Feltwell Elementary School Online Handbook 2006 - 2007

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Feltwell Elementary School

Parent Handbook 2006 – 2007

WELCOME TO FELTWELL ELEMENTARY SCHOOL 2006 – 2007

Our faculty and administration are looking forward to working with you and your family.
Please take a few minutes to read through this handbook so you will be familiar with the school policies.

If you have any questions, please don't hesitate to call our school office at 226-7003/4 or 01842-828504.

Feltwell Elementary School

Our Mission:

To help each child achieve his or her highest potential.

Our Guiding Principles:

Feltwell Elementary School is a place where teachers, parents and community share the responsibility for each child's learning.

Each child is valued and has the right to learn in a safe, non-threatening environment.

Learning opportunities provide active participation and engagement.

Teamwork promotes high student achievement.

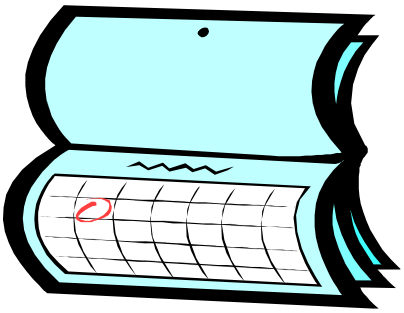
We inspire excellence by making learning meaningful and fun.

Educational standards guide quality instruction.

Lifelong learning is inspired by engaging in real life tasks.

Let's celebrate achievement for all.

FELTWELL ELEMENTARY SCHOOL CALENDAR 2006 - 2007



AUGUST
28 Begin First Quarter and First Semester
Kindergarten Home Visits Begin

15

SEPTEMBER
1 Early Dismissal – 1130 (1/2 Training Day)

4 Labor Day – No School

5 First Day of Kindergarten

7 Open House 1700-1800

OCTOBER
9 Columbus Day – No School

NOVEMBER
2 End 1st Quarter

3 Teacher Work Day – No School

8, 9 Parent / Teacher Conferences – No School

10 Veterans Day – No School

13 Parent / Teacher Conferences – No School

23, 24 Thanksgiving Holiday – No School

DECEMBER
25 Winter Break Begins

JANUARY
8 School Resumes

15 Martin Luther King, Jr. Day- No School

26 Teacher Workday – No School

FEBRUARY
5 Half Day Parent / Teacher Conferences – Early Dismissal @ 1130

19 Presidents' Day– No School

MARCH
23 Training Day – No School

APRIL
6 Teacher Workday- No School

9 Spring Break Begins

16 School Resumes

20 Parent Conferences / Training Day – No School

MAY
28 Memorial Day – Federal Holiday

JUNE
14 Last Day of School-Dismissal at 11:30 a.m.

15 Teacher Workday – No School

ATTENDANCE POLICY

In an effort to maintain a safe and accountable environment for our children, the following attendance policy was jointly developed by the 48th Mission Support Group leadership, community members, and all five schools in the Lakenheath Complex.

> *Assigned personnel with family members attending DoDDS Schools on RAF Lakenheath or RAF Feltwell will notify the schools no later than the day prior for planned absences. For unplanned absences (e.g. illness) or late arrivals, notify the schools before 0800. DoDDS will attempt to contact parents within one hour of discovering an unexcused absence. Doing so requires parents to maintain current contact information with the school. If information is not current or incorrect, DoDDS will initiate contact through the appropriate command post, which will contact the individual's chain of command /supervision. For individuals so contacted, commanders will counsel and, if necessary, initiate appropriate disciplinary action for repeat occurrences.*

This policy helps ensure that the home and the school are engaged in timely communication about any child who is not in attendance at school. Since the school will be calling the homes of all children for whom they cannot account, parents can help make this process more efficient by notifying the Feltwell Elementary School (FES) Main Office prior to the starting time for school on the day of the child's absence. For your convenience, you may choose from the following options when contacting the FES Main Office:

- Email - Feltwell.Attendance@eu.dodea.edu
- Tel - (DSN) 226-7063 or from off base 01638 527063. This line contains an answering machine so parents can call at any time and leave a message.

We realize that this policy can be an added inconvenience for parents, and involves more work for the school, but our children are worth it. We need to work together to maintain the safety and welfare of our children.

AWARDS PROGRAMS

Presidential Academic Awards

The Presidential Academic Awards are presented to students in grade 5 only (the school's exiting grade level) who have met rigorous academic requirements. There are two categories:

- **Gold -** A student must have a cumulative grade point average of 3.5 for Grades 3-5, **and** have scored at or above the 85th percentile in Reading or Math on the Terra Nova or other standardized test in grades 3-5.
- **Silver –** A student must have displayed exceptional drive and determination in the pursuit of academic excellence and not have qualified for a gold award.

BUS AND TRAFFIC SAFETY

Children need to be taught the importance of practicing good traffic safety habits while in England. The distance our students travel to and from school varies from just a couple of blocks to a long bus ride. For some children, this will be their first experience in a foreign country, and traffic practices here differ from those in the United States. In the United States, school buses have the right of way over other vehicles, and all traffic must stop when the bus is loading or unloading passengers. This is **not** the case here in the UK. School buses here do **not** have priority over other vehicles on the highway, nor do vehicles stop for buses that are loading and unloading passengers. This can create a serious hazard for children getting on and off buses. It is imperative that all children understand this and do not try to cross the road in front of or behind a stopped bus. They must wait until they have a clear view of traffic from both ways before they attempt to cross a road. Parents of bus riders should wait for their children on the side of the street that children are loaded and unloaded from the bus. Fatal accidents have resulted from an excited child running across the street greet his/her mother or father.

Parents of children riding the school bus are kindly requested to periodically review with their child/ren the Standards of Discipline and Table of Consequences issued by the School Bus Office. Parent concerns related to instances of misconduct on the school bus should be addressed with the school bus office. For specific information related to bus transportation services, please contact the Feltwell School Bus Office at:

FELTWELL BUS OFFICE
RAF Feltwell
Building 34
DSN: 226-7331/2/19
Commercial: 01638-527331/7332/7319

CHAIN OF COMMAND

As within the military community, the school has a proper chain of command for parents to follow when the resolution of a problem is unsatisfactory, or when commendations might be in order. It is always preferable to address problems at the most local level possible Your child's teacher will be the first step in the ladder, and they should be afforded every effort to resolve a problem prior to elevating it to the level of the principal. If the problem relates to the school bus, please refer to the chain of command outlined in the preceding section on Bus and Traffic Safety. For school-specific concerns, please follow the diagram below in descending order.

Your Child's Teacher
DSN: 226-7003/4
Commercial: 01638-527003/4

⇩

School Principal
Mr. Tom LaRue
DSN: 226-7003/4
Commercial: 01638-527003/4

⇩

Superintendent, DoDDS-E, Isles District
Dr. Linda Curtis
DSN: 226-7251 / 7252
Commercial: 01638-537251

⇩

Director, DODDS-Europe
Ms. Diana Ohman
DSN: 338-7615
Commercial: 49-611-380-7565

⇩

Director, DoDDS
Dr. Joseph Tafoya
DSN: 226-4252
Commercial: 1-703-696-4252

CHILD FIND

Child Find is a DoDDS program that actively seeks to locate and identify youth, ages 3 through 21 years of age, who may have developmental delays or educational disabilities and may need special education and/or related services. Child Find activities, when conducted in the school, may include teacher observations, parent observations, and conferences to discuss your child's strengths and needs. These activities may lead to a formal process designed to further explore ways to assist your child. This process may result in a recommendation allowing your child to receive special education services. If you are concerned about a child 3 years of age or older, please contact Feltwell Elementary School at 226-7003/4. For children 2 years and under, contact Early Intervention Services at 226-8926. They can provide you with information about Child Find and schedule a screening, if needed.

CONTACT INFORMATION – Feltwell Elementary School

Telephones: The school telephones are for official school business only and may not be used for personal calls. For the purpose of minimizing interruptions to the instructional process, important messages to students should be routed through the main office. In an effort to further limit classroom interruptions, parents are kindly requested to discuss lunch and after-school plans with their children at home before school. When there is a change to a child's normal after-school routine, parents should send a note to the teacher or telephone the school office before 11:00am.

APO Address	Local Address
CCSE/F Unit 5185, Box 315 APO AE 09461-5315	Feltwell Elementary School RAF Feltwell Thetford Norfolk IP26 4HG

Telephone Numbers

DSN: 226-7003 or 226-7004
Commercial: 01638 52 7003, 4 or 01842 82 8504

FAX Number
01842 82 7931

Website Addresses

Feltwell Elementary School:	http://www.felt-es.eu.dodea.edu/
Isles District:	www.uk-dso.dodea.edu
DoDEA:	www.dodea.edu

COUNSELING PROGRAM

The counselors at Feltwell Elementary School provide whole class guidance lessons throughout the school year. The counseling standards include three major areas of focus:

- Academic development
- Career exploration
- Personal/social development

The standard for academic development concentrates on the skills that children need to be successful in their current classroom setting, as well as those that will help them become life-long learners. Career exploration lessons help children develop an awareness of their personal abilities, skills, and interests, correlating these interests to available

career opportunities. In personal/social development, children focus on such topics as: positive self-concept, expressing their feelings appropriately, respecting and valuing individual and cultural differences, conflict resolution, decision-making skills, managing stress, dealing with peer pressure, and refining friendship skills.

Individual counseling and small group counseling is also available throughout the year. Both kinds of counseling provide an opportunity to work one-on-one or in a small group setting to help children become more successful. Meeting with a counselor is not seen as a punishment, and children are not viewed negatively for having participated in counseling. Some of the topics that we have previously offered in small group counseling sessions include: study skills, anger management, social/friendship skills, and improving self-esteem or self-confidence.

Your child can be referred for any of these groups in a variety of ways, and children can even refer themselves. Parents who feel that their children would benefit from counseling can talk to their child's classroom teacher or call the school and speak to one of the counselors. Parent permission must be given in order for the counselors to meet with children on a long-term basis. If you have any questions please feel free to call the school and ask for the counselor.

CURRICULUM AND SPECIAL CLASSES

Your child's classroom teacher will be the primary provider for instruction in the major curricular areas of Reading/Language Arts, Mathematics, Science, Social Studies, and Health. If you wish more detailed information on the DoDEA Curriculum Standards, please refer to the following website:

http://www.dodea.edu/instruction/curriculum/curriculum.htm

In addition, every child will receive instruction on at least a weekly basis from a specialist in the areas of Art, Music, Physical Education, and our Host Nation's culture.

Art: Students complete age appropriate lessons tailored to meet the DoDEA Art Curriculum Standards. Students are introduced to a variety of art mediums, and their works of art may be found on display throughout the school before being returned to take home.

Host Nation: This class introduces our students to the customs and culture of our host nation, the United Kingdom. The teacher for this program is an experienced and certified educator, as well as a native citizen of our host nation. Lessons are planned around the DoDEA curriculum standards for host nation programs, and are modified to provide age appropriate instruction.

Music: Students have an opportunity to participate in various forms of musical instruction, demonstrate an understanding of musical concepts, display an awareness of

the interrelationship between music and society, and display an understanding and appreciation of music as an art form.

Physical Education: Our vision for Physical Education at Feltwell Elementary School is to have students moving efficiently, enjoying physical activity, developing physical fitness, and pursuing wellness as a part of a healthful lifestyle.

Gifted Education (GE): At FES, we believe that programs designed to enrich curriculum and tap into higher level thinking skills are not only good for the highest performing students, but also for the general school population. For this reason, our GE specialist offer whole class enrichment activities at every age level.

DAILY SCHEDULE

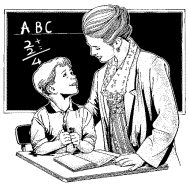
0730	Main Office opens
0830	School begins
	Lunch / Recess – 45 min. per grade
1500	Dismissal
1510	Buses depart
1630	Main Office closes

Children who walk or are dropped off at school by their parents should arrive no earlier than 0820. Adult supervision is not available prior to that time, and we don't want your child to start their school day as a victim of an avoidable accident or fight.

Children are dismissed at 1500 hours, and must report home before continuing with their neighborhood activities. Since supervision of your child is not available after 1500, please be prompt in picking up your child after school. When a child's after-school transportation plan is changed for any reason, parents should notify the child's teacher as soon in advance as possible with a written note and current contact information. If such a note is not provided, the child will be sent home according to his/her regular after-school plan. Other circumstances in which written notification needs to be provided to the teacher include the following:

- If your child is to be picked up from school prior to dismissal time, please state the approximate time of pickup, so that the teacher can see that your child has homework and needed supplies. If you also call the office just prior to pickup, the office staff will see that your child is waiting in the office when you arrive.
- If your child normally walks home or rides the bus, but you plan to pick him/her up instead - The teacher needs a note with instructions to not board your child on the bus or release him/her to walk home.

DISCIPLINE AND STUDENT CONDUCT

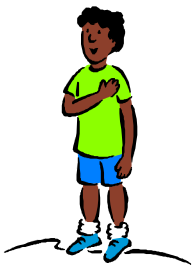


The staff at FES endeavors to teach students personal responsibility for the their conduct, and accountability for their actions. The ability to self manage behaviors appropriately may naturally develop in some children with maturity, but it can involve an educational process for

others. FES strives to maintain fair and consistent procedures of discipline, but recognizes that each incident of misconduct involves unique circumstances that must be taken into account. Our primary goal when disciplining children will always be to ensure that the child fully understands the impact of their actions, and is provided with strategies that enable them to exercise more self control or more positively resolve a social challenge in the future. Depending on the nature of the incident, punitive consequences may be imposed, but will always be secondary to educating children to self manage their behaviors.

At FES, we believe it is important for all children to feel safe and secure at school. We try to teach children to take control of a situation in which they feel they are being victimized. If however, the circumstances are too overwhelming for them, a supervising adult to whom your child can report such a matter, will be within eyesight throughout the entire school day (with the exception of restroom breaks). Sometimes, though, these situations can be too intimidating for a child to report. If parents learn of such situations, it is crucial to report the matter to the teacher. The concept is simple - No bullying of any kind will be tolerated.

In rare instances when an incident of a serious nature occurs, suspensions from school may be imposed. These incidents usually involve violating another person's safety, security, authority or heritage. Such incidents might involve, but are not limited to, bullying, fighting, making prejudicial statements or actions, possessing a weapon (or using a common implement in a dangerous manner), committing vandalism, indecent acts, insubordination, or sharing prohibited items or substances.



CODE OF CONDUCT

I will show respect for myself and others.
I will show respect for my surroundings.
I will show respect for my school as a place to work and learn.
I will be responsible to keep myself and others safe.

Each teacher has a management plan and a set of rules posted in the classroom. Parents are highly encouraged to become familiar with the plan, so that they better understand the classroom culture and can support their child and the teacher. FES teachers appreciate the importance of keeping parents informed, and will notify them of any instances of serious misconduct, but incidents of a minor nature may be handled within the classroom. One should always keep in mind that children frequently remember favorable details, but sometimes seem to "forget" those details that they might not be comfortable sharing with Mom and Dad. For this reason, whenever a parent is confused or upset by something their child reported to them, they are strongly encouraged to get in touch with the teacher to ensure that they are getting the full story.

GUIDELINES FOR STUDENT BEHAVIOR

Respect the rights of all to learn, work, and play in a safe environment.
Be honest in all you say and do.
Use language, which reflects good manners and citizenship.
Show pride in your school, your classmates, your teachers and yourself.
Treat others as you wish to be treated and be the best person you can be.
Respect all people in charge.
Be a good sport.
Use best manners and be courteous at all times.
Use equipment appropriately and safely.

DRESS CODE

Students are expected to come to school clean, neatly groomed and dressed in clothing that is appropriate for the activities and weather conditions of the day. In cooler weather we strongly suggest that children wear "layered" clothing that can be put on or removed as the weather changes. The school administration will contact parents to come to the school with a change of clothing if a child comes to school dressed in a manner that is disruptive to a positive learning climate. Examples include baggy trousers that sit below the hips, tank/halter tops with spaghetti straps or those that expose the midriff area. Further examples include shirts or clothing of any kind with lettering that promotes the use of prohibited items such as alcohol or drugs, espouses violence, prejudice or anarchy, or contains words of an indecent nature. Parents are asked to exercise proper discretion regarding the length of shorts and skirts. Sandals are permitted in warm weather as long as they secure to the foot when running. Flip-flops, or thongs, should **not** be worn to school. Finally, parents should ensure that their child/ren are wearing appropriate underclothing as needed for lightweight clothing. As in the military community, hats are not to be worn in the school building.

*Please be sure that all removable items of clothing such as sweaters, jackets, hats and gloves, as well as personal property such as back packs and lunch boxes are clearly marked in permanent marker with your child's first and last name.

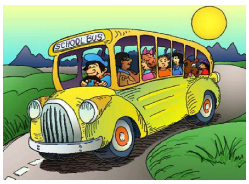
EMERGENCY CONTACT INFORMATION FOR SPONSORS

It is crucial that the school maintains the most current contact information for the sponsor of each child. This information should include addresses and telephone numbers (to include cell phones) for the home, workplace, **and for the individual you designate** to act on your and your spouse's behalf in the event that an emergency arises, and you and your spouse cannot be reached. Please notify the school promptly of any changes in this information. One never knows when an emergency will occur.

EXTRA-CURRICULAR ACTIVITIES

We endeavor to offer a variety of extra-curricular activities to students, most of which occur after school. Parent permission is required for all activities. Students participating in after-school activities remain with their teacher until bus students have departed, whereupon they are released to their extra-curricular activities sponsor. Students must be under the supervision of their teacher or the extra-curricular club sponsor at all times. Since the number of students participating in each activity is limited, students must demonstrate a commitment to be in regular attendance at all activity sessions. Transportation will be the responsibility of parents. Those interested in after-school athletics for elementary school age children should contact Youth Services.

FIELD TRIPS



Field trips are intended to enrich the classroom curriculum, and as such, all children are encouraged to participate. Permission slips will be sent home well in advance, and are required to be signed by the parent of each child participating in an off-base trip. Due to liability considerations, siblings may **not** accompany classes on any trips. Additionally, adults volunteering as chaperones must accompany the class to and from the trip site on the school bus to assist with supervision.

Because many of the trips require advance payment by the school, all field trip fees must be paid **in cash by the date** established on the field trip permission form. It is much appreciated when payment is made in exact change and with the designated currency. No checks will be accepted, even for the 5th grade overnight field trips. It should be remembered by parent chaperones that smoking and the use of alcohol are prohibited on all field trips.

GUIDELINES FOR SUPERVISING STUDENT ACTIVITIES

DoDDS-Europe

This guide has been prepared to outline those duties and expectations for adult supervisors, who are acting in an official capacity preparing and accompanying DoDDS-students on DoDDS sponsored activities. It is designed to insure the safety and well being of DoDDS students. District Superintendents, Principals and activity project officers may add to this guideline but may not delete any items.

1. Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures and the Administrators Guild DoDEA-Manual 2005.1 concerning "School Sponsored Trips and Excursions." These documents are available on the DoDEA Website at www.dodea.edu (Regulations).

2. Prior to travel, student eligibility for participation will have been checked by the adult supervisor according to DoDDS-Europe policy concerning DoDDS-Europe student academic eligibility. Those students not meeting these requirements will not be allowed to participate in the activity.

3. Prior to travel, the students will sign copies of the document, "STUDENT BEHAVIOR EXPECTATIONS, Student Activities, DoDDS-Europe." The adult supervisor will review this document, item by item, with the students to insure understanding of the expectations. This document, signed by the student and parent/guardian, MUST be returned to the Supervisor prior to travel.

4. Prior to travel, parents must complete and return to the adult supervisor an 'ACTIVITY MEDICAL RELEASE' form. This form MUST be in the possession of the travel supervisory at all times. When required, copies of this form should be given to the activity Project Officer. Failure to comply with this requirement will mean the removal of the student from the activity. A standard Medical Release Form can be obtained from the Office of the Student Activities Coordinator, DoDDS-Europe.

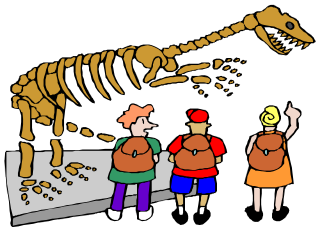
5. Supervision must be provided during the entire period of the activity to include travel n accordance with the DoDEA Administrator Guide DODEA Manual 2005.1. It will be the responsibility of the "sponsors and chaperones to devote full-time supervision to the group members on the trip" from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt that the students comply with all of the rules, regulations, and expectations relating to the activity.

6. Supervisors will not posses, use, and/or consume alcoholic beverages or any other controlled substance while in the supervisory role.

7. Supervisor will make every reasonable attempt that student do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, and cigarettes.

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

9. When a designated chaperone is acting as the adult supervisor numbers items 5-8 would apply.



GIFTED EDUCATION

The Gifted Education Program involves all students at Feltwell Elementary School. The program provides students with the opportunity to develop higher-level thinking skills using a wide variety of activities not usually found in textbook instruction. Children in kindergarten through grade five participate in whole-class enrichment sessions in the Gifted Education classroom. These lessons involve analytical, creative, logical, and evaluative thinking. Some students are selected to participate in smaller groups for language, mathematics and general enrichment studies. These students are chosen based on a

combination of parent and teacher recommendations, performance on standardized tests, and report card grades. The three criteria used to consider candidates are ability, creativity, and task commitment.

Definition of Gifted Learners: Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.

Characteristics of Gifted Learners: Gifted students reveal themselves in many ways and in a variety of settings. Informal observations by parents, peers, teachers, and others in the school community are often rich with telltale signs of giftedness. Differences in the expression of characteristics occur developmentally. Other differences result from the diversity of cultural, ethnic, economic, and environmental backgrounds of youngsters.

Common Characteristics Found in Research Studies of Gifted Learners:

-Extensive bank of information
-Strong problem-solving abilities
-Preference for older companions
-Well-developed sense of humor
-Maturity in judgment, at times
-Early reading; avid reader
-Ease with puzzles and mazes
-Imagination and creativity
-Rapid learning
-Long attention span
-Sensitivity
-Perfectionism
-High degree of energy
-Wide range of interests
-Perseverance

Steps in the Identification Process:

1. Referral of students for consideration by the Gifted Review Committee will be completed through:
   - Screening – Available data on all students are used to find likely candidates for gifted program services.
   - Nomination – Individual students are recommended by professional staff members, parents/guardians, or through self-nomination.
   - Transfer Records – Students whose records from schools outside of DoDEA indicate eligibility for a gifted program are recommended for immediate review.
2. Assessment of each student is completed with parent or guardian permission.
3. An eligibility decision for each candidate is made through a review of the student's assessment profile.
4. Determination of gifted program services for eligible students is the decision of the Gifted Review Committee.

Indicators of Highly Unusual Ability/Performance (Eligible students demonstrate more than one of the following indicators):

- Qualitative data (observations, anecdotal evidence, narratives, interviews) indicative of highly unusual ability or achievement
- A total score at or above 97th percentile on a nationally normed achievement test
- An IQ score of 130 or higher on an individual psychological (IQ test)
- A total score at or above 95th percentile on a group ability test

- An average rating scale score of 40 or higher from two or more educator raters combined with specific evidence in written narratives
- Very strong indicators of gifted behaviors as noted in parent or self ratings and narratives

GRADE PLACEMENT - RETENTION / ACCELERATION

Except in rare cases, children will be placed on an age-appropriate basis with October 31 serving as the standard cutoff date for entry. FES teachers are trained to provide differentiated instruction to challenge higher performing students as well as remediating lower performing students. As a reference for parents with preschoolers, it should be understood that British Reception is comparative only to American preschool, and completion of it does not constitute placement in kindergarten.

Current research informs us that while grade retention may have some short-term benefits the following school year, the long-range effects are usually neutral or negative. The few cases in which retention elicits a positive impact generally involve students who have missed a majority of the school year or whose 2nd language is English. Immaturity and learning problems are the most common reasons a student is considered for retention, but surprisingly, these children show the poorest rate of success from retention. In the rare cases where a grade retention is considered by either the school or parents, the process will begin prior to the 4th quarter of school. A placement committee will be formed composed of the following members:

- Both parents of the child
- The child's classroom teacher
- School Counselor
- Other school support personnel as appropriate
- Principal

If the committee agrees that a grade retention is in the best interest of the child, an educational prescription, designed to promote success, will be developed

The research behind accelerating children, or double promoting them, is quite mixed. Many children are academically capable of performing at a higher grade level than their same-age peers, but other factors tend to present unexpected challenges such as self confidence, peer pressure, and a lack of success in outside activities such as athletics. High achieving students who are placed with same-age, but have their curriculum modified to present more challenging assignments appear to be better adjusted than their accelerated peers.

HEALTH SERVICES

The school nurse will be coordinating health screening programs, such as vision, hearing, dental, and scoliosis. In addition, she performs health-related instruction in classrooms, track medical referrals, and acts as a health resource for the faculty. She is available during the school day for student health problems. Children who experience medical problems outside the school day, should be treated by the Medical Treatment

Facility. In the medical interest of the rest of our students, if your child has been ill with a fever or vomiting in the past 24 hours, please keep your child at home.

If a child needs to take medication during school hours, or on field trips, certain procedures **must** be followed. The school nurse **cannot** administer any medication (including over-the-counter drugs such as cough medicines, Tylenol, etc.) without all of the following:

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

Forms to be filled out by physician and parent are available in the school nurse's office. Students are not allowed to carry medication on them. All medications must be kept in a secure place in the health office. *Inhalers for asthma and allergies are considered medications and are also kept secure by the nurse.*

If your child has a health condition, which may affect his/her performance in school, please make sure the school nurse and the teacher are aware.

Teachers are on duty in the play areas during recess periods to supervise playground activities. This makes classroom supervision of children at this time impossible. It is necessary, therefore, for children to participate in the normal activities of the school, unless the school has a letter **from a doctor** stating that outdoor play must be restricted and they are excused from physical activities.

Bear in mind that a well child learns. A sick child should be kept at home.

HOLIDAY CELEBRATIONS

We are aware that there may be families in our community who do not wish for their child to participate in traditional holiday celebrations. Teachers are sensitive to this situation and will provide a different option for your child if informed beforehand by the parents. Please contact your child's teacher if you have any concern about holiday activities or celebrations at school.

HOME SCHOOLING

Under the 1944 British Education Act, parents have a duty to ensure that their child receives "efficient full-time education suitable to their age, ability, aptitude and special educational needs, either by regular attendance at school or otherwise." Sponsors of school-age dependents are subject to this British law whether they are living on or off-base. If, as a parent, you decide to not send your children to school (either DODDS, or local British public or accredited private school), then you are violating this law and can be subject to a fine of up to £400.00. You can apply to educate your child "otherwise" (for example using a correspondence

course at home). To do this, you have to go through the appropriate channels as laid forth by the Local Education Authority. For more information contact the Norfolk Education Committee, at 01603-222146.

HOMEWORK POLICY

The educators at Feltwell Elementary School agree that the purpose of homework is to:

1. reinforce classroom instruction
2. increase understanding and practice of skills covered at school
3. help students transfer and extend classroom instruction
4. provide curriculum enrichment opportunities

The homework must be academically appropriate and will be an extension of classroom instruction, not an introduction of a new or unfamiliar concept or skill. It shall also be geared to meet the needs of individual students. An attempt will be made to consider other school events and other school requirements when giving homework.

Homework does not always involve pencil and paper tasks. It may also encompass such activities as reading at home, working on a project in a particular subject area, practicing spelling words or notes for a test, or practicing a musical instrument (*Resource: Homework Without Tears, Lee Cantor).*

INCLEMENT WEATHER DELAYS / EMERGENCY SCHOOL CLOSURE

Please be reminded of the procedures in effect for delayed starts of school or school closures due to inclement weather. These decisions are made by the Commander, 48th Support Group. Parents may call the Base Fogline at 226-3541, or (01638) 52-3541 or tune into the local radio stations below.

SAXON RADIO	AM BAND	1251 KHZ	FM BAND 93.3 MHZ
		855 KHZ	9521 MHZ
		1602 KHZ	

Due to the number of families living off base, it is not possible to notify everyone of school start delays or closures. The same holds true when bad weather develops during the day, and it is necessary to send school buses home early. Please be aware of this possibility and make prior arrangements for the care and supervision of your children. A good practice is to instruct your child on a daily basis of what to do in the event you are not at home when he/she returns from school.

LIBRARY / INFORMATION CENTER

The students of Feltwell Elementary enjoy a fine Library or Information Center. The objective of our library program is to enrich, develop and support the educational programs of the school. FES tries to make reading a desirable activity for all children.

Our Information Center rules:

1. Books are signed out for a maximum of one week.
2. Once overdue, notices are sent to the child's teacher.
3. Children must have all books returned before they are permitted to sign out new books; however, they can always use our books in the Information Center.
4. Lost or damaged books must be paid for. See the librarian or Supply Clerk.

If you have any questions, please feel free to stop by our Information Center and speak to Mrs. Hersey, our Librarian/Information Specialist.

LUNCH PROGRAM

AAFES manages the Feltwell Elementary School Lunch Program, which requires that each child be assigned a personal identification number (PIN) in order to obtain a hot lunch. Parents should periodically check to ensure that sufficient funds are available in their child's school lunch account. For more information on the school lunch program, contact AAFES at 226-2500. Children also have the option of bringing a lunch from home.

"WE ARE WHAT WE EAT." Nutritional research has shown that a balanced diet of healthy foods enhances a child's ability to concentrate, maintain energy throughout the day, and reduces child obesity. We recommend students come to school after having a healthy breakfast, and that they bring a healthy snack for a mid-morning break. You may also wish to send a water bottle for your child to keep on his/her desk. Please limit food and drinks containing sugar to a minimum, and do not send sodas or sport drinks for either lunch or snack. Fruit gives children the energy of sugar and is much more healthy. As a nation, the rates of child obesity and nutritionally related health problems are increasing at an alarming rate. Selecting healthy foods is an educational process, and we owe it to our children to promote good nutritional habits.

MIDDLE SCHOOL AIDES

Students from Lakenheath Middle School have the opportunity to choose an elective class that allows them to spend time as learners in the work place, assisting students and teachers. Middle school aides help with many different tasks to enhance and support the educational experience that our school provides for our children, and are always under the supervision of a teacher or paraeducator.

MOVIES AT SCHOOL

Movie/videos are occasionally shown in the classroom if it supports the curriculum. For example, a teacher and class might read a novel together, and then watch the movie version. They might compare the movie and the book, and note differences in the way characters are portrayed, or how the moviemakers modified the original story written by the author. Movies rated "G" are usually considered appropriate for viewing by elementary aged children, whereas a movie rated "PG" should be shown under the following conditions:

- It should have very strong educational value, and enhance the curriculum.
- The teacher should have carefully previewed the movie to ensure that it is appropriate to show to children.
- A permission slip must go home to parents, explaining the content of the movie, why it is being shown, and clearly list the rating of the movie. If a child does not have permission to view a film, the teacher will respect the parents' right to choose, and provide an alternate learning activity.

An FES teacher recommends the following resource for making decisions about your child's viewing limits - www.screenit.com. There are other sources also available that parents can consult for information. No movie that exceeds the "G" or "PG" rating will be shown at school, including the "PG-13" rating.

PARENT CONFERENCES

Formal parent/teacher conferences are scheduled for every child just after the end of the first quarter. However, a teacher or parent may need to request a conference at another period in time. In order to make the most of conference times, parents are encouraged to provide as much detail as possible to the teacher, so that they can appropriately prepare for resolution. Please notify the teacher well in advance of the requested conference, and refrain from bringing younger siblings.

PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization (PTO) is a support organization that functions to enhance school programs. Ms. Danelle Andrews will serve as PTO President for school year 2006/07. PTO meetings are regularly

announced in the school newsletter, "The Hedgehog Highlights." All parents are encouraged to support the PTO through membership and volunteerism.

PARTY INVITATIONS

School administration would prefer that invitations to private parties (i.e. birthday parties) not be distributed at school. When invitations are passed out to only a select few, others may feel excluded and rejected. For this reason, we ask that families handle this matter outside the school day.

PERSONAL PROPERTY

Children should refrain from bringing large amounts of money and articles of value to school, even for "Show and Tell." The school cannot assume responsibility for these items, and having them misplaced at school can present a serious interruption to the learning process of your child and others. It should be remembered that student backpacks are kept in the hallway, and for most of the school day are left unattended. Prohibited items include weapons (including look-alikes), toys, trading cards, electronic devices (cell phones, iPods, walkmans, games, etc), gum/candy, scooters/skateboards, "Heelies"' and any publications inappropriate for children. The only exceptions to the aforementioned rules include the following:

- Children who have a lengthy bus ride are allowed to bring electronic devices on the bus, but must keep them in their backpacks for the duration of the school day.
- Bringing cell phones to school are discouraged, but will be allowed as long as the child turns off the phone from the time they arrive at school until departure time, and keeps the phone in their backpack for the duration of the school day (Parents may reach their children at any time during the school day by calling the main office).

The school maintains a Lost & Found, and parents are always encouraged to stop by and browse the merchandise. Since school personnel periodically screen Lost & Found items, placing your child's name in each removable article of clothing and lunch box with permanent ink or a nametag will greatly improve the odds of the items being returned to their rightful owner.

PETS AT SCHOOL

It should be noted that family pets are not to be brought on campus. Parents who wish to walk their dog while escorting their children to and from school must drop off and meet their child/ren at the edge of the campus. Thank you for helping to ensure the safety of our children and sanitation of our campus.

REGISRRTRATION
REGISTRATION

Students who reach their fifth birthday **by October 31st** of the current school year may be enrolled in kindergarten. Similarly, students who reach their sixth birthday **by October 31st** may be enrolled in 1st grade. The following information is needed to register children for school:

1. Child's birth certificate or passport, if entering kindergarten or first grade
2. A copy of current orders
3. Emergency contact person other than spouse
4. Current immunization records
5. A valid social security number for each child being registered

An online registration process is available to streamline the process for parents coming from the U.S. This service can be accessed at http://www.eu.dodea.edu/schoolregister.htm

Although FES considers itself a community school, there are no classroom accommodations available for preschool siblings. You cooperation in this matter will be appreciated.

REPORT CARDS

Report cards are issued to each student on a quarterly basis. Students in grades 4 and 5 receive the traditional letter grades A, B, C, D, and F in the major subject areas, while students in grades K-3 are assessed using three letter codes - CD (Consistently Displayed), P (Progressing/Developing), and N (Not yet evident). These codes are designed to be an ongoing, developmental or formative rating, and should not be compared with the letter grades used in 4th and 5th grades.

At FES, teachers recognize the need for ongoing communication about your child's progress. At the mid-term point of each quarter, 4th and 5th grade teachers issue a progress report to the parents of any student who is in danger of making a D or an F in any subject, or if the student has shown a dramatic drop in performance, such as from an A to a C. The grade of D or F should not be given on a report card unless the parent has been informed and has had time to work with the child to improve the child's performance. Along with teacher communication efforts, parents are encouraged to make every effort to contact teachers if they have any doubt about their child's academic performance in any class. Maintaining good communication between home and school is the responsibility of both teachers and parents.

SCHOOL ADVISORY COMMITTEE (SAC)

The FES School Advisory Committee is a committee that advises the principal on matters concerning the operation of the school. Items addressed by the SAC might include the lunch program, student transportation, facilities issues, curriculum, school technology, and discipline policies, just to name a few.

SAC meetings are announced in advance of each meeting through the school newsletter, "The Hedgehog Highlights." All meetings are open to the public, and parents are encouraged to attend. If you have an idea or concern for the SAC, but cannot attend, pass it along to a SAC representative so that it can be presented at the next meeting. The SAC elected representatives for school year 2006-07 include the individuals below.

Parent Representatives	Teacher Representatives
Krystal Bennett	Gretchen Floyd
Debra Helfrich	Annette Minger
Bobby Anthonvarangkul	Stefan Nowak

SCHOOL IMPROVEMENT

Feltwell Elementary School focuses efforts and resources on a continuous school improvement plan. In additional to our local goals for improvement, the DoDEA Community Strategic Plan (CSP) provides a framework around which school and system-wide decisions are made. The four goals of the CSP include:

1. **Highest student achievement:** All students will meet or exceed challenging standards in academic content and special area programs so they are prepared for continuous learning and productive citizenship. Our focus is on developing problem solving skills across the curriculum, and in social situations and interpersonal relationships.

2. **Performance-driven, efficient management system:** DoDEA will use performance-driven management, operate in a timely, efficient and equitable manner, place resource allocation and decision-making at the lowest level and facilitate a safe environment conducive to optimum student achievement.

3. **Motivated, high performing, diverse work force:** The DoDEA work force will be motivated, diverse and committed to continuous professional growth and optimum student achievement.

4. **Network of partnerships promoting achievement:** DoDEA will develop, promote and maintain a network of partnerships to enhance optimum student achievement. We encourage parents to join us in our school improvement efforts by serving on one of our core committees. Please call the school office for more information.

SCHOOL SPIRIT

The Feltwell Elementary School mascot is a friendly little animal found in many back gardens in East Anglia - the hedgehog. Our school colors are navy blue and white. The FES facility and campus were originally built in the 1930s to house RAF pilots preparing for sorties over Germany. The school served as their barracks and mess hall.

SCHOOL PLEDGE

I am a student at Feltwell Elementary School.
I feel good about myself.
I care for those around me.
I respect their rights and belongings.
I am responsible for my own behavior.
That responsibility shows in my work and
how I get along with others.
I will do my best and I will succeed.

SCHOOL RECORDS

Feltwell Elementary School maintains a Cumulative Student Record (CSR) File for each student. The CSR File contains the information below. Parents are entitled to request a review of their child's file at any time. Advance notice is appreciated, though.

- Standardized achievement tests
- Report cards
- Attendance records
- Reading records
- Health records

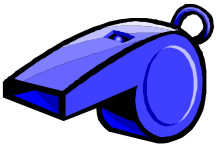
For Special Education students, FES also maintains a Confidential Student Record File. Information contained in these files includes assessment information and copies of documents presented to parents at each meeting. Parents may request a review of their child's file at any time. Advance notice is appreciated.

SCHOOLS LIAISON OFFICE

The Schools Liaison Office serves a key purpose by enhancing the partnership between the military community and our local schools. Decisions involving the safety and security of our students, relations with our host nation, school calendars, and deployment impact are just a few of the topics regularly

coordinated through the Schools Liaison Officer, Ms. Danna Pleve. Those with questions related to home schooling, and/or British Schools may contact her for assistance. The School Liaison Office is part of the 48th Mission Support Group and is located on the top floor of building 977 on RAF Lakenheath across from the Eagle's Landing. You may contact the School's Liaison Officer, Ms. Danna Pleve at tel 226-5077 or email danna.plewe@LAKENHEATH.AF.MIL .

SCHOOL RULES



General Rules:

- Enter and exit buildings in an orderly manner.
- Keep prohibited items at home.
- Cell phones must be kept out of sight and turned off during the school day. The school can assume no responsibility for these phones.
- Respect all adults and school mates.

Cafeteria Rules:

- Walk to and from the cafeteria.
- Use a low speaking voice while in the cafeteria.
- Raise your hand and wait if you need something after you have been seated.
- Do not share or swap food or throw food.
- Obey the Safety Patrol.

Playground Rules:

- Walk to and from the playground.
- Stay on the playground. Ask a playground monitor for a pass to use the restrooms.
- Do not jump off of any piece of equipment including the swings and slides.
- Play tag only in open areas and never on the playground equipment.
- Do not climb on the roof, trees or the tops of any climbing equipment
- Kindergarten and first graders may not play on the climbing wall.
- Line up promptly and quietly when the bell is rung.

SCOUT INFORMATION

Girl Scouts are open to girls from ages 5 to 17. Volunteers are always welcome and needed. Our Troop meets at various times and locations. We have locations in

Newmarket and Ely. If more than five girls are interested in becoming a troop, one can be opened in any local area. Please feel free to contact the Committee Chairperson.

ANGLIA GIRL SCOUTS:

Long Troop Committee Chairperson
Theresa D. Menard
PSC 41 Box 988
APO AE 09464
01842-829153 (Home)
01638-523753 (Duty)

Ruth Basinger
angliagirlscouts@yahoo.com

Cub Scouts is a program targeting boys in grades 1-5. The program is designed to be age appropriate for any given boy. Scouts learn a variety of life skills from first aide to literature. The program can meet the needs of any boy whether he prefers more physical pursuits or leans towards academic activities. Cub Scout Pack 404 is chartered through Feltwell Elementary School and is a year round program. We offer many opportunities for the scouts to explore a variety of areas. For more information, please contact Mr. Gould.

CUB SCOUTS:

District Commissioner
Dean Gould
01638-713210 (Home)

LOCAL CONTACT:

Bobby Wood
bobby@burleighwood.com
01760-441653 or 07769644531

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated in any degree at Feltwell Elementary School. No individual should be subjected to unwanted sexual behaviors. These behaviors may be in the form of verbal comments, written statements, physical contact, actions, or gestures. It is the responsibility of the victim and/or witnesses of sexual harassment to notify the offender that the behavior is unwanted and to stop the harassment. It is also the responsibility of the victim and/or witnesses to notify a member of the school staff or their parents. This is a serious matter and will be vigorously pursued by the appropriate agency, which may include school and military authorities.

When a person makes an *unwanted* deliberate physical sexual contact with another person, it is called sexual invasion of privacy. If this should occur, follow the same steps as above immediately. Touching someone in a sexual manner, which is unwanted or offensive to them, is a very serious matter and will be followed up in the same manner as sexual harassment.

SMOKING POLICY

Students are prohibited from using tobacco products during the school day, enroute to or from school, on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include

referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.

There will be no designated smoking areas defined or condoned by DoDDS-E schools. This applies to adults as well as students.

SUPPORT SERVICES FOR STUDENTS

Compensatory Education (Reading and Writing): Students who demonstrate a weakness in a specific reading or writing skill might qualify for support in this program. The instruction is focused on a narrow skill band, and students work in small groups on a short-term basis (1 to 4 weeks).

English as a Second Language (ESL): An individual assessment will be provided for each child whose first language is not English. If it is found that additional support is needed, a program designed to focus on developing the child's language capacity and confidence will be offered. An experienced educator with extended specialized training in ESL will design the program and offer services.

Gifted Education: Refer to the earlier section under *Gifted Education*.

Guidance and Counseling: Refer to the earlier section under *Counseling*.

Language Arts / Reading Specialist: The Language Arts / Reading Specialist (LARS) assists students and teachers needing support with literacy skills. Students receive focused instruction in small groups as well as in their own classroom. The literacy skills addressed include reading and writing strategies, with the goal of students becoming confident and independent learners.

Reading Recovery: This early intervention program is designed for young children in need of extra support with early reading and writing instruction after one year in school. The program involves a daily one-to-one lesson with a specially trained teacher for a period of between 12-20 weeks. At the end of that time, most children have accelerated their learning and have caught up with their classmates. Reading Recovery supplements good classroom instruction.

Read 180: This program is intended primarily for struggling 4th and 5th grade readers. It consists of a series of research-based intensive interventions designed to increase students' level of reading performance. The program is planned and supervised by an experienced educator with specialized training in reading development.

School Psychologist:
A school psychologist is at FES two days each week. He counsels and assesses students while serving as a consultant to parents and staff. Most parent referrals are initiated through an administrator, counselor or the special education committee.

Special Education: Refer to the section under *Special Education*.

Speech/Language: The Speech/Language program is focused upon the development of communication skills in children. Areas of concern could be articulation, fluency or stuttering, voice, language development as well as hearing disorders. Children receiving services are found eligible through the special education process at the school with an individual education plan (I.E.P.) written for the child.

SPECIAL EDUCATION

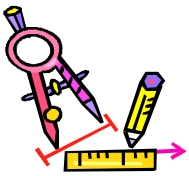
FES provides a range of Special Education services to eligible students. These services are based upon an individual education plan designed for each child. Depending upon the child's needs, these plans may involve specialized equipment, classroom modifications, and/or highly focused instruction by an educator with specialized training. These services are provided within the least restrictive environment for the child, or in other words, the child will be educated as much as possible within the regular classroom and with the child's age-appropriate peers. At times, however, the demands of the child's impairment may require that instruction be provided in a resource room, such as when a child needs to practice specific speech patterns. DoDDS special education services are directed by both Federal regulations, Public Law 101-476, "Individuals with Disabilities Education Act (IDEA)," and Department of Defense Instruction. Parents requesting more information about the FES Special Education Program should contact the main office.

STANDARDIZED TESTING PROGRAMS

The purpose of the DoDDS Assessment Program is to provide parents with individual and comparative group performance information about their children. Additionally, the information is analyzed by FES and DoDEA to monitor the school's performance, and plan improvement efforts. Parents receive a copy of their child's results through the mail. Current standardized tests used at FES are administered in the spring each year, and include the following:

- TerraNova multiple assessment of basic skills in Reading, Language Arts, Mathematics, Science, and Social Studies for grades 3-5
- Online Social Studies testing for 3rd graders
- Online Science testing for 5th graders
- Diagnostic Reading Assessment for 3rd graders
- National Assessment of Educational Progress (NAEP) given in alternating years to 4th graders

SUPPLIES



Most school items needed by children are supplied by the school system. However parents will be asked to provide their children with some materials as well. A list of these items may be found in Appendix C. Please check with your child regularly (each report card period is a good way to remember) to see if their supplies need to be replenished.

Textbooks and expendable workbooks will be loaned to each student. If a textbook or other school supplies are lost or damaged beyond normal wear and tear, the parents will be asked to compensate the school. An estimate for the lost/damaged items should be obtained from the FES Supply Department. The parents may either write a check made out to the Treasurer of the United States, or purchase/order a library book of comparable value (check with the librarian before ordering).

WITHDRAWAL FROM SCHOOL

The sponsor will notify the school registrar and the child's teacher at least one week prior to the child's last day of attendance at FES, so that student records can be prepared for transit. A report card will be issued on the last day of attendance. A student withdrawing from school twenty school days or less before the end of the school year due to a PCS move may be promoted. The school records should be hand-carried by the parent to the receiving school to facilitate immediate placement of the child in the prospective school. Copies of student records will be supplied upon request and at no cost, but must be accompanied by a signed Parent Consent Form. The original student record will be retained by the school for 3 years and then archived by DoDDS-Washington.

VISITORS / VOLUNTEERS

Parents are always welcome to visit school. To minimize classroom disruptions, we ask all visitors to report first to the main office to sign in and present a valid ID card to confirm their identity. If visitors desire to see a particular member of staff, they should call or make a request in writing to arrange a mutually convenient time in advance of the visit. Parents may visit their child's class, but are kindly requested to coordinate their visit with the teacher in advance, as the teacher may wish to involve the parent in the activity of the moment.

When a student has an appointment outside of school, s/he will remain in the classroom until a parent comes to collect him/her. Parents are reminded that teachers appreciate a note when students will leave school during the day so that they can have homework or other handouts ready for the child. **Parents must sign the child out at the office before collecting their child.**

The school is always in need of volunteers. If interested, please contact your child's teacher, the school office, or the PTO Volunteer Coordinator.

WEAPONS AND FORBIDDEN ARTICLES

DoDDS has a zero tolerance policy for weapons. Aside from the obvious images that come to mind when one hears the term *weapon,* other less obvious items can be classified in this category as well. Common implements used at school and home, such as scissors, pencils, and forks, if misused, may fall into this category. Look-alike replicas, such as toy guns and knives, though not potentially harmful to others, may also fit the bill. Other less obvious items might include, but are certainly not limited to laser pens, firecrackers, stones, and fingernail nail files. Essentially, any item that misused with the intent of inflicting damage or harm upon another individual can be classified as a weapon.

Appendix A

Feltwell Elementary School

Parent-Student Handbook – Suggestions For Improvement

I believe you can improve the Parent-Student Handbook by adding/deleting/changing the following:

_____

_____

_____

_____

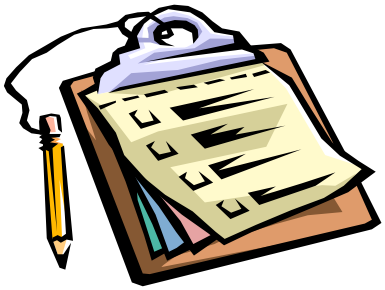
Thank you for your consideration.

_____ _____

NAME DATE

_____

TELEPHONE



*Please return this form to the Feltwell ES Main Office (ATTN: Mr. LaRue)

Appendix B

August 1, 2006

MEMORANDUM FOR PARENTS AND STAFF

SUBJECT: Updated Annual Asbestos Report

In accordance with the Asbestos Hazard Emergency Response Act, inspectors completed an asbestos inspection of all Feltwell Elementary School buildings. The inspection was conducted in February of 2003, in accordance with Environmental Protection Agency (EPA) guidelines and Department of Defense Education Activity policy.

Samples of suspected asbestos-containing material were taken during the inspection and were submitted to a laboratory for analysis. Test results indicate that asbestos is present in the following types of material used in our buildings:

Bldg. 93: Vinyl Floor Tile, no immediate abatement required.
Bldg. 93: Floor adhesive under tile, no immediate abatement required.
Bldg. 93: Sink under-coating, work order submitted to have material removed.

None of the asbestos found is friable.

Copies of the inspection report, periodic surveillance records, and the school's Asbestos Management Plan are kept in the school supply office. These documents are available for your review.

We are committed to providing a safe and secure environment for our students. If you have any questions or concerns, please do not hesitate to contact me.

Tom LaRue
Principal