

RICHARD E. BYRD ELEMENTARY SCHOOL  
NEGISHI, YOKOHAMA, JAPAN

PARENT - STUDENT HANDBOOK

2008 – 2009



**“TOGETHER WE WILL MAKE A DIFFERENCE...”**  
**CELEBRATING 60 YEARS OF ACADEMIC EXCELLENCE:**  
**SEPTEMBER 20, 2008**

**MATH MATTERS IN DODEA**

# Richard E. Byrd Elementary School

Dear Byrd Parents and Students,

A warm welcome to our new school year for all of new parents as well as those returning students for another instructional year of excellence for all Richard E. Byrd Elementary School students. We ask that our parents take time to read the contents of our School Year 2008-2009 Parent-Student Handbook and to discuss the contents with their child prior to the first day of school on Monday, August 25. If, after reviewing the information, you have any questions or concerns about the information contained in the Parent-Student Handbook, please contact the school office at 242-4815, or E-mail me at:

[jim.fisher@pac.dodea.edu](mailto:jim.fisher@pac.dodea.edu) or [byes.principal@pac.dodea.edu](mailto:byes.principal@pac.dodea.edu)

official school website: [byrd-es.pac.dodea.edu](http://byrd-es.pac.dodea.edu)

Our goal as your child's teacher is to provide the finest educational program available within the DODEA system. To accomplish this, we also need active parent involvement with your child's instructional program. Parent involvement is a key and essential component in any child's learning. To achieve this end, there are many ways to be involved in your child's educational program. Here are just a few possible ways: assisting with homework or school projects, reading aloud to your child at home, joining the PTO or SAC, or volunteering your time at school. With your help in your child's learning, we intend to make SY 2008-2009 the one of the best learning experiences ever.

Should you wish further information about this school year's events and activities or any other possible changes for this year, please call the school or plan to attend our New School Year Open House to be held on Friday, August 22, 2008 from 2:00 to 4:00 P.M. and the Parent Orientation on Monday, August 25, 2008 in the school multi-purpose room at 08:00 A.M.

Jim Fisher  
Principal  
June 16, 2008

**"Together We Will Make A Difference..."**  
**Celebrating 60 years of Academic Excellence**

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# Richard E. Byrd Elementary School

Telephone Listing and Address

School Motto:

"Together We Will Make A Difference..."

School Colors:  
Blue and White

School mailing address: Richard E. Byrd Elementary School  
PSC 472, Box 12  
FPO AP 96348-0012

Japanese mailing address: Richard E. Byrd Elementary School  
68 Terakubo,  
Naka-ku Yokohama, Japan  
231-0855

Commercial telephone number (from off base):	045-281-4815
Commercial FAX number (from off base):	045-281-4870
International from the United States:	011-81-45-281-4815
International FAX:	011-81-45-281-4870

DSN telephone number (from on base in Japan):	242-4815
DSN FAX number: (from on base in Japan):	242-4870

Principal	242-4816
Secretary	242-4815
Counselor	242-4819
School Health Aide	242-4133
Information Center	242-4808

Classroom Telephones:

[We request that our community members and parents to please do not call their child's classrooms during school instructional hours. Should you need to leave a message for your child during the normal school day, please call the school office. Teachers will pick up messages during the school day, usually at lunchtime, and after school. Once they receive the message, they will return your call as soon as possible.](#)

## **Richard E. Byrd Elementary School**

### **OUR NAMESAKE: ADMIRAL RICHARD E. BYRD (1888 - 1957)**

Richard Evelyn Byrd graduated from the United States Naval Academy in 1912 and then on to flight training at Pensacola, Florida in 1917 which was during World War I. He was then assigned as the commanding Officer, U.S. Naval Stations in Canada, where he pioneered night and all-weather flying and also designed navigational instruments.

In 1926, he took a leave of absence from the Navy to lead an expedition to the Arctic Circle. On May 9, he and his copilot, Floyd Bennett, announced to the world that they had flown over the North Pole. Both men were awarded the United States Congressional Medal of Honor for their effort: TO THE TOP OF THE WORLD - MAY 9, 1926

In later years, some questions arose about the actual completion of this North Pole adventure that were the result of future reviewing the compass notations in his R.E. Byrd's flight log and diary. However, in 1929, R.E. Byrd was the first to fly over the South Pole - an accomplishment that remains unchallenged to date. In total, R.E. Byrd made five expeditions to Antarctica and contributed more to the geographic discovery of the Antarctica Continent than anyone else until mid 20<sup>th</sup> century.

### **OUR SCHOOL HISTORY: FIRST NAMED "NEGISHI HEIGHTS ELEMENTARY SCHOOL"**

Negishi Heights Elementary School began operation on September 20, 1948 when it occupied its brand new building at Negishi Heights housing area in Yokohama with 167 students. That area initially was called "Area X". It was constructed by the United States 8th Army to support the dependent children of United States occupation forces residing in that area of the Yokohama housing complex.

Negishi Heights School was more than an elementary school. It housed kindergarten through eighth grades also making it a junior high school. Eventually the junior high 7th and 8th grades were consolidated at the Nasugubu Beach campus when Yo-Hi (Yokohama High School) moved to that campus from the Yokohama Bluff in 1952. From then on, Negishi Heights Elementary School was purely an elementary school, kindergarten -sixth grade.

Negishi heights Elementary School was renamed Richard E. Byrd School in honor of that famous naval hero, explorer, and aviator on April 5th, 1960 when the United States Navy official took over control the Yokohama complex from the United States Army.

Still operating from the same location (formerly called Negishi Heights but now is referred as the Consolidated Fleet Activities Yokosuka, Yokohama Detachment), Richard E. Byrd Elementary School Elementary will be celebrate its 60th year as a school on September 20, 2008.

## **OUR VISION:**

Richard E. Byrd Elementary School envisions a school unbound by traditional school concepts of time, location, and age requirements. Richard E. Byrd Elementary School will provide all students with vast opportunities for learning and civic involvement. The entire Richard E. Byrd community shares the responsibility for building the academic success of each student. Richard E. Byrd Elementary School will be a learner-centered educational organization characterized by, and widely recognized for its ability to provide its students with the knowledge and skills required for high levels of achievement, both in school and in the dynamic global community in which they live.

## **OUR MISSION:**

The Richard E. Byrd Elementary School strives to work collaboratively with parents and the community to inspire our students to become productive citizens by promoting life-long learning, rigorous academic excellence, self-esteem and intellectual curiosity. We are dedicated to providing a nurturing environment with mutual respect that strives to help each child acquire the knowledge, skills and responsible attitudes necessary for success and personal achievement.

## **OUR GUIDING PRINCIPLES:**

- \* Accountability is an integral part of the education process.
- \* The DODEA Community Strategic Plan provides a framework for excellence.
- \* High expectations from positive, motivated, and competent staff promote excellence.
- \* Everyone can be an active, lifelong learner.
- \* Student success is a shared responsibility and requires the full participation of all stakeholders (e.g., parents, military personnel, and educators).
- \* Everyone must demonstrate a respect for individual and cultural diversity and civic responsibility (e.g., respecting the rights of others, honesty, fairness, and justice).

## **OUR RICHARD E. BYRD SCHOOL CONTINUOUS SCHOOL IMPROVEMENT (CSI) GOALS:**

**Goal 1: All students will improve comprehension across the curriculum.**

**Goal 2: All students will improve problem solving across the curriculum.**

**OUR STAFF:** As required by directives of the AdvancED Association, all staff members are qualified by experience and training for the positions they hold. The qualifications include a bachelor's degree, professional education courses, college courses in the subject areas taught, a current teaching certificate, and actual teaching experience.

Our staff make up is quite diverse. Staff members come to our school from all sections of the United States. Most members have traveled and worked in various parts of the world. Their wide background and training provide enriching experiences to benefit your children.

You will find the staff available for your assistance and information as well as willing and capable to provide a high quality of education.

**OUR SCHOOL ACCREDITATION:** Richard E. Byrd Elementary School is accredited by the AdvancED Association. This means the quality educational program is insured through annual reports to the AdvancED Association headquarters and an on-site inspection and evaluation every five years. Our last on-site evaluation was from February 14-15, 2007 and the school was recommended for full accreditation. Our AdvancEd report is on file in our school office. The next scheduled on-site visit will be during the second semester of SY 2012-2013.

**OUR SCHOOL YEAR:** The school year consists of a minimum 175 instructional days of the 182 actually calendar school days for school year 2008-2009. There are two semesters with two reporting periods of nine weeks each. Instructional days in the DoDDS school calendar (see inside front cover) allows us to meet the minimum school year of 175 days even though school may be canceled for teacher training days, inclement weather or emergency command directed reasons.

**OUR SCHOOL DAY:**

	<b>Regular Schedule</b>	<b>Thursday Schedule</b>
Grades K-5	07:45 - 14:30	07:45 - 13:40

For safety reasons, students are not to be on the grounds in the morning before 7:35 AM. School personnel **are not** on supervision duty on the playground before this time. After school, students are to leave the school grounds after being dismissed by their teacher. They should not remain at school to play on the school playground without parent supervision. **Students, 10 years old and younger, may not come back to the playground after school hours without parent supervision.** (See base policy on supervision of children at the back of this handbook.)

**OUR SCHOOL VISITOR POLICY:** Parents are welcome to visit classes, but are requested to sign in the school office prior to visiting any classroom. Visits by Host Nation groups or individuals must be approved by the principal and arranged in advance to avoid interruption of instruction. These activities are usually coordinated with the base Officer In Charge (OIC) for entrance onto the base and sufficient advance notice is required to secure approval and coordination.

**OUR SCHOOL NEWSLETTER - PENGUIN PROFILES** is published monthly. The school newsletter is sent to our parents and community members by email, is posted on the official school display case in the Negishi Community Center, the school office and can a printed copy be hand carried home by your child, if desired. Postings of the latest newsletter may also be found on the school's Intranet Website and DODEA Internet website. If you are not receiving the Newsletter on a regular basis, please call the school for assistance in receiving an additional copy of the newsletter.

**OUR DODEA WEAPONS POLICY - ZERO TOLERANCE**: Weapons of any type including, but not limited to, handguns, rifles, pellet guns, BB guns, knives, swords, and authentic looking replicas of weapons, are not permitted at school. The possession of any dangerous weapon or authentic looking replica will be reported to the security police and the weapons will be confiscated by them. It can also result in school disciplinary action with possible suspension or permanent expulsion, depending on circumstances. While pellet guns are legal in Japan and can be purchased off base without a license, possession by SOFA status personnel on or off base is a violation of base regulations. Occasionally, children will bring a knife or some other questionable item from home without parent knowledge, to show their friends. To avoid unpleasant consequences that are required by base and DODEA regulations when a questionable item is brought to school, please discuss this important issue with your children. Please keep such items locked up and unavailable to children.



## DODEA COMMUNITY STRATEGIC PLAN, 2006-2011

### **GOAL 1: Highest Student Achievement**

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

**Outcome A: Student Performance and Assessment** - All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continually measured using multiple local and system-wide performance-based assessments.

**Outcome B: Opportunities to Learn and Citizenship** - All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to meet the standards and foster lifelong learning and productive citizenship.

### **GOAL 2: Performance-Driven, Efficient Management Systems**

DODEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

**Outcome A: Efficient Management System of Facilities, Equipment, and Materials** - All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

**Outcome B: Resource Allocation/Academic and Student Support Services** - An annual budget plan will be designed and implemented at all levels in direct support of the CSP. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to meet academic standards.

**Outcome C: Secure and Safe Environment** - All DODEA levels will have a safe, secure, and well-managed environment conducive to learning.

### **Goal 3: Motivated, High Performing, Diverse Workforce**

The DODEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

**Outcome A: Personnel Management Practices** - In support of student achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly diverse, motivated, and committed workforce.

**Outcome B: Continuous Professional Development and Training.** -

Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.

### **Goal 4: Promoting Student Development through Partnerships and Communication** -

Every level of DODEA will develop, promote, and maintain partnerships and communications to enhance student development.

**Outcome A: Partnerships** - All levels of the organization will develop, promote, and maintain partnerships to enhance social, emotional, and academic growth.

**Outcome B: Communication** - All schools, districts, areas, and headquarters will effectively communicate using a planned, systematic approach.

**ABSENCES:** A student must bring a written excuse to school from his/her parents stating the reasons and dates of absence or tardiness, even if a phone call is made. If you know in advance that the student will be absent, please notify the teacher the day prior. Please note in the section below on attendance what constitutes an excused absence. If the student is absent for more than two days, the parents should call the school office. Arrangements must be made to complete make-up work the day the student returns to school. Teachers may require a make-up test. It is the student's responsibility to ask the teacher for the make-up work. The basic rule for time allowed to make-up work is that students will have as many days to make-up work as they were absent. Sponsors of students who are ill or in the hospital for an extended period of time can call the office 242-4815 and request assignments or contact your child's classroom teacher directly. Please see "COMFLEACT YOKOSUKA INSTRUCTION 1755.8A" regarding the command policy for School Attendance at the back of this handbook.

**ATTENDANCE:** School attendance at a DoDDS school, a local school, or an acceptable formal home-school alternative, is a requirement for children within the responsibilities of COMFLEACT YOKOSUKA. Detailed descriptions of these alternative educational programs along with base definitions of what constitutes an excused absence from school, is contained in COMFLEACTINST 1755.8A. This instruction is reprinted near the end of this handbook for your reference.

Children may be excused from school only for specific reasons. Excused absences from school include:

- (1) Personal illness;
- (2) Serious illness of some member of the immediate family requiring the child's presence at home;
- (3) Medical appointments that cannot be scheduled after school hours;
- (4) Death in the immediate family; and
- (5) Other reasons approved by the school principal.

Parents are reminder that children should not be kept out of school for shopping, piano lessons, commercial enterprises or for baby-sitting younger brothers and sisters, etc. Excessive unexcused absence may be reported to the command or family advocacy office in accordance with COMFLEACTINST 1755.8a. Following any absence not approved in advance, a student must bring a written notice to school from his/her parents stating the reasons and dates of the absence. Parent support and concern in minimizing absence will let the child know that school is important. Please schedule routine dental and medical check up appointments after school hours as much as possible.

**LATE ARRIVALS AND TARDINESS:** The beginning of the school day is one of the important educational times of the day. All children should arrive on time each day. Notes from parents are required whenever the child is tardy. Please time your child's departure from home so they arrive between 07:35 and 07:45. Students who arrive late will report first to the school office for a late admit slip. Repeated late arrivals will be reported to parents. Parents may not be aware that their children are taking a longer time than necessary to arrive at school on time.

**BICYCLES:** Riding of bicycles is not allowed on school grounds. It is recommended that students who ride bikes to school have them registered with shore patrol. Bicycles should be dismounted before reaching the school crosswalks and walked to the bicycle rack area. Bikes should be locked to the bike rack while classes are in session. The school is not responsible for bicycle security.

**BOOKS:** Textbooks and workbooks are furnished for the students. Books must be returned before the student's withdrawal from school. Students are expected to take care of school supplies. When textbooks or library books are lost or damaged beyond normal wear and tear, the student will be charged as follows:

- New book . . . . . Full list price
- In good condition . . . .  $\frac{3}{4}$  of list price
- In fair condition . . . .  $\frac{1}{2}$  of list price
- In poor condition . . . .  $\frac{1}{4}$  of list price

**BUS PROGRAM:** Buses are run by DoDDS-J Student Transportation Office (STO) located in Building B39A in Yokosuka. You may call for information at 243-9566 (DSN) or 046-816-9566 (commercial).

**Bus Conduct:** Pupils' behavior on the bus is the responsibility of the parents. The school will supervise the loading and unloading of the bus while in the school area. After the buses leave the school area, they are under the supervision of the OIC, CFAY, and Yokohama Detachment. Problems connected with the buses are to be referred directly to the Student Transportation Officer (STO), 243-9566.

**Bus Rules:** The following actions by students are prohibited:

- (1) Interfering in any way with the bus driver
- (2) Using profanity or obscene gestures
- (3) Possessing knives or weapons of any kind
- (4) Fighting or scuffling
- (5) Undue noisiness or rowdiness
- (6) Throwing anything inside the bus
- (7) Throwing objects of any kind from the windows
- (8) Littering the bus
- (9) Defacing the bus
- (10) Sticking hands, arms, head, or feet out the windows
- (11) Getting out of a seat while the bus is moving.

**CHANGE OF ADDRESS and EMERGENCY CONTACT:** It is very important that the school be kept informed of any changes of address or new telephone numbers. Make sure the school has your **home, duty, and emergency contact** telephone numbers. If a student will be staying with friends due to parents traveling, hospitalization, etc., a note from home notifying the school of the proxy's name, address, and phone number and dates involved will be required. We highly recommend your obtaining a "Power of Attorney" whenever your child is in someone else's care for 24 hours or more. Please be sure the name and telephone

numbers (home and duty) of your emergency contact person are always kept up to date at school. We want to make sure medical treatment is not delayed because the parents or emergency contact personnel could not be contacted.

**CHILD FIND:** On-going efforts are made by DoDDS to locate children, ages 3-21, who have handicapping conditions and need individualized and appropriate special education. If you have questions or concerns about your child, contact our school Child Study committee (CSC) chairperson or counselor at 242-4815 for assistance.

**CONFERENCES:** Scheduled conferences with parents are conducted at least twice per year, required at the end of the first quarter for all students and after the third quarter when either the teacher or parent requests a conference. Other conferences, as needed, may be initiated by either the parent or the teacher throughout the year. Your child's education should be the result of a team approach with you and your child's teachers. Do not hesitate to call the school office if a conference is desired. Regular teacher-parent communication will ensure the best educational program for your child.

**CURRICULUM:** DoDEA/DoDDS has adopted exact and achievable curriculum standards. Curriculum content standards specify what students should know and be able to do. These standards are developed by professional organizations for each discipline. The standards are used to select textbooks and other materials for use in various subject areas in DoDEA schools. The standards are our curriculum. The textbooks and other supplementary materials are tools for teaching the curriculum.

**DRESS:** Dress and grooming should be clean, neat and appropriate for school and should conform to the occasion, weather and community mores (Present CFAY Dress Code guidelines will be used as the basic guidelines for all decision making regarding the enforcement of the school dress code). It is requested that coats, jackets, sweaters, umbrellas, etc. be marked with your child's name.

**DISCIPLINE:** 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 profitable educational atmosphere. To meet these goals, the following general rules are established for students:

1. Behave in a manner that does not disrupt the learning of others.
2. Follow directions of school adult personnel at all times
3. Keep hands, feet, and objects to yourself.
4. Practice good safety habits. Help prevent injuries and accidents.
5. Do not disrupt school activities or harm school or personal property.
6. Do not bring candy, gum or toys to school.

When disruption to the learning environment does occur, teachers will counsel individual students. If the disruption continues, teachers will contact parents to assist in resolving the problem. If the problem behavior cannot be resolved after several parent contacts/conferences, the teacher will make a discipline referral to the administration.

Continued misconduct may result in suspension from school for one or more days depending on the seriousness of the offense and / or command notification.

Students are subject to immediate suspension from school for fighting on the first offense. The parents will be required to accompany the student to the school following the suspension.

**DODEA'S HOMEWORK POLICY:** Homework is frequently given in grades 1-5. These assignments are to:

- (1) complete work begun during class time,
- (2) be an extension and/or review of class lessons, or
- (3) practice in related skills.

Our goals in assigning homework are to:

- (1) increase the student's understanding of lessons,
- (2) develop organizational skills,
- (3) foster good work habits, and
- (4) help the child succeed.

Parent involvement in the homework process is important. Please ensure that your child has an appropriate atmosphere for accomplishing the homework. Some children may need help in getting started. Check the child's work after completion. Is it neat? Does his/her name appear on the paper? It is a good idea for this home study time to become a daily routine. If the child says he/she doesn't have any homework or finishes quickly have him/her use the time to read. Normally, the following times are the DODEA homework time guidelines and are also considered appropriate:

<u>Grade</u>	<u>Range of Daily Minutes</u>
Kindergarten	10 - 20 minutes
1st	10 - 20 minutes
2nd	10 - 20 minutes
3rd	30 - 50 minutes
4th	30 - 50 minutes
5th	30 - 50 minutes

Here a few parental tips regarding assisting your child with their homework:

- Be flexible. Allow time for exercise, recreation and a favorite pastime.
- **Please do not make homework a punishment.** It is designed to help the child be successful in school.
- Give praise and encouragement.
- **[If your child is spending excessive amounts of time on homework or never has homework, you should contact your child's teacher to discuss it.](#)** Each child may

take different amounts of time to do the same assignment, but **adjustments should be made so that unreasonable amounts of time are not spent on homework.** The problem could also be a matter of organization and routine that parents and teachers can help solve.

**EMERGENCY PLAN:** It is important that every family have an emergency plan in case school is canceled without prior notice. Please be sure your child knows your own home and duty phone numbers and the name, address, and telephone number of one or more people they may contact in an emergency when their parents cannot be located. Also, be sure your child knows the location and telephone number of parents who work outside the home. In the event of an emergency, the school will coordinate with security, the OIC office and AFN for contacting parents.

**EMERGENCY CONDITIONS:** In case of a typhoon, snow or other possible emergency conditions, please listen to American Forces Network (AFN) radio/television for information about possible school closure. The following plan for Typhoons is normally followed:

TCOR CONDITION 4 . . . . Normal school operation  
TCOR CONDITION 3 . . . . Normal school operation  
TCOR CONDITION 2 . . . . Normal school operation  
TCOR CONDITION 1 . . . . See below

The following procedures may occur when Base Authorities determine that we are in TCOR Condition 1. However, announcements will be made on AFN and assumptions should not be made on actions until the official announcement is made by the military command and it is communicated on AFN radio and/or television.

If TCOR Condition 1 is called during class hours, students will return home after coordination with base command officials. If in effect at 6:00 A.M. or earlier, school will be canceled until it is safe to resume classes. Occasionally, it may be possible to have a delayed opening of school. For example, if the all clear is expected to be announced at 8 or 9 A.m. school may be delayed two hours or three hours depending on conditions, and the bus routes would run two or three hours later than the normal times. This would always be announced on AFN before the regular bus schedule begins. The military commander determines school closure, not DODDS school officials. When a decision is made, AFN is contacted to broadcast the information regarding school closings or delayed openings. AFN will always have the most recent information. Please tune in to AFN radio or the television information channels before calling school for information to avoid tying up the phone lines.

**EVACUATION:** In the interest of student safety, Richard E. Byrd Elementary School is required by DODEA regulations and policies to hold practice evacuation drills at regular intervals throughout the school year in order to be prepared in case of an actual fire, earthquake, bomb threat, or other types of emergencies.

**OTHER POSSIBLE EMERGENCIES SITUATIONS:** From time to time, there may be other emergencies such as local Host Nation concerns, water shortages, inclement weather, snow, etc. that may affect the school's instructional program. We ask that if this

occurs, please listen to AFN radio and television first for current information and instructions before contacting the school office.

**FIELD-STUDY TRIPS:** All classes will participate in school study trips from time to time to selected sites within an hour or so drive of the school. While most of the trips are fun for students, each is selected carefully for its educational value and all students are expected to attend. If a parent does not want his or her child to go on a field trip for some reason, the child will be required to attend school and will be given appropriate schoolwork to accomplish. Written approval for participation in off-base trips is required and parent chaperones are frequently requested by the sponsoring teacher. We appreciate the support we receive from parent volunteers, however, for safety reasons, parents may not bring younger siblings (brothers and/or sisters) when assisting the teacher in supervising a field trip. (See Code of Conduct for Field Trips.)

**HEALTH:** Our school has the services of a School Health Aide. A child with a minor injury receives immediate first aid. In situations that warrant a telephone call home, parents will be contacted whenever a child is injured. Parents will be requested to come and take a child home whenever he/she becomes ill at school. Parents must come into the school office and sign the student out if he/she leaves early for illness, injury or medical appointment. In the event of a more serious injury, you will be notified immediately and an ambulance will be requested from the medical facilities to transport your child to the hospital. **It is for this very important reason, we must always have your current telephone number and that of an EMERGENCY CONTACT PERSON.** The school is not permitted to administer medication including aspirin and Tylenol with the exception made for medication prescribed by a physician. If medication must be taken at school by a child, the parent must first sign a "hold-harmless letter" authorizing our nurse to administer the medication. The medication must be given to our School Health Aide in a pharmacy labeled bottle marked with the student's name, time to be taken, amount to be taken, and the name of the drug. Students are not permitted to carry their medication including inhalers for asthma (allowable with a doctor's specific instructions and the child can demonstrate proper control, security and use of the inhaler). Parents are requested to see our School Health Aide each year to update medical records and whenever changes occur during the school year.

**Information Center:** The Richard E. Byrd School Information Center is a state of the art facility with books, periodicals, computer programs, and computers. All of our computers are on the Internet. We have facilities to digitize photographs, scan images, and produce desktop publications.

Access to the collection is automated. Book searches and circulation are all done through computers. The facility is a modern, comfortable air-conditioned area centrally located within the school.

The Information Center is presently staffed fulltime by our Educational Technologist. Hours of operation begin before school starts until well after school dismisses each day. The Information Center is an open facility for individual students, small groups and whole classes to use. Parents may also check out books in their children's names to use for 'Read Aloud' activities at home.

We are very proud of our Information Center. It is designed to support and supplement the classroom instructional program. It provides a learning environment that not only increases learning by expanded reading, but also stimulates research and learning by the use of various audiovisual equipment, computer, Internet, and project activities.

**JAPANESE (HOST NATURE) CULTURE:** Each student in grades K-5 receives general instruction from a qualified Japanese teacher concerning the culture, history, geography, arts, crafts, and language of Japan.

**LOST AND FOUND:** The Lost and Found is supervised by the office. Parents are welcome to come to school any time to check the lost and found collection. Each year we have a large number of unclaimed articles. As the collection increases, unclaimed articles will be donated to orphanages or other charities. The Lost and Found items rack is located in the school cafeteria for clothing and rucksack items but for smaller personal items, such as glasses, wallets, keys, etc. will be held in the school office for pick-up.

**LUNCH:** Lunch is provided at school by the Navy Exchange system. Students have the option of buying the lunch provided, bringing one from home, or leaving our school campus to go home. Students may not leave the campus to have lunch at the community center without their parents' (or some adult appointed by their parents) permission/supervision. The school must be notified. Please call the school office for questions on this policy. Please coordinate with your child's teacher to let them know if your child will be going home for lunch on a regular basis.

**Students are urged use lunch coupons, but can use cash as well. Lunch coupons may be purchased at the Negishi Navy Exchange. Price: \$2.05. Milk: White or Chocolate-\$.50. For parents desiring to order a lunch the price will be \$3.30.** Please write your child's name in ink on the coupons as soon as they are purchased. If lost, we can return them to the rightful owner.

Free and Reduced Lunch Program applications are available in the school office and are given to any parent-sponsor at the time of initial school registration desiring to apply for this program. All eligibility determinations are made by the Navy officials in Yokosuka.

**LUNCH TIME RULES:** Students who eat lunch at school should be made aware of, and expected to comply with, the following lunch rules:

1. Wash your hands before eating.
2. Sit at your table to eat until you are dismissed by the lunchroom aides.
3. Talk quietly.
4. Throw papers and containers only into the trash basket.
5. Leave your table and floor clean.
6. Ask the lunchroom aide for permission to use the rest room or to leave the cafeteria for any reason. Do not leave your table without permission.



**MESSAGES TO STUDENTS:** If family needs to get in touch with their child after the school day begins, please contact the school office as soon as possible, preferably before lunch, whenever possible, to send messages regarding after school schedules so that we can minimize disruption to classroom instruction. Messages for teachers are normally placed in the teacher's mailbox and are picked up by the teacher at lunch or at the end of the school day. Emergencies sometime develop that require last minute changes. We will do our best to accommodate last minute changes. Whenever possible, please make plans in advance so we can avoid classroom interruptions.

**MONEY/SECURITY:** Children should not to bring large amounts of money to school unless it is needed for a special reason. Occasionally, it is necessary for children to pay small fees such as field trip admission fees. Please see that your child brings the correct change. Students should not bring more money to school than is needed. Teachers are unable to take responsibility for securing money, watches, jewelry, etc.

**PETS:** Children are **not** allowed to bring pets or animals to school unless they have been cleared and certified as being healthy by the local military veterinarian clinic and are for a specific educational purpose other than "a show and tell" activity. The School Health Aide has the necessary paperwork for this purpose; however, the school principal has the final determination in allowing any pets in the school facilities.

**PICKING UP CHILDREN:** When it becomes necessary for a student to leave school during the school day, parents are required to come to the office and sign the child out. The secretary will send for the child when the parent arrives. **Parents should not go to their child's classroom without authorization from the office.** These rules are necessary for the security and safety of all children and to prevent unnecessary interruption of instruction. Your cooperation and understanding are appreciated. Please send in a note to the teacher explaining your child's absence if they miss half the school day or more, or if the teacher is not informed of the absence.

**PLAYGROUND RULES:** Students should be made aware of and expected to follow the following playground rules:

1. Use the slide carefully; walk up the ladder and only one child should come down at a time, feet first.
2. Swing safely; do not swing from side to side. Do not stand on swings.
3. Tell the aide about lost balls; do not go over the fence after them.
4. Help keep our playground clean by not littering or spitting.
5. Walk your bicycle in front of our school and park it in the bicycle rack.
6. Students who go home for lunch should be back on the playground by 12:00.
7. Help prevent accidents by not throwing any rocks or hard balls.
8. Share the playground safely with other students and have fun.
9. To avoid injury, children are not to play physical contact games involving grabbing, pushing or pulling others.

**PRIVACY ACT:** The school maintains the confidentiality of its students' records. Records are only released to the sponsor or authorized parental representative. Addresses and other personal information will not be released without the specific parental authorization.

**PARENT TEACHER ORGANIZATION (PTO):** Richard E. Byrd Elementary School has a PTO, which usually meets monthly. The PTO organizes fundraising activities and sponsors many educational programs at the school. The meetings will be announced in the newsletter. We urge all of our parents to become an active PTO member and help your PTO support the school program.

**PUPIL PERSONNEL SERVICES:** The Pupil Personnel Services (PPS) Staff at Richard E. Byrd Elementary School includes an itinerant (once a week) Speech Language Specialist (SLP), half-time Learning Disabilities Teacher (LI), half-time Counselor, itinerant School Psychologist, and on-site Health Office Aide.

Teachers and parents may make referrals to the Child Study Committee (CSC) or to the Student Success Team (SST) anytime during the school year if they choose to do so. Health referrals may be made directly to the Health Office Aide. All other referrals are made through the school administration, Counselor or Case Study Committee (CSC). In order to implement the Department of Defense Dependent Schools" (DoDDS) compliance with Public Law 94-142, Richard E. Byrd Elementary School has established a Case Study Committee (CSC) for the purpose of developing and implementing appropriate programs and services for exceptional children and youth.

It is the responsibility of the Case Study Committee (CSC) to accept referrals from the classroom teachers and parents, to set up evaluation procedures, and to prepare an Individualized Educational Plan (IEP) for the student who is diagnosed as exceptional, according to the definition of Public Law 94-142 and DoDDS implementing instructions.

**REGISTRATION:** Registration must be completed prior to entering any classroom setting. Normally, if the registration takes place after 2:30 P.M., the child will start classes the school day following the completion of the registration process. We ask that our parents give the teacher as much advanced notification as possible, usually one day preparation. The reason for this request is to allow the teacher to review the child's past school records, prepare appropriate materials, and prepare for a successful and welcoming first day of school. However, the final decision of the exact beginning of any new student rests with the school principal and will be determined based upon individual family needs and on a case by case basis.

**REPORT CARDS:** Report cards are issued at the end of each marking period, (nine weeks). Students withdrawing before the end of a quarter will be issued a report card and if they have been enrolled for 20 days or more of that marking period.

**SCHOOL ADVISORY COMMITTEE (SAC):** Richard E. Byrd Elementary School encourages parent and teacher involvement on its School Advisory Committee (SAC). The purpose of the committee, which functions in accordance with DOD Instruction 5105.49, is:

- (1) to foster the participation of the community in school affairs,
- (2) to discuss concerns and make suggestions to the school principal,
- (3) to make recommendations and/or forward concerns to a regional DoDDS Advisory Committee and/or an Installation Advisory Committee.

The committee is composed of two (2) parents and two (2) teachers who are voting members as well as the principal and base commander or his representative. The principal and Negishi Detachment Commander act in an advisory capacity. The committee is elected by parents and teachers. The election is conducted by 15 October if not completed by the end of the previous school year. For school year 2008-2009, our SAC board is complete with the required membership. Meetings are held at least quarterly, are announced in the parent newsletter, and are open to the public. While the committee has only advisory responsibility, its opinion is highly valued and is considered a valuable indicator of community feeling and support.

**SAFETY:** Health and Safety for your child are our first concerns. Every effort will be made to ensure children's safety at school. **Students are to be instructed not to walk in our parking lot at anytime. Please do not drive cars into the parking lot for the purpose of dropping off or picking up children. Cars backing out of parking spaces make this a dangerous area for children on foot.**

Knives, matches, firecrackers, hard balls, lighters, slingshots, or any unsafe items are not to be brought to school under any circumstances. Pets are not permitted in school unless prior permission is obtained from the child/s teacher and the proper forms submitted and verified by the command veterinarian. (Also see WEAPONS)

**SCHOOL RECORDS:** You may examine your child's school permanent records by making an appointment at the school office. Please contact the counselor or school principal if you desire to review your child's school records.

**SPECIALIST TEACHERS:** To further meet the needs of our students, teachers trained in art, gifted education (GE), English as a Second Language (ESL), and learning disabilities and Literacy Support Specialist (LSS), an itinerant Literacy Facilitator (LF), on-site School Counselor/Music and Educational Technology (ET).

**STUDENT QUARTERLY AWARDS CEREMONY:** In our continuing effort to ensure that all of our students receive the positive recognition that they deserve, we modified and changed the previously program that emphasized Quarterly Academic Awards based on a strictly Honor Roll format for our Fourth and Fifth graders to one that is more inclusive for all Kindergarten through Fifth grade students.

The previous school Honor Roll Awards Program that recognized a Principal's List and Honor Roll for academic achievement was discontinued at the end of the first nine (9) week grading period, November 2, 2006. In its place, each teacher including special area staff members will have the opportunity of giving up to 3 individual student recognition awards of

their choosing; however, one of these awards must be student generated and selected by the classroom members. Attendance type related awards will not be given.

**STUDENT COUNCIL:** Richard E. Byrd Elementary School plans on implementing an on-going Student Council program if there is enough staff and student enrollment and interest. Students are voted into office by their peers. If implemented, Student Council Representatives would be from grades 2-5. The Richard E. Byrd School Student Council program would be designed to (1) strengthen student self-esteem, (2) enhance positive school climate, (3) develop student leadership skills, (4) involve students in practical, positive decision-making, and (5) promote appreciation of our societal democratic processes and community-school values.

**STUDENT SUPPLIES:** The classroom student supply lists for each grade level are listed on the last page of this handbook.

**SUPERVISION OF CHILDREN:** Children under 6 years of age (kindergarten students) should be accompanied to school by a parent or adult, or another responsible student at least 18 years of age. If someone other than a parent will pick up kindergarten children at the end of their school day, the parent should send in a note authorizing this. We cannot release students to unauthorized personnel.

The base has a policy on supervision of children that all parents should be aware of. It includes information on what age children can be left unsupervised in quarters, or on playgrounds, etc. and for how long. This policy letter is reproduced at the back of this handbook for your reference. (COMFLEACTS SUPERVISION OF CHILDREN AND CURFEW POLICY)

**TELEPHONE USE/MESSAGES:** Students are not permitted to use the telephone without permission from a teacher or the office during the school day. We do require students to call home if they unexpectedly need to remain after school. Please make sure your child knows his/her after school instructions before leaving home in the morning to minimize personal calls made to and from the school. In accordance with prevailing DODEA guidelines for safety and emergency reasons, personal cellular phones are permitted to be carried in personal backpacks but cannot be used at any time during the normal day without specific permission from the school administration.

**VIDEO VIEWING IN THE CLASSROOM:** If the teacher plans to have the students view a **feature film, cartoons or short film clips**, first, it must be an appropriate video; and, secondly, parents should be notified by individual teacher, either by email or printed copy **PRIOR** to the planned viewing for parental approval or non-approval. Additionally, should parents not wish their children to view videos in the classroom or during inclement weather situations anytime during the regular school year, it is the parent's responsibility to inform the teacher if they do not wish their child to view any videos that are not directly curricular or instructionally connected or related. This policy does not apply to videos that are included in any of the official DODEA procured curriculum materials that are considered essential elements of the classroom instructional program in any of the basic academic areas, such as

Language Arts, Social Studies, Science, Health, Physical Education, Mathematics, Japanese Host Nation Culture and specialist resource programs, e.g. gifted education, art, Japanese Host Nation culture, etc.”

**VOLUNTEERS:** There are many opportunities for volunteer participation at Richard E. Byrd School. Volunteers are always needed and welcome and they are a very important part of the school program. They can assist teachers in many ways. Tasks include details such as clerical work, tutoring, working with small groups of children in reading and math, helping to prepare materials, checking papers, helping on the school playground, doing library work, assisting in the health room, etc. Educational research clearly reflects that when parents are involved in school in any capacity, their children do better in school.

We welcome your participation and involvement at school. Please contact your child’s teacher or the school office for more information. [Note: beginning last school year 2006-2007, all community members wishing to volunteer in the school \*\*MUST\*\* complete a DODEA required Volunteer Application that includes a BASIC BACKGROUND SECURITY CHECK as part of the school volunteer program. This required cannot be waived. Any questions, please contact the principal for assistance.](#)

**WITHDRAWAL OF STUDENTS:** Parents are requested to advise the school at least ten days prior to the date of withdrawal with one copy of their PCS Orders in order to permit all records to be completed before departure. Before a student will be cleared, all books and school property must be returned. Payment must be made for any school property missing or damaged. Parents are requested to pick up and sign for the school records. Records will be mailed to the new school only if the request includes the parent signature authorizing the release of student records. Children whose parents are transferring on PCS orders within 20 days of the end of the school year (May 15, 2009) will be promoted to the next higher grade level. Students leaving early on family vacations and returning to Richard E. Byrd School will not have report cards prepared early and can pick them up in the office after the close of the regular school year on June 12, 2009.

## CODE OF CONDUCT FOR STUDY FIELD TRIPS

1. The teacher is always in complete charge of all aspects of the trip.
2. Parent volunteers will assist the teacher in accomplishing this responsibility and report to the teacher any potential or real problems. Parent volunteers are an extension of the teacher, i.e. each student will respond with respect and to the direction of the chaperone. Since parent volunteers will have supervisory duties, younger brothers or sisters will not be able to go along on the trip.
3. Parent volunteers are requested to keep in mind that all children should be treated the same and that their own child may not have any special privileges.
4. A thorough review of expected behavior will be discussed with students and chaperones. Reminders will be made as needed.
5. Boarding of the busses will be in a quiet, systematic and orderly manner from the rear of the bus forward. While on the bus, students will remain in their seats the entire time for the duration of the trip. They are to remain in their seats until they are notified by the teacher or chaperon to depart the bus.
6. In case of significant misbehavior, a parent volunteer will be assigned to take the student back to the school or bus. A parent may be required to accompany the child on future field trips or the student may remain at school to ensure the safety of the student or other students on the trip.
7. While on the bus, there will be no eating or gum chewing unless the teacher has indicated to the contrary. Walkman type of radios, tapes, or CD players may not be used without permission from the teacher.
8. Bus windows will be kept closed at all times unless the teacher authorizes windows to be opened. If students are allowed to open windows, they are not to put their arms or their hands out the window at any time. Discarding of anything out the window is forbidden.
9. While on the field trip, students will conduct themselves in a manner that reflects favorably with the goals and values of our school.
10. The school will not be responsible for any lost or stolen property.

## VOLUNTEER GUIDELINES

### **A SCHOOL VOLUNTEER IS SOMEONE VERY SPECIAL . . . .**

Here are some tips to help you be an effective volunteer.

- DO** Remember that each child is a unique individual, with his/her own particular rate and style of learning.
- DON'T** Assume that all children learn in the same way, at the same pace, or react in the same manner.
  
- DO** Work with the teacher in reinforcing philosophies and methods practiced in the classroom.
- DON'T** Always expect your personal philosophy to be met, as it may not meet the needs of the child.
  
- DO** Feel free to ask questions about assigned duties.
- DON'T** Try to carry out an activity for which you are unsure.
  
- DO** Use ingenuity and bring a "fresh approach" to your task.
- DON'T** Bore children and yourself with constant repetition.
  
- DO** Correct, in a friendly manner, children who are disobeying rules.
- DON'T** Always wait for the teacher to step in.
  
- DO** Maintain eye contact and listen to the individual children in your group.
- DON'T** Reject, by any word or look, a child who may have some problem or handicap.
  
- DO** Respect the privacy of the children, the teacher, and the class.
- DON'T** Compare children or discuss them outside of school.
  
- DO** Have fun working with youngsters.
- DON'T** Ever forget that your help is important and appreciated.

COMFLEACT YOKOSUKA INSTRUCTION 1755.8A [School Attendance]

Subject: SCHOOL ATTENDANCE POLICY FOR COMMAND SPONSORED SCHOOL AGE DEPARTMENT OF DEFENSE (DoD) DEPENDENTS

Ref.: (a) DODINST 1342.6-M-L  
(b) NAVHOSPYOKOINST 6320.57A  
I COMFLEACTINST 1750.5G

1. Purpose. To provide school attendance policy for school age dependents in the Yokosuka/Yokohama area covered by the Status of Forces Agreement between the U.S. Government and the Government of Japan and served by the Fleet Activities, Yokosuka.

2. Cancellation. COMFLEACTINST 1755.8

3. Background. Reference (a) provides policy and procedures for the administrative and logistic responsibilities for the DoD Dependents School (DoDDS) system. In accordance with reference (a), installation commanders will "encourage all educable eligible dependents who have not completed high school to attend either DoDDS or regular program of formal instruction in the local school system, enroll in a tuition school, or enroll in an independent study program by correspondence." Additionally, reference (b) specifies that "failure to supply a child with adequate food, clothing, shelter, and education..." constitutes harm to that child and is defined as neglect. DoDDS provides comparable accredited U.S. education during an overseas tour. A minimum standard of school attendance by dependents of school age is considered essential to maintain a wholesome overseas environment for such dependents. Repeated unexcused absence from school I.E., truancy or excessive parent sanctioned non-medical absence, by school age dependents has a negative impact and seriously detracts from the student's development and command efforts to provide a wholesome overseas community life.

4. Procedures

a. Sponsors are required to provide an approved educational opportunity for their family member children by enrolling them in the appropriate DoDDS system or in a private or parochial school that has been certified by the Educational Ministry of the Government of Japan, or enrolling them in an independent study program by correspondence or ensuring they participate in a formalized Home School Program. Additionally, sponsors are strongly encouraged to submit home schooled children for annual standardized testing."

b. Exceptions to the above requirement are children who:

(1) Have not attained the age to attend DoDDS; that is, five years of age by 31 October of the year to be enrolled;

(2) Have graduated from high school;

(3) Have reached their 17<sup>th</sup> birthday, provided their sponsor has consented in writing to their disenrollment; otherwise, they must remain enrolled until they have reached their 18<sup>th</sup> birthday. Disenrollment requests will not be accepted from non-sponsor parents or guardians.

(4) Have been suspended or expelled from the appropriate DoDDS system.

c. It is recognized that from time to time dependent children may be excused from school. Legitimate absence from school falls into the following categories:

(1) Personal illness;

(2) Serious illness of some member of the immediate family requiring the child's presence at home;

(3) Medical appointments that cannot be scheduled after school hours;

(4) Death in the immediate family; and

(5) Other reasons as approved by the school principal

5. Action

a. COMFLEACT Yokosuka

(1) As installation commander, COMFLEACT Yokosuka will encourage and support acceptable standards of school attendance within his area of jurisdiction, COMFLEACT Yokosuka will provide a Chair for Youth Concerns Council meeting aboard DoDDS and a School Liaison Officer. When either the sponsor or the sponsor's command requests the student receive counseling, the student



may be referred to the Family Service Center (FSC) for evaluation and counseling, and as necessary, further referral.

(2) COMFLEACT Yokosuka recognizes the viability of private, parochial and formalized Home School Programs and encourages sponsors electing these alternatives to network or form organizations for their mutual benefit.

b. Parent Command

(1) Commanding Officers/Officers in Charge must ensure all command sponsored dependent children are enrolled in a DoD private, or parochial school or participating in a formal Home School Program.

(2) Command should counsel sponsors that excessive periods away from school at the sponsor's direction is a form of neglect and could be a basis for initiation of the descreening process.

(3) Commands are requested to carefully screen leave requests, especially when leave is out of area (i.e., COT or EML) and may result in dependents missing school for extended periods.

(4) Command must ensure sponsors fulfill their parental responsibilities for schooling their children and take action to eliminate chronic truancy including descreening of sponsor and/or dependents as appropriate.

c. Yokosuka/Yokohama Area DoDDS. When a DoDDS principal determines that a DoDDS student is absent for longer than one week without prior school authorization or is flagrantly truant (i.e., chronic unexcused absence), the principal will notify the sponsor in writing. If this notification fails to correct the truancy problem, the principal will notify the sponsor's command for appropriate action, to include considering, as a last resort, descreening of sponsor and/or dependent(s).

d. Sponsor

(1) In each case, the primary responsibility for attendance of dependent children in a formal educational program rests with the sponsor. When the sponsor elects to not enroll dependent children in the local DoDDS system (i.e., Byrd Elementary, Sullivans' Elementary or Kinnick High School), the sponsor will notify his or her parent command of the alternative institution of form of education chosen.

(2) As the DoDDS system requires the sponsor's signature to enroll a student, only disenrollment request from the sponsor will be accepted.

(3) Sponsors are advised that chronic truancy may result in command descreening or administrative redress as outlined in reference I, to include referral to the Civilian Administrative Forum.

(4) When the sponsor is deployed or temporarily away, the spouse or guardian must make decisions in the best interests of the dependent child(ren). The sponsor, however, is still responsible for the actions of the spouse or guardian.

6. Addressees are requested to give widest possible dissemination of this information and submit recommendations for revision to COMFEACT Yokosuka, Code 100.

M. R. RICE

Distribution:  
COMFLEACTINST 5215.2D  
List I, II, Case 1

## STUDENTS' RIGHTS AND RESPONSIBILITIES

### **I. INTRODUCTION**

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents, or sponsor's installation commanders, and students have the opportunity to develop to their full potential under a democratic system.

These guidelines have been developed in order to provide an understanding of the rights and responsibilities of all students.

### **II. ACCESS TO LEARNING**

#### **RIGHTS TO AN EDUCATION**

**Rights:** All students are entitled to an educational program comparable to those offered in public schools in the United States.

**Responsibilities:** Students, regardless of age, have the responsibility for conducting themselves in a manner, which does not violate the rights of other people. It is the responsibility of students to attempt to complete the courses of study necessary for the programs they have agreed to pursue.

### **III. FREEDOM OF EXPRESSION**

#### **FREE EXPRESSION-ORAL, WRITTEN, SYMBOLIC**

**Rights:** Students have a right to free inquiry and free expression of ideas.

**Responsibilities:** Students are responsible for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves.

#### **PERSONAL APPEARANCE**

**Rights:** Students have a right to participate with school officials and parents in the development and dissemination of written policies concerning student dress and appearance.

**Responsibilities:** Student dress and appearance are the responsibility of students and their parents, both of whom should assure that neither dress nor appearance

poses a health, sanitation, or safety hazard to the student or causes disruption to the educational process.

#### IV. STUDENT GOVERNANCE

##### STUDENT GOVERNMENT AND INVOLVEMENT

**Rights:** Students have the right to establish and participate in a student government that provides a representative system.

**Responsibilities:** Students have the responsibility for assuring that school-sponsored activities in which they participate are school related and meet the conditions agreed upon by student committees and the school officials.

##### SCHOOL PROPERTY AND USE OF FACILITIES

**Rights:** Students have the right to the use of school facilities, equipment, and services for student planned activities scheduled in consonance with the school activity program.

**Responsibilities:** Students have the responsibility for adherence to reasonable regulations governing the conditions for such use.

##### OFF-CAMPUS EVENTS

**Rights:** Students have a right to attend and participate in school-sponsored off-campus events and to participate along with school officials in determining the conditions under which those events take place.

**Responsibilities:** Students at school-sponsored off-campus events have the responsibility for acting in accordance with school rules, installation regulations, and customs of the host nation.

##### ANTI-DISCRIMINATION

**Rights:** The rights of students to participate fully in classroom instruction and in school activities shall not be abridged or impaired because of sex, race, color, national origin, or religion.

**Responsibilities:** Students have the responsibility for fostering good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff.

V. SCHOOL RECORDS

MAINTENANCE, COLLECTION, AND DISSEMINATION OF STUDENT RECORDS

**Rights:** It is the right of students to expect the school to maintain an accurate and confidential academic record for each student enrolled.

**Responsibilities:** Students and parents have the responsibility for periodically reviewing the student record in order to determine the validity of the contents.

VI. SCHOOL DISCIPLINE

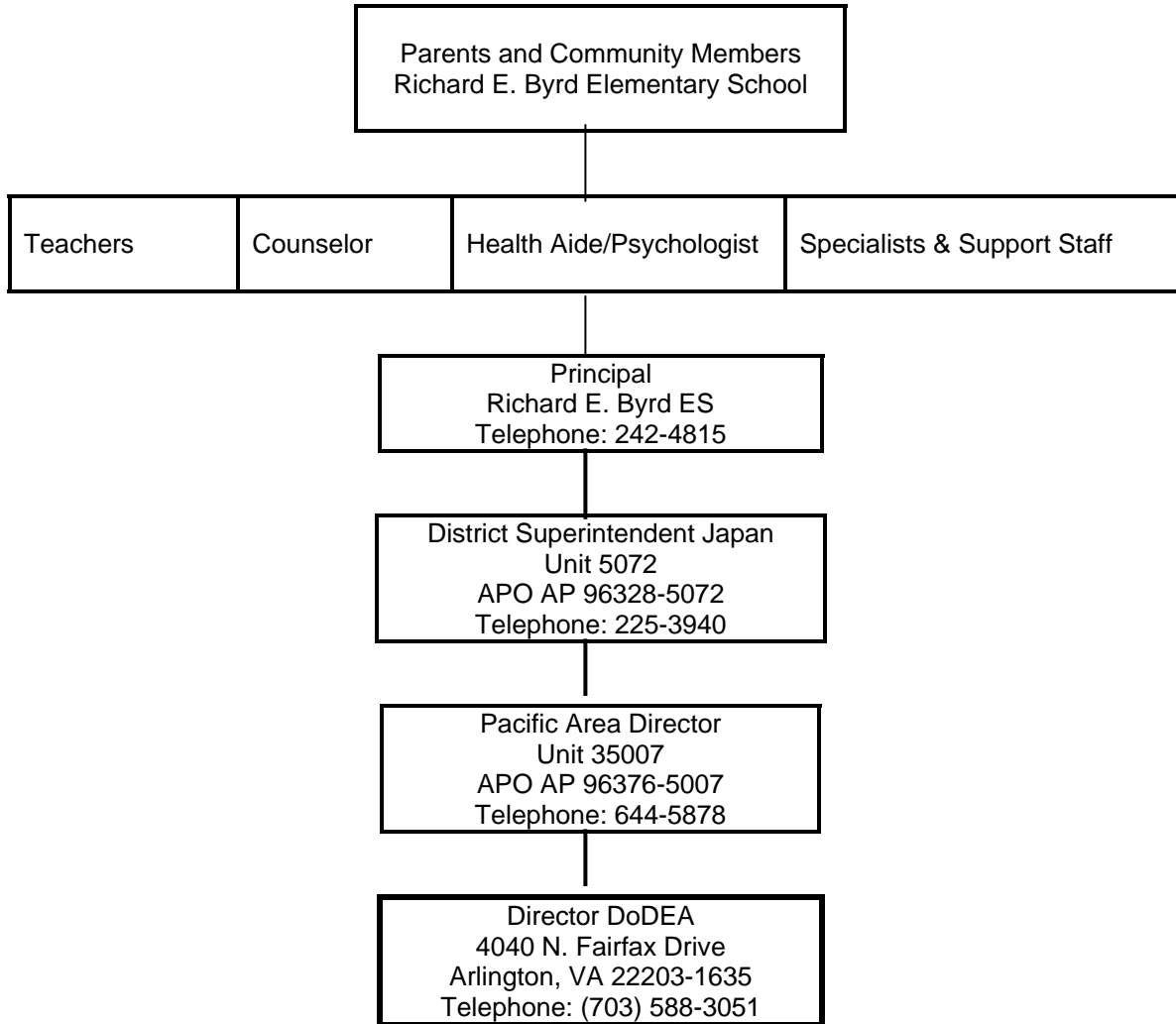
**Rights:** Students have a right to a school atmosphere conducive to learning, which provides for the common welfare and the safety of all in the community. They have the right to participate in the development of rules and regulations, which are within the jurisdiction of local school officials.

Students have a right to protection from arbitrary and unreasonable decisions concerning the application of disciplinary measures. Students have the right to be informed, in writing, of the rules, which regulate behavior, as well as situations that will result in disciplinary measures, before they take effect.

**Responsibilities:** Students have the responsibility for being aware of, respecting, and participating in the development of applicable standards of conduct and codes of behavior.

## Chain of Command

Solutions to concerns, conflicts and disagreements should be made at the most immediate level before referring the issue to the next level of responsibility. The chart below provides the chain of command for conflict resolution within DoDDS schools.



**THE RICHARD E. BYRD ELEMENTARY SCHOOL STUDENT SUPPLY LIST**  
**SCHOOL YEAR 2008-2009**

**SUPPLY LIST** - Parents are requested to purchase the following basic educational supplies for their children:

**Kindergarten -**

- |  |      |  |
|--|------|--|
| 1  |      | Small Backpack   |
| 1  | ea   | Large Pink Eraser*   |
| 1  | bx   | Crayons, 24 Colors*  |
| 1  | bx   | Crayola Markers (classic colors thick-washable)*                             |
| 2  | ea   | WhiteBoard Markers (black)*  |
| 1  | pair | Scissors (Fiskars or similar- blunt tip)*                                    |
| 1  | ea   | Ruler, 12 in./30 cm (metric and inch)  |
| 1  | btl  | Liquid glue  |
| 2  | ea   | Glue Sticks  |
| 1  | ea   | Plastic Box that will fit all items not marked with a (*) (Plastic Shoebox)* |
| 2  | ea   | Folders with pockets and brads (metal prongs in center) (PLAIN-no design)*   |
| 1  | ea   | PLAIN folder with pockets for Homework (PLAIN)*                              |
| 1  | ea   | Spiral notebooks (One subject only)*   |
| 1  | ea   | Roll of Paper Towels*  |
| 1  | bx   | Tissues*   |
| Boys: Ziploc bags (quart size) and 1 box of wet wipes            |      |  |
| Girls: Ziploc bags(gallon size) and 1 bottle of liquid hand soap |      |  |

**First Grade -**

- |  |     |   |
|--|-----|---|
| 1  |     | Medium Size Backpack  |
| 1  | pkg | Pencils (12 or greater)*  |
| 1  | ea  | Pencil Sharpener  |
| 1  | ea  | Large Pink Eraser   |
| 1  | ea  | Plastic 12 Inch Ruler   |
| 1  | bx  | Crayons (24/box)  |
| 1  | box | Crayola Markers (classic colors,thick)  |
| 2  | ea  | WhiteBoard Markers (black)*   |
| 1  | pr  | Scissors(Fiskars or similar-pointed tip)                                      |
| 1  | btl | Liquid glue   |
| 2  | ea  | Glue Sticks   |
| 1  | ea  | Plastic Box that will fit all items not marked with a (*) (Plastic Shoebox )* |
| 4  | ea  | Folders with pockets and brads (metal prongs in center)(PLAIN-no design)*     |
| 1  | ea  | PLAIN folder with pockets for homework (PLAIN)*                               |
| 2  | ea  | Spiral notebooks (One subject only)*  |
| 1  | ea  | Roll of Paper Towels*   |
| 1  | bx  | Tissues*  |
| Boys: Ziploc bags (quart size) and 1 box of wet wipes            |     |   |
| Girls: Ziploc bags(gallon size) and 1 bottle of liquid hand soap |     |   |

**\*PLEASE DO NOT LABEL THESE ITEMS FOR KINDEGARTEN AND FIRST GRADERS. THEY WILL BE SHARED, OR WILL BE LABELED AT SCHOOL ACCORDING TO SUBJECT CONTENT.**

**Second & Third Grade -**

1		Medium Size Backpack
Many		#2 Pencils (12 or more)
2	ea	Large Pink Eraser
2	ea	Pencil Sharpener
1	pr	Scissors
Many		Pencil Top Erasers
1	ea	Pencil Box or Case
1	bx	Colored Pencils
1	bx	Magic Markers
1	bx	Crayons
1	ea	Ruler, 1 inches (metric and inch)
4	ea	Glue Sticks
5	ea	Pocket Folders (no brads or design)
2	ea	<i>Meade</i> Composition Notebooks
5	ea	Notebooks, Spiral (One Subject)
1	ea	Antibacterial Hand Soap
1	ea	Roll of Paper Towels
1	bx	Baggies, gallon or quart Ziploc
1	bx	Tissues
1	btl	Hand soap (liquid)

**Fourth Grade & Fifth Grade -**

1		Backpack
5	ea	#2 Pencils (not mechanical)
1	pr	Scissors, Pointed
1	ea	Eraser
1	ea	Ballpoint Pen (Blue or Black)
1	bx	Crayons, 16 Colors unscented
1	bx	Colored Pencils or Magic Markers
1	ea	Ruler, 12 in./30 cm (metric and inch)
2	ea	Tissues (Large Box)
1	btl	<i>Elmer's</i> Glue (or equivalent)
1	ea	Assignment Pad
5	ea	Pocket Folders
1	ea	Red Pen
1	ea	<i>Meade</i> Composition Notebooks
5	ea	Notebooks, Spiral ( <b>one subject</b> )
1	ea	Liquid Hand Soap
1	bx	Baggies, Large or Small with Zipper
1	ea	<b>Small</b> Pencil Box or Case
1	pkg	Wide Lined Notebook Paper

No trapper keepers due to limited storage space in student desks. (no spiral binders)

**PLEASE PUT YOUR CHILD'S NAME ON ALL SCHOOL SUPPLIES FOR FOURTH/FIFTH GRADE**

**SPECIAL STUDENT SUPPLY NEEDS:** Additional materials may be requested by your child's teacher, specific to their class, as the school year progresses; however, for:

**Art:**                   3 regular size Glue Sticks

**Music:** (no name on them)  
- 1 pocket folder  
2 #2 pencils

## **Richard E. Byrd Elementary School Song**



(to the tune of "Auld Lang Syne")

High on a hill in old Negishi  
In Yokohama-town  
Byrd School is filled with happy children  
Who come from all around.

We start as kindergarten kids  
When we are very small:  
And through the years we grow together  
So straight and strong and tall.

We learn to read, we learn to write,  
And play together too:  
Our teachers teach us math and science  
And A - E - I - O - U.

Of course we study all the world  
And we learn what's Japanese:  
Arigato, Sayonara, and  
Cherry blossom trees!

And as we finish our years here  
And we go our separate ways,  
We'll all hold dear our memories  
Of dear old Byrd School Days!

**DODDS PACIFIC MASTER MONTHLY SCHOOL CALENDAR  
SY 2008-2009**

(PLEASE NOTE: THAT ALL SCHOOL DATES AND EVENTS ARE SUBJECT TO CHANGE)

**FIRST SEMESTER - (92 INSTRUCTIONAL DAYS)**

**2008**

August 20, Wed -	All Staff Report for Duty
" 22 Fri - 2:00 - 4:00 PM	New School Year Open House for classroom visits.
" 22 Fri - 2:00 - 3:00	New Kindergarten Student -Parent Orientation
" 25, Mon - 08:00-09:00 -	Parent Orientation <b><u>for new students</u></b> (grade 1-5) in the Cafeteria
" 25, Mon - 07:45 -	First day of School (1 <sup>st</sup> to 5 <sup>th</sup> grade) - Begin First Quarter & First Semester
" 25, Tues -	Kindergarten Teacher Home Visit (until Friday, August 29)
September , 1 Mon -	NO SCHOOL - National Holiday - Labor Day
" 2, Tues- 07:45 -	First day of School for Kindergarten
" 4, Thu 1:40 PM -	Early Dismissal for Staff Development (Every Thursday for the entire school year)
" 18, Thur -	First Combined School Advisory Committee (SAC) and Parent Teacher Organization (PTO) Meeting at 6:30 PM in the Information Center
" 19, Fri - 11:00 AM -	Early Release Day for Continuous School Improvement (CSI) Staff Training ( all Yokosuka complex schools)
October, 3 Fri -	School Picture Day
" 13, Mon - NO SCHOOL-	National Holiday - Columbus Day
" 16, Thur -	October Parent Teacher Organization (PTO) Meeting at 6:30 in the Information Center
" 17, Fri - NO SCHOOL -	DODDS Schools Kanto Plains Educators' Day at Camp Zama.
" 24, Fri - 11:00 AM -	Early Release Day for Continuous School Improvement (CSI) staff training
" 30, Thur -	End of First Nine Week Quarter/Grading Period (49 days of class instruction)
" 31, Fri - NO SCHOOL -	Teacher Work Day for report card preparation
November 3, Mon -	Second Quarter/Grading Period Begins
" 5, Wed -	First Quarter Student Awards Ceremony at 1:50 in the cafeteria
" 6-7, Thur -Fri - NO SCHOOL-	Required Teacher - Parent Conferences
" 11, Tues - NO SCHOOL -	National Holiday - Veterans' Day
" 20, Thur -	November Parent Teacher Organization (PTO) Meeting at 6:30 in the Information Center

- " 27, Thur - NO SCHOOL - National Holiday - Thanksgiving
- " 28, Fri - NO SCHOOL - Thanksgiving Recess Day

December

- " 18, Thur - Combined School Advisory Committee (SAC) Meeting and December Parent Teacher Organization (PTO) Meeting at 6:30 in the Information Center
- " 22, Mon - Begin Winter Recess (until Jan 5, 2009)
- " 25, Thur - NO SCHOOL - National Holiday - Christmas

2009

- January 1, Thur - NO SCHOOL - National Holiday - New Year's Day
- " 5, Mon - Instruction Resumes
- " 19, Mon - NO SCHOOL - National Holiday - Martin Luther King., Jr. Day
- " 22, Thur - January Parent Teacher Organization (PTO) Meeting at 6:30 in the Information Center
- " 22, Thur - End of Second Quarter & First Semester (45 days of classroom instruction)
- " 23, Fri - NO SCHOOL - Teacher Work Day for report Preparation

**SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)**

- " 26, Mon - Third Quarter/Grading Period Begins
- " 28, Wed - Second Quarter Student Awards Ceremony at 1:50 in the cafeteria
- February 3, Tues - 100 Days of School Activities (tentative)
- " 16, Mon - NO SCHOOL - National Holiday - Presidents' Day
- " 19, Thur - February Parent Teacher Organization (PTO) Meeting at 6:30 in the Information Center
- March 3, Tues - Read Across America: Dr. Seuss Activities
- " 9, Mon - Tentative Terra Nova Assessments Dates (March 9 - March 22)
- " 19, Thur - Combined March School Advisory Committee (SAC) and Parent Teacher Organization (PTO) Meeting at 6:30 in the Information Center
- " 20, Fri - 11:00 AM Early Release Day for teacher in-service training
- April 2 - 3, Thur - Fri - Pre-Registration for School Year 2009-2010
- " 2, Thur - End of Third Quarter/Grading Period (48 days of classroom instruction)
- " 3, Fri - NO SCHOOL - Teacher Work Day for report preparation
- " 6 -10 Mon - Fri NO SCHOOL - SPRING RECESS VACATION

- " 13, Mon - Instruction resumes - Begin Fourth Quarter/Grading period
- " 15, Wed - Third Quarter Student Awards Ceremony at 2:00 in the cafeteria
- " 16, Thur - April Parent Teacher Organization (PTO) Meeting at 6:30 in the Information Center
- " 17, Fri - NO SCHOOL - Selective Teacher - Parent Conferences for all students enrolled since November conferences
  
- May 13, Wed - Early Withdrawal Date for credit for school year 2008 -2009 on PCS orders
- " 21, Thur - Last Combined Parent Teacher Organization (PTO) and SAC Meeting for 2008-2009 at 6:30 in the Information Center
- " 25, Mon - NO SCHOOL - National Holiday - Memorial Day
  
- June 11, Thur - 11:00 AM Early Dismissal Day for the end of the school Year - last day for students  
End of Fourth Quarter & Second Semester (43 days of classroom instruction)
- " 12, Fri - NO SCHOOL - Teacher Work Day for report card preparation

Instructional Days - 183  
Teacher Work Days - 190



**DEPARTMENT OF THE NAVY**  
 COMMANDER, FLEET ACTIVITIES, YOKOSUKA  
 PSC 473 BOX 1  
 FPO AP 96349-0001

1 February 2005

**SUPERVISION OF CHILDREN AND CURFEW POLICY STATEMENT**

We are reminded daily that the world is a dangerous place, obligating us to do everything we can to protect our children. As such, parents and guardians are responsible for appropriate and adequate supervision of their minor family members at all times, whether on or off base.

This policy applies to all military members, civilian employees and their family members assigned to or visiting Fleet Activities (FLEACT), Yokosuka and Negishi and Ikego Housing Areas. Any minor violating the curfew policy will be detained by base security until his or her sponsor, guardian or representative of the sponsor's command comes to assume custody. Repeated or particularly egregious violations may provide a basis for referral to Family Advocacy and/or revocation of command sponsorship for the family.

The following policy applies to all minors:

Age of Child	Left Unattended In Quarters	Left Alone Overnight (2230-0530) (1030-0530)	Left in Playground Unsupervised	Left in Car Unsupervised
0-6 yrs	NO	NO	NO	NO
7-9 yrs	NO	NO	YES*	NO
10-15 yrs	YES	NO	YES	YES
16+ yrs	YES	YES**	YES	YES

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

Children under 12 years of age will not baby-sit other children, including their siblings. Baby-sitters under the age of 15 may supervise until 2400 but are not allowed to sit all night. In addition, all children under the age of 18, unless accompanied or supervised by their parent or designated adult guardian, will remain off the streets and out of the public areas within FLEACT, Yokosuka and Negishi and Ikego Housing Areas from 2230-0530 daily. However, curfew hours on Friday, Saturday, and holidays are extended to 2400-0530 only for high school seniors. Organizers of special events that may result in children returning during restricted hours will inform base security of such events.

Personality, environment, developmental progress and maturity levels are factors parents must use to determine when children are ready to accomplish activities with little or no supervision. Parents should assess their children's maturity and, if necessary, raise the minimum age limits outlined above.

Parents who have questions about this policy may contact the Family Service Center Director at 243-6716.

  
 G. D. CORNISH