

# CUMMINGS ELEMENTARY SCHOOL

## PARENT and STUDENT HANDBOOK

### SY 2012-2013

#### LOCAL ADDRESS

Unit 5039  
APO AP 96319-5039  
226-4174/2647/2226  
Fax: 226-7110  
Commercial Phone:  
(0176)77-2647

#### INTERNATIONAL ADDRESS

Zip Code: 033-0012  
Aomori, Misawa, Hirahata  
1-chome, Misawa Air Base,  
Unit 5039  
011-81-176-66-2647

#### SCHOOL HOURS

Grades Kindergarten - 6<sup>th</sup>  
Student Arrival 7:55- except bus riders  
Classes Begin-8:00; Tardy- 8:05  
Dismissal (Mon-Tue-Thu-Fri) -2:25 (*Wednesday 1:25*)

#### PSCD

Class Begin- 8:00; Dismissal-10:30

#### Sure Start

Class Begin- 8:00 Dismissal (Mon-Tue-Thu-Fri) -1:30 (*Wednesday 12:00*)

*NOTE: Each Wednesday ALL STUDENTS are dismissed at 1:25 (due to teacher training)*



*School Mascot: The Siberian Swan- A true symbol  
of courage and perseverance.*

# "WE CHOOSE TO CARE"



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS, PACIFIC  
CUMMINGS ELEMENTARY SCHOOL  
Unit 5039 APO, AP 96319-5039



Dear Parents,

Welcome to school year 2012-2013 at Cummings Elementary School!!! It is with great excitement that I join the team at Cummings as principal this school year. My name is Kathy Smith. I am from the small town in South Carolina called Lamar. I am a veteran of the US Navy. I served for almost ten years as a storekeeper and got out in 1998 as an E5 to pursue a career in education. I received my Bachelors of Science degree in Elementary education from Francis Marion University in December 2000 and a Masters of Arts in Early Childhood Education from the University of Phoenix in 2005. I taught for Darlington County schools for 2.5 years before joining DoDEA in 2003. Since joining DoDEA I have served in Kitzingen, Germany, Okinawa, Japan, Netzaberg, Germany, and now Misawa, Japan. I have one son who will be a senior at Edgren High school this year. I look forward to getting to know each and every one of you as we team together to ensure that your children receive the best education possible.

Cummings is a great little school nestled in the housing area on in the North Area of the base. We house students in grades Pre-K through 6<sup>th</sup> grade with one Preschool Services for Children with Disabilities (PSCD) and one Sure Start classroom. Our faculty consists of 29 professional educators and 14 support staff members who work diligently to ensure that your children receive the highest quality educational environment for our students.

Our building was opened in 1990, is a very comfortable, well maintained and well equipped school. The computer labs, gymnasium, music room, media center, and other ancillary areas form an enriching environment in which students are not just placed in an educational environment, but are kept motivated and challenged throughout their day using a holistic approach to citizenship and academics. Construction on a two story annex was completed in August 2002. It houses our kindergarten classes on the ground floor. Over this past summer, a contract was completed removing carpeting from all hallways and classrooms and replaced with linoleum floors.

We have a very active and supportive Parent Teacher Organization (PTO), School Advisory Committee (SAC), and Continuous School Improvement Committee (CSI). These committees work together with the staff here at Cummings to create climate in which children feel safe to take risk and develop to their greatest potential. The support of Misawa military leaders and units is optimum here. We are proud of the partnerships that have been formed and that help to support student success.



Again, welcome to a new school year here at Cummings Elementary School. Please take every opportunity you can to be involved in your child's education and all of our activities that support our school and community. We dedicate ourselves to our commitment to do all that we can to make this the best school year for your child.

Kathy Smith  
Principal

# SCHOOL CALENDAR

## 2012-2013 - Standard DoDDS School Calendar (Cummings)

**Friday, August 17** 13:00 New Student & Parent Orientation at Cafeteria

**Monday, August 21** 8:00 New Teacher's Brief at Sollars ES

### Reporting date for Educators and Non-administrative Personnel

**Wednesday, August 22** Reporting date for non-administrative educator personnel for orientation and classroom preparation and in-service

**Friday, August 24** 12:30 – 13:30 Community visits the school to meet teachers and tour school / Kindergarten parents: Sign-up for home visit

### First Semester (92 Instructional Days)

**Monday, August 27** Begin First Quarter and First Semester

**Wed – Thu, Aug 29 – 30** Sure Start Training (S. Moody & Farina)

**Monday, September 3** Labor Day Federal Holiday

**Tuesday, September 4** First Day for Kindergarten and PSCD (Sollars and Cummings)

**Wednesday, September 5** 11:30 Sure Start Orientation  
17:15-18:30 Cummings Open House

**Friday, September 7** No School for ALL Schools - complex training  
08:00-11:00 CSI  
12:30 – 15:00 EEO, Ethics, AT, Blood borne Pathogens training

**Monday, Sept 10-12** Student Pictures (Sollars)

**Tuesday, Sept 11-14** Student Pictures / Seniors portrait (Edgren)

**Thu-Fri, Sep 13-14** Student Pictures (Cummings)

**Wednesday, Sept 12** Open House for Edgren at 5pm

**Thursday, Sept 13** First day for Sure Start Program (Cummings)

**Monday, October 8** Columbus Day - Federal Holiday

**Monday, October 15** No School for ALL Schools– Professional Development Day

**Thursday, November 1** End of First Quarter (47 days of classroom instruction)

**Friday, November 2** No school for students - teacher work day

**Monday, November 5** Begin second quarter

**Tuesday, November 6** JASDAF Concert at Sollars

<b>Wednesday, November 7</b>	Early Release – Parent/Teacher Conferences (Sollars)
<b>Thursday, November 8-9</b>	No School – Parent/Teacher Conference (Sollars & Cummings)
<b>Friday, November 9</b>	No School – Parent/Teacher Conference (Edgren)
<b>Monday, November 12</b>	Veterans Day - Federal Holiday
<b>Thursday, November 22</b>	Thanksgiving - Federal Holiday
<b>Friday, November 23</b>	Friday - Recess Day
<b>Wednesday, December 12</b>	Accelerated withdrawal day for first semester
<b>Monday, December 24</b>	Begin Winter Recess
<b>Tuesday, December 25</b>	Christmas - Federal Holiday
<b>2013</b>	
<b>Tuesday, January 1</b>	New Year's Day - Federal Holiday
<b>Monday, January 7</b>	Instruction Resumes
<b>Mon-Thur, Jan 18-24</b>	1 <sup>st</sup> Semester Final Exams (Edgren)
<b>Monday, January 21</b>	Martin Luther King, Jr. Day - Federal Holiday
<b>Thursday, January 24</b>	End of Second Quarter and First Semester
<b>Friday, January 25</b>	No school for students - teacher work day (45 days of classroom instruction)
<b>Second Semester (91 Instructional Days)</b>	
<b>Monday, January 28</b>	Begin Third Quarter and Second Semester
<b>Friday, February 15</b>	Early Release for ALL Schools, Students dismissed at 1100
<b>Monday, February 18</b>	Presidents' Day - Federal Holiday
<b>Friday, March 22</b>	Half day for students, dismissed at 1100—CSI (Edgren, Cummings) No School for Sollars
<b>Thursday, April 4</b>	End of Third Quarter (48 days of classroom instruction)
<b>Friday, April 5</b>	No school for students - teacher work day
<b>Monday, April 8</b>	Begin Spring Recess
<b>Monday, April 15</b>	Instruction Resumes - Begin Fourth Quarter
<b>Friday, April 19</b>	No School for ALL SCHOOLS - Parent/Teacher Conference
<b>Mon-Fri, May 6-17</b>	AP Testing (Edgren)

<b>Wednesday, May 15</b>	Accelerated withdrawal day for second semester
<b>Friday, May 24</b>	Half day for students, dismissed at 1100– CSI (Edgren, Cummings) No School (Sollars)
<b>Monday, May 27</b>	Memorial Day - Federal Holiday
<b>Thursday, June 6</b>	Last Day of Sure Start Program (Cummings)
<b>Friday, June 7</b>	Half day for Students/Senior Graduation@3pm (Edgren)
<b>Mon-Fri, June 10-13</b>	Half day for Students – Final Exams (Edgren)
<b>Thursday, June 13</b>	Early Release for ALL schools - End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
<b>Friday, June 14</b>	No school for students - teacher work day Last day for non-administrative educator personnel
<b>Every Wednesday</b>	Staff Develop session - Early release at 1:25 (Cummings)
<b>School Year 2012-2013:</b>	Instructional Days -183 Teacher Work Days – 190

# CUMMINGS ELEMENTARY SCHOOL SUPPLY LIST SY 2012-2013

(Revised 15 Aug 12)

Kindergarten	First Grade	Second Grade	Third Grade
6 Jumbo Pencils	(DO NOT LABEL SUPPLIES)	(DO NOT LABEL SUPPLIES)	#2 Skilcraft Pencils (2 packs) (NOT MECHANICAL)
Crayons (1 box 24 count)	Crayons (1 box 24 count)	Crayons (1 box 24 count)	Crayons (1 box 24 count)
Large Glue Sticks (6)	Glue Sticks (4 each)	Colored Pencils (1 box)	Colored Pencils (1 box)
Avery Flex View 1" Binder	White Glue (1 Bottle)	Plain #2 Pencils (3 packs)	Glue Sticks (2 each)
Mead-Primary Journal w/Picture Place	Scissors (1 pair)	Large Glue Sticks (4 each)	Scissors (1 pair, small plastic handle)
Velcro P.E. shoes <b>(No Laces Please)</b>	Colored Pencils (1 pack of 24)	Plastic Pocket Folders with bottom pockets (4 each) (no brads)	Mead Composition Books (wide ruled, but not beginning writing style) (2 each)
	Plastic Pocket Folders (3 each) (No Brads in the Middle)	Composition Notebook (Non-Spiral) (1 each)	Plain Solid Color Pocket Folders with Brads (6 each)
	Composition Book with picture place (3 each)	Scissors (1 pair)	Highlighters
	$\frac{1}{2}$ " Ruled Red-Baseline, handwriting tablet (2 each)	Mead-item# 09950 Primary Journal w/Picture Place (3 each)	Large Erasers (3 each)
	#2 Pencils (3 packs)		Red Ink Pens (2 each)

**ALL GRADES: 1 pair clean and labeled gym shoes (white/non-scuff soles) to be kept at school. 1 Backpack or Book bag. PLEASE NOTE: Above are teacher-preferred/recommended supplies for the start of the new school year. The exact items may not be readily available in all cases. Individual classroom teachers may ask for other supplies as needed.**

<b>Fourth Grade</b>	<b>Fifth Grade</b>	<b>Sixth Grade</b>
#2 Skilcraft Pencils (3 packs)	#2 Pencils (2 Packs)	#2 Pencils (2 Packs)
Erasers (2)	Colored Pencils (1 box)	Colored Pencils (1 box)
Colored Pencils (1 box)	Glue Stick	Glue Stick
Pocket Folders (5 each) (2w/Brads)	Pencil Pouch or Box	Red Pens (1 pack)
Crayons (1 box 24 count)	Erasers (for pencils)	Erasers (for pencils)
Ruler	Loose Leaf paper (2 package 3 hole wide ruled)	Lose Leaf paper (2 package 3 hole wide ruled)
Composition Books (2 each)	Scissors	Scissors
Red Pens (2 each)	Folders w/Pockets (5 each)	Folders w/Pockets (5 each)
Scissors (1 pair)	Highlighters	Highlighters
Spiral Notebooks (3 each)	Spiral Notebook (5 each) (70 pages)	Spiral Notebook (5 each) (70 pages)
	Red Pens (1 pack)	Pencil Pouch or Box

## ABOUT THIS HANDBOOK

The school's policies, practices, and procedures are contained in this handbook. We know that you'll find this handbook convenient and easy to use. Please take the time to read it and save it as a reference throughout the school year.

## BRIEF BIOGRAPHY OF JOHN R. CUMMINGS

John R. Cummings, for whom the school is named, was born in Pocatello, Idaho, on December 22, 1932. He was a combat veteran of both the Korean and Vietnam Wars. After retiring from the military, he earned a Bachelor of Science in Accounting from California State University. Mr. Cummings then taught for DoDDS at the Augsburg American High School in Germany for 9 years. At the time of his death, he was here at Misawa AB, teaching Business at Edgren HS. He was active in both the military and education communities and was committed to the ideal of Excellence in Education:

- Creativity and maximum achievement.
- Healthy interpersonal relationships among students, parents, and teachers.
- Development of social responsibilities.
- Mutual respect for cultural and individual differences.

## DoDEA COMMUNITY STRATEGIC PLAN 2008 - 2012

### Goal 1: Highest Student Achievement

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

### Goal 2: Performance-Driven, Efficient Management Systems

DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

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

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

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

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



## SCHOOL ACCREDITATION



Cummings Elementary School is accredited by (NCA-CASI)/AdvanceEd. AdvanceED requires annual written updates and a thorough on-site accreditation visit by NCA-CASI members every five years.

## SCHOOL MISSION STATEMENT

We, the community of Cummings Elementary School, are committed to guiding all students to become successful learners and responsible citizens in an ever-changing world.

## CONTINUOUS SCHOOL IMPROVEMENT PLAN

DoDEA Schools are required to have a plan for continuous school improvement focusing on identified goal areas. Through discussions with parents and faculty members our school profile was created. From this document two curricular areas (Reading and Writing) were identified as in need of improvement based on our profile data. All stakeholders were involved in selecting specific goals...

***Goal 1: By June 2014, all students will increase performance on targeted mathematical problem solving skills using instructional interventions implemented in all curricular areas as measured by the TN3 Math Subtest and other System-wide and school-based assessments.***

***The targeted skills are solving problems that arise in mathematics and in other contexts, the application and adaptation of a variety of appropriate strategies to solve problems, and the monitoring and reflection on the process of mathematical problem solving.***

**Essence of the goal:**

Students will solve problems that arise in mathematics and in other contexts. They will apply and adapt a variety of appropriate strategies to solve problems, and will monitor and reflect on the process of mathematical problem solving.

***Goal 2: By June 2014, all students will increase performance on targeted writing skills using instructional interventions implemented in all curricular areas as measured by the TN3 Writing Subtest and school-based assessments. The targeted skills are focused ideas, organization, voice, word choice, sentence fluency, and conventions.***

**Essence of the goal:**

***Students will demonstrate written and/or symbolic communication skills to express their ideas.***

## CES MOTTO

*"We Choose to Care"*



## DRESS CODE



Students are expected to be neatly groomed and dressed appropriately for the day's activities and weather. Student dress and personal grooming are the responsibility of students and their parents. 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 that affects the health, safety or general well-being of the student or classmates.

Flip-flops, sandals without straps, elevator shoes, bare feet, and clothing that leave uncovered spaces between tops and bottoms are examples of clothing that is unsafe, disruptive or in poor taste. There are not permitted at school at any time. Hats and head coverings are prohibited from being worn inside the school.

For PE class, students will need clean sneakers (inside use only) with non-marking soles. Students are asked to leave their PE shoes at school. It is important that all shoes, coats, hats, umbrellas, gloves, boots, etc., are clearly and permanently marked with identification.

## 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](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.

## RECESS AND OUTSIDE PLAY INFORMATION

If a student is well enough to come to school, he or she will be considered well enough to go outside at recess unless the parents send a doctor's note to school recommending that the child stay *indoors*. Students should be dressed appropriately for Misawa's changeable weather. The faculty and staff of Cummings Elementary have the discretion of keeping a child in during recess or outside play if they are not properly dressed for the existing weather conditions.

Winter weather is unpredictable. Families who have spent a winter in Misawa already know the importance of putting layers of clothing on their children so that adjustments can be made throughout the day. They also know the importance of water-proof footwear. During the long months of winter, students will continue to go outside for their recess and play time.

**However, when the wind chill factor drops the temperature to -5 degrees Celsius, outside recess is cancelled.** Instead, we stay in the school gym for a shortened recess schedule. Please help your child remain aware of weather conditions and bring the proper clothing to school that will allow them to be comfortable inside and able to enjoy their recess time outdoors. Snow pants or ski suits are very important to have for your children during the winter months.



## Playground Rules

Students are not permitted to engage in activities that may be dangerous to them or to others or that may destroy government or personal property. Cummings ES has seven specific playground rules.

These are:

- Standing or jumping from the swings is not allowed.
- Climbing on trees or fences is prohibited.
- Stay inside of the fenced area of the playground at all times.
- Tackling or "play fighting" or aggressive contact play is not permitted.
- No hanging on the soccer nets or climbing the basketball goals.
- Follow the instructions of the playground safety monitors.
- Be courteous and respect others at all times.
- Please tell a playground monitor if any unsafe conditions are noticed.

## Winter/Snow Rules



- Snowballs are permitted to be thrown at snow targets *only*. Anyone caught throwing snow at other students will lose one or more recesses. Repeated incidences may result in a suspension from school.
- Snow forts, snow sculptures, or any activity of others must be respected.

## Slide Rules



- Walk up the steps single file. Pushing, pulling, or crowding on the steps is too dangerous.
- Games such as "ticket collecting" delay the flow of students going down the slide.

These types of games are not allowed.

- Slide down facing forward, feet extended.
- The inside stairs are for slide support, not to be used as a ladder.
- Keep the area at the bottom of the slide clear.
- The slick part of the slide is for sliding down, not walking up. This will not be allowed.

## Football Rules

Only touch or flag football may be played.



## Basketball Rules



- Climbing on the post or hanging on the rims is not permitted.
- During a game, other students must not sit under the rim or around the post.
- Only half court games are permitted unless no one else is playing. If teams are waiting to play, follow the "10 minute play and switch" rule.
- Do not cross the court while a game is in play.



## Cafeteria Standards

1. Walk at all times.
2. Raise your hand to get permission to get up or to ask for help with something at your table.
3. Lend a helping hand to clean up the area around where you eat. Try to leave it the way you would like to find it when you sit down.
4. Keep your hands and feet to yourself.
5. Use an indoor voice that does not carry beyond your friends at your table.
6. When you have finished eating and have been excused, go outside as soon as you have cleared your tray and area. Wait for friends outside.
7. If a teacher has asked that you return to the classroom from the lunchroom you must have a pass from the teacher, dated, with your name and teacher's name on the pass.
8. Unless rainy-day recess has been called- always come to the lunchroom prepared to go outside.

## CONSEQUENCES OF CAFETERIA OR RECESS VIOLATIONS

- Students who choose to disregard the instructions of adult supervisors may have cafeteria/playground privileges withdrawn.
- Violators may be isolated or given special duties.
- Repeat offenses may result in suspension in order to maintain a safe environment for all.

## Indoor Recess Standards

### *Please do not wear outdoor shoes on gym floor.*

1. When dismissed from the lunchroom, please walk quietly to the bathroom corridor entrance into the gym.
2. Remove outdoor shoes and neatly place on the rubber mats along the wall.
3. Play games and activities that won't infringe on others ability to have fun. "Play fighting", "Chase", or rough sports cannot be allowed due to possible injury and limited space constraints.
4. Throwing any inappropriate objects could cause serious injury. Only approved items can be thrown in the gym. (i.e. basketballs only)
5. Using inappropriate language is offensive to many and will not be allowed in the gym.
6. Anyone leaving the gym for any reason must have a hall pass or be accompanied by a monitor or other supervising adult.

### Equipment Use:

- The gym equipment is for your enjoyment; please use it appropriately. Any activity that appears to be dangerous will be stopped by the monitors.
- **The following equipment is off limits due to possible injury and space constraints in the gym: climbing wall, chin/pull up bar, large balls, climbing ropes, cylinder mats, and floor hockey, and any racket/hockey type games.**

### Basketball:

- No climbing or hanging on the rims.
- Only half court games are permitted.
- During a game, please do not sit under the rim or around the post.
- Please be courteous to one another. Do not cross the courts while a game is in play; walk around the perimeter of the gym.

### Hula Hoops/Jump Ropes:

- Again, please be courteous of the games already in play. Enjoy your activity on the perimeter of the gym, clear of the basketball rims.

## 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](http://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/>

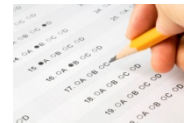


## Curricular Trips (School Sponsored Field Trips)

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.



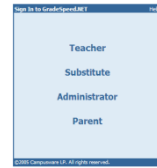
## STANDARDIZED TESTING

All DoDDS students in Grades 3-6 participate in the Terra Nova Multiple Assessment Test. We administer this test during the second semester. Your child will be answering questions in the areas of reading, language arts, mathematics, social studies, and science.

Composite test results by individual grade level and the overall scores for the school are used in the decision making process to continuously improve our educational program. The results can also be used by Cummings ES to identify students who may need modifications to their individual instructional program. Fourth grade students are given the National Assessment of Educational Progress (NAEP).

## STANDARD PROGRESS REPORT

Progress reports are issued four times a year in Kindergarten through grade six. Each report follows a nine-week quarter. Parent-teacher conferences are scheduled after the first quarter. A student must attend school a minimum of twenty instructional days before receiving a progress report. Reporting student progress is a complex undertaking. DoDDS has scheduled one teacher workday per quarter for the teachers to use to complete these reports.



DoDEA/DoDDS now has a program available to parents called *GradeSpeed*. It is a website that allows parents and sponsors to access their dependents academic progress reports. Final quarter and cycle grades can be viewed as well providing the ability to view daily or weekly assignments and earned grades for each class depending on how the class is set up. This will enable you to see which assignments are completed/not completed. There is an attendance and calendar feature that provides information about student absences and holidays.

You will need to create a parent/sponsor account at the following link: [GradeSpeed Parent Connection](#). Select "Click here to sign up".

1. Enter your identification data - Use your full name joined with no spaces or a similar public-worthy id for your login name. Also you will want to remember the password you enter.
2. Add your military email address (and the email address you wish to designate "primary" if different from the military address).
3. Add your dependent's (student's) identification data.

Once this information is submitted, your account will be placed in "pending" status until the school office has confirmed your data. You will receive an email notice when your account is activated.

After you have received the email indicating that you account is activated, you may link to GradeSpeed at [GradeSpeed Parent Connection](#) .



## DODEA 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:

#### **Grades Hours (Range)**

**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.

## CUMMINGS HOMEWORK STATEMENT

Homework includes all school-directed educational experiences occurring outside of school hours. The most beneficial homework is that which strengthens understanding and provides enrichment. It may not always be in the form of paper and pencil tasks. Homework given in the primary grades will include students reading to parents and parents reading to students. The type and amount of homework is dependent on student needs. Generally speaking, homework should be assigned at least three nights per week

*Homework is not assigned merely as "busy work" or as a disciplinary measure. It's good practice for parents and other family members to be as involved as possible with homework assignments.*



Emphasis is *not* on quantity; rather, homework assignments should serve the following purposes:

- Provide students with opportunities to follow up on individual activities.
- Allow exploration in greater depth of material being presented in the classroom. Assigned homework should reinforce instruction accomplished in class; it shouldn't be used to introduce new or unfamiliar concepts or skills.

- Supplement classroom learning with related outside experience.
- Provide opportunities for problem solving and research. Homework assignments are planned to help motivate students.
- To the greatest extent possible, homework assignments will be coordinated with school events. If there are concerns with homework taking too long or being too difficult, please contact your child's teacher.



## LOST AND FOUND



Please **mark all personal items** including backpacks, lunch carriers, snow pants, boots, raincoats, mittens, hats, jackets, umbrellas, and other clothing items with your child's name and grade level before these items are brought to school. Articles are frequently lost, and proper identification aids in getting each item returned to its proper owner.

The "Lost and Found" box is located to the left of the double doors at the front entrance to the school. Students and parents are encouraged to check the contents of this box in search of lost items. Periodically during the school year this box is emptied and the contents are donated to a local Japanese orphanage. The removal of the lost and found items is well publicized to remind students and parents to recheck the box for any personal items. Please check with the office staff for lost keys, glasses, watches and jewelry.

## 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.

## MESSAGES FOR STUDENTS



**Classroom time will not be interrupted to give messages to students or teachers, except in cases of EXTREME emergency.** Please have your child's schedule for the day determined before your child leaves for school each morning. Please help us to help you do all we can to avoid missed appointments or transportation confusion.

While Misawa AB is known for being a safe haven for families, we remain vigilant about your child's safety. Please do not ask us to give your child a telephone message to go somewhere other than where you instructed him/her to go in the morning, as we cannot verify with whom we are speaking over the phone. Thank you for careful pre-planning.

## PARENTS ON LEAVE OR TEMPORARY DUTY

Whenever parents leave the community for TDY, TAD or leave, the school should be notified regarding whom to contact during the parent's absence. Note: Please complete a "Request for Extended Absence" when departing the local area during the school year.

## VISITORS/GUESTS TO THE SCHOOL



All guests must sign in and obtain a guest pass at the Main Office before proceeding to any room in the school building or playground. Parents are encouraged to come to the school to observe and participate in their child's classroom, but we do request that you make arrangements in advance with your child's teacher to do this.



## NOTES FROM THE SCHOOL NURSE

**First-Aid:** When minor accidents occur, the school nurse administers first aid as needed. If the injury is serious every effort is made to notify the parent/guardian as soon as possible. When emergency hospital care is needed, every effort is made to contact the parent/guardian prior to transport. **It is extremely important to keep your duty and home phone as well as emergency contact phone numbers up to date in the Main Office.**

**Medications and Your Child:** For the safety of all the children, it is against school policy for the students to have medicine with them for self-administration. If your child needs medication of any type (prescription or non-prescription) during the school day please contact the school nurse for further instructions. Please do not give your child medicine in his/her backpacks to be used during the day. For the school nurse to administer medication, the parent must provide a **Hold Harmless** letter from the physician that specifies the amount, the time, and use of the medication to be given. Also, the medication needs to be in a bottle or box with the pharmacy label attached, marked with the child's name, type of drug, amount to be administered, and the time to be taken. The pharmacy will provide you with a separate medication that can be left at school.

**Immunizations:** It is DoDDS policy that student immunizations are kept current. Please respond promptly to notices from the nurse's office regarding immunizations. This year the DoDEA policy pertaining to immunizations will be fully implemented pertaining to those students that do not have all required immunizations, will not be allowed enrollment to attend classes.



**Questions:** If you have any questions, please feel free to contact the School Nurse, 226-2651.

### **Required Immunizations**

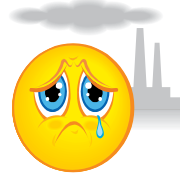
DPT (Diphtheria, Pertussis, Tetanus)

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 4th 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)

### REPORTING OF SUSPECTED CHILD ABUSE

Federal law and DoDEA policy require that every adult who works with children immediately report any signs or indications of suspected child abuse directly to Family Advocacy. CES is most conscientious in following all laws, regulations and guidelines regarding this important duty. If a student comes to school with any signs of abusive treatment we must call Family Advocacy immediately. It is the law.



### PARENTAL CONCERNS

Should you have a question or concern, please attempt to resolve it at the most appropriate and immediate level. Let us know your questions as they arise. For typical classroom matters, the following procedures should apply in order as needed:

1. Student/parent discussion with the teacher concerned.
2. Student/parent or teacher involves other personnel such as specialists /school administrators.
3. Student/parent and the teacher meet with administrator if resolution is still out of reach.
4. Concerns that cannot be resolved at the school level are referred to the District Superintendent's Office (DSO).

These procedures follow the "Chain-of-Command" from teacher through to the DSO and focus on resolution at the lowest and most immediate level. We encourage you to seek timely resolution to problems. Prompt action can prevent complications and serious problems. When you have a concern that involves a school policy or procedure rather than a classroom matter, an alternative intermediate step is to contact a School Advisory Committee (SAC) representative for assistance.

## 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. Cummings 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.

## DISCIPLINE POLICY



Good discipline at Cummings ES is extremely important to the success of the school program. Effective schools are orderly and safe places, with clearly established routines and procedures. Without consistent school discipline, students cannot realize their greatest opportunity for growth.

### **Areas Where Rules are Enforced:**

Policies and administrative procedures concerning student conduct apply to actions related to any activity including, but not limited to the following situations:

- while on school property
- while en route between school and home, to include school buses
- during the lunch period
- during or while going to or coming from all school-sponsored events and activities that affect the mission or operation of the school including study trips, sporting events, assemblies, and evening school-related activities

### Classroom Policy

Each teacher works with his or her students to develop a classroom-specific discipline plan during the first two weeks of the school year. These plans are then shared with parents and the school administration so that all stakeholders are fully aware of the expectations for appropriate student behavior and the consequences of choosing other than appropriate behavior.

### Consequences for a Breach of Discipline

In disciplinary matters, the school's policy is to first try classroom intervention techniques/consequences. Both consequences for violations and incentives for compliance are developed by each grade level. When consequences are applied without success or when circumstances make it advisable, attempts will be made to contact parents and a discipline slip will be sent home.

### Discipline Slips

Discipline slips are designed to provide information to the parent. The slips are consequences in themselves, although they do not become a part of the permanent school record. Discipline slips are a 3-part form. Parents receive the original white copy, which must be signed and returned the next day. The teacher keeps the pink copy. The yellow copy is kept in the school administrative office for the course of the school year.

### Repeat Offenders

The homeroom teacher is responsible for monitoring the discipline slips for his/her students. A student who receives 4 or more discipline slips within a thirty-day period is subject to suspension.

## Serious Incidents

Any serious breach of discipline must be brought to the attention of the administration immediately. Serious incidents including but not limited to those listed below can lead to a student's expulsion from CES.

- Causing, attempting to cause, or threatening to cause physical injury
- Possessing, selling, or furnishing dangerous objects or substances
- Committing or attempting to commit robbery or extortion
- Causing or attempting to cause damage to school or private property
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Gambling
- Engaging in acts of bigotry or intolerance
- Violating any law, base regulation, or DoDDS policy
- Using or possessing fireworks, matches, flammables, etc.

## Suspension

- Suspension will be preceded by an informal conference during which the principal informs the student and parent of the impending suspension and gives the student a chance to explain. The principal then has the authority to decide whether a suspension is warranted. Suspension may involve one-day in-school isolation from other students or at-home supervision by the parent(s). Prior to the child returning to the classroom, a student-parent-administrator conference will be held. One example of behavior that will result in suspension for one or more days would pertain to repeated bullying or acts of intimidation toward fellow students.

## BULLYING

Bullying is an issue that is taken very seriously at Cummings Elementary School. Unfortunately it is an issue that affects most schools to some degree. We believe that any level of bullying is unacceptable. It should and will be addressed when it is brought to our attention. It is also a very complicated issue that is not simply alleviated, since it involves many faceted layers of interconnected issues and participants, all of which must be taken into consideration when trying to alleviate the problem. We believe that it is an issue that cannot be fixed by simply adopting a motto or hanging posters around the school. Bullying must be worked on continuously. We work continually on the issue of bullying in several different ways. As a preventative tool for the general school population, the teachers work with the students in their classroom persistently on treating each other with respect and fairness. Teachers also work with every student in the school on the issue of bullying. If a teacher sees a child who is not their student engaging in bullying behavior, that teacher will address the issue with that student. The counselor goes into every classroom and does much targeted lessons on bullying issues to include, but not limited to: Friendship, Conflict Management, Respect, Assertiveness, Bystander's responsibilities, and Rumors. The lessons are tailored to the different age groups and may change from year to year depending on the information provided by the teachers, staff, and parents about what they are seeing around the school. For students who are directly affected by bullying either as a victim or a bully, the



counselor is available to work with those students on alleviating the situation. This typically involves working with the bullies to make them more aware of their behavior and subsequently make changes and working with the victims to learn how to be more assertive and less of a target for the bullies. Our reaction to bullying relies on our awareness of the bullying situation. Bullying is not always an observable behavior, especially in this current age of technology. It is vitally important that teachers, parents, and students help by making the adults in the school know if there is a bullying problem. There are some excellent websites available with more information about bullying and how everyone can help prevent this negative type behavior in all environments. ([www.aft.org/bullying](http://www.aft.org/bullying))  
<http://stopbullyingnow.com/stopbullyingnow.hrsa.gov> ; [www.pbskids.org](http://www.pbskids.org) ;  
[kidshealth.org/parent/emotions/behavior/bullies.html](http://kidshealth.org/parent/emotions/behavior/bullies.html) ;  
[http://www.nasponline.org/resources/factsheets/bullying\\_fs.aspx](http://www.nasponline.org/resources/factsheets/bullying_fs.aspx))  
Please check them out and contact the counselor or the principal if you are aware of any type of bullying at Cummings.

### **ZERO TOLERANCE POLICY FOR WEAPONS**

There is **zero** tolerance for weapons of any kind on school grounds. A student found with a weapon or a replica that can be perceived as a threatening object that instills fear will be subjected to school disciplinary measures ranging from suspension to expulsion. ***If it can cause or appears to cause bodily harm it is a weapon. Includes sticks etc. used aggressively to harm or threaten others.*** Cummings Elementary School is an absolute weapons-free zone. No weapons of any type should ever be brought to school, including all types of knives, BB guns, or authentic-looking replicas of any weapons. Incidents involving weapons in schools in the United States have received widespread publicity. To aid in preventing similar incidents in DoDDS 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. Disciplinary action will be taken.
- To ensure the safety of DoDDS Pacific students and staff, any 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. Dangerous instruments include but are not limited to:
  - Replicas of weapons used as a joke or a jest or in a threatening manner.
  - Spring release knives, switchblade knives, edged swords, or knives with a blade of 3 inches or longer other than those used in the household or for camping, fishing, and hunting.
  - Metal ("brass") knuckles, blackjacks or any other object constructed for the purpose of inflicting bodily harm.
  - Explosives of any type (to include fireworks on base)

For more information please see DoDEA Regulation 2051.1 at the DoDEA website-  
<http://www.dodea.edu>- About DoDEA- Regulations and Directives.

## 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



## ABSENCES AND WRITTEN EXCUSES

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.

g. One of the keys to your child's success at school is regular attendance. You should try to have your child in school every day and on time for the beginning of instruction. When it is necessary for your child to be absent, the following procedures are to be followed:

1. Please notify the Main Office if your child (ren) will be absent or late for any reason. If we do not receive notification from you by 10:00 a.m., we will attempt to call you. **If we are unable to contact you, we are expected to call the command.**

2. A student who has been absent must bring to school, when he/she returns, a note which contains the following information:

- a. The student's full name
- b. The date or dates of absence
- c. Reason for absence
- d. Signature of parent or guardian

**A note to the office is required whenever a child is absent from school to make sure that the absence is marked excused unless you call the office to inform us. It is the responsibility of the parent/guardian to inform the school every time a student is absent.**

3. Students who arrive tardy should proceed directly to the Main Office to receive a pass to class. Please send a note with your student explaining the reason for the tardiness. Any students arriving late to class without a note from a parent will receive an unexcused tardy.

4. All students must have written permission from the parent or legal guardian before leaving the school while it is still in session. A parent/guardian may also come directly to the school office to sign out his/her child. **Students will not be allowed to leave school grounds based on a telephone call.** **Teachers may not send students home early without first directing the student to the Main Office.**

- Students should bring an early-release note to the office.
- Signing out when departing and signing in upon return is required.
- Their parent or legal guardian (or adult with parents' written consent) must escort all students off campus.
- *Release for lunch at home with parent does not require an adult escort, but the student still needs to sign in and out. This privilege is reserved for children ages 10 and above, based on 35 FW Instruction 36-2901, Attachment 1, Age Matrix.*

5. If a child becomes too ill to remain at school, the parent will be called by the nurse and asked to accompany the child from school.

6. Children are not routinely excused from specific activities such as recess or physical education. If a child is too ill to participate in all school activities, s/he should be kept at home.

Under some circumstances a physician may request in writing that a child not participate in physical education for a specific time.

### EXCUSED ABSENCES

1. An excused absence is one for which the student will be given make-up privileges.
2. Excused absence will be granted for:
  - a. Illness of student
  - b. Family emergency (severe illness, death, local hardship situation)
  - c. Medical necessities that cannot be cared for on a non- school day
  - d. Religious Holidays
  - e. Emergency conditions such as fire, flood, or storm, etc.
3. All absences other than those above must have approval by the administration. Oversleeping is not considered an acceptable excuse for absence or tardiness.
4. Parents will be notified when students are truant and disciplinary action will be taken.
5. Teachers are requested to notify administration after 2 consecutive absences.

### ADVANCE NOTIFICATION AND REQUEST FOR EXTENDED ABSENCE

The school recognizes that the unique environment of an overseas military community offers the opportunity for many educational family trips. When possible, these trips should be planned for times when school is not in session. Cummings Elementary School attempts to support families traveling to historical sights during the school year by providing lessons to be accomplished during these trips. **Please inform the teacher(s) at least one week in advance by completing a "Request for Extended Absence" form.**



### UNEXCUSED ABSENCES

Unexcused absences include truancy, suspension, oversleeping, baby-sitting younger siblings, going shopping with parents and not bringing a note for re-admittance. Please be informed that students are not allowed to make up work when they receive an unexcused absence.

## EXCESSIVE SCHOOL ABSENCE

1. Students who are not physically present in school because they are hospitalized or otherwise receiving homebound services, are excluded from identification of excessive school absence.
2. Student attendance is calculated based upon the date of enrollment in a DoDEA School, which may occur anytime during the school year.
3. After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determines the impact of repeated absence on the student's academic and social emotional progress. A referral may be developed by the SST to support the student's successful completion and advancement for the current school-year.

For additional information, please refer to DoDEA regulations at:

<http://www.dodea.edu/home/dodea.cfm?gnav=regs>

## 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.

## STUDENT WITHDRAWAL

**Advance Notice:** Parents or guardians of students transferring from CES are requested to notify the registrar and the classroom teacher *at least two weeks prior* to the student's last day of school. Notification should be done by phone or letter--please don't ask your child to relay the message. The exact date of withdrawal and a copy of PCS orders are required. *During summer recess, please notify the Main Office at least five business days prior to the day you wish to pick-up the student's file.*

## ACCELERATED WITHDRAWAL DATES

DoDEA policy states that students withdrawing from school before the end of the semester may be granted credit for an accelerated study program, outlined by the teachers involved and approved in advance by the Principal, providing that the withdrawal date is no earlier than 20 school days before the end of the semester. Students meeting conditions of the accelerated program are to be granted semester grades and credits. The acceleration date for DoDEA Pacific first semester is December 12, 2012. The date for second semester is May 15, 2013.

Sponsors who wish to withdraw their children for non-PCS reasons are not accorded this DoDDS provision, and students are expected to complete the school year. For additional information, please refer to DoDEA regulations at: <http://www.dodea.edu/home/dodea.cfm?gnav=regs>

### COMMUTING TO/FROM SCHOOL

**Walkers/Bicyclists:** All CES students who live in the North Area live within walking distance to the school. Walkers should stay on the sidewalks and cross Falcon Drive at established crosswalks where a safety patrol member is posted. Students may ride their bicycles to school. Parents are asked to keep a lookout for potential safety hazards near the school or near areas where students travel when commuting to school by foot or bicycle. If you or your child is aware of a safety concern along or near the commute to school, please let us know by contacting the CES Main Office as soon as possible. Encourage children to take the safest, most direct route to and from school. Make sure they know where to go if, for whatever reason, you are not at home when they arrive from school. Bicyclists must wear helmets with chinstraps fastened while riding and will not wear a headset. Once students reach the gas station on their way to school, they must walk their bicycles the rest of the way to the school. After school, students must walk their bicycles to the gas station. Bicycles should be locked to the bike rack during school hours.

Skateboards/scooters, roller-skates/blades, roller shoes, etc. are various types of wheeled transportation that students might use to get to and from school. Any unsafe or accident prone behavior with the use of these devices will result in that student being denied permission to have that item on school grounds. The school will not take responsibility of any of the devices being broken, stolen, or misused by other students. Using these devices to get to and from school is solely the responsibility of the student and parent. Safety requirements must be adhered to at all times concerning helmets or other required gear.



## CUMMINGS STUDENT TRANSPORTATION SY 12-13

Revised 31 July 2012

The Misawa Student Transportation Office (STO) can be reached at 226-9119 or [Misawa.STO@pac.dodea.edu](mailto:Misawa.STO@pac.dodea.edu) and is open from 0730-1600 year-round. We are located next to the football field at Edgren High School. When visiting the STO please use the entrance facing the football fields.

Please see the Cummings school registrar for a map and bus registration forms.

### **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. Please call for an appointment to bring the student for a photo.

**Returning Students:** Please complete re-registration procedures during the Misawa Complex Spring Re-Registration in April, or by email or phone prior to the end of school in June. A current-year bus pass will be mailed in August.

**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 or email the STO 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 forget lose their bus pass may face suspension from the bus IAW DoDEA Regulations:

"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."

**Temporary Passes:** 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 (such as extended TDY or emergency leave). 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. All students who live in the North Housing Area are within the one-mile walking distance of Cummings Elementary School.

The SY 2012-13 School Bus Commuting Area for Cummings Elementary School consists of the 800-area of Main Base. Certain off-base areas are "grandfathered" for students already attending Cummings. Any newly-arrived students moving off-base should attend Sollars Elementary School.

**Large scale maps of the off-base bus Commuting Area is on display at the school, in the Housing Referral Office as well as in the STO.**

The bus stops for the 800 area are centrally located in front of buildings 897 & 822. The buses also stop at Edgren High School. Students of families temporarily residing in the Misawa Inn or Navy Lodge may ride the bus from the Edgren High School loading zone after obtaining a temporary bus pass. Other students living on main base but attending Cummings Elementary School may ride the bus from the 822 stop on a space-available basis.

All CES students may ride buses on field trips. At the beginning of the school year STO personnel conduct bus safety and evacuation training at school. All students on the bus are expected to follow these behavior standards:

**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 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.

**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, please).
- Look both ways before entering the crosswalk and raise your arm to request drivers to stop.
- Make sure vehicles have stopped before you cross, 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.
- Parents and older students please assist clearing snow from sidewalks.

**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 Complex Student Transportation Office is a component of the DoDEA-Pacific, Japan District Student Transportation Office headquartered at Yokota AFB.

**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.

## ENROLLMENT PROCEDURE

**Eligibility for Enrollment:** Department of Defense Instruction 1342.10 governs eligibility for enrollment in the DoD Dependents Schools. Basically, all command sponsored school age dependents of military and civilian personnel assigned to this base are eligible for enrollment on a tuition free basis. Other persons should contact the school's registrar for determination of eligibility and category of enrollment. Children entering Kindergarten must be five years old by 1 September. Children entering first grade do not have to have attended Kindergarten, but must be six by 1 September to enroll in first grade.

### REQUIRED DOCUMENTATION:

- Copy of sponsors orders with child/children names listed as dependent(s)
- Immunizations verification (Shot Record)
- Birth certificate or Passport (Kindergarten and First Grade only if birth date on transportation documents are incorrect)
- Social Security Number
- (For Navy personnel) Eligibility for DoDDS or Entry Approval documentation/Eligibility for housing/DoDD school from Personnel Support Detachment.

### Required Immunizations:

*No student* will be permitted to register for school until immunizations are updated and verification is obtained from local military immunization personnel at the Base Hospital. The required forms are provided in the registration package.

### PUPIL PLACEMENT

All new students wanting to attend Cummings must accompany their parents to the School Registrar's office to obtain an enrollment package and verify their eligibility for enrollment. The enrollment package should be returned no later than the first morning the students is scheduled to attend. The School Counselor is responsible for student placement in the appropriate grade level and/or classroom. Placement is made on the basis of report cards, age, and other pertinent data. When a student is ready to enroll, an appointment will be made with the Counselor. Parents are required to advise the Principal or counselor verbally or in writing of special needs and relevant educational goals that may affect placement.

It is recommended that the student *and* parent be present during the appointment. The Counselor will do an interview, orientation, and tour of the school. Finally, the student will be introduced to the teacher and given a start date. When a child is registered and enrollment materials/documents are verified, the child will be able to begin classes the morning following the next school day. The teachers require the next day to review the enrollment materials, set up a desk or work station, establish group or classmate team that the student will be working with, and collect curriculum materials for a smooth beginning. The teacher will discuss the arrival of the new student with her class and establish a welcoming procedure to help the new student transition into the new classroom.

## STUDENT RECORDS

**CONTENTS OF STUDENT'S PERMANENT SCHOOL RECORD:** Each student's record consists of the following:

- Report Card
- Reading Record Chart
- Permanent Record Chart
- Previous School Records

## PRIVACY ACT

Cummings ES maintains confidentiality of student records. Records are released only to parents or legal guardian. In addition, home addresses, telephone numbers, and other private information will not be released.

## UPDATING STUDENT INFORMATION

Sponsors are requested to notify the school regarding changes in the following:

- Official mailing address
- Housing address
- Telephone numbers (duty and/or home)
- Sponsor's rank and/or unit affiliation
- Emergency contact and phone number
- DEROS dates

## RELEASE OF RECORDS

A copy of the student's permanent records will be released to the parents to be hand-carried to the new school. These records can be picked up after 1400 hrs on the student's **final** day at CES. Records will not be given to the student. Before a record is released, the parent or guardian must ensure that:

- All books and equipment that are CES property are returned. Condition of returned items should reflect only normal usage. All charges are paid in full including any overdue lunch money.



## PARENT-TEACHER ORGANIZATION (PTO)

The PTO is an organization of parents and teachers whose major goal is the support of the school program. Financial, as well as direct volunteer support is given generously. Meetings are announced in the Parent Newsletter. The first meeting is "Back to School Night" open house. Parents are encouraged to get involved in the projects, activities and functions of the PTO. Through these activities you will become a true stakeholder and participant in your child's education. Some of the projects for which volunteers are needed include: Book Fairs, School Pictures, the Yearbook, School Store, and Popcorn Sales. If you are able to help with PTO activities please step forward and volunteer. The PTO has a mailbox at school in which you can leave your name and phone number, or make contact with a PTO Executive Board Member at a general membership meeting. If you can help our PTO with any activities we have at Cummings please contact the school. Thank you in advance for your help.

Our PTO folks work very hard for us here at CES and need your support. Please help out with the many functions they conduct for us throughout the year as you can.

Our PTO members for SY 12-13 are: Tina Kendle- President, Stephanie Rekta- Vice President, Heidi Cotton - secretary, Sean Larson- Treasurer, Dawn Havunen & Juanita Reed - Popcorn, Mandy Rice - Box Tops, Amanda Jenkins- School Store, Tina Farless - Volunteer Coordinator, Marc Jenkins - Public Relations and Susie Burdick will be the Teacher Representative.

## SCHOOL ADVISORY COMMITTEE (SAC)

**PURPOSE OF SAC:** Each school in DoDDS has its own School Advisory Committee or SAC. SAC is strictly an advisory body that has no budget and is restricted from fundraising. SAC functions somewhat like School Boards at public schools in the U.S. with one notable exception-SAC have no power to hire or fire teachers or administrators.

**Throughout the year, SAC:**

- **Reviews CES policies and programs currently in place,**
- Helps resolve safety issues and other community concerns about CES,
- Lobbies for change when a current situation needs improvement,
- Encourages community involvement in the education of children.

**Community Concerns:** Contact a SAC member if you have any concerns about your child's school.

- If the issue can be handled by the SAC, it will be brought up at a SAC meeting.
- If the issue is beyond the scope of SAC, a SAC member will help direct you to the person or agency that can help you.

**Meetings:** SAC generally meets once a month during the school year. The public is welcome to attend any SAC meeting. A limited time is available at each meeting for new business that is not on the agenda.

**Committee Members:** Here at CES, SAC has 6 official members: 4 Voting Members (2 parents, 2 professional educators) are elected by parents and serve for 2 years on a voluntary basis. The 2 Non-Voting Members are the principal and school's officer.

Our SAC members for SY 12-13 are Kathy Smith- Principal, Steve Zuniga- School Liaison, Robin Vinson - Teacher Rep, Beverly Nett - Teacher Rep, Janet Winstead - FRS Rep, Nick Valdez- Parent Rep, and John Cotton- Parent Rep.

**Contacting a SAC Member:** You have a variety of options for contacting a SAC member: use the telephone, drop off a letter in the SAC box located in the Main Office, send a note marked for SAC to school with your child, or write to SAC c/o the school using the MPS address on the front of this handbook.

### **EMERGENCY PLANNING**

**Closing the School:** The installation commander has the final decision to close the school. Canceling school for students does not automatically cancel school for teachers. Announcements will be made on AFN (AM 1575 and TV Channel 66). The procedures for closing the school in the event of a disaster or emergency are as follows:

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. 27
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.**

**Delayed Start:** In the event of bad weather a two-hour delay of school may be required. Listen to AFN for announcements.

**Parents:** Parents must have an understanding or agreement with their child as to what their child must do if buses return early or if the school must be evacuated. Parents must provide their child with instructions as to where they may go in the event the parent is not home during an emergency.

For example, "You may go to our neighbor, Mr. A or Ms B, and wait for me there." Neighbors or friends need to be contacted at the beginning of the school year to plan for such contingencies.

**Procedures:** Mass panic is one of the greatest dangers. Remain calm, evaluate the situation, and take action based on the best available information. In the event of any disaster, the principal, or person in charge will call the installation commander.

**School's Command Post:** The school's command post consists of the administrative staff, the school nurse, and the school counselor. In the event the office is made non-functional, the gym office will be utilized. The command post will ask AFN to alert parents not to call the school office because phone lines would quickly tie up preventing proper notification of interested personnel and proper communication from the base command. Staff members are thoroughly familiar with the contents of the Disaster Preparedness Plan. In the absence of orders from their supervisor or designee, each staff member is authorized and directed to DoDDS DP Plan are reviewed once a semester with students in an instructional setting so that all students will be prepared to react quickly to instructions given to them in times of emergency.

**Teachers:** Teachers maintain an up-to-date roster of their classes so that substitute teachers or other personnel can ascertain who should be in any given class or group and account for all students. **In no instance will teachers release students until informed to do so by school administration or personally requested by parent.** The classroom teacher and/or paraprofessional aide will provide individual assistance to any special education student who has a severe handicap. Staff members are thoroughly familiar with the contents of the Disaster Preparedness Plan. In the absence of orders from their supervisor or designee, each staff member is authorized and directed to implement actions contained in the DoDDS DP Plan.

## [ACADEMIC PROGRAMS](#)

**Sure Start:** Sure Start is an educational program designed to help pre-kindergarten children (4 years of age prior to 1 September) get ready for school. Equivalent to Head Start in the United States, it is part of the National Educational goals. The target population includes children of junior enlisted sponsors (due to limited income and/or resources), single parent families, parent(s) of junior high school graduates, large families with stretched resources, and younger families stationed in isolated areas. Sure Start regards family income as the most important-but not the sole factor considered in enrollment.

**Kindergarten:** The goal of the Kindergarten program is to prepare each child to be successful in first grade by providing developmentally appropriate instruction to meet the needs of each child.

**Grades 1-6:** A full academic program is offered to students in these grades

[Research-based interventions are used to help students focus on achieving these goals. Annual assessments will determine our progress as we add new interventions to reach our goals. This is a five-year cycle](#)

Host Nation, Music, PE , Art - Cummings Art Classes are Taught by a very special volunteer Ms. Dori

Information Center, Computer Labs, Literacy Lounge

Read 180, Literacy Support, Gifted Education, School Counselor, School Nurse, School Psychologist  
Special Education Services including Assessment, Speech, LI (Visual/Hearing Needs), and Preschool Program for Children with Disabilities (PSCD)

## 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.

## STUDENT CONTRACT FOR USE OF THE COMPUTER AND INTERNET ACCESS

As part of the registration process, parents and students complete a copy of the "Cummings Elementary School Student Contract for the Use of Electronic Mail and the Internet," which is kept on file at the school. The form requires both student and parent to sign and date that they agree to the following terms and conditions under which computer and Internet access is provided:

- Use the Internet and the school network only for educational purposes.
- Not access Internet sites deemed inappropriate by the school, the sponsor, or DoDEA.
- Not use inappropriate language or send inappropriate e-mail messages.
- Not plagiarize. This means that information learned on the Internet must be written in one's own words, not copied in part or in whole from the Internet author.
- Not modify the computer setup or install any software on a school computer system.

## PRIVACY ACT STATEMENT

**Authority:** DoD Directive 1342.6, DoD Dependents Schools.

**Principal Purpose(s):** To permit an individual's use of government-owned computer resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computer and the Internet.

**Routine Use(s):** In accordance with DoD published routine used.

Disclosure: Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use of such equipment in accordance with DoDEA Computer and Internet Access Policies.

## TERMS AND CONDITIONS

### **Acceptable Use:**

- I agree to use DoDEA's computer services only in support of my education and research consistent with educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If, I have questions about my computer use, I will ask my teacher.
  
- I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
  
- I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive message, copyrighted material, or material protected by Trademark or as a trade secret.
  
- I will not publish the name, photograph, home address or telephone number of myself, another student, faculty member, or any other person. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

**Privileges:** I understand that the use of the network is a privilege, not a right, and use inconsistent with these terms and conditions may result in a cancellation of these privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access are provided.)

- I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the Principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.





IMPORTANT NUMBERS

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Ms. Marilee Fitzgerald	Acting Director, DoDEA
Ms. Martha Brown	Director, DoDDS, Pacific
Ms. Lois J. Rapp	District Superintendent, Japan
Ms. Kathleen Smith	Principal, Cummings ES

ADMINISTRATIVE/SUPPORT STAFF TELEPHONE DIRECTORY

Secretary -	226-2226
Registrar -	226-4174
School Support Assistant -	226-2642
School Nurse -	226-2651
School Counselor,	226-2645
School Bus Operations,	226-9119

*Contact faculty members via the office at 226-2647/4174. Messages will be forwarded. Teachers will be called to the phone in emergency situations only.*

INTERNET ADDRESS

[www.cummings-es@pac.dodea.edu/](http://www.cummings-es@pac.dodea.edu/)

NOTE OF IMPORTANCE

Please do not forget to give emergency contact information to the registrar or secretary. It is the alternate method we can use to reach you in case of an emergency concerning your child(ren).

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