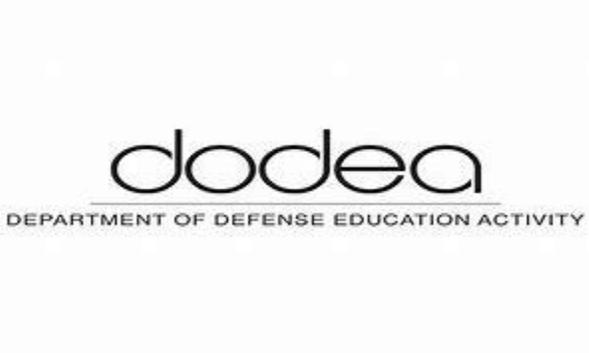


Excellence in Education for
Every Student, Every Day,
Everywhere



Bechtel Elementary School Student Handbook SY 2020-2021



Bechtel Elementary School provides a safe learning environment where everyone is valued, challenged and prepared for the future.

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Bechtel Elementary School General Information

SCHOOL HOURS

Office and Supply	0800 – 1600
Educator’s Duty Day	0830 – 1530
Sure Start (Pre-Kindergarten)	0845 - 1455
PSCD (A.M.)	0850 - 1105
PSCD (P.M.)	1235 - 1455
Kindergarten	0845 - 1455
Grade 1-5	0850 - 1500

STUDENTS SHOULD NOT ARRIVE ON CAMPUS BEFORE 0835 HRS. Please be advised that there is no student supervision prior to 0835.

UNDERSTANDING AND EARLY RELEASE DAYS AND HALF- DAYS

EARLY RELEASE

All students (1st-5th) are dismissed early **every Tuesday** at 1400.

All Kindergarten, Sure Start, and PSCD are dismissed early **every Tuesday** at 1355.

The purpose of the Early Release time is to provide teacher training and collaboration time.

HALF-DAY RELEASE

[\(Please refer to the Bechtel Elementary School Academic Year calendar for half-day release dates\)](#)

Half-Day release time is 1135 for Grades 1st-5th.

Half-Day release time is 1130 for Kindergarten, Sure Start, and PSCD.

The purpose of the Half-Day release is for teacher training and Parent Conferences.

SCHOOL DIRECTORY

School Office	622-7504//7650
Registrar’s Office	622-7572 Nurse 622-7016
Information Center	622-7452

NOTE: If living off base or using an off base phone, you may direct dial from off-base to known base numbers by substituting the following prefixes:

622 Prefix then dial	954 and the last 4 digits	623 Prefix then dial	969 and the last 4 digits
645 Prefix then dial	970 and the last 4 digits	632 Prefix then dial	962 and the last 4 digits
646 Prefix then dial	971 and the last 4 digits	633 Prefix then dial	959 and the last 4 digits
634 Prefix then dial	961 and the last 4 digits	630 Prefix then dial	960 and the last 4 digits

To Direct Dial from CONUS to BES: 011-81-98-954-7504. To call from a Japanese Cell Phone please dial 098-954-7504.

OFFICIAL SCHOOL ADDRESS

JAPANESE MAILING ADDRESS

Bechtel Elementary School

Bechtel Elementary School

DOD Dependents School

AZA Kawasaki

Unit 35038

Uruma City

FPO AP 96373-5038

Okinawa, Japan 904-2203

Student Zone – <https://sites.google.com/student.dodea.edu/studentzone/home>

Bechtel’s email – BTES.Office@dodea.edu

PTO email – bechtelpto@gmail.com

SAC email – bechtelsac15@gmail.com

Webmaster e-mail – webmaster.bechtel@dodea.edu

POV PARKING AND STUDENT DROP-OFF & PICK-UP

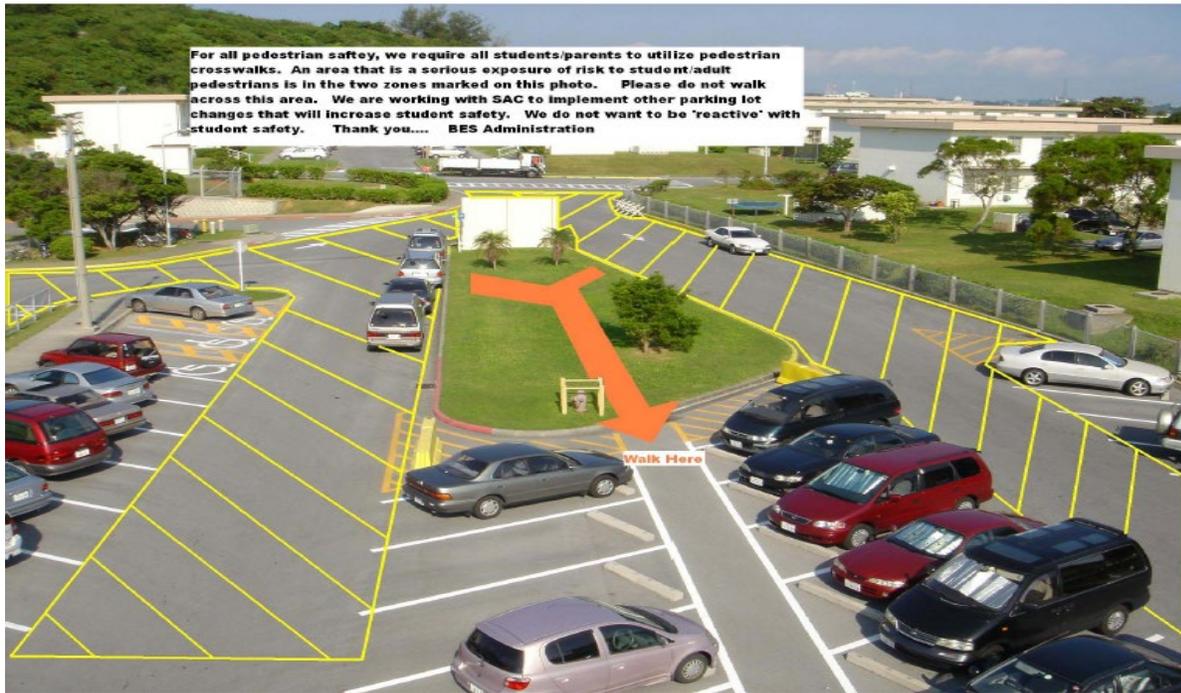
Parents in privately owned vehicles (POVs) are to use the designated area in front of the school for dropping off and picking up children. **Dropping students off at other places along the driveway creates a safety hazard.** Your understanding and cooperation in this matter will ensure the safety of our students. Please, only park in designated parking zones. **Parking in undesignated parking zones is a traffic violation, and will result in a parking ticket issued by PMO.** We realize that we have restricted parking and must ask that the soccer field parking lot be utilized at peak times.

BECHTEL'S BUS LANE PROCEDURES

- The main McTureous Street, Iwo Jima Circle, (BES) will be closed to through traffic during the school year from 0830 - 0850 and 1450 - 1510. (Monday through Friday). (This will only apply to the McTureous Iwo Jima street that runs adjacent to the school)
- During this time, PMO may provide a uniformed police person at the crosswalk that leads into the Bechtel parking lot to escort students across the street. A barrier will also be put up during the closure times and removed at the end of the closure times.
- A large yellow barrier will be used at the top of the new bus lane preventing traffic to enter from that approach. There will also be a sign on it with the designated times of closure to through traffic.
- Bechtel will follow the same procedure on any half days that are scheduled. The closure time for those days will be 1125 -1150.
- Nine buses will occupy the bus lane. The Sure Start bus, which requires special seats for the little ones, will use the Fire Lane by building 5003.
- The School Aged Care (SAC) Bus will use the inside parking lane to pick up students that are utilizing their program. The inside parking lot lane will remain closed to POV's and drop offs.
- POV's will continue to drop off students in exactly the same way following the same procedure.
 - a. POV's stop only at the center crossway and students disembark at that point only. We have an adult escort or student safety patrol there at all times to assist the students.
 - b. POV pm pick-ups will follow this same pattern. If your child is not there at the time you pull up, please circle the parking lot until he/she appears. Please park if you need to wait any length of time or if you desire to go into the school. There should be single line traffic only.
 - c. During this time POV's exiting the Bechtel parking lot, must turn right only, as directed by the MP's or school staff.
 - d. Drivers of vehicles do not park in yellow or red painted curb areas.
 - e. Drivers follow signals/directions of uniformed volunteers/staff and PMO personnel.

NO POV MAY PASS BUSES WHILE STUDENTS ARE LOADING OR UNLOADING. DRIVERS THAT PASS BUSES WHILE STUDENTS ARE LOADING AND UNLOADING WILL BE REPORTED AND ISSUED A TICKET FROM PMO.

Please see the school parking lot map below for a visual representation of ‘no pedestrian’ zones.



ARRIVAL AND DEPARTURE FROM SCHOOL

1. Arrival

Students walking or arriving by car to school should arrive no earlier than 0835 hrs. For safety reasons, students are to line up and wait quietly in their designated area until the first bell rings at 0845 and the teacher let all the students enter the classroom. Students are not supervised prior to 0835. Students arriving before the designated time may be sent off-campus. The school will not be responsible for students' care before 0835 or after 1510. Kindergarten students who are not bus riders, must be escorted by adult/parent to the child's classroom.

2. Dismissal

When the dismissal bell rings, teachers will escort their class to the school buses. Sure Start and Kindergarten students will begin boarding the buses at 1455 hrs. First through Fifth grade students will begin boarding at 1500 hrs. All students will leave at 1510 hrs from the school to go directly home, unless they are participating in an after-school activity. On half-days, Kindergarten will begin boarding the buses at 1130. First through Fifth grade students will board at 1135 hrs. For parents who meet their students each day at dismissal time, please note that the front office and counter area need to remain clear in order to accommodate the release of all students. Please arrange an outside location to meet your child. This will help alleviate the congestion as students exit the building. We appreciate your patience and understanding.

For safety reasons, students are not permitted to play on the school playground equipment before or immediately after the school day. This includes weekends and holidays.

- Car-pool students must wait in the designated area to be picked up.
- Notify the teacher in writing if your child: (1) is to be picked up from school during the day; (2) is to go home with someone other than the parent or guardian; or (3) is going to be picked up at the close of school rather than walk home or ride a school bus.

WALKERS (TO/FROM SCHOOL)

Due to command regulations, a child must be 6 years old or older to walk to and from school. An authorized adult or sibling must accompany kindergarteners and first grade students who are under the age of 6. At school dismissal time, students who walk to school are asked to go directly home without delay. Please see enclosure [Marine Corps Base Order 5800.1 dated 20 May 12](#) (listed below) for more detail regarding Marine Corps Bases Japan Child Supervision Guidelines.

III MEF/MCIPAC CHILD SUPERVISION REQUIREMENTS

III MEF/MCIPACO 5800.1 Ch 1
20 MAY 2013

THE BELOW MATRIX APPLIES TO ALL SOFA STATUS PERSONNEL BOTH ON/OFF INSTALLATION

Age	Leave unsupervised in quarters, or outside unattended to include playing	Leave alone overnight/Leave in quarters while on vacation or TDY/TAD	Leave in car unsupervised	Babysit/supervise siblings or others	Leave in public areas	Walk to school and/or bus stop
0-6 years	No unsupervised in quarters 5-6 year olds may be outside in yard with immediate access (visual sight or hearing distance) to adult/sibling supervision.	No	No	No	No in public areas. 5-6 year olds must be on playground with immediate access (visual sight or hearing distance) to adult/sibling supervision.	Kinder: No First Grade: Yes
7-9 years	No, unsupervised in quarters. Yes, outside unattended for 2 hours with access to designated adult or babysitter.	No	No	No	Only on playgrounds for 2 hours with access to designated adult or babysitter.	Yes
10-11 years	Yes; 3 hours with access to designated adult.	No	Yes, up to 15 minutes with keys removed.	No	Yes, 3 hours with access to designated adult; 2 hours at retail stores (BX, Food Court, Etc.)	Yes
12-13 years	12 hours with designated adult checking periodically.	No	Yes, with keys removed.	Yes, Red Cross Babysitting Course Strongly recommended	Yes, 12 hours at public areas with designated adult visually checking periodically; 4 hours at retail stores.	Yes
14-15 years	Yes; 12 hours with designated adult visually/telephonically checking periodically. Not to include over night.	No	Yes, with keys removed.	Yes, Red Cross Babysitting Course Strongly Recommended	Yes, 12 hours with designated adult visually/telephonically checking periodically.	Yes
16-17 years	Yes, with telephone access to designated adult	Yes, with telephone access to designated adult. May not be left in quarters while on vacation or TDY/TAD.	Yes	Yes, Red Cross Babysitting Course required.	Yes	Yes

As an explanation:

- Adult is defined as someone 18 years or older who has been appropriately granted responsibility for the child, e.g., parent, guardian, sibling, care provider, friend.
- Babysitter is someone between the ages of 12 and 17 (paid or unpaid) whom has completed the Red Cross Babysitting Course.
- To babysit/supervise siblings or others, child must be at least 12 years old and completed the Red Cross Babysitting Course.
- Designated Adult is a specific prearranged individual who accepts responsibility for children.
- Access is when the child has the ability to make immediate face-to-face contact with the adult.
- Checking periodically is when the designated adult or sponsor and child have a face-to-face meeting.
- Left alone overnight is defined as during or lasting the night, the period between sunset and sunrise, when a sponsor or designated adult is not physically present.
- Public areas include parks, playgrounds, sports fields, recreational areas and other public areas
- Unsupervised means when a child is not constantly monitored by the sponsor or a designated adult/care provider.

CURFEW: Applies to all persons under the age of 18, or 18-20 who are currently enrolled in High School, a secondary school, or receiving other compulsory education

* Persons subject to curfew must be in quarters or with parent/designated adult during restriction times.

* Off Base - Within Okinawa Prefecture: 2200-0400 Sunday through Saturday.

* On Base - 2200-0530 weekdays (Sunday night through Friday morning).

- 2400-0530 weekends (Friday morning through Sunday morning), holidays, and any time school is not in session the following day.

Enclosure (1)

PROCESS FOR STUDENTS BEING RELEASED FROM SCHOOL

Sure Start, Kinder parents, and children in 1st Grade (6 and under) must first show ID at the front office, sign student out in computer and then admin staff will write a pass for the parent to go and pick up their student from the classroom. Students will NOT be released to parents without a slip from the front office.

1st -5th (students age 7 and above) grade parents must show ID at front office, sign student out in computer and then admin staff CALL the teacher on the intercom to release student. On occasion we are not able to leave the office to get a student from the

playground, Gymnasium or from the Dining Hall, at this point we will write a Student Release Slip and send the parent to get the child. The Paraprofessional's or Teacher should accept a slip for release and give it to teacher's when they pick up their students from lunch. Students will not be called down to the office for release early. Parents must be present and show identification before a child can be brought to the office for release.

The Bechtel Website at <https://www.dodea.edu/BechtelES/index.cfm> The Website contains information for parents on school policies, school programs, community events, and upcoming activities. Important, time critical announcements will also be sent home with students as necessary.

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 are available on the DoDEA [Web site](#). The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

General Information

Interstate Compact on Educational Opportunity for Military Children

Policy Reference: [DoD Instruction 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2017](#)

The Department of Defense (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 this interstate compact, which 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 can cause children to miss out on extracurricular activities and face challenges in meeting graduation requirements. In accordance with Enclosure 4 of 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 work to coordinate graduation requirements, transfer of records, course placement, and other administrative policies.

Access to School Facilities

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single non-curriculum related student group access to school facilities, the principal shall ensure that all non-curriculum related student groups (including activities of religious nature) are permitted equal access to meet on school premises and use school facilities during non-instructional time. Access to groups may be denied if the principal determines that a student or student group has or is likely to substantially interfere with good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

ACCREDITATION – AdvancED

Bechtel Elementary School is fully accredited by the AdvancED Accreditation Commission. AdvancED has defined shared, research-based accreditation standards that cross state, regional, and national boundaries. Accompanying these standards is a unified, clear and powerful accreditation process designed to help schools continuously improve. Schools will continue to earn the accreditation seal based on the region in which they reside. The accreditation process is now a District wide approach and is based on ongoing self-assessment against the quality standards, rigorous on-site evaluation, and continuous improvement. The shared standards and accreditation process enhance the value, consistency, and meaning of the accreditation seal. The Okinawa District was visited by a team from AdvancED during SY 2015-2016. The District, including Bechtel Elementary school has successfully achieved accreditation for a five year cycle.

Visitors and Volunteers

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. The school administration has the final determination on visitors/volunteers authorized to be at the school. When visiting, volunteers/visitors may go only to the approved area indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor’s badge, which is to be displayed conspicuously at all times while on school grounds. Any change to the designated location must be approved by the school’s front office before visiting a different location within the school. Upon finishing their visit, visitors must check out at the front office, return the visitor’s badge, and exit the school. Parents are welcome to visit the school and classrooms to observe the school’s programs for brief periods of time that do not interfere with instruction.

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

Policy Reference: [DoD Instruction 1342.15, “Educational Advisory Committees and Councils,” December 7, 2012](#)

Policy Reference: [DoD Instruction 1342.25, “School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\),” October 30, 1996](#)

DoDEA school administrators, in partnership with sponsors/family members, students and military leaders, promote communication through the establishment of advisory committees to address issues (school initiatives, procedures and policies) at the local level. This is one way for parents to get involved in their child’s education. Consult your child’s school to learn more about school advisory committees (DoDEA-Europe and DoDEA-Pacific) or school boards (DoDEA-Americas).

PARENT TEACHER ORGANIZATION (PTO)

We strongly encourage you to join the BES Parent Teacher Organization (PTO). We have a very proactive PTO that sponsors a number of school and family activities throughout the year. There are general membership PTO meetings scheduled throughout the school year. Dates and times for the PTO meetings are published on the Bechtel Website. Everyone is welcome to attend.

Emergency Procedures

TYPHOONS

The typhoon season (June to November) spawns many tropical storms that may affect the Bechtel Community. It is essential that parents are aware of the local Condition of Readiness (COR) at all times, especially during the passage of a tropical storm or typhoon. School will not be in session when the Base Commander declares TCCOR-2. School will be dismissed when TCCOR-2 is determined by the Base Commander. Updated information is regularly broadcast on AFN.

TYPHOON WARNING PROCEDURES

Typhoon warning procedures may change at any time. AFRTS/AFN radio and television are the official source for information regarding typhoon conditions. School and bus schedules will be announced over AFN. If Typhoon Condition 1 (TC1) is declared during the school day, school for students will be closed. Buses will arrive at Condition 1 (TC1) to return the students home. All students who are driven to school by a parent or guardian MUST be picked up at school when Typhoon Condition 1 (TC1) is in effect. Please refer to the Guide.

DoDEA Okinawa Tropical Cyclone Guide

This Guide applies to all DoDEA Schools on Okinawa

Tropical Cyclone Condition	0500-1159	1200-1459	1500-0459
TCCR One (TCCOR-1)	No school for students ONLY if declared before 0500. If not, school will continue and students will go home at the normal time, buses will run normal routes. After school activities are cancelled. All DoDEA employees report to work as scheduled for normal duty hours.	School will continue and students will go home at the normal time, buses will run normal routes. After school activities are cancelled. Normal duty hours for all DoDEA employees.	No school for students if the condition exists prior to 0500 on normal school days. After school activities are cancelled. Normal duty hours for all DoDEA employees.
TCCOR ONE Caution (TCCOR-1C)	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.
TCCR ONE EMERGENCY (TCCOR-1E)	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.
TCCOR ONE RECOVERY (TCCOR-1R)	No school for students or work for all DoDEA employees. Facility damage assessment teams ONLY will report. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Facility damage assessment teams ONLY will report. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Facility damage assessment teams ONLY will report. Tune to AFN radio, TV or official internet sources for current information.
STORM WATCH (TCCOR-SW)	No school for students if preceded by TCCOR-1, 1C or 1E. All DoDEA employees report for duty within two hours of the first announcement during normal duty hours.	No school for students if preceded by TCCOR-1, 1C or 1E. All DoDEA employees report for duty within two hours of the first announcement during normal duty hours.	No school for students if preceded by TCCOR-1, 1C or 1E. All DoDEA employees report for duty within two hours of the first announcement during normal duty hours.
ALL CLEAR (Dec 1st-May 31st) TCCOR-4 (June 1st-Nov 30th)	No school for students if declared after 0500 and preceded by TCCOR-1, 1C or 1E. Buses are notified before departure. All DoDEA employees report to work as scheduled for normal duty hours.	No school for students if preceded by TCCOR-1, 1C or 1E. All DoDEA employees report to work as scheduled for normal duty hours.	Regular school schedule for students if declared prior to 0500 on normal school days. A or B day schedules will be posted on official news sources. All DoDEA employees report to work as scheduled for normal duty hours.

SAFETY AND SECURITY

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for storm, fire, and/or bomb threats, which are required by military and DoDEA regulations, are held regularly throughout the year. Each office and instructional area has a posted evacuation plan. The school is provided security protection at the level currently in force in the military community.

Safety and Security ([DoDEA Administrative Instruction 6055.01, "DoDEA Safety Program," November 17, 2017](#))

EMERGENCY EVACUATION (Drills) PROCEDURES

BES participates in several emergency evacuation procedures/exercises throughout the school year. There are monthly fire drills conducted by the base fire department. In addition, the school actively participates in antiterrorism force protection exercises conducted by the base/military commands, i.e., lock down, bomb threat.

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. Please consult the BES Facebook page as well as monitor AFN and Base media pages.

Enrollment

Student Registration Process

Policy Reference: [DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended](#)

Policy Reference: [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 information on medical conditions, medications, and all dates and types of immunizations
- Official documents to support eligibility (e.g., letter of employment, contract, PCS orders, etc.)
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence

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

Student Immunization Requirements

Policy Reference: [DoDEA Regulation 2942.01, "School Health Services," September 2, 2016](#)

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110_IP, CG COMDTINST M6230.4G, "Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases", 7 October 2013](#)

Students who enroll in DoDEA schools are required to meet specific immunization requirements (DoDEA Regulation 2942.01, "School Health Services," September 2, 2016). These requirements represent the minimum and do not necessarily reflect the optimal immunization status for a student. 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.

It is the responsibility of the sponsor/parent/guardian to provide their child's most current immunization record at the time of enrollment and when immunizations are updated. Parents of incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s). If the missing required immunization is a series, then the first dose of the series must be administered, and documentation must be provided to the school within the 30 days. Students who have immunization(s) due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

STUDENTS IN NON-COMPLIANCE AFTER 10 DAYS MAY BE DISENROLLED, UNTIL PROOF OF COMPLIANCE OR APPROVED EXEMPTION IS PROVIDED.

Immunization Exemptions

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110_IP, CG COMDTINST M6230.4G, "Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases", 7 October 2013](#).

A waiver for immunization exemption may be granted for medical or religious reasons. Philosophical exemptions are not permitted. The DoD Component must provide guidance on the waiver process.

A statement from the child's health care provider is required if an immunization cannot be administered because of a chronic medical condition wherein the vaccine is permanently contraindicated or because of natural immunity. The statement must document the reason why the child is exempt. This request for immunization exemption from specific vaccines due to vaccine contraindications or natural immunity must be completed and submitted to the school at the beginning of the child's enrollment or when a vaccine is due. Request for exemption only needs to be completed one time for the duration of the child's enrollment at the school.

If an immunization is not administered because of a parent's religious beliefs, the parent must submit an exemption request in writing, stating that he or she objects to the vaccination based upon religious beliefs. The request must be completed and submitted to the school at the beginning of every school year. For students arriving after the school year has started, this request/written statement must be submitted at the initial enrollment and at the beginning of every school year.

During a documented outbreak of a vaccine-preventable disease (as determined by local DoD medical authorities), the child who is attending a DoDEA school program under an immunization waiver for that vaccine will be excluded from attending. This is for his or her protection and the safety of the other children and staff. The exclusion will remain in place until such time that the DoD Command determines that the outbreak is over and that it is safe for the child to return to school.

DoDEA immunization requirements can be found at:

<https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>

DoDEA health forms can be found at:

<https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

Student Grade-Level Placement

Policy Reference: [DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010](#)

Policy Reference: [DoDI 1342.29, "Interstate Compact on Educational Opportunity for Military Children," January 31, 2017](#)

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year is eligible to be enrolled in kindergarten. In addition, 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. Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA 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 1–8.

Grade-level status (grades 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 DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. 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.

In accordance with DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2019, for students transitioning from a sending state LEA to a DoDEA school, at the time of transition and regardless of the age of the student, the DoDEA school shall enroll the transitioning student in the same grade level as the student’s grade level (i.e. in kindergarten through grade 12) in the sending state’s LEA. For kindergarten, the student must have been enrolled and attended kindergarten class in order to assure continued attendance in kindergarten in DoDEA. Students who have satisfactorily completed the prerequisite grade level in the sending state’s LEA will be eligible for enrollment in the next higher grade level in the DoDEA school, regardless of the student’s age.

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, as appropriate, based upon their individual circumstances.

Grade/Teacher Placement Decisions

Promotion or grade readjustment of each student is considered on an individual basis and decisions must be made based on the student’s needs and how to address these needs to assure student’s success. Recent research indicates that there is little evidence that retention is of value. Most research indicates that grade-level retention is a harmful practice for students. The BES faculty and administration strive to ensure that students make continuous progress by providing an appropriate program of study designed to foster each child’s academic, emotional, and behavioral success. Our instructional program recognizes each student’s ability and level of achievement.

When a written request for re-adjustment of placement is received, a student placement committee (SPC) will be established by the principal to include the guidance counselor, classroom teacher(s), and other school faculty members directly concerned with the placement of the individual student. Parents are also invited to participate in the placement process. The SPC will recommend the placement of a student being considered for a waiver of entrance requirement, double promotion, and/or determine possible retention or promotion. Individual teachers may present a request to the school counselor for consideration to retain or double promote any student. Submitted requests will be reviewed by the student placement committee (SPC) at any time, but not later than the beginning of the third (3rd) grading period. A retention/double promotion packet of procedures will be provided by the counselor to requesting teachers as needed.

Documentation of resource utilization and intervention strategies must be submitted. The SPC will evaluate retention/double promotion cases and make a recommendation in writing to the principal. The parents will be notified on the progress of the process. The principal will make the final decision. If a student is retained, a plan of action will be developed outlining procedures to assist the student the following year.

Parent requests for students to be moved to another classroom must be made in writing to the committee and the student have participated within the classroom for at least 30 days.

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 DoDEA Student Records Center located at <https://www.dodea.edu/students/transcripts.cfm> for further instruction based on your situation or discuss with the counseling department at your child's school.

English for Speakers of Other Languages (ESOL)/Language Services

Policy Reference: [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 an English language acquisition program focused on teaching language and content that is designed to teach ELLs social and academic skills, including cultural aspects, in order for the ELLs to succeed in an academic environment. The ESOL Program involves teaching listening, speaking, reading, writing, study skills, subject area content, and cultural orientation at appropriate developmental and English language proficiency levels, with little or no use of the native language. ESOL instruction is conducted in English and can be provided in a variety of settings and program configurations. The amount of instruction given will be differentiated according to the student's age, grade level, academic needs and English language proficiency. ELLs may receive instruction both through the ESOL Program and in the main classroom setting.

SURE START

Sure Start is a preschool program for children who will be 4 years old by September 1st. Enrollment priority is given to applicants who have a sponsor who is an E-4/GS-4 or below. Other requirements include one or more of the following:

- Siblings with disabilities
- Primary language of the child
- Single Parent
- Low birth weight

Applications are available at the BES school office.

Accelerated Withdrawal

Policy Reference: [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, of DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014. Accelerated withdrawal will only be considered if the parent/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.

With any PCS or on-island transfer, parents are to COME to the school office to complete a Transfer Notification form at least TEN (10) duty days (for a PCS transfer withdrawal) and FIVE (5) duty days (for an on-island transfer withdrawal) in advance prior to your child's last day. We need this advance notice in order to ensure that PCS or on-island transfer documents can be prepared. Your cooperation and adherence to this policy will be appreciated and will make your transfer easier.

1. PCS Transfer

If you are rotating to the United States or going to another overseas assignment, a COPY OF YOUR ORDERS is required to prepare the transfer paperwork. On the child's last day, parents are to come to the school office to pick up a copy of their child's school records to hand carry to your next assignment. At the next duty assignment, parents may give the new school written permission to request that we forward your child's original official school records to the receiving school.

The DoDEA-Pacific school’s policy regarding the date a student may receive full credit/be promoted when withdrawing from school on PCS orders remains in effect. Students departing after twenty school days prior to the end of each semester may be granted full credit/promotion to the next grade when PCS orders are presented to the school office. A copy of the PCS orders is mandatory.

2. On-Island Transfer

Your child's school records MUST be hand-carried to the next/receiving on-island school by the registrar or a Bechtel Employee. Records delivered to the receiving school prior to 1100 hrs. will allow time for the enrollment process to be completed and the student will be able to begin classes at the receiving school the morning of the next school day. Records delivered at the receiving school after 1100 hrs. will need the next day to be processed. Therefore, the student will begin classes on the morning of the second day.

High School Graduation Information

Graduation Requirements

Policy Reference: [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3, of 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	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	<ul style="list-style-type: none"> ● 1.0 credit (ELA 9) ● 1.0 credit (ELA 10) ● 1.0 credit (ELA 11) ● 1.0 credit (ELA 12) 	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> ● 1.0 credit (World History 9 or 10; or Honors ● World History 9 or 10, aka Global Studies) ● 1.0 credit (U. S. History) ● 0.5 credit (U. S. Government) ● 0.5 credit (Social Studies elective) 	3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> ● 1.0 credit (Algebra) ● 1.0 (Geometry) ● 1.0 credit (Math course code 400 or above) 	4.0 credits	4.0 credits

	<ul style="list-style-type: none"> ● 1.0 credit (Algebra II or identified equivalent course) 		
Science	<ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry or Physics) ● 1.0 credit (Science elective) <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> ● 2.0 credits (World Language [WL] course) <p>Note: Credits must be in the same WL course.</p>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> ● 1.5 credits (CTE course offering) ● 0.5 credit (Computer Technology CTE course) 	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> ● 0.5 credit (Lifetime Sports) ● 0.5 credit (Personal Fitness) ● 0.5 credit (Activity & Nutrition or equivalent PE) <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p>	1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> ● 1.0 credit (course in visual arts, music, theater, and/or humanities) 	1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> ● 0.5 credit (Health Education course offering) 	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> ● 0.5 credit in Economic Literacy in CTE, Social Studies, Science & Mathematics 	–	0.5 credit
Summary			
Minimum Total Credits		26.0 credits	26.0 credits

Required Courses	21.0 credits	21.5 credits
Elective Courses	5.0 credits	4.5 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

Policy Reference: [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#)

Policy Reference: [DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

Policy Reference: [DoDEA Procedural Guide 15-PGED-002, Graduation Requirements and Policy – Interstate Compact on Educational Opportunities for Military Children,” February 4, 2016](#)

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 to a DoDEA school from other DoDEA schools or who earn course credits in a non-DoD system (public or private), correspondence, online, and/or home-school program 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 DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014. Please contact your child’s school for questions regarding course credit transfer process and approval.

Home-school Students

Policy Reference: [DoDEA Administrative Instruction 1375.01, “Home-School Students,” October 15, 2018](#)

DoDEA recognizes that home schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependent(s). Home-school students who are eligible to enroll in a DoDEA-Europe, DoDEA-Pacific, and DoDEA-Americas school are eligible to utilize DoDEA auxiliary services without being required to either 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 participate (walk) in a DoDEA commencement ceremony.

Report Card and Grading Information

Grading and Grading System

Policy Reference: [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

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 student 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 4–12, 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 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 \(https://dodea.gradespeed.net/gs/Default.aspx\)](https://dodea.gradespeed.net/gs/Default.aspx) for instructions.

A traditional letter grading system will be used for grades 4–12 report marks.

Grade	Numerical Range	Description
A	90 – 100	Excellent: Outstanding level of performance
B	80 – 89	Good: High level of performance
C	70 – 79	Average: Acceptable level of performance
D	60 – 69	Poor: Minimal level of performance
F (failing)	0 – 59	Failing (No credit awarded)

For purposes of calculating a student’s high school GPA, the following scales shall be used:

Unweighted Standard Scale	Weighted Advanced Placement (with AP exam)
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4.0	5.0
3.0	4.0
2.0	3.0
1.0	2.0
0	0

For grades K–3, achievement codes rather than letter grades will be used.

Location	Code	Description
Americas Region	E	Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards.
	M	Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support.
	S	Steady progress towards grade-level expectations: Student exhibits the skills/behaviors with teacher guidance and support.
	L	Limited progress towards grade-level expectations: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
Europe and Pacific Regions	CD	Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support.
	P	Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support.
	N	Not Yet Evident: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
	X	Not addressed: The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period.

Progress Reports/Report Cards

Policy Reference: [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

In accordance with the policies and procedures in DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018, it is DoDEA policy to issue a progress report every 9 weeks for any student present or enrolled for at least 20 instructional days or more in a marking period. Any written comments by teachers on progress reports should be stated objectively. The comments should be based on evidence about the student and should not represent opinions that cannot be supported by evidence.

Achievement codes will be given at the end of the second, third, and fourth marking period for students in grades K-1. Grades will be given at the end of each of the four marking periods for students in grades 2-12. Achievement codes or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. 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.

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

Attendance

Student Attendance

Policy Reference: [DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended](#)

In accordance with the policy stated in 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 and that they successfully meet academic standards and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, student, classroom teacher, school personnel and, in some cases, the Command. Students with excessive school absences (or tardiness) shall be monitored by the Student Support Team to assist 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.

Assessments

System-wide Assessment Program

Policy Reference: [DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018](#)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA Comprehensive Assessment System in accordance with DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018. 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, as per their Individual Education Plan (IEP), 504 Accommodation Plan, or English Learner Plan.

All assessments selected for use within DoDEA shall:

1. Align to clearly defined standards and objectives within the content domain being

- tested,
2. Valid and reliable and controlled for bias, and
 3. Be one of several criteria used for making major decisions about student performance/achievement.

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.

Special Education

Special Education Services

Policy Reference: [Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#)

Policy Reference: [Department of Defense Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#)

Special education is specially designed instruction, support, and services provided to students with an identified disability requiring an individually designed instructional program to meet their unique learning needs. The purpose of special education is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act (IDEA) as implemented by DoD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents" (DoDM 1342.12).

In DoDEA, special education and related services are available to eligible students, ages 3 through 21 years of age. To be eligible for special education:

- The child must have an identified disability;
- The disability must adversely (negatively) affect the child's educational performance; and
- The child must require a specially designed instructional program.

If found eligible for special education and related services, DoDEA students are provided a free and appropriate public education (FAPE) in accordance with an individualized educational program (IEP), with services delivered in the least restrictive environment and with procedural safeguards in accordance with the requirements of DoDM 1342.12.

Please contact your child's school to discuss your concerns if you suspect your child may have a disability and be in need of special education services. The Case Study Committee (CSC) chairperson will provide you with specific details relating to the evaluation process and can explain eligibility requirements further.

Disability Accommodations and Nondiscrimination

Policy Reference: [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](#)

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, Executive Order 13160 Administration: Compliance Requirements and Appeals, February 22, 2019](#)

Apart from special education, 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 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 and shall participate with students without disabilities to the maximum extent appropriate to ensure equal access to educational opportunities. This means that a student with a disability that does not require specialized instruction may be eligible for accommodations to ensure participation in school programs and activities. Please contact your child’s school for specific details.

CHILD FIND

Our school supports the DoDEA "Child Find" program. This program seeks to identify and locate all children, from age 3 through twenty-one years of age, who may have a disability - physical, intellectual, communication, cognitive, or emotional and qualify for special education services. Once identified, the needs of these children (ages 3 - 21) can be met through the special education services offered in the DoDEA schools. You can help by spreading the word about the Child Find program among your friends and neighbors. For more information about Child Find and our school's special education program, or if you know of anyone who could benefit from our special education program, please contact the the school office at 622-7504.

STUDENT SUPPORT TEAM (SST)

The Student Support Team (SST) is a school-level problem solving committee for the regular classroom teacher. The SST concept is based on the belief that teachers working together in a problem solving process to increase their skills and knowledge to teach many students with diverse learning and behavior needs more effectively. The purpose of the SST is to explore interventions and strategies that will best meet the educational needs of the students at school and home. The SST committee can be comprised of parents, teachers, nurses, psychologist, counselors, administrators, teacher and other support professionals, who will provides the opportunity for professional dialogue and discussion; However, the SST forum may be considered a viable pre-referral activity in the CSC process.

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

Policy Reference: [DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5, 2018](#)

In accordance with the policy in DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5, 2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Suicide Risk and Threats Towards Others

In order to prevent violence, suicide, and other harmful acts among children and adults in schools, the need for reliable ways to identify persons who may require assistance is a critical step. All DoDEA employees must notify the DoDEA school administrator when a DoDEA student has made any statement or engaged in actions that may indicate threat of harm towards self or others.

Suicide Risk

Any indication of student suicidality must be immediately reported to the DoDEA school administrator. The DoDEA student who exhibits suicidal ideation or behavior, or who makes a statement or engages in actions that may indicate self-harm or suicidal thoughts, shall be immediately assessed to obtain specific information to determine the risk level. The results of that assessment are communicated to the DoDEA school administrator and documented. Regardless of the level of risk reported, in all cases, a DoDEA administrator or designated member of the Case Management Team must directly notify parents or legal guardians of the concern. For any additional assistance in this process, please contact the District school psychologist ISS.

If a parent or legal guardian disagrees with school recommendations for evaluation of a student’s dangerousness to self, or refuses to take parental or legal guardian responsibility for the safety of their child, the DoDEA School Administrator must inform the parent or legal guardian that DoDEA policy requires that school personnel protect the safety and health of the students. Parent or legal guardian refusal to address identified medical needs may necessitate a report to the local Family Advocacy Clinic and local Child Protective Services if neglect is suspected as outlined in DoDEA Administrative Instruction 1356.01, which is available at <https://www.dodea.edu/Offices/PolicyAndLegislation/Administrative-Instructions.cfm>.

Threats Towards Others

When a DoDEA student makes an explicit or implicit threat, or if the student's behavior indicates that a threat is serious and reasonably likely to be acted upon, the DoDEA school administrator shall take action based on the level of the threat. Certain types of serious threats require immediate notification to local law enforcement entities without regard to the level of threat yielded. The DoDEA school administrator shall immediately report the following to the local law enforcement entity:

1. A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity.
2. Threats to bomb, burn, kill, or harm school personnel.
3. Threats of death or bodily injury to a person or members of his or her family or threats to commit serious bodily harm to persons on school property.

The DoDEA school administrator shall also immediately report any act that may constitute a criminal offense to the parents or legal guardians of minor students involved in the act and shall report that the incident has been reported to local law enforcement, as required by Federal, state, or local law. The DoDEA school administrator may report other threats to the local law enforcement entity, as necessary and appropriate. The DoDEA school administrator shall inform the parents or legal guardians that they may contact local law enforcement for further information, as necessary and appropriate.

System Programs and Services

School Counseling Services

Policy Reference: [DoDEA Regulation 2946.1, "School Counseling Services," July 13, 2009](#)

Policy Reference: [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," July 13, 2009, 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 lifelong 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 are crucial in supporting students attitudes and personal views toward schools, self, peers, and social groups. In elementary grades, the school counseling programs support and provide education on prevention and intervention services, promoting positive academic skills, career awareness, and social-emotional development — skills students need to be 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 secondary students create and manage a four- to six-year plan with their counselor. The four- to six-year plan is managed in Choices360 and 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 Services

Policy Reference: [DoDEA Regulation 2946.03, “School Psychological Services,” May 21, 2010](#)

Policy Reference: [DoDEA Manual 2946.4, “School Psychological Services,” June 2004](#)

DoDEA school psychologists provide a range of services designed to support students’ learning, growth and development in accordance with DoDEA Regulation 2946.03, “School Psychological Services,” May 21, 2010. 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

Policy Reference: [DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016](#)

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse serves as the health service expert, providing health care to students/staff and implementing interventions that addresses both actual and potential health and safety conditions. The school nurse collaborates with the school administrator to promote the health and academic success of students and serves as the liaison between, the school, community, and health care

systems. This collaborative effort creates opportunities to build capacity for self-care, resilience, and learning.

The school nurse's responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;
- Providing quality health care and intervening with actual and potential health problems through health screenings, health assessments and nursing interventions, and the development of healthcare and emergency care plans to enable students to safely and fully participate in school;
- Providing case management services to direct care for students with chronic health conditions, to ensure their safety, and to increase their access to the educational program; and
- Collaborating with school and community-based resources to reduce health-related barriers to student learning, improve access to healthcare, and develop school-community partnerships to support academic achievement and student success.

Student Illness

Do not send your child to school if he or she is ill. Staying home to get the proper rest, nutrition, and parental care is for your child's benefit as well as for the benefit of the other children in the school who may be unnecessarily exposed to a contagious illness. The following are examples of when a student should remain home:

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student'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; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24

hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.

- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- 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.

If your child becomes ill during the school day, the school nurse will contact you to pick up your child. To return to school, your child must be without symptoms for 24 hours and fever-free without fever-reducing medications for at least 24 hours.

Parent Notification

As a general rule, the parent or sponsor will be notified by the school administrator or school nurse if your child has:

- Any illness or injury that causes concern or inability to participate in school activities
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain
- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting or diarrhea
- Wounds that may require stitches

Allergies and Chronic-Acute Conditions

Policy Reference: [DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003](#)

Policy Reference: [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](#)

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 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. 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. 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 to food, drug, insects, etc., that your child may have;
- Providing the school nurse with medication/doctor's orders/emergency care plan/parent permission form;
- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere; and
- Notifying the classroom teacher about your child's allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

Medication at School

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 Consent Form. 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. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child's use at school, but they must be accompanied by a physician's prescription and signed parental consent form.

In some rare situations, students are allowed to keep their rescue or emergency 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 must be in control of his or her medication due to a life-threatening medical condition. The parent must provide written consent for the medication to stay with the student. See the school nurse to obtain appropriate form for medications to be administered during school hours or for a student to self-carry emergency medication.

Students may not share medications (including non-prescription medications) at school or at school-sponsored events.

First Aid and Emergency Care

Policy Reference: [DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#)

School personnel will administer first aid as efficiently as possible 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. In accordance with Section 6 of DoDEA Regulation 2720.1, should a student sustain a more serious illness or injury, the school nurse will make a judgment call based on nursing assessment to determine if the student needs emergency medical care requiring a response by an emergency medical team (EMT) and possible transportation for treatment at a health care facility. If a student needs emergency medical care requiring an ambulance, the school will make reasonable efforts to contact the sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non-military facilities or providers, especially if the dependent student is located overseas. Treatment decisions will be made exclusively by the 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.

It is very important for the school to have a current address, home phone number, mobile phone numbers, duty phone number, and the phone number of another adult to act as emergency contact in case parents cannot be contacted.

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

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019](#)

No DoDEA student shall be excluded from participation in, be denied the benefits of, be subjected to or be permitted to subject others to, discrimination in any DoDEA-conducted education and training programs and activities on the basis of their race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, commonly known as their protected class, in accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019.

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under “Student Conduct and Discipline”), or impermissible disparate impact based on a student’s protected class, or

retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

Student Rights and Responsibilities

Policy Reference: [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.

Scholastic Integrity

Students are responsible for their own scholastic integrity by 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. There will be 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.

Freedom of Religious Expression

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

According to Enclosure 3 of DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012, students may observe religious practice in school, such as

celebration of religious holidays, engaging in private prayer, saying grace before meals, and wearing yarmulkes and head scarves, so long as the practice does not violate student standards or cause substantial disruption. 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 practices or discussion.

Interscholastic Athletics

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019](#)

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without unlawful discrimination based on their race, sex, color, national origin, disability, religion, age, sexual orientation, status as a parent, or other factors unrelated to that participation. There are equitable uniform eligibility policies for participants in all athletic programs. Please refer to your Regional 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.

Student Dress Code

Policy Reference: [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 DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," April 17, 2012. Please refer to your school's Web site or school handbook for specific dress code policy.



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC SOUTH DISTRICT
OFFICE OF THE DISTRICT SUPERINTENDENT
UNIT 5166 APO AP 96368-5166



Gender Neutral Dress Code

The Pacific South District Okinawa Schools believe that student dress is a shared responsibility between parents, students, and the schools. It is understood that students express themselves via the clothing they choose to wear. All students are expected to respect the school community by dressing appropriately for a K-12 educational setting. Student attire should facilitate participation in learning activities, along with the health and safety of all students.

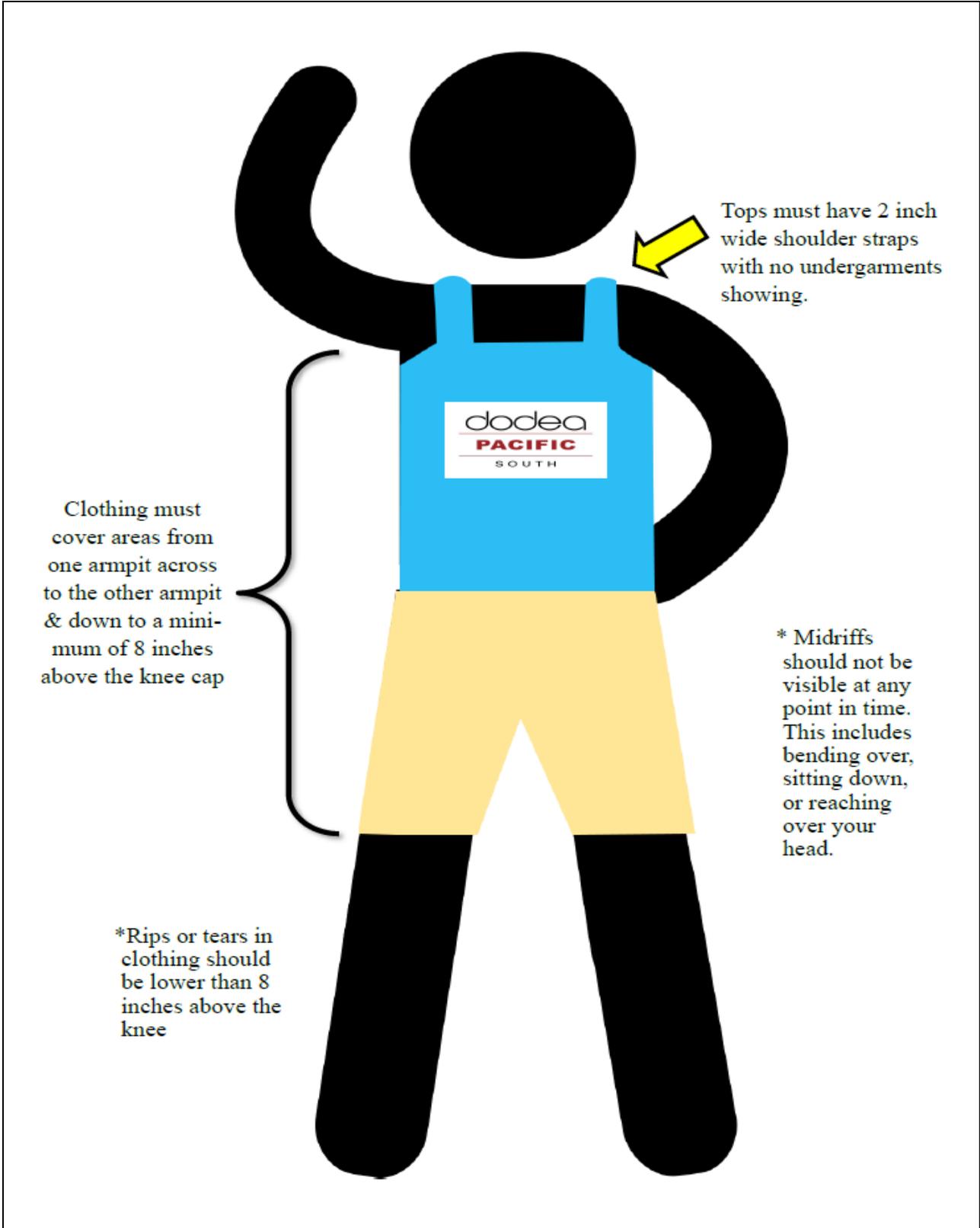
Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to a minimum of 8 inches above the knee cap (see images below). Tops must have 2 inch wide shoulder straps with no undergarments showing. Rips or tears in clothing should be lower than 8 inches above the knee.
2. Midriffs should not be visible at any point in time. This includes bending over, sitting down, or reaching over your head.
3. Shoes must be worn at all times and should be safe for the school environment.
4. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
5. Headgear including hats, hoodies with the hood up, and caps are not to be worn inside the building.
6. Hoodies with the hood down are allowed.
7. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Clothing Parameters:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
3. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
8. Sunglasses may not be worn inside the building.
9. Clothing and accessories that endanger students or staff safety may not be worn.
10. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Upon seeing a suspected dress code violation, a teacher or other staff member will email a school administrator to address the suspected violations. The administrator will determine whether the student is in violation of the dress code, and address the violation as discreetly as possible between classes or at lunch in order to minimize the loss of instructional time. Students who do not adhere to these guidelines are required to correct the dress code infraction before returning to class. Parents will be called if appropriate clothing is not available, or if the student refuses dress-code appropriate clothing. Students may be subject to discipline for violating the dress code, particularly for repeat offenses, and for refusing to cooperate with teacher or administrator requests to bring the student into compliance with the dress code.



Search and Seizure

Policy Reference: [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

General, non-individualized searches of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), may be conducted by the principal on a periodic or random basis. The school affords students and parents adequate prior notice of its general search policy through the issuance referenced above and this Handbook. The search shall be conducted by the principal in the presence of another school employee who will serve as a witness. General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband. Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

A targeted search of a student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non-public area, and by a school official of the same sex as the student. Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances.

Student Conduct and Discipline

Discipline

Policy Reference: [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

Policy Reference: [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 of DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012. Student behavioral management 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,” March 23, 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 following 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). Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

Pacific South ELEMENTARY School Discipline Matrix

62.17

LEVEL 1 BEHAVIORS – DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21					
<ul style="list-style-type: none"> Didn't obey instructions (E3.5.12) Disruptive behavior (E3.4) Dress code violation (E3.4) <i>see school policy</i> Eat-unauthorized area (E3.4) 		<ul style="list-style-type: none"> Engaged in horseplay (E3.4) Excessive noise (E3.4) Failure to comply with rules (E3.5.11, E3.5.12) Hall pass violation (E3.5.12) 		<ul style="list-style-type: none"> Internet violation (E3.5.21) <i>see school policy</i> Offensive behavior (E3.5.11) Public displays of affection (E3.5.11) Tardies (E3.4) <i>see school policy</i> Unsafe Behavior (E3.5.11) 	
LEVEL 1 BEHAVIOR CONSEQUENCES					
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th and Subsequent Offenses
School	Admin Counsel and/or parent contact	Reflective Assignment Loss of Privilege	Parent Conference Detention	Parent Conference Referral	Detention Referral
Bus	Warning	1-5 days suspension	1-10 days suspension	1-20 days suspension	1-30 days suspension
LEVEL 2 BEHAVIORS - DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21					
<ul style="list-style-type: none"> Abusive acts/lang (E3.5.11) Aggressive behavior (E3.5.11) Alarm violation/offense (E3.5.11) Attendance violation (E3.5.20) Biting/Spiting (E3.5.11) Bullying (infrequent) (E3.5.11) Changing grades (E3.5.18) Cheating (E3.5.18) Damage to property (E3.5.11) Detention violation/no show (E3.5.11) 		<ul style="list-style-type: none"> Disrespect to adult (E3.5.11) Disrespect to student (E3.5.11) Forgery of signature (E3.5.18) Insubordination (E3.5.11) Lying (E3.5.11) Off limits violation (E3.5.11) Plagiarism (E3.5.18) Portable electronic device (E3.5.16) Received stolen property (E3.5.11) Safe rule violation (E3.5.11) 		<ul style="list-style-type: none"> Scuffling (E3.5.11) Sexual off behavior (E3.5.10, E3.5.11) Stealing (E3.5.9, E3.5.11) Tamper with equipment (E3.5.8, E3.5.11) Threats of damage (E3.5.11) Throw/Shoot objects (E3.5.11) Truancy (E3.5.20) Uncooperative with staff (E3.5.11) Verbal abuse/gesture (E3.5.11) 	
LEVEL 2 BEHAVIORS CONSEQUENCES					
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
K - 2 School	Admin Counsel and/or Parent Contact	Reflective Assignment Loss of Privilege	Parent Conference Detention	Loss of Privilege 2-5 days Suspension	5-10 days Suspension Referral
3 rd - 5 th School	Reflective Assignment Loss of Privilege Referral	Parent Conference Detention 1-2 Days Suspension	2-5 days Suspension	3-10 days Suspension Referral	5-10 days Suspension
Bus	Warning	1-10 days suspension	1-20 days suspension	1-30 days suspension	30 plus days – loss of bus
LEVEL 3 BEHAVIORS - DODEA REGULATIONS: E3.5.1, E3.5.3, E3.5.4, E3.5.8, E3.5.10, E3.5.11, E3.5.12, E3.5.13, E3.5.14, E3.5.15, E3.5.21					
<ul style="list-style-type: none"> Abusive behavior to peers (E3.5.1, E3.5.11) Bullying (frequent) (E3.5.11, E3.5.15) Excessive detentions (E3.5.11) Fighting (E3.5.11, E3.5.14) Gambling (E3.5.11, E3.5.13) Harassment all categories (E3.5.11) 		<ul style="list-style-type: none"> Left campus without permission (E3.5.11, E3.5.12) Sexual Harassment (E3.5.10, E3.5.11) Sexual Off Behavior (intent) (E3.5.10, E3.5.11) Smoking Tobacco Products (possession) (E3.5.4, E3.5.11) Threatening behavior (intent)(E3.5.1, E3.5.11) 		<ul style="list-style-type: none"> Tobacco/Alcohol (possession) (E3.5.3, E3.5.11) Unauthorized presence (E3.5.11, E3.5.12) Vandalism (minor) (E3.5.8,E3.5.11, E3.5.17) 	
LEVEL 3 CONSEQUENCES					
	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
School	Parent Conference Reflective Assignment Loss of Privilege	Detention 2-5 days Suspension Referral	3-5 days Suspension	3-10 days Suspension	Discipline Committee 5-10 days Suspension — <small>Additional offenses may lead to Expulsion</small>
Bus	1-10 days suspension	1-20 days suspension	1-20 days suspension	1-30 days suspension	30 plus days – loss of bus
LEVEL 4 BEHAVIORS - DODEA REGULATIONS: E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6, E3.5.7, E3.5.9, E3.5.11, E3.5.17, E3.5.19					
<ul style="list-style-type: none"> Alcohol related (using) (E3.5.3) Arson (E3.5.17) Bomb Threats (E3.5.17) Burglary(E3.5.7) Damage/Vandalism/Theft – Major (E3.5.7, E3.5.8, E3.5.9, E3.5.17) 		<ul style="list-style-type: none"> Drug Paraphernalia (E3.5.6) Drug Related (E3.5.5) Explosive Device* (E3.5.17, E3.5.19) Fireworks (E3.5.19) Full/Partial Nudity (E3.5.11) Illegal Substances (E3.5.5) 		<ul style="list-style-type: none"> Prohibited Item (E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6) Robbery/extortion (E3.5.7) Smoking Tobacco Products (using) (E3.5.4) Substance Abuse (E3.5.5) Weapon (E3.5.2) 	
LEVEL 4 CONSEQUENCES					
	1st Offense	2nd Offense			
School	Parent Conference 3-10 days Suspension Referral	Discipline Committee 5-10 days Suspension <small>*Additional offense may lead to Expulsion</small>			
Bus	30 plus days – loss of bus privilege	Loss of bus privilege			

*These are guidelines. The school administration reserves the right to determine consequences.

**Schools have a variety of detention and suspension options.

***Student Reflection Sheets may also be filled out by students.

School Bus Behavior

Policy Reference: [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

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, which is in accordance with Enclosure 8 of DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended.

Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct

Policy Reference: [DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019](#)

Policy Reference: [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

DoDEA does not allow any form of sexual harassment, sexual assault, problematic sexual behavior in children and youth (PSB-CY) and other related abusive misconduct of, or by, employees, students, or anyone participating in DoDEA-conducted/sponsored education, training programs, and activities, committed both on and off DoDEA premises.

All DoDEA students are responsible for not committing acts of sexual harassment, sexual assault, PSB-CY, and other related abusive misconduct in accordance with DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019 (DoDEA AI 1443.02, and for cooperating with any investigations and resolution of complaints made in accordance with this Issuance. Students who violate this policy are subject to discipline in accordance with DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended.

The right to be free from other related abusive misconduct includes physical and/or emotional misconduct that does not qualify as sexual assault or sexual harassment, but that is still intended to make a student feel pressured, uncomfortable, physically threatened, in pain, embarrassed, or offended. It also includes the right to be free from an adult, or another student, trying to exploit their position of authority or influence over a student to force or manipulate them into an inappropriate personal and/or sexual relationship, even if the student does not think it is harmful. DoDEA does not recognize sexual or romantic interactions between any student and a DoDEA employee or volunteer to ever be consensual, even if the student is of the lawful age of consent.

Students who are experiencing sexual assault, sexual harassment, PSB-CY, or other related abusive misconduct should report it in accordance with Sections 4 and 5 of DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019.

It is extremely important that a student not suffer in silence, or be allowed to be exploited or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at any time. When a DoDEA employee or volunteer becomes aware of a violation of this Issuance, they are required to report it to their school principal or program director, with the possible exception of certain disclosures made during confidential communications not otherwise subject to mandatory reporting requirements in accordance with Issuance.

Students may visit DoDEA's "Sexual Harassment Awareness and Prevention" webpage to learn more at www.dodea.edu/sexualHarassment.

Student Meals

CAFETERIA PROCEDURES

School meals are provided to students using a computerized school meal payment system. Parents will need to establish a school meal account for students to access using a PIN pad or computer system. Student photos are used to assist the school meal program associates to visually identify students as they go through the school cafeteria line. Student's food allergies are documented in the system and will appear on the computer screen when students purchase their meals to help ensure they are not eating foods that may cause them reactions if eaten.

Once the student's account is active, money can be added to the account at the cashier's cage at the Kadena Base Exchange and at the Camps Foster, Kinser and Courtney Exchanges or at the school cafeteria. Payments made at the schools must be in cash. Parents can also update parental controls at the cashier's cage. An important feature of the automated pay program is parents can obtain the student's account balance at the cashier's cage or at the school cafeteria. The parents can also receive a detailed transaction history of an accounts usage from the school cafeteria supervisors.

To close out accounts prior to a move, parents can close out student accounts at the Kadena Base Exchange or Foster Post Exchange. Parents will receive cash for the account balance. Money not claimed at the end of the school year will remain in the student's account on Okinawa for use during the next school year. Parents who decide not to open a school meal account for their children can continue to pay cash for their child's meals. Free and reduced prices are available to eligible students and must be applied for each school year.

<https://FreeAndReducedApps.aafes.com>

- Questions about the AAFES/OWAX school lunch program should be directed to the school cafeteria manager's office (622-6440) or AAFES (645-7702).
- FREE OR REDUCED LUNCH PROGRAMS/AAFES- Telephone: 645-2360/2431

The Cafeteria Student Behavior Guidelines include:

- Students will follow the directions of all adults in the cafeteria.
- Students will walk at all times in the cafeteria following designated entrance and exit routes.
- Students purchasing lunch will stand single file in line without shoving, pushing, or playing.
- Students will sit at assigned tables with their classmates and remain there during the entire lunch period until dismissed by an aide.
- Students will use good table manners.
- Students will not share food.
- Students will keep noise to a minimum.
- Students will need assistance or who have finished their meal are to raise their hand as a signal to the aides.
- Students will clear their tables and dispose of their trash when dismissed by the aides.
- Students will obtain a pass from a teacher to return to the classroom or from an aide to use the restroom before leaving the cafeteria.

The Playground/Recess Student Behavior Guidelines include:

Students will use all playground equipment appropriately.

- * Pushing, shoving, scuffling, kicking, fighting, name-calling, tag, rolling/sliding/pushing down the hill and other similar unsafe and unacceptable behaviors will not be allowed.
- * Body contact activities and/or games are prohibited. This includes football, wrestling, "play fighting", karate or any martial arts activities. Gymnastic activities such as front or back body flips are not allowed.

Students may not bring toys or balls from home to use on the playground.

*Infractions of playground/cafeteria rules may result in student losing recess privileges, being assigned to the assignment table, or community service.

School Trips

Study trips are an integral part of the instructional program and an excellent way to acquaint students with the unique nature of Okinawa. Only walking study trips and/or study trips with transportation provided by School Transport Office buses are authorized. The use of privately owned vehicles (POVs) or contracted transport is not authorized for student transport for school activities.

Parents are required to give written permission for their children to participate in study trips. Verbal permission by telephone is not sufficient. For each planned study trip, your child will bring home a *Parent Permission Slip* form for your signature. Please return the signed form to the teacher as soon as possible. Chaperones are not allowed to bring other children who are not students of the class with them on field trips.

The education and safety of all students is the responsibility of the classroom teacher. If a teacher has determined that an individual student has repeatedly demonstrated inappropriate behavior at school, the parent may be required to attend the study trip in order to supervise the student. If the parent is unable to attend, the homeroom teacher will coordinate and plan educational activities at school for the student.

Technology

Computer Access/Internet Policy/Electronic Devices

Policy Reference: [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, “Use of DoDEA Internet and Use of Information Technology Resources,” before he or she is assigned a user account. In accordance with Enclosure 4 of DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010, the following are required of all students:

- Students shall use DoDEA 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.

Role of Social Media

Use of personal social media between parents/teachers/students is discouraged. The only acceptable form of social media communication between parents/teachers/students is through official school social media.

Transportation

Student Transportation Services

Policy Reference: [DoDEA Administrative Instruction 4500.02, “Student Transportation Services,” August 13, 2018](#)

Student transportation is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, during the mid-day, and for return to their assigned bus stop at the end of the normal scheduled school day. DoDEA principals are responsible for monitoring student loading/unloading zones when students are coming and going from school

sites as well as administering discipline. A school bus or any device operating to provide student transportation will function as an extension of the school. The walking distance for grades 6 and below should not exceed one mile from the student's primary residence to the school or designated bus stop. Students in grades 7–12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop. These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6–8), the walking distance criteria shall be the same as the criteria for grades 7–12.

Transportation is not authorized to take students to their homes or to eating facilities for their mid-day meal. No other transportation between the assigned bus stop and the school will be charged to commuting transportation unless noted on a special education student's IEP and/or required by Section 504 guidelines. "Curb-to-curb" only applies to students with disabilities who require such service as documented in the student's IEP. DoDEA District Superintendents, in coordination with the District Logistics Chief and the supporting military installation commanders, will establish a commuting area to determine eligibility for transportation of dependent students.

NEWS FROM THE STUDENT TRANSPORTATION OFFICE

The Okinawa District Student Transportation Office (OSTO) is dedicated to providing the community with safe school bus transportation services that are timely and comfortable. Highly trained and capable transportation specialists assist in overseeing the entire Okinawa District Student Transportation operation. Being the largest Student Transportation Office in DoDEA keeps the OSTO striving for continuous process improvement in all areas of the operation. If you need to register your children for bus service, have a bus transportation concern or question, please contact the OSTO at:

Phone: (DSN) 645-7820/2036

Off-Base or from Cell Phone: 098-970-7820/2036

Office Hours: M-F 0730-1600

E-mail: okin-bus@pac.dodea.edu

All Okinawa District Schools are supported by the OSTO.

SCHOOL BUS PASS REGISTRATION

E-mail the following information to register your children for school bus service:

1. School attending.
2. Grade and name of children.
3. Physical address of your residence.
4. Digital photograph of your children.
5. 4 digit personal identification number (PIN) if the student is in Sure Start or Kindergarten grade level.

(The PIN for SS/KN students is created by the Parent or Sponsor for security purposes and required for picking up students at the bus stop.)

After determining the best bus stop for your children based on your physical address, the OSTO will e-mail you the bus route number, pick-up / drop-off times, overhead & street level photos of the bus stops. After which the OSTO will send the bus pass out on the bus and the new rider can pick up the bus pass from the bus attendant as the rider boards the bus for the first time. The OSTO can also mail the bus pass to you if time permits. No need to visit the OSTO!

SCHOOL ZONES

School zoning maps and information are available at this web-link:

https://www.dodea.edu/Pacific/south/upload/School_and_Bus_Commuting_Zones_SY_13-14_Final.pdf

The Transportation website link is: <https://www.dodea.edu/Pacific/south/transportation.cfm>

LOST & FOUND

Items left on the bus are normally kept on the bus until the next bus run, or next day. If the item cannot be returned to the student directly, the item will be turned in to the school front office.

SCHOOL BUS SAFETY

To ensure the youngest children get released off the bus safely, all Sure Start and Kindergarten students must be met by someone age 12 or older at the bus stop. That individual must know the last four numbers of the sponsor's social security number, called a PIN, and relay this number to the Security Attendant for verification before the child will be released to them from the bus. Those Sure Start and Kindergarten students not met by someone with the correct number will have their parents called by the OSTO to verify their identification before the child is released or to have other arrangements made.

PACTMO School Bus Safety/Behavior Standards

On & Around School Buses Students Will:

- Comply with the Behavior Standards for School Bus Students.
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Treat the bus and other private property with care.

On & Around School Buses Students Will NOT:

- Make excessive noise or play electronic equipment without earphones.
- Use or possess unacceptable items identified in the school Code of Conduct.
- Tamper with bus controls or emergency equipment.
- Get on or off the bus while the bus is in motion.
- Fight, push, shove, or trip other passengers.
- Put objects out of bus windows or hang out of windows.
- Engage in horseplay.
- Obstruct aisles, steps, or seats.
- Engage in public displays of affection.
- Eat, drink, or litter on the bus.
- Push while boarding or exiting the bus.
- Spit.
- Harass or interfere with other students.

- Disrespect, distract, or interfere with bus driver.
- Damage private property.
- Sit in the bus driver's seat.
- Open or try to open bus door.
- Throw or shoot objects inside or out of bus.
- Use profane or abusive language, or make obscene gestures.

Note: Surveillance cameras are installed in all school buses; therefore, students can be disciplined based upon evidence gathered from that surveillance.

(School Bus Evacuation Drills)

Just as your children participate in fire and typhoon drills at school, if your children ride the school bus they will participate in two evacuation drills throughout the year (K-5th). Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature.

The guidelines for conducting evacuation drills are as follows:

1. The drills are to be held on school grounds.
2. The drills are to be supervised and verified by the school principal or her/his representative.
3. Both the service door and the emergency exits are to be used.

Specific procedures to be followed in School Bus evacuation drills are:

1. Students need to remain quiet and listen for instructions from the bus driver.
2. If the driver orders an evacuation of the bus and the exit is to be by way of the front door, the students shall evacuate beginning with the front seats and proceeding in order to the back. Those students sitting in the front seat to the left of the aisle will move out first, followed by those in the seat to the right of the aisle (in the seat behind the driver), and such alternation shall continue toward the back of the bus until all seats are emptied.
3. If the driver orders an evacuation by way of the rear emergency door, students shall move out in the same sequence as above, emptying the bus from back to front.
4. Should it be necessary to make a rapid evacuation from the bus and neither door is obstructed; students should make their exit by way of both the front and back doors. The students in the rear half should move out the back door, while students in the front half should move out the front door.
5. Upon exiting the bus, students are to move immediately off the roadway to a safe distance from the traffic. Under no conditions should they cross the road, unless specifically instructed by the driver. The driver should always account for all the students.

It is extremely important that drills be conducted so students know what to do in an emergency situation.

QUESTIONS AND CONCERNS SHOULD BE DIRECTED TO THE STUDENT TRANSPORTATION OFFICE (STO)

The goal of the Okinawa Student Transportation Office is to serve the community in the best way possible. Suggestions are always welcomed.

BUILDING 5821 CAMP FOSTER

BUS ISSUES - Telephone: 645-7820/2036 Email: Okin-bus@pac.dodea.edu

STUDENT RELATED INFORMATION

AFTER-SCHOOL ACTIVITIES FOR STUDENTS

There are a variety of after-school student activities available for BES students. In the past, we have offered: Art Club, Choir, Cooking Club, Computer Club, Chess Club, Safety Patrol, Homework Club, School Newspaper, Student Leadership, Fitness club, Geography Club, Music, and Spanish Club. We look forward to different activities each year.

AFTER-SCHOOL ACTIVITIES – PICK UP INFORMATION

Parents, thank you for your support in picking up your child promptly any time we have after school activities/clubs to include regular dismissal of school. This helps us provide a safer environment for all our students. Students dismissed after school will go directly to the busses if they are bus riders; proceed immediately home if walkers; or go directly to the front of the main building where the loading/unloading of students take place before or after dismissal. **Once an after school activity is completed, the sponsor of the activity will escort the students to the front of the main building to be either picked up by car or to walk home. Other pick up arrangements may be made by speaking directly with the sponsoring teacher.**

AWARDS CRITERIA - GRADES 4-5

Citizenship/Positive Action and academic awards will be given out after each quarter. The Positive Action/Citizenship Award may include such things as: continually demonstrates positive actions, student is conscientious, reliable, honest, good helper, etc. There are two levels of Honor Roll Awards awarded quarterly: Principal and the Bechtel A/B Honor Roll.

- Principal's Honors are awarded to those students who receive a 4.0 GPA for the quarter.
- Bechtel A-B Honors are awarded to those students who have only A and B grades, no C's.

Please note: 4th quarter awards are optional.

BICYCLES, SKATEBOARDS, ROLLER BLADES, HEELYS, AND SCOOTERS

All wheeled transport devices ~ Skateboards, scooters, roller blades, Heelys, bay blades, and roller skates are not allowed at school. "The skate park between the swimming pool and the youth soccer field on Camp McTureous are the only designated sites for skateboarding and roller skating." (Ref: Camp Courtney Order 1700.2A) Students are permitted to ride bicycles to and from school with proper safety gear (Helmet Required). For safety reasons, students are to walk their bicycles on the school campus. Bicycles are to be parked and should be locked in the bicycle racks immediately upon arrival at school. Parked bicycles that are left unlocked are possible targets for theft. Students are not permitted to ride their bicycles around the school campus at any time including weekends and vacations. The MCB policy states all individuals must wear a safety approved bicycle helmet while riding. It is important that your child be given complete instructions at home on how to use his/her bicycle safely if you allow your child to ride it to/from school.

- Footballs, hard balls, baseball bats, valuable items, trading cards, electronic players, fidget spinners, electronic games, and all toys/toy weapons are to be kept at home. Laser light pointers and toy weapons are prohibited at school; and cannot be in a student's possession. If a child has a cell phone they must be kept in their backpack for the duration of the school day. Please see discipline rubric on pages 22.

DEPARTURE DURING THE SCHOOL DAY

If you plan to pick up a student during school hours, send a note to the teacher indicating the time that your child will be picked up. Parents are to report to the office first to sign out their child during school hours. Students cannot be called to the office prior to parents coming in to sign out their child. The office will notify the child's teacher to send the child to the office when the parents have signed the "Student Sign-Out" register. BES is a CLOSED CAMPUS. No child is to leave the school during the school day without office clearance and an accompanying adult. Students will not be released from school to any adult other than the parents or guardian, except with written permission. Parents or emergency contacts must also show their ID card in order to pick up a child. Please make sure the office has updated contact information for both parents and emergency contacts. IMPORTANT: At no time is a parent or designated representative to pick up a student directly from the cafeteria, playground, or classroom without following the above procedures.

FOOD and SNACKS AT SCHOOL

We would like students who have sodas, snacks, juices and other beverages containing sugar to consume such drinks and snacks only in the cafeteria at lunchtime or in classroom at scheduled snack times. No energy drinks are permitted.

HOMEWORK

It is DoDEA policy to assign homework as appropriate to all students capable of completing assignments independently. The amount of homework time will vary by grade level and by teacher. The amount of time for primary grades could range from approximately 10 minutes per grade level. Example, 10 minutes for first grade, 20 minutes for second grade, etc. Each child works at his/her own pace, so the amount of time needed to complete specific assignments may differ. The types of homework may vary to enable the student to have experience/practice in reading, writing, computational skills, and other subject areas during a given week. If you have questions about homework, please contact the classroom teacher.

LOST AND FOUND

The school is not responsible for students' lost personal items. The school's Lost and Found is located in the school's cafeteria. All valuable "lost and found" items (eye glasses, wallets, house keys, money, etc.) are kept in the office. Items that are marked with the child's name can easily be returned to the child. At the end of each quarter, a notice to claim items is distributed with a suspense date to claim items. Periodically, those items not claimed are donated to local children's charities through Camp Services or Chaplain's offices. We highly encourage you to write your child's name on items such as jackets, lunch boxes, back packs, and etc. so, we can attempted to locate the owner of the lost property.

LOST/DAMAGED SCHOOL PROPERTY

A student is held responsible for lost school property that has been checked out for his/her use. The classroom teacher will record student textbooks issued to students.

PARTIES

Class parties may be held at the teacher's discretion. If you do not want your child to participate, please make arrangements with the teacher. Parties are generally held at the end of the day.

RESTRICTED/PROHIBITED ITEMS

DoDEA Pacific students and staff have a fundamental right to a safe working and learning environment. Government regulations are very specific concerning the identification, control and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct. Military regulations clearly state that items that would not normally be considered weapons are prohibited when "carried in a concealed manner, or displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety." To ensure the safety of DoDEA Pacific-South students and staff, any incident that occurs in this DoDEA Pacific School, on school grounds, or during a DoDEA-sponsored activity that involves a weapon or prohibited items will be immediately reported to the local military law enforcement authorities and appropriate student disciplinary action will be taken.

RETENTION: Any requests for retention are considered by the BES Placement Team which makes recommendations to the BES Principal.

SCHOOL PICTURES

Bechtel Elementary School PTO sponsors annual individual and classroom pictures that are taken early in the school year and again in the spring. Picture dates are posted in the Bechtel Website.

SECURITY OF CLOTHING AND PERSONAL PROPERTY

We recommend that all personal items (lunch boxes, book bags, clothing items, back packs, umbrellas, etc.) be clearly and permanently marked with your child's name. Expensive items (e.g. jewelry, radios, electronic games, cell phones, large sums of money, etc.) are not to be brought to school. Students are responsible for their belongings during the school day. The school will not be held responsible for any lost items.

Surveillance

Surveillance cameras are located in various areas outside on the school grounds, therefore, students can be disciplined based upon evidence gathered from that surveillance.

This table of suggested consequences for student misconduct does not supersede DoDEA Regulation 2051.1. It is provided to offer general guidelines for imposing disciplinary consequences but in no way restricts the right and responsibility of school Administration to apply appropriate levels of discipline on a case-by-case basis, depending on the specific circumstances, even if it deviates from suggested consequences identified in the table.

TELEPHONE USE BY STUDENTS

Students are not permitted to use the telephone without prior written permission from a teacher or other school adult. The use of school telephones by students is primarily reserved for emergency situations. This should be emphasized at home. Due to student population and transience of students, it is difficult to deliver any messages to children after 1340 hours. We strongly advise you to call in necessary messages to the front office (622-7504/098-954-7504) before 1340 hours to ensure the message is delivered to the student. Frequent interruptions disrupt class routines and instructional learning. Alternate arrangements and contingency plans should be discussed in advance so that your child knows what to do or where to go if something other than "the norm" occurs.

Town Halls

Town Hall Meetings are held though out the year. Please check the school calendar, social media or your email for upcoming meetings.

DOGS- Due to allergies and safety issues for our students and staff. No dogs are allowed on the school premises.

COVID-19 RELATED GUIDANCE

Arriving and Departing School- Students must wear masks on the busses as well as entering the school buildings.

Masks must be worn at all times when social distancing cannot be maintained. Masks must be worn properly for safety reasons. If your student has medical issues, please contact the school nurse.

For DoDEA Pacific's Return To School Plan, please click on this link:

https://www.dodea.edu/Pacific/upload/PACReturn2SchoolPlan_Final_71620.pdf

Bechtel Elementary School is unique due to the number of buildings that make up our school. With student classrooms located in various buildings, students will proceed to their respective classrooms upon arriving at the school no earlier than 8:35am. This will mitigate the large clusters of students in one location or traffic flows through main entrances.

Kindergarten students not arriving by bus, will be escorted to their respective classrooms by their parents via the outside classroom doors. We discourage parents from gathering in clusters outside the doors when dropping off and picking up their students for safety reasons.

First Grade students will enter their respective classrooms in the morning via their outside classroom doors and will exit the school at the end of the day from that location.

Second Grade Students are located in the 5011 building near the upper playground area and can proceed directly to their classrooms.

Third grade students will enter the main building from one of three entrances depending on their homeroom classroom. The student's teacher will inform you of which door you should proceed to on a daily basis.

Fourth grade students will enter the main building from one of four entrances depending on their homeroom classroom. The student's teacher will inform you of which door you should proceed to on a daily basis.

Fifth Grade students will enter the 5001 building via one of two doors. Your child's teacher will notify you which door they should enter from each day.

During the day, your student will be expected to wear their mask when unable to social distance. The teachers will have activities throughout the day in order to give your child a "mask break". "Mask breaks" can be in the form of recess or an educational activity outdoors, or when at their desk with a Plexiglas tabletop barrier.

Bechtel Elementary parents are required to sign the Pre Screening Protocol and Acknowledgment for Students form prior to attending school

