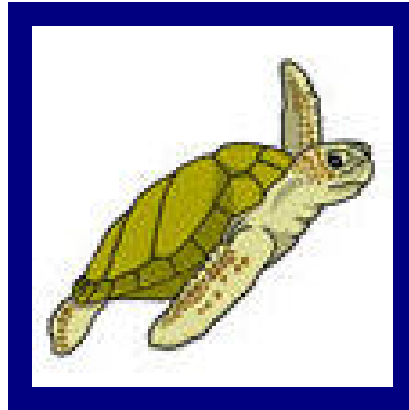


**Charles Turner Joy
Elementary School**

**Home of the
Fighting Sea Turtles**



***Parent – Student
Handbook***
SY 2010-2011

VISIT OUR HOMEPAGE

<http://www.ctjoy-es.pac.dodea.edu>

**Charles Turner Joy Elementary School
Home of the Fighting Sea Turtles**



School Colors Navy Blue and Gold

SCHOOL TELEPHONE NUMBERS

PRINCIPAL - 762-5477

(From the States: 011-82-55-540-5477)

MAIN OFFICE - 762 - 5466

(From the States: 011-82-55-540-5466)

FAX NUMBER - 762-5465

COMMERCIAL FAX NUMBER - 055-540-5465

(From the States: 011-82-55-540-5465)

COMMERCIAL PHONE NUMBER - 055-543-7247

SCHOOL OFFICE HOURS

0700 - 1530 HOURS

DAILY SCHOOL SCHEDULE

0800-1440 on Monday, Tuesday, Wednesday and Friday

0800-1200 on Thursday

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CALENDAR FOR SCHOOL YEAR 2010-2011

Reporting date for Educators and Nonadministrative Personnel

Wednesday, August 25 Reporting date for nonadministrative educator personnel
for orientation and classroom preparation

First Semester -(92 Instructional Days)

Monday, August 30 Begin First Quarter and First Semester

Monday, September 6 Labor Day Federal Holiday

Monday, October 11 Columbus Day -Federal Holiday

Thursday, November 4 End of First Quarter (47 days of classroom instruction)

Friday, November 5 No school for students -teacher work day

Monday November 8 Begin second quarter

Thursday, November 11 Veterans Day -Federal Holiday

Thursday, November 25 Thanksgiving Federal Holiday

Friday, November 26 Friday Recess Day

Monday, December 20 Begin Winter Recess

Friday, December 24 Christmas -Federal Holiday

2011

Friday, December 31 New Year's Day -Federal Holiday

Monday, January 3 Instruction Resumes

Monday, January 17 Martin Luther King, Jr. Day -Federal Holiday

Thursday, January 27 End of Second Quarter and First Semester

Friday, January 28 No school for students -teacher work day

(45 days of dassroom instruction)

Second Semester -(91 Instructional Days)

Monday, January 31 Begin Third Quarter and Second Semester

Monday, February 21 Presidents' Day -Federal Holiday

Thursday, April 7 End of Third Quarter

(48 days of dassroom instruction)

Friday, April 8 No school for students teacher work day

Monday, April 11 Begin Spring Recess

Monday, April 18 Instruction Resumes -Begin Fourth Quarter

Monday, May 30 Memorial Day -Federal Holiday

Thursday, June 16 End of Fourth Quarter and Second Semester

(43 Days of classroom instruction)

Friday, June 17 No school for students -teacher work day

Last day for nonadministrative educator personnel

School Year 2010-2011;

Instructional Days -183

Teacher Work Days -190

PRINCIPAL'S MESSAGE

Dear Parent(s),

On behalf of the students, staff, and faculty, we welcome you to Charles Turner Joy Elementary School.

Charles Turner Joy Elementary School first opened for the 1960-61 School year as a K-6 school. When the DoDDS School in Pusan closed in 2006, Charles Turner Joy became a K-8 school. Students in grades 9-12 attend Daegu American School, which is approximately 1 ½ hours from Chinhae.

This year is our fifty-first year of providing an excellent educational experience for students. Our school is named in honor of Vice Admiral Charles Turner Joy (17 February 1895 – 6 June 1956). He was a Vice Admiral of the United States Navy during World War II and the Korean War. During the last years of his career, he served as Superintendent of the Naval Academy. The destroyer USS Turner Joy (DD951) was also named for him.

Charles Turner Joy Elementary is a small school, which develops a sense of family as we work with the community and parents to promote student accomplishments. Parents and community members are always welcome. Community support builds a great school and Charles Turner Joy prides itself on a strong parent and community partnership. Charles Turner Joy Elementary School follows the Department of Defense Education Activity curriculum standards. We are committed to developing the student's intellectual, social, emotional, physical, and cultural growth.

Please take time to examine our website and our online parent-student handbook. Additionally, please check out the DoDEA home page, which contains information concerning the curriculum standards and programs. We trust that the information will be helpful for your transition to Chinhae, South Korea and Charles Turner Joy Elementary School. Your comments and concerns regarding the curriculum and/or school operations are welcome.

Again, welcome to Charles Turner Joy Elementary School. The entire faculty looks forward to working with you in a positive and rewarding community-school-home partnership.

Respectfully,

Ms. Marie A. Cullen
Principal,
C.T. Joy Elementary School

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Elementary and secondary schools have operated on U.S. military bases overseas since 1946 for the dependents of military and civilian personnel assigned abroad. The Department of Defense Overseas School system provides educational opportunities comparable to those found in the best school systems in the United States. The Department of Defense Education Activity (DoDEA) operates 192 schools in 14 districts located in 12 foreign countries, seven states, Guam, and Puerto Rico. The Pacific Area consists of approximately 23,000 students in 46 schools located in Japan, Korea, and Okinawa. All schools within DoDEA are fully accredited by U.S. accreditation agencies. Approximately 8,700 educators serve more than 84,000 DoDEA students. The DoDEA instructional program provides a comprehensive pre-kindergarten through 12th grade curriculum that is competitive with that of any school system in the United States. DoDEA maintains a high school graduation rate of approximately 99 percent.

MISSION - DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITIES

DoDEA's mission is to plan, direct, coordinate, and manage the educational programs for eligible dependents of U.S. military personnel and civilian personnel of the Department of Defense (DoD). DoDEA provides an exemplary education that inspires and prepares all students for success in a dynamic, global environment. Dependents of military personnel face unique challenges to their educational attainment. They move more frequently than typical students and are also subject to the stress that accompanies the potential deployment of parents to combat. DoDEA schools provide students with a uniform curriculum and standards that mitigate the stress of frequent moves. DoD also provides resources to non-DoDEA schools to help them deal with the challenges faced by military dependents.

VISION :THE KOREA DISTRICT SUPERINTENDENT'S OFFICE

The mission of the Korea district is to provide leadership and support that will enable school communities to implement challenging educational programs. Our commitment is to programs that are differentiated and designed to empower every student with leadership, wisdom, and compassion to contribute to a global community.

CHARLES TURNER JOY ELEMENTARY SCHOOL

Guiding Principles

Promote effective communication skills	Promote critical thinkers
Promote advanced levels of problem solving skills	Promote cooperative workers
Promote intrinsic motivation for learning	Promote ethical workers
Promote life long learners	Promote a sense of community

Goal 1

All students will improve their reading comprehension across the curriculum.

Essence

Reading, understanding, and responding to informational text
Understanding vocabulary in all content areas

Goal 2

All students will improve their writing across the curriculum.

Essence

Using proper grammar
Understanding and using vocabulary
Using supporting details

ACCIDENTS/ILLNESS

If an accident or illness occurs at school, the teacher will notify the health aide. If it is necessary for the student to go home or to be referred to a medical facility, the school health aide will contact one of the parents or the person listed as the emergency contact. For a student, who takes prescribed medication, the health aide will administer and keep the medication for him/her. No medication will be dispensed at school unless the health aide has a Hold-Harmless letter signed by the physician. In the event that a serious injury or condition occurs during the school day, the student will be escorted to the medical clinic. Parent or emergency contacts will be notified immediately. At such time as an emergency occurs, a Charles Turner Joy staff member will remain with the child at the medical clinic until the parent or emergency contact arrives.

ACCREDITATION

All eligible schools in the Department of Defense Education Activity (DoDEA) are accredited and certified in order to ensure that the standards, which are preconditions for a quality education for students, are developed and maintained. The accreditation process also fosters school improvement. This is an on going procedure whereby requirements for individual schools are met through a self-study and an external evaluation at least once every five years. Schools in DoDEA are accredited by the North Central Association Commission on Accreditation and School Improvement a division of AdvancED. Charles Turner Joy Elementary School was visited by NCA in 2005 receiving an outstanding evaluation in all areas of the educational program.

ATTENDANCE POLICY

At Charles Turner Joy Elementary School, the educational program is organized on the basic assumption that all students attend school regularly. Adherence to the school attendance policy is the responsibility of the parents and students. Each teacher keeps an accurate record of each student's attendance. Parents are consistently and periodically informed of a student's absence in order for them to exercise parental control and responsibility. The purpose of this action is to establish patterns of good attendance and to assure that the educational programs have an opportunity to be successful. No unauthorized absence can be taken lightly.

Student attendance in school is necessary for the educational process to occur. DoD 1342.6-m-1 requires that the installation commander will encourage all educable, eligible dependents to attend either Department of Defense Dependents Schools or a regular program of formal instruction in the local school system. Otherwise they are encouraged to enroll in a tuition school, an independent study program by correspondence, or a certified home- schooling program.

Excused Absences

Excused absences are defined as those absences for which the sponsor has provided a written or verbal explanation. These include illness, family emergencies (i.e. severe illness, death in family, hardship situation), religious observances, family trips, and medical appointments which cannot be arranged during non-school time, and participation in school sponsored activities away from the school site.

The sponsor should provide the office with a written explanation for each student absence. 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(s) from class. Work missed must be discussed with the teacher prior to the absence if possible. Teachers will determine how and when class work will be made up, depending upon the circumstances.

Unexcused absence

An unexcused absence is any absence that occurs without written or verbal consent of the parent or sponsor. Example - truancy. Work missed during the unexcused absence will not be made up. Students' who leave the school without permission from school authorities are truant. Students may leave the school only if a parent personally signs them out from the school sign in/out log or school authorities give them permission. Any student who is absent from school without the knowledge of his/her sponsor or school authorities is truant.

If a student is to be excused from school during the school day, his/her parent, guardian, or when appropriate, emergency contact, must physically come to the office and sign the student out. For the safety and security of each child, there are no exceptions. When students are sent home because they are ill, they are to be accompanied by their sponsor or individual designated/authorized by their sponsor.

It is important for parents to recognize that students are being taught new concepts in all of their basic subjects each day. Students should not be kept out of school unless it is absolutely necessary. When a student is absent, parents should notify the school by telephone on the morning of the absence, as well as the written note upon the student's return.

ATTENDANCE PROCEDURES

Arrival

School begins promptly at 0800. The school building and classrooms are not open to students until 0800. In the case of inclement weather, students are allowed to wait in the school lunchroom until school begins. No supervision or duty coverage will be provided prior to 0750. For health and safety reasons, children are not to be sent to school earlier than 0750 hours unless supervised by a parent. **Students are expected to line up and be ready to learn before school. Recess will be supervised after lunch each day.**

Lunch

Charles Turner Joy Elementary School does not have facilities available for a lunch program. Therefore, children are permitted to either bring a sack lunch to school with a drink or go home for lunch during the hours of 11:20 – 12:00 (12:00 – 12:40 for 6th – 8th grade students). Parents are requested to pick up their children at the school or provide the school with written permission, allowing them to walk home at lunch. Forms are available at the school. If a student lives off base and decides to leave the school and go to lunch off base, they must be picked up by a parent or authorized adult at all times.

Dismissal

Students are to leave the school grounds at dismissal time unless they are participating in an after school activity or have made arrangements with their parents to work with a teacher after school. Parents or a guardian must accompany students remaining on the playground after school.

Absenteeism/Late Notes

Any student who has been absent or tardy must bring in a written excuse from his/her parent stating the reason and dates of the absence or lateness. The note is to be submitted to the classroom teacher. The note provides the school with official parental documentation of the absence or lateness. Individual files are maintained in the school office on a data base system for accountability.

Leaving School During The Day

When it is necessary for a student to leave school during the day for a medical appointment or for any other reason, parents are to send a note with the child to school in advance of the appointment. Parents must come to the office to sign for and accompany their children to the doctor. Children cannot be released to non-family members or friends without explicit written authorization that has been confirmed by the office. Students cannot be sent to their homes or to the medical clinic unescorted during the school day. A student, who is brought to or taken from the school, must be signed in or out of school by his/her parent in the school office.

Tardiness

Students are expected to arrive at school and be in class on time. Parents will be notified if students are regularly tardy.

AWARDS ASSEMBLIES

Throughout the school year, student assessments are conducted and students will be awarded for their achievements. A school wide awards assembly will be held at the end of the year to acknowledge the accomplishments of our students. Teachers may conduct ceremonies quarterly in the classroom to reward excellence in work.

CHILD ABUSE/NEGLECT

DS Regulation 2050.2 states, "Any staff member of DoDDS who has reason to believe that a student has been abused or neglected shall report that information to the appropriate agency on the installation. The obligation to make such reports is one of the official responsibilities of each staff member." Discretion and confidentiality are maintained at all times.

BICYCLES, SKATEBOARDS and ROLLERBLADES

Students may ride bicycles, skateboards and roller-blades to and from school, but these items will not be used on the campus during school hours. Bicycles may be secured on a rack upon arrival at school. Bicycles are not to be left at school overnight. Parents are reminded that for safety, students are required to wear helmets when using a bicycle. Skateboards and roller blades will be given to the office upon arrival at the school.

CHANGE OF ADDRESS, PHONE NUMBERS, EMERGENCY CONTACTS

A current home address, phone number and an emergency contact name and phone number are required for each student enrolled at our school. We request that sponsors make sure that their child's/children's records are updated whenever there is a change in address, phone number (duty and home) and most importantly, the name and phone number of an adult other than the sponsor who will act as your emergency contact. Please contact the school at 762-5466 or send in a memo whenever this vital information changes.

CHAIN OF COMMAND

Charles Turner Joy Elementary School is part of the Department of Defense Education Activities (DoDEA). Below is the formal chain of command however if you have an issue to discuss concerning the school you should begin with the teacher, then the principal and then, if unresolved, contact the DSO Mr. Kevin Olds, 738-5922.

Dr. Marilee Fitzgerald, Director of DoDEA Department of Defense Education
Activities
Office of Dependents Education
4040 North Fairfax Drive
Webb Building
Arlington, VA 22203
Phone: (703) 588-3200

Ms. Diane Ohman, Director of DoDEA
DoDDS Pacific/DDESS Guam
Unit 35007 APO AP 96376-5007
DSN: 644-5878
Commercial: (81)611-744-5878

Dr. Irby Miller, District Superintendent of Schools, Korea
Yongsan Army Post
APO AP 96205-0005
DSN: 738-5922, Commercial: 02-791-8-5922

Ms. Marie A. Cullen
Principal, Charles Turner Joy Elementary School
COMFLEACT CHINHAE, PSC 479
FPO AP 96269-1100
DSN: 762-5466/5477

CHILD FIND PROGRAM

Child Find is the Department of Defense Dependents Schools' (DoDDS) effort to locate children who have handicapping conditions and need individual and appropriate special education. Do you have or know of a child with a handicap who is eligible to attend DoDDS Schools? DoDDS actively searches for these youngsters, aged three through twelfth grade, so that they may receive the special education they need. Once they are identified, the information can be used for planning to meet their special educational needs and to determine priorities for service. If you have concerns about your child's development, contact your local DoD school at 762-5466.

COMPUTER EDUCATION

Charles Turner Joy Elementary School has a local area network with Internet capabilities. This enables the students and teachers to scan and search materials in school wide and world-wide formats. The library is designed with individual computer stations, allowing students to search and access information and reference material. Your child is afforded opportunities throughout the year to utilize the computers in the library, the Distance Learning Lab, and the classroom. Our staff is actively involved in integrating computer technology with the curriculum. We also have an intra-net

system at our school, serving as an additional avenue for increased communication between parents, teachers, and students.

CONFERENCES (PARENT-TEACHER)

The school believes that frequent communication between the teacher and the parent is essential. In addition to the regularly scheduled fall and spring conferences (following the end of the first and third quarter), appointments can be made at the request of either the teacher or the parent for individual conferences throughout the year. A parent may schedule a conference with a teacher by phoning the school office at 762-5466.

CRISIS MANAGEMENT PROGRAM

A Crisis Management Team has been established at Charles Turner Joy Elementary School. This is a group of people with a variety of skills and experiences who have a commitment to help in times of crisis. They prepare for unforeseen events and have a completed Crisis Management Plan with identifies available local resources. The team at Charles Turner Joy Elementary School consists of the administrator, the school psychologist, the medical clinic, the chaplain, and faculty..

DISCIPLINE

The staff at Charles Turner Joy Elementary School maintains an atmosphere at the school, in which children will feel safe, secure, happy, and in addition, have the maximum opportunity to learn. The ultimate goal of disciplinary procedures is to help our children learn self-discipline. In an effort to accomplish this goal, we hold children accountable for their behavior while at school. We provide positive consequences and encouragement for students who obey the rules and appropriate consequences for students who do not obey the rules.

School Wide Rules

1. Protect Instruction Time for all student, do not disrupt learning of others.
2. Keep hands, feet, and objects to yourself.
3. Obey all school adults promptly.
4. Respect others and their property

School Policy

1. Leave gum at home.
2. Running is permitted on the playground and during P. E. class.
3. Running is not permitted in the halls or classrooms.
4. Clothes with inappropriate language and graphics are not suitable for school.
5. Walk-man and video equipment is not allowed.
6. Weapons, toys, and distracting items are to be left at home.

Library Rules

1. Use quiet voices.
2. Show respect to all students and adults.

3. Return magazines and books to the shelves.
4. Always clear your table before leaving the library and return chairs to tables.
5. Respect the tables of others when working on projects.
6. Respect computer equipment, magazines and books

Playground Rules

1. Play within the school boundaries.
2. Respect others and avoid rough play.
3. Obey all school adults promptly.
4. Running, tag, and ball throwing is not allowed in the line up area.
5. Running, tag and ball throwing is not allowed on playground equipment.
6. Running backwards up the slide is not allowed.

Each classroom teacher has plans for rewarding good behavior. These rewards may include various activities such as: earned free time to play game, stickers, certificates, and free computer time. Students who choose to disobey the rules during a school day will receive consequences as outlined by each classroom teacher. We are confident that such clearly stated and thorough school wide and classroom rules will encourage positive interactions throughout the school, and make this school year a positive and motivating experience.

At the beginning of the school year, the school staff will discuss basic safety rules and common sense practices with the students. This will permit them to enjoy the playground while avoiding injuries. Students will also be taught that disputes and disagreements must be settled peaceably. The use of force, hitting, or fighting to settle a dispute is totally unacceptable. Most importantly, students will be taught to respect each other and all adults at the school. We are very proud of the fact that students at Charles Turner Joy Elementary School work and play together exceedingly well. Students are encouraged to take pride in their good behavior. This provides all students the fullest opportunity to experience maximum achievement.

Discipline is a shared responsibility. When parents and the school work together, the child benefits the most from this situation. We ask for your complete support in these efforts. Discuss this information with your child. In cases of serious misbehavior, parents will be contacted and conferences held to correct the situation and avoid similar occurrences in the future.

DISCIPLINE COMMITTEE

The Discipline Committee is a committee (comprised of school officials/teachers, parents, and community members) which meets to decide disciplinary action for which a student has received ten or more suspensions (in-house as well as out-of-school) or in which expulsion has been or could be recommended. DoDEA Regulation 2051.1 defines a formal hearing as, "The process by which the school Disciplinary Committee reviews the evidence and affords the school and the student

accused of misconduct (and his/her parent or guardian) a chance to contest allegations. Formal hearings afford certain rights to the student accused of misconduct when the proposed disposition involves expulsion or suspension for more than ten (10) days. In cases where the suspension of a student is due to frequent and/or serious offenses and the student has not been successful in changing the unacceptable behavior, a formal hearing (with a formal statement of charges) will be held. The Discipline Committee will listen to the defense and make a recommendation to the principal. The school principal will then notify the sponsor of the Committee's decision.

TABLE OF CONSEQUENCES

LEVEL	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense	7 th Offense
A	Warning	Parent Contact	Retained in Office	Detention	Detention	Detention	
B	Suspension 1 day	Suspension 1 day	Suspension 1 day	Suspension 2 days	Suspension 2 days	Suspension 2 days	Expulsion
C	Suspension 2 days	Suspension 2 days	Suspension 3 days	Suspension 3 days	Expulsion		
D	Suspension 3 days	Suspension 3 days	Suspension 4 days	Expulsion			
E	Expulsion						

OFFENSES

Level

A*	Abusive Behavior to Peers Abusive Acts/Language Action Leading To Accident Aggressive Behaviors Biting or Spitting Did Not Obey Instructions Disrespect to Students Disruptive Behavior Dress Code Violation	Engaged In Horseplay Excessive Noise Internet Agreement Violation Left Class without Permission Lunch Room Rules Violation Lying Playground Behavior Violation Prohibited Item Pushing/Shoving	Scuffling Tardies Threats of Damage Throwing/Shooting Objects Unprepared For Class Unsafe Behavior Verbal Abuse/Gesturing
B *	Bullying Cheating/Plagiarism Damage to Property Disrespect to Adult Fighting	Forgery of Signature Harassing Students Indecent Act/Language Refusal to Obey Stealing	Threatening Behavior Truancy Uncooperative With Staff Willful Disobedience
C *	Extreme disrespect to a teacher/faculty member (i.e. use of profanity)	Insubordination accompanied by profanity or disrespect (B or C to be determined by the administration) Theft	Use, Possession, or being under the influence of alcohol (mandatory referral) Vandalism (Minor incidents)
D*	Extortion/threats Sexual Harassment (Physical)	Threatening a staff member (Verbally)	Vandalism (Major incidents)
E *	Bomb threats	Threatening a staff member (Physically)	Use, Possession, or Distribution of drugs

* Other (To be determined at the discretion of the administration)

Seventh offense in Section A will automatically become a Section B first offense. The consequence for any combination of offenses resulting in a total of 10 or more days of suspension will be EXPULSION.

Weapons

The following are the DoDDS Korea District consequences for violation of DoDEA zero Tolerance Weapons Policy.

Inherently Dangerous Items/Deadly Weapons

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

Grades Kindergarten to Grade 8 First offense - 36-week expulsion

Dangerous Items

REPLICAS AND OTHER ITEMS (NOT INHERENTLY DANGEROUS) USED IN SUCH A WAY AS TO INJURE OTHERS OR INSTILL FEAR

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

Grades	First Offense		Second Offense		Third Offense
	No Injury	With Injury	No Injury	With Injury	All Cases
K-3	5 day susp	10 day susp	10 day susp	20 day susp	18 week expulsion
4-6	10 day susp	20 day susp	20 day susp	40 day susp	18 week expulsion
7-8	20 day susp	30 day susp	30 day susp	18 week susp	18 week expulsion

Potentially Dangerous Items

REPLICAS OR OTHER ITEMS INAPPROPRIATE (NOT INHERENTLY DANGEROUS) ON SCHOOL GROUNDS THAT ARE NOT USED TO INJURE OTHERS OR INSTILL FEAR

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

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

Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-3	1 day susp	2 day susp	3 week susp	18 week expulsion
4-6	3 day susp	5 day susp	5 week susp	18 week expulsion

7-8	4 day susp	6 day susp	6 week susp	18 week expulsion
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EARLY WITHDRAWALS FROM SCHOOL

If a family is planning to depart prior to the end of the school year, the rotation date should be given to the school as far in advance as possible. This allows the teacher to plan the student's work accordingly. Students must be in attendance twenty days prior to school closing in order to receive an official promotion. If the child is withdrawn prior to the twenty-day early withdrawal date, the student will be treated as a transferring student and our school will be unable to give an official promotion. On or after the earliest departure date, and with appropriate advance notice, an official promotion will be given.

Upon completion of the final day of school, parents may review the permanent records of students withdrawing from school. The permanent records will then be sealed by the main office and may be hand-carried to the new school by the parents. Please make certain that the specific date of departure is made known to the school so that the records can be prepared on time. Students must return all school materials and books, or pay for lost books.

EMERGENCIES AND ALERTS

The staff of Charles Turner Joy Elementary School has coordinated an Antiterrorism/Force Protection Plan with the base security office. In the event of an emergency evacuation of the school, appropriate and preplanned evacuation procedures will be initiated in coordination with COMFLEACT base authorities. At all times during emergencies such as these, the school will be in close contact with base authorities. Students will not be released from the school until parents are contacted and physically meet them at a designated holding area to be determined by the base authorities.

ENROLLMENT

The DoDDS official policy for the placement of Kindergarten and first grade students is based on the age of the child. The official policy is that no child shall be enrolled in Kindergarten unless the child has reached the age of 5 by September 1 of the year in which he or she seeks Kindergarten enrollment in our schools. Also, no child shall be enrolled in the Grade 1 unless the child has reached age 6 by September 1 in the year in which he or she seeks enrollment.

Department of Defense Instruction 1342.13 has established priority categories for enrollment purposes. Applicants are subject to the conditions of the regulation. Discussions of these may be held with the school principal.

Enrollment Categories

The four general categories of enrollment eligibility are:

Priority I

Space required, tuition free: Command sponsored dependents of DOD civilians and US military with orders to Korea.

Priority II

Space available, tuition paying, federally connected: Dependents whose sponsors are employees of the State Department and other US governmental agencies, Red Cross, USO, representatives of Federally connected contractors, etc.

Priority III

Space available, tuition free: Non-command sponsored dependents of US Military and DOD civilians with orders to Korea.

Priority IV

Space available, tuition paying, Non-federally connected: Dependents of US citizens (including retired US Military) and dependents of foreign nationals, where there is no objection from the host nation,

Registration Requirements

The following documents are required to register children in DoDDS:

- 1) Sponsors' travel orders or other verification of command sponsorship
- 2) Up-to-date Immunization Records
- 3) If Navy, a copy of the dependent's entry approval letter from PSD.
- 4) Birth certificate or passport for 1st time enrollment in Kindergarten or Grade 1 or Priority III.

Registering Dependents

Please Have The Following

- 1) Copy of the orders to Korea, any reassignment orders within Korea, any other changes including extensions, concurrent travel orders for dependents. Copies are needed for each dependent enrolled.
- 2) Student's Social Security Number.
- 3) Emergency information: Name, address and telephone number of someone who could be notified in the event a parent is unavailable.
- 4) If dependent is command sponsored he/she must be on the sponsor's travel orders.
- 5) Up-to-date immunizations including a TB Skin test within the last 12 months.
- 6) Local hire employees must submit verification of employment no earlier than 1 August for the school year beginning in that month.

For category 4 students, we need a copy of the sponsor's passport.

Student Placement Policy

When a new student is registered, the teacher(s) of the new student must be notified one full school day before the student can begin classes. On the day a student enrolls, the school secretary will inform the teacher(s) of the enrollment. The new teacher(s) can then schedule an appointment (if necessary) to meet the student/parent either that afternoon or on the next school day. Parents should bring all previous scho

ol records, report cards, school health records, etc. that are available at the time of initial enrollment to assist in proper planning and placement.

EXTRACURRICULAR ACTIVITIES

Our staff offers various extracurricular activities, which are held after school hours throughout the school year. We encourage your child/children to participate fully in these activities. You will be notified of these activities as they occur throughout the school year. Parents are required to complete a Parent Permission Slip for attendance.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

DOD Directive 5400.11 states that "It is the policy of the Department of Defense to safeguard personal information contained in any system of records maintained by DOD Components and to make that information available to the individual to whom it pertains to the maximum extent practicable." The 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 (DSP Form 2030.2)
- 3) Duplicate Report Card
- 4) School Health Record (DoDDS Form 120.1 Revised)
- 5) Results of standardized testing
- 6) Cumulative Individual Reading Record Folder
- 7) Testing data and documents relating to special classes and programs
- 8) 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. The student enrollment files are kept in locked file cabinets in the main 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 a student's file and it is kept in the health aide's office.

Some student files contain results of individual assessments or reports of student progress in specialized classes such as Reading, English as Second Language, Speech Therapy, or Special Education. This portion of a student file is maintained separately. Records are carefully maintained under the provisions of DOD Directive 5400.11. A parent, who wishes to review any or all of the components included in their child's file, should inform the administration. Administration will make an appointment for the parent/legal guardian and arrange to have a teacher, counselor, or administrator present to answer any questions. School records open for parental inspection are defined as "any and all official records, files, and data related directly to a student." This includes, but is not necessarily limited to, student cumulative

records folder, attendance information, academic work completed, grades, standardized achievement test scores, interest inventory data, family background, and verified reports of serious or recurrent inappropriate behavior.

A Transfer of Permanent Record form will be provided when you notify the school of a rotation/withdrawal date. When a Request for Records from another school is received, a form that is signed by a parent, will give the school permission to release student records to that school. When a student leaves, all components of the student file are combined into one package for transfer to the new school.

Challenging Records

If parents challenge the validity or accuracy of a record, the school will grant an informal hearing with the school administration and then District Superintendent, Korea, if necessary. Cases that cannot be resolved through the informal hearing will be referred to the Director, DoDDS-P.

FIRE DRILLS

Fire drills are conducted monthly throughout the school year. The school principal and Fire Chief coordinate a schedule for these events. Do not be alarmed when you see and/or hear the fire engine on its way to the school for a fire drill. In addition to the fire drills, other Fire Safety programs are coordinated with the Fire Dept. during the year. The COMFLEACT CHINHAE Fire Department and the school staff supervise all activities.

HOMEWORK

Homework is a means of developing the necessary skills of independent study and learning. Homework helps in promoting organizational skills and in developing a sense of responsibility. It is also an opportunity for parents to become actively involved in their child's/children's learning and for each child to work to his/her full potential. Through homework, students should be provided with an appropriate environment for additional practice and application of learned skills. Each teacher's individual homework policy will be described in a letter to parents within the first two weeks of school. Frequency and length of assignments will be designed appropriate to grade level and individual philosophy.

IMMUNIZATIONS

Immunizations are required as a condition for enrollment at Department of Defense Dependents Schools. All school age children must receive the required immunizations prior to registering for school. Sponsors are asked to report to the Health clinic with their dependents prior to registration. The clinic will issue a "Certificate of Immunization" to each sponsor. This should be submitted to the school during registration.

Immunization Requirements

Certification of required immunization is a requirement for admission/attendance at C. T. Joy School. To obtain a Certificate of Immunization (DSP Form 120.1), parents must take the student's shot record to the Health clinic. It is the parent's responsibility to inform the school health aide when the student receives a vaccine updating his/her immunization.

- 1) Oral Polio Vaccine (OPV): Three doses of Trivalent, at least one of which was administered after the 4th birthday
- 2) Diphtheria, Tetanus, Pertussis (DPT): Three doses, given singly or in combination, at least one of which was administered after the 4th birthday. Subsequent routine Td boosters are required every 10 years. Pertussis vaccine is not required for individuals older than six (6) years of age.
- 3) Measles, Mumps, Rubella (MMR): Two doses of live attenuated vaccine given singly or in combination, at least one of which was administered after the 4th birthday.
- 4) Purified Protein Derivative (PPD) test: One test yearly for negative result. An annual preventive medicine exam or chest x-ray is required if a positive PPD has occurred.
- 5) Hepatitis B Vaccine (HBV): One series of three vaccines is required for all DoDDS students.
- 6) Varicella (Chicken Pox): One (1) dose through the age of 12 years, two (2) doses for those 13 or older (at least one month apart, or reliable history of the disease).

DoDEA students will be required to meet additional immunization requirements in order to attend DoDDS Schools.(which may or may not be required by many US school districts):

- 1) Hepatitis A series (1 and 2-six months apart)-start after 1 year of age
- 2) Meningococcal Conjugate Vaccine-(11 yrs of age and up)
- 3) Tetanus and Diphtheria, Toxoid and Acellular Pertussis Vaccine (TdaP)-adolescent preparation (11 yrs of age and up)

Please review your child's immunization records and for those immunizations which they are lacking, please go to the Health clinic to update your child's status.

LIBRARY PROCEDURES

Students at our school are welcome to check books out of the school library. Students can check out three books at a time for one week. Reference books can be used in the classroom or the library, but may not be checked out of school. The library aide will discuss specific checkout procedures with the children at the beginning of the school year. The library is a very important part of our school. We have an excellent collection of books ranging from picture books to reference materials. We use the library in connection with various units of instruction throughout the school year.

LOST OR DAMAGED BOOKS

Textbooks and workbooks are provided for all students. Students are expected to maintain school property in good condition. When textbooks or library books are lost or badly damaged, students will be required to pay for their replacement. Checks are to be made payable to the "Treasurer of the United States" for the appropriate amount.

NEWSLETTERS

The Charles Turner Joy Elementary Newsletter is sent to parents on a bi-monthly basis. In addition, individual classroom newsletters, notes, reminders, and notices are sent home with your children throughout the year. Frequently, notices are sent via e-mail, posted on the base television closed cable network, and the school marquee.

PARENT TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization is an important link between home and school. It has served as an important service activity for the staff, parents, and community. Parents/teachers/community members involve themselves in many activities throughout the school year, all of which add to the fun and excitement that is generated for the children/adults with these events. We urge all parents to become involved in this partnership of school and home. The success of your child depends in a large part upon your involvement with their education.

POWER OF ATTORNEY

If you plan to be out of the country while your children are attending school, please be sure to obtain a special power of attorney to be used in case of an emergency. Inform the teacher and school office of the name, address and telephone number of the person(s) taking care of your child.

REPORT CARDS

Students will receive their report cards at the close of each quarter. Parents may keep report cards issued to students. A continuous record is maintained at the school. If a student's work indicates a lack of progress in the early part of a marking period, the teacher will schedule a conference with the parent. This communication early in a marking period can result in a student's renewed progress in a given subject area. Five-week progress reports are sent out each quarter.

SCHOOL/INSTALLATION ADVISORY COMMITTEE (SAC/IAC)

The SAC/IAC is an advisory group composed of elected parents and professional school staff members whose function is to suggest/advise the Principal and Installation Commander on educational matters. SAC/IAC members functional responsibilities are to give advice on school policies and procedures which are perceived to be affecting students and parents i.e. transportation, safety. What advisory committees do not engage in are political campaigns or issues and negatively oriented pressure groups. They do not raise money, grant scholarships, financially support school events, or engage in any monetary projects. They do not make recommendations regarding the

hiring, firing, promotion, or transfer of individual staff members or report independently to the public. Advice is welcomed as part of the decision making process.

SCHOOL SUPPLIES

Student supplies such as pencils, notebooks, crayons, scissors, erasers, etc., are not provided by the school and are usually available for purchase at the our local exchange. Similar supplies are available on the economy. A list of suggested items per grade level is provided to assist you in preparing your child for school:

Kindergarten and Grade 1

- 1 Pair of Scissors (blunt)
- 1 Bottle of Elmer's Glue
- 4 Glue Sticks
- 1 Box of Regular Crayons (16 count)
- 2 packages of #2 pencils
- 1 Pack of felt tip markers
- 2 erasers
- 1 ruler with inches and centimeters
- 1 Painter's Smock or old shirt
- 1 Book Bag or Backpack

Grades 2 and 3

- Three-ring Binder (1 or 2 inch, no "Zipper" Binders)
- 10 Binder dividers
- 3 Single subject, wide ruled spiral notebooks
- 1 Pack of Post It Notes (any brand, any color, no lines, size 3 x 3)
- 1 Small pencil case (cloth, not metal, preferred)
- 3 Pocket folders
- 2 Packages of Wide Lined Notebook Paper
- 2 Packages of #2 Pencils (no mechanical please)
- 1 Eraser
- 1 Pair Scissors (pointed, with a cover if possible)
- 1 glue stick
- 1 set of Colored Pencils
- 1 Box of Crayons (16 count)
- 1 Painter's Smock or Old Shirt
- 1 Backpack

Grades 4 and 5

- 1 Pkg. Wide Lined Notebook Paper
- 12 #2 Pencils
- 3 Red Pens
- 1 assignment notebook (small size)
- 3 Spiral Notebooks (large)
- 1 Ruler (centimeter and inch)
- 1 Pair Scissors (pointed)
- 2 Bottle of Elmer's Glue
- 1 Set of Markers (thin line felt tip)
- 1 Small box Colored Pencils
- 1 Box of Crayons (24 count)
- 1 School Bag or Backpack
- 1 Pair Scissors (pointed)

Grades 6-8

- 3 Black ink pens
- 1 Package #2 Pencils
- 1 Large Spiral Notebook (6 subject dividers)
- 1 Pair Scissors (pointed)
- 1 Glue Stick
- 1 School Bag or Backpack
- USB Flash/Thumb Drives
- 1Clipboard

SPECIALISTS

Curriculum Coordinators from Okinawa Regional Office visit the school on a requested basis. Specialists from Seoul and Daegu provide service in ESL (English as Second Language), Special Education, Speech/Language, Media, and Technology when it is necessary. The school psychologist from Daegu visits C. T. Joy as needed.

STAFFING AT CHARLES TURNER JOY ELEMENTARY SCHOOL

We are presently staffed with a total of six teachers. This low student/teacher ratio is a major strength of our school. Students at this school benefit from receiving a great deal of individual instruction. In addition, the school is also staffed with a Health Aide, a Clerical Support/Korean Culture teacher and a Kindergarten aide.

STUDY TRIPS

Charles Turner Joy Elementary School schedules study trips during the school year as part of the regular school curriculum. Children must have a permission slip signed by a parent before they may proceed on any trip which involves leaving the school grounds. One adult for every 6 students is required for proper supervision of students during study trips. Individual requests from teachers will be made for the designated number of parent volunteers deemed necessary for the trip. Only the required number

of adult volunteers needed for supervision of students during study trips will be permitted to accompany the school on these trips.

VISITORS TO THE SCHOOL

All visitors to the school are required to sign the Visitor Check In/Check Out Book located in the main office. Parents/Visitors are welcome at Charles Turner Joy Elementary School. If you wish to visit during the instructional day, arrangements must be made with the teacher and principal prior to the visit. Appointments for planned visits and their purpose can be made through the principal's office. It is our desire that the school program continue with minimal interruptions during the instructional day to insure optimal instruction.

VOLUNTEERS

Charles Turner Joy Elementary School seeks to identify individuals who will volunteer their time in helping the school with individual programs and activities. Our volunteer program remains an integral part of our School Home Partnership. Anyone interested in volunteering their services, skills, and expertise should contact the school office and fill out a volunteer form.



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
CT JOY ELEMENTARY SCHOOL
PSC 479, BOX 157
FPO AP 96269

PACIFIC

January 13, 2011

ANNUAL ASBESTOS NOTIFICATION

MEMORANDUM FOR Parents and Staff
SUBJECT: Annual Asbestos Notification

As required by the Asbestos Hazard Emergency Response Act of 1985, our buildings have recently been inspected for asbestos-containing materials.

The Dynamac Corporation performed an original inspection on March 30, 1988. Baker/TSA performed the 5th triennial inspection, as required by AHERA on May 12, 2003 in accordance with Environmental protection Agency (EPA) regulations and DoDDS policy.

During the summer of 1994, all of the identified asbestos in building 723 (the main school building), and building 409 (the storage shed), was fully removed. Newly identified asbestos containing material (ACM) was noted in the May 1997 triennial inspection report. Repair and removal actions were submitted to Public Works Department and the removal of the ACM was accomplished.

Inspection results from the May 12, 2003 Baker Environmental on site visit, concluded that no new ACM (asbestos containing material) was identified during the 5th triennial inspection of Charles Turner Joy Elementary School.

Inspection results from the October 19, 2006 Baker Environmental on site visit found a sheet gasket in the mechanical room containing some asbestos. The material is in good condition and far removed from public access, therefore is not a hazard to health.

Copies of the inspection report, periodic surveillance records, and the school asbestos management plan are kept in the school office and are available for your review. If you should have any questions or concerns, please do not hesitate to contact the school at 762-5477.

Ms. Marie Cullen

Principal