



LES MISSION STATEMENT –

"Increasing Reading Comprehension & Expressive Writing Across the Curriculum"

Issue 08

17 October 2008

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Isles District, DoDDS-E
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Dates to Remember



31 Oct – Teacher Workday – NO SCHOOL
6-10 Nov – Parent Conferences – NO SCHOOL
11 Nov – Veteran's Day – NO SCHOOL

The Principal's Column

Charles Yahres, Principal



LOCKDOWN/EVACUATION

On Friday, October 24th, Lakenheath Elementary School will practice our annually required lock-down and school evacuation drills. Just as we are required under DoD guidance to conduct a fire drill each month, we must also practice a school evacuation and lockdown once a year.

In a lock-down drill all staff are asked to lock their classroom doors and keep the children quiet, and seated away from windows and doors. Students in the hallways are taken to the nearest classroom. Children at recess or in the cafeteria are routed to the gym by assigned staff.

About 10 minutes after the lockdown drill we will announce the evacuation drill. Everyone will evacuate as they do in a fire drill and proceed directly to the base gym. In the past, the entire drill, from everyone leaving the building and returning has lasted less than 45 minutes.

We recognize that there are any number of emergencies that could occur during the school day and emphasize the importance of having drills of this type in order to be prepared. We know that in some situations such as unannounced visitors, it is safer for students to remain in the building rather than to evacuate. In the event of a bomb threat or a facility disaster a total evacuation would be necessary. Neither the lockdown nor evacuation involves loud bells or sirens, only a general announcement over the intercom that the school is in lockdown or requires an evacuation. Usually a code word is used in the announcement so children aren't alarmed.

Before October 24th, our teachers will review both drills with the children. We encourage parents to discuss this at home as well. Reinforce with your child that there are different types of emergencies where everyone must either stay or leave the building to be safe. The reason we practice fire drills every month is fire is the most likely cause for evacuating the building. However, if a real fire were to occur, or a similar cause for evacuation, we might be told that reentering the building would be dangerous and asked to walk to the base gym for shelter. There are other emergencies when it is safer to stay inside the building. For the younger children it

is advisable to keep your explanations as simple as possible. Something as easy as, "We practice 'inside' and 'outside' drills". We are safe when we are prepared.

REPORTING STUDENT ABSENCES

Attached is DoDDS-Europe policy letter on reporting student absences. It is the same procedure as last school year.

SCHOOL BUS TRANSPORTATION

The Lakenheath Complex School Bus office has provided information on policies and procedures for school buses. Please see attached.

FIRE PREVENTION WEEK AT LAKENHEATH ELEMENTARY SCHOOL

Publicity & Communication Committee



Students at Lakenheath Elementary School enjoyed meeting Sparky the mascot. He came to visit the school with some members of the 48 CES Fire Department. Sparky is almost as popular as Rocky, our own school mascot. Students learned about the equipment on the fire truck.

The highlight of the day was to participate in the Smoke House provided by the Suffolk Fire and Rescue Service. Children entered a specialized van called the "Smoke House". The inside of the van looked like a child's bedroom. The children had the opportunity to discuss what kinds of hazardous materials should not be in the home and talked

about how to prevent fires. The children experienced the smoke alarm going off as the officer instructed them how to get someone's attention should they be trapped in the bedroom or how to leave a burning house.

Children were excited to learn how to be safe and were eager to share what they had learned with others. Thank you fire fighters!

ART THOUGHT OF THE WEEK

Lucy Reser , Art Teacher



THE POWER OF CREATIVITY

Studies show that participating in the arts develops your child's ability to think. So when they grow up, their imaginations will be big and strong too. That's the Power of Creativity.

GUIDE DOG AWARENESS

Anne Marks, Host Nation



Our students have been finding out what it means to have eye problems from our blind friends, and by wearing special glasses to simulate partial sight. The students played special games made for blind children and learned how important it is to be able to see.

We are thankful that we have good vision, but did have a lot of fun playing the games.

Some students used "sighted guiding" techniques to help Mr. Waspe navigate my room last Friday.

German After School Club

Hulya White, German Club



If you would like your child, (1st-3rd Grade) to attend the German language after school club, please complete the attached permission form and return it ASAP.

KID'S CLUB

Jennifer Gomez, PTSSO Kid's Club



An email was sent out this past weekend, announcing the Kid's Club on 23 Oct. If you would like your student to attend, RSVP is required by 20 Oct. If for some reason you didn't receive an email, please let me know at lesptso.kidsclub@gmail.com.

BOO GRAMS!!

Summer Elliott, PTSSO Seasonal Grams



Boo-Grams have SOLD OUT. Our Boo-Gram sales were a huge success

and we sold out more quickly than we had anticipated. We are very sorry to those who did not get the chance to place an order. If you turned in your order after we sold out, it will be returned to your child's teacher to be sent home. The Boo-Grams will be delivered to the classrooms on October 29th. Thank you for your support!

Please don't forget that the PTSSO is also selling Boo-Bags in the cafeteria at lunchtime on October 29th and 30th. If you missed out on the Boo-Grams this is a great chance for your child to still get a Halloween treat. Each bag contains a mini Halloween notepad and stamper for 50¢. This is a chance for the children to purchase their own Halloween goodies. If you are interested in your child purchasing one, please send them to school with money on those days only. A reminder will be sent home that week as well.

Also, keep an eye out for the Winter Gram order forms going home in late November. We will still have limited quantities but due to the great response from our Boo-Grams we will have a larger quantity for the Winter Grams. We think you're going to like them!!!

Thank you again for the overwhelming support!

Guide Dog Awareness



Fire Prevention Week





**DODDS LAKENHEATH ELEMENTARY SCHOOL
AFTER-SCHOOL LEARNING
PERMISSION FORM**

SUBJECT: SIMPLE GERMAN (1st-3rd Grade)

Name of Student: _____

Name of Parent/Guardian: _____

Contact phone: _____

Alternate Contact: _____

(Name and phone number)

The LES after-school German language club is now available to intellectually enhance the growth of our students who are interested in learning a second language. This class opens the door to endless possibilities for students who want to learn a new culture, enhance their learning for humanities, as well as get a head start on learning a new language that they may be challenged with in their future classes.

This class will be offered once a week, on Wednesday from 2:40-4:00. The program is intended to heighten the knowledge of the German culture within our students and give them an early intervention toward developing a more multi-cultural awareness.

Classes will start on Wednesday, 22 October in bldg 51, room to be determined.

Parents/Guardians please pick up your child promptly at 4 pm in the foyer. In the event your child is not picked up on time, we will phone you or your alternate contact to make arrangements for pickup. However, if you continually pick up your child later than 4 pm then we will have to reconsider their attending German class.

Signature of Parent/Guardian: _____

(Your signature indicates you have read and understood the above)

Date: _____

For office use only

Date received: _____



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

August 10, 2006

MEMORANDUM FOR DISTRICT SUPERINTENDENTS

SUBJECT: Reporting Student Absence from School

Child advocacy and force protection concerns necessitate a standardized DoDDS Europe procedure for reporting student absence from school to parents when the absence is unplanned.

EUCOM has expressed a need for a standard reporting requirement on the part of parents to report student absence from school. EUCOM will be requiring parents or guardians to notify their child's school of absences or late arrivals and ensure current contact information is on file at their child's school at all times. If contact information is not found current/correct, schools will initiate contact through the chain-of-command. When the military chain-of-command is involved, commanders will execute appropriate counseling and/or disciplinary action. EUCOM expects the following standards to meet minimum notification requirements:

- a. Planned absences will be reported by the parents to the child's school no later than the day prior to the expected absence.
- b. Unplanned absences will be reported to the child's school within one hour of the start of school on the day of the absence.
- c. Late arrivals will be reported to the child's school within one hour of the start of school on the day of the tardiness.

In the event that a child does not have a planned absence from school and is reported by the classroom teacher to be absent, DoDDS-Europe will initiate the following procedures:

- a. By 10 AM of the day of the unplanned absence, the school will contact the parent to report the child's absence.
- b. If the school cannot contact the parent they should begin contacting all names on the contact list.
- c. If contact information is not current/correct, DoDDS-E will initiate contact through the chain of command.

The expectations in this memorandum apply to all parents and school personnel beginning school year 2006-2007. This guidance directly supports the education, safety and enforcement of student attendance by outlining the shared responsibility for parents and schools. The requirement to report absenteeism also reinforces sound force protection measures.



Diana J. Ohman
Director, DoDDS-E

cc:
Service SLOs



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
ISLES DISTRICT
UNIT 5185 Box 470
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9 October 2008

MEMORANDUM FOR PARENTS

SUBJECT: Parental/Sponsorship Information for Students Attending Lakenheath Complex Schools

The Isles District Transport Office has prepared the below information to enlighten sponsors about School Bus Transportation.

1. School Bus Office Contact Information:

A. Lakenheath SBO (Lakenheath ES, Lakenheath HS & Liberty IS schools)

Office Lead: Gilbert Christovale

Office Location: Liberty Intermediate School, Bldg 804, Room 10

Phone No: DSN 226-2564: Commercial 01638-522564

Email: trans.Lakenheath@eu.dodea.edu

B. Feltwell SBO (Feltwell ES & Lakenheath MS schools)

Office Lead: William Marks

Office Location: Lakenheath Middle School, Bldg 109, Room 140

Phone No: DSN 226-7332: Commercial 01638-527332

Email: trans.Feltwell@eu.dodea.edu

2. SBO Notification when Residential Changes Occur:

School bus routes, stops and student assignments are based on registration data provided by sponsors. When the SBO is not notified that housing changes are made, the SBO can not ensure resources (seats, buses, etc.) are allocated to the right areas. In addition, in cases of emergency or bus delays, we need the most current contact information for making notifications, especially phone numbers, home address, and other emergency data. When students no longer require school bus transportation because they have moved into base housing or for another reason, please notify SBO so they can keep busing data and student ridership requirements current.

3. Seating Arrangements:

The Lakenheath SBO does not have a blanket seat assignment; however, the Feltwell SBO utilizes seat assignment for the Feltwell ES kindergarten students. Both SBO's will use seat assignments for behavioral or medical reasons. Parents may submit written requests for seat assignments through the school principal to the SBO.

4. Sponsor Notification of Bus Assignment Changes:

Our mission is to provide both safe and efficient transportation service to our students. To fulfill these responsibilities we sometimes have to make changes to our routes and bus assignments. When this occurs, our policy is to give parents advance notice of the change and an explanation for the change. If student requirements exceed the bus' seating capacity causing an overloading condition, we will always try to contact sponsors and ask for volunteers to transfer to another bus. If time permits, we will check dates on the school bus registration card for determining busing assignments when we have no volunteers. When making changes, we will try to accommodate parent wishes for certain buses/drivers but for operational necessity this may not always be possible.

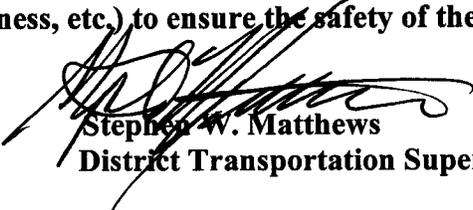
5. Voicing Parental Concerns (Reporting Process):

One of the roles of the SBO is to serve as a liaison between the parent, the bus company, and the school in terms of school bus transportation. In this capacity we are primarily responsible for ensuring that the bus company provides the service paid for by the US government. Problems/concerns pertaining to the school bus operations (schedules, driver performance, vehicles, etc.) should be addressed to the SBO that manages your students ride to and from school. We will investigate and take appropriate action in accordance with the provisions of the contract.

Effective July 2008, all student behavior issues, whether on the bus or in the classroom/school grounds became the responsibility of the school principal. Therefore, the school principal should be your point of contact for student behavior issues on the bus. We will still function as a liaison in such matter between the principal and the school bus contractor, plus assist in obtaining written statements from bus drivers and other pertinent data relating to behavioral issues.

6. Security Attendant (2nd Adult on the Bus):

The additional adult seen riding school bus is a Bus Security Attendant. This individual is contracted by DoDDS having primary duty and responsibility to observe the environment outside the bus to detect indicators of surveillance or suspicious activity directed at the bus or its occupants. Drivers remain in charge of the bus and its passengers, with full responsibility for its safe operations, including monitoring and reporting misbehavior. The Security Attendant is not responsible for behavior; however, they do provide assistance in case of emergency or extreme behavior (fighting, illness, etc.) to ensure the safety of the bus and its passengers.


Stephen W. Matthews
District Transportation Supervisor

**Cc: Lakenheath SBO
Feltwell SBO
School Liaison Officer (SLO)**