MAXWELL ELEMENTARY/MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK

2013-2014

Mr. Robbie Swint, Principal

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DEPARTMENT of DEFENSE EDUCATION ACTIVITY
GEORGIA / ALABAMA DISTRICT
Maxwell Elementary/Middle School
Maxwell AFB, Alabama 36112
(334) 953-7804-School/(334) 953-5302-Fax

Mr. Robbie Swint, Principal
Robbie.swint@am.dodea.edu

Maxwell Elementary/Middle School: Home of the Eagles!

Welcome to Maxwell Elementary/Middle School 2013-2014! I am excited to embark on a brand new school year with each of you. We welcome those of you who are new to Maxwell AFB and know your skills and abilities will further promote our excellent instructional programs. Our school improvement priorities are to establish a culture of open communication and collaboration with all stakeholders and use current school data to develop goals and interventions for improvement.

As pioneers on this journey we will use researched-based appropriate practices for students, and take purposeful measures to create strong instructional programs that result in increased achievement for all students. Special emphasis will be placed on establishing critical thinking strategies to explore learning, and diversifying instruction that addresses both the DoDEA standards and the individual needs of students. To accomplish these goals we will establish a collaborative work environment grounded in inquiry-based learning, and all staff will take responsibility for all students at every grade level.

This promises to be an exciting and fulfilling year for everyone at MEMS, so gear up for the ride! Again, welcome back and let's make 2013-2014 a terrific year at MEMS!

Maxwell AFB Schools
SY 2013-2014 (V3)

Aug	1,2,5	Teacher Work Day (no students)
Aug	5	Sneak-A-Peek
Aug	6	First day for students (no PreK)
Aug	19	First day for PreK Students
Aug	23	Teacher PD Workday (No School/Students)
Sept.	2	Labor Day - No School
Sept.	20	Teacher PD Workday (No School/Students)
Oct.	3	End of First Quarter (40 days)
Oct	4	Report Card Prep Day (No School/Students)
Oct.	14	Columbus Day - No School
Oct	15	Parent Conf with Repot Cards - (No Classes)
Oct	16	PreK Parent Conf (no school - PreK ONLY)
Nov.	11	Veteran's Day - No School
Nov.	25	Nov25-29 Thanksgiving Break - No School
Dec.	20	End of Second Quarter (48 days)
Dec.	23	Dec. 23-31 Winter Break - No School
Jan	1	New Years - No School
Jan	2,3	Winter Break - No School
Jan	6	Report Card Prep Day (No School/Students)
Jan	7	First day for students
Jan	13	Report Cards Go Home
Jan.	20	Martin Luther King Jr. Day - No School
Feb	17	President's Day - No School
Feb	24	Teacher PD Workday (No School/Students)
Mar	13	End of Third Quarter (45 days)
Mar	14	Report Card Prep Day (No School/Students)
Mar	20	Report Cards go Home
Mar	24-28	Spring Break - No School
May	9	No school for PreK students ONLY
May	23	Report Card Prep Day (No School/Students)
May	26	Memorial Day - No School
May	29	1/2 day for students - full day for teachers
		Last day for students - End of 4th Qtr - 47 Days

August 2013

S	M	T	W	T	F	S
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September 2013

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October 2013

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November 2013

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December 2013

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January 2014

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February 2014

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April 2014

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May 2014

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June 2014

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Report Card Distribution Dates:
October 15th - 1st Quarter @ Parent Conf
January 13th - 2nd Quarter
March 20th - 3rd Quarter
May 29th - 4th Quarter

= **End of Quarter**

= **Parent/teacher conference**

= **Federal Holiday**

= **Student / Teacher Holiday**

= **No school for PreK only**

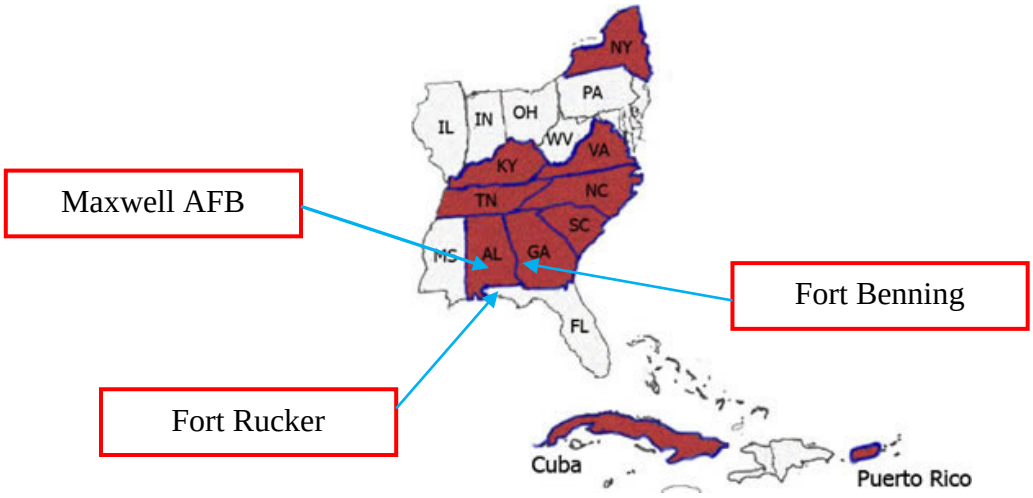
= **Pre/Post-Planning / Teacher In-Service / Teacher Work Day - STUDENT HOLIDAY**

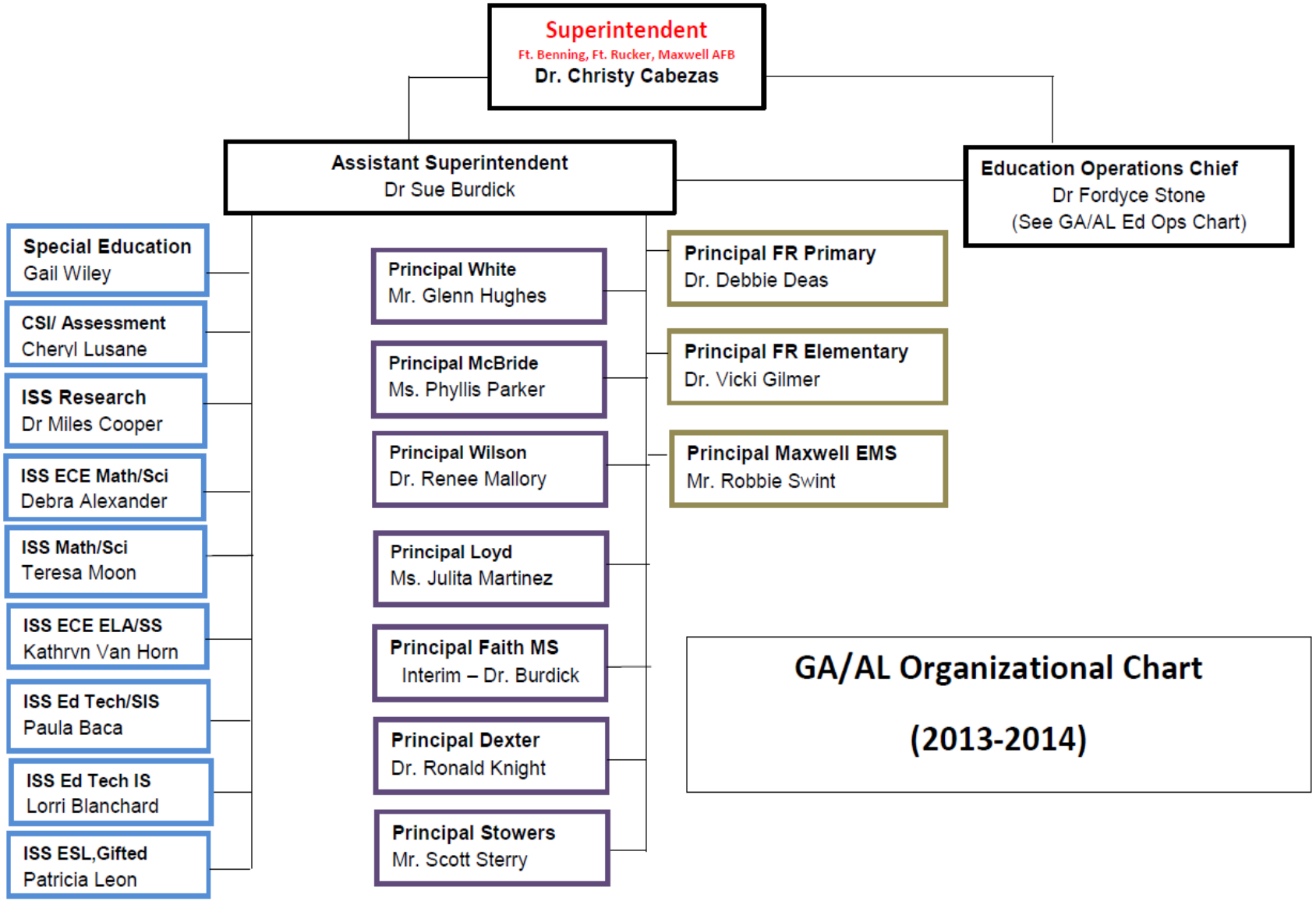
Department of Defense
Education Activity (DoDEA)-Americas

<u>Georgia/Alabama District</u>
(Ft. Benning, GA; Ft. Rucker, AL; Maxwell AFB, AL)

DoDEA Mission: Educate, Engage, and Empower Each Student to Succeed in a Dynamic World.

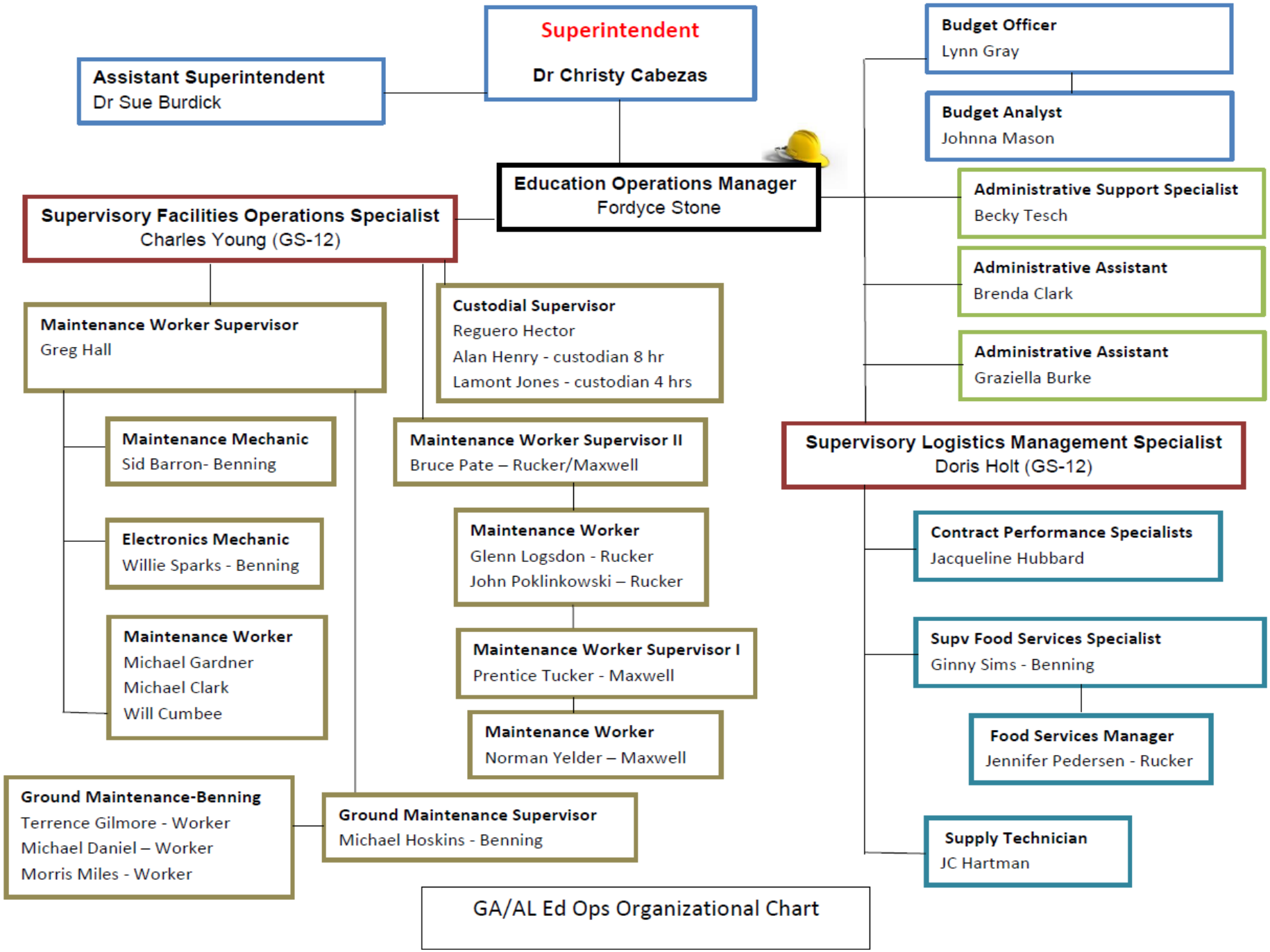
DoDEA Vision: To Be Among the World's Leaders in Education, Enriching the Lives of Military-Connected Students and the Communities in which They Live.





GA/AL Organizational Chart

(2013-2014)



GA/AL Ed Ops Organizational Chart

GEORGIA/ALABAMA DISTRICT SUPERINTENDENT'S OFFICE
7441 Custer Road
Bldg 2670
Fort Benning, GA 31905

Phone: (706) 545-7276 Fax: (706) 545-8227

GA/AL District Superintendent

Dr. Christy Cabezas was named the Georgia/Alabama District Superintendent in 2012. She serves as the superintendent for Ft. Benning, Ft. Rucker, and Maxwell AFB schools. She began her career as a high school science teacher in 1996 and coached the girl's golf team in Harris County, GA. She was selected as the Parent Teacher Student Association (PTSA) Star Teacher in 2001. She went on to serve as the high school guidance department chair and the school testing and curriculum coordinator for Harris County High School. Beginning in 2006, she served as the District Secondary Curriculum Instructional Coordinator and then as the Assistant Superintendent for Curriculum, Instruction and Assessment starting in 2009.

In 2011, she received a Doctorate of Philosophy in Administration of Elementary and Secondary Education from Auburn University, Alabama. Additionally, she earned her Educational Specialist and Master's Add-on in Educational Leadership and Administration from Troy University. She also earned her Master's Degree in School Counseling and Bachelors of Secondary Education in Science from Columbus State University where she was awarded with a Certificate of Academic Honor and Outstanding Accomplishments in Science. Dr. Cabezas currently serves on the UTeach Grant Steering Committee and the Institutional Review Board for Columbus State University.

Dr. Cabezas is also an adjunct professor for Troy State University where she was honored with a Research Scholar award in 2008. She referees articles for the *Journal of School Leadership*. Her career and research focus has been on identifying barriers that must be overcome in schools so that all students have an equal opportunity to reach their fullest potential.

She co-authored a study presented collaboratively at University Council for Educational Administration (UCEA) on gender dynamics and the cohort experience in a leadership preparation program. Dr. Cabezas' book review on *The School Leaders Our Children Deserve: Seven Keys to Equity, Social Justice, and School Reform* by George Theoharis has been published in the Journal of Educational Administration. Her quantitative research study on Assessing Equity in Advanced Programs through an Invitational Theoretical Perspective was presented at the Alabama and Mississippi Sociological Association. She also conducted research on *Honors and Advanced Placement Programs: Closing the Achievement Gap* and presented this topic at the Auburn University Research Institute. Through collaboration and dialogue with her K-12 colleagues, she authored the *District Manual: Response to Intervention*.

A native of Indiana, Dr. Cabezas has two sons, Justin and Jake, two daughters-in-law, Suzie and Dakota, and a grandson, Kendall. Her grandfather served in World War II and her father served in the U.S. Army. Her youngest son, Jake, is a Cavalry Scout in the U.S. Army. Dr. Cabezas is passionate about serving military-connected students and families.

GA/AL District Assistant Superintendent

Phone: (706) 545-7276

Dr. Burdick came to the GA/AL District in August 2010 to serve as the assistant superintendent.

As the assistant superintendent for the GA/AL District, Dr. Burdick has a variety of responsibilities to include:

- Supervision of Principals; follow chain of command for school level concerns by contacting the school principal first. If the concern is unresolvable, you may contact Dr. Burdick for assistance.
- Curriculum, Instruction and Assessment
- Student Support Services: Special Education, Gifted Education, English Language Learners, Student Support Teams, Section 504, Counseling Program, and School Psychological Services
- Accreditation; AdvancED
- Student Discipline Hearings
- Summer Enrichment Programs

Most recently she had served as the DDESS-Guam deputy superintendent since September 2000. A native of Massachusetts, Dr. Burdick began her career with DoDEA in 1974 as a science teacher in Guantanamo Bay, Cuba. In 1981, she was selected to serve in her first position as an administrator. Transferring to Seoul American High School in the Republic of Korea in 1977, Dr. Burdick again taught science, sponsored student council, and initiated peninsula-wide activities among the DoDEA and international schools such as the Brain Bowl and Middle School Spelling Bee. Following a two-year tour in Korea, Dr. Burdick transferred to Kubasaki High School in Okinawa as a science teacher and the CWE coordinator. In 1981 she was promoted to the assistant principal at Kinnick High School, Yokosuka, Japan.

In 1983 Dr. Burdick received a Fellowship from Michigan State University to complete her doctoral residency. Her doctoral dissertation was completed in 1986 and her Ph.D. was awarded in K-12 Educational Administration in March 1987.

Returning to DoDEA in 1984 after her doctoral residency, Dr. Burdick served as the assistant principal at Zama High School for one year before being promoted to Science Coordinator for the DoDDS Pacific Region. In this position she assumed the responsibility for the K-12 science curriculum for 24,000 students in Japan, Okinawa, Korea, and the Philippines. The following year in 1986, Dr. Burdick was promoted to principal at Kadena Air Base, Okinawa District. Since that time she has been a principal at the K-12 level at four different schools to include Sasebo, Japan, Taegu Korea, and Camp Zama, Japan. In 1992, Dr. Burdick received the National Distinguished Principal's Award from the U.S. Secretary of Education.

Dr. Burdick is a member of the following professional associations: Phi Delta Kappa, Beta Beta Beta Honor Society, Association for Supervision and Curriculum Development, I/D/E/A Fellows, and the International Reading Association. She has co-authored two articles in the national journal, Business Education Forum, on "Career-Life Planning" and "Portfolios: Transitioning to the Future". Dr. Burdick is an adjunct professor at San Diego State University.

Dr. Burdick prides herself on the fact that she comes from a patriotic family. Her forefathers served in the US Amy during the Revolutionary War, Civil War, World War I, and the Korean War. Her father served in the US Navy in World War II and her brother was a US Marine in the Vietnam War. She is very proud to serve the children of the U.S. military.

GA/AL Educational Operations Manager

Phone: (706) 545-7276

As the Educational Operations Manager for the GA/AL District, Dr. Stone has variety of responsibilities to include:

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- New school construction
- Hiring of new staff
- Maintenance of current facilities
- Cafeteria Food Service
- Bus Transportation
- Safety and Security
- Anti-Terrorism/Force Protection

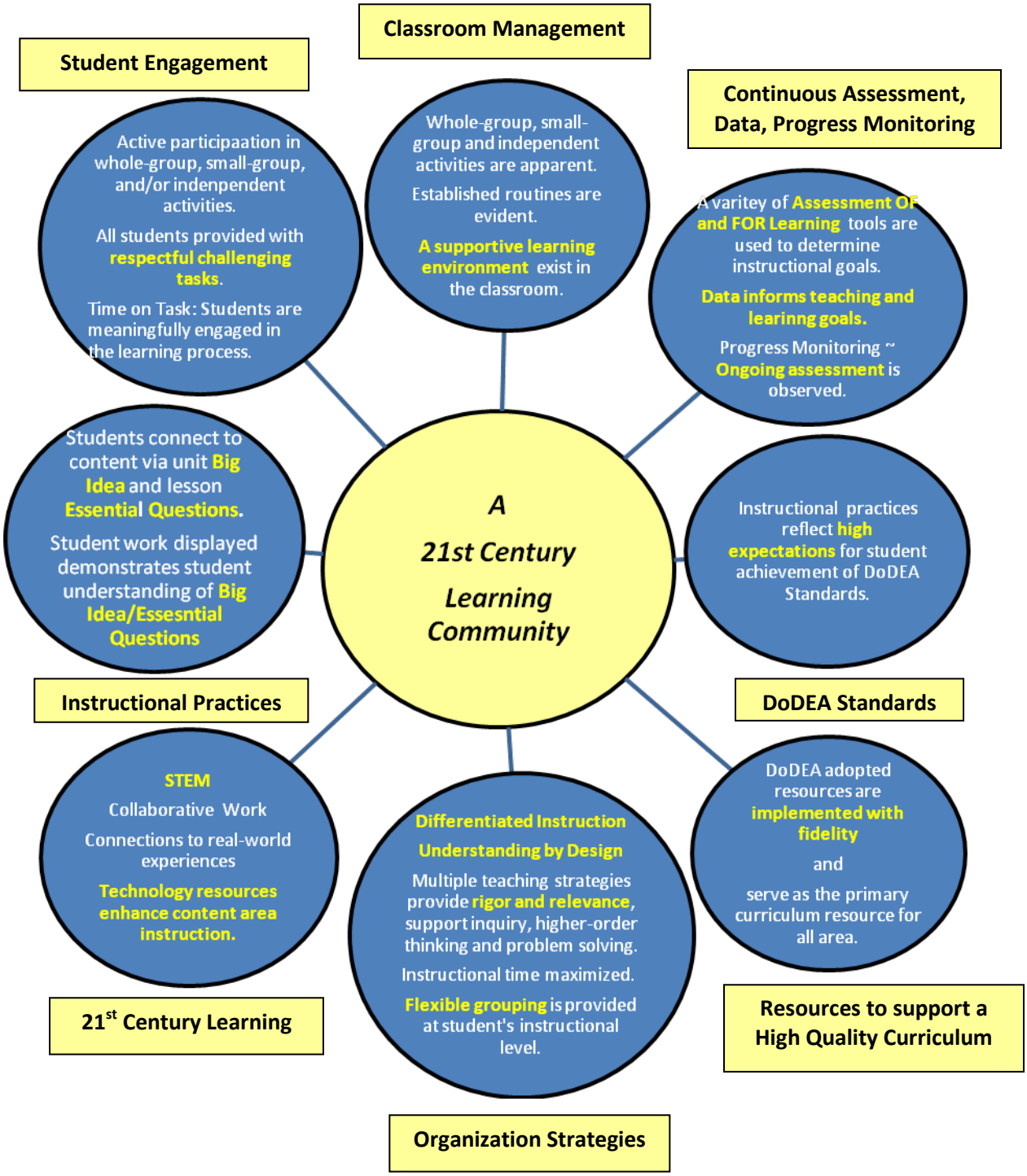
Dr. Stone's work in DDESS before coming to GA/AL was at Fort Stewart and Fort Buchanan where he held positions from principal to assistant superintendent. At Fort Stewart, he moved the entire Diamond Elementary into trailers while the building was renovated; at the same time maintaining high levels of academic growth. As principal of Brittin elementary, he led the school successfully through its first AdvancED accreditation review. While at Fort Buchanan he established the first district-wide use of the DoDEA teacher certification at the Puerto Rican District. This entailed changing hundreds of teaching certificates and transcripts into DoDEA acceptable documentation.

When he joined the GA/AL district as assistant superintendent, the district just had their first AdvancED accreditation review. Dr. Stone worked with principals, faculty and staff to have a successful end of year external review. His main focus throughout that year was data analysis. He led administrators and school staffs through an in-depth analysis of three (3) years of testing scores. Subsequently, when there was a re-organization throughout DDESS, Dr. Stone then moved into his current position of Educational Operations Manager (EOM).

As part of the EOM position he is working on a new McBride Elementary, a new White Elementary, a new Ft Rucker Primary and Elementary and an Annex Gym for Faith Middle School. As part of his security training, he attended the Anti-Terrorism Officer Basic Course.

Dr. Stone earned his Ed.D from the University of Virginia and spent many years working in the Virginia public school system. He rose from teacher to Assistant Superintendent in the Virginia public schools before joining DDESS. He has taught college courses for Armstrong University and Georgia Southern University. His 5th grandchild will be born in June 2013.

DoDEA-Americas Georgia-Alabama District: A 21st Century Learning Community



DODEA Vision Statement
Communities committed to success for ALL students!

DODEA Mission Statement
To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

Maxwell Elementary/Middle School Mascot
Eagle

Maxwell Elementary/Middle School Slogan
Dare to Soar!

Maxwell Elementary/Middle Mission Statement
A community partnership enabling students to fulfill dreams and reach their highest potential

Maxwell Elementary/Middle Vision Statement
Whatever it takes!

Absences. Please call the school by 8:30 if you know your child will be absent. On the first school day following an absence, students should bring a written excuse to school stating the specific reason for the absence. If you do not send a note with the student, the absence will be coded as unexcused. If a student is absent three or more days consecutively, a doctor's note is required.

Academic Program. The Department of Defense Education Activity (DoDEA) mandates the overall academic program of Maxwell Elementary/Middle Schools. Curriculum materials are used and supplemented with additional resources. Classroom instruction is presented in a variety of ways that will enable students to master curriculum standards using critical thinking and in a method that matches their learning styles.

Arrival and Dismissal. Students will be in school from 7:55-2:50 on Monday, Tuesday, Thursday, and Friday. On Thursday, the school day will be from 7:55-1:50. Middle School students will report to the gym; kindergarten thru 2nd grade will report to the cafeteria, and 3rd grade thru 5th grade will report to the auditorium.

Attendance Policy. The Office of the Department of Defense General Counsel advises that only children who meet the statutory requirements reflected in DOD Directive 1342.16 may be legally enrolled in the Section 6 Schools, and attendance is limited to eligible dependent children under the Public Law. Absences and tardiness will be closely monitored throughout the school year. All appropriate parties will be notified if absences or tardiness become excessive.

Awards Assemblies. Students are recognized throughout the year for good academic work and citizenship.

Behavior. Students at Maxwell Elementary/Middle School will learn behavioral self-management skills which require respect for learning, themselves, others and property. At Maxwell we strive to provide school experiences that allow children to enjoy some success each day they attend school. The child who enjoys success will have a positive feeling about school, school activities and staff members. When students are physically present on the campus, on a school bus, or participating in, or attending any school sponsored activity or event, the student is expected to adhere to the school policies regarding conduct. Students should treat everyone in the same manner in which they expect to be treated. In general students will:

- Comply with directions of teacher, principal and other authorized school personnel.
- Be cooperative and courteous to all adults and other students.
- Use appropriate language and behavior.
- Respect self and others.
- Respect their property and the property of others.
- Leave any toys, dangerous and valuable items at home.
- Refrain from pushing, fighting, wrestling, tripping, or horse playing with other students.
- Refrain from selling merchandise at school except for school-sponsored items.

The DoDEA Discipline Policy (2051.1) is located at the DoDEA website at www.am.dodea.edu.

Students and staff become active participants in creating a learning environment where positive interactions lead to success. Interventions used to manage inappropriate behaviors include:

- Providing verbal or nonverbal warnings to students about the problem. Ask students to explain which infraction was broken and how it would have been handled differently.
- Isolating the child by removing him/her from the group for a short period of time (thinking chair, reading carrel, desk in a corner,). Explain the reason for isolating to the student. Student should not be isolated in the hall.
- Informing parents about problem issues and strategies you have employed with their child. Schedule a conference or call the parents to discuss your concerns.
- Discussing severe infractions with the discipline committee or principal, and provide a summary of behaviors and interventions implemented.

Corporal punishment, physical activity or exercise will not be used as a consequence for inappropriate behaviors (running laps, pushups, crunches)

Buddy System. Students must walk on the right side of the hallway when transitioning throughout the building. Please use the "Buddy System" when sending a child to the nurse, front office or resource program. Students should never alone to any destination.

Cafeteria Procedures. Maxwell School serves breakfast and lunch each day. Students eating breakfast should arrive at 7:35AM. Staff members will be available to supervise students eating breakfast. We ask parents to encourage your child to eat a well-balanced meal each day. Lunch choices include 2 meats (choose 1), 5 vegetables (choose 2), milk (white or chocolate) and dessert (occasionally). Ice cream and cookies are available at lunch for an additional cost. Payment for breakfast and lunch can be made daily, weekly, biweekly, and monthly at school or via the internet at **www.k12paymentcenter.com.** If a child is pre-paying for breakfast or lunch, the money should be brought to the collection clerk in the morning. Prepayments must be made before 10:00 AM to ensure credit is properly given.
Students that do not have lunch money may charge that day's lunch. The school does not allow students to charge lunch two days in a row. Parents must send the money in the next day.
PreK students are encouraged to join us for breakfast and lunch with a parent.

Cafeteria Rules

1. Enter the serving line once.
2. Use silverware, napkins, etc. properly.
3. Do not share with others.
4. Eat only in the cafeteria.
5. Keep hands and feet to yourself.
6. Talk softly and pleasantly to the people at your table.
7. Refrain from running.
8. Clean up your own spills and trash.

Cell Phones. Cell phones should not be visible and must be turned **"**OFF**"** during the school day. If a cell phone is taken, it will be stored in the principal's office for parent pick up. Parents will be contacted to pick up their child's cell phone on the first offense. Repeated offenses will require a parent conference.

Conferences. Parent/Teacher conferences are scheduled regularly throughout the year. Contact your child's teacher if you would like to schedule a conference at any other time.

Discipline. Teachers will review classroom behavior standards with their students. If necessary, a teacher will refer a student to the guidance counselor or principal for inappropriate behaviors. In all cases involving disciplinary problems, school personnel will notify the parents.

Dress Code. Students should be dressed appropriately for school. Students are expected to dress in a way that is consistent with a positive learning environment, that does not interfere with the educational performance of other students, or that causes a health or safety concern. Apparel worn to school should be neat and clean and should not disrupt the teaching/learning experience. Please keep in mind that students are involved in various activities throughout the school day. Students will engage in hands-on learning experiences that may include indoor/outdoor play, various art activities, sand and water play, etc.
Guidelines to adhere to are as follows:

- No spaghetti strap tank tops or dresses, skirts and shorts that are 3 inches above the knee, pants worn at waist, and no visible undergarments.
- "Heelies" are not permitted at Shughart School. We suggest that on the days your child has P.E. he/she wear tennis shoes and shorts, pants or sweat pants so that he/she can participate fully in all activities. Flip-flops and open toed shoes increase the likelihood of falls, injuries and insect bites. Sneakers are a safer choice. After school begins, spirit wear will be available for purchase.
- Students should not wear ill-fitting clothing, halter-tops, swimsuits, shirts with spaghetti straps, baggy pants, shoes/boots with high heels, flip flops or clogs, dresses or skirts of an inappropriate length, or immodest apparel. For shorts, a good rule of thumb is that the shorts should be no higher than a student's fingertips when the hands are at his/her side.
- Large loop earrings, long necklaces, nose rings, or other jewelry that could cause injury should not be worn for safety reasons.
- Students should not wear hats or other headwear in the building except for medical reasons and special programs.
- Clothing with offensive language is not to be worn in the school. Also, clothing which promotes or depicts drugs, alcohol, tobacco, drug paraphernalia, violence, hate speech, or gang symbols is prohibited.

Early Checkouts. All students should be checked out no later than 1:50 pm through the front office on Mondays, Tuesdays, Wednesdays and Fridays and no later than 12:50 pm on Thursdays. Your child will be called to the office when you arrive at school. Students are not allowed to walk or ride bicycles home during school hours unless signed out and accompanied by a parent or guardian**.** In addition, students that walk home and/or ride their bicycles home must be accompanied by a parent or guardian (reference Home Alone Policy). Parents arriving after the early checkout will be asked to wait until students are dismissed to receive their child. Students are to go directly home when dismissed at 2:50 (Mondays, Tuesdays, Wednesdays, and Fridays) and 1:50 on Thursdays. Students participating in the after school programs should be picked up immediately after the activity ends at 3:30.
Parents should include all persons they grant permission to sign out their child as emergency contacts. No student will be released to an adult without parent permission.

Homework. Teachers use homework to reinforce and review curriculum content. Research shows that when homework is turned in to the teacher, graded, and discussed with students, it can improve students' grades and understanding of their schoolwork.

- Parents can assist with homework by providing a routine to complete homework. If possible, set up a quiet, comfortable study area with good lighting and the school supplies that your children need. It is critical that you show your children that you think homework is important. Ask to see your children's homework each day and discuss it with them to show support. .
- The amount of homework varies by grade level.
  Kindergarten – Monday – Thurs 5-10 minutes
  Grades 1 & 2: Ten to twenty minutes, three to four times per week
  Grades 3, 4, 5: Thirty to sixty minutes, three to five times per week
  Grades 6, 7, 8: Sixty to eighty minutes, three to five times per week
- We recommend that all students read or be read to at home each day (This is in addition to any assigned homework). If your child consistently takes longer than the recommended time to complete homework, please contact your child's teacher.
- The amount of help you offer your child depends on each child's grade level, knowledge of skills and study habits. First, make sure the child understands the directions by completing a few problems together. Praise right answers, and show how to correct mistakes. Students should generally be able to complete the assignments independently.
- Teachers want students to learn from homework. Tell the teacher if your child thinks the homework is too easy or too hard. This will help the teacher match homework with student ability and maturity levels.
- Each grade communicates with parents on a consistent basis about their children's homework assignments, via an assignment sheet, homework folder, or other reporting methods.
- Avoid "hovering" over your child while they work on homework. You do not want your child to be dependent on you to complete the tasks.
- Help older students organize their assignments by recording them on calendars or planners, along with due dates, dates turned in, etc.

Honor Roll. Each marking period students in 4th thru 8th grades are recognized for making the "A" Honor Roll by achieving all A's on their report cards and the "A/B" Honor Roll for those students receiving all A's and B's for the marking period. Students must receive a **S**atisfactory marking in all special areas to qualify for the honor roll awards.

Inclement Weather. Please prearrange pick up for your child in the event that school has to close early due to inclement weather. Also, discuss rainy day plans with your child. If your child and teacher know your inclement weather plan it will limit the number of phone calls the office receives.

Lost and Found. Lost and found articles are located outside the cafeteria. Money and valuable articles are turned into the office.

Lunch Guests. Parents are invited to have lunch with their child in the cafeteria during their designated lunch time. All adult lunches are a la carte and each item is priced individually.

The DoDEA Food Services Regulations prohibit it's patrons to bring in outside food (McDonalds, KFC) to eat for school lunch.

Milk and Juice Break. Students are provided an optional milk/juice break during the day. Students can bring their own nutritious drink from home or they can choose to buy milk or juice at school. Soft drinks are not considered a nutritious drink. Credit for absences during the month will be given the following month. Please advise your child to select white milk for either snack or lunch, so that your child is not always choosing chocolate milk.

One Call Now. Our families are often contacted with information about school activities and events through our mass communication system, One Call Now. If there is a change in any of your contact information, please be sure to let us know.

Parent Teacher Organization. Maxwell School has a very active PTO. The PTO plays a pivotal role in their support of school programs and in promoting an educational partnership for students, staff and school officials. A membership campaign is conducted at the beginning of the school year for a minimal membership fee. PTO meetings are held at least three times yearly. The PTO is involved in organizing many school activities throughout the year. Parents are encouraged to become involved in the PTO. As great parent leaders, you help make Maxwell School great!

Parking. Visitors' parking is located in the parking lot in front of the school. Cars are not permitted to park in front of the building when school buses load and unload children in the mornings and afternoons. Cars are prohibited from parking inside the circle where school buses load and unload students. Staff members will be on duty to supervise students that are dropped off and picked up in the mornings and afternoons. Please do not leave your car unattended unless you are parked in a designated parking space. We must work together to make the parking lot is safe and secure for our students and visitors. We feel confident that together we can accomplish this goal.

Safety. Students walking to school should walk on the sidewalks and designated. The appropriate street crossings should be used.

Bus students are expected to observe the rules of good behavior at all times. A list of bus rules and expectations will be sent home in your child packet on the first day of school. Sign and return the bottom portion of that form to your child's teacher on the 2nd day of school. If students do not follow bus rules he/she could be suspended from riding the bus.
Students may ride bikes to school if parents instruct him/her in bike safety and courtesy. If students ride bikes to school, he/she should lock the bikes on the bike racks after he/she arrives at school. The school is not responsible for lost, damaged, or stolen bikes. Students should walk their bikes on school grounds at all times. Skateboards and roller blades should not be brought to school. All walking students should be under the direct supervision of a parent or guardian when walking to and from school.

The tardy bell rings at 8:05. If a student arrives after the tardy bell, a parent must sign the student in at the office before the student can go to the classroom. Therefore, late students should be escorted in the building by a parent and not dropped off to come in unescorted.

Parents should wait for their child outside at their dismissal location and avoid congregating in the main lobby and halls so that classes can safely exit the building. Strollers are not permitted in the hallways unless you have more than one child to carry.

On extremely cold or rainy days the children may enter the building and go directly to the auditorium or gym.

School Cancellations. When school must be canceled or closed, MEMS will send a mass communication message to all families using the One Call Now system.

School Parties. Class parties are limited to one per school year and do not include birthday parties. Birthday parties are not celebrated at school, nor should invitations to birthday parties be distributed at school. Simple birthday treats (individually wrapped, without peanuts) may be brought in by parents and distributed during snack or lunchtime. Balloons, flowers and other parental gifts for children cannot be delivered to classrooms. In the event that such gifts arrive they will be placed in the front office and parents will be notified to pick them up.

Student Information. Please notify the school immediately of any information changes for your student. This includes address changes, name changes, emergency contact person changes, and home/work telephone number changes. This may be done by sending a note to your child's teacher or calling the school office at 334-953-7804.

Student Information. It is very important that we have accurate and up to date information on each student which would include correct address, home and work telephone numbers, and emergency contacts. In the event you have cellular telephone or pager numbers, we need that information as well. Emergency contact numbers should be for someone that resides in the immediate area.

Telephone Use. **S**tudents are not be permitted to use school phones to contact parents. A message will be delivered to your child should you need to contact them.

Visitors. The Maxwell staff welcomes parents and wants them to be involved in their child's education. Parents must sign in and out of the school office when visiting and wear a visitor's badge while at school. If you need to talk to a staff member, we ask that you request an appointment time by sending a note with your child or stop by the front office and leave a note. The staff member will call or respond to the note to schedule an appropriate meeting time. We value the instructional time of students and will not interrupt teachers while working with students. Interruptions take the teacher's attention away from your child and the rest of the class.

Volunteers. Volunteers are needed and welcomed throughout the school. If you have time to devote to your child's school, we hope you will sign up to volunteer in classrooms and school sponsored activities. When volunteering, you must sign in and out at the volunteer reception

table in the main hallway. It is extremely important that the school maintains accurate records of volunteer hours. Volunteers are recognized each year during Volunteer Week. Volunteers are required to wear name tags during the time they are working in the building.

Withdrawals. Parents should notify the school as soon as they receive orders, or know they are leaving Maxwell. Before the child's last day of school, parents are to go to the school office to clear the student's records, pick up a transfer card, and sign the record release form. It is helpful to leave a forwarding address if one is known.

Section 2. ACADEMIC SERVICES

Fine Arts

Maxwell students participate in music and art classes. These classes provide an avenue to create, explore, listen and develop an awareness of the student's physical environment.

The music program provides opportunities for students to discover melody, rhythm, harmony, and more. Students are also encouraged to participate in the musical programs and activities outside of school.

The art program includes drawing, painting, printmaking, pottery, crafts and other experiences.

Physical Education

The P.E. program at Maxwell seeks to foster the total growth and development of each child through a developmental, highly individualized child-centered program. Children are recognized for self-discipline, self-responsibility, extra effort, and excellence.

Students participate in a wide variety of physical activities such as basic movement skills, rhythm/aerobics, individual fitness activities and team sports.

Guidance Counselor

Guidance programs are available to assist individuals and groups to develop social skills and a sense of self. The guidance counselor is not only a resource person for parents, staff, and students, but also a coordinator, consultant and liaison with outside agencies. In addition to providing individual and small group counseling, classroom guidance classes are held.

Exceptional Children's Program

Student identification and placement procedures are outlined in the Exceptional Children's Procedure manual available through the school's Case Study Committee (CSC). Placement is based on serving the child in the least restrictive, appropriate setting.

School Health Program

The school health program is a vital part of the total school operation. It provides a variety of services within the school setting that influences the health of the students.

The school nurse is a registered nurse available to screen students for vision or hearing deficits, and illnesses that need the evaluation of a physician. The nurse also offers counseling to students and parents requesting additional health information on particular health concerns.

Children who are sick and unable to remain in the classroom will be sent to the school nurse with a referral form. If the child has a fever, contagious ailment, or is too ill to stay at school, the parent or emergency contact will be called to pick up the child. Parents should make certain all contact phone numbers are kept up to date.

Students taking medication during school hours must do so in the nurse's office. Students are not allowed to carry medication into the classrooms. All medicine taken during school hours must have a prescription label and parents must sign a permission form, which allows the school staff to administer it.

If a child is ill at home in the morning, the child should not be sent to school. The child should be kept at home and/or taken for evaluation by a physician, if needed. When a student is referred to a physician by the nurse, a written referral will be made to the doctor. In some instances the school nurse will assist in obtaining an appointment for a child who needs to be seen as soon as possible.

It is the parent's responsibility to keep the appointment, carry the referral to the doctor, and return the completed referral to the school nurse so the referral can be closed. Staff members will be informed on a "need to know" basis and the referral is kept in the child's record.

Information Center

The Information Center provides a flexible media program that enriches the classroom programs and fulfills student and faculty needs. Students in grades K-1 may check out 1 book at a time. Students in grades 2-4 may check out 1-2 books, plus any resources needed for special assignments. Books are checked out for 5 school days and returned to the information center. All books must be returned before more can be checked out. Students may not check out magazines or other resource materials (videos, sound books or AV equipment). Parents are welcome at any time and may check out up to 5 books. If a book is lost or damaged it must be replaced with a book of equal value. Holiday books cannot be checked out overnight.

Students transferring from Maxwell must be cleared through the Information Center before receiving final clearance from the main office. Lost or damaged books need to be replaced with a book of equal value.

Philosophy Statement:

The staff at Maxwell Elementary/Middle School believes that the use of appropriate homework benefits students as it reinforces student learning, develops good study habits and promotes lifelong learning.

DEPARTMENT of DEFENSE EDUCATION ACTIVITY
GEORGIA / ALABAMA DISTRICT
Maxwell Elementary/Middle School
Maxwell AFB, Alabama 36112
(334) 953-7804-School/(334) 953-5302-Fax
July 19, 2013

Parents of Bus Rider,
Behavior standards for school bus students are listed below. Please review the bus standards with your child, and sign and return the 2nd page acknowledging that you have received these standards.

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Remain seated while on the bus.
4. Talk with other passengers in a normal voice.
5. Keep all parts of the body inside the bus windows.
6. Keep aisles, steps, and empty seats free from obstruction.
7. Remain fully and properly clothed.
8. Treat the driver and fellow students with respect.
9. Promptly comply with the bus driver's or monitor's instructions.
10. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the school Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.

BUS BEHAVIOR STANDARDS
Parent and Student Signature Page

I, the DDESS sponsor, acknowledge that I have received a copy of the Behavior Standards for School Bus Students. I have explained the school bus behavior standards and necessity for those standards to my child, and I have explained that I expect these school bus behavior standards to be followed. I understand that actions for misbehavior which could include suspension or revocation of bus rider privileges. I understand and agree to reimburse the U.S. Treasury for the costs incurred by the school to repair damage caused by my child's misconduct to the school bus. I agree that I will serve as a school bus monitor or that I will be responsible for finding a person to serve as a monitor on my behalf should I be required to serve by the military commander.

Student Name _____

Teacher Name/Grade_____

Signature of Parent/Sponsor_____

Date Signed_____