



***STUDENT-PARENT HANDBOOK***  
**SCHOOL YEAR 2008-2009**



***Sasebo Elementary School***  
***Sasebo, Japan***

# Sasebo Elementary School

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Christy Blevins

Principal

## DoDDS-PACIFIC/DDESS-GUAM 2008-2009 SCHOOL YEAR CALENDAR

Wednesday, August 20

Reporting date for non-administrative educator personnel for  
orientation, classroom preparation, and professional development.

### FIRST SEMESTER – (92 INSTRUCTIONAL DAYS)

#### 2008

Monday, August 25	Begin First Quarter & First Semester
Monday, September 1	Federal Holiday – Labor Day
Monday, October 13	Federal Holiday – Columbus Day
Thursday, October 30	End of First Quarter (47 days of classroom instruction)
Friday, October 31	No school for students – Teacher work day
Monday, November 3	Begin Second Quarter
Tuesday, November 11	Federal Holiday – Veterans’ Day
Thursday, November 27	Federal Holiday –Thanksgiving
Friday, November 28	Recess Day
Wednesday, December 10	Accelerated Withdrawal Date (Fall Semester)
Monday, December 22	Begin Winter Recess
Thursday, December 25	Federal Holiday – Christmas

#### 2009

Thursday, January 1	Federal Holiday – New Year’s Day
Monday, January 5	Instruction Resumes
Monday, January 19	Federal Holiday – Martin Luther King, Jr. Day
Thursday, January 22	End of Second Quarter & First Semester (45 days of classroom instruction)
Friday, January 23	No school for students – Teacher work day

### SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

Monday, January 26	Begin Third Quarter & Second Semester
Monday, February 16	Federal Holiday – Presidents’ Day
Thursday, April 2	End of Third Quarter (48 days of classroom instruction)
Friday, April 3	No school for students – Teacher work day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes – Begin Fourth Quarter
Wednesday, May 13	Accelerated Withdrawal Date (Spring Semester)
Monday, May 25	Federal Holiday – Memorial Day
Thursday, June 11	End of Fourth Quarter & Second Semester (43 days of classroom instruction)
Friday, June 12	No school for students – Teacher work day Last day for non-administrative educator personnel
School Year 2008-2009	Instructional Days – 183 Work Days – 190

## Sasebo Elementary School Supply List

### KINDERGARTEN

All Students:

\* All students must have a **book bag or back pack (no wheels)** marked with their name and that is large enough to carry the class folder pouch (your child will receive their folder pouch on their first day of school).

\* Send in \$4.00 for supplies that will belong to your student (the supplies bought with this money is listed in the Kindergarten Welcome Letter).

\* Rest Supplies – your child will need something to rest on, something to cover up with, and something to use as a pillow. Space is limited – all rest supplies must fit in your child’s cubby... use a shopping bag to help you know what size – all rest supplies should be able to fit in one of the commissary’s plastic grocery bags.

All supplies will be Community Property, do NOT mark with your child’s name

- 1 box of Crayola crayons (16 or 24 count)
- 2 glue sticks
- 1 box 5oz Dixie cups
- 1 container of Clorox / Lysol wipes
- 1 pack of #2 pencils (approximately 10 pencils)
- 1 pair of Fiskars for Kids scissors

In addition, please send in the following:

#### **Boys**

- 1 box of Quart size Ziplock bags
- 1 box of tissues

#### **Girls**

- 1 box of Gallon size Ziplock bags
- 1 box of baby wipes / wet wipes

### 1<sup>st</sup> GRADE / 2<sup>nd</sup> GRADE

- 1 box of tissue paper
- 1 large Elmer’s glue
- Paint shirt (parent’s old T-shirt)
- 2 pkgs. #2 pencils (with erasers)
- Fiskars/100Yen store scissors
- Crayons (8-16 are enough)
- 2 folders with pockets
- 1 glue sticks
- 1 bottled hand soap
- 1 Mead composition book
- 1 box gallon-size Ziploc bags
- Box markers (8 are enough)

### 3<sup>rd</sup> GRADE / 4<sup>th</sup> GRADE

- 1 pkg. #2 pencils (not mechanical)
- 2 Erasers
- 12” ruler with metric units
- Fiskars/100Yen store scissors
- 1 set colored pencils
- 1 box crayons
- 2 glue sticks
- 2 red pens
- 1 supply box
- 4 pkgs. of wide-ruled loose-leaf paper
- 2 folders w/ pockets
- 3 Mead composition books
- 1 large box of tissue
- 1 Book bag or backpack

### 5<sup>th</sup> GRADE / 6<sup>th</sup> GRADE

- 2 of each – black, blue, red ink pens
- Colored pencils – small set of 12
- 2 highlighters
- 1 pkg. of #2 pencils
- Pen and pencil case – something to carry the pens and pencils in.
- 2 glue stick
- 12” ruler with metric units
- Paperback dictionary
- Paperback thesaurus
- Scissors
- Lined notebook paper
- 2 boxes of tissue
- 2 three ring binders (no smaller than 1” and no larger than 2” size)
- 4 packages of section dividers
- 2 marbled cover journal
- 1 folder (leave off)
- 2 pkg. of 3 by 5 index cards

## **The DoDEA Vision**

***Communities Investing in Success for ALL Students!***

### **DoDEA Guiding Principles**

- Success for All Students
- Trust and Respect for Others
- Uncompromising Advocacy for Students
- Development of Lifelong Learners
- Equal Access to Quality, Rigorous Education
- New and Motivating Challenges to Inspire Excellence
- Teaching with High Expectations
- Safe and Stable Learning Environment

### **Sasebo Elementary School Mission Statement**

Sasebo Elementary School is a community of learners  
Committed to developing the full potential of every student  
So they may contribute positively in our global society

### **OBJECTIVES OF OUR SCHOOL**

Student Performance Goal #1:

**All students will improve their performance in literacy across the curriculum.**

Essence of Goal 1:

**Students will focus in reading comprehension by improving their understanding of and their ability to respond to various texts.**

Student Performance Goal #2:

**All students will improve their critical thinking skills.**

Essence of Goal 2:

**Students will focus on problem solving as it relates to mathematics, which includes the ability to interpret, analyze, evaluate, reason, and solve problems.**

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

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

In September 1945, the U.S. Marines landed on Sasebo and laid the foundation for the present U.S. Fleet Activities, Sasebo. The U.S. Army came and slowly the base and the American community were established in the heart of Sasebo City. The residential areas were named Dragon Gulch, Dragon Vale, and Dragon Heights. The school was named "Dragon School." A sign with the picture of the Dragon and the name "Dragon School" was built by the Army Engineer Corps and placed on the front of the building. Out of over forty such schools in Japan, Kyushu alone had dependent's schools in Kumamoto, Beppu, Ashiya, Kokura, Hakata, and Itazuke.

As the years went by, the enrollment increased. School Year 1953-1954 opened with an enrollment of 150 students, grades 1-12. The Dragon School's enrollment kept growing and approximately fifty students in grades 7-12 moved to the third floor of the Command Post Building (now the location of Sogo Hospital). The U.S. Army left, and the Navy took control of most of the facilities. School administration came under the Chief of Naval Personnel in October 1955.

In 1956, schools located on the U.S. Naval Bases and Air Stations were given names of U.S. heroes of the past. The Sasebo Dependents School was named after the famed World War II Hero, Fleet Admiral Ernest J. King. Thus, the official name of Ernest J. King School, Navy 3912, FPO San Francisco, California became effective School Year 1956/57.

In February 1958, the entire elementary grades 1-6 abandoned the ten-year-old "Dragon School" and moved into the second floor of the "Command Post Building" (The children called it "Children's Prison instead of Command Post). Later, the building was renamed "Community Building," which was more appropriate since the tenants included Bank of America, The Base Library, Shore Patrol, Stars and Stripes Office, Civilian Personnel, a Beauty Shop, Pass Office, and the Telephone Exchange. The Sasebo District Court and the Prosecutor's Office now stand at the Old Dragon School Site.

In 1966, the Department of Defense took over the dependent schools worldwide, and the Headquarters was located at Yokota Air Base. The Vietnam War increased the home ported ships for Sasebo. The population of the American Community was at its peak. Over 870 students, kindergarten through twelfth grade in the "Community Building" were housed in forty-five classrooms and a faculty of over fifty, comprising the entire three-story building. After the Vietnam War was over, the school population dropped considerably.

In February 1979, the school moved to the present site. The Hario Housing Complex was completed in 1988 complete with a school for kindergarten through sixth grade. The school was named for Rear Admiral Jack N. Darby. In 2003 the King Unit School was split into an elementary school and a middle/high school. The elementary school took the name Sasebo Elementary School and adopted the dragon as the school mascot in honor of the first Dragon school.

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

## **PTO**

The purpose of the Parent-Teacher Organization (PTO) is to promote friendly relations and mutual understanding between parents and teachers; to cooperate with school authorities in order to advance educational, artistic and athletic interests, social development and well-being of the students; to act as a forum for parents' views and attitudes toward topics of mutual interest to parents and the school; and to provide reciprocal opportunities for school administration to disseminate information to the parents regarding school policies and curriculum.

Membership in the PTO is open to parents, faculty, staff and interested community members. The PTO has monthly meetings and a number of other social and educational programs throughout the year.

## **SCHOOL ADVISORY COMMITTEE**

The School Advisory Committee (SAC) is composed of parent, teacher, students and community representatives. The purpose of the committee is to advise the principal on pertinent matters for improvement of the school. Local responsibilities include advising the principal on all matters affecting the operation of the school, such as school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs and other educationally related matters. This committee is advisory in nature and not a policy making board. Elections are conducted in the spring of each school year. The SAC is made up of an equal number of parents and faculty members. Meetings are usually held after school on the second Tuesday of each month in the Information Center. The agenda for each meeting and exact times and dates of the meetings will be publicized via the Sasebo Soundings, AFN and the Parent/Community Newsletter. Parents are encouraged to attend SAC meetings and to submit items for discussion. Parents who cannot attend but wish to submit an item for consideration may contact any SAC committee member.

## ACCIDENTS/ILLNESS

If an accident or illness occurs at school, the teacher will notify the school nurse. If it is necessary for the student to go home or to be referred to a medical facility, the nurse will contact one of the parents, or the person listed as the emergency contact. In the event of serious illness or injury requiring immediate medical attention, the parents will be notified and an ambulance will be called. *Accurate home and duty telephone numbers of parent/sponsor and emergency contact person is mandatory for the safety of your student!*

For students on prescribed medication, the nurse will administer and keep medication so long as a Hold-Harmless Letter, signed by the physician, is on file. Students may not medicate themselves at school.

## ACCREDITATION

Sasebo Elementary School is fully accredited by the North Central Association of Colleges and Schools (NCA). Annual reports are submitted by the school to NCA and an "on-site" inspection by an NCA team is conducted every five years. All teachers are fully accredited for the grades and subjects they teach.

## AFTER-SCHOOL CLUBS/ACTIVITIES POLICY

Any time an elementary grade student will be involved in activities after school, permission forms will be sent home prior to the activity. Parents must sign the form and have the student return it to the sponsoring teacher before the student will be permitted to participate.

Students are to report to school at the *exact* time for the activity to begin. Students are allowed in the building *only upon the arrival of the sponsoring teacher*.

## **ARRIVAL/DISMISSAL TIMES**

For grades Sure Start - 6, the first bell rings **0755** and class begins promptly at 0800. Students should not arrive at school before **0745** because supervision is not available until that time.

## **ATTENDANCE**

Regular attendance is necessary for students to benefit from the educational process. All students enrolled in DoDDS schools must attend classes regularly and punctually in order to remain enrolled. DoD 1342.6-M-1 requires the installation commander to encourage all educable, eligible dependents that have not completed high school to attend either DoD dependents schools, a regular program of formal instruction in the local school system, to enroll in a tuition school.

The Commander, Fleet Activities Sasebo, Japan has established a base regulation on attendance (CFASINST 1755.1A), applicable to all SOFA status personnel in the Sasebo area. It has specific guidelines and requirements about enrollment in school and regular attendance at school.

The DoDDS educational program assumes that all students will attend school and classes regularly and punctually. Adherence to the school attendance policy is the responsibility of parents and students. Parents will be consistently and periodically informed of student absences. Regular attendance is a necessary component of success.

## **ATTENDANCE PROCEDURES AND POLICIES**

1. Absences must be documented by parents telephonically or in writing upon the students return to school. When a student has been absent from school a note from the parent/sponsor is required. The office will issue the student a RE-ADMIT SLIP. The student must bring the RE-ADMIT SLIP to their classroom teacher. Even if a student does not have an absence note from the parents, a RE-ADMIT SLIP from the office is required.

2. Notification of Extended Absences: Advanced notice for absences due to family trips or emergency leave is requested. You may complete the "Request for Extended Excused Absence" form in the office
3. It should be noted that *students would be excused to travel with their families on family trips for a maximum of 10 school days (total) anytime during the year from the start of school until 15 May*. Absences of more than 10 days total for family trips require special approval from the principal. Year-end activities, final tests, teacher recommendations, and skills evaluations made after 13 May are very important; therefore, family trips will not be approved as excused after 13 May.

It is the responsibility of the student to make up all class assignments, homework, quizzes, tests, and other work due in a timely manner or within the limit of one make-up day per day of the **excused** absence.

## **ABSENCES**

1. It is recognized that absences from school maybe necessary under certain conditions, however, every effort must be made to keep absences and tardiness to a minimum. Absences may be granted for illness, family emergencies, death in the family or local hardship situations, religious observances, family trips (up to 10 days per school year), and medical appointments that cannot be arranged during non-school time.

2. A student who has been absent from school is required, upon return to school, to present a signed note from a sponsor/parent/legal guardian stating the reason for the absence. Absences will be excused only for those reasons stated in paragraph 1. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for the work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence. When students are sent home because of illness, they are to be accompanied by their sponsor/parent/legal guardian or an individual designated and authorized by their sponsor/parent/ legal guardian.

## Tardiness

When a student is tardy they need to go to the office with the note from parents/sponsor or legal guardian for a **RE-ADMIT SLIP**. Excessive tardiness will be referred to school administration. Tardiness disrupts classrooms and the learning of others.

## BEHAVIOR ON THE PLAYGROUND

Courtesy and good manners as well as common sense should dictate student behavior on the playground. The following rules must be observed during recess:

- Students must play on the designated playground area.
- Throwing rocks, sticks, sand, etc. is prohibited.
- Playground equipment should be used for the purpose for which it is designed.
- Students are not authorized to leave the playground during recess.
- Personal playground equipment such as bats, balls, gloves, are brought to school **only** when authorized by a supervising teacher.
- Personal toys, trading cards, etc are brought to school **only** when authorized by a sponsor for a specific event.

## BICYCLES/SKATEBOARDS/SCOOTERS ROLLER SKATES/ROLLER BLADES/WHEELIES

Bicycles, skateboards, scooters, roller skates, roller blades, or wheelies are a safety hazard for our small, congested campus. These items are **not** permitted to be ridden on campus during the school day. They are never allowed on any of the school's playgrounds.

## BOOKS AND LIBRARY BOOKS

Textbooks adopted by DoDDS are ordered from the same book companies that are used by many schools in the United States. The books are issued to students free of charge, but the sponsor is held financially responsible for the cost of lost or damaged textbooks and library books.

Students transferring during the school year must turn in their books and workbooks to their teachers. All books will be accounted for and turned in at the end of the school year.

Parents should note that willful misuse; damage or destruction of any school property is unacceptable. Students, as well as sponsors, will be held responsible for repair, replacement, payment, or another form of approved corrective action regarding lost or damaged school property. Intentional destruction of government property will involve the security police.

## SCHOOL BUS/TRANSPORTATION



Bus passes are issued and managed by the DoDDS Student Transportation Office (STO), 252-3078. Bus passes are required to board the school buses and should be carried by students at all times. Buses are available to temporary quarters residents. Before moving into a cho, please consult STO for the nearest bus stop locations.

Any time a parent does not want their elementary school child to ride the bus home; the parent must send a **note** to inform the teacher. Young children often become confused about what they are to do, or which day they are to stay on base instead of riding the bus home. *If a student does not have written permission from parents to remain after school, the student will be instructed to ride the bus home as usual.* **DO NOT CALL THE SCHOOL OFFICE. PLAN AHEAD.**

Friends of students who live off base cannot ride the school buses without approval from the DoDDS Student Transportation Office.

When parents of Sasebo School students move to Hario Village the children **must** transfer to Darby School.

Bus routes are established based upon general housing patterns. Bus stops are designated to provide convenient locations for the majority of the children in a given geographical area. It is the responsibility of the sponsor to have students at the bus stop at the scheduled time. Drivers are not authorized to wait at the bus stop for children arriving late.

When selecting off-base quarters, parents should be aware of bus routes so a house can be selected near the bus route. **BUS ROUTES CANNOT BE EXTENDED OR MODIFIED.**

***PARENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR STUDENTS ON BUSES AND AT BUS STOPS.***

**The following bus rules must be observed:**

- When entering the bus, riders should fill the seats from the rear forward.
- Windows shall remain closed unless the driver gives permission to open them.
- Noise should be kept to a minimum so the driver can concentrate on traffic conditions.
- All passengers shall be seated while the bus is in motion.
- Passengers shall remain seated until the bus stops at the appropriate bus stop or destination.
- At no time will passengers extend any object or any part of their body from a bus window.
- Passengers will not use foul language, throw trash or paper from bus windows, or leave trash or paper when vacating.
- Vandalism will not be tolerated. Preserve the bus interior.
- The bus driver is in charge of the bus and all passengers onboard. Students must cooperate with the driver and follow his instructions for the safety of everyone riding the bus.

**BUS TRANSPORTATION IS A PRIVILEGE NOT A RIGHT! CONSEQUENTLY, MISBEHAVIOR MAY RESULT IN SUSPENSION OF BUS TRANSPORTATION PRIVILEGES AND SUSPENSION FROM SCHOOL. Parents may be assessed for any damages to the school bus caused by their student.**

## Cell Phones

It is recognized that that cell phones have become a parent's tool to help to monitor their children whereabouts. However **while at school student's cell phones will be turned off**. Any interruption of classroom routines will result in the phone being brought to the office for a parent to pick up. This includes students making out going calls. Should a student need to contact a parent the school has phones for student use.

### **CHAIN OF COMMAND FOR DEPARTMENT OF DEFENSE DEPENDENTS' SCHOOLS (DoDDS)**

Sasebo Elementary School is part of the Department of Defense Dependents' Schools, Pacific Region (DoDDS-P).

Director  
Department of Defense Education Activity (DoDEA)  
4040 Fairfax Drive  
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Dr. Nancy Bresell, DoDDS Pacific Director  
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Mr. Bruce Derr  
Japan District Superintendent  
Department of Defense Dependents Schools, Pacific  
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Ms. Christy Blevins, Principal  
Sasebo Elementary School  
PSC 476 Box 128  
FPO AP 96322-0128  
Telephone: (DSN) 252-3600;/3669  
(Commercial) 0956-52-7600 At tone, dial: 252-3600/3669

## **CHANGING OF CLASSES**

Requests to change classes will only be granted under very unique and extraordinary circumstances. No changes will be made until after the first two weeks of school.

## **CHILD FIND**

DoDDS Schools must identify and provide services to any students in the community, aged 3-21, who may require educational or other (physical, intellectual, or emotional) intervention. Sasebo School has a program to screen students for vision, hearing, language, speech or other special needs. For more information, please call 252-3072 or 252-3600.

## **CLASSROOM VISITATION**

Parents are welcome to visit student classes with prior arrangements. Parents wishing to visit a class should call the teacher or send a note stating the date and time they wish to visit. Upon arrival at school, parents must sign the school office log and receive a badge identifying them as an authorized school visitor. **This procedure must be strictly observed for the safety of students.** (DoDEA Reg.4700.2, 47.2.6 Visitor Control)

Parents are encouraged to join classes. However, teachers will not be able to stop teaching to have an unscheduled conference with the parent about specific questions or concerns during this time. **Conferences must be scheduled in advance.**

## **CLOSING OF SCHOOL IN EMERGENCIES**

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

### **Prior to the opening of school**

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

### **While school is in session**

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

## PROCEDURES FOR CLOSING SCHOOL WHILE IN SESSION

### A. Procedures for Bus Riders

- The principal will call the Transportation Office and request buses. Bus students will be sent home. Bus departure time will be announced on AFN.
- Students in grades 6 - 12 will be released at their bus stop. However, students in grades K - 5 will not be released until verification is made of a parent, an older brother or sister, or the emergency contact person available to supervise them.
- If no one is at home, the child will be returned to school and placed under supervision until a parent can be contacted.
- The school bus will not make a second trip. If a student must be returned to school, the parents will be required to pick the student up at school as soon as possible. When all school personnel are dismissed to return to their homes, the students remaining at school will be taken to COMFLEACT Security Police, where their parents can pick them up.

### B. Procedures for Walkers

- Students who walk to school will be dismissed within 30 minutes of the time that school closure is announced. The principal will inform teachers when students may be released.
- Students in grades 6-12 will be released automatically at the dismissal time. Students in grades K-5 will be sent home after verifying that a parent, or an older brother or sister or emergency contact will assume responsibility.
- If no one is at home, the students will be kept at school under supervision until a parent can be contacted.
- When all school personnel are dismissed to return to their homes, the students remaining at school will be taken to COMFLEACT Security Police, where their parents can pick them up.

### C. Delayed Closing of School

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

## **COMPLAINTS OR PROBLEMS**

Parents who have a question, a complaint, or a concern should attempt to resolve it at the most appropriate and immediate level. For typical classroom matters, the following procedures apply, in order, as needed.

1. The parent discusses the matter with the teacher concerned.
2. The parent and teacher meet with the principal
3. Matters un-resolvable at school level are referred to the District Superintendent of Schools, Japan. (See Chain of Command)

These procedures follow the line of authority from teacher to district superintendent and focus on resolution at the most immediate level. Parents are encouraged to seek immediate resolution of problems. Prompt action can frequently prevent complications and more serious problems later on.

## **PARENT-TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled for all parents at the end of the first quarter grading period. Report cards of elementary students are given to parents at that time and school performance is discussed. Third quarter conferences for elementary students are intended to be for students where there may be concerns or for parent of new students. Conferences may be initiated by either the parent or the teacher at any time as needed.

Conferences are valuable opportunities for parents and teachers to plan cooperative strategies to help students.

Teachers are available for after-school conferences by appointment. Parents desiring a conference should send a note to the student's teacher or leave a message for the teacher to return their call. The teacher will either return the call or send a note home and schedule the conference.

Parents who are unable to attend a scheduled conference should notify the teacher, in advance, by note or telephone message so that the conference can be promptly rescheduled.

It is important that both the teacher and the parent work closely together in an effort to help the student. Therefore, frequent parent/teacher conferences or other communications are encouraged.

## **PARENT-ADMINISTRATOR CONFERENCES**

Parents who desire a conference with the principal or counselor should call the school for an appointment to avoid having to wait due to other previously scheduled commitments.

If the subject of the conference concerns policies or practices of an individual teacher, a conference should first be held with the teacher involved. Problems that cannot be resolved at the most immediate level should then be brought to the attention of the school administration.

## **DISCIPLINE**

Good discipline in an effective school optimizes order and student safety. It is marked by self-control and an understanding of appropriate standards of conduct. As children mature, they become increasingly capable of judging appropriate conduct accurately. Learning time is highly valued at Sasebo Elementary School, therefore, so is order.

Discipline maintained at an appropriate level, will result in:

- growth in student, self-control and problem-solving

- high regard for students and staff
- pride in the school and community

We expect all students of Sasebo Elementary School to abide by the rules and regulations as established by DoDEA, administration and faculty. School rules apply at all school functions after normal school hours or at other locations.

## DISCIPLINARY ACTIONS

### 1. Insubordination, Cheating, and Plagiarism

Displaying an insubordinate or flagrantly disrespectful attitude or gesture toward any member of the faculty, staff or administration will result in immediate suspension from school. Students caught cheating or plagiarizing will be sent to administration

### 2. Fighting at School

Fighting is not allowed at school, ever. It is rare that a fight is started by one student alone. Sometimes students tell us, *"My parents told me if someone calls me a name (hits me first, etc.) it is okay to fight."* This is not appropriate at school. If a student feels threatened to the point of needing to defend him/herself, the first action should be to report it to a teacher. Otherwise, the student takes the risk of being disciplined at school.

### 3. Possession of Dangerous Items

Possession of dangerous items such as guns, pellet guns, toy guns or replicas of guns, knives, razors, laser pens, box or carpet cutters, slingshots, numchucks, rocks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or an object concealed, displayed, brandished in a manner that reasonably provokes fear is

prohibited. Any items confiscated will be delivered to security. Violators will be immediately suspended and required to attend a disciplinary board hearing that will consider expulsion from school. DoDDS has a "**Zero Tolerance for Weapons**" policy.

#### 4. **Drugs, Alcohol, and Tobacco**

Students found to be in possession of or under the influence of drugs or alcohol will be suspended from school. This includes smoking in buildings or on school grounds. Students may also be referred for examination at the Branch Clinic. Parents/guardians will be called to accompany the student to the Branch Clinic for examination.

#### 5. **Truancy**

Students who are truant are subject to suspension from school.

#### 6. **Leaving Campus without Permission**

Students who leave the school campus without permission are subject suspension from school.

#### 7. **Forgery or Impersonation**

Students who forge a parent or school personnel signature for absence notes and/or other documents will be counseled and disciplined at school.

#### 8. **Defacing or Destroying School Property and/or Student Work**

This is an offense that will result in referral to Security Police, payment of damages incurred, and possible suspension from school. Teachers and students must be able to feel displayed student work is protected and will not be damaged. Theft of any school property or any part of displayed student work will result in disciplinary consequences.

#### 9. **Obscene Acts**

Committing any lewd, indecent or obscene act or engaging in profanity or vulgarity will not be tolerated and may lead to suspension.

## **OTHER ACTIONS THAT MAY REQUIRE DISCIPLINE**

### **1. Disruptive Behavior**

Students who repeatedly disrupt the learning environment in a classroom lose their right to remain in the class. The faculty has been instructed to refer disruptive students to the office. Students who display disruptive behavior in a classroom are subject to detention or suspension, depending upon the nature and severity of the disruption.

### **2. Excessive Tardiness**

Students are expected to arrive at school in a timely manner. Lateness is unacceptable. Parents will be kept informed so that they can assist in correcting the problem.

### **3. Possession of Prohibited Items**

Possession of items which are considered by the school to be disruptive are prohibited on campus. These include squirt guns, radios, cassette or CD players, cell phones and game boys. These items will be confiscated by the administration and returned at a later date.

## **EXPLANATION OF DISCIPLINARY ACTIONS**

### **Suspension**

Suspension is a disciplinary action for chronic misbehavior or a severe infraction. When suspension is imposed, it will be done following due process procedures and in compliance with DoDDS "Students Rights and Responsibilities" regulations. Parents will be notified when this action is taken because parent cooperation and support increase its effectiveness. DoDDS regulations require a copy of suspension letters be sent to the base commander and the district superintendent.

## DISMISSAL POLICY - DAILY

The bell to dismiss students rings at 2:45 p.m. for elementary students  
Each student must observe the following rules:

1. Elementary students must leave the school grounds as soon as they are dismissed. Students who walk are not allowed in the area where the buses are being loaded nor are they allowed to remain on campus.
2. Parents who pick students up at school are asked to avoid the areas where the buses load. Please arrange with your students to pick them up in the designated area.
3. School buses are scheduled to depart 10 minutes after the final bell (usually 3:00 p.m.).

## DISMISSAL POLICY - EARLY DISMISSAL FROM SCHOOL

Students cannot be released to non-family members without written verification from the sponsor. If a parent intends to **pick up** a student before regular dismissal time, a note should be sent to the teacher that morning or the previous day. **Do not call the office unless it is an emergency. We make every effort not to disrupt classes.**

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

## **DRESS CODE**

**School is our business and students are expected to dress accordingly.** A committee comprised of students, parents, teachers and administration has designated the following dress code:

- No headgear or hats inside the buildings.
- No sunglasses inside buildings (unless medically sanctioned).
- No spaghetti straps or camisole tops (female) or muscle shirts (male).
- No bare midriffs or torso showing.
- No undergarments showing.
- No obscene slogans or gestures on clothing.
- Shorts and skirts will reach the tip of the middle finger when the arm is extended.
- Safety requires no flip-flop shoes, no bedroom slippers and no spiked heels longer than two (2) inches and no "wheelies".

## **EARLY WITHDRAWAL/ PCS TRANSFER**

Please notify the school two weeks, (but no less than five working days) in advance of a PCS move so that the transfer documents may be prepared. We suggest parents hand-carry student school records needed to enroll at the new school, if returning to the United States. Final school clearance requires students return all books and pay all fees. We send copies of school records. The original records remain at school, in case more copies are needed later.

### **Grades K-6**

Students who will transfer (PCS) more than 20-school days before the end of the school year will be given a transfer evaluation and a report card, with grades to date, to take to the next school where they will enroll for the remainder of the year. They will not be promoted for the year by DoDDS at that time. Students who are leaving (PCS) fewer than 20-school days before the end of the school year may be promoted to the next grade depending on academic progress.

Please contact the school well in advance before transferring so records can be prepared in a timely manner. Late requests may result in records being mailed after your departure.

## EMERGENCY CONTACT

The school must be provided with the name and telephone number of a person who can be called in an emergency in case a parent cannot be reached.

The telephone number provided cannot be the sponsor's home telephone number. If the sponsor's duty telephone number is listed as the emergency number, the name of a person other than the sponsor, must be supplied to the school as the designated emergency contact person.

It is recommended that a "**Power of Attorney**" be on file at the Branch Clinic in case a child needs urgent medical attention and a parent is not available. Parents can get more information on filing a "Power of Attorney" by contacting the Branch Clinic.

If the sponsor or emergency contact is not available, Security Police will be contacted. The school may also contact the Branch Clinic and the sponsor's commanding officer as needed to cope with the emergency.

### **KEEP YOUR STUDENT'S EMERGENCY DATA AT SCHOOL CURRENT.**

Please notify the school immediately if there is a change in home or duty phone numbers and/or addresses for your family and those of the alternate emergency contact. In case of illness, accident, or other pertinent reasons, it is critical that the school is able to locate and contact parents quickly.

## EMERGENCY EVACUATION PROCEDURES

In the event of a fire or other emergency evacuation procedure, a loud, continuously ringing alarm will be sounded. Students will follow the evacuation plan posted in the room and leave that room in an orderly manner. Sasebo Elementary School and DoDDS give high priority to student safety. Students are taught about emergency procedures and practice them

routinely. **STUDENTS ARE NOT TO RETURN TO THEIR ROOMS DURING OR AFTER EMERGENCY EVACUATION PROCEDURES UNTIL GIVEN PERMISSION BY AN APPROPRIATE AUTHORITY.**

## **FIRE DRILLS**

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. Fire drills occur weekly during the first four weeks of school and monthly thereafter.

## **GRADING SCALE**

The following grading scale is used in all DoDDS schools where letter grades are assigned. (Grades 4 to 6)

A = 90 - 100%	B = 80 - 89%	C = 70 - 79%	D = 60 - 69%	F = 59% and below
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## **GUESTS**

**"Visitors"** to Sasebo Elementary School includes anyone who does not work at school or attend as a student.

As part of DoDDS Worldwide School Security System, all visitors to the school must sign in at the school office. (DoDEA Reg.4700.2, 47.2.6 Visitor Control) Visitors will be given a badge to identify themselves. Upon completion of their visit, visitors will return the badge to the school office and sign out of the building. Visitors are welcome, but this procedure must be strictly observed for the safety of the students.

## **GUM**

Chewing gum at school is not permitted. Please do not bring chewing gum to school.

## HEALTH SERVICES

Sasebo Elementary School employs a registered nurse whose responsibilities include: arranging for care of injuries, monitoring general health status of students, identifying health needs and conferring with students, parents and teachers concerning specific health problems, providing a screening program including vision and hearing screening, implementing health programs and health education and counseling. In essence, the school nurse is an excellent information and counseling resource to the school and community.

The school nurse is not a substitute for seeing a physician for illness. If a student is ill prior to school, staying home is preferred. Students who are too ill to function in the classroom will be sent to the health office. Parents may be called to take the student home. In the event of serious illness or injury requiring immediate medical attention, the parent will be notified and then the ambulance will be called.

Students are not permitted to carry any type of medication to school. Parents should bring all medicine to the school nurse to be dispensed. A permission form, a "Hold Harmless" letter, with a physician's written instructions and signature, along with the parent signature, is required before any medication is administered. All medication must be in a pharmacy bottle labeled "for school use" that will remain at school. Students must receive all medication in the health office. No medication is taken to the classroom.

If your child has a chronic health problem or disability, please discuss the problem with the nurse and classroom teachers in order that the most beneficial learning environment can be accommodated.

If a child is out of school for more than three (3) days, please call the school office and give the reason for the absence.

**Sick students should not be sent to school. When in doubt, keep them home.**

Students who are recuperating from an illness should be kept at home. Students with communicable conditions should be kept at home.

If a communicable disease (measles, mumps, chicken pox, head lice or impetigo) is contacted, please report it to the nurse. Please have your student checked by the Branch Clinic before re-entering school.

## **HOME-SCHOOLED STUDENTS**

It is the policy of the Department of Defense Education Activity (DoDEA) to neither encourage nor discourage sponsors from home schooling their minor dependents. Upon request, it is DoDEA policy to provide library services, single classes, special education services and participation in extra-curricular and interscholastic activities such as music and sports programs. Please call the school for further information.

## **HOMEWORK GENERAL GUIDELINES**

Homework assignments are given to reinforce skills taught in the classroom. **Parents can help by providing a specific homework time and place with a minimum of interruptions and distractions.** Parents can also assist students by helping them to **organize** their work using folders, spiral notebooks, memo pads, etc.

When a student has difficulty with an assignment, parents should render assistance. Parents/students should contact the teacher, or counselor, if signs of frustration and failure occur. Teachers endeavor to modify homework to increase student success. If homework seems too difficult, **please contact the teacher.**

### **Teachers will:**

1. Identify the degree to which homework affects the determination of a student's grades.
2. Provide clear, concise directions for completion of homework assignments.
3. Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment and return to students.

4. Inform parents of student performance and completion of homework assignments as appropriate.

## **HOMEWORK POLICY**

Homework will vary with the age and grade of the student and may be assigned at the discretion of the teacher. Please contact the teacher if your student never has homework, or spends excessive time on homework.

## **LIBRARY AND INFORMATION CENTER (IC)**

Sasebo School maintains complete Information Center (IC) with a collection relative to the student population. With the exception of periodicals (magazines and newspapers), reference and reserve materials, items circulate for a two week period. It is the responsibility of the student to return materials when due. Failure to do so can result in suspension of privileges, payment for lost books and in severe cases, letters to the sponsor's command requesting payment.

The information specialist provides formal library/information skills instruction for all students in grades 1 through 6.

The IC is open daily (M-F) from 7:45 AM until 3:05 PM. Arrangements for use of center beyond normal operating hours can be accommodated with advance notice.

## **LOST/DAMAGED PROPERTY PAYMENTS**

Parents are required to reimburse the U.S. Government for lost or damaged property. This process is accomplished by:

1. Picking up a cash collection voucher from the school office (the voucher will list the item and cost).
2. Take the vouchers and payment to Personnel Support Detachment, Sasebo Disbursing Section.
3. Return the stamped voucher, showing receipt of payment, to the school office.

**Requests for overdue payments may be referred to the sponsor's command.**

## LOST AND FOUND ITEMS

Lost and found items are kept in the elementary gymnasium. Money and valuable items that are found should be turned in to the office. Coats, jackets, hats, sweaters, lunch boxes, school supplies, or any other material brought to school should be clearly marked with name and room number. Items not claimed are sent to charities 3 or 4 times during the year.

## LUNCH PROGRAM

The Navy Exchange provides a hot lunch program in the school cafeteria. Prepaid lunch tickets are available for purchase at the Main Base and Hario Exchanges. The school cannot hold funds for school lunches, and teachers cannot hold or be responsible for student money.

## POLICY FOR STUDENTS WHO DO NOT HAVE LUNCH MONEY

Students who are without lunch money are given a crackers snack pack to hold them over until they get home.

## SCHOOL LUNCH POLICY

Students in grades 1-6, who eat lunch at school, must remain under the supervision of assigned school personnel in the cafeteria and on the playground, until they are released to return to class.

Students in **grades 1-6** may leave the school grounds to eat at home. Students may also eat at the home of a friend, however, a **written permission** slip turned into the office is required. Students may not return to school earlier than 5 minutes before time to return to class. **Students are not permitted to return to school for recess time if they go home for lunch.**

## LUNCH ROOM RULES

Students are expected to follow the direction of the paraprofessional aides in the lunchroom. They are required to use table manners that would be acceptable if eating at home. Students will remain at their tables until they have finished their lunch and the aide dismisses them for recess. Students are expected to eat quietly and leave tables clean. Students are requested to keep talking and noise to a minimum during lunch.

1. **WALK** to and from the lunchroom; have money or lunch ticket readily available.
2. Be courteous and observe good manners.
3. Help keep the lunchroom clean and orderly; clean up any food or drink that is spilled, place papers, trash and milk containers in the wastebaskets.
4. Talk **quietly**; the number of students eating at one time requires voices be kept as quiet as possible.
5. Leave the lunchroom promptly when dismissed.
6. **ALL FOOD MUST BE EATEN IN THE CAFETERIA.**

## PETS AND TOYS AT SCHOOL

Toys should not be brought to school. This includes trading cards, balls, hats, gloves, game boys, CD players, etc.

## PROGRESS REPORTS

Teachers may send interim progress reports at any time during a grading period before report cards are sent out.

The parents of any student in danger of receiving an "F" on his/her report card will be notified by the teacher before the end of the grading period. Notification will be made in sufficient time for the parents to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in that class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about progress. Do

not wait until report cards are issued if you have a concern regarding your student's progress.

## **PUPIL PERSONNEL SERVICES**

Specialists' programs are designed to include exceptional students who have special needs, including gifted and talented, those with unique learning styles or those who are acquiring English as a second language.

### **Counselor:**

The guidance counselors work with students, parents and teachers to promote understanding of school programs; assist in the identification of the needs of students; interpret testing information to parents and teachers and develop career awareness skills and study skills.

### **School Psychologist:**

Services of the school psychologist are available for assessment to assist the school in evaluating individual student needs, suggesting remediation avenues or making referrals to appropriate agencies.

### **Talented and Gifted (TAG):**

Talented and Gifted Program provides for the needs of students who qualify for the program as recommended by teachers, parents, other professionals, or student self-referral.

### **English as a Second Language (ESL):**

The ESL program serves students who are learning English as a second language or who have been raised in families in which one or both parents are non-native speakers of English. Students must meet the DoDDS guidelines in order to qualify for this program. Bilingualism is encouraged, so ESL is also used to support use of academic English.

**Teacher, Communication Impaired:**

This specialist provides screening, diagnostic, and therapy services on an individual or group basis for any child having a speech, language or hearing impairment.

**School Nurse/Health Aide:**

The school nurse works with educational and medical agencies in a capacity to help plan, organize, implement and evaluate school health services and health curriculum. First aid is provided to ill and injured students and school personnel.

**Teacher, Learning Impaired:**

Teacher, Learning Impaired provides services for those students identified as having special education needs as defined by the Individuals with Disabilities Act (IDEA) and DoDDS Regulation 1342.12. Most students identified are provided with curricular and environmental modifications in the regular classroom.

**Literacy Support Specialist**

This specialist provides additional assistance to students in the area of literacy.

**RECORDS**

DoD Directive 5400.11 states, "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 Family Educational Rights and Privacy Act was signed into law on August 21, 1975. School records open for parental inspection are defined as "any and all official records, files and data related directly to a student."

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

1. Permanent Records Folder (DSP Form 104)
2. Sponsor/Pupil Registration Card Student Eligibility (DSP Form 2030.2)
3. Duplicate Report Card.
4. School Health Record (DoDDS Form 120.1)
5. Results of standardized testing.
6. Testing data and documents relating to special classes and programs
7. All records received from previous schools attended by the student.

The official responsible for student records is the school principal. Only authorized school personnel with a "need to know" (to be determined by the principal) will be permitted access to this information.

Records maintained on our students are commonly referred to as the Cumulative Folder or 901 file. Student files are kept in locked file cabinets in the registrar's office. The records contain the enrollment card, the sponsor's current orders, previous report cards and transfer forms. The school health record is considered part of the student's file and it is kept in the health office. Some student files contain results of individual assessments or reports of student progress in special classes such as RIS, ESL, speech, or special education. This portion of the student file is kept in a separate drawer. When a student leaves, all components of the student file are combined into one package for transfer to the new school.

Records are carefully maintained under the provisions of DoD Directive 5400.11. Parents who wish to review any or all of the components included in their student's file should inform administration. An appointment for the parent/legal guardian will be made and arrangements made to have a teacher, counselor or administrator present to answer questions.

## **REGISTRATION**

DoDDS Instruction 1342.10 governs eligibility for enrollment in the DoD Overseas Dependents Schools. All "command-sponsored," school-age dependents of military and civilian personnel assigned to this area are eligible for "space required" enrollment on a tuition free basis. All students must be re-registered each year. This re-registration generally takes place in the spring, usually May.

Other persons interested in enrollment should contact the principal for determination of eligibility and category of enrollment.

### **ALL STUDENTS MUST BE REGISTERED EVERY SCHOOL YEAR.**

#### **New Students - Forms To Be Completed:**

1. Sponsor/Pupil Registration (DSPA Form 2030.2) The DS 100 must be signed by the sponsor not the spouse, even if the spouse has Power of Attorney. A spouse may complete registration, if the sponsor is deployed, but the sponsor must sign appropriate forms upon arrival at the base.
2. School Health Record (DoDDS Form 120) -- Include any special health concerns necessary for your child's safety and well being.
3. Bus Transportation Notification Letter

#### **Documentation Required For New Students:**

1. Copy of sponsor's orders.
2. Area clearance message or dependent entry approval message listing school-aged dependents by name.
3. Student's immunization record.
4. Proof of age (birth certificate or passport) for kindergarten or first grade student.

### **Returning Students: Forms To Be Completed:**

1. Sponsor/Pupil Registration (DS Form 600) (Update all data).
2. Update For School Health Record (DoDDS Form 120.1).
3. DoDEA Student Computer and Internet Access Agreement.
4. DoDEA Publicity Permission Form.

#### **Documentation Required For Returning Students**

**Copy of sponsor's orders.** This is only necessary if the sponsor has received an extension of the original orders, or if the sponsor has been assigned to a different command within COMFLEACT, Sasebo.

## **REPORT CARDS**

Our policy is to grade each student with respect to individual academic growth and potential. Report cards, therefore, are designed to show positive areas of improvement and indicate where improvement is needed. The report card is not designed to compare the student with classmates.

Report cards are issued four times a year. The first report card is issued directly to parents during the parent/teacher conferences at the end of the first quarter grading period.

**Elementary Students (Grades KN-6).** The second and third quarter report cards are issued to students in an envelope to be delivered to the parents. Parents may keep the report card, but are requested to sign the envelope and have the student return it to the teacher the next day. This is to ensure that all report cards reach home properly. The final report card is issued to students on the last day of school and is to be taken home to parents.

## **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.

If a disability is suspected, the teacher will consult the special education and resource teachers to determine what pre-referral or referral procedure is in order. Pre-referral activities must be outlined and documented before a special education referral is made. If the student is determined not to qualify for special education, the teacher can then contact parents advising them retention is being considered.

A retention committee, normally including the classroom teacher, a specialist, the school counselor, the parents, the student (if appropriate) and a school administrator, will meet to consider alternative strategies. After considering input from many sources including testing data, the committee will make a recommendation to the principal for a final decision.

If a child is retained in the same grade for another year, a plan for the next school year must be submitted, in writing, to ensure that the child does not repeat the same curriculum in the same manner.

## **SAFETY**

Students are encouraged to "Think Safety" while on the school grounds. Any safety hazards noted in class or outside the building should be reported to the teacher or to the office.

We are careful to provide a safe environment and to instruct students in safe behavior. These are some of the actions taken to eliminate hazards and injuries:

1. COMFLEACT Sasebo conducts a Fire, Safety, Bio-environmental and Security inspection twice each school year.
2. Fire safety instruction is provided to students with regularly scheduled drills. Drills are also conducted on bomb evacuation and lockdown.
3. Instruction in school, playground and classroom rules is provided to eliminate fighting, running and misbehavior that could lead to injuries.

4. Students are cautioned about construction areas.
5. Instruction is provided in personal health, hygiene and safety.
5. Instruction is provided in earthquake, typhoon and other emergency procedures and awareness.

## **SPECIAL EDUCATION**

### **Eligibility for a Special Education Program**

DoDDS educates students with disabilities from ages 3-21 in their least restrictive environment. Eligibility for special services can be determined for students with hearing impairments, speech impairments, visual impairments, language impairments, emotional impairments, health impairments and learning impairments.

#### **Child Find**

Through a special on-going program known as CHILD FIND, DoDDS seeks to locate, identify, and with the consent of parents, evaluate all DoDDS eligible children for special education programs.

#### **Evaluation**

The Individuals with Disabilities Education Act (IDEA) is the law that guides assessment and documentation necessary to determine special education eligibility. Evaluation requires written parental permission.

#### **Case Study Committee**

The Case Study Committee (CSC) consists of parents, administrator, a regular education and special teacher, the student as appropriate. The team may also include psychologist, guidance, social workers, reading improvement specialist, occupational, physical or speech therapist, or school health personnel. The purpose of the CSC is to determine how best to ensure student success.

## **Individualized Education Program (IEP)**

IDEA requires an IEP be developed by the CSC. The IEP includes: (1) long range goals; (2) short term objectives; (3) present level of performance; (4) criteria for success; (5) environmental and curricular modifications; (6) related service; and (6) time in program.

### **Procedural Safeguards**

IDEA and DoD Instruction 1342-12 ensures parent and student special rights regarding a free, appropriate education. Procedural safeguards assure parents are an integral part of the team that plans any special education program. No decisions can be made about diagnostic testing, placement, or program changes without parent involvement. All special education records are kept confidential.

### **Mediation and Hearings**

When disagreements arise between the school and parents about a special education program a provision is made for holding informal mediation meetings or due process hearings to settle matters in a prompt, fair and impartial way.

Either parents or DoDDS may initiate mediation proceedings when disagreements arise relating to identification, evaluation, or educational placement, or the free appropriate education of a student. Mediation begins with an informal discussion between parents and appropriate school officials on areas of contention.

## **STUDENT PLACEMENT POLICY**

1. If a student enrolls in school between the hours of 8:00 a.m.-12:00 p.m., the office staff will notify the teacher. In most cases, the child may begin the following day. If a student enrolls after 12:00 PM, he/she must wait an additional day.
2. 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.

## **STUDY TRIPS**

Occasionally, during the year, students are taken on a field trip as a class project. Students are encouraged to participate if at all possible. Parents are frequently requested to accompany the class on these trips in order to help supervise. Parents of students who may need special supervision will be asked to accompany their student on field trips. Such trips are sponsored and the school pays for transportation. Transportation is authorized only for DoDDS students, teachers and chaperones. Costs to students are generally limited to entrance fees, food, personal requirements, etc.

Parental permission is required for each student to participate in study trips. A general permission slip is included in the registration packet and parents who gave permission for students to go on short walking trips around the base. These short neighborhood expeditions do not require a signed permission slip for each individual trip. Trips by bus or beyond the local base neighborhood will require a signed permission slip. Please return these forms promptly. Without a signed permission slip, the children may not attend and will be assigned to another classroom for the day. If the parent does not want the educational experience for their child then they assume the responsibility for their child during the time that the child would be participating with their peers.

## **TEACHER TRAINING PROGRAMS**

During the year, there is time set aside for teacher in-service training. The topic for these meetings are determined by staff needs to improve skills and proficiency as well as to stay current on new trends in education. Parents are always welcome to attend these meetings. Some of these training sessions require students be dismissed early. Usually school is dismissed at 11:10 am. for these events. DoDD Schools have about 5 more days in the school year than most stateside schools to allow for these

training sessions and "typhoon" and "snow days." You will be notified, in advance, when meetings are planned.

## TUITION PAYMENTS

Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDDS 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 DoDDS tuition payment policy for first and second semesters. For sponsors paying tuition directly at the school (self-pay), a Cash Collection Voucher, DD 1131, will be prepared by the school to process the payment.

Tuition payments can only be accepted in the form of a money order or check. Payments must be made in US dollars. Both checks and money orders will be made payable to "Treasurer of the United States." The check or money order will be attached to the Cash Collection Voucher, along with all other supporting documentation, and forwarded by the school to the DoDDS-Pacific Service Center, Fiscal Division. Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.

## TYPHOON WARNING PROCEDURES

The following is the current policy on school attendance during typhoon conditions:

<b>Condition</b>	<b>Attendance</b>
2, 3 or 4	Students will attend school as usual Students will not report to school If all clear is announced between 0600~0759, students will report to school with approximately a 2-hour delay.
1	
All Clear	

If condition one is called while school is in progress, children will be released approximately one and one-half hours after notification.

These typhoon conditions may change at any time. AFN radio and television are the official sources for information regarding typhoon conditions. School and bus schedules will be announced over AFN.

## **VALUABLES**

The school cannot accept responsibility for valuables, such as watches, cameras, electronic items, or money, brought to school. Please keep these items at home.

## **VISITORS**

All visitors to Sasebo Elementary School must check in at the Main Office, sign the Visitor's Log Book, and be issued a visitor's pass (badge).

**(DoDEA Reg.4700.2, 47.2.6 Visitor Control)**

When a student wishes to have another student guest, a letter of request should be submitted to the Principal's Office for approval three (3) days in advance of the visit. If approved, the student's teachers must be notified in writing and agree to the visit. The guest must check in at the Main Office, sign the Visitors' Log Book, and a badge will be issued. At the end of the visit, the visiting student must check out and return the visitor's pass (badge) to the Main Office. )

## **VOLUNTEERS**

We need parent volunteers in all areas. If you are interested and available, please call our office at 252-3600. Services of volunteers are used in our library, reading programs, classrooms, special education programs, lunchroom, playgrounds and the computer labs.