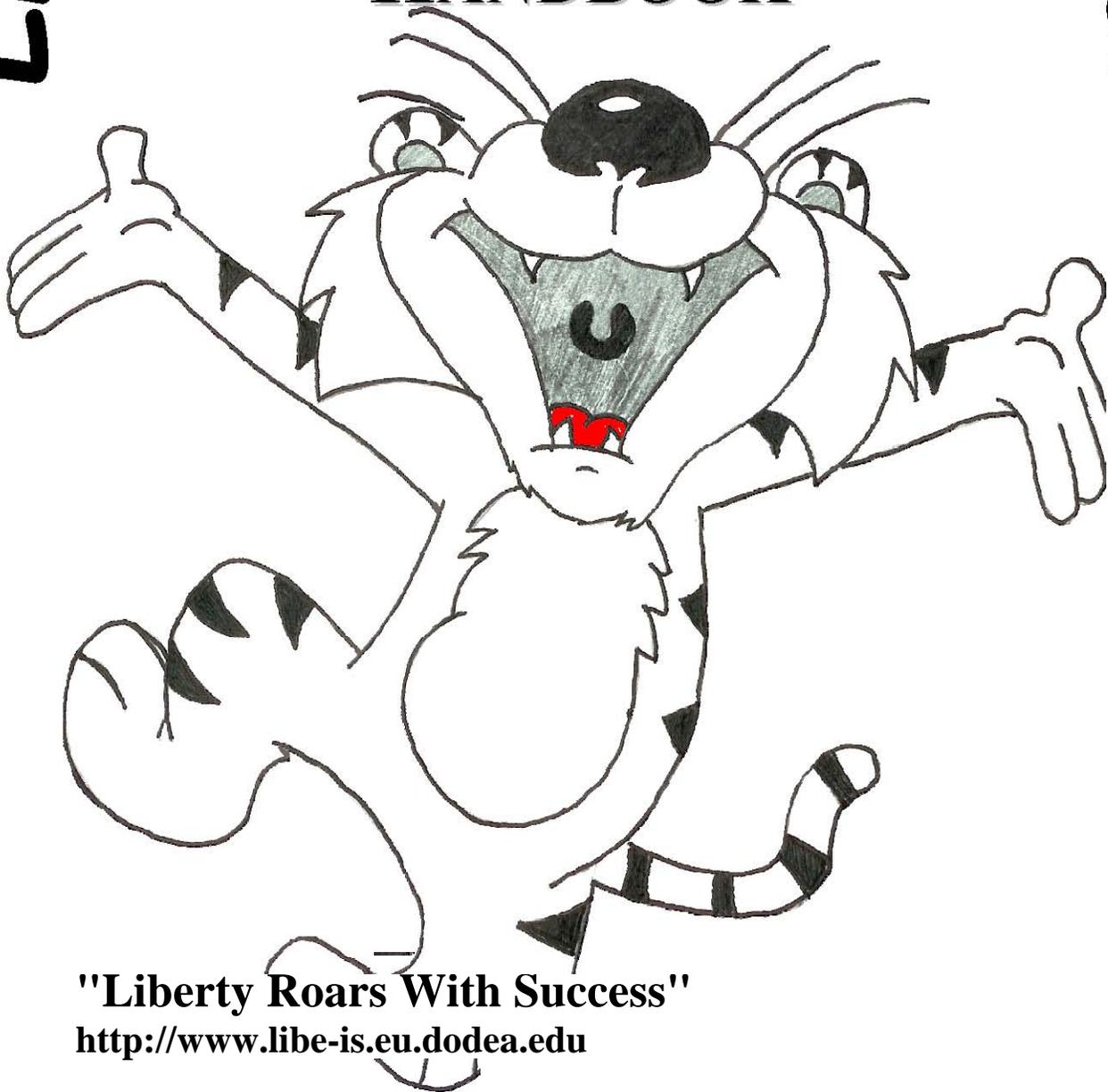


**Liberty Intermediate School**

**STUDENT-PARENT  
HANDBOOK**



**"Liberty Roars With Success"**

<http://www.libe-is.eu.dodea.edu>

A	
<b>ADMISSION.....</b>	<b>8</b>
<b>AFTER SCHOOL ACTIVITIES.....</b>	<b>8</b>
<b>ARRIVAL AT SCHOOL.....</b>	<b>8</b>
<b>ATTENDANCE POLICY.....</b>	<b>9</b>
Email to Attendance Box	
Email to Principal's Box	
<b>AWARDS.....</b>	<b>9-11</b>
Citizenship Honors	
Excellence in Physical Education	
Mathematical Olympiad Fifth Grade	
President's Award for Educational Excellence	
President's Award for Educational Improvement	
Principal's Challenge	
B	
<b>BICYCLES.....</b>	<b>11</b>
C	
<b>CASE STUDY COMMITTEE.....</b>	<b>11</b>
<b>CHAIN OF COMMAND.....</b>	<b>12</b>
<b>CHILD FIND.....</b>	<b>12</b>
<b>CLASS ASSIGNMENTS.....</b>	<b>13</b>
<b>CLOSED CAMPUS POLICY.....</b>	<b>13</b>
<b>COMMUNICATION BETWEEN HOME AND SCHOOL.....</b>	<b>13</b>
<b>CURRICULUM AND SUPPORT PROGRAMS...</b>	<b>14-17</b>
Communication Impaired (CI) Specialist	
Guidance Counselor	
Information Specialist	
Instructional Support Services (ISS)	
Learning Impaired (LI) Specialist	
School Nurse	
D	
<b>DAILY SCHEDULE.....</b>	<b>17</b>
<b>DISCIPLINE COMMITTEE.....</b>	<b>17</b>
Disciplinary Rules and Procedures	
<b>DISCRIMINATION.....</b>	<b>17-21</b>
<b>DISMISSAL.....</b>	<b>21</b>

<b>DISTRICT SAFETY AND SECURITY OFFICER..</b>	<b>21</b>
<b>DRESS STANDARDS.....</b>	<b>21</b>

E

<b>EMERGENCY CONTACT.....</b>	<b>22</b>
<b>EMERGENCY EVACUATION.....</b>	<b>23</b>
<b>EMPLOYMENT OPPORTUNITIES.....</b>	<b>23</b>
<b>ENRICHMENT PROGRAM.....</b>	<b>26</b>

Reading Counts Program

F

<b>FAMILY TRIPS.....</b>	<b>23</b>
<b>FREQUENTLY USED INFORMATION.....</b>	<b>6</b>

Local and APO Address and Phone Numbers  
 Non-School Support Personnel and Phone Numbers  
 School Delays  
 Support Personnel and Phone Numbers

G

<b>GLOSSARY OF DoDDS ACRONYMS.....</b>	<b>42</b>
--	-----------

H

<b>HEALTH SERVICES.....</b>	<b>24</b>
-----------------------------	-----------

Immunization Policy  
 Medication

<b>HOMEWORK POLICY.....</b>	<b>25</b>
-----------------------------	-----------

I

<b>INCLEMENT WEATHER.....</b>	<b>26</b>
-------------------------------	-----------

L

<b>LENGTH OF SCHOOL YEAR.....</b>	<b>27</b>
<b>LOCKERS.....</b>	<b>27</b>
<b>LOST &amp; FOUND.....</b>	<b>27</b>

M

<b>MEAL PROGRAM.....</b>	<b>28</b>
<b>MESSAGES FOR STUDENTS.....</b>	<b>29</b>

P

<b>PARENT-TEACHER CONFERENCES .....</b>	<b>29</b>
---	-----------

<b>PARENT-TEACHER ORGANIZATION.....</b>	<b>29</b>
<b>PARTIES.....</b>	<b>30</b>
<b>PROGRESS REPORTS (REPORT CARDS).....</b>	<b>30</b>
Marking Codes	
Mid-Quarter	
Quarterly	
<b>PROHIBITED ITEMS.....</b>	<b>31</b>
<b>R</b>	
<b>REGISTRATION.....</b>	<b>31</b>
<b>S</b>	
<b>SAFETY AND HEALTH.....</b>	<b>38</b>
<b>SCHOOL ADVISORY COMMITTEE(SAC).....</b>	<b>32</b>
<b>SCHOOL HOME PARTNERSHIP (SHCP).....</b>	<b>32</b>
<b>SCHOOL HOURS.....</b>	<b>37</b>
<b>SCHOOL IMPROVEMENT LEADERSHIP TEAM (SILT).....</b>	<b>32</b>
<b>SCHOOL PICTURES.....</b>	<b>38</b>
<b>SCHOOL SPIRIT.....</b>	<b>33</b>
<b>SCHOOL SUPPLIES.....</b>	<b>37</b>
<b>SMOKING POLICY.....</b>	<b>38</b>
<b>SPECIAL INSTRUCTIONAL PROGRAMS.....</b>	<b>33-36</b>
Art	
Drug Abuse Resistance Education (DARE)	
Gifted Program	
Host Nation	
Music	
Physical Education	
<b>STUDY TRIPS.....</b>	<b>36</b>
<b>T</b>	
<b>TARDINESS.....</b>	<b>39</b>
<b>TELEPHONE SERVICES.....</b>	<b>39</b>
<b>TEXTBOOKS.....</b>	<b>39</b>
<b>TRAFFIC SAFETY.....</b>	<b>40</b>
<b>TRANSFER/WITHDRAWAL OF STUDENTS.....</b>	<b>39</b>
<b>TRANSPORTATION.....</b>	<b>40</b>

Conduct on School Buses

V

**VISITORS..... 40**

**VOLUNTEER PROGRAMS..... 41**

W

**WELCOME TO LIBERTY INTERMEDIATE**

**LETTER..... 7**

# FREQUENTLY USED INFORMATION

## *LOCAL AND APO Address and Phone Numbers:*

LIBERTY INTERMEDIATE SCHOOL Building 804 RAF Lakenheath Suffolk, IP27PN	LIBERTY INTERMEDIATE SCHOOL DoDDS/CCSI UNIT 5185, Box 50 APO, AE 09461-8550
--	--

<b>School Number</b>	<b>01638522258</b>	<b>DSN 226-2258</b>
<b>Web Site</b>	<a href="http://www.libe-is.eu.dodea.edu">http://www.libe-is.eu.dodea.edu</a>	
<b>School Fax Number</b>	<b>01638 533906</b>	
<b>Email to Principal's box</b>	<a href="mailto:LibertyIS.Principal@eu.dodea.edu">LibertyIS.Principal@eu.dodea.edu</a>	
<b>Email to Registrar's box</b>	<a href="mailto:LibertyIS.Registrar@eu.dodea.edu">LibertyIS.Registrar@eu.dodea.edu</a>	
<b>Email to Attendance box</b>	<a href="mailto:LibertyIS.Attendance@eu.dodea.edu">LibertyIS.Attendance@eu.dodea.edu</a>	

## *Support Personnel and Phone Numbers:*

<b>School Secretary</b>	52-5935
<b>Major Responsibilities:</b>	Scheduling, Personnel and Payroll, Outside Users Contracts, School Calendar
<b>Registrar</b>	52-2867
<b>Major Responsibilities:</b>	Registrar & Data Clerk
<b>School Support Assistant</b>	52-2361
<b>Major Responsibilities:</b>	Supply & Building Facilities
<b>Receptionist:</b>	52-2258
<b>School Nurse:</b>	52-2258
<b>Information Center Technician</b>	52-2258 Ext. 229

## *Non-School Support Personnel and Phone Numbers:*

<b>School's Officer</b>	52-5078
<b>School Cafeteria</b>	52-5589
<b>School Bus Office</b>	52-3752
<b>Reduced Lunch Ticket Information</b>	52-5077

## *School Delays*

The decision to cancel or delay the opening of school is made by the Base Commander. Parents can learn the status of school opening and transportation delays by telephoning **DSN 238 3541** or **DSN 226 3541** (commercial **01638 543541/523541**) and listening to the command post recording for that day, updated daily before 0600. For more information see *Incident Weather* in the handbook.



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
LIBERTY INTERMEDIATE SCHOOL  
APO AE 09461**

Dear Parents and Students,

**Welcome to Liberty Intermediate School!**

We are proud to serve the Lakenheath and Mildenhall Military Communities. We look forward with enthusiasm to providing another year of quality education to your sons and daughters.

We have provided this handbook to establish guidelines for a successful partnership between the school and home during the school year. Please review the contents with your family. Keep the handbook available for future references wherever the family stores important information.

To ensure the success of all students, Liberty Intermediate School will be a school characterized by:

1. A total school environment of caring
2. All adults being responsible for all children
3. Firm, fair, consistent and positive discipline
4. High expectations for all students
5. Respect for parents and a recognition of the important contribution they make to the development of their children
6. Outstanding instructional practice
7. Teaching each student at his/her most appropriate level of instruction and in the way that the student learns best.

To this end, we look forward to seeing you at Open House, at PTO and SAC meetings and especially as volunteers throughout this year. Let's work together to make this year the best yet!

**John Fletcher  
Principal**

# ADMISSION

All students require the following documents and information when enrolling:



- Copy of the sponsor's orders (and dependent travel orders if applicable)
- Student's social security number
- Up-to-date immunization form
- Sponsor, or spouse (with military ID card) must sign the registration forms required by DoDDS

A child will not be allowed to start school unless immunized against the following: diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A & B series, chicken pox (or history of disease), and must have a TB test within the last five years.

If the child is entering from another school at the beginning of or during the school year, a transfer-statement or report card from the previous school would be useful for proper placement.

# AFTER SCHOOL ACTIVITIES

A variety of after school clubs and activities may be offered dependent upon funding, staffing, and student interest. In previous years, clubs have included



bowling, chess, math, reading, yearbook, music, drama, basketball, volleyball, art, computer, and digital photography. Participation is on a first come – first serve basis and may be limited. Some special-activity clubs, such as bowling, may incur a fee. Parents are responsible for transporting their child home from all after school activities.

# ARRIVAL AT SCHOOL

Parents are advised not to allow their children to leave home too early. This especially applies to children in the housing area who walk to school in the mornings. Students are to arrive no earlier than 0805, ten minutes before the first bell.

Sponsors who must report early for work should not drop their children off before this time. Supervision of students does not begin until 0800. Other childcare options should be utilized. Parents will be notified if their child continues to arrive at school too early. Should the problem persist, the chain of command will be notified. Your cooperation in this matter will greatly enhance the safety and security of our students.

# ATTENDANCE POLICY

Consistent student attendance is imperative to a successful school experience for each child. However, home leave and unique travel opportunities are part of being responsive to the military environment and living overseas. Students need to develop the habit of regular school attendance except in cases of family emergencies, medically related concerns, religious holidays, annual leave that is command-designated or school sponsored activities. Prolonged absences often result in students missing significant portions of their education.

1. Assigned personnel with family members attending DoDDS schools on RAF Lakenheath or RAF Feltwell will notify the school no later than the day prior for planned absences. **For unplanned absences (e.g. illness) or late arrivals, notify the schools before 0900.**  
DoDDS will attempt to contact parents within one hour of discovering an unexcused absence. Do so requires parents to maintain current contact information with the school. If information is not current or incorrect, DoDDS will initiate contact through the appropriate command post, which will contact the individual's chain of command/supervision. For individuals so contacted, commanders will counsel and, if necessary, initiate appropriate disciplinary action for repeat occurrences.
2. Force protection includes knowing where your family members are. In conjunction with our schools, the above procedures will help ensure we maintain that awareness. Doing so will preclude a potential future tragedy.
3. Students who have been absent due to a contagious condition should report to the school nurse before returning to class.

This policy is in accordance with the Department of Defense Dependent School regarding student absences and 48 FW/CC 100 ARW/CC.

**Email to Attendance Box:** [LibertyIS.Attendance@eu.dodea.edu](mailto:LibertyIS.Attendance@eu.dodea.edu)

**Email to Principal's Box:** [LibertyIS.Principal@eu.dodea.edu](mailto:LibertyIS.Principal@eu.dodea.edu)

or call the attendance answering machine line 24hrs **01638 52 2867**; DSN **226-2867**

## AWARDS



### *Honor Roll*

Awarded at the end of each quarter for students who achieve report card grades of "A" or "B" in every academic area.

### *Citizenship Honors*

Awarded at the end of each quarter for students who achieve a plus in each area of life skills/social development (not counting computer and handwriting) on the report card.

### *Principal's Challenge*

Awarded at the end of the second, third, and fourth quarters to students who improve in at least two academic areas and do not go down below a B in any of the others.

### *Mathematical Olympiad - Fifth Grade*

Talent Pool students participate in Mathematical Olympiad and receive certificates; others earn awards at the end of the school year. Non-talent pool students with very high scores on a standardized test who are recommended by their teachers may also participate.

### ***Excellence in Physical Education***

Awarded to all students that meet the following criteria: Students must meet or surpass all standards set forth in a DoDEA approved Physical fitness-testing program. Students must display good character and a desire to participate to the best of their ability during all classroom activities. Students must receive a+ grade for at least 3 of the 4 grading quarters.

### ***President's Award for Educational Excellence***

**The purpose of this award is to recognize academic success in the classroom.**

To be eligible for the President's Award for Educational Excellence, students at each award level (elementary, middle, or high school) must meet the requirements in Category A and either 1 or 2 of Category C. If a school does not have letter grades, a student must meet the requirements in Category B and either 1 or 2 of Category C.

- A. **Grade Point Average:** Students are to earn a grade point average of 90 on a 100-point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade.  
**Note:** Elementary schools are not to include K-3 in their computations.
- B. **School Criteria/Standards:** Each school establishes standards for the award that reflect a 90 percent level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment. They may also require student essays and outstanding attendance, but these activities must bear some relationship to the academic performance of a student.
- C. In addition to **A** or **B**, schools are to include one or more of the following criteria to determine their selected students:
  - 1. **State Tests and Nationally Normed Achievement Tests:** High achievement in reading or mathematics on state tests or nationally normed tests.
  - OR**
  - 2. **Recommendations from a Teacher Plus One Other Staff Member:** One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects.  
The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts.

**The school principal has final authority to determine which students receive this award.**

## ***President's Award for Educational Achievement***

The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or be seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning. **This award is given at the principal's discretion based on the criteria developed at the school.**

The criteria should reflect the purpose of the award and must be applied fairly to all students.

The following are examples of criteria for which the **President's Award for Educational Achievement** may be presented:

- Show tremendous growth but not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, and commitment or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrate achievement in the arts such as music or theater.

## **BICYCLES**

Students may ride bicycles to school; however, parents are ultimately responsible for their child's safety. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles must be walked while on campus. Students who ride bicycles are required by USAREUR regulations to wear safety helmets. Bicycles should be locked during the school day. The school may not be held responsible for stolen bicycles. Skateboards, in-line skates, and scooters are not allowed at school.

## **CASE STUDY COMMITTEE**

A Case Study Committee is charged with placement of children in special education classes and monitoring the special programs in the school. DoDEA Headquarters establishes guidelines for the committee in Arlington, VA. The members of the committee include; Principal, Guidance Counselor, Learning Impaired Specialist, Communication Impaired Specialist, appropriate classroom teachers, and other specialists as required. Parents are invited to attend when their child's case is being discussed. Parents who suspect their child may have any special learning needs may refer their child. Parents may initiate a request through the teacher.

# CHAIN OF COMMAND

Problem solving and conflict resolution is integral components to our school’s mission statement and behavior plan. We encourage solutions for problems and conflict at the lowest level possible. When parents have questions or concerns, they should call the school. Calls will be directed to the teacher or staff member who can provide the most direct information. It is usually necessary to leave a message for a teacher to return a call. Whenever the concern involves a specific teacher or any other staff member, parents are asked to discuss this directly with that person before elevating it. If the concern is not resolved, parents should then ask for the counselor, who will mediate. If there is no resolution, the administrator may be asked to intervene. Any problems which cannot be resolved by discussing them with the teacher, counselor, or administrator, may be referred to a member of the School Advisory Committee, or to the office of the District Superintendent:



Superintendent of Schools  
 DoDDS/CCS  
 Unit 5185, Box 470  
 APO AE 09461-5470

If not satisfied with resolution at the district level, one may contact the Deputy Director:

Office of the Deputy Director  
 DoDDS – Europe  
 CMR 433 Box 7000  
 APO AE 09096  
 DSN 338-7615  
 CIV 0611-380-7615



Educational Concerns	Bus/Discipline Concerns
Teacher School Counselors Principal District Superintendent DoDDS-Europe DoDEA	Transportation Officer, Buses and drivers School’s Officer Support Group Commander Lakenheath Director, Support Group Commander Mildenhall Director, Deputy Support Group Commander Mildenhall 48 <sup>th</sup> Fighter Wing Commander, RAF Lakenheath, 100 <sup>th</sup> Air Refueling Wing Commander, RAF Mildenhall

## CHILD FIND

Child Find is a program designed to locate family members between the ages of 3 and 21 who are not enrolled in the DoDDS system but appear to need special educational services. Students are screened and assessed to determine the nature and extent of special services needed. Appropriate placement can be made using available resources. Parents who have a concern about such a young person should contact the Case Study Committee (CSC) chair.

## CLASS ASSIGNMENTS

Assigning students to a classroom is a time-consuming and challenging task. Because many parents traditionally wait until the August registration to enroll their children, we are normally unable to announce the classroom placements until the end of the final workday before school begins. It takes the counseling and office staffs much time to make complete and accurate classroom lists.

At Liberty Intermediate School we make every attempt to balance each classroom in the following areas:

- ❖ Balance the number of boys and girls
- ❖ Balance the number of students with special needs
- ❖ Balance the number of potentially disruptive students
- ❖ Balance the number of reading and math ability levels
- ❖ Balance the total enrollment for even pupil/teacher ratio



Class lists will be posted on the front doors facing the school gym and base gym at 1600 on the Friday before school begins. All assignments are tentative and a child may be reassigned within the first month of school due to changes in staffing and numbers of students. Please check this list so your child will know whom his or her teacher is and where his or her classroom is located. If for any reason your child is inadvertently left off the lists and you have completed all the necessary requirements of registration, please contact the school office. All children must be fully registered prior to attending school. This includes having orders or a statement from the personnel office per DoDDS policy. Immunization records, etc. must be on file. **A student who has not been fully registered and immunized will not be allowed to start school until the sponsor has met the registration requirements.**

## CLOSED CAMPUS POLICY



In the interest of the safety of the children attending this school, the administration has established a "Closed Campus Policy." Children are not permitted to leave the school grounds on their own during the school day. The school cannot be responsible for students who violate school rules and leave school grounds without first receiving permission from the school authorities. Only in special cases, and with parental permission, are children allowed to leave school grounds during the school day. In all cases, their sponsors or their delegated representative must sign out students leaving school.

## COMMUNICATION BETWEEN HOME AND SCHOOL

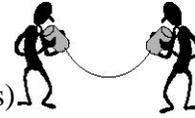
In order to improve communication if you have a concern, please observe the following:

1. Jot down the facts, as you understand them.
2. Contact individual responsible for the activity.
3. If unsure who was in charge, contact the principal who will direct you to the appropriate individual
4. Explain your concerns.
5. If there is a problem, work together for a joint resolution.
6. If unable to reach a solution or consensus, contact the principal.

7. Principal will arrange a meeting of all parties to work toward a solution.
8. If you cannot reach an agreement at this level, the next level is the District Superintendent (01638-527234).

**Ground Rules:**

1. Concerns should be raised in a timely manner (24-48 hours)
2. Parents and students have the right to raise concerns without fear of reprisal.
3. Staff members have the right to be apprised of complaints against them.



**Parent/Student Newsletter**, “*Tiger Tales*” is sent home monthly with the student. Individual teachers and grade levels may also distribute newsletters. Bulletins generally include information pertaining to major school events. Lunch menus, information from the district superintendent and deputy director’s offices, and school improvement plan (SIP) activities.

Although most office communication will be sent through e-mail and BITS, occasionally notices will be sent home with the child. In this event, one notice will be sent with the “only/oldest” child in the family. This helps to conserve paper and other resources, serves as an example to our students, and teaches responsibility. Published dates and times are always subject to change. Parents are encouraged to sit down daily with their child to review not only homework, but also other school information that may have been sent home with the child.

Occasionally rumors develop which may not be accurate. Parents may become aware of problems that have not come to the attention of the school. They are encouraged to call the school or to bring these to the attention of members of the School Advisory Committee. When it is not possible to communicate by phone, faculty or staff members will send notes with students. Parents are often requested to sign and return a message to verify receipt. Put the note with items the child will bring to school the next day. Should a timely response not be received, it may be necessary to request assistance from the sponsor’s unit. Parents who have sent notes to school and received no reply are asked to call the school office or to send another note, perhaps with a brother or sister.

## CURRICULUM AND SUPPORT PROGRAMS



Each subject in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to the Seven-Year Curriculum Development Plan. This plan provides for review and revision of objectives and curriculum materials, selection of instructional materials, and in-service training for teachers.

Textbooks and supplementary instructional materials that support these curricula are selected by DoDDS curriculum committees. The materials are the same as those used in schools throughout the United States. Some instructional materials, especially those for the Foreign Language/Intercultural Program, are purchased from local suppliers.

With the exception of the Intercultural teachers, that are British nationals, teachers must be American citizens and fully qualified educators. They are recruited from the States, transferred from other DoDDS schools, or hired locally.

The curriculum includes instruction in language arts (reading, writing, grammar, and literature), mathematics, science, social studies and health, in addition to regular classroom instruction.

Liberty Intermediate School also offers students the following resource services:

- Guidance Counselor
- School Psychologist
- School Nurse
- Communication Impaired (CI) Specialist
- Learning Impaired (LI) Teacher
- Instructional Support Services (ISS)
- Information Specialist (Librarian)
- Other Specialists include; Host Nation, Music, Art, Physical Education, and School Wide Enrichment.

### ***Guidance Counselor***

Counseling services provide students, individually and in small groups, with short-term or long-term sessions assisting the students in emotional, social and academic concerns. Moreover, whenever applicable, parents are assisted in understanding the emotional and social needs of their child. Counseling sessions could include any of the following: deployment, friendship, blended families, anger management, divorce groups or the mentor programs.

Guidance sessions provide students with lessons in decision-making, study skills, values, communication skills, self-concept, and responsibility. Sessions also address feelings and acceptable ways of expressing them toward other individuals. In addition to individual and group counseling, counselors visit the classrooms on a regular basis, and offer lessons concerning subjects that may help students become more successful, in the school setting.

Consultation services involve meeting with teachers, parents, administrators, and community members regarding the student's emotional, social and academic needs. Evaluative services require the administration of achievement and intelligence assessments for students pertaining to referrals of grade placement, ADD/ADHD, and special education concerns as well as DoDDS school-wide tests.

### ***Learning Impaired (LI) Specialist***

Special Education services are designed to meet the unique educational needs of students who have an identified disability according to DoDDS criteria. Specifically designed instruction and support are provided to enable students to benefit from the educational process to the maximum extent possible. This program may require instruction out of the regular education setting for part of the school day. Services are delivered according to an individually designed Individual Education Plan (IEP). An annual meeting is convened to discuss the student's progress and how the IEP should be modified/changed. Every three years, the student's on-going eligibility for services is evaluated,

### ***Communication Impaired (CI) Specialist***

Communication makes us human. It is the way we share messages, ideas and information. Messages, ideas and information become changed, spoiled, or destroyed when people have a hard time hearing, speaking or thinking with words. Communication becomes impaired when someone has a hard time using the sounds they need, the grammar they need, the words they want or the right words at the wrong time or place.

The communication impaired specialist is specifically trained to identify and provide a properly diagnosed treatment plan for children having language, voice articulation and hearing related difficulties, as well as, physical abnormalities affecting speech patterns. The communication impaired specialist is available to assist parents, teachers, and students improve the communication skills of a student with problems in this area of their development.

### ***Instructional Support Services (ISS)***

This program supports, but does not replace, regular classroom instruction in reading and language arts. It is designed to help low-achieving students bring their skills to a level appropriate for their age and grade. Priority is given to students who perform below the 40<sup>th</sup> percentile on the school-wide standardized tests in the areas of reading and language arts. ISS at Liberty provides the Scholastic READ 180 Program to improve reading skills and 6+1 Writing Traits lessons to improve writing skills.

- ***Assessments***

All students take the DoDEA system-wide standardized Terra Nova tests in March. The test results are received and sent home in June. Throughout the year all students take the Scholastic Reading Inventory (SRI) to assess current reading levels. After taking the SRI students use their lexile score to find books within an appropriate reading level. A proficient 4<sup>th</sup> grader should earn a lexile score between 600 – 900. A proficient 5<sup>th</sup> grader should earn a lexile score between 700 – 1000. Students at Liberty also take the STAR Math Diagnostic test to assess current levels in math skills. Local (school-made) assessments are given to document progress with the goals of our School Improvement Plan in math and writing. Assessments are used to track student achievement, identify at-risk or advanced students, and guide instruction.

### ***Information Specialist/ Librarian***

The information specialist is responsible for ordering, cataloging, and maintaining the library collection. The Information Center or Library uses a computerized cataloging system for books, equipment, and other materials. The specialist provides instruction in the use of the Information Center.



Our Information Center represents a combination of resources that include people, print materials, Internet, online databases, computer programs, music, video, and other AV software, equipment, facilities and services.

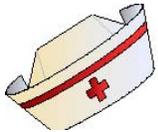
We welcome all students and parents to explore the information center, to use it to the fullest and to build a lifelong love for books and learning. The Information Center is open daily from 7:45 to 15:15 for staff and 8:15 to 15:15 for parents and students. Students can come individually, in small groups or with their class to work or exchange books. Resource based instruction is coordinated with the classroom teacher to enhance learning opportunities for the students. A research procedure called “The Big 6” is taught and utilized throughout the year when children have need for information. The Information Center operates an accelerated reading program from Scholastic publishing called Reading Counts. It is a supplementary reading program used at the individual teacher’s

discretion. Technology is infused into the learning process as appropriate. It is our goal at Liberty that children will begin to learn and develop the skills necessary in order to become information literate for a lifetime of learning.

Two books may be checked out for one month and renewed when necessary, if there is not a request from another student or teacher. We encourage students to return their borrowed books when finished. Books must be returned before another one can be checked out. **Lost or damaged library books must be paid for or replaced with one of a comparable value and acceptable content.**

Parents are welcome to become library patrons with checkout privileges. We also encourage and enjoy having parent volunteers to join us at the Information Center.

### *School Nurse*



The School Nurse plays an important role in our school. She acts as a liaison with the Base Hospital Services and conducts health screening, immunization clinics, advises teachers on health education aspects of instruction and provides assistance in various areas of health education.

## **DAILY SCHEDULE**

**0815 Students allowed in building**

**0820 Students in Class**

**1100-1300 Times will vary with classes**

**4<sup>th</sup>, 5<sup>th</sup> Grade Lunch**

**4<sup>th</sup>, 5<sup>th</sup> Grade Recess**

**1440 Preparation for Dismissal**

**1445 Dismissal**



## **DISCRIMINATION**

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.

Refer to <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

## **DISCIPLINE COMMITTEE**

A school discipline committee, to include community members, will be appointed each year. The discipline committee will be independent of the principal, who must propose the student discipline in cases involving suspension over ten days or expulsion. In these cases, the principal will notify the parent or guardian in writing of the proposed consequence. Should the parents disagree with the proposed consequence, the school discipline committee will conduct a hearing. If the committee agrees with the

recommendation of the principal, then the committee's decision becomes the school's decision. Otherwise, the District Superintendent must make the final judgment in a case.

A parent may appeal a disciplinary action resulting in a suspension by writing to the next higher administrator (District Superintendent). If a teacher initiates disciplinary action without suspension being imposed, the parent may write to the principal. Either letter must be written within five days of the imposition of the disciplinary action. The appeal must describe why the discipline is inappropriate.

The next higher-level administrator (appellate authority) will receive the appellate materials and render a decision within ten days of receiving the appeal.

The school need not defer the imposition of any consequence pending appeal, particularly when discipline is being taken to protect students or prevent disruption of the classroom. If the basis for discipline or the consequence is reversed on appeal, all record of the student having been disciplined will be removed from the student's discipline file. A notice will be sent to installation commanders and district superintendents to disregard the prior notice of suspension and to remove and destroy such prior notices. All discipline records are destroyed at the end of the school year. Discipline files are not forwarded to the next school.

## ***DISCIPLINARY RULES and PROCEDURES***

### **DoDEA Regulation 2051.1**

It is the policy at Liberty Intermediate School to maintain a safe and orderly learning environment. As part of our school's Mission Statement, every effort will be made to help students learn to think, communicate, problem solve effectively and develop a sense of responsibility.

To help students make a satisfactory adjustment in school, parents will be kept informed of students' social progress through teacher conferences and/or correspondence. The services of resource specialists, such as the school counselors and school psychologist, will be utilized whenever appropriate to help students learn to act in socially acceptable ways. However, if a student consistently violates school rules, a more drastic action, such as suspension from school, may be taken.

The following serious offenses will be dealt with by an administrator and will be automatically turned over to the Liberty Intermediate School Disciplinary Committee. These offenses will result in a recommendation by the principal for automatic suspension or expulsion and will be turned over to the Military Police, who may remove the students from school for further investigation, with additional consequences determined by the military.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year expulsion is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance.
4. Making, or participating in the making, of a bomb threat.
5. Additionally, students may be suspended or expelled for the following behaviors:

- a. Causing, attempting to cause, or threatening to cause physical injury to another person, or has threatened to use or has used physical force against any person.
- b. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
- c. Possessing, using, offering or arranging to sell, selling, or otherwise furnishing, or being under the influence of any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the principal so recommends and the disciplinary committee concludes the measures are necessary.
- d. Committing, or attempting to commit, robbery or extortion.
- e. Causing or attempting to cause damage to school, government, vendor, or private property.
- f. Stealing or attempting to steal and/or knowingly receiving stolen school, government, vendor, or private property.
- g. Possessing or using tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, (including snuff, chew packets, and betel).
- h. Committing any lewd, indecent, or obscene act or engaging in habitual profanity or vulgarity.
- i. Having unlawful possession of, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia.
- j. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- k. Gambling in any form.
- l. Conduct, including fighting, that endangers the well-being of others.
- m. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
- n. Possessing or controlling a beeper or similar portable communications device unless authorized by the principal. Beepers or similar communication devices are subject to confiscation by school authorities.
- o. Cursing, gesturing, or verbally abusing any person, including but

not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.

- p. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- q. Forgery, cheating, or plagiarism.
- r. Using or possessing fireworks.
- s. Violating attendance regulations.
- t. Unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
- u. Violating any law or regulation of the military installation or school, or policy of the DoDDS system.
- v. Complicity in the violation of any rule described above.

When suspension from school is the consequence for any of the above offenses, the suspension will be for one-half or more days, depending on the seriousness and frequency of the offense.

When a suspension has previously occurred, the consequences will be increased if additional offenses occur. Students who are suspended over ten days - even if cumulative over the school year - will be sent before the disciplinary committee. The student will be expected to make up any work missed during the suspension.

**The sponsor is responsible for his/her dependents' actions.** When serious incidents occur, sponsors will be notified. Additionally, we have the obligation to keep the military authorities, including the Post Commander, informed of serious misbehavior. **When children are suspended from school for any amount of time, the Office of the United Kingdom Superintendent, Base Commander, Unit Commander, and School's Officer will be notified.**

Teacher-parent cooperation is imperative when attempting to improve student behavior. Teachers are directed to contact parents to inform them of problems through notes or phone calls. Teacher-parent conferences are extremely important in gaining an understanding of student problems. The services of the guidance counselor and other specialists may also be utilized.

Corporal punishment is not permitted at any time by any member of the school staff. Specific information concerning this area will be sent out in a parent bulletin within the first month of school.

Administrative actions that may be taken by the Army Civilian Misconduct Action

Authorities in cases of misconduct are identified in USAREUR Regulation 27-9, Misconduct by Civilians, dated September 1990. Administrative actions range from counseling to the suspension of logistic support privileges and/or removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions. For incidents involving DoDDS students occurring on school grounds during the school day or while participating in DoDDS-sponsored activities, suspension or expulsion may result. Your attention in this matter is appreciated. If you have additional concerns, please contact the school principal or your Military/Security Police.

## **DISMISSAL**

Teachers are instructed to put children on their regular school bus at the end of the day unless you, the parent, ***notify the teacher or school office in advance***, either in writing or by telephone that a child should not board a bus. ***Otherwise, children will be placed on their regular bus.***

***If you wish to take your child earlier than normal school closing time, or have the child wait outside for you, please send a note.***

***All walkers***, unless they have a note from their teacher, must go directly home after school. **Students are not allowed to remain on the school grounds after dismissal.** Students who choose not to follow this rule should be prepared to come back into the school, call their parents, and have their parents come pick them up to escort them home. Walkers should not be on school grounds before 0805 daily.

### ***Early Dismissal From School***

If you would like your child to be dismissed from school early, please ***notify the teacher in writing***. In the note indicate when you will come to take your child; or if you are not, then indicate in the note who will be coming. In any case, when you do come to take your child, please come to the main office to sign your child out. Students will not be dismissed from school unless the office staff or the teacher has been notified.

## **DISTRICT SAFETY AND SECURITY OFFICER**

Each DoDDS-Europe district has at least one District Safety and Security Officer (DSSO) whose responsibilities include review of all accident and injury reports and compliance monitoring of semi-annual health, safety and security inspections for all district schools. He/she also monitors the hazardous materials/chemical hygiene programs in each school. The DSSO's primary focus is force protection and antiterrorism, but he/she also works closely with the District Facilities Engineer and all school administrators to ensure compliance with applicable health and safety directives, DoD antiterrorism force protection standards, and US European Command guidance. The Isles District Safety and Security Officer can be contacted at DSN 226-7035, civilian 01638-527035.

## **DRESS STANDARDS**

The standards for dress are left to the discretion of parents. Boys and girls are expected to be neat and clean in appearance and to wear clothing that is acceptable to the community. Hats and headgear are not to be worn in the school building. There shall be adequate

coverage of the body. Short shorts, bathing suits, halter tops, tube tops, undershirts, shirt-less, bare midriffs, mesh and other sheer garments are not considered appropriate. Pictures and/or words on any garments must be in good taste with nothing that is obscene, vulgar or illegal.



Students who do not wear clothing that reflect good judgment, or who do not comply with these guidelines, will be sent to the nurse for necessary action. Should the need arise, parents will be notified and asked to pickup their child at the school or provide other clothing.

During cold weather, children must wear enough warm clothing so they can remain outside for at least 20 minutes during recess periods. This may include mittens or gloves, a warm coat or jacket, a hat or scarf, and sturdy shoes and/or boots. Cloth shoes become wet and cold and are not appropriate in the winter. Boots worn all day make feet perspire and then become cold when the child goes outside. Outer clothing, to include caps, jackets, and coats will be removed when classes are in session. On most days, however, pupils will be expected to participate in outdoor physical education activities and recess periods to release their energies, to exercise, and to enjoy the pleasure of playing games with their classmates. If children are dressed warmly and appropriately, there is no threat to their health from engaging in these activities.

For physical education classes, all students are required to wear rubber-soled shoes and clothing appropriate for gym. This could include sweats, shorts and loose-fitting pants. Skirts and dresses for girls are not appropriate unless shorts are worn underneath. PE class schedules will be published during the first week of school.

## EMERGENCY CONTACT

*It is important that the school have your correct contact information on file.* This includes both military and civilian current local addresses and phone numbers. In the event of an emergency involving your child, it may be necessary for the school to get in contact with you immediately so that you can be present to authorize certain kinds of medical treatment. A child may simply become ill or injured during the school day. Although there is almost always a school nurse on duty, a sick child belongs at home. The nurse is qualified and has the equipment to treat only a limited range of injuries. Parents provide duty, home, and emergency contact phone numbers at registration, but these may change. *It is essential that emergency information be kept up to date, especially when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, telephone numbers change, baby-sitters are changed, or the emergency contact moves away.* The school should be informed if parents will be in the field or traveling and have left their children with someone else for an extended amount of time. A note providing the name, unit, duty phone, quarters address, and home phone of the person(s) responsible for the child in the parents' absence should be sent to the school office and the teacher. Alternate duty phone numbers are not an acceptable emergency contact. Failure to provide emergency contacts may result in notification to the chain of command.

**Please keep your request for us to deliver telephone messages to your children to an *absolute minimum*.** This type of request creates an interruption to the class and breaks instructional momentum. We request your full cooperation in this area.

# EMERGENCY EVACUATION

A detailed plan for the evacuation event of fire or other will be in effect the first day of weekly the first four weeks of In the event that children cannot



of children from the buildings in the emergencies has been developed and school. Regular drills are held school and monthly thereafter. return to their classroom, alternate

indoor shelters will be assigned. Children may not be able to get to their outdoor clothing. Therefore, in the event of an extended stay outside of the school building, emergency shelters will be utilized. Should children not be able to return to the building within a reasonable time, it will be necessary to transport them to their homes. Every effort will be made to notify parents that they are on their way. The responsibility for this decision will rest with the school administrator in consultation with community military authorities and the availability of transportation.

In the event of an emergency evacuation, please do not instruct your child to leave school and "come right home." Your child is safer with a teacher rather than alone on the streets. Dismissal will be in an orderly fashion under the supervision of teachers and administrators. If you come to take your child, speak to the teacher personally at the time of the pickup. Failure on your part to do so may cause undo worry on the part of the teacher and the school authorities.

# EMPLOYMENT OPPORTUNITIES

The following positions are open continuous:

- Teachers (apply online at <http://www.dodea.edu/offices/hr/employment/> )
- Substitute Teachers (apply at the school you would like to sub for)
- Special Education, Regular Education Aide and Kindergarten Para-professionals
- Lunch Monitors
- Secretary
- Supply Clerk
- Computer Operator



Applications may be picked up in the school office. It is highly recommended that you complete an SF 171 take it to the Personnel Office located in the DSO building at Feltwell. It is also requested that you provide a courtesy copy to the school.

# FAMILY TRIPS

We believe children learn in ways other than from textbooks. One of these ways directly open to parents overseas is the opportunity to travel. The experience a child receives from such trips cannot be duplicated in the classroom or in CONUS.

If you let your child's teacher know well ahead of such trips, advance work can be given to the child or work can be taken on the trip if preferred. In any case, steps should be taken to insure that the child does not fall behind in his/her schoolwork if such a trip is taken while school is in session. Family travel should be planned to coincide with the school calendar as much as possible.

# HEALTH SERVICES

Children who are not feeling well should be kept at home. Your child's classmates and teacher will appreciate it and you will avoid the inconvenience of having to come to school for your child. **A child who is sick enough to be kept in during outdoor recess is probably too ill to be in school.** The school nurse is assigned for instructional purposes and to handle illness or physical emergencies, which occur during the school day. **She does not hold routine "Morning Sick Call."** Telephone: DSN 226-2258, or 01638-522258.

## *Medication*

The school nurse does not administer medications, to include over the counter drugs, except when prescribed for individuals with conditions such as:

- Asthma
- Allergies to bee stings, food allergies, etc.
- Heart conditions
- Attention Deficit Hyperactivity Disorder (ADHD)

When the above medications are administered at school, the following information **is required**:

- Permission for Medication form signed by the physician and parent. This form is available at the Health Clinic or from the school nurse.
- Medication will not be administered without this form.
- Medication **must be** in a pharmacy labeled container, marked with student's name, name of drug, amount to be taken, and the time to be taken.

When short-term illnesses require the use of medication, the school nurse arranges with the parent and physician for administration before and after school. If the medication **must** be taken during school hours, the above procedure **must** be followed.

## **Immunization Policy**



Students enrolled in DoD Dependent Schools must meet specific immunization requirements. The minimum requirements are as follows:

- **OPV** -- 3 doses of Trivalent. At least one of which was administered after the 4th birthday.
- **DPT** -- 4 doses. At least one dose must be administered after the **4th** birthday. Td or Tdap booster doses:
- **MMR** -- 2 doses of live attenuated vaccine given individually or in combination. Dose 1 is given at 12-15 months. Dose 2 is recommended routinely at age 4-6 years, but may be administered at any visit if 4 weeks have elapsed since the first dose.
- **Varicella** – For unvaccinated children who lack a reliable history of chicken pox.
- **Hep B** – 3 doses, may be started at any age. Minimum spacing for children and teens: 4 weeks between dose 1 and dose 2, and 8 weeks between dose 2 and dose 3.
- **Hep A** – 2 doses given six months apart.
- **HPV**- Recommended/Optional for 11-12 year-old girls to prevent cervical cancer.
- Also, children are screened throughout the year for the following:
  1. Dental, vision, height, and weight
  2. Hearing
  3. Scoliosis

Parents of children who fail any of the above screenings are notified and referred to the local hospital for further evaluation. The nurse screens new students as they enter school.

## **HOMEWORK POLICY**

Anything required outside of class time for the successful completion of the goals and objective of the curriculum is homework.

### ***Philosophy***

At Liberty Intermediate School many educational approaches are used to assist children in their learning. The assigning, reviewing, and evaluating of homework is an integral tool used by teachers in the educational process. Homework encourages students to be self-disciplined, independent, and responsible. Homework increases students' academic achievement. Assignments are carefully selected to supplement classroom instruction. Homework cannot be measured by the time required for its completion since different students will spend different amounts of time to complete the same assignment. Quality of homework assignments is considered to be more important than quantity and successful completion of these assignments reinforces the concepts taught in the classroom. Parental support for the value of and completion of homework is essential for students' success in the educational process.

### **Homework assignments are for:**

- Practice: to provide students with opportunities to apply recent learning or to reinforce newly acquired skills.
- Continuation: to allow students to complete classroom work.
- Preparation: to allow students to obtain background information so they are prepared for the following day's discussion.
- Extension: to provide opportunities to extend a concept or skill learned to a new situation. The principle focus of extension homework is production rather than reproduction.
- Creative: to integrate many skills and concepts in producing a project.

### **Students should be:**

- Responsible for completing the assignment legibly, neatly, on time, and according to instruction.
- Responsible for asking for assistance and/or clarification regarding homework assignments.
- Responsible for having the necessary materials both in class and at home for completion of assignments.
- Responsible for obtaining and completing assignments missed due to absence.

### **Parents should:**

- Expect homework based on the discretion of the teacher and the performance of the student, as assigned on an individual basis. If nightly homework takes an inordinate amount of time, communicate your concerns with the teacher.
- Provide your child with an environment and the necessary tools that promote good study habits.
- Encourage your child to work independently while offering assistance. Daily leisure reading should be supported.
- Enrich your child's learning through your support and encouragement.

# INCLEMENT WEATHER

## *Delayed Start*

If road conditions are hazardous, school bus transportation may be delayed two hours or canceled. **If school buses are delayed two hours:**



- Buses will pick up students two hours later than the usual time.
- Students may enter the building at 1015.
- They will be tardy after 1020

**If school bus transportation is canceled, there will be no school that day for all students.**

The decision to cancel or delay the opening of school is made by the Base Commander. Parents can learn the status of school opening and transportation delays by telephoning Lakenheath extension 226 3541 (commercial 01638 523541) or Mildenhall Weather Line 238-3541 (commercial 01638 543541) and listening to the command post recording for that day, updated daily before 0600.

Late opening or cancellation is announced on AFN before 0600 hours, at least twice between 0600 and 0700, and after the 7 o'clock news. **There should be no need to call the school for this information.** If there is no announcement on AFN, school will begin and will be dismissed as usual. If you do not receive AFN, plan with a friend or someone in your unit to call you and inform you of any changes in the school day.

## *Early Closing*

School may be closed early for a number of reasons, to include an accumulation of ice or snow during the day or failure of the heating, electrical, or plumbing systems. Early closing will most likely occur between 1000 and 1300 hours.

It is absolutely essential that each family designate an alternative destination for their children in case school is closed early. Children need to know where to go if their parents are not home.

## *Clothing*

Clothing should be plain, large enough, easy to fasten, and suited to the weather. Buttons and zippers should be in working order.

# Enrichment Programs

## **Reading Counts Program**



Encouraging children to read widely and helping them to develop better comprehension skills are the main foci of our reading incentive program. Children read books from a selected list and take a computer test on the book, which test comprehension. The computer keeps a record of the number of books read and the points the children receive. Students set goals to reach certain levels and receive rewards for these achievements.

The entire school participates in the program, but it is up to the discretion of each individual teacher as to how Reading Counts is used within the classroom-reading program.

# LENGTH OF SCHOOL YEAR

The maximum number of duty days for teachers is 190. Students may be scheduled for up to 183 days of classroom instruction as an NCA accredited school. School must be in session for five hours daily for 175 days. Up to two days may be utilized for teacher workshops and in-service training. These days will be announced as the school year progresses. Two full days will be utilized at the end of the first marking period for parent/teacher conferences. Two full days may also be utilized at the end of the second or third marking periods for parent/teacher conferences.

# LOCKERS

Students in grades 4-5 will be assigned lockers. Once a locker is assigned, the locker, its security, contents, and care, is the responsibility of the student assigned. Locker damage will be charged to the sponsor for reimbursement of costs.



**Lockers are provided as a privilege and not as a right.** Students who abuse locker privileges may be denied the use of a school locker. The school is not responsible for personal or government property stored in a locker.

The school reserves the right to make general locker searches in conjunction with community or military police authorities related to bomb threats, drug dog inspections, and investigations related to illegal contraband or violation of school policies.

School administrators may conduct a warrantless search of an individual student's locker when there is a reasonable suspicion that the search will produce evidence that the student has violated the law or the school's rules.

# LOST & FOUND



Parents are asked to label all items. Because most school supplies and clothing are purchased at the BX and from the same catalogs, many articles children bring to school are identical to those brought by other children. This can lead to disagreements about ownership. **Proper labeling** reduces conflict and makes settling disagreements an easy matter. There is no need for students to bring large sums of money, expensive jewelry, computer games, toys, or portable tape and CD players to school. **The school cannot be responsible for lost, broken, or stolen articles.**

A "lost and found" area is located at the school in a clearly marked area. Children and parents should check the lost and found area whenever anything is lost. Items such as watches, glasses, and money are usually turned in to the office. The lost and found will be thoroughly emptied out at the end of each quarter. Unclaimed clothing articles will be given to a local charity or The Airman's Attic on base. Unclaimed eyeglasses will be turned over to the medical clinic at the end of the school year.

# MEAL PROGRAM



Students eat in the multipurpose room. A hot lunch program is provided by AAFES, which has been appointed the "School Food Authority." The lunch menu is also available at <http://odin.aafes.com/nutrition/index.html> or on the school's webpage <http://www.libe-is.eu.dodea.edu>

Unannounced changes may occur due to lack of supplies. Students may only purchase complete lunches. An additional entrée (lunch plus), juice, or extra milk may be purchased.

Hot lunches are provided by AAFES at the school cafeteria. Children who bring their lunches may purchase milk. Charges are as follows:

LUNCH \$2.05 Student \$3.30 Parent/Guest MILK \$ .50 (These prices were as of June 2008 and are subject to change)

Students can pay for their lunch with either cash or the new auto-payment plan. Meal accounts are opened only at AAFES cashier cages.

The school is able to provide lunch to students who forget their lunch money, if the child has set up a pin number from AAFES. The sponsor is responsible for paying the negative balance on the student's account. Failure to make payments on the account may result in notification to the chain of command.

- ❖ Each class has a 50-minute lunch/recess period. Meal accounts are opened only at AAFES Main Exchange at the cashier's cage or at the BXTRA.
- ❖ Some students are eligible for either **free lunches or reduced price lunches**. Family income and size of family determine eligibility. Interested sponsors may obtain application forms from the School Registrar or the Liaison School's Office, 48 Support Group, DSN: 226 5077 or 226 5078 or 01638 525077.

All parents are encouraged to join their students for lunch. **If buying a school lunch please notify the school or teacher before 9:00 am.**

## Cafeteria procedures include:

- Students will enter the cafeteria quietly and walk in an orderly fashion to the serving line and assigned table.
- Students are permitted to talk quietly to persons near them in the cafeteria.
- Students should eat their own food and not share with others.
- Students will recycle their trash properly; plastics, metal, refuse, and food waste.

If a student chooses not to follow cafeteria rules, the following procedures will be followed:

- First Offense: The student will be counseled.
- Second Offense: The student will be counseled again and placed at another table for the remainder of the lunch period.
- Third Offense: The student will be counseled again and placed at another table for the remainder of the lunch and recess periods.
- Fourth Offense: The parents will be notified of the situation by letter. Parents should discuss the area of concern with their child. The letter should be signed by the parents and returned the next day. The child will remain in for recess detention next day if the letter is not returned.



When students conduct themselves accordingly they will have a more enjoyable lunch period. At times students will be taken out to recess early. At other times during the year, students may be allowed to sit where they choose rather than at their assigned table.

The lunch period lasts 25 minutes and is usually followed by a 25-minute recess for students in grades 4 & 5.

Due to the necessity for maximum security for our youngsters, students will not be allowed off the school grounds during the lunch hour unless parents sign them out and accompany them. Because sugar can impede students' learning, we respectfully request that parents ensure that candy and sodas are not brought to school. Milk may be purchased for sack lunches.

## MESSAGES FOR STUDENTS

We encourage family members to discuss before and after school student activities before children come to school in the morning. Although messages will be taken and delivered by the school office staff, we ask you to limit your message requests to those of an emergency nature. We cannot guarantee that messages received after 1415 hours can be delivered to children because of special activities and classes, which take place at that time.

## PARENT-TEACHER CONFERENCES

Parent conferences play an important part in your child's progress in school.



Regular conferences will be scheduled at the end of the first quarter and possibly the end of the second or third quarters. The school may request additional conferences if lack of academic progress or inappropriate behavior necessitates it.

If you wish to do so, contact the teacher by note and arrange a suitable time. Please do not drop in on a teacher unannounced, as this can be extremely disturbing to the class. The main office can assist you in making arrangements for a conference; however, final details are between the parent and the teacher. You are welcome to establish your own conference directly with the teacher.

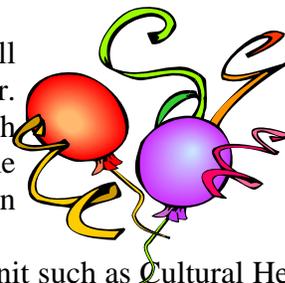
## PARENT TEACHER ORGANIZATION

Liberty Intermediate School has a very active and dedicated organization made up of elected parents and teachers known as the PTO. Its main function is to unite parents and teachers in an effort to provide a well-rounded education for our children. The LIS PTO provides invaluable funding and supports a variety of programs to enrich the life of our student body. The PTO depends on generosity and commitment of our volunteers. Throughout the school year the PTO will require assistance with the membership drive, school pictures, spring carnival, field day, and a host of many other PTO supported special events. We invite you to play an active role in your child's education. Come join us!

## PARTIES

Four non-curricular parties may be held each year, Fall Festival, Winter Break, Valentines Day, and End of the year. Although more cultural than religious, school parties which coincide with holy days may not be compatible with some religious faiths. Parents with such beliefs are welcome to sign their child out for the duration of the party.

Other celebrations may be conducted in conjunction with a unit such as Cultural Heritage Month or the 100th Day of School. Due to time constraints, birthday parties may not be



held at school. With the approval of the teacher, cupcakes or cookies may be shared at the end of lunch or the end of the school day. Please coordinate with your child's teacher.

## PROGRESS REPORTS

### *Quarterly*



Progress reports are distributed four times yearly, at the end of each marking period. A student must be in attendance for at **least 20 days** of the marking period before being assessed in academic areas. At the conclusion of the first marking period, the progress report will be given at parent-teacher conferences scheduled in early November. Conferences may be scheduled for some students at the conclusion of the second and third quarters. For children whom no conferences are scheduled following the second and third marking periods, progress reports will be sent home on the Wednesday following the end of the quarter. Cover envelopes must be signed by parents and returned to the school. The final progress report will be distributed in June on the last day of school. It should be kept by parents and carried to the next school as a record of promotion, progress, etc. The receiving school will send for additional records. (Upon request, parents may also be given a copy of the permanent records to take with them when they withdraw their child from school. Requests need to be given to the office 14 days prior to the pick up date.) For students leaving prior to the end of the year due to a family trip, progress reports will not be available until the last day of school and may be picked up throughout the summer. Reporting to parents on the progress of their children is one of the most demanding duties educators have to accomplish. The following points should be kept in mind when evaluating your children's progress reports:

- Your goals should be realistic for your children. All parents want from their children the best work they can produce. Each child is an individual and will progress at rates, which are different from others.
- Teachers evaluate each child's progress according to the work produced in relation to the child's ability and the knowledge and skills he/she can be expected to learn.
- Each child is encouraged to work to his/her full potential at all times.

### *Marking Codes*

**Grade 4-5: Intermediate grades use the following grading scale and sub-content areas:**

Excellent	=	A
Very Good	=	B
Good	=	C
Minimal	=	D
Failing	=	F

### **Sub-Content Area Marking Codes**

Participates	=	P
Shows Strength	=	+
More Participation Needed	=	/

### *Mid-Quarter*

Mid-quarter Reports will be issued on the Wednesday of the end of the fifth week of each marking period. Reports are primarily intended to forewarn parents and students that the student's average at mid-quarter is less than C or has dropped two letter grades from the

previous quarter. Although many teachers choose to inform parents of progress for all students, this is not required.

Since no single report can adequately present a full picture of student progress, parents are encouraged to maintain two-way communication with teachers regularly. This contact can occur through telephone and written communication, as well as, regularly scheduled conferences.

## PROHIBITED ITEMS

The following are items that generally cause injury or create situations, which distract from the learning environment. It is suggested that parents assist the school staff in preventing the following items from being brought to school.

Guns (real or toy)  
Knives (real or toy)  
Razor Blades  
Matches or lighter  
Fireworks  
Animals (unless part of a project)  
Trading cards  
Toys or other novelty items  
Gum – Candy  
Radios, CD, tape or cassette players  
In-line skates  
Skateboards  
IPODS, MP3 players



When children bring any of these items to school, the item will be held until a parent comes to the school to retrieve it. Disciplinary action may also be taken.

## REGISTRATION

Students may be registered daily. New students will start school the day following registration if all of the paperwork has been completed by 1130 hours. This will enable the teaching staff to prepare desks, chairs, textbooks, etc.

Parents should request to see a counselor at the time of registration if their child has any special needs. According to DoDDS student registration regulation, all students' social security numbers are mandatory at time of registration.

The following information is needed to register pupils in school at any time:



- Copy of the sponsor's orders (and dependent travel orders if applicable)
- Student's social security number
- Up-to-date immunization form
- Passport only needed for non-federally connected sponsors
- Sponsor, or spouse (with military ID card) must sign the registration forms required by DoDDS

### **Immunizations:**

A child will not be allowed to start school unless immunized against the following: diphtheria, Pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A & B,

chicken pox (or history of disease).

The parents/sponsors of newly enrolled students will be given the DoDEA Form 2942.O-M-F1, April 2006 (**Certificate of Immunization**) at the time of enrollment to ensure that they have the minimum immunization requirement. This form needs to be filled out by their local treatment facility and returned to school immediately.

Please provide the school with a copy of Power of Attorney of person caring for your child, if you are deployed. It is a good idea to list this person as your emergency contact with the registrar.

## **SCHOOL ADVISORY COMMITTEE**

The School Advisory Committee has been established under Public Law 95-651 and guidelines established by DoDDS. The committee consists of parents and educators, as well as representatives of the military community and the school administration. The purpose of the School Advisory Committee is to advise the principal on school policies, instructional programs, staffing as it relates to instructional resources, program evaluation, student standards of conduct, school meal programs, and other concerns that are brought to the committee by parents, educators, and the community. A strength of the committee is the positive working relationships fostered between school administration, parents, and educators.

## **SCHOOL HOME COMMUNITY PARTNERSHIP (SHCP)**

School Home Community Partnership (SHCP) is a DoDDS initiative designed to provide meaningful involvement and participation of parents and the total community in promoting the social, emotional, and academic growth of children. At Liberty Intermediate School, we strive to support this concept in all aspects of school life. PTO, SAC, FAST, SILT, and other activities help support our SHCP program. The SHCP Committee is actively involved in supporting the School Improvement Plan at Liberty as well. The SHCP committees mission is to provide guidance and suggestions to reinforce collaboration between the school, parents, and community. We welcome your ideas and involvement!

## **SCHOOL IMPROVEMENT LEADERSHIP TEAM (SILT)**

The School Improvement Leadership Team (SILT) is a decision-making committee comprised of three parents, three teachers and the principal that help guide school improvement efforts. The SILT meets monthly, usually in conjunction with the SAC on alternating months.

## SCHOOL SPIRIT



The school's mascot is Blizzard a Siberian Tiger. It can be seen in various forms throughout the school. School colors are black and white. Students are encouraged to wear their school shirts or school colors on Spirit day on Fridays. School shirts are offered by the PTO through fall and spring sales. Shirts may be purchased at anytime if the PTO has them in stock.



## SPECIAL INSTRUCTIONAL PROGRAMS

### **Art, Music, Host Nation, Physical Education, and Gifted Education**

Students receive regularly scheduled instruction from resource educators specifically trained in these subjects.

#### **Art**

The goals of the art program are to develop creative expression, perceptual awareness, technical skills and an appreciation of the contributions of art to our culture. Students receive instruction based on the DoDDS art curriculum from an art specialist as well as from their classroom teachers. They work with a variety of materials such as clay, plaster, pastels, and paint. The program includes instruction in drawing, design, painting, sculpture, craft and art appreciation.



#### ***Drug Abuse Resistance Education (DARE)***

**JUST SAY NO** Drug Abuse Resistance Education (DARE) instruction is provided as a community partnership with the local Military Security Police. Project DARE is designed to equip elementary school students with the skills for recognizing and resisting peer and other social pressures to experiment with substances. In addition to refusal skills, program strategies are planned to focus on self-esteem, consequential thinking and risk-taking, interpersonal and communications skills, critical thinking, and positive alternatives to substance abuse behavior.

The program requires a cooperative effort between the local law enforcement agency and school. The curriculum for Project DARE was developed by the Los Angeles Unified School District. The program content for Grade 5 is organized into seventeen 45 to 60 minute sessions to be conducted by a specially trained military police officer on a weekly basis. Suggested extended activities are included for the regular classroom teacher.

#### ***Host Nation***



The Host Nation program is an important part of our school's curriculum. The intercultural setting is, in fact, a resource that a DoDDS-Europe school has that no other system in the United States has - England and Europe, as its classroom. Besides teaching children, the Host Nation Teacher also plans study trips in order to give students a better understanding of the culture and values of the British people. They should also learn about British history, geography, economy, government, folk customs, sports, foods and crafts.

## **Music**

General music is offered to students at Liberty Intermediate School. The program covers the following themes while incorporating the DoDDS Curricular Standards for grades four and five



Quarter 1: Reading, Writing, & Playing Rhythms

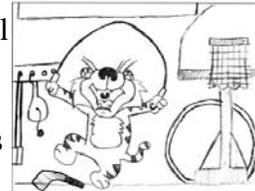
Quarter 2: Reading, Writing Musical Notes

Quarter 3: Playing Musical Notes on an Instrument (recorder and/or keyboard)

Quarter 4: Orchestra Lessons and Study of a Musical/Ballet/or Opera

## **Physical Education**

The Physical education curriculum at Liberty Intermediate School provides opportunities for achievement at all ability levels. The program encourages the growth of movement skills, fitness and responsible personal and social development. These opportunities are provided through exercise, games, sport activities, dance, and rhythm activities. It is very important that students come to class in comfortable, loose clothing and rubber-soled shoes. If girls wear dresses, they should also wear shorts under the dress.



## **Gifted Education**

The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to develop challenges that match their strengths. The program is designed to meet the highly specialized needs of gifted students, which would otherwise not be met in the regular classroom.

### **DODEA GIFTED EDUCATION ELIGIBILITY CRITERIA**

Based on the indicators listed below, the Gifted Review Committee will assess each child who has been referred. It is not necessary to have data on every indicator listed. The emphasis is on using available data. Students found eligible should be demonstrating more than one indicator of exceptional performance or the capability of attaining high performance with the support of gifted program services. Scores or levels defined in each area represent the expectation that a student is demonstrating strength at the highest levels, equivalent to the top 3-5% of students of similar age in this area of ability or achievement.

#### **Indicators of Exceptional Performance**

- Rating Scales - The teacher, the parent, and the child will be asked to complete a rating scale. The average scores of two or more teacher rating scales will be taken into consideration for eligibility.
- Standardized Achievement Test (94%ile or above) Students who scored in the high nineties on one or more of the subtests, and who have other indicators of exceptional performance, should be considered for referral.
- Intellectual Ability Test (IQ score of 130 or above) - DoDDS does not routinely give IQ tests, but students may have testing from other schools in their records. In some cases, the Gifted Review Committee may ask for the child to be tested individually.
- Observations - The observations by teachers and parents will be evaluated and rated by the Gifted Review Committee. The observations may be in the form of anecdotal

records. The “Comments” section of the rating scale is for recording those observations, so please be specific. Additional pages may be added, if necessary.

- Interviews -The child may be interviewed by a member of the Gifted Review Committee. The results of the interview will be evaluated and rated by the committee.
- Accomplishments Rating - Student accomplishments will be evaluated and rated by the committee. These may include awards, trophies, recognition, participation in a challenging activity, or production of an exemplary piece of work.
- Academic Grades Rating - Student grades will be evaluated and rated by the committee. Since fourth-grade students are typically in the first year of having grades and fifth-grade students typically have only one year of academic grades, this indicator will not hold as much weight at this point as it would later on in their school career.
- Portfolio Rating - If a student, with the help of a parent or teacher, would like to submit a portfolio, the committee will evaluate and rate it.

## PROCEDURES FOR IDENTIFYING GIFTED STUDENTS

STEP 1: A student is referred to the Gifted Review Committee.

A referral for a particular student may occur in one of three ways.

- Screening of records show exceptionally high-test scores.
- The student transferred with records indicating eligibility for gifted program services in another school (non-DoDEA). Students transferring from a DoDEA school automatically retain eligibility for the school year and should be provided services.
- Someone who knows of the child’s high potential or performance may nominate the child for the program. This is accomplished through a narrative and a rating scale presented to the chairperson of the Gifted Review Committee. The person nominating may be a teacher, parent, counselor, a school administrator, the student himself/herself, or someone else who knows the child well.

**Once the child has been referred, the Gifted Review Committee chairperson seeks permission from the parents to assess the student.**

STEP 2: Assessment is completed.

The Gifted Review Committee chairperson gathers sufficient information on the referred student to be able to provide the committee with data for consideration. At times, there is sufficient information in the student’s records. At other times it may be necessary to gather additional data from tests, anecdotal comments, rating scales, samples of work, observations, interviews, evidence of performances, and other items indicating the student’s strengths.

STEP 3: The Gifted Review Committee considers the information and makes an eligibility decision.

The Gifted Review Committee members review information for a referred student to determine if the child requires gifted education services. Members decide on eligibility, ineligibility, or a monitoring status for the student.

STEP 4: The Gifted Review Committee recommends Gifted Education services.

If a student is found eligible, members of the committee recommend a program for the student based on his/her strengths and the available services at the school.

## GIFTED EDUCATION SERVICES

Students identified for gifted education services are provided with an appropriate match of services to their areas of strength. The Gifted Review Committee makes recommendations for services for each eligible student. The following program options are available to students at Liberty Intermediate School

- Regular classroom with differentiation
- Regular classroom with cluster grouping and differentiation
- Regular classroom with grade acceleration of content
- Resource sessions outside the classroom
- Grade acceleration for specific content
- Grade acceleration
- Individualized services
- Additional Opportunities

## STUDY TRIPS



Study trips are taken by classes to various points of interest as a means of enriching curriculum correlating with classroom activities. **As study trips are an integral part of the curriculum, all students are expected to attend.** \*

Permission slips will be sent home prior to journeys. \*No student will be permitted to go on a study trip without written permission from a parent. Slips must be returned by suspense date in order to meet deadlines established by venues we are contracting as well as transportation. However, if for any reason the student does not participate in the study trip, the student is expected to come to school. A program of studies will be provided.

Appropriate funds are budgeted annually for educational study trips. These excursions are primarily used to enrich the regular classroom instruction and to participate in Host Nation cultural activities.

Teachers who are planning to take study trips will notify parents well in advance and ask for volunteer chaperones. Active parent participation in chaperoning study trips will help to provide a safe, enjoyable experience for the children in the class. Parent chaperones will need to fill out our volunteer paperwork available at the front office. The paperwork is part of DoDDS and Air Force security standards.

Notification will include destination, date and time of the study trip, and other information such as whether to bring a lunch, admission costs, etc. Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent and returned to the school. Failure to return the signed permission slip in a timely manner may mean that the child will be unable to participate in the trip. Please understand that study trips are only authorized for children attending Liberty Intermediate School. If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on the study trips.

If a student has shown patterns of poor behavior, self-control, and inability to follow adult directions, a parent may be required to chaperone to ensure the students participation on the trip.

If the parent is unavailable, alternate activities may be planned for the student to remain at school.

A high standard of conduct and appearance is expected of pupils on study trips. They represent America to the local nationals who observe them. Students will be instructed not to purchase toy weapons while on school sponsored study trips. Students who violate this policy may be subject to suspension. Parents are asked to refrain from using tobacco or alcohol products while chaperoning DoDDS students.

# SCHOOL SUPPLIES

Textbooks, workbooks and other instructional supplies are provided by DoDDS on loan. The proper care and use of these items should be stressed to help students develop a feeling of personal responsibility for books or supplies furnished for their use. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear.

**Parents are expected to provide the following for their children as needed:**

## LIS FOURTH GRADE

- Book bag or backpack
- 2 two-pocket folders
- 1 bottle glue
- 1 glue stick
- Scissors
- Pencils (#2)
- 1 box crayons (24 count)
- Pencil Bag or Box
- Wide-ruled loose-leaf paper
- 1- large box of tissues



## LIS FIFTH GRADE

- Book bag or backpack
- 5 packages of #2 pencils
- 3 black pens
- 2 glue sticks
- 2 pkgs three ring loose leaf paper
- 6 two pocket folders
- Scissors
- Colored pencils
- Colored markers
- Erasers
- 1 large box of tissues

➤ **No 3-Ring Binders or Trapper Keepers, please.**

Note:

- ✓ This is a basic supply list per grade. Individual teachers may have special item requests.
- ✓ No pencil boxes please.
- ✓ All items should be labeled with your child's name.

As part of our on-going School Improvement Plan, we will continue to develop plans to increase students' "sense of responsibility" for themselves, others, and the global community. One of our goals is that all students will come to school with the appropriate supplies *every day*. We will be monitoring their progress throughout the year and periodically sending home notes to inform you of supplies that need to be replenished. We ask your help in seeing that your children are coming to school prepared to learn.

# SCHOOL HOURS

- 0815 Enter the Building
- 0820 Classes Begin
- 1100 – 1300 \*Lunch/Recess
- 1445 Dismissal
- 1450 Bus Depart



- |                 |                |
|-----------------|----------------|
| Teacher's Hours | Administration |
| 0800-1515       | 0730-1600      |
| 1100-1300 Lunch |                |

\*Each class has a 50 minute combined lunch and recess – times for your child will vary according to their classroom, please check with your child what time their lunch is.

## SCHOOL PICTURES



Individual school pictures are generally taken in the fall of each year. Purchasing pictures is a decision for each parent and is not required by the school. Cost varies with the type of picture assortment selected. Pictures of all students will be taken to be included in the school yearbook regardless of whether or not a portrait package is purchased. Information will be distributed by way of the children prior to picture taking day. Class pictures are usually taken in the fall. Purchase of these pictures is voluntary.

## SAFETY AND HEALTH

Students are not permitted in any school building before or after school hours unless they are under direct supervision for a special activity. We discourage students from bringing playthings to school. No matter how much care is taken, fragile items are often broken, misplaced, lost or stolen. Equipment is supplied for all supervised physical education activities. Such items should not be brought to school. Certain items are subject to confiscation and will be returned only to the parent. Unsafe playthings such as knives, water pistols, sling shots, etc. are also subject to confiscation and will be returned only to the parent. Such items should not be brought to school.

Other specific items that are not permitted at school are:



- Radios, portable CD and tape players, computer games, etc.
- Skateboards, In-line skates
- Toys
- Any weapon or toy weapon of any kind (possession of a weapon may lead to suspension or expulsion from school).

It is desirable for children to wear clothing that is appropriate and in keeping with the weather and playground conditions. At times during the year, waterproof overshoes, boots, and rainproof hats and coats are necessary. No environment is too safe. Safety awareness is an active, on-going process used to promote a healthy world around us. One of the top priorities of our school is the safety of all individuals. Our philosophy is that a child's safety is one of the most important concerns of school life.

## SMOKING POLICY

- Students are prohibited from possessing or using tobacco products during the school day, in route to or from school, on or off school property, on school owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.
- Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.
- There will be no designated smoking areas defined or condoned by DoDDS-E schools.

## TARDINESS



Parents should make every effort to ensure their children arrive at school on time. Students may arrive at school beginning at 0810 to line up orderly and be ready to enter the building. Students should be in their seats and ready to work at 0820. Students arriving after this time will be marked as tardy. The beginning minutes of the day can be the most important. The tone is set for the day, the day's itinerary is discussed, and instructions are given. Students who arrive late begin the day behind. Playing on the way to school, walking too slowly, and oversleeping are examples of unexcused tardies. If your child is late, sign them in at the office.

## TELEPHONE SERVICES

Messages for staff members can be left by calling DSN 226 2258 or CIV 01638 522258. Students are not permitted to use the telephone without permission from the teacher or another school official. Students may not use the telephone to arrange sleepovers, ask for forgotten homework, etc. The use of school telephones by students is reserved for **emergency** situations, and this should be emphasized at home. Please keep your requests for us to deliver telephone messages to your children to an absolute minimum.

## TEXTBOOKS



All required textbooks are supplied without charge. Students have the responsibility to care for their textbooks in a proper manner. Payment of the replacement cost of lost or damaged books will be made to the school supply officer. **Payment must be made by check or money order made payable to the Treasury of the United States.**

## TRANSFER/WITHDRAWAL OF STUDENTS

DoDDS recognizes that due to the mission of the military, it may be necessary for sponsors to withdraw their children prior to the end of the school year. Children will not be penalized for this. The 20 days required to give official assessment for the Progress Report provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision is not intended to be applied to or extended for the convenience of family travel, visits or other discretionary reasons. The policy therefore requires verification of the date of departure, i.e. Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw during the fourth quarter prior to the 20-day limit, and are doing well academically, will not receive marks on the Progress Report.

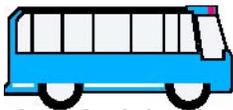
They will receive the comment, "Had \_\_\_\_\_ remained at Liberty Intermediate School until the end of the year, he/she would have been promoted to the next grade." Students leaving during the first, second, or third quarters prior to the 20-day limit will receive the comment, "Insufficient attendance to assess."

The sponsor will notify the child's teacher or the school office, in writing or by phone, of the child's last day of attendance. Two week's advance notification (ten school days)

is requested in order to prepare the relevant records. A parental request and a copy of the sponsor's PCS orders are needed in order for the school registrar to release the student's records. Students are not allowed to sign for school records.

## TRANSPORTATION

The School Bus Office is responsible for arranging bus transportation for your child. All problems pertaining to bus service including pick-up and delivery, student conduct, and incidents involving buses should be directed to the Transportation Specialist (226-2564 or 01638 522564).



The Transportation Specialist is responsible for the scheduling and coordination of routes over for the area schools. He solicits your patience and understanding as there may be modifications made to the schedule. Every effort will be made to provide a safe, efficient system for your children.

### *Conduct On School Buses*

Parents are responsible for insuring that their children meet their buses on time and conduct themselves appropriately while waiting for the bus to arrive. **If a student's behavior hinders the safe operation of the bus, the privilege of using the school bus is withdrawn. All problems pertaining to student conduct and behavior on the school bus should be directed to the SBO Transportation Specialist (226-2564 or 01638 522564).** At the time of bus registration, all parents should receive a copy of the school bus policies. It is important that all parents along with their children review this document.

## TRAFFIC SAFETY



The school administration requests that parents constantly remind their children to practice good traffic safety habits. Children living in on-post housing must be reminded to cross the streets only at marked crossings. Please do not drive into the school bus loading area (or in front of the school) between 0800 - 0820 & 1425-1500 hrs daily. This is a highly congested area and with our main interest being safety of our children, we request that you adhere to the above policy. Children over the age of 10 walking on base will need to show their id cards. Children under the age of ten will not be allowed on base without a person 13 years or older escorting them on.

Proper conduct aboard buses is also essential. Children must not be rowdy or create diversions that distract the driver from his/her concentration on driving.

## VISITORS

We look forward to seeing you at school. We require that you sign in at the front office and obtain either a visitor or volunteer badge to wear while you are in the building.

Visitors should go to the classroom only after first clearing it with the office.

Parents are always welcome to visit our classrooms in action or to talk to our teachers about their children. However, all visitations of this nature should be cleared with the classroom teacher a day or so in advance. Unscheduled arrivals by parents may needlessly interrupt a lesson or an examination. Parent-teacher conferences will be scheduled after the school day has ended. Parents should not interrupt classes to speak

with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance. Parents are; of course, always welcome to attend assemblies, exhibits and evening programs, which are announced in the parent bulletin.

Parents may feel free to meet with the principal at any time without an appointment. However, making an appointment ahead of time ensures that the principal will be available to meet with you.

Students arriving late must be signed in at the office. Students being taken from school before the end of the school day must be signed out in the office by a parent.

## **VOLUNTEER PROGRAMS**

Liberty Intermediate School has a very successful school volunteer program. It is our hope that it can continue to be an integral part of our school program. It is our belief that everyone involved in the school/community volunteer program would benefit the school, the teachers, the community resource person, and most importantly, the students.

Some of the ways volunteers could give service to the school is:

- Assist in the office, workroom, and information center
- Work with small reading and math groups
- Do word processing or operate the copier for teachers
- Correct workbooks, papers, etc.
- Assist in preventive dentistry program
- Screen vision of students
- Room mothers
- Share special talents

Though it is not necessary to train with the American Red Cross, we do encourage you to take advantage of their excellent training as a volunteer. Their number is 226 1855. One of the many reasons for taking this training is so that you can participate in the volunteer recognition system. Another advantage is the complimentary childcare provided by the Red Cross. Please make other arrangements for your preschool children while volunteering at school. If you are interested in becoming a school volunteer, please call or stop by the school for more information.

# GLOSSARY OF DoDDS ACRONYMS

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hypertension Disorder
AIR	Artist in Residence CI Communication Impaired
CMRB	Civilian Misconduct Review Board
COMP ED	Compensatory Education
COT	Co-teaching
CONUS	Continental United States
CSC	Case Study Committee
DAC	District Advisory Committee
DAP	Developmentally Appropriate Practice
DARE	Drug Abuse Resistance Education
DDESS	Domestic Dependent Elementary and Secondary Schools
DoDDS	Department of Defense Dependent Schools
DoDEA	Department of Defense Education Activity
DSO	District Superintendent's Office
ECAPTS	European Congress of American Parents, Teachers, and Students ECE Early Childhood Education
ESL	English as a Second Language
FAST	Families And Schools Together
GES	Liberty Intermediate School
IAC	Installation Advisory Committee
IEP	Individualized Education Plan
LARC	Language Arts Committee
LARS	Language Arts Reading Specialist
LI	Learning Impaired
LRE	Least Restrictive Environment
NCA	North Central Accreditation
PE	Physical Education
PESA	Parent Expectations Support Achievement
POUT	Pull Out Services
PTR	Pupil Teacher Ratio
PTO	Parent Teacher Organization
PTSA	Parent-teacher Student Association
REACH	Raising Expectations and Children's Hopes
SAC	School Advisory Committee
SBO	School Bus Office
SHCP	School Home Community Partnership
SILT	School Improvement Leadership Team
SIP	School Improvement Program
SLO	School's Liaison Officer
SWEP	School-wide Enrichment Program
TAG	Talented and Gifted
TESA	Teacher Expectations and Student Achievement

NOTES:



A series of horizontal lines for writing notes, extending across the width of the page below the clipboard illustration.