

**LAJES  
ELEMENTARY/HIGH  
SCHOOL**

**SY 2012-2013**



**ELEMENTARY  
PARENT STUDENT  
HANDBOOK**

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# CALENDAR 2012-2013

## 2012

Tuesday, August 21 ----- New Student/Parent Orientation  
Friday, August 24 ----- Open House – Grades 1-5  
Monday, August 27 ----- First Day of School for Students - Grades 1 – 12  
----- Begin 1<sup>st</sup> Quarter & 1<sup>st</sup> Semester  
----- Kindergarten Orientation  
Wednesday, August 29 ---- Middle School Open House – Grades 6-8  
Thursday, August 30 ----- High School Open House – Grades 9-12  
Friday, August 31 ----- Teacher Training Day – Half Day – Early Release @ 1115  
Monday, September 3 ----- Labor Day – Federal Holiday – No School for All Students  
Tuesday, September 4 ----- First Day of School for Kindergarten Students  
Thursday, September 13 -- ----- First day of School for Sure Start Students  
Friday, September 14 ----- Teacher Training Day – Half Day – Early Release @ 1115  
Monday, September 17 ---- Teacher Training Day – No School for All Students  
Monday, October 8 ----- Columbus Day – Federal Holiday – No School for All Students  
Thursday, November 1 ----- End of 1<sup>st</sup> Quarter  
Friday, November 2 ----- Teacher Workday – No School for All Students  
Monday, November 5 ----- Begin 2<sup>nd</sup> Quarter  
Thursday, November 8 ----- Parent/Teacher Conferences  
----- Grades K-5 Only – No School for K-5  
Friday, November 9 ----- Parent/Teacher Conferences  
----- Grades K-12 – No School for All Students  
Monday, November 12 ----- Veterans’ Day – Federal Holiday – No School for All Students  
Thursday, November 22 --- ----- Thanksgiving – Federal Holiday – No School for All Students  
Friday, November 23 ----- Recess Day – No School for All Students  
Friday, December 7 ----- Teacher Training Day – No School for All Students  
December 24 – January 4- ----- Winter Recess – No School for All Students

**2013**

Tuesday, January 7 ----- Instruction Resumes  
Monday, January 21 ----- Martin Luther King, Jr. Day – Federal Holiday –  
----- No School for All Students  
Thursday, January 24 ----- End of 2<sup>nd</sup> Quarter & 1<sup>st</sup> Semester  
Friday, January 25----- Teacher Workday – No School for All Students  
Monday, January 28 ----- Begin 3<sup>rd</sup> Quarter & 2<sup>nd</sup> Semester  
Friday, February 1 ----- Parent/Teacher Conferences  
----- Grades K-5 Only – No School for K-5  
Friday, February 8 ----- Teacher Training Day – No School for All Students  
Monday, February 18 ----- Presidents’ Day – Federal Holiday – No School for All Students  
Friday, March 1 ----- Parent/Teacher Conferences  
----- Grades 6-12 Only – No School for 6-12  
Friday, March 8----- Terra Nova Prep  
March 11 – March 15 ----- Terra Nova Testing  
Thursday, April 4 ----- End of 3<sup>rd</sup> Quarter  
Friday, April 5 ----- Teacher Workday – No School for All Students  
April 8 – April 12----- Spring Recess – No school for All Students  
Monday, April 15 ----- Instruction Resumes & Begin 4<sup>th</sup> Quarter  
Friday, April 19 ----- Parent/Teacher Conferences  
----- Grades K-5 Only – No School for K-5  
Monday, May 27 ----- Memorial Day – Federal Holiday – No School for All Students  
Friday, June 7 ----- High School Graduation  
Thursday, June 13----- End of 4<sup>th</sup> Quarter & 2<sup>nd</sup> Semester  
----- Last Day of School for Students



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DISTRICT SUPERINTENDENT  
MEDITERRANEAN DISTRICT  
UNIT 31401, BOX 11  
APO AE 09630-0005**



10 August 2012

Dear Students and Parents, Community and Commands, Educators and Support Staff:

As the new Superintendent of the Mediterranean District, I am delighted to welcome you to another school year! Last year was an extraordinarily busy one, with many challenges, and this year seems to be headed in the same direction—only faster! However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staffs, we will prevail on all fronts. I am counting on the continued dedication and good will of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

Having come to the Mediterranean District from the Isles District, and now having spent two years here as the Assistant Superintendent, I am fully aware of the various country requirements, cultural differences, logistic problems, and extraordinary challenges you are facing. One of my major goals is to guarantee that each of our 18 schools in the five countries comprising our district has a smooth and very successful year. In order to do that, however, I need open and frequent communication with all of you. Equally important is that I am very fortunate to be working with a veteran leadership team, knowledgeable and productive educators, and a finely honed District Office staff.

What awaits us this year? Aside from the ever-present funding hurdles, we are looking at important military transitions in Rota, Vicenza, and possibly Sigonella. Where other districts are facing closures or “drawdowns,” the Mediterranean District is facing significant student increases due to military adjustments around the globe within the next two years. We already are seeing significant use of the Video Teleconference (VTC) in all areas—for training and interactive meetings. Strong security measures will remain in place throughout the district, and our Safety & Security Officers will be keeping close watch on potential problem areas. Our most important goals are to provide all our students with challenging 21<sup>st</sup> Century educational opportunities in safe and solid environments, guaranteeing their highest achievements in all aspects of school life.

I will be visiting your schools and look forward to meeting you.

Mr. Kent Worford, Superintendent  
Mediterranean District



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
LAJES ELEMENTARY HIGH SCHOOL  
UNIT 7725  
APO AE 09720  
Telephone: (351) 295 574151  
E-mail: [barbara.hickman@eu.dodea.edu](mailto:barbara.hickman@eu.dodea.edu)



Lajes AFB, Portugal

Dear Students, Parents and Guardian,

Welcome to School Year 2012-13 and the lovely island of Terceira, if you are new to the island. The wonderful thing about school years is that we all get to start all over again. Like many of you, I am new to the island this year and I am looking forward to many new beginnings.

Lajes Elementary School/High School is a pre-kindergarten (Sure Start and Preschool Children with Disabilities only) through Grade 12 school with a current projected enrollment of approximately 325 students, which makes it a fairly unique experience for our students. By the end of the year most of our students will know all the other students in the school. And for our high school students it means that they will have many athletic participation and/or leadership opportunities that they would not have in a larger school.

Dr. Renee LaFata (assistant principal), the faculty and I are all looking forward to getting to know and work with all of you to ensure that each and every student in the school is successful this year academically and socially. To that end we ask that every student comes to school every school day on-time with all his or her required materials prepared to do his or her best. Success is a team effort and every player (student, teacher and parent) is an integral part of that team. When every player does his or her best everyone wins!

Fridays at Lajes ES/HS will be spirit days. Our school colors are blue and gold and our mascot is a falcon. The PTO has t-shirts and hooded sweatshirts available for sale, but any blue and gold clothing and/or appropriate accessories are fine. Let's build a strong, healthy, spirited team by proudly wearing our school colors on Fridays.

Again, welcome to a year of new beginnings!

Sincerely,

Dr. Barbara Hickman, Principal

## **Mediterranean School District**

Stretching from Adana, Turkey to Rota, Spain and from Lajes, Azores, Portugal to Catania, Sicily, the DoDDS Mediterranean District serves students in some of the most historic and beautiful spots on the globe.

### *District Vision*

The Mediterranean District Superintendent's Office (DSO) will provide leadership, support and guidance, resources, and quality control to ensure a successful educational environment at each school.

### *District Mission*

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

## **Introduction to Lajes Elementary High School**

Lajes E/H School is one of many schools worldwide, which make up the Department of Defense Education Activity (DoDEA). The mission of DoDEA is to provide a quality education from Kindergarten through grade 12 for the eligible minor dependents of Department of Defense military and civilian personnel on overseas assignments.

The school's mailing address is:

Lajes Elementary High School  
Unit 7725  
APO AE 09720-7725  
DSN: 94-312-535-4151  
Civilian: 295-574151/573357

Principal E-mail: [Barbara.Hickman@eu.dodea.edu](mailto:Barbara.Hickman@eu.dodea.edu)  
Assistant Principal Email: [Ione.LaFata@eu.dodea.edu](mailto:Ione.LaFata@eu.dodea.edu)

School Web Address: <http://www.laje-ehs.eu.dodea.edu/>

### *Lajes Elementary/High School Vision Statement*

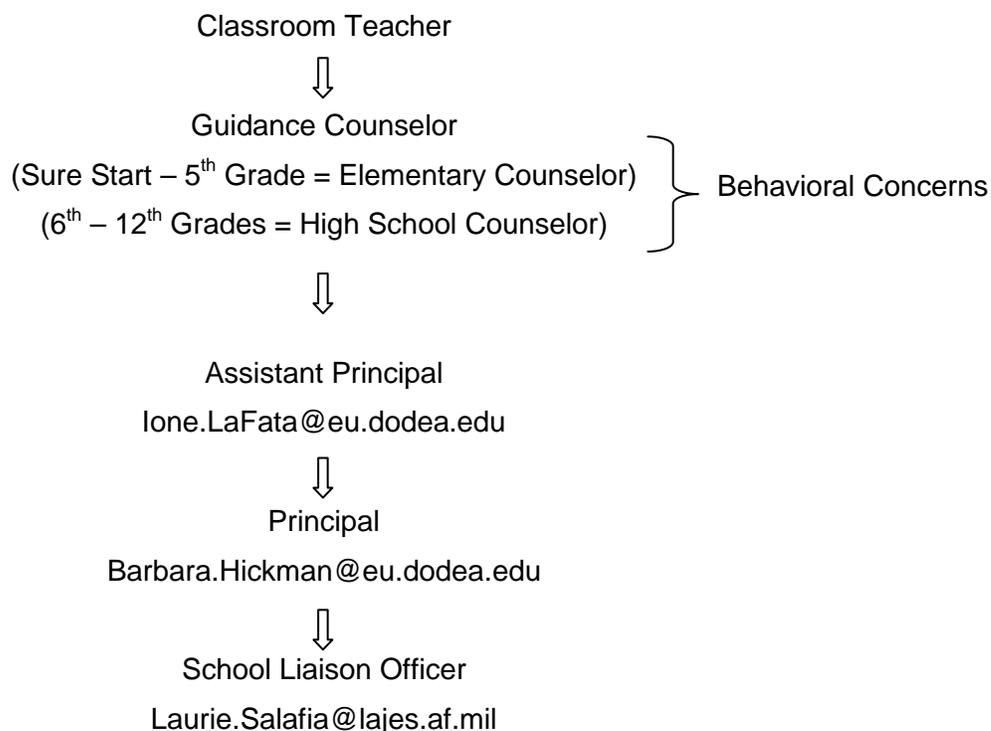
All stakeholders will provide a nurturing, safe learning environment which will contribute to the development of responsible students who possess the skills, attitudes, knowledge, and values to succeed in a changing world.

All students, by 2014, will increase their proficiency in critical reading through improvement in analyzing text in all content areas as measured by system-wide and school based assessments.

All students, by 2014, will increase their proficiency in math through improvement in number relationships and application across the curriculum as measured by system-wide and school based assessments.

## Chain Of Command

It is the belief of the Lajes Elementary/High School Administration that all concerns, questions, etc. be resolved at the lowest level by appointment. Our Chain of Command is as follows:



It is recommended that questions of attendance, tardiness, discipline, or academic progress be directed to the appropriate office.

For attendance and tardiness, contact the administrative office. (Extension: 535-3357/4151)

For discipline or behavior concerns, contact the school Assistant Principal. (Extension: 535-3357/4151)

Appointments can also be made by email or note.

If a concern cannot be resolved at the school administrative level, then you may contact the District Office. The Superintendent's Office for the Lajes schools is located in Vicenza, Italy. The Superintendent is Mr. Kent Worford. His e-mail address is: [Kent.Worford@eu.dodea.edu](mailto:Kent.Worford@eu.dodea.edu). His telephone number is DSN: 634-8460 or Civilian: 00 39 0444 8460.

Headquarters for DoDEA is in Arlington, Virginia. The DoDEA Director is Ms. Marilee Fitzgerald. Her e-mail address is [DoDEA.Director@hq.dodea.edu](mailto:DoDEA.Director@hq.dodea.edu). Her telephone number is: Civilian: 703-588-3200.

## GENERAL INFORMATION

### Attendance Policy and Procedures

The Department of Defense Dependents Schools (DoDDS) educational program is organized on the assumption that students will attend school regularly and punctually. At Lajes E/H School, we believe that punctuality and regular attendance at school will increase the chances of students' academic success and will teach them the values and rewards of self-reliance and dependability. We also believe that punctuality and regular attendance contribute to a distraction-free learning environment. DoDEA has recently issued a DoDEA-wide attendance policy. The policy can be found at [http://dodea.edu/foia/iod/pdf/2095\\_01.pdf](http://dodea.edu/foia/iod/pdf/2095_01.pdf). Please refer to the new policy for specific information in regards to absences and tardies.

### Bus Transportation

#### General Information

Bus transportation is a privilege and not a right and is provided by the Air Force free of charge for students who attend Lajes E/H School. This service is made available to all families living off-base in the following villages: Fontinhas, São Brás, Agualva, Vila Nova, Lajes, Santa Lúzia, Juncal, Praia, Cabo da Praia, Porto Martins, Fonte do Bastardo and Casa da Ribeira.

To register your student for school bus services, you must complete a School Bus Registration Form, which can be picked up at the school's main office or from the School Liaison Officer. To allow for proper coordination, service may not begin for up to five (5) duty days.

Bus discipline guidelines and the enforcement of those standards are monitored by the School Liaison Officer. Any concerns/issues such as bus routes, pickup times, etc., should also be addressed to the School Liaison Officer at 535-5711.

#### Student Conduct on School Buses

The School's Liaison Officer and Transportation Officer are tasked with the responsibility of ensuring the safety and social well being of all students riding the school buses. We urge parents to emphasize and discuss the appropriate kinds of conduct expected with their children when they ride the bus. Reported incidents of inappropriate conduct or use of indecent language by students will be dealt with by the School's Liaison Officer and/or Assistant Principal. Sponsors will be notified if their children have been reported for improper conduct on the bus. Bus privileges will be denied to students who repeatedly ignore bus rules and jeopardize the safety of other students. Specific questions concerning bus safety and student conduct should be directed to the School's Liaison Officer and/or the Assistant Principal.

The bus driver and/or monitor have the authority and the responsibility to maintain order and to enforce safety regulations on the bus. Students who create problems will lose the privilege of riding the bus.

The school staff is responsible for standards of conduct for students while in transit to and from school-sponsored activities such as field trips and athletic events. The school administrators are charged with enforcing the following DoDDS-Europe standards of conduct by students in transit to and from school.

#### The 10 School Bus Rules

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.

3. Stay properly seated.
4. Keep your hands, feet, and other body parts to yourself.
5. Do not throw things.
6. Put nothing out of the window.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, smoking, prohibited items or vandalism.
9. Do not eat, drink, or chew gum.
10. Be responsible, be safe.

### **Change of Contact Information**

If your contact information changes at any time during the school year, it is critical that you inform the administrative office as soon as possible of the change.

It is very important that the school have your current home phone number, sponsor and spouse duty phone numbers, physical address, sponsor and spouse cell phone numbers, email address and at least one emergency contact. Because situations can arise where we have an emergency on hand and are unable to reach the student's parent/sponsor, it is essential that we have an emergency contact on file listing his/her home phone number, duty phone and/or cell phone number.

The school should also be notified in the event that both parents are off island and your student is being cared for by another adult. The school must be provided with the appropriate Power of Attorney as well as contact information for the individuals listed on the Power of Attorney who are responsible for your student during your absence.

Remember, if we have to contact you with regards to your student, it is imperative that we have current contact information on file for you.

### **Child Find**

A DoDDS initiative called Child Find continuously attempts to locate and identify handicapped persons age birth through 21 who need individual and appropriate school education. Once identified, the needs of children ages 3-21 with visual, hearing, communication, learning and/or physical handicaps and developmental delays, can be met through the special education services offered in the DoDDS schools. Anyone may refer a child or young person who seems to need special educational help to a school counselor. You can help identify children who may need these services by spreading the word about Child Find among your friends and neighbors. For more information about Child Find and the special education services offered by this school, please call or stop by the office during regular school hours.

### **Computer Usage**

Every student must sign an Internet Agreement Form at registration and is held responsible for all material in their files. Instant messaging, downloading shareware, games, music files, pictures, or anything not directly related to the educational program of Lajes Elementary/High School constitute misuse of a government computer. All student storage space and usage is monitored by DoDDS-Europe. **Access to school computers and networks will be revoked from anyone found in violation of this policy.**

### **Early Dismissals**

All students who leave early in the school day must be signed out in the office. Children cannot be released to non-family member or friends without written authorization that has been confirmed by the office in advance. If a parent intends to pick up a child before regular dismissal time, a note should be sent to the school indicating the time the child should be sent to the school office. A Babysitter/Nanny

needs a power-of-attorney. Please, provide the sitter/nanny's name, telephone number, address, and any change in the child's after-school schedule.

### **Fire Alarms**

The Fire Alarm is an emergency signal to evacuate the building. Be familiar with all of the fire exits and the route of departure from all of your classrooms. If the fire alarm is activated, please do not enter the building. If you are inside the building, please leave via the nearest exit and join the study body until the "all clear" is given.

### **Information Center Program**

The media center is an important part of your child's educational program. The teachers and specialists in the classroom use materials from the center. Things to find there are books, computers with CD ROM capabilities, video tapes, audio cassettes, filmstrips, records and all of the equipment needed to use them. Students and parents are responsible for lost, damaged, or stolen books. Parents are welcome to visit the media centers at any time.

### **Lost and Found**

The Lost & Found locations are in the cafeteria/multi-purpose room and in the main office. Valuable items, such as ID cards, watches, jewelry, and wallets, should be turned into the main office for all grade levels. Students should also know that anything that is not recovered prior to the last day of each quarter will be donated to a charitable organization.

### **Nurse's Office**

The Nurse's Office is staffed by a Registered Nurse. The School Nurse conducts health screenings assessing children when they are ill or injured, acts as a liaison between teachers, parents and other health professionals, and makes referrals when necessary. Please contact the School Nurse with **any** pertinent health information regarding your child. When a child becomes ill or injured at school they may be sent to the Nurse's Office by the teacher or aide.

Children should not be sent to school when they are obviously ill. It is recommended that children stay home when vomiting, having diarrhea, coughing uncontrollably or running a fever (above 99.6). Please help to foster a good learning environment by making sure your child gets enough sleep and eats breakfast every morning.

Although every precaution is taken, accidents do occur in and around school. When minor accidents occur, the School Nurse administers first aid. If the injury is severe, the parent is contacted and if necessary, advised to consult the medical clinic. The same procedure is followed for illnesses.

Medication (including over-the-counter) cannot be given at the school unless prescribed by a physician. Medication must be labeled with a pharmacy label and accompanied by a medication permission slip signed by the parent and physician.

It is recommended that medications which require a Three Times daily dose be given before and after school and at bedtime. Medications, which require Four Times daily dose, may require a dose while at school. Ask your pharmacist for a separate school bottle when filling your child's prescription.

## **Registration Procedures**

DoDDS Registration eligibility is based on the child having a qualifying dependent relationship with a qualified sponsor. Any child who is five (5) years old by September 1st of the current school year is eligible for entrance into Kindergarten, the age of six (6) years for First Grade, and four (4) years old for Sure Start. Final placement of students is the responsibility of the principal.

At the time of enrollment, the following documentation must be presented:

- Enrollment packet
- Sponsor's Orders
- Proof of identity for Sure Start through 1<sup>st</sup> Grade only (Passport or Birth Certificate)
- Current immunization record
- Anti-Terrorism Awareness Certificate (only for students 14 years of age & older and can be obtained by going to <http://at-awareness.org>)
- All previous school records that may be available.

## **School Closure and Inclement Weather Policy**

Severe weather and/or security issues may result in an unforeseen change in the school schedule. These changes include the following:

### **School Cancellation**

If school is cancelled, students should **NOT** come to school. The MSG Commander would normally make the decision to cancel school prior to 0615. When delay or cancellation conditions exist, announcements will be made on radio ( **FM - 96.1 or AM - 1503**), television (**AFN News Channel**), Lajes Field Facebook page, and Lajes Field All Personnel email. The **military recall roster** would also be used to contact families.

### **2-Hour Delayed Start**

The start of school would be delayed exactly 2 hours. All grades should arrive no earlier than 9:45 am with a 10:00 am start time. Notification procedures are exactly the same as above.

### **Early Dismissal**

If the MSG Commander determines that students should be released early from school, the MSG Commander and the school would use all the means of communication listed above to let families know of the early dismissal. Students in grades 6-12 will normally be released at the designated time while **students in grades Sure Start-5 will have to be picked up by a parent or other adult authorized by the parent. Parents should have contingency plans or alternate arrangements in place to cover a situation where children are sent home when parent(s) may not be at home.**



DEPARTMENT OF THE AIR FORCE  
65TH MISSION SUPPORT GROUP (USAFE)  
LAJES FIELD AZORES PORTUGAL

MEMORANDUM FOR ALL US PERSONNEL

FROM: 65 MSG/CC

SUBJECT: High Wind School Bus Cancellation Notification Procedures and Actions

1. The 65 MSG/CC will use the following procedures with respect to cancellation of school bus and late start or early dismissal of school in the event of high winds.
  - a. If weather conditions indicate sustained winds in excess of 52 mph (45 knots), a dialogue between 65 OSS Weather Flight Chief and 65 MSG/CC will take place prior to 0600 to discuss possible cessation of bus services, and late start or school closure. Parents may be required to transport their children to school if it is determined that buses will be unable to run but the school remains open. Classes may also be cancelled by the 65 ABW/CC for the entire day or delayed until conditions permit resumption of classes.
  - b. When a delay or cancellation of bus services condition exist, announcements will be made on AFN radio and TV NLT 0615. As soon as possible information will be posted on Lajes Facebook and Lajes Field/All Personnel email. Vehicle Operations Dispatch will be notified and school buses will either be cancelled or run on a delayed schedule.
  - c. If school is in progress when sustained winds in excess of 52 mph (45 knots) are expected, a dialogue between 65 OSS Weather Flight Chief and 65 MSG/CC will take place prior to 1330 hours to determine if it is safe to transport children via buses. If it is determined safety is impacted, Vehicle Operations Dispatch will be notified and buses will not run. Parents will be notified via announcements on the AFN radio and TV, Lajes Field FaceBook, and Lajes Field/All Personnel E-mail NLT 1400 to pick up their children at the end of the school day or as directed. Elementary students will only be released if a parent or parents' designated adult is present to pick them up. All other students will be dismissed on their own recognizance.
2. Please remember high winds are likely at Lajes and they can develop quite suddenly. Lajes personnel should be constantly alert for weather warnings and postured to react quickly when warnings are issued. Please **do not call** the weather station or AFN for additional information. Weather forecasters and AFN personnel must be free to monitor weather indicators and provide notifications when adverse conditions are expected.
3. Direct any questions to Ms. Laurie Salafia at 535-5711 or 295-57-5711.

  
JOHN S. OLIVER, Col, USAF  
Commander

## **Student Drop off Point**

Parents are to use the designated drop off point when bringing students to school. Please **DO NOT** drop off children on the main road. Enter through the gate and proceed as far as possible along the side of the curb before stopping to let students disembark. This will help keep the traffic moving. Please do not leave your car unattended in front of school between 0730 –0830 and 1440-1445.

## **Study Trips**

To enhance your child's total education, study trips are planned throughout the year. Teachers who are planning to take study trips will notify parents well in advance and ask for volunteer chaperones. Notification will include destination, date, time of study trip, and other information such as whether to bring lunch, admission costs, etc.

Active parent participation in chaperoning study trips will help provide a safe, enjoyable experience for the children in the class. **Parents who attend study trips are there to help the teacher supervise the students.** Therefore, it is inappropriate to bring any children not participating in the general planning of the trip (i.e., preschool children, children from a different class, siblings).

## **Suspected Child Abuse and Neglect Policy**

School Policy indicates that DoDDS personnel are required to:

1. Participate in the identification of suspected child abuse and protection of children.
2. Work cooperatively with Family Advocacy Program (FAP) personnel and other official investigating agents.

## **Visitors to the School and Classroom**

**ALL VISITORS TO LAJES E/H SCHOOL MUST SIGN IN AT THE MAIN OFFICE.** In order to provide a safe environment for our entire student population, you will be issued a visitor's pass, which must be worn prominently and returned to the office upon departure from school. Please help us provide a safe environment for your child.

You are encouraged to visit your child's classroom and your school. It is recommended that you notify the teacher in advance about any visit to the classroom. Discussions with the teacher during class time should be avoided except for emergency situations; your child and others may lose valuable instructional time. Teachers will be happy to schedule conferences.

## **Withdrawal Procedures**

Should you PCS at any time during the school year, we ask that you please contact the administrative office as soon as possible to make arrangements for your student's withdrawal. This notification is required to allow sufficient time to process all of your student's school records.

We will require a copy of your PCS Orders and coordinate with you your student's last day of attendance. At the end of the school day on his/her final day of attendance, you will be scheduled to review and sign for his/her school records to hand-carry to his/her new school when you travel.

The DoDEA provision for permitting the early withdrawal of students with full semester credit is based on careful consideration of the unique circumstances found in the DoDDS system. This policy recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to

mastery of curriculum content. This provision was never intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, PCS or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a withdrawal grade rather than a final grade. The accelerated withdrawal dates for SY 2012-2013 are December 13, 2012 for the 1<sup>st</sup> semester and May 16, 2013 for the end of the school year. Students must be in school all day on the last school day prior to the accelerated withdrawal date, December 12 and May 15 respectively.

## **Parent Organizations**

### **School Advisory Council (SAC)**

The School Advisory Committee (SAC) is composed of an equal number of parents and teachers who are elected by the school community. SAC addresses issues directly related to education within the jurisdiction and authority of DoDDS; advises the principal with respect to school operations; makes recommendations pertaining to scheduling, instructional practices, curriculum, extracurricular activities, school policies, and budget matters; and advises the local military commander about issues within the jurisdiction of the commander. The advice is welcomed as a part of the decision making process, but should not be interpreted to be directive or controlling. The principal is responsible for decisions necessary for the administration of the school.

### **Parent/Teacher Organization (PTO)**

We urge all parents to become active participants in the Lajes PTO. This organization is designed to provide programs that benefit our children. Its success is dependent on an active and large membership. Regularly scheduled meetings provide opportunities for parents to become involved, active, and helpful to our student population. For further information contact the school office at: 535-4151.

### **Booster Club**

The Booster Club is a parent/student organization designed to support the high school athletic department. The Booster Clubs organize and host fundraisers throughout the year to raise money for traveling sports teams as well as the end of year athletic banquet, senior nights, and senior scholarships.

# ELEMENTARY 2012-2013 Supply List

## PSCD

- 1 pair rounded tip scissors
- 4 glue sticks
- 1 box wide markers (washable)
- 1 watercolor paint set
- 1 box jumbo crayons
- 1 book bag or backpack
- 1 box tissues

## Kindergarten

- 2 boxes 24 count crayons
- 1 box 8 count wide markers (washable)
- 2 packages #2 pencils
- 1 watercolor paint set
- 2 large bottles glue
- 8 large glue sticks
- 1 pair rounded tip scissors
- 1 black & white composition book (100 sheets)
- 1 adult small white T-shirt
- 1 bath towel (no beach towels/blankets)
- 1 box tissues
- 2 pocket folders with prongs
- 1 backpack – large enough to carry a folder and rest time towel

## First Grade

- 2 boxes 24 count crayons (no jumbo)
- 1 pair rounded tip scissors
- 1 bottle glue (white only)
- 4 glue sticks
- 1 box tissues
- 2 packages #2 pencils
- 1 large pink eraser
- 2 plain pocket folders
- 2 spiral notebooks
- 1 package washable markers
- 1 package colored pencils
- 1-1" three ring binder
- 1 backpack

## Second Grade

- 4 packages #2 pencils
- 1 backpack
- 1 Pack Loose Leaf Paper
- 1 box tissues
- 3 spiral notebooks (metal ringed spine)
- 1 pack colored pencils
- 1 large pink eraser
- 1 black & white composition book
- 1 pair rounded tip scissors
- 1 box 24 count crayons

## Third Grade

- 1 package #2 pencils
- 1 box tissues
- 5, 1-subj. spiral notebooks (70 ct.)
- 1 large pink eraser
- 3 glue sticks
- 1 black & white composition book
- 1 pack loose-leaf paper (400 count)
- 1 box 24 count crayons
- 1 pair rounded tip scissors
- 1 backpack

## Fourth Grade

- 4 spiral notebooks
- 1 package #2 pencils
- Pens (blue or black)
- Red checking pens
- 1 pack loose leaf paper
- 1 pack colored pencils
- 6 folders with prongs
- 4 glue sticks
- 1 box tissues
- 1 supply pouch
- 1-1" three ring binder
- Dividers for binder
- 1 backpack

## Fifth Grade

- 1 package #2 pencils
- Pens (blue & black)
- 1 pack loose-leaf paper (200 count)
- 1 box tissues
- Red checking pens
- 6 folders with prongs
- 1 pair rounded tip scissors
- 2 glue sticks
- 1 pack colored pencils
- 1 supply pouch
- 3 spiral notebooks
- 1 backpack

# ELEMENTARY SCHOOL POLICIES

## Daily Schedule

Students in grades K-5 will start school each morning at 8:00 am and will dismiss at 2:30 pm. Due to the unavailability of adult supervision, students in Grades K-5 should not arrive prior to 7:45 am. K-2 will report to the cafeteria to wait for their teacher or until it is time to report to their classroom. 3-5 will report to the Elementary gym until it is time to report to their classroom.

Sure Start students will start school each morning at 9:00 am and will dismiss at 2:30 pm. Due to the unavailability of adult supervision, Sure Start students should not arrive prior to 8:45 am. All Sure Start students must be accompanied to school by an adult and picked up by an adult at the close of school each day.

Unless arriving by bus, a parent, sponsor, designated emergency contact, or sibling age 10 or older must accompany kindergarten students each day to and from school.

School rules and expectations are in effect from the time the student arrives until they leave. If a student is transported by bus, school rules and expectations are in effect from the time the student gets on the bus until he/she gets off the bus back at home. All students are under the school's jurisdiction while on the school grounds or attending school-sponsored events such as school dances, athletic events, and field trips.

## Discipline

Discipline is a fundamental and integral factor in education. Its importance is stressed in all aspects of school life. This policy is an attempt to provide structure and discipline guidelines for use throughout the school. As its central theme, discipline encourages growth and responsibility and promotes learning throughout the school in the emotional, physical, and academic domains.

### Discipline Philosophy:

1. The purpose of discipline is to teach. Teach a skill, an expectation, or a value.
2. The best means of teaching discipline is by modeling the behavior that you want to see.
3. Discipline should be rehabilitative, not punitive.
4. Expectations and responses to expectations should be clear, ensured to be understood, trained in all aspects of the school, and implemented universally.
5. The primary administrator of discipline is the classroom teacher.
6. All students are everyone's responsibility.
7. Students should be given the opportunity to correct their behavior in the moment.
8. All students have some capacity to learn appropriate behavior.

### School-Wide Rules:

1. Listen
2. Follow Directions
3. Respect Others
4. Walk
5. Always try and Always do your best.

It is understandable that many teachers may have rules in the classroom that differ from these. For school-wide discipline to work, as much consistency and universality as possible must be implemented, Rules must be posted and referred to regularly on a daily basis. Rules must be simple, clear, and easy to understand.

## Implementation of Discipline Plan and Philosophy:

### Primary (Classroom Teacher):

1. The classroom and classroom teacher are the primary and central mediums for maintaining the disciplinary expectations, promoting positive behavior, and redirecting negative behaviors.

2. The types of infractions that should be managed by classroom teachers:

- Inappropriate Language
- Disobedience
- Preparedness
- Name Calling (Put-downs)
- Refusing to work
- Horseplay/Touching
- Electronic Devices
- Dress Code
- Defiance
- Non-compliance
- Speaking out of turn
- Throwing small items
- Dishonesty
- "Attitude"
- Truancy/Tardies

3. Types of interventions at this level:

- Counseling with student\*
- Reminder of the "Basics"
- Redirection
- Negotiation
- Seating Change
- Student Support Team
- Verbal Warning
- Positive Peer Pressure
- Parent consult
- Reminder of reinforcers
- Referral to Behavioral Team
- Behavior Management Plan

\*All interventions at this level should include a conversation, to ascertain other factors impacting behavior that might not be presently visible in the moment. This information is essential in the next tier of intervention.

### Secondary (Administration):

1. Administrators are used at such a point when the behavioral problems in the classroom warrant increased attention and intervention.

2. Types of infractions that warrant an office/administrative referral:

- Weapons
- Vandalism
- Reliable Threats
- Chronic Truancy/Tardies
- Fighting
- Alcohol/Drugs/Smoking
- Chronic Minor Infractions
- Chronic Dress Code

3. Types of interventions at this level:

- Counseling with student
- Parent Contact
- Suspensions (In or Out of School)

4. The primary focus of an office referral is not to remove the student from the classroom, but to obtain a clearer understanding of the problem behavior and increase the intensity of intervention to correct the behavior. It is highly likely that a student will return to class the same day as an office referral. There are exceptions to this, but as a rule of thumb, prepare for the student to return.



## I WILL BE.....

	<b>RESPECTFUL</b>	<b>SAFE</b>	<b>RESPONSIBLE</b>
HALLWAYS	Walk quietly Stay in line Leave space in front and in back Keep hands and feet off of walls	Keep my hands and feet to myself Walk Look ahead Stop at intersections Keep book bags still	Go only where I need to go Stay with my class
CAFETERIA	Say please and thank you Speak in a quiet 6" voice Use table manners Touch only my tray and food	Tell an adult if there is a problem Stay in my seat Walk to dump my tray Walk to get in line	Stay in line when I enter the cafeteria Stay quiet in the "quiet zone" Clean my area Raise my hand to ask questions Have lunch number ready Make my choice quickly
RECESS	Follow directions Use kind words Take turns Follow agreed upon rules Include others in activities Share equipment	Tell an adult if there is a problem. Safe hands and feet Look before throwing or kicking a ball Line up when directed	Remain in the play area or ask permission to go elsewhere Return play equipment Enter the building quietly Use equipment properly
BATHROOMS	Use a quiet voice Respect other people's privacy Quietly return to class Return to work promptly when I return	Wait patiently Walk into and out of bathroom Wash hands when finished	Throw trash in bins Use only as much soap and paper as needed Make sure toilet flushes Report problems or missing supplies to an adult Leave as soon as I finish
BODY BASICS	Face and listen to the person speaking	Keep hands and feet still Notice how near or far I am from others	Pay attention when another person talks. Think before I speak Think before I act
CLASSROOM	Raise my hand Wait my turn Use a quiet 6" voice Listen to directions Follow routines Use materials appropriately Do my best Help others Share Arrive on time	Keep hands and feet to myself Remain in my assigned location Keep objects to myself	Use my time appropriately Give my best effort and be proud of what I have done Use positive statements Think about others' feelings Have materials ready Make good choices Accept consequences Fully participate
SPECIALS (All CLASSROOM goals apply AND.....)	Respect other people's work Watch my personal space Listen to the teacher's directions	Follow adult directions Use materials as they are intended	Use materials carefully Take care of the things I use

## **Dress Standards**

Appropriate clothing for general school wear (not distracting to the educational environment) and suitable for the changeable outdoor weather is required. Student clothing should be clean and appropriate for the season. Children should take jackets/sweat-shirts/sweaters, etc., outside with them during their morning or after lunch recess as the classroom is locked and they will not be able to get their jackets. Any child arriving at school wearing clothing that is considered inappropriate will have their parents notified to bring suitable clothing for their child. Parents are encouraged to help their children develop the skills necessary to dress appropriately for the weather and to be responsible in selecting clothes suitable for public wear.

## **Homework Policy**

Lajes E/H School staff believes that homework is an extension of the learning experiences our students have in school. The home learning experience includes both the reinforcement of skills taught during the regular school day and enrichment activities that supplement the regular curriculum. The school believes that homework involves the students, parents, and school working together to remedy identified skill weakness and/or provides extended thinking skill opportunities. The school believes that homework is provided for the benefit of the students learning and within the capabilities of the student to achieve successfully.

### **General Time Allocation**

Grades 1-2:	10-20 minutes per day, 1-2 hours per week
Grade 3:	30 minutes per day, 2-3 hours per week
Grade 4:	40 minutes per day, 3-4 hours per week
Grade 5:	50 minutes per day, 4-5 hours per week

### **Teacher Responsibilities**

1. Identify the degree to which homework affects the determination of a student's grades.
2. Provide clear and concise directions for the completion of the homework assignments.
3. Check homework for completion and mastery of concepts as appropriate to the nature of the assignment.
4. Evaluate, review, and return homework in a timely manner.
5. Periodically discuss with students and their parents the student's academic progress, including performance on homework assignments.

### **Parent Responsibilities**

It should be recognized that "homework" might not always be paper and pencil tasks. Some of the homework in the primary grades will be students reading to parents and parents reading to students, taking part in host nation activities, or creative art activities.

Parents can help by:

1. Providing a good environment for the student and a consistent time each day for the homework to be done.
2. Giving encouragement and help when needed.
3. Taking an interest in student's school activities.
4. Guiding the student toward independent and effective use of time.
5. Monitoring the completion of assigned work.

## Student Responsibilities

It should be recognized that homework is the responsibility of the students. They are expected to complete all assignments in a timely and accurate manner.

## Lunch

AAFES provides hot lunches for our students. Parents are encouraged to open lunch accounts for their children at the Ocean View BX. Once an account is opened, students will be given a PIN number so that lunch purchases can be made each day. AAFES will allow a student to charge a lunch if there is no money in his/her lunch account, but this should rarely happen. Please check regularly and ensure your child has money in his/her account. Students may also bring a sack lunch from home. Parents are invited to have lunch with their children. Sharing of lunches is not permitted nor is lunch trading allowed. All students must stay in their seat until the lunch monitors excuse them. We ask that all students enjoy only "quiet talk" with their friends during their lunch period. Microwaves are available in the cafeteria for students to utilize. Lunch menus are located on the school's website and will also be emailed on a monthly basis for your planning purposes. You can also find it at [AAFES Lunch Menu](#)

Parents/Sponsors may apply for Free & Reduced Lunch. Applications are available in the school's main office and from the School Liaison Officer. If you have any questions regarding this program, please contact the School Liaison Officer, Ms. Laurie Salafia, at 535-5711 or via email at [laurie.salafia@lajes.af.mil](mailto:laurie.salafia@lajes.af.mil).

## Lunch Schedules

Lajes E/H School's lunch schedule is available in the main office.

## Report Card and Grading System

Report cards are issued four times a year, after each nine-week quarter. The first quarter report is issued at scheduled parent conferences the week following the closing of the first quarter. For the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter, Kindergarten through 3<sup>rd</sup> grade report cards are sent home with the child; whereas 4<sup>th</sup> and 5<sup>th</sup> grade report cards are mailed home.

## Parent/Teacher Conferences

Parent/Teacher conferences are scheduled for all parents at the end of the first marking period (November), with report cards being given to parents at that time. The administration, the classroom teacher, the parent(s), and/or the student may request additional conferences at any time during the school year. It is recommended that conferences be scheduled through the teacher after his/her duty day. Frequent parent-teacher communication is encouraged.

## Summary of Procedures:

1. Marks will be given at the end of the second, third, and fourth marking period for students in grades K-1. A written conference summary should document the student's progress for K-1 the first quarter. Marks or grades will be given at the end of each of the four marking periods for students in grades 2-5.
2. For students in grades 1-5, unsatisfactory achievement of program objectives or standards will be reported to parents by the teacher during each period as soon as evident but no later than the midpoint of the nine week grading period to allow sufficient time for a student to correct the problem.

- All students will receive assessments that fairly and accurately report their progress. Marks or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student performance.

### **Progress Reports-Grades K-5**

There are three progress reports used with K-5 students:

**GRADES K, 1, 2, and 3:**

**CD-** Consistently Displayed

**P** - Developing/Progressing

**N** - Not Yet Evident

**X** - Not Addressed

**GRADES 4, 5:**

**A** - Excellent

**B** - Very Good

**C** - Good

**D** - Minimal

**F** - Failing

**What is meant by Consistently Displayed, Developing/Progressing, Not Yet Evident, and Not Addressed?**

**Consistently Displayed** = the child consistently displays an understanding of the concepts or behaviors.

**Developing/Progressing** = the child is progressing toward an understanding of the concepts or behaviors.

**Not Yet Evident** = the child has not yet demonstrated (for developmental reasons) an understanding of the concepts or behaviors.

**Not Addressed at This Time** = may be inappropriate at this stage, or is not currently addressed in the curriculum.

### **Special Subjects Marking Codes**

Grades K – 3:

P Participates

+ Shows Strength

/ More Participation Needed

Grades 4-5

E Exceeds grade-level expectations

M Meets grade-level expectations

S Steady progress toward grade-level expectations

L Limited progress toward grade-level expectations

**What criteria should be used in evaluating a student’s progress in art, music, physical education, and host nation?**

The focus of a student’s evaluation should enter on exploration of concepts and progress in the development of skills. Students should be encouraged to participate to the best of their abilities and to take risks. Labeling students by letter grades does not encourage these behaviors. Therefore, these areas will be marked P (Participates), + (Shows Strength), or / (More Participation Needed).

## **ELEMENTARY PROFESSIONAL SERVICES AND PROGRAMS OFFERED**

### **Accommodation Plans**

Students with a documented disability may be eligible for an Accommodation Plan as directed in the DoDEA Regulation 2500.14, *Nondiscrimination and Accommodation on the Basis of Disability in DODEA Conducted Educational Programs and Activities*, dated October 30, 2007. The SST team will conduct an assessment to determine the extent of the disability and how this adversely affects educational performance. If the student is found to meet the criteria, appropriate accommodations would be recommended for the classroom and the school environment to include activities.

### **Compensatory Education Program**

Short-term supplemental instruction is provided to selected students who are performing significantly below their expected achievement levels in reading and/or language arts. This program is intended to be primarily for students who do not require Special Education services and the primary focus is on students in grades one through four.

### **Counselor**

The counselor provides guidance and counseling services for the students of Lajes Elementary School. Classroom guidance lessons promote student growth by encouraging positive thinking, good decision-making, communication, conflict resolution, bullying prevention, and understanding of life adjustment skills. Individual and group counseling is available through the counseling office. The counselor provides consultation services to administrators, teachers, staff, and parents. Other services include participating as a member of the Case Study Committee, coordinating school wide testing, individual student evaluations, new student orientation, and student placement.

### **Gifted Education Program**

Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. Eligible students receive gifted and talented services at Lajes E/H School. The review for services includes an overall assessment of available information about the potential and performance of the student. The goal of the DoDEA Gifted Education is to identify students with high potential and exceptional performance and to develop challenges to match their strengths. The school provides varied and challenging learning opportunities matched to the needs and talents of students with high potential.

### **Host Nation/Intercultural Program**

A unique feature of the DoDDS curriculum is the host nation/intercultural program. The program, taught by teachers who are native to the country in which the school is located, acquaints the students with the language, people, and culture of the country through study trips, student exchanges, and other special activities.

### **Physical Education Program**

Physical Education is an essential and integral part of the total education program and makes significant contributions toward the achievement of desirable education and health outcomes through the medium of physical activity. Physical education addresses a student's fundamental need for regular physical

activity to remain healthy and promotes many of the attitudes and behaviors that reduce health risks, including development of an understanding of the need for appropriate nutrition and physical activity.

Students are required to wear appropriate footwear to protect growing feet. Sandals, Crocs, high heels are not appropriate for support or protection during P.E and are safety issues. Crocs are too loose fitting and children fall easily. Sandals do not protect toes. Appropriate shoes are those such as tennis/sport shoes and other types of shoes with good support, closed toes and laces or Velcro fasteners.

### **School Psychology Services**

Services are delivered on a case-by-case basis as determined by the referral committee. The goal of any service plan is to facilitate successful outcomes for students in the learning environment. Services include: consultation with teachers, parents, support staff and community health providers; individualized assessment in such areas as cognitive ability, academic achievement and/or social, emotional, behavioral functioning; individual and group counseling services are also provided to address concerns in the areas of social and self-management skills.

### **Special Education Program**

Special education is any specially designed instruction, support, or equipment a student may need to order to reach his or her fullest potential. These services are available to eligible students, ages 3 through 21 years of age within DoDDS, and may include changes to the education program, commonly known as classroom modifications. A student may also receive services in the general education classroom, a resource room, self-contained class, or other appropriate setting. Special education services provide the additional support or assistance you child may need to be successful.

If your child requires special education services, you will be involved in decisions about what services, instruction, and equipment are to be provided, as well as where these services may take place. DoDDS will ensure that placement is made in the least restrictive environment. This means a student who receives special education services must be placed, to the greatest extent possible, in an educational setting with students his or her own age. Special education and general education are partners with you in this process.

DoDDS special education services are directed by the 1997 amendment (PL 105-17) to *The Individuals with Disabilities Education Act* (IDEA), (P.L. 101-476) and Department of Defense Instruction, DoDI 1342.12, *Provision of Early Intervention and Special Education Services to Eligible Dependents*, dated April 11, 2005. These documents ensure that DoDDS personnel and families know who is eligible and what they must do to provide a free and appropriate public education (FAPE).

### **Speech Language Program**

The speech-language program provides services for students who have difficulty with communication. Children served have been identified as having delays in articulation, language expression, language comprehension, fluency (stuttering), and/or voice. Services are provided on an Individualized Education Program (IEP). The speech-language pathologist also serves on the Child Study Committee to help identify students with special speech-language needs.

### **Student Support Services**

A Student Support Team (SST) comprised of school staff, is available to discuss students referred by teachers and/or parents for educational and/or behavioral difficulties.

The SST serves as a screening committee for students referred for various reasons to include behavior, academic, learning, language, attention, social/emotional, and organizational skills. It is the committee's role to identify activities and make recommendations for intervention and services appropriate for each

student. The committee may decide to monitor a student's progress for a period of time, suggest programs, or help with referrals to other agencies on base.

Parent conferences to discuss concerns and obtain information must be held before a written referral is made to the SST. Parents are often invited to attend the SST meeting. Members of the team may include the counselor, school psychologist, assistant principal, reading specialist, and classroom teachers. Written intervention plans, which usually include strategies for parents and teachers, are made to assist home and school with improving the child's school success.

The team is also responsible for developing 504 Accommodations Plans and making referrals for special education assessments. The committee is comprised of the School Psychologist, Counselors, Nurse, Regular Educators, Special Educators, and Administrators. Members may also include a representative from EDIS, . Referrals may be made by parents, teachers, or administrators. Please call the School to make a referral to this team.

### **Sure Start Program**

Sure Start is patterned after the "Head Start Program" in the United States. It is designed to enable children who meet certain criteria to have success in school. This is a DoDDS preschool program for children who are four years old by the 1<sup>st</sup> of September of the current school year and who meet certain criteria for enrollment. Four-year-olds from families of enlisted ranks E4 and below are given priority. The program is limited to eighteen students and is a free, full-day program.