an excused absence. Unless the school has a signed note on file from a parent, an absence or tardy must be recorded "unexcused."

#### **THE SCHOOL NEEDS A SIGNED NOTE WHEN:**

**1. A CHILD IS TARDY.** Frequent tardiness will necessitate a conference with the parents.

-or-

**2. A CHILD RETURNS TO SCHOOL AFTER AN ABSENCE.**

The following is a *sample* to use:

Date \_\_\_\_\_

Dear \_\_\_\_\_,

My child \_\_\_\_\_ was absent/late on \_\_\_\_\_ because ( a. Family Trip; b. Illness; c. Medical/dental appointment; or other excuse)

(please explain briefly).

Sincerely,  
Mrs. Parent

-or-

3. A CHILD IS TO BE DISMISSED from school during the school day at a time other than regular dismissal. Please state the approximate time that the child will be collected.

-or-

4. A CHILD IS TO WAIT at school for his/her parents if he/she normally takes the bus.

-or-

5. A CHILD IS NOT TO TAKE HIS/HER BUS HOME for any reason.

-or-

6. THERE IS ANY CHANGE IN THE CHILD'S NORMAL DISMISSAL ROUTINE.

### LUNCH PROGRAM

Hot lunches are provided by AAFES at the school cafeteria. Children who bring their lunches may purchase milk.

**Charges are as follows:**

Reduced Lunch	\$0.40
Lunch (Grades K - 3)	\$2.40
Milk	\$0.50
Adult	\$5.00

Parents are welcome to join their children for lunch anytime.  
Parents may choose to complete the application for the lunch auto-

pay plan. For more information contact the AAFES Main Exchange. Some students are eligible for either free lunches or reduced price lunches. Family size and income determine eligibility. Interested sponsors may obtain application forms from the School Liaison Office, Building 950, RAF Lakenheath (DSN 226- 5077/5078), or the LES main office.

### CANCELLATION, WEATHER DELAY, SUDDEN DISMISSALS:

On occasion, it may be necessary for the Base Commander to delay or to cancel school because of inclement weather. Fog, snow, and ice may make it impossible for school buses to make their normal runs. Road conditions may be so hazardous that even the safety of the children who normally walk to school could be endangered. At such times, school will be delayed or cancelled for the entire day for all children, including "walkers."

There may also be times when it is necessary for military and school officials to delay the opening of school or close school early because of an emergency - inclement weather, "base alert", or breakdown of utilities. On such occasions, it is impossible for the school to notify all parents.

#### PLEASE PLAN TO HAVE ALTERNATIVE ARRANGEMENTS FOR YOUR CHILDREN IN THE EVENT THAT THERE IS NO ONE AT HOME TO MEET THEM.

Most delays for opening school are two hours, which means the buses will leave the transportation depot 2 hours later than normal. Transportation delays are announced not later than 6:30 a.m. The weather "hot line" numbers are listed on the back of all school bus passes or can be found using the following methods:

1. Liberty Weather Line DSN 226-3541 or 01638-523541
2. Mildenhall Weather Line DSN 238-3541 or 01638-543541
3. The RAF Lakenheath Commander's Access Channel
4. Local Radio Stations:  
Radio Suffolk -FM 104.5, 95.5, 103.9  
Radio Cambridgeshire - AM 1449 / FM 96.9

## SCHOOL RULES

**PLEASE NOTE:** The morning PSCD programs will not meet if there is a two-hour delayed start.

### STUDENT CONDUCT and EXPECTATIONS

*"It is the teacher's right to teach.....And the student's right to learn."*

The LES staff and administration work diligently to encourage students to develop and demonstrate the behavior that will help them be successful citizens. The following five standards, called 'Rocky's Rules', emphasize the behaviors we hope to instill in our students each day. Additional information about student rights and responsibilities in DoDEA can be found at [http://www.dodea.edu/foia/iod/pdf/2051\\_02.pdf](http://www.dodea.edu/foia/iod/pdf/2051_02.pdf).

### ROCKY'S RULES

⇒ **Do be gentle**

*Don't hurt anybody*

⇒ **Do be kind, helpful and respectful**

*Don't hurt people's feelings*

⇒ **Do listen**

*Don't interrupt or ignore directions*

⇒ **Do work hard**

*Don't waste your time or other people's time*

⇒ **Do look after property**

*Don't waste or damage it*

⇒ **Do be honest**

*Don't cover up the truth*



### **General Rules:**

- Enter and exit the building in an orderly manner.
- Do not bring toys, balls, dolls, electronic games, disc players/iPods, iPads to school.
- Do not bring pets or other animals unless specifically requested by the teacher. All pets must have a veterinarian immunization certificate.
- Do not bring weapons of any kind to school (see section on "Zero Tolerance for Weapons" on the next page).

### **Hallway rules:**

- Always walk
- Always stay in line and walk on the right.
- Walk quietly facing the front
- Keep your hands and feet to yourself.
- Carry a hall pass.
- Greet others with a smile and a silent wave.

### DISCIPLINE AND SCHOOL CONDUCT

It is DoDDS's policy that discipline be maintained consistently and appropriately. We encourage students to grow in self-control, develop a sense of regard for fellow students, and have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people. Along with staff, students share the responsibility of developing a caring climate within the school that is conducive to productive learning.

We believe it is important for all children to feel and be safe at school. We also believe that it is important that discipline be fair, and be perceived by the students to be fair. Bullying and inappropriate language is not tolerated. To accomplish this, a thorough interview is conducted with the child accused of breaking a school rule as well as any witnesses. This ensures that we get the whole story and consider all circumstances before deciding on the

consequences. Consequences range from talking to an administrator, to calling the parents, to missing recess, or suspension or expulsion. We do our best to match consequences with the misbehavior, the frequency of previous occurrences, and the age of the child. Our staff practices proactive positive discipline to “catch’em being good” and help children avoid misconduct.

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

Every effort will be made to help a student who fails to make a satisfactory adjustment to school. Parents will be informed and conferences held with them. However, more serious action will be taken if a student persistently violates school rules or commits a serious breach of conduct.

### “ZERO TOLERANCE FOR WEAPONS”

DoDDS “zero tolerance for weapons” policy is fully supported by our base commander. To help us support this policy, please remind your child that weapons, replicas of weapons (even toys), or other items that can be used as weapons (including laser pen pointers) can harm others or instill fear, are not allowed at school. **The penalties required are severe, and a warning may not be given beforehand if a student brings a weapon or replica to school, or is found in possession of one.** Students who bring such articles or participate in their use, regardless of ownership, will be suspended and may be expelled. Rocks are considered a weapon; throwing rocks is dangerous and may result in suspension. Additional prohibited items included matches, bullets, firecrackers, caps, or other explosive devices, knives, slingshots, cap guns, water pistols or other play guns, itching powder, shaving cream, and other objects likely to be dangerous. Drugs and any gang related clothing or paraphernalia are considered forbidden articles. (See HEALTH for policy regarding prescribed drugs.) Any such items in evidence at school will be confiscated. In addition, DoDDS E3.515

includes: bullying (including cyber bullying) another or a group, name calling (pertaining to race, religion or other characteristics of a person), cursing, or gesturing are all grounds for discipline.

Expensive articles should not be brought to school.

Family pets, or other animals are not permitted on school property unless they have a health certificate from the base vet and are for study and/or requested by the teacher for use in connection with a classroom project.

### SUSPENSION

A consequence for misbehavior may be in-school suspension. Also, the principal may prohibit a student from attending school for a period of time normally not exceeding ten days. Suspension from school for a period in excess of ten days may require a formal hearing and must be approved by the Area Director or designee.

The principal will ensure that parents are informed of the reasons for both in-school and out-of-school suspension, the length of suspension, and the conditions for reinstatement. Fighting, throwing rocks, abusive language, sexual harassment, and name calling with racial or ethnic overtones will usually result in immediate suspension.

The Superintendent's Office and the Base Commander's Office are notified of all suspensions. Please help us by counseling your children to follow Rocky's school rules at all times.

### CAFETERIA AND RECESS BEHAVIOR – GENERAL RULES

- Listen to all adults
- Respect the physical safety of others
- Take turns
- Line up when the whistle is blown
- Stay in line
- Walk in the cafeteria
- Use quiet “six inch voices”

- No talking when the stop light turns red
- Practice good manners at all times
- Clear your table and dispose of trash / recycle

### DRESS CODE

The standards for dress are basically left to the discretion of parents. Boys and girls are expected to be neat and clean in appearance and wear clothing that is acceptable to the community. Students are not allowed to wear hats while in the school building.

The weather here can be cold, damp, rainy, and often windy as well. It is imperative that parents send their children to school dressed in clothing that is appropriate for these weather conditions. On days when the weather is considered to be severely inclement, recess periods and outside play activities may be canceled.

For Physical Education classes, all students are required to wear athletic shoes and clothing appropriate for gym.

On most days, students will participate in outdoor physical education activities and recess to release energy, to exercise, and to enjoy the pleasure of playing games with their classmates. Children should be dressed warmly and appropriately. For safety reasons, no flip-flops, wheelies, crocks, heels over one inch or open toe shoes should be worn to school.

### SCHOOL SUPPLIES

Textbooks, workbooks, and other instructional supplies are provided by DoDDS on loan. The proper care and use of the items should be stressed to help students develop a feeling of personal responsibility. Sponsors will be asked to pay for lost or damaged textbooks and library books.

Other supplies such as pens, pencils, rulers, crayons, and writing paper, are to be purchased by the parents. The types, sizes, and numbers of materials required will vary among the different grades levels.

#### KINDERGARTEN

Book bag or backpack (no wheels)	Bath towel
Crayons, basic colors (24 box)	Crayons, large basic (8 box)
Glue stick (4 small)	Elmer's glue (small bottle)
Magic markers, washable/fat (8 per box)	Magic markers, thin dry erase color pack
Pencils, "My First Pencils" (1pkg of 2)	Pencils, #2 (5)
Watercolor paints (1 set)	1 large box of tissues
Gallon or Quart size Ziploc style bags (1 box)	

#### LES FIRST GRADE

Book bag or backpack (no wheels)	Crayons, basic colors (24 box)
Crayons, large basic (8 box)	Eraser, large
Pocket folder (1 with brads & 1 without brads)	Glue sticks (8 jumbo)
Elmer's glue (small bottle)	Magic markers, washable/fat (8 per box)
Pencils #2 (1 packs of 10)	Pencils, "My First Pencils" (6 fat)
Colored pencils (24)	Watercolor paints (1 set)
1 large box of tissues	

#### LES SECOND GRADE

Book bag or backpack (no wheels)	Bound composition book (black/white)
Crayons, basic colors (24 box)	Eraser (4 large)
Pocket folder (2 with no brads)	Glue sticks (4 jumbo)
Elmer's glue (1 small bottle)	Pencils, #2 (3 packs of 10)
Colored pencils (24)	Round end scissors
1 large box of tissues	

#### LES THIRD GRADE

Book bag or backpack (no wheels)	Crayons, basic colors (24 box)
Pocket folder (3 with no brads)	Glue sticks (2 jumbo)
Elmer's glue (small bottle)	Loose-leaf paper, wide lined (2)
Pencils, #2 (2 packs of 10)	Colored pencils (24)
Round end scissors	1 large box of tissues

#### Note:

- This is a basic supply list per grade. Individual teachers may have special item requests.
- Do not label items other than the backpack.
- Please do not send trapper keepers or binders.

Children will be told on the first day of school if additional supplies are needed. It is strongly suggested that all students wear reflective belts in the darker winter months.

## SMOKING POLICY

The LES campus is a drug-free zone. There are NO designated smoking areas defined or condoned by DoDDS-E schools for students, parents or teachers.

## HOMEWORK POLICY

Lakenheath Elementary School has a homework policy that reflects the understanding and acceptance of the cooperative experience homework entails. Family life, extra-curricular activities, and schoolwork are shared experiences for every child. Time is needed for all if our goal is to nurture healthy children. The purpose of homework at any grade level is to extend, reinforce, and supplement regular classroom assignments. The main objective of homework is to stimulate effort, initiative, independence, responsibility, and self-motivation. Homework should provide reinforcement and encourage students to satisfy or extend their intellectual curiosity and to practice skills.

Realistic time guides should be utilized such as:

<b>GRADE</b>	<b>TIME</b>
1	15-20 minutes
2	20 minutes
3	30 minutes

Homework should be academically appropriate and an extension of classroom instruction, and not an introduction of new or unfamiliar material. We attempt to consider all students' academic abilities, and monitor holidays, as well as school and base wide events, when making decisions about homework.

Homework does not always involve pencil and paper tasks. It may also encompass such activities as reading for a time period at home, working on a project, or studying spelling words, notes, or study sheets for future review or evaluation.

## LOST AND FOUND ITEMS

A **Lost and Found** area for clothing is located at the end of the breezeway near the cafeteria. Students and parents should check the Lost and Found regularly. Items such as watches, jewelry, ID cards, bus passes, and money are kept at Reception and can be claimed there.

**A recommendation for parents is that they sew nametags on clothing items or use a permanent marker to facilitate identification.** Lunch boxes and backpacks also require the owner's name to be permanently and clearly indicated. Items not claimed after one month are given to local charities

## REPORT CARDS - PROGRESS REPORTS

Parents will be kept informed of progress and achievement by a Progress Report, which is issued at the end of each quarter. Since no single report can adequately present a full picture of student progress, parents are encouraged to maintain contact with teachers regularly. This contact can occur through written communication as well as regularly scheduled conferences. The teacher will notify parents if a child's work is unsatisfactory four weeks prior to the end of the marking period through mid-quarter progress reports.

## GRADE PLACEMENT: RETENTION/ACCELERATION

Placement of each student will be considered on an individual basis and decisions will be made based on what is best for the student, both in the long and short term.

A Placement Committee recommends placement of students being considered for grade retention, acceleration, or other placement adjustment. The committee will also review progress of

students after the adjusted placement. Final decisions regarding grade adjustment are the responsibility of the principal.

### **STUDY TRIPS**

Study trips are taken by classes to various points of interest as a means of enriching curriculum that often directly correlates with classroom activities. As study trips are an integral part of the curriculum, all students are expected to participate.

Permission slips will be sent home prior to study trips. No student will be permitted to go on a study trip without written permission from a parent. *Younger siblings may not be brought along when parents attend as chaperones (see page 20 for more details concerning Study Trip Chaperones).* The on-base walking permission slip indicates your permission for your child to attend walking study trips on base for the entire school year.

If a child requires an inordinate amount of supervision, that student may go only when accompanied by a parent. If the parent cannot accompany the child, the student will be provided an alternate classroom activity.

If you plan on accompanying your child on any study trip, you may be asked to chaperone other children, in which case you **must** complete a Local Background Check. These can take anything up to two weeks to process. Please apply in plenty of time. Applications can be obtained from our Personnel Secretary.

### **SCHOOL BUS AND TRAFFIC SAFETY**

As a security measure, request for students not to ride on their assigned buses on any day must be in writing on a note signed by the parent. **For obvious security reasons, phone calls with change of after school plans are not accepted** for requests such as riding another bus or using another drop off point.

To assist the School Bus Drivers and Transportation Officers in carrying out their responsibilities for the safety and conduct of children who ride school buses, parents can never stress too often

the importance of good bus behavior, which includes the conduct of children when boarding and leaving the school bus.

The School Bus Driver and Transportation Officer may deny bus privileges to children who violate bus rules. All children who ride the bus are required to have a bus pass. Proper conduct while aboard buses is essential. Children must not be rowdy or create a diversion that distracts the driver's concentration. Infractions of rules may result in suspension of bus privileges. The Lakenheath School Bus Office and the school administration handle bus discipline problems and follows strict guidelines for behavior.

#### **Bus Discipline Procedures:**

- Depending on the severity of the misconduct, the child will be verbally cautioned about their unsafe behavior on the bus
- The parents of the child who is misbehaving will receive a letter explaining the inappropriate behavior
- After the parents have received two letters of misconduct for their child and the child continues to misbehave, a third letter will be sent home stating the time and dates for suspension from the bus
- During the suspension period, it is the parent's responsibility to provide their child transportation to and from school

Bus passes may be obtained from the School Bus Transportation Office on Feltwell. Students will be allowed to ride the bus to school without their bus pass; however, they will not be allowed to ride the bus home. Therefore, parents will be contacted to either bring the pass to school or make alternative transportation arrangements when this occurs. Questions about school bus transportation can be directed to the **Isles District School Bus Office by calling DSN 226-7013.**

The school considers it important that parents alert their children to the different traffic rules and practices while living in England. For instance, in the U.S., school buses have the right-of-way. All traffic must stop when the bus is loading or unloading passengers. **This is NOT TRUE in the United Kingdom.** School



**buses DO NOT have priority over other vehicles on the highway, creating a serious hazard for children getting on and off buses.** Motor vehicles will continue to pass a stopped bus from both directions. It is imperative that all children understand this and do not try to cross the road in front of or behind a stopped bus. They must wait until they have a clear view of traffic from both ways before they attempt to cross a road.

Parents should wait for their children on the same side of the street as the children unload from the bus and then cross the street together, as needed. Fatal accidents have resulted from an excited child running across the street to someone waiting for them on the other side.

### **CHILDREN LIVING ON BASE AND IN THE OFF BASE HOUSING AREA MUST BE MADE AWARE TO CROSS STREETS ONLY AT MARKED CROSSINGS.**

Children commuting by bicycle to and from school must become accustomed to riding on the left side of the road. British law requires a bicycle to have a front white light and a red light at the rear. British police frequently give citations to cyclists who violate this law. On base everyone is required to wear a helmet. It is highly recommended that bicycles be secured with a lock at school.

If parents need additional information or assistance regarding transportation safety they may contact the Wing Ground Safety Office at DSN 226- 3736.

### **SCHOOL VISITATIONS AND CONFERENCES**

**As a security precaution and to minimize class disruptions, we ask visitors to ALWAYS report first to reception before going to classrooms.** All visitors must sign in and will be given a visitor's pass. We appreciate your cooperation.

Parents are always welcome and encouraged to visit classrooms and teachers. We do, however, request that parents notify the teacher a day or so in advance of any planned visit. An

unscheduled arrival to a classroom by any visitor may needlessly interrupt a lesson, test, or examination.

Either parents or teachers may request a conference at any time. However, it is impossible to conduct a proper, informative conference without preparation. All parents are welcome to attend the meetings. If you are unable to attend a meeting, but have a concern or suggestion, please explain the issue to a SAC member or write it on a "Rocky Comment Card". The comment cards are at the Reception desk. Please ask that your idea or concern is brought to the attention of the SAC for discussion or review. Please refrain from bringing children to the conference unless requested to do so.

### **PARKING**

There are a limited number of parking spaces at Lakenheath Elementary School and finding an authorized parking space between at 0800-0815 and 1435-1445 is difficult. In the event of inclement weather we see an increase in the number of parents using POVs to pick up children and finding a parking spot on those days is extremely difficult. Authorized parking areas are designated with signs and are located at the rear of the school. If you park on the grass areas at the front of the school or in non-authorized parking areas you run the risk of receiving a ticket from security forces. Be advised that parking in the bus loading/unloading zone, in the back of the school and the school taxi drive way in the front of the school is always prohibited.

### **SECURITY MEASURES**

The primary mission of the DoDEA is, "To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment." Within that mission is our responsibility to ensure the safety of the children and all school employees. To do so, we depend on the local military command to provide explicit guidance and support. We take their recommendations seriously and stand ready to

implement any security measures they deem necessary. This includes, but is not limited to:

- 100% ID card checks (even if you are a regular visitor)
- All visitors must sign in *and* out at the reception desk
- All visitors must wear a visitor's badge
- If a visitor is seen without a badge, a staff member will direct them to the reception desk
- Parents wishing to enter the school for any reason during the school day must sign in and enter through the main entrance of building 50.

### **SCHOOL ADVISORY BOARD**

The LMCSAB is an elected group of volunteers that advises the Isles District Superintendent and Installation Commander on issues concerning our community schools. It consists of 15 voting members including parents of students, teachers, and one high school student. Non-voting members that are regularly invited include the local installation commanders or designee, Isles District Superintendent or designee, local school principals, and the School Liaison Officer. Public forum meetings are held quarterly. Watch for detailed meeting information in the local base publications and the school newsletter – Eagle Express.

### **PARENT TEACHER STUDENT ORGANIZATION**

Lakenheath Elementary School has an active and dedicated organization of parents and teachers known as the Parent Teacher Student Organization (PTSO). Its main function is to unite parents and teachers so that our children are provided with a well-rounded education. PTSO provides invaluable guidance and supports a variety of programs that enrich the life of our school.

We invite you to play an active role in your child's education. Come join us! Membership is \$6.00 per person or \$10.00 per family. To volunteer your valuable time, fill out a volunteer

survey form at Reception or call the school at DSN 226-3721. You may also contact any of the following officers by telephone:

### **SCHOOL/HOME COMMUNITY PARTNERSHIP**

School/Home Partnership is a DoDDS initiative designed to provide meaningful involvement and participation of parents and the total community in promoting the social, emotional, and academic growth of children. At Lakenheath Elementary School, we strive to support this concept in all aspects of school life. Our Parent Center, located in Bldg. 50, is a great source for information about PTSO, SAC, and other activities that help support our programs. Popular activities directed through the Stakeholder Communication Committee are Rocky's Café and the mentoring program matching military members to students with similar interests.

We welcome your ideas and involvement in our school! Just phone DSN 226- 3721 with ideas and suggestions.

### **ROCKY'S CAFÉ**

Once a month, families are invited to bring a lunch to share together in an informal café setting. As we are limited on the number of parents and students we can accommodate, reservations are required which can be made one month in advance by calling the main office on 226-3721.

Located in the Parent Center, guests can bring any type of lunch they wish, including the selection of the day from our school cafeteria.

See the school calendar for dates; times coincide with recess and lunch for your child's particular grade.

### **ROCKY'S SCHOOL STORE**

Rocky's School Store is open in the main lobby when we have Rocky's Café. Sponsored by the PTSO, they provide "school spirit" items for purchase with our school logo such as sweat shirts,

water bottles, pencils, backpacks and much more! It will also be open on School Spirit Days (usually the last day of the month).

### ROCKY'S MAIL

We have a postal service for students and staff members called Rocky's Mail. For moms or dads away on deployment, the counselors sponsor a deployment mail program, allowing students to email via special monitored accounts. If you are a parent who will be deploying soon, ask their teacher to give you a permission form. The counselors need permission and an email address to assist your child in emailing you an update on what they are doing at school. When you receive their email, please reply to your child. There is a small red postbox in the front foyer near the main office. Once the reply is received, it is placed in a special stamped envelope and delivered through Rocky's Mail. Student-postmen deliver the mail once each day in the afternoon. Children love getting a special card or note from mom or dad. This is a good way of sharing a child's-eye view of what happens at school.

### TEACHER IN-SERVICE DAYS

Several times during the school year, teachers are provided training in new methodology and techniques. These dates have been entered in this calendar. We will also send reminders in the school newsletter in advance when such workshops will occur.

### SAFETY DRILLS

During the school year we have monthly fire drills. Also, we will have evacuation and lockdown drills. These drills are for your child's safety. Drills are practiced in a calm and organized manner so that everyone knows the exact procedures to follow if a real emergency occurs.

### VOLUNTEERS

The Mildenhall and Lakenheath military communities have many parents who, by volunteering their time, provide the school with a variety of valuable and enriching services. Throughout the year, LES is in need of help from parents who are willing to volunteer in our media center, health office, classrooms, and main office. There is no limit on the number of volunteers that we can use or the types of services they can provide.

Please stop by the reception desk and ask for a volunteer packet. Return the packet to the receptionist for submission to Family Advocacy. Upon the approval of your volunteer packet your child's teacher or the secretary will notify you that you have been approved to be a volunteer at LES. **Family Advocacy checks are valid until your DEROS, therefore, if you extend for any reason, we will need a copy of your extension paperwork.**

Volunteers are an important component to our "We C.A.R.E." theme. We believe your presence in the school connects our students to the "community spirit" we strive to convey to our students. Your involvement is appreciated at all levels and in all areas of our school. Volunteers are asked not to bring their young children with them to assist in the classrooms or office.

Please contact one of the school administrators if you have a desire to participate on one of the school committees associated with our Continuous School Improvement Leadership Team (CSILT). Contact the school at DSN 226-3721 if you would like to learn more about these committees, or any other volunteer opportunities at LES.

### CONTACTING STAFF/STUDENTS

Staff members may be reached by calling DSN 226-3721 or 3674. In view of the large number of children enrolled and the size of the school facility, we request that phone calls requesting dissemination of information to individual students be limited to

genuine emergency matters. The use of the school telephones by students is primarily reserved for emergency situations.

### SCHOOL LIAISON OFFICE

The School Liaison Office serves the Lakenheath and Mildenhall community providing a focal point on the military installation for school support matters, assisting the installation commander in accomplishing school support responsibilities, and as the liaison among the installation, school and community. Anyone with education related questions or concerns, including DoDDS, home schooling, and/or British Schools may contact the School Liaison Office for assistance at 226-5078. The School Liaison Office is part of the 48<sup>th</sup> Mission Support Group and is located in building 950 on RAF Lakenheath across from the Eagle's Landing.

### CORE-CURRICULAR PROGRAMS

Lakenheath Elementary School engages students in a comprehensive nationally accredited curriculum program. Accredited by AdvancED (formerly, North Central Association, primary curricular programs include:

- Language Arts (Reading, Writing, Spelling, Handwriting)
- Mathematics
- Science/Health
- Social Studies

We also offer numerous and diverse resource programs and special activities that support the academic curriculum, including Spanish Immersion classes. Some of these programs include Computer Education and study trips to scientific and historical locations in the local area.

### SPECIALIST PROGRAMS

#### (Spanish Immersion, Art, Music, Physical Education, Culture, Computer Lab, Foreign Language in Elementary School)

**Art:** *PHILOSOPHY:* The DoDDS Visual Arts Education Program provides a quality program that fosters the pursuit of excellence in aesthetic interpretation and literacy. The Art Education Program represents the highest ideals and realistic endeavors toward perpetuating cultural heritage, maintaining high artistic standards, and sustaining well-built facilities for art.

It is the intent to instill within DoDDS students the desire to pursue their curiosities, which evolve through exposure to creative experiences. Art is basic to the educational process; it is a colleague and mentor to all subjects, and it establishes the balance necessary to the education of the whole child.

#### *GOALS:*

1. Demonstrate understanding of the arts and humanities.
2. Display appreciation of the arts and humanities.
3. Participate in various forms of artistic expression.
4. Analyze contributions of the arts to culture.
5. Evaluate the roles of the arts and humanities.

**Music:** The Department of Defense Dependents Schools emphasize that music is basic to the quality of human existence and is an essential part of the education of each individual. The study of music must clearly reflect those qualities, which give meaning, endurance, and importance to the art for the individual student. Through its distinct language, music conveys ideas and feelings. Music is a unique way of knowing, experiencing and communicating.

Music provides an avenue for the individual's search for creative expression. This expression is essential for the complete education of an individual. The discipline of music also provides experiences, which enable a person to perceive, respond to,

evaluate and enjoy the art. It is a bridge to understanding others and to respecting the creative expression of all cultures.

Music can be a source of lifelong interest and enjoyment for everyone. In order to grow to musical maturation, it is essential that students participate at their own level in a variety of rewarding and stimulating opportunities focusing on the development of musical responsiveness and understanding.

**Physical Education:** Physical education promotes the development of social behavior, positive self-concept, creative movement, efficient motor skills and appropriate levels of flexibility, muscular strength and endurance, cardiovascular endurance and body composition.

It is essential for children to dress appropriately to ensure safe and successful participation in PE classes. **Tennis shoes are required** and must have shoestring or Velcro fastenings. Slip-on shoes such as flip-flops are not acceptable for safety reasons. Loose fitting, comfortable clothing like or similar to a sweat suit is recommended depending on weather conditions. Dresses are not acceptable for participating in PE classes.

Students will be excused from participation in physical education classes with a note from the family doctor or a parent. Notes should specify the medical condition; extent of participation and dates student should be excused.

Generally, if a student is well enough to be in school, they should be able to participate in some capacity in all school related activities, including physical education.

**Spanish Immersion:** A Spanish Partial Language Immersion Program is offered at Lakenheath Elementary School. The language immersion instructional time comprises approximately 50% of the school day. Subjects taught in Spanish are math, science, social studies and health. Students learn Spanish and about Hispanic cultures within the self-contained classroom.

#### GOALS:

- Students will achieve functional proficiency in the target language
- Students will maintain and continue to develop skills in English
- Students will acquire an understanding and appreciation of another language and culture, which will in no way detract from their appreciation of their home culture

Every year a limited number of spaces are available in grades 1-3, and all kindergarten students are eligible to apply for first grade immersion at the end of the kindergarten year. Selection for the program is based on the following criteria:

1. Sibling already enrolled in the program
2. Minimum of two years DEROS date
3. Teacher recommendation (1-3)
4. Students registered in special speech and language, hearing, or English as a Second Language classes are not ordinarily recommended for placement

All students may be considered for the SI program. However, children with a hearing loss, or those receiving special services for language, or English as a Second Language, will be carefully screened before classroom/program placement approval.

**Host Nation/Culture:** All students participate in English culture classes. The primary objective is to develop an appreciation of the culture they live in through enrichment activities such as language, foods, songs, stories, traditional ceremonies and festivals, and various arts and crafts found throughout the United Kingdom.

The students integrate their studies of English culture into classroom activities, study trips, school-wide celebrations, and school exchange programs with local schools in the surrounding communities.

**Computer Class / Technology Lab:** All students in grades K-3 participate in computer classes in one of our two state-of-the-art computer labs. The School Information Media Center also provides stand-alone multimedia computer workstations for use by the students and teachers during, and outside of, the classroom instructional period. In all three labs, students have direct access to an automated catalog of resources, CD-ROMS, multimedia production and integration application of software through workstations networked to a primary server connected to the World Wide Web. There is a minimum of four high-speed computer workstations in each classroom connected through fiber optic cabling to a school-wide local area network. All classrooms provide an interface to the Internet as well.

**Information/Media Center:** The Information Center is open from 8:10 a.m. until 2:35 p.m. for student use. Teachers and other staff members are welcome anytime from 7:30 a.m. until 4:30 p.m.

The Information Center functions on an "open library" plan. Class visits for book exchange will be the responsibility of the classroom teacher. The classroom teacher and Information Specialists may mutually arrange special lessons for instruction, book talks, and storytelling. Students may come to the Information Center any time during the day, any day of the week, as it fits in with the classroom teacher's program and schedule.

Due to a limited amount of adult supervision during the lunch period, no more than two students with passes may visit the Information Center for educational purposes at this time.

Students will be allowed to check out **two books** at a time. If a student needs additional books for class reports or projects, he/she may have an additional book for each requirement. Student books will be checked out for a two-week period, with one renewal period of an additional two weeks.

Overdue notices for students and teachers are automatically prepared by the Columbia Library System on a daily basis. When a book has been overdue for a period of 30 or more days, a bill will be prepared and mailed to the student's sponsor. If the book is not

returned by then, a second and third notice will be mailed at 60 and 90-day intervals. The fourth notification is sent to the sponsor's commander.

### **Foreign Language in Elementary School (FLES):**

Lakenheath Elementary School conducts a *Foreign Language in the Elementary School* (FLES) Program. The goal of our FLES program is to lay the foundation for functional proficiency in the Spanish language. The FLES program at LES is the beginning of a long sequence of language study and leads to continuing courses in subsequent years. Classes meet a minimum of 90 minutes per week.

## **STUDENT SUPPORT PROGRAMS**

It is the philosophy of LES and DoDDS that all students should participate in regular classroom activities to the largest extent possible. Our resource teachers collaborate and sometimes teach within the regular classroom, but also select students for "pull-out" or small group and/or individual remediation or enrichment as needed.

**Instructional Support Specialist (ISS):** Assistance is offered in mathematics and language arts for students who fall below criteria scores in mathematics and reading tests. This program focuses on specific skill deficiencies, remedies those deficiencies, and dismisses students following demonstrated academic success.

**Read 180:** READ 180 is an intensive reading intervention program for our third grade students designed to meet the needs of children whose reading achievement is below the proficient level. The program directly addresses individual needs through adaptive and instructional software, high-interest literature, and direct instruction in reading skills.

**English as a Second Language (ESL):** The ESL teacher identify students from kindergarten through third grade with limited or no English language proficiency. The ESL program does not discourage the use of a child's native language, but encourages the

use of English by providing activities which promote listening, speaking, reading, and writing skills.

**Gifted Education Program:** The Gifted program provides opportunities for students to participate in various enrichment activities during the school year. Our teachers are committed to developing school wide enrichment opportunities for students, and feel that the unique worth, abilities, and dignity of every student should be recognized and cultivated. The cooperation and the exchange of talents among LES faculty and staff, and support from a variety of community members, enrich and deepen the education we offer and make our school an enjoyable and challenging place for learning. Contact our Gifted Teacher for more detailed information concerning screening and eligibility. As per DoDEA Gifted Education Program guidelines, "The progress of students receiving gifted education services is to be reviewed annually by the Gifted Review Committee. The review is generally completed at the end of the school year to document eligibility for the upcoming school year." All students moving to the intermediate school are reviewed for eligibility for the services offered at that level.

### PUPIL PERSONNEL SERVICES

**Counseling:** The counselors provide a variety of services to all our students, parents, and staff. Modeled after a Competency-Based Guidance system, the Guidance Program strives to be more proactive rather than reactive. The counselors provide classroom instruction, covering a wide range of topics related to personal well being and care. They also schedule individual and group counseling sessions for students in need of developing more appropriate social behaviors and study habits. Parents frequently meet with the counselors to discuss general topics related to social or behavior development of primary age children, or more specific topics like separation or deployment issues related to family dynamics. Please feel free to call our counselors to discuss any concerns you may have related to your child's educational program or well being at 226-3721.

**School Psychologist:** A full time qualified school psychologist is available to our school to provide psychological services. These services include specialized psychological testing, screening for educational difficulties, and/or assistance in dealing with individual concerns regarding student, parent, and/or family counseling issues. You may contact the school psychologist at 226-6355 for more information.

**School Nurse:** The School Nurse provides many health related services to our school including medical screening programs such as vision, hearing, dental, and scoliosis, as well as direct classroom instruction in health education, consultation, and the monitoring and follow-up of medical related issues. The nurse is available to care for health problems that occur during the school day. Health problems occurring at home should be dealt with at home or at the Medical Treatment Facility (*see page 22 for more detailed information about the Health Office services*).

### CHILD-FIND

Child-Find is the ongoing process used by DoDDS and the military departments to seek and identify individuals (from birth to 21 years of age) who may be eligible and in need of special education and related services. This includes students who are health impaired (deaf, blind, orthopedically impaired, etc.), communication impaired, emotionally impaired, those whose academic achievement is significantly below the expected, and whose needs cannot be met in a regular instructional program. Individual Educational Plans will be developed for those children eligible for services. Parents who feel their children fall into any of the above categories should contact Lakenheath Elementary School at ext. 3721.

## **SPECIAL EDUCATION PROGRAMS FOR EXCEPTIONAL CHILDREN**

Lakenheath Elementary School provides a wide range of services for children with learning difficulties. All programs are governed by issuances under Public Law 94-142, DS 1342-12, and IDEA guidelines. The goal is to ensure that all children receive support services for any identified handicapping condition that may directly impact learning.

Students enrolled in Special Education receive instruction based on the goals and objectives of the Individual Education Program (IEP). The goals and objectives of the IEP assist each child to experience greater success in the least restrictive environment. This might mean providing a pull-out program from the regular classroom for part or most of the school day, or 100% participation in the regular education setting with Paraprofessional assistance or consultation services from the Special Education Teacher.

**Assessors** evaluate the student in all areas related to the suspected disability. Evaluations include a vision, hearing and health screening, level of function and physical status. The Assessors prepare and individual assessment report based on their findings.

**Referral for Special Education Services** can be made by a teacher, parent, or medical provider. Referral information is available from the Case Study Committee (CSC) Clerk (DSN 226-3734), a school counselor, or classroom teacher. The CSC will ensure that a multidisciplinary team conducts the eligibility assessment. The assessors will be notified after the CSC receives written permission from the parent to assess. The parent will be invited to attend the assessment-planning meeting.

**Services for Students with Learning Impairments:** The LI program provides academic support services to qualifying students based on a learning disability that impairs the processing or production of information in a specific academic area or environment, or children who are diagnosed with an intellectual deficit.

**Services for Students with Communication Disorders:** CI services are provided for students with issues related to expressive language, receptive language, phonological disorders and students with speech disorders for articulation, fluency, or voice.

**Services for Students with Emotional Impairments:** EI support services are provided through the school counselors, school psychologist, nurse, and teachers of the Learning Impaired for those students with a clinically diagnosed emotional impairment.

**Services for Students with Other Health Impairments:** Support services are provided for those students who have a medically diagnosed impairment due to visual, hearing, physical conditions, autism, Attention Deficit Disorder, asthma, Traumatic Brain Injury, and other similar health related issues.

**Services for Preschool Children with Disabilities (PSCD)** is offered for children from three years of age who require special education services due to a developmental delay in language, cognitive, fine and gross motor, and/or emotional/behavioral skills. It is designed to provide early educational intervention. Research supports that by providing support and services to children and families in the early stages of identification that: (1) The child's development will not be as significantly delayed as it would be if left unattended until school age or older; (2) The stress for the family of having a child with a special need is lessened; (3) Early intervention programs are cost effective in that the need for services later can be prevented or reduced. Anyone wanting additional information on this program should contact the Case Study Committee (CSC) Coordinator or an administrator at (01638) 532672 or DSN 226-3232.

### **SURE START PROGRAM**

The purpose of the Sure Start Program is to serve children of military and DoD civilian employees living overseas. The program is modeled after the Head Start program in the United States and targets children who would benefit from a comprehensive four



component pre-school program. The four components are EDUCATION, HEALTH, SOCIAL SERVICES, and PARENTAL INVOLVEMENT. Sure Start is dedicated to providing a sound footing for formal education in the early primary grades.

Sure Start is a free, full-day program. It is available to the Lakenheath, Mildenhall, and Feltwell military communities primarily serving children that are 4-years old prior to 1 Sep. Priority is given to the children whose sponsor's rank is E-4 and below. Acceptance into the Sure Start program is based upon established criteria. Criteria and applications may be obtained from the school office.

### **GUIDELINES FOR SUPERVISING STUDENT ACTIVITIES** **(DoDDS-EUROPE)**

The following guidelines have been prepared to summarize those duties and expectations for adult supervisors, accompanying our students on DoDDS sponsored activities. It is designed to ensure the safety and well being of each child.

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators' Guide DoDEA-Manual 2005.1 concerning "School Sponsored Trips and Excursions."
2. Supervision must be provided during the entire period of the activity to include travel time in accordance with the DoDEA Administrators' Guide DoDEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full attention to the supervision of group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt to ensure that the students comply with all of the rules, regulations, and expectations relating to the activity.

3. Supervisors will not purchase, possess, use, and/or consume alcoholic beverages or any other controlled substance while in a supervisory role. Food and drink is not to be consumed on the bus.

4. It will be the responsibility of the adult supervisors to note any violations of the rules and behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well being of the student(s) a subsequent report, by either the supervisor or an activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators' Guide, DoDEA Manual 2005.1.

5. Siblings may not attend when parents attend as chaperones.

### **REGISTRATION**

The following documents and information is needed to register your child in school:

1. Copy of PCS orders (with student's name).
2. Shot Records (Copy will be made for School Nurse).
3. School Records from last school attended. (A "Request for School Records" form must be completed for all students. Please include address of last school attended and sign form as "Authorizing Agent").
4. Passport or Birth Certificate for Kindergarten/1st Grade Students: Initial placement of students to grades is based on age. Kindergarten students must be 5 years on or before 1 September to start school. First Grade students must be 6 years old on or before 1 September. However, if a student is 6 years old and attended a stateside school, they will be placed in First Grade upon presentation of report card from the previous school. We will need to make a copy of either the passport or birth certificate for verification and our registration files.

5. Social Security numbers for both student and sponsor are required on the registration forms.
6. Sponsor or spouse (with military ID) must sign the registration forms.
7. Local area contact name, address and home and duty telephone number.

Though not a requirement, it is *strongly* advised you provide a current e-mail address (either military or civilian) on the registration form. Important school information is forwarded by email.

**New Students:** Children enrolled during the school year and are registered before 11:00 am will start school the day following registration. Children registered after 11:00 am will start school two days after registration. For example: If a child is registered on Monday before 11am, they will start on Tuesday, if they are registered after 11am, they will start on Wednesday.

Parents should request to see a counselor at the time of registration if their child has any special needs. According to DoDDS Student Registration Regulation, all students' social security numbers are mandatory at time of registration.

There is a mandatory immunization policy for students attending DoDDS. A child will not be allowed to start school unless immunized against the following diseases: Diphtheria, Pertussis, Tetanus, Polio, Measles, Rubella, and Mumps. Children must have had 5 DPTs, 2 MMRs, and at least 4 Polio vaccinations. The last vaccination of each of these has to have been given after the age of four.) Exceptions to the policy will be made only in cases related to medical problems and religious objection. Since all 50 states already have these immunization requirements, there is standardization between DoDDS and US school requirements. Certificates to show that all immunization requirements have been met will be issued by the Immunization Clinic at the Lakenheath Hospital. These certificates will be required as part of the school registration. Parents may obtain certificates for their children by taking their

shot records to the Immunization Clinic any day between 0730-1600 (Monday through Friday). Their phone number is DSN 226- 6051.

### **UPDATING CURRENT SPONSOR INFORMATION**

**PLEASE NOTE:** It is imperative that the school has the most current addresses of home and unit, duty, and emergency telephone numbers and email of every sponsor whose child is enrolled in school. *Please ensure your phone will accept incoming calls from the school.* It is important for sponsors to notify the school promptly of any changes in address and telephone numbers. If your child becomes ill or is injured at school we need to contact you immediately. Do not use a stateside address or telephone number as an emergency contact.

### **TRANSFER/WITHDRAWAL OF STUDENTS**

The sponsor is required to notify the child's teacher and the school office, in writing or by phone, of the child's last day of attendance. Two-weeks (10 school days) advance notification is requested in order to prepare the relevant records. A progress report will be issued on the last day of attendance. A student withdrawing from school twenty days or less before the end of the school year will still be eligible for promotion. We need a copy of the sponsor's PCS orders to allow the school registrar to release the student's records. Students are not allowed to sign for school records.

### **HEALTH, MEDICATION & ILLNESS POLICY**

The School Nurse provides many health related services to our school including medical screening programs such as vision, hearing, dental, and scoliosis, as well as direct classroom instruction in health education, consultation, and the monitoring and follow-up of medical related issues. The nurse is available to care for health problems that occur during the school day. Health problems

occurring at home should be dealt with at home or at the Medical Treatment Facility. If your child has been ill with a fever or vomiting within the past 24 hours, it is highly recommended that you keep your child at home.

If your child will need to take medication during school hours, specific procedures must be followed. The School Nurse cannot administer any medication (including over the counter drugs such as cough medicines and aspirin) without the following:

1. Written permission from the physician stating name of medication, time to be taken, dosage, duration of administration, possible side effects, and purpose.
2. Written permission from the parent.
3. The medication must come in a pharmacy labeled container marked with the student's name, name of medication, amount to be taken, and time to be taken. The pharmacy will provide a separate bottle for School Use Only so that the medication bottle does not have to be carried back and forth daily.

Forms to be filled out by the physician and parent are available in the Health Office. Students are not allowed to carry medication at school. All medications must be kept in a secure place in the Health Office. Inhalers for asthma and allergies are considered medications and are also kept in the Nurse's Office.

Please make the school nurse aware of any health condition that may affect your child's performance in school.

Under most circumstances, children will be asked to participate in the normal activities of the school such as PE and recess unless the teacher has a note from the doctor stating that play must be restricted and they are excused from physical activities. Staff is on duty in the play areas during recess to supervise playground activities.

**ILLNESS POLICY:** To ensure the health of students, the following guidelines will be followed:

- **Parents will be called if their child shows signs of:**
  - difficulty breathing

- unexplained rashes
- elevated temperature above 100 degrees
- unusual behavior, i.e. child is cranky, less active than usual, unusual bouts of crying, general discomfort, seems unwell.

- **Children cannot be admitted to class with contagious diseases such as, but not limited to:**
  - Chicken pox - Must stay home until all pox marks are scabbed over.
  - Impetigo, Scabies, Ringworm - Must have treatment for 24 hours before returning to school.
  - Head Lice - Must be treated with lice shampoo and have nits (eggs) removed before returning to school.
  - Strep Throat - Must have treatment for at least 24 hours and have NO fever before returning to school.
- - Pinkeye - Must take prescription for 24 hours before returning to school
- Diarrhea or vomiting
- Severe cold
- A child who does not feel well enough to participate in usual daily activities.
- **Children may return to school under the following circumstances:**
  - Fever, diarrhea and vomiting have been absent for 24 hours.
  - Child feels well enough to once again participate in all activities.
  - Child is no longer contagious
  - Child has been under treatment as recommended by his/her doctor.

### **AFTER SCHOOL EXTRA-CURRICULAR ACTIVITIES**

A variety of after school activities are available to LES students. The activities offered are dependent upon availability of funds and teachers. Information about these opportunities will be emailed to

parents. If your child is interested in an after school activity, he or she will be required to have parent approval for participation in the activity. Permission forms will be sent home prior to the activity and must be returned to the teacher before the child will be permitted to participate. It is the responsibility of the parent to pick up their child on time after each class. A child may be removed from the after school activity if he or she is not being picked-up at the designated time the activity ends each day. Parents may want to have a back-up driver in the event they are unable to pick-up their child on time. A written permission slip must be given to the teacher about the pick-up arrangements.

**Department of Defense Dependents School**  
**Lakenheath Elementary School Calendar**  
**School Year 2012-2013**

27 Aug..... First Day of School for Grades 1-3

27- 31 Aug ..... Kindergarten Home Visits

**03 Sep..... Labor Day - No School**

04 Sep ..... First Day of School for Kindergarten

04 Sep ..... Start of Sure Start Home Visits

06 Sep ..... Open House, 4-5:30pm

13 Sep ..... First Day of School for Sure Start

05 Oct ..... Teacher In-Service Day - **No School for Students**

**08 Oct..... Columbus Day - No School**

02 Nov ..... Teacher Workday - **No School for Students**

07 Nov..... Parent Conferences - **No School for Students pm**

08/09 Nov ..... Parent Conferences - **No School for Students**

**12 Nov..... Veteran’s Day - No School**

**22 Nov..... Thanksgiving Day - No School**

**23 Nov..... Recess Day - No School**

**24 DEC- 04 JAN... WINTER BREAK**

**25 Dec..... Christmas Day Holiday - No School**

**01 Jan..... New Year’s Day Holiday - No School**

**21 Jan..... Martin Luther King Jr. Day - No School**

25 Jan..... Teacher Workday - **No School for Students**

04 Feb..... Teacher In-Service Day - **No School for Students**

**18 Feb..... President’s Day - No School**

08 Mar..... Parent Conferences (am)/Teacher In-Service (pm) - **No School for Students**

05 Apr..... Teacher Workday - **No School for Students**

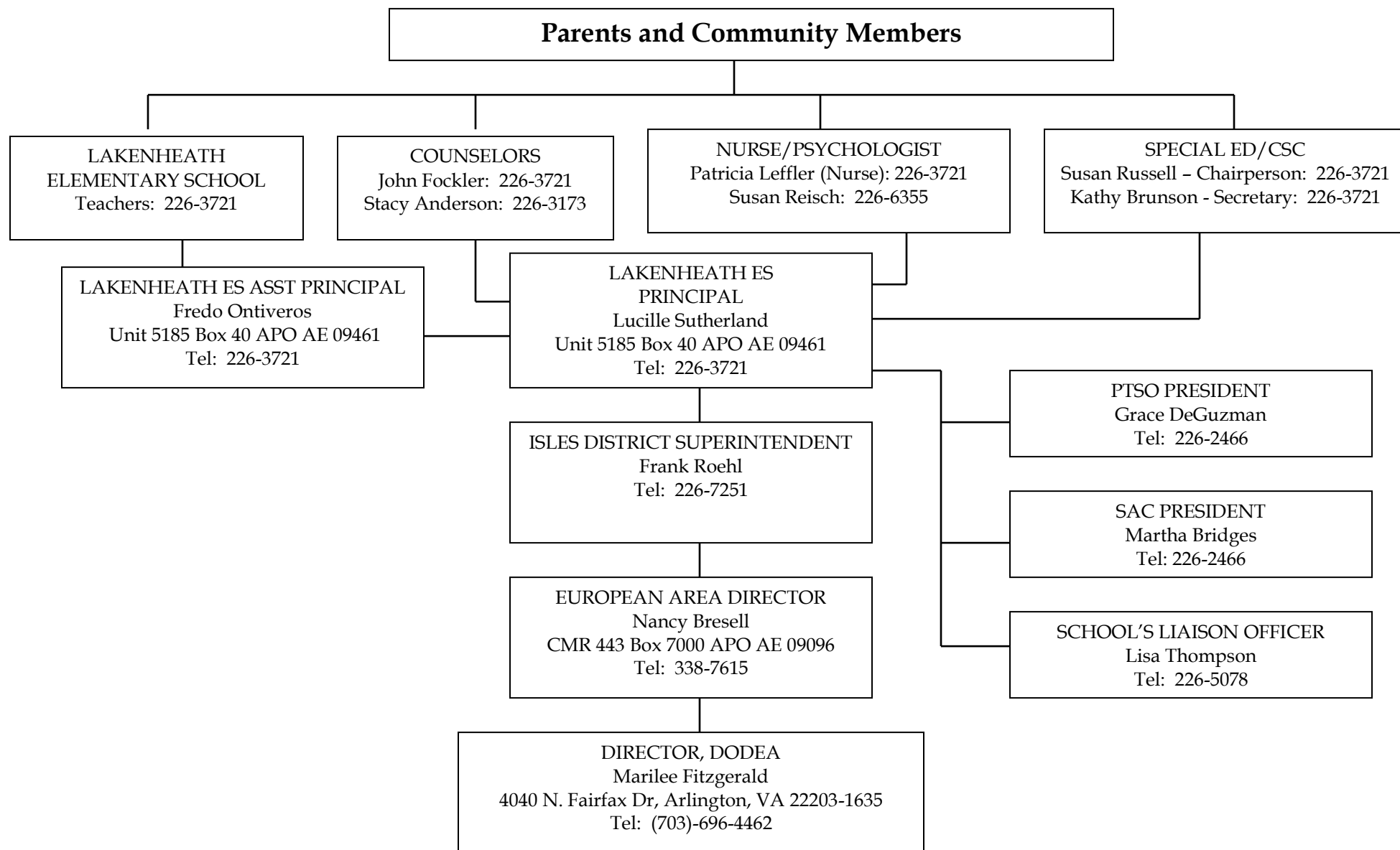
**08-12 APR..... SPRING BREAK**

**27 May..... Memorial Day - No School**

13 Jun..... **Last Day of School for Students**

14 Jun..... Teacher Workday - **No School for Students**

**LAKENHEATH ELEMENTARY SCHOOL**  
**Chain of Command for Addressing and Resolving School Level Issues**



With grateful appreciation, we acknowledge  
the generous funding provided by our  
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**Lakenheath Elementary School**  
**Parent - Student Handbook**  
**SY 2012 - 2013**

*This handbook was developed with the assistance  
of parents, staff members, and administration past and present.  
We welcome any comments or suggestions that might increase its usefulness.*