Joan K. Mendel Elementary School
Parent and Student Handbook
SY-2018-19
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Welcome to the Pacific East School District! We are proud of the educational opportunities offered in our system. Our focus is on improving academic achievement for all students while supporting the mission of our military families. The military command, school advisory committee (SAC) and parents provide wonderful community support to us and we feel fortunate to serve the families of our military sponsors.

We have a total of 19 schools (10 elementary, 3 middle, 3 middle/high and 3 high schools) which serve the families living on the Sasebo, Iwakuni, Yokota, Yokosuka, Zama/Atsugi, and Misawa military installations.

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

Similarly, Special Education services are available to all Pacific East students including preschool students. If you have concerns regarding your child's academic, physical, social, or language development, you may contact your child's teacher or the principal.

Pre-school aged children (between the ages three and four years) who are identified with developmental delays, physical disabilities, or speech-language problems may also be eligible for services. You may contact the Special Education Office at DSN 225-3940 if you are concerned about your preschooler. For infants and toddlers, ages 0-2, you may contact Educational and Developmental Intervention Services at your local installation.

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

Steven R. Bloom, Ph.D.
Superintendent
DoDEA PACIFIC EAST DISTRICT
DSN: 225-3940
DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY (DoDEA)

Vision, Mission, and Core Values

**Vision**
Excellence in Education for Every Student, Every Day, Everywhere

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

**CORE VALUES**
- **Student-Centered**: Students are at the heart of all we do.
- **Excellence**: We strive to exceed expectations in all we do.
- **Continuous Improvement**: Our organization, its systems, and processes will be continually reexamined and improved.
- **Lifelong Learning**: Learning is an active process of discovery where we cultivate curiosity, perseverance, and the desire to learn.
- **Diversity**: We honor the uniqueness of each individual and embrace diverse beliefs and backgrounds. We respect differences and create inclusive environments which contribute to a better society for all.
- **Individual Potential**: Individuals develop within an environment that nurtures intellectual, social, emotional, physical, and creative growth.
- **Shared Responsibility**: Partnerships among families, students, staff, and community members are characterized by mutual commitment and collaborative effort that enrich the lives of our students.
- **Trust**: We value relationships based on integrity, mutual respect, and open two-way communication. We cultivate a safe and risk-free culture that encourages and inspires innovation.

Goals and Key Indicators:

**GOAL 1**
**STUDENT EXCELLENCE**
Challenge and prepare each student to maximize his or her academic growth and well-being for college, career, and life.

**Key Result Indicator**: All DoDEA students will show appropriate growth within an academic year.

**GOAL 2**
**SCHOOL EXCELLENCE**
Develop and sustain each school to be high performing within a culture of innovation, collaboration, continuous improvement, and caring relationships.

**Key Result Indicator**: DoDEA excels in providing rigorous curriculum and instruction as measured by teacher-student interactions that demonstrate high levels of engagement, and the extent to which teachers provide challenging opportunities to learn in the classroom and the broader environment.

**GOAL 3**
**TALENT EXCELLENCE**
Recruit, develop, empower, and retain a high performing workforce that reflects the diversity of our students.

**Key Results Indicator**: The performance of all DoDEA employees is rated fully successful or outstanding.

**GOAL 4**
**ORGANIZATIONAL EXCELLENCE**
Built an enduring, accountable, and responsive organization that provides appropriate resources, direction, and support to accomplish the mission.

**Key Results Indicator**: DoDEA will make statistically significant improvements in the organizational capacity levels in planning, communication, IT infrastructure, and customer service.

**GOAL 5**
**OUTREACH EXCELLENCE**
Partner with internal and external stakeholders and industry leaders to advance student and organizational success.

**Key Results Indicator**: DoDEA will ensure the coordinated delivery of outreach to maximize efficiency, target support, improve quality, foster innovation, and monitor involvement and impact.
The DoDEA chain of command from the lowest to highest is Principal, District Superintendent, Director of Student Excellence (Pacific Area Office), and Director of DoDEA. Contact phone numbers and/or addresses for the next in chain of command are identified below:

**School Level**

**Dr. David Hermann, Assistant Principal**  
Joan K. Mendel Elementary School  
Unit 5072  
APO, AP 96328-5072  
Phone: (315) 225-5504

**Dr. Christopher Racek, Principal**  
Joan K. Mendel Elementary School  
Unit 5072  
APO, AP 96328-5072  
Phone: (315) 225-5504

**District Level**

**Dr. Helen Bailey, Community Superintendent**  
District Superintendent Office, Pacific East  
Unit 5072  
APO, AP 96326  
Phone: (315) 225-3940

**Dr. Steven Bloom, District Superintendent**  
District Superintendent Office, Pacific East  
Unit 5072  
APO, AP 96326  
Phone: (315) 225-3940

**Regional Level**

**Ms. Lois Rapp, Director of Student Excellence**  
DoDEA-Pacific  
Unit 35007  
APO, AP 96376  
Phone: (315) 644-5878

**Mr. Thomas Brady, DoDEA Director**  
DoDEA Headquarters  
Alexandria, VA 22350-1400  
Phone: (571) 372-0590

### SCHOOL/DISTRICT LEVEL CHAIN OF COMMAND

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<tr>
<th>Area of Concern</th>
<th>1st Level</th>
<th>2nd Level</th>
<th>3rd Level</th>
<th>4th Level</th>
<th>5th Level</th>
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<tbody>
<tr>
<td>Classroom/Instruction/Curriculum</td>
<td>Teacher</td>
<td>Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
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</tr>
<tr>
<td>Classroom/Discipline</td>
<td>Teacher</td>
<td>Assistant Principal</td>
<td>Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Special Education</td>
<td>Teacher</td>
<td>CSC Chair</td>
<td>Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
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<tr>
<td>Clubs/Extra Curriculum</td>
<td>Club Sponsor</td>
<td>Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
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<tr>
<td>Guidance</td>
<td>Teacher</td>
<td>Counselors</td>
<td>Assistant Principal/Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Health Related Concerns</td>
<td>Teacher/School Nurse</td>
<td>School Nurse</td>
<td>Assistant Principal/Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Scheduling/Changes</td>
<td>Teacher/Counselors</td>
<td>Assistant Principal/Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Individual/Student Concerns</td>
<td>Teacher/Counselors</td>
<td>Assistant Principal/Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
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</tr>
<tr>
<td>Transportation</td>
<td>Transportation Supervisor</td>
<td>Assistant Principal</td>
<td>Principal</td>
<td>Community Superintendent</td>
<td>Superintendent</td>
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PACIFIC EAST DISTRICT GOALS

**GOAL 1:** The Pacific East District will develop a comprehensive *professional learning* system to build capacity for achieving DoDEA's goals and initiatives.

**GOAL 2:** Schools throughout the Pacific East District will integrate *technology* into everyday classroom instruction when appropriate.

**GOAL 3:** Implement the *College and Career Ready Standards* for Math and Literacy.

**GOAL 4:** Use student *data* to support instructional decision making.

JOAN K. MENDEL ELEMENTARY SCHOOL (JKMES)

**Mission:** To educate, engage, and empower each student to succeed in a dynamic world.

**Vision:** To be among the world leaders in education, enriching the lives of military connected students and the communities in which they live.

**Purpose:** Empowering students to succeed as life-long learners.

**Shared Values:**
- Manners
- Excellence in all we do
- *Never* give up
- Disciplined
- Express creativity
- Life Long Learners
Dear Parents, Students and Faculty,

Welcome to Joan K. Mendel Elementary School (JKMES) for the 2018-19 School Year! We hope you all had fantastic vacations and look forward with enthusiasm to the brand new school year.

Formerly known as Yokota East Elementary School, JKMES currently has approximately 550 students in attendance with 65 professional and Para-professional staff members providing support and nurturing. Everyone here works hard to help children achieve their highest academic goals and potential. In addition to the academics, we also offer classes in art, music, physical education, and Japanese culture; as well as Special Education services/supports, English as a Second Language, and Literacy Support. There is also a Gifted Education Program for students whose potential and/or performance requires differentiation in their instructional program.

We eagerly look forward to partnering with you as we continue to provide opportunities that will have the greatest impact on student performance. Parents are vital partners to achieving the goals set forth in the plan for the success of our students. Please take time to read this handbook; and review all of the important policies, procedures and safety guidelines with your child on a regular basis.

JKMES faculty members understand the unique challenges military families face to include frequent deployments, the recurring transitions to new neighborhoods and schools, and the uncertainty that comes from dealing with these challenges. Each day our teachers welcome students to a safe, supportive learning environment. Your comments and concerns regarding the curriculum and/or school operation are welcome. Please contact us at 225-5504.

It is truly an honor and a privilege for everyone at JKMES to serve you and your families.

Dr. Christopher J. Racek  
Principal

Dr. David L. Hermann  
Assistant Principal
School History
Joan K. Mendel was an exceptional presence in the Yokota educational community for 34 years. When she wasn’t teaching she could be found rescuing stray animals and surrounding herself with the loving faces of the children of Aiji-no-le Orphanage. Ms. Mendel came to Japan more than 40 years ago. In 1973 when Yokota East Elementary school opened, Ms. Mendel was one of the first teachers on staff at the school. Although she never had children of her own, she served as a parent, mentor, and friend to hundreds of children here in Japan. Ms. Mendel volunteered her time at the Aiji-no-le Orphanage in Tokyo. She handled collections of clothing, food, and supplies. Ms. Mendel also started a sponsorship program between Yokota East Elementary and the orphanage which continues today. She was a compassionate person, an exceptional teacher, and a wonderful friend. Ms. Mendel made such an impact on her fellow colleagues and community that it only seemed right to dedicate the school in her name and honor her legacy. When you visit Mendel elementary school, you are sure to see Ms. Mendel and the dreams she left behind becoming a reality.

Mascot and Colors
Our mascot is the “Panda” and our colors are Black, White, and Crimson

Address, Phone Numbers, and Webpage
Joan K. Mendel Elementary School
DODDS-P/J (JKMES)
Unit 5072
APO, AP 96328-5072

DSN: 225-5504
Calling from US: 001-81-3117-55-5204
Faxing from US: 001-81-3117-55-5202
School Bus Office DSN: 225-9787
Webpage: http://www.dodea.edu/MendelES/Index.cfm

Office Hours
Normal school days/Teacher work days 7:00am – 4:00pm
School Breaks (Summer, Winter, Spring) 8:00am – 3:00pm (Lunch Break from 11:30-12:30)

School Start/End Times

<table>
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<tr>
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<th><strong>Mon, Wed, Thu, &amp; Fri</strong></th>
<th><strong>Tuesdays (Early Release)</strong></th>
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<tbody>
<tr>
<td>Sure Start - 5th Grade</td>
<td>8:00am - 2:10pm</td>
<td>8:00am - 1:10pm</td>
</tr>
<tr>
<td>Late Start</td>
<td>10:00am - 2:10pm</td>
<td>10:00am - 1:10pm</td>
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Lunch and Recess Schedule

<table>
<thead>
<tr>
<th>Grade</th>
<th><strong>Mon, Wed, Thu, &amp; Fri</strong></th>
<th><strong>Tuesdays (Early Release)</strong></th>
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<tbody>
<tr>
<td></td>
<td>Lunch</td>
<td>Recess</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>1030 – 1050</td>
<td>1050 – 1115</td>
</tr>
<tr>
<td>1st Grade</td>
<td>1045 – 1105</td>
<td>1105 – 1130</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>1100 – 1120</td>
<td>1120 – 1145</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>1125 – 1145</td>
<td>1145 – 1210</td>
</tr>
<tr>
<td>4th Grade</td>
<td>1115 – 1140 (Recess first)</td>
<td>1140 – 1200 (Lunch)</td>
</tr>
<tr>
<td>5th Grade</td>
<td>1125 – 1150 (Recess first)</td>
<td>1150 – 1210 (Lunch)</td>
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*Please note the time changes for recess/lunch on Tuesdays.
For the safety of our students, DoDEA policy requires that **All visitors** sign-in at the main office.

**MAIN OFFICE DIRECTORY**

Principal .......................................................................................................................... Dr. Christopher Racek/225-5503
Assistant Principal ........................................................................................................ Dr. David Hermann/225-5503
Administrative Officer .................................................................................................. 225-5503
Secretary ....................................................................................................................... 225-5504
Office Automation Clerk ............................................................................................ 225-5503/4
Supply/Maintenance .................................................................................................... 225-4137
Assessor Clerk ............................................................................................................. 225-8982
School Nurse .............................................................................................................. 225-7417
Counselor (Grade SS, K, 3-5) ..................................................................................... 225-2021
Counselor (Grade 1-2) ............................................................................................... 225-5552

**Yokota Airbase School Liaison Officer office—Contact information**

DSN 225-8001 – emails at: jennifer.fletcher@us.af.mil (SLO); ishmael.jordan@us.af.mil; and joel.mendoza.2@us.af.mil’

**Daily Schedule**

<table>
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<tr>
<th>Teacher Duty Day</th>
<th>0740 to 1440</th>
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<tr>
<td>Paraprofessional Duty Day</td>
<td>(6 hrs. total) Schedule determined by classroom teacher and school administration</td>
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<table>
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<tr>
<th>Students permitted on campus</th>
<th>0750</th>
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<tr>
<td>Students may go to class (first bell)</td>
<td>0755</td>
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<tr>
<td>Instructional Day begins (second bell)</td>
<td>0800</td>
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<tr>
<td>Instructional Day Ends (Tue)</td>
<td>1310</td>
</tr>
<tr>
<td>Instructional Day Ends (Mon, Wed, Thu, &amp; Fri)</td>
<td>1410</td>
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Scheduling a short nutrition break/brain break with a healthy snack each day is at the teacher’s discretion. Young bodies need to eat and move often to sustain their energy level and focus on academic tasks. Snacks should be limited to healthy options.

**NOTE:** Please be aware that some students in your child’s classroom may have potentially **SERIOUS AND/OR LIFE THREATENING** food allergies (e.g. NUTS). The classroom teacher will assist in coordinating a management plan with the school nurse and administration. The school nurse and classroom teacher will then insure that the plan is communicated the appropriate staff.
SCHOOL DISTRICT ACCREDITATION

Advanced ED is the largest community of education professionals in the world. It is a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of Pre-K-12 schools and school systems to ensure that all learners realize their full potential. Advanced ED was created through a 2006 merger of the Pre-K-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)—and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2012.

The Advance ED Standards include:
1. Purpose & Direction
2. Governance & Leadership
3. Teaching & Assessing for Learning
4. Resources & Support Staff
5. Using Results for Continuous Improvement

Accredited schools and districts adhere to the standards and use them as a tool for ongoing self-assessment. They use the standards to continually ask themselves, "What more can we be doing to benefit our students?" Recently (May 2017), the Pacific East District successfully completed its first district wide accreditation and earned Advanced Ed accreditation for the next five years.

COLLEGE and CAREER READINESS

It is commonly said that the goal of high school is to ensure all students graduate "college and career ready." What does "College and Career Ready" mean? Simply put, "college and career readiness" refers to the content knowledge and skills high school graduates must have in literacy and mathematics - including, but not limited to, reading, writing communications, teamwork, critical thinking and problem solving - to be successful in any and all future endeavors. Of course, a student's readiness for college and careers depends on more than knowledge in all subject areas. To be successful after high school, all graduates must possess the knowledge, habits and skills that can only come from a rigorous, rich, and well-rounded Pre-Kindergarten through Grade 12 education. All high school graduates need to be prepared for some postsecondary education and/or training if they are to have options and opportunities in the job market.

- College and career readiness in DoDEA is grounded in College and Career Ready Standards (CCRS)
- CCRS in the areas of mathematics and literacy set a foundation for even greater student success and growth.
- CCRS set grade-by-grade learning expectations for students in grades K-12.
- CCRS establish clear, consistent and high learning goals and are more focused on preparing students for success in college and careers.
- The continuity of CCRS presents an extraordinary opportunity for academic development.
- The CCRS are identical in the majority of states.
- CCRS support a cohesive education for the highly-mobile military-connected student.
- No matter where or when they move, our students will know that the standards and expectations remain consistent.
SCHOOL CALENDAR

**MENDEL ELEMENTARY | 2018-2019 CALENDAR** (Updated 30 AUG 2018)

### Summer Office Hours:
0800-1500
Closed for lunch 1130-1230
225-5503

**NOTES:**
- NS: No School
- Early Release: 1:10p

#### JULY 2018

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#### AUGUST 2018

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#### SEPTEMBER 2018

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DODEA SCHOOL RULES, REGULATIONS AND PROCEDURES

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

ACADEMIC AWARDS

At the end of the school year JKMES holds an academic awards ceremony for our Intermediate Grades (4th-5th). There are two levels of awards that are presented by the teachers and each has specific criteria.

- PANDA Award: For students who have demonstrated consistent improvement and resilience throughout the year. This is not linked to any GPA, but rather based on individual effort to improve through continuous effort and improvement in core subjects.
- Scholar Award: For students must have maintained between a 3.5 and 4.0 GPA in core subjects for the entire year.

Fifth grade students are also eligible for the President’s Education Awards Program (PEAP). The PEAP is sponsored by the U.S. Department of Education, in partnership with NAESP and NASSP. It was developed to help principals recognize and honor students who have achieved high academic goals through hard work and dedication to learning. The school principal has the final authority to determine which students receive these awards:

- President’s Award for Educational Excellence: Students must have a GPA above 3.5, demonstrate high levels of achievement on standardized nationally normed assessments and the recommendation of a teacher and one other staff member.
- President’s Award for Educational Achievement: Students must have demonstrated outstanding educational growth, improvement, commitment or intellectual development in academic subjects, but they do not meet the criteria for the President’s Award for Educational Excellence.

ACCELERATED WITHDRAWAL


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

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

**ACCESS TO STUDENT RECORDS**

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

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

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

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

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

**ADULT-TO-STUDENT SEXUAL ABUSE, HARASSMENT, AND OTHER INAPPROPRIATE BEHAVIOR OR CONDUCT**

DoDEA Regulation 1800.02, “Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct,” June 15, 2015

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

**AFTER SCHOOL CLUBS/ACTIVITIES**

Anytime a JKMES student could be involved in activities after school, permission forms will be sent home prior to the activity. Parents must sign the form and have the student return it to the sponsoring teacher before the student will be permitted to participate. Students are to report to school at the time for the activity to begin. Students are allowed in the school buildings only in the area where the club is meeting and upon the arrival of the sponsoring staff member. Please note that there is no additional bus service to provide transportation if your child participates in an on campus after school club.
ANIMALS AND PETS
Per DoDEA Regulation 4800.1, before an animal or pet can be brought into the school for any reason (including bringing in pets when there are no classes is session), the pet owner must first have written approval from the principal. Animals that could cause injury or harm to any person WILL NOT be brought to school. The pet owner will provide a copy of the veterinarian certificate for the principal and school nurse prior to bringing the animal or pet into the school. A copy of this certificate must be kept in the classroom at all times and a copy retained by the school nurse in an animal/pet veterinary clearance file. In addition, a copy will also be kept on file in the school office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify the teacher and school nurse. JKMES staff is responsible for alerting visitors to this policy and contacting school administration. Working animals (e.g. service dogs) that provide support individuals with Americans with Disabilities Act (ADA) identified disabilities or security services, are understood to have undergone extensive behavioral training and are allowed under federal law. In accordance with those same standards, working animals must be properly identified (e.g. service dog harnesses and warning placards) and remain under the full control of their owners/handlers at all times.

To be clear, no other animals of any kind (including emotional support animals) are allowed on the JKMES campus without: 1) Clear notification to school administration by their owners (prior to arrival on campus) and 2) Explicit approval from the school administration.

ARRIVING AND DEPARTING JKMES
Student safety is the primary concern at JKMES and as such we strive for full compliance with DOD/EA and installation best practices and regulations. Parents will be notified if their child habitually arrives at school too early or tardy. Should the problem persist, the school liaison officer and/or sponsor’s chain of command may be notified.

Regular vs. Late arrival
In general, students are welcome to be on campus during school hours, or to attend a school sponsored afternoon or evening functions. To avoid being late for the start of the school day, parents should plan for their students to arrive at school between 0750 and 0800. Students up to 5-years old must be accompanied to school by an adult or older child (age 12+) when walking. Students 6-years old and up may walk to school unaccompanied as long as the child is at least in first grade (see chart on next page). If a child is late for school (after 0800) the parent must sign the child in at the office. A late slip will be issued to the child to give to the teacher. Please do not escort your child directly to the classroom without signing them in at the office when they arrive late (please also refer to Student Attendance).

- Students will always listen to the directions of and be respectful to school staff before and after school.
- Use sidewalks and crosswalks at all times; never in the middle of the block or between parked cars.
- Helmets must be worn at all times on Yokota Air Base and both adults and students need to follow the directions of the Safety Patrol at all times.
- Dismount and walk bicycles across the crosswalks and do not delay in crossing or play in the street.
- Bicycling, roller-blading, riding scooters, and skateboarding on school grounds are not allowed.
- Students are not to play on the JKMES playgrounds before school.
- Students will remain outside in the courtyards or as directed by staff until the first bell rings. Individual teachers may allow students to enter their rooms earlier.
- Once the first bell rings, students will go directly to their classrooms and follow the directions of their teacher, substitute instructor and/or aide.
At Yokota Air Base the supervision of minors is governed by YAB Instruction 31-118 (see below). In summary: any students enrolled in Kindergarten or Sure Start must be escorted to and from school by: parents, guardians, designated adults, authorized babysitters (age 12+), or authorized school age care. The hand-to-hand transfer is complete once the student is checked off the Kindergarten aide’s daily arrival checklist.

From Yokota Airbase Instruction 31-118

<table>
<thead>
<tr>
<th>Age of Child</th>
<th>Walk to/From School (Unaccompanied)</th>
<th>Baby-sit Others</th>
<th>Left in Car Unsupervised (Without someone 15 or older)</th>
<th>Left Unattended in Quarters (Vacation or TDY)</th>
<th>Left Unattended in Quarters</th>
<th>Left Unattended Outside Quarters and Associated Neighborhood Play Areas</th>
<th>Left Unattended in Public Areas</th>
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<td>0-5</td>
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<td>6-9</td>
<td>YES</td>
<td>NO</td>
<td>YES&lt;sub&gt;2&lt;/sub&gt; With keys removed not to exceed 5 minutes</td>
<td>NO</td>
<td>NO</td>
<td>YES&lt;sub&gt;7&lt;/sub&gt; Check periodically</td>
<td>YES&lt;sub&gt;7&lt;/sub&gt;,&lt;sub&gt;8&lt;/sub&gt;</td>
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<td>YES</td>
<td>NO</td>
<td>YES&lt;sub&gt;2&lt;/sub&gt; With keys removed not to exceed 20 minutes</td>
<td>NO</td>
<td>NO</td>
<td>YES&lt;sub&gt;7&lt;/sub&gt; Check periodically</td>
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Note 1: A minor 12 – 14 will baby-sit no more than three children under age 8, including their own siblings, and no more than one infant (24 months or less). Babysitting will not exceed eight hours. Potential baby-sitters are highly encouraged to attend the Red Cross Baby-sitters Training Course before starting any supervision of minors. Any minor with an active YCAP case file is not eligible to be in this status.

Note 2: A minor age 15 and up should baby-sit no more than three children under age 8, and no more than two infants (24 months or less). Minors age 15 and up may baby-sit family members up to two nights/three consecutive days as long as sibling(s) are 10 years of age or older (see Note 4). Any minor with an active YCAP case file is not eligible to be in this status.

Note 3: Parents must still apply good common sense and take reasonable precautions when leaving their child in a vehicle. Ensure there is no immediate risk or threatened loss of life (i.e., windows up and extremely high temperatures, a high crime area, night time, child under duress, etc.).

Note 4: Minors age 15 and up may be left alone for short temporary duties (TDY) or leaves, not to exceed two nights/three consecutive days. These minors must have designated adult supervision available to make periodic checks daily and the adult must have a power of attorney. Any minor with an active YCAP case file is not eligible to be in this status.

Note 5: Any minor with an active YCAP case file is not eligible to be in this status.

Note 6: Children age 12 and up may be left alone overnight provided the sponsor is within the local area and the children have physical access to designated adult supervision (including work and home phone numbers and sponsor’s emergency phone numbers). Any minor with an active YCAP case file is not eligible to be left alone past curfew or overnight.

Note 7: In neighborhoods, playgrounds and associated tower play areas, parents or designated adult must check on child periodically. Parents are expected to use good judgment of their child’s maturity and make reasonable, prudent decisions. Children age 6 – 9 must have access to designated adult supervision. —Access is defined as the adult knowing the location of the child and having the ability to quickly respond in person in case of an emergency.

Note 8: Minors must comply with wing policy on age requirements for individual Services, Army and Air Force Exchange Service (AAFES) and Commissary facilities.
Regular dismissal
Students are expected to go home at the conclusion of the school day. All students should be picked up or leave campus within 10 minutes after dismissal. Students who are involved with an after school activity must be supervised by the activity sponsor.

Early dismissal
Parents who wish to remove their child from JKMES before the end of the day (for appointment, etc.) should send a note to the teacher and the office as soon as this need is known. Also, if there is a change in a student’s regular transportation routine for a particular day, parents are asked to send a note to the classroom teacher or notify the office prior to 1330. Due to the busy office routine at the end of the day, we cannot ensure a student will receive a message if the call is received after 1330. For safety purposes, no child will be released for any kind of appointment without the parent or other authorized adult coming to the school in person to check the student out at the main office by completing an early dismissal slip. Students cannot be released to nonfamily members without written verification from the sponsor and please note that a Government issued photo ID is required. The student will be called down to the office; parents or authorized adults are welcome to wait in the office lobby. Occasionally, our school will have half-day early release for students — on these days, dismissal will be at 1045, busses departing at 1055. Lunch will not be served. Early release due to weather is determined by the Base Commander in coordination with the school administration.

Safety Patrol & Traffic Safety
JKMES sponsors a Safety Patrol that is a vital part of our school safety program. Students must be in fifth grade, dependable, and responsible. Safety Patrol members are expected to be on duty at 7:35 every morning and 2:00 every afternoon. Each member of Safety Patrol is provided with a safety vest, a stop sign, a whistle and ponchos for inclement weather. Their specific duties include: Raising and taking down the flag; monitoring student safety; and ensuring safe passage at the crosswalks. The designated drop-off and pick-up point for children is the parking lot for Tower 4305. It is located across the street from the Small Top playground. Please do NOT drop children off along the streets adjacent to the campus. This poses an extreme safety hazard. In addition, all students are required to use the crosswalks for safety.

![Appropriate Drop Off Zone](Image URL)
ASSEMBLIES
Assembly programs at JKMES are worthwhile educational experiences for students and staff members. Assembly programs may be presented by grade level and/or to selected classes. Most assemblies for several classes or more will be presented in the Information Center. Smaller group presentations may be held in classrooms, common areas, or training/conference rooms as appropriate. A well-planned, well-executed assembly provides a satisfying educational experience for members of the audience. Proper student behavior in assemblies means that students listen attentively, respect the rights and feelings of others, behave courteously toward speakers, performers and guests, and applaud at appropriate times. Teachers are expected to monitor student behavior so that scheduled programs and performances can be presented without disruption or interference.

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

BEHAVIORAL EXPECTATIONS
Appropriate behavior is expected to be demonstrated at school, walking to and from school, riding the school bus, participating in study trips, walking from one classroom to another, using the bathrooms, eating lunch in the cafeteria and playing on the playground. In order to provide a safe and secure learning environment where students can reach their fullest academic potential, high standards of conduct are expected. JKMES students will:

• Respect all JKMES teachers, professional staff, volunteers, and facilities
  o Listen to teachers, substitutes, aides, bus drivers, administrators, etc., and do what they ask.
  o Students may receive instructions (particularly for their safety) from volunteers and/or guides while participating on study trips and should adhere to their instructions as well.
  o Demonstrate respect for personal and school property.

INAPPROPRIATE DROP OFF ZONE
(in the street between Myers & Morgan)
• Be kind to one another and prevent bullying behaviors
  o Exercise good study skills and work habits without infringing upon the learning of others.
  o Refrain from picking on, taunting, bullying, or harassing any other student.
  o Students will learn how to identify bullying behaviors and make better choices.
  o Students will make it a point to include students who are easily left out.
  o Students will identify an adult that we trust in our school and our community that students can talk to if they are being bullied or know someone is being bullied.

• Demonstrate personal responsibility and politeness
  o Students will respect ourselves and each other.
  o Students will learn to express our feeling in a constructive manner.
  o Think before you speak or act in a manner that might violate a school/class procedure.
  o Arrive for class on time and with appropriate learning materials.

SCHOOL BUS PROCEDURES – Parents/Sponsors are responsible for the conduct of their students on the Yokota Air Base School buses and at the bus stops. Riding the base school buses is a student privilege and all students are expected to follow the bus rules. Failure to follow the rules can result in counseling and/or other measures including temporary removal from the bus and permanent removal of bus riding privileges.

CLASSROOM PROCEDURES – Each classroom teacher will communicate his/her Classroom Management Plan with students on the first day of school and with parents in writing no later than Open House. Serious and/or chronic misbehavior is not acceptable and will result in referrals to the administration, the Student Support Team and will also require conferences with parents. The JKMES staff requests parental support in establishing a high level of behavior expectation in all classrooms.

RESTROOM PROCEDURES – When using the restroom at JKES students are expected to:
• Keep the restrooms quiet and clean and refrain from engaging in any form of vandalism.
• Flush toilets/urinals after use and wash their hands.
• Leave the restroom immediately after use and return directly to class.

LUNCHROOM PROCEDURES – The following expectations have been established to provide a relaxing, safe environment for all students when they are eating lunch. Students are expected to:
• **Movement:**
  o Students will always walk in the cafeteria and enter quietly; using “inside voices” when speaking to classmates (while in line and at their table).
  o Remain seated until dismissed (raise hand for assistance).
  o Tables in the cafeteria are assigned and students must sit at their assigned table unless directed by school administration or a lunchroom monitor.
• **Safety**
  o Students will always listen to the directions of school staff, be respectful, and follow the directions of school administration or a lunchroom monitors.
  o Eat only in the cafeteria, or at the designated outside tables unless directed by staff, and assist in keeping the area neat and clean by placing all trash and uneaten food in the trash containers.
  o **NEVER** share food with classmates and be aware of, and respect the needs of classmates who may have serious food related allergies.
• **Behavior**
  o Practice good manners and follow the directions given by the cafeteria monitors.
  o Students buying their lunch will use the proper line order – as set up by the cafeteria.
PLAYGROUND PROCEDURES – All students will play safely and with good sportsmanship.
  o Be considerate. Everyone gets to play and care about each other's feelings.
  o No rough play, helping hands only.
  o No running up slides or using on the playground equipment in an unsafe manner.
  o Climbing is only allowed on the parts of the playground equipment which are specifically designed for that activity.
  o If students wish to leave the playground for any reason (Restroom, Nurse, etc.) they must request and receive permission from a playground monitor.
  o Students must play on the school property and within the established playground area.
  o Swing forward and backward on swings (no twisting the chains, double swinging, jumping from swing, etc...).
  o Personal items (e.g. toys/games/cards/fidget spinners) are not allowed on the playgrounds.
  o Food and beverages are not allowed on the playground except in administration authorized activities.
  o During inclement weather, students will be moved to the information center and will watch a movie or participate in another appropriate quiet activity.
  o When recess is over and the signal sounds, students are to stop playing and line up immediately. A staff member will pick them up at the designated place and walk them to the cafeteria.
  o Recess activities/games may include:
    o Basketball, Kickball, Soccer, two handed touch or flag football, jump rope, hula-hoops, etc.
    o Tag is allowed with specific limitations including: soft tags or 2-finger touch tags (no hitting, pushing, slapping, grappling, tackling, etc...) Failure to comply will result in tag games being prohibited. Full contact sports are not permitted (e.g. Tackle Football, Dodge ball, etc....).

BICYCLES/SCOOTERS
Students may ride bicycles to school; however, parents are ultimately responsible for their child's safety. Per Yokota Airbase regulations, bicyclists and scooter riders must wear helmets with chinstraps fastened while riding, and follow all safety rules, registration procedures, and take the recommended routes to school. Bicycle racks are provided on the JKMES school grounds; however, the school cannot accept responsibility for loss or damage of bicycles brought to school or lost keys and it is recommended that bicycles should be locked during the school day. In addition, bikes and scooters may not be ridden in crosswalks or on school property. In-line skates, skateboards and wheelie shoes can be a safety hazards and are not allowed at school.

BULLYING
Bullying is defined as: Aggressive behavior that is intentionally cruel physically, verbally, or emotionally that differs from typical peer disagreements; and involves an imbalance of power or strength. Bullying can take many forms depending on the age level but may include behaviors such as:

  o Verbal bullying: Name calling, Mocking, Taunting, Harassment, Swearing, Lying about others, etc.
  o Physical bullying: Spitting, Hitting, Kicking, Slapping, Grabbing, Unwanted physical contact, etc.
  o Intimidation: Taking/Damaging/Destroying property, Threatening violence, Retaliation for reporting incidents to parents or school authorities, etc.

Bullying is considered to be an extremely serious issue, and is not acceptable in any form. Bullying behaviors are typically repeated over time and a student who is being bullied has difficulties defending themselves.
**JKMES Bullying Rubric**

<table>
<thead>
<tr>
<th>1st offense</th>
<th>2nd offense</th>
<th>3rd offense</th>
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| - Teacher email and/or phone call to student’s parents and/or sponsors.  
- Lunch or recess detention with focused/reflective activity given by teacher.  
- Mandatory counseling with school based mental health support staff members.  
- Administration notification. | - Parent/Sponsor, Student, and Teacher Conference.  
- Lunch or recess detention with focused/reflective activity given by teacher.  
- Mandatory counseling with school based mental health support staff members.  
- Administration notification. | - Formal office referral.  
- Principal or AP phone call and/or email to parents and sponsors.  
- Consideration of in or out of school suspension (ISS/OSS).  
- Referral to the appropriate team (SST, 504, or CSC) for the possible conducting of a Functional Behavior Assessment (FBA) and/or creation of a Behavior Intervention Plan (BIP). |

**Bullying Rubric Continued - Beyond 3rd offense**

**School Administration intervention**

- Formal office referral
- Principal or AP phone call and/or email to parents and sponsors.
- Referral to the SST, 504, or CSC team as appropriate for consideration/revision of an FBA and/or BIP
- In or out of school suspension (ISS/OSS)
- Consideration of expulsion per DoDEA regulation 2051.1

*Note: The type and length of detention, suspension, or expulsion are individually determined and will depend on the specifics of the offense.*

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

Education is the primary goal at JKMES. Subsequently, every student has a right to the best education available and every teacher has the right to teach without disruptions. To address the DoDEA-wide initiative to reduce bullying types of behavior JKMES uses a two-track approach: counseling and consequences. Counseling occurs through many different sources including: teachers, our school counselors and/ or school psychologist, our Military Family Life Counselors (MFLCs), and school administrators. Consequences may include both restorative activities and disciplinary actions. Ultimately, the goal of this process is to help to increase student understanding/awareness of the differences between inappropriate and appropriate problem solving behaviors and learn and practice positive conflict resolution strategies. DoDEA uses various resources (e.g. www.stopbullying.gov) to teach all students and adults at the school about bullying, and additional information regarding DoDEA’s Bullying Awareness and Prevention Program may be found at the following website: [http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm](http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm)

**CELL PHONES/TELEPHONE ACCESS**

While cell phones for elementary students are not recommended, it is recognized that that they can be a valuable parent’s tool to help to monitor their children’s whereabouts. During the school day student’s cell phones should be turned to “silent” mode. Interruption of classroom routines due to cell phone use will result in the phone being brought to the office for a parent/sponsor to pick up. This includes students making outgoing calls, playing games, or sending texts. Should a student need to contact a parent the school has
phones for student use.

Children's access to the school telephone at JKMES before, during, and after school is generally granted in the event of an emergency. Students should not ask to call home for rides in the event of rain or for permission to visit a friend after school. Parents should avoid calling the school asking for phone messages to be delivered to the student. We make every effort not to disrupt instructional time and will only do so in the event of a serious emergency. Please ensure that all after school plans are discussed and confirmed with your child prior to school.

**CHANGE OF ADDRESS, TELEPHONE NUMBERS, AND EMERGENCY CONTACTS**

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

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

It is highly recommended that a "Special Power of Attorney" is maintained on file in case the parent or sponsor must leave town for any length of time and leave their student in someone else’s care. A child may need urgent medical attention and a parent/sponor is not available. Parents can get more information on filing a "Power of Attorney" by contacting the Base Clinic. If the sponsor or emergency contact is not available, Security Police will be contacted. The school may also contact the Base Clinic and the sponsor's commanding officer as needed to cope with the emergency.

**CHILD ABUSE AND NEGLECT**


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

As mandated reporters, the staff at JKMES has a responsibility to protect the children entrusted to our care by bringing attention of a potential or possible issue to the appropriate investigative agency (FAP). Staff and individuals failing to report suspected child abuse/neglect may be held accountable for their actions. Please note however: School personnel are not responsible for substantiating or investigating any alleged concerns of abuse. The recommendation for an investigation of alleged child abuse is solely the responsibility of the
Family Advocacy Program. FAP officials are trained to deal with these cases and are responsible for notifying military law enforcement and other investigative agencies.

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

CLASSROOM AND/OR LUNCH VISITS
Parents are welcome to visit student classes with prior arrangements (at least 24 hours in advance before extended classroom visits). Parents wishing to visit a class should call the teacher or send a note stating the date and time they wish to visit. Visits during instructional time are not appropriate for conferences. Disruption of the class routines should be avoided. If parents desire a conference with the teacher, please schedule one as appropriate. Similarly, parents/sponsors are welcome to join their child/children for lunch. Please inform your child’s teacher, especially if you plan to purchase lunch so that the lunch count can be adjusted accordingly. Upon arrival at school, parents must sign the school office log and present a valid government issued I.D. card in order to obtain a visitor’s badge; identifying them as an authorized school visitor. At the conclusion of the visit, please return to the office to sign out and to turn in the visitor’s badge. Adult lunches are $5.00. Siblings, supervised by the parent, may also join an older brother or sister for lunch.

COMPUTER ACCESS/INTERNET POLICY/ELECTRONIC DEVICES
DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010
Each 4th or 5th grade student, together with the student’s parent or guardian (if applicable), shall acknowledge and sign Form 700, which contains the “Use of DoDEA Internet and Use of Information Technology Resources,” before he or she is assigned a user account. In accordance with Enclosure 4 in the DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010, the following are required of all students:

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

The signed agreement is to be retained in the administrative office at the student’s school for the duration of the student’s enrollment. A copy can be provided to parents or guardians upon request.
CONFERENCES
Parent/Teacher/Student conferences are held throughout the year. During the first quarter conference, report cards of elementary students are given to parents and school performance is discussed. Additional conferences may be initiated by either the parent or the teacher at any time as needed. Conferences are viewed as valuable opportunities for parents, teachers, and students to plan cooperative strategies. Teachers are available for conferences by appointment. Parents desiring a conference should contact the teacher to request an appointment. Parents who are unable to attend a scheduled conference should notify the teacher, in advance, by note or telephone message so that the conference can be promptly rescheduled. It is important that both the teacher and the parent work closely together in an effort to help the student. Therefore, frequent parent/teacher conferences or other communications are encouraged.

CORPORAL PUNISHMENT
Defined DoDEA Administrative Instruction 2510.01 as “Intentionally inflicting physical penalty administered by a person in authority”; and can range in severity from slapping to spanking. Corporal punishment is expressly forbidden in DoDEA schools and **WILL NOT be administered or condoned** (Enclosure 1, Section 4, and Subsection j). Additional references can be found within Administrative Instruction 2051.02 regarding student’s rights and responsibilities.

COUNSELING

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

Elementary school counseling programs support student’s self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/social skills, and foster effective learning/study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements. Please contact your school counselor for additional information regarding the school counseling program.
DISABILITY SERVICES
A student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance with Enclosure 3 in the DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended students with disabilities shall be provided a free and appropriate education in the least restrictive environment at no cost to the parents. Disability services that students may be eligible for include speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; school nurse services designed to enable a child with a disability; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. Please contact your child’s school for specific details relating to your child. In accordance with Section 5 in the DoDEA Regulation 2500.10, “Special Education Dispute Management System,” August 28, 2001 either the parent or the school may request mediation to resolve a disagreement concerning a child’s individualized education program, including the delivery of medically related services.

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

EMERGENCY DRILL PROCEDURES
JKMES runs multiple emergency drills per school year to insure that our students and staff are prepared in the event of a serious incident or evacuation. The drills will include: Fire, Lockdown/Shelter in place, Bomb threat, Earthquake, and Evacuation.

- Any person present at the school during a drill is expected to participate. It is essential that when the signal is given, everyone obeys orders promptly and if necessary, clears the building by the prescribed route, as quickly as possible.
- These procedures required by DoDEA Regulations are in place for Force Protection Condition (FP CON) and other safety/security emergencies. Please become familiar with the base and/or communities procedures for notifications and the emergency procedures.

EMERGENCY NOTIFICATION PROCEDURES
DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003
The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance in accordance with Section 6 of the “First Aid and Emergency Care,” September 8, 2003. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

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

*A school official may accompany the student to the medical facility in an emergency.
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)/LANGUAGE SERVICES
DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007

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

EXCEPTION TO ATTENDANCE AT ASSIGNED SCHOOLS (WAIVERS)

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

FAMILY ADVOCACY PROGRAM (FAP)


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

FIRST AID AND EMERGENCY CARE

DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003

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

Treatment decisions will be made exclusively by a health care provider(s) if the nature of the dependent student’s injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.
GRADING AND GRADING SYSTEM
At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

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

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

Additional information/JKMES procedures:
DoDEA students participate in a variety of system wide standardized assessments. JKMES staff will share information with you about the specific assessments and the schedule for the assessments of the students.

• Progress reports/report cards are distributed four times yearly (every 9 weeks), at the end of each marking period.
• A student who is starting school for the first time that school year must have been enrolled 20 school days of the marking period to receive grades for that quarter.
• (If provided) grades for a student transferring to a JKMES from another school district will be averaged with the current grade to determine the report card grade.
• At the conclusion of the first marking period, the progress report will be given at parent-teacher conferences scheduled in early November. Note: Conferences may be individually scheduled (as necessary) for some students at the conclusion of the second or third quarters.
• The cover envelopes must be signed by parents and returned to the school following the second and third quarters; and a final progress report will be mailed in June after the last day of school.
• Upon parent/sponsor request, a copy of the permanent records can be provided to take with them when they withdraw their child from school. For students leaving prior to the end of the year, progress reports will not be available until summer.


2. In Kindergarten through third grade, the marking code is not connected to numerical grades. Progress is reported in relation to the student’s meeting the DoDEA curriculum standards.
   CD- Consistently Displayed
   P- Progressing
   N- Not yet Evident
   X- Not Addressed

3. In grades 4 to 12, the marking code is connected to a numerical scale as follows:
90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 and below is Failing= (F)

4. Mid-quarter progress reports (grades 4-12) are distributed as a means of communicating progress for those students at risk of receiving a D or F at the end of the quarterly marking period. Parents should not hesitate (i.e. do not wait until report cards are issued) to contact their student’s teacher if they have questions or concerns about their student’s progress.

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

Report Cards for Students with Special Education
Grades are to be given by the SPED teachers in the academic areas in which they service the children. If a child is being pulled out of a subject or in his/her homeroom to be serviced in special education for another academic area, no grade is to be given for the subject(s) missed. For purposes of confidentiality, we cannot mention "Special Education" or "IEP" on the report card. We can however write in the comment section, "See additional reports".

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

**GRADUATION REQUIREMENTS (HS STUDENTS)**


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

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

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

1. Completion of all requirements for a standard diploma and additional course requirements;
2. Minimum 3.8 GPA at the end of the second semester of the graduating year; and
3. Earning a passing grade and the requisite exams in a minimum of four Advanced Placement (AP) exams and/or International Baccalaureate diploma (IB) in advanced-level courses.
High School Graduation Course Requirements (SY 2018-19):

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Standard Diploma</th>
<th>Honors Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4.0 credits</td>
<td>4.0 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0 credits</td>
<td>3.0 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0 credits</td>
<td>4.0 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3.0 credits</td>
<td>3.0 credits</td>
</tr>
<tr>
<td>World Language</td>
<td>2.0 credits</td>
<td>2.0 credits</td>
</tr>
<tr>
<td>Career Technical Education</td>
<td>2.0 credits</td>
<td>2.0 credits</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5 credits</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1.0 credit</td>
<td>1.0 credit</td>
</tr>
<tr>
<td>Health Education</td>
<td>0.5 credit</td>
<td>0.5 credit</td>
</tr>
</tbody>
</table>

**Summary**

| Minimum Total Credits       | 26.0 credits     | 26.0 credits   |
| Required Courses            | 20.0 credits     | 20.0 credits   |
| Elective Courses            | 6.0 credits      | 6.0 credits    |
| AP and/or IB Courses and requisite exams | -                | 4 courses     |
| Minimum GPA                 | 2.0 GPA          | 3.8 GPA        |

*AP and/or IB courses may be used to meet DoDEA requirements.*

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

**HOME-SCHOOL STUDENTS**

DoDEA recognizes that home-schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependents. Home-school students who are eligible to enroll in a DoDEA-Europe and DoDEA-Pacific and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk to participate in a DoDEA commencement ceremony. **JKMES Specific Policies:** Please meet with the JKMES registrar to complete the contact information and school participation forms if you wish your student to access our resources.

**HOMEWORK**

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

Check work after completion for neatness, name on paper, correctness, organization and sign the assignment notebook if your child’s teacher uses one.

Recognize effort with praise.

Homework will vary with the age and grade of the student and may be assigned at the discretion of the teacher. Please contact the teacher if your student never has homework, or spends excessive time on homework. DoDEA homework policy is based on 10 minutes of work per grade level as a baseline. So students in 3rd grade could be assigned up to 30 minutes of work per evening. Reading books for pleasure is often assigned as “homework”. If you do not know what is being assigned as homework of if your child cannot complete the work without excessive parental involvement, please contact the teacher. Approximate time limits are ten minutes per grade level, per night in total.

1st Grade – 10 minutes (50 minutes per week)
2nd Grade – 20 minutes (1 hour 40 minutes per week)
3rd Grade – 30 minutes (2 hours 30 minutes per week)
4th Grade – 40 minutes (3 hours 20 minutes per week)
5th Grade – 50 minutes (4 hours 10 minutes per week)

At JKMES homework will vary from teacher to teacher. Anything required outside of class time for the successful completion of the goals and objective of the curriculum is considered homework. Appropriate levels and types of homework can encourage students to be self-disciplined, independent, responsible, and increases students’ academic achievement. The collaboration of teachers and parents in the student’s regular accomplishment of homework can increase educational success.

**INCIDENT REPORTING/ACCIDENT-INJURY**
Parents will be contacted by the school administrator or school nurse for any of the following reasons:

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

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


The DoD, in collaboration with the National Center for Interstate Compacts and the Council of State Governments has developed an interstate compact that addresses the educational transition issues of children of military families.

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

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

LOST AND FOUND

Students should avoid bringing high valued items to school. Non-valuable items found around the cafeteria, school grounds, or playgrounds are collected in a storage bin located at the JKMES Cafeteria entrance (Bldg. 4320). Valuable items, such as eyeglasses, rings, watches, wallets and ID cards are kept in the main office if the item has been turned in. Because most items of clothing, lunch boxes, etc., are purchased at the Base Exchange, it is especially difficult to establish ownership. Please mark with large letters the inside and outside of all lunch boxes with your child’s name. Coats, hats, gloves, scarves, etc., should also be marked. Personal belongings left on the bus must be reclaimed at the Transportation Office at 225-4958. Any unclaimed items will be donated to the orphanage at the end of each quarter.

LUNCH PROGRAM AND PRICES

The DoDEA lunch program is operated by the Military Exchange at each installation. Questions about free and reduced lunch eligibility should be addressed to the School Liaison Officer at each installation. The school lunch program at JKMES is managed by AAFES and serves hot lunches on a daily basis for all grade levels. The cost for a student lunch is $3.00, adults is $5.25. Free and reduced price lunches are available to qualified families. Additional information can be found at: http://www.yokota.af.mil/AboutUs/YokotaSchools.aspx

MEDICAL CARE FOR OVERSEAS NON-DOD DEPENDENTS

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

MEDICATION AT SCHOOL

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

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

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

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

**PARENT ADVOCACY (ALSO SEE SCHOOL ADVISORY COMMITTEES)**
DoDEA schools encourage interaction between parents and teacher to enhance student learning. Some type of Parent Teacher Organization is offered at each school. Contact your school for specific information and ways to become involved.

**PTO** - The Parent Teacher Organization (PTO) at JKMES brings together parents, staff, and students in order to promote good community relations, engage in worthwhile and charitable projects, and to provide recreation and entertainment! The board and members are always happy to help in any way we can. Meetings are monthly in the school library to discuss budget, upcoming activities, etc. You can also join our Joan K Mendel Facebook group at: [https://www.facebook.com/groups/1491572524473868/](https://www.facebook.com/groups/1491572524473868/).

One way you can support our school is by collecting Box Tops for Education. Our PTO collects the Box Tops and submits them to earn money for our school. Send in box tops to your child's class regularly.

**PARENT/STUDENT/TEACHER COMMUNICATION**
DoDEA encourages all communication take place through official school email accounts. Our weekly Panda Posts and monthly Newsletter are some of the ways that JKMES makes a concerted effort to communicate with all parents via email. We will inform you of school happenings and important dates to remember through this newsletter and often include pictures of school and class events. Parents can contact the front office if they are not yet receiving these important emails.
PARENT-TEACHER CONFERENCES
All DoDEA schools should encourage parents to meet with their child’s teacher for parent-teacher conferences. Parent-teacher conferences allow parents the opportunity to ask questions about their child’s classes or progress in school. Parent-teacher conferences are a great way to discuss how parents and teachers can work together to help students perform at their best in school. If you are going to a meeting that was scheduled by the teacher or school, ask beforehand how much time you will have. If you will need more time or want to meet with the teacher again, let the teacher know at the end of the meeting. Please consult your child’s school for details regarding scheduling.

PARTIES/CELEBRATIONS
Although more cultural than religious, some school parties which coincide with holy-days may not be compatible with some religious faiths. Parents with such beliefs are welcome to sign their child out for the duration of the party. Families are encouraged to be cognizant and sensitive to the diversity of our school population. Other celebrations may be conducted in conjunction with a unit such as Cultural Heritage Months or the 100th Day of School. Due to time constraints, birthday parties cannot be held at school. With the approval of the teacher, cupcakes or cookies may be shared at the end of lunch. Students should not be dismissed carrying food as this can be very dangerous for students with severe food allergies as well as a source of litter.

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

PROHIBITED ITEMS
Parents are requested to assist the school staff in keeping all students safe. Any item that could cause harm must be left at home. Although not exhaustive, some examples of items which should NOT be brought to school include:

- Knives or cutting blades (real or replica or toy)
- Explosive caps, guns/ weapons (real, replica or toy), fireworks, matches, or lighters
- Animals (unless the administration has pre-approved)
- Personally owned athletic equipment (i.e., balls, bats, mitts, rackets, jump ropes)
- Trading cards & computer games
- Laser pens/pointers
- Personal electronics (MP-3 Players Radios, CD, tape or cassette players)
- Medical support devices unless specifically part of the student’s IEP, 504 plan, or Integrated Health Plan (e.g. Epi-Pens, Fidget Spinners, etc.) and maintained by the School Nurse.
Students who do bring the above mentioned items to school may be subject to disciplinary action determined by the administration and could range from a reprimand and confiscation of the item to possible suspension/expulsion from school. We strongly discourage children from bringing excessive money or valuable items to school such as trading cards, iPod’s, sentimental items, and etc. as the school educators may not be able to ascertain actual ownership and the school/district cannot be held responsible for loss or damage.

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

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

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

RELIGIOUS HOLIDAY OBSERVANCE
DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012
According to Enclosure 3 in the DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012 students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion. Students may observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, as long as the practice does not violate student standards or cause substantial disruption.

RETENTION/DOWNLOAD PROMOTION
Research in education overwhelmingly indicates student retention seldom provides any long-term positive results, and as a result, it is generally not recommended. If a student is having difficulty in academic or social adjustment areas, the classroom teacher must have regular conferences with the parents/sponsors during the year to develop strategies to address the student’s identified needs before convening a Grade Placement Committee (GPC) meeting.

Similarly, double promotion (skipping a grade) is a significant move for a student; with possibly several long term impacts. If a student is demonstrating exceptional academic strengths, the classroom teacher and the gifted support teacher must have regular conferences with the parents/sponsors during the year to develop
strategies to address the student’s identified needs before convening a Grade Placement Committee (GPC) meeting.

During the a GPC meeting the interventions as well as potential academic and social-emotional impacts will be thoroughly discussed and a recommendation is then created and forwarded to the school principal for review. In both cases, the final decisions for retention or double promotion are made by the school principal.

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

ROLES OF STAFF MEMBERS
At JKMES we highly encourage members of our community to participate in our school events, meet our staff members, and learn about them and their school duties, roles and functions.

SAFETY AND SECURITY

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

SCHOOL ADVISORY COMMITTEES (DODEA EUROPE & PACIFIC) AND SCHOOL BOARDS (DODEA AMERICAS)
This is one way for parents to get involved in their child’s education. Please consult your child’s school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas).

JKMES Advisory Council Opportunities:
School excellence is a shared responsibility at JKMES. It takes parents, teachers, students, administrators, support staff, military commanders and community volunteers to ensure enduring student success. Representatives of key stakeholder groups support JKMES through advisory councils and boards. Participation in advisory councils and boards enhances and improves educational programs and services, as well as the overall quality of life for the U.S. Department of Defense (DoD) overseas communities we serve. The Advisory Councils found on the DoDEA website as follows:

- School Advisory Council (SAC)
- Installation Advisory Council (IAC)
- District Advisory Council (DAC)
- Area Advisory Council (AAC)
- Pacific Theater Education Council (PTEC)
- Advisory Council on Dependents Education (ACDE)
- Dependents Education Council (DEC)
**SAC** - The School Advisory Council (SAC) was created under DoD Instruction 1342.15 and its membership consists of a cross section of the local community leadership including five parents and five teachers. The committee serves as an advisory board to the school administration on pertinent matters for improvements to the school rather than a policy-making body. The major goals of the JKMES SAC are to establish, expand, and maintain effective communications between the school, the military command, and the Yokota community. Meetings are announced in the school newsletter and are noted on the school calendar and are open to all parents.

**SCHOOL BUS BEHAVIOR**

*DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended*

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

Student Transportation is a privilege provided to qualifying DoDEA Pacific Students. Specific information regarding which students are eligible for transportation services may be found at the servicing Student Transportation Office. Buses arrive in front of JKMES at approximately 0745 hours and depart at 1415 hours (1315 on Tuesday). **Bus students must be dismissed promptly at 1410 hours (1310 on Tuesday) so they do not miss their buses.** Students are expected to ride their assigned buses home unless the teacher receives written instructions from the parent indicating otherwise.

**SCHOOL CLOSURES**

Yokota Airbase schools will follow procedures specific to the base command. The decision to close the school is made by the community commander in coordination with the Pacific East District Superintendent, School principals, and military police. In case of severe weather (snow, ice or other emergency conditions), please listen to EAGLE 810, consult Facebook, and/or watch the Commanders Channel (Channel 20) for school closure announcements.

**Tropical Cyclone Conditions of Readiness (TCCOR) levels**

- **TCCOR 4** - Destructive winds 50 knots or greater are possible within **72 hours** normal activities unaffected. Check typhoon supply kit, inspect first aid kit, and make sure your radio is working.

- **TCCOR 3** - Destructive winds 50 knots or greater are possible within **48 hours**. Bring loose objects around your home inside. If items are too large to bring inside, tie them to trees or objects that cannot be blown down. Double check typhoon supplies. Fill up your car’s gas tank. Keep your radio tuned to EAGLE 810, Channel 20, and/or Facebook for typhoon information.

- **TCCOR 2** - Destructive winds 50 knots or greater are possible within **24 hours**. Secure your quarters. Finish all preparations for the storm. Sandbag doors, store water, recheck outside areas, stuff rags in openings, tape door jams, etc. Do not tape across windows, but try to cover all windows to prevent flying, shattered glass. Set your freezer to the coldest temperature to keep food from spoiling, disinfect your bathtub; fill it and other containers with water, keep radio tuned to EAGLE 810, Channel 20, and/or Facebook for more information.
- **TCCOR 1** - Destructive winds 50 knots or greater are possible within 12 hours. DOD schools are closed. Departments may begin securing nonessential personnel. Stay indoors, away from windows; keep your radio tuned to EAGLE 810, Channel 20, and/or Facebook for typhoon information.

- **TCCOR CAUTION** – Destructive winds of 50 knots or greater are anticipated within 12 hours; actual winds, including gusts, are 34-49 knots. All outside activities except those in direct support of critical military or civil missions will be discontinued. All personnel except those standing typhoon watches will be secured to quarters.

- **TCCOR EMERGENCY** – Destructive winds of 50 knots or greater are occurring now. All outside activities are prohibited. All personnel will remain indoors. Monitor AFN TV or radio for weather updates and changes in conditions of readiness. **PLEASE DO NOT BE CONFUSED BY NICE/CLEAR WEATHER; YOU MAY BE IN THE EYE OF THE STORM!**

- **TCCOR All Clear** – All tropical cyclone threat has passed and recovery efforts are complete.

**SCHOOL FACILITIES**

Joan K. Mendel Elementary School is equipped with surveillance cameras. Data from these cameras is collected for the safety and security of our students, teachers, parents, and visitors. The information may be used in issues related to student discipline and/or for reports to the installation security services. In addition, all DoDEA School buses have video surveillance equipment installed.

To help reduce the incidence of theft, vandalism, and maintain confidential information:
- Classrooms are secured (i.e. windows and doors) when empty and after student dismissal.
- Students are **not** allowed to access teacher’s mailboxes.
- Teachers and students should direct all visitors to the main office to obtain a visitor’s pass.
- Staff members utilizing the building after duty hours are responsible for securing the building.
- The military police are responsible for non-duty hour exterior building security checks.

**SCHOOL HEALTH SERVICES**

*DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003*

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

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

Core functions of the school nurse include providing injury and illness assessments and interventions, managing immunization requirements, screening for health factors that impact student learning, administering medications, providing health and wellness education and counseling, and serving as a healthcare liaison between the school and community. Please contact your school nurse for additional information regarding the DoDEA School Health Services Program. The school nurse shall take the following measures:

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

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

**SCHOOL LIAISON OFFICER (SLO)**
The School Liaison Office at Yokota Airbase is the military’s point of contact for facilitating the delivery of quality school transition and education support services and to help parents ease the impact of the mobile military lifestyle on the academic success of military children. They can be reached at DSN: 315-225-8001 or by email at: jennifer.fletcher@us.af.mil; ishmael.jordan@us.af.mil; and joel.mendoza.2@us.af.mil

**SCHOOL PICTURES**
Individual school pictures at JKMES are generally taken in the fall of each year. Purchasing pictures is a decision for each parent and is not required by the school. Cost varies with the type of picture assortment selected. Pictures of all students will be taken to be included in the school yearbook regardless of whether or not a portrait package is purchased. Information will be distributed by way of the children prior to picture taking day. Individual pictures are also used for the production of the school yearbook. All staff is encouraged to have their photo taken so that it may be included in the yearbook. Pictures are also taken in the spring with special backgrounds and again, purchase of these pictures is voluntary.

**SCHOOL PSYCHOLOGY**
DoDEA school psychologists provide a range of services designed to support students’ learning, growth and development in accordance with DoDEA Regulation 2946.3. “School Psychological Services,” January 22, 2004. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students’ academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration. Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

**SCHOOL SPIRIT**
The school’s mascot the Panda and it can be seen in various forms throughout the school. School colors are black, white, and crimson. School spirit days may be coordinated by the PTO and students are encouraged to wear their school shirts or school colors each Friday. School shirts are offered by the PTO through the school store. Shirts may be purchased at any time if they are in stock.

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

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

**SCHOOL TRIPS**

Study trips are meant to enhance the educational program, furnish first-hand experience with unique social/cultural situations in Japan, provide factual information, and contribute to learning in general. As an extension of the classroom, students are therefore expected to participate in these activities in order to extend the DoDEA Curriculum and Standards and learn about our Host Nation, its people, and appreciate the diversity and difference of cultures. Participation should be accomplished in a manner which:

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

Study trips should be explicitly correlated with the grade level standards and should augment the instructional program. The study trip must be more than just a visit to a garden, aquarium, or the zoo.

The responsibilities of a teacher on a study trip is the same as the classroom. Teachers must exercise reasonable and prudent care in supervising children under their care, and should afford the student a safe place in which to effectively learn. Discipline standards must continue to be enforced during study trips. School policies for student behavior apply to all school sponsored trips. Parental permission needs to be obtained by sending home a permission form. Parents at the same time can be solicited for accompanying the trip and assisting in supervision. All chaperones must have an approved IRC (Installation Records/Background Check).

**Attendance on Study Trips**

Because study trips possess a rich storehouse of instructional experiences and are considered a part of the curriculum for the day, all students are expected go on the study trips. Arrangements should be made before hand for students who do not have permission to attend field trips and not be handled at the last minute. Individual parental permission must be obtained only for students whose parents checked individual trips on their registration forms.

- Parents of JKMES students who may need special supervision will be asked to accompany their student on field trips by school administration.
- No child may be excluded from a study trip without explicit school administration approval.
- Transportation costs are only authorized for DoDEA students, teachers and chaperones.
- Costs to students are generally limited to entrance fees, food, personal requirements, etc.

Should a parent not grant permission or elect not to have their child participate in the study trip, the parent can either keep the child at home or the classroom teacher will make arrangements for an alternate program during the time the class is on the trip. The student must obtain written permission (Field Trip Permission Form) prior to the study trip. Parents who wish to chaperone a study trip must have an approved volunteer packet on file with one of the schools. Contact the main office for more information.

Chaperones are expected to devote full time supervision to the students on the trip. In the event a parent does not have a volunteer background check on file, he/she will be required to be within eye sight of a DoDEA employee.
NOTE: Parents/sponsors are **NOT allowed** to check their students out during a study trip. To be clear, the school is responsible for the student from the beginning of the study trip to its conclusion. For safety and accountability therefore, the checkout of students will occur at the school upon return.

**Procedures**
- Parents’ can sign blanket permission slips for all trips at the time of registration.
- Teachers must pick up the first aid kit, medications, and study trip forms that contain all student emergency contacts, medical information, and medical power of attorney.
- These forms must be kept with the teacher at all times and safeguarded. If these forms are lost or stolen it must be reported to administration immediately as we have to file a breach of PII/confidentiality. They forms must be returned to the nurse at the end of the trip for accountability.

**Walking Study Trips**
School Administration must approve all walking study trips. On the day of the study trip, teachers should submit to the Office a class roster, time and date, and their destination. Parents must be notified at least five (5) working days prior to any trip away from school.

**SEXUAL HARASSMENT (STUDENT TO STUDENT)**
DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DMEO-004, and DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities
DoDEA remains firmly committed to providing all students with a safe, supportive, and non-discriminatory learning environment. Every child is entitled to feel safe in school and while participating in school-related activities. DoDEA has a responsibility to address all complaints of sexual harassment, which includes addressing its effects and taking steps to prevent further/future behavior. Sexual harassment by or against students will not be tolerated in DoDEA schools.

Sexual harassment is defined as any unwelcome behavior of a sexual nature from students or adults (of the same gender or not) that is sufficiently serious that it prevents or limits one’s ability to learn, study, work, or participate in or benefit from DoDEA school programs and activities, both on and off school premises, such as interfering with a student’s schoolwork, making a student feel uncomfortable or unsafe at school, or substantially interfering with one’s physical or psychological well-being. Such misconduct can consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of behavior that may constitute sexual harassment include:

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

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

Department of Defense Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015

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

STUDENT ATTENDANCE

DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended

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

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

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

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

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

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

**Procedures for Absence Notification**

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

**Appointments or Illness**

During the school day, students will be released only to a parent or to the person named as the emergency contact on the registration form. The only exceptions will be a military unit has designated someone to pick up the student when parents and emergency contacts could not be reached. Students will **not** be released from school on the basis of a telephone call. Parents **must** sign-out and sign-in their children when taking them to appointments and back to school. When students are sent home because of illness, they are to be accompanied by their parent(s) or authorized guardian/emergency contact. In cases of emergency, the school administrators should be contacted.

**Extended Absences Procedures**

If you plan on taking your child/children out of school for an extended period of time, including emergency leave, medical procedures and family leave, you should be aware of the following:

- Parents should go to the main office to fill out a Request for Extended Absence form for absences beyond 5 consecutive days.
- Students must be in attendance for at least 20 days to be given a grade for the quarter.
- It is the parent(s) responsibility to provide as much instruction as possible for the skills that have been covered during the child’s absence. For extended absences beyond 5 days, parents should ensure a Daily Journal is kept and books are read to maintain skills and increase the educational value of leave and travel.
- Teachers are only required to provide work for 5 consecutive school days, even if the child is out longer.
- After an excused absence, students will be afforded the opportunity to make up work on a day-to-day basis up to 5 consecutive days.
- Students who have been absent due to a contagious condition must report to the school nurse before reporting to class.

**Make-up Work**

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

**Tardies**

**Unexcused vs. excused tardies**

Students are expected to report to school each day on time and failure to do so (after the instructional day begins) constitutes an “unexcused tardy”. Conditions that constitute an excused absence may also constitute an “excused tardy” (i.e. medical appointment); and the school needs written verification from the parent or sponsor. The school principal has final authority to identify an absence or tardy as excused or unexcused from school and/or institute a Student Educational Monitoring Plan when deemed appropriate.
A student who is tardy should report to the office for a late slip before going to his/her classroom. **Parents are required to come in to the main office and sign in their child.** Students who are tardy due to delayed government transportation are automatically excused and do not require a parent/sponsor to sign them into school. Classroom teacher is responsible for identifying students who are frequently tardy to the school administration. Parents, the SST may be contacted if it is noted that a student has numerous unexcused tardies. Additional formal notification may also include the school liaison officer and/or sponsor’s chain of command.

**Excessive absences/tardies**
Excessive absences or tardies - whether excused or unexcused - may result in disciplinary action and/or referral made to the Student Support Team (SST) (see DoDEA Regulation 2095.01). In these instances, the school team will:

- Review the student’s academic performance.
- Determine the reasons for the absences or tardies.
- Collaborate with the student’s teachers and parents/sponsors to assess the impact of repeated absences on the student’s academic, social and emotional progress.
- Consideration shall be made for the student’s unique circumstances.
- When appropriate, the administration shall request SLO and/or Command assistance to ensure that appropriate action or services are implemented to improve attendance.

**STUDENT DISCIPLINE**


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

Discipline at JK MES is a pro-active and positive collaboration between students, teachers, parents, and administration. Administrative disciplinary actions are guided by DoDEA Regulation 2051.1 and the table below that lists violations and potential consequences. Behavior that infringes upon the rights of others to learn or be safe will be addressed at the lowest level first; and if ineffective, progressive measures will be taken. School buses, cafeteria, playground, any part of the school property, or any school activity or function are considered part of the school grounds. Please remind your child that if they find or know of someone who has a weapon, they must report it to a school official immediately. We also strongly discourage children from bringing
excessive money or valuable items to school such as trading cards, fidget spinners, iPod’s, sentimental items, and etc. as the school educators may not be able to ascertain actual ownership and the school/district cannot be held responsible for loss or damage.

Students who engage in violent behavior will immediately be removed from the learning environment and referred to the school administration for disciplinary review. All incidents will be investigated and an appropriate level of disciplinary action will be determined and administered. Parents/sponsors will be notified of the incident(s) and conferences will be arranged as needed. Similarly, fighting is never considered to be an acceptable means of solving conflicts with other students. If a child feels threatened to the point that he/she feels the need to defend themselves, the first action should be to report it to the nearest adult that they trust. A frank and open discussion about this issue in both the home and with school personnel may help clear up any confusion children may have about school standards regarding fighting and the consequences that may result when these standards are broken.

NOTE: If fighting occurs on any DoDEA-DoDDS facilities, sponsored activities, or study trips, all parties involved will be referred for disciplinary investigation. The purpose of the following table is to provide guidance to administrators and does not restrict their discretion in handling misconduct issues with regard to unique circumstances or special needs students.

### POSSIBLE DISCIPLINARY CONSEQUENCES at JKMES

<table>
<thead>
<tr>
<th>Type</th>
<th>Infractions Examples</th>
<th>1st Referral</th>
<th>2nd Referral</th>
<th>3rd Referral</th>
<th>4th Referral</th>
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<td>PDA</td>
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<td>Suspension 1 Day</td>
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<td>Scuffling (Pushing/Shoving)</td>
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<td>Unexcused Tardies/Absences</td>
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<td>Bullying (1st referral)*</td>
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<td>Other</td>
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<td>Unsafe or Disruptive Behavior</td>
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<td>Inappropriate/Threatening Language or Behavior</td>
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<td>Insubordination/refusal to comply</td>
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<td>Cheating/Forgery/Theft &lt; $100)</td>
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<td>Truancy</td>
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<td>Misuse of Technology</td>
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<td>Bullying (2nd referral)*</td>
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<td>Abusive to Peers/Staff</td>
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<td>Alcohol/Tobacco/Drug Possession/Use</td>
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<td>Vandalism (&lt; $100)</td>
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<td>Insubordination with disrespect/profanity</td>
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<td>Bullying (3rd referral)*</td>
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<td>Other</td>
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<td>D</td>
<td>Dangerous Behavior toward self/others</td>
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<td>Long Term Suspension (&lt; 10 days) or</td>
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<td>Possession/Use/Distribution (Illegal Subs)</td>
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<td>Expulsion Proceedings Initiated</td>
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<td>Arson, Bomb Threats, False Alarms</td>
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<td>Extortion/Larceny (Theft &gt; $100)</td>
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<td>Vandalism (&gt; $100)</td>
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<td>Weapon Possession/Use</td>
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<td>Bullying (4th referral or beyond)*</td>
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<td>Other</td>
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NOTE: *A school administrator may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Options are at
the discretion of the JKMES administration; however, the students **MUST** be supervised by a Parent or Sponsor and could include, but are not limited to:

- Shadowing – Parent accompanies student to all classes and remains throughout the day, including lunch.
- Out of School Suspension – Parent supervises student off of the school campus.

Students who are suspended or expelled from school are **not** eligible to be on school grounds or at school-related activities. For accountability and safety reasons, all visitors **must** sign-in at the Main Office before entering classrooms or attending school activities.

**Student Rights**
DoDEA students have rights and responsibilities associated with their education. More information is available at: [http://www.dodea.edu/Offices/Regulations/upload/20120417_StudentsRights.pdf](http://www.dodea.edu/Offices/Regulations/upload/20120417_StudentsRights.pdf).

**STUDENT DRESS CODE**
*DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities,” April 17, 2012)*
Students are expected to dress in a manner that complies with the school’s dress code policy as directed in the DoDEA Administrative Instruction 2051.02, “Students Rights and Responsibilities,” Enclosure 2 (3,c,1) and Enclosure 2 (5,l).

Student dress and personal grooming are the responsibility of the student and the parents. The JKMES administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste or affects the health and well-being of the individual or classmates. **Students may be sent home for more appropriate attire.** Students are expected to comply with school specific dress codes and be neatly groomed and dressed in clothing that is appropriate for the activities which they will participate in during the school day. **Certain clothing and/or apparel items are inappropriate.** Clothing and/or apparel that:

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

Education is our business and students are expected to dress accordingly. A student who is “dressed to come to work” generally has the attitude that school is a place of important business. In addition to the general guidelines mentioned above:

- Hats/caps, sunglasses and gloves are to be removed upon entering the school building. Except on designated Spirit days, or unless medically sanctioned.
- Clothing should be of the proper size/fit for the student. Very short and/or tight fitting shorts and tops/shorts/blouses that leave the midriff exposed are not considered appropriate for school. Similarly, while buying a size larger to allow room for growth is understandable and acceptable, the “baggy” appearance is unacceptable. Jeans/pants/skirts should fit comfortably around the waist or hips. No undergarments should be showing.
- For the physical education classes, students are expected to wear athletic shoes, and clothing that is supportive, but does not restrict movement.
- Walking shorts, skorts, and skirts are to be an acceptable length. A typical standard is: while standing
with hands at the side; fingertips should reach the bottom of the hem.

- Spaghetti Strap shirts, dresses and camisoles tops with straps smaller than 1 inch wide should not be worn. Tank top or muscle shirts should not be worn.
- Safety requires no flip-flop shoes, no bedroom slippers, heels longer than two (2) inches, and no shoes with embedded rollers/wheels (e.g. Heelys).

IDENTIFY BELONGINGS – Please put your child’s name on everything that belongs to them (inside coats, jackets, hats, and everything else—even lunch boxes / bags and book bags). Sometimes identical items are brought to school and we want them to be able to easily identify their belongings. If they came to school with it in the morning, please check to see that they brought it home when they return at the end of the day.

COLD WEATHER GUIDELINES – Japan has four seasons (including lots of rain) and the weather can change at a moment’s notice. It can be warm and sunny one minute and wet and cold the next. Yokota Air Base autumn and winter seasons are not generally too cold and you can be sure that your child will most likely be outside each day for an extended period of time. Recess is cancelled only in extreme weather conditions and students must walk outside between buildings to lunch and in other special classes. Students may also be waiting outside prior to the start of the school day for the entrance time. Please make sure your child is dressed appropriately for the weather. The following temperature parameters are evidence-based and are used to determine if a child is ready for outdoor play:

- At 50 (F) or 10 (C) and lower, all students must have a jacket.
- At 40 (F) or 4.44(C) and lower, all students must have a winter weight jacket or coat. (Note: A light fleece jacket and/or hoodie are not considered winter weight.)
- At 32 (F) or 0 (C) and lower, all students must have gloves, hats or hoods, and be wearing socks. Socks should be high enough so that there is no exposed skin. Shoes should adequately insulate the feet from the cold pavement or snow.

Jackets and coats must have functioning zippers and/or buttons. Light weight, short-sleeved shirts can also be a problem during the day, as classroom temperatures vary. Dressing your child in layers is highly recommended.

STUDENT ENROLLMENT: IMMUNIZATION REQUIREMENTS

IMMUNIZATION REQUIREMENTS MEMORANDUM

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

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

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

Students who enroll in Department of Defense Education Activity (DoDEA) schools like JKMES are required to meet specific immunization requirements. These requirements represent the minimum requirements and do not necessarily reflect the optimal immunization status for students. This copy of DoDEA Immunization Requirements is provided to parents for informational purposes only. Official proof of immunization (i.e., copy of child’s immunization/shot record) must be provided to school officials at the time of initial registration and upon request of school officials to verify immunization compliance.


As of July 2010, DoDEA aligned with the immunization guidance prescribed by the Interstate Compact on Educational Opportunity for Military Children. As a result, provision has been made to permit students transferring to a new location up to 30 calendar days after enrollment to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccination must be obtained within 30 days of initial enrollment. Note: Students whose parents/sponsors have not provided the appropriate documentation of immunization within the specified time line may be dis-enrolled at the school administrations discretion.

**STUDENT ENROLLMENT: REGISTRATION PROCESS**


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

The following documents are necessary to complete the registration process:

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

Contact the registrar at your student’s school for more information on enrollment or to update your student’s information.
**STUDENT GRADE-LEVEL PLACEMENT**

*DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 26, 2004*


- An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year will be eligible to be enrolled in kindergarten.
- An otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Kindergarten is not a prerequisite to grade 1 entry.
- Placement in grades 2 through 8 is predicated upon successful completion of the preceding year.

**Annual Re-Registration**

All students returning to Joan K. Mendel Elementary School **MUST** pre-register every year for the next school year. The re-registration takes place in the spring and is **MISSION CRITICAL** to determine staffing for the next school year.

**Classroom Assignments for Each Year**

The JKMES School administration supports and complies with DoDDS philosophy of heterogeneous grouping. Class lists are posted prior to the start of school.

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

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

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

**Grade-placement committee (GPC)**

All non-routine placement questions at JKMES are addressed by the GPC. Non-routine placements include grade retention, double promotion (skipping a grade) and class changes within a grade. The composition of the placement committee is established by the principal and includes: the assistant principal (chairperson), the grade level school counselor, the school psychologist, and age-appropriate grade level teachers. Requests to change classes will only be granted in unique circumstances. After receiving a written request that explains in detail why the current placement is not meeting the educational and/or social needs of the child the GPC will schedule a meeting with the parents/sponsors to discuss their request for placement change. The committee will then make a recommendation to the school principal, who will formulate a decision.
STUDENT HEALTH — ALLERGIES AND CHRONIC-ACUTE CONDITIONS
DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child’s welfare in accordance with the DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003. Food allergies including peanut/nut allergies are a significant health concern within the school environment. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

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

STUDENT ILLNESS

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

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

- **Ringworm:** While a student may attend school with ringworm, lesions must be covered for school attendance.
- **Vaccine Preventable Diseases:** Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

Please visit the DoDEA Student Health Services [Web site](http://www.dodea.edu/Curriculum/eChildhood/sureStart.cfm) for further instruction based on your situation or discuss with an administrator at your student’s school.

**STUDENT RIGHTS AND RESPONSIBILITIES**

*DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012*

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

Students shall:

- Comply with policies, procedures, and standards for student behavior;
- Refrain from conduct or behavior that is disruptive;
- Respect the rights and human dignity of other students and all school employees.
- Attend school and classes regularly and punctually and make a conscious effort in all classes;
- Participate in and take advantage of educational opportunities provided by DoDEA schools; and
- Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures.

**SURE START**

JKMES is home to Sure Start; an exemplary, research-based pre-school program that serves military children and families living overseas. In addition to offering a high-quality educational program that reflects best practices in the field, Sure Start also provides health and nutrition, social, and parent involvement services. Close collaboration between families, schools, and the installation community is viewed as essential and a required part of the program. Sure Start is an application-based program and students are selected based on identified “at-risk” factors. All enlisted are encouraged to apply, however, E4’s and below are given first priority. For more information about applying please contact the administrative office. Information about the program can be found at: [http://www.dodea.edu/Curriculum/eChildhood/sureStart.cfm](http://www.dodea.edu/Curriculum/eChildhood/sureStart.cfm)

**SYSTEM-WIDE ASSESSMENT PROGRAM**

*DoDEA Regulation 2000.06, “System-wide Assessment Program,” March 26, 2010*

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program in accordance with the policy and Enclosure 2 in the DoDEA Regulation 2000.06, “System-wide Assessment Program,” March 26, 2010. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment.
All assessments selected for use within DoDEA shall:
1. Affect instruction and student learning in a positive manner;
2. Be one of several criteria used for making major decisions about student performance, achievement; and
3. Align to clearly defined standards and objectives within the content domain being tested.

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

**TOWN HALLS**
The Principal’s coffee is held monthly at JKMES and community information sessions are broadcast on the PANDA Post as well as various social media pages.

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

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

**TRANSPORTATION**
Please contact the Yokota Air Base Transportation office for any questions or concerns about school busses.
- Kaori.Sugawara@pac.dodea.edu
- DSN: 315-225-9787

**TUITION PAYMENTS**
Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDEA to bill the agency, or firm, for tuition. The tuition rates apply to federally and Non-Federally Connected, Non-Department of Defense students attending Do DEA Europe, Pacific, and Cuba schools during SY2017-18. It is DoDEA's policy to collect payment within 30 days from the tuition invoice date for a child who meets the enrollment criteria as a tuition paying student. Tuition is considered a debt to the Government; therefore, failure to pay tuition in a timely manner can result in the inability to enroll dependents at the beginning of the school year, or subsequent disenrollment during the SY. This year’s tuition payment schedule dates will be based on the students sponsor's tuition enrollment category. Please consult the school registrar for further details.
VANDALISM/DAMAGED SCHOOL PROPERTY
Parents/sponsors may be held financially responsible if their students intentionally destroy, damage, or deface government property or commit acts that require a labor force to correct. They may be held liable for the cost of repair by military authorities. All acts of vandalism must be reported to the military law enforcement. Consequences for this behavior will be imposed based on the actions. Students who engage in these behaviors may be subject to disciplinary action as determined by the administration and could range from a reprimand to possible suspension/expulsion from school.

VISITORS AND VOLUNTEERS
DoDEA Administrative Instruction 4700.3, “Application and Background Check for DoDEA School Volunteers and Student Teachers,” May 15, 2006

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. Visitors may go only to the area they indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor’s badge that is to be displayed conspicuously at all times while on school grounds. Visitors may be asked for an item of value in exchange for the visitor’s badge. Any change to the designated location must be cleared through the front office before visiting a different location. Upon finishing their visit, visitors must check out at the office, return the visitor badge, receive their item of value that may have been requested, and exit the school. Parents are welcome to visit the school and classrooms to observe our programs in action. In accordance with the policy stated in DoDEA Administrative Instruction 4700.3, “Application and Background Check for DoDEA School Volunteers and Student Teachers,” May 15, 2006 a visitor or volunteer should never be left alone with students unless proper background clearances have been obtained. Please consult your school administrator to begin this process.

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

Parents are always welcome to visit our classrooms in action or to talk to our teachers about their children. However, all visitations of this nature should be cleared with the classroom teacher 24 hours in advance. Unscheduled arrivals by parents may needlessly interrupt a lesson or an examination. Parent-Teacher conferences will be scheduled after the school day has ended. Parents should not interrupt the class to speak with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance. Parents are, of course always welcome to attend assemblies, exhibits, and evening programs which are announced in parent communications. Parents are welcome to try and meet with the principal or assistant principal at any time without an appointment, and will be accommodated as time permits. Making an appointment ahead of time however, ensures that the school administration will be available to meet with you. Anyone interested in volunteering is required to submit paperwork for a background check. All volunteers MUST have this completed to volunteer at school or on field trips. Applications may be picked up and returned in the front office.

Currently, the background check goes through security forces, housing and family advocacy before being approved as a favorable volunteer by administration. This process takes about 1-2 months before we receive approval.

Parents are strongly encouraged to be a part of our educational programs. Whether it is sharing special talents and experiences as they relate to specific areas of the curriculum, supervising study trips or other special events, or assisting teachers in the classroom, we welcome the help. We always welcome volunteers to:
- Assist on the playground during recess,
- Assist in the cafeteria during lunch,
- Clerical help in the office,
- Help in the Information/Media Center.
- Providing interactive career sessions with students
- Doing reading, math, and/or social studies with students,
- Presenting hands on science experiments to classes.
- Support art and music activities.
- Developing formal partnerships with your professional activities (particularly in the areas of science, technology, engineering, and math activities) and our school. For example, The American Red Cross, military units, community and school volunteers are an integral and highly valued part of the school program. These valuable volunteers are always needed. Their contributions provide teachers with more time to devote to student instruction.

Please contact our school office staff for details and additional information.
This handbook can be found at [http://www.dodea.edu/MendelES/Index.cfm](http://www.dodea.edu/MendelES/Index.cfm). 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 JKMES. Your child should return this to his/her homeroom teacher by 30-September 2018 (and they will pass them onto the Assistant Principal for record-keeping).

My child and I have reviewed the Parent-Student handbook; and as a result, have been informed of the DoDEA-wide, District-wide, JKMES, and Yokota Airbase specific policies and procedures.

__________________________  _______________________
Student Signature              Date

__________________________  _______________________
Parent/Guardian Signature      Date