

AFNORTH INTERNATIONAL SCHOOL

Elementary Section



Parent & Student Handbook

2009-10

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. Staff, at all year levels, include American, British and Canadian teachers. The only exception is M2 as the British students attend another school after M1.

At AFNORTH School we believe in providing a broad and balanced curriculum. The focus of our international curriculum is the development of basic skills in literacy, mathematics, science and social studies. In addition, we provide a variety of worthwhile creative, social and academic experiences, such as art, music, physical education, computer literacy 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 an International School Improvement Plan, which sets out goals for the school year and uses student achievement as success criteria. We invite parents to become involved in our school improvement process. Research clearly shows that the best schools are those in which parents are actively involved and where parents and teachers are working together.

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.

The Administration, Faculty and Staff
of AFNORTH International School

Guiding Principles



We believe that all students:

- can learn
- are entitled to an education that emphasizes the dignity and worth of each individual
- should be responsible for their own learning
- should apply technology tools,
- should be provided with opportunities for multicultural learning within the international community
- should develop attitudes of acceptance and cooperation with others
- should take responsibility for their actions

Mission Statement



AFNORTH International School provides an engaging curriculum that empowers all students to be life-long learners in a global society.

Vision

Responsible Citizens

Original Thinkers

Active Learners

Reflective Problem Solvers



TELEPHONE NUMBERS

US Elementary Office:

Principal	Dr. Ellen Minette	045-527-8261
E-mail	Ellen.Minette@eu.dodea.edu	045-527-8251
Vice Principal	Dr. Doris Brodie	
	Doris.Brodie@eu.dodea.edu	

British Office:

Headteacher	Sheena Macleod	045-527-8240
E-mail	Sheena.Macleod@eu.dodea.edu	
Assistant Headteac.	Marion McBirnie	
	Marion.McBirnie@eu.dodea.edu	

Canadian Office:

Principal	Robert Martin	045-527-8391
E-mail	Robert.Martin@eu.dodea.edu	

Nurse's Office

045-527-8229

Bus Coordinator's Office Roger Preston

045-527-8228

Directorate Office

045-527-8221

Director	Elsie Stresman
E-mail	Elsie.Stresman@eu.dodea.edu

SCHOOL ADDRESSES

LOCAL

AFNORTH International School
Ferd. Bolstraat 1
6445 EE Brunssum
The Netherlands

US APO

AFNORTH International School
US Elementary Section
Unit 21606
APO AE 09703 - 1606

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 SCHOOL ORGANIZATION

Contracting Parties	Board of Governors	National Section Heads	Directorate
CANADA Department of National Defense (DND)	Donald Ferguson Director of Dependent Education Management www.cmp-cpm.forces.gc.ca	Robert Martin CDN EL Head	Elsie Stresman International Director Rob Bindels Assistant Director
GERMANY Ministry of Defense (MOD)	Peter Berlinghof RSchDir Bundesministerium der Verteidigung (BMVg)	Iris Gerloff GE Head	
UNITED KINGDOM Service Children's School Europe (SCE)	Lynda Fisher Chief Executive HQ SCE www.sceschools.com	Sheena Macleod UK Section Head Marion McBirnie Deputy Head	
UNITED STATES OF AMERICA Department of Defense Dependents' Schools Europe Region (DODDS-E)	Ronald McIntire Superintendent DoDDS-Isles District www.eu.dodea.edu	Ellen Minette US Section Head Doris Brodie US Assistant Head	

TEACHING STAFF

2009-10

Crystal Malette (CDN)	International Year 1
Sarah Geilen-Rosenberg (US)	International Year 1
Louise Barber (UK)	International Year 1
Joanne Siedhoff (UK)	International Year 2
Lisane Fleurent (CDN)	International Year 2
Mary Reding (US)	International Year 2
Christa Howarth (UK)	International Year 3
Mike Rustan (CDN)	International Year 3
Betty Bailey (US)	International Year 3
Dixie Tigcheler (US)	International Year 4
Nicole Wall (CDN)	International Year 4
Paul Lee (UK)	International Year 4
Kara Beaumont (CDN)	International Year 5
Julie Esser (UK)	International Year 5
Donna Lamont (US)	International Year 5
Jenny Howells (UK)	International Year 6
Sarah Altizer (US)	International Year 6
Mark Blankenstyn (CDN)	International Year 6
Sally Forrest (UK)	Middle School 1
Kim Mitchell (US)	Middle School 1
Angela Russell (CDN)	Middle School 1
Marcia Garfield (US)	Middle School 2
James Clark (US)	Middle School 2
Kathie Siberry (CDN)	Middle School 2

SPECIALIST TEACHERS

Catherine Bédard	Canadian Learning Support
Michael Bergmann	Host Nation
Jeff Black	Computer Technology
Rebecca Black	PreSchool Children With Disabilities
Carole Bourget	French Second Language (FSL)
Mary Coughlin	ESL / Reading Recovery
Matt Daniels	US Special Needs
Belinda Feist	ESL
Jacki-Latin Greaves	Art
Lana Harvey	US Special Needs
Lorraine Huffaker	School Psychologist
Marylyn Jackson	Literacy Coach
Amy Jecheva	Talented and Gifted (TAG)
Sonia Manchen	English As A Second Language
Isabelle Martin	FSL-Enriched
Tom McAdow	Physical Education
Leah Mosher	Canadian Learning Support
Joann Noonce	Communications Impaired
Elizabeth Nuyts	Music (IY3-M2)
Janie O’Leary	Communications Impaired
Lise Paquin	French First Language
Jill Mitrosky-van Soest	Case Study Coordinator-Chairperson
Susette Soria	U.S. Elementary Nurse
Margaret van Zinnicq-Bergmann	Music (IY1-IY2)
Richard Wirlich	US Counselor

AFNORTH	US / CANADIAN	UK
IY1	PRE-KINDERGARTEN	FS2
IY2	KINDERGARTEN	Y1
IY3	GRADE 1	Y2
IY4	GRADE 2	Y3
IY5	GRADE 3	Y4
IY6	GRADE 4	Y5
M1	GRADE 5	Y6
M2	GRADE 6	Y7

INFORMATION

(ALPHABETICAL ORDER)

ABSENCES AND ATTENDANCE

Parents/guardians are required to notify their child's 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 10 AM 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, family trips, school sponsored trips, and medical appointments, which **cannot be arranged during non-school hours.**



Excessive absences can have an extremely negative effect on a student's academic progress.

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 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.

AFTER-SCHOOL ACTIVITIES

In addition to community activities (Scouts, Brownies Beavers, Cubs, etc.), there are a variety of school-sponsored after-school activities (1530-1645) offered to the students in IY5-M2 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. Students will take the activity bus or be picked up promptly at the end of the activities (1645).

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 implemented a Nut-Free 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 minimised by compliance with reasonable guidelines. The emphasis is therefore on raising awareness and adopting reasonable procedures regarding nut awareness.

The AIS Nut-Free Policy is founded on two principles:

1. Information and Awareness
 - a) identifying students and staff with potential life-threatening allergies
 - b) educating students with potential life-threatening allergies in appropriate safety precautions
 - c) sharing information with the school community
 - d) maintaining open communication
2. Protection and Prevention
 - a) banning food products containing the offending allergen from the school and school property
 - b) adopting lunch-time, lunch-room, recess, and party standards and procedures
 - c) sharing of food between students is prohibited
 - d) taking the necessary precautions when planning field-trips and other activities

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, etc.
- Anyone bringing such products to school will have the food removed from them. In the case of students, 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.
- At the beginning of each academic year, parents/guardians of all students at AIS will be informed of our policy through one or more of the following means of communication: website, School Handbook, newsletter or e-mail.

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 labeled with the student's name and prescription.
- It is expected that students at risk for anaphylaxis will wear a Medic Alert bracelet and carry their emergency medication with them at all times. A "Permission to Carry Medication" form needs to be completed and kept on file at the Nurse's Office. Exceptions must be approved and arranged through the national office.
- 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).

National Sections & the Nursing Department

At the beginning of each academic year, both the national sections and nurses will be informed of any student at risk for severe allergies. This is done in cooperation between the parent/guardian and the school.

1. The Parent/Guardian will provide:
 - completed school medical forms for the student;
 - any medications prescribed for the student, with the original prescription labels and instructions for its use. One will be kept at the Nurse's Office and another one will be kept with the student at all times during the school day. Exceptions must be approved and arranged through the national office.

2. The School will:

- ensure that all forms are completed;
- the school nurses will ensure that the student's teachers are aware of the student's allergies.

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 – reading and language arts, math, science, and social studies.

Every few years, a specific curricular area is reviewed by the staff in the school. Teachers from each of the three nations are chosen to work on a committee that has as its purpose the revision of that curricular area. Meetings are conducted over a period of several months. At those meetings they look at the “National” requirements of each



nation. For example, the Americans bring the DoDDS curriculum and the American Standards. British teachers bring the English National Curriculum. The Canadians bring the curriculum Of Ontario, which, as the largest province, has had its curriculum approved by the Canadian Forces schools. The committee members look through the curricular guides and select those objectives considered essential at each year level and those objectives common to all three nations. There is an extremely high degree of congruence between the AFNORTH curriculum and that of each of the three nations. The result is that AFNORTH School has a curriculum that reflects the highest minimum requirement.

The basic skills areas of reading / language arts, math, science and social studies are taught using AFNORTH School objectives

derived from guides of each of the three nations. Each teacher has a copy of the AFNORTH objectives and uses textbooks and supplementary materials to support those objectives. The textbook **does not** define what is taught in the school; the objectives do. In that way, it can be ensured that all students learn the same thing at each year level.

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 more than well equipped to handle the new school situation. Thus 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 behavior, they have less time to teach. Good behavior 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 behavior 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 behavior at home.
- If discipline problems occur, talk with your child. Ask why she / he is misbehaving and listen to the answer.

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-of-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 practise.

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 of daily reading to or with someone
IY2	10-15 minutes daily
IY3	15-20 minutes daily
IY4	20-25 minutes daily
IY5	25-30 minutes daily
IY6	30-35 minutes daily
M1	35-40 minutes daily
M2	40-45 minutes daily

There will be some long-range projects to be completed in IY4-M2.

INCLEMENT WEATHER/EARLY DISMISSAL

During periods of inclement weather (severe icing of roads, snow, fog), roads may be too dangerous for safe transportation for students.

In the event the weather deteriorates during the school day; efforts will be made to contact the sponsor if school is dismissed early.

Parents are urged to plan an alternate address or baby-sitter to whom the child(ren) may go.

If school is canceled 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

CFNB 96.9 and 99.7

INFORMATION CENTER

Students and parents are permitted to check out books and certain reference materials from the library. It is expected that books will be returned on or before the due date. A

student will be billed for a lost or damaged textbook/library book. Care of material 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. Additionally, there is an area for parent/teacher materials. Please feel free to browse through those and/or check them out. The Library is open during the school day until 1600.

LOST AND FOUND

We urge you either to attach nametags or write your child's name on a piece of 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 are stored in the Office of the Director.

LUNCH

For students in IY1 to IY3, a packed lunch and drink are needed daily. A nutritious mid-morning snack is recommended. Warm lunches are available for IY4 to M2 students in the cafeteria. Packed lunches provided by cafeteria services are available for students in IY1 to IY3 as are warm lunches for IY3.

The "A la Carte" line is available to secondary students only.

MEDICAL

AFNORTH School employs school nurses to give care and first aid to any child who becomes sick or injured while at school. In the event 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 coordinated or 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. (e.g. inhalers, epipens, 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.

P.E. / SWIM KIT

A PE kit is required for each pupil in year levels IY4 to M2. It must contain: shorts or sweat pants; non-marking, clean, soft-soled shoes; and a tee shirt.

Pupils in IY4-M2 require a swim kit to include: a towel, swim suit, and bathing cap (for long hair).

Rubber sandals or swim socks are required for pupils with warts/verucas. 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 31 Oct of the current school year to enroll in IY1; 5 years old by 31 Oct to be eligible for IY2; and 6 years old by 31 Oct to be eligible for IY3 etc.

A child registered after the first day of school will report to his/her new teacher the day **after** registration. This allows the teacher time to prepare for the new student.

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

SCHOOL DAY

Supervision commences with arrival of the school buses at approximately 8:40. **Children should not be present before this time.**

The school day is from 0900-1530. If you remove your child from school for any reason before the end of the school day, please come to the national 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.

SCHOOL INVOLVEMENT

AIS offers an opportunity for parents and other interested community members to be actively involved with the school. The parent volunteer program provides the school and its pupils with a variety of valuable services in the classroom and throughout the school, thus enriching programs offered to the children.



WHEN PARENTS HELP, ALL CHILDREN BENEFIT.

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 yearly, 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 after the first marking period in November. School classes will be dismissed early (12:25) on these days. (See school calendar) 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 language, 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. For those students registered in the US there is the CTBS (Comprehensive Test of Basic Skills)/ Terra Nova in year levels IY5 through M2. For British students, there are formalised tests in IY3 (Key Stage 1) and M1 (Key Stage 2). These are the SAT's. Canadians write the Canadian Achievement Tests in May.

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.

TEXTBOOKS

Textbooks and expendable workbooks will be issued to every student for each class. If a book is lost, the student must pay for it.

VISITORS

Visitors are always welcome at the school. If you are coming to pick a child up, to bring a child back to school, or you are coming to volunteer, please sign in with your National Office. Dismissal slips are issued at the National Offices. 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 8:40 until 9:00 and from 15:10 until 15:40.

