

PARENT HANDBOOK

Kleine Brogel Elementary School

2012 - 2013

Knowledge is the
Best road to
Excellence and
Success

SCHOOL CONTACT INFORMATION

Email contact:	KleineBrogelES.Principal@eu.dodea.edu
KBES phone number	011-79-25-27
KBES phone number from another country	00-32-11-79-25-27
KBES FAX	011-79-30-91
School website	www.kbro-es.eu.dodea.edu
School address:	Kleine Brogel Elementary School 701 MUNSS – Unit 8150 APO AE 09719

Welcome! Welkom!

Kleine Brogel Elementary School (KBES) is the smallest Department of Defense Education Activity School located in Europe. KBES was established to support the children of the American Air Force personnel who are stationed at Kleine Brogel Air Base, Kleine Brogel, Belgium. The school serves children from kindergarten through sixth grade in multi-age classroom settings. KBES shares an educational complex with a Belgian public elementary school, De Boomgaard. De Boomgaard is a pre-kindergarten through grade six school. This setting provides our students opportunities to share cultural events with their Belgian peers throughout the academic year.



KBES is located in the middle of Meeuwen, a small city in the province of Limburg, which is in the northeastern section of Belgium. The city of Meeuwen is approximately sixty miles east of Brussels, Belgium. The Meeuwen/Kleine Brogel area has traditionally been rural, but recently a slight influx of industrial growth has been experienced.

We, the faculty and staff, are pleased to provide a quality educational experience for the elementary students of the Kleine Brogel Air Force community.

KBES SCHOOL-COMMUNITY CONNECTIONS

- USE OF SPORTS HALL IN MEEUWEN FOR PHYSICAL EDUCATION INSTRUCTION
- WEEKLY SWIMMING INSTRUCTION AT A NEIGHBORING INDOOR POOL
- CULTURAL STUDY TRIPS THAT ENHANCE DODEA CURRICULAR AREAS
- ANNUAL “WELCOME BACK TO SCHOOL BBQ” SPONSORED BY THE PTO
- ANNUAL HOST NATION TRACK AND FIELD OUTING
- ANNUAL MULTI-CULTURAL SPORTS DAYS (K/1 AND 4-6)
- ANNUAL MULTI-CULTURAL SPORTS’ WEEK (2-3)
- ANNUAL MULTI-CULTURAL CROSS COUNTRY RUN (1-6)
- ANNUAL BELGIAN/AMERICAN SCHOOLFEEST
- ANNUAL BELGIAN EASTER BASKET EVENT
- ANNUAL BELGIAN SPONSORED “WEEK OF THE TASTE”
- ANNUAL THANKSGIVING AND CINCO DE MAYO LUNCHEON WITH PARENTS AND BELGIAN HIGH SCHOOL ENGLISH CLASS STUDENTS
- ANNUAL BELGIAN/AMERICAN (GRADES 4/5/6) WEEK-LONG, STUDY TRIP
- SINTERKLAAS VISIT – SHARED ACTIVITY WITH THE BELGIAN HOST SCHOOL
- ANNUAL JOB SHADOW DAY (GRADES 4-6) WITH BELGIAN AIR FORCE
- ANNUAL ‘READ ACROSS AMERICA’ CELEBRATED WITH BELGIAN STUDENTS

KBES PROMOTES

- CONTINUOUS SCHOOL IMPROVEMENT (CSI)
- A PROACTIVE SCHOOL ADVISORY COMMITTEE (SAC)
- AN ENERGETIC PARENT TEACHER ORGANIZATION (PTO)
- A STRONG SCHOOL/HOME/COMMUNITY PARTNERSHIP



Goal One: All students will improve targeted skills in mathematics across the curriculum.

Goal Two: All students will improve targeted skills in reading comprehension across the curriculum.

DoDEA Mission Statement:

The mission of DoDEA and KBES is to provide an exemplary education that inspires and prepares all students for success in a dynamic and global environment.

Kleine Brogel Vision Statement:

Our vision is that students will enjoy learning, think creatively, and act responsibly.

Kleine Brogel Elementary School proactively develops students for 21st century learning.*

*Creativity and Collaboration
* Information and Technology Literacy

CONTINUOUS SCHOOL IMPROVEMENT (CSI)

Our school improvement plan allows us to develop processes, interventions and best practices to achieve highest student achievement as outlined by DoDEA's [Community Strategic Plan](#). Our goal is to maintain and improve the quality of our students' success. School improvement is a DoDEA requirement worldwide. Its overall goal is to improve both teaching and learning, while each individual school focuses on needs and goals that are significant to its school and community.

SCHOOL ADVISORY COMMITTEE (SAC)

The KBES School Advisory Committee (SAC) is an elected committee composed of an equal number of parents and professional school employees at KBES (one parent and one staff member). The Installation's School Liaison Officer (SLO), the school principal and a member of the teacher's union are part of the SAC as non-voting members. The committee's purpose is to advise the principal on matters that are within the jurisdiction of the school and DoDEA. SAC meetings will be held a minimum of four times during the year with the meeting dates/times announced in the Road Runner Reports, our school newsletter. Parents may contact the SAC chairperson two weeks prior to each meeting with items of interest/concern and request that such be placed on the meeting's agenda. SAC meetings remain open to the community and parents are strongly encouraged to attend.

PARENT TEACHER ORGANIZATION (PTO)

The KBES Parent Teacher Organization is a non-profit group whose membership includes all parents and staff of KBES. Its mission is to promote open communication and understanding between parents and staff, and to enhance the educational experience of the students. The PTO sponsors family-centered activities that help raise funds to supplement educational materials and experiences for the children. It also works in partnership with the SAC to provide a forum for sharing information on issues that impact the students' education. **Annual membership dues are 10 EURO per child and should be paid within the first quarter of the school year.**

DODEA

www.dodea.edu

The Department of Defense Education Activity (DODEA) is a worldwide school system operated under a DoD Directive and is funded by an appropriation of the United States Congress as part of the overall Defense Budget. The Dependents Education Act of 1978 provides a legislative base for the dependent's schools.

There are three DoDEA regions (DoDDS-Europe, DoDDS-Pacific, and DDESS), each with an area director. The headquarters for DoDEA Schools is located in Arlington, Virginia.

Dr. Nancy Bresell is the DODDS-Europe Area Director, headquartered in Wiesbaden, Germany. Five District Superintendents report directly to the European area director. Our District Superintendent is Mr. Frank Roehl. The Isles District office is located in Feltwell, UK.

All organizations have a chain of command. In order to facilitate communication and ensure issues/concerns/questions and compliments are properly addressed and responded to, the first point of contact is the classroom teacher or specialist. If the issue remains unresolved, the school principal is the next level for elevation. If the issue remains unresolved at that level, the superintendent is the highest district level responder. Parents and students are urged to use the school chain of command.

ACCREDITATION

DoDEA schools are accredited by the North Central Association Commission on School Accreditation (NCA-CASI), an entity of AdvancEd, a global school accreditation group and the largest educational organization in the world. Schools earn accreditation through attainment of high standards, engagement in continuous school improvement, status reviews, and school visits. Kleine Brogel Elementary School was accredited during the AdvancEd onsite visit during the SY2009-10. The school was accredited for the next five year cycle. For more information, see <http://www.advanced.org/accreditation>.

MULTIAGE CONCEPT

KBES has three multiage classroom settings: K-1, 2-3, and 4-6. The goal of these classes is to meet the individual needs of each student and to actively engage and challenge the students in their learning experiences.

Multiage classrooms foster both social and academic growth for the students of KBES. The educational environment provides opportunities for the development of practical life skills, leadership potential, verbal and written communication, conflict management techniques, cooperative learning traits, and responsibility enhancement. Education within each of KBES' three classrooms is child-centered and combines themed-units of study with DoDEA adopted curriculum, standards, and texts that drive our overall instruction.

ADMISSION AND DEPARTURE TO KBES

All DOD sponsors are eligible to enroll their children in the Kleine Brogel Elementary School. Dependents must be six years old by 1 September of the current school year in order to be eligible for first grade enrollment. For kindergarten enrollment, students must be 5 years of age as of 1 September of the current school year.

When a family is PCSing from KBES, the date after which a school year is considered complete is 20 school days prior to the end of the semester. Students leaving before this date cannot get credit for the completion of the school year. Students may not be withdrawn early without PCS orders. A family trip taken before a PCS move is not a valid reason for early withdrawal. Please discuss any special situations with the administrator ahead of time.

RETENTION

When it is the best interest of the student, he/she may be retained in order to strengthen his/her foundation for readiness for the next grade level. After a careful analysis of the student's individual progress, achievement, and remedial interventions that have been documented and shared with parents, a mutual agreement between the parents, teacher and administrator will be made regarding retention. DoDEA Regulation 2000.3 (Reference b).

SCHOOL HOURS

- Students in grades 2-6 begin school on **Thursday, August 23, 2012**. You will find a school calendar for the 2012-2013 academic year on our website, at the back of the handbook, or pick one up at the school office.
- Students in K-1 begin school on **Monday, August 27, 2012**.
- Walkers should plan to arrive at school no earlier than 08:25.
- Students enter the building at 0825. **The school day begins promptly at 0830 and ends at 1445 (2:45 PM).**
- Please do not go directly to the classroom to pick up students until 1445 unless you have a medical appointment that requires an earlier dismissal (*please call ahead*).
- When visiting KBES for any reason (including early pick-up of your child(ren), please sign in at the visitor computer located at the school entrance.

LATE AND EARLY DISMISSAL

- Students who arrive late, or are picked up early, must be signed in or out at the front office.
- Parents MUST phone the school in a timely manner to notify staff of a change in after-school arrangements/transportation. This is especially important for notifying bus drivers.
- When parents are aware of a scheduled appointment or early pick-up, the classroom teacher should be notified in advance through a written note in the student's assignment notebook. Do not notify the school by email at the last minute.

ABSENCES

For the safety of our students, contact the office and your child's teacher by email or phone by 0900 if your child will be absent. State the reason for the absence and the possible number of days the student will be out of school. If you are requesting classroom assignments or other academic support materials, the teacher must receive notification at least one school day in advance.

In accordance with the attendance memo from our European director, dated August 10, 2006, the following is in force at KBES:

"EUCOM expects the following standards to meet minimum notification requirements:

- a. **Planned absences** are to be reported by the parents to the child's school no later than the day prior to the expected absence.*
- b. **Unplanned absences will be reported to the** child's school within one hour of the start of school on the day of the absence.*
- c. **Late arrivals will be reported to the child's school within one hour of the start of school on the day of the tardiness.***

In the event that a child does not have a planned absence from school and is reported by the classroom teacher to be absent, DoDDS-Europe will initiate the following procedures:

- a. **By 9 AM of the day of the unplanned absence, the school will contact the parent to report the child's absence.***
- b. **If the school cannot contact the parent, the school will phone those named on the emergency contact list.***

- c. *If contact information is not current/correct, DoDDS-E will initiate contact through the chain of command.*

To read the DoDEA attendance policy, go to:

<http://www.dodea.edu/attendance/docs/AttendancePolicy.pdf>

DISCIPLINE AND SCHOOL CONDUCT

It is DoDEA's policy that discipline be maintained consistently and appropriately in the school settings and during related activities. Students are encouraged to grow in self-control, develop a sense of positive regard for fellow students and demonstrate pride in the school community. Students are responsible for conducting themselves in a manner that does not violate the rights or safety of others. Students and staff share the responsibility of developing and maintaining a caring climate within the school environment that is conducive to productive learning.

It is important for all KBES students to feel and be safe at school. Bullying, aggressive behaviors and inappropriate language are not tolerated. Our staff practices positive reinforcement to help children avoid misconduct. If students are observed breaking a school rule, the students will be expected to complete a written statement describing the action and may then be interviewed by the school principal/counselor. Any witness(es) to the adverse action may be expected to comply likewise; this ensures that a global view of the occurrence can be considered before consequences are assigned.

Consequences can range from talking to an administrator, calling parents, missing recess, or suspension/expulsion. Consistent effort will be made to match consequences appropriately with the misconduct, taking into consideration the frequency and severity of previous occurrences. Parents will be notified in a timely manner when students display misconduct, and may be expected to attend a related conference.

If a student persistently violates school rules, displays disrespect for peers and adults, or commits a serious breach of conduct, parents will be contacted and a serious consequence may result. Throughout their tenure at KBES, students are responsible for:

- obeying school-wide rules, school bus rules, cafeteria, classroom and playground rules.
- accepting reasonable and appropriate consequences if responsibilities are not fulfilled.
- respecting all school and personal property.

To review the DoDEA policy on students' rights and behavior expectations go to:

http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

ANTI-BULLYING POLICY

Kleine Brogel Elementary prohibits acts of bullying or harassment. A safe, protective and respectful learning climate is critical for students to learn, grow and succeed.

Bullying or harassment is conduct that disrupts both a student's ability to learn and our school's ability to educate students in a safe environment.

Bullying or harassment is an incident or a pattern of incidents involving real or perceived intimidation, written, graphic, verbal, nonverbal, electronic communication, or a physical act or gesture that is directed at another student, parent, volunteer or staff member which:

- is physically damaging to person or property, real or perceived,
- causes emotional distress, real or perceived,
- interferes with a safe, protective and respectful learning climate,
- and/or disrupts the orderly operation of the school's mission.

Other Examples include:

Verbal: name-calling, teasing, threatening, or saying things to make someone feel bad

Social: spreading rumors, leaving people out on purpose, making fun of another's differences, ganging up on others

Physical: hitting, kicking, pinching, biting, shoving, destroying property on purpose

Cyber bullying: using email, Facebook (and other social media), blogs, gaggle, cell phones or other digital technology to harm others

These behaviors are considered bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle.

Examples of Consequences

- Admonishment/Warning
- Loss of privileges and/or recess
- Reflection writing and apology letter
- Temporary removal from the classroom
- In-school suspension
- Out-of-school suspension
- Legal action
- Expulsion or termination

It is imperative that students report any perceived instance of bullying or harassment to his/her teacher, counselor, or an administrator.

It is imperative that anyone who witnesses perceived bullying behavior report such behavior to the assistant principal at KBES, telephone 011-79-25-27.



This policy is to protect all children from bullying and cyber-bullying and protect students' civil rights for a safe, protective and respectful learning environment.

ZERO-TOLERANCE

Weapons or pretend weapons of any kind are never allowed in the school – this includes pocket knives, water pistols, play guns, toy weapons, sharp objects, or anything that could be used to frighten or harm someone else. Our school and the military commands will not tolerate any infraction of this strict “Zero Tolerance of Weapons” rule. Here are some questions and answers regarding this rule:

What does “ Zero Tolerance” mean?

Zero Tolerance means that neither weapons, nor replicas of weapons are allowed in school. Severe actions (suspension/expulsion) will quickly be taken against those who defy this policy. The zero tolerance also includes verbal expressions and/or symbolic gestures with inappropriate content.

Can students get into trouble if they know about or assist someone who has a weapon?

Yes! Knowing about a weapon without reporting it to a school official is considered a policy infraction.

Can students get into trouble if they bring a knife to school for a scout meeting after school, even if they keep it in their backpack and don't show it to anyone?

Yes! Bringing a weapon, or replica, to school or possessing such an item is a violation of policy.

Even toy replicas (water guns, cap guns, plastic knives, etc.) are not allowed.

Is threatening someone with a scissors considered an infraction using a weapon?

Yes! Items not designed as weapons, but used as weapons to harm, frighten, or threaten someone are considered to be weapons.

Please, review this policy with your children. You may want to check backpacks and pockets of younger children as they sometimes forget and pick up objects that they should not take to school. We thank you for your support in making our school a safe place for all children.

SCHOOL RULES

Individual classroom rules/guidelines are posted in each classroom. Students will be expected to know and abide by the guidelines of their respective classroom and be aware of the consequences connected with those guidelines. School-wide Rules (expectations) for students are:

- Walk and line-up quietly in the hallways (in a single file), to and from the playground, gym and lunchroom.
- Obey and respect all adults in authority.
- Speak respectfully to peers and adults.
- Keep your hands and feet to yourself – be respectful of personal space.
- Demonstrate self-control.
- Model acceptable behavior for others around you.
- If there is a problem, talk to a friend or to an adult. Our school counselor is also available for visits.

All adults in the school are responsible for all students and will be expected to address any misbehavior. Any behavior that disrupts teaching or creates a danger to others will be cause for disciplinary action. Any acts of physical violence can result in an immediate office visit. Cooperation between school and parents is vital in any disciplinary action.

DRESS CODE

Students engage in many activities during the school day. Be certain that clothing is comfortable, durable, **warm**, properly fitted, and suitable for current weather conditions. All outer clothing should be plainly labeled with the student's name. Student dress should in no way be distracting to the learning process. If a student wears inappropriate clothing parents will be called to bring appropriate clothing.

Students should not wear:

- *Any article of clothing that advertises beer, wine, drugs, or inappropriate information.
- *Clothes with profane or suggestive remarks.
- *Tube tops, tank tops, short shirts, and spaghetti straps.
- *Shorts and skirts should touch the wearer's fingertips on his/her legs.
- *Any clothing that has excessive rips, tears, or frays, or pants that are too loose, too tight or drag the floor.
- *Hats and sunglasses are not to be worn *in the school building*.
- *Flip flops, open-toed shoes and sandals. Students have outside recess (almost) every day of the year! Sturdy shoes prevent accidents.
- *Gang related clothing or items.
- *Clothing, costumes, jewelry, or make-up/face paint that may cause danger or distraction are not permitted unless these items are part of planned school activities.

ITEMS TO LEAVE AT HOME

Items that may cause material and substantial disruption to the educational process should be left at home. Parents, please help us protect the learning environment by ensuring that the following items remain at home:

- *Toys or stuffed animals are not to come to school unless they are part of a planned learning activity (teacher will share this in newsletters). Pokemon, Yugi's etc. cards are toys.
- *Students are not to buy, sell or trade toys or products at school.
- *Accessories (swords, guns, knives, weapons) that go with costumes are still considered weapons and fall under our **zero-tolerance** rule.
- *Please send healthy snacks instead of gum and candy.
- *Electronics such as IPODS, MP3 players, and electronic games are NOT to be used during the school day, which includes the LUNCH and RECESS periods and travel to and from swimming instruction. They may be used on the school bus before and after school, but upon entering the school campus they should be secured in the child's backpack. *Student cell phones are **not** permitted. (Bus drivers and school personnel have access to cell phones for emergency purposes.)

LOST OR DAMAGED ITEMS

To prevent loss, **all items should be marked clearly with the child's name.** The school is NOT responsible for any lost or damaged items.

APPROPRIATE LANGUAGE

Many children are sensitive to, and can feel confused when other children use inappropriate language and/or gestures. Profanity, cursing, sexual harassment and degrading or hurtful comments related to a student's race, ethnicity, culture, nationality, handicap, gender or religion, will not be tolerated. *Students who participate in any such activities will be disciplined*

PLAYGROUND RULES (Before, during and after school)

Please review these rules with your children.

- play in supervised areas only.
- sit on swings correctly.
- leave the sand on the ground.
- stay out from under all playground equipment.
- play games and use equipment safely.
- stay out of all bushes, trees and planters.
- wear weather-appropriate clothing (coats, jackets, hats, gloves, boots).

During school hours, KBES students will be supervised by staff members at all times (Recess, P.E. and Swimming).

PRESCHOOL

The Belgian Preschool Program starts on **September 3rd, 2012**. The age limit ranges from 2.5 years of age until the child is eligible for Kindergarten in our American School.

The curriculum of the Belgian Preschool Program is developed and conducted by Belgian school personnel. The preschool is not affiliated with Kleine Brogel Elementary School, or with the DoDEA.

CHANGE OF CONTACT INFORMATION

It is imperative that we have a valid emergency contact number readily available at the school at all times. Parents are responsible for notifying the school when:

- moving to a new address.
- there is a change in duty phone number(s).
- there is a change in home/cell phone number(s).
- going out of town and your child will stay with a friend, or caregiver.

In the event the school is unable to reach a parent/guardian, or the emergency contact person, a command representative will be called and asked to locate the parent and relay the student's needs.

ACADEMIC PROGRAM

KBES faculty and staff are committed to differentiated instruction that promotes individual student success. As with any educational program, a strong school-home partnership makes a huge impact on student achievement. We hope you will become involved with your student's success!

Curriculum

The school curriculum is outlined in the DODEA instructional standards and objectives (available at www.dodea.edu). The subject areas of reading, math, language arts, social studies and science are taught in the multi-age classrooms. Health, physical education (sports and swimming), host nation, art, computer and music instruction are also offered to our students.

DoDEA curriculum committees select textbooks, library books and supplementary instructional materials, which support the curricula. The materials are the same as those used throughout DoDEA, and in many school districts across the United States.

Progress Reports/Report Cards

A nine-week grading period is used throughout DoDEA. Report cards will be distributed no later than one week after the end of each quarter and may be presented at scheduled Parent/Teacher Conferences. Five weeks into each semester, teachers send progress reports to parents/sponsors. The progress report serves to inform parents of students at-risk as well as grade-level performance.

Parent/Teacher Conferences

The education of our KBES students requires a cooperative team effort. Conferences are a valuable tool for developing understanding and mutual cooperation. Formal parent/teacher conferences are held at the end of the first and second quarters of the school year. Parents are encouraged to make every effort to attend and are responsible for notifying the classroom educator if the conference requires rescheduling. If the mission permits, parent/teacher conferences are considered place of duty for military sponsor.

When parents wish to meet informally for conference days with a teacher, a note of request should be written in the student's assignment notebook. Parents can also telephone the school office (011- 79-25-27) to schedule appointments or to contact a teacher directly. Likewise, a teacher may choose to schedule an informal conference with a parent at any time during the school year. If a parent wishes to make a classroom observation, such requests need to be made directly to the teacher 24-hours prior to the desired visit.

Homework policy

Homework assignments are reinforcements of classroom curricular areas and are assigned to support student learning. The purpose of homework is to reinforce classroom instruction, increase understanding and retention, prepare for class discussion, and enhance the development of study skills. Assigned homework will reinforce instruction accomplished in class. It will not introduce new or unfamiliar concepts or skills. Homework assignments shall be designed to meet the needs and abilities of individual students. On average, students in Grades 1-3 will receive 2-4 hours of homework per week; Grades 4-6 will receive 5-6 hours per week. **DoDDS Homework Policy Statement, DS Administrative Instruction 2000.9**

UPSL

One of our school problem solving models is called UPSL; Understand, Plan, Solve, Look back. We encourage all students to learn and use the model for not only solving math problems, but also in reading comprehension, self-control, and making decisions at school and home.

Reading Counts

Reading Counts (RC) is an online, interactive assessment program that helps students monitor their reading comprehension. Students log on to computers in the Library Information Center (IC) or in their classrooms to take a short quiz on a book after they have finished it. Students can earn points or tokens for showing growth in reading comprehension across the year. We celebrate success in the Reading Counts program! Most fiction books in our library are part of the Reading Counts program.

ASSESSMENTS AT KLEINE BROGEL

- BAS (Benchmark Assessment System) – grades K-3 for reading comprehension
- SRI (Scholastic Reading Inventory) – grades 3- 6 for reading comprehension
- Beginning/End of Year Assessments in Math-grades K-6
- TerraNova 3 – Standardized tests given to all student in grades 3-6

The *TerraNova* assessments are intended to sample the many and varied skills represented in selected content areas. Staff, faculty and administration seek to continuously improve the quality of student achievement in the classroom and the *TerraNova* tests assist with that task.

Students perform better when they are well prepared for testing. Here are some steps that can help your child:

- Get enough rest. Prior to testing, make sure that he/she can go to bed on time. The next morning, they should have a nutritious breakfast.
- Congratulate your child on how prepared they are! When they come home, let them express feelings about the test. Show support and understanding.
- Parents should not schedule any appointments (medical, dental, etc.) during the morning hours of the test week, as this period is used for testing. It is a good idea to keep most family routines /structures intact during this time. It is also helpful to eliminate late evening excursions with the family.

Such parental preparations and support have paid big dividends over past years. DoDDS-Europe scores have consistently been in the upper 60 to 70 percentile across the board. Past year results of DoDDS-Europe *TerraNova* scores as well as other standardized test scores can be viewed on the web on the [DoDEA website](#). DoDDS-E students have made significant gains by increasing the percent of students in the "Above the Standard" and "At the Standard" levels since *TerraNova* was adopted in 1998.

HOT LUNCH PROGRAM

Nutritious hot lunches are served family-style in the Belgian lunchroom daily. Prices for hot lunch are as follows:

Elementary Students in grades 1-6)	2,75€ daily x 5 = 13,75€/week
Kindergarten Students	2,25€ daily x 5 = 11,25€/week
Adults	5,00€ daily

The Hot Lunch program starts on August 24. The students must bring sack lunches on any day (Belgian holiday) when the cafeteria is closed; parents will be notified prior to these closures. At the end of each month you will receive a bill for the meals your child has had that month. You can pay that bill through your local Belgian bank like you pay any other local bill.

CAFETERIA RULES

While in the cafeteria for lunch, students should talk quietly, walk, sit at assigned tables, use good table manners, and remain seated until dismissed by a monitor.

SCHOOL BUS PROGRAM

The Belgian Air Force from the Kleine Brogel Air Base provides two school buses and drivers for the KBES student population who live within the designated bus routes. As our base is a Geographically Separated Unit (GSU) with no family housing on the base, the length of the students' bus rides to/from school varies from ten to forty minutes

Twice each school year the students and staff of KBES receive an in-service program on school bus safety. We ask that parents reinforce this by talking with your children about the daily importance of bus safety. Parents are also asked to refer to the Memorandum on Standards of Conduct for DoDEA School Buses; a copy is available at the office.

It is required that all students:

- keep their hands and feet to themselves.
- are courteous to the bus driver and polite to others on the bus.
- stay in their seats for the duration of the bus ride.
- talk in a calm, quiet voice.
- not eat or drink on the bus.
- board and leave the bus in a quiet, calm, orderly manner.

Please remember that riding the school bus is a privilege; misbehaving on the bus may result in a suspension of this privilege. The POC for bus related issues is the KB Base School Liaison Officer, telephone 011-34-94-21.

INCLEMENT WEATHER

In cases of inclement weather, the installation commander will coordinate with the school principal, or her designee, regarding school closings, delayed openings and/or early departures. Sponsors should not drive students to school when busses are not operating. The announcement will be made over AFN radio. AFN at KB is found on 106.2 FM, while AFN for AFNORTH can be heard on 89.2 FM. Command Post will also be notified of any school opening changes due to inclement weather and disseminate and email and phone message via the ATHOC system. Please ensure that your contact email and phone numbers are correct and current with the SLO (011-34-94-21).

VOLUNTEER PROGRAM

Volunteers are critical to school excellence. If you are interested in volunteering time and talent, please come by or call the office at 011-79-25-27, or contact our School Liaison Officer, Ms. Deborah Plante, at deborah.plante.1@us.af.mil

Before volunteering, please complete a volunteer form for our records. Forms are available in the office.

Upon entering the school for volunteering, visiting, or lunching with us, please remember to sign in on the computer at the front entrance near the offices. Also, take a badge to wear while visiting on school grounds.

PARENT USE OF THE INFORMATION CENTER

Our library has a collection of books dealing with behavior/discipline, general education, special education, and other topics that may be of interest to parents. These may be checked out through our Library Tech. Our Information Center has 12 computers to help students with research and projects.

You may also check out books and children's movies to take home. Parents are invited to volunteer as guest readers each Friday, and we are always looking for library helpers for shelving and maintenance! To volunteer, please call main office (011-79-25-27).

NAME LABELS

Parents are requested to label every item of clothing, lunch boxes and other articles brought to school with the child's name. **The school is not responsible for lost items.**

PHYSICAL EDUCATION

Physical education is an important part of the school curriculum. Every Wednesday the students will go swimming (swimming is part of each child's PE curriculum). The instruction is provided by certified Belgian swimming instructors. Staff member(s) will monitor our students' behavior during the activity. **Please send your child's bathing suit and a towel with him/her each Wednesday in a plastic/waterproof bag**, unless otherwise stated in the school newsletter or on the events calendar which is sent as an e-mail weekly by Office Staff.

We have PE every other Wednesday in the Sports Hall across the driveway from the school. **In order to participate in gym class, your child must have a pair of tennis shoes with all white soles for indoor use only.** These can be purchased at local shoe stores for about 5€.

- Street shoes are not allowed in the Sports Hall.
- PE / tennis shoes should be name-labeled and left at school.
- ALL students are expected to participate in all PE / swimming sessions. (If an illness, or injury, arises and your child cannot participate, please send a note to your child's teacher explaining the reason for non-participation.)

HOST NATION PROGRAM

The overall objective of intercultural education is the development of open-mindedness toward other individuals, groups and cultures. The primary emphasis of our Host Nation program is to provide an appreciation and understanding of the culture of our host country, Belgium.

The KBES Host Nation class' aim is to ensure that our students will:

- feel comfortable when making contacts within the Belgian community.
- be able to identify and appreciate the similarities and differences between the U.S. culture and that of the Belgian host nation.
- acquire basic skill in the Flemish language that will help when students are in contact with persons in the local community.

HEALTH ISSUES

Health Records

Health records are maintained for each individual student. Parents must assist in keeping that information up-to-date. Please, provide the Health Tech with updated copies of immunizations and other relevant health information as necessary/requested. If your child fails to meet the minimum DoDEA requirements for immunizations, he/she will not be allowed to enroll or to remain in attendance until the immunizations are updated. It is the responsibility of parents to have immunizations updated and to provide current information to the school's Health Office/Health Tech.

Medication

Based on DoDEA's Health Service Guide, DS Manual 2942, the school Health Tech does not administer medication; this includes Tylenol, cough drops, or any over-the-counter medication. The only exception is specific physician prescribed medication.

In order for a student's prescription medication to be administered at school, the following must be in order and on file with the Health Tech:

1. A written/signed order from the physician stating the name of the medication, dosage, and the time medication is to be administered at school.
2. Written permission from the parent for the administration of such medicine.

3. The medication must be in its pharmacy-labeled bottle that is clearly marked with the student's name, the name of medication, and time of day and dosage to be taken.

We are not permitted to give medication to your child until all the proper paper work has been filled out and signed by a doctor. You may obtain these forms and information on this policy from the school Health Tech. Please let the teacher know if your child is taking medication. ***Students are not permitted to have medication in their possession during the school day, unless the proper forms are signed.***

Accidents / Illnesses

Minor cuts, bruises, and scratches occurring on the school premises will be treated in the health office. Parents will receive a note from the Health Tech or a phone call notifying them to the nature of the injury/illness. Emergency first aid is administered when required.

If a student becomes ill or is injured during school hours and requires medical treatment, parents will be notified immediately. If deemed necessary, the local ambulance will be called to transport a child to a nearby medical facility.

When a child needs to be sent home, he/she can only be released to an authorized adult. **Keep your emergency contact information up to date** (name of emergency contact person and a valid phone number for the same).

Contagious Illnesses

Contagious illnesses visit all schools periodically. To minimize the spreading of infectious illnesses, we ask that you follow the procedures outlined below. If your child has to be sent home due to an illness, before returning to school he/she must:

- be fever-free and medication-free for at least 24 hours.
- have no unknown rashes.
- be using medication (if required for a contagious illness) for at least 24 hours

If your child exhibits other than normal behavior and complains of feeling ill, please refrain from sending him/her to school, and telephone the school to report the nature of the absence. **A student who is sent home from school due to a fever, contagious illness or vomiting will be sent home for 24 hours.**

- Pink Eye - If a child has, or appears to display symptoms of "pink eye", the parent will be called to pick up the child. The child will need to be seen by a physician and may return to school as soon as the physician, who prescribed the proper medication, gives approval.

- Lice - If lice (nits or eggs) are found on any child, the parent will be notified, and the child will be sent home for treatment. Specific advice on treatment for head lice and suggested products to use may be given to parents by the Health Tech. It may also be advised that the student see a physician for treatment. Annual head-lice checks are performed school wide.
- Annual vision, hearing and Scoliosis checks are performed school-wide.

PROJECT CHILD FIND

DoDEA conducts regularly scheduled screening activities to determine if school age children may have handicapping conditions and need individual, appropriate, specially designed instructions and programs. Generally, these are children who are not enrolled in the school at the present time. Child Find screenings may identify delays that would support eligibility for servicing in the following categories:

1. Learning disabilities / suspected learning problems
2. Visual impairments
3. Hearing impairments
4. Physical impairments
5. Language or speech impairments / delays
6. Pre-school developmentally delayed, or other health impaired (ages 3-5)
7. Multiple handicapping conditions

Questions and concerns should be addressed to the KBES Principal, Tel: 011-79-25-27.

SUSPECTED CHILD ABUSE AND/OR NEGLECT

Our staff members are required to report any observed marks, injuries, unusual behaviors, verbal reports from students or other indicators of abuse or neglect to military and DoDDS authorities.

Parents will not be notified before this action is taken. It is the responsibility of the military authorities to examine the child, contact the parents, and determine what course of action should be taken.

TIPS FOR STUDENT SUCCESS

- Establish an “early to bed” routine so children come to school rested.
- Send children to school with a feeling of security and home support.
- Ensure children eat a healthy breakfast daily before coming to school and send a healthy snack to school daily with your child.
- Stress the importance of finishing all school work with pride, and help your child check finished work for errors and neatness.
- Go over work papers sent home from school; sign and return as requested. Also, sign the daily assignment notebook.
- Encourage your child to read and take time to model good reading to your child frequently.