



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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Chain of Command



Mr. Edgar Romero

Humphreys West ES Principal

Unit 15007
USAG Humphreys
APO, AP 96271-5007
United States

050-3357-2127



Dr. Judith Sullivan

Humphreys West ES Assistant Principal

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[Dr. Ebony Freemon](#)

Humphreys West ES Assistant Principal

Unit 15007
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School Contacts

<u>Name</u>	<u>Position</u>	<u>Phone</u>
<u>Attendance</u>	Attendance	0503-357-2127
<u>Ms. Dionna Davis</u>	School Nurse/Health Aide	0503-357-2111
<u>Ms. Victoria De Boer</u>	Cafeteria	0503-357-2113
<u>Ms. Angi Duncan</u>	School Counselor	0503-357-2127
<u>Ms. Joyce Fointno</u>	School Counselor	0503-357-2127
<u>Ms. Jennifer Hwang</u>	Information Specialist	0503-357-2725
<u>HWES PTSO</u>	PTO	
<u>Registrar</u>	Registrar	0503-357-2710
<u>School Psychologist</u>	School Psychologist	0503-357-2127

<u>Name</u>	<u>Position</u>	<u>Phone</u>
<u>School Webmaster</u>	School Webmaster	0503-357-2127
<u>Secretary</u>	School Secretary	0503-357-2712
<u>Student Transportation Office</u>	Transportation	0503-355-1230

School Hours

	Regular Hours	Tuesday Hours
Faculty Hours	0700-1420	0700-1420
Office Hours	0710 - 1600	0710-1600
School Hours	0710 - 1400	0710 - 1300
Lunch Hours	1015 - 1245	1015 - 1245

Arrival Dismissal Procedures

Arrival:

Students begin entering the school building at 7:10 A.M. The school bell will ring at 7:30 A.M., at which time the students should be lined up in front of their classroom. Students will be considered tardy at 7:35 A.M. Tardy students should go through the Main Office to record their late arrival.

Children living within walking distance of the school should leave home in time to arrive at the school at approximately 7:10 A.M. Supervision is provided prior to the beginning of the school day starting at 7:10 A.M. Parents who bring their children to school **will not be permitted to drop them off before 7:10 A.M.** The instructional day ends at 1:50 P.M. on Mon, Wed, Thurs, Fri and 12:50 P.M. on Tuesday.

Dismissal:

Buses

Students must be registered with the Student Transportation Office (STO) to ride the bus. Upon registration, the student will be assigned a bus number and route and issued a bus pass. Please communicate the bus number with the student's teacher. Students will not be permitted to ride any other bus without prior approval through the STO. These requests must be made directly to the STO not the school.

Walkers, Bike Riders, and Parent Pick Up

Students leaving school either on foot or on bicycle should be picked up in the school courtyard near the flagpole and basketball court. Students will be released out the side of the building to the possession of their parent or guardian.

If a student is being picked up via car, please park your vehicle in a designated parking space and walk to the pick-up point to receive your student. Parking long curbs will not be permitted as it presents a hazard and blocks

the fire lane. Anyone parked along a curb in the parking lot will be asked to move their car immediately.

Kiss-N-Drop

Students must be registered to use the Kiss-N-Drop Lane. Once registered, the student will be assigned a number. To access the Kiss-n-Drop Drop Off and Pick-Up location, drive up Forward March Street from Tropic Lightning Avenue. Please do not enter from Taro Avenue to avoid blocking the busses. Follow the flow of traffic to the farthest entrance on the left. Keep your car to the right-hand side when dropping off and picking up. Do not exit your vehicle at any time. Parking is not permitted in the Kiss-N-Drop Lane.

At drop off, pull all the way up to the school doors before allowing your student(s) to exit the vehicle. After dropping off, please proceed out of the Kiss-n-Drop Lane by turning right onto Forward March Street.

At pick-up, please have your student(s)' number placard prominently placed in the right-hand side of your windshield. Upon picking up your student, please do not proceed into the left-hand lane to exit. Please wait patiently for the cars in front of you to exit the Kiss-n-Drop Lane first.

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