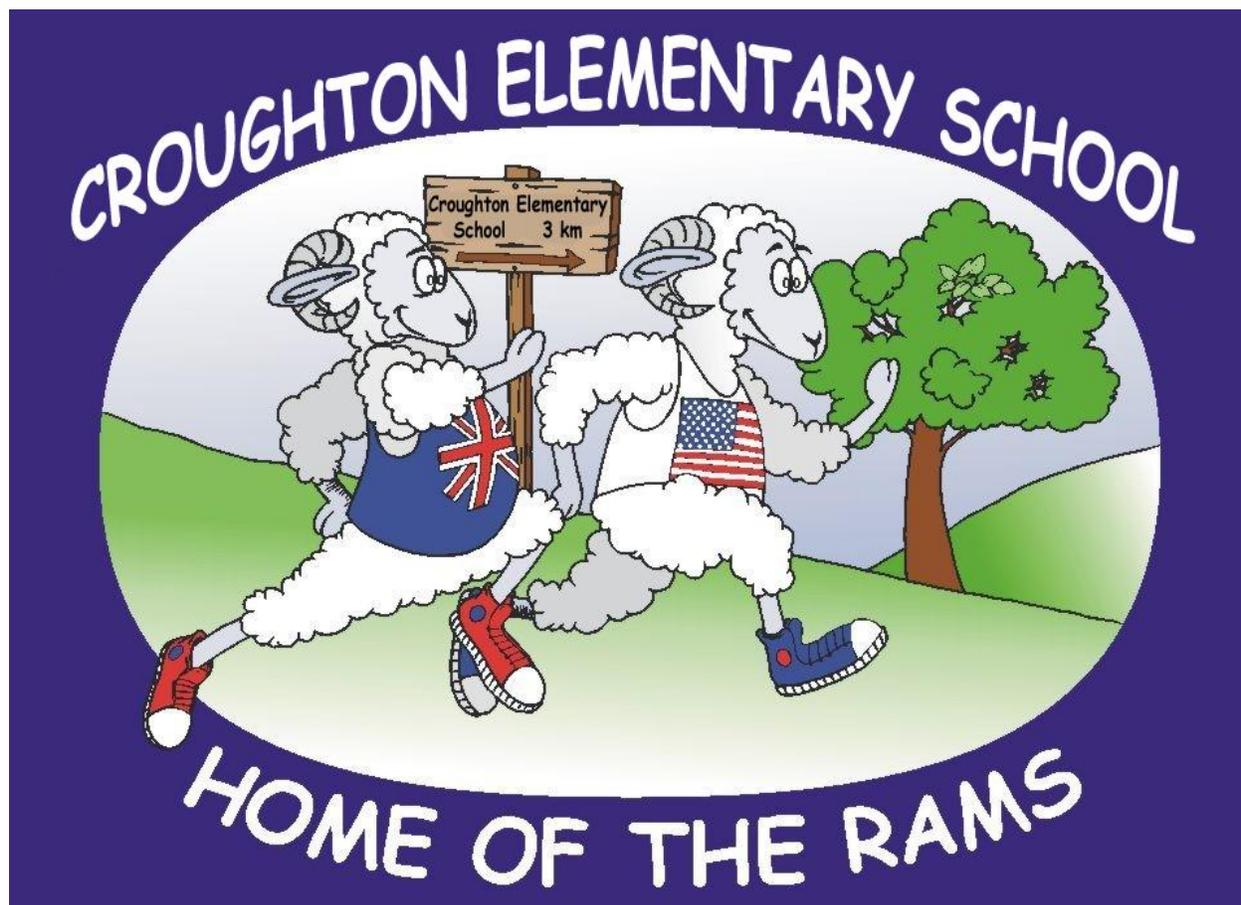


# Croughton Elementary School Student/Parent Handbook



School Year  
2012-2013

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**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
CROUGHTON ELEMENTARY SCHOOL  
UNIT 5845 BOX 15**



August 13, 2012

Dear Parents and Students,

Welcome to Croughton Elementary School. We value you as a partner in your child's education and look forward to working with you this school year. Please take every opportunity to become involved in our school and in your child's education. A partnership between families and schools is essential to ensure a quality education for children.

As a small, but very well resourced school, we are able to deliver a high quality education program for children of all needs and abilities. Students at Croughton thrive in a multi-age classroom environment where the educational program is tailored to each of their individual needs. Technology resources, such as video conferencing or "Go - To Meeting", afford students the opportunity to communicate and collaborate with their peers, stationed in other locations, on science projects or other joint creative endeavors. After school opportunities abound with faculty members offering music, drama and robotics activities. Additionally, our Parent Teacher Organization (PTO) sponsors unique events for all students such as author visits, the National Geographic Geography Bee and many other special activities held throughout the year.

We are fortunate at Croughton to have a rich supply of volunteers whose unique talents and diverse backgrounds contribute to our goal of delivering a meaningful and high quality educational program to all of our students. Members of the military and parents volunteer on a regular or non-routine basis by mentoring students and assisting with events held throughout the school year. Parents can also contribute by serving on our School Advisory Committee (SAC) and our PTO. I encourage you to email, or better yet, stop by the school for more information on how you can assist as a volunteer. Additionally, your thoughts and ideas are always welcome. We recognize that without your support and involvement, we will not be able to reach our potential as a school.

Please feel free to stop by my office or contact me at any time by phone at 01869-810613 or email at [Ron.Lathrop@eu.dodea.edu](mailto:Ron.Lathrop@eu.dodea.edu) with any questions, suggestions or comments.

We look forward to seeing you in the school soon.

Ronald Lathrop  
Principal

## CHAIN OF COMMAND-COMMUNICATION

It is important that lines of communication between students, parents, teachers, and principal be kept open. DoDEA, like the military, utilizes a chain of command. Every attempt will be made to resolve issues or problems at the school level. However, if the problem cannot be resolved through either the classroom teacher or school principal it will be moved to the next level for resolution.

DoDEA Chain of Command	Local USAF Chain of Command
CLASSROOM TEACHER Croughton Elementary School Unit 5845, Box 36 APO AE 09494-0036 DSN: 236-8490 CIV: 01869-810613	SCHOOL LIAISON OFFICER Ms. Lori Dunn, Civ Unit 5855 APO AE 09494 DSN: 236-8578 CIV: 01280-70-8578
PRINCIPAL, CROUGHTON ELEMENTARY SCHOOL Mr. Ron Lathrop Unit 5845, Box 36 APO AE 09494-0015 DSN: 236-8490 CIV: 01869-810613	COMMANDER, 422 <sup>ND</sup> AIR BASE GROUP Colonel Thomas Hamilton Unit 5855 APO AE 09494 DSN: 236-8207 CIV: 01280-70-8207
ISLES DISTRICT SUPERINTENDENT Frank Roehl Unit 5185 Box 470 APO AE 09461-5470 DSN: 226-7251 CIV: 01869-52-7251	COMMANDER, 501 <sup>ST</sup> COMBAT SUPPORT WING Col Brian Kelly Unit 5010 APO AE 09459 DSN: 238- 2818 CIV: 01638-54-2818
DIRECTOR, DoDDS-EUROPE Ms. Nancy Bresell Unit 29649, Box 285 APO AE 09096 DSN: 338-7615 CIV: 0049-611-380-7565	DoD Education Activity Director Ms. Marilee Fitzgerald 4040 North Fairfax Drive Arlington, VA 22203-1634

## SCHOOL YEAR 2012-2013 CALENDAR

### 2012

<b>Monday, August 27</b>	Begin First Quarter and First Semester
<b>Monday, September 3</b>	Federal Holiday: Labor Day
<b>Tuesday, September 4</b>	First day of school for Kindergarteners
<b>Friday, October 5</b>	Half Day, CSI day, dismissal at 1130
<b>Monday, October 8</b>	Federal Holiday: Columbus Day
<b>Thursday, November 1</b>	End of First Quarter (47 days of classroom instruction)
<b>Friday, November 2</b>	No school for students - teacher work day
<b>Monday, November 5</b>	Begin Second Quarter
<b>Thursday, November 8</b>	Teacher-Parent Conferences--No school for students
<b>Friday, November 9</b>	Teacher-Parent Conferences--No school for students
<b>Monday, November 12</b>	Federal Holiday: Veteran's Day
<b>Thursday, November 22</b>	Thanksgiving - Federal Holiday
<b>Friday, November 23</b>	Thanksgiving Recess
<b>Monday, December 24</b>	Begin Winter Recess
<b>Tuesday, December 25</b>	Christmas – Federal Holiday

### 2013

<b>Tuesday, January 1</b>	Federal Holiday: New Year's Day
<b>Monday, January 7</b>	Instruction Resumes
<b>Monday, January 21</b>	Federal Holiday: Dr. Martin Luther King, Jr. Day
<b>Thursday, January 24</b>	End of Second Quarter and First Semester
<b>Friday, January 25</b>	No school for students - teacher work day (45 days of classroom instruction)
<b>Monday, January 28</b>	Begin Third Quarter and Second Semester
<b>Monday, February 18</b>	Federal Holiday: Presidents' Day
<b>Thursday, April 4</b>	End of Third Quarter (48 days of classroom instruction)
<b>Friday, April 5</b>	No school for students - teacher work day
<b>Monday, April 8</b>	Begin Spring Recess
<b>Monday, April 15</b>	Instruction Resumes - Begin Fourth Quarter
<b>Friday, April 19</b>	Teacher-Parent Conferences – No school for students

<b>Monday, May 27</b>	Federal Holiday: Memorial Day
<b>Thursday, June 13</b>	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
<b>Friday, June 14</b>	No school for students - teacher work day Last day for non-administrative educator personnel

**SCHOOL STAFF SY 2012-2013**

Kindergarten—1 <sup>st</sup> Multi-age	Betsy Kendall
First grade	Alisha Perry
Kindergarten Aide	Christina Dunlap
2 <sup>nd</sup> -3 <sup>rd</sup> Multi-age	Carol Ballard
Art	Meghann Clark
4 <sup>th</sup> -5 <sup>th</sup> -6 <sup>th</sup> Multi-age	Kathleen Cronin
Educational Technology/P.E./Math	Mark Reichert
Gifted/Enrichment	Kathleen Whalen
Educational Aide	Jackie Rufer
Health Technician	Vacant
Administrative Assistant	Carina Tabalanza
Supply-Registration-Secretary	

**DAILY SCHOOL SCHEDULE**

- 08:25 School door opens
- 08:30 Classes begin
- 11:30/12:30 Recess/Lunch
- 1450 Dismissal
- 15:00 Bus Depart

## EARLY RELEASE DAYS

The first Wednesday of each month students will be released at 13:30 for staff development.

## CONTACT INFORMATION

### **Mailing Addresses**

US Mailing Address:

Croughton Elementary School  
Unit 5845, Box 15  
APO AE 09494-0015

UK Mailing Address:

Croughton Elementary School  
RAF Croughton  
NR Brackley  
Northants  
NN13 5NQ

### **Telephone Numbers**

Principal:

CIV: 01869-810613  
DSN: 236-8490

Administrative Assistant:  
(Supply/Registrar/Secretary)

CIV: 01869-810613  
DSN: 236-8490

Health Technician:

CIV: 01869-810613  
DSN: 236-8490

Sandra Hibberd (AAFES Cafeteria Manager)

CIV: 01280-708498  
DSN: 236-8498

School Liaison Officer: Lori Dunn

CIV: 01280-708578  
DSN: 236-8578

Bus Transportation: Martin Herrala

CIV: 01480-268-3891/3313  
DSN: 268-3891/3313

Weather Hotline:

CIV: 01280 709 393  
DSN: 236-9393

School Opening/Delays/Cancellation

RAF Croughton  
CIV: 01280-709393  
DSN: 236-9393

## **E-MAIL ADDRESSES**

Principal: Ron Lathrop

[Ron.Lathrop@eu.dodea.edu](mailto:Ron.Lathrop@eu.dodea.edu)

School Liaison Officer (SLO): Mrs. Lori Dunn

[Lori.Dunn@croughton.af.mil](mailto:Lori.Dunn@croughton.af.mil)

Faculty:

K-1 Multi-grade: Betsy Kendall

[Betsy.Kendall@eu.dodea.edu](mailto:Betsy.Kendall@eu.dodea.edu)

Grade 1: Alisha Perry

[Alisha.Perry@eu.dodea.edu](mailto:Alisha.Perry@eu.dodea.edu)

2-3 Multi-grade: Carol Ballard

[Carol.Ballard@eu.dodea.edu](mailto:Carol.Ballard@eu.dodea.edu)

4-6 Multi-grade: Speech Kathleen Cronin

[Kathleen.Cronin@eu.dodea.edu](mailto:Kathleen.Cronin@eu.dodea.edu)

Gifted/Talented & Enrichment: Kathleen Whalen

[Kathleen.Whalen@eu.dodea.edu](mailto:Kathleen.Whalen@eu.dodea.edu)

Ed Tech/Computer Skills/4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> Multiage: Mark Reichert

[Mark.Reichert@eu.dodea.edu](mailto:Mark.Reichert@eu.dodea.edu)

Art/P.E.

[Meghann.Clark@eu.dodea.edu](mailto:Meghann.Clark@eu.dodea.edu)

Staff:

Library Aide/Lunch Monitor: Jacqueline Rufer

[Jacqueline.Rufer@eu.dodea.edu](mailto:Jacqueline.Rufer@eu.dodea.edu)

Kindergarten Aide: Christina Dunlap

[Christina.Dunlap@eu.dodea.edu](mailto:Christina.Dunlap@eu.dodea.edu)

Health Technician: Vacant

Administrative Assistant: Carina Tabalanza

[Carina.Tabalanza@eu.dodea.edu](mailto:Carina.Tabalanza@eu.dodea.edu)

## **VISION AND MISSION STATEMENTS**

### **VISION**

**BELIEVE! ACHIEVE! SUCCEED!**

### **Mission**

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

### **GOALS SY 12-13**

**Student Performance Goal #1:**

**Students will increase their higher level thinking skills across the curriculum**

**Student Performance Goal #2:**

**Students will increase their communication skills across the curriculum**

## ENROLLMENT AND REGISTRATION PROCEDURES

All kindergarten and first grade students new to Croughton Elementary School **must have a birth certificate or U.S. passport** for registration. Eligible students who have or will have reached their fifth (5<sup>th</sup>) birthday by 1 September of the current school year may be enrolled in kindergarten. A first time student must be six (6) years old by 1 September of the current school year to enter first grade.

All families new to the complex must present a copy of their Permanent Change of Station (PCS) orders to the school when enrolling student(s). Bring the child's immunizations record (shot record) to the office where a copy will be made. The Health Technician will in turn verify that all immunizations are up to date. A copy of the immunization record must be received at the school before the first day of school attendance.

If registration is complete and all forms received before 12 noon, the student may begin class the following day. This allows the classroom teacher to prepare for the new student, sorting out books, materials, seating arrangement and assignment of a student sponsor.

**CHANGE OF ADDRESS/REGISTRATION INFORMATION:** It is important to keep current information on students. Parents (sponsors) must notify the school immediately if there is a change in any of the following:

- Home address
- Home phone
- Email address
- Duty location
- Duty phone
- Emergency contact name and telephone number
- Deployment
- PCS

**TRANSFER AND WITHDRAWAL:** Families anticipating a PCS move during the school year must take the following steps to clear from Croughton Elementary School:

1. At least three (3) working days in advance or earlier when possible, please provide the office with a copy of PCS orders and a note stating the student's last day of school.
2. On the student's last day of school, the sponsor will collect a copy of the student's academic and health records from the school office. Parents will have the opportunity to view the records before they are sealed for delivery to the next school.

Current DoDEA regulations prohibit promotion of a student prior to twenty (20) school days from the last day of the school year. Consequently, when it is necessary to withdraw a student prior to this date, it is recommended that the student be re-enrolled in another school at their next location to ensure promotion to the next grade level.

## **ATTENDANCE POLICIES:**

As of previous school year 2011-2012 DoDDS has implemented the first comprehensive policy on student attendance. The policy is based upon the fundamental principle that regular student attendance promotes higher levels of student achievement, school connectedness, and readiness for colleges and careers. The new policy mandates school attendance, requires 180 instructional days per academic year, and recognizes the reality of unavoidable absences such as illness and emergency situations. The policy also aligns with the Interstate Compact on Educational Opportunity for Military Children standard that school systems respect the unique needs of military families when considering requests for excused absences.

Key components of the new policy include:

- A requirement for students to complete an educational plan consistent with regularly planned school work during absences.
- Increase communication with parents about the effect of absences on student performance.
- Referral of students with 5 days of absences to the Student Support Team and with 7 days of absences to the local Command for appropriate intervention and support.
- Daily record-keeping, review, and analysis of attendance.

Additional information regarding the DoDEA Attendance Policy is available at <http://www.dodea.edu>. The point of contact is Dr. David Cantrell, Chief, Special Education and Student Services Branch. [David.Cantrell@hq.dodea.edu](mailto:David.Cantrell@hq.dodea.edu) or phone at (703) 588-3147

It is the responsibility of parents and students to establish and maintain a good attendance record. Experience has shown that attendance is a positive factor for success in school. Every effort must be made by the student and parents to see that absence from school is limited to administratively excusable reasons. For planned absences, parents must send written communication to the teacher and the office prior to the planned absence.

If parents are unable to send written communication before hand, parents must notify the office (01869-810613 or DSN: 236-8490) before 9 a.m. if their child will be absent. Sponsors will be contacted after 9 a.m. if their child is not present and the office hasn't received notification. It is the parent or sponsor's responsibility to contact the office every time the student is absent.

**PROCEDURES FOR RETURNING TO SCHOOL AFTER AN ABSENCE:** Students in grades K-6 returning to school **after any unplanned absence** must bring a note indicating reason for the absence. The note will indicate date(s) and reason for the absence signed by the parent or guardian. The signed note must be presented to the office or sent via e-mail to inform the school of the absence. If no note is submitted, the absence will be considered unexcused until a note is received. The school administration determines when an absence is excused. For the safety and security of your child, please phone the office between 7:30 and 9:00 a.m. if they are going to be absent.

**EXCUSED ABSENCES:** Determination if an absence is excused or unexcused will be reviewed by the school administration. Valid reasons accepted for an excused absence are:

1. Personal illness
2. Family emergencies
3. Religious holidays
4. Family trips
5. Medical/dental appointments that cannot be scheduled during non-school time.
6. Other e.g. Family/Goal Day, family medical appointment at RAF Lakenheath.

**UNEXCUSED ABSENCES:** If an absence is for any other reason than those listed above, it will be considered unexcused. School is a student place of duty. It is reasonable to expect students to attend and learn. Therefore, students will be marked unexcused if it is determined that the absence(s) was not warranted. Students are encouraged to complete missed assignments and tests for credit. However, the student is responsible to obtain assignments from the teacher and make arrangements accordingly.

**EXCESSIVE ABSENCES:** In the case of 3 or more concurrent absences, the school will contact the sponsor. The school administration will become directly involved with students and their parents after three unexcused absences or ten excused absences per quarter. A solution to attendance problems will be sought. If no solution is possible, the school will contact the sponsor's commander.

**TARDY POLICY:** A written note is required when a student is tardy (except when the buses are late or are otherwise at fault). Children who are late, arriving after 8:30 a.m., must report to the office to be signed in by a parent. Parents will be contacted when students are tardy. The classroom teacher will work with parents in minimizing tardiness. The classroom teacher may refer frequent offenders to the administration for further action. An action plan will be formulated to ensure students are on time.

**EARLY CHECK OUT OF STUDENTS:** Students who leave school before the end of the regular school day must be signed out by his/her parent in the main office.

**ARRIVAL OF STUDENTS BEFORE THE SCHOOL DAY BEGINS:** As we cannot guarantee supervision prior to the start of the school day, students will not come to school or be dropped off by parents at the school before 8:10 A.M. Students cannot enter classrooms before the arrival of their teacher, as this would constitute a safety issue. In inclement weather, students may enter the school building at 8:10 A.M. Repeated early arrivals, unless on school business, will result in parent contact. Due to security reasons, students will not be allowed to remain or return to school after 3:00 P.M. or the departure of the buses unless under direct supervision of a teacher or staff member.

**CHILD FIND:** Croughton Elementary School participates fully in an on-going Child Find Program. The school is responsible for identifying and evaluating all children (birth to 21) who are entitled to receive a free and appropriate educational program from DoDDS.

Croughton provides special education services. If you have a child you feel may have delayed language or other developmental delays, please contact the school to request an assessment.

## **CHILD ABUSE REPORTING PROCEDURES**

It is DoDEA policy that all DoDEA personnel will participate in the identification of child abuse and the protection of children by:

1. Promptly reporting all suspected or alleged child abuse to:
  - a. The employee's immediate supervisor.
  - b. The local Family Advocacy Program Officer (FAP)
2. Cooperating with the Family Advocacy Program process.

## **EMERGENCY PROCEDURES**

**FIRE:** In the event of fire, students will respond to the fire alarm or an announcement from their classroom teacher. Each class will quietly leave the building as a group, according to the fire evacuation plan. The group will remain together at a safe distance from the building. Fire drills may be conducted without previous warning.

**OTHER EMERGENCIES:** Announcements of emergency evacuations will be made over the internal intercom system within each classroom. Each class will quietly leave the building as a group and will remain with the teacher according to the instructions given at that time. They are to remain in the designated area to receive further instructions from a faculty member.

## **HAZARDOUS WEATHER**

The following special procedures are established in the event of fog/snow/ice that may delay or cancel school operations:

1. If emergency conditions prevent the operation of buses, school will not be in session.
2. The Base Commanders in consultation with Security Forces Squadron makes decisions to delay or close school. The decision to change the hours will be made independently by the Base Commander.
3. If predictions indicate that road conditions are expected to improve during the morning, the starting time for school will be delayed two (2) hours later (10:30) than usual. In the afternoon, school will be dismissed on a regular schedule and buses will be on a normal schedule.
4. In the event that weather conditions warrant a delayed start, closure or early release from school, parents will be notified by the established "calling tree" procedure. Students will not be released until notification has been established between a parent and the school. Students will not be released until positive notification has been established between a parent or designated guardian and the school (a phone message or verbal message to anyone other than the parent or designated guardian/sponsor will not be considered positive contact.) The student(s) will remain in the school building until they can be picked up by a parent/sponsor. Emergency kits are available if students must remain past the close of the regular school day.
5. It is important that all children know where they are to go after school if a family member is not at home. At the beginning of each school year, forms will be sent home for families to establish a plan. A copy will be given to the classroom teacher.

### **INDOOR/OUTDOOR RECESS POLICY**

One of our goals here at Croughton, is to let our students play outside as much as possible at recess times. Nevertheless, there are times when it is unsafe for them to play outside due to rainy days, blizzards of any kind, ice-slippery pavement and wind-chill factors.

During the cold season, all students are expected to **wear what their parents sent them to school in.** They will not be allowed to remove their coats during winter recess. Parents are advised to provide boots, gloves and a head covering. Although we have spare clothing in our nurse's office, it might be a good thing to have an extra set of clothing for your child in case s/he falls down, get muddy, etc.

When students have to play indoors, we rotate rooms [Music room, Great Hall, Library, Resource rooms] to provide them with opportunities to play group games, jump ropes, hula hoops, freeze games, watch an educational DVD or read.

### **SCHOOL LUNCH PROGRAM**

AAFES provides a lunch program for students. Students may purchase a hot lunch or bring their own. An ala cart menu will be provided, however, students will purchase the items after they have finished their hot lunch. Applications for free or reduced price AAFES lunches are available from the School Liaison Officer. Completed applications should be turned in to the School Liaison Officer. Upon determination of eligibility, a system will be in place to electronically "pay" for the student's lunch at the lunchroom. Students who are not eligible for free or reduced lunch will use an electronic system, which deducts the cost of their lunch from a parent charge account.

### **INDEBTED LUNCH ACCOUNTS:**

If the student's lunch account reaches a zero or negative balance, the school will contact you. Students will receive lunch at a 'charge' to the account. If the account is at zero or negative, the student will not be allowed to purchase lunch plus, ala Carte items, additional milk or water. Please ensure that your student has enough credit in his/her account to cover the lunches purchased each week. Credit can be put on the account by coming to the School Cafeteria and speaking with the manager. AAFES is the concessionaire bringing food services into the school. AAFES Food Service Manager, Mrs. Sandra Hibberd, is on campus to assist with your lunch account needs and inquiries by calling DSN 236-8498.

**REDUCED OR FREE LUNCH PROGRAM: Please see Mrs. Lori Dunn, School Liaison Officer.**

If you would like to monitor your child's meals at school as well as check on the amount of money in their account, you can do this by going to this web site: [www.MealpayPlus.com](http://www.MealpayPlus.com). First you must call the AAFES lunch manager and get your child's personal ID #. This is not the pin number to the account; you may only get this number by calling the school cafeteria at 236-8498.

**HEALTH CONCERNS;**

\* FOOD ALLERGIES\* Please inform the school health aide of any real or suspected food allergies. We work closely with the cafeteria staff to ensure the safety and well being of all our students. If your child has special dietary needs due to religion, please bring it to our attention as well, so that we may assist you in ensuring that your student does not consume proscribed foods.

A sick child should not be in school: there is risk of exposure to classmates as well as impacting the learning of the sick individual. The health aide will administer medications only if in the original bottle, and the appropriate form is provided by the physician/clinic. If a student is on a medication at home, please inform the school, so appropriate measures can be taken in case of any emergencies. If a parent comes to the school to administer a medication, it must be given in the nurse's office. Students are not allowed to carry or take medications on their own, unless appropriate forms are obtained from the physician, and the student is deemed capable to do so by the school health aide.

If a student becomes sick at school, he/she is to report to the Health Office. If the health aide deems necessary, the parents will be notified to pick up the child. If a trip to the clinic is indicated, a parent must accompany his/her child. In an extreme emergency the child will be transferred by ambulance to the hospital, and parents will be notified immediately. If the parents cannot be reached, the emergency contact will be called. You must have a plan that ensures someone can pick up your child in the case of sickness or emergency. We are not a medical facility staffed to keep sick children for any length of time. *Please provide the school with up-to-date emergency contact information, especially if contact details (phone, address) change.*

A child that is unable to participate in recess or in physical education classes, will need a physician's statement before any consideration is given to excuse a child from any part of the program.

Students with head lice need to receive treatment and a medical clearance from the clinic before being readmitted to school.

## **HOMEWORK**

Homework is defined as work or activities, assigned by a teacher for accomplishment outside of class time to further the instructional program. A maximum of 30 minutes for grades K-3 and 45-60 minutes per school day for grades 4-6 may be required as homework time. Individual teachers determine the amount of homework given; however, the following practices will be considered when homework is given:

### **Teachers are responsible for**

- Assigning work that is clear and understood.
- Ensuring that students have the skills and materials to do the work.
- Checking and evaluating the assignments.

### **Students are responsible to**

- Knowing exactly what has been assigned.
- Having appropriate books and materials.
- Completing assignments on time and returning them to the teacher.

### **Parents are responsible for**

- Monitoring student progress and communicating with teachers regarding assignments and the role of homework.
- Offering children assistance and encouragement.
- Providing a time and place to complete homework.

During the first weeks of school each classroom teacher will inform students and parents of their individual homework policies.



## **SAFETY AT SCHOOL**

School security is a national concern. Since the Department of Defense Dependents' Schools (DoDDS) represent a cross-section of Americana, all partners in our community education process must understand and support the principles underlying a safe and secure learning environment---as applied to creating a safe school.

- Free from the threat or fear of physical violence
- Free from drugs, alcohol, weapons and other prohibited items
- Free from hazing, bullying or intimidation
- Free from gang or criminal activity

The Department of Defense Education Activity (DoDEA) follows guidance from the Department of Defense and also issues regulations and policies concerning our schools. DoDEA Regulation 2051.1, *Disciplinary Rules and Procedures* outlines student conduct expectations and disciplinary consequences that may be invoked when the conduct of a student poses an immediate threat to his/her safety or the safety of others in the school.

(SEE DoDEA website page [http://www.dodea.edu/foia/iod/pdf/2051\\_1.pdf](http://www.dodea.edu/foia/iod/pdf/2051_1.pdf))

These student conduct expectations apply to student conduct that is related to a school activity.

- While on school property
- While en route between school and home, to include school buses
- During or while going to or coming from all school-sponsored events/activities

Hitting or hurting someone, threatening to hurt someone, bringing prohibited items to school (knives, matches, cigarettes, alcohol or drugs); fighting and bullying are unacceptable acts that will involve school consequences, at a minimum one day suspension. Making bomb threats or participating in making bomb threats is a serious matter and grounds for expulsion. All students must respect the rights of others to enjoy a safe school day.

Additionally, local military regulations or host nation laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partners---students, parents, military leaders, administrators, faculty and staff---to understand the serious nature of actions violating principle student freedoms and the scope of authority over infractions as outlined in DoDEA Regulation 2051.1.

### **SCHOOL AND PERSONAL PROPERTY**

*All textbooks and workbooks are furnished to students. Each student is held responsible for the care of school property. Damaged or lost property will be the financial responsibility of the student and parent.*

**PERSONAL PROPERTY AT SCHOOL:** Students are strongly encouraged not to bring any personal property. Items included in this area are, but are not limited to magazines with inappropriate material, CD players/sound systems (including iPods), toys, roller blades, skates, cell phones, beepers, and skateboards. However, those who ride a school bus are given limited permission to bring personal sound systems/Gameboys to use while on the bus. Personal property needs to remain in backpacks, out of sight, until the end of the school day. Personal property brought to school needs to be properly marked with first and last name. The loss of personal property is at the owner's risk.

**LOST AND FOUND:** Found property is brought to the Office and is kept for two weeks before being disposed of. It is strongly recommended that students not bring money or items of value such as electronic devices, expensive jewelry, or large sums of money to school. The school will not assume responsibility for stolen or lost items.

**USE OF TELEPHONES:** Because telephones are frequently used and the office staff is very busy, parents should only contact their children in cases of emergencies. Likewise, students may only use the phones for emergency reasons with permission of the administration or school secretary.

**SUPPLIES:** The school provides textbooks, workbooks, and other instructional materials. DoDDS will provide a list of specific supplies required for each grade. Copies are also available in the Main Office.

**VISITORS TO SCHOOL:** The school policy is to accept only those visitors who have legitimate business at school; including parents, volunteers or school guests. **ALL VISITORS MUST CHECK IN WITH THE OFFICE.** If you have a friend or visitor who would like to visit the school, you must first obtain permission from your classroom teacher and approval by the principal. It is essential to plan ahead in order to minimize classroom disruption. The office will issue a visitor's badge to the visiting student after they have signed in with the office.

### **STUDENT BEHAVIOR AND EXPECTATIONS**

Students are expected to conduct themselves in a manner that does not infringe upon the rights of others and is conducive to a good learning climate. Policies governing students, both written and implied, are established for the purpose of preserving the educational setting as well as the rights of each individual student in his/her pursuit of an education.

**DRESS CODE:** The military takes pride in the neatness and dress of its personnel. It is fitting that we also reflect this pride in what we wear. Personal appearance should not be disruptive to the school's educational program or detrimental to the safety and well being of students. It is the parents' responsibility to ensure that their children are appropriately attired.

- Shoes are worn at all times; shoes with **wheels** and/or **heels higher than two inches; rubber beach thongs or flip-flops** are not acceptable footwear.
- Hats will not be worn inside the school building.
- Garments with profane or provocative pictures/messages are prohibited
- Tank tops, halter-tops, spaghetti tops, beachwear, short skirts, tight or short shorts are not permitted.
- Shorts and skirts/dresses must be an inch above the knee when sitting.
- The general rule to follow will be no midriff exposed when standing or reaching or extending arms.
- Shirts/blouses must be buttoned/zipped.
- Cut-off shorts are not allowed.
- Slacks/trousers should fit at the traditional waistline; when in doubt, belts must be worn to ensure that slacks/trousers will not slide down from the waist.

**The decision whether an item of clothing is appropriate will rest with the principal.**

### **DISCIPLINARY PROCEDURES:**

If a student causes a disruption in the classroom that cannot be managed by the teacher at the time the principal will be notified and the student removed to the administrator's office. The principal will speak to the students and if necessary, based on the infraction, will notify the parent. Each case will be handled on an individual basis.

**CLASSROOM BEHAVIOR:** Each teacher will develop and maintain to assist students with their responsibility of maintaining appropriate behavior. Teachers will document steps of their discipline plan prior to an administrative referral. The individual classroom teachers will inform parents of student discipline. The final step in each classroom discipline plan is a referral to the administration. Upon review of classroom documentation action may be taken by the administration.

**SERIOUS MISCONDUCT:** These are activities that threaten the safety and security of students and staff. Serious misconduct may result in the administrator convening the School Discipline Committee as an outside review of the discipline matter.

Serious misconduct includes, but is not limited to, the following:

- Insubordination-Refusal of a student to follow reasonable directions of a teacher, administrator, or other staff member at school or at any school-sponsored event after a reasonable period of wait time.
- Fighting-Students physically involved in striking students with the intent to hurt.
- Vandalism-Willful destruction of school property or the personal property of others.
- Theft-Stealing school property or the personal property of others.
- Smoking- in school buildings, on school grounds, or at school-sponsored events.
- Drugs: Distribution, consumption, or possession of drugs at school or at school-sponsored events is prohibited.
- Zero Tolerance Policy-Bringing of weapon/or weapon like items to school as stated in DoDEA's Zero Tolerance policy

**SUSPENSION:** Parents will be notified of any serious disciplinary problems and actions. The principal is the ultimate authority in decisions related to suspension. The School Discipline Committee may make recommendations to the principal. After the suspension period, the sponsor will meet with the principal before the student is readmitted to school. Suspensions are considered unexcused absences. Students will be given make-up privileges and must initiate this with the teachers.

**IN-SCHOOL SUSPENSION:** In-school suspension may be used as an alternative to out of school suspension. The parent may be required to monitor the in-school suspension program during the day(s) of the suspension of his/her dependent. When the student is suspended (in or out of school suspension) from school, he/she may not participate in any school-related activity.

**EXPULSION:** An expulsion is the loss of privilege of attending a Department of Defense Dependents School. The Area Director reviews requests for expulsion from the principal and the decision is based on the facts of the case. (SEE DoDEA Regulation 2051.1 *Disciplinary Rules and Procedures* [http://www.odedodea.edu/foia/iod/pdf/2051\\_1.pdf](http://www.odedodea.edu/foia/iod/pdf/2051_1.pdf))

#### **STUDENT PROGRESS REPORTS:**

Parent/Teacher conferences are scheduled at the end of each grading period. Progress Reports are issued at the end of each marking period. There are four marking periods in the school year. At the end of each quarter the child's progress in all areas is assessed and a report is made to the parents. Progress Reports are designed to provide, as accurately as possible, an indication of student

progress for that marking period. In the event that a student receives a less than satisfactory grade, C- or below, or drops two grade levels – i.e. from an A to a C – parents will be notified at mid-term and a conference requested. If a student struggles during the quarter, the teacher will notify the parent and a meeting will be held to create an individualized study plan for the student.

**INTERIM PROGRESS REPORTS:** During the course of a school year a teacher may believe that an interim progress report is necessary to keep parents informed of student progress. Parents are asked to review the reports made by teachers involved, sign the notice, and have their child return it to the teacher. Since students make the greatest amount of achievement when there is close cooperation between the family and school, parents are urged to make an appointment with the teacher when their child receives a notice of unsatisfactory achievement.

**GRADING:** The following standard is used to determine marks for grades 4-6:

A-Excellent (90-100)	D-Poor (60-69)
B-Good (80-89)	F-Failure (0-59)
C-Average (70-79)	I-Incomplete

### **EXTRA CURRICULAR ACTIVITIES**

In addition to the regular curricular activities, Croughton Elementary School offers extra-curricular after school activities. All students are urged to participate in activities, as these can add a great deal to school enjoyment. If any individual or group of students wishes to start an activity where there is sufficient interest, they are urged to discuss the matter with the school administration.

**STUDY TRIPS:** Study trips are part of the ongoing instruction of the classroom. They are used as an extension of the classroom to provide real-life experiences. As such, study trips are part of the curriculum and mandatory attendance is implied. Students are responsible for the information gained by participating in such trips. Parent assistance and support is very important to this program. Parent chaperones may accompany the group to assist the teacher with students. However, siblings are not permitted to accompany the parent chaperone.

### **COMMITTEES**

Through **CHaMPPS**, Croughton Elementary School is trying to provide positive experiences for student leaders of the school. Throughout the year the students will lead by applying for a job and being selected to take part assisting with an adult sponsor. CHAMPPS teams may include the Media Center helpers, the recess monitors, the recycling team and the office team. CHaMPPS gives the older students a chance to shine and have a POSITIVE PEER INFLUENCE.

**C hamps H ave a nd M odel P ositive P eer S kills**

**SCHOOL ADVISORY COMMITTEE (SAC):** This committee is composed of elected representative parents and teachers who meet on a regular basis to consider school-related policies, activities, etc. The purpose of SAC is to make recommendations to the school administration. It is open to all

members of the school community. Meeting Dates for School Year will be sent to parents at the beginning of the school year.

**SCHOOL IMPROVEMENT LEADERSHIP TEAM**

The SILT is a committee composed of parents, teachers, students, and military community leaders. The goal of the SILT is to support the school improvement plan and to ensure high student achievement for all students. Members are representatives of the SAC, PTSA, Teachers’ Union, Schools Liaison Officer, Command Representative, and one teacher and one parent appointee of the principal’s choice.

**SCHOOL DISCIPLINE COMMITTEE:** The Discipline Committee is a committee that is composed of parents and teachers. The committee is responsible for determining consequences for serious infractions of school rules. The committee makes recommendations to the principal regarding suspension and expulsion of students.

**PARENT TEACHER ORGANIZATION (PTO):** This organization of parents and teachers helps support activities in school through various fund-raising events.

**Continuous School Improvement (CSI):**

School Improvement or SIP in the current improvement cycle has become Continuous School Improvement (CSI). CSI is a joint collaborative effort between parent, community, students, teachers, and administrators to continuously improve the knowledge, skills, and guidance provided to all students. In other words, the purpose of the program, on a continuous basis is to verifiably improve all student performance.

In addition, the North Central Association Commission on Accreditation has been incorporated into global education accreditation system called Advanced Education. Advanced Education defines school improvement as a continuous process that operates on a five-year cycle. Croughton Elementary School is currently in the fifth year of the current cycle. Our CSI Leaders have worked closely to refine our school improvement focus and commit all available resources to implementing a school-wide plan that supports our overarching student performance goals.

**Vision:**

Believe, Achieve, Succeed!

**Mission:**

To provide an exemplary education that inspires and prepares all Croughton Elementary School students for success in a dynamic, global environment

**Student Performance Goal #1:**

**Students will increase their higher level thinking skills across the curriculum**

**Essence of Goal #1:**

Using our higher level thinking skills means using new ideas and information to solve live problem tasks (Application)

**Student Performance Goal #2:**

**Students will increase their communication skills across the curriculum**

**Essence of Goal #2:**

Communication skills mean using the proper and appropriate vocabulary in our writing and speaking and using context clues to help determine what the word means.

**TRANSPORTATION**

The School Bus Office, located at Alconbury ES, provides transportation to and from housing and school. Students are responsible for their conduct and compliance with established bus rules. Violation of such rules may result in the loss of transportation privileges. Students receive two required Bus Safety Briefings by the Transportation Office during the school year.

Questions or concerns about school buses may be called directly to the Transportation Office at 01480-823-891 or DSN 268-3891 or 3313.

The safe transportation of DoDDS students is a priority. DoDDS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. The safe operation of school buses also depends on proper conduct by the students that ride those buses. See Appendix E for current rules and consequences for Student riders.

**VOLUNTEER PROGRAM**

Many of the reasons why we are successful in offering a wealth of school activities is due to the many hours that adults volunteer at the school. Volunteers must complete a screening application and may be requested to log their hours at the front office.

Some of the volunteer jobs last year were:

• Small group teaching	• Classroom support
• Assisting the librarian	• Assisting in the culture class
• Music programs	• Computer lab
• Tracking volunteers hours	• Organizing functions & school events
• Assisting with clubs	• Assisting in the Office
• Guest Presenters	• Assisting with school events

If you are interested, please contact the Office (DSN: 236-8490).

**GIFTED EDUCATION PROGRAM:**

The Department of Defense Education Activity (DoDEA) provides exemplary educational programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they are able to receive, meet, and often surpass. The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths. Please click on the links here to visit the DoDEA Gifted

Education website (<http://www.dodea.edu/instruction/curriculum/ge/index.htm>) for more information. This website contains information on:

- Identification of DoDEA Gifted Students
- Resources for Parents and Teachers
- Gifted Education Manual (Caution: this is a large document--94 pages which may require a long download time.)

Other services that are offered by the Gifted/Enrichment program are:

School-wide enrichment program which is open to all students grades K-6 consisting of weekly classes and also school wide enrichment activities such as Pumpkin Estimation Contest, Wild Waste Show, Guest Speakers, etc.

### **GANG AWARENESS AND PREVENTION;**

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out of school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization."

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make

markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

### **SCHOOL AND BUS RULES**

#### **SCHOOL RULES:**

- All members of the school community are responsible for their own behavior.
- Each member is to treat other members with respect, dignity and to follow established classroom rules.
- The chewing of gum by members of the school community is not acceptable and is discouraged while in the school or on any school sponsored activity.

#### **CAFETERIA RULES:** The following lunchroom rules are to be followed:

- Walk at all times in the Great Hall.
- Bring what you need for lunch and recess to the cafeteria.
- Go directly to your seat when you have your lunch.
- Remain seated and eat your lunch quietly.
- Raise your hand if you need something. A lunch monitor will bring what you need to you.
- You need to raise your hand to be excused to go to the restroom.
- When a lunch monitor has dismissed you, line up at the door to go out to recess.
- You may talk quietly at your table using an indoor voice.
- Use acceptable language and behavior at all times.
- Handling, touching or trading of food is not acceptable.
- Keep hands, feet, mouth and object to self – No wrestling, no pushing, no cursing, no throwing rocks (other items)... TAG is okay if it is touch and go.
- Line up – Line up on grade numbered line as soon as you hear whistle or teacher on duty call... do not shoot another basket or run up the towers one more time... line up.

#### **PLAYGROUND [RECESS] RULES**

- Slides—go down on your bottom only...no running up or sliding down on your stomach.
- Towers—No sitting at the top of and jumping from the top of towers.
- Playground equipment, such as balls, hoops, ropes, etc—if you take something out of the basket or cart, you are responsible for putting it back.
- Monkey Bars – No standing on top and no jumping off.
- Swings – No jumping off swings or twisting of swings.

### **IF RULES ARE BROKEN**

- 1st time rule is broken: Warning
- 2nd time rule is broken: Time out on bench
- 3rd time rule is broken: Loss of privileges
- Severe Clause: Send to office for disciplinary action
  
- **SEQUENCE OF BEHAVIOR MANAGEMENT**
  - 1<sup>st</sup> offense – teacher/staff member
  - 2<sup>nd</sup> offense – teacher/staff member contacts parent
  - 3<sup>rd</sup> offense – admin is contacted
- NOTE: The severity of the offense determines which step in the sequence the teacher/staff member begins with. If the offense is severe enough, admin will be contacted immediately.

### **TEN BUS SAFETY RULES:**

- Obey the driver or adult.
- Enter and exit the bus safely and always show your bus pass.
- Stay properly seated and uses seatbelts when available.
- Keep your hands, feet and other body parts to yourself.
- Do not throw things.
- Put nothing out of the window.
- Remain quiet and do not disturb the driver or others.
- No profanity or indecency, smoking, prohibited items or vandalism.
- Do not eat, drink, or chew gum.
- Be responsible, be safe.

### **DoDDS-E Smoking Policy**

- Students are prohibited from possessing or using tobacco products during the school day 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.

## **ASBESTOS INFORMATION LETTER**

**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
CROUGHTON ELEMENTARY SCHOOL**



**UNIT 5845 BOX 15  
APO AE 09494**

August 08, 2012

Dear Parents and Staff,

In accordance with the Asbestos Hazard Emergency Response Act, inspectors completed an asbestos inspection of the school building. The triennial inspection was conducted on 23-24 April 2012, in accordance with Environmental Protection Agency (EPA) guidelines and Department of Defense Education Activity policy.

Samples of suspected asbestos-containing materials were taken during the inspection and were submitted to a laboratory for analysis. Test results indicate that asbestos is present in our building (230). Non-friable asbestos was found in two areas; classrooms with sinks and in the gaskets found in the heating/boiler plants. The asbestos material in the classrooms is in the form of mastic that coats the undersurface of the sinks. These areas are generally not available for student use; however, a warning has been placed on or near the suspected material. The inspectors recommended the following abatement actions: no immediate abatement required, continue surveillance of this material under the asbestos management plan. As required by the EPA, a periodic surveillance program is in effect to monitor the condition of the asbestos materials.

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

If you have any questions or concerns, please do not hesitate to contact me at DSN 236-8490 or 01869 810 613.

Ron Lathrop  
Principal

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## SCHOOL BUS TABLE OF CONSEQUENCES (Revised 11 March 2003)

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
<b>A</b>  <b>Minor Misconduct</b>	<ul style="list-style-type: none"> <li>1- Boarding or exiting the bus unsafely to include crossing in front of or behind the bus</li> <li>2- No bus pass or improper bus pass</li> <li>3- Standing while bus is in motion or not being properly seated</li> <li>4- Obstructing an empty seat, door, stairs or aisle</li> <li>5- Making excessive noise</li> <li>6- Disturbing/insulting/harassing other students</li> <li>7- Public Display of Affection (PDA)</li> <li>8- Eating, drinking, chewing gum</li> <li>9- Using profane/obscene language or gestures</li> <li>10- Littering</li> </ul>	Verbal/Written Warning	1-5 day suspension	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY
<b>B</b>  <b>Serious Infractions</b>	<ul style="list-style-type: none"> <li>1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions</li> <li>2- Exchanging or refusing to show bus pass</li> <li>3- Horseplay and spitting</li> <li>4- Throwing objects at, within, or out of the bus</li> <li>5- Sticking objects/body parts out the window/door</li> <li>6- Full or partial nudity</li> <li>7- Damage/theft/pilfering &lt;\$100</li> </ul>	1-5 day suspension	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY	
<b>C</b>  <b>Severe Offenses</b>	<ul style="list-style-type: none"> <li>1- Tobacco/Alcohol use</li> <li>2- Sitting in driver's seat/tampering with controls</li> <li>3- Interfering with driver</li> <li>4- Unauthorized operation of emergency exits</li> <li>5- Fighting, hitting, biting, pushing</li> <li>6- Vandalism/damage/theft &gt;\$100</li> <li>7- Any action that leads to a bus accident</li> </ul>	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY		
<b>D</b>  <b>Criminal or Illegal Acts</b>	<ul style="list-style-type: none"> <li>1- Possession/use of weapons or other prohibited items</li> <li>2- Possession of illegal substances</li> <li>3- Lewd or indecent acts</li> <li>4- Threatening or causing injury to another person</li> <li>5- Bomb Threats</li> </ul>	<p>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED</p> <p>Serious Incident Report to appropriate authorities</p> <p>Notification to installation Commander via Schools Liaison Office (SLO) if appropriate</p> <p>SLO to be informed when suspensions/expulsions from bus occur</p>				

Note:

- 1- All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
- 2- All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
- 3- Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 4- Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1