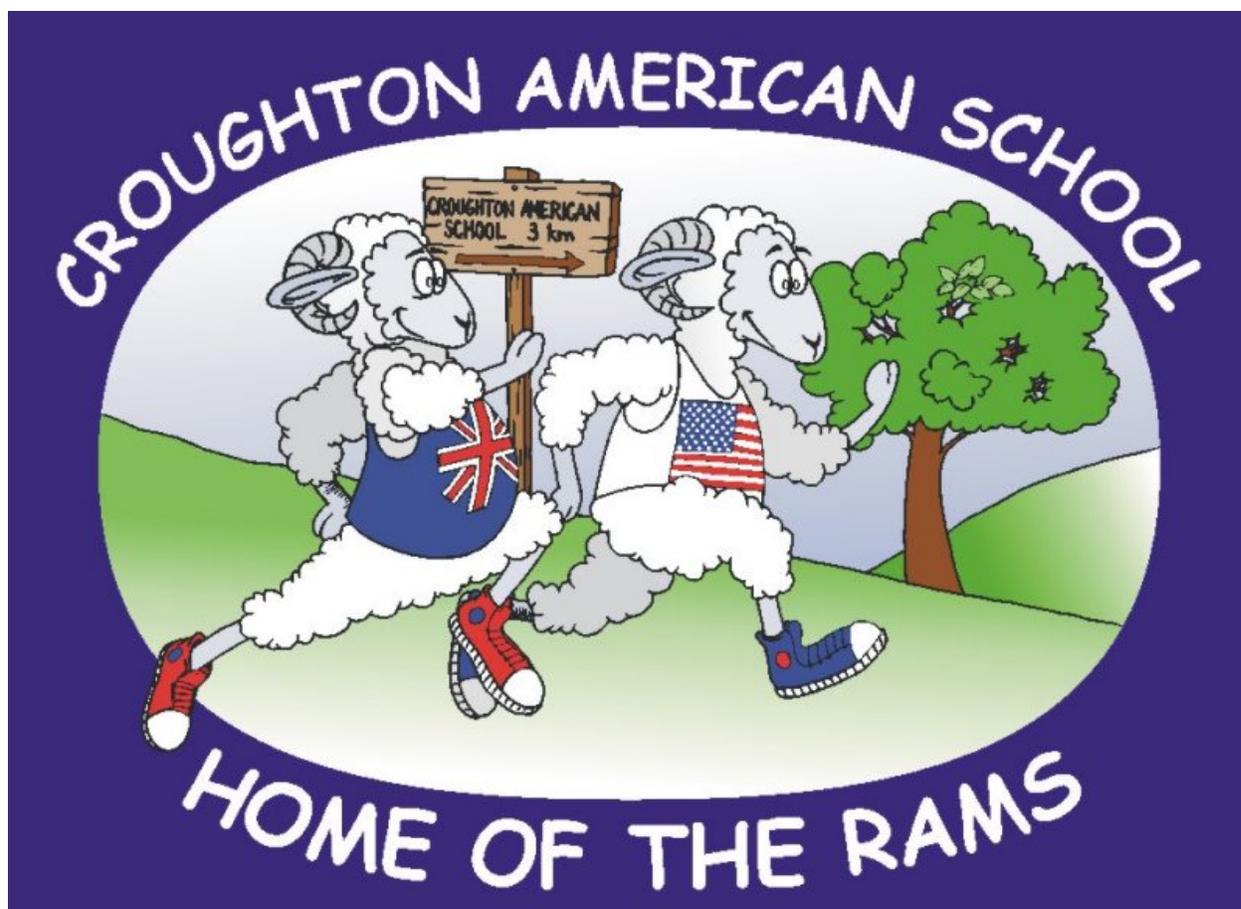


# Croughton American School Handbook



School Year  
2008 to 2009



## TABLE OF CONTENTS

WELCOME LETTER .....	v
DEVELOPING CHARACTER AT CROUGHTON.....	6
CHAIN OF COMMAND-COMMUNICATION .....	7
VISION AND MISSION STATEMENTS.....	8
ENROLLMENT AND REGISTRATION PROCEDURES .....	9
ATTENDANCE POLICIES.....	10
CHILD FIND.....	12
CHILD ABUSE REPORTING PROCEDURES .....	12
EMERGENCY PROCEDURES.....	12
SCHOOL LUNCH PROGRAM .....	13
HEALTH CONCERNS.....	14
HOMEWORK .....	15
SAFETY AT SCHOOL .....	16
SCHOOL AND PERSONAL PROPERTY .....	17
STUDENT BEHAVIOR AND EXPECTATIONS .....	18
DISCIPLINARY PROCEDURES .....	19
STUDENT PROGRESS REPORTS .....	21
EXTRA CURRICULAR ACTIVITIES.....	21
TRIPS .....	22
COMMITTEES .....	22
TRANSPORTATION.....	23

<b>See Appendix E for current rules and consequences for Student riders .....</b>	<b>23</b>
<b>VOLUNTEER PROGRAM.....</b>	<b>24</b>
<b>GIFTED PROGRAM .....</b>	<b>24</b>
<b>GANG AWARENESS AND PREVENTION.....</b>	<b>25</b>
<b>APPENDIX A SCHOOL YEAR 2006 TO 2007 CALENDAR* .....</b>	<b>1</b>
<b>APPENDIX B SCHOOL STAFF SCHOOL YEAR 2006-2007 .....</b>	<b>1</b>
<b>APPENDIX B DAILY SCHOOL SCHEDULE .....</b>	<b>1</b>
<b>APPENDIX C CONTACT INFORMATION .....</b>	<b>1</b>
<b>APPENDIX D STANDARD OPERATING PROCEDURE STUDENT SUSPENSION .....</b>	<b>1</b>
<b>APPENDIX E SCHOOL AND BUS RULES.....</b>	<b>3</b>
<b>APPENDIX E SCHOOL BUS TABLE OF CONSEQUENCES (Revised 11 March 2003).....</b>	<b>6</b>
<b>APPENDIX F ASBESTOS INFORMATION LETTER .....</b>	<b>1</b>

# WELCOME LETTER

## CROUGHTON AMERICAN SCHOOL WELCOME LETTER

Dear Parents, Students, and Faculty,

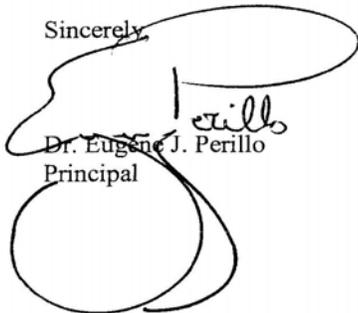
Welcome to Croughton Elementary School. If you are returning to Croughton School, welcome back and may you make this your best year ever at Croughton Elementary School. If you are new, I offer you my warmest welcome and challenge you to get involved in our school community and take advantage of the unique opportunities at Croughton Elementary School.

The revised school handbook is a compilation of existing policy and is intended to provide the most current information available. Parents, students and faculty are encouraged to review the handbook and familiarize themselves with the school policies, rules and student expectations. Some reference information concerning regulations and policies noted in the handbook are an overview of more lengthy documentation. In addition to the handbook you will be receiving the Principal's Vision, Goals and Objectives statement in August.

I would especially like to challenge parents to become involved in the education of their children. We welcome you to participate in a variety of ways such as the School Advisory Council, Parent Teacher Organization, School Improvement Leadership Team, our Volunteer program, and many more. We need your assistance as volunteers and team members; we seek your feedback and suggestions.

We believe that there are only two types of schools, those that are improving and those that are not. Croughton Elementary School is a quality school. We must together continually strive for perfection and improvement.

Sincerely,



Dr. Eugene J. Perillo  
Principal

## DEVELOPING CHARACTER AT CROUGHTON

CAS is dedicated to success for all students. Our students will be kids of character by exploring the meaning of TRRFCC. Students will participate in activities during the school year to help each of them learn to be a true person of character. TRRFCC behavior leads to TRRFCC character.

The following character traits will be the thread that holds the school together:

CHARACTER COUNTS! Six Pillars of Character

T rustworthiness

R espect

R esponsibility

F airness

C aring

C itizenship

Each month the school will focus on one of the Six Pillars of Character. The list is as follows:

MONTH	TRAIT
September	Introduction/Overview - Character...what is it
October	RESPECT
November/December	RESPONSIBILITY
January	TRUSTWORTHINESS
February	CARING
March	CITIZENSHIP
April/May	FAIRNESS
June	Review

## 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
<i>Classroom Teacher</i> Croughton American School Unit 5845, Box 15 APO AE 09494-0015 DSN: 236-8490 CIV: 01869-810613	<i>School Liaison Officer</i>  Unit 5855 APO AE 09494 DSN: 236-8578 CIV: 01280-70-8578
<i>Principal, Croughton American School</i> Dr. Eugene Perillo Unit 5845, Box 15 APO AE 09494-0015 DSN: 236-8490 CIV: 01869-810613	<i>Commander, 422<sup>nd</sup> Air Base Group</i> Col John Jordan Unit 5855 APO AE 09494 DSN: 236-8207 CIV: 01280-70-8207
<i>Isles District Superintendent</i> Mr. Ronald McIntire Unit 5185, Box 470 APO AE 09461-5470 DSN: 226-7251 CIV: 01869-52-7251	<i>Commander, 501<sup>st</sup> Combat Support Wing</i> Col Blake Lindner Unit 5010 APO AE 09459 DSN: 238- 2818 CIV: 01638-54-2818
<i>Director, DoDDS-Europe</i> Mrs. Diana J. Ohman, Unit 29649, Box 285 APO AE 09096 DSN: 338-7615 CIV: 0049-611-380-7565	<i>DoD Education Activity Director</i> Dr. Joseph Tafoya 4040 North Fairfax Drive Arlington, VA 22203-1634

### *Director, Regional Information and Technical Center*

Ms. Donna Hansen

Unit 587 APO AE 09494

DSN: 236-8500 CIV: 01280-70-8500

For RITC: Mr. Darryl Carson is the School Representative

### Non-DoDDS School Liaison

Ms Kay Hilley

Croughton American School Rm C-5

Unit 5845 Box 15 APO AE 09494

DSN: 236-8490 CIV: 01869-810-613

# **VISION AND MISSION STATEMENTS**

## **DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**

### **VISION**

Communities investing in success for ALL students.

### **GUIDING PRINCIPLES**

Student achievement - a shared responsibility

Trust and respect for other's rights

Unlimited opportunities to reach high expectations

Dedication to lifelong learning

Equal access to a quality education based on standards

New and motivating challenges to inspire excellence

Total accountability with teamwork

Success for ALL - students first!

## **CROUGHTON AMERICAN SCHOOL**

### **VISION**

Croughton American School Community promotes success for all students.

### **Student Version of School Vision Statement**

At my school, everyone shares the goal of making learning fun, helping each other feel successful and smart as well as caring for each other.

### **MISSION**

The mission of Croughton American School Community is to provide learning and social experiences, which enable all students to perform to the best of their ability and demonstrate respect, responsibility and co-operation.

## ENROLLMENT AND REGISTRATION PROCEDURES

All kindergarten and first grade students new to Croughton American School **must have a birth certificate or passport** for registration. Eligible students who have or will have reached their fifth (5<sup>th</sup>) birthday on or before 31 October of the current school year may be enrolled in kindergarten. A first time student must be six (6) years old prior to 31 October 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 school nurse will in turn verify that all immunizations are up to date. Children must have a copy of the immunization record on file with 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) will notify the school immediately if there is a change in any of the following:

- Home address
- Home phone
- Email address
- Duty location
- Duty phone
- Rotation date
- Emergency contact name and telephone number

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

1. At least five (5) 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**

**ATTENDANCE:** 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 absence** must bring a note indicating reason for absence. The note will indicate date(s) and reason for the absence signed by one of his/her parents. The signed note must be presented to the office in addition to the parent calling 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.

**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 that 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 attendance clerk or school nurse 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 0835, 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.

**CHECKING OUT OF SCHOOL EARLY:** 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 8:20 A.M. Students

cannot enter classrooms before the arrival of their teacher, as this would constitute a safety issue. 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 3:05 P.M. or the departure of the buses unless under direct supervision of a teacher or staff member.

## **CHILD FIND**

Croughton American 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 and is staffed with a preschool special education teacher, a speech and language therapist, and a Learning Impaired teacher. 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 local Family Advocacy Program Officer (FAP)
  - b. The employee's immediate supervisor
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/SCHOOL DAY:**

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 (RAF Fairford and RAF Croughton) in consultation with Security Forces Flight makes decisions to delay or close school. The decision to change the hours will be made independently by either Base Commander. The Base Commander's designee will notify parents should a delay or closure of school be necessary. This announcement will be made prior to 0600.
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. Should a closure of school be necessary during the school day, 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. The student(s) will remain in the Media Center 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.

## **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 Unit Orderly Room. Completed applications should be turned in to the Unit Orderly Room. 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 at the Croughton BX or the CAS cafeteria. AAFES is the concessionaire bringing food services into the school. An AAFES Food Service Manager is on campus to assist with your lunch account needs and inquiries.

**REDUCED OR FREE LUNCH PROGRAM: SEE APPENDIX F**

### **HEALTH CONCERNS**

**\* FOOD ALLERGIES\*** Please inform the school nurse 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 impacting the learning of the sick individual. The nurse 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 nurse.

The only over the counter medications that will be administered are Tylenol or Motrin and then only after the nurse has contacted the parent/guardian for permission.

If a student becomes sick at school, he/she is to report to the Health Office. If the nurse 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 physicians 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:** 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 K-3 and 45-60 minutes for 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 to**

- Assign work that is clear and understood
- Ensure that students have the skills and materials to do the work
- Check and evaluate the assignments.

### **Students are responsible to**

- Know exactly what has been assigned
- Have appropriate books and materials
- Complete assignments on time and return them to the teacher.

### **Parents are responsible to**

- Monitor student progress and communicate with teachers regarding assignments and the role of homework

- Offer children assistance and encouragement
- Provide 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 owners 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

**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

**CLASSROOM BEHAVIOR:** Each teacher will advise students throughout the school year of his/her individual classroom discipline plan. 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 in charge convening the School Discipline Committee as an outside review of the discipline matter. The School Discipline Committee may recommend to the principal:

- Suspension (one to nine days)
- Expulsion

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 disciplinary action. 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

**REPORT CARDS:** Parent/Teacher conferences are scheduled at the end of the first reporting period for all students. Report cards are issued at the end of each marking period. Cards are sent home with students on the Wednesday following the end of each quarter. 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. Report cards 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 and a conference requested. If a student struggles during the quarter, the teacher will notify the parent and work with the parents to make a strategy for the student to use.

**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 and/or guidance counselor 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 American School offers extra-curricular activities that match the interests of students. Musical groups, intramural sports, student government, and various class organizations are open for student participation. Meetings for some of these activities are held during the school day. 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 wish to

start another activity where there is sufficient interest, they are urged to discuss the matter with the school administration.

## TRIPS

**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. Since parent chaperones accompany the group to assist the teacher with students, it is important to remember that younger siblings are not permitted to accompany the parent chaperone.

## COMMITTEES

**CHAMPS - 6th Grade Leadership Teams:** CHAMPS is a positive peer leadership program. Students are involved in leadership and service activities throughout the school. These experiences help students grow and mature while providing them with opportunities to learn important life skills such as accepting responsibility, being part of a team, making positive choices and improving self-esteem.

C hamps H ave A nd M odel P ositive Peer S kills

Youth peer pressure can be a GOOD thing. The Positive Peer Rationale is as follows:

P - Positive E - Effective E - Efficient R - Results!

Through CHAMPS, Croughton American School is trying to provide positive experiences for leaders of the school, the 6<sup>th</sup> graders. Throughout the year the students will lead by applying for a job and being selected to take part assisting with an adult sponsor. CHAMPS teams may include the school store, the media helpers, the recess monitors, the recycling team and the office team. CAS is making every effort to make sure all students are successful. CHAMPS gives the older students a chance to shine and have a POSITIVE PEER INFLUENCE.

**SCHOOL ADVISORY COMMITTEE (SAC):** This committee is composed of elected representative parents, teachers, and students 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.

**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 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.

## **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.

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

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. This is only part of the formula, however. 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. The president of the Parent Teacher Organization is in charge of the volunteer program. A large room in the school is designated as the volunteer work area. Volunteers must complete a screening application and will 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 art classes
• Music programs	• Computer lab
• Tracking volunteers hours	• Organizing functions and school events
• Publishing the newsletter	• Assisting in the Office

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

## GIFTED 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:

Extended Learning Activities for students not identified as gifted, but whose teacher recommends that he/she would benefit from an additional curriculum/standard related weekly activity. This is presently been done in Language Arts, and science.

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**

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

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 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.

## APPENDIX A SCHOOL YEAR 2007 TO 2008 CALENDAR\*

### (DoDEA Calendar for most European Schools)

**Wednesday, August 22** Reporting date for non-administrative educator personnel for orientation and classroom preparation

#### First Semester - (92 Instructional Days) 2007

**Monday, August 27** Begin First Quarter and First Semester

**Monday, September 3** Labor Day - Federal Holiday

**Monday, October 8** Columbus Day - Federal Holiday

**Thursday, November 1** End of First Quarter  
(47 days of classroom instruction)

**Friday, November 2** No school for students - teacher work day

**Monday November 5** Begin second quarter

**Monday, November 12** Federal Holiday (Veterans Day)  
(Veterans' Day - November 11)

**Thursday, November 22** Thanksgiving - Federal Holiday

**Friday, November 23** Friday - Recess Day

**Monday, December 24** Begin Winter Recess

**Tuesday, December 25** Christmas - Federal Holiday

#### 2008

**Tuesday, January 1** New Year's Day - Federal Holiday

**Monday, January 7** Instruction Resumes

**Monday, January 21** Martin Luther King, Jr. Day - Federal Holiday

**Thursday, January 24** End of Second Quarter and First Semester  
(45 days of classroom instruction)

**Friday, January 25** No school for students - teacher work day

#### Second Semester - (91 Instructional Days)

**Monday, January 28** Begin Third Quarter and Second Semester

**Monday, February 18** Presidents' Day - Federal Holiday

**Thursday, April 3** End of Third Quarter  
(48 days of classroom instruction)

**Friday, April 4** No school for students - teacher work day

**Monday, April 7** Begin Spring Recess

**Monday, April 14** Instruction Resumes - Begin Fourth Quarter

**Monday, May 26** Memorial Day - Federal Holiday

**Thursday, June 12** End of Fourth Quarter and Second Semester  
(43 Days of classroom instruction)

**Friday, June 13** No school for students - teacher work day  
Last day for non-administrative educator personnel

## APPENDIX B SCHOOL STAFF SCHOOL YEAR 2007-2008

Kindergarten	Ms. Betsy Case
Kindergarten Aide	Mrs. Christine Carezza
First Grade	Mrs. Kathleen Bogen
Second Grade	Mrs. Carol Ballard
Third Grade	Mrs. Joan Thomas
Fourth Grade	Ms. Kathleen Cronin
Fifth Grade	Mr. James VanNostern
Sixth Grade	Mrs. Lori Cavin
Art History	Mrs. Brenda Quinn
Nurse	Mrs. R. Marissa Gregg
Counselor/PE	Ms. E. Jewel Vessell
Media Specialist	Ms. Susan Payne
Gifted/Enrichment	Ms. Kathleen Whalen
Educational Technologist	Mr. James VanNostern
PSCD/Communication Impaired Teacher	Mrs. Judy Barczak
Read 180/PSCD Aide	Mr. Bill Barczak
SPEDAide	TBA
School Secretary	Mrs. Tina Swieda
School Support Assistant (Supply)	Mr. Garth Gruenstern

## APPENDIX B DAILY SCHOOL SCHEDULE

- 8:20 School Opens
- 8:30 Instruction Begin
- 11:25-12:25 Lunch/Recess
- 2:50 Dismissal
- 3:00 Buses Depart

## APPENDIX C CONTACT INFORMATION

### Mailing Addresses

US Mailing Address:

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

UK Mailing Address:

Croughton American School  
Bldg 230  
RAF Croughton  
Brackley Northants NN13 5NQ

### Telephone Numbers

Principal: Eugene Perillo

CIV: 01869-810613

DSN: 236-8490

School Secretary: Tina Swieda

CIV: 01869-810613

DSN: 236-8490

Counselor: E. Jewell Vessell

CIV: 01869-810613

DSN: 236-8490

School Nurse: R. Marissa Gregg

CIV: 01869-810613

DSN: 236-8490

Psychologist: Dr. Robin Gunderson

CIV: 01494-795720

DSN: 235-5720

Airman & Family Readiness Center

DSN: 236-8011

School Officer: Vacant

CIV: 01280-708578

DSN: 236-8578

Bus Transportation: Steve Matthews

CIV: 01480-268-3891

DSN: 268-3891

School Opening/Delays/Cancellation

RAF Croughton

CIV: 01280-709393

DSN: 236-9393

### E-MAIL ADDRESSES

Principal: Dr. Eugene Perillo

[eugene.perillo@eu.dodea.edu](mailto:eugene.perillo@eu.dodea.edu)

Schools Officer:

All teachers' e-mail addresses follow the pattern used by Eugene Perillo.

## APPENDIX D STANDARD OPERATING PROCEDURE STUDENT SUSPENSION

Department of Defense Dependents Schools  
United Kingdom District Office  
APO AE 09461-5470

SOP 99-038  
November 12, 1999

**PURPOSE:** To establish procedures and controls for the issuance of student suspensions from school.

**REFERENCES:** DoDEA Regulation 2051.1

### **PROCEDURES:**

When the principal determines that suspension from school is the appropriate consequence for a student infraction, after following all of the necessary steps and requirements as outlined in DoDEA Regulation 2051.1, then s/he will do the following:

1. Contact the pupil's parent or guardian in person or by telephone to advise the parent of the suspension.
2. Notify the parent in writing of the suspension by sending home with the student a copy of the notice and by mailing to the parent or guardian within 1 school day another copy. The notice will include:
  - a. A statement of facts leading to the decision to suspend,
  - b. A statement indicating whether it is an in-house or away from school suspension,

If the suspension is to be served away from school, a statement that the student is to remain away from school and/or school sponsored activities (including, when appropriate, DODDS resident halls) during the period of suspension unless given written authorization by the principal to be present,

- c. The date and time the student can return to school,
- d. A request that the parent or guardian attend a conference with school officials regarding the student's behavior, and
- e. A notice of the appeal procedures by which the student may appeal the suspension.

3. The Principal will report suspensions of each student, providing a copy of the suspension letter to the parent or guardian, to:
  - a. The District Superintendent through the Chief of Staff, and
  - b. The installation/community commander or the base discipline committee.

**CONTROLS**

1. Copy of Suspension Letter to District Superintendent's Office
2. Copy of Suspension Letter to Installation/Community Commander

//original signed//  
Superintendent

## APPENDIX E SCHOOL AND BUS RULES

### GENERAL 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 your place is cleaned up, raise your hand to have your tray cleared. Be sure to clean the table and the floor under your place.
- When a lunch monitor has dismissed you, line up at the door to go out to recess. The last person to finish at each table is responsible for final clean-up and putting the lunch basket out to be collected after 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.

### PLAYGROUND (RECESS) RULES:

- **Slides** - Go down on bottom only...no running up or sliding down on stomach.
- **Towers** - No jumping from the top of towers. No sitting at top of climbing tower and touching climbers.
- **Parking lot by CDC** - off limits...do not go past the grass (barrier is gone).
- **Balls/Equipment Basket**- If you take something out of the basket...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.
- 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.

#### **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 RULES:**

- Obey the driver or adult.
- Enter and exit the bus safely and always show your bus pass.
- Stay properly seated and use 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.
- There will be no designated smoking areas defined or condoned by DoDDS-E schools.

## APPENDIX E 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> Minor Misconduct	1- Boarding or exiting the bus unsafely to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing/insulting/harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane/obscene language or gestures 10- Littering	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> Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects/body parts out the window/door 6- Full or partial nudity 7- Damage/theft/pilfering <\$100	1-5 day suspension	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY	
<b>C</b> Severe Offenses	1- Tobacco/Alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism/damage/theft >\$100 7- Any action that leads to a bus accident	6-10 day suspension	15-20 day suspension	Suspension of Riding Privileges for the Remainder of SY		
<b>D</b> Criminal or Illegal Acts	1- Possession/use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb Threats	<b>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED</b> Serious Incident Report to appropriate authorities Notification to installation Commander via Schools Liaison Office (SLO) if appropriate SLO to be informed when suspensions/expulsions from bus occur				

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

## APPENDIX F ASBESTOS INFORMATION LETTER



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
CROUGHTON AMERICAN SCHOOL  
UNIT 5845 BOX 15  
APO AE 09494  
August 25, 2007

Dear Parents and Staff:

In accordance with the Asbestos Hazard Emergency Response Act, inspectors completed an asbestos inspection of all school building(s). The triennial inspection was conducted on June 28-30 2000, 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 analyses. Test results indicate that asbestos is present in our buildings (230, 225). 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 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 periodical 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 School Supply Office. These documents are available for your review.

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

Sincerely,

*Eugene Perilla*

Principal