

# DoDEA Pacific East

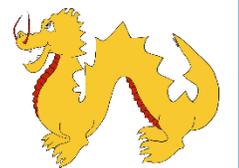


## Parent-Student Handbook SY 2020-2021

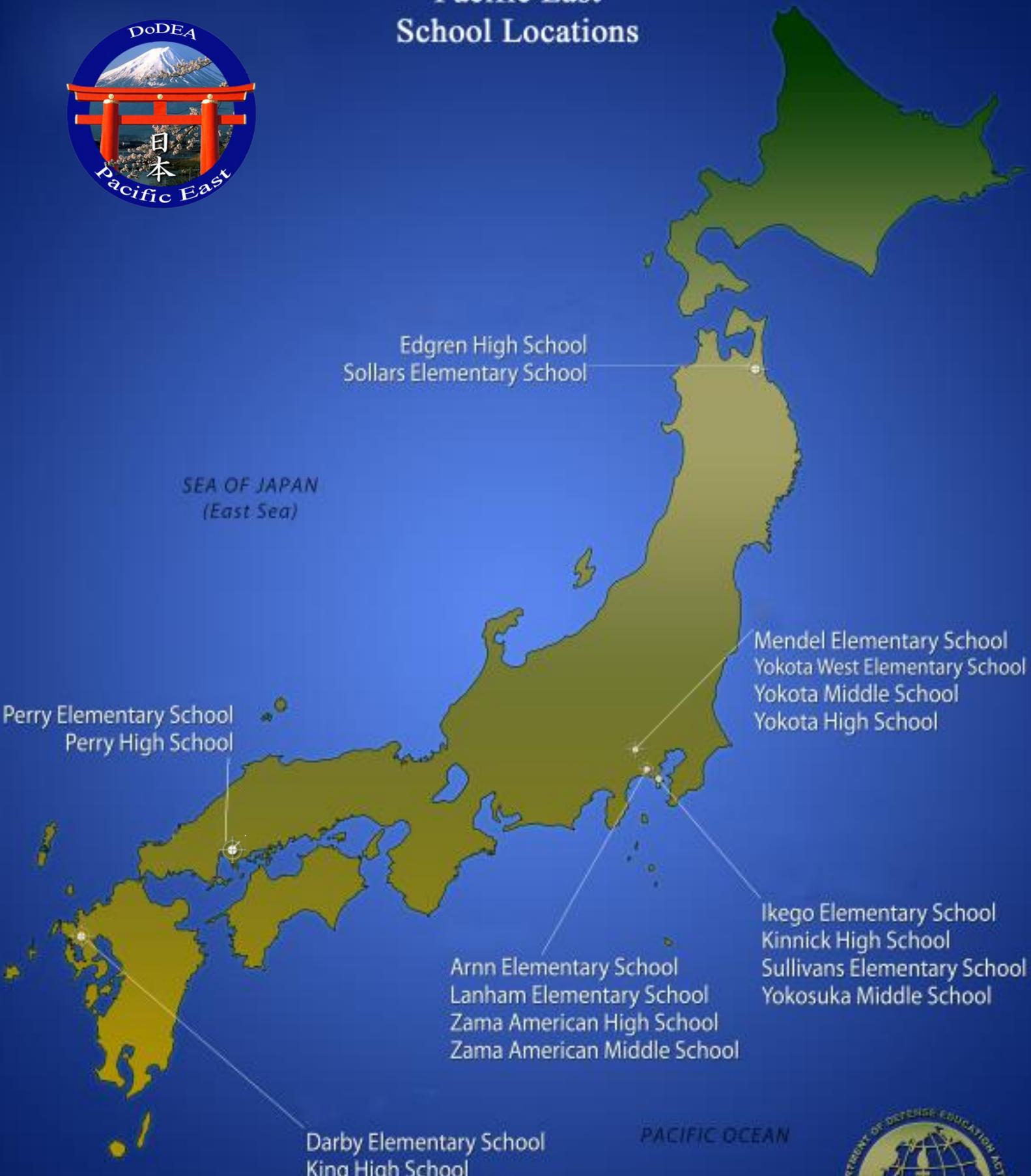


**DoDEA VISION:** Excellence in Education for Every Student, Every Day, Everywhere.

**DoDEA Mission:** Educate, Engage and Empower Military Connected Students to Succeed in a Dynamic World.



# Pacific East School Locations



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## **From the Office of the Superintendent**

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

We have a total of 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 through grade 12 at sites both in the United States and overseas. Courses of study in DoDEA schools parallel those found in public schools in the United States.

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

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

## **District/Pacific Chain of Command with Contact Information**

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

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

### ***Ms. Hattie Phipps, Principal***

PSC 476 Box 128  
FPO, AP 96322  
Phone: (315) 252-9742

### ***Dr. Judith Allen, Superintendent***

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

### ***Ms. Lois Rapp, Director of Student Excellence***

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

### ***Mr. Thomas Brady, Director***

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

## **Absences – Long-term and Make-up Work**

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

## **Access to Student Records**

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

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

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

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

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

## **Accreditation**

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

## **Advisory Councils**

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

The Advisory Councils within DoDEA are as follows:

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

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

### **After-School Clubs/Activities Policy (Sasebo ES guidance)**

Any time an elementary grade student will 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 **exact** time for the activity to begin. Students are allowed in the building **only upon the arrival of the sponsoring teacher. There is no Elementary Activity bus.**

### **Animals and Pets**

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

### **Arrival/Dismissal (Sasebo ES guidance)**

#### **Procedures for Students in 1<sup>st</sup> – 6<sup>th</sup> Grades**

##### **Arrival**

1. Children in grades 1-6 should not arrive on school grounds before 07:30. Children will be unsupervised if they arrive earlier than the established time.
2. Students meet their class in the cafeteria and will remain there until dismissed by staff to their classes.
3. Students who arrive after 07:45 are considered tardy and must obtain an entry pass from the main office. Parents must accompany tardy students.

##### **Dismissal**

1. Students in grades 1-6 are released directly from their classroom at 2:30.
2. Elementary students must leave the school grounds as soon as they are dismissed. Students who walk are not allowed in the area where the buses are being loaded nor are they allowed to remain on campus.
3. Parents who pick students up at school are asked to avoid the areas where the buses load. Please arrange with your students to pick them up in the designated area.
4. Bus riders are expected to immediately report to their bus.
5. Children who participate in School-Age-Care programs with the MWR youth center will report to the cafeteria.

Parents please make sure your child knows their afterschool routine. It should be a routine, with very few changes.

### **Kindergarten Arrival**

1. Kindergarten students who ride the busses will be picked up at the drop-off zone by school staff and escorted to classes.
2. Kindergarten students who reside on base or within the commuting zone will line up in the cafeteria. Parents or authorized siblings (12 years old with FFSC Babysitting certificate or over the age of 18 years old) are required to remain to provide additional supervision until the students will enter the classes.

### **Dismissal**

1. Kindergarten students who reside on base or within the commuting zone must be picked up in the room by parents or authorized family members or caregivers (12 years old with FFSC Babysitting certificate or over the age of 18 years old).
2. Kindergarten students who ride the bus are escorted to the busses by school staff.
3. Kindergarten students who participate in School-Age-Care programs with MWR youth center will remain in the classroom until released directly to MWR staff.

Kindergarten students are always hand to hand. Parents, please make sure your child knows their afterschool routine. It should be a routine, with very few changes.

### **DEPARTURE DURING THE SCHOOL DAY**

Students cannot be released to nonfamily members without written verification from the sponsor. If a parent intends to **pick up** a student before regular dismissal time, a note should be sent to the teacher and the office as soon as this need is known. **Please do not contact the office unless it is an emergency. We make every effort not to disrupt classes.**

A parent who wishes to take a student out of school during the school day (for a medical appointment for example), should send a note indicating the specific time the child should be released from class. The teacher will be contacted to send the student to the office, or if the note from the parent indicates a specific "**pick up**" time, the teacher may wish to send the student to the office to wait for the parent. Students are not allowed to check themselves out even with a note from the parent. **Please do not go to your student's classroom without checking with the office first.**

### **Assessment and Student Evaluation**

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

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

The DoDEA grading scale is as follows:

1. In kindergarten through third grade, the marking code is not connected to numerical grades.

Progress is reported as follows:

CD- Consistently Displayed

P- Progressing

N- Not yet Evident

X- Not Addressed

2. In grades four to twelve, the marking code is connected to a numerical scale as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below is Failing= (F)

3. Mid-quarter progress reports are distributed as a means of communicating progress for those students at risk of receiving a D or F at the end of the quarterly marking period. Parents should not hesitate to contact their student's teacher if they have questions or concerns about their student's progress. Do not wait until report cards are issued if you have a concern regarding your student's progress.

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

### **Incomplete Grades**

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

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

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

### **Grade Point Average (Secondary)**

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

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

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

### **Assessments (System-wide)**

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

## **Attendance**

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

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

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

### **Highlights of the Attendance Policy**

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

### **Excused absences can include;**

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

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

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

### **How parents can help**

- Schedule medical and dental appointments outside of school hours.
- Schedule vacations during school breaks.
- Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
- When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).

- Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

### **Appointments or Illness**

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

### **Procedures for Absence Notification**

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

### **Release of Students Policy**

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

### **Student Tardies**

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

### **Babysitters/Day Care Centers**

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

### **Bicycles**

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

### **Books and Library Books (Sasebo ES guidance)**

Textbooks adopted by DoDEA are ordered from the same book companies that are used by many schools in the United States. The books are issued to students free of charge. **Students transferring during the school year must turn in their books and workbooks to their teachers.** All books will be accounted for and turned in at the end of the school year. Parents and students should note that willful misuse; damage or destruction of any school property is unacceptable. Students, as well as sponsors, must understand that these resources are only replaced as necessary and have a specific programmed life-cycle. We do not receive

blanket funding to purchase new materials each year. Intentional destruction of government property could involve the security police. Please treat school materials with care and respect.

## **Bullying**

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

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

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

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

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

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

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

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

## **Bus Transportation**

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

### **ON AND AROUND SCHOOL BUSES STUDENTS WILL:**

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

### **ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:**

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school "Code of Conduct."
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devices or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

### **Change of Address, Telephone Numbers, Emergency Contacts**

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

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

### **Child Abuse/Neglect**

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

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Department of Defense Dependent Schools (DoDDS) has mandated that any and

all school personnel report suspected child abuse and neglect as defined by the following:

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

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

### **Classroom Celebrations**

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

### **Classroom Visitations and/or Lunch Visitation**

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

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

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

### **Closure Due to Inclement Weather**

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

### **Computers and Technology**

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

computer use privileges.

## **Conferences**

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

## **Curriculum**

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

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

## **Deployment**

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

## **Dress Code**

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

***Students may be sent home for more appropriate dress.***

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

Clothing and/or apparel that:

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

Students are expected to comply with school specific dress codes.

## **In addition below is the Sasebo ES dress code:**

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. Students are outside every day passing to and from ENCORE, lunch, recess and to the main building and our information center, they should come dressed for variable weather conditions.

A committee comprised of students, parents, teachers and administration has designated the following dress code:

- Students should refrain from wearing any type of top that leaves the midriff exposed; any clothing with profanity or vulgarities; any clothing advertising alcohol, tobacco, or drugs, or pictures/logos related to such items.
- Clothing should be of the proper size and fit for the student. While buying a size larger to allow room for growth is understandable and acceptable, the “baggy” appearance is unacceptable. Jeans should fit comfortably around the waist or hips. No undergarments should be showing.
- Walking shorts, skorts, and skirts are to be an acceptable length. A rule of thumb could be— with hands at the side; fingertips should reach the bottom of the hem.
- Hats and caps, and sunglasses are to be removed upon entering the school building. Except on designated Spirit days, or unless medically sanctioned.
- Spaghetti Strap Shirts, dresses and camisoles tops with straps smaller than 1 inches in width should not be worn. Tank top or muscle shirts should not be worn.
- Safety requires no flip-flop shoes, no bedroom slippers and no spiked heels longer than two (2) inches and no “wheelies”.
- During PE classes appropriate attire to include athletic shoes must be worn.

***COLD WEATHER GUIDELINES***— Sasebo fall and winters are not generally too cold and you can be sure that your child will most likely be outside each day for an extended period of time. Recess is cancelled only in extreme weather conditions and students must walk outside between buildings to lunch and ENCORE and 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 parameters are evidence-based and are used to determine if a child is ready for outdoor play:

- At 50 degrees (F) and lower, all students must have a jacket.
- At 40 degrees (F) and lower, all students must have a winter weight jacket or coat. A fleece and/or hoodie are not considered winter weight.
- At 32 degrees (F) 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. Ballet style slippers are not recommended in snowy or wet weather. Jackets and coats must have functioning zippers and/or buttons. Light weight, short-sleeved shirts can also be a problem during the day, as classroom temperatures vary. Dressing your child in layers is highly recommended.

***IDENTIFY YOUR BELONGINGS***—Put your child(ren)’s name on everything that belongs to them (inside coats, jackets, hats, and everything else—even lunch boxes / bags and book bags). We want them to be able to 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.

### **Early Release of Students**

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

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

## **Eligibility**

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

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

## **Age Requirements**

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

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

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

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

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

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

## **Emergency Drills**

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

## **EMERGENCY EVACUATIONS and INCLEMENT WEATHER**

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

## **Exception to Attendance at Assigned Schools**

Parents requesting a waiver to attend a school other than the school their child(ren) are zoned to attend must submit a request for consideration. Exceptions to students attending the school

zoned for where they live will be made only for bona- fide need, exceptional, and/or extraordinary circumstances. The gaining principal must have available space in order to approve. Appeals to principal's decisions are made directly to the Japan District Superintendent. The required form is available from each school. All exceptions are valid for a specific period of time, usually one year. They must be resubmitted when expired, at least annually.

### **Homeschooling**

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

### **Homework**

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

### **Leaving School Grounds**

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

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

### **Lunch Program and Prices**

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

### **Prohibited Items**

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

- Knives or blades (real or replica or toy)
- Caps and cap guns, fireworks, matches, or lighters
- Darts

- Animals (unless the principal has approved)
- Guns (real or replica)
- Laser pens
- Personally owned athletic equipment (i.e., balls, bats, mitts, rackets, jump ropes)
- Slingshots
- Personal electronics
- Medications

### **Property and Supply Accountability**

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

### **PTO**

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

### **Public Displays of Affection**

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

### **Random and Periodic Searches**

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

### **Registration/Re-Registration**

#### **New Student**

Sponsor must fill out the following documents:

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

Sponsor must present:

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

### **Returning Student**

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

Sponsor or spouse must fill out the following documents:

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

### **Retention**

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

### **School Advisory Committee**

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

### **School Discipline**

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

- Students have a right to hear and be heard. Students have a responsibility to be attentive, by not interrupting or disrupting the class and respect the rights of others to learn.
- Students have a right to be treated with courtesy and respect. Students have a responsibility to respect others by not teasing or annoying other people, by showing respect and courtesy toward others.
- Students have a right to be safe. Students have a responsibility not to threaten or harm anyone else in school.

- Students have a right to privacy, personal property, and personal space.
- Students and parents must be responsible for class attendance.
- Students are responsible for maintaining property, properly caring for textbooks and other equipment issued by the school, obeying school rules, and for accepting just and appropriate consequences of responsibilities not fulfilled.
- Students have a responsibility to respect the privacy of others, their personal property, and personal space.
- Students have a right to be proud of their ancestry, cultural background, religious beliefs and gender. Students have a responsibility to be understanding and respectful of the ancestry, cultural background, religious beliefs, and gender of others. All students have the right to fair and equal opportunities in all activities.

### **Freedom of Expression**

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

This regulation may be found at:

[http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051\\_1a.pdf](http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051_1a.pdf)

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

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

### **Grounds for Removal:**

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

- Cause, threaten or attempt to cause physical injury to another person

- Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm)
- Possess, use or distribute, or attempt such, of alcoholic beverages
- Possess or use tobacco or tobacco products
- Possess, use or distribute any illegal/controlled substance, or attempt such offenses
- Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia
- Robbery or extortion, or attempt such offenses
- Damage or vandalism to school, U.S. Government, contractor or private property
- Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual
- Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity
- Disrupt school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.)
- Failure to leave the school, school grounds or school bus when directed by school official
- Engage in gambling in any form
- Fighting or otherwise engaging in conduct endangering others
- Bullying, intimidating, taunting, hazing, name-calling, or harassment
- Unauthorized use of a portable communications device
- Arson, making a bomb threat, or falsely reporting a fire or bomb threat
- Forgery, cheating or plagiarism
- Possession or use of fireworks or other explosive devices
- Repeated or flagrant violations of attendance regulations or policies (i.e., truancy)
- Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials
- Violate any law, rule, regulation, or policy of the military installation or school
- Fail to report or otherwise be complicit in the above-described acts

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

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

- Guns, machine-guns, shotguns, pistols, rifles, air-soft guns
- Any device that acts to destroy property or injure
- Knives, club-type weapons, e.g. blackjacks, brass/metal knuckles, nun chucks, throwing stars, nunchucks
- Gas pistols and shooting pens
- Straight razors, razor blades, box cutters or weapons made from razor blades
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows, slingshots
- Clubs, or any object that may be used as a club, e.g. pieces of wood, pipe, stones or bricks

- Authentic appearing replica of a firearm, e.g. a toy or BB gun
- Blank cartridge pistols or other ammunition
- Objects that might be readily used to inflict bodily harm, e.g. bicycle chains, cans with sharp points, broken bottles or glasses, knives with retractable blades
- Locking blade knives regardless of length
- Items that are not normally considered dangerous but could be misconstrued to be a weapon.
- a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear (e.g., replica/look-alike gun, baseball bat, laser pointer, letter opener, etc.).

Teachers, administrators, or appropriate base support staff seizes these items immediately. Incidents involving weapons on school grounds during the school day will involve a report to the military police for subsequent investigation and action, in addition to any consequence of suspension or expulsion applied by the school.

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

### **School Sponsored Activities**

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

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

### **School Grounds**

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

### **School Liaison Officer (SLO)**

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

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual

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

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

### **Special Education**

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

Child Find is the ongoing process used by DoDEA and the military departments to seek and identify individuals (inclusive from birth to age 21) who are eligible to receive special education and related services. Specialists will coordinate details with the child development centers and advertise this support option.

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

### **Standardized Testing Program**

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

### **Student Placement Policy**

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

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

**Request for Class Placement Change:** Classes are created with a great deal of thought and planning. The considerations include; gender ratios, behavior considerations, special needs of students and academic readiness. Requests to change classes will only be granted only under unusual circumstances. After receiving a written request that explains in detail why the current placement is not meeting the

educational and/or social needs of the child, the Placement Committee will schedule a meeting with the parents to discuss their request for placement change. The Placement Committee is comprised of the Teacher, Counselor, Parents and others as needed. The Placement Committee makes recommendations. The principal makes the final placement decision.

## **Student Support Services (School Nursing)**

### **CONFIDENTIALITY**

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

### **MEDICATION:**

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

- **HOLD HARMLESS LETTER** – Written permission from physician and parents (available from nurse's office).
- Medication in a pharmacy labeled bottled, marked with student's name, time to be given, amount to be taken, the name of the drug and "for school use" on the label. Children should at no time carry their medication to school. All medications must be delivered and picked up by parents in the nurse's office.
- The school health nurse has the responsibility of caring for school-related accidents and/or illnesses. Home-related accidents and/or illnesses are the responsibility of the parents and cannot be treated by the nurse at school.
- The school health nurse may not issue excuses for recess, physical education, or any other activity. This excuse must come from a physician.

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

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

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

**IMMUNIZATIONS:** Students who enroll in DoDEA schools are required to meet specific immunization requirements. Official proof of immunization must be provided to school officials at the time of initial

registration and upon request of school officials to verify immunization compliance i.e., copy of child's immunization/shot record.

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

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

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

### **Study Trips**

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

Participation should be accomplished in a manner which:

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

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

### **Teacher Training Programs**

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

### **Transcripts**

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

## **Transfer/Withdrawal of Students**

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

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

## **Tuition Payments**

Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDEA to bill the agency, or firm, for tuition. Organizations will be billed in advance of each semester. The billing document, DD 1131, will be attached to a cover letter stating that the billing is in accordance with their letter of request. The school will provide each tuition-paying sponsor (organizational or self-pay) with a letter, at the time of registration, explaining DoDEA tuition payment policy for first and second semesters. Tuition payments can be in the form of check or money order or via online payment. For details contact the registrar. Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.

## **Vandalism/Damaged School Property**

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

## **Visitors**

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

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

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

## **Volunteers**

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

## AdvancED/ Continuous School Improvement

**DODEA Mission: Educate, Engage, and Empower Each Student to succeed in a dynamic world.**

**SASEBO PURPOSE: ..... "Empowering students to be confident learners and global citizens." .....**

**Sasebo ES: Goal 1: Teachers will utilize instructional best practices, to achieve proficiency in College and Career Readiness Standards for Mathematics in the areas of numbers sense and fluency.**

**Measurable Objective 1: 80% of Kindergarten through sixth grade students will demonstrate grade level proficiency for number sense and fluency by 06/05/2020 as measured by DoDEA Comprehensive Assessment System (DCAS), Common Formative Assessments (CFAs), and authentic measures.**

**District goals:**

**Goal #1: Develop a comprehensive professional learning system.**

**Goal #2: Integrate technology in to everyday classroom instruction.**

**Goal #3: Implement the College and Career Readiness Standards for Math and Literacy.**

**Goal #4: Develop the effective use of data to guide instruction.**

## Principal Welcome Letter



# Sasebo Elementary School

Department of Defense Education Activity  
PSC 476 Box 128  
FPO AP 96322-0128

Telephone: DSN: 252-3600 Commercial (Within Japan) 0956-50-3600  
Commercial (Direct Dial from USA) 011-81-956-50-3600  
Facsimile: DSN: 252-3553 Commercial: From US: 011-81-956-50-3553



Dear Parents, Faculty, & Students,

A new school year presents opportunities for various beginnings: new classes, new faces, materials, and sometimes reorganization that has been occurring in DoDEA over the past few years. Dr. Judith Allen, the Pacific East District Superintendent, continues in this leadership role along with a Community Superintendents: Dr. Helen Bailey. Our new DoDEA Blueprint for continuous improvement is the strategic plan that will guide us over the next six years. We take great pride in achieving the DoDEA vision of excellence in education for “Every Student, Every Day, and Everywhere.” Along with continuing the DoDEA Mission which states we will “Educate, Engage, and Empower Each Student to Succeed in a Dynamic World,” our purpose at Sasebo ES is to “empower students to be confident learners and global citizens.”

Life is about reinventing and adapting to a changing environment. Changes alone, however, cannot produce transformation. We all must be willing to prepare ourselves for a dynamic and highly productive new year through teamwork, dedication, and hard work. Yearly, I lead by establishing an atmosphere of trust and cooperation within the school and community. The staff leads by designing instruction that engages and inspires students to excel in and out of the classroom. Parents and community leaders hold leadership positions in in both curricular and extra-curricular activities. This kind of leadership provides a special kind of joy and satisfaction when planning lessons and activities for a new class; although the grade level may or may not be the same, the students are new, and they appreciate the planning that is done to support their educational growth. Whether one’s responsibility is administrating, supervising, teaching, preparing lunches, maintaining a building, or managing an office, there is always room for improvement.

I am proud of what can be achieved at Sasebo Elementary School: in our classrooms, offices, the community, and around our school facility. Our achievements will be a collective effort that we all bring to our school community. With our increased enrollment a new kindergarten class has been added. We will have a separate fourth and fifth-grade. Class size is growing daily as we welcome new students and families.

The construction project continues to be an active environment for learning on campus. Navigating around it and our peers at the middle/high school require much flexibility, cooperation, and collaboration. It is an experience to observe the construction through each stage. In early 2019 the new facility should be completed, and staff will then prepare to move into the new school in August of 2019. We realize this is an enormous task, and we will work diligently to ensure the continued safety of everyone on campus.

The key is “flexibility” to obtain success during this time. I am confident that with all stakeholders working together, we will be successful. We will succeed because of our dedicated staff, cooperative parents, and supportive community. During it all, we will maintain high standards of learning and ensure students are provided quality programs of study.

Sasebo community will be honored to open the first 21st Century Elementary School on mainland Japan. Yes, we have new school buildings in Japan and only one other high school that designed as a 21st Century structure. We are looking forward to 21st Century training that support challenges of the paradigm shift in our instructional format. Our Japan District has developed a plan to train and support all teachers in the District on every aspect of 21st teaching and learning strategies.

In the meantime, we will continue to maintain rigorous standards of excellence that will guide us along the way throughout the year. This will be completed by:

- Creating a safe nurturing environment that encourages students to accept and find the best in themselves and others
- Challenging students to reach their full academic potential
- Helping students see the inner confidence they need in order to take risks and set goals for their learning
- Instilling in students a sense of responsibility and respect for themselves, their school, and their community
- Making sure that students at Sasebo Elementary School prepared to be the visionary leaders and dreamers of tomorrow.

I look forward to working with you all during another successful school. Let's make the school year 2020-2021 the best yet!

Hattie Phipps  
Principal

## **A Brief History of Sasebo Schools**

A brand new one-story wooden structure housing six classrooms, one auditorium, an office, a girl and boy's restrooms was located in the center of the still devastated Sasebo City. It was October 1948, and the building was officially named Sasebo (American) Dependents School, APO 27. At the time, the U.S. Army ran most American schools in Japan and even Sasebo, with its naval base facilities, was no exception. Behind the main building was a Quonset Hut accommodating the seventh and eighth grades in the first half of the building and ninth through twelfth in the second half. The total enrollment for grades one through twelve started out with forty-eight students. Most were Army children. In September 1945, the U.S. Marines landed on Sasebo and laid the foundation for the present U.S. Fleet Activities, Sasebo. The U.S. Army came and slowly the base and the American community were established in the heart of Sasebo City. The residential areas were named Dragon Gulch,

Dragon Vale, and Dragon Heights. The school was named "Dragon School." A sign with the picture of the Dragon and the name "Dragon School" was built by the Army Engineer Corps and placed on the front of the building. Out of over forty such schools in Japan, Kyushu alone had dependent's schools in Kumamoto, Beppu, Ashiya, Kokura, Hakata, and Itazuke. As the years went by, the enrollment increased. School Year 1953-1954 opened with an enrollment of 150 students, grades 1-12. The Dragon School's enrollment kept growing and approximately fifty students in grades 7-12 moved to the third floor of the Command Post Building (now the location of Sogo Hospital). The U.S. Army left, and the Navy took control of most of the facilities. School administration came under the Chief of Naval Personnel in October 1955. In 1956, schools located on the U.S. Naval Bases and Air Stations were given names of U.S. heroes of the past. The Sasebo Dependents School was named after the famed World War II Hero, Fleet Admiral Ernest J. King. Thus, the official name of Ernest J. King School, Navy 3912, FPO San

Francisco, California became effective School Year 1956/57. In February 1958, the entire elementary grades 1-6 abandoned the ten-year-old "Dragon School" and moved into the second floor of the "Command Post Building" (The children called it "Children's Prison instead of Command Post). Later, the building was renamed "Community Building," which was more appropriate since the tenants included Bank of America, The Base Library, Shore Patrol, Stars and Stripes Office, Civilian Personnel, a Beauty Shop, Pass Office, and the Telephone Exchange. The Sasebo District Court and the Prosecutor's Office now stand at the Old Dragon School Site. In 1966, the Department of Defense took over the dependent schools worldwide, and the Headquarters was located at Yokota Air Base. The Vietnam War increased the home ported ships for Sasebo. The population of the American Community was at its peak. Over 870 students, kindergarten through twelfth grade in the "Community Building" were housed in forty-five classrooms and a faculty of over fifty, comprising the entire three - story building. After the Vietnam War was over, the school population dropped considerably. In February 1979, the school moved to the present site. The Hario Housing Complex was completed in 1988 complete with a school for kindergarten through sixth grade. The school was named for Rear Admiral Jack N. Darby. In 2003 the King Unit School was split into an elementary school and a middle/high school. The elementary school took the name Sasebo Elementary School and adopted the dragon as the school mascot in honor of the first Dragon school.

(As reported by Mr. Adolph Portaria, former teacher at Jack N. Darby School August, 1998)

### **School Address, Webpage and Phone Number**

Mailing Address:

Sasebo Elementary School

PSC 476 Box 128

FPO, AP 96322

Administration Office: 0956-50-9741

Nurse 0956-50-9747

Webpage: <http://www.dodea.edu/Pacific/Japan/CFASasebo/SaseboES/index.cfm>

### **Office Hours**

School Hours

Main Office: 0700 – 1600

### **Kindergarten Drop Off and Pick Up (via automobile) at the designated drop off zone**

Regular Day	Drop off	07:35-07:40	Pickup 14:30-14:40
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Early Release Day	Drop Off	07:35-07:40	Pickup 13:30-13:40
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### **School Start/End Times, Bell Schedules**

<u>PSCD</u>	<u>Start Time</u>	<u>Dismissal</u>
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Schedule based on Enrollment	TBD	TBD
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<u>Sure Start</u>	<u>Start Time</u>	<u>Dismissal</u>
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Regular Day	TBD	TBD
-------------	-----	-----

<u>Grades K-6 Regular Day</u>	<u>Start Time</u>	<u>Dismissal</u>
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07:30 Entrance	07:45	14:30
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<u>Grades K-6 Early Release</u>	<u>Start Time</u>	<u>Dismissal</u>
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07:30 Entrance	07:45	13:30
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- **Students cannot arrive on campus earlier than 07:30**
- **First bell rings at 07:40 to ensure that students are in class and ready for school at 07:45**
- **Students are tardy after 07:45**

### **School Liaison Officer Information**

Christy Johnson

Christy.Johnson@fe.navy.mil

DSN: (315) 252-2206

### **School Bus Office Contact information, and phone numbers**

DSN: (315) 252-8921

Hours: Monday- Friday 0800-1100 and 1300-1600

## **Academic Awards**

At the end of the year we hold an academic awards ceremony for sixth grade. Other grade levels may have awards in the classroom. Sixth 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. There are two awards:

- Dragon Award: Teachers can issue a Dragon Award to 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: Teachers can issue a Scholar Award to students who have maintained between a 3.5 and 4.0 GPA in core subjects for the entire year.
- 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.

## **CAFETERIA AND LUNCH PROGRAM**

**FREE OR REDUCED LUNCHES**—a free or reduced price lunch is available to eligible students. The sponsor must complete an application available from the Main Office, School Liaison or FFSC.

**LUNCH FROM HOME**—Students have the option of bringing nutritious/healthy lunches from home. Please keep in mind using a thermos to keep lunches warm is recommended for all students.

**HOME LUNCH**—Students in grades 1-6 who reside in main base housing may eat lunch at home. A form must be filled out and returned to the school office prior to any student being allowed to leave campus for home lunch. It is expected that a parent will be at home.

## **COUNSELING AND GUIDANCE PROGRAM**

**GUIDANCE COUNSELOR**—SES has one counselor who facilitates a comprehensive K-6 guidance program. This is accomplished through guidance lessons conducted by the counselor. Each student has opportunities and the guidance necessary to develop skills for:

- Accessing and processing information.
- Dealing with change.
- Thinking, reasoning, and problem solving.
- Demonstrating positive human relationships.
- Practicing learning as a lifelong process.

**CONSULTATION/REFERRAL REQUESTS**—Small group and individual counseling is available. Parent referrals for students to receive counseling services or information on community-based programs can

be made by contacting the counselor or admin or classroom teachers directly.

**SCHOOL PSYCHOLOGIST**—School psychologists provide a range of services for the benefit of all students.

These consist of direct and indirect services. School psychologists are unique in the educational setting, because their training equips them to provide psychological evaluation and facilitate mental health service delivery in the schools, while at the same time supporting the learning process. The primary intent of the provision of school psychological services is to promote mental and physical wellness and facilitate learning of students. Please contact the school psychologist, for more information.

**STUDENT SUPPORT TEAM**—the Student Support Team reviews and monitors all student referrals for various issues. These include academic, behavior, attendance, and social concerns/issues. This team is chaired by the school counselor.

**CRISIS INTERVENTION TEAM**— A Crisis Intervention Team is in place at SES in case of a crisis that might impact school. This team is composed of the principal, nurse, counselor, and Educational Resource Team personnel (school psychologist, and other staff members). In case of a crisis, the staff phone tree will be activated. Staff meetings will be held if necessary to share information and procedures as required.

**SMALL GROUP COUNSELING**—Small group counseling sessions for grades K-6 will be conducted throughout the school year. These groups will be held during the school day. Small group counseling topics include but are not limited to:

Self-esteem: A positive self-concept is developed through examining personal strengths and weaknesses, developing communication skills and learning to be accepting of differences.

Socialization: The purpose of this group is to improve peer relations, with an emphasis on the school setting.

Divorce: Helping the child cope with this change in his/her life

Deployment lunch bunch: for children grades 1-5 dealing with deployments

If you feel your child can benefit from any of these counseling groups, please contact your child's teacher or counselor. Permission from the sponsor must be attained for participation in these groups.

For additional information, please contact the school counselor.

## **EXTRA CURRICULAR ACTIVITIES (CLUBS)**

SES offers various clubs and activities throughout the year. These are advertised using a flyer. Space is often limited, so sign-up early. Some examples of clubs/activities include: Writing club, Book club, Knitting club, Sports club, STEM explorers, Soroban, Art, Choir, Yearbook.

## **Lost and Found Information**

Non-valuable items found around the cafeteria, school grounds, or playgrounds are collected in a storage bin located in the cafeteria. Valuable items, such as watches, wallets and ID cards are kept in the main office. 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.

## **School Closure Policies and Procedures**

### **EMERGENCY CLOSING/INCLEMENT WEATHER/TYPHOON**

Listed below are special procedures to be followed in the event of inclement weather (snow, fog, or ice) emergencies or breakdown of utilities. In all cases the final authority to open, close or delay rests with the Base Commander.

- If weather conditions prevent the safe operation of buses as determined by the Base Commander, school will not be in session and children will remain at home.
- If predictions indicate that road conditions are expected to improve during the morning, the starting time for school will most likely be two hours later than usual. (This means if the regular bus loading time is 0650 hours; the bus will not load until 0850 hours). Walkers should NOT arrive at school before 1005 on late start days.
- Schools may be closed early for a number of emergency and weather related reasons. Early closings will most likely occur between 10:00 and 13:00.

The following procedures will be observed whenever it is necessary to cancel or close school due to inclement weather or other emergencies.

**1. Prior to the opening of school**

- The principal will coordinate with COMFLEACT, Sasebo Base Commander to cancel school for students.
- Announcements will be made on AFN Radio/TV, Social Media and E-mails. Parents should listen to AFN or call the base CDO at 252-3311, before calling the school office.
- School may be cancelled or have a 2 or 3-hour delayed opening if weather conditions permit. AFN will always have the latest information. Any decision will apply to all students, whether living on or off-base.

**2. While school is in session**

- The principal will coordinate the closing of school with the COMFLEACT, Sasebo Base Commander.
- The COMFLEACT, Sasebo Base Commander will coordinate announcing school closure time with AFN Radio/TV, and other means, and will inform local commands. Working parents will be notified, through the local commands of school closure so they may return home to receive students.

**A. PROCEDURES FOR CLOSING SCHOOL WHILE IN SESSION**

**1. Procedures for Bus Riders**

- The principal will call the Transportation Office and request buses. Bus students will be sent home. Bus departure time will be announced through various communication networks.
- Students in grades 6 - 12 will be released at their bus stop.
- Students in grades K - 5 will not be released until verification is made of a parent, an older brother or sister, or the emergency contact person available to supervise them.
- If no one is at home, the child will be returned to school and placed under supervision until a parent can be contacted.
- The school bus will not make a second trip. If a student must be returned to school, the parents will be required to pick the student up at school as soon as possible.
- School personnel will remain until all students have been picked up or turned over to appropriate/authorized care-givers.

## 2. Procedures for Walkers

- Students who walk to school will be dismissed within 30 minutes of the time that school closure is announced. The principal will inform teachers when students may be released.
- Students in grades 6-12 will be released automatically at the dismissal time.
- Students in grades K-5 will be sent home after verifying that a parent, or an older brother or sister or emergency contact will assume responsibility.
- If no one is at home, the students will be kept at school under supervision until a parent can be contacted.
- School personnel will remain until all students have been picked up or turned over to appropriate/authorized care-givers.

## 3. Delayed Closing of School

- If conditions exist that make it unsafe for students to travel home by bus or on foot (severe weather, civil disturbances, etc.) students will be kept at school under faculty supervision.
- Parents should listen to AFN/Authorized Social Media before calling the school office.
- When travel by bus and on foot has been deemed safe, the school will be closed and students sent home following the procedures listed above.

### **Typhoon – Tropical Conditions of Readiness (TCOR)**

The current policy on school attendance during typhoon conditions is presented below. If condition one is called while school is in progress, children will be released approximately one and one-half hours after notification. These typhoon conditions may change at any time. AFN radio and television are the official sources for information regarding typhoon conditions. School and bus schedules will be announced over AFN.

<b>Condition</b>	<b>Attendance</b>
2, 3 or 4	Students will attend school as usual
1	Students will not report to school
All Clear	Announced between 0600~ 0759, report to school w/ a 2-hour delay.

## **School Electronics Policy**

### **CELL PHONES**

It is recognized that that cell phones have become a parent's tool to help to monitor their children's whereabouts. During the school day **student's cell phones should be in silent or manner mode.** Interruption of classroom routines due to cell phone use could result in the phone being brought to the office for a parent to pick up. This includes students making outgoing calls, playing games, sending texts. Should a student need to contact a parent the school has phones for student use.

\* Students bring these and other high value items to the school at their own risk, the school cannot accept responsibility if they are lost stolen or damaged.

## **School Rules**

### ***SCHOOLWIDE RULES***

Rule 1: Respect your Teachers and the Professional Staff

- Listen to teachers, substitutes, aides and do what they ask.

Rule 2: Be kind to one another

- Be nice to other students and adults. Use words like: please, thank you, you're welcome and excuse me.

Rule 3: Think before you act

- Think, before you do something that might violate a school or class procedure. We have very few rules, but there are many procedures and you are expected to know and follow the expectations for both.

### ***RESTROOM PROCEDURES***

When using the restroom at SES students are expected to:

- Keep the restrooms quiet and clean
- Flush toilets/urinals after use and wash their hands
- Leave the restroom immediately after use and return directly to class

### ***LUNCHROOM PROCEDURES***

The following expectations are established to provide a relaxing, safe environment for all students when they are eating lunch. Students are expected to:

- Enter the cafeteria quietly
- Practice good manners at all times
- Follow the directions given by the cafeteria monitors
- Use inside voices while in the cafeteria
- Remain seated (raise hand for assistance) until dismissed
- Eat only in the cafeteria, or at the designated outside tables and place all trash and uneaten food in the trash containers
- Assist in keeping the cafeteria neat and clean

### ***PLAYGROUND PROCEDURES***

The following playground expectations have been established to ensure the safety of SES students during recess. Students are expected to:

- Play SAFELY
- Not put their hands on other students (exception is within the context of approve play)
- Use two fingers for tag-type games
- Sit to go down slides one at a time. Slides are one way, down, never up.
- Play games using established rules
- Not to push, shove, or throw inappropriate objects
- Report all injuries and conflicts to the adults in charge
- Use your best manners at all times

### **School Supply List (Area Approved with no additions)**

<b>Items</b>	<b>Kindergarten</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>
<i>Book bag/Backpack</i>	X	X	X	X	X	X	X
<i>#2 Pencils (#of packs required)</i>	2	2	2	2	4	4	4
<i>Colored Pencils</i>	1	1	1	1 box	1 box	1 box	2 box
<i>Crayons</i>	1 pack of 24	1 pack of 24	1 pack of 24	1 pack (16-24)	2 pack (16-24)		
<i>Erasers</i>	4 white erasers	2	2	1	4	1	1
<i>Watercolor Paint w/brush</i>		1	1				
<i>Markers</i>	1 box of 8	1 box of 8	1 box of 8	1 box of 8	1 box of 8	1 box of 8	1 box of 8
<i>Ink Pens</i>				2 Red	2 each of red, blue, black	4 each of red, blue, black	3 each of red, blue, black
<i>Highlighters</i>					2	3 different colors	1
<i>Pencil/Supply Case</i>				1	1	1	
<i>Personal Headphones</i>				1	1		
<i>Glue Sticks</i>	6 large or 10 small	8 large or 12 small	8 large or 12 small	2	4	6	
<i>White Liquid School Glue</i>	1	1	1	1	1		2
<i>Child Friendly Scissors</i>	1 Pair	1 Pair	1 Pair	1 Pair	1 Pair	1 Pair	1 Pair
<i>Three ring Binders</i>					One (1) 1" binder	One (1) 1" binder	One (1) 1" binder
<i>Spiral Notebook</i>					1	1	
<i>Section Dividers</i>					1 pkg.	1	1
<i>Loose Leaf Paper</i>		2 packs	2 packs	2 pkgs. Wide Ruled	2 pkgs. Wide Ruled	2 pkgs. Wide or College ruled	2 pkgs. College ruled
<i>Folders w/Pockets</i>	2 with prongs	4 variety of colors	4 variety of colors	6	3	3	4
<i>Composition Books</i>	1	4	1	2	6	4	8
<i>Tissue</i>		2 box	2 box	1 box	1 box	1 box	2 box

Backpacks for kindergarten: All students must have a **book bag or back pack (no wheels)** marked with their name and that is large enough to carry the class folder pouch (your child will receive their folder pouch at their home visit before school starts).

Composition Books: Kindergarten and 1st grade composition books should be “Primary” specific. Primary specific composition books have a large section for drawing on each page.

General notes on supplies: In many classes the general supplies (pencils, crayons, markers, paper, etc...) are used in a communal manner. Please do not mark them with your child’s name.

## **SPECIALIST PROGRAMS (ENCORE) GRADES K-6**

**ART PROGRAM**— the SES art program provides activities in drawing, painting, art history, sculpture, printmaking and ceramics. The program is sequentially developed on disciplined based art education and is aligned with the DoDEA Standards for Art Education. Art concepts are taught through activities based on the elements of design: line, shape, form, texture, space, color and value. Additionally, the enhancement of critical thinking skills, the enjoyment of making art while working in cooperation with others and the exposure to other cultures and the opportunity to learn citizenship are but a few of the benefits that participation in our comprehensive art program provides. While attention to the development of strong performance skills is the mainstay of a strong art program, the SES Art Program focuses more on creating art, historical and cultural connections, aesthetic and critical analysis, and applications to life. Students will be given the opportunity to learn more about art, how it works and how it applies to their life now and in the future. It is our belief that student' lives can be enriched by intellectual and emotional development that art courses provide.

**HOST NATION PROGRAM**—Host Nation education is designed to provide elementary school students with a cross-cultural program to instill in students an appreciation and understanding of the culture of the country in which they are located. Students acquire second language skills in play and work situations where meaningful contextual communication is necessary and desired. Students also acquire a deeper understanding of cross cultural diversity and a greater understanding of their social environment of the host nation.

**MUSIC PROGRAM**—Basic, general music classes are provided by a music specialist for grades K-6 with additional experiences from the classroom teachers. Through singing, listening, movement, creative activities, playing a variety of classroom instruments, and technology, students learn about the structure of music including its melody, rhythm, harmony, timbre, form and expressive devices. A variety of musical types, both classical and contemporary, are used in learning and performing. The DoDDS music standards and the National Music Standards provide guidance in assuring educationally sound music instruction.

**PHYSICAL EDUCATION PROGRAM**— The Physical Education program at SES is designed to help your child achieve optimal growth and development by:

- Providing an opportunity to develop and maintain a level of physical fitness commensurate with individual needs.
- Helping your child become competent in body management and useful motor skills.
- Providing an environment where your child can acquire desirable social skills.
- Helping your child become aware of the importance of physical activity, healthy eating habits and development of a positive attitude toward physical activity and nutrient to help him/her make healthy lifestyle choices in the future.

## **SURE START**

Sure Start is an exemplary, research-based preschool 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.

Additional information about the program can be found on the DoDEA website, <http://www.dodea.edu/Curriculum/eChildhood/sureStart.cfm>. For more information about applying please contact the administrative office.

## **SUPPORT SERVICES**

**GENERAL INFORMATION**—SES provides a range of support services to students. These services are based upon the individual needs of the child. If you would like information on any of the following services please contact SES Administrative Office. To find general information about Special Education services provided by DoDEA please visit <http://www.dodea.edu/Curriculum/specialEduc/index.cfm> .

**CASE STUDY COMMITTEE (CSC)**—this committee is comprised of teachers and specialists who work with students that demonstrate delays in learning or communication. The CSC is governed by federal laws and mandates established by the Individuals with Disabilities Act (IDEA). The CSC’s purpose is to provide consultative help to parents & teachers, evaluate at-risk students, develop & implement individualized education programs (IEP’s) while providing services for identified special education students. The CORE team meets weekly and consists of a school administrator, classroom teachers, special educators, counselor, nurse, speech/language therapists, and preschool staff. Parents of students considered for special education placement become part of the team and are required to attend meetings.

**CHILD FIND**— if you have a child 3 years old or older and you are concerned about his/her growth in one or more of the following areas:

- Memory & Problem Solving Skills
- Self-Help Skills
- Social Emotional Skills
- Speech & Language Skills
- Motor Skills (gross and fine motor abilities)
- Learning and retaining new information learned in school please contact SES to speak to a member of the Child Find team.

**COMMUNICATION IMPAIRMENT**— Speech and language services are provided for students who have communication impairments that adversely affect their educational performance. Students with identified delays in articulation, stuttering, voice and language/phonology maybe eligible for SLP support in a small group or pullout setting. The Case Study Committee determines eligibility for these

services.

**ENGLISH AS A SECOND LANGUAGE (ESL)** — DoDEA provides English as a Second Language (ESL) program for students whose native language is not English. The goal of this program is to develop students' English language abilities so that their academic performance is equivalent to native English-speaking students of the same age and grade level. The program serves both students who are beginning to learn English and those who have developed a high level of oral proficiency, but are performing below grade level in reading and writing because of their limited ability to read and write in English.

**GIFTED EDUCATION PROGRAM**— “Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.” (U.S. Dept of Education, 1993) The Gifted Education Program serves students via two different approaches. One approach involves "whole class enrichment" in grades one through six using the "resource based learning" approach. The talented and gifted specialist and the classroom teacher together plan an enrichment unit, which will complement the instruction, taking place in the classroom. Many times this unit will involve project development using technology, creativity, and critical thinking. The other avenue of service is a pull out model, which is an identified group of students in grades two through six who meet once a week with the talented and gifted specialist. Students who enter the Gifted Education Program are teacher and/or parent recommended, and has standardized test scores with a total battery of 96 percent or above. Such scores are necessary since these students are being pulled from the academic arena for the program.

**PRESCHOOL SERVICES FOR CHILDREN WITH DISABILITIES (PSCD)**—These services are provided for children 3-5 years of age who demonstrate developmental delays in one or more of the following areas: physical (gross &/or fine motor), self-help skills, cognitive concepts, communication skills or social/emotional interaction. These services are based on the individual child’s needs and are regulated by laws related to special education and IDEA. Please refer to the DODEA policy for additional information.

**READ 180**—Read 180 is an intervention program that addresses the individual needs of students in the intermediate grades who are reading below grade level. The program differentiates instruction through adaptive software, quality literature, and instruction in targeted reading skills.

#### SEASONAL INFLUENZA VACCINE NOW REQUIRED TO ATTEND DODEA SCHOOLS

The annual seasonal influenza vaccine has been added to the list of required immunizations for students attending DoDEA schools, following guidance and recommendations provided by the Centers of Disease Control and Prevention’s Advisory Committee on Immunization Practices and the Department of Defense Joint Military Medical Services regulation on immunizations.

The annual seasonal influenza vaccine is the best defense against influenza. The military community is a highly transient one, which increases the potential for exposure and the spread of infectious diseases such as influenza. Reducing the spread of preventable infections in schools and the military

community, improves students' health, safety and attendance. Improved health and safety reduces absenteeism, a reduction in absenteeism improves student academic achievement.

The requirement goes into effect starting this school year (Fall 2016) and will be a required vaccine for all students for every school year. Students will not be dis-enrolled from schools if the vaccine is not available at the Military Treatment Facilities (MTFs) or the MTFs cannot administer the vaccine before December 1, 2016. DoDEA will work with the MTFs to ensure students can receive the vaccine when it becomes available and the MTFs can provide the service.

Parents may contact their local Military Treatment Facility immunization clinic or school nurse for more information.



**DEPARTMENT OF THE NAVY**  
**COMMANDER FLEET ACTIVITIES**  
**SASEBO, JAPAN**  
**PSC 476 BOX 1**  
**FPO AP 96322-0001**

CFASINST 1752.1D CH-1  
 00  
 13 Jul 2015

COMFLEACT SASEBO INSTRUCTION 1752.1D CHANGE TRANSMITTAL 1

From: Commander, Fleet Activities Sasebo

Subj: CONDUCT OF FAMILY MEMBERS

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Change Paragraph 6b chart to read:

Age of Child	Left Unattended In Quarters	Left Alone Overnight (2230-0530)	Left in Car Unsupervised (keys removed)	Left Unsupervised
0-6 yrs	NO	NO	NO	NO
7-9 yrs	NO	NO	NO	YES*
10-15 yrs	YES	NO	YES	YES
16-18 yrs	YES	YES**	YES	YES

\*ADULT WITHIN HEARING OR VISUAL CONTACT  
 \*\*WITH ACCESS TO ADULT SUPERVISION

M. D. OVIOS

Distribution:  
 Electronic only via G2 Web site  
<http://g2.cnic.navy.mil/TSCNRJ/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Forms/INSTView.aspx>

More information about Sasebo instruction for Supervision of Children and Curfew policy Statement can be located at:

[http://www.cnic.navy.mil/content/dam/cnic/cnrj/cfa\\_sasebo/pdfs/Policies/Conduct%20of%20Family%20Members.pdf](http://www.cnic.navy.mil/content/dam/cnic/cnrj/cfa_sasebo/pdfs/Policies/Conduct%20of%20Family%20Members.pdf)

**Comflect Sasebo Instruction 1752.1D Conduct of Family Members**

To inform sponsors and family members of regulations pertaining to the conduct of minor family members. This instructions applies to all sponsors and family members.

Activity	0-6 Years	7-9 Years	10-15 Years	16-18 Years	
Walking to school/ school bus stop/ organized activities unattended **	Only 1st grade and up	Only 1st grade and up	Yes	Yes	
Unattended in car	Never	Never	Yes, with keys removed	Yes, with keys removed	
Unattended in Quarters	Never	Never	Yes (until 2230)	Yes	
Left alone Overnight (2230-0530)	Never	Never	Never	Yes, with access to adult supervision ***	
Playing outside (unattended)	Never	Yes, adult within hearing or visual contact	Yes	Yes	Yes, adult must be within 50 feet.
Babysitting (when certified by FFSC)	Never	Never	Age 12 & up- Yes until 2400 11 & below- Never	Yes	
Unattended in Nimitz Park	Never	Yes, adult within hearing or visual contact	Yes	Yes	Yes, adult must be within 50 feet.

\*\* Minor Family Members must adhere to MWR facilities patronage requirements

\*\*\* Requests for a minor to remain in quarters unattended when the adult responsible is deployed or otherwise away from the Sasebo area must be routed via the sponsor's chain of command, CFAS Security Officer, and approved by the CFAS Chief Staff Officer.



# Guidance on Accelerated Withdrawal for SY 2020-2021



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
PACIFIC REGION  
UNIT 36007  
APO AP 96378-5007

August 18, 2020

MEMORANDUM FOR SUPERINTENDENTS AND PRINCIPALS, DODEA PACIFIC

SUBJECT: Guidance on Accelerated Withdrawal for SY 2020-2021 (UPDATED)

This memorandum provides guidance on the early withdrawal of students with full credit for the semester or year. Per DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, w/ch 1 August 12, 2013, the Principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days before the end of a semester. A student approved for an accelerated withdrawal program may not withdraw before the dates listed below and must attend the full school day before the withdrawal date.

SY 2020-2021 Accelerated Withdrawal Dates

- Semester 1: December 4, 2020
- Semester 2: May 12, 2021

Note: Students must be in school all day on the last school day before the accelerated withdrawal date December 3, and May 11, respectively.

An accelerated withdrawal must be approved in advance by the Principal. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., Permanent Change of Station [PCS] orders). Students must meet all of the conditions of an accelerated study program outlined by the student's teachers before withdrawal in order for final grades and credits to be assigned.

This provision is not intended for the execution of conveniences, such as family travel, visits, or other discretionary reasons. Instead, it recognizes that due to military necessity, families are occasionally required to move before the end of the semester or school year, and children should not be penalized for unavoidable obligations. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position regarding mastery of curriculum content. Students who withdraw before the 20-day deadline receive "*grades to date*" rather than final grades. The gaining school is responsible for determining grade level placement and credits.

Please be aware of my complete support should you be questioned or challenged in the enforcement of this policy. A school procedure for parents and staff should be published or highlighted in school handbooks - especially at the high school level. Questions or concerns may be addressed to Mr. Todd Schlitz, DoDEA Pacific Region Chief of Staff.

A handwritten signature in blue ink that reads "Lois J. Rapp".

Lois J. Rapp  
Director, DoDEA Pacific

Sasebo  
Elementary School  
Parent-Student Handbook  
Acknowledgement Form  
SY2020-2021

This handbook can be found at <http://www.dodea.edu/SaseboES/index.cfm> . Please review the handbook with your child and make sure that all rules and regulations are understood. This is to ensure that you and your child are fully aware of all the rules they will follow while attending Sasebo Elementary School. **Your child should return this to his/her homeroom teacher by 30 October 2020 or within 45 days after enrollment.**

I acknowledge that my child, \_\_\_\_\_ and I have read the student handbook and we understand all the policies and procedures that were reviewed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date