

STUDENT-PARENT HANDBOOK

SCHOOL YEAR 2008 - 2009

M.C. Perry Elementary School Iwakuni, Japan



<u>Motto</u>	<u>School Mascot</u>	<u>School Colors</u>
"Building Lifelong Learners"	Sammy Samurai	Maroon and White

M.C. Perry Elementary School

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DODDS PACIFIC 2008-2009 SCHOOL YEAR CALENDAR

Wednesday, August 20 Reporting date for nonadministrative educator personnel for orientation and classroom preparation

First Semester - (92 Instructional Days) 2008

Monday, August 25 Begin First Quarter and First Semester

Monday, September 1 Labor Day - Federal Holiday

Monday, October 13 Columbus Day - Federal Holiday

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 Thanksgiving - Federal Holiday

Friday, November 28 Friday - Recess Day

Monday, December 22 Begin Winter Recess

Thursday, December 25 Christmas - Federal Holiday

2009

Thursday, January 1 New Year's Day - Federal Holiday

Monday, January 5 Instruction Resumes

Monday, January 19 Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 22 End of Second Quarter and 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 and Second Semester

Monday, February 16 Presidents' Day - Federal Holiday

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

Monday, May 25 Memorial Day - Federal Holiday

Thursday, June 11 End of Fourth Quarter and Second Semester
(43 Days of classroom instruction)

Friday, June 12 No school for students - teacher work day
Last day for nonadministrative educator personnel

School Year 2008-2009: Instructional Days - 183
Teacher Work Days - 190

M.C. PERRY ELEMENTARY SCHOOL SUPPLY LIST

ITEM	Quantity	Remarks	Grades
Backpack	1	Appropriate sized backpack / book bag	ALL GRADES
Tissue (Kleenex)	2 boxes	Shared Classroom supplies.	ALL GRADES
Hand sanitizer	1 bottle	Shared Classroom supplies.	ALL GRADES
Paper Towels	1 roll	Shared Classroom supplies. (Boys provide)	ALL GRADES
Liquid hand soap	1 bottle	Shared Classroom supplies. (Boys provide)	ALL GRADES
Sanitizing wipes	1 container	Shared Classroom supplies. (Girls provide)	ALL GRADES
Baby wipes	1 container	Shared Classroom supplies. (Girls provide)	ALL GRADES
Crayons 16 or 24 colors	1 Box		ALL GRADES
Pencils #2	24 pencils		ALL GRADES
Glue Sticks	4 sticks		ALL GRADES
Highlighter	1 package		ALL GRADES
Wide Ruled Composition Books	2 books		ALL GRADES
Liquid School Glue	One 4 oz. bottle	NOT FOR Kindergarten	1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th
School Scissors (Left or Right Hand)	1 pair	NOT FOR Kindergarten	1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th
Colored Pencils – 8 or 16 colors	1 package	NOT FOR Kindergarten	1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th
Ruler (cm / Inch)	1 ruler	NOT FOR Kindergarten, 1 st or 2 nd Grades	3 rd , 4 th , 5 th , 6 th
Eraser	2 erasers	NOT FOR Kindergarten, 1 st or 2 nd Grades	3 rd , 4 th , 5 th , 6 th
Wide-ruled Loose Leaf Paper	3 packages	NOT FOR Kindergarten, 1 st or 2 nd Grades	3 rd , 4 th , 5 th , 6 th
RECOMMENDED			
Headphones	1 pair	Highly encouraged for all students to use in computer labs. Best are the over the ear models. NO EARBUDS.	

PSCD		Kindergarten	
Qty	Item	Qty	Item
1 pkg.	Paper cups	1	Beach Towel (for naps)
1 pkg.	Paper plates	1	Box 8 color washable markers
1 pkg.	Plasticware K/F/S	2	Solid color – 3 prong pocket folders
1 box	Tissue (Kleenex)	1	Package reclosable bags – gallon size (Boys Provide)
1 roll	Paper Towels	1	Package reclosable bags – snack size (Girls Provide)
1 bottle	Liquid Hand Soap		
1 4oz. bottle	Liquid School Glue		
First Grade		Second Grade	
Qty	Item	Qty	Item
2	1/2" ruled red baseline handwriting tablets	3	Pocket Folders
2	Box 8 color washable markers	1	Box 8 color washable markers
2	Pkg. of pencil top erasers	1	Package reclosable bags – gallon size (Boys Provide)
1	Package reclosable bags – gallon size (Girls Provide)	1	Package reclosable bags – quart size (Girls Provide)
1	Package reclosable bags – quart size (Boys Provide)		
Third Grade		Fourth Grade	
Qty	Item	Qty	Item
3	Pocket Folders	1	Pencil Pouch
1	Package Dry Erase Markers (4 color)	2	Blue Writing Pens
		2	Red Correcting Pens
		7	Pocket folders
		1	Package reclosable bags – quart size
Fifth Grade		Sixth Grade	
Qty	Item	Qty	Item
1	Pencil Pouch	1	Pencil Pouch
2	Blue Writing Pens	2	Blue Writing Pens
6	Single-subject spiral notebooks	2	Black Writing Pens
7	Pocket folders	3	Pocket folders
1	2 or 3 inch 3-ring binder	1	2 or 3 inch 3-ring binder
		2	Single-subject spiral notebooks

THE DODEA VISION

Communities Investing in Success for ALL Students!

Mission

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

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

M.C. PERRY ELEMENTARY SCHOOL MISSION STATEMENT

The mission of our school community is to empower students to achieve excellence in scholarship, character and citizenship as independent, life-long learners.

**I will pursue excellence.
I am responsible for my actions.
I am a lifelong learner.
Success begins with ME!**

GUIDING PRINCIPLES OF THE M.C. PERRY MISSION STATEMENT

“School Community”

Our school community consists of students, staff members, parents and military and civilian community members.

“Empower Students”

Students are provided with skills and knowledge needed to meet individual excellence.

Teachers will incorporate standards-based instruction and differentiate methods to meet the individual needs of students. Students will exhibit responsible learning behaviors based upon the eight pillars of character. The community will provide support by taking an active role in student learning.

“Excellence in Scholarship”

All students are expected and encouraged to achieve their personal best in academics.

Teachers hold students to high standards of learning. Academic excellence is reinforced and praised in honor roll assemblies, displays of student work, and academic competitions. The community is informed

of student achievements via school news letters, intranet, school news channel, district-wide publications, local media, and community displays.

“Excellence in Character”

Our community promotes ethical decision-making; all community members are expected to make choices that are good, right and proper.

Community members are guided by eight principles of good character: integrity, courage, trustworthiness, responsibility, caring, respect, fairness, and citizenship. These principles are reinforced in the school calendar and school newsletter. Good character is publicly recognized through classroom rewards and recognition, and at monthly Student of the Month assemblies, which are open to the entire community.

“Excellence in citizenship”

Our community promotes good citizenship; all community members are expected to obey laws and rules, do their share to improve the community, cooperate, and act responsibly toward others and the environment.

Our students and faculty work in cooperative learning groups. Our students are exposed to a diverse community through character education, guidance groups, conflict resolution, interpersonal relationships, extra-curricular activities, host nation classes, field trips, and a Student Council.

“Independent learners”

Students are given the knowledge and skills needed to act and think for themselves.

Students are taught to develop their own questions and find answers. Teachers differentiate instruction in order to support and encourage a variety of learning styles and strategies.

“Life-long learners”

Our community supports life-long learning for all community members by providing skills and knowledge that extend beyond the classroom.

Teachers help students to learn core, standards-based knowledge, and provide opportunities for student-driven, inquiry-based learning. All community members are invited to continue life-long learning through professional development, extra-curricular activities, and attending classes offered by the school.

SCHOOL IMPROVEMENT OBJECTIVES

Student Performance Goal #1:

All students will improve in balanced literacy across the curriculum.

Essence of Goal 1: Reading and writing are reciprocal in nature; each can be used to support learning and achievement in the other. Students will become better **readers** through writing by using various organizational structures, higher-order thinking skills and writing strategies. Students will become better **writers** by improving reading comprehension to aid in the understanding of text.

Student Performance Goal #2:

All students will improve inquiry skills across the curriculum.

Essence of Goal 2: Inquiry is the art and science of asking and answering questions. It includes the ability to formulate a question which can be answered through observation, data analysis, research and/or experimentation to seek an answer.

A BRIEF HISTORY OF THE DODDS SCHOOL IN IWAKUNI

HISTORIC FACTS

Started in 1955 by the Army and was called The American Dependents School.

The Navy took over in 1957, giving the school its present name. The school is named for Matthew Calbraith Perry who in 1853 was sent on a mission to Japan to re-open trade routes. Japan was a country that had been closed to outsiders since the 17th century. On July 8th, 1853, he led a squadron of 4 ships into Tokyo Bay and presented representatives of the emperor with the text of a proposed commercial and friendship treaty. The treaty was accepted on March 31, 1854, opening the ports of Shimoda and Hakodate to U.S. trade.

In 1958 the Marine Corps took over the base and the school retained the name.

COMPARING PAST AND PRESENT

PAST

The school began with 4 elementary teachers.

In 1984 the elementary and high school was combined into a unit school.

PRESENT

In 1987 the schools were separated again.

The school enrolls students in PSCD through sixth grade students with an approximate student population of 500.

There are now over 20 classroom teachers and 17 specialists.

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, and community representatives. The purpose of the committee is to advise the school administration on pertinent matters that have an impact on the quality of education in 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 monthly in the conference room. The exact times and dates of the meetings will be publicized via 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

M.C. Perry Elementary School is fully accredited by the North Central Association of Colleges and Schools (NCA) and AdvanceEd. Annual reports are submitted by the school to NCA and an “on-site” inspection by a peer review 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 **0743** and class begins promptly at **0750**. Students should not arrive at school before **0730** because supervision is not available until that time.

Dismissal for all students is at **1430**. Early dismissal and half-day schedule dismissal is at **1045**.

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 Commanding Officer MCAS Iwakuni, Japan has established a base regulation on attendance (MCASO 1750.13), applicable to all SOFA status personnel in the Iwakuni 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 and 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 17 May are very important; therefore, family trips will not be approved as excused after **15 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 class and cannot be tolerated.

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.
- Contact sports or games such as football and soccer are not permitted at recess for safety reasons.
 - 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.

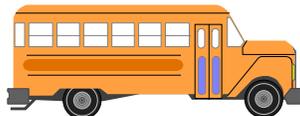
Parents should note that willful misuse; damage or destruction of any school property is unacceptable. Students, as well as sponsors, will be held responsible for repair, replacement, payment, or another form of approved corrective action regarding lost or damaged school property. Intentional destruction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

BULLYING

Bullying is the intentional, persistent tormenting of others through verbal harassment, physical assault, hand (notes, letters) and electronically written information (e-mail, websites - cyber-bullying), or other more subtle methods of coercion such as manipulation.

The school administration or their appointee will counsel students who engage in this type of behavior about the possible consequences. Students will be referred to the counselor; additionally incidents of cyber-bullying will result in immediate termination of email privileges at school. If the inappropriate behavior continues, parents will be called in for a parent-student conference. Continued inappropriate behavior could result in “in-school” suspension, suspension or expulsion.

SCHOOL BUS/TRANSPORTATION



Bus passes are issued and managed by the DoDDS Student Transportation Office (STO), 253-5333. 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 off-station housing, 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.

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 and security monitor are in charge of the bus and all passengers onboard. Students must cooperate with the driver and monitor and follow all 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)

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

Dr. Shirley Miles, Director
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Mr. Bruce Derr
Japan District Superintendent
Department of Defense Dependents Schools, Pacific
Unit 5072
APO AP 96328-5072
Telephone: (DSN) 225-3940/3941;
(Commercial) 0425-52-2510/1 Opr, Ext 53940/1

Ms. Shelia Cary, Principal
M.C. Perry Elementary School
PSC 561 Box 1874
FPO AP 96310-1874
Telephone: (DSN) 253-3327
(Commercial) 0827-79-3327

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. Requests of this nature will normally be routed through the placement committee.

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. M.C. Perry ES has a program to screen students for vision, hearing, language, speech or other special needs. For more information, please call 253-4562 or 253-3327.

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 Commanding Officer MCAS Iwakuni to cancel school for students.
- Announcements will be made on AFN.
- 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 Commanding Officer MCAS Iwakuni.
- Commanding Officer MCAS Iwakuni 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 PMO, 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 PMO, 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 M.C. Perry Elementary School, therefore, so is order.

Sponsors are ultimately responsible for the conduct of their dependents at school. Students are expected to conduct themselves according to the standards of student behavior determined by the teachers within their classrooms and the school-wide rules. Students are expected to maintain standards of behavior, which will bring credit to themselves and their families, show recognition and consideration of the rights of others, and contribute to a healthy and positive educational atmosphere.

Discipline slips will be issued when a child chooses an inappropriate behavior that goes against the rules and/or behavior standards of the school. The purpose of the Discipline Slip is to inform the parents, of the child's behavior choice. A Discipline Slip is a consequence for a negative behavior choice. The slip comes in a 3-part form. Parents receive the original white copy, which must be signed and returned the next day. The teacher keeps the pink in the classroom, and the yellow copy is kept in the school administrative office for the course of the school year.

Parents are the most important people in a child's life. Their love, affection, support, and approval are a fundamental need of all children. Because parents are number one in importance, they are also number one in the ability to influence and motivate their children toward responsible behavior. If you determine that a child should receive a Discipline Slip, please discuss what alternative behaviors he/she could have chosen that would have resulted in a more positive outcome. If a child views the school and parents as working together as a team, there is a much greater chance that the negative behavior choice will not be repeated.

If a child receives a total of three discipline slips within a thirty-day period, the child's parent will be notified and the child will serve a one-day, in-house suspension at school as a consequence. If a student causes disruptions while serving an in-school suspension, his/her parent will be called to

take the child home. Our goal is to positively affect the future behavior choices. Parental support is critical if we are to achieve our goal.

SEVERE CLAUSE

Fighting, using abusive language or gestures, blatant disrespect/ defiance, behavior which endangers oneself or others, or other behaviors that are deemed totally unacceptable may result in an immediate “out of school” suspension by an administrator. Based on the severity of the incident and/or repeated offenses, longer suspension periods may be invoked. Prior to the child returning to school, a student, parent, and administrator conference must be held.

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 M.C. Perry 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, nunchucks, 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 will be suspended 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 dismissal bell rings at 2:45 p.m. 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. Building 589 has a large parking lot that is designated as an auxiliary school parking lot.
3. School buses are scheduled to depart approximately 10 minutes after the dismissal bell.

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:

M.C. Perry Elementary School supports parents in their responsibility for ensuring appropriate student dress. We encourage our students to dress comfortably, follow good grooming practices, and select clothes that are appropriate. Dress and grooming standards should not be disruptive to the learning process nor create an unsafe condition for the student or others.

Specifically:

- No excessively baggy pants
- No undergarments showing
- No spaghetti straps for upper grade (4th – 6th) girls
- No short skirts/shorts – as a rule of thumb the hem should reach the tip of the middle finger when the arm is extended.
- Do not wear any clothing that restricts activity or movement.
- No clothing that depicts alcohol, tobacco products, drug or drug use,
- No clothing that has violent, obscene, or racial symbols, graphics or words
- No head coverings or hats worn inside any building
- No shoes with wheels, or flip-flops – for student safety.

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. **Two-weeks is considered the minimum time for notification.**

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, PMO 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 PROCEDURES

EVACUATION

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. M.C. Perry 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 M.C. Perry 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

M.C. Perry 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.

ILLNESS

When students exhibit one or more of the following symptoms they will be sent home: fever greater than 100 degrees, chills, vomiting, nausea, diarrhea, inflamed or watery eyes, continuous coughing or runny nose, lethargy, unusual pallor or any condition that prevents the student from concentrating or participating in regular classroom activity.

Students with evidence of a communicable disease such as chickenpox, measles, mumps, strep throat, influenza, impetigo, etc. will be sent home and should remain home until they are no longer contagious (refer to your personal physician). Students with **head lice** will also be sent home. Additionally, their classmates will be checked for evidence of head lice, and a letter of this occurrence will be sent to parents.

RETURN TO SCHOOL AFTER AN ILLNESS

Students may return to school if they have been **fever free** (without the use of medication), nausea free, and /or diarrhea free for **24 hours from cessation of symptoms**, that is, eating, drinking sleeping and playing normally. For contagious illness such as "pink eye", ringworm (enterobiasis) students may return to school once prescribed drops or ointments are given for at least 24 hours. Students with head lice must be treated with a lice shampoo, they must be NIT FREE, and must have a note from the school nurse before returning to class.

MEDICATIONS AT SCHOOL

Based on DoDDS Health Service Guide, the school nurse does not administer medication including aspirin, Tylenol, and cough drops. The exception is specific individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, and attention deficit hyperactive disorder. The parent and physician must sign a **Hold Harmless** medication form. These forms must be signed whenever there is a change in dosage and prior to the beginning of each school year. Forms may be obtained from the school nurse or your physician.

Antibiotics or other medications (prescriptions or over-the-counter) should be administered at home before and after school. If this cannot be accomplished, and the antibiotic or other medication must be administered during school hours, a Hold Harmless form signed by the physician and parent is needed.

All medications should be in the pharmacy-labeled containers marked with the student's name, the name of the medication, time to be taken, the amount to be taken, and the method of administration. Medications for students with severe allergic reactions that have a prescribed ANA (epinephrine) kit, or students that have prescribed inhalers, are requested to provide a kit or inhaler to be kept in the school nurse's office in case of an emergency. All medications should be picked up from the nurse's office at the end of the school year. Any medication not picked up will be disposed of properly. Please feel free to contact the school nurse at 253-4033 for additional information. **If there are any changes in your child's medical condition during the school year, we ask that you notify the school nurse.**

SCREENING PROGRAMS

Several routine screening programs including hearing, vision, height and weight, as well as scoliosis are conducted during the school year. Not all screenings are for all grade levels. You will be notified when screenings are to be held.

EMERGENCY CARE AND CONTACT INFORMATION

In the event of a medical emergency, the school nurse will initiate first aid measures. An ambulance from the Branch Medical clinic will be called if necessary and the parents of the injured or ill student will be notified immediately by an appropriate school staff member (nurse, teacher, or administrative staff). If school personnel are unable to contact the parents, the parent's designated emergency contact will be notified. If we are unable to reach the emergency contact person, in the event of a life-threatening situation school personnel will notify the sponsor's command. IT IS IMPERATIVE to keep home, duty, spouse's work, and emergency contact phone numbers up to date.

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.

HOMWORK 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.

HOMWORK 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)

The M.C. Perry School Complex 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

If an investigation reveals that a student has lost or willfully damaged property, the sponsor may be required to reimburse the U.S. Government. Examples include broken furniture or windows, and damaged or lost textbooks. Specific procedures for reimbursement are based on the actual value of the object in question. Items such as library, textbooks or calculators can be replaced via online purchase.

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

LOST AND FOUND ITEMS

Lost and found items are kept in bins outside of the nurse's office. 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

MCCS provides a hot lunch program in the school cafeteria.

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.

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. 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. All students should know their PIN code.

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

Pets and 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.

GIFTED EDUCATION TEACHER

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 April.

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 MCAS Iwakuni.

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.

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.

The Placement 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. Various Department representatives from MCAS Iwakuni conduct Fire, Safety, and Bio-environmental and Security inspections twice each school year.
2. Fire safety instruction is provided to students with regularly scheduled drills. Drills are also conducted on 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.
6. 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.-10:00 a.m., the office staff will notify the teacher. In most cases, the child may begin the following day. If a student enrolls after 10:00 AM, 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. 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.

TEACHER PROFESSIONAL DEVELOPMENT

Continuous professional development of teachers ensures that the quality of instruction remains high which has a direct influence on the scholarship and achievement of the students. To support regular professional development M.C. Perry Elementary School “banks time”. To do this the school day starts a little earlier this enables the school to have a half-day dedicated to professional development each month. This “early release” day is in addition to those that are mandated by the Area and District office. The topics for these meetings are determined by staff members and are designed to improve skills and proficiency as well as to stay current on new trends in education. Parents are always welcome to attend these meetings. Usually school is dismissed at 10:45 am for these events. You will be notified, in advance, when professional development days are planned.

TEACHER WORKDAYS

Teacher workdays listed on the school calendar are DoDDS scheduled days at the end of each quarter. These days are used by the teachers to prepare student report cards.

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:

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

If condition one is called while school is in progress, children will be released as soon as possible, based on notification of sponsors and availability of bus transportation.

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 M.C. Perry 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 253-3327. Services of volunteers are used in our library, reading programs, classrooms, special education programs, lunchroom, playgrounds and the computer labs.