Andersen Elementary School

- Home of the Dolphins -

Student-Parent Handbook

School Year
2020-2021

dodea
PACIFIC
WEST

AES Dolphins

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
Andersen Elementary School
UNIT 14057
APO AP 96543-4057
671-366-1511/12
Office of the Principal
- Home of the Dolphins -

Dear Parents and Students,

On behalf of the entire staff at Andersen Elementary School (AES), we would like to welcome all returning and all new families to the upcoming school year. We hope this is a very rewarding school year for everyone. We welcome you and encourage you to take advantage of all the various learning opportunities available to you at AES.

Our combined efforts, knowledge, experiences, and energy will be utilized to provide the best possible education for each student. The staff looks forward to working with our students as well as our parents. Parental support is needed, valued, and welcomed at AES. We encourage each of you to become actively involved in your child's education. Involvement can be in many forms, from classroom volunteers, activities with our Parent Teacher Organization (PTO), or participating in events around the school. Hand in hand, working together toward the common goal of providing a nurturing and safe learning environment, we will be successful as educators and parents preparing the way for our students to master the DoDEA standards.

You may be confident that we will do our best to provide an excellent educational program for all our students. Welcome to Andersen Elementary School, the home of the "Dolphins". The entire staff looks forward to working with you and your child in a positive and rewarding school-home-community partnership.

Dr. Willette Horne-Barnes	**Ms. Tyais Dial**	**Ms. Pamela Borgert**
Principal	**Assistant Principal**	**Assistant Principal**

CHAIN OF COMMAND

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Department of Defense Education Activity
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Arlington, VA 22202

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Department of Defense Education Activity
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Phone: 315-755-1221
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GUAM DISTRICT SUPERINTENDENT'S OFFICE

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DDESS-Guam District
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Dr. Willette Horne-Barnes, Principal
Andersen Elementary School
Unit 14057
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Ms. Tyais Dial, Assistant Principal
Andersen Elementary School
Unit 14057
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Ms. Pamela Borgert, Assistant Principal
Andersen Elementary School
Unit 14057
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SCHOOL TELEPHONE NUMBERS

Main Office: 366-1511/12
FAX: 366-2532

Registrar: 366-1511

Nurse: 366-2136

Guidance Counselors –
Counselor 1: 366-2181
Counselor 2: 366-2179
Counselor 3: 366-2177

Gym: 366-5994/5996

Special Education Office: 366-1512
Leave message and your call will be returned

Psychologist: 366-1597

Cafeteria Office: 366-1655
GFS
For Free/reduced Lunch program information
contact the Program Analyst
Ms. Stephanie Proto: 344-9792

Andersen Middle School: 366-3880/5973

Guam High School: 344-7410/11/12

McCool Elementary/Middle School:
339-5347/8676

Guam District Superintendent's Office: 344-9578

Andersen Complex Transportation Office: 366-5467

DoDEA Mission Statement

Educate, Engage, and Empower Each student to succeed in a dynamic world.

DoDEA Pacific South, Guam Schools Office of the Community Superintendent School Year Calendar 2020-2021

Pacific West 2020-21	Event Black-All Pac West, Purple-Korea, Green-Guam
Monday, August 17, 2020	Report Date for Teachers-All
Tuesday, August 18, 2020	CCR Back To School-All
Wednesday, August 19, 2020	CCR Back To School-All
Thursday, August 20, 2020	Pacific West District Kick Off
Monday, August 24, 2020	Begin 1st Quarter and 1st Semester (Grades PSCD, 1-12) (Korea) Begin 1st Quarter and 1st Semester (Grades PSCD, 1-12) (Guam)
Mon-Fri, August 24-28, 2020	Kindergarten Home Visits – No School for Kindergarten (Korea)
Mon-Fri, August 24-September 4, 2020	PreK Home Visits – No School for PreK (Guam)
Mon-Wed, August 24-September 9, 2020	Sure Start Home Visits – No School for Sure Start (Korea)
Tuesday, August 25, 2020	First Day of Kindergarten (Guam)
Monday, August 31, 2020	Kindergarten First Day of Class (Korea)
Monday, September 7, 2020	Labor Day - Federal Holiday-All
Tuesday, September 8, 2020	First Day of Class PreK (Guam)
Thursday, September 10, 2020	First Day of Sure Start (Korea)
Thursday, October 1, 2020	Full-Day PD/ Observance of Chuseok (Korea)
Friday, October 2, 2020	CCRS Professional Learning Day (Q1) - No school for all students (Korea)
Monday, October 5, 2020	CCRS Professional Learning Day (Q1) - No school for all students (Guam)
Friday, October 9, 2020	Prof Development Day (Guam)
Monday, October 12, 2020	Columbus Day - Federal Holiday-All
Thursday, October 22, 2020	End of 1st Quarter (40 days of instruction)-All
Friday, October 23, 2020	Teacher Work Day - No school for all students-All
Monday, October 26, 2020	Begin 2nd Quarter-All
Thurs., October 29-Wed., November 4, 2020	PreK Trimester Workday and Conferences (No School for PreK only)
Thursday, October 29, 2020	Parent Teacher Conferences (School Specific Schedules)-Elementary/MEMS/HMS only
Friday, October 30, 2020	Parent Teacher Conferences (School Specific Schedules)-Elementary/MS/HS (All)
Wednesday, November 11, 2020	Veterans Day - Federal Holiday
Thurs.-Fri., November 26-27, 2020	Thanksgiving Recess- Federal Holiday
Friday, December 4, 2020	CCRS Professional Learning Day (Q2) - No school for all students (Guam)
Friday, December 11, 2020	CCRS Professional Learning Day (Q2) - No school for all students (Korea)
Mon., December 21 - Fri., January 1, 2021	Begin Winter Recess – No school for all students
Monday, January 4, 2021	School Resumes
Thursday, January 14, 2021	End of 2nd Quarter (44 days of instruction) and 1st Semester (84 days of instruction)
Friday, January 15, 2021	Teacher Work Day - No school for all students-All
Monday, January 18, 2021	Martin Luther King, Jr. Day - Federal Holiday-All
Tuesday, January 19, 2021	Begin 3rd Quarter and 2nd Semester
Monday, February 8, 2021	CCRS Professional Learning Day (Q3) - No school for all students (Korea)
Friday, February 12, 2021	Lunar New Year PD Day No school for students (Korea)
Monday, February 15, 2021	Presidents' Day - Federal Holiday
Friday, February 19, 2021	CCRS Professional Learning Day (Q3) - No School for students (Guam)
Monday, March 8, 2021	PreK Trimester Work Day- No School for PreK (Guam)
Tuesday, March 9, 2021	PD Day (Guam)
Wednesday, March 24, 2021	End of 3rd Quarter (45 days of instruction)-All
Thursday, March 25, 2021	Teacher Work Day - No school for all students-All
Fri., March 26 - Fri., April 2, 2021	Spring Break
Monday, April 5, 2021	Instruction Resumes (Q4)
Thursday, April 15, 2021	CCRS Professional Learning Day (Q4) - No School for students (Guam)
Friday, April 23, 2021	CCRS Professional Learning Day (Q4) - No School for students (Korea)
Friday, May 14, 2021	Last day for Study Trips
Friday, May 28, 2021	Recess Day

Monday, May 31, 2021	Memorial Day - Federal Holiday
Wednesday, June 2, 2021	Last Day for Sure Start (Korea)
Wednesday, June 9, 2021	Last Day for PreK (Guam) 1/2 day for High Schools-All
Thursday, June 10, 2021	End of 4th Quarter (46 days of instruction) and 2nd Semester (174 Days of instruction) Last Day for Students (½ day) No lunch for students
Friday, June 11, 2021	Last day for Non-Administrative Educator Personnel Teacher Work Day
*Accelerated Withdrawal Dates determined by HQ.	
Semester 1 Date: December 4, 2020	
Semester 2 Date: May 11, 2021	**Version 5-26-2020**

AES Continuous School Improvement

Andersen Elementary School will be conducting activities and professional staff development for Continuous School Improvement during SY 2020-2021. We encourage *all* parents to join us as we closely examine and evaluate our school data, vision, and goals.

AES Vision Statement

AES Students are S.T.A.R.S.!

Successful
Technological
Achievers
Rigorous
Self-Motivated Learners

Goal 1: Math

By June 2022, 80% of all students (K-5th) at Andersen Elementary School will demonstrate proficiency in *Number and Number Relations* and *Computation and Estimation* in the math subtest, as measured by the system wide and local assessments.

Department of Defense Education Activity (DoDEA)
Domestic Dependents Elementary and Secondary School (DDESS)
Andersen Elementary School
Andersen Air Force Base, Guam

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DoDEA School Rules, Regulations and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents/ students and stakeholders of specific rules, regulations and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures may be found on the DoDEA Web site. Policies can change throughout the school year. The most current policies can be found at https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm.

Graduation Requirements (DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements ad Policy," September 5, 2004)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3 in the DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 2014:

1). Minimum 2.0 GPA;
2). Completion of 26.0 units of credit; and
3). Completion of specific course requirements.

An honors diploma is awarded upon completion of the following additional requirements:

1). Completion of all requirements for a standard diploma and additional course requirements;
2). Minimum 3.8 GPA at the end of the second semester of the graduating year; and
3). Earning a passing grade and the requisite exams in a minimum of four Advanced Placement (AP) exams and/or International Baccalaureate diploma (IB) in advanced-level courses.

High School Graduation Course Requirements:

Minimum Requirements		
Content Area	**Standard Diploma**	**Honors Diploma**
English Language Arts	4.0 credits	4.0 credits
Social Studies	3.0 credits	3.0 credits
Mathematics	4.0 credits	4.0 credits
Science	3.0 credits	3.0 credits
World Language	2.0 credits	2.0 credits
Career Technical Education	2.0 credits	2.0 credits
Physical Education	1.5 credits	1.5 credits
Fine Arts	1.0 credit	1.0 credit
Health Education	0.5 credit	0.5 credit

Summary		
Minimum Total Credits	26.0 credits	26.0 credits
Required Courses	20.0 credits	20.0 credits
Elective Courses	6.0 credits	6.0 credits
AP and/or IB Courses and requisite exams	-	4 courses
Minimum GPA	2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.		

In Bahrain only, an IB diploma is awarded upon completion of the established requirements for the IB diploma. Students unable to successfully meet requirements for receipt of the IB diploma must meet all requirements for the standard or honors diploma to receive a DoDEA diploma.

Transferring Course Credits to a DoDEA School (DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2004**)**
DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7-8) and high school (grades 9-12) students who transfer into a DoDEA school from other DoDEA schools or who earn course credits in a non-Department of Defense (DoD) system (public or private), correspondence, online, and/or homeschool program that are accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation in accordance with Enclosure 3, Section 10 of the DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2004. Please contact your child's school for questions regarding course credit transfer process and approval.

Home-School Students
DoDEA recognizes that home-schooling is a sponsor's right and may be a legitimate alternative form of education for the sponsor's dependents. Home-school students who are eligible to enroll in a DoDEA-Europe and DoDEA-Pacific and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA School who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk to participate in a DoDEA commencement ceremony.

Student Grade-Level Placement (DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004**)**
Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of the DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year will be eligible to be enrolled in kindergarten. An otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Kindergarten is not a prerequisite to grade 1 entry. Placement in grades 2 through 8 is predicated upon successful completion of the preceding year. Students entering a

DoDEA elementary, middle, or junior high school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages assuming yearly progression from grades 1 through 8.

Grade-level status (9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of the DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

All DoDEA students, including students with disabilities, English language learners (ELLs), and students with accommodation plans, should be afforded the opportunity to participate in the standard DoDEA secondary curriculum.

Grading and Grading System

At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

If any child demonstrates unsatisfactory progress or achievement, teachers must notify parents with enough time to correct the deficiency. Notification must occur as soon as unsatisfactory achievement is evident, and not later than the midpoint of the nine-week grading period.

Timely and accurate reporting of student progress shall be accomplished for students in grades 4 through 12, using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten (10) calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System.

To create an account and access the EGB System please visit the DoDEA Web site for instructions.

Progress Reports/Report Cards (DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995**)**

In accordance with the policies and procedures in the DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995 it is the policy of DoDEA to issue a progress report every nine weeks for any student present or enrolled for at least 20 days or more in a marking period. Marks will be given at the end of the second, third, and fourth marking period for students in grades K-1. Marks or grades will be given at the end of each of the four marking periods for students in grades 2-12. For students in grades K-12, unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem. In case of students whose performance does not begin to decline until after the midpoint in the quarter, every effort will be made to contact parents as soon as this happens and work to get the student back on track. All students will receive assessments that fairly and accurately report their academic progress. Marks or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student academic performance.

Transcripts/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the student records Web site for further instruction based on your situation or discuss with the counseling department at your student's school.

System-wide Assessment Program (DoDEA Regulation 2000.06, "System wide Assessment Program," March 26, 2010**)**

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program in accordance with the policy and Enclosure 2 in the DoDEA Regulation 2000.06, "System wide Assessment Program," March 26, 2010. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment.

All assessments selected for use within DoDEA shall:

1) Affect instruction and student learning in a positive manner;
2) Be one of several criteria used for making major decisions about student performance/achievement; and
3) Align to clearly defined standards and objectives within the content domain being tested.

The results of each assessment shall be used as one component of the DoDEA Assessment System for major decisions concerning the student's future learning activities within the classroom setting.

Scholastic Integrity

Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will receive no credit, an appropriate consequence for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's discipline folder for the period of the school year.

Student Attendance (DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended)

In accordance with the policy stated in the DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction, successfully meet academic standards, and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, the school personnel, and in some cases the Command. Students with excessive school absences shall be monitored by the Student Support Team to assist them in the completion of all required work and successful mastery of course objectives.

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified as present or absent, based on the following criteria:

1). Absent up to 25% of the school day = absent one-quarter of the school day.
2). Absent between 26%-50% of the school day = absent one-half of the school day.
3). Absent 51%-75% of the school day = absent three-quarters of the school day.
4). Absent 76%-100% of the school day = absent full-day.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities:

1). Personal illness

2). Medical, dental, or mental health appointment
3). Serious illness in the student's immediate family
4). A death in the student's immediate family or of a relative
5). Religious holiday
6). Emergency conditions such as fire, flood, or storm
7). Unique family circumstances warranting absence and coordinated with school administration
8). College visits that cannot be scheduled on non-school days
9). Pandemic event*

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

*If a student is absent three or more days during a pandemic event (e.g. COVID-19), he/she must have a medical clearance to return to school.

Accelerated Withdrawal (DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014**)**
The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester in accordance with Enclosure 3, Section 9 in the DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014. Accelerated withdrawal will only be considered if the sponsor presents Permanent Change of Station (PCS) orders. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., PCS orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

Interstate Compact on Educational Opportunity for Military Children (DoD Instruction 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2017**)**
The DoD, in collaboration with the National Center for Interstate Compacts and the Council of State Governments has developed an interstate compact that addresses the educational transition issues of children of military families.

Currently, all 50 States and the District of Columbia participate in the interstate compact that provides a uniform policy platform for resolving the challenges experienced by military children.

It is estimated that the average military family moves three times more often than the average non-military family. These frequent moves by can cause children to miss out on extracurricular activities and to face challenges in meeting graduation requirements. In accordance with Enclosure 4 of the DoD Instruction 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2017, the Compact will ensure that the children of military families are afforded the same opportunities for educational success as other children and are not penalized or delayed in achieving their educational goals by inflexible administrative and bureaucratic practices. States participating in the Compact would work to coordinate graduation requirements, transfer of records and course placement and other administrative policies.

Religious Holiday Observance (DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012**)**

According to Enclosure 3 in the DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012 students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right

to compel other students to participate in religious discussion. Students may observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, as long as the practice does not violate student standards or cause substantial disruption.

Student Discipline (DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended **&** DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012**)**

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 in the DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012. It consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. In accordance with the policy stated in DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion as a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

School Bus Behavior (DoDEA Regulation 2051.1,"Disciplinary Rules and Procedures," April 4, 2012, as amended**)**

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations in accordance with Enclosure 8 in the DoDEA Regulation 2051.1,"Disciplinary Rules and Procedures," April 4, 2012, as amended.

Student Dress Code (DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities," April 17, 2012)

Students are expected to dress in a manner that complies with the school's dress code policy as directed in the DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," Enclosure 2 (3,c,1) and Enclosure 2 (5,l). Please refer to your school's Web site for specific dress code policy.

Student Rights and Responsibilities (DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012**)**

In accordance with Enclosure 2 of the DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012 students are expected to actively participate in the educational process, including school-sponsored activities in and outside of the classroom, as deemed appropriate. Students should bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

Students shall:

- Comply with policies, procedures, and standards for student behavior;
- Refrain from conduct or behavior that is disruptive;
- Respect the rights and human dignity of other students and all school employees.
- Attend school and classes regularly and punctually and make a conscious effort in

all classes;

- Participate in and take advantage of educational opportunities provided by DoDEA schools; and
- Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures.

Interscholastic Athletics

All high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without regard to race, religion, color, national origin, sex, disability, or other factors unrelated to that participation. There are uniform eligibility policies for participants in all athletic programs. Please refer to your Area Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

Education Student Services

Education Student Services (ESS) is an integral part of the total education program. The ESS Department includes DoDEA school nurses, school counselors, school psychologists and school social workers (located only in certain locations). The ESS staff members at each DoDEA school partner with parents, community, students and other educators to assist in creating an educational environment conductive of academic, personal, social and career growth of all students. Please visit the Education Student Services Web site for further instruction based on your situation or discuss with an administrator at your student's school.

Special Education (Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015**)**

Special education is considered specially designed instruction, which is provided at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, home, hospitals and institutions, and in other settings, as well as instruction in physical education. In accordance with the policy stated in the Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015 the law requires school districts with students with disabilities to be provided reasonable accommodations to allow access to educational programs and associated activities to the same extent as students without disabilities. Please contact your child's school for specific details relating to your child if you would like to discuss eligibility requirements.

Disability Services (DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended **&** DoDEA Regulation 2500.10, "Special Education Dispute Management System," August 28, 2001**)**

A student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance with Enclosure 3 in the DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended students with disabilities shall be provided a free and appropriate education in the least restrictive environment at no cost to the parents. Disability services that students may be eligible for include speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; school nurse services designed to enable a child with a disability; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. Please contact your child's school for specific details relating to your child. In accordance with Section 5 in the DoDEA Regulation

2500.10, "Special Education Dispute Management System," August 28, 2001 either the parent or the school may request mediation to resolve a disagreement concerning a child's individualized education program, including the delivery of medically related services.

English for Speakers of Other Languages (ESOL)/Language Services (DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007**)**

An English language learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007, DoDEA' s ESOL Program is a language acquisition program designed to teach ELLs social and academic skills as well as the cultural aspects of the ELLs to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation at appropriate developmental and proficiency levels with little or no use of the native language. ESOL instruction is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student's needs and classification. ELLs are involved in mainstream classes during the day.

Counseling (DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 & DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006**)**

DoDEA school counselors provide comprehensive counseling programs to all students in grades K-12 in accordance with DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 and DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006. Counseling programs are designed to foster a foundation for life-long learning by removing barriers to students' academic success. Early identification and intervention of students' academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs support student's self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning / study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements.

Please contact your school counselor for additional information regarding the school counseling program.

School Psychology (DoDEA Regulation 2946.3, "School Psychological Services," January 22, 2004**)**

DoDEA school psychologists provide a range of services designed to support students' learning, growth and development in accordance with DoDEA Regulation 2946.3, "School Psychological Services," January 22, 2004. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students' academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists

include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

School Health Services (DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003**)**
DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse works with the school administrator to promote wellness and safety of all students and staff. In accordance with Section 6 in the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003 the school nurse serves as the coordinator of school health services programs, by:

- Promoting healthy and safe learning environments;
- Providing health counseling, assessment, intervention and referrals;
- Providing health education to students, staff and the community; and
- Promoting community wellness through health education, counseling, and activities.

Core functions of the school nurse include providing injury and illness assessments and interventions, managing immunization requirements, screening for health factors that impact student learning, administering medications, providing health and wellness education and counseling, and serving as a healthcare liaison between the school and community.

Please contact your school nurse for additional information regarding the DoDEA School Health Services Program.

The school nurse shall take the following measures:

1) Ensure appropriate care of students concerning necessary medical attention;
2) Contact sponsors and/or family members concerning a student's medical concern; and
3) Give immediate first aid as well as seek immediate medical referral(s) where deemed necessary.

All measures taken will be documented on accident form DS 4801.

Student Enrollment: Registration Process (DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended **&** DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)," March 4, 1997**)**
Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended and DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)," March 4, 1997.

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including all dates and types of immunizations
- Sponsor's orders for current tour of duty
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence.

Contact the registrar at your student's school for more information on enrollment or to update your student's information.

Student Enrollment: Immunization Requirements – Immunization Requirements Memorandum

At the time of enrollment, documentation of a student's immunizations is required. Acceptable forms of official proof of immunization status may include, but are not limited to:

-Yellow international immunization records,
-State agency-generated immunization certificates,
-School-generated immunization certificates, and
-Physician, clinic, or hospital-generated immunization records.

Parents must present proof of immunizations upon registration in any DoDEA school. Should the immunization documentation reveal missing immunization data, the necessary immunizations must be obtained. Proof of immunization compliance must be presented to school officials within 30 days of enrollment for continued enrollment in DoDEA schools. For a list of required immunizations and necessary forms, please visit http://www.dodea.edu/StudentServices/upload/2011_2942_0_M_F3.pdf.

Access to School Facilities

Schools shall allow equal access to school facilities being used for student sponsored non-curriculum related activities, if a school allows any such group access to its facilities.

Computer Access/Internet Policy/Electronic Devices (DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010**)**

Each student, together with the student's parent or guardian (if applicable), shall acknowledge and sign Form 700, which contains the "Use of DoDEA Internet and Use of Information Technology Resources," before he or she is assigned a user account. In accordance with Enclosure 4 in the DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010, the following are required of all students:

- Students shall use DoDEA's information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.
- Students shall be polite in all electronic communication.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to disciplinary measures.

The signed agreement is to be retained in the administrative office at the student's school for the duration of the student's enrollment. A copy will be provided to the student and, if applicable, the student's parent or guardian.

Visitors and Volunteers (DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006**)**

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. Visitors may go only to the area they indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge that is to be displayed conspicuously at all times while on school grounds. Visitors may be asked for an item of value in exchange for the visitor's badge. Any change to the designated location must be cleared through the front office before visiting a different location. Upon finishing their

visit, visitors must check out at the office, return the visitor badge, receive their item of value that may have been requested, and exit the school. Parents are welcome to visit the school and classrooms to observe our programs in action. In accordance with the policy stated in DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006 a visitor or volunteer should never be left alone with students unless proper background clearances have been obtained. Please consult your school administrator to begin this process.

Child Abuse and Neglect (DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998**)**

In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, all DoDEA personnel will participate in the identification of child abuse and the protection of children. School personnel shall promptly report all suspected or alleged child abuse to the local Family Advocacy Program (FAP) officer and to their immediate supervisor and shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Family Advocacy Program (DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998**)**

The Family Advocacy Program (FAP), which is an installation program, is designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up, and reporting of family violence. FAPs consist of coordinated efforts designed to prevent and intervene in cases of family distress and to promote healthy life. In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, DoDEA school personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspected or alleged child abuse to the local FAP officer and to the reporting employee's immediate supervisor.

Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct (DoDEA Regulation 1800.02, "Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct," June 15, 2015**)**

All DoDEA employees and volunteers hold positions of trust and are responsible for establishing and maintaining professional distance with students. Adult-to-student sexual abuse, sexual harassment, or other inappropriate behavior or conduct demonstrate a lack of professional integrity and a breach of authoritative power of adults who are in positions of trust, and such are unacceptable and shall not be tolerated in DoDEA. Incidents of sexual abuse, sexual harassment, or other inappropriate behavior or conduct shall be reported promptly in accordance with DoDEA requirements. Refer to pages 15-17 in the DoDEA Regulation 1800.02, "Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct," June 15, 2015, Sexual Harassment and Other Inappropriate Sexual Behavior to obtain more information about sexual harassment.

Sexual Harassment (DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DMEO-004**, and** DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities**)**

DoDEA remains firmly committed to providing all students with a safe, supportive, and non-discriminatory learning environment. Every child is entitled to feel safe in school and while participating in school-related activities. DoDEA has a responsibility to address all complaints of sexual harassment, which includes addressing its effects and taking steps to prevent further/future behavior. Sexual harassment by or against students will not be tolerated in DoDEA schools.

Sexual harassment is defined as any unwelcome behavior of a sexual nature from students or adults (of the same gender or not) that is sufficiently serious that it prevents or limits one's ability to learn, study, work, or participate in or

benefit from DoDEA school programs and activities, both on and off school premises, such as interfering with a student's schoolwork, making a student feel uncomfortable or unsafe at school, or substantially interfering with one's physical or psychological well-being.

Such misconduct can consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of behavior that may constitute sexual harassment include:

- Commenting or teasing someone about their sexuality, body parts, or sexual development.
- Texting, IM'ing, e-mailing, or otherwise sharing sexually graphic material, both written and visual.
- Pulling down someone's pants or shorts, flipping skirts, pulling at or lifting up shirts.
- Unwelcome physical contact of a sexual nature from an unwanted pat, hug, or kiss, to groping or grabbing of another person's private body parts and, in extreme cases, sexual assault or rape.

You are encouraged to visit the DoDEA Sexual Harassment and Awareness Prevention webpage at: www.dodea.edu/sexualharassment to learn more about sexual harassment, what to do if you feel you have been sexually harassed, and to obtain point-of-contact information for regional Diversity Management and Equal Opportunity (DMEO) Complaints Managers. Unresolved matters concerning sexual harassment, or any other inappropriate sexual behavior, may be reported through the chain of command. The DoDEA chain of command is located at https://www.dodea.edu/aboutDoDEA/command.cfm.

Parent/Student/Teacher Communication

DoDEA encourages all communication take place through official school email accounts.

Non-Discrimination/Equal Opportunity in Federally Conducted Education and Training Programs (DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160**)**

No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity. Sexual harassment is a form of discrimination based on sex. Refer to pages 15-17 in the DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160, Sexual Harassment and Other Inappropriate Sexual Behavior.

Student Health — Allergies and Chronic-Acute Conditions (DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003**)**

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child's welfare in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy including food, drug, insects, and others;
- Providing the school nurse with medication/doctor's order/parent permission form;
- Teaching children at home about their food allergies and not to share any food in school; and
- Letting the classroom teacher know about your child's food allergies and checking with the classroom teacher before bringing any food for celebrations into the classroom.

Medication at School

It is best practice to take medication at home. If medication needs to be taken three times a day, the student should take it in the morning before leaving home, take it after school arriving at home, and take it before bed time; such schedule provides a more even time spacing. When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Form H-3-2. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping.

In some rare situations, students are allowed to keep their medicine with them while in school or at school-related activities. The student's prescribing primary care manager must provide a written statement that the student has to keep the medication at all times; also, a parent must provide written permission for the medication to stay with the student. See the school nurse to obtain appropriate paperwork for medications to be administered during school hours or for student to carry medication.

First Aid and Emergency Care (DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003**)**

School personnel will administer first aid to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. Should the dependent student sustain an illness or injury that a school official believes should receive immediate care from a health care provider, the school will a) make reasonable efforts to contact the sponsor/parent, or the alternate individual(s) identified as emergency contacts on the dependent student's registration document (DoDEA Form 600), and, if necessary, b) arrange for a response by an Emergency Response Team (EMT) and possible transportation of the dependent student for treatment to an available health care facility. The EMT, health care facility, or attending health care provider(s) may not be U.S. or military facilities or providers, especially if the dependent student is located overseas.

Treatment decisions will be made exclusively by a health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

Emergency Notification Procedures (DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003**)**

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance in accordance with Section 6 of the "First Aid and Emergency Care," September 8, 2003. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

- The ambulance is requested;*
- The parent is notified that the student is en route to the nearest medical facility; and
- The school administrator is notified.

*A school official may accompany the student to the medical facility in an emergency.

Student Illness

While the education of your child is important, there are certain medical illnesses that require for your child to either be sent home or remain home from school. These are as follows:

- **Fever:** Elevated temperature of 100°F or greater. The student should be fever free (oral temperature below 99°F), without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.
- **Flu Symptoms:** Fever over 100°F or greater with cough and/or sore throat.
  Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea. A student must remain home for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines.
- **Coughing:** Severe uncontrolled coughing or wheezing; rapid or difficult breathing; coughing lasting longer than five-seven days.
- **Vomiting:** Two or more episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- **Diarrhea:** Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; c) he/she has diarrhea and vomiting.
- **Rash *WITH* Fever:** A body rash *without* fever or behavior changes usually does not require exclusion from school; seek medical advice.
- **Conjunctivitis:** Pink/reddish color to white part of the eye *and* thick discharge may be yellow or greenish in color. A student should remain home until discharge and signs of infection have cleared or completion of 24-hour treatment with ophthalmic solution prescribed by a health care provider.
- **Head lice or scabies: A student must remain home until t**reatment has been initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites.
- **Impetigo:** (Including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus [“MRSA”] infections). Blister-like lesions which develop into pustules. May "weep" and crust. A student must remain home for 24 hours after medical treatment initiated.
  Note: Lesions must be covered for school attendance.
- **Ringworm: While a student may attend school with ringworm, l**esions must be covered for school attendance.
- **Vaccine Preventable Diseases:** Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

Please visit the DoDEA Student Health Services Web site for further instruction based on your situation or discuss with an administrator at your student’s school.

Medical Care for Overseas Non-DoD Dependents

Health care in the school setting is the same for overseas non-DoD dependents as it is for DoD-dependents.

Incident Reporting/Accident-Injury

Parents will be contacted by the school administrator or school nurse for any of the following reasons:

- Any illness or injury that causes concern
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain

- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting
- Wounds that may require stitches

Safety and Security (DoDEA Administrative Instruction 6055.01, "DoDEA Safety Program," November 17, 2017**)**

Emergency Procedures

CIVIL DISTURBANCES AND ACTS OF TERRORISM

These are politically driven acts of violence. The chances of a civil disturbance or terrorist act occurring in or around the school are very low. Should a civil disturbance or act of terrorism occur at the school, the following actions will be taken:

1. The school administrator will be notified immediately.
2. A school administrator will notify the Security Police or designated base command post.
3. The school will follow all procedures and instructions of the 36th Security Forces Squadron or the AAFB Command Post. Administrators will coordinate the implementation of the DoD Force Protection Condition (FPCON) System measures with local security officials or base commanders to ensure the measures are appropriate with the measures contained in the base FPCON plan. A list of the FPCON conditions is listed in DoDEA Reg. 4700.1, Enclosure 3.

CRISIS MANAGEMENT TOOLKIT

The DoDEA web site features a Crisis Management Toolkit page to help families, educators, and community members understand how to best meet the needs of DoDEA's students, staff, and community members in the event of a crisis. The toolkit provides current information for families and educators about school crisis management policies and procedures, and makes available useful resources to help children and adults cope with the stress and anxiety associated with traumatic incidents. This web page can be found at http://www.dodea.edu/crisis/index.cfm

EARTHQUAKES

Children will receive instructions on preparedness measures to be taken if they are in school during an earthquake. In the case of such an event, school may be dismissed following the earthquake. The Civil Engineering Squadron will determine if the school buildings are safe for re-entry. Students will be monitored in a safe area either on or off school grounds. Parents or guardians will be notified when/where to pick children up if necessary.

EMERGENCY EVACUATION

In accordance with our antiterrorism/force protection plan, the school will be evacuated unless otherwise determined by the command and our district office. In cases where the school has to evacuate the premises due to any safety concerns, the students and staff will evacuate to designated locations away from the threat. If we have to leave the school area and/or send students home we will make every effort to contact each sponsor. During the time of any evacuation, all students will remain with their teachers. If information is received from our district office or from the base command to send students home, the school will then release the student(s) to the parent/guardian provided proper identification has been presented. We appreciate your cooperation during evacuations of this nature. **Again, it is imperative that the school has updated contact information in case of any type of emergency.** Please contact the school office at 366- 1511 to ensure all contact numbers are updated and current.

EMERGENCY SCHOOL CLOSURE

Emergency school closures occur when unforeseen circumstances such as broken water pipes, flooding, loss of power, etc., warrant closure to be initiated during non-school hours. The decision to close the school is made through input from the administrators, our superintendent, and the base commander. An announcement of the closure will be broadcast on TV and/or radio and by the base command units.

Once the decision has been made to release students, staff members will alert all classrooms. Teachers are responsible for attempting to contact every child's parent/guardian to notify them of the school closure. Students who ride the bus will be released to board the bus at a set time. For those students who walk, ride a bike, or are picked up, they may be released once their parent/guardian has been contacted and agree with that process. If we are unable to reach a student's parent/guardian by the time teachers are released, the teacher will bring him/her to the office and the office staff will assist in contacting the parent. For these emergencies ***STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS WITHOUT THEIR PARENT/GUARDIAN BEING NOTIFIED.*** As stated before, please ensure all contact numbers are updated at all times with both your child's teacher and the school office.

FIRE DRILL EVACUATION PLAN

Fire drills are conducted once each week during the first four weeks of school, and once each month thereafter. A fire evacuation plan is posted in each classroom. All students receive specific instruction and participate in the scheduled fire evacuation drills.

Fire Alarm Pull Switches

If a student pulls a fire alarm switch, he/she is subject to a probable suspension from school. The student will be reported to the AAFB Fire Department and parents will be notified immediately. Activation of the fire alarm switches will not be tolerated.

TYPHOONS

The typhoon season (May to November) spawns many tropical storms that may affect the Andersen Air Force Base community. It is essential that parents are aware of the local Typhoon Condition of Readiness (TCOR) at all times, especially during the passage of a tropical storm or typhoon. School will not be in session when the Base Commander declares TCOR 2. School will be dismissed (if in session) when the Base Commander determines TCOR 2. Updated information is regularly broadcast on ATV/Naval Communication Channel and/or local radio stations.

Make-Up Days

If school is canceled due to a typhoon, the District Superintendent's Office will determine if students and staff need to make up any missed school days. Information and school calendar changes will be distributed through email and other forms of communication.

School Closures

There are times when weather situations could result in school being closed. Please contact your child's school for details regarding notification procedures. The decision to close the school is made through input from the administrators, our superintendent, and the base commander. An announcement of the closure will be broadcast on TV and/or radio and by the base command units. An announcement on the AES official Facebook Page as well as an email will also be sent out to parents informing them of the school closure. (Schools to provide further details.)

Transportation

Please contact the School Transportation Officer at 671-366-5467 for all transportation related questions.

School Advisory Committees (DoDEA Europe & DoDEA Pacific) and School Boards (DoDEA Americas)

This is one way for parents to get involved in their child's education. Please consult your child's school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas).

Role of Social Media

Use of personal social media between parents/teachers/students is discouraged, other than official school social media communication.

Noncustodial Parent Rights

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.). These orders will be maintained in the student's cumulative file. If any changes take place during the school year with the court order, the school must be notified immediately. Teachers will be notified of any restrictions that affect students in their classes.

Andersen Elementary School Specific Policies

Transportation

BICYCLES

Many students arrive and depart school through the use of bicycles. Students need to use safety precautions when riding their bikes to and from school. They need to take extra caution when crossing the streets as well. Students are to **walk** their bicycle on the sidewalk and not cross over to the bike racks through the grass when they reach the school campus. Failure to walk their bikes on the school campus will result in a loss of bicycle privileges.

Bicycle Racks

The location of the bicycle racks is in front of the school, to the left of the main office doors as you face the school. Students need to place their bicycle into a slot on the rack. Students are **not** to leave their bicycle on the ground or park them in front of the exit doors. Students should not take up more than one space for their bicycle. Students are strongly encouraged to lock up their bicycles. **The school is not liable for missing or stolen bicycles**. Bicycles that are not parked appropriately may be confiscated for pickup by student or parent.

BUS PROCEDURES

Student bus transportation is the sole responsibility of the Guam North Student Transportation Office. The transportation office is located in room A120 at Andersen Elementary School. All students who ride DoDEA school buses must be registered with the DoDEA schools on Guam. The bus transportation officer can be reached @ 366-5467. ID bus passes will be provided to all students riding DoDEA buses including Special Needs and Pre-K students. DoDEA students must always carry their bus passes with them.

All **KINDERGARTEN** students ***MUST*** be picked up by a parent/guardian at the child's bus stop location. Bus drivers are not authorized to release a Kindergarten student if the parent/guardian is not there to meet her/him.. Students will be brought back to the school office and parents will be notified to come pick them up. Students must be picked up immediately after the sponsor is notified, or Security Forces may be notified. Students are only allowed to ride the bus for which a pass has been issued. Requests to ride another bus must be made through the Guam North Student Transportation Office.

Parents, sponsors, guardians and students are reminded that bus transportation to and from school is a privilege, which can be revoked administratively when students violate the expected standards of conduct and discipline while riding the bus.

When a student violates these rules, which have been provided for student safety and well-being, school administrators can suspend students' bus privileges. It then becomes the sponsor's responsibility to provide transportation to and from school for the student during the period of suspension. All questions concerning student transportation should be addressed to the transportation office.

SKATEBOARDS

Students are authorized to ride their skateboards to and from school; however students must walk with their skateboard in hand when they reach the school campus. The use of skateboards anywhere on campus is prohibited at all times.

SKATE SHOES

Skate shoes are strictly prohibited anywhere on campus. These shoes present a serious safety concern at school.

Students should not wear these types of shoes to school at any time, for any reason. Failure to follow this policy will result in a phone call to the parents to bring the student another pair of shoes, and/or the wheels being removed and kept in the main office for pickup.

Student Meals

LUNCH/NUTRITION BREAK

Parents interested in applying for free or reduced lunches may pick up an application in the school office. ***Families are required to reapply each year***. Until students are approved for free or reduced lunches, they must either pay full price for lunches or bring a lunch from home.

Students will enter their respective PIN Number and the cashier will confirm that the student matches the name associated with the account.

Students have 30 minutes for lunch. If they are not finished with their lunch at the end of 30 minutes, rather than leave the cafeteria, they may remain to finish their lunch, but must refrain from visiting with friends. They are encouraged to try all items on their tray before emptying it. Students allergic to milk must have a doctor's note presented to the manager of the cafeteria in order to be provided juice with their hot lunch at no additional cost. This note will be kept on file in the cafeteria.

The Student Meal Program is administered by the Navy Exchange on behalf of DoDEA. Please find the information about meal prices, menus, free and reduced applications, and more at www.mynavyexchange.com/StudentMealpRogram.

The DoDEA Guam Local School Wellness Policy outlines the standards and nutrition guidelines for all foods and beverages served to students, our goals for nutrition promotion and education, physical activity, and other school based activities that promote student wellness, and our policies for food and beverage marketing. This document can be found on our school website under the Student Meal Program tab.

Per Guam District guidance, kindergarten through fifth grade students may not receive celebration snacks one hour before or one hour after designated lunchtimes.

LUNCHROOM BEHAVIOR

- Use good table manners.
- Talk softly.
- Be courteous and respectful to everyone.
- Always walk and watch where you are going.
- Objects, including food, are never to be thrown.
- All food/drinks are consumed in the cafeteria.
- Remain seated at your table until dismissed.
- Do not share your food and do not ask for food from other students. Parents pay for/prepare what they want each student to eat for lunch.

NUTRITIOUS SNACK

Many teachers allow their students to eat nutritious snacks while they work on their respective learning activities and assignments. Parents have the option to provide their children with daily fruit, cheese/crackers, 100% juice, and other nutritious snacks. Donuts, candy, chips, etc., are not nutritious snacks. In addition, soda is not considered a nutritious drink and therefore, is not allowed as a snack or at lunch.

CELEBRATIONS

Celebrations will only be scheduled during students' specific grade level lunch times.

School Facilities

We work in tandem with our Facility Operations Specialist and Administrative Officer to ensure we resolve any facility issues that arise throughout the school year.

School Trips

STUDY TRIPS

Academics are not restricted to the classroom, but take place in the community as well. Therefore, study trips may be ongoing throughout the school year. A letter from your child's teacher, to include the date, time, and destination of the study trip, will be sent home the week prior to the planned trip. At various times during the school year, classes may take study trips as part of the instructional program. Study trips are considered part of the instructional day. Children ***MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT*** before they go on any trip leaving the school. If parents do not want to send their child on a study trip, the teacher will make alternate arrangements for the child to attend another class for the period of the study trip. If parents elect to keep their child at home the child will be considered absent for that time not at school. Parents may attend the study trip with the child. Chaperones may not bring siblings/infants on a study trip. As an invited chaperone, one's responsibility must be to help supervise all the students in the classroom.

GUIDELINES FOR CHAPERONES

1. All chaperones pay their own expenses (entrance fees, transportation, if not DoDEA funded bus, etc.).
2. Other younger/preschool age children in the family **will not** be allowed to accompany parents on a trip, as they tend to distract parents and students alike.
3. Children from other classrooms **will not** be allowed to accompany their brothers/sisters on a study trip.
4. **UNDER NO CIRCUMSTANCES ARE CHAPERONES TO SMOKE OR DRINK ALCOHOLIC BEVERAGES AT ANY TIME DURING A STUDY TRIP.**
5. Chaperones are required to accompany the class to and from the trip. Following the bus in a private vehicle is not close supervision.
6. Chaperones may not transport their student or any other student to and from the study trip. Students are required to ride the bus to and from the study trip. ***Under no circumstances may a child be checked out from the study trip (with the exception of a bona fide emergency).*** The child **MUST** return to the school and then he/she may be checked out at that time.
7. Chaperones must have an **approved** volunteer application on file prior to attending a field trip as a chaperone. **Please allow at least 5 business days for processing of all volunteer request forms.**

Parent Advocacy

The channel for the resolution of parental complaints/concerns is as follows:

1. Parents are encouraged to meet first with teachers to resolve issues.
2. If an issue cannot be resolved, the parent should then call an administrator for further advice and consultation.
3. Our counselors are an excellent resource with whom to discuss student issues. We request, though, that you direct any teacher concerns directly to an administrator.

Roles of Staff Members

Our staff is committed to ensuring your child/children receive a world-class education that meets their specific needs daily. Our staff members are also committed to ensuring they provide all students with meaningful, real-world, and enjoyable learning experiences and opportunities on a daily basis. Please feel free to contact your child's teacher or the administration if you have any questions, comments, or concerns pertaining to this policy.

Parent-Teacher Conferences

All DoDEA schools should encourage parents to meet with their child's teacher for parent-teacher conferences. Parent-teacher conferences allow parents the opportunity to ask questions about their child's classes or progress in school. Parent-teacher conferences are a great way to discuss how parents and teachers can work together to help students perform at their best in school. If you are going to a meeting that was scheduled by the teacher or school, ask beforehand how much time you will have. If you will need more time or want to meet with the teacher again, let the teacher know at the end of the meeting. Please consult your child's school for details regarding scheduling.

PARENT-TEACHER ORGANIZATION (PTO)

The Andersen Elementary School PTO, an organization of parents and teachers, works for a better school environment by providing both financial and volunteer support for our school programs. The PTO sponsors a variety of activities such as book fairs, school pictures, monthly birthday celebrations for all children, the sale of school t-shirts and many other events.

The Parent-Teacher Organization consists of the following positions: President, Vice President, Secretary, and Treasurer. In addition, the committee coordinator positions are: volunteer, spirit week, membership and box tops. If you are interested in volunteering or serving on the executive board or being a committee coordinator, please contact the PTO office via email at andersen_aespto@yahoo.com

PLACEMENT COMITTEES

The AES administration will form a placement committee if a situation arises in which a parent(s)/sponsors(s) make a request to have their child/children placed in a grade that is above or below their child's expected grade-level. The placement committee is comprised of at least one administrator, at least two teachers, and a school counselor. Other employees may be added to the committee on an as-needed basis.

Town Halls

Town hall meetings will be held at Andersen Air Force Base on an as needed basis.

School Sponsored Nights

We will have numerous school sponsored events that will take place throughout the school year. All of these events will be meaningful and hopefully serve as enjoyable and valuable learning experiences for our students. We are always in need of volunteers for these events. If you, or anyone you know, are willing and able to volunteer please let us know. We will keep you well informed as to when these events are taking place through email, our official Facebook page, as well as through other channels. Please let us know if you have any questions pertaining to our school sponsored evenings.

PROHIBITED ITEMS

Some items prohibited at school include, but are not limited to the following:

- Roller blades, roller skates, wheelies or skate shoes
- Stink bombs
- Chewing gum

- Cigarette lighters and matches
- Tobacco products; e.g., cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, snuff
- Firecrackers
- Weapons and/or ammo (real or pretend)
- Laser light pointers

SEARCHES

The school has the authority to conduct random and periodic searches of school property and seize contraband items belonging to students, and to search student possessions and persons when there is reasonable suspicion that the student has engaged in misconduct or is in possession of items prohibited as listed above.

WEAPONS AT SCHOOL - DoDEA POLICY

DoDEA HAS ZERO TOLERANCE FOR WEAPONS INFRACTIONS

***Inherently Dangerous items: Deadly Weapons**
Weapons in this category include firearms, knives (over 2" blade), explosives, realistic replica guns, nun-chucks, ninja knives, large chains and/or other dangerous weapons of no reasonable use to the pupil at school or at a school activity.

***Dangerous/Potentially Dangerous items**
This category includes items not inherently dangerous, used inappropriately to injure or with intent to injure others or instill fear at school or at a school activity including by not limited to unrealistic replica guns, laser pens, small firecrackers, small pocketknives (less than 2" blades), or other inappropriate items.
NOTE: If the school year ends before the length of the suspension/expulsion, students are eligible for re-admittance to school without serving the full length of the expulsion, unless the act occurs during the last 6 weeks of the semester, in which case, the suspension can extend to the end of the next semester.

ELEVATORS

Each building is equipped with an elevator. Students with special needs and/or in need of assistance (e.g., broken leg, wheelchair assistance) are authorized to use the elevators with permission from an administrator. We appreciate your cooperation for taking the time to talk with your child about the importance of the elevators, their purpose, who may use them, and that authorization to use them must come from an Administrator.

GROOMING AND DRESS

Andersen Elementary School students are encouraged to take pride in their dress and conduct. All students are expected to dress neatly, adhering to the school district dress code. Students must observe and maintain healthy personal hygiene. Grooming is discouraged during class time. Students shall be required to dress appropriately in accordance with the following requirements to maintain social standards conducive to a proper learning atmosphere. The following are minimal expectations for dress:

ACCESSORIES

No student shall wear sunglasses indoors unless proper medical certification is presented. Sunglasses not medically required may be confiscated. Jewelry should be kept to a minimum. For safety reasons it is strongly recommended that long dangling earrings not be worn to school.

CLOTHING

Uniforms are required daily for students in Kindergarten through 5th grade. Students are to remain in their

school uniforms while on the school campus. Parents will be notified immediately when their student is out of the required uniform. There may be days when the uniform requirement will be suspended for special events or other occasions; however, there will be a school announcement made regarding those special events.

The following guidelines apply: Attire advertising drugs, alcohol, signifying gang involvement or affiliation are prohibited. Attire should neither be excessively loose or tight-fitting. Shorts, skirts, skorts and dresses must reach the end of the wearer's finger tips when arms are straightened loosely along sides or no higher than mid-thigh. Cropped/halter tops (no bare midriffs), sheer and spaghetti-strap clothing that reveal an excess amount of bare skin are prohibited. Tank tops and other revealing types of athletic shirts should not be worn.

FOOTWEAR

Shoes must be worn at all times. Crocs, zories, flip-flops, slippers, and steel-toed shoes are not allowed for safety reasons. Sandals may be worn provided they are safe and will not pose a hazard for the student. The heel on footwear should be no more than a half-inch high. Students should plan to wear tennis shoes or other athletic footwear on Physical Education days, which will occur every 4th day. We strongly recommend that tennis shoes/athletic footwear be worn at all times.

HAIR

Hairstyles must not impair sight or prevent adults from seeing a student's eyes.

HATS AND HEADWEAR

No hats or head coverings are permitted to be worn in the building or classrooms. This includes headwear such as bandannas. Hats are permissible on the playground. Students should hand carry hats for wear during recess to the cafeteria.

MASKS

Masks are required each day. If students do not bring masks, they can proceed to the nurse to get a disposable mask for the day. If students refuse to wear a mask, it will be treated like a dress code violation. Parents will be notified immediately when their student refuses to wear a mask.

DODEA PACIFIC WEST
ANDERSEN ELEMENTARY
SCHOOL UNIFORMS

- **Uniform Top Color Options:**
  - Navy Blue
  - White
  - Black
  - Gray
- **Uniform Bottom Color Options:**
  - Khaki/Tan
  - Gray
  - Navy Blue (no denim or jeans)
  - Black
- **Uniform Sweatshirt/Sweater/Jacket Color Options:**
  - Navy Blue (no denim or jeans)
  - White
  - Gray
  - Blacks

**Logos, designs, tags, brands, or emblems are permissible.

Authorized Clothing	
Female Tops	**Male Tops**
Button-down, collared shirt	Button-down, collared shirt
Tailored Blouse	Polo style shirt
Polo style shirt	

Female Bottoms	Male Bottoms
Full-length Pants*	Full-length Pants*
Capri Pants*	Cargo Shorts**
Cargo Shorts**	Bermuda Shorts**
Bermuda Shorts**	
Skirts/Skorts**	
Jumpers**	
***Leggings, Tights or Stretch Pants cannot be worn in place of uniform bottoms**	
****Cannot end higher than 3 inches above the top of the knee**	

Optional Clothing
V-Neck Pull-over
Buttoned Sweater
Jacket (With or Without Hood)
Pullover Sweatshirt (With or Without Hood)
Zippered Sweat Jacket (With or Without Front Pockets)
Uniform Patch
Undershirt (Any solid color. Must be short-sleeved and tucked into bottoms.)
Hats and Sunglasses are not allowed indoors without an approved exemption
**All uniform sweatshirts/sweaters/jackets must have sleeves.
***Uniform top must be worn underneath all uniform sweatshirts/sweaters/jackets.

PARENTAL RESPONSIBILITIES

- See that your child is punctual and regularly attends school.
- Develop, maintain, and model for your child a respect for lawful procedures and the rights of others.
- Maintain continuous communication with the school and your child's teachers.
- Monitor your child's academic progress.
- Maintain open communication with your child about proper school attitudes and behavior.
- Investigate concerns your child brings home for better understanding and proper resolution of these concerns.
- Respect the ideas and feelings of school personnel and students.
- Promote and encourage appropriate grooming and attire.
- Provide your child with a lunch daily.

SCHOOL RESPONSIBILITIES

- Students will be provided a learning environment that is safe and encourages their best efforts.
- Students will be provided with opportunities to become actively involved in their learning.
- Students will be provided with opportunities to participate in extracurricular activities that extend their interests and abilities, as many as teachers are able to sponsor within our budget.
- Students and parents will become essential elements in an educational School-Home Partnership.
- School-Home communications will be maintained to assure that information about school programs and activities is made available in a timely manner.
- Students, parents, teachers and the administration will be provided with collaborative opportunities to work together toward continually improving the total educational program.

STUDENT RIGHTS AND RESPONSIBILITIES

- Students have a right to receive a quality education. Students have a responsibility to listen to instructions, to work in a cooperative manner, and to follow classroom guidelines set by the teachers.
- Students have a right to hear and be heard. Students have a responsibility to be attentive, by not interrupting or disrupting the class and respecting rights of others to learn.
- Students have a right to be treated with courtesy and respect. Students have a responsibility to respect others by not teasing or annoying other people, by showing respect and courtesy toward others.
- Students have a right to be safe. Students have a responsibility not to threaten or harm anyone else in school.
- Students have a right to privacy, personal property, and personal space. Students have a responsibility to respect and use school property properly, and to respect the privacy of others, their personal property, and personal space.
- Students have a right to be proud of their ancestry, cultural background, religious beliefs and gender. Students have a responsibility to be understanding and respectful of the ancestry, cultural background, religious beliefs, and gender of others.

DoDEA Administrative Instruction 2051.02, *Student Rights and Responsibilities,* governs students' rights. Please note the rights retained by students listed in the policy section, which include the right to a safe school environment (free from bullying, harassment, etc.), the right to a public education of high quality, First Amendment rights, and the right to fair and appropriate discipline. There is also a mutual courtesy and respect requirement.

This instruction incorporates the Equal Access policy pertaining to student-led, noncurriculum-related groups. It also provides requirements for students such as, complying with the standards for student behavior outlined in school policy and procedures, refrain from disruptive conduct, and respect the rights and human dignity of other students and school employees. Other areas covered include student dress codes, freedom of expression, search and seizure, and student complaints. To view the details of this important regulation, please visit the DoDEA website at:
http://www.dodea.edu/Offices/Regulations/administrative-INstructions.cfm

Appendix A

Andersen Elementary School

Supply List SY 2020-2021

Items	Pre K	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Backpack - See Note 2	1	1	1	1	1	1	1
#2 Soft Lead Pencils - w/erasers - 12 Count (1 Pkg.)	1	2	2	3	4	4	3
Color Markers -Thin - Primary Colors (1 Pkg.)	1	1	Girls Only	1	1	1	0
Color Markers - Fat - Primary Colors (1 Pkg.)	2	1	Boys Only	0	0	0	0
Glue (bottle)	4	0	1	1	1	0	1
Glue (sticks)	14	14	16	7	4	6	4
Highlighter(s)	0	0	0	2	2	4 (2 yellow & 2 other colors)	1
Crayola Crayons 1 Box (24 Ct)	2	2	2	2	1	1	1
Colored Pencils (1 Pkg.)	1	2	1	1	1	3	1
Eraser-White/rubber if available	2	3	5	5	3	3	6
Bound Composition Books**	*4 (Primary)	*4 (Primary)	*4 (Primary)	6	7	7	6
Pocket Folders w/Prongs in middle - Various Colors ***Plastic***	4	4	4	6	6	4	0
Pocket Folders with Prongs in middle - Various Colors***	0	0	0	0	0	0	8
1" 3 Ring Binder	0	0	0	1	1	2 *2 inch binders	1
Children Fiskars Scissors	1	1	1	1	1	1	1
Wide-ruled loose Leaf Paper	0	0	0	1	2	2	4
Water Color Paint (1 Set)	1	1	1	0	0	0	0
Personal Use Headphones	0	1	1	1	1	1	1
Gym Shoes - See Note 1	1	1	1	1	1	1	1

Notes:

1. For our students' safety, it is recommended that tennis shoes/sneakers be worn daily by all students. Students are required to wear tennis shoes/sneakers for scheduled PE days/classes.

2. Backpacks are WITHOUT WHEELS, large enough to hold a folder.

* Primary Composition notebooks have blank drawing space at the top of each page, followed by primary lines at the bottom.

**Includes composition book for Culture Class & Music for Grades 2nd - 5th

*** Includes one (1) pocket folder each for PE, Music, and Art for grades 2nd - 5th.

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Kindergarten Supply List
SY 2020-2021

☐ Backpack/book bag big enough to fit a file folder/large books. No wheels please.
☐ 8 glue sticks
☐ 2 rubber erasers
☐ 4 pocket folders
☐ 2 boxes crayons (24 count)
☐ 2 composition notebooks (primary)
☐ 1 pack washable markers
☐ 1 pack No. 2 pencils
☐ 1 pack "fat" pencils
☐ 1 pack colored pencils
☐ 1 bottle liquid glue
☐ 1 watercolor paint set
☐ 1 pair child's round end scissors
☐ 1 supply pouch or box
☐ 1 pair of personal headphones (plug in)
☐ A change of clothes labeled in Ziploc bag
☐ 1 box of gallon-size Ziploc bags
☐ 1 mask

Optional
☐ 1 bottle of hand sanitizer or 1 pack hand sanitizing wipes (60% or more alcohol)
☐ 1 bottle disinfectant surface wipes (non-alcohol based)
☐ 1 box of tissues

Notes:
*Please label all supplies with your child's name.
*Teachers may have a more specific list for their classrooms. Please save your receipts, as all teachers may not require every item.
*All students are required to wear pants/shorts and gym shoes during PE class.
*Any lunch or snacks your child brings to school should not be shared.

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1st Grade Supply List
SY 2020-2021

- ☐ Backpack/book bag big enough to fit a file folder/large books. No wheels please.
- ☐ 8 glue sticks
- ☐ 4 rubber erasers
- ☐ 4 pocket folders
- ☐ 2 boxes crayons (24 count)
- ☐ 1 pair of personal headphones (plug in)
- ☐ 4 composition notebooks (primary)
- ☐ 3 packs No. 2 pencils
- ☐ 1 pack colored pencils
- ☐ 1 bottle liquid glue
- ☐ 1 pair child's round end scissors
- ☐ 1 pack washable markers
- ☐ 1 watercolor paint set
- ☐ 2 highlighters
- ☐ 1 supply pouch or box
- ☐ 1 box of gallon-size Ziploc bags
- ☐ 1 mask

Optional

- ☐ 1 bottle of hand sanitizer or 1 pack hand sanitizing wipes (60% or more alcohol)
- ☐ 1 bottle disinfectant surface wipes (non-alcohol based)
- ☐ 1 box of tissues

Notes:

*Please label all supplies with your child's name.

*Teachers may have a more specific list for their classrooms. Please save your receipts, as all teachers may not require every item.

*All students are required to wear pants/shorts and gym shoes during PE class

*Any lunch or snacks your child brings to school should not be shared.

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2nd Grade Supply List
SY 2020-2021

☐ Backpack/book bag big enough to fit a file folder/large books. No wheels please.
☐ 2 packs No. 2 pencils
☐ 1 pack of colored pencils
☐ 2 rubber erasers
☐ 6 glue sticks
☐ 1 pair of personal headphones (plug in)
☐ 1 pair child scissors
☐ 1 plastic supply box or pouch
☐ 1 pack washable colored markers
☐ 1 pack crayons (box of 24)
☐ 1 pack of loose-leaf paper (wide ruled)
☐ 4 pocket folders
☐ 4 bound composition books (wide ruled)
☐ 1 pack highlighters
☐ 1 box of gallon-size Ziploc bags
☐ 1 mask

Optional
☐ 1 bottle of hand sanitizer or 1 pack hand sanitizing wipes (60% or more alcohol)
☐ 1 bottle disinfectant surface wipes (non-alcohol based)
☐ 1 box of tissues

Notes:
*Please label all supplies with your child's name.
*Teachers may have a more specific list for their classrooms. Please save your receipts, as all teachers may not require every item.
*All students are required to wear pants/shorts and gym shoes during PE class
*Any lunch or snacks your child brings to school should not be shared.

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3rd Grade Supply List
SY 2020-2021

☐ Backpack/book bag big enough to fit a file folder/large books. No wheels please.
☐ 3 packs No. 2 pencils
☐ 1 pack of colored pencils
☐ 2 rubber erasers
☐ 1 pack glue sticks or 1 bottle glue
☐ 1 pair of personal headphones (plug in)
☐ 1 pair child scissors
☐ 1 plastic supply box or pouch
☐ 1 pack washable colored markers
☐ 1 pack crayons (box of 24)
☐ 1 pack of loose-leaf paper (wide ruled)
☐ 4 pocket folders
☐ 5 bound composition books (wide ruled)
☐ 2 spiral notebooks (wide ruled)
☐ 1 pack highlighters
☐ 1 box of gallon-size Ziploc bags
☐ 1 mask

Optional
☐ 1 bottle of hand sanitizer or 1 pack hand sanitizing wipes (60% or more alcohol)
☐ 1 bottle disinfectant surface wipes (non-alcohol based)
☐ 1 box of tissues

Notes:
*Please label all supplies with your child's name.
*Teachers may have a more specific list for their classrooms. Please save your receipts, as all teachers may not require every item.
*All students are required to wear pants/shorts and gym shoes during PE class
*Any lunch or snacks your child brings to school should not be shared.

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4th Grade Supply List
SY 2020-2021

☐ Backpack/book bag big enough to fit a file folder/large books. No wheels please.
☐ 3 packs No. 2 pencils
☐ 1 pack of colored pencils
☐ 2 rubber erasers
☐ 1 pack glue sticks or 1 bottle glue
☐ 1 pair of personal headphones (plug in)
☐ 1 pair child scissors
☐ 1 plastic supply box or pouch
☐ 1 pack washable colored markers
☐ 1 pack crayons (box of 24)
☐ 1 pack of loose-leaf paper (wide ruled)
☐ 4 pocket folders
☐ 5 bound composition books (wide ruled)
☐ 1 pack highlighters
☐ 1 box of gallon-size Ziploc bags
☐ 1 mask

Optional
☐ 1 bottle of hand sanitizer or 1 pack hand sanitizing wipes (60% or more alcohol)
☐ 1 bottle disinfectant surface wipes (non-alcohol based)
☐ 1 box of tissues

Notes:
*Please label all supplies with your child's name.
*Teachers may have a more specific list for their classrooms. Please save your receipts, as all teachers may not require every item.
*All students are required to wear pants/shorts and gym shoes during PE class
*Any lunch or snacks your child brings to school should not be shared.

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5th Grade Supply List
SY 2020-2021

☐ Backpack/book bag big enough to fit a file folder/large books. No wheels please.
☐ 2 packs No. 2 pencils
☐ 1 pack pens (blue or black)
☐ 1 pack pens (red)
☐ 1 pack of colored pencils
☐ 2 rubber erasers
☐ 1 pack glue sticks or 1 bottle glue
☐ 1 pair of personal headphones (plug in)
☐ 1 pair child scissors
☐ 1 plastic supply box or pouch
☐ 1 pack washable colored markers
☐ 1 pack crayons (box of 24)
☐ 1 pack of loose-leaf paper (wide ruled)
☐ 4 pocket folders
☐ 6 bound composition books (wide ruled)
☐ 1 pack highlighters
☐ 1 binder (3 ring)
☐ 1 package subject dividers for binder
☐ 1 box of gallon-size Ziploc bags
☐ 1 mask

Optional
☐ 1 bottle of hand sanitizer or 1 pack hand sanitizing wipes (60% or more alcohol)
☐ 1 bottle disinfectant surface wipes (non-alcohol based)
☐ 1 box of tissues

Notes:
*Please label all supplies with your child's name.
*Teachers may have a more specific list for their classrooms. Please save your receipts, as all teachers may not require every item.
*All students are required to wear pants/shorts and gym shoes during PE class
*Any lunch or snacks your child brings to school should not be shared.

Appendix B

DoDDS-P School Bus Safety/Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. 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, on, 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 or bite.
13. Harass, bully, 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, or touch bus operating devises or equipment.
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.
20. Violate any other school rule, law or military installation regulation.

Appendix C

DOB:

SCHOOL VOLUNTEER APPLICATON

SCHOOL VOLUNTEER APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: Section 113 of title 10 (Secretary of Defense), section 13041 of title 42 USC 13041 (Crime Control Act of 1990), and section 552a of title 5 (Privacy Act) of the United States Code, and E.O 9397 (SSN) authorize the collection of this information.
PRINCIPAL PURPOSE: To obtain information to determine applicant suitability for acceptance as a DoDEA volunteer.
ROUTINE USE: Disclosures of the Social Security Number and other personal information within the Department of Defense are authorized upon a demonstrated "need to know" to perform an official duty, including, but not limited to: (1) DoD attorneys rendering advice and assistance, and (2) DoD law enforcement or security activities concerning a law enforcement or security investigation. Other routine disclosures of relevant and necessary information are authorized to agencies outside of the DoD by DoDEA and DoD Privacy Act Systems Notices, and by government-wide systems notices which may be found at http://www.defenselink.mil/privacy/notices/osd/.
DISCLOSURE: VOLUNTARY. Failure to disclose the information may delay or render an individual unable to participate in the volunteer program

Instruction: Provide complete information. Only completed applications can be considered.

NAME:	SSN:
SPONSOR'S NAME:	SSN:
MAILING ADDRESS:	HOUSE ADDRESS:
Home telephone: (Area code first)	Duty telephone: (Area code first)
Facsimile number: (Area code first)	E mail Address:

List the school (s) where you are applying as a volunteer:

1._____

2._____

3._____

Check all services for which you are interested in volunteering:

☐ Classroom Activities	☐ Field Trips (Over night)
☐ Lunchroom Monitor	☐ Extracurricular Activities
☐ Bus Monitor	☐ Athletic Coaching
☐ Playground Supervision	☐ Chaperone for Student Field Trips
☐ Library Media Center	☐ Tutoring
☐ Field Trips (Day)	

☐ Other (Please specify all others)

Complete the following questionnaire. If you answer yes, provide information requested in the space provided. If additional space is needed to answer a question, use a blank piece of paper with your name and SSN noted at the top of the page.

SCHOOL VOLUNTEER APPLICATION

Question	YES	NO
1. Do you have a child/children in the school(s) where you wish to volunteer?		
What Grade level(s)?		
2. Do you have experience as a school volunteer?		
Describe your past experiences.		
3. Have you ever been removed from a school volunteer position?		
Describe the circumstances.		
4. Can you provide a character reference?		
Give the name and telephone number.		
5. Have you ever been arrested for, charged with, or convicted of a crime involving a child?		
If "Yes," state the disposition of the arrest charge.		
6. Have you ever been asked to resign from a job because of, or been decertified for a sexual offense?		
Describe the circumstances.		

Pre-Selection Agreement

If selected for a school volunteer position, I agree to immediately notify the Principal of the school of any subsequent adverse information regarding myself that would indicate poor judgment, unreliability, or untrustworthiness in working with children.

Certification that My Answers Are True

My statements on this form, and any attachments to it, are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form may result in denial of selection for or termination of volunteer services, and possible law enforcement referral as appropriate.

_____ _____

Signature Date

DoDEA Form 4700.3-F1, (Back) May 2006

VOLUNTEER AGREEMENT FOR

☐ APPROPRIATED FUND ACTIVITIES ☐ NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.

PRINCIPAL PURPOSE(S): To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of voluntary service.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER *(Last, First, Middle Initial)*	2. SSN	3. DATE OF BIRTH *(YYYYMMDD)*
4. INSTALLATION	5. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
6. PROGRAM WHERE SERVICE OCCURS	7. ANTICIPATED DAYS OF WEEK	8. ANTICIPATED HOURS
9. DESCRIPTION OF VOLUNTEER SERVICES		

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

10. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED *(YYYYMMDD)*
11.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

12. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED *(YYYYMMDD)*
13.a. TYPED NAME OF ACCEPTING OFFICIAL *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

14. AMOUNT OF VOLUNTEER TIME DONATED				15. SIGNATURE	16. TERMINATION DATE *(YYYYMMDD)*
a. YEARS *(2,087 hours = 1 year)*	b. WEEKS	c. DAYS	d. HOURS		
17.a. TYPED NAME OF SUPERVISOR *(Last, First, Middle Initial)*				b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

DD FORM 2793, FEB 2002 PREVIOUS EDITION IS OBSOLETE. Reset Exception to Standard Form 50 granted by Office of Personnel Management (OPM) waiver.