

Zukeran Elementary School

2018-2019

Student and Parent Handbook

WELCOME!

The staff of Zukeran Elementary School welcomes you and your family to Okinawa, Japan. About 450 students attend Zukeran Elementary School (ZKES). We have approximately 65 professional and para-professional staff members. ZKES is a DYNAMIC SCHOOL, where all staff members are dedicated and work hard to assist ALL children to achieve their highest academic potential and goals. We at ZKES expect high levels of performance and behavior from all of our students at all times. We have an excellent staff of highly trained, motivated, and dedicated educators and support personnel. You may rest assured that we will do our best to provide an excellent educational program for all of our students. As partners, let us work together to provide the best education for your child(ren).

Zukeran Elementary School is a part of the Department of Defense Education Activity (DoDEA), an agency of the Department of Defense. As such, we are guided by the DoDEA Community Strategic Plan and the Vision Statement contained therein. Please take a few minutes to read the following pages that contain the DoDEA Vision Statement and an outline of our Continuous School Improvement plan.

Please take the time to read this handbook. We have included policies and procedures that answer the most frequent questions or concerns. We welcome your comments and concerns regarding the curriculum and/or school operation.

Again, welcome to Zukeran Elementary School. The entire staff looks forward to working with you and your child(ren) in a positive and rewarding school-home community partnership.



Reynaldo Toquero
Principal

DoDEA Mission Statement

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

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere

DoDEA Community Strategic Plan Goals

Strategic Goal 1—Student Excellence

Challenge each student to maximize his or her potential and to excel academically, socially, emotionally, and physically for life, college and career readiness.

Strategic Goal 2—School Excellence

Develop and sustain each school to be high-performing within an environment of innovation, collaboration, continuous renewal and caring relationships.

Strategic Goal 3—Talent Excellence

Recruit, develop, and empower a diverse, high-performing team to maximize achievement for each student.

Strategic Goal 4—Organizational Excellence

Build a great, enduring, and responsive organization that provides the appropriate resources, direction, and services in pursuit of highest student achievement.

Strategic Goal 5—Outreach Excellence

Foster family, school, and community partnerships to expand educational opportunities for students.

ZES Purpose and Direction

Educating today's youth for tomorrow's challenges.

Student Motto

We're not too small; we're not too tall; but we Toucans can do it all!

Continuous School Improvement Plan

Goal 1: All students will fully comprehend fiction and non-fiction texts.

Goal 2: All students will understand numbers and communicate better about them in math.

Important Information

School Hours

Students should not arrive to school before 0715 (no supervision)

First Bell to Enter School	0725
Tardy Bell	0730
End of School	1340
End of School every Tuesday	1240

***It is expected that all students go home after school, check in at home and then return to play if approved by parents.

***Note: After school, the playground is a community playground. Parent or adult supervision is required.

Contacting the School

Main Office: 645-2576 or 098-970-2576
 School Nurse: 645-7215 or 098-970-7215
 School Fax Number: 645-7662

Principal Email: principal.zukeranES@pac.dodea.edu
 Registrar Email: registrar.zukeranES@pac.dodea.edu

School Accreditation

Zukeran Elementary School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA-CASI), which is a sub-group for AdvancED. This is an accrediting program which includes an actual team visit (Quality Assurance Review) by NCA members every five years. Our last visit was May 2016.

Electronic Information on DoDEA

DoDEA site: www.dodea.edu	Information on Curriculum, standards, school report cards, focus on school improvement issues, Community Strategic Plan, regulations, etc.
Pacific DoDEA site: www.pac.dodea.edu	Pacific activities and calendar of events, students and parent resources
Okinawa site: www.okinawa.pac.dodea.edu	Calendar of school and athletic events island-wide, parent and student resources
Zukeran site: www.zukeran-es.pac.dodea.edu	General information on school
Zukeran Facebook Page: DoDEA Zukeran Elementary School	Up to date information on events and important announcements
Gradespeed: https://dodea.gradespeed.net/pac/Default.aspx	For parents and students in grades 4-12. Sign up for password and account. Will be able to monitor your child's grades throughout the year
Military Child: www.militarychild.org	Great resources for schools, moving, news and events
Marine Base Supervision: www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine_and_Family/Behavioral_Health/YouthSupervisionGuidelines.pdf	Gives guidelines on ages children can walk to school unsupervised
Student Rights and Responsibilities: www.dodea.edu/Offices/Regulations/loader.cfm?csModule=security/getfile&pageid=93269	Latest DoDEA regulation on Student Rights and Responsibilities

AUGUST 2018



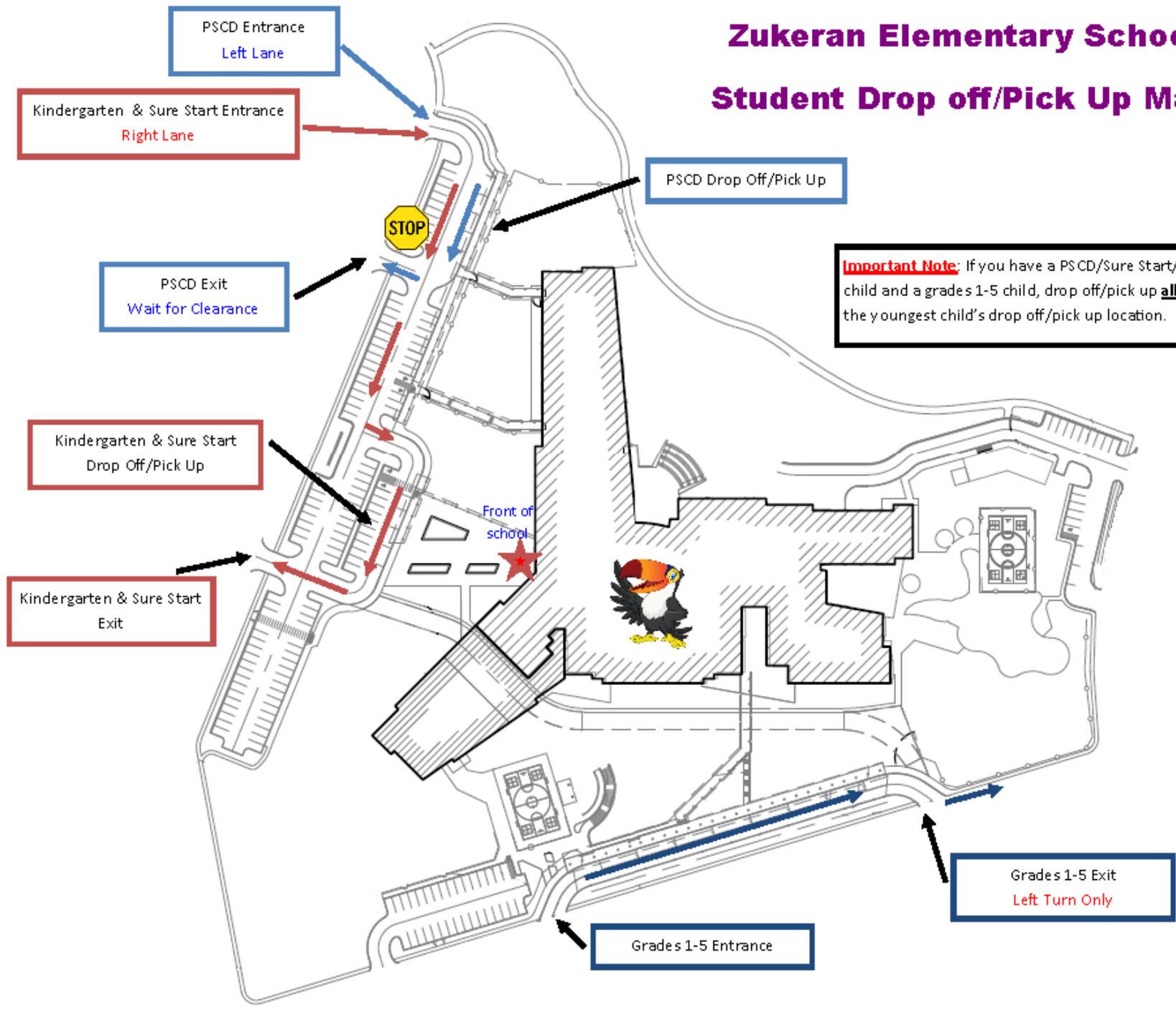
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	All Dates are Subject to Change		1	2	3	4
5	6	7	8	9	10	11
12	13 4th/5th Grade Orientation @ 1000	14 3rd Grade Orientation @ 1000	15 2nd Grade Orientation @ 1000	16 1st Grade Orientation @ 1000	17 Make-Up Orientation @ 1000	18
19	20	21	22	23	24 NEW Families Orientation @ 1000	25
26	27	28 Class List Posting / Meet and Greet @ 1300	29 First Day of School for Grades 1-5 Kindergarten Orientation @ 0900	30	31	



I Can, You Can, We Can, Toucan!

Zukeran Elementary School

Student Drop off/Pick Up Map



Important Note: If you have a PS CD/Sure Start/Kindergarten child and a grades 1-5 child, drop off/pick up all children at the youngest child's drop off/pick up location.

SEPTEMBER 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	All Dates are Subject to Change					1
2	3 Labor Day Holiday— No School	4 Early Release @ 1240	5	6 First Day of School for Kindergarten	7	8
9	10	11 Early Release @ 1240	12	13 Open House @ 1500	14	15
16	17 First Day of School for Sure Start	18 Early Release @ 1240	19 SAC Meeting @ 1400	20	21	22
23	24	25 Early Release @ 1240	26	27	28	29
30						



School Closures Due to Weather

From 1 June through 30 November, it is typhoon season. Occasionally this will mean school will be closed due to the weather. It is the parent's responsibility to listen to AFN for announcements that close the school. Below is a TCCOR explanation and when schools will be closed.

Tropical Cyclone Condition	0500-1159	1200-1459	1500-0459
TCCOR One (TCCOR-1)	No school for students ONLY if declared before 0500. If not, school will continue and students will go home at the normal time, buses will run normal routes. After school activities are cancelled. All DoDEA employees report to work as scheduled for normal duty hours.	School will continue and students will go home at the normal time, buses will run normal routes. After school activities are cancelled. Normal duty hours for all DoDEA employees.	No school for students if the condition exists prior to 0500 on normal school days. After school activities are cancelled. Normal duty hours for all DoDEA employees.
TCCOR One Caution (TCCOR-1C)	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.
TCCOR One Emergency (TCCOR-1E)	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Tune to AFN radio, TV or official internet sources for current information.
TCCOR One Recovery (TCCOR-1R)	No school for students or work for all DoDEA employees. Facility damage assessment teams ONLY will report for duty. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Facility damage assessment teams ONLY will report for duty. Tune to AFN radio, TV or official internet sources for current information.	No school for students or work for all DoDEA employees. Facility damage assessment teams ONLY will report for duty. Tune to AFN radio, TV or official internet sources for current information.
Storm Watch (TCCOR-SW)	No school for students if preceded by TCCOR-1, 1C, or 1E. All DoDEA employees report for duty within two hours of the first announcement during normal duty hours.	No school for students if preceded by TCCOR-1, 1C, or 1E. All DoDEA employees report for duty within two hours of the first announcement during normal duty hours.	No school for students if preceded by TCCOR-1, 1C, or 1E. All DoDEA employees report for duty within two hours of the first announcement during normal duty hours.
All Clear (Dec 1st-May 31st) TCCOR-4 (June 1st-Nov 30th)	No school for students if declared after 0500 <u>and</u> preceded by TCCOR-1, 1C, or 1E. Buses are notified before departure. All DoDEA employees report to work as scheduled for normal duty hours.	No school for students if preceded by TCCOR-1, 1C, or 1E. All DoDEA employees report to work as scheduled for normal duty hours.	Regular school schedule for students if declared prior to 0500 on normal school days. A or B day schedules will be posted on official news sources. All DoDEA employees report to work as scheduled for normal duty hours.



OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Early Release @ 1240	3 Progress Reports	4	5	6
7	8 Columbus Day—No School	9 District Professional Development Day—No School	10 Grand Opening Ceremony @ 0830	11 Fall Pictures	12 Fall Pictures	13
14	15	16 Early Release @ 1240	17 SAC Meeting @ 1400	18	19 CCR Training—No School	20
21	22	23 Early Release @ 1240	24	25	26 Fall Fest	27
28	29	30 Early Release @ 1240	31			

All Dates are
Subject to
Change



III MEF/MCIPAC Child Supervision Requirements

THE BELOW MATRIX APPLIES TO ALL SOFA STATUS PERSONNEL BOTH ON/OFF INSTALLATION

Age	Leave unsupervised in quarters, or outside unattended to include playing	Leave alone over-night/Leave in quarters while on vacation or TDY/TAD	Leave in car unsupervised	Baby-sit/supervise siblings or others	Leave in public areas	Walk to school and/or bus stop
0-6 years	No, unsupervised in quarters 5-6 year olds may be outside in yard with immediate access (visual sight or hearing distance) to adult/sibling supervision.	No	No	No	No in public areas. 5-6 year olds must be on playground with immediate access (visual sight or hearing distance) to adult/sibling supervision.	Kinder: No First Grade: Yes
7-9 years	No, unsupervised in quarters.	No	No	No	Only on playgrounds for 2 hours with access to designated adult or babysitter.	Yes
	Yes, outside unattended for 2 hours with access to designated adult/babysitter.					
10-11 years	Yes, 3 hours with access to designated adult	No	Yes, up to 15 minutes with keys removed	No	Yes, 3 hours with access to designated adult 2 hours at retail stores. (BX, food court, etc.)	Yes
12-13 years	Yes, 12 hours with designated adult checking periodically.	No	Yes, with keys removed	Yes, Red Cross Babysitting Course Strongly Recommended	Yes, 12 hours at public areas with designated adult visually checking periodically; 4 hours at retail stores	Yes
14-15 years	Yes, 12 hours with designated adult visually/telephonically checking periodically. Not to include over night	No	Yes, with keys removed	Yes, Red Cross Babysitting Course Strongly Recommended	Yes, 12 hours with designated adult/care provider checking periodically	Yes
16-17 years	Yes, with telephone access to a designated adult	Yes, with telephone access to designated adult	Yes	Yes, Red Cross Babysitting Course required.	Yes	Yes
		May not be left in quarters while on vacation or TDY/TAD				

As an explanation:



- Adult is defined as someone 18 years or older who has been appropriately granted responsibility for the child, e.g., parent, guardian, sibling, care provider, friend.
- Babysitter is someone between the ages of 12 and 17 (paid or unpaid) whom has completed the Red Cross Babysitting Course.
- To babysit/supervise siblings or others, child must be at least 12 years old and completed the Red Cross Babysitting Course.
- Left alone overnight is defined as during or lasting the night, the period between sunset and sunrise, when a sponsor or designated adult is not physically present.
- Designated Adult is a specific prearranged individual who accepts responsibility for children.
- Access is when the child has the ability to make immediate face-to-face contact with the adult.
- Unsupervised means when a child is not constantly monitored by the sponsor or designated adult/care provider.
- Checking periodically is when the designated adult or sponsor and child have a face-to-face meeting.
- Public areas include parks, playgrounds, sport fields, recreational areas and other public areas.

CURFEW: Applies to all persons under the age of 18, or 18-20 who are currently enrolled in high school, a secondary school, or receiving other compulsory education

Persons subject to curfew must be in quarters or with parent/designated adult during restriction times.

- **Off Base** – Within Okinawa Prefecture: 2200-0400 Sunday through Saturday.
- **On Base** – 2200-0530 weekdays (Sunday night through Friday morning).
- **On Base** – 2400-0530 weekends (Friday morning – Sunday morning), holidays, and any time school is not in session the following day

NOVEMBER 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	All Dates are Subject to Change			1 End of 1st Quarter	2 Teacher Work Day— No School	3
4	5	6 Early Release @ 1240	7	8	9	10
11	12 Veteran's Day— No School	13 Early Release @ 1240	14 Education Support Professionals Day	15 Parent/Teacher Conferences— No School	16 Parent/Teacher Conferences— No School	17
18	19	20 Early Release @ 1240	21	22 Thanksgiving— No School	23 Thanksgiving— No School	24
25	26	27 Early Release @ 1240	28	29	30	



Student/School Policies

Chain of Command/Procedures for Concerns

As partners in the education of students in our school community, a major part of our mission is to involve all parents in their child's learning. We expect all parents to volunteer in the classroom and school-wide activities, participate in our Parent/Teacher Organization (PTO) activities, serve as members of our School Advisory Committee (SAC), establish daily study times (even when there is no homework), and help children with task commitment, new skills, and projects. We realize parents' time is limited by a myriad of responsibilities and activities; however, research demonstrates that students who have the greatest school success are children whose parents are actively involved in their education.

As in all partnerships, we realize that miscommunication, confusion, questions, concerns, and even discontent can occur. If you experience such a problem, we request that you please utilize the following sequence and chain of command to resolve the problem:

1. Meet with your child's teacher to resolve the problem. Sometimes a phone call will suffice, but with serious concerns we find that personal meetings tend to minimize miscommunication.
2. After a reasonable length of time and a follow-up conference have passed, and you feel the problem has not been resolved, request that the teacher establish a meeting to include the parent, teacher, and his/her supervisor for mediation of the problem.

Tardiness

Students arriving at school after 0730 are considered tardy. If your child is tardy, they **must** be signed into the office by a parent. If a child is tardy due to a medical appointment, a signed appointment slip from the dentist or doctor should be provided. Students who are tardy due to government transportation or delayed by a medical appointment are excused. A tardy student should report to the office for a "**Late Slip**" before going to his/her classroom. A pattern of tardiness may be referred to the local command for appropriate intervention and support.

Conferences/Meetings

Our school has frequent communication and conferences with parents in order to create the best learning environment for children. If you have a question or are concerned about your child's progress in school, it is not necessary for you to contact the school office. Time will be saved if you contact the teacher directly with an email or a note via your child. ***All conferences require pre-arranged appointment times so that instruction is not interrupted.***

Required school-wide conferences are scheduled at the end of the first quarter. Second and Third quarter conferences are held on an "as needed" basis. Teachers or administrators may request additional conferences. Parents may also request a conference with any school personnel at any time.

Administration maintains an open door policy. If you need to see the Principal or Assistant Principal, a scheduled meeting is not necessary. We feel that if you have an issue and you need to talk, we are here for you.

After School Clubs

After-school clubs and activities (sports, music, etc.) will be announced in September. There are clubs that are year long and clubs that are a semester long. Parents must arrange transportation for their children to be picked up at the end of the club session. After School Activity Buses are not authorized for Zukeran Elementary School. Students who do not demonstrate appropriate behavior and conduct in accordance with school rules during the school day and/or in after school clubs may be asked to withdraw from the club/extra-curricular activity. Examples of clubs are: Choir/Drama, Yoga, Robotics, and Taiko Drums.



DECEMBER 2018



Sun Mon Tue Wed Thu Fri Sat

All Dates are
Subject to
Change

1

2

3

4
Early Release @ 1240

5
Progress Reports

6

7
Holidays Around the
World

8

PTO Holiday Gift Shop

9

10
CCR Training—
No School

11
Early Release @ 1240

12

Accelerated Withdrawal
for PCSing Families

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14

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22

Winter Recess—No School

23

24

25

26

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28

29

Winter Recess—No School

30

31

Winter Recess—No School



Lunch

Parents are always welcome to eat lunch with the child. Please remember to sign in at the front office first.

Lunch and Recess Times

Please see the office for a current schedule.

Our School Lunch Program is contracted through AAFES. You can visit your local PX/BX to sign up for an electronic account and then maintain your account at www.MealpayPlus.com. To apply for free or reduced lunch please apply online at <http://freeandreducedapps.aafes.com>. You will need your child's student ID number before applying.

No microwave or hot water is available in the cafeteria, so please do not send cup of noodles or meals to heat.

To ensure that no student goes without a meal, AAFES will provide a modified lunch for a child who has forgotten his lunch. Sponsors will receive a written notice from AAFES informing them if their child does not have money or that their account is not up to date. Sponsors are responsible for reimbursing the meals provided by the cafeteria for non-payment.

Messages During the School Day

Please make every effort to restrict messages to your child during the day to emergency messages only. Whenever possible, convey changes of routines by note to the student's teacher at the beginning of the day. We are sometimes inundated by phone messages for students at the end of the day. Our major concerns on messages are:

- Because of number and timing of messages, we cannot guarantee that the message will be delivered before the student is dismissed
- Delivering messages to the classrooms disrupts the educational process
- We cannot be certain that the person on the phone is in fact the students' real parent or guardian

Student Safety and Force Protection

We take our students' safety seriously and ask for your assistance in this effort. When you visit the school, we ask for 100% check-in at the front office. We have a computer sign-in system, so that in case of emergency we can pull the list of visitors.

We also conduct regular drills so that everyone knows what to do in case of emergencies. The first month of school we have fire drills once a week, there after the fire drills are held once a month. In addition, we also do a lockdown drill twice a year, and shelter in place, earthquake, and bomb threat drills once during the year as well.

In the case of an emergency, we ask parents to not come to the school to remove their children unless directed to do so.

Student Check In/Out

In order to ensure the safety of all students, it is necessary for any student arriving late or leaving early to check in/out through the office with their parents or authorized adult. A teacher will not release any student without permission from the office.

Visitors and Guests

All visitors are required to report to the office for clearance. Visitors are welcome, but prior arrangements with teachers or other school personnel are necessary.

Parents are welcome at Zukeran Elementary School, whether to visit their child's classroom, speak with a school official, or take an active part in the school program as a resource person or a volunteer. Visits in the classroom or with a school official should be planned in advance by calling the school office or contacting the teacher directly. In this way, the purpose for the visit can be achieved and at the same time the school program can continue as usual. A parent may volunteer to be part of the school program as a chaperone on study trips, a helper at a school/classroom function, be an educational resource in the classroom, prepare bulletin board displays, serve as a small group facilitator, and much more. Volunteers must complete a volunteer packet with a records check before being able to volunteer.

JANUARY 2019



Sun **Mon** **Tue** **Wed** **Thu** **Fri** **Sat**

1 2 3 4 5

Winter Recess—No School

6 7 8 9 10 11 12

Early Release @ 1240

13 14 15 16 17 18 19

Early Release @ 1240 SAC Meeting @ 1400

20 21 22 23 24 25 26

Martin Luther King Jr
Day—No School

Early Release @ 1240

End of 2nd Quarter

Teacher Work Day—
No School

27 28 29 30 31

Early Release @ 1240

All Dates are
Subject to
Change



Behavior and School-Wide Discipline Program

We expect students to come to school ready to learn. If a child's behavior inhibits his/her learning or the learning of others, we expect parents to become involved in a solution. Dependents are responsible for their own behavior and sponsors are held accountable as well. Students are expected to maintain standards of behavior that will bring credit to themselves and their families, as well as show recognition and consideration for the rights of all ZKES community members. No acts of violence or dangerous acts to self or others are permitted. Students are expected to obey all adults in the school environment.

Toys are only allowed for teacher/parent approved "show and tell" or other school related activities. Please do not allow your child to bring large amounts of money, electronic devices, or expensive jewelry to school.

Bullying is not tolerated at Zukeran Elementary School. We define bullying as the act of infringing on the rights of other students to feel safe, be respected, have friends, be accepted, and not be teased. It is the repeated unwanted verbal and/or physical aggressive behavior among school age peers.

Guiding Principles for Student Behavior

We have four guiding principles for all students at ZKES and these are discussed with all students by administration the first week of school. Also, our counselors do regular classes with our students on issues to include being friends, bullying, dealing with stress, etc.

As Terrific Toucans We Will...

Be Kind—Be nice to other students and adults, keep hands and feet to yourself

Be Respectful—Listen to teachers, substitutes, aides and do what they ask

Be Responsible—Do your best work all the time, think before you do

Be Safe—Follow school rules in all areas of the school grounds

1. We are continuing Positive Behavioral Interventional Support (PBIS) this school year, please see the matrix later on in this guide

for behavioral expectations in the school's common areas.

Classroom teachers are to resolve the majority of discipline/behavior problems in the classroom. Procedures to resolve problems will include:

1. Teacher counsels student
2. Teacher notifies parents of misconduct
3. Teacher discusses problem with counselor, administration, or uses Student Support Team (SST)
4. Teacher meets with parent and student for a conference, possibly get counselor involved.
5. Teacher seeks administrative assistance

When a child is sent to the office, the parent will be notified by the teacher or administrator. The administrator has a variety of options in addressing the matter. Please see the Pacific South Discipline Matrix that follows. The school has exterior surveillance cameras to monitor outside activity on school grounds. Students may be disciplined based on evidence gathered through the surveillance equipment.

DoDEA Regulation 2051.2 is a guide for students and their parents concerning student responsibilities. This DoDEA manual balances the constitutional guarantees to students to be free from unreasonable searches and seizures and to engage in free expression against the duties of the school to provide a safe and secure environment in which all children have a fair opportunity to learn. The school retains the authority to conduct random and periodic searches of school property and to seize contraband items belonging to the students. The school also retains the authority to search student possessions and person when there is a reasonable suspicion that the student is in possession of items prohibited by DoDEA Regulation 2051.1. These regulations are on file in the main office.

Playground Rules

Please review the following with your child(ren):

1. Body contact activities and/or games are prohibited. This includes: tackle football, karate, or any martial arts activities and wrestling
2. Nothing should be thrown in the air at another person (whether aimed or not). This includes rocks, stones, sand, sticks, pine cones, etc.

FEBRUARY 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	All Dates are Subject to Change				1	2
3	4	5 Early Release @ 1240	6	7	8	9
10	11	12 Early Release @ 1240	13	14	15	16
17	18 President's Day— No School	19 Early Release @ 1240	20	21	22	23
24	25	26 Early Release @ 1240	27 Progress Reports	28		



Behavior and School-Wide Discipline Program Continued...

District-Wide Discipline Matrix

Administration will follow the guidelines set forth by the district-wide (Pacific South) discipline matrix found on later in this guide. Please see this matrix for general guidelines for levels of behaviors and their consequences.

The administrator will exercise their professional discretion in determining all consequences for student misconduct.

Possession and/or Use of Weapons Policy

Student possession or use of a knife, gun, or any item considered to be a weapon is prohibited at school or at any school-approved activity on or off school property. This applies to all students regardless of age. A weapon is defined as a club, chain, knife, gun, or any object that may be used to cause injury to another person. Laser pens or any objects emitting a laser beam are considered to be a prohibited item. Offenders will be immediately referred to the school administrator for disciplinary action. Law enforcement officials may be contacted to take whatever action necessary. Students in possession of a knife, gun, or using a weapon will be suspended from school for three to ten days, with a five day minimum if anyone has been threatened with the weapon, and may be recommended to the DoDEA-Pacific Area Director for expulsion from school attendance on a permanent basis. Upon any second offense, there will be an automatic request for expulsion. A due-process hearing will be held with the school principal or other school authorities, the student, and his/her parent(s)/guardian (must be in attendance for all suspension or expulsion actions due to possession or use of a weapon). Disciplinary action for a student on an IEP will be in accordance with DSM 2500.13-R, Chapter 10.

What is/is not Allowed at School

The purpose of school is for students to learn and for that reason we ask that objects, such as toys, electronic games, and playing/trading cards remain at home so that they won't distract from learning.

Gum is a constant battle because it ends up on carpet, floors, and in clothes. For these reasons we do not allow gum at school. Laser pens also fall in this category as they can damage people's eyes.

DoDEA disciplinary regulations prohibits students from possessing or using tobacco, or any product containing tobacco or nicotine products, including cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut. According to this regulation this would include e-cigarettes.

Electronic devices such as iPods, mp3 players, cell phones, etc. are costly, as well as a distraction. We realize some students have phones so that they can call parents after school. These need to be turned off and kept in a book bag/backpack/purse during the day. Our policy here is: **"We see it, we hear it, we will take it."** Parents will be called to come to school and pick up the object.

Only 4th and 5th grade students are allowed to bring e-readers or lap tops, ONLY after they have received approval.

The school is not responsible for toys or electronics brought to school that are lost or stolen.



MARCH 2019



Sun **Mon** **Tue** **Wed** **Thu** **Fri** **Sat**

All Dates are
Subject to
Change

1
CCR Training—
No School

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4

5
Early Release @ 1240

6

7

8
Family Night

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12
Early Release @ 1240

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19
Early Release @ 1240

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SAC Meeting @ 1400

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26
Early Release @ 1240

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Health Program and Services

Illness and Injury

If a minor accident or illness occurs at school, the child should tell the teacher, who will in turn notify the nurse or office personnel if the nurse is unavailable. If it is necessary for the child to go home or be referred to the clinic/hospital, the nurse or office personnel will enact the following procedure to notify parents:

1. Contact one of the parents
2. Contact the emergency contact designated by the parent
3. Contact the sponsor's command

The nurse must have up-to-date home, cell, duty, and emergency contact telephone numbers on the health records in order to accomplish this.

Medications

Per the School Health Services Guide DS Manual 2942.0, all medication (prescription or over the counter medications—to include cough drops) administered by the school nurse **must** be accompanied by a "Hold Harmless" letter signed by the physician or "as directed by the clinic RN and signed by the parent. Medication must be in a pharmacy container labeled "For School Use." This container remains at school and will not travel between home and school. Only medication that is prescribed four times per day will be administered at school unless a specific time is written by the doctor or for any "as needed" (prn) medication.

All medication must be brought to the school by a parent and given directly to the school nurse. To ensure safety, do not send any medication in your child's book bag. Please note students may self carry medications if a hold harmless states "May self carry", is signed by the doctor, and is on file with the school nurse.

Special arrangements will be made with the child's teacher for medication administration during study trips.

Food Allergies—"Educate not Eliminate"

ZKES is aware that food allergies can be a life threatening medical condition. Severe food allergies affect about 2 million school-age children across the country. Avoidance and education about food allergies is the key to minimizing risk of allergic reactions in schools. In a concerted effort to educate all school personnel, students, and parents about students with severe food allergies, ZKES has developed a comprehensive plan and is self-designating our school as Food Allergy Aware.

Basics of Our Food Allergy Aware School Plan:

- Severe food allergies are defined as an allergy which is life threatening and there is a documented possibility of an anaphylactic/life threatening reaction
- Written plan to address severe food allergies is in place
- Avoidance practices are instituted and revised based on the individual needs of each student
- Parent and school work together to develop an emergency action plan/individualized health plan and or 504 accommodation plan as appropriate and based on the documented medical needs of the student
- Individual sessions available for parents with the school nurse by appointment during the school day
- Food Allergy alert signs posted in designated areas
- A team of staff members is designated to respond to anaphylactic/life threatening reaction
- Emergency medications are accessible to staff
- Students may carry emergency medications (Epi Pen) when necessary
- Students are not excluded from school activities solely based on a severe food allergy

Parent Responsibilities:

- Provide requested documentation about the child's severe food allergies, provide necessary emergency medication(s), participate in meetings in developing the child's plan, and provide parents contact numbers and emergency contacts.
- Provide safe foods/snacks/activity for your child for special occasions, teach avoidance practices and how to communicate reactions

APRIL 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Early Release @ 1240	3	4 End of 3rd Quarter	5 Teacher Work Day— No School	6
7	8	9	10	11	12	13
Spring Recess—No School						
14	15	16 Early Release @ 1240	17	18	19	20
21	22	23 Early Release @ 1240	24 Administrative Professionals Day	25	26 Sports Day	27
28	29 CCR Training— No School	30 Early Release @ 1240	All Dates are Subject to Change			



Health Program and Services

Immunizations

Immunization requirements and forms can be accessed at: www.dodea.edu/StudentServices/upload/Immunization_Requirements_SY1516.pdf. Please provide updated immunization records to the school nurse as appropriate and/or requested.

Readiness to Learn

Breakfast really is the most important meal of the day. Please ensure that your child is fed breakfast prior to coming to school. Parents of students who are sent to the nurse with physical complaints due to hunger will be contacted to provide breakfast.

Morning sleepiness is a better guide of your child's need for sleep, than night time alertness. School age children need 9-10 hours of sleep each night.

Please ensure that glasses are worn, if prescribed.

The nurse would like to assist all students with any special accommodations they may need. Please notify the nurse if your child has any of the following conditions: a cast, sling, crutches, head lice, scabies, chickenpox, recent hospitalization, allergic reaction, activity restrictions, or other health related condition.

Heat Conditions

Okinawa has high temperatures and humidity levels, and outdoor activities can quickly lead to heat related injuries. Adequate hydration is essential. The recommended water intake in hot climates is 2-3 quarts per day. Please send your child to school with a water bottle.

Classroom Pets

According to DoDDS Regulation 4800.1, paragraph 5, any and ALL animals brought to school must have a veterinary clearance (except for animals kept in aquariums or sealed containers). These clearances will be kept on file in the nurse's office.

School Committees & Organizations

Continuous School Improvement (CSI)

To help ensure a quality education for your child, ZKES implements an ongoing Continuous School Improvement Plan. We ask you to be aware of, become involved in, and support our strategies for improvement. Our present goals focus on math and writing.

Parent Teacher Organization (PTO)

Zukeran has a strong, supportive, and active PTO. The PTO mission is three-fold. First, the PTO works to support and speak on behalf of children in schools, in the community, and before governmental bodies and other organizations that make decisions affecting children. Secondly, the PTO assists parents in developing the skills they need to raise and protect their children. Thirdly, the PTO encourages parent and public involvement in the public schools.

Through educational and fun-filled programming, the PTO works with the school to bridge the gap between parents, students and school. Parents are strongly encouraged to join and attend the ZKES PTO to become part of a successful partnership. Meeting times are listed on the monthly newsletters.

School Advisory Committee (SAC)

The Zukeran Elementary School SAC is an elected group of four school staff members and four parents representing the faculty and school community. The purpose of SAC is to deal with issues brought to the committee's attention by the school and military communities. These issues concern school policies affecting students and parents, student activities, administrative procedures affecting students, instructional/educational programs, and student standards of conduct and discipline. SAC meets at least four times each year. We need interested parents who are concerned about these kinds of issues.



MAY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	All Dates are Subject to Change		1	2	3	4
5	6	7 Early Release @ 1240	8 National School Nurse Day	9	10	11
Teacher Appreciation Week						
12	13	14 Early Release @ 1240	15 SAC Meeting @ 1400 Progress Reports	16 Accelerated Withdrawal for PCSing Families	17	18
19	20	21 Early Release @ 1240	22	23	24	25
26	27 Memorial Day— No School	28 Early Release @ 1240	29	30	31	

Thank
you!

Zukeran Elementary School – PBIS Matrix

Expectations	Hallway	Bathroom/ Water Fountains	Playground	Cafeteria	COW/ Computer Lab	Assemblies	Information Center	Before/After School
Be Kind	Give silent greetings to others Yield to younger grades	Flush the toilet Quietly wait your turn	Use kind words Invite others to play Help others	Have polite conversations Invite others to sit with you	Follow computer/ COW courtesies Share when needed Help Others	Allow others to enjoy the assembly Follow concert etiquette	Allow others to enjoy the IC Help Others	Be a good example to others Say hello/ good-bye to others
Be Respectful	Walk silently	Respect others privacy Be germ conscious	Use good sportsmanship Use Kelso's Choices	Use good table manners	Patiently wait your turn	Pay attention to the speaker/performer	Be considerate of class time	Obey Safety Patrol and adults
Be Responsible	Go straight to your destination Be a role model to others Keep the areas clean	Use materials wisely Keep bathrooms clean Do your business and return to class	Put away equipment Line up quickly and quietly Use equipment/ play areas appropriately	Use time wisely to eat Clean up after yourself	Focus on assignment Raise hand for help Follow computer/ COW courtesies	Be actively engaged/ listening	Return books on time and in good condition Do your business and return to class Enter only if librarian is present	Be on time and ready to learn Leave promptly at the end of the day Report problems to adults
Be Safe	Use sidewalks only Keep your shoes tied	Wash/dry your hands Use only assigned bathrooms Keep water in the sink Walk in/out of bathroom	Wear appropriate shoes for play Walk to line after whistle, watch out for others Tell monitors of injuries immediately	Walk at all times Stay seated until dismissed Share friendship, not food	Walk at all times Sit properly in your seat Treat equipment with care	Face the front Sit appropriately	Walk at all times	Walk your bikes and scooters Use crosswalks and sidewalks Stay in supervised areas

Toucan Tips (All Areas)

1) Use Expected Voice Levels; 2) Follow Adults' Directions; 3) Use Good Manners; 4) Keep Hands/Feet/Objects to Yourself; 5) Follow Line Basics

Voice Levels

Level 0 = Silent

Level 1 = Whisper/Quiet Talking

Level 2 = Conversational Talking

Level 3 = Outdoor

Line Basics

1) Face forward in a single file line; 2) Voices are off; 3) Hands are by your side; 4) Use quiet walking feet; 5) Stay to the right

JUNE 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	All Dates are Subject to Change					1
2	3	4	5	6 Last Day for Sure Start	7	8
9	10	11	12	13 Last Day for Students Early Release @ 1015	14 Teacher Work Day— No School	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



Pacific South Elementary School Discipline Matrix

LEVEL 1 BEHAVIORS – DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21				
<ul style="list-style-type: none"> • Didn't obey instructions (E3.5.12) • Disruptive behavior (E3.4) • Dress code violation (E3.4) <i>see school policy</i> • Eat – unauthorized area (E3.4) 	<ul style="list-style-type: none"> • Engaged in horseplay (E3.4) • Excessive noise (E3.4) • Failure to comply with rules (E3.5.11, E3.5.12) • Hall pass violation (E3.5.12) • Internet violation (E3.5.21) <i>see school policy</i> 	<ul style="list-style-type: none"> • Offensive behavior (E3.5.11) • Public displays of affection (E3.5.11) • Tardies (E3.4) <i>see school policy</i> • Unsafe Behavior (E3.5.11) 	LEVEL 1 BEHAVIOR - CONSEQUENCES (Kinder – 5 th Grade)	
1 st Offense Admin counsel and/or Parent contact	2 nd Offense Reflective Assignment	3 rd Offense Loss of privilege	4 th Offense Parent Conference Referral	5 th Offense Detention
LEVEL 2 BEHAVIORS - DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21				
<ul style="list-style-type: none"> • Abusive acts/abuse (E3.5.11) • Aggressive behavior (E3.5.11) • Alt-run violation/offense (E3.5.11) • Attendance violation (E3.5.20) • Bitting/Spitting (E3.5.11) • Bullying (Infrequent) (E3.5.11, E3.5.15) • Changing grades (E3.5.18) • Cheating (E3.5.18) • Damage to property (E3.5.11) • Detention violation/no show (E3.5.11) 	<ul style="list-style-type: none"> • Disrespect to adult (E3.5.11) • Disrespect to student (E3.5.11) • Forgery of signature (E3.5.18) • Insubordination (E3.5.11) • Lying (E3.5.11) • Off limits violation (E3.5.11) • Plagiarism (E3.5.18) • Portable electronic device (E3.5.16) • Received stolen property (E3.5.11) • Safe rule violation (E3.5.11) 	<ul style="list-style-type: none"> • Scuffing (E3.5.11) • Sexual Off Behavior (E3.5.10, E3.5.11) • Stealing (E3.5.9, E3.5.11) • Tamper with equipment (E3.5.11) • Threats of damage(E3.5.11) • Throw/Shoot objects (E3.5.11) • Truancy (E3.5.20) • Uncooperative with staff (E3.5.11) • Verbal abuse/gesture (E3.5.11) 	LEVEL 2 BEHAVIORS CONSEQUENCES Kindergarten – 2 nd Grade(s)	
1 st Offense Admin counsel and/or Parent contact	2 nd Offense Reflective Assignment Loss of privilege Referral	3 rd Offense Parent Conference Detention 1-2 days Suspension	4 th Offense Loss of privilege 2-5 days Suspension	5 th Offense 5-10 days Suspension Referral
LEVEL 3 BEHAVIORS - DODEA REGULATIONS: E3.5.1, E3.5.3, E3.5.4, E3.5.8, E3.5.10, E3.5.11, E3.5.13, E3.5.14, E3.5.15, E3.5.21				
<ul style="list-style-type: none"> • Abusive behavior to peers (E3.5.1, E3.5.11) • Bullying (E3.5.11, E3.5.15) • Excessive detentions (E3.5.11) • Fighting (E3.5.11, E3.5.14) • Gambling (E3.5.11, E3.5.13) • Harassment all categories (E3.5.11) 	<ul style="list-style-type: none"> • Left campus without permission (E3.5.11, E3.5.12) • Sexual Harassment (E3.5.10, E3.5.11) • Sexual off behavior (current) (E3.5.10, E3.5.11) • Smoking Tobacco Products (possession) (E3.5.4, E3.5.11) 	<ul style="list-style-type: none"> • Threatening behavior (E3.5.1, E3.5.11) • Tobacco/Alcohol (possession) (E3.5.3, E3.5.11) • Unauthorized presence (E3.5.11, E3.5.12) • Vandalism (minor) (E3.5.11, E3.5.17) 	LEVEL 3 CONSEQUENCES (Kinder – 5 th Grade)	
1 st Offense Parent Conference Reflective Assignment Loss of privilege Detention 2-5 days Suspension Referral	2 nd Offense 3-5 days Suspension	3 rd Offense 3-10 days Suspension	4 th Offense Discipline Committee 5-10 days Suspension ----- Additional offenses may lead to Expulsion	5 th Offense Discipline Committee 5-10 days Suspension ----- Additional offenses may lead to Expulsion
LEVEL 4 BEHAVIORS - DODEA REGULATIONS: E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6, E3.5.7, E3.5.9, E3.5.11, E3.5.17, E3.5.19				
<ul style="list-style-type: none"> • Alcohol related (using) (E3.5.3) • Arson (E3.5.17) • Bomb Threats (E3.5.17) • Burglary (E3.5.7) • Damage/Vandalism/Theft – Major (E3.5.7, E3.5.9, E3.5.17) • Drug Paraphernalia (E3.5.6) 	<ul style="list-style-type: none"> • Drug Related (E3.5.5) • Explosive Device* (E3.5.17, E3.5.19) • Fireworks (E3.5.19) • Full/Partial Nudity (E3.5.11) • Illegal Substances (E3.5.5) • Prohibited Item (E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6) 	<ul style="list-style-type: none"> • Robbery/extortion (E3.5.7) • Smoking Tobacco Products (using) (E3.5.4) • Substance Abuse (E3.5.5) • Weapon (E3.5.2) 	LEVEL 4 CONSEQUENCES (Kinder – 5 th Grade)	
1 st Offense Parent Conference 3-10 days Suspension Referral	2 nd Offense Discipline Committee 5-10 days Suspension	*Additional offenses may lead to Expulsion*		

*These are guidelines. The school administration reserves the right to determine consequences. **Schools have a variety of detention and suspension options.

***Student Reflection Sheets may also be filled out by students.

