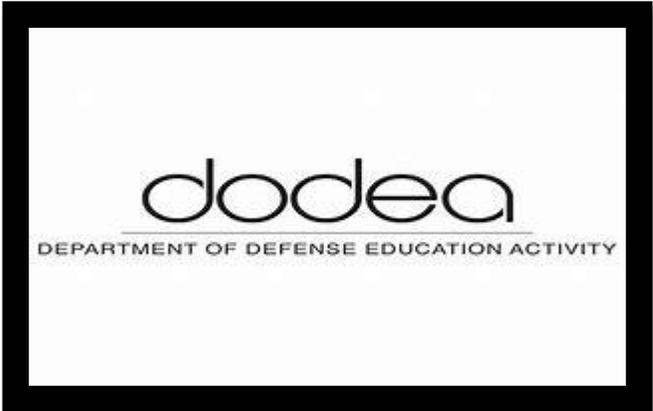


Excellence in Education for
Every Student, Every Day,
Everywhere

DoDEA Student Handbook

Joan K. Mendel Elementary School
SY 2020-2021



Pacific East School Locations

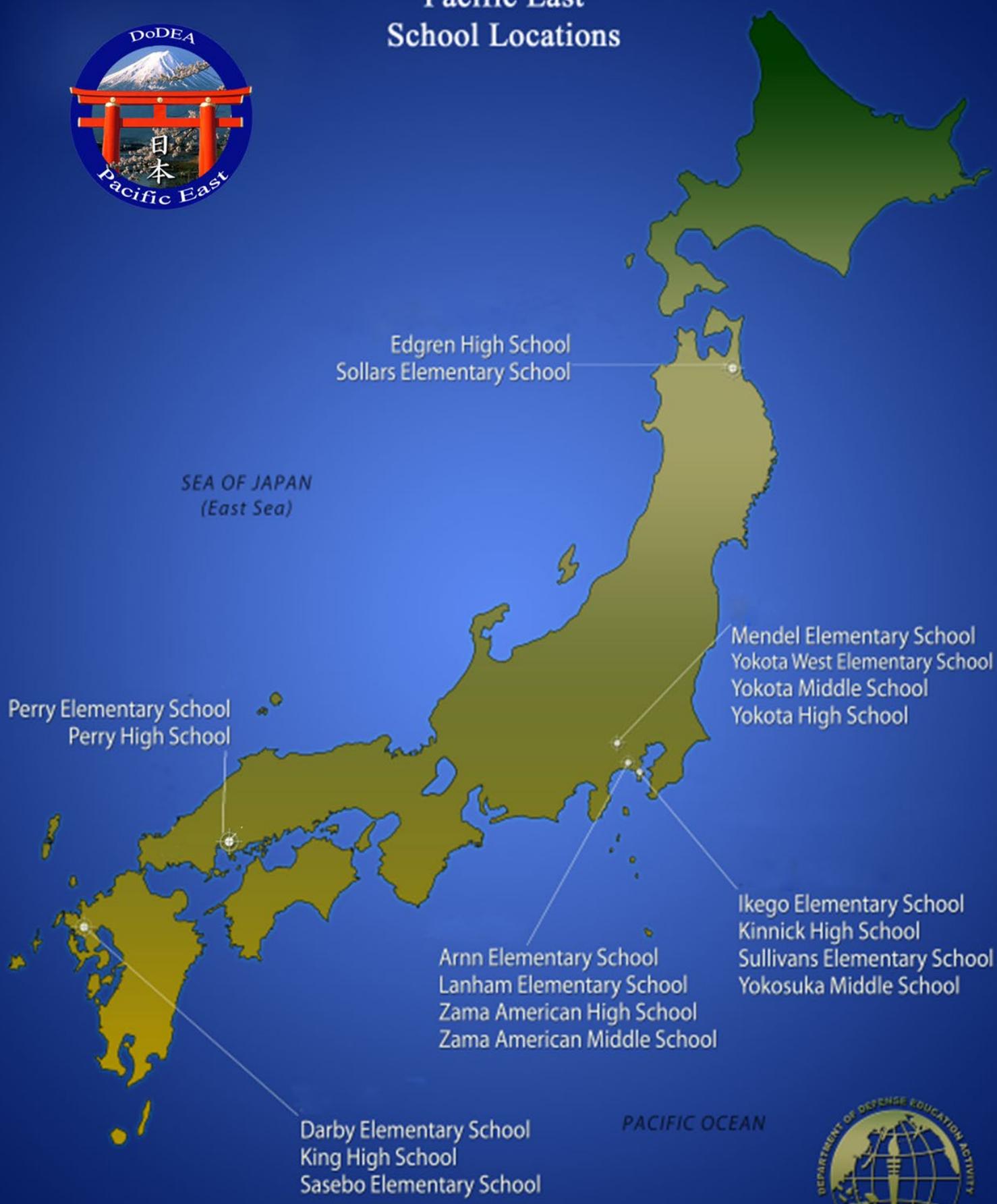


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PACIFIC EAST DISTRICT WELCOME



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 pre-school 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 our office.

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

Goals AND Key Result 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
Build 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.

PACIFIC EAST CHAIN OF COMMAND

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

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

Ms. Christina Young, Principal
Joan K. Mendel Elementary School
Unit 5072
APO, AP 96328-5072
Phone: (315) 225-5504

District Level

Mr. Donald Williams, Community Superintendent
District Superintendent Office, Pacific East
Unit 5072
APO, AP 96326
Phone: (315) 225-3940

Dr. Judith Allen, 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

Headquarters Level

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

SCHOOL/DISTRICT LEVEL CHAINS OF COMMAND

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

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



Joan K. Mendel Elementary School
Department of Defense Education Activity
Unit 5072 APO, AP 96328-5072
Telephone: DSN: 252-5504
Commercial (Direct Dial from USA) 011-81-42-507-5503
Fax: DSN: 252-5502 - From US: 011-81-42-507-5502



Dear Parents, Students and Faculty,

Welcome to Joan K. Mendel Elementary School (JKMES) for the 2020-21 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 540 students in attendance; with 80 professional, para-professional, host nation, and substitute staff members providing a supportive and nurturing educational environment. 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 both Literacy and Math Support.

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.

Sincerely,

Ms. Christina Young, 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**

School 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
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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

	Mon, Wed, Thu, & Fri	Tuesdays (Early Release)
Sure Start - 5th Grade	8:00am - 2:10pm	8:00am - 1:10pm
Late Start	10:00am - 2:10pm	10:00am - 1:10pm

Lunch and Recess Schedule – 2020-21

Grade	Mon, Tue, Wed, Thu, & Fri	
	Lunch	Recess
Kindergarten	1025 – 1045	1045 – 1110
1st Grade	1050 – 1110	1025 – 1050
2nd Grade	1105 – 1125	1125 – 1150
3rd Grade	1130 – 1150	1105 – 1130
4th Grade	1125 – 1145	1145 – 1210
5th Grade	1150 – 1210	1125 – 1150

For the safety of our students, DoDEA policy requires that **All visitors** sign-in at the main office.

MAIN OFFICE DIRECTORY

Principal	Ms. Christina Young/225-5503
Assistant Principal.....	225-5503
Administrative Officer	225-5503
Secretary	225-5204
Office Automation Clerk	225-5503/5504
Supply/Maintenance	225-5205
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 Officers

Ms Jennifer Fletcher - jennifer.fletcher@us.af.mil	225-8001
Ms. Michelle Crawford - michelle.crawford.1@us.af.mil	225-6980

Daily Schedule

Teacher Duty Day	0740 to 1440
Paraprofessional Duty Day	(6 hrs. total) Schedule determined by classroom teacher and school administration
Students permitted on campus	0750
Students may go to class (first bell)	0755
Instructional Day begins (second bell)	0800
Instructional Day Ends (Tue)	1310
Instructional Day Ends (Mon, Wed, Thu, & Fri)	1410

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

Cognia (formerly Advanced ED and Measured Progress) 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. In November of 2018, Advanced Ed and Measured Progress (another educational non-profit agency) agreed to merge; and announced their renamed organization Cognia, in August 2019. The current Cognia 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) in the areas of mathematics and literacy set a foundation for even greater student success and growth. CCRS is set grade-by-grade learning expectations for students 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 SY2020-21

MENDEL ELEMENTARY SCHOOL | SCHOOL YEAR 2020-2021

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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30	31					
SEPTEMBER '20						
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OCTOBER '20						
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NOVEMBER '20						
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29	30					
DECEMBER '20						
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27	28	29	30	31		

2020	
TBD	Sneak Peek
AUG 24	First Day of School for 1st—5th Grades Begin Quarter and Semester 1
AUG 31	First Day of School for Kindergarten
SEP 7	No School—Labor Day
SEP 9—10	Fall Portraits
SEP 10	First Day for Sure Start PTO Meeting
SEP 25	No School—CCRS Q1
SEP 30	SAC Meeting
OCT 2	No School—Professional Development
OCT 8	PTO Meeting
OCT 12	No School—Columbus Day
OCT 22	End of 1st Quarter
OCT 23	No School—Teacher Work Day
OCT 26	Begin 2nd Quarter
OCT 29—30	No School—Parent/Teacher Conference
NOV 11	No School—Veterans Day
NOV 12	PTO Meeting
NOV 26—27	No School—Thanksgiving Break
DEC 2	SAC Meeting
DEC 4	No School—CCRS Q2 Accelerated Withdrawal
DEC 10	PTO Meeting
DEC 21—JAN 1	Winter Recess
2021	
JAN 4	School Resumes
JAN 14	End of 2nd Quarter and 1st Semester PTO Meeting
JAN 15 & 18	No School—Teacher Work Day MLK Jr. Day
JAN 19	Begin 3rd Quarter and 2nd Semester
FEB 10	No School—CCRS Q3
FEB 11	PTO Meeting
FEB 15	No School—Presidents' Day
FEB 24	SAC Meeting
MAR 11	PTO Meeting
MAR 12	No School—Professional Development
MAR 24	End of 3rd Quarter
MAR 25	No School—Teacher Work Day
MAR 26—APR 2	Spring Recess
APR 5	Begin 4th Quarter
APR 8	PTO Meeting
APR 23	No School—CCRS Q4
MAY 11	Accelerated Withdrawal
MAY 12	SAC Meeting
MAY 13	PTO Meeting
MAY 28 & 31	No School—Memorial Day Break
JUN 3	PTO Meeting
JUN 9	Last Day of School Early Release End of 4th Quarter and 2nd Semester
JUN 10	No School—Teacher Work Day

JANUARY '21						
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31						
FEBRUARY '21						
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MARCH '21						
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APRIL '21						
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MAY '21						
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23	24	25	26	27	28	29
30	31					
JUNE '21						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19



- Begin/End/Resume of Quarter/Semester
- No School
- School Events
- Parent/Teacher Organization (PTO) Events
- School Advisory Meetings (SAC) at 3:30 PM
- Accelerated Withdrawal

School Hours: 0800—1410
EVERY TUESDAY is early release at 1310
Office Hours: 0700—1600
Break Hours: 0800—1500 (Lunch 1130—1230)

8/7/2020

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 all DoDEA schools. The authorities pertaining to these rules, regulations, and procedures are available on the DoDEA [Web site](#). The most current policies can be found at:

<https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>

JKMES and Yokota Airbase specific rules, regulations, and procedures have also been included.

General Information

INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

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

The Department of Defense (DoD), in collaboration with the National Center for Interstate Compacts and the Council of State Governments, has developed an interstate compact that addresses the educational transition issues of children of military families. Currently, all 50 states and the District of Columbia participate in this interstate compact, which provides a uniform policy platform for resolving the challenges experienced by military children.

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

ACCESS TO SCHOOL FACILITIES

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

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

VISITORS AND VOLUNTEERS

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

JKMES: We look forward to seeing you at our school 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.

SCHOOL ADVISORY COMMITTEES (DODEA-EUROPE & DODEA-PACIFIC) AND SCHOOL BOARDS (DODEA-AMERICAS)

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

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

DoDEA school administrators, in partnership with sponsors/family members, students and military leaders, promote communication through the establishment of advisory committees to address issues (school initiatives, procedures and policies) at the local level. This is one way for parents to get involved in their

child's education. Consult your child's school to learn more about school advisory committees (DoDEA-Europe and DoDEA-Pacific) or school boards (DoDEA-Americas).

JKMES: School excellence is a shared responsibility. The roles of parents, teachers, students, administrators, support staff, military commanders and community volunteers to ensure enduring student success cannot be understated. 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 DoDEA Advisory Councils include:

- School Advisory Council (SAC)
- Installation Advisory Council (IAC)
- Pacific East District Advisory Council (PEDAC)
- 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.

Enrollment

STUDENT REGISTRATION PROCESS

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

Policy Reference: [DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," March 4, 1997](#)

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

The following documents are necessary to complete the registration process:

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

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

Student Immunization Requirements

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

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

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

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

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

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

Immunization Exemptions

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

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

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

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

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

Immunization requirements: <https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>
DoDEA health forms at: <https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

Student Grade-Level Placement

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

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

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010.

- An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year is eligible to be enrolled in kindergarten.
- In addition, an otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1.
- Placement in grades 2–8 is predicated upon completion of the preceding year.

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

Grade-level status (grades 9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of DoDEA Regulation 2000.3, "Student Grade Level Placement," March 2, 2010. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

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

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

JKMES: The re-registration takes place in the spring and is **MISSION CRITICAL** to determine staffing for the next school year.

Annual Re-Registration: All students returning to Joan K. Mendel Elementary School **MUST** pre-register every year for the next school year.

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

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.

Note: 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 parents/sponsors and classroom teacher should have had regular conferences with during the year to develop/implement strategies to try and 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; also with 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.

Transcripts/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the DoDEA Student Records Center at: <https://www.dodea.edu/students/transcripts.cfm> for further instruction based on your situation or discuss with the counseling department at your child's school.

JKMES: 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 ultimately 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.

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

Policy Reference: [DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007](#)

An English Language Learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English

as a Second Language Programs,” March 16, 2007, DoDEA’s ESOL Program is an English language acquisition program focused on teaching language and content that is designed to teach ELLs social and academic skills, including cultural aspects, in order for the ELLs to succeed in an academic environment. The ESOL Program involves teaching listening, speaking, reading, writing, study skills, subject area content, and cultural orientation at appropriate developmental and English language proficiency levels, with little or no use of the native language. ESOL instruction is conducted in English and can be provided in a variety of settings and program configurations. The amount of instruction given will be differentiated according to the student’s age, grade level, academic needs and English language proficiency. ELLs may receive instruction both through the ESOL Program and in the main classroom setting.

Accelerated Withdrawal

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

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

High School Graduation Information

Graduation Requirements

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

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

- Minimum 2.0 GPA;
- Completion of 26.0 units of credit; and
- Completion of specific course requirements.

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

- Completion of all requirements for a standard diploma and additional course requirements;
- Minimum 3.8 GPA at the end of the second semester of the graduating year; and
- 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.

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.

High School Graduation Course Requirements

Minimum Requirements			
Content Area	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	<ul style="list-style-type: none"> 1.0 credit (ELA 9) 1.0 credit (ELA 10) 1.0 credit (ELA 11) 1.0 credit (ELA 12) 	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> 1.0 credit (World History 9 or 10; or Honors World History 9 or 10, aka Global Studies) 1.0 credit (U. S. History) 0.5 credit (U. S. Government) 0.5 credit (Social Studies elective) 	3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> 1.0 credit (Algebra) 1.0 (Geometry) 1.0 credit (Math course code 400 or above) 1.0 credit (Algebra II or identified equivalent course) 	4.0 credits	4.0 credits
Science	<ul style="list-style-type: none"> 1.0 credit (Biology) 1.0 credit (Chemistry or Physics) 1.0 credit (Science elective) <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> 2.0 credits (World Language [WL] course) <p>Note: Credits must be in the same WL course.</p>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> 1.5 credits (CTE course offering) 0.5 credit (Computer Technology CTE course) 	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> 0.5 credit (Lifetime Sports) 0.5 credit (Personal Fitness) 0.5 credit (Activity & Nutrition or equivalent PE) <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p>	1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> 1.0 credit (course in visual arts, music, theater, and/or humanities) 	1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> 0.5 credit (Health Education course offering) 	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> 0.5 credit in Economic Literacy in CTE, Social Studies, Science & Mathematics 	–	0.5 credit
Summary			
Minimum Total Credits		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
AP and/or IB Courses and Requisite Exams		–	4 courses
Minimum GPA		2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.			

Transferring Course Credits to a DoDEA School

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

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

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

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7–8) and high school (grades 9–12) students who transfer to a DoDEA school from other DoDEA schools or who earn course credits in a non-DoD system (public or private), correspondence, online, and/or home-school program accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation, in accordance with Enclosure 3, Section 10, of DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014. Please contact your child's school for questions regarding course credit transfer process and approval.

Home-school Students

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

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

JKMES: Please meet with our registrar to complete the contact information and school participation forms if you wish your student to access our resources.

Report Card and Grading Information

Grading and Grading System

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

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

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

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

with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System. To create an account and access the EGB System, please visit: <https://dodea.gradespeed.net/gs/Default.aspx> for instructions.

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

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

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

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

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

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

JKMES: Pre-Kindergarten classes report progress using the Gold Development and Learning Report.

Progress Reports/Report Cards

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

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

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

achieving established program objectives or standards. For students in grades K-12, unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem.

JKMES: 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. The cover envelopes must be signed by parents and returned to the school following the second and third quarters; and a final report card 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.

Parent-Teacher Conferences

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

JKMES: At the conclusion of the first marking period, the progress report will be given at parent-teacher conferences scheduled in early November and school performance is discussed.

- Additional conferences may be initiated by either the parent or the teacher at any time as needed. Conferences at JKMES are viewed as valuable opportunities for parents, teachers, and students to collaborate and ask questions about the class or progress in school.
- Parents desiring a conference are encouraged to contact the teacher to request an appointment.
- 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.
- 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 re-scheduled.

Attendance

Student Attendance

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

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

- Absent up to 25% of the school day = absent one-quarter of the school day
- Absent between 26%–50% of the school day = absent one-half of the school day
- Absent 51%–75% of the school day = absent three-quarters of the school day
- 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:

- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a relative
- Religious holiday
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration
- College visits that cannot be scheduled on non-school days
- 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.

JKMES: At JKMES, the classroom teachers are responsible for identifying students who are frequently absent/tardy and reporting these concerns to the school administration. As noted previously, these issues may be referred to the Student Support Team (SST) and additional notification may also include the school liaison officer and/or sponsor's chain of command.

Excessive Absences or Tardies Defined: (from DoDEA Regulation 2095.01)

- Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year.
- After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year (elementary and middle school) or, successful completion of course credit (secondary). If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
- After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances. As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year.

Absence/Tardy Process: Students are expected to report to school each day on time and failure to do so (after the instructional day begins) constitutes an unexcused absence or tardy. To address this issue:

- 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.
- 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.

Note: 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.

Early Release Process: 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 commander has designated someone to pick up the student when parents/sponsors and emergency contacts could not be reached. Students will not be released from school on the basis of a telephone call. Parents/sponsors 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. 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, buses 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.

Extended Absences: 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 JKMES 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.
- 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. Students that will be absent for three or more days can request work from their teachers in advance. In general, after an excused absence, 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.

Assessments

System-wide Assessment Program

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

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA Comprehensive Assessment System in accordance with DoDEA Regulation 1301.01, "Comprehensive Assessment System," October 4, 2018. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment, as per their Individual Education Plan (IEP), 504 Accommodation Plan, or English Learner Plan. All assessments selected for use within DoDEA shall:

- Align to clearly defined standards and objectives within the content domain being tested,
- Valid and reliable and controlled for bias, and
- Be one of several criteria used for making major decisions about student performance and/or achievement.

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

Special Education

Special Education Services

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

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

Special education is specially designed instruction, support, and services provided to students with an identified disability requiring an individually designed instructional program to meet their unique learning needs. The purpose of special education is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act (IDEA) as implemented by DoD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents" (DoDM 1342.12). In DoDEA, special education and related services are available to eligible students, ages 3 through 21 years of age. To be eligible for special education:

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

If found eligible for special education and related services, DoDEA students are provided a free and appropriate public education (FAPE) in accordance with an individualized educational program (IEP), with services delivered in the least restrictive environment and with procedural safeguards in accordance with the requirements of DoDM 1342.12. Please contact your child's school to discuss your concerns if you suspect your child may have a disability and be in need of special education services. The Case Study Committee (CSC) chairperson will provide you with specific details relating to the evaluation process and can explain eligibility requirements further.

Disability Accommodations and Nondiscrimination

Policy Reference: [DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended](#)

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

Apart from special education, a student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA

education program or activity or be subjected to discrimination based solely on a disability. In accordance DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended, students with disabilities shall be provided a free and appropriate education and shall participate with students without disabilities to the maximum extent appropriate to ensure equal access to educational opportunities. This means that a student with a disability that does not require specialized instruction may be eligible for accommodations to ensure participation in school programs and activities. Please contact your child's school for specific details.

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

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

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

JKMES: 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. **Note:** 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). FAP officials are trained to deal with these cases and are responsible for notifying military law enforcement and other investigative agencies.

Suicide Risk and Threats Towards Others

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

Suicide Risk

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

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

Threats Towards Others

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

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

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

System Programs and Services

School Counseling Services

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

Policy Reference: [DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006](#)

DoDEA school counselors provide comprehensive counseling programs to all students in grades K–12 in accordance with DoDEA Regulation 2946.1, "School Counseling Services," July 13, 2009, and DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006. Counseling programs are designed to foster a foundation for lifelong learning by removing barriers to students' academic success. Early identification and intervention of students' academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs are crucial in supporting students attitudes and personal views toward schools, self, peers, and social groups. In elementary grades, the school counseling programs support and provide education on prevention and intervention services, promoting positive academic skills, career awareness, and social-emotional development — skills students need to be competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6–12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning/study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All secondary students create and manage a four- to six-year plan with their counselor. The four- to six-year plan is managed in Choices360 and is designed to teach students how to create and attain their graduation, college, and career goals while taking into account their interests, aptitudes, and graduation requirements. Please contact your school counselor for additional information regarding the school counseling program.

School Psychology Services

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

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

DoDEA school psychologists provide a range of services designed to support students' learning, growth and development in accordance with DoDEA Regulation 2946.03, "School Psychological Services," May 21, 2010. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students' academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration. Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

School Health Services

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

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

The school nurse's responsibilities include:

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

Student Illness

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

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).

- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

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

Parent Notification

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

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

Allergies and Chronic-Acute Conditions

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

Policy Reference: [DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended](#)

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child's welfare in accordance with DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. Food allergies including peanut/nut allergies are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

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

- Notifying the classroom teacher about your child’s allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

Medication at School

When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Consent Form. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child’s use at school, but they must be accompanied by a physician’s prescription and signed parental consent form.

In some rare situations, students are allowed to keep their rescue or emergency medicine with them while in school or at school-related activities. The student’s prescribing primary care manager must provide a written statement that the student must be in control of his or her medication due to a life-threatening medical condition. The parent must provide written consent for the medication to stay with the student. See the school nurse to obtain appropriate form for medications to be administered during school hours or for a student to self-carry emergency medication.

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

First Aid and Emergency Care

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

School personnel will administer first aid as efficiently as possible to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003. In accordance with Section 6 of DoDEA Regulation 2720.1, should a student sustain a more serious illness or injury, the school nurse will make a judgment call based on nursing assessment to determine if the student needs emergency medical care requiring a response by an emergency medical team (EMT) and possible transportation for treatment at a health care facility. If a student needs emergency medical care requiring an ambulance, the school will make reasonable efforts to contact the sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non-military facilities or providers, especially if the dependent student is located overseas. Treatment decisions will be made exclusively by the health care provider(s) if the nature of the dependent student’s injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

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

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

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

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

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

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under "Student Conduct and Discipline"), or impermissible disparate impact based on a student's protected class, or retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

Student Rights and Responsibilities

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

Students are expected to actively participate in the educational process, including school-sponsored activities in and outside of the classroom, as deemed appropriate. Students should bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others. Students shall:

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

Scholastic Integrity

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

Freedom of Religious Expression

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

According to Enclosure 3 of DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012, students may observe religious practice in school, such as celebration of religious holidays, engaging in private prayer, saying grace before meals, and wearing yarmulkes and head scarves, so long as the practice does not violate student standards or cause substantial disruption. Students may engage in independent religious discussion to the same degree that they may engage in

other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious practices or discussion.

Interscholastic Athletics

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

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, "Executive Order 13160 Administration: Compliance Requirements and Appeals," February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without unlawful discrimination based on their race, sex, color, national origin, disability, religion, age, sexual orientation, status as a parent, or other factors unrelated to that participation. There are equitable uniform eligibility policies for participants in all athletic programs. Please refer to your Regional Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

Student Dress Code

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

Students are expected to dress in a manner that complies with the school's dress code policy as directed in DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," April 17, 2012. Please refer to your school's Web site or school handbook for specific dress code policy.

JKMES: 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 deemed inappropriate.** Specifically 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/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/shirts/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).

Label Student 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.

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 for safety issues 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 help determine if a child is ready for outdoor play:

- At 50 (F) or 10 (C) and lower, no shorts and 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. Dressing your child in layers is highly recommended.

Search and Seizure

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

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

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item.

Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

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

Student Conduct and Discipline

Discipline

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

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

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 of DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012. Student behavioral management consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members.

In accordance with the policy stated in DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended, discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion following a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence, or the possession, use, or sale of drugs). Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

JKMES: Discipline at our school 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. The scope of Regulation 2051.1 includes: school buses, cafeteria, playgrounds, any part of the school property, or any school activity or function are considered part of the school grounds.



POSSIBLE DISCIPLINARY CONSEQUENCES at JKMES

Type	Infractions Examples	1st Referral	2nd Referral	3rd Referral	4th Referral
A	<input type="checkbox"/> Nuisance Item Violation <input type="checkbox"/> Inappropriate physical contact <input type="checkbox"/> Scuffling (Pushing/Shoving) <input type="checkbox"/> Unexcused Tardies/Absences <input type="checkbox"/> Other	Admin. Action **	Admin. Action **	Admin. Action **	Admin. Action ** Suspension 1-2 Days
B	<input type="checkbox"/> Unsafe or Disruptive Behavior <input type="checkbox"/> Inappropriate/Threatening Language or Behavior <input type="checkbox"/> Insubordination/refusal to comply <input type="checkbox"/> Cheating/Forgery/Theft (< \$100) <input type="checkbox"/> Truancy <input type="checkbox"/> Misuse of Technology <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Other	Admin. Action **	Admin. Action **	Admin. Action ** Suspension 1-3 Days	Admin. Action ** Suspension 3-5 Days
C	<input type="checkbox"/> Fighting (Punching/Kicking) <input type="checkbox"/> Abusive to Peers/Staff <input type="checkbox"/> Alcohol/Tobacco/Drug Possession/Use <input type="checkbox"/> Vandalism (< \$100) <input type="checkbox"/> Insubordination with disrespect/profanity <input type="checkbox"/> Other	Admin. Action ** Suspension 1 – 3 Days	Admin. Action ** Suspension 3 – 5 Days	Admin. Action ** Suspension 5 – 6 Days	Admin. Action ** Suspension 7 – 10 Days
D	<input type="checkbox"/> Dangerous Behavior toward self/others <input type="checkbox"/> Possession/Use/Distribution (Illegal Subs) <input type="checkbox"/> Arson, Bomb Threats, False Alarms <input type="checkbox"/> Extortion/Larceny (Theft > \$100) <input type="checkbox"/> Vandalism (> \$100) <input type="checkbox"/> Weapon Possession/Use <input type="checkbox"/> Harassment/Bullying (4th referral or beyond) <input type="checkbox"/> Other	Long Term Suspension (< 10 days)* or Expulsion Proceedings Initiated			

*A school administrator may remove a student from school for up to 10 school days (suspension), 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. Students who are suspended or expelled from a DoDEA school are not eligible to be on school grounds or at any school-related activities. While these options are at the discretion of the JKMES administration; 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 or **Out of School Suspension** – Parent supervises student off of the school campus.

At JKMES, fighting is **never** considered to be an acceptable means of solving conflicts with other students. 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. If fighting occurs on any DoDEA-DoDDS facilities, sponsored activities, or study trips, **all parties** involved will be referred for investigation. To be clear:

- If a child feels threatened to the point that he/she feels the need to defend themselves, the first action should be to remove themselves from the situation and report it to the nearest adult that they trust.
- Students who engage in violent behavior will immediately be removed from the learning environment and referred to the school administration for disciplinary review.
- If your child finds or knows of someone who has a weapon at school, they should immediately report it to school personnel.

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.

Lastly, bringing excessive money or valuable items to school such as trading cards, fidget spinners, iPod's, sentimental items, and etc. is **strongly** discouraged, as educators may not be able to ascertain actual ownership and the school/district cannot be held responsible for loss or damage.

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

Bullying can take many forms depending on the age level but may include behaviors such as:

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

NOTE: Cyber-bullying of 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.

1st offense
<ul style="list-style-type: none"> • 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.
2nd offense
<ul style="list-style-type: none"> • 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.
3rd offense
<ul style="list-style-type: none"> • Formal office referral. • Principal or AP phone call and/or email to parents and sponsors. • Consideration of school suspension. • 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).
4th offense and beyond
<ul style="list-style-type: none"> • 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 • Consideration of school suspension • Consideration of expulsion per DoDEA regulation 2051.1 <p>(Note: The type and length of detention, suspension, or expulsion are individually determined and will depend on the specifics of the offense.)</p>

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: parents, teachers, school counselors and/ or school psychologist, the 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 staff about bullying. Additional information regarding DoDEA's Awareness and Prevention Programs may be found at the following website: <http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm>

School Bus Behavior

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

Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations, which is in accordance with Enclosure 8 of DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended.

JKMES: 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.

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

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

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

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

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

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

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

It is extremely important that a student not suffer in silence, or be allowed to be exploited or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student

should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at any time. When a DoDEA employee or volunteer becomes aware of a violation of this Issuance, they are required to report it to their school principal or program director, with the possible exception of certain disclosures made during confidential communications not otherwise subject to mandatory reporting requirements in accordance with Issuance.

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

Technology

Computer Access/Internet Policy/Electronic Devices

Policy Reference: [DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010](#)

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

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

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

Role of Social Media

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

Transportation

Student Transportation Services

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

Student transportation is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, during the mid-day, and for return to their assigned bus stop at the end of the normal scheduled school day. DoDEA principals are responsible for monitoring student loading/unloading zones when students are coming and going from school sites as well as administering discipline. A school bus or any device operating to provide student transportation will function as an extension of the school. The walking distance for grades 6 and below should not exceed one mile from the student's primary residence to the school or designated bus stop. Students in grades 7–12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop. These distances may be

slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6–8), the walking distance criteria shall be the same as the criteria for grades 7–12.

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

JKMES: Please contact the Yokota Air Base Transportation office for any questions or concerns about school buses.

- DSN: 315-225-9787



*Joan K. Mendel
Elementary School*

The following sections of the handbook are aligned to JKMES school-wide procedures.

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.

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 in session), the pet owner must first have written approval from the principal. Animals that could cause injury or harm to any person **WILL NOT** be brought to school. The pet owner will provide a copy of the veterinarian certificate for the principal and school nurse **prior** to bringing the animal or pet into the school. A copy of this certificate must be kept in the classroom at all times and a copy retained by the school nurse in an animal/pet veterinary clearance file. In addition, a copy will also be kept on file in the school office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify the teacher and school nurse. 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 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 DODEA and installation best practices and regulations. Parents will be notified if their child habitually arrives at school too early or tardy. 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 eating Breakfast at school may arrive no earlier than 0730. Should the problem persist, the school liaison officer and/or sponsor's chain of command may be notified.

YABI 31-118: At Yokota Air Base the supervision of minors is governed by YAB Instruction 31-118. In summary:

- 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 receiving Kindergarten aide's daily arrival checklist.
- Students 6-years old and up may walk to school unaccompanied as long as the child is at least in first grade.

Age of Child	Walk to or From School (Unaccompanied)	Baby-sit Others	Left in Car Unsupervised (Without someone 15 or older)	Left Unattended in Quarters (Vacation or TDY)	Left Unattended in Quarters	Left Unattended Outside Quarters and Associated Neighborhood Play Areas	Left Unattended in Public Areas
0-5	NO	NO	NO	NO	NO	NO	NO
6-9	YES Must be at least first grade	NO	YES ₃ With keys removed not to exceed 5 minutes	NO	NO	YES ₇ Check periodically	YES _{7,8}
10-11	YES	NO	YES ₃ With keys removed not to exceed 20 minutes	NO	YES ₅ No more than 4 hours	YES ₇ Check periodically	YES ₈
12-14	YES	YES ₁	YES	NO	YES ₆	YES	YES ₈
15 +	YES	YES _{2,4}	YES	YES	YES ₆	YES	YES ₈

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.

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 are not to play on the JKMES playgrounds before the school day.
- Use sidewalks and crosswalks at all times; never cross roads 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 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.

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 are not to play on the JKMES playgrounds after the school day.
- Students who are involved with an after school activity must be supervised by the activity sponsor.

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: 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.



INAPPROPRIATE DROP OFF ZONE

(in the street between Myers & Morgan)



ASSEMBLIES

Assembly programs at JKMES are worthwhile educational experiences for students and staff members. Assemblies 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, and 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.

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 teachers, professional staff, volunteers, and facilities
 - Listen to teachers, substitutes, aides, bus drivers, administrators, etc., and do what they ask.
 - 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.
 - Demonstrate respect for personal and school property.
- Be kind to one another and prevent bullying behaviors
 - Exercise good study skills and work habits without infringing upon the learning of others.
 - Refrain from picking on, taunting, bullying, or harassing any other student.
 - Students will learn how to identify bullying behaviors and make better choices.
 - Students will make it a point to include students who are easily left out.
 - 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
 - Students will respect ourselves and each other.
 - Students will learn to express our feeling in a constructive manner.
 - Think before you speak or act in a manner that might violate a school/class procedure.
 - Arrive for class on time and with appropriate learning materials.

SCHOOL BUSES – 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 – 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.

RESTROOMS – When using the restroom at JKMES 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 – The following expectations have been established to provide a relaxing, safe environment for all students when they are eating lunch. Students are expected to:

- Students will always walk in the cafeteria and enter quietly; using “inside voices” when speaking to classmates (while in line and at their table).
- Remain seated until dismissed (raise hand for assistance).
- Tables in the cafeteria are assigned and students must sit at their assigned table unless directed by school administration or a lunchroom monitor.
- Students will always listen to the directions of school staff, be respectful, and follow the directions of school administration or a lunchroom monitors.
- 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.
- **NEVER** share food with classmates and be aware of, and respect the needs of classmates who may have serious food related allergies.
- Practice good manners and follow the directions given by the cafeteria monitors.
- Students buying their lunch will use the proper line order – as set up by the cafeteria.

PLAYGROUND– All students will play safely and with good sportsmanship.

- Be considerate. Everyone gets to play and care about each other's feelings.
- No rough play, **helping hands only**.
- No running up slides or using on the playground equipment in an unsafe manner.
- Climbing is only allowed on the parts of the playground equipment which are specifically designed for that activity.
- If students wish to leave the playground for any reason (Restroom, Nurse, etc.) they must request and receive permission from a playground monitor.
- Students must play on the school property and within the established playground area.
- Swing forward and backward on swings (no twisting the chains, double swinging, jumping from swings, etc...).
- Personal items (e.g. toys/games/cards/fidget spinners) are **not** allowed on the playgrounds.
- Food and beverages are **not** allowed on the playground except in administration authorized activities.
- During inclement weather, students will be moved to the information center and will watch a movie or participate in another appropriate quiet activity.
- 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.
- Recess activities/games may include:
- Basketball, Kickball, Soccer, two handed touch or flag football, jump rope, hula-hoops, etc.

- 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.

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 CONTACT INFORMATION

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.

Also, 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/sponsor 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.

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. Siblings, supervised by the parent, may also join an older brother or sister for lunch.

COMMUNICATION

DoDEA encourages official communication take place face to face or through email. Our weekly Panda Posts and monthly Newsletter and Principal's Coffee hour 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.

EMERGENCY DRILLS

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, Lockout, Lockdown, Bomb threat, Earthquake, and Evacuation (Safe Haven).

- 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 (FPCON) and other safety/security emergencies. Please become familiar with the base and/or communities procedures for notifications and the emergency procedures.

EXCEPTION TO ATTENDANCE AT ASSIGNED SCHOOLS (WAIVERS)

Parents requesting a waiver to attend a school other than the school for which they are zoned, 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.

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 homework 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.

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.

MEAL 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 for SY 2020-21 is **\$3.25**, and for adults is **\$6.00**. Breakfast is similar with **\$1.75** for students and **\$3.50** for adults. Free and reduced price lunches are available to qualified families. More information can be found at: <http://www.yokota.af.mil/AboutUs/YokotaSchools.aspx>

PARENT TEACHER ORGANIZATION (PTO)

The 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/> .



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.

PARTIES/CELEBRATIONS

Due to time constraints, birthday parties cannot not be held at school. With the approval of the teacher, cupcakes or cookies may be shared at the end of lunch. Limited cultural celebrations (e.g. Cultural Heritage Months or the 100th Day of School) may be held during the school day in order to minimize impact on instruction. These celebrations should be designed (considerations of personal beliefs, dietary restrictions, background, and financial means) so that all students can participate. While parents may be asked to donate refreshments, monetary contributions may not be solicited for these events. Some of these celebrations 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.

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.

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

<https://www.dodea.edu/Offices/PolicyAndLegislation/upload/AI-6055-01-DoDEA-Safety-Program-Signed-27-Nov-2017.pdf>

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/SURVEILLANCE

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.
- The military police are responsible for non-duty hour exterior building security checks.

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 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 STUDY 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 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 (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.

- Chaperones are expected to devote their full attention to supervision of the students on the trip.
- Parents of JKMES students who may need special supervision will be asked to accompany their student on field trips by school administration (only).
- 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.

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 receive a first aid kit, medications, and study trip forms that contain all student emergency contacts, medical information, and medical power of attorney. These forms are kept with the teacher at all times.

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.

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 or on the DODEA website at: <http://www.dodea.edu/Curriculum/eChildhood/sureStart.cfm>

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.

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 SY2020-21. 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.