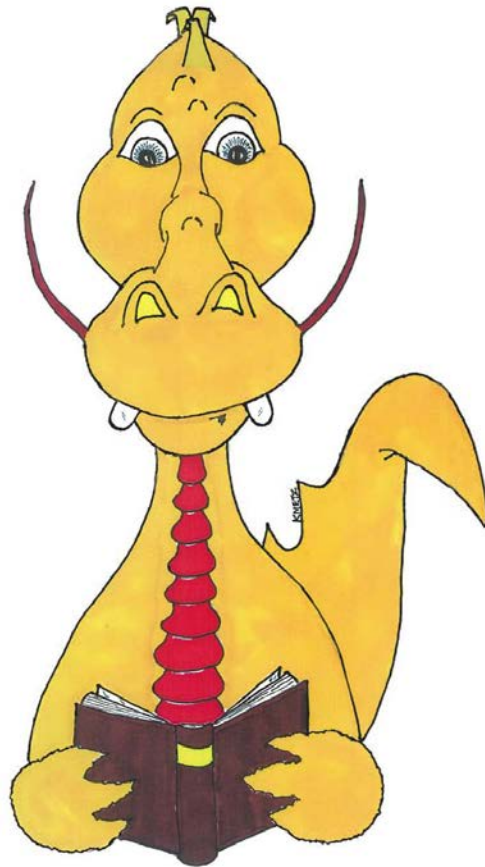


Sollars Elementary School
Misawa, Japan
Parent Handbook
School Year 2012-2013



DODEA
PACIFIC

UNIT 5041

APO AP 96319-5041

[HTTP://WWW.SOLLARS-ES.PAC.DODEA.EDU](http://www.sollars-es.pac.dodea.edu)

Contents

Sollars Elementary School Core Values & Information	5
Community Strategic Planning (CSP)	5
Mission Statement.....	5
Philosophy.....	5
How We Operate	5
Communications.....	6
School Improvement Goals.....	6
Daily School Schedule	6
Telephone Directory	6
Sollars Trivia	6
DoDDS PACIFIC/Misawa Complex 2011-2012 SCHOOL YEAR CALENDAR	7
SOLLARS STUDENT SUPPLY LIST SY 2011-12	8
Standards	9
Curriculum	9
Curricular Trips (School Sponsored Field Trips)	9
Department Of Defense Dependents School Homework Policy.....	10
Extra Curricular Clubs	12
Attendance/Absences	13
Excused Absences.....	14
Unexcused Absences	14
Leaving School During The Day	14
Transfer And Withdrawal.....	15
Visitation Policy.....	15
Visitors/Volunteers.....	15
Messages	16
Nurse/Health Program	16
Required Immunizations.....	17
Lunch Program	17
MEMORANDUM FOR PARENTS OF Dodds STUDENTS	18
Student Information	21
Dress Code	21

Bicycles.....	21
Bicycle & Skateboard Safety.....	21
Pedestrian Safety.....	22
Items From Home.....	22
Lost And Found Items	22
Discipline.....	22
Weapons Incidents	24
Weapons/Prohibited Items List.....	26
Guidance Program.....	26
Closures (Emergency)	27
Parent Teacher Organization	27
School Advisory Committee (SAC).....	28
Students Rights and Responsibilities.....	28

DEPARTMENT OF DEFENSE DEPENDENTS
SCHOOLS

DoDDS PACIFIC, SOLLARS ES
OFFICE OF THE PRINCIPAL

WELCOME TO SOLLARS



Dear Sollars Parents and Students,

It is with great pleasure that the Sollars Elementary School staff welcomes you to a new school year. We are very proud of our school and the achievements of our students. We have an outstanding staff, modern facilities, and tremendous community support.

During this year of growth and change, we encourage you to actively participate in your child's educational aspirations. We take pride in the fact that Sollars has been recognized as a national Blue Ribbon School of Excellence. That spirit of pride and excellence continues, creating a nurturing environment and a tremendous enthusiasm for educating our students.

Sollars students experience success in part because of unified cooperation and support between the staff, parents, and the military community all working toward a common goal - the education of your children. We invite you to work closely with us in providing Sollars students with the best education possible. This handbook provides you with information about our school policies and programs.

We sincerely look forward to working with you during the upcoming school year. Only together can we construct an education for your children in which we all can take pride. If you have questions that are not covered by this handbook, please call the school at 226-3933. We look forward to working with you to contribute to the **SOLLARS BUILDING LIFELONG LEARNERS**.

LaVerne Outen
Principal

Lindsay Vaughn
Assistant Principal

Sollars Elementary School Core Values & Information

Community Strategic Planning (CSP)

This is a shortened version of the CSP, which was developed by the stakeholders within the DoDDS community. It is a plan to keep DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the Nation for improving student performance and achievement. More information is available at www.dodea.edu.

GOAL 1: All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning.

GOAL 2: 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.

GOAL 3: The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

GOAL 4: Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

Mission Statement

The Sollars Community strives to educate, inspire, and empower all students to become successful learners and responsible citizens in a global environment.

Philosophy

At Sollars Elementary School, we believe that successful students must strive to acquire the knowledge, skills, and values, necessary to develop responsible and contributing community citizens. We believe this pursuit of excellence should continue throughout one's future, and become lifelong goals.

How We Operate

- The school is a safe environment that values diversity in teaching and learning styles to create active learning opportunities for children, staff, and community.
- The school is committed to shared decision making through opportunities for timely communication and feedback.
- The school is committed to professionalism by focusing on established goals.

Communications

Our parent newsletter comes out every other Friday. It is the best way to keep informed about the school. Teachers may send home a weekly or monthly calendar of activities. These all contain useful information and will keep you up-to-date on policies and procedures. Conferences are held in the fall and again in the spring if needed. You may make an appointment with your child's teacher to discuss concerns throughout the school year.

Our School Channel 16 also provides information about our school and any upcoming events.

School Improvement Goals

Goal 1: Literacy-Written Communication

Essence: Students will use written and/or symbolic communication skills appropriately to express their ideas across the curriculum.

Daily School Schedule

PSCD A.M. Session 0810 – 1045 P.M. Session 1205 - 1445	Sure Start 0815 - 1345	Kindergarten through Sixth Grade 0810 Students arrive to school 0815 Students enter building 1435 Dismissal
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Telephone Directory

Main Office	226-3933 (DSN) 0176-77-3933 (using Japanese or cell phone) 011-81-3117-66-3933 (From US)	Registrar	226-2056
Nurse	226-2050	Counselor	226-5201/5209
Information Center	226-3458	Cafeteria	222-8711

Sollars Trivia

School Mascot: "LJ" The dragon

School Colors: Red / Black / Gold

School Motto: "Building Lifelong Learners"

School Namesake: In honor of Lt Col John A. Sollars, commander of the 531st Tactical Fighter Squadron, who died on December 19, 1961, after ejecting from his F-100 Super Saber fighter jet while attempting an instrument landing at Matsushima Air Base near Sendai, Japan.

Grade Levels: Pre- school through 6th grade





DoDDS PACIFIC/Misawa Complex 2012-2013 SCHOOL YEAR CALENDAR

FIRST SEMESTER	(91 INSTRUCTIONAL DAYS)
Wednesday, August 22	Staff Report Date
Monday, August 27	Begin First Quarter & First Semester
Monday, September 3	Federal Holiday – Labor Day – No School
Tuesday, September 4	First Day of Kindergarten
Friday, September 7	No School – Teacher Training
Thursday, September 13	First Day of Sure Start
Monday, October 10 Monday, October 15 Thursday, November 1	Federal Holiday – Columbus Day No School – Professional Development Day End of the First Quarter (47 days of classroom instruction)
Friday, November 2	No School – Teacher Work Day
Monday, November 5	Begin Second Quarter
Tuesday, November 6	JASDAF Concert at Sollars
Wednesday, November 7	Early Release – Parent/Teacher Conferences
Thursday, November 8 & 9	No School – Parent /Teacher Conference
Monday, November 12	Veterans Day – Federal Holiday
Thursday, November 22	Federal Holiday – Thanksgiving
Friday, November 23	No School – Recess Day
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas – Federal Holiday
2013	
Monday, January 7	Instruction Resumes
Monday, January 21	Federal Holiday – Martin Luther King, Jr. Day
Thursday, January 24	End of Second Quarter & First Semester (45 days of instruction)
Friday, January 25	No School for Students
SECOND SEMESTER	(91 INSTRUCTIONAL DAYS)
Monday, January 28	Begin Third Quarter & Second Semester
Friday, February 15	Early Release - Teacher Training
Monday, February 18	Federal Holiday – Presidents' Day
Thursday, April 5	End of Third Quarter (42 days of instruction)
Friday, April 6	No School for Students – Teacher Work Day
Monday, April 9	Begin Spring Recess
Monday, April 16	Instruction Resumes – Begin Fourth Quarter
Friday, April 20	No School – Parent/Teacher Conferences
Wednesday, May 16	Spring – Early Withdrawal Date
Friday, May 25	No School- Teacher Training
Monday, May 28 Friday, June 8	Federal Holiday – Memorial Day Last Day for Sure Start Students
Thursday, June 14	11:15AM Dismissal – Teacher Work Day Last Day for Students

SOLLARS STUDENT SUPPLY LIST SY 2012-13

We have notified the Base Exchange of our needs so that the merchandise will be available for you to purchase. Similar supplies are also available at Japanese stores. Parents are responsible for providing school supplies. **Students in Grades K-6 need a pair of clean gym shoes for PE class. Please do not purchase TRAPPER KEEPERS or mechanical pencils.**

<p>KINDERGARTEN</p> <ul style="list-style-type: none"> • 1 Pack pencils • 1 Pack of rubber eraser • 1 Pack colored pencils • 4 Glue sticks & 1 bottle of glue • 2 Three hole punched solid color plastic pocket folders • 1 Pack of highlighters • Backpack • 1 pk 25 3 hole punched, clear reference sheet/document holder • 1 Bound primary journal (with picture space) • Clear View Notebook 3 ring binder 1" wide • 1 Tray of watercolor paint • 1 Pack 8 colored markers thick • 1 Box of tissue • 2 Box of crayons (24 count) <p>DO NOT LABEL SUPPLIES</p> <p>FIRST GRADE</p> <ul style="list-style-type: none"> • 1 Pack of #2 yellow pencils • 3 Rubber erasers (recommend white erasers from the 100 yen store) • 2 Boxes of crayons (24 count) • 1 Pair of round end scissors • 6 Glue sticks • 1 Bottle of glue (4oz) • 1 Box of washable classic colored skinny markers (8-10 count) • 1 Box of washable classic colored thick markers • 1 Box of colored pencils (recommend crayola brand) • 2 Plastic Pocket Folders (1 red, 1 yellow with NO brads) • 1 Plastic Pocket Folder (1 blue WITH brads) • 2 Mead Primary Journals (black and white with picture space) • Backpack <p>DO NOT LABEL SUPPLIES WITH NAMES</p>	<p>SECOND GRADE</p> <ul style="list-style-type: none"> • 2 Packs of pencils • 2 Rubber erasers (white) • 1 12 Pack colored pencils • Glue: 6 glue sticks • 3 Plastic Pocket folders (no brads or fasteners in center) • 2 packs 24-count crayons • Notebook dividers • 3 Bound composition notebooks (no picture space) • 1 1" 3 ring binder • 1 Pack 8 colored markers thick • Tissue (1 box max) • 1 Pair round end scissors <p>THIRD GRADE</p> <ul style="list-style-type: none"> • 2 boxes of sharpened pencils • Rubber eraser (Recommend white) • 3 pocket folders with 3-prongs-plain solid color, paper, NOT plastic • 2 pocket folders with NO prongs-plain solid color, paper, NOT plastic • 2 Wide-ruled, 1-subject spiral notebooks • 3 bound Wide-ruled composition books, NO picture space • 2 packs glue sticks • 1 box 24 crayons • 1 pair round end children's scissors • BOYS: 1 box colored pencils • BOYS: 1 box white tissues • GIRLS: 1 package WIDE-ruled loose-leaf paper • GIRLS: 1 box markers (8-pack) • Backpack <p>DO NOT LABEL SUPPLIES</p> <p>FOURTH GRADE</p> <ul style="list-style-type: none"> • 2 Packs of #2 Pencils • 1 Pack Pens – Red • 1 Rubber eraser • 1 Pack colored pencils • 1 Pack Colored Markers • 5 Pocket Folders • 1 Highlighter • 1 Book bag or backpack • 1 Supply box/bag • 4 Composition note books (black & white marble type) • 2 Packs of Lined Paper – loose leaf 	<p>FIFTH GRADE</p> <ul style="list-style-type: none"> • 2 Pack of pencils 10 in each box • 1 12 Pack colored pencils • 2 Glue sticks • Highlighters – yellow ONLY • Backpack • Plastic supply box or pencil bag • 3 Bound composition notebooks • 1 Box of tissues • 2 Packs loose leaf paper • 6 Dividers (total) for the notebooks • 1 Pair round end scissors • 2 3" Binder • 2 ea – 1 ½ or 2 inch binder <p>SIXTH GRADE</p> <ul style="list-style-type: none"> • 24 - #2 Pencils • Rubber erasers (white) • 1 Pack colored pencils • 4 Glue sticks • 1 White glue bottle • 4 Pocket Folders • 1 Pack of highlighters • Book bag or backpack • Plastic supply box or zippered pencil case • 4 Bound composition books • 1 – 3 ring binder 1.5" (white) • 1 tray of watercolor paints • 1 Pack colored markers • 1 Box of tissue • 4 Package loose leaf paper (college ruled) • 1 pair scissors • 1 24 Pack of Crayons • Notebook dividers
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Standards

DoDEA schools have adopted performance standards that identify what students should know and be able to do at each grade level. These standards are the basis for the classroom curriculum in all 9 instructional areas. The DoDEA standards are listed at the website: www.dodea.edu/instructional/curriculum.

Curriculum

DoDEA offers a world-class curriculum to all of its students. In direct line with the national trends, DoDEA places an emphasis on student achievement in all areas of curriculum. These areas include health education, integrated language arts/reading, mathematics, physical education, science, social studies and the visual and performing arts through standards-based instruction. These comprehensive programs are offered from prekindergarten through grade six. Communication and higher-level thinking skills, problem-solving, and decision-making strategies are taught across all disciplines.

The DoDEA Curriculum Development/Assessment Adoption Cycle is a blueprint for systematic curriculum revitalization to maintain quality programming. Educational opportunities and experiences are continually improved by keeping basic disciplines current, improving teaching methods, and conducting periodic assessments. These include assessments by external agencies (e.g., North Central Association).

Periodically DoDEA coordinators, teachers, parents, administrators, and students review each basic skill area. This community approach maintains the quality and appropriateness of the educational program in the schools. The curriculum and program planning cycle serves to regularize the logistics and budgeting on time in the correct numbers. A brief description of each standard can be found in the grade level curriculum guide. This guide is located at the DoDEA Website. <http://www.dodea.edu/>

Curricular Trips (School Sponsored Field Trips)

During the school year, the students have curricular activities in and out of school, which broaden the scope of a student's education and interests. While the value of trips and excursions is fully recognized, their subordinate position to the basic academic curriculum must be maintained for the overall benefit of the student. It is DoDDS policy to enrich school curriculum for all students, by taking advantage of the cultural, historical, and natural geographical attractions of the host nation.

Children MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT before they go on any trip leaving the Base. Teachers can withhold educational trip privileges from students whose behavior is inappropriate. We encourage parents to participate as chaperones on these trips. However, we can not allow parents not to bring a younger sibling/infant on an educational trip.

Chaperones are to supervise the students and younger siblings may interfere with those responsibilities. Chaperones are also asked to ride the bus to help supervise. They should not be following the bus. As an invited chaperone, one's responsibility must be to supervise the students.

Department of Defense Dependents School Homework Policy

DS Administrative Instruction 2000.9, July 7, 1993

A. PURPOSE

This instruction is issued to establish responsibilities for the development and implementation of a Department of Defense Dependents Schools (DoDDS) system wide homework policy. The intention of these guidelines is to provide DoDDS administrators with minimum standards for the preparation of school homework policies and for the evaluation and monitoring of homework effectiveness by members of the school faculty and the local community.

B. CANCELLATION

This instruction cancels and supersedes DS Administrative Instruction 2000.9, "Homework Policy", dated November 29, 1990.

C. APPLICABILITY AND SCOPE

The provisions of this issuance apply to all DoDDS educators and to students receiving education in DoDDS-operated schools. This Instruction does not apply to those students receiving homebound instruction and to those whose instructional program is governed by individualized educational plans when those plans exclude the prospect of homework.

D. DEFINITION

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

E. COMMITMENT

The development of study skills must be an integral part of DoDDS regional, district, and school educational policies. DoDDS strongly supports the philosophy that homework is a necessary part of school life, which serves different purposes according to the student's grade level.

The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives.

It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and abilities of individual students and in support of the learning objectives of the particular curricular area. It should be understood that "homework" may not always be paper and pencil tasks.

Some of the homework in primary grades can be students reading to parents and parents reading to students, or taking part in host nation and creative art activities. It is a good practice for parents and siblings to be involved with homework assignments. Study skills are an area that can be extended to homework assignments.

F. POLICY

1. It is DoDDS policy to assign homework appropriate to all students' ability for completing assignments.
2. Each school shall prepare, publish, and widely distribute the particular policies and practices applicable to that school. Individual school issuance shall be consistent with the following guidance.
3. Establish appropriate ranges of hours per week of homework to be assigned. The following ranges are provided as guidelines:

<u>Grades Hours (Range)</u>	
1-3	2-4 hours
4-6	5-6 hours

- a) Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- b) Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- c) Homework assignments shall be designed to meet the needs and abilities of individual students
- d) Homework will be done outside class time, not during the instructional period.
- e) The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration should be made for special school events and other subject area requirements.
- f) As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

G. RESPONSIBILITIES

1. Teacher will:
 - a. Identify the degree to which homework affects the determination of a student's grades.

- b. Provide clear, concise directions for completion of homework assignments.
- c. Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment.
- d. Evaluate, review, and return homework in a timely manner.
- e. Periodically discuss with students and their parents the student's academic progress, including performance on homework assignments.

2. Parental Responsibilities:

- a. Be flexible.
- b. Check your child's work after completion for neatness, name on paper, correct spelling, completeness, correctness and organization.
- c. If your child has homework, still allow time for exercise, recreation and a favorite past time. Do not make homework a punishment.
- d. Help your child get organized. Provide a place to study without distraction. Have a study time routine.
- e. Listen and encourage.
- f. Check your child's backpack for school papers. Sign papers and notebooks as needed.
- g. PRAISE and recognize your child's effort.

3. Student will turn in all completed assignments, when due.

Extra Curricular Clubs

Sollars Elementary School staff will again be offering before and after school clubs. Check your parent newsletters for specific club beginning dates. The following are some examples of the clubs, which **may** be offered to certain grade levels this school year:

Band	Koto Class	Chess Club	Soroban
Basketball	Safety Patrol	Speed Stacking Club	Student Council
Chorus	Ski Club	Soccer Club	Yearbook Club

Attendance/Absences

DoDEA's new attendance policy states, as of August 1, 2011:

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

It is DoDEA policy that school attendance is mandatory

a. All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.

b. Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

c. Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.

d. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. Parents should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.

e. A student's educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

f. Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to ensure students complete all required work and successfully master course objectives.

We at Sollars strive to provide quality education and believe that family vacations during school days are detrimental to your child's academic progress. Assignments may not be provided for family vacations. The only time your child should be absent for travel is during an Emergency Leave situation. If such situations arise, your child may be given work to complete before his/her return to school, or within a given timeframe after returning to school. You as a parent must then assume responsibility for seeing that work is completed in a satisfactory and timely manner.

All students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents/sponsor and students. All absences must be followed by a written excuse from the parent stating the dates of, and reasons for, an absence. If absent for 3 days or more due to illness, the school nurse should be called at 226-2050.

Excused Absences

Daily attendance at school is important for success. It is recognized, however, that absence from school is necessary under certain conditions. Every effort must be made by parents, students, teachers, and administrators to keep absence and tardiness to a minimum. Excused absences are granted for illness, family emergencies (e.g., severe illness, death in the family, or local hardship situation), religious observations, pre-approved family trips, and medical appointments which can not be arranged during non-school time.

Excused absences are granted for those students participating in school-sponsored activities occurring away from the school. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence.

When parents are traveling TDY or away from home, please send the school a copy of your **power of attorney** showing who will be responsible for your child(ren) in your absence. In addition, please provide the school with the responsible person's name, phone number, address, work place contact information and the approximate length of your TDY BEFORE you depart.

Unexcused Absences

After reporting to school, any student that skips or leaves a class without an excused permission slip is truant. A student who is absent from school without the permission of his/her sponsor or school authorities is also truant. School personnel will seek cooperation from parents/sponsors and assist them in correcting and preventing truancy.

Students with unexcused absences will not be granted make-up privileges for class work. Unexcused absences may also result in disciplinary action (see DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," June 1996), including afternoon detention, temporary removal from class, and in-school and out-of-school suspension.

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 should send a note to school with the child stating the date of and the reason for an absence. Parents are then to report to the office to sign out their child(ren), after which time the student will be released to the parent. Children will not be released to non-family members without explicit written authorization that has been confirmed by the office. Students cannot be sent home or to the medical clinic unescorted during the school day. It is absolutely necessary for the parent or guardian to sign the child out of school in person.

Transfer and Withdrawal

Parents of students transferring or withdrawing from school should notify the school of the transfer at least **ten** days prior to departing. A copy of the sponsor's order must be given to the school. Records may be hand carried by the sponsor. Records will not be given to the student. In addition, parents must ensure that:

- Students return all books and equipment that are the property of the school.
- Condition of returned items should reflect only normal usage.
- Students must pay any outstanding fines or charges
- Parents should pick up school records on the last day of school after school hours.

A student must attend Sollars School for 20 instructional days to receive a report card in any quarter. If you have any questions about transfer and/or withdrawal, please contact the school registrar, Ms. Nakamura, at 226-2056.

Visitation Policy

On occasion we have visiting family members from the states, local area students, or staff members' children who would like to attend our school for a visit. These visits bring along with them some liabilities and must be documented and approved. The procedure for this will be; Sponsors of visiting students must make a request in writing to visit a classroom. This should include the date, the teacher whose class they plan to visit, and local emergency contact information for that student. This request should be given to the classroom teacher. The classroom teacher must indicate in writing that they are willing to accept the student for the specified date. The request is then passed along to administration for approval or disapproval. This should all be completed at least 24 hours prior to the planned visit. Only after this request has been approved by all, is the visiting student to be in school. No visitor will be approved for more than 3 days cumulatively.

Visitors/Volunteers

We encourage parent volunteers and classroom visits, yet we want to ensure quality academic time for your child. Before volunteering in a classroom or fieldtrip please come to the main office and fill out a volunteer application. Also, to minimize distractions and interruptions, parents should schedule visits to the classrooms with the teacher, and must check in at the office for a pass before proceeding to the classroom.

Our commitment to our students includes parent involvement as school volunteers. We seek your assistance in such areas as clerical/office work, classroom helper, nurse assistant, computer class monitor, resource instructor, tutor, and many other areas. For more information, contact your child's teacher or the school office. This year we also have a volunteer form you can complete at registration. The Red Cross offers credit for recorded volunteer time.

Messages

Except in cases of emergency, classroom instruction will not be interrupted to give messages to students. Since it is difficult to verify with whom we are speaking to over the phone, and to ensure the safety of your child, we request that you do not ask us to take messages over the phone to send your child anywhere other than where s/he usually goes after school. Changes in plans should be given to your child before s/he leaves home for school or should be presented by the parent in person at the office.

Nurse/Health Program

Sollars is a **DRUG FREE ZONE**. **Students may not keep any medications with them**. This includes: cough drops, aspirin and cold pills. All medication will be kept in the nurse's office. The primary objective of the school health program is to support the optimal functioning of students as they progress in their educational development. To meet this objective, the health program includes:

- Administering first aid for injury or illness
- Health screening with the appropriate referral
- Health promotion and instruction
- Medication administration
- Supervision of the school environment
- Asthma monitoring program

Should a serious illness or injury occur, you will be contacted. It is very important that the school nurse and office staff have current home and duty phone numbers for both parents and the name and phone number of an emergency contact. Please update information immediately whenever a change in any of these phone numbers occurs.

DoDDS policy states that all medications taken during school hours must be administered by the school nurse and accompanied by a Hold-Harmless Letter. This letter/form is available in the health room or at the hospital clinics. Please ask your pharmacy to provide a separate bottle of medication to be left at school.

If you have any questions or concerns during the school year, please contact the school nurse at 226-2050. The health room is located in Building 80. **Immunizations are required for attendance in DoDDS schools.** Please check your child's shot record to ensure that his/her immunizations are up to date.

Required Immunizations

DPT (Diphtheria, Pertussis, Tetanus)	Total of four (the last booster administered after the 4th birthday)
OPV (Trivalent Oral Polio Vaccine)	Total of three (the last booster administered after the 4 th birthday)
MMR (Measles, Mumps, Rubella)	Total of two (given at least four weeks apart)
CHPO (Chicken Pox/Varivax)	Total of two (unless child already had disease)
HEPÉTITIS B	Total of three (required for incoming students)
HEPÉTITIS A	Total of two doses. First dose must be given.
HAEMOPHILUS INFLUENZAE TYPE B	Total of two to four doses before age 5.
MENINGOCOCCAL	Total of one dose. (Children 11-12 years old)

Lunch Program

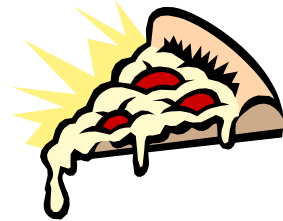
The Lunch Program is coordinated by the Army/Air Force Exchange Food Services (AAFES). The price of the lunches is determined by that agency. If children do not wish to purchase a lunch, they may bring lunch from home. Sollars ES requests that student lunches include beverages that fit the nutritional guidelines suggested for children, which include milk, fruit juices, and/or water. Glass bottles and canned drinks are **prohibited** because of safety issues. Soda cans have sharp edges and pop tops that can injure children. Soda cans may also explode due to the carbonation. Milk may be purchased in the cafeteria.

Reduced price lunches are available to qualified students. If you feel the need for assistance, please pick up a packet from the main office. The packet needs to be turned in to AAFES. Family size and income information supplied by you will be strictly confidential. The lunch menu will be sent home each month. All visitors to the school who wish to purchase a lunch should be included on a classroom lunch count.

Changes to the menu will be advertised as soon as they are received. Children are expected to be enrolled in the automated lunch program and have money in their account or cash payment in his/her hand when entering the lunchroom. The following policy is in effect:

1. AAFES will provide three (3) meals per student in grades K-6 (if enrolled) however the sponsor must reimburse the charge. When a student has received three charges the sponsor will receive a letter of notification.

2. If the sponsor doesn't reimburse the school lunch program after 3 charges NO FURTHER Charges will be issued to students in grade K-6. If the student seeks to charge a fourth time, AAFES will give the student a cheese sandwich with milk for the full cash price of the meal. Sponsors are required to reimburse the school lunch program for this lunch.
3. Reimbursement can be at the school cafeteria or cashiers cage. Cash will also be accepted. Upon reimbursement your account will be cleared and reinstated.



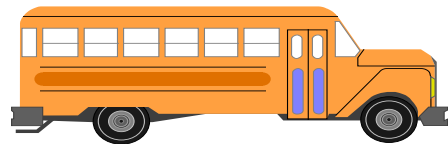
Current prices are:

Grades K - 6	Student Lunch	\$ 2.05
	Lunch Plus	\$.75
	Teachers/Guests Lunch	\$ 5.00
	Extra Milk	\$.60
	Reduced Lunch	\$.40

Please ensure that some provision has been made each day for your child's school lunch prior to sending your child to school. There are no microwaves available for student use. For health and safety reasons food/candy/snacks are not to be taken to the playground.

MEMORANDUM FOR PARENTS OF Dodds STUDENTS

From 35 FW/CC



The Misawa Student Transportation Office (STO) can be reached at 226-9119 and are usually open from 0730-1600 year-round. During vacation periods please call for an appointment.

Bus Passes: Any student riding the bus must have a current school year bus pass in their possession.

New Students: Bus passes can generally be processed in about 10 minutes. Please obtain a "DODEA School Bus Registration" form from the Registrar and complete it before coming to the STO. Bring the student for a photo.

Returning Students: A current-year bus pass will be mailed in August to all bus riders, assuming that the STO has a recent student photo on file. No passes will be mailed if a recent photo (within the prior school year) is not in our files. We will use prior year year-book photos or a photo taken at the STO for most riders. In other cases, parents will be required to bring the student to the STO for a photograph before a new bus pas will be issued.

Changes: In most cases parents may update important information telephonically by calling the STO at 226-9119. Parents may also email the STO at "Misawa-STO@pac.dodea.edu".

Lost Passes: If Parents cannot locate their child's bus pass after a reasonable search, the parent may call the STO at 226-9119 and request a clearly-marked duplicate pass. In most cases; we will then send the pass out with the bus. We do not issue a duplicate pass without speaking to

the parents first. Students who habitually lose their bus pass may face suspension from the bus or other disciplinary action from the school.

“Students who fail to present their passes may be denied access to the bus to and from school. Those students without a bus pass will be reported to the STO. Repeated attempts to board the school bus without a bus pass will result in suspension or revocation of school bus riding privileges. If a bus pass is lost or stolen while at school, a temporary pass may be obtained from the principal’s office for that day only.”

Students may not ride a different bus than their assigned bus. Daily changes are not authorized. However; parents may contact the STO to arrange for temporary bus passes in certain situations. If your child will be staying with another family, please provide the STO (as well as the School) with a copy of your Power-of-Attorney. Please turn-in bus passes no longer needed.

Eligibility: Eligibility is based on the location of a student’s home. Bus stops are centrally located and a student may be expected to walk up to one mile to a bus stop. Most of the housing on Main Base is within the Walking Zone of Sollars Elementary School. The Bus Commuting Area for Sollars is Off-Base only, as described below:

On Base: School Bus service is not provided to families living on base.

Off-Base: School bus transportation is provided within a limited area in close proximity to Misawa Air Base. IF YOU SELECT HOUSING OUTSIDE OF THIS COMMUTING AREA THEN YOU ARE RESPONSIBLE TO TRANSPORT YOUR STUDENT TO THE NEAREST **EXISTING** BUS STOP.

School bus routes will not be altered to accommodate sponsors moving outside of the commuting area, or outside the walking distance of an existing bus stop. You are urged to verify the proximity of an existing school bus stop BEFORE entering into any lease.

The commuting area is that area which is:

South of the base.

East of the railroad tracks

West of the “Tobu Kamikita Koiki Nodo” road.

North of the hwy 10 and toll road interchange and Kibi Shrine.

WITHIN ONE MILE WALKING DISTANCE OF AN EXISTING BUS STOP.

A large scale map of the off-base bus Commuting Area is on display in the Housing Referral Office as well as in the STO.

Misawa's Safety & Behavior Standards for School Bus Riders:

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- ***Promptly comply with the bus driver's or attendant's instructions.***
- Arrive at your bus stop at least five minutes before the departure time printed on your bus pass.
- Wait for the bus well back from the curb; do not approach the bus until it is stopped and the door is opened. Never run towards your bus as the bus arrives.
- *Never, ever, go or reach under the bus for any reason. Tell the driver if you drop something. If the bus is already moving; stay back and let the bus run over your dropped item.*
- Show your bus pass and board and exit the bus in an orderly, safe manner.
- Remain seated and wear the seatbelt while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver, security attendant, and fellow students, with respect.
- Use headphones when listening to radios, walkmans, etc; Use cell phones only in a manner which does not disturb other bus occupants. E-mail or C-mail is preferred.
- Contain large items such as musical instruments, skateboards, etc in a protective case or bag.
- Tell the Driver or Attendant if you are afraid to get off the bus for any reason. Any student of any age may stay on the bus and be returned safely to school with no repercussions.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers; or engage in horseplay.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Discharge any aerosol such as hair spray, perfume or deodorant.
- Throw or shoot objects in any way.
- Ride unauthorized bus or loan your bus pass to another person.
- Litter inside or outside of the bus.
- Consume food or drink (other than water) to include gum and candy.
- Spit or use saliva in any manner.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or obscene gestures.
- Assault, harass or create an intimidating environment.
- Vandalize the school bus.
- Use or possess unacceptable items, substances, or weapons identified in the school Code of Conduct.
- Talk to friends or pass items through the windows, nor run after or chase the bus.
- Unfortunately, pens and pencils are not allowed to be used on the buses.

The school bus and the bus stop are an extension of the school campus, and all school rules apply. School bus transportation is a privilege for your family member(s) and may be suspended or revoked. Disciplinary measures are taken in co-ordination with the administration of the school concerned. Suspension from a commuting bus also results in suspension from sports and field trip buses. Revised 4/08

Student Information

Dress Code

Students are expected to be neatly groomed and dressed appropriately for the day's activities. Students' dress and personal grooming are the responsibility of the parents and the students. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste, or affecting the health or safety of students or classmates. All items of personal clothing including boots, raincoats, umbrellas, jackets, etc., should be plainly marked with the child's name and grade. This will facilitate claiming and returning lost items. Students are expected to hand carry tennis shoes to P.E. classes. Zoris or flip-flops are not permitted at school at any time. Halter tops and shirts showing midriffs are not appropriate at school. While hats and scarves/bandanas may be worn to school they are not to be worn inside the school building. This rule applies to both boys and girls.

Bicycles

Boys and girls may ride bicycles to and from school but NOT ON THE SCHOOL CAMPUS. They should be secured with a lock in the racks upon arrival at school and remain locked until it is time to return home. Any vehicle may be barred from school at any time when it becomes a nuisance, is operated in an unsafe manner, or is found unlocked.

SKATEBOARDS, ROLLER SKATES, ROLLER SHOES, SCOOTERS, AND ROLLER BLADES ARE NOT ALLOWED AT SCHOOL.



Bicycle & Skateboard Safety

- The helmet does no good if it is not buckled.
- The ground is harder than your head.
- Use bike lights and reflective gear. Not so you can see; but so that drivers can see YOU.

Pedestrian Safety

Sidewalks and roadways are icy and snow packed during the winter. Children playing on snow piled next to roadways are in danger of slipping into the roadway. Children need to exercise extreme caution when near roadways. Although speed limits on the base are well controlled, all children should constantly demonstrate safe pedestrian habits. On or off base:

- Cross the street ONLY at crosswalks (Parents, too, please).
- Look both ways before entering the crosswalk and raise your arm to request drivers to stop.
- Wait for oncoming vehicles to stop before crossing, even if the light is green for you.
- Walk on sidewalks - stay off of the roads.
- Parents must know and comply with Misawa AB Community Standards regarding children outside.
- Wear and outfit your children with reflective gear.
- Do not talk or get into cars with strangers

Items from Home

Students should not bring valuable items to school. The school can not accept responsibility for toys or audio equipment that is lost, broken or stolen. DVD players, cell phones, pagers, etc are prohibited and will be placed in the office for pickup by the parents.

Lost And Found Items

Please have your child check for lost items in "Lost and Found" which is located in the main building or the school cafeteria. High value items (wallets, eyeglasses, jewelry, etc) are kept in the main office.

Items of importance that a child forgets to bring to school should be delivered to the office. The office will pass these items along to your child. Please do not interrupt a class by delivering forgotten items directly to your child's room.

Lost and found items will be put on display for students to see at least two times per year

Discipline

A. Purpose

Good discipline at Sollars Elementary School is important to the school environment and student learning. One factor of an effective school is that it has a safe and orderly environment. There must exist a consistency in which a school enforces rules.

We also believe in informing parents if a rule is broken after classroom intervention techniques (consequences) have been tried but are not successful. Parents will be contacted via phone, e-mail, or letter when all the available consequences have been exhausted. Any adult in the school may issue a discipline referral to a student.

B. Breach of Discipline

Breach of discipline is any student conduct, which interferes with the maintenance of school discipline. Acts of behavior, which conflict with the educational program or interfere with the rights of other students to attain their education, will not be permitted. If a serious incident occurs while on school premises or while engaged in school-sponsored activities, it is to be brought to the attention of the administration.

Classroom teachers will establish rules and consequences for their classes. These procedures will be sent home to parents within the first two weeks of school. The Discipline referrals may still be used.

C. Procedure

The school has five rules that are enforced in every classroom and common area (office, gym, cafeteria, hallway, playground, etc.) The rules are:

1. I am considerate of others
2. I keep my hands, feet, and objects to myself
3. I respect adults by following their directions.
4. I respect school and personal property
5. I avoid unsafe situations

In addition, NO gum, electronic devices (walkmans, tape decks, CD players, cell phones and gameboys), and lasers are allowed at school.

D. Severe Behavior Problems

1. Fighting, threats, bullying, or stealing.
2. Bringing fireworks, matches, lighters, knives, and other potentially dangerous items to school.
3. Defiance of authority.
4. Profanity
5. Destruction of property.
6. Truancy
7. Sexual Harassment – DoDEA Manual 2051.2, Student Responsibilities and privileges, states that: “Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from adults and other students.”

E. Minimal Consequences of Severe Behavior Problems

1. Upon the first offense, an administrator will counsel the child and the sponsor may be notified by phone, letter, or discipline slip.

- a. Administrator may notify the school counselor about the incident if further intervention is needed.
 - b. Suspension or detention may be invoked.
2. Subsequent offenses will result in suspension from school or an in-house suspension.
 - a. The student's sponsor will be contacted by the administration.
 - b. Suspension may range from a ½ day in-school suspension to several days at-home suspension.
 - c. Students with an active IEP are an exception to this procedure. Their situations will be considered on a case basis through the CSC committee in a timely manner.
3. Sollars has a ZERO tolerance for any of the severe behavior problems listed. Students may be subjected to school disciplinary measures ranging from suspension to expulsion.

A safe learning environment is essential for all students at Sollars Elementary. If your child becomes a danger to him/herself and/or others (hitting, kicking, throwing furniture), your child will be restrained. The restraint will be handled by trained CPI (Crisis Prevention Institute)* faculty members. This will only occur when attempts to deescalate behaviors have been unsuccessful. If a restraint should occur, parent(s) will be contacted by an administrator in a timely manner. *www.crisisprevention.com.

Weapons Incidents

Sollars Elementary School is an absolute weapons free zone. No weapons of any type should ever be brought to school including all knives, BB guns or any authentic looking replicas of any weapons.

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS Pacific schools, please note the following information.

Government regulations are very specific concerning the identification, control and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct.

Host U.S. military authorities generally have jurisdiction over U.S. civilian misconduct of this nature. Administrative actions, which may be taken by the authorities, range from counseling to the suspension of base privileges to removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

To ensure the safety of DoDDS Pacific students and staff, any weapon related incident that occurs in this DoDDS Pacific School, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local military law enforcement authorities.

In the event of a weapons related incident, DoDDS-Japan procedures at a minimum will result in:

1. Confiscation of the item.
2. An investigation of the incident to include interviews with all involved individuals.
3. A review of intent.

For incidents involving DoDDS students and occurring on school grounds during the school day or while participating in DoDDS-Sponsored activities, appropriate student disciplinary action will be taken.

Definitions of weapon are as follows:

- Inherently Dangerous Items: Deadly Weapons - Weapons in this category include firearms, knives, explosives, realistic replica guns, nun-chucks, ninja knives, and/or other dangerous weapons of no reasonable use to the pupil at school or at a school activity.
- Dangerous/Potentially Dangerous Items – This category includes items not inherently dangerous, but which are intentionally used inappropriately to injure others or instill fear such as letter openers, laser pens, exacta knives, scissors, bottles, and pencils.

The following chart displays consequences that may be applied when violations occur and should be used as a guide in applying consequences. Actual penalties must be in line with the seriousness of the violation.

<i>Grade</i>	Inherently Dangerous Items	Dangerous/Potentially Dangerous Items		
		First Offense	Second Offense	Third Offense
	All Cases	First Offense	Second Offense	Third Offense
K-3	36 week expulsion	1-2 day* suspension	2-5 day* suspension	18 week expulsion
4-6	36 week expulsion	1-3 day* suspension	3-6 day* suspension	18 week expulsion
7-12	36 week expulsion	1-5 day* suspension	5-10 day* suspension	18 week expulsion

*Range of consequences depending upon absence /presence of intent.

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Your attention in this matter is appreciated. If you have additional concerns, please contact your school principal or base military law enforcement officials.

Weapons/Prohibited Items List

1. Firearms, explosives, or authentic replicas.
2. Knives.
3. Hand weapons (i.e. blackjacks, brass knuckles, nunchaku).
4. BB guns, gas pistols and shooting pens.
5. Ammunition.
6. Sling shots.
7. Straight razors, razor blades, exacto knives or weapons made from razor blades.
8. Clubs or any objects that may be used as a club to inflict bodily harm (i.e.; pieces of wood or pipe, stones, bricks).
9. Authentic appearing replicas of a firearm (i.e.; toy guns, BB guns).
10. Laser Pens
11. Any normal use objects used with the intent to inflict bodily harm such as scissors, pencils, and compass points

Guidance Program

Competency Based Guidance

A competency based guidance program has been designed which extends to the entire school population. Each area to be taught is identified as a domain of learning. The three domains are educational, personal-social, and career. Specific goals, objectives, and student results are developed into the program. The implementation is done through classroom guidance lessons.

Small Group Counseling

This is an area of the guidance program, which extends to a smaller section of the student body. The topics for the groups are based upon the needs of the students as identified by parents, teachers, and students. This is done through a referral system. The groups include both open and closed participation and are ongoing throughout the school year.

Individual Counseling

Students who are referred (self, teacher, parent) are seen on an individual basis. After these sessions a recommendation is made in conjunction with the student and the referring person.

Consultation

The guidance counselor is available to both teachers and parents. Information, community resources, the development of prevention or intervention programs regarding academic success, behavior management, or other concerns are all part of the services provided.

Students are greeted by the counselor and interviewed with his/her family. This is an opportunity to determine the needs of the student, their learning style, and introduce the family to our school.

Closures (Emergency)

1. Weather closures will be announced on AFN radio and television. Early morning closures or delays will be broadcast as early as feasible. Closures that occur during the school day will also be announced and students will be bussed home, weather permitting. If the buses cannot operate, students will be held at school until they can be picked up.
2. Other emergency closures will be handled in a similar manner.
3. If an emergency should occur that demands base evacuation, students will be processed for evacuation directly from school.
- 4. In the event of a 2-hour delay of school due to bad weather, the AM PSCD classes will be canceled. The PSCD teacher will monitor the number of days missed so that neither class misses more days than allowed. Hours for the 2 HOUR DELAY are 10:15AM – 2:35PM.**

Parent Teacher Organization

OFFICERS SY 2012-13

President	
Vice President	
Recording Secretary	
Treasurer	

The purpose of the Parent-Teacher Association is to bring the home and the school into closer relation, so that parents and teachers may cooperate in the education of the child. Fund-raisers include book fairs, school photos, bake sales, popcorn, and Family Bingo. All of these events depend on the support of volunteer parents and teachers who are willing to give their time and energy to make these activities successful. It cannot be done without your help. The money raised is used for classroom purchases and school activities/events.

School Advisory Committee (SAC)

SAC consists of ten voting members. They include five parents and five teachers elected each May. The purpose of SAC is to advise the principal on pertinent matters of the school. The committee serves as an advisory body, not a policy-making body. Meetings are held monthly in the information center (library) and opened to the public. Meeting dates and times will be published in the Parent Newsletter. The main office maintains the SAC suggestion box. Suggestions may be placed in the box for the SAC to consider. Minutes of the most recent meeting are posted on the bulletin board in the school lobby.

Members SY 2012-2013	
Administration : LaVerne Outen	Chair:
Teacher Rep:	Vice Chair:
Teacher Rep:	Secretary:
Teacher Rep:	Parent Rep:
	Parent Rep:

STUDENT RIGHTS and RESPONSIBILITIES

The new DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012, will be effective beginning SY 2012-13. The instruction can be found on http://www.dodea.edu/foia/iod/pdf/2051_02.pdf and attached with this handbook.

Please note the rights retained by students listed in the policy section, which include the right to a safe school environment (free from bullying, harassment, etc.), the right to a public education of high quality, First Amendment rights, and right to fair and appropriate discipline. There is also a mutual courtesy and respect requirement.

This Administrative Instruction incorporates the Equal Access policy pertaining to student-led, non curriculum-related groups. It also provides requirements for students such as to comply with the standards for student behavior outlined in school policy and procedures, refrain from disruptive

conduct, and respect the rights and human dignity of other students and school employees. Other areas covered include student dress codes, freedom of expression, search and seizure, and student complaints.



Sollars Elementary School
Misawa AB, Japan
Kindergarten Parent Handbook
School Year 2012-2013



DoDEA
PACIFIC

UNIT 5041

APO AP 96319-0041

[HTTP://WWW.SOLLARS-ES.PAC.DODEA.EDU](http://www.sollars-es.pac.dodea.edu)

Table of Contents

Sollars Mission Statement	5
General Information	5
Address and Phone Number Changes	5
Arrival Times	5
Attendance.....	5
Birthdays	5
Bus Transportation.....	5
Eligibility	6
Bicycle & Skateboard Safety	8
Clothing.....	8
Conference.....	9
Discipline.....	9
Dismissal	9
Enrollment	9
Field Trips.....	9
Location.....	10
Lunch.....	10
Money	10
Naps	10
PCSing.....	11
Power of Attorney.....	11
Progress Reports.....	11
School Closure Policy	11
School Improvement Goals.....	11
School Times	11
Shoes.....	11
PE Shoes.....	11
Sickness	12
Telephone Calls.....	12
Visitors	12
Volunteer Program	12

Weapons Incidents	12
Weather	14
Guidelines from the Nurse.....	14
Types of Kindergarten Activities	15
CHILD MUST HAVE...	17
Kindergarten Curriculum Areas	18
Personal & Social Development.....	18
Language & Literacy.....	18
Scientific Thinking	18
Social Studies	18
The Arts.....	18
Physical Development.....	19
Mathematical Thinking	19
Sollars Student Supply List	20
DoDDS PACIFIC/Misawa Complex 2011-2012 SCHOOL YEAR CALENDAR	21
School Directory.....	22
Kindergarten Drop off and Pick up Procedures	22



DEPARTMENT OF DEFENSE DEPENDENTS
SCHOOLS
DoDDS PACIFIC, SOLLARS ES
OFFICE OF THE PRINCIPAL
WELCOME TO SOLLARS



Dear Kindergarten Parents,

It is with great pleasure and anticipation that we welcome you and your child to a new school year in our kindergarten program. Kindergarten is an exciting time, full of fun and discovery and the joy of learning.

Full-Day Kindergarten was successfully implemented several years ago to provide more educational time to work with your child. Our goal is to work together in a school/home partnership to help your child acquire the basic skills, attitudes, and habits necessary to achieve success in school and life in general.

This handbook has been developed to provide you with information specific to the kindergarten program. We are committed to open and effective communication between the school and the parents. We invite you to work with us in achieving our goal of providing your kindergarten child with the best education possible.

If you have questions that are not covered by this handbook, please don't hesitate to call us at 226-3933. We look forward to working together to make Sollars a GREAT PLACE FOR KIDS!

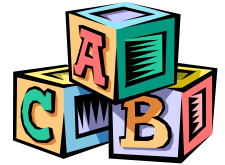
LaVerne Outen

Principal

Assistant Principal

Sollars Mission Statement

The Sollars Community strives to educate, inspire, and empower all students to become successful learners and responsible citizens in a global environment.



General Information

Address and Phone Number Changes

If you change your address or phone number during the year we must know. It is also very helpful if you let us know any changes in DEROS. Please notify the office of these changes so the official records can be updated. The office will notify the teachers.

Arrival Times

Children should arrive no earlier than 8:10a.m. Children will remain outside until the first bell sounds at 8:15a.m. Please dress your children according to the weather. Children should not walk alone to school.

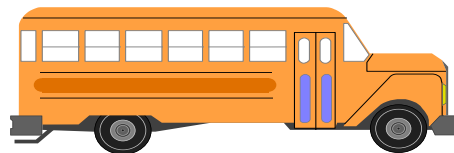
Attendance

Regular attendance is very important. School attendance habits are formed during the kindergarten year. Please make sure that your child is at school unless an illness or emergency arises. If your child will be absent email SRES.Attendance@pac.dodea.edu and the teacher. For any absences over 5 days please come to the office to see an administrator and to fill out the Extended Leave Request Form

Birthdays

Birthdays may be celebrated in each classroom. During your child's birth month please contact your child's teacher ahead of time if you plan to send small treats to the class.

Bus Transportation



The Misawa Student Transportation Office (STO) can be reached at 226-9119. They are usually open from 0730-1600 year-round. During vacation periods please call for an appointment.

Bus Passes: Any student riding the bus must have a current school year bus pass in their possession.

New Students: Bus passes can generally be processed in about 10 minutes. Please obtain a "DODEA School Bus Registration" form from the Registrar and complete it before coming to the STO. Bring the student with you for a photo.

Returning Students: A current-year bus pass will be mailed in August to all returning riders, assuming that the STO has a recent student photo on file. No passes will be mailed if a recent photo (within the prior school year) is not in our files. We will use prior year yearbook photos or a photo taken at the STO for most riders. In other cases, parents will be required to bring the student to the STO for a photograph before a new bus pas will be issued.

Changes: In most cases parents may update important information telephonically by calling the STO at 226-9119. Parents may also email the STO at "Misawa-STO@pac.dodea.edu".

Lost Passes: If Parents cannot locate their child's bus pass after a reasonable search, the parent may call the STO at 226-9119 and request a clearly-marked duplicate pass. In most cases; we will then send the pass out with the bus. We do not issue a duplicate pass without speaking to the parents first. Students who habitually lose their bus pass may face suspension from the bus or other disciplinary action from the school.

"Students who fail to present their passes may be denied access to the bus to and from school. Those students without a bus pass will be reported to the STO. Repeated attempts to board the school bus without a bus pass will result in suspension or revocation of school bus riding privileges. If a bus pass is lost or stolen while at school, a temporary pass may be obtained from the principal's office for that day only."

Students may not ride a different bus than their assigned bus. Daily changes are not authorized. However; parents may contact the STO to arrange for temporary bus passes in certain situations. If your child will be staying with another family, please provide the STO (as well as the Registrar) with a copy of your Power-of-Attorney. Please turn-in any bus passes no longer needed.

Eligibility

Eligibility is based on the location of a student's home. Bus stops are centrally located and a student may be expected to walk up to one mile to a bus stop. Most of the housing on Main Base is within the Walking Zone of Sollars Elementary School. The bus Commuting Area for Sollars is a designated part of Off-Base as described below:

On Base:

School Bus service is not provided to Sollars' families living on base.

Off-Base:

School bus transportation is provided within a limited area in close proximity to Misawa Air Base. IF YOU SELECT HOUSING OUTSIDE OF THIS COMMUTING AREA THEN YOU ARE RESPONSIBLE TO TRANSPORT YOUR STUDENT TO THE NEAREST *EXISTING* BUS STOP.

School bus routes will not be altered to accommodate sponsors moving outside of the commuting area, or outside the walking distance of an existing bus stop. You are urged to verify the proximity of an existing school bus stop BEFORE entering into any lease.

The commuting area is that area which is:

South of the base.

East of the railroad tracks

West of the "Tobu Kamikita Koiki Nodo" road.

North of the hwy 10 and toll road interchange and Kibi Shrine.

WITHIN ONE MILE WALKING DISTANCE OF AN EXISTING BUS STOP.

A large scale map of the off-base bus Commuting Area is on display in the Housing Referral Office as well as in the STO.

Misawa's Safety & Behavior Standards for School Bus Riders: ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- *Promptly comply with the bus driver's or attendant's instructions.*

- Arrive at your bus stop at least five minutes before the departure time printed on your bus pass.
- Wait for the bus well back from the curb; do not approach the bus until it is stopped and the door is opened. Never run towards your bus as the bus arrives.
- *Never, ever, go or reach under the bus for any reason. Tell the driver if you drop something. If the bus is already moving; stay back and let the bus run over your dropped item.*
- Show your bus pass and board and exit the bus in an orderly, safe manner.
- Remain seated and wear the seatbelt while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver, security attendant, and fellow students, with respect.
- Use headphones when listening to radios, walkmans, etc; Use cell phones only in a manner which does not disturb other bus occupants. E-mail or C-mail is preferred.
- Contain large items such as musical instruments, skateboards, etc in a protective case or bag.
- Tell the Driver or Attendant if you are afraid to get off the bus for any reason. Any student of any age may stay on the bus and be returned safely to school with no repercussions.
- **ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:**
- Fight, push, shove, or trip other passengers; or engage in horseplay.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Discharge any aerosol such as hair spray, perfume or deodorant.
- Throw or shoot objects in any way.
- Ride unauthorized bus or loan your bus pass to another person.
- Litter inside or outside of the bus.
- Consume food or drink (other than water) to include gum and candy.
- Spit or use saliva in any manner.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or obscene gestures.
- Assault, harass or create an intimidating environment.
- Vandalize the school bus.
- Use or possess unacceptable items, substances, or weapons identified in the school Code of Conduct.
- Talk to friends or pass items through the windows, nor run after or chase the bus.
- Pens and pencils may cause injury if the bus hits a bump, and so are not allowed to be used on the buses.

The school bus and the bus stop are an extension of the school campus, and all school rules apply. School bus transportation is a privilege for your family member(s) and may be suspended or revoked. Disciplinary measures are taken in co-ordination with the administration of the school concerned. Suspension from a commuting bus also results in suspension from sports and field trip buses.

Pedestrian Safety

Sidewalks and roadways are icy and snow packed during the winter. Children playing on snow piled next to roadways are in danger of slipping into the roadway.

On or off base:

- Cross the street **ONLY** at crosswalks (Parents, too, as you are the role model for your child. .
- Look both ways before entering the crosswalk and raise your arm to request drivers to stop.

- Wait for oncoming vehicles to stop before crossing, even if the light is green for you.
- Walk on sidewalks - stay off of the roads.
- Parents must know and comply with Misawa AB Community Standards regarding children outside.
- Wear and outfit your children with reflective gear.
- Do not talk or get into cars with strangers.

Bicycle & Skateboard Safety

- The helmet does no good if it is not buckled.
- The ground is harder than your head.
- Use bike lights and reflective gear. Not so you can see; but so that drivers can see YOU.
- Authority

The Misawa Student Transportation Office is a component of the DoDDS Pacific-DDESS Guam; Japan District Student Transportation Office headquartered at Yokota AFB.

The safety of our children is paramount to every member of this community. Misawa STO transports over 425 DoDDS students daily to the three schools on base. We have 14 school bus routes with 60 bus stops. Our community has an exemplary school bus safety record because of the parents, school personnel, transportation office personnel, 35th FW/Safety, and 35th FW/Security Force Squadron working together. We look forward to continuing to work together for another accident free year.

Transportation is available for eligible DoDDS students who live outside the school's walking area and within school districting lines. To ride the bus, students must have a current bus pass. To obtain a bus pass, parents must come to the Misawa STO to register their child. The student needs to come with you to register because we issue only picture ID's. To ensure that transportation personnel are available to assist you in registering your student, please call Misawa STO at 226-9119 before visiting our office. Before signing the lease on your home off base, call the Misawa STO to ensure that we have bus service in your new area. This is very important because if you find a residence outside our commute area, it is your responsibility to get your child to the bus stop.

All bus riders must have a school bus pass to ride the school bus to school and home. There will be no exceptions to this policy. This is for the security of children. No student may change his/her daily commuting (home-to-school) transportation service without the parent notifying Misawa STO. Parents are required to coordinate all transportation changes through the Misawa STO. The Misawa student transportation service provides school bus service on a reimbursement basis with the 35th Transportation Squadron.

Clothing

Children should wear clothing that is durable and comfortable. Your child may even feel more at ease in play clothes and less worried about getting dirty. Many activities involve paint, clay, etc. Party clothes are not suitable for school or outside play. Hats and scarves/bandanas may be worn to school but not in the building. Flip flops are not permitted. Halter tops and shirts showing midriffs are not appropriate at school.

The classrooms at school are kept warm. Therefore, we also recommend that you dress your child in layers. This should help make your child comfortable in and outside the room. PLEASE LABEL

EVERYTHING WITH PERMANENT MARKERS! (Coats, sweaters, hats, mittens, shoes, scarves, etc.) Often another child has a garment exactly like your child's. We strongly recommend that children be dressed in snow pants/snowsuits and snow boots when the weather is inclement.

Conference

The first parent/teacher conference will be scheduled for you. After that, conferences are held on an as needed basis. Please feel free to call the school and leave a message to set up an appointment (226-3933). Planned conferences are more productive than a quick meeting at arrival and dismissal times. Please help us be aware of any joyous happenings, upsetting events (PCS, TDY, changes in duty schedule, etc.) in your child's life. This will all be kept in confidence, but the information will help us better understand your child.

Discipline

Good discipline at Sollars is important to the school climate and student learning. One factor of an effective school is that it has a safe and orderly environment. There must be a consistent and fair enforcement of the school rules. Each classroom teacher will establish rules and consequences for their class. This classroom discipline plan will be sent home to the parents within the first two weeks of school.

If a child becomes a danger to himself or others he will be restrained. The restraint will be handled by trained CPI (Crisis Prevention Institute) faculty members. This will only occur when attempts to deescalate behaviors have failed. If this should occur, parents will be contacted by an administrator in a timely manner.

Dismissal

It is very important that we know where your child is to go at the end of the day. At the beginning of the year, please give us specific information so that we will get your child to the right place. If there are any changes, we must know in writing. Without written notice, your child will be sent to your designated location. Also, if there is any change as to who can pick up your child, we must also know this in writing. In an emergency, a phone call will be accepted. Please remember to date all of the notes you send to school.

Enrollment

In order to enroll in Kindergarten, a child must be 5 years old by September 1st.

Field Trips



During the school year, the students have curricular activities in and out of school, which broaden the scope of a student's education and interests. It is DoDDS policy to enrich school curriculum for all students, by taking advantage of the cultural, historical, and natural geographical attractions of the host nation.

Children MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT before they go on any trip leaving the campus on the bus or on a walking field trip. Teachers may withhold field trip privileges from students whose behavior is inappropriate or ask you to come to stay with your child.

Please note: It is DoDEA policy that siblings may not accompany students on field trips, nor may you drive your child to the field trip location.

Location

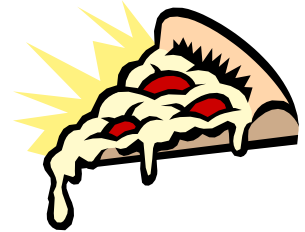
Kindergarten classrooms are located in Building 98.

Lunch

The Lunch Program is coordinated by the Army/Air Force Exchange Food Services (AAFES). The price of the lunches is determined by that agency. If children do not wish to purchase a lunch, they may bring lunch from home. Sollars ES requests that student lunches include beverages that fit the nutritional guidelines suggested for children, which include milk, fruit juices, and/or water. Canned drinks are prohibited because of safety issues.

Current prices are as follows:

Grades K - 6	Students Lunch	\$ 2.40
	Lunch Plus	\$.75
	Teachers/Guests Lunch	\$ 5.00
	Extra Milk	\$.60
	Reduced Lunch	\$.40



Reduced Lunch: You can apply for reduced lunch by filling out an application. This application can be picked up at a school and must be returned to the BX Customer Service area.

AAFES has implemented an automated school meal payment system for use in our school meal program. School meals are provided to students using a computerized school meal payment system. Registration and payments are made at the Cashier's desk in the BX or at school cafeteria.

Money

There will be times that you will need to send money to school. Please place the money in a sealed envelope. On the outside, please write:

CHILD'S NAME
TEACHER'S NAME
WHAT MONEY IS FOR
AMOUNT OF MONEY

Naps

Due to the length of the school day, a rest time is included in the daily schedule. Students will have a quiet time but they are not required to sleep.

PCSing

Many of you will PCS during the school year. In order to withdraw your child from school, the office needs a copy of your orders at least 10 business days in advance. Please take your orders directly to the office. The office will notify the teachers. If a student is disenrolled they may not participate in school activities. There is a date for early withdrawal and promotion if you are PCSing at the end of the school year.

Power of Attorney

If you need to leave your child with another family for an extended period of time, please give a copy of the Power of Attorney to the office and the contact information also to the teacher.

Progress Reports

A statement of progress will be sent home quarterly. Please be sure to contact your child's teacher if there are any concerns. We want to work with parents to help our students be successful.

School Closure Policy

Please listen to AM 1575 (AFN) or watch the CAC channel 13 for school delays and closures.

School Improvement Goals

Goal 1: Math

Essence: Students will improve in three areas of math: numerical sense, patterns, and reasoning.

Goal 2: Literacy-Written Communication

Essence: Students will use written and/or symbolic communication skills appropriately to express their ideas.

School Times

Regular Day = 8:15AM – 2:35PM 2 hour delay = 10:15AM - 2:35PM Half Day = 8:15AM – 11:15AM

Shoes

During much of the school year, your child will wear boots to school. When children arrive at school, they need to be able to put on more comfortable shoes. Therefore, we ask that you provide your child with a pair of "inside" shoes. These shoes must have a back on them. We recommend slip-on tennis shoes or shoes that can be purchased at the Japanese stores. Your child's shoes should also be labeled on the inside (this helps children get shoes on their feet correctly). Please use the flat shoelaces. These are easier for children to tie and do stay tied longer.



PE Shoes

The students are to bring a pair of tennis shoes to wear for their PE class. Velcro closures or Japanese slip-ons with a back are preferred for kindergartners. PE shoes don't have to be new, just clean. Students will carry these to class.

Sickness

Please see the note from the Nurse.

Telephone Calls

Please feel free to call us at school and leave a message with the secretary. It is difficult for teachers to take phone calls during the instructional day, but we will return calls as soon as possible. When leaving a message please give some specifics so that we can be better prepared to return your call.

Visitors

We encourage parents to visit the classroom. You will need to fill out a volunteer form to be kept on file in the office in order to visit/volunteer in the classrooms and arrange with the teacher the times you will visit. Please sign in at the main office when you come to visit and get a visitor's badge to wear.

Volunteer Program

During the school year, parent volunteers are needed to help with many projects. Parents will be asked to help with preparation of curriculum materials or to assist in the classroom by tutoring individuals or small groups. Your child's teacher will ask for volunteers after an adjustment period. This is an excellent opportunity to see the children develop and mature socially and academically. Students are very proud and pleased when their parents come to volunteer. PLEASE LET US KNOW WHEN YOU CAN VOLUNTEER AT SCHOOL!

Weapons Incidents

Sollars has a zero tolerance for weapons. Sollars Elementary School is an absolute weapons free zone. No weapons of any type should ever be brought to school including all knives, BB guns, or any authentic looking replicas of any weapons.

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS Pacific schools, please note the following information.

Government regulations are very specific concerning the identification, control, and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct.

Host U.S. military authorities generally have jurisdiction over U.S. civilian misconduct of this nature. Administrative actions, which may be taken by the authorities, range from counseling, to the suspension of base privileges, to removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

To ensure the safety of DoDDS Pacific students and staff, any weapon related incident that occurs in this DoDDS Pacific School, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local military law enforcement authorities.

In the event of a weapons related incident, DoDDS-Japan procedures at a minimum will result in: Confiscation of the item.

An investigation of the incident to include interviews with all involved individuals.

A review of intent.

For incidents involving DoDDS students and occurring on school grounds during the school day or while participating in DoDDS-Sponsored activities, appropriate student disciplinary action will be taken.

Definitions of weapon are as follows:

Inherently Dangerous Items: Deadly Weapons - Weapons in this category include firearms, knives, explosives, realistic replica guns, nun-chucks, ninja knives, and/or other dangerous weapons of no reasonable use to the pupil at school or at a school activity.

Dangerous/Potentially Dangerous Items -This category includes items not inherently dangerous, but which are intentionally used inappropriately to injure others or instill fear such as letter openers, laser pens, exacto knives, scissors, bottles, and pencils.

The following chart displays consequences that may be applied when violations occur and should be used as a guide in applying consequences. Actual penalties must be in line with the seriousness of the violation.

Grade	Inherently Dangerous Items	Dangerous/Potentially Dangerous Items		
		First Offense	Second Offense	Third Offense
K-3	36 week expulsion	1-2 day* suspension	2-5 day* suspension	18 week expulsion
4-6	36 week expulsion	1-3 day* suspension	3-6 day* suspension	18 week expulsion
7-12	36 week expulsion	1-5 day* suspension	5-10 day* suspension	18 week expulsion

*Range of consequences depending upon absence /presence of intent.

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Your attention in this matter is appreciated. If you have additional concerns, please contact your school principal or base military law enforcement officials.

Weapons/Prohibited Items List

- Firearms, explosives, or authentic replicas.
- Knives.
- Hand weapons (blackjacks, brass knuckles, nun-chucks).
- BB Guns, Gas pistols and shooting pens.
- Ammunition.
- Sling shots.
- Straight razors, razor blades, exacto knives or weapons made from razor blades.
- Clubs or any objects that may be used as a club to inflict bodily harm (pieces of wood or pipe, stones, bricks).
- Authentic appearing replicas of a firearm (toy guns, BB guns, etc.).
- Laser Pens.
- Any normal use objects used with the intent to inflict bodily harm such as scissors, pencils, and compass points.

Weather

A school closure or a delayed start is always a possibility during the winter. Please listen to the base radio station AM 1575 (AFN) or watch AFN or Channel 13 (on base) for information regarding the schools.

Guidelines from the Nurse

The following are provided to help ensure that your child gets off to a good start. Please bring the DoD DEPENDENTS SCHOOL CERTIFICATION OF IMMUNIZATION with you when you register your child. This can be obtained by taking your child's shot record to the Immunization Clinic.

Medications to Be Administered At School

To administer medications to any child at school requires that the nurse be given the following:

- Medication bottle with current prescription from the Misawa pharmacy.
- A HOLD-HARMLESS LETTER with the physician and parent signatures. These can be obtained from Pediatrics, Family Practice or Sollars Elementary School Nurse Office.
- Child Illnesses

The following signs/symptoms indicate that your child is too sick to come to school:

- Temperature of 100 degrees F or above.

- Persistent illnesses - coughing, headache, toothache.
- Vomiting, diarrhea, persistent abdominal pain.
- Complaints of earache.
- Suspected or confirmed communicable diseases such as a rash of unknown origin, teary, itchy eyes, and chicken pox.

If you have any questions, please call the school nurse at 226-2050.



Types of Kindergarten Activities

Arrival Activities - name recognition, hanging up coats and backpacks, journals, etc.

Circle time - opening activities, pledge, song, weather, calendar, helpers, ABC skills, counting, and sharing

Learning Groups - large and small group work in Math or Reading Readiness, center activities- puzzles, computers, listening centers and classroom library

Fine Motor Skills - scissors, coloring, writing names, letter and numbers

Discovery Time - exploration of many interest centers such as art, science, housekeeping, blocks, manipulatives, and sensory awareness

Clean-up Time - responsibility of cleaning and putting away materials

Closing Activities - gathering of belongings, review of the day's events

Music/ Movement Time - creative movement, rhythmic activities, singing, and musical games

Kindergarten Standards can be viewed at www.dodea.edu



CHILD MUST HAVE...

- A child must have time to wonder, for here begins realization of an infinite power.
- A child must have time to imagine, for here is a source of developing insights and the courage to meet the unknown.
- A child must have the time to be alone with his/her thoughts, for here is a source of strength as one clarifies and refines ideas.
- A child must have the time to be alert, for here is a source of preparedness.
- A child must have time to develop an appreciation of living things, for here is a source of humility and respect for life, especially human life.
- A child must have time to appreciate other's ideas, for here is a source of respect for the individual and for a variety of opinions.
- A child must have time to be thankful, for here is a source of humility.
- A child must have time to make wise choices, for here are sources of self-confidence.
- A child must have time to discover the new and relate to the known, for here is a source of continuing learning.
- A child must have time to "stretch" the mind, to contemplate nature and outer space, for here is a source of vision.
- A child must have time to evaluate, for here is a source of growth and satisfaction resulting from purposeful planning.
- A child must have time to play with that which can be neither purchased nor packaged, for here is a source of support for the inexperienced, the learner.
- A child must have time to feel success as a result of hard work, for here is a source of courage.

**** One of the most important things you can do to assist your child's education is to read to him/her for 10-15 minutes daily.**

Kindergarten Curriculum Areas

Personal & Social Development

- Self Concept
- Self Control
- Approach to Learning
- Interaction with Others
- Conflict Resolution

Language & Literacy



- Listening
- Speaking
- Literature & Reading
- Writing
- Spelling

Scientific Thinking

- Observing & Investigation
- Questioning & Predicting
- Explaining & Forming Conclusions



Social Studies

- Human Similarities & Differences
- Human Interdependence
- Rights & Responsibilities
- People and Where They Live
- People and the Past

The Arts

- Expression & Representation
- Artistic Appreciation

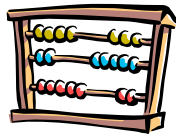


Physical Development



- Gross Motor Development
- Fine Motor Development
- Personal Health & Safety

Mathematical Thinking



- Approach to Mathematical Thinking
- Patterns & Relationships
- Number Concepts and Operations
- Geometry & Spatial Relations
- Measurements
- Probability

Please refer to the Parents Guide to Kindergarten Instruction for more information regarding the DODEA kindergarten curriculum standards.

We encourage you to visit the DODEA website www.dodea.edu. It has more information about the DODEA schools and educational programs.

Sollars Student Supply List

We have notified the Base Exchange of our needs so that the merchandise will be available for you to purchase. Similar supplies are also available at Japanese stores. Parents are responsible for providing school supplies. **Students in Grades K-6 need a pair of clean gym shoes for PE class. They will carry the shoes to class. Please do not purchase TRAPPER KEEPERS or mechanical pencils. Do not label supplies.**

KINDERGARTEN with names

- 1 Pack pencils
- 1 Pack of rubber eraser
- 1 Pack colored pencils
- 4 Glue sticks & 1 bottle of glue
- 2 Three hole punched solid color plastic pocket folders
- 1 Pack of highlighters
- Backpack
- 1 pk 25 3 hole punched, clear reference sheet/document holder
- 1 Bound primary journal (with picture space)
- Clear View Notebook 3 ring binder 1" wide
- 1 Tray of watercolor paint
- 1 Pack 8 colored markers **thick**
- 2 Box of crayons (24 count)

FIRST GRADE

- 1 Pack of #2 yellow pencils
- 3 Rubber erasers (recommend white erasers from the 100 yen store)
- 2 Boxes of crayons (24 count)
- 1 Pair of round end scissors
- 6 Glue sticks
- 1 Bottle of glue (4oz)
- 1 Box of washable classic colored skinny markers (8-10 count)
- 1 Box of washable classic colored thick markers
- 1 Box of colored pencils (recommend crayola brand)
- 2 Plastic Pocket Folders (1 red, 1 yellow with NO brads)
- 1 Plastic Pocket Folder (1 blue WITH brads)
- 2 Mead Primary Journals (black and white with picture space)
- Backpack

SECOND GRADE

- 2 Packs of pencils
- 2 Rubber erasers (white)
- 1 12 Pack colored pencils
- Glue: 6 glue sticks
- 3 Plastic Pocket folders (no brads or fasteners in center)
- 2 packs 24-count crayons
- Notebook dividers
- 3 Bound composition notebooks (no picture space)
- 1 1" 3 ring binder
- 1 Pack 8 colored markers **thick**
- 1 Pair round end scissors

THIRD GRADE

- 2 boxes of sharpened pencils
- Rubber eraser (Recommend white)
- 3 pocket folders with 3-prongs-plain solid color, paper, NOT plastic
- 2 pocket folders with NO prongs-plain solid color, paper, NOT plastic
- 2 Wide-ruled, 1-subject spiral notebooks
- 3 bound Wide-ruled composition books, NO picture space
- 2 packs glue sticks
- 1 box 24 crayons
- 1 pair round end children's scissors
- BOYS: 1 box colored pencils
- BOYS: 1 pack of highlighters (multicolored)
- GIRLS: 1 package WIDE-ruled loose-leaf paper
- GIRLS: 1 box markers (8-pack)
- Backpack

FOURTH GRADE

- 2 Packs of #2 Pencils
- 1 Pack Pens – Red
- 1 Rubber eraser
- 1 Pack colored pencils
- 1 Pack Colored Markers
- 5 Pocket Folders
- 1 Highlighter
- 1 Book bag or backpack
- 1 Supply box/bag
- 4 Composition note books (black & white marble type)
- 2 Packs of Lined Paper – loose leaf

FIFTH GRADE

- 2 Pack of pencils 10 in each box
- 1 12 Pack colored pencils
- 2 Glue sticks
- Highlighters – yellow ONLY
- Backpack
- Plastic supply box or pencil bag
- 3 Bound composition notebooks
- 2 Packs loose leaf paper
- 6 Dividers (total) for the notebooks
- 1 Pair round end scissors
- 2 3" Binder
- 2 ea – 1 ½ or 2 inch binder

SIXTH GRADE

- 24 - #2 Pencils
- Rubber erasers (white)
- 1 Pack colored pencils
- 4 Glue sticks
- 1 White glue bottle
- 4 Pocket Folders
- 1 Pack of highlighters
- Book bag or backpack
- Plastic supply box or zippered pencil case
- 4 Bound composition books
- 1 – 3 ring binder 1.5" (white)
- 1 tray of watercolor paints
- 1 Pack colored markers
- 4 Package loose leaf paper (college ruled)
- 1 pair scissors
- 1 24 Pack of Crayons
- Notebook dividers



DoDDS PACIFIC/Misawa Complex 2012-2013 SCHOOL YEAR CALENDAR

FIRST SEMESTER	(9 INSTRUCTIONAL DAYS)
Tuesday August 22 Friday, August 24	Staff Report Date Open House for Parents and Students: 1300-1400
Monday, August 27	Begin First Quarter & First Semester
Monday, September 3	Federal Holiday – Labor Day – No School
Tuesday, September 4	First Day of Kindergarten
Friday, September 7	No School – Teacher Training
Thursday, September 13	First Day of Sure Start
Monday, October 8 Monday, October 15	Federal Holiday – Columbus Day No School – Complex Professional Development
Thursday, November 1	End of the First Quarter (47 days of classroom instruction)
Friday, November 2	No School – Teacher Work Day
Monday, November 5	Begin Second Quarter
Wednesday, November 7	Early Release 1115 AM- Parent/Teacher Conferences
Thursday, November 8	No School – Parent/Teacher Conferences
Friday, November 9	No School – Parent/Teacher conferences Veterans day
Monday, November 12	No School – Veterans day
Thursday, November 22	Federal Holiday – Thanksgiving
Friday, November 23	No School – Recess Day
Wednesday, December 21	Fall – Early Withdrawal Date
Monday, December 24	Begin Winter Recess
2013	
Monday, January 7	Instruction Resumes
Monday, January	Federal Holiday – Martin Luther King, Jr. Day
Thursday, January 2	End of Second Quarter & First Semester (4 days of instruction)
Friday, January 2	No School for Students
SECOND SEMESTER	(9 INSTRUCTIONAL DAYS)
Monday, January 30	Begin Third Quarter & Second Semester
Friday, February 1	- k Teacher Training
Monday, February 20 7 U	Federal Holiday – Presidents' Day V u u
Thursday, April	End of Third Quarter (4 days of instruction)
Friday, April	No School for Students – Teacher Work Day
Monday, April	Begin Spring Recess
Monday, April 1	Instruction Resumes – Begin Fourth Quarter
Friday, April	No School – Parent/Teacher Conferences
Wednesday, May 1	Spring – Early Withdrawal Date
Friday, May 2	No School- Teacher Training
Monday, May 28 Friday, June	Federal Holiday – Memorial Day Last Day for Sure Start Students
Thursday, June 1	11:15AM Dismissal – Teacher Work Day Last Day for Students
Thursday, June 1	End of Fourth Quarter & Second Semester (4 days of instruction)
Friday, June 1–	No School – Teacher Work Day

School Directory

Name	Role	Number
Ms. LaVerne Outen	Principal	226-3933
	Assistant Principal	226-3933
Mr. Matt Rowe	SMSS	226-2053
Ms. Shannon Sammons	Secretary	226-2058
	Office Assistant	226-3933
Ms. Yuko Nakamura	Registrar	226-2056
Ms. Julie Maxey	Nurses' Office	226-2050
Dr. Michael Atkinson	Psychologist	226-2093
	Counselor	226-5209
	Counselor	226-5201
CSC Office	Special Education	226-3475
Chris Zeitvogel	Transportation Office	226-9119

Kindergarten Drop off and Pick up Procedures

- 1) Alternate taking turns entering the Kindergarten parking lot from the street.
- 2) Follow the stream of traffic inside the cones.
- 3) Pull up as far as possible in the line (bumper to bumper).
- 4) Your child should get out of the vehicle by themselves and walk in front of the car to get to the sidewalk.
- 5) Once you have dropped off or picked up your child, proceed to the exit. Do not leave your car.

Helpful hints:

- All students should exit and enter the vehicles by themselves.
- Do not stop at your child's entrance when dropping off or picking up. Pull up as far as possible.
- Your child should be ready to exit the car in the morning when you pull up.
- Allow your child to be independent by entering and exiting the vehicle without your assistance.

