

STUDENT-PARENT HANDBOOK
SCHOOL YEAR 2019-2020

*M.C. Perry Elementary School
Iwakuni, Japan*



<u>Motto</u>	<u>School Mascot</u>	<u>School Colors</u>
"Building Lifelong Learners"	Sammy Samurai	Maroon and White

*Mr. Arturo Rivera Jr,
Principal*

Principal Welcome Letter

Welcome to M.C. Perry Elementary School. We look forward to return of our students for school year 2019-2020. Working together as a community we will be able to provide the best environment for your children to grow and become lifelong learners.

At M.C. Perry Elementary School, we believe that the best education for students can be achieved through teamwork by working together with parents and community leaders. We encourage stakeholders to be active participants in the education process.

M.C. Perry Elementary School provides quality programming to ensure student success. Some of the programs and services provided are Sure Start, Pre-School Children with Disabilities Program, Gifted Education, Special Education Services, English as a Second Language Program, Counseling and Psychological Services, School Nurse, Information Center (Library), and Educational Technologist (Computers, etc.)

I encourage you to volunteer and get involved. Join the Parent-Teachers Organization, attend our School Advisory Committee (SAC) meetings, volunteer in your child's classroom. Volunteers enrich and support the curriculum through diverse activities and are always welcome at our school.

It is a parent's enthusiasm that inspires children to do their best. It is a parent's involvement that is one of the biggest indicators of a child's success. And it is a parent's nurturing and guidance that allows children to develop a true love of learning. After all, YOU are their first teachers.

We at M. C. Perry look forward to working with you to help your children achieve their full potential and succeed in a dynamic world community.

Arturo Rivera Jr.
Principal
M.C. Perry Elementary School

SCHOOL CONTACT INFORMATION

M.C. Perry Elementary School
PSC 561 Box 1874
FPO AP 96310

DSN Phone: 253-3327
Commercial Phone: 0827-79-3327)
Fax (DSN): 253-6490
Fax (Commercial): 0827-79-6490

E-Mail Address: Principal.PerryES@pac.dodea.edu

M.C. Perry Elementary School Website: <https://www.dodea.edu/MCPerryES/>

OFFICER HOURS

School days:
0730 to 1530

Summer hours:
Morning from 0800 to 1100
Afternoon from 1100 to 1500

SCHOOL DAY FOR STUDENTS (HOURS)

First Bell at 0750
Tardy Bell at 0755
Dismissal at 1435

Tuesdays Early Dismissal at 1315

School Bus Office Contact information

Transportation Officer: Mr. Brian Woodley
Telephone: DSN 253-2034
Location: building 9555 (High School Building)

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere!

DoDEA Mission

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

M.C. Perry School Purpose Statement

The purpose of our school is to empower students to achieve excellence in scholarship, character, and citizenship through collaborative and independent lifelong learning in a global community.

**I will pursue excellence.
I am responsible for my actions.
I am a lifelong learner.
Success begins with me!**

SCHOOL IMPROVEMENT GOALS

ELA Goal Year One: The number of students at or above the standard on the system-wide BAS assessment will increase by 20% from BOY and EOY testing periods by June 15, 2018.

ELA Goal Year Two: The number of students at or above the standard on the system-wide BAS assessment will increase by 25% from BOY and EOY testing periods by June 14, 2019.

ELA Goal Year Three: The number of students at or above the standard on the system-wide BAS assessment will increase by 30% from BOY and EOY testing periods by June 12, 2020.

Math Goal Year One: 70% of students will score in the top two quarters and no more than 5% in the bottom quarter on the Getting Ready for the PARCC assessment by June 14, 2019.

Math Goal Year One: 75% of students will score in the top two quarters and no more than 5% in the bottom quarter on the Getting Ready for the PARCC assessment by June 12, 2020.

Math Goal Year One: 80% of students will score in the top two quarters and no more than 5% in the bottom quarter on the Getting Ready for the PARCC assessment by June 11, 2021.

DoDEA Blueprint for Continuous Improvement

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

Goal 1 - Student Excellence

Challenge and prepare each student to maximize his or her academic growth and well-being for college, career, and life.

Goal 2 - School Excellence

Develop and sustain each school to be high performing within a culture of innovation, collaboration, continuous improvement, and caring relationships.

Goal 3 - Talent Excellence

Recruit, develop, empower, and retain a high performing workforce that reflects the diversity of our students.

Goal 4 - Organizational Excellence

Build an enduring, accountable, and responsive organization that provides appropriate resources, direction, and support to accomplish the mission.

Goal 5 - Outreach Excellence

Partner with internal and external stakeholders and industry leaders to advance student and organizational success.

You may check the balance of the student's account during school hours via phone, e-mail, or in person. Please call 253-3378 for information regarding your child's lunch account balance.

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

Students in grades K-2, who eat lunch at school, must remain under the supervision of assigned school personnel in the cafeteria and on the playground, until they are released to return to class.

If you are interested in joining your child for lunch, please note that all visitors are required to sign in at the office.

LUNCH ROOM RULES

- Be respectful to all adults and children.
- Use inside voices at all times.
- Follow the directions of all school adults.
- Raise your hand if you need assistance.
- Students are expected to use the restroom during their recess. Raise your hand if you need to use the restroom.
- Remain seated with your feet under the table until the adult on duty dismisses you.
- Check around your area for trash before you leave the table.
- Empty your tray and/or dump your trash before you leave the cafeteria.
- No food or beverage will be taken out of the lunchroom.
- Line up as directed and quietly wait for your teacher to pick you up.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of the Parent Teacher Organization (PTO) is to promote friendly relations and mutual understanding between parents and teachers; to collaborate with school authorities in order to advance educational, artistic and athletic interests, social development and well-being of the students; to act as a forum for parents' views and attitudes toward topics of mutual interest to parents and the school; and to provide reciprocal opportunities for school administration to disseminate information to the parents regarding school policies and curriculum.

Membership in the PTO is open to parents, faculty, staff and interested community members. The PTO has monthly meetings and a number of other social and educational programs throughout the year. If you are interested in becoming a member of the PTO, contact the school's main office for further information or visit the PTO's Facebook page at <http://www.facebook.com/MCPerryElementarySchoolPTO>

REGISTRATION/RE-REGISTRATION

a different grade-level, a specialist, and a school administrator. The committee will meet to consider the request and alternative strategies. After considering input from parents, classroom teacher and other sources including testing data, the committee will make a recommendation to the Principal for a final decision.

If a child is retained in the same grade for another year, a plan for the next school year must be submitted, in writing, to ensure that the child does not repeat the same curriculum in the same manner.

SAFETY

Students are encouraged to "Think Safety" while on the school grounds. Any safety hazards noted in class or outside the building should be reported to the teacher or to the office.

We conduct 100% ID checks for people visiting the school. This is for the safety of all students.

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee (SAC) is composed of parent, teacher, and community representatives. The purpose of the committee is to advise the school administration on pertinent matters that have an impact on the quality of education in the school.

Local responsibilities include advising the principal on all matters affecting the operation of the school, such as school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs and other educationally related matters. This committee is advisory in nature and not a policy making board.

Elections are conducted at the beginning of each school year. The SAC is made up of an equal number of parents and faculty members. Meetings are held after school at least four times during the school year, in the conference room. The exact times and dates of the meetings will be publicized via the Parent/Community Newsletter. Parents are encouraged to attend SAC meetings and to submit items for discussion. Parents who cannot attend but wish to submit an item for consideration may contact any SAC committee member. Forms are available in the school's main office if you have an item you would like discussed at SAC.

SCHOOL DISCIPLINE

Learning time is highly valued at M.C. Perry Elementary School. Good discipline in an effective school optimizes order and student safety. It is marked by self-control and an understanding of appropriate standards of conduct. As children mature, they become increasingly capable of judging appropriate conduct accurately.

Students are expected to maintain standards of behavior, which will bring credit to them and their families, show recognition and consideration of the rights of others, and contribute to a healthy and

positive educational atmosphere. Sponsors are ultimately responsible for the conduct of their dependents at school.

School rules apply at all school functions during and after school.

Failure to exhibit appropriate student behavior and attitude is cause for concern and may result in disciplinary actions administered progressively and at the discretion of the administration. Disciplinary actions may include: verbal warnings and reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service, counseling programs, out of school suspension for up to 10 days, and other behavior management techniques. These should be considered prior to resorting to more formal disciplinary actions that remove a student from school for a long term suspension or expulsion; except when a student poses an immediate threat to his or her safety or the safety of others.

Discipline slips will be issued when a child chooses an inappropriate behavior that goes against the rules and/or behavior standards of the school. The purpose of the Discipline Slip is to inform the parents, of the child's behavior choice. A copy is kept in the school administrative office for the course of the school year and may be logged into your child's discipline file. All discipline incidents will be logged in our attendance system (ASPEN).

Our goal is to positively affect the future behavior choices of students. Because parental support is critical to our mission, the administration reserves the right to contact the sponsor/parent at any point in the discipline process.

Severe Clause

Fighting, using abusive language or gestures, blatant disrespect/ defiance, behavior which endangers oneself or others, or other behaviors that are deemed totally unacceptable may result in an immediate "out of school" suspension by an administrator. Based on the severity of the incident and/or repeated offenses, longer suspension periods may be invoked. Prior to the child returning to school, a re-entry meeting with the student, parent, and administrator must be held.

Definitions

Dangerous Behavior: Dangerous behavior is defined as actions that may injure or instill fear in others. Students engaging in dangerous behavior will be subject to Section A of the Table of Consequences.

Drugs, Alcohol, and Tobacco: Students found to be in possession of or under the influence of drugs or alcohol will be suspended from school. This includes smoking in buildings or on school grounds. Students may also be referred for examination at the Branch Clinic. Parents/guardians will be called to accompany the student to the Branch Clinic for examination.

Fighting: Fighting will not be tolerated at M.C. Perry Elementary School. Fighting is defined as any physical contact between two or more individuals with intent to cause physical harm. In-school or out-of-school suspensions may be administered to all parties involved in the fight in accordance with Section C of the Table of Consequences.

- Parent should express concerns to classroom teacher and administration; then allow ample time for issues to be resolved before requesting changes in placement.
- If issues are not resolved, the next step is to write a formal letter requesting a change in placement. This letter should include the parents' rationale and justification for requesting the move. This letter will be presented to the school counselor.
- The school counselor will notify the teacher immediately upon receipt of a letter requesting a change in placement. The Counselor, administration, teacher, and parents will meet to discuss issues and develop a specific plan to address concerns.
- The measures that are discussed between parent and teacher will be implemented over the next ten school days, with the student, parents, and teacher working together in a good faith effort.
- If concerns are adequately addressed, the change in placement request will be set aside. If after ten days the concern still exists, the placement committee will convene as soon as possible to review the information and make a recommendation regarding student placement. Both parents and teachers will be invited to this meeting to present their views, and then the committee will meet privately to discuss and make a determination based on the information provided. The placement committee then makes a recommendation that is forwarded to the administration for final determination of student placement.
- Placement in another classroom will normally be determined based on the number of students in each class. Classes currently with the lowest number of students at the time of change will be considered first. There may be extenuating circumstances during which this procedure will not be followed; such cases will be handled on a case-by-case basis.
- Change in student placement is a one-time event during the school year.

STUDENT'S RIGHTS AND RESPONSIBILITIES

a. The following rights were retained by students effective SY 2017-2018:

(1) Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160 (Reference (d)). Director of Department of Defense Education Activity Memorandum (Reference (e)). DoDEA Administrative Instruction 2500.14 (Reference (f)), and DoD Instruction 1342.12 (Reference (g)), without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

(2) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyber bullying), drugs and alcohol, and other unwanted conduct, consistent with References (d) – (g) and DoDEA Director Memorandum "Safe and Drug Free Schools" (Reference (h)).

In support of regular professional development, DODEA has adopted a policy which will allow schools to have an early release day once a week. M.C. Perry Elementary School's early release will be each Thursday. During this early release students will be dismissed at 1330. This will allow time for teachers to receive professional development in a variety of topic based on our school improvement plan. These early release days are in addition to other training days mandated by DODEA Headquarters, Area Director's Office, and District offices. As always, parents are welcome to attend these meetings.

Although our calendar dates for these events may change, we have listed the preliminary dates for professional development in the calendar in this handbook. Notification of revised dates will be emailed in monthly newsletters, available on the intranet, on the school marquee, and at the commissary marquee. Events and calendar items also may be announced on AFN TV and radio, as well as in notes brought home by the student.

TEXTBOOKS, LIBRARY BOOKS, AND INFORMATION CENTER

Textbooks adopted by DODEA are ordered from the same book companies that are used by many schools in the United States. Books are issued to students free of charge, but the sponsor is held financially responsible for the cost of lost or damaged textbooks and library books.

Students transferring during the school year must turn in their books and workbooks to their classroom teachers. All other students must turn in their books at the end of the school year. All books will be accounted for by the teacher at the end of the school year.

The M.C. Perry School Complex maintains a complete Information Center (IC) with a collection relative to the student population. With the exception of periodicals (magazines and newspapers), reference and reserve materials, items circulate for a two week period. It is the responsibility of the student to return materials when due. Failure to do so can result in suspension of privileges, payment for lost books and in severe cases, letters to the sponsor's command requesting payment.

The information specialist provides formal library/information skills instruction for all students in grades Kindergarten through 2nd.

The IC is open daily (M-F) from 7:50 a.m. until 2:35 p.m. Arrangements for the use of the information center beyond normal operating hours can be accommodated with advance notice.

TRANSFER/WITHDRAWAL OF STUDENTS

Please notify the school ten (10) working days prior to a PCS move so that the transfer documents may be prepared. We suggest parents hand-carry student records needed for enrollment at the new school. Final school clearance requires students return all books and pay all fees. Upon request we will send **copies** of school records to your new location. The original student records remain at school, in case more copies are needed later.

GRADES K-2

Students who will transfer (PCS) more than 20-school days before the end of the school year will be given a transfer evaluation and a report card, with grades to date, to take to the next school where they will enroll for the remainder of the year. They will not be promoted for the year by DODEA at that time. Students who are leaving (PCS) fewer than 20-school days before the end of the school year may be promoted to the next grade depending on academic progress and the completion of school work. Each year an accelerated withdrawal date is provided from DoDEA. Please contact the School Registrar for accelerated withdrawal dates.

TUITION PAYMENTS

Tuition payments can only be accepted in the form of a money order, check, or via www.pay.gov . Payments must be made in US dollars. Checks and money orders will be made payable to "Treasurer of the United States." The check or money order will be attached to the Cash Collection Voucher, along with all other supporting documentation, and forwarded by the school to the DODEA-Pacific Service Center, Fiscal Division. Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.

VALUABLES

The school cannot accept responsibility for valuables such as watches, cameras, electronic items, or money, brought to school. Please keep these items at home.

VANDALISM/DAMAGED SCHOOL PROPERTY

Parents should note that willful misuse, damage or destruction of any school property is unacceptable. Students, as well as sponsors, will be held responsible for repair, replacement, payment, or another form of approved corrective action regarding lost or damaged school property. Intentional destruction of government property will involve the Provost Marshall Officer.

If an investigation reveals that a student has lost or willfully damaged property, the sponsor may be required to reimburse the U.S. Government. Examples include broken furniture or windows, and damaged or lost textbooks. Specific procedures for reimbursement are based on the actual value of the object in question. Items such as library, textbooks or calculators can be replaced via online purchase. Requests for overdue payments may be referred to the sponsor's command.

VISITORS

All visitors to M.C. Perry Elementary School must check in at the Main Office, present their military identification card, sign the Visitor's Log, and be issued a visitor's pass. (DoDEA Reg.4700.2, 47.2.6 Visitor Control)

VOLUNTEERS

We need parent volunteers in all areas. If you are interested and available, please call our office at 253-3327. Services of volunteers are used in our library, reading programs, classrooms, special education programs, lunchroom, playgrounds and the computer labs.

M.C. Perry Elementary School

***Parent-Student Handbook Acknowledgement Form
SY2019-20***

This handbook can be found at: <http://www.dodea.edu/Pacific/Japan/MCASIwakuni/MCPerryES/>
Please review the handbook with your child and make sure that all rules and regulations are understood. This is to ensure that you and your child are fully aware of all the rules they will follow while attending M.C. Perry Elementary School. Your child should return this acknowledgement form to his/her homeroom teacher by 30 September 2019.

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

Student Signature

Date

Parent/Guardian Signature

Date