



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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Chain of Command



Monika Kerner

Spangdahlem ES Principal

Unit 3641
APO, AE 09126-3641
United States

+49 (0)6317-106-6600



Ms. Leigh DeFazio

Spangdahlem ES Assistant Principal

Unit 3641
APO, AE 09126-3641
United States

+49 (0)6317-106-6600

School Contacts

<u>Name</u>	<u>Position</u>	<u>Phone</u>
Attendance	Attendance	+49 (0)6317-106-6600
Andrea Fleetwood	School Nurse/Health Aide	+49 (0)6317-106-6600
Ms. Donni Harris	School Counselor	+49 (0)6317-106-6600
Ms. Gwendolen Landers	Webmaster	+49 (0)6317-106-6600
Ms. Alexandria Willis	Registrar	+49 (0)6317-106-6600
Mr. Keith Russell	Information Specialist	+49 (0)6317-106-6600
School Meals Program	School Meals Program	+49 (0)6561-948-7629
Ms. Davis Shaver	School Counselor	+49 (0)6317-106-6600
Keela Stoneking	School Psychologist	+49 (0)6317-106-6600

School Hours

Grade	Regular Hours	Early Release Hours	Office Hours
PK - 5	8:10 a.m. - 2:25 p.m.	8:10 a.m. - 1:30 p.m.	7:30 a.m. - 3:30 p.m.
PK - 5 (M, T, Th, F)		(Every Wednesday)	(Monday - Friday)

It is the responsibility of the parents or guardians to notify the school every time a student is absent.

Arrival Dismissal Procedures

Arrival at School

Parents of students who walk to school are advised not to allow their children to leave home too early. Due to the lack of supervision, **children should not arrive earlier than 7:50 AM.** Your cooperation in this matter will greatly enhance the safety and security of our students. Parents must come to the front office to sign their child in if he/she arrives after 0810. It should be noted that Base policy has determined that it is the responsibility of our students' parents as to whether their children are supervised by an adult or older sibling while walking to and from school or bus stop.

Arriving Late

For the safety and security of our students, all students arriving after 0810 (Monday-Friday) must come into the main office for a tardy slip before proceeding to class. Parents must escort their student into the main office if arriving late.

Dismissal

Please advise your child at the beginning of the day which mode of transportation he/she will be using to go home. Clear, consistent, effective routines are in the best interest for your child's safety. SPES staff will try to accommodate your needs to the best of our abilities but plan ahead.

TRANSPORTATION CHANGES SHOULD BE INITIATED FOR EMERGENCIES OR ON RARE OCCASIONS ONLY.

DO NOT email transportation changes after 1330 (M/T/TH/F) & 1245 (Wednesdays), phone calls only after that time.

Changes to transportation may not be made after 1345 (M/T/TH/F) & 1300(Wednesdays).

For your child's safety, your student will only be released to authorized adult(s) as indicated on your emergency contact list.

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