

JOHN O. ARNN ELEMENTARY SCHOOL 2018 - 2019

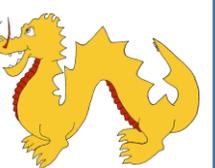
Pacific East School District Parent-Teacher Handbook



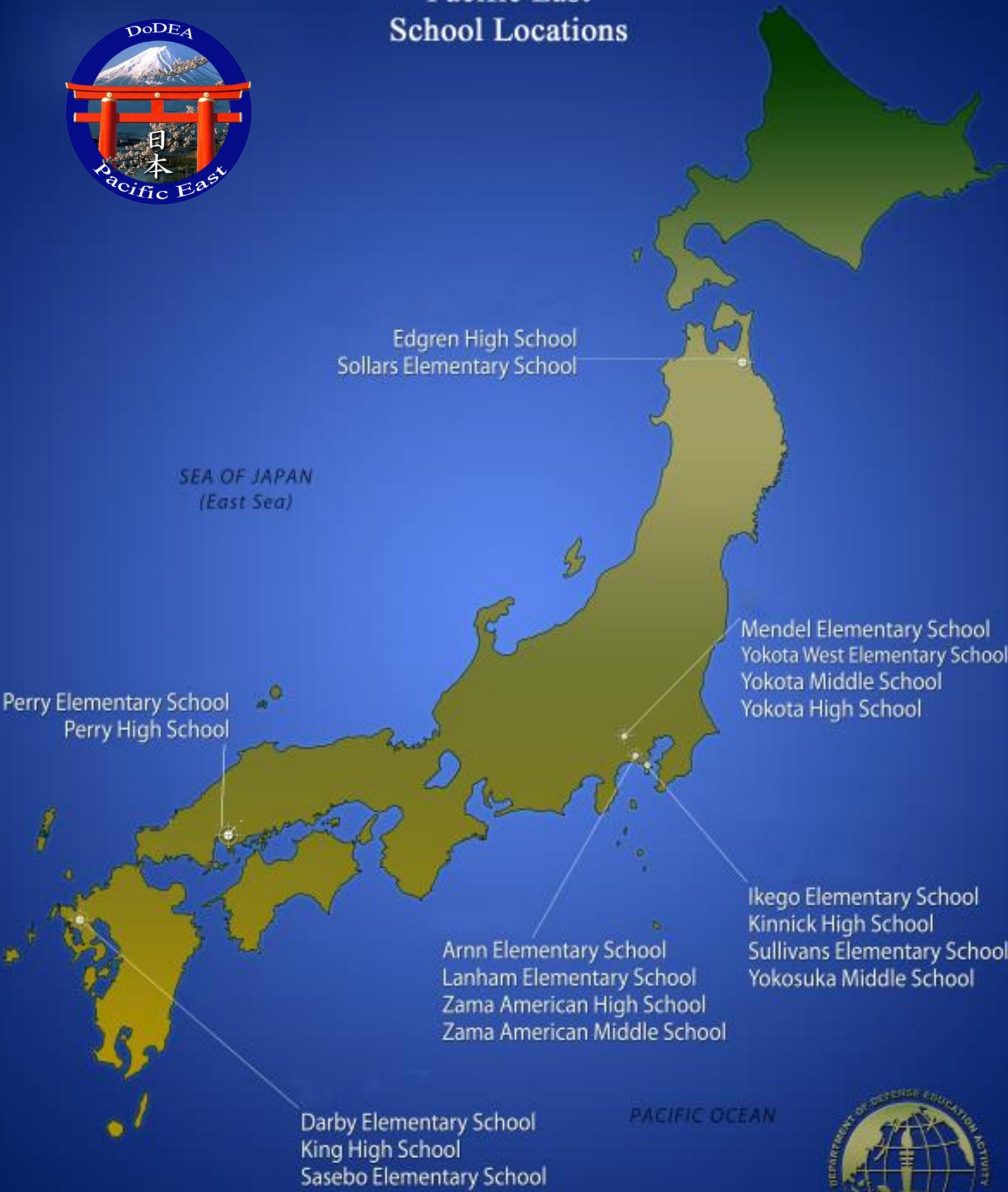
DoDEA MISSION: EDUCATE, ENGAGE, AND EMPOWER MILITARY-CONNECTED STUDENTS TO SUCCEED IN A DYNAMIC WORLD.



DoDEA VISION: EXCELLENCE IN EDUCATION FOR EVERY STUDENT, EVERY DAY, EVERYWHERE



Pacific East School Locations



From the Office of the Superintendent

Welcome to the Japan School District, renamed Pacific East as a part of the Department of Defense Education Activity (DODEA) restructuring initiative. We are proud of the educational opportunities offered in our system. Our focus is on improving academic achievement for all students while supporting the mission of our military families. The military command, school advisory committee (SAC) and parents provide wonderful community support to us and we feel fortunate to serve the families of our military sponsors.

We have a total of 21 schools (11 elementary, 1 intermediate 4 middle, 3 middle/high and 3 high schools) which serve the families living on the Sasebo, Iwakuni, Yokota, Yokosuka, Zama/Atsugi, and Misawa military installations.

The Department of Defense Education Activity (DoDEA) is a Department of Defense field activity operating under the direction, authority, and control of the Deputy Assistant Secretary of Defense for personnel Support, Families, and Education. DoDEA provides education to eligible Department of Defense military and civilian dependents from preschool through grade 12 at sites both in the United States and overseas. Courses of study in DoDEA schools parallel those found in public schools in the United States.

Special Education services are available to all students including preschoolers. If you have concerns regarding your child's academic, physical, social, or language development, you may contact your child's teacher or the principal. Preschool children ages three and four years with developmental delays, physical disabilities, or speech-language problems may be eligible for services. You may contact the Special Education Office at DSN 225-3940 if you are concerned about your preschooler. For infants and toddlers, ages 0-2, you may contact Educational and Developmental Intervention Services at your local installation.

Our schools are committed to excellence. If I can be of service, please feel free to contact my office.

District/Pacific Chain of Command with Contact Information

For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. If additional assistance is needed, contact the Counselor or Assistant Principal.

The remaining DoDEA chain of command from the lowest to highest is Principal, District Superintendent, Director of Student Excellence (Pacific Area Office), and Director of DoDEA. Contact phone numbers and/or addresses for the next in chain of command are identified below:

Gwendolyn Baxter-Oakley, Principal

Sagamihara DHA
APO, AP 96343-5006
DSN: 262-6112
Commercial: 046-407-6112
International: 011-81-464-07-6112

Dr. Steven Bloom, Superintendent

District Superintendent Office, Pacific East
Unit 5072
APO, AP 96326
Phone: (315) 225-3940

Ms. Lois Rapp, Director of Student Excellence

DoDEA-Pacific
Unit 35007
APO, AP 96376
Phone: (315) 644-5878

Mr. Thomas Brady, Director

DoDEA Headquarters
4800 Mark Center Drive
Alexandria, VA 22350-1400
Phone: (571) 372-0590

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Absences – Long-term and Make-up Work

Students may make up assignments when they are absent. Teachers should provide the makeup work when the student returns to school. Arrangements for make-up work are to be made between teacher and student on the day of the student's return. Students that will be absent for three or more days can request work from their teachers in advance. In general, a student has the same number of days he/she was absent to complete the make-up work. This time frame may be extended if circumstances warrant an extension.

Access to Student Records

DOD Directive 5400.11 states that "It is the policy of the Department of Defense to safeguard personal information contained in any system of records maintained by DOD Components and to make that information available to the individual to whom it pertains to the maximum extent practicable."

The following items of information will be maintained in student records:

- Registration Form (DoDEA Form 600 and 700)
- Permanent Records Folder
- Duplicate Report Card/Transcripts
- All records received from previous schools attended by the student.
- Student Transfer Evaluation
- Test Information
- Health Record
- Serious Disciplinary Action Reports

Parents, sponsors or legal guardians may request a review of their child's official school records by calling the counselor's office or contacting the administrator. An appointment will be made for a review and explanation of the records at the earliest opportunity, but not later than ten working days. Parents who wish to challenge the content of their child's school records may do so by requesting an appointment with the school principal.

The school principal is responsible for student records. Only authorized school personnel with a "need to know" will be permitted access to student records without parental consent. No agency outside the DoD system will be permitted to inspect student records without written parental consent unless it is directed by judicial order. A Transfer of Permanent Record form will be provided when you notify the school of a rotation/withdrawal date.

Accreditation

The Japan District is fully accredited by AdvancED, the world's largest education community. The AdvancED Accreditation process is a protocol which is a clear and comprehensive program of evaluation and external review, supported by research-based standards, and dedicated to helping schools, district and education providers continuously improve. Additional information can be found on the DoDEA website at the following link: <http://www.dodea.edu/Accreditation/index.cfm>

Advisory Councils

School excellence is a shared responsibility. It takes parents, teachers, students, administrators, support staff, military commanders and community volunteers to ensure enduring student success. Representatives of these key stakeholder groups share the responsibility to support the schools through advisory councils and boards. Participation in advisory councils and boards enhances and improves educational programs and services, as well as the overall quality of life for the U.S. Department of Defense (DoD) overseas communities we serve.

The Advisory Councils within DoDEA are as follows:

- School Advisory Council (SAC)
- Installation Advisory Council (IAC)
- District Advisory Council (DAC)
- Area Advisory Council (AAC)
- Pacific Theater Education Council (PTEC)
- Advisory Council on Dependents Education (ACDE)
- Dependents Education Council (DEC)

Additional Information regarding these Councils can be found on the DoDEA website.

Animals and Pets

Per DoDEA Regulation 4800.1, before an animal or pet can be brought into the school for any reason (to include bringing in pets when there are no classes in session), the pet owner must first have written approval from the principal. Animals that could cause injury or harm to any person WILL NOT be brought to school. The pet owner will provide a copy of the veterinarian certificate for the principal and school nurse prior to bringing the animal or pet into the school. A copy of this certificate must be kept in the classroom at all times and a copy retained by the school nurse in an animal/pet veterinary clearance file. In addition, a copy will also be kept on file in the school office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify the teacher and school nurse.

Assessment and Student Evaluation

- General grading information is as follows:
- Student report cards are issued every 9 weeks.
- A student who is starting school for the first time that school year must have been enrolled 20 school days to receive grades for that quarter.
- Grades for a student transferring to a Japan school from another school district will be averaged with the current grade to determine the report card grade.

Students in grades 4-12 will also have access to the online grade book called GradeSpeed. Each parent is strongly encouraged to establish their own account to monitor their students' academic success at school. Contact the school for login information.

The DoDEA grading scale is as follows:

1. In kindergarten through third grade, the marking code is not connected to numerical grades. Progress is reported as follows:
 - CD- Consistently Displayed
 - P- Progressing
 - N- Not yet Evident
 - X- Not Addressed
2. In grades four to twelve, the marking code is connected to a numerical scale as follows:
 - 90-100 = A
 - 80-89 = B
 - 70-79 = C
 - 60-69 = D
 - 59 and below is Failing= (F)
3. Mid-quarter progress reports are distributed as a means of communicating progress for those students at risk of receiving a D or F at the end of the quarterly marking period. Parents should not hesitate to contact their student's teacher if they have questions or concerns

about their student's progress. Do not wait until report cards are issued if you have a concern regarding your student's progress.

- Timely and accurate reporting of student progress shall be accomplished using the approved DoDEA Gradebook (EGB) System.
- Gradespeed is the DoDEA adopted program for teachers' of grades four through twelve to submit and post grades into the Student Information System.
- Pre-Kindergarten classes report progress using the Gold Development and Learning Report.

Incomplete Grades

The grade of incomplete "I" may be given to a student in a subject to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school.

Use of the Withdrawn "WP" and "WF" Mark

If a student withdraws from a course on or before the 10th school day (or its equivalent), no notation is made on the transcript. The following notations on the transcript will be made for withdrawals made between the 11th-19th school day of the semester: Grade of "WP" (Withdrew Passing) or "WF" (Withdrew Failing), respective to the grade earned at the time of withdrawal. Courses may not be dropped after 20 days into the school quarter. Grades of "WP" or "WF" are not used in GPA calculation, and credit is not awarded.

Grade Point Average (Secondary)

The GPA for all students is calculated on an equitable basis using the same DoDEA quality point value system within the student information system as the basis of calculation. All high school courses taken in grades 9-12, except where noted in the Administrative Instruction 2000.1, are used in computing GPAs. High school course credits received for courses taken in grades 7 and 8 will not be used to calculate the student's high school GPA. The GPA is calculated as the following:

$$\text{Total Quality Points Awarded} / \text{Total Credits Attempted} = \text{GPA}$$

Further specific information may be found in DoDEA Administrative Instruction 2000.1 page 20.

Assessments (System-wide)

DoDEA students participate in a variety of system wide standardized assessments. Your school will share information with you about the specific assessments and the schedule for the assessments your students will participate in.

Attendance

School attendance is important and in order to receive the best education, students need to be here! DoDEA has implemented a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States. School attendance has been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's attendance policy (Regulation 2095.01) provides specific guidance on attendance and identifies support services for students at-risk for not fulfilling the grade or course requirements.

Regular school attendance correlates directly with success in; academic work, improved social interaction with adults and peers, and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life.

Highlights of the Attendance Policy

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- If the principal pre-approves extended absences, then a student educational monitoring plan shall be implemented to lessen the impact of a student missing school.

Excused absences can include;

- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a relative
- Religious holiday
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration
- College visits that cannot be scheduled on non-school days
- Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together, but flexibilities and accommodations have limitations, especially when they have an impact on student performance and attendance at school.

Procedures for monitoring daily student attendance and communicating with families are established in this policy. Students at-risk will be monitored by the Student Support Team and school administration to include the identification of supports and interventions.

How parents can help

- Schedule medical and dental appointments outside of school hours.
- Schedule vacations during school breaks.
- Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
- When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
- Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

Appointments or Illness

Students will **not** be released from school on the basis of a telephone call. Parents **must** sign-out and sign-in their children when taking them to appointments and back to school. When students are sent home because of illness, they are to be accompanied by their parent(s) or authorized guardian/emergency contact.

Procedures for Absence Notification

Parents are asked to call the front office when they know their child will be absent. The sponsor must provide the front office with a written explanation of each absence when the child returns to school. The sponsor's note, by itself, does not constitute an excused absence.

Release of Students Policy

During the school day, students will be released only to a parent or to the person named as the emergency contact on the registration form. The only exceptions will be a military unit has designated someone to pick up the student when parents and emergency contacts could not be reached. Contact the Principal in cases of emergency.

Student Tardies

Students arriving at school after the instructional day begins are considered tardy. A student who is tardy should report to the office for a late slip before going to his/her classroom. Parents should come in to the office to sign in their child. Students who are tardy due to government transportation are excused. The classroom teacher will report students who are frequently tardy to the administration. Parents may be contacted if it is noted that a student has numerous unexcused tardies.

Babysitters/Day Care Centers

Parents are to notify the classroom teacher and the school office if a child regularly goes to a baby-sitter, Child Development Center or School Age Services. They must provide the name, address and telephone number of the person acting as caretaker. Changes should be reported immediately to the school by letter or email. The parent(s) should provide similar information in the event they are out of town and leave the children in another person's care. Dates of parental absence should be provided in writing, with clear information of name, address and telephone number of caretaker included. If a teacher is provided this information by parents, s/he should routinely check with the school registrar that this information is also available to administration and the school nurse.

Bicycles

Bicycle racks are provided on the school grounds; however, the school cannot accept responsibility for loss or damage of bicycles brought to school.

Bullying

Information regarding DoDEA's Bullying Awareness and Prevention Program may be found at the following website:

<http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm>

What is bullying? Bullying is defined as: aggressive behavior that is intentionally cruel physically, verbally, or emotionally that differs from typical peer disagreements; and involves an imbalance of power or strength. It is considered to be an extremely serious matter and is not acceptable in any form.

Typically, bullying behaviors are repeated or have the potential to be repeated over time. A child who is being bullied has a hard time defending themselves. Bullying can take many forms depending on the age level but may include behaviors such as: hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by e-mail (cyberbullying). DoDEA uses various resources to teach all students and adults at the school about bullying. One of our primary resources is www.stopbullying.gov.

Verbal bullying: Name calling, Mocking, Taunting, Harassment, Swearing, Lying about others, etc.

Physical bullying: Spitting, Hitting, Kicking, Slapping, Grabbing, Unwanted physical contact, etc.

Intimidation: Taking/Damaging/Destroying property, Threatening violence, Retaliation for reporting incidents to parents or school authorities, etc.

Note: Cyber bullying of students on social media sites (whether or not it was posted from a school computer) will also be considered for possible disciplinary action.

Bus Transportation

Student Transportation is a privilege provided to qualifying DoDEA Pacific Students. Specific information regarding which students are eligible for transportation services may be found at each servicing Student Transportation Office. Below are common rules, expectations, and procedures for students to follow.

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 devices 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.

Change of Address, Telephone Numbers, Emergency Contacts

If your address, your phone numbers (work, home, or cell), or your emergency contact information changes, please inform the school **immediately**. Updates should be provided in person, please stop by during normal business hours. With the high deployment rate and the heightened operations tempo, it is very important that the school has your correct and current contact information. In the event of an emergency involving your child (one in which your child might be taken to the hospital), the school nurse or administrator will contact you immediately. A parent must be present to authorize certain types of medical treatment. Without the ability to contact parents or the emergency contact, the military unit will be contacted.

Please notify the school office of any changes with your military and/or home address. In the event you are to be away for an extended period or you have no home phone, please notify the registrar in writing of an alternate phone number and contact name. Should there be a change in your employment status after registration or during the school year, please notify the registrar's office in order to correct your child's records. Your child must know exactly what he/she is to do in case of school closure or emergency. Preplanning for these situations is critical. Please arrange with your child where he/she should go if you are not at home, in order to ensure adequate and responsible supervision for the remainder of the day.

Child Abuse/Neglect

School personnel are mandated reporters and are legally obligated to report suspected child abuse or neglect. This is immediately reported to Family Advocacy by school officials for further investigation. Judgments are made by Family Advocacy and not the school. The school merely brings to the attention of Family Advocacy a potential or possible problem. Individuals failing to report suspected child abuse or neglect of any kind will be held fully accountable.

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Department of Defense Dependent Schools (DoDDS) has mandated that any and all school personnel report suspected child abuse and neglect as defined by the following:

Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened (DoDEA Regulation 2050.9).

For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.

Classroom Celebrations

Classroom celebrations may be held during the school day. Celebrations should be designed so that any and all students can participate. In order for all students to have the opportunity to participate; considerations of personal beliefs, dietary restrictions, background, and financial means must be kept in mind. While parents may be asked to donate refreshments, monetary contributions may not be solicited for these events. Classroom celebrations should be limited in time to minimize impact on instruction.

Classroom Visitations and/or Lunch Visitation

Parents are welcome to visit student classes with prior arrangements (at least 24 hours in advance before extended classroom visits). Parents wishing to visit a class should call the teacher or send a note stating the date and time they wish to visit. Visits during instructional time are not appropriate for conferences. Disruption of the class routines should be avoided. If parents desire a conference with the teacher, please schedule one as appropriate.

Similarly, parents/sponsors are welcome to join their child/children for lunch. Please inform your child's teacher, especially if you plan to purchase lunch so that the lunch count can be adjusted accordingly.

Upon arrival at school, parents must sign the school office log and present a valid government issued I.D. card in order to obtain a visitor's badge; identifying them as an authorized school visitor. At the conclusion of the visit, please return to the office to sign out and to turn in the visitor's badge.

Closure Due to Inclement Weather

Schools will follow procedures specific to their base command. The decision to close the school is made by the community commander in coordination with school principals and military police.

Computers and Technology

Computers are located in all classrooms and instructional areas. We have learning labs that also have computers available for small and large group instruction. We expect that our students will use computers and technology on a daily basis in a planned manner to support learning goals. Our Educational Technologist (ET), Administrative Technologist (AT) and Information Specialist are all here to provide support to our staff and students. All students/parents are expected to sign an Internet Agreement before being allowed on a computer. Students/parents are expected to follow the DoDEA Internet Usage Policy. Failure to adhere to this policy may result in loss of computer use privileges.

Conferences

Scheduled Parent/Teacher/Student conferences are held throughout the year. During the first quarter conference, report cards of elementary students are given to parents and school performance is discussed. Conferences may be initiated by either the parent or the teacher at any time as needed.

Curriculum

Information regarding DoDEA's curricular programs and a complete list of DoDEA courses can be found on the DoDEA website at the following link:

<http://www.dodea.edu/Curriculum/index.cfm>

Deployment

If you are deployed or leaving the area for several days, please inform the main office of the name, address and phone numbers of the person who will be responsible for your children and ensure that your contact person has a medical power of attorney. Deployments may greatly impact the social, emotional, and/or cognitive growth of your child. Please help us assist your child in achieving their greatest potential by informing the school. Please contact the school's

office if you have questions.

Dress Code

Student dress and personal grooming are the responsibility of the student and the parents. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste or affects the health and well-being of the individual or classmates.

Students may be sent home for more appropriate dress.

Students are expected to be neatly groomed and dressed in clothing that is appropriate for the activities which they will participate in during the school day. ***Certain clothing and apparel items are inappropriate.***

Clothing and/or apparel that:

- A. is unsafe and unsanitary.
- B. is vulgar, offensive, and that represent rude and disrespectful attitudes or actions.
- C. contain slogans and /or pictures related to drugs, alcohol, tobacco, violence, weapons, death, cults, profanity, vulgarity, or lewd and sexual references.
- D. includes negative depictions of race, ethnicity, religion, national origin, and gender.
- E. is symbolic of gangs or other questionable groups.
- F. is perceived as questionable by school or base authorities.

Students are expected to comply with school specific dress codes.

Early Release of Students

Parents who wish to remove their child from school before the end of the day (for appointments, etc.) should send a note to the teacher and the office as soon as this need is known. If there is a change in a student's regular transportation routine for a particular day, parents are asked to send a note to the classroom teacher or notify the office prior to 1200.

For safety purposes, no child will be released for any kind of appointment without the parent or other authorized adult coming to the school in person to check the student out at the main office by completing an early dismissal slip. Students cannot be released to nonfamily members without written verification from the sponsor and please note that a Government issued photo ID is required. The student will be called down to the office; parents or authorized adults are welcome to wait in the office lobby.

Eligibility

The Department of Defense Dependents Schools (DoDDS) was established to provide high quality education for authorized dependents of DoD personnel assigned overseas, and to provide enrollment on a space-available, tuition-paying basis for others identified and prioritized by the Secretary of Defense.

Qualified dependents are authorized to enroll in one of the following enrollment categories based on the request of the sponsor. Dependents in enrollment Category 1 receive first priority while all others (Category 2-4) are enrolled on a space-available basis in priority of category of enrollment.

Age Requirements

DoDEA requires sponsors of school-age children to present irrefutable proof of eligibility to attend DoDEA schools. Upon registration, a sponsor must present a completed DoDEA registration form and proof of employment status with appropriate documentation.

A child is eligible for enrollment when a copy of his/her birth certificate is submitted to verify the

following age requirement:

Sure Start: four (4) yrs. of age by 1 September of the current school year

Kindergarten: five (5) yrs. of age by 1 September of the current school year

First Grade: six (6) yrs. of age by 1 September of the current school year

Transfer statements and/or progress report card from the previous school attended are collected, when available, at registration and are accessible to the teacher for review.

Emergency Drills

Your child can expect multiple drills per school year. The drills will consist of fire, lockdown, bomb threat, evacuation, earthquake and shelter in place. Your child will practice these emergency evacuation procedures in preparation for a real event. Any person present at the school during a drill is expected to participate. Fire drills are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building, by the prescribed route, as quickly as possible. Teachers in each classroom give the students instructions.

EMERGENCY EVACUATIONS and INCLEMENT WEATHER

Emergency evacuation procedures are in place for Force Protection Condition (FPCON) and other security emergencies. We will hold periodic drills to insure that our students and staff are prepared in the event of an evacuation. In case of severe weather please become familiar with your communities procedures for notifications. These decisions are made by the base leadership in coordination with school officials.

Exception to Attendance at Assigned Schools

Parents requesting a waiver to attend a school other than the school their child(ren) are zoned to attend must submit a request for consideration. Exceptions to students attending the school zoned for where they live will be made only for bona- fide need, exceptional, and/or extraordinary circumstances. The gaining principal must have available space in order to approve. Appeals to principal's decisions are made directly to the Japan District Superintendent. The required form is available from each school. All exceptions are valid for a specific period of time, usually one year. They must be resubmitted when expired, at least annually.

Homeschooling

DoDEA recognizes homeschooling as a sponsor's right and that it can be a legitimate alternative form of education for the sponsor's dependents. DoDEA policy neither encourages nor discourages DoD sponsors from homeschooling their minor dependents. Sponsors are responsible for complying with the applicable requirements of their host nation, state, commonwealth or territory. Space-Required Tuition-Free DoD Dependents who are homeschooled are eligible to take part in classes. In addition, they can access special education services provided by DoDEA schools if they meet special education eligibility criteria. Space-Required Tuition-Free DoD Dependents who are homeschooled are also eligible to use or receive auxiliary services from a DoDEA school. Auxiliary services include: academic resources (scheduled standardized tests, etc.), access to media center, participation in elementary special classes for art, music, host nation and physical education, after hours use of school facilities and participation in high school music, sports and other extracurricular and interscholastic activities.

Homework

According to the DoDEA Homework Policy Letter (2000.9), the development of study skills must be an integral part of DoDDS regional, district, and school educational policies. DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level.

Leaving School Grounds

Students are expected to go home at the conclusion of the school day. Students are not to leave the school grounds without permission during the school day. Students leaving must be picked up by parents or guardian. Legal responsibility prevents the honoring of telephone requests.

During school hours, parents will report to the school office before picking up their child. For the safety and security of your child(ren), all visitors to the school must sign in and wear a visitor's badge. All students should be picked up within 10 minutes after dismissal.

Lunch Program and Prices

The DoDEA lunch program is operated by the Military Exchange at each installation. Questions about free and reduced lunch eligibility should be addressed to the School Liaison Officer at each installation.

Prohibited Items

We discourage students from bringing large sums of money or high value items to school. In addition, any item that could cause harm must be left at home. Parents are requested to assist the school staff in keeping all students safe. Although not exhaustive, examples of items which should NOT be brought to school include:

- Knives or blades (real or replica or toy)
- Caps and cap guns, fireworks, matches, or lighters
- Darts
- Animals (unless the principal has approved)
- Guns (real or replica)
- Laser pens
- Personally owned athletic equipment (i.e., balls, bats, mitts, rackets, jump ropes)
- Slingshots
- Personal electronics
- Medications

Property and Supply Accountability

Each student is accountable for DoDEA textbooks, library books and/or other instructional materials issued for his/her use. Materials should be handled with care to keep them intact and clean for the next student who will use them. In the event of loss, destruction or misuse of materials or U.S. property, sponsors will be held responsible for reimbursement for the item.

PTO

DoDEA schools encourage interaction between parents and teacher to enhance student learning. Some type of Parent Teacher Organization is offered at each school. Contact your school for specific information and ways to become involved.

Public Displays of Affection

An inappropriate display of public affection between students is a behavior that is offensive to other students, parents, teachers and visitors. As such, the following guidelines are in effect regarding such actions during school hours and on school grounds or at school events at any time. Students are expected to demonstrate mature, respectful, and socially acceptable behavior at all times. Consequences for failure to demonstrate acceptable behavior can range from warning for a first offense to suspension for continued inappropriate displays of affection between students.

Random and Periodic Searches

School administrators may conduct a general search of school property (desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis. This notification serves as adequate prior notice of this general search policy. These searches may be conducted in cooperation with military police to include the use of military working dogs trained to detect contraband. Additionally, when reasonable suspicion exists a targeted search of a student (person and personal belongings) may be conducted. Specific details are contained in AI 2051.02.

Registration/Re-Registration

New Student

Sponsor must fill out the following documents:

- DoDEA Form 600
- DoDEA Form 700
 - *The sponsor must sign Block 27 of the form 600; if the sponsor is not available the spouse can sign the form.*
- School Health Record (DoDEA Form 2942.0-M-F1 (SHSG: H-1), November 16, 2011)
- Include any special health concerns necessary for your child's safety and well-being.

Sponsor must present:

- Copy of military sponsor's orders or Letter of Employment, SF50, and a copy of ID card for all local hire DOD civilian.
- Area clearance message or dependent entry approval message listing school age dependents by name. (Navy or Marines)
- Student's immunization record. (DoDEA Form 2942.0-M-F3 (SHSG: H-2), November 16, 2011)
- If a student enrolls during the school day the office staff will notify the teacher. The child may begin the following day.
- If a student enrolls after school is dismissed, he/she must wait an additional day. (Teachers must be notified the day before a student enters class so that a desk, textbooks and other materials are prepared.)
- Parents should bring all previous school records, report cards, school health records, etc. that are available at the time of initial enrollment to assist in proper planning and placement.

Returning Student

All returning students are required to be re-registered each year to determine continued eligibility. The process is facilitated by the school registrar each spring. It is vital that this process is completed in an expedited and timely manner in order to ensure we have the proper staffing in place. For specific requirements please call the school registrar.

Sponsor or spouse must fill out the following documents:

- Sponsor/Pupil Registration (DS Form 600)
- Update for School Health Record (DoDEA Form 2942.0-M-F3 (SHSG: H-2), November 16, 2011)
- Present an updated copy of sponsor's orders if needed

Retention

Research in education overwhelmingly indicates student retention seldom provides any long-term positive results. It is not recommended. If a student is having difficulty in academic or social adjustment areas, the classroom teacher will have regular conferences with the parents during the year to develop strategies to address the problem. Final decisions for retention are made by the school administrator based on recommendations from the school placement committee.

School Advisory Committee

This is one way for parents to get involved in their child's education. Check with your school to find the schedule for School Advisory Committee meetings.

School Discipline

Students have rights and responsibilities associated with their education. These are discussed completely in the DoDEA Discipline Regulation 2051.1. These rights are as follows:

- Students have a right to hear and be heard. Students have a responsibility to be attentive, by not interrupting or disrupting the class and respect the 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 and parents must be responsible for class attendance.
- Students are responsible for maintaining property, properly caring for textbooks and other equipment issued by the school, obeying school rules, and for accepting just and appropriate consequences of responsibilities not fulfilled.
- Students have a responsibility 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. All students have the right to fair and equal opportunities in all activities.

Freedom of Expression

- Students have the right to free inquiry and free expression of ideas. Free expression is not to be restricted, unless its exercise interferes with the orderly conduct of classes.
- Students have the right to recite the Pledge of Allegiance and salute the American flag, but may decline to do so long as they respect the rights of others who wish to do so.
- Students have a responsibility for showing proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in patriotic ceremonies, and to respect the customs and flags of all nations.
- Students have a responsibility for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have a

responsibility to avoid libel, slander, obscenity, profanity, known falsehood, and disregard for truth.

This regulation may be found at:

http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051_1a.pdf

The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. Every attempt to handle discipline should be exhausted prior to sending a student to the office. Discipline provides an opportunity for students to understand that inappropriate behavior results in appropriate consequences. These consequences are designed to keep the students academically involved. Exclusion from learning opportunities is a final disciplinary option. We believe it is imperative to provide students with feedback for their disruptive behavior and allow for planning to avoid future incidents of behavior.

The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process. The school philosophy remains that the teacher is responsible for discipline in the classroom. Discipline is progressive, and consequences are to be aligned to the misconduct. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

Grounds for Removal:

A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include, but are not limited to:

- Cause, threaten or attempt to cause physical injury to another person
- Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm)
- Possess, use or distribute, or attempt such, of alcoholic beverages
- Possess or use tobacco or tobacco products
- Possess, use or distribute any illegal/controlled substance, or attempt such offenses
- Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia
- Robbery or extortion, or attempt such offenses
- Damage or vandalism to school, U.S. Government, contractor or private property
- Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual
- Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity
- Disrupt school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.)
- Failure to leave the school, school grounds or school bus when directed by school official
- Engage in gambling in any form
- Fighting or otherwise engaging in conduct endangering others
- Bullying, intimidating, taunting, hazing, name-calling, or harassment
- Unauthorized use of a portable communications device
- Arson, making a bomb threat, or falsely reporting a fire or bomb threat
- Forgery, cheating or plagiarism

- Possession or use of fireworks or other explosive devices
- Repeated or flagrant violations of attendance regulations or policies (i.e., truancy)
- Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials
- Violate any law, rule, regulation, or policy of the military installation or school
- Fail to report or otherwise be complicit in the above-described acts

The DoDEA school system has a “zero tolerance” for weapons. Many items that would not normally be considered weapons are prohibited when “carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety.” As per DoDEA Regulation 2051.1, weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury (section 903(g)(2) of 18 U.S.C. (reference (j))).

Weapons can be items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. The following list provides additional examples of prohibited weapons, although it is not an all-inclusive list:

- Guns, machine-guns, shotguns, pistols, rifles, air-soft guns
- Any device that acts to destroy property or injure
- Knives, club-type weapons, e.g. blackjacks, brass/metal knuckles, nun chucks, throwing stars, nunchucks
- Gas pistols and shooting pens
- Straight razors, razor blades, box cutters or weapons made from razor blades
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows, slingshots
- Clubs, or any object that may be used as a club, e.g. pieces of wood, pipe, stones or bricks
- Authentic appearing replica of a firearm, e.g. a toy or BB gun
- Blank cartridge pistols or other ammunition
- Objects that might be readily used to inflict bodily harm, e.g. bicycle chains, cans with sharp points, broken bottles or glasses, knives with retractable blades
- Locking blade knives regardless of length
- Items that are not normally considered dangerous but could be misconstrued to be a weapon.
- a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear (e.g., replica/look-alike gun, baseball bat, laser pointer, letter opener, etc.).

Teachers, administrators, or appropriate base support staff seizes these items immediately.

Incidents involving weapons on school grounds during the school day will involve a report to the military police for subsequent investigation and action, in addition to any consequence of suspension or expulsion applied by the school.

For weapons’ incidents, as well as in cases of serious infractions for which a suspension is proposed in excess of a total of ten school days, or for which an expulsion would be the appropriate consequence, a disciplinary hearing will be held to formulate a recommendation to the principal on the consequence for the student. Parents are invited to attend such hearings and full attention is given to according due process rights to the student.

School Sponsored Activities

Participation in school sponsored activities is limited to those students that are currently enrolled at the school. Students are to maintain school dress code. Student conduct is expected to conform to the established school rules and code of conduct. Loitering in the parking lot or other areas of the school is not allowed. Parents are responsible for a student's transportation to and from school activities. School sponsors and chaperones enforce the following rules:

- Students must be in attendance for all classes the day of the activity. If a student is too ill to attend classes, s/he should refrain from attending school activities later in the day.
- Each activity has specific guidelines stipulating who may attend. These guidelines apply to all attendees.
- Signed administration approval is required for all visitors prior to attending a school activity.
- Each student attending the activity must be ready to produce an ID card if it is requested.

School Grounds

Students who are suspended or expelled from school are **not** eligible to be on school grounds or at school-related activities. These activities are intended for students, family, and community members who promote a positive and appropriate environment. For accountability and safety reasons, all visitors must sign-in at the Main Office before entering classrooms or attending school activities.

School Liaison Officer (SLO)

The School Liaison Office is the military's point of contact for facilitating the delivery of quality school transition and education support services and to help parents ease the impact of the mobile military lifestyle on the academic success of military children.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act. Sexual harassment may include, but is not limited to, verbal harassment – including derogatory remarks or slurs, physical harassment, physical interference with movement or participation in school and school activities, visual harassment such as derogatory drawings, pictures, etc. Sexual harassment is prohibited when it occurs against members of the same sex as well as toward members of the opposite sex.

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. Students are not to tolerate sexual harassment and should notify a teacher, counselor, or administration if sexual harassment occurs.

Special Education

It is the policy of DoDEA that students shall be provided a free, appropriate education in schools where placement and service decisions are based on individual needs of the student, in the least restrictive environment and in accordance with the system's guiding principles. Imbedded in this mission and policy is the practice of inclusive education, which is defined as the participation of all students, including those with disabilities, limited English proficiency, identified gifts and talents and other special needs in the general education program, as appropriate. Supplementary aids and services are provided to these students where necessary in order for them to attain success.

Child Find is the ongoing process used by DoDEA and the military departments to seek and identify individuals (inclusive from birth to age 21) who are eligible to receive special education and related

services. Specialists will coordinate details with the child development centers and advertise this support option.

The CSC is composed of school personnel who oversee the special education program. It usually consists of the special education providers assigned to the school, an administrator, one or more general educators and other specialists within the school (e.g., counselor, nurse, etc.) The CSC is responsible for a variety of activities that contribute to the effective functioning of the special education programs. The student specific CSC is responsible for those activities directly related to a specific student from the time of referral through Individual Education Program (IEP) development. Parents whose children are being referred for special education services or are currently receiving special education support are part of the student specific Case Study Committee.

Standardized Testing Program

DoDEA students participate in various standardized assessments. The results of these assessments help to monitor student achievement and guide classroom instruction.

Student Placement Policy

Classroom Assignments for Each Year: School administration supports and complies with DoDDS philosophy of heterogeneous grouping. Class lists are posted prior to the start of school.

Incoming Students from Foreign Schools: All students from foreign schools will be assigned to a grade level based upon their chronological age and review of records.

Request for Class Placement Change: Classes are created with a great deal of thought and planning. The considerations include; gender ratios, behavior considerations, special needs of students and academic readiness. Requests to change classes will only be granted only under unusual circumstances. After receiving a written request that explains in detail why the current placement is not meeting the educational and/or social needs of the child, the Placement Committee will schedule a meeting with the parents to discuss their request for placement change. The Placement Committee is comprised of the Teacher, Counselor, Parents and others as needed. The Placement Committee makes recommendations. The principal makes the final placement decision.

Student Support Services (School Nursing)

CONFIDENTIALITY

Your child's medical problems and concerns will be shared with each teacher and/or specialist involved in working with your child throughout the school year. All school personnel consider all information confidential.

MEDICATION:

Parents are encouraged to administer necessary medications to their children at home whenever possible. In cases of chronic conditions requiring daily medications, i.e. asthma, ADD or ADHD, epilepsy, etc., per DoDEA policy the school nurse CAN administer the medication at school if all of the following are done:

- **HOLD HARMLESS LETTER** – Written permission from physician and parents (available from nurse's office).
- Medication in a pharmacy labeled bottled, marked with student's name, time to be given, amount to be taken, the name of the drug and "for school use" on the label. Children should at no time carry their medication to school. All medications must be delivered and picked up by parents in the nurse's office.

- The school health nurse has the responsibility of caring for school-related accidents and/or illnesses. Home-related accidents and/or illnesses are the responsibility of the parents and cannot be treated by the nurse at school.
- The school health nurse may not issue excuses for recess, physical education, or any other activity. This excuse must come from a physician.

ILLNESS – If a child becomes ill or injured at school, the parents will be notified to pick up their child within a reasonable amount of time. A sick child can expose his classmates, teachers, and other staff members to illnesses. Please ensure that your contact information is current and you have a designated local emergency contact.

If a child is out of school, please call the school office and give the reason for the absence. Sick students should not be sent to school. When in doubt, keep them home. Students who are recuperating from an illness should be kept at home.

INJURIES: Although precautions are taken, accidents/injuries occasionally occur at school. When minor incidents occur, the school nurse administers first aid. If an injury requires the attention of a doctor, the family will be contacted and advised to consult with the proper clinic. Some emergencies must be immediately referred to the clinic and an ambulance dispatched. You will be notified whether to meet your child at the hospital or at the school. For proper parental contact, it is important that the school be kept informed of changing phone numbers or addresses at all times. Current home and duty phone numbers be kept on file in the Health Services room along with an emergency contact name and phone number for each student. This is the parents' responsibility so that the staff may be able to contact you in case of illness/emergency.

IMMUNIZATIONS: Students who enroll in DoDEA schools are required to meet specific immunization requirements. Official proof of immunization must be provided to school officials at the time of initial registration and upon request of school officials to verify immunization compliance i.e., copy of child's immunization/shot record.

As of July 2010, DoDEA aligned with the immunization guidance prescribed by the Interstate Compact on Educational Opportunity for Military Children. As a result, provision has been made for students transferring to a new location allowing up to 30 calendar-days after enrollment to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccination must be obtained within 30 days of initial enrollment.

SCHOOL HEALTH RECORDS: A permanent health record is maintained for each child. The results of the periodic health appraisals are recorded, as well as any important illness, accident, or other event. The nurse maintains records of children who have visited the health room. The record contains the name, date and time of visit, reason for visit, treatment, and disposition (i.e., was the child sent home, returned to class, etc.). This record is utilized to answer any questions that might arise concerning the visit, to look for repetition in visits, etc. These records are maintained on the health module of the school districts computerized student information system.

It is extremely important that you provide the nurse with as much information regarding your child's present health conditions as possible. This information will be placed on your child's school health card and will be updated as necessary. This information is vital in case of an emergency and will be used by emergency response personnel.

Study Trips

Study trips are an important part of the educational program. Students are expected to participate in these activities in order to extend the DoDEA Curriculum and Standards outside of the classroom as well as to learn about our Host Nation and its people and to appreciate the diversity and difference of cultures.

Participation should be accomplished in a manner which:

1. Demonstrates respect for the Host Nation and its people.
2. Promotes high-level thinking skills and application of existing knowledge.
3. Reflects credit on the American community and the school.
4. Ensures the child's own safety

Parental permission is required for a student to participate in study trips. Parents are often requested to assist by volunteering to accompany classes and help with supervision. Parents must have a background check on file with the office to manage small groups. Without a background check, you must stay in eyesight of DoDEA employee. Background Check Forms are available in the main office. Younger children and/or siblings cannot accompany parent chaperones on the trip for safety reasons.

Teacher Training Programs

During the year, there is time set aside for teacher in-service training. The topics for these meetings are designed to address increased student achievement, improve skills/ proficiency, and to stay current on new trends in education. The Pacific East District Schools all have weekly one-hour student release time to address staff development.

Transcripts

Student records and transcripts are available upon request from the school office.

Transfer/Withdrawal of Students

Please notify the school in writing as to your child's last day of school attendance prior to a transfer or withdrawal from school. A minimum of 10 working days advance notice is necessary to process school records and conduct withdrawal activities for the student. Given advance notice, your child's records will be prepared and ready for you to pick up on the afternoon of his/her last day of attendance. Copies of permanent records may be hand carried by parents.

DoDEA Regulation 2095.01 permits principals to authorize the accelerated withdrawal of students from school 20 or less instructional days prior to the end of a semester. This policy recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. Please contact your school office for specific dates and details if your PCS requires early departure.

Tuition Payments

Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDEA to bill the agency, or firm, for tuition. Organizations will be billed in advance of each semester. The billing document, DD 1131, will be attached to a cover letter stating that the billing is in accordance with their letter of request. The school will provide each tuition-paying sponsor (organizational or self-pay) with a letter, at the time of registration, explaining DoDEA tuition payment policy for first and second semesters. Tuition payments can be in the form of check or money order or via online payment. For details contact the registrar.

Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.

Vandalism/Damaged School Property

Sponsors are responsible for individuals intentionally destroying, damaging, or defacing government property or committing acts that required a labor force to correct. They will be held liable for the cost of repair by military authorities. All acts of vandalism must be reported to the military law enforcement. Consequences for this behavior will be imposed based on the actions.

Visitors

We look forward to seeing you at school. We require that you sign in at the front office and obtain either a visitor or volunteer badge to wear while you are in the building. Badges should be worn conspicuously at the upper left shoulder. Visitors should go to the classroom only after first checking in with the office.

Parents are always welcome to visit our classrooms in action or to talk to our teachers about their children. However, all visitations of this nature should be cleared with the classroom teacher 24 hours in advance. Unscheduled arrivals by parents may needlessly interrupt a lesson or an examination. Parent-Teacher conferences will be scheduled after the school day has ended. Parents should not interrupt the class to speak with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance. Parents are, of course always welcome to attend assemblies, exhibits, and evening programs which are announced in parent communications.

Parents may feel free to meet with the principal at any time without an appointment. However, making an appointment ahead of time ensures that the principal will be available to meet with you .

Volunteers

In order to ensure the safety of all students, DoDEA policy requires that all volunteers complete an application and background check. Applications are available upon request in the school's office.

Appendix

DoDEA Vision

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

Arnn ES Vision Statement

"Creating Lifelong Learners"

DoDEA Mission

Educate, Engage and Empower military-connected students to succeed in a dynamic world.

Arnn ES Mission Statement

The John O. Arnn Elementary School community will provide a variety of instruction to our students to gain the Knowledge Necessary to become Independent thinkers, Goal setters and High achievers for Today and tomorrow.

DoDEA Community Strategic Plan (CSP)

As the mechanism for articulating DoDEA's strategic plan, the CSP presents the key elements of the plan in a manner that first establishes a foundational understanding of DoDEA's strategic vision, mission, core values, goals and planning themes.

Strategic Goal 1 - Student Excellence

Challenge each student to maximize his or her potential and to excel academically, socially, emotionally and physically for life, college and career readiness.

Strategic Goal 2 - School Excellence

Develop and sustain each school to be high-performing within an environment of innovation, collaboration, continuous renewal and caring relationships.

Strategic Goal 3 - Talent Excellence

Recruit, develop and empower a diverse, high-performing team to maximize achievement for each student.

Strategic Goal 4 - Organizational Excellence

Build a great, enduring and responsive organization that provides the appropriate resources, direction and services in pursuit of highest student achievement.

Strategic Goal 5 - Outreach Excellence

Foster family, school and community partnerships to expand educational opportunities for students.

Arnn ES School Improvement Goals

Goal 1: We will implement the College & Career Ready Standards for Mathematics (CCRS-M) with fidelity.

Goal 2: All grade levels will meet/exceed their respective grade level Reading Specific Measureable, Achievable, Realistic, and Timely (SMART) Goals, as measured by the Reading Street Baseline & End of the Year Data, by the end of the school year.

Letter from the Principal and Assistant Principal

Welcome to the 2018-2019 School Year!

Our Pacific East District designed our universal handbook in mind to better help you learn what our school system is all about. We ask that you use this guide as a resource throughout the course of the school year so that you will have a basic knowledge of some of the policies, procedures, and programs that will affect you. The appendix is Arnn Elementary School specific expectations. Information regarding student expectations, progress reporting, academic schedules, extra-curricular programs, health services, and school supply listings are just some of the many entries you'll find within the appendix. Parents are encouraged to review its contents and to discuss items with students. Since this handbook offers a snapshot of what Arnn ES is all about, students and parents are further encouraged to ask questions to school personnel at any time so that individual's needs can be addressed and met.

On behalf of the Arnn ES staff, we look forward to a fun and fulfilling school year. In collaboration between the school, home, and School Age Care (SAC) we invite you to work alongside us at the school site so that the educational programs will be enhanced, fulfilling, and rewarding for all involved. Our staff is dedicated to providing a myriad of opportunities for learning and success for all of our students and we know that school year 2018/19 will be a satisfying and productive one.

We welcome you and we look forward to great opportunities and new discoveries ahead!

Gwendolyn Baxter-Oakley
Principal

Mary Mullins
Assistant Principal



Brief History of Major John O. Arnn

In an era that has seen the resurgence of the importance of American heroes, we are fortunate to have a past American hero as an example for our children.

John O. Arnn was first stationed in Japan in 1953 at Camp Chicamagua on the southern island of Kyushu. While there, the much-decorated veteran of both World War II and the Korean War became involved with a children's home called the Garden of Light Orphanage. Soon after his reassignment to the U.S. in 1956, Arnn learned that Camp Chicamagua had closed, leaving the orphanage without the financial support which the American community at the camp had provided. While in the U.S., he and his family sent contributions to the children's home.

In 1960 the Arnn family was stationed at Camp Zama. After a visit to the orphanage, John Arnn began a personal crusade to raise funds for the orphanage. In December of that year he and another soldier wagered that they could hike the 826 miles between Camp Zama and Beppu, where the orphanage was located, in less than two weeks. They won their bet, and the money was the beginning of a building fund for the Garden of Light home.

The following December, Arnn and five companions, both Japanese and Americans, repeated the hike. In February of 1963, Major Arnn hiked again with seven companions to raise funds for the orphanage.

Major Arnn was killed in Vietnam on Christmas Eve, 1965, but his outstanding service record and his selfless dedication to his belief that true happiness was to be found in helping others, remains an inspiration to our students.

Mr. Noriaki Sugimoto, a Japanese National living in Tokyo, visited Arnn ES on September 28, 2007 with Mr. Takaski Matsuda to share his experiences about the 1963 run to Beppu and to see the new John O. Arnn ES.

For more information on Major Arnn read Janice Frew's book: *"In Search of The Walking Major,"* which is available in the Information Center. Janice Frew wrote the book while a sixth grade student at John O. Arnn Elementary School.

History of John O. Arnn ES

Sagamihara Elementary School opened in September 1951 with 300 students, ten teachers, and a principal. It started in a building purchased from the Japanese Government. This original building was destroyed by fire in 1976. Three temporary buildings were constructed in the summer of 1976 on the community play area across the street from the original school site. Later in 1978 three new buildings were completed on the original site and the campus was completed in 1983. These buildings served as the school until the new school replacement project was completed in May, 2003. In Fall, 2003, the new John O. Arnn ES opened. Projected enrollment for SY 2018/19 is 350 students, Pre-K-Grade 6.

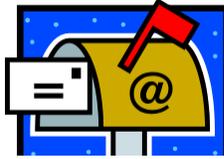
School Motto: Creating Lifelong Learners

School Mascot: The Knight

School Colors: Blue and Green

School Logo:





SCHOOL MAILING ADDRESSES

United States Postal System	Japanese Postal System
John O. Arnn ES SagamiharaDHA APO AP 96343-5006	John O. Arnn ES Beigun Jutaku 122-01 US Sagamihara Housing 4811 Kamitsuruma Minami-Ku Sagamihara-Shi Kanagawa-Ken 252-0302

SCHOOL TELEPHONE NUMBERS

All staff members can be reached by leaving a message with the support staff in the Main Office. Messages are usually left in distribution boxes or e-mailed. Please specify if a message is urgent or if immediate attention is needed as uninterrupted instructional time is a priority.

ARNN ES ~ INTRANET WEBPAGE:

On-Base: <http://arnn.pac.dodea.edu> Off- Base:
<http://login.arnn.pac.dodea.edu> When prompted,
 type in your child's user name and password.

ARNN ES ~ INTERNET WEBPAGE:

www.arnn-es.pac.dodea.edu

DoDDS-PACIFIC WEBPAGE:

<http://www.pac.dodea.edu>

DODEA WEBPAGE: www.dodea.edu

SCHOOLS' LIAISON OFFICER

Tel: 263-5441

Email:

Main Office	262-6112/6011 (DSN) 046-407-6112/6011 (using Japanese or cell phone) 011-81-46-407-6112/6011 (calling from U.S.)
Fax Number	262-6015 (DSN) (from US) 001-81-464-07-6015
Principal	262-6112
Assistant Principal	262-6112
Registrar & School Secretary	262-6011 262-6226
Nurse	262-6185
Counselor	262-6233
Psychologist	262-6052
Information Center	262-6108

ZAMA STUDENT TRANSPORTATION OFFICE INFORMATION

The Zama Complex Transportation Office (ZCTO) is located on Camp Zama within the ZHS/ZMS Complex, Building 919, Room, 508.

Bus Safety Training is provided to all students by the ZCTO at the beginning of each semester. **Questions about transportation, misconduct or other inquiries/concerns should be directed to the ZCTO at 263-4151/ 263-4555.**

PARENTS PLEASE EMPHASIZE TO YOUR CHILDREN NEVER TO GO IN FRONT OF OR BEHIND THE SCHOOL BUS AND TO WAIT SIX FEET BACK FROM THE CURB, BEHIND THE YELLOW SAFETY LINE.

SCHOOL LUNCH PROGRAM



Student Eligible for Free Meals	No Charge
Student Eligible for Reduced Price Meals	\$0.40
Elementary Students Paying Full Price	\$2.75
Secondary Students Paying Full Price	\$3.00
Non-Students	\$5.50
Lunch Plus Additional Entrée	\$1.50
Milk	\$0.80
Juice	\$1.00

**Prices subject to change as per AAFES' guidance and requirements; prices listed reflect existing prices at the time of handbook printing.*

The school cafeteria is operated by the Army and Air Force Exchange System (AAFES). Orders/count of lunches is taken by teachers each morning to assure preparation of required number of lunches. You are encouraged to establish a credit line at the Zama Main Exchange, Customer Service Counter. Once the account is established, money can be added at the Sagamihara Shoppette and/or Sagami Depot Gas Station. Students will have their own individual pin numbers to purchase lunch. Cash is also accepted. Please check your child's balance frequently. **If there is a negative balance, your child will receive a note from AAFES to rectify your account. No child will be denied a lunch, however he or she will be unable to purchase extra entrée or beverage items.**

- Prices are subject to change and all questions regarding the lunch program are to be directed to AAFES, at 263-4534.
- Monthly lunch menus can be found on the AAFES' website @ <http://www.aafes.com/aboutexchange/school-lunch-program/>
- Contact the POCs for additional concerns:
Ms. Shelia Imagawas, [lunchroom supervisor: imagawas@aafes.com](mailto:lunchroom%20supervisor%3A%20imagawas@aafes.com) and copy Mr. James Robinson, Food Services Manager, robinsonjames@aafes.com.

If your child has a food allergy, please notify the cafeteria manager and school nurse. A doctor's note must be sent to the cafeteria stating the allergy. If replacing one food with another, this must be annotated in the doctor's letter (e.g., if the child has a milk allergy, then the doctor's note must include that milk is to be replaced with juice or water).

Arnn Elementary School's Wellness Plan

As part of DoDEA's and the Japan District's Wellness Plans, Arnn Elementary School's Wellness Plan is inclusive of the following goals:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.



- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary guidelines for Americans.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and related community services.

Eating Environment: Meals are scheduled at appropriate times, with adequate time and space to eat and socialize in a pleasant environment which has attractive serving and eating areas. Lunch periods are scheduled as near to the middle of the day as possible. Students will use hand sanitizer or wash their hands before eating. Students are scheduled for 20-minute lunch periods daily and then transitioned outdoors to play. Recess times are 20 minutes per grade level.

Microwave: Three microwaves operated by adults are available to heat lunches brought from home.

À la Carte, Vending Machines, School Stores, and other Food Sales for the Elementary School: Vending machines will not be available to students. À la carte meals are limited to milk, water, and fruit juice. Milk will be available for purchase to students who bring a sack lunch from home.

For a complete copy of Arnn ES's Wellness Plan, please contact the school's main office.



NATIONAL SCHOOL LUNCH PROGRAM

Under direction of Department of Agriculture and Department of Defense, the National School Lunch Program is offered at Arnn Elementary School. Students from families whose income meet eligibility criteria will receive free or reduced lunches at the school cafeterias. You may apply for this program at any time during the school year. Returning families who qualified for free/reduced lunches the previous school year must reapply for this year's lunch program to determine eligibility once more. All free/reduced lunch applications must be accompanied with current copy/copies of the family's Leave and Earning's Statement to process such applications. Applications are available at the school as well as the CYS Central Registration Office in Bldg. 533 on Camp Zama. Completed applications are then turned into CYS, in care of the USAG-J Schools' Liaison Officer.



HEALTH SERVICES AND INFORMATION



MEDICAL EMERGENCY

In case of a medical emergency, the child will be transferred by ambulance to a Japanese hospital and parents will be notified ASAP. **IT IS VERY IMPORTANT IN CASE OF AN EMERGENCY FOR THE SCHOOL TO HAVE A CURRENT ADDRESS, HOME PHONE, DUTY PHONE, CELL PHONE AND THE PHONE NUMBERS OF YOUR EMERGENCY CONTACT PERSON IN CASE NEITHER PARENT CAN BE CONTACTED.**



MEDICATION POLICY



It is the best practice to administer medications at home. If medication is required 3 times daily, it can be given in the morning, after school and at bed time.

All medicine, including over the counter products, need a doctor/dentist or primary care provider's order. **The necessary school medication form, the Hold-Harmless Letter, is available from the school nurse and at MEDDAC and must be completed by the doctor and parent before medication can be administered at the school site.** All medicine must be in the original container, labeled with student's name, the medication, dosage, current date, and brought to the nurse by a person over 18 years old and left in school for the duration of the medication. For everyone's safety, **children are not allowed to transport nor have medication in their possession.**

For the safety of all our students, **over-the-counter medications are not to be in possession of the children at anytime during the instructional day or during school-related functions** (e.g., cough drops, aspirin, and ointments). Medications will be confiscated and routed to the school nurse for safe keeping and parent retrieval.



When should a child stay home sick?

In order for your child to be ready to learn and to control communicable diseases in school, it is very important for you to keep your child at home for the following reasons:

If your child has:

- temperature over 100 degrees. Your child needs to remain at home in bed for the day, and has be fever free for 24 hours without the need for fever reducing medication before returning to school, as many children rebound with a fever.
- been diagnosed with a strep infection. Your child needs be on antibiotics for 24 hours before returning to school.
- vomited during the night or in the morning.
- persistent diarrhea during the night and into the morning.
- moist productive cough, chest congestion, or discolored nasal discharge.
- red or swollen eyes that itch/hurt and are draining.



Please send a note with your child when returning from sick leave. A doctor's note is required if a student is absent for more than three days.



IMMUNIZATIONS

Visit the DoDEA web site for the immunization requirements at the following link:

<http://www.dodea.edu/StudentServices/immunizationPgrm.cfm>

REGISTRATION INFORMATION REGISTRATION AND ENTRANCE REQUIREMENTS

*****All returning students must be re-registered each school year*****



Requirements for entering school:

- **Sure Start: Must be four (4) years of age by 1 September of the current school year.**
- **Kindergarten: Must be five (5) years of age by 1 September of the current school year.**
- **First Grade: Must be six (6) years of age by 1 September of the current school year.**
-

Documents required:

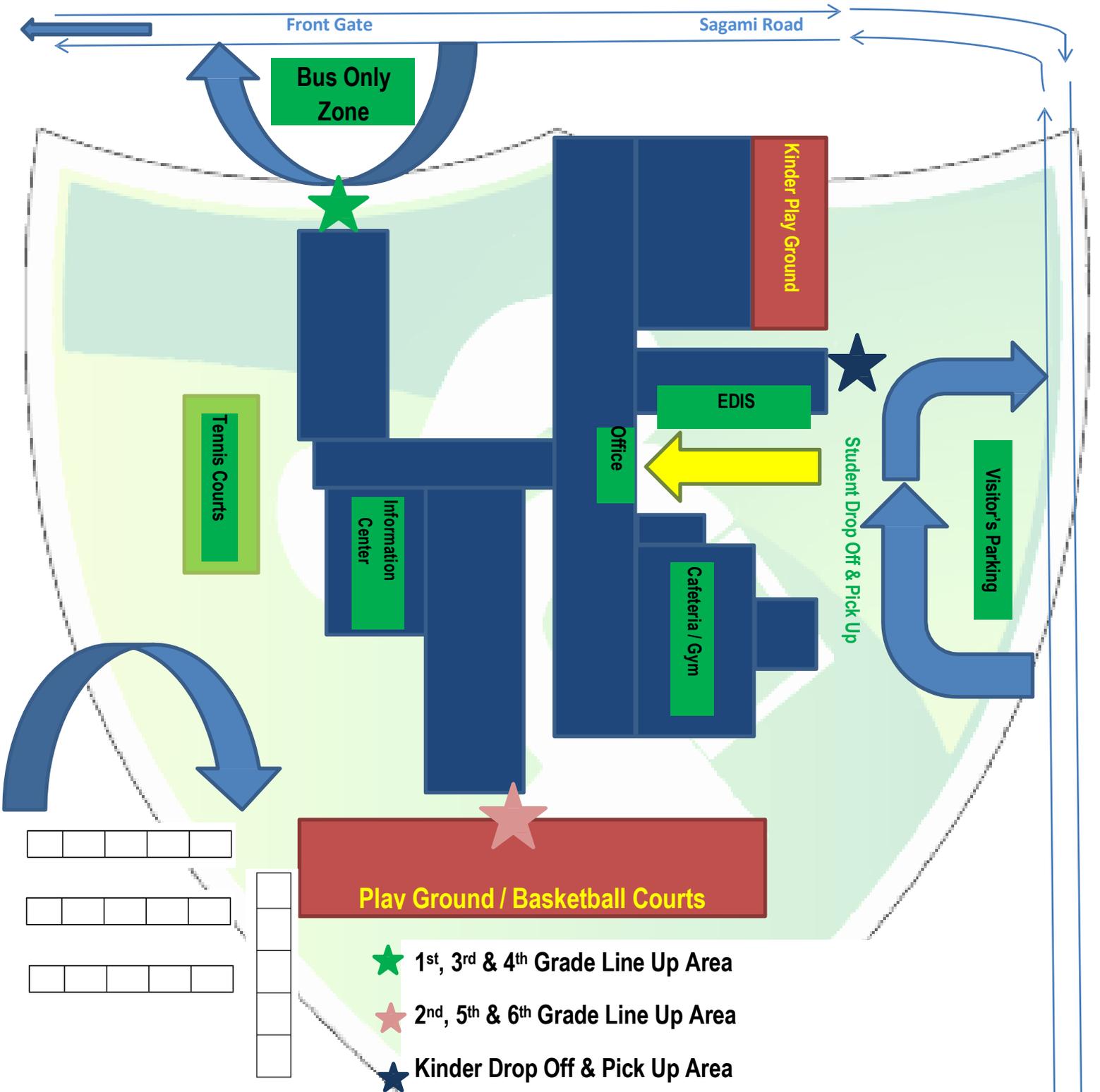
- Sponsor's PCS orders, unit orders assigning sponsor, family travel orders with student's name listed, amended orders, and/or extension orders.
- Student's Immunization Records (see requirements)
- Student's Birth Certificate or Passport
- Employment Verification Letter (for civilian sponsors only)
- School records or transfer statement from previous school
- For ALL students: Emergency Contact Information (Name, Phone number and Address) must be someone other than sponsor or spouse



VISITING OUR SCHOOL: 100% ID CHECK



Please note that we have 100% ID check. It is imperative that you always stop by the front office, show your ID, sign in and get a visitor's pass. We take the safety of your child/children very seriously and we appreciate your support and understanding. If you are on campus and walking through the hallways without a visible school ID badge an employee wearing a school ID badge will kindly ask you to return to the office and sign in properly.



- ★ 1st, 3rd & 4th Grade Line Up Area
- ★ 2nd, 5th & 6th Grade Line Up Area
- ★ Kinder Drop Off & Pick Up Area

Sure Start Pick Up & Drop Off will be in the SS Classroom

John O. Arnn Elementary School

Line-up Areas

PARENT-TEACHER CONFERENCES



For your child's school year to be most successful, parents and teachers should work closely together. Good school-home relations are vital to the child's attitude toward learning and his feelings of personal acceptance. If your child appears to be disturbed about school activities or homework requirements, do make an appointment to talk with his/her teacher for clarification and possible solutions to the problem. Working together will ensure the best educational program for your child.

School-wide conferences are scheduled at the end of the first grading period (e.g., November). Individual conferences may be initiated at any time during the school year by parents and teachers. A written note, email or telephone request is all that is necessary to schedule an appointment before or after school (class) hours.

LOST AND FOUND



Parents are urged to clearly mark with the child's name: jackets, boots, raincoats, sweaters and all other personal property in order that they may be returned if misplaced. The "Lost and Found" is located in the cafeteria. Reminders to check the Lost and Found will be sent periodically. Unclaimed items will be donated to a base thrift shop at the end of each quarter.

STUDENT BEHAVIOR

At Arnn ES, our school-wide approach to managing student behavior *consists primarily of teaching and reinforcing positive attitudes and behaviors*. We view our students' behavior as a responsibility shared by students, parents, school staff, and the community. Adults guide students from direct discipline to self-discipline through consistent positive examples, reinforcement of appropriate student actions, and conversations with them when they make inappropriate behavior choices. Teachers will keep parents abreast of all concerns. Partnership is vital to student's success in all areas.

STUDENT & SCHOOL-WIDE EXPECTATIONS

Students are expected to behave in ways that demonstrate the following rules:

- I take responsibility for myself and my actions.
- I behave in safe ways.
- I treat everyone with kindness and respect.
- I make good choices to allow myself and others to learn.

Teachers have class rules, which are based on these expectations and which give students more specific information about the rules and what the teacher expects of them. Parents receive information on classroom discipline plans when their child enters the teacher's program.

PLAYGROUND EXPECTATIONS

During our recess times, we

- Finish all food/drinks before going outdoors.
- Invite/include others to play.
- Use the equipment appropriately
 - Slide down the slide feet first
 - Use the playground equipment for climbing, sliding and walking – not for playing “tag” or chasing others.
 - Stay outside of the white lines while waiting while others are swinging on the swings; students must swing in only the one, designated direction
- Share and give others a turn.
- Ask an adult to go to the nurse before leaving the playground.
- Pick up after ourselves.
- Save the trees for nature and admiration (e.g., tree climbing is prohibited, playground climbing structures are available on the playground).
- Line up when it is time/when you are called

CAFETERIA EXPECTATIONS

In the lunchroom we:

- Walk
- Stay at our tables
- Pick up our areas (tables and floors)
- Use inside voices
- Raise our hands to seek permission to use the bathroom or to leave the table
- Know to bring a jacket to the cafeteria (per weather conditions)
- Know that the clapping pattern or an adult speaking at the microphone is the way to let us know that we need to lower our voices
- Wait for the adult to dismiss us from our tables



In the lunchroom and as a school as a whole, healthy eating habits are promoted, as per DoDEA Health Curriculum Standards. Hence, sugary temptations such as baked goods and junk food favorites should be kept to a minimum, while soda consumption should be avoided with water, milk, and natural juices being the mainstays to healthy eating. Additionally, all students are expected to eat a lunch either brought from home or purchased. If your child has a medical condition where this is not appropriate, please contact the teacher or school principal for submission of appropriate documentation.

John O. Arnn School
Parent-Student Handbook
Acknowledgement Form SY 2018-19

This handbook can be found at John O. Arnn Elementary School. Please review the handbook with your child and make sure that all rules and regulations are understood. This is to ensure that you and your child are fully aware of all the rules they will follow while attending John O. Arnn Elementary School. Your child should return this to his/her homeroom teacher by 31 October 2018.

I knowlege that my child, _____ and I have read the student handbook and we understand all the policies and procedures that were reviewed.

Student Signature

Date

Parent/Guardian Signature

Date