

AFNORTH INTERNATIONAL SCHOOL

British Canadian Section



Parent & Student Handbook

2016-2017



Staff List

Head Teacher	Miss Sheena Macleod sheena.macleod@afnorth-is.com
Vice Principal	Ms France Meunier france.meunier@afnorth-is.com
Assistant Head Teacher	Post Vacant
Phase 1 Leader (Sunbeams-IY3)	Mrs Lynn Rowles lynn.rowles@afnorth-is.com
Phase 2 Leader (IY4-7)	Mrs Julie Esser julie.esser@afnorth-is.com

	Teacher	Teaching Assistant
Sunbeams (FS1)	Mrs Lynn Rowles Mrs Liz Priest elizabeth.priest@afnorth-is.com	Mrs Lisa Wilson
IY1(FS2/JK)	Miss Amanda Worton Amanda.worton@afnorth-is.com Ms Jennifer Villa jennifer.villa@afnorth-is.com Mrs Annette Backlar annette.backlar@afnorth-is.com Ms Rachael Stratmeyer rachael.stratmeyer@afnorth-is.com	Mrs Lana Demers/Mrs Liz Braddon Mrs Helen Ashwood Mrs Ann-Marie Boffardi Mrs Brenda Swahn
IY2 (Year 1/SK)	Mrs Karen Maerz karen.maerz@afnorth-is.com	Mrs Jacinthe Charette
IY3 (Year 2/Grade 1)	Ms Christa Van Eck christa.vaneck@afnorth-is.com	Mrs Davina Cole
IY4 (Year 3/ Grade 2)	Mrs Sally Forrest sally.forrest@afnorth-is.com Mrs Carol McKeegan carol.mckeegan@afnorth-is.com	Mrs Lorraine Guthrie
IY5 (Year 4/ Grade 3)	Mrs Joanne Siedhoff joanne.siedhoff@afnorth-is.com	Mrs Amanda Brown
IY6 (Year 5/ Grade 4)	Mr Peter Brown Peter.brown@afnorth-is.com Ms Sophia Dixon Sophia.dixon@afnorth-is.com	Mrs Lorraine Guthrie
IY7 (Year 6/ Grade 5)	Mrs Wendy Remisch wendy.remisch@afnorth-is.com	Mr Ian Rowles
Learning Support	Miss Sheena Macleod	UK Staff CDN Staff US Staff
English Second Language	Ms Amy Lewis Mrs Julie Esser Mr Mike Schmidt Ms Marley Ritzen Ms Elizabeth Dols	
French First Language	Mrs Natacha Medugno	
French Second Language	Ms France Meunier Ms Sonia Gauvin	

German Second Language	Frau Kropp Frau Gisbertz Frau Fleischeuer Herr Vandebergh	Directorate Staff
Music	Mrs Lynn Rowles (SB/IY1) Mrs Natacha Medugno (IY2) Mrs Shelley Brobst (IY3-7)	
PE	Coach Guest (IY2-7)	
Art	Mrs Susan Masi (IY2-7)	
Host Nation	Ms Dyon Damen (IY2-7)	
Forrest School	Mr Al Burdett	

Office Manager Mrs Jenny Brown
Office Admin Assistant Mrs Maryse La Liberte
Office Admin Assistant Mrs Louise Eames

Lunchtime Supervisors All Teaching Assistants, Jennifer Ambata, Patty McCallum,
Louise Eames, Paul Brobst, Shannon Stokes

Cafeteria Manager Martin Duizings

Dear Parents,

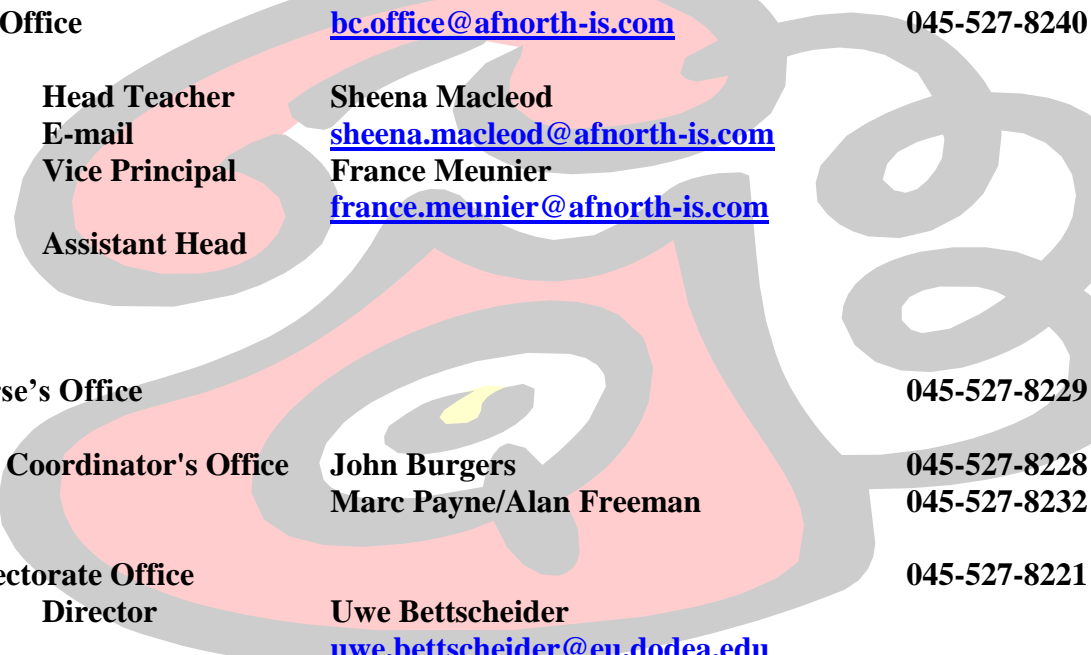
Welcome to AFNORTH International School (AIS). We are pleased to have you join our community! At AIS we strive to maintain a caring and productive learning environment for each child. We are proud of our school and every student and employee who is part of it. We are excited by the truly international mix of students in every class with children registered from over 26 nations.

At AFNORTH School we believe in providing a broad and balanced curriculum. The focus of our curriculum is the development of basic skills in literacy, mathematics, science and social studies. In addition, we provide a variety of creative, social and academic experiences, such as art, music, physical education, technology and a choice of European languages.

Each year we strive to make AIS an even better place to learn and grow. As part of this process, the teachers set classroom goals that will benefit each student in their class. In addition, the school works on a School Improvement Plan, which sets out goals for the school year and uses student achievement as success criteria. Research clearly shows that the best schools are those in which parents are actively involved and where parents and teachers are working together. We strongly encourage and invite parents to become involved in our school improvement process

Regular open communication is important to us. Please contact us immediately whenever you have a question or concern. We hope that you will visit us often to see the exciting educational activities in which your child is involved.

CONTACT INFORMATION



BC Office	bc.office@afnorth-is.com	045-527-8240
Head Teacher	Sheena Macleod	
E-mail	sheena.macleod@afnorth-is.com	
Vice Principal	France Meunier	
	france.meunier@afnorth-is.com	
Assistant Head		
Nurse's Office		045-527-8229
Bus Coordinator's Office	John Burgers	045-527-8228
	Marc Payne/Alan Freeman	045-527-8232
Directorate Office		045-527-8221
Director	Uwe Bettscheider	
	uwe.bettscheider@eu.dodea.edu	

SCHOOL ADDRESSES

LOCAL

AFNORTH International School
Ferd. Bolstraat 1
Unit 21606
The Netherlands

BRITISH BFPO

AFNORTH International School
British Section
JFC Brunssum
BFPO 28

CANADIAN

AFNORTH International School
PO Box 5053
Station Forces
Bellville ON K8N5W6

**AFNORTH INTERNATIONAL SCHOOL
BOARD OF GOVERNORS REPRESENTATIVES**

<p>UNITED KINGDOM Service Children's School Europe (SCE)</p>	<p>Paul Niedzwiedzki Chief Executive HQ SCE SCE-PolPlans-AD@mod.uk</p>
<p>CANADA Department of National Defence (DND)</p>	<p>Marc Belanger Director of Dependent Education Management Marc.Belanger2@forces.gc.ca</p>

CLASS ORGANIZATION

AFNORTH	CANADIAN	UK
Sunbeams		FS1
IY1	JUNIOR KINDERGARTEN	FS2
IY2	SENIOR KINDERGARTEN	Y1
IY3	GRADE 1	Y2
IY4	GRADE 2	Y3
IY5	GRADE 3	Y4
IY6	GRADE 4	Y5
IY7	GRADE 5	Y6

ABSENCES AND ATTENDANCE

Parents/guardians are required to notify their national office of absences or late arrivals and ensure current contact information is on file at their child's school at all times. In the event that a child does not have a planned absence from school and is reported by the classroom teacher to be absent, the national office will initiate the following procedures:

- By 10am of the day of the unplanned absence, the school will contact the parent to report the child's absence.
- If the school is unable to contact the parent they will begin contacting all names on the contact list.

A student who has been absent from school is required, upon his or her return to school, to present a signed note from his/her parent/guardian stating the reason for the absence. Absences can be excused for illness, family emergencies, religious observances, school sponsored trips, and medical appointments, which **cannot be arranged during non-school hours**. For absences other than unplanned illness parents are requested to notify the school office in advance.

ADDRESSES

Children should always carry some type of identification, (indicating name, address and telephone number). Official school identification is required to enter the campus.

Please ensure office records indicate current home, duty and emergency contact address, telephone numbers and e-mail addresses. It is important that the school be informed immediately if there has been a change of address, telephone number or emergency contact information. In the event of an emergency and it is necessary to contact a sponsor and his/her contact information is no longer valid, the sponsor will be contacted through his/her unit commander.

ADDITIONAL SUPPORT NEEDS

(Special Education, Gifted, English Second Language)

As an inclusive school it is the policy of AIS to teach students according to their age, aptitude and abilities, and to ensure full access to the curriculum for all students. At any time in their school career, students can have additional support needs and these are addressed in a number of ways. Within each class, all children are given group or individual work to suit their ability. Where a child is highlighted by a teacher as having particular needs, steps will be taken through the internal referral system to have the child assessed. Recommendations will be made and support given where needed. The Learning Support programme will be flexible to allow for the short-term needs of pupils.

AFTER-SCHOOL ACTIVITIES

In addition to community activities (Girl/Boy Scouts, Brownies Daisy Scouts, etc), there are a variety of school-sponsored after-school activities (1545-1645) offered to the students in IY4-IY7 from September through November. Parents will be notified of activities and sign-up procedures soon after the start of school. These activities will be scheduled throughout the week and activity buses are provided for students residing within the AFNORTH school-bus area.

Because of liability concerns, students may not remain on the school grounds after school dismissal, unless they are participating in an after-school activity or accompanied by parent or designated adult.

ALLERGIES

In order to provide a safe environment for all students, staff and other members of our community, AIS has a Nut-Aware Policy. It must be emphasized that ensuring the safety of people in the school at risk for anaphylaxis requires the cooperation of the entire community.

While it is impossible to guarantee that the school environment will be completely free of potential hazards, risks can be minimized by compliance with reasonable guidelines.

All Students, Staff and other Members of the School Community

- All students, staff and volunteers must refrain from bringing any products to school that contain peanuts, nuts, peanut butter, peanut oil, nut butter, Nutella, etc.
- Anyone bringing such products to school will take the food to the National Offices and parents will be notified.
- All parents/guardians, students, staff and school volunteers are asked to read product labels as some food products, although not readily known to contain nuts, may be prepared in the same factories as foods containing nuts, and therefore be capable of triggering an anaphylactic reaction.

Students with Severe Allergies

- Parents/guardians of students who have severe allergies are responsible for informing the school, in writing, that their child is at risk of anaphylaxis. They must provide a copy of the medical diagnosis and Care Plan from the medical treatment facility. This must be provided to the Nurse's Office and the National Office upon registration and renewed at the beginning of every school year.
- The parent/guardian will provide the Nurse's Office with any required emergency medication. The medication must be brought to the Nurse's Office in its original container labelled with the student's name and prescription.
- Parents/guardians are responsible for teaching their children who are at risk for anaphylaxis to identify foods that may contain the allergen and to take appropriate action if exposed (i.e. notify teacher, school nurse or other adult staff member).

ANTI-BULLYING

We are committed to making our school a safe, welcoming place for our children. We will treat each other with respect at all times.

We define respect as treating others with the dignity and regard you would want to be treated with.

Our school defines bullying as a mean and one-sided activity intended to harm, where those doing the bullying get pleasure from a targeted child's pain and/or misery. Bullying can be verbal, physical, and/or relational, and it can focus on race, ethnicity, religion, gender, physical or mental ability. It can be carried out online in the form of cyberbullying. It can be, and often is, continuous and repeated over time.

Examples include but are not limited to:

- Taunting
- Using put-downs
- Threatening or ganging up on someone
- Stealing or damaging another person's things (this can also be a criminal offence)
- Spreading rumours about someone
- Physically hurting a targeted child; including but not limited to: hitting, kicking, tripping, pushing or shoving
- Unwanted touching, patting, grabbing, hugging, kissing, cornering, blocking passage or bumping
- Shunning or purposefully excluding a targeted student or trying to get other students not to play with targeted child
- Using a cell phone, gaming device, the Internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumours, lock out of games or hack into a child's account

We will

- Teach students to respect others
- Closely supervise children at school
- Watch for signs of bullying and address the issue when it happens
- Use counselling classes for group instruction
- Assign appropriate consequences for bullying

Bullying will be addressed on an individual, case by case basis.

BUSES

The vast majority of students travel to and from school by bus. It is important that they have their bus pass with them on every journey. Should there be any change to your child's routine regarding buses you must notify the teacher and the bus office in writing. Additional information is available from the Bus Coordinator.



DROPPING OFF/COLLECTING YOUR CHILD

Parents are urged to pick up and drop off their children along the school side of Ferdinand Bolstraat, observing existing parking regulations. This street is supervised by Dutch Marechaussee. There is also a Meeting Point inside the school gate where students can wait safely.

CAR PARK

For safety reasons the school parking lot is closed to private vehicle traffic from 08.35 to 09.00 hours, while buses are arriving and unloading, and from 15.10 to 15.45 hours or on early dismissal days from 12.10 to 12.45 hours and Early Release days from 13:30-14:15, while buses are loading and leaving. From 13.40 to 14.15 hours the last two rows closest to the street may be used for

private vehicle traffic because the rest of the parking lot is closed to private vehicle traffic while buses are loading and leaving. Bus coordinators and traffic wardens are responsible for the arrival, loading and departure of the school buses. Please follow any directions given to ensure the safety of our children.

Private vehicles are permitted to park ONLY in the defined parking spaces on the school ground's parking lot in front of the school. Park between the white lines in designated parking places only.

CONCERNS

Although it is our aim to promote an open, honest and trusting home-school relationship which supports student learning, there may be the occasional time when a parent feels unhappy about the arrangements that have been made for their child's education. Complaints are usually settled quickly and informally at school level. However, the school has a complaints procedure for those parents who wish to pursue a complaint through more formal channels. Should this be necessary please contact the office.

CYCLING

For safety reasons, you may not ride a bicycle, moped, motorcycle, or similar vehicle anywhere on the school grounds when it is closed to all vehicles except buses. Please WALK your bicycle where pedestrians are present. The Bicycle Stand area is off limits to students during the school day.

CURRICULUM

AFNORTH International School offers many kinds of learning opportunities for students. Students here are exposed to activities and insights that students at other schools don't have. The facility is a marvel. The international mix of staff provides students with perspectives that are not available to them elsewhere. There are excursions and field studies that students will experience. At the core of learning is the basic curriculum – English, maths and science.



Outside agencies that come to inspect the curriculum continually report that AFNORTH School has a rich and varied program. Most families returning to their host nation or to another service school find that their children are extremely well equipped to handle the new school situation. The AFNORTH Curriculum and the process used to develop it, while being unique to this school, serves teachers and students well.



DISCIPLINE

Basic discipline is governed by the school's "Code of Safety and Personal Conduct" which is reproduced below. National offices will deal with more serious breaches of conduct.

Code of Safety & Personal Conduct



1. I will be safe at all times by:

- Walking in the building and to and from the buses
- Using the stairs one step at a time
- Keeping hallways and doors free to traffic

2. I will show respect for all others and myself in the school by:

- Always being courteous
- Following the directions given by any staff member
- Using a normal voice inside the building

3. I will show respect for my surroundings by:

- Taking care of my property
- Treating school property and the property of others as if it were my own
- Giving consideration to the environment in and around the building.

4. I will strive to do my best work

Parents and teachers agree that discipline is important for learning. When teachers spend time correcting behaviour, they have less time to teach. Good behaviour begins at home. Here are ten ways parents can help improve discipline:

- Know and support the school rules
- Show your child you are interested in what he/she does in school. Ask about school activities.
- Talk to teachers about your child's behaviour in school.
- Stress the importance of good discipline with your child.
- Be a good role model for your children.
- Show your children you respect them. Encourage them to respect others.
- Give your children a chance to take part in making decisions about things that affect them.
- Be sure your child eats properly. Poor nutrition can cause discipline problems.
- Watch your child's behaviour at home.
- If discipline problems occur, talk with your child. Ask why she/he is misbehaving and listen to the answer.

DRESS CODE

AFNORTH International School (AIS) expects all members of its population to dress in an appropriate manner that reflects the values of home, school and community. The guiding principles upon which this code was developed are:

- No dress will interfere with the learning process at AIS.
- Everyone associated with AIS is a valued member of our community and dress is a reflection of a person's pride in herself or himself.

Inappropriate dress includes but is not limited to the following:

- Headwear worn inside the school buildings
- Any clothing that exposes midriff, underwear or cleavage, etc.

- Any garment with profanity, promoting drugs or violating school or host country rules and regulations.
- For health and safety reasons - rubber shower shoes, untied shoes, or bare feet. Students must wear shoes with a back
- Jewellery must not be worn during PE lessons

AFNORTH does not have a school uniform but Spirit Wear (t-shirts and sweatshirts) is available for purchase.

EQUAL OPPORTUNITY and NON-DISCRIMINATION POLICY

AIS will provide equal employment opportunity for all persons. Discrimination because of race, colour, creed, national origin, sex (including sexual harassment), handicapping condition, marital status, age, religious affiliation or political affiliation is forbidden. We will do all in our power to promote the full realization of equal employment opportunity in accordance with applicable laws and government regulations.

HOMEWORK

Instruction by a teacher takes place primarily in a classroom and is limited by time and location constraints. In order to extend the learning process, both in time and in place, homework is assigned. Homework is defined as work or activities assigned to students by the teacher to do outside class time in order to extend the instructional program for a class or for individual students. Assigned homework serves both the teacher and the pupils in the following ways:

- to reinforce skills taught in class
- to increase understanding and retention
- to enrich classroom instruction
- to encourage responsibility

Homework assignments are meant to be reasonable in terms of time and effort requirements placed on students, but they should give students the opportunity to stretch and grow academically. Homework should not be given before the concept or skill has been taught in class and the students have had a chance to practice.

Parents will be contacted if their child is consistently having homework difficulties. By seeing what homework your child is doing, you will be more informed about your child's curriculum at school. Please do not hesitate to contact your child's teacher if there are problems.

HOW MUCH HOMEWORK?

The amount of homework will of course be different depending on the age of the child. Listed below is a general guideline for the amount given by each year level. Please bear in mind that these guidelines are not absolutes. The amount will vary nightly. However, if your child seems to be spending a great deal more time doing homework, you should contact the teacher.

IY1	10 minutes per day typically reading
IY2/IY3	1 hour per week plus 20 minutes daily reading
IY4/IY5	1½ hours per week plus 20 minutes daily reading
IY6/IY7	30 minutes per day plus 20 minutes daily reading

There may be some long-range projects to be completed in IY4-IY7.

INCLEMENT WEATHER/EARLY DISMISSAL/EMERGENCY

During periods of inclement weather (severe ice on roads, snow, fog), roads may be too dangerous for safe transportation for students. If the weather deteriorates during the school day, efforts will be made to contact the sponsor through e-mail if school is dismissed early. If school is cancelled before the buses begin their routes, an announcement will be made over the radio early in the morning.

Check these stations:

AFN 89.2

BFBS 90.2 and 87.7

Announcements will also be placed on the school website at www.afnorth-is.com



INSTRUMENT TUITION

Lunchtime classes are offered to students in IY7 for flute, clarinet, trumpet and alto saxophone with students joining Elementary Band in the latter part of the year.

INSURANCE

All parents are strongly encouraged to purchase Dutch/German liability insurance. The regulations in The Netherlands are different from those at home. This inexpensive insurance can be purchased from your home/car insurance company.

LIBRARY

Students and parents are permitted to check out books but only parents may check out reference materials from the library. It is expected that books will be returned on or before the due date. Parents will be asked to replace a lost or damaged textbook/library book. Care of materials is part of the student's responsibility in using library facilities. Students are encouraged to regard the library as an integral part of the school.

LOST AND FOUND

We urge you either to attach nametags or write your child's name on clothing so we can help prevent unnecessary losses. If your child is missing a certain item, you are encouraged to come and check the clothes bin. There are several lost and found bins around the school. Valuable items which have been found are stored in the Office of the Director. Items which are lost on the bus are returned to the Bus Coordinator's office.

LUNCH

For students in IY1 to IY2, a packed lunch and drink are required daily unless families opt for the cafeteria service delivered to classrooms. A nutritious snack is also recommended. Warm lunches are available for IY3 to IY7 students in the cafeteria. Please check the website for monthly menus. **The "A la Carte" line is available to secondary students only.**

SETTING UP AN ACCOUNT:

- Once the student's account is active, money can be added to the account at the AAFES cashier's cage by cash, cheque or credit card (Canadian students only) or at the school cafeteria (cash only) for ALL students.
- Canadian parents can control or update students' account daily spending limits at the AAFES cashier cages.
- Money not claimed will remain in the students' account for use during next school year.

Monitoring your account online (ALL Students):

You can now access your children's lunch accounts at home. This means that you can make payments, look up the balance, look at what your children have been purchasing, and get an email reminder to tell you that your children's account balance is low.

To use the service you will need to set up an account on <https://www.mypaymentsplus.com/default.aspx> and when you log in you will be given instructions on how to set it up.

There are a few important things that they will need to know first:

1. YOU WILL NEED YOUR CHILDREN'S ID NUMBERS FROM THE HORIZON SYSTEM. You will need to get this from the school cafeteria or PX. THIS IS NOT THE PIN NUMBER. IT IS THE ID NUMBER.
2. You will be asked for your address and state. The state you must choose is Exchange EX.
3. You will be asked for a school district. The school district is AAFES-Spangdahlem.

The phone number you can use is 214 123 4567. Your city is APO and the zip is 09752

Hopefully this will help prevent some of the charges, as you can be reminded automatically by email if the account is low. You can add money to the account through this website, although there is a charge for this. All of the other services on the site are free of charge.

If you are new to the area, you will still need to open a Horizon account at the PX or the school cafeteria. If anyone has any questions, please feel free to call 045 5278 235.

Heating Lunches at School

To ensure student safety, it is AFNORTH policy that only Middle School/High School are permitted to use the microwaves in the cafeteria to heat up meals. For younger students items which would typically be served hot should be brought in a thermos. Soft drinks/soda should not be brought to school.

MEDICAL

AFNORTH School employs school nurses to give care and first aid to any child who becomes sick or injured while at school. If a child becomes ill or needs further medical attention, parent(s) will be notified to pick up the child immediately. The nurses will decide whether or not a child needs to go home.

Any medication treatment to be carried out by the school nurse during school hours must be accompanied by written directions from the prescribing doctor. In such cases, the parent should personally contact the nurse when medicines are involved. No child should self-medicate without the knowledge of the school nurse. (eg inhalers, epi-pens, headache medication).

In the event of an injury, first aid is administered by the school nurse. If the injury is serious enough, the parents will be notified to take the child home or to the hospital emergency room. In case of extreme emergency, the child will be transferred by ambulance to the hospital and parents will be notified ASAP. **IT IS VERY IMPORTANT IN CASE OF AN EMERGENCY FOR THE SCHOOL TO HAVE A CURRENT ADDRESS, HOME PHONE, DUTY PHONE, AND THE ADDRESS/PHONE NUMBER OF ANOTHER ADULT TO NOTIFY IN CASE NEITHER PARENT CAN BE CONTACTED.**

Pupils who are well enough to attend school are expected to be well enough to take part in all school activities, including outdoor recess breaks, PE classes, swimming, etc. A doctor's note will suffice for exceptional circumstances. If children are too ill to fully participate, they should be kept home until they are well.

PARENT TEACHER ORGANISATION (PTO)

The PTO is a group of committed volunteers supporting the school in many ways to enhance the educational experience for our students. In addition to raising money to provide materials and resources for the benefit of everyone, the group organises activities which help to bring parents together and promote good communication between parents and staff.

PERSONAL PROPERTY

The school cannot be held responsible for the loss or damage to items of personal property brought onto the premises. This includes but is not limited to: iPhones, cell phones, iPods, iPads, Kindles, Nooks, and any other electronic device. Please ensure that your child develops the habit of looking after their own belongings. Children should not carry money in school except where required for their lunch and/or school sponsored activities. This should be put in a sealed envelope with the purpose stated on the front.

P.E. / SWIM KIT

A PE kit is required for each pupil in year levels IY5 to IY7. It must contain: shorts or sweat pants; non-marking, clean, soft-soled shoes; and a t-shirt. IY1 – IY4 must have shoes (Velcro/slip-on or no laces)

Pupils in IY4-IY7 require a swim kit to include: a towel, swim suit, and bathing cap (optional). Rubber sandals or swim socks are required for pupils with warts/verruccas. Lesson schedules will be provided by the classroom teacher.

REGISTRATION & DEPARTURE

To be eligible to attend AIS, a child must be 4 years old by 1 September of the current school year to enrol in IY1; 5 years old by 1 September to be eligible for IY2; and 6 years old by 1 September to be eligible for IY3 etc. Children who register after the first day of school will begin classes the day **after** the registration process is complete. This allows the teacher time to prepare for the new student.

When a family is leaving AFNORTH, the school requests written notification a minimum of 15 school days in advance to prepare relevant records for parents to hand carry to the new school.

SCHOOL DAY

The school day is from 0900-1530.

Supervision commences with arrival of the school buses at approximately 08:40. **Children should not be unaccompanied on school premises before this time.**

If you remove your child from school for any reason before the end of the school day, please come to the office to sign him/her out. You will receive a release pass to collect your child from his/her classroom. When a child arrives late he/she must be checked into the National Office by the parent. An admittance pass will be issued.

SMOKING

Smoking is forbidden in all parts of AFNORTH International School.

STUDENT COUNCIL

Children have an important part to play in making decisions about the life and work of the school. One of the ways in which students have their say and make sure that their views and ideas are listened to is through our Student Council. The council with representation from IY4-IY7 meets regularly under the guidance of a member of staff to discuss important school issues and ideas.

STUDENT PROGRESS

In keeping with the philosophy of appropriate practices for all students, each child will be evaluated according to individual progress in the acquisition of specific skills. In addition to the progress report, which is sent home three times a year, parents have the opportunity to discuss their child's progress at any time by making an appointment with their child's teacher. Please note conferences are held by appointment only. Please arrange an appointment with the teacher or national office.

Parent-Teacher-Student conferences are scheduled for all parents in November. School classes will be dismissed early (12:25) on these days. Work samples that illustrate the child's progress will be discussed.

We strongly suggest that parents contact us immediately with any suggestions or concerns they may have. The school will attempt to resolve all issues. We understand that not every issue can be resolved to the satisfaction of all parents, but we will always inform them of the reasons for why a particular decision was made.

STUDY TRIPS

During the school year, various educational trips are scheduled to complement classroom learning. These activities are an essential part of the curriculum in science, social studies, foreign languages, physical education and other disciplines. Appropriate pre- and post-assignments are given. **ALL STUDENTS ARE EXPECTED TO PARTICIPATE.**

When the activity is to an off-base location, parents will be asked to sign a permission form authorizing their child to attend. Students who do not return these forms cannot be permitted to accompany the class. Students with behaviour difficulties must be accompanied by a parent or an adult designated by the parent.

TESTING PROGRAM

In accordance with national requirements, there is an annual standardized testing program for students. The purpose of this testing is to determine group and individual achievement to develop comparative analysis, and to provide data for school curriculum development as well as to guide classroom instruction.

VOLUNTEERS/VISITORS

Visitors and volunteers are always welcome at the school and are actively encouraged to become involved with the school. Your support and participation provides the school and its pupils with a variety of valuable services in the classroom and throughout the school, thus enriching the programs offered to the children. All volunteers are required to be registered and gain a security clearance through their national section office before serving in the classroom or as chaperones on school sponsored trips. If a visitor is not in possession of a NATO ID please contact your national office to receive the relevant paperwork at least one week in advance of your visit.

If you are visiting, or you are coming to volunteer, please sign in with your National Office. When visiting the school, parents may not use the parking lot during bus loading (and unloading). Such actions are extremely hazardous and unsafe for children. The parking lot is closed from 8:35 until 9:00 and from 15:10 until 15:40.