

**Liberty  
Intermediate School**

**Home of the Tigers**



***Parent – Student  
Handbook***  
**SY 2012-2013**

# **WELCOME TO LIBERTY INTERMEDIATE SCHOOL 2012-2013**



Our faculty and administration are looking forward to working with you and your family.

Please take a few minutes to read through this handbook so you will be familiar with the school policies.

**If you have any questions, please call our school office at  
226-2258**

## PRINCIPAL'S MESSAGE

Dear Parent(s),

On behalf of the students, staff, and faculty, we welcome you to Liberty Intermediate School (LIS).

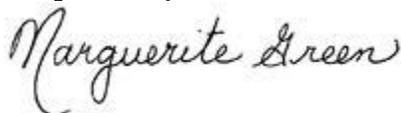
Liberty Intermediate School first opened for the 1996-1997 School year. This year is our seventeenth year of providing an excellent educational experience for students.

Liberty Intermediate School is a relatively small school of approximately 325 students, which develops a sense of family as we work with the community and parents to promote student accomplishments. Parents and community members are always welcome. Community support builds a great school and Liberty Intermediate prides itself on a strong parent and community partnership. Liberty Intermediate School follows the Department of Defense Education Activity curriculum standards. We are committed to developing the student's intellectual, social, emotional, physical, and cultural growth.

Please take time to examine our website. Additionally, please check out the DoDEA home page, which contains information concerning the curriculum standards and programs. We trust that the information will be helpful for your transition to Lakenheath, England and Liberty Intermediate School. Your comments and concerns regarding the curriculum and/or school operations are welcome.

Again, welcome to Liberty Intermediate School. The entire faculty looks forward to working with you in a positive and rewarding community-school-home partnership.

Respectfully,

A handwritten signature in cursive script that reads "Marguerite Green".

Dr. Marguerite Green  
Principal

Visit our homepage

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

**LIBERTY INTERMEDIATE SCHOOL**

Building 800/804/808/808A  
RAF Lakenheath  
Suffolk, IP27PN

DoDDS/CCSI  
UNIT 5185, Box 50  
APO, AE 09461-8550

**SCHOOL COLORS**

**BLACK AND WHITE**

**MASCOT**

**Siberian Tiger**

**Name”**

**“Blizzard”**

***Spirit Day***

***Every Friday***



**SCHOOL TELEPHONE NUMBERS**

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

**SUPPORT PERSONNEL**

Secretary	226-5935
Registrar	226-2258
Supply	226-2361
School Nurse:	226-2258
Information Center Technician	226-2258

**NON-SCHOOL SUPPORT PERSONNEL**

Reduced Lunch Information	226-5077/78
School's Liaison Officer	226-5077/78
School Cafeteria	226-5589
School Bus Office	226-6585

**SCHOOL OFFICE HOURS**

0730 - 1600 HOURS

**DAILY SCHOOL SCHEDULE**

0815-2:45

# Liberty School Song

LIS Music Club

We uni-te as one at Li - ber-ty grow-ing in -

6  
to who we'll be work-ing hard brings dig-ni - ty we laugh we learn we grow

11  
yeah we know our school is out of sight wear-ing col - ors black and white brill-iant minds

16  
are shin-ing bright we laugh we learn we grow we laugh

21  
we learn we ROAR!!! Tig - ers ROAR!

Words and music created by Liberty Music Club, 2010. Members include: Faith Burriese, Gabriella Butler, Sarah Chadwick, Alexis Dunham, Jaime Hall, Chloe Jackson, Anna Kirschling, Donita Lambie, Brandon Lawson, Riley Lyons, Katarina Madamaba, James Melfie, Kailey Miracky, Sarah Moon, William Moon, Victoria Perrie, Jillian Pope, Nicole Ramos, Serrena Rodriguez, Cora Snow, Oriana Whitfield, Riley Williams, and Heather Wright. Thank you for your hard work and dedication!

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SY 2012-2013 – Liberty Intermediate School/Complex Calendar		
Wednesday, August 22		Reporting date for non-administrative educator personnel for orientation and classroom preparation
First Semester - (92 Instructional Days)		
2012		
Monday, August 27		Begin First Quarter And First Semester
Thursday, August 30		LMS Open House
Monday, September 3	No School	Labor Day – Federal Holiday
Wednesday, September 5		LIS Open House1700-1800/FES Open House 1700-1830
Thursday, September 6		LES Open House1600-1730
Tuesday, September 18		LHS Open House1600-1800
Friday, October 5	All Schools No School For Students	.5 Day Annual Teacher Training .5 (CSI)
Monday, October 8	No School	Columbus Day – Federal Holiday
Thursday, November 1		End Of First Quarter (47 Days Of Classroom Instruction)
Friday, November 2	No School For Students	Teacher Work Day
Monday, November 5		Begin Second Quarter
Wednesday, November 7 (.05)	Not MS/HS	Elementary School Conferences (LES, LIS, FES)
Thursday, November 8 (1.0)	Not MS/HS	Elementary School Conferences (LES, LIS, FES)
Friday, November 9 (1.0)	All Schools	Elementary, Middle And High School Conferences (LES, LIS, FES, LMS, LHS)
Monday, November 12	No School	Veterans Day - Federal Holiday
Thursday, November 22	No School	Thanksgiving Day – Federal Holiday
Friday, November 23	No School	Friday – Recess Day
Monday, December 24	No School	Begin Winter Recess
Tuesday, December 25	No School	Christmas Day – Federal Holiday
2013		
Tuesday, January 1		New Year’s Day – Federal Holiday
Monday, January 7		Instruction Resumes
Monday, January 21	No School	Martin Luther King, Jr. Day – Federal Holiday
Thursday, January 24		End Of Second Quarter And First Semester (45 Days Of Classroom Instruction)
Friday, January 25	No School For Students	Teacher Work Day

Blue=Quarter/Semester Change

Red=No Students

Green=Parent Conferences

Purple=Holidays

Pink=Open House

<b>Second Semester – (91 Instructional Days)</b>	
<b>Monday, January 28</b>	<b>Begin Third Quarter And Second Semester</b>
<b>Monday, February 4</b> <b>No School For Students</b>	<b>Teacher In-Service - (1.0 CSI) Educator's Day All Schools</b>
<b>Monday, February 18</b> <b>No School</b>	<b>Presidents Day – Federal Holiday</b>
<b>Friday, March 8 - All Schools</b> <b>No School For Students</b>	<b>Course Awareness Day (LHS And LMS) .5 Parent Conferences .5 CSI (LES/FES/LIS)</b>
<b>Thursday, April 4</b>	<b>End Of Third Quarter (48 Days Of Classroom Instruction)</b>
<b>Friday, April 5</b> <b>No School For Students</b>	<b>Teacher Work Day</b>
<b>Monday, April 8</b> <b>No School</b>	<b>Begin Spring Recess</b>
<b>Monday, April 15</b>	<b>Instruction Resumes – Begin Fourth Quarter</b>
<b>Wednesday, May 22</b> <b>Student Early Release</b>	<b>.5 CSI Day MS/HS</b>
<b>Monday, May 27</b> <b>No School</b>	<b>Memorial Day – Federal Holiday</b>
<b>Thursday, June 13</b>	<b>End Of Fourth Quarter And Second Semester (43 Days Of Classroom Instruction)</b>
<b>Friday, June 14</b> <b>No School For Students</b>	<b>Teacher Work Day Last Day For Non-Administrative Educator Personnel</b>

Blue=Quarter/Semester Change

Red=No Students

Green=Parent Conferences

Purple=Holidays

Pink=Open House

## **DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS**

Elementary and secondary schools have operated on U.S. military bases overseas since 1946 for the dependents of military and civilian personnel assigned abroad. The Department of Defense Overseas School system provides educational opportunities comparable to those found in the best school systems in the United States. DoDDS-Europe operates 81 schools within five districts throughout Europe. DoDDS-Europe serves over 35,000 school-age children of active duty military and civilian employees. All schools within DoDEA are fully accredited by U.S. accreditation agencies. The DoDEA instructional program provides a comprehensive pre-kindergarten through 12th grade curriculum that is competitive with that of any school system in the United States. DoDEA maintains a high school graduation rate of approximately 99 percent.

### **MISSION - DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITIES**

DoDEA's mission is to plan, direct, coordinate, and manage the educational programs for eligible dependents of U.S. military personnel and civilian personnel of the Department of Defense (DoD). DoDEA provides an exemplary education that inspires and prepares all students for success in a dynamic, global environment. Dependents of military personnel face unique challenges to their educational attainment. They move more frequently than typical students and are also subject to the stress that accompanies the potential deployment of parents to combat. DoDEA schools provide students with a uniform curriculum and standards that mitigate the stress of frequent moves. DoD also provides resources to non-DoDEA schools to help them deal with the challenges faced by military dependents.

### **MISSION OF LIBERTY INTERMEDIATE SCHOOL**

Liberty Intermediate School is a community, which respects the dignity of individuals, promotes highest student achievement, and provides educational opportunities and challenges for all students to increase their global knowledge.

#### **Goal 1**

By June 2012, all students will increase performance on targeted writing skills using instructional interventions implemented in all curricular areas as measured by the TN3 Language arts subtest and other system-wide and school based assessments. The targeted skills involve the planning, writing, revising, editing, and publishing of a narrative.

#### **Goal 2**

By June 2012, all students will increase performance on targeted math skills using instructional interventions in all curricular areas as measured by the TN3 mathematics subtest and other system-wide and school based assessments. The targeted skills involve communication and vocabulary.

## ACCIDENTS/ILLNESS

If an accident or illness occurs at school, the teacher will notify the nurse. If it is necessary for the student to go home or to be referred to a medical facility, the school nurse will contact one of the parents or the person listed as the emergency contact. For a student, who takes prescribed medication, the nurse will administer and keep the medication for him/her. No medication will be dispensed at school unless the nurse has a Hold-Harmless letter signed by the physician. In the event that a serious injury or condition occurs during the school day, the student will be escorted to the medical clinic. Parent or emergency contacts will be notified immediately. At such time as an emergency occurs, a Liberty Intermediate School staff member will remain with the child at the medical clinic until the parent or emergency contact arrives.

## ACCREDITATION

All eligible schools in the Department of Defense Education Activity (DoDEA) are accredited and certified in order to ensure that the standards, which are preconditions for a quality education for students, are developed and maintained. The accreditation process also fosters school improvement. This is an on going procedure whereby requirements for individual schools are met through a self-study and an external evaluation at least once every five years. The North Central Association Commission on Accreditation and School Improvement a division of AdvancED accredits schools in DoDEA. Liberty Intermediate School was visited by NCA in 2009 receiving an outstanding evaluation in all areas of the educational program.

## AFTER SCHOOL ACTIVITIES



A variety of after school clubs and activities are offered dependent upon funding, staffing, and student interest. **Participation is on a first come – first serve basis and may be limited.** Since the number of students participating in each activity is limited, students must demonstrate a commitment and be in regular attendance at all activity sessions. Parent permission is required for all activities. Parents are responsible for transporting their child home from all after school activities.

## 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. 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 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.

## ATTENDANCE

[http://www.dodea.edu/back\\_to\\_school/docs/AttendancePolicy.pdf](http://www.dodea.edu/back_to_school/docs/AttendancePolicy.pdf)

It is DoDEA policy that:

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college. School attendance is mandatory.

- 1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
- 2) Except for exigent circumstances, **absences such as family vacations and absences during standardized testing will be unexcused.**
- 3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
- 4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.
- 5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.
- 6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

### Calculation of Attendance

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified present or absent, based upon the following criteria:

- Absent up to 25% of the school day = absent one -quarter of the school day
- Absent between 26% to 50% of the school day = absent one -half of the school day
- Absent between 51 % to 75% of the school day = absent three -quarters of the school day
- Absent between 76% to 100% of the school day = absent full-day

Early dismissal will be documented based upon the time the student is dismissed from school. This will be counted as an absence from school using a quarter of the school day formula

### Excused Absence

The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment. DoDEA considers

the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.

- 1) Personal illness
- 2) Medical, dental, or mental health appointment
- 3) Serious illness in the student's immediate family
- 4) A death in the student's immediate family or of a relative
- 5) Religious holiday
- 6) Emergency conditions such as fire, flood, or storm
- 7) Unique family circumstances warranting absence and coordinated with school administration
- 8) Pandemic event

Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teacher(s) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences.

### **Consequences**

Unexcused absences may result in school disciplinary actions pursuant to *Reference (a) DoDEA REGULATION 2095.01* (i.e. detention, in-school suspension, and expulsion).

#### **Excessive School Absence**

- Students who are not physically present in school because they are hospitalized, or otherwise receiving homebound services, are excluded from identification of excessive school absence.
- Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year.
- After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year (elementary and middle school) or, successful completion of course credit (secondary).
- If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

### **Monitoring**

This attendance policy is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy

and educational neglect. Students who are identified by school administration or the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school-year and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:

- 1) Meeting with parent or sponsor
- 2) Command assistance
- 3) Participation in make up class(es)
- 4) Participation in summer school course(s)
- 5) Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST

#### **Elementary and Middle School Students**

The school administration shall meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school-year and develop an educational plan that may include non-routine placement, in accordance with DoDEA Regulation 2000.03 (Reference (e)). The grade level placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.

#### **Tardies**



Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences. Students are responsible for making up all missed work when arriving late to class. Students missing less than 1/2 school day will be counted present, but will be marked "tardy excused", or "tardy unexcused."

#### **Excused**

Conditions that constitute an excused absence also constitute excused tardy.

#### **Unexcused Tardy**

Tardy from school or a class without written verification from a parent or sponsor will be unexcused.

#### **Excessive Tardy**

School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student's unique circumstances to include illness, medical appointments or procedures, or family circumstances.

After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year.

### **Accelerated Withdrawal For Military Sponsored Reasons**

This provision recognizes that due to military requirements, families are occasionally required to make permanent change-of station moves prior to the end of the school year, and that the school-age dependents of military sponsors should not be penalized educationally for these required moves.

- The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., permanent change-of-station orders).
- The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester.
- All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted.
- The 20-day limitation provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content.
- This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change-of-station moves.

Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

## **AWARDS**

Throughout the school year, student assessments are conducted and students will be awarded for their achievements. A school wide awards assembly will be held at the end of the year to acknowledge the accomplishments of our students.

### **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**

Awarded at the end of each quarter to students who practiced self-control, courtesy and cooperation, assumed responsibility, observed class and school rules, followed directions and made appropriate choices.

### **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.

### **Excellence in Physical Education**

Awarded to all students who have met 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 an E grade for at least 3 of the 4 grading quarters.

### **Presidential Award for Educational Excellence**

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

#### **Gold**

A student must have a cumulative grade point average of 3.5 for Grades 3-5, **and** have scored at or above the 85<sup>th</sup> percentile in Reading or Math on the Terra Nova or other standardized test in grades 3-5

#### **Silver**

A student must have displayed exceptional drive and determination in the pursuit of academic excellence and not have qualified for a gold award.

### **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, scooters, and skateboards. In-line skates are not allowed at school.

### **BUS AND TRAFFIC SAFETY**

Children need to be taught the importance of practicing good traffic safety habits while in England. For some children, this will be their first experience in a foreign country, and traffic practices here differ from those in the USA. In the United States, school buses have the right of way over other vehicles, and all traffic must stop when the bus is loading or unloading passengers. This is **not** the case here in the UK. It is imperative that all children understand this and do not try to cross the road in front of or behind a stopped bus. They must wait until they have a clear view of traffic from both ways before they attempt to cross a road. In the UK, children ride British coaches that look very much like tour buses. Parents of bus riders should wait for their children on the side of the street that children are loaded and unloaded from the bus. Local laws require mandatory seat belt usage while on school buses.

**PREPARE YOUR CHILDREN...** Talk with your children about the importance of bus safety and avoiding rough play while waiting for the bus and while riding on the

bus. Remind your children to stand back at least three giant steps from the curb or edge of the road while waiting for the bus. If your child drops something near the bus, he/she should ask his/her bus driver for help to retrieve the object. Remind your children to look right, then left, then right one last time before crossing the street. On occasion, the buses run late due to traffic, so children should remain at the bus stops until 20-30 minutes after the scheduled pick-up time. Children need to listen to the bus driver at all times and follow all the safety measures that he/she has put in place. Finally, students should never interfere with the duties of security personnel or attempt to touch any of their equipment.

**DON'T FORGET BUS PASSES ARE REQUIRED...** Students must register with their respective school bus offices in order to reserve a seat. Students must have a valid bus pass, or they will not be allowed to ride on the bus. Bus drivers are required to ensure that all students on the bus are carrying a valid bus pass.

**CHECK OUT THE SCHOOL BUS MISCONDUCT GUIDELINES.** It is up to each and every parent to ensure that their children are complying with the bus safety policies and procedures. As you already know, driving on the UK roads is dangerous without any disruption from children choosing to not follow the bus rules. The combination of narrow roads, fog and darkness are unfortunately the perfect combination for dangerous driving conditions. Since our children's safety is our top priority, we will be enforcing strict misconduct penalties for disobedient bus behavior (see School Bus Misconduct Penalty Guidelines chart below). Parent concerns related to instances of misconduct on the school bus should be addressed with the school. Please help us in keeping your children and our community children safe!

Note:

- 1 All rule infractions are cumulative. A series of minor infractions may result in serious consequences
- 2 All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents
- 3 The School Liaison Officer will be informed of major incidents.
- 4 Possession of prohibited items; such as, weapons, controlled substances, alcohol and other serious incidents will be reported to Security Forces, the School Liaison Officer and other appropriate authorities. A DoDEA Form 4705 will be completed and may result in removal or expulsion from school in addition to the loss of bus privileges.
- 5 Older students (LMS/LHS) are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.

**Misconduct Penalty Guidelines**  
 SY 2011-2012 RAF Lakenheath School Complex

<p style="text-align: center;"><b>A</b></p> <p>Minor Misconduct</p>	<ol style="list-style-type: none"> <li>1 Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus</li> <li>2 No bus pass or improper bus pass</li> <li>3 Standing while bus is in motion or not being seated with a seat belt fastened</li> <li>4 Obstructing an empty seat, door, stairs or aisle while entering and exiting the bus</li> <li>5 Making excessive noise</li> <li>6 If on bus less than 1 hour, no eating and drinking</li> <li>7 Littering</li> </ol>	<p>Verbal Written Warning</p>	<p>1-5 day Bus suspension</p>	<p>10-day to Suspension of Riding Privileges for the Remainder of SY</p>
<p style="text-align: center;"><b>B</b></p> <p>Serious Infractions</p>	<ol style="list-style-type: none"> <li>1 Failure to comply with bus driver instruction and/or supervisory adults</li> <li>2 Exchanging or refusing to show bus pass</li> <li>3 Horseplay and spitting</li> <li>4 Throwing objects (to include balls, Frisbees, snowballs, etc) at, within, or out of the bus/bus stop</li> <li>5 Sticking objects or body parts out the window/door</li> <li>6 Causing minor damage to bus seat; such as, writing on seat</li> <li>7 Using profane or obscene language or gestures</li> <li>8 Disturbing, insulting, harassing or bullying other students</li> <li>9 Interfering with the duties of a gate guard—attempting to touch/grab firearm</li> <li>10 Public display of affection</li> </ol>	<p>5-day Bus suspension</p>	<p>10-20 day Bus suspension</p>	<p>Suspension of Riding Privileges for the Remainder of SY</p>
<p style="text-align: center;"><b>C</b></p> <p>Severe Offenses</p>	<ol style="list-style-type: none"> <li>1 Tobacco or alcohol use</li> <li>2 Sitting in driver's seat/tampering with controls</li> <li>3 Interfering with driver, monitors, and officials</li> <li>4 Unauthorized operation of emergency exits</li> <li>5 Serious threatening, fighting, hitting, biting, pushing another person</li> <li>6 Vandalism or damage to bus</li> </ol>	<p>10-day Bus suspension</p>	<p>20-30 day Bus suspension</p>	<p>Suspension of Riding Privileges for the Remainder of SY</p>

	that requires repair, cleaning and/or painting 7 Sexually offensive verbal comments and/or suggestions 8 Theft or pilfering of anyone's personal items			
<b>D</b> Criminal/Illegal Unacceptable Acts	1 Possession or use of weapons or other prohibited items 2 Possession of illegal substances 3 Excessive/reoccurring bullying 4 Sexual offensive behavior/lewd or indecent acts to include full/partial nudity 5 Direct or indirect acts causing injury to another person 6 Bomb threat	<b>SCHOOL SUSPENSION EXPULSION PROCEEDINGS INITIATED</b>		

### CHAIN OF COMMAND



Liberty Intermediate School is part of the Department of Defense Education Activities (DoDEA). Problem solving and conflict resolution is integral components to our school's mission statement and behavior plan. As within the military community, the school has a proper chain of command for parents to follow when the resolution of a problem is unsatisfactory, or when commendations might be in order. It is always preferable to address problems at the most local level possible.

**Your child's teacher will be the first step in the ladder, and they should be afforded every effort to resolve a problem prior to elevating it to the level of the principal.**

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. If the problem relates to the school bus, please refer to the chain of command outlined in the preceding section on Bus and Traffic Safety. For school-specific concerns, please follow the diagram below in descending order.

**Your Child's Teacher**

DSN: 226-2258      Commercial: 01638-522258



**Principal**

Dr. Marguerite Green

DSN: 226-2258      Commercial: 01638-522258

Assistant Superintendent, Isles District

Mr. Peter Grenier  
DSN: 226-7234      Commercial: 01638-537234



**Superintendent, Isles District**

**Mr. Frank Roehl**

DSN: 226-7234      Commercial: 01638-537234



**Director, DODDS-Europe**

Dr. Nancy Bresell

DSN: 338-7614      Commercial: (+49)-611-380-7614



**Director, DoDDS**

Ms. Marilee Fitzgerald –Director

Commercial: 1-703-588-3200

### **CHANGE OF ADDRESS, PHONE NUMBERS, EMERGENCY CONTACTS**

A current home address, phone number, an emergency contact name and phone number are required for each student enrolled at our school. We request that sponsors make sure that their child's/children's records are updated whenever there is a change in address, phone number (duty and home) and most importantly, the name and phone number of an adult other than the sponsor who will act as your emergency contact. Please contact the school or send in a memo whenever this vital information changes.

### **CHILD ABUSE/NEGLECT**

DS Regulation 2050.2 states, "Any staff member of DoDDS who has reason to believe that a student has been abused or neglected shall report that information to the appropriate agency on the installation. The obligation to make such reports is one of the official responsibilities of each staff member." Discretion and confidentiality are maintained at all times.

## CHILD FIND

Child Find is a DoDDS program that actively seeks to locate and identify youth, ages 3 through 21 years of age, who may have developmental delays or educational disabilities and may need special education and/or related services. Child Find activities, when conducted in the school, may include teacher observations, parent observations, and conferences to discuss your child's strengths and needs. These activities may lead to a formal process designed to further explore ways to assist your child. This process may result in a recommendation allowing your child to receive special education services. If you are concerned about a child 3 years of age or older, please contact Liberty Intermediate School at 226-2588. For children 2 years and under, contact Early Intervention Services at 226-8926. They can provide you with information about Child Find and schedule a screening, if needed.

### 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.

## 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 staff many hours to make complete 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 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 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:

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



The principal will arrange a meeting of all parties to work toward a solution. If you cannot reach an agreement at this level, the next level is the District Superintendent.

### **Ground Rules**

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

### **Parent/Student Communication**

"*Tiger Tales*", our monthly newsletter, is sent home through email. Individual teachers and grade levels may also distribute newsletters. Although most office communication will be sent through e-mail, occasionally notices will be sent home with your child. 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. 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.

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 principal.

### **COMPUTER EDUCATION**

Liberty Intermediate School has a local area network with Internet capabilities. This enables the students and teachers to scan and search materials in school wide and world-wide formats. The computer labs are designed with individual computer stations, allowing students to search and access information and reference material. Your child is afforded opportunities throughout the year to utilize the computers in the library, two computer labs, and the classroom. Our staff is actively involved in integrating computer technology with the curriculum. We also have an intra-net system at our school, serving as an additional avenue for increased communication between parents, teachers, and students.

Students will use DoDEA's IT resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.

- ✓ Students will respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.
- ✓ Students will be polite in all electronic communication.
- ✓ Students will use courteous and respectful language and/or images in their messages to others.
- ✓ Students will not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.

Each student requiring a user account shall:

- ✓ Be instructed to read and abide by the terms and conditions contained in DoDEA Form 6600.01-F2, "DoDEA Computer and Internet Access Agreement for Students,"
- ✓ Take appropriate precautions to protect DoDEA IT resources including computer equipment, network resources, and data.

- ✓ Sign DoDEA Form 6600.01-F2 together with the student's parent or guardian (if applicable), before he or she is assigned a user account.

Students will only use the computer accounts issued to them and will log off the system promptly when finished. Students will not give their user passwords to other individuals. Actions performed using a student's account will be considered to have been done by that student. It is the student's responsibility to protect his or her account and password.

The use of the network is a privilege, not a right. A use that is inconsistent with these Terms and Conditions may result in the termination of student privileges. Electronic transmissions, including electronic mail, are not private. Individual communications and system access will be monitored. Students who misuse DoDEA IT resources are subject to disciplinary measures such as those prescribed in DoDEA Regulation 2051.1. At the discretion of the principal, the student may lose the privilege of using DoDEA IT resources permanently and may be suspended or expelled from school.

### **CURRICULUM AND SUPPORT PROGRAMS**

DoDDS curriculum committees select textbooks and supplementary instructional materials that support the curriculum. The materials are the same as those used in schools throughout the United States. The curriculum includes instruction in language arts (reading, writing, grammar, and literature), mathematics, science, social studies and health, in addition to regular classroom instruction.

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

<http://www.dodea.edu/curriculum/>

Liberty Intermediate School also offers students the following resource services:

- Counseling <http://www.dodea.edu/instruction/support/pps/couns.htm>
- English as a Second Language <http://www.dodea.edu/curriculum/esl.cfm>
- Gifted Education <http://www.dodea.edu/curriculum/giftedEduc.cfm>
- Information Specialist (Librarian)  
<http://www.dodea.edu/curriculum/infoCenters.cfm>
- Instructional Support Services (ISS)
- School Psychological Services  
<http://www.dodea.edu/instruction/support/pps/psych.htm#psych>
- Special Education <http://www.dodea.edu/curriculum/specialEduc.cfm>
- Special Instructional Programs

## **Counseling**

The counselor at Liberty Intermediate School provides whole class guidance lessons throughout the school year. The counseling standards include three major areas of focus:

- ✓ Academic development
- ✓ Career exploration
- ✓ Personal/social development

The standard for academic development concentrates on the skills that children need to be successful in their current classroom setting, as well as those that will help them become life-long learners. Career exploration lessons help children develop an awareness of their personal abilities, skills, and interests, correlating these interests to available career opportunities. In personal/social development, children focus on such topics as: positive self-concept, expressing their feelings appropriately, respecting and valuing individual and cultural differences, conflict resolution, decision-making skills, managing stress, dealing with peer pressure, and refining friendship skills.

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. Some of the topics that we have previously offered in small group counseling sessions include: study skills, anger management, social/friendship skills, and improving self-esteem or self-confidence. Your child can be referred for any of these groups in a variety of ways, and children can even refer themselves. Parents who feel that their children would benefit from counseling can talk to their child's classroom teacher or call the school and speak to one of the counselors. Parent permission must be given in order for the counselors to meet with children on a long-term basis. If you have any questions please feel free to call the school and ask for the counselor.

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. 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.

## **English as a Second Language (ESL)**

ESL is a language acquisition program designed to teach English language learners social and academic skills as well as the cultural aspects of the English language necessary to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation

at appropriate developmental and proficiency levels with little or no use of the native language. ESL instruction is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student's needs and classification. English language learners are involved in mainstream classes during the day.

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

- 1) Screening of records show exceptionally high-test scores.
- 2) 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 will be provided services.
- 3) 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. After the assessment is completed, the Gifted Review Committee members review the information to determine if the child requires gifted education services. Members decide on eligibility, ineligibility, or a monitoring status for the student. If a student is found eligible, members of the committee recommend a program for the student based on his/her strengths

### **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 includes 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. 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 The Information Center is open daily from 8:00 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. The Information Center operates a 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.

### **Reading Counts Program**

Encouraging children to read widely and helping them to develop better comprehension skills are the main focus of our reading incentive program. Students 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.

### **Instructional Support Services**

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 language arts, and math as needed.

### **School Psychological Services**

School psychologists provide a range of services to assist children and adolescents in their learning, growth and development by providing supportive services to help students meet academic and emotional challenges. School Psychological services consist of direct and indirect interventions that require involvement with the entire educational system, including the students, teachers, counselors, administrators, other school personnel, families, community agencies, and a variety of others that may be important on an individual basis. School Psychologists tailor their services to the particular needs of each child/adolescent and each situation. Some of the core services of a School Psychologist include: Consultation Assessment Intervention Education and Prevention

## Special Education

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.

## Special Instructional Programs

Students receive regularly scheduled instruction from resource educators specifically trained in **Art, DARE, Host Nation, Music, and Physical Education**

### 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.

<http://www.dodea.edu/curriculum/visualArts.cfm>

### Drug Abuse Resistance Education (DARE)

Drug Abuse Resistance Education (DARE) instruction is provided as a community partnership with the local Military Security Police. DARE is designed to equip elementary school students with skills for recognizing and resisting peer and other social pressures to experiment with substances. In addition to refusal 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 the school. The program content for Grade 5 is organized into 45-minute sessions to be conducted by a specially trained DARE officer.



Project with the pressures skills,

<http://www.eu.dodea.edu/activities/dare.php>

### Music

Students have an opportunity to participate in various forms of musical instruction, demonstrate an understanding of musical concepts, display an awareness of the interrelationship between music and society, and display an understanding and appreciation of music as an art form.

<http://www.dodea.edu/curriculum/music.cfm>

## 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.

<http://www.dodea.edu/curriculum/hostNation.cfm>

## 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. Physical education promotes the development of social behavior, positive self-concept, creative movement, efficient motor skills and appropriate levels of flexibility, muscular strength and endurance, cardiovascular endurance and body composition.

It is essential for children to dress appropriately to ensure safe and successful participation in PE classes. 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.

Students will not be excused from participation in physical education classes without a note from the family doctor or a parent. Notes should specify the medical condition, extent of participation and dates student should be excused. Generally, if a student is well enough to be in school, she/he should be able to participate in some capacity in all school related activities, including physical education.

<http://www.dodea.edu/curriculum/physicalEd.cfm>

## DAILY SCHEDULE

<b>0730</b>	Office Opens
<b>0815</b>	Students Allowed In Building
<b>0820</b>	Students in Class
<b>1100-1230</b>	Lunch/Recess. . .Times Will Vary With Classes
<b>1440</b>	Preparation for Dismissal
<b>1445</b>	Dismissal
<b>1600</b>	Office Closes



**Children who walk or are dropped off at school by their parents should arrive no earlier than 0750.** Adult supervision is not available prior to that time.

Children are dismissed at 1445 hours. Since supervision of your child is not available after 1445, please be prompt in picking up your child after school. When a child's after-school transportation plan is changed for any reason, parents should notify the child's teacher as soon in advance as possible with a **written note** and current contact information. If such a note is not provided, the child will be sent home according to his/her regular after-school plan. Other circumstances in which written notification needs to be provided to the teacher include the following:

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

**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.**

### **DISCIPLINE AND STUDENT CONDUCT**

The staff at Liberty Intermediate School endeavors to teach students personal responsibility for their conduct, and accountability for their actions. The ability to self manage behaviors appropriately may naturally develop in some children with maturity, but it can involve an educational process for others. LIS strives to maintain fair and consistent procedures of discipline, but recognizes that each incident of misconduct involves unique circumstances that must be taken into account. Our primary goal when disciplining children will always be to ensure that the child fully understands the impact of their actions, and is provided with strategies that enable them to exercise more self control or more positively resolve a social challenge in the future. Depending on the nature of the incident, punitive consequences may be imposed, but will always be secondary to educating children to self manage their behaviors.

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.

At LIS, we believe it is important for all children to feel safe and secure at school. We try to teach children to take control of a situation in which they feel they are being victimized. The concept is simple - No bullying of any kind will be tolerated.

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

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

**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 Isle District Superintendent, and the Base Commander will be notified.**

## TABLE OF CONSEQUENCES

LEVEL	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
A	Warning	Parent Conference	Detention	Detention	Detention
B	Suspension 1 day	Suspension 2 days	Suspension 3 days	Suspension 4 days	Expulsion
C	Suspension 2 days	Suspension 3 days	Suspension 4 days	5 day Suspension Expulsion	
D	Suspension 3 days	Suspension 4 days	Suspension 5 days Expulsion		
E	Expulsion				

### Offenses Level

<b>A*</b>	Abusive Behavior to Peers Abusive Acts/Language Action Leading To Accident Aggressive Behaviors Spitting Did Not Obey Instructions Disrespect to Students Disruptive Behavior Dress Code Violation	Engaged In Horseplay Excessive Noise Internet Agreement Violation Left Class without Permission Lunch Room Rules Violation Lying Playground Behavior Violation Pushing/Shoving Scuffling Throwing/Shooting Objects	Unexcused Tardies Threats of Damage Unsafe Behavior Verbal Abuse/Gesturing Prohibited Item/tobacco Potentially Dangerous Items
<b>B *</b>	Bullying Cheating/Plagiarism Damage to Property Disrespect to Adult Fighting/Biting	Forgery of Signature Harassing Students Indecent Act/Language Stealing/ Theft Threatening Behavior	Truancy
<b>C *</b>	Extreme disrespect to a teacher/faculty member (i.e. use of profanity) Assault	Insubordination accompanied by profanity or disrespect (B or C to be determined by the administration)	Use, Possession, or being under the influence of alcohol (mandatory referral) Vandalism (Minor incidents) Dangerous Items
<b>D*</b>	Extortion/threats Sexual Harassment (Physical)	Threatening a staff member (Verbally)	Vandalism (Major incidents)
<b>E *</b>	Bomb threats	Threatening a staff member (Physically)	Use, Possession, or Distribution of drugs Inherently Dangerous Items/Weapons

\* *Other (To be determined at the discretion of the administration)*

The consequence for any combination of offenses resulting in a total of 10 or more days of suspension will be EXPULSION.

## **Weapons**

The following are the consequences for violation of the DoDEA zero tolerance weapons policy.

### **Potentially Dangerous Items**

Replicas or other items inappropriate (not inherently dangerous) on school grounds that are not used to injure others or instill fear Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons. Small pocketknives, small firecrackers, tools, laser pens and other objects used to threaten, frighten, or harm others.

### **Dangerous Items**

Replicas and other items (not inherently dangerous) used in such a way as to injure others or instill fear. Small pocketknives, small firecrackers, tools, laser pens and other objects used to threaten, frighten, or harm others.

### **Inherently Dangerous Items/Deadly Weapons**

Firearms, knives, explosives or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon.

## **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.

The District Superintendent serves as the appellate authority over all appeals from decisions made by principal (i.e., involving a disciplinary removal of 10 days or less). The District Superintendent also serve as the decision authority in all cases referred to a disciplinary committee (i.e., involving removal over 10 consecutive days, including expulsion); and issue the written decisions that grant or deny requests of the school, or the accused student, or his or her representative (e.g., requests for additional time to prepare the case or for other accommodations).

## **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)
<b>Trading cards</b>	<b>Toys</b> or other novelty items
<b>Gum – Candy</b>	In-line skates
IPODS, MP3 players	Nintendo DS or PSP



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.

### **DRESS CODE**

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 or cafeteria. 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, students 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 (PE) 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.

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

### **EMERGENCY CONTACT**

**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.

### EMERGENCY EVACUATION

A detailed plan for the evacuation of children from the buildings in the event of fire or other emergencies has been developed and will be in effect the first day of school. Regular fire drills are held weekly the first four weeks of school and monthly thereafter. In the event that children cannot 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: Applications are available online. Contact the school secretary for more information.

- Teachers
- Substitute Teachers



- Office Automation Clerk
- Special Education Aide
- Regular Education Aide
- Secretary
- Registrar
- Supply Clerk

### 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."**

#### 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.

<http://www.dodea.edu/curriculum/health.cfm>

#### 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:

- 1) 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.
- 2) 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 who enroll in DoDEA schools are required to meet specific immunization requirements. These requirements, displayed below, represent the minimum requirement and do not necessarily reflect the optimal immunization status for a student. This copy of the *DoDEA Immunization Requirements (August, 2010)* is provided to parents for informational purposes only. Official proof of immunization must be provided to school officials at the time of initial registration.

As of July 2010, DoDEA became aligned with the immunization guidance prescribed by the Interstate Compact on Educational Opportunity for Military Children. As a result, provision has been made for students transferring to a new location allowing up to 30 calendar-days to present current immunization documentation.

<http://www.dodea.edu/parents/dodea.cfm?cId=imm>

## Immunization Requirements

IMMUNIZATIONS	MINIMUM DoD REQUIREMENTS As Recommended by the Advisory Committee on Immunization Practice (ACIP) at Center of Disease Control (CDC)
<b>DIPHTHERIA, PETANUS, PERTUSSIS</b>  Eg., DTP,DTaP, DTwP, DT, DTaP-Hib, DTaP- HepB-	Four (4) doses; At least one MUST be administered <u>after</u> the 4th birthday <u>ACIP Recommendation:</u> <input type="checkbox"/> The usual schedule is a primary series of 4 doses at 2m, 4m, 6m and 15 18m of age <input type="checkbox"/> If the fourth dose of DT, DTP or DTaP is administered before the fourth birthday, a booster (fifth) dose is recommended at 4 -6 years of age (5a)  Tdap or Td booster doses: A single Tdap booster dose is recommended for children 11-12 years old, if 5 years has elapsed since the last dose; then Td booster every 10 years with Td (5b)
<b>HEPATITIS A</b>  Eg. HepA	Two (2) doses <u>ACIP Recommendation:</u> <input type="checkbox"/> HepA is recommended for all children at 1 year of age The two doses in the series should be administered at least 6 months apart
<b>HEPATITIS B</b>  Eg. HepB, Hib-HepB, DTaP-HepB-IVP	Three (3) doses: <u>ACIP Recommendation:</u> <input type="checkbox"/> The standard schedule is 0, 1 and 6 months <input type="checkbox"/> The first dose is recommended shortly after birth with the 2nd dose administered at age 1-2months. The 3rd dose should be administered $\geq$ 24 wks <input type="checkbox"/> Merck's RecombivacHB brand of HepB vaccine can be given as a 2-dose series for adolescents 11 to 15 years of age <u>Catch-up Schedule:</u> <input type="checkbox"/> 3dose series may be started at any age <input type="checkbox"/> Minimum spacing for children and teens: 4 wks between dose 1 and dose 2 and 8 wks between dose 2 and dose 3
<b>HAEMOPHILUS INFLUENZA TYPE B</b> Eg. Hib, Hib-HepB, DTaP-Hib	Two (2) to four (4) doses <u>ACIP Recommendation:</u> <input type="checkbox"/> Primary immunization occurs at 2m, 4m, 6m, and 12m to 15 m (booster dose) <input type="checkbox"/> Merck's PedvachIB brand of Hib vaccine, 3 doses are needed (2,4 and 12

	<p>15m)</p> <p><u>Catch-up Schedule:</u></p> <p><input type="checkbox"/> If dose 1 is given at 1214m, give a booster dose 8 weeks later</p> <p><input type="checkbox"/> Unvaccinated children from ages 15m up to 5 years need only 1 dose</p> <p>Hib is not routinely given to children 5 years old and older</p>
<p><b>IVP/OPV</b> Polio Vaccine</p>	<p>Three (3) doses; At least one dose must be administered after the 4th birthday</p> <p><u>ACIP Recommends:</u></p> <p><input type="checkbox"/> Usual schedule is a primary series of 4 doses at 2m, 4m, 618m and 4-6 years of age.</p> <p><input type="checkbox"/> All doses should be separated by at least 4 weeks</p> <p><input type="checkbox"/> If dose 3 is given after the 4th birthday, dose 4 is not needed</p>
<p><b>MMR/MMRV</b> Measles, Mumps, Rubella</p>	<p>Two (2) doses</p> <p><u>ACIP Recommendation:</u></p> <p><input type="checkbox"/> Dose 1 is given at 1215m</p> <p><input type="checkbox"/> Dose 2 routinely at age 4 but maybe administered at any visit, if 4 weeks have elapsed since the first dose and both doses are administered beginning at or after 12 months.</p> <p><input type="checkbox"/> Those who have not previously received the second dose should complete the schedule by age 11 years</p>
<p><b>MENINGOCOCCAL</b> MCV4 (Menactra®)</p>	<p>One (1) dose</p> <p><u>ACIP Recommends:</u></p> <p><input type="checkbox"/> MCV4 should be given to all children at the 11-12 years of age as well as unvaccinated adolescents at High School entry (15 years of age)</p> <p>Any adolescent over 11 years of age may receive this vaccine</p> <p><input type="checkbox"/> Vaccination against invasive meningococcal disease is recommended for children and adolescents &gt; 2 with terminal deficiencies or anatomic or functional asplenia and certain other high risk groups</p>
<p><b>VARICELLA</b> Chicken Pox</p>	<p>Two (2) doses</p> <p><u>ACIP Recommendations:</u></p> <p><input type="checkbox"/> Dose #1 Minimum age 12 months</p> <p><input type="checkbox"/> Dose #2 at age 4 years. However the second dose may be administered before age 4 provided at least 3 months have elapsed since first dose</p> <p><input type="checkbox"/> For children 12mths-12 years, the minimum interval between doses is 3 months; However, if the second dose was administered at least 28 days after the first dose, it can be accepted as valid</p> <p><input type="checkbox"/> For children age 13 years and older, the minimum interval between doses is 28 days</p> <p><input type="checkbox"/> Immunization is NOT required in people with a history of natural disease (chickenpox)</p>
<p><b>PPD</b> TB tine/ monovac BCG</p>	<p>Routine testing is no longer necessary unless risk factors are identified as determined by local medical command.</p>

The nurse also coordinates health screening programs, such as Dental, Vision, Hearing and Scoliosis. Parents of children who fail any of the above screenings are notified and referred to the local hospital for further evaluation.

Lastly, participating in various physical fitness activities is vital to your child's health and we advocate for your child to stay active. If your child cannot participate

in any of these activities, we would need a medical excuse letter from your child's doctor.

## **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.

### **Purpose**

#### **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.

### **Student Responsibility**

- ✓ 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.

## Parent Responsibility

- ✓ 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. Students 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.

Road conditions are posted at the gates, on RAF Lakenheath's public Web page <http://www.lakenheath.af.mil/> and on the weather line. The base weather information line is updated every day. If there is a base closure or school closure or delay, the weather line will provide up-to-date information. To find out the current driving conditions and to check the status of delays or closures, call the weather line at RAFL 226-3541 or 01638 523 541 and RAFL 238-3541 or comm. 01638 523 541. Information will also be broadcast on local radio stations. In addition to the weather line and radio stations, Lakenheath and Mildenhall personnel should receive a telephone call at home from their unit or supervisor relaying base and school closure or delay information. This is executed via a telephone recall. To ensure telephone recalls are effective, sponsors must ensure contact information is correct and updated regularly on unit recall rosters and your child's school emergency contact sheet. Road condition notifications will fall under these categories:

**GREEN:** Unrestricted. Ideal road, visibility and temperature conditions exist.

**YELLOW:** Caution, but no restrictions. Road surface is wet or slushy, visibility is restricted and temperatures are low.

**RED:** Mission-essential and emergency vehicles only - two-hour delayed reporting for all others (school and work). Road surface is hazardous, visibility is severely restricted and/or temperature is very low.

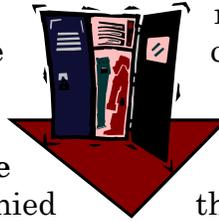
**BLACK:** Road and school closures. Mission-essential and emergency vehicles only. Road surface is very hazardous, visibility is extremely restricted and temperatures are extremely low.

## 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.

## 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** who abuse locker privileges may be denied the school is not responsible for personal or government

**and not as a right.** Students the use of a school locker. The 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, Ipods, or DS 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



A la carte meals will not be available to elementary schools during lunch hours. Food items will be sold as balanced meals. Elementary schools may approve selling a few items in addition to the pattern meal or to supplement meals brought from home such as milk, 100% juice, water, raisins, nutri-grain bars, baked chips, pretzels, muffins, fruit, yogurt or cookies.

Portion sizes will not exceed the serving size of food served in the National School Lunch Program and / or items will be packaged in single serving sizes not exceeding the portion guidelines. A minimum of one fruit or one vegetable will be offered daily when selling additional food items a la carte. For example, if cookies are sold, fruit should also be sold as an alternative. No foods on site will be deep-fried. This does not include stir-fried or sautéed foods.

The lunch menu is available on the school's web page <http://www.libeis.eu.dodea.edu> or <http://www.shopmyexchange.com/Community/Schoollunch/>

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. Because sugar can impede students' learning, we respectfully request that parents ensure that candy and sodas are not brought to school.

Hot lunches are provided by AAFES at the school cafeteria. Charges are as follows:

LUNCH \$2.05 Student                      \$5.00 Parent/Guest                      MILK \$ .50

(These prices are of August 2011)

Parents:

May make payments at the BX

Students:

May pre-pay for meals by bringing payment to the school cafeteria.

All students:

- Can pay cash for their meals although this is highly discouraged.
- Students risk losing their money and it will slow down the lunch lines.

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. 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.**

### Free and Reduced Lunch Program

This program is open to all families within the RAF Lakenheath, Mildenhall and Feltwell military communities. Acceptance into a free or reduced lunch status is based on each applicant's Base Pay, Base Allowance for Subsistence, other income and the

number of family members. To apply for the Free and Reduced Lunch Program, please contact the School Liaison Office at [48MSG.CCL@lakenheath.af.mil](mailto:48MSG.CCL@lakenheath.af.mil) or call 226-5077/5078.

### Cafeteria Procedures

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



### Cafeteria Rules

- 1) **Respect the physical safety of others.** The following are inappropriate: running, cutting in line, throwing food, pulling on or damaging clothing, tampering with another's food, throwing objects, and using straws inappropriately.
- 2) **Display courteous and respectful behavior.** This includes listening to those in charge, making positive comments to others, and not touching others in a discourteous manner.
- 3) **Demonstrate good table manner.** This includes sitting properly, speaking only to those around you in an appropriate voice and eating with proper etiquette. It is not appropriate to share or play with food, smash milk cartons or pop bags.
- 4) **Use of toilet facilities in cafeteria.** Students will raise their hands and be given permission to leave by supervising adults.
- 5) **Perishable items,** sauce packs, and straws will not be removed from cafeteria.
- 6) Students must **remain seated.** Supervisors will dismiss individual students.
- 7) **Lunch boxes** will be taken out to the playground and left in a designated area.

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

- 1) **First Offense:** The student will be counseled.
- 2) **Second Offense:** The student will be counseled again and placed at another table for the remainder of the lunch period.
- 3) **Third Offense:** The student will be counseled again and placed at another table for the remainder of the lunch and recess periods.
- 4) **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 15-20 minutes and is usually followed by recess for students in grades 4 & 5. Due to the necessity for maximum security for our students, they will not be allowed off the school grounds during the lunch hour unless parents sign them out and accompany them.

### 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.

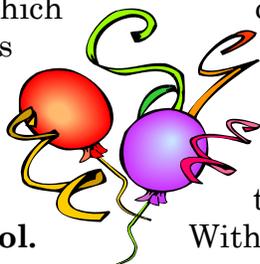
<http://www.dodea.edu/parents/dodea.cfm?cId=ptc>

### 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. PTO meetings are regularly announced in the "Tiger Tales" newsletter.

### 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.

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

## **PROGRESS REPORTS**

### **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.

### **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.

### **Marking Codes**

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.

#### **Grades**

**Grade 4-5: Intermediate grades use the following grading scales**

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

#### **Learning Skills**

1	Consistently Observed
2	Occasionally Observed
3	Infrequently Observed

#### **Performance**

E	Exceeds grade-level expectations
M	Meets grade-level expectations
S	Steady progress toward grade-level expectations
L	Limited progress toward grade-level expectations

### **REGISTRATION**



Students may be registered daily. Parents should request to see a counselor at the time of registration if their child has any special needs.  
<http://www.eu.dodea.edu/enrollment/>

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

- Copy of the sponsor's orders (and dependent travel orders if applicable)
- 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

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 the 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 (SAC)**

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. The strength of the committee is the positive working relationships fostered between school administration, parents, and educators.

SAC meetings are announced in advance of each meeting through the school newsletter, "Tiger Tales". All meetings are open to the public, and parents are encouraged to attend. If you have an idea or concern for the SAC, but cannot attend, pass it along to a SAC representative so that it can be presented at the next meeting.

### **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, 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 committee's 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 school improvement committee comprised of parents, teachers and the principal that help guide school improvement efforts. The SILT meets in conjunction with the SAC.

### **SCHOOL LIAISON OFFICE**

The RAF Lakenheath School Liaison Office (SLO) is a community facilitator; connecting schools, families, and community services to address education issues impacting military children. They provide a variety of services to include, but not limited to the following:

- Advises Installation Commander on matters relating to schools and military child education

- Promotes Communication and Collaboration between school, military organizations, community services, students and parents
- Assists to resolve issues when they cannot be resolved through the proper chain of command
- Provides information on the Free and Reduced School Lunch Program, school enrollment, and school advisory councils
- Provides transition assistance and information for families moving to the base
- Provides outbound referral information about schools and SLO contacts for your gaining installation

The School Liaison Office is located on RAF Lakenheath, Bldg 977, Liberty Center, Top Floor, Rooms 233/234. The office phone numbers are DSN: 226-5077/5078 or commercial 01639-525077/5078. The office email is [48MSG.CCL@lakenheath.af.mil](mailto:48MSG.CCL@lakenheath.af.mil).

### 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 student prior to picture taking day. Class pictures are usually taken in the spring. Purchase of these pictures is voluntary.

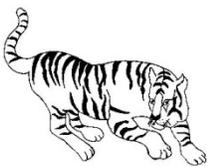
### SCHOOL RECORDS

Liberty Intermediate School maintains a Cumulative Student Record (CSR) File for each student. The CSR File contains the information below.

- Standardized achievement tests
- School assessments – SRI and STAR Math
- Report cards
- Health records
- For Special Education students, LIS also maintains a Confidential Student Record File. Information contained in these files includes assessment information and copies of documents presented to parents at each meeting.

Parents may request a review of their child's file at any time. **Advance notice is appreciated.**

### SCHOOL SPIRIT



The school's mascot is Blizzard a Siberian Tiger. School colors are black and white. Students are encouraged to wear their school shirts or school colors on Spirit Day, which is every Friday. The PTO offers school T-shirts and sweatshirts for sale.

## 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.

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

### Supply Lists

This is a basic supply list. Individual teachers may have additional and/or special item requests. No 3-Ring binders / trapper keepers, or crayons as there is not enough room in the desks. Please note that the 4/5 multi-age class will need to buy the 5<sup>th</sup> grade supplies.

#### 4<sup>th</sup> Grade Supply List

- Book bag or Back Pack
- 6 Folders with inside pockets
- Scissors (good cutting edge)
- 4 Glue Sticks
- 3 Packs of No 2. Lead pencils with erasers
- Zippered, plastic pencil case/pouch (no box)
- Colored Pencils
- Assorted, colored felt-tipped markers – thin line point
- 2 Packs of Wide-Ruled Loose Leaf Paper
- 1 Spiral notebook
- 1 Large Box of Tissues
- 3 Thin Line Black Sharpies
- Sketchbook for Art

#### 5<sup>th</sup> Grade Supply List

- 1 Multicolored Pack of Highlighters
- 1 Multicolored Pack of Dry Erase Markers
- Book Bag or Back Pack
- 4 Spiral Notebooks
- No Permanent Markers – think water based only
- 4 Glue Sticks

3 Packages #2 Pencils  
2 Packages wide ruled loose leaf paper  
Pencil supply box or bag  
Thin Colored Pencils  
Scissors  
Ruler – inches and centimeters  
2 Large Erasers  
4 – 2 pocket folders  
3 Black Pens  
1 Large Box of Tissues  
Sketchbook for Art

### 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.

### STUDY TRIPS



Appropriated 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. **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.

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 students 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 while chaperoning DoDDS students.

### **Guidelines for Supervising Student Activities**

DoDDS-Europe

**A chaperone/background check packet must be filled out and returned to the office within two weeks of the study trip to allow time for processing. If you have questions about the packet please call the front office at 01638-52-2258.**

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

Adult supervisors are expected to comply with those requirements for travel as outlined in DoDEA Regulation 2051.1 concerning disciplinary rules and procedures.

[http://www.dodea.edu/foia/iod/pdf/2051\\_1a.pdf](http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf)

- ✓ Supervision must be provided during the entire period of the activity to include travel in accordance with the DoDEA Administrator Guide DODEA Manual 2005.1. It will be the responsibility of the “sponsors and chaperones to devote full-time supervision to the group members on the trip” from the point of departure to the point of return. It is the responsibility of the adult supervisor to make a reasonable attempt that the students comply with all of the rules, regulations, and expectations relating to the activity.
- ✓ Supervisors will not possess, use, and/or consume alcoholic beverages or any other controlled substance while in the supervisory role.

- ✓ Supervisor will make every reasonable attempt that student do not purchase and/or consume any prohibited or controlled substances such as alcoholic beverages, drugs, and cigarettes.
- ✓ It will be the responsibility of the adult supervisors to note any violations of the rules and behavior expectations. In cases in which a serious incident, situation, or event occurs, the adult supervisor must immediately notify the principal and parents of the student(s) involved. Should the incident be determined as serious and affecting the safety and well being of the student(s), a subsequent report, by either the supervisor or any activity Project Officer, must be filed through the principal to the District Office and DoDDS-Europe in accordance with the Administrators Guide, DoDEA Manual 2005.1

### **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.**

### **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 07:30 - 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 or riding a school bus 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.

## 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.

## VISITORS

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

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

Parents 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.

## VOLUNTEER PROGRAM

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. **To be a volunteer at LIS a volunteer/background check packet that can be picked up at the front office must be completed and returned.**

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
- Room mothers
- Correct workbooks, papers, make copies, etc.
- Assist the nurse – vision/dental screenings
- 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.



**Department of Defense Dependents School  
Liberty Intermediate School  
DoDDS/CCSI, UNIT 5185 Box 50  
APO AE 09461**

August 14, 2012  
**Asbestos Notification**

**MEMORANDUM FOR PARENTS AND STAFF**

**SUBJECT: Notification of AHERA inspection (or re-inspection)**

As required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, our buildings have been inspected or re-inspected for asbestos-containing materials (ACM). The most recent inspection was conducted on 3/5/2009 in accordance with Environmental Protection Agency (EPA) regulations and DoDEA policy. The results of the inspection indicate we have asbestos materials in our school.

As required by EPA, a triennial re-inspection and six month periodic surveillance program is in effect for any asbestos materials that remain in place and their condition will be closely monitored. A copy of the Asbestos Management Plan, which includes the recommended management response action(s) for ACM, is kept in our office and is available for your review. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Marguerite Green".

Marguerite Green  
Principal