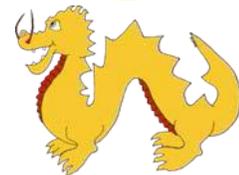


Yokota West Elementary School



Pacific East School Locations



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DoDEA Vision, Mission, and Core Values

Vision

Excellence in
Education for Every Student,
Every Day, Everywhere

Mission

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

CORE VALUES

Student-Centered: Students are at the heart of all we do.

Excellence: We strive to exceed expectations in all we do.

Continuous Improvement: Our organization, its systems, and processes will be continually reexamined and improved.

Lifelong Learning: Learning is an active process of discovery where we cultivate curiosity, perseverance, and the desire to learn.

Diversity: We honor the uniqueness of each individual and embrace diverse beliefs and backgrounds. We respect differences and create inclusive environments which contribute to a better society for all.

Individual Potential: Individuals develop within an environment that nurtures intellectual, social, emotional, physical, and creative growth.

Shared Responsibility: Partnerships among families, students, staff, and community members are characterized by mutual commitment and collaborative effort that enrich the lives of our students.

Trust: We value relationships based on integrity, mutual respect, and open two-way communication. We cultivate a safe and risk-free culture that encourages and inspires innovation.

DoDEA Blueprint for Success

Goals AND Key Result Indicators:



GOAL 1 **STUDENT EXCELLENCE**
Challenge and prepare each student to maximize his or her academic growth and well-being for college, career, and life
Key Result Indicator: All DoDEA students will show appropriate growth within an academic year.

GOAL 2 **SCHOOL EXCELLENCE**
Develop and sustain each school to be high performing within a culture of innovation, collaboration, continuous improvement, and caring relationships
Key Result Indicator: DoDEA excels in providing rigorous curriculum and instruction as measured by teacher-student interactions that demonstrate high levels of engagement, and the extent to which teachers provide challenging opportunities to learn in the classroom and the broader environment.

GOAL 3 **TALENT EXCELLENCE**
Recruit, develop, empower, and retain a high performing workforce that reflects the diversity of our students
Key Results Indicator: The performance of all DoDEA employees is rated fully successful or outstanding.

GOAL 4 **ORGANIZATIONAL EXCELLENCE**
Build an enduring, accountable, and responsive organization that provides appropriate resources, direction, and support to accomplish the mission
Key Results Indicator: DoDEA will make statistically significant improvements in the organizational capacity levels in planning, communication, IT infrastructure, and customer service.

GOAL 5 **OUTREACH EXCELLENCE**
Partner with internal and external stakeholders and industry leaders to advance student and organizational success
Key Results Indicator: DoDEA will ensure the coordinated delivery of outreach to maximize efficiency, target support, improve quality, foster innovation, and monitor involvement and impact.



**DEPARTMENT OF DEFENSE
DEPENDENT SCHOOLS**

**Yokota West Elementary School Unit
5072
APO AP 96328 - 5072**



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. Christina Young

Unit 5072
APO AP, 96326
Phone: (315) 225-7611

Dr. Helen Bailey, Community Superintendent

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

Dr. Stephen Bloom, 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

Pacific East District Goals



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



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



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



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





**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
Yokota West Elementary School
Unit 5072
APO AP 96328 - 5072**



Dear Parents and Students,

Hello and Welcome! Yokota West Elementary School is a “great place to learn” and grow. We welcome you to another exciting school year at Yokota West Elementary School, and hope that you will take full advantage of all the varied learning opportunities and activities available to you here.

To that end, a dedicated and highly trained and motivated staff has been assembled. They love kids, love to teach and regularly devote time well beyond what is commonly termed the official duty day to ensure a quality education for your child. You often find teachers still at work late into the afternoon and sometimes long into the evening; many often work on Saturdays, Sundays, and holidays. Teachers are only one part of the educational team.

If we wish to maximize academic growth and achievement, parents will need to be deeply involved. You are encouraged to participate in the education of your child, whether it is coming to school to volunteer, conferencing with teachers whenever there is a concern, helping your child with his/her homework, or reading to students. There are many, many ways that you can actively and productively participate in your child’s education. You are encouraged to become familiar with all of our school programs and the academic curriculum.

We hold School-Home-Community Partnership in high regard and encourage as well as invite you to partner with us! Volunteer opportunities are continually available through the PTO, the School Advisory Committee (SAC), Parent Center, and each classroom teacher. Yokota West has a reputation as an excellent school with many interesting and challenging programs and classrooms with a high standard of quality. Let’s work together to make this the best school experience for your child.

Ms. Christina Young
Principal

History of Yokota West Elementary School

The Imperial Japanese Government transformed the cornfields and pine groves of Tama Prefecture into a military base called Tama Army Airfield in 1940. The area was used primarily as a test flight center during World War II, and the base remained fully operational until the end of the war. United States intelligence sources that viewed the base from the air, unfamiliar with the actual name, called the base Yokota after nearby Yokota Village. When US forces began operations on September 4, 1945 the name remained. American dependents began to arrive at Yokota Air Base shortly thereafter, on May 10, 1946.

Yokota Elementary opened its doors on September 12, 1946 in Yokota's housing area on Johnson Air Base with just two teachers and twelve students in a room behind the chapel lounge. Mr. Roland Pennypacker was the first principal/teacher. Chiyo Araki, the other teacher, remembers, "It seemed like a big happy family and everything was simple and easy."

In the spring of 1946, qualified teachers and administrators were recruited. Japanese nationals, military personnel, and their dependents ran the school until October of 1947 when the first civil service employees arrived. Mr. Marks, the first regular principal, started in a new building in September of 1948 with four female teachers, a school board, a parent-teacher club, and 68 students in grades 1-6.

By 1961, enrollment was up to 1600 students with 320 of those students attending school at the Hamura annex three miles away. Hot lunches were served in the cafeteria for 30 cents and students enjoyed activities that included Japanese culture class, a science fair, a spelling bee, soroban club, good citizen awards, and a student-published newspaper.

The Hino Chamber of Commerce supported our first ever Nihon Matsuri celebration in 1971. All of the Japanese presenters came from the city of Hino that year. Today, 400 presenters come from more than 17 communities to support the continued tradition every year during Golden Week, the first week of May.

In April of 1973, Yokota East opened its doors with two multiage classrooms, and in turn our school was designated as Yokota West Elementary. In 1976, Yokota West was visited for the first time by an accreditation team from North Central Association. The school surpassed the organization's tough standards to become one of just 150 other elementary schools in the United States at the time to earn accreditation. The committee noted positive attitudes of the faculty and students, an outstanding field trip and student exchange program as well as a creative use of old facilities. This report may have sparked the plans for a new school building.

In July of 1981, the old building was torn down. The school was then moved to four transitional sites while the new school was being constructed. Despite the protests of parents and teachers, grades one through four were taught in hospital buildings, grade five was at the adult education center, grade six was at the high school and Kindergarten was taught at the west chapel.

Students and teachers were thrilled to move into a brand new building on the west side of Yokota Air Base, one that they helped to design, in 1983. The crane, the Japanese symbol for honor, loyalty and good fortune, was chosen as the mascot and incorporated into the décor of the new school building. The classrooms did not have doors in the building's original design to allow for grade level collaboration in the pod areas. Even after the classroom doors were installed in 1986, teachers and students remember a happy school atmosphere where everyone worked together to provide enriching experiences for students such as ski trips, soroban, carnivals, and school exchanges.

During the 1990's Yokota West continued to grow and flourish with new technology, standards-based education, school-wide thematic units, and a variety of engaging student programs. There was a student orchestra, presidential debates, family bingo nights, Learn-a-bration, field day, good citizen awards, Soroban Club, and of course Nihon Matsuri. The school building grew during this time as well. A building with four classrooms built around a large common area now houses the first grade, and in 2004, four new kindergarten classrooms and a primary playground were added to meet the needs of the full-day kindergarten program.

Presently, our enrollment is approximately 150 students with grades Kindergarten through Fifth. Our current principal is Ms. Christina Young. She is principal number twenty-six.

The traditions of the past 70 years are alive and well at Yokota West. It is still a great place to learn where everyone is friendly and helpful. There are always people smiling and lots of laughter. School-wide events give us a common bond. During this decade, we continue to embrace traditional activities such as Nihon Matsuri, while integrating new ideas such as the Parent University, STEMposium, Dr. Seuss Night, and collaborative planning.



A Great Place to Learn!

Yokota West Elementary School
"A Great Place to Learn"
DoDDS P/J (Yw) Unit 5072
APO, AP 96328-5072
DSN (315)225-7611

Webpage:

<http://www.dodea.edu/Pacific/Japan/YokotaAB/YokotaWestES/index.cfm>
<https://www.facebook.com/Yokota-West-Elementary-School-123845198058841/>



School Hours:

Kindergarten -5th Grade
Mon, Wed., Thur., Fri.0745-1400
Tuesday0745-1300
Half Day Dismissal.....1030
Late Start.....0950

Office Hours:

0700- 1600

Daily Schedule

0725 Teacher Duty Day Begins
0725 Paraprofessional Day Begins
0735 Students Permitted on Campus
0745 Students Go to Class
0750 Instructional Day begins (*40-Minute Lunch and Recess*)
1100 ½ Day for Substitutes
1400 Instructional Day Ends
1400 Paraprofessional Day Ends
1410 Buses Depart
1430 Teacher Duty Day Ends

Scheduling a short nutrition break/brain break with a healthy snack each day is at the teacher's discretion. Young bodies need to eat and move often to sustain their energy level and focus on academic tasks. Snacks should be limited to healthy options. High sugar foods and sodas should not be permitted.

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

SCHOOL MISSION STATEMENT

Educate, engage, and empower military-connected students to succeed in a dynamic world.

SCHOOL VISION

To create a 21st Century teaching and social emotional learning environment that promotes academic excellence and instills a passion for lifelong learning.

SCHOOL IMPROVEMENT GOALS

Student Performance Goal #1:

All students will increase their writing across the curriculum.

SCHOOL MASCOT AND COLORS

Our mascot is Curtis the “Crane”

Blue and Chalk White

SCHOOL WIDE RULES

- Be Kind
- Be Respectful
- Be Responsible
- Be Safe



DoDEA School Rules, Regulations and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents/ students and stakeholders of specific rules, regulations and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures may be found on the DoDEA [Web site](#). Policies can change throughout the school year. The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

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.

Accelerated Withdrawal

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

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

Access to School Facilities

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

Access to Student Records

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

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

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

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 procedures

Students are not permitted in the school before or after school hours unless under the supervision of a teacher. There is no supervision for children before 7:35 and after 2:00 (unless your child is involved in an after school club). Students are not to play on the playground before school or after school. All students are to go home when school is dismissed.

- 0-5 year old students must be accompanied to/from school by an adult.
- Students 6-12 years may walk to school, unaccompanied, as long as the child is six years of age and in the first grade.

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 10th school day (or its equivalent), no notation is made on the transcript. The following notations on the transcript will be made for withdrawals made between the 11th-19th school day of the semester: Grade of "WP" (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.

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.

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.

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.

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 and Neglect

[DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998](#)

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

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.

Computer Access/Internet Policy/Electronic Devices

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

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

- Students shall use DoDEA's information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.

- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.
- Students shall be polite in all electronic communication.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to disciplinary measures.

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

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.

Counseling

[DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 & DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006](#)

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

Elementary school counseling programs support student's self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are

designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning / study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements.

Please contact your school counselor for additional information regarding the school counseling program.

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.

Disability Services

[\(DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended & DoDEA Regulation 2500.10, "Special Education Dispute Management System," August 28, 2001\)](#)

A student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance with Enclosure 3 in the DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended students with disabilities shall be provided a free and appropriate education in the least restrictive environment at no cost to the parents. Disability services that students may be eligible for include speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; school nurse services designed to enable a child with a disability; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. Please contact your child's school for specific details relating to your child. In accordance with Section 5 in the DoDEA Regulation 2500.10, ["Special Education Dispute Management System," August 28, 2001](#) either the parent or the school may request mediation to resolve a disagreement concerning a child's individualized education program, including the delivery of medically related services.

Dress Code

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

Students are expected to dress in a manner that complies with the school's dress code policy as directed in the DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," Enclosure 2 (3,c,1) and Enclosure 2 (5,l). Please refer to your school's Web site for specific dress code policy.

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.
- G. Students are expected to comply with school specific dress codes.

While we honor and respect the individuality of students, students' dress and personal grooming are expected to be neat, clean and appropriate. Clothing that distracts other students, is associated with gang wear, interrupts the learning process, and/or is a safety issue is inappropriate. This includes: short shorts, tank tops, headbands, sunglasses, halter tops, sagging pants, bandanas, house shoes, spaghetti straps, hats of any type, see-through shirts, cloth/plastic shoes, slippers, flip flops, sandals without a strap, excessively torn clothing, open-toed shoes, bare midriffs. Socks and shoes are encouraged due to safety concerns.

In addition, t-shirts designed as underclothing or with inappropriate language or graphics, to include: anti-social messages, promotion of violence, alcohol, drugs, or tobacco use, racially or sexually offensive, logos of musical or other groups that convey anti-social messages are not permitted.



Examples of *Appropriate* Dress Attire for School

Examples of *Inappropriate* Dress Attire for School

The staff highly recommends that students have a sweater or sweatshirt on hand at school, especially during the winter weather. (Large bulky coats worn in the classroom tend to interfere with class work). Although the weather changes daily, the air conditioning makes for cool temperatures inside and students do go out for recess on colder days. Please help by ensuring your child has appropriate outerwear each 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.

Education Student Services

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

Emergency 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.

Emergency Evacuation Procedures

DODDS YOKOTA SCHOOL DELAYED START TIME

YOKOTA High School - Starts 10:00 YOKOTA
Middle School - Starts 10:00 **YOKOTA West**
Elementary – Starts 09:55 MENDEL Elementary
– Starts 10:00

Cancellation and Unscheduled Dismissal of School

It may be necessary at some point during the year to cancel/close the school due to political emergencies, strikes, facility breakdowns, weather, etc. If it is not possible to get written notice out to parents in advance, the U.S. Forces radio and TV will be used to broadcast changes.

Parents should make arrangements for an alternative place for their children to go whenever there is no one at home to meet them.

The decision to cancel school is made by the Base Commander. When school is canceled, all available communication systems will be used to notify parents as far in advance as possible.

Bomb Threat

When a bomb threat is received, the school is evacuated using the same locations designated for earthquake drills. If necessary, the students will then be evacuated to the Taiyo Community Center following the same procedures used for an earthquake. Teachers will remain with their children at all times. Students will be returned to school as soon as possible. In the event that it is not advisable to return to class, children will be seated in the theater and wait for transportation.

If notification of a bomb threat is received, do not touch or move any unidentified objects. If found, have a reliable person guard the object/s to keep other personnel clear while you report it to the principal. The police or fire department will handle all action regarding disposal or handling of the object/s.

Earthquake Drills

Earthquake drills are conducted. There are two steps in an earthquake drill. Students are first trained to get under their desks or tables on their knees, clasping both hands behind the neck, burying their face in their arms, and closing their eyes.

If the school buildings are unsafe students will be evacuated to the Taiyo Community Center (our designated Safe Haven Location). Once at the Taiyo Community Center, students will be contained until the base commander releases them. Depending on the severity of the disaster students may be released to walk home or held until the sponsor, parent, or a designated emergency POC arrives to pick the child/children up.

Inclement Weather

Due to inclement weather, school may be either canceled or delayed for 2 hours. Buses will pick up 2 hours from the time listed on your child's bus pass. Please note that **LUNCH WILL NOT BE SERVED** during a delayed start. Please prepare your child a bagged lunch. For more information, please tune into your AFN Radio Station, AFN Channel 18 and the Yokota AFB Facebook and web page.

Fire Drills

In the event of a fire drill, a loud, continuously ringing bell will sound. Students will follow the evacuation plan posted in the room, and leave in an expeditious and orderly manner. Students are not to return to the building during or after emergency evacuation procedures until given permission by an appropriate authority.

Fire Drill procedures will be practiced once a week during the first month of school and once a month thereafter.

Intruder/Lockdown Drill

In the event of an intruder to the base or school that poses a threat to our children, a lockdown drill is performed periodically to ensure staff know and follow proper procedures to keep our children safe while at school.

1. Lock all classroom doors, and close windows and blinds. If you have a classroom door with one of the small windows make sure you have that covered also.
2. Move children to an area in your classroom that would make a good "hiding place."
3. Keep students silent and hidden until the "ALL CLEAR" is announced.
4. If your class is outside at the time immediately go back to your classroom and if that's not possible go to the nearest available room.
5. Please coach your students ahead of time that if they are ever in the bathrooms and hear "The Code" they should go back to your room immediately. If that's not possible they should go to a room closest to the bathrooms.
6. During the drill we have a person assigned to each building that goes around to every classroom checking doors and listening for students in the rooms.

Other Evacuations

Other evacuations will occur according to procedures authorized by DSO-Japan, base authorities and school principal. The Drill usually takes 5- 7 minutes to complete.

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

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

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

Exception to Attendance at Assigned Schools

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.

Family Advocacy Program

[DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998](#)

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

promptly reporting all suspected or alleged child abuse to the local FAP officer and to the reporting employee's immediate supervisor.

Food/Snacks at School

Yokota West Elementary School encourages good nutritional habits. Classes may take a mid-morning or afternoon snack break. Nutritious snacks such as fruit, nuts, or juice are acceptable. Candy, sweet deserts and carbonated beverages are not recommended either for lunch or for snack time. Gum is not permitted in school.

Grading and Grading System

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

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

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

To create an account and access the EGB System please visit the [DoDEA Web site](#) for instructions.

Graduation Requirements

[\(DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements ad Policy," September 5, 2004\)](#)

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

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

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

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

High School Graduation Course Requirements:

Minimum Requirements

Content Area	Standard Diploma	Honors Diploma
English Language Arts	4.0 credits	4.0 credits
Social Studies	3.0 credits	3.0 credits
Mathematics	4.0 credits	4.0 credits
Science	3.0 credits	3.0 credits
World Language	2.0 credits	2.0 credits
Career Technical Education	2.0 credits	2.0 credits
Physical Education	1.5 credits	1.5 credits
Fine Arts	1.0 credit	1.0 credit
Health Education	0.5 credit	0.5 credit
Summary		
Minimum Total Credits	26.0 credits	26.0 credits
Required Courses	20.0 credits	20.0 credits
Elective Courses	6.0 credits	6.0 credits
AP and/or IB Courses and requisite exams	-	4 courses
Minimum GPA	2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.		

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

Transferring Course Credits to a DoDEA School ([DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2004](#))

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

Home-School Students

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

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.

Interscholastic Athletics

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

Interstate Compact on Educational Opportunity for Military Children

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

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

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

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

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.

Lost and Found Property

Please mark all items of personal property, particularly billfolds, sweaters, jackets, coats, notebooks, and lunch boxes. The location of the lost and found area is in the cafeteria. Parents are welcome to search through these items themselves, since children often do not recognize their own possessions. **Lost and found property that accumulates and is unclaimed will be disposed of on the last day of each month.**

As the school cannot be responsible for lost, broken, or stolen items, students should refrain from bringing anything of value to school.

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.

Non-Discrimination/Equal Opportunity in Federally Conducted Education and Training Programs

[DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160](#)

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

Picking Up Students After School

Parents are required to sign children out in the office when picking up children during the school day. Students are not permitted to depart the school grounds during the day unless a parent or legal guardian (over the age of 18) accompanies them. The accompanying adult must show his/her ID card or other valid photo ID in order to remove the child from the school grounds. 0-5 year old students must be accompanied to/from school by an adult or older child when walking to/from school.

Students 6-12 years may walk to school, unaccompanied as long as the child is six years of age and in the first grade.

Due to safety concerns, we are asking parents not to stop their cars on Loring Circle (the road directly in front of the school) and/or the half circle in front of the Kindergarten building to drop off or pick up children before and after school.

The safest place for before and after school drop/pick up of students in:

- Grades 1-5 is the parking lot directly across the street from the main building
- Kindergarten is the parking lot located adjacent to the end of the kindergarten building by Synder Baseball Field.

Parent/Student/Teacher Communication

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

Progress Reports/Report Cards

[\(DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995\)](#)

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

be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student academic performance.

Prohibited Items

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.

Religious Holiday Observance

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

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

Retention

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.

Safety and Security

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

Scholastic Integrity

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

School Bus Behavior

[\(DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended\)](#)

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

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 Health Services

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

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse

works with the school administrator to promote wellness and safety of all students and staff. In accordance with Section 6 in the DoDEA Regulation 2720.1, [“First Aid and Emergency Care,” September 8, 2003](#) the school nurse serves as the coordinator of school health services programs, by:

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

Core functions of the school nurse include providing injury and illness assessments and interventions, managing immunization requirements, screening for health factors that impact student learning, administering medications, providing health and wellness education and counseling, and serving as a healthcare liaison between the school and community.

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

The school nurse shall take the following measures:

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

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

Student Health — Allergies and Chronic-Acute Conditions

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

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child’s welfare in accordance with the DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003.

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

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

Medication at School

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

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

First Aid and Emergency Care

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

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

Treatment decisions will be made exclusively by a health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

Emergency Notification Procedures

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

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

- The ambulance is requested;*
- The parent is notified that the student is en route to the nearest medical facility; and
- The school administrator is notified.
- *A school official may accompany the student to the medical facility in an emergency.

Student Illness

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

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

Please visit the DoDEA Student Health Services [Web site](#) for further instruction based on your situation or discuss with an administrator at your student's school.

Medical Care for Overseas Non-DoD Dependents

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

Incident Reporting/Accident-Injury

Parents will be contacted by the school administrator or school nurse for any of the following reasons:

- Any illness or injury that causes concern
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain

- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting
- Wounds that may require stitches

School Liaison Officer

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. The School Liaison Officer (SLO) is a vital link between the Command Group and the school. The SLO assists the school, and our parents, in many areas:

- Relocation issues
- School lunch program
- Installation questions
- School Advisory Committee (SAC)
- Contacting military units as needed
- General questions, comments, concerns, compliments
- Community calendar updates
- Homeschooling support

The SLO is our local version of a community handbook and remains an excellent resource for school, home, and command. The SLO can be reached at DSN 225-8001.

School Photos

Yokota West PTO annually sponsors individual student photos taken in the Fall and again in the Spring. Volunteers to help with school photos will be requested through the school newsletter as the time approaches.

School Psychology

[\(DoDEA Regulation 2946.3, "School Psychological Services," January 22, 2004\)](#)

DoDEA school psychologists provide a range of services designed to support students' learning, growth and development in accordance with DoDEA Regulation 2946.3, ["School Psychological Services," January 22, 2004](#). They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students' academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

School Spirit/Spirit Wear

The moment you walked into our building, you became YWES **Cranes**. We are happy that you are here! Every Friday is SPIRIT DAY! Show your YWES Crane pride!

Our school colors are blue and white. Spirit wear is available for purchase, in the school store. Spirit wear may be advertised for sale occasionally during the school year.

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.

Sexual Harassment

[DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DME0-004](#), and [DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities](#)

DoDEA remains firmly committed to providing all students with a safe, supportive, and non-discriminatory learning environment. Every child is entitled to feel safe in school and while participating in school-related activities. DoDEA has a responsibility to address all complaints of sexual harassment, which includes addressing its effects and taking steps to prevent further/future behavior. Sexual harassment by or against students will not be tolerated in DoDEA schools.

Sexual harassment is defined as any unwelcome behavior of a sexual nature from students or adults (of the same gender or not) that is sufficiently serious that it prevents or limits one's ability to learn, study, work, or participate in or benefit from DoDEA school programs and activities, both on and off school premises, such as interfering with a student's schoolwork, making a student feel uncomfortable or unsafe at school, or substantially interfering with one's physical or psychological well-being.

Such misconduct can consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of behavior that may constitute sexual harassment include:

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

You are encouraged to visit the DoDEA Sexual Harassment and Awareness Prevention webpage at: www.dodea.edu/sexualharassment to learn more about sexual harassment, what to do if you feel you have been sexually harassed, and to obtain point-of-contact information for regional Diversity Management and Equal Opportunity (DME0) Complaints Managers. Unresolved matters concerning sexual harassment, or any other inappropriate sexual behavior, may be reported through the chain of command. The DoDEA chain of command is located at: <https://www.dodea.edu/aboutDoDEA/command.cfm>.

Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct

[DoDEA Regulation 1800.02, "Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct," June 15, 2015](#)

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

Special Education

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

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

Student Attendance

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

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

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

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

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

- 1). Personal illness
- 2). Medical, dental, or mental health appointment
- 3). Serious illness in the student's immediate family
- 4). A death in the student's immediate family or of a relative

- 5). Religious holiday
- 6). Emergency conditions such as fire, flood, or storm
- 7). Unique family circumstances warranting absence and coordinated with school administration
- 8). College visits that cannot be scheduled on non-school days
- 9). Pandemic event

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

➤ **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.

Student Discipline

[DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended & DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

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

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 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.

Student Electronics Policy

Students may have cell phones and other electronic devices (i.e. i-Pods, electronic games) in their possession, but they must remain turned off and in their backpack during the school day. Students caught text messaging, taking photos, playing games, or making calls will have their electronic devices confiscated and held so that parents may come in to pick them up. Students take all responsibility for these electronic devices. We do not encourage them to bring these expensive devices to school. If lost or stolen, the school will not investigate.

Student Enrollment: Registration Process

[DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended & DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," March 4, 1997](#)

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

The following documents are necessary to complete the registration process:

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

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

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.

Student Enrollment: Immunization Requirements – Immunization Requirements Memorandum

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

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

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

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

Student Grade-Level Placement

[\(DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004\)](#)

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of the [DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004](#). An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year will be eligible to be enrolled in kindergarten. An otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Kindergarten is not a prerequisite to grade 1 entry. Placement in grades 2 through 8 is predicated upon successful completion of the preceding year. Students entering a DoDEA elementary, middle, or junior high school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages assuming yearly progression from grades 1 through 8.

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

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

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 Rights and Responsibilities

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

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

Students shall:

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

School Transportation

Study trips are used to broaden a student's knowledge of the Host Nation or Japan and expand the classroom learning experiences. They are part of our curriculum and funded by DoDDS. Teachers will send home information about the study trip planned. Parents are encouraged to act as chaperones or accompany children on study trips, as the teacher sees a need. Parents may be asked to accompany their child if discipline is a concern. The safety of all children and the image we present to the Japanese community is taken into consideration. Children are expected to attend study trips. No pre-school age children are allowed on study trips. Students are not allowed to go on study trips with family members or friends in another classroom. **Parent must complete and IRC (background check) once every three (4) years in order to chaperone any study trips. Please see your registrar for more assistance.**

Yokota Complex Student Transportation Office

Yokota AB

Phone (DSN): 225-9787

Office Hours: M-F 0800-1500

Email: DodeaTrans_Yokota@pac.dodea.edu

School(s) Supported: Mendel ES, Yokota West ES, Yokota MS, Yokota HS

Buses

The school buses are *not* under the jurisdiction of the school. Infractions are reported to the Student Transportation Office (STO) at 225-9793. The school supervises only the loading and unloading of the

buses on the school grounds. Students who ride the bus are required to have a bus pass.

School Bus Safety/Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

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

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in anyway.
- Ride unauthorized bus or loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, discmans, etc. or play any electronic games.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals.
- Use or possess unacceptable items identified in the school Code of Conduct.

School Bus Discipline

Rules of student behavior and disciplinary procedures are applicable to students en route by DoD-sponsored school buses between home and school/or school-sponsored events and activities.

School Bus Evacuation Drills

Just as your children participate in fire and lock down drills at school, if your children ride the school bus

they will participate in two evacuation drills throughout the year (K-5th). These drills are generally scheduled in September or October and again in February or March. Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature. The guidelines for conducting evacuation drills are as follows:

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

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

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

It is extremely important that drills be conducted so students know what to do in an emergency situation. Ask your children about their school bus evacuation drill!

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.

System-wide Assessment Program

[\(DoDEA Regulation 2000.06, "Systemwide Assessment Program," March 26, 2010\)](#)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program in accordance with the policy and Enclosure 2 in the DoDEA Regulation 2000.06, "Systemwide Assessment Program," March 26, 2010. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment.

All assessments selected for use within DoDEA shall:

- 1) Affect instruction and student learning in a positive manner;
- 2) Be one of several criteria used for making major decisions about student performance/achievement; and
- 3) Align to clearly defined standards and objectives within the content domain being tested.

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

Tardiness/Late Arrivals to School

When a student is late for school, his/her parents are required to sign the student in at the main office and fill out a tardy slip. Students cannot be dropped off without any notification by the parents or guardians. A student is tardy if he/she arrives after 0750.

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/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the student records [Web site](#) for further instruction based on your situation or discuss with the counseling department at your student's school.

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 and Volunteers

[DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006](#)

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

Volunteering

Volunteering in the Classroom

We, here at Yokota West Elementary School, are pleased to have you serve as a parent volunteer. Parents are invited to serve as partners in their children's education in a variety of areas:

- Helping teachers prepare
- Sharing a skill or talent
- Getting professional experience and making contacts
- Achieving personal growth and self-esteem
- Giving something back
- Doing something exciting and new
- Making a difference in the life of a child

Some Things to Remember When Volunteering:

1. You must register in the Front Office to be a volunteer.
2. Volunteers who chaperone on study trips and are with children out of sight from the teacher are

required to have a background check.

- As a volunteer staff member you are expected to maintain a high level of confidentiality regarding school matters. Volunteers must refrain from talking about teachers to students.
- Please help us model a neat and clean appearance. Dress appropriately for the school setting and task.
- As a volunteer you will be a part of the staff. All students will treat you with respect and you shall treat students with the same respect.
- Smoking is not allowed in our building or in the presence of students. The designated areas are in your car and in the parking lot.
- Loss of temper and use of inappropriate language is not acceptable on school property.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues.
- Please fulfill commitments and be on time. If you can't come, please call the office and leave a message.
- A preliminary meeting with the classroom teacher and volunteer must be conducted regarding duties to be performed and times, so as to make helping less disruptive to instruction.
- In extreme problems with discipline, volunteers should bring this to the attention of an available staff member or administrator. DoDDS policy is NO corporal punishment.
- Volunteer staff members should be supportive of goals and objectives of the school and promote safety among all students.

Zero Tolerance Weapons Policy

Possession of weapons of any type or form will not be tolerated at DoDDS' schools. YWES enforces the DoDEA Zero Tolerance Policy and prescribes to the consequences stated below. **The Zero Weapons Policy has been discussed with your child the first week of school.**

Inherently Dangerous Items: Deadly Weapons

- Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon.

Dangerous Items: Replicas and other items (not inherently dangerous) used in such a way as to injure others or instill other or instill fear.

- Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

Potentially dangerous items: Replicas or other items inappropriate (not inherently dangerous) on school grounds that are not used to injure others or instill fear.

- Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons.

Yokota West Elementary School Parent-Student
Handbook Acknowledgement Form
SY 2018-2019

This handbook can be found at <http://www.dodea.edu/Pacific/Japan/YokotaAB/YokotaWestES/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 Yokota West Elementary School. Your child should return this to his/her homeroom teacher by 30 September 2018.

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

