



PARENT - STUDENT HANDBOOK
School Year 2012 - 2013

**"TOGETHER WE WILL MAKE A DIFFERENCE... WHATEVER
IT TAKES"**

**CELEBRATING 64 YEARS OF ACADEMIC
EXCELLENCE:**

DODEA - "KAIZEN" - CONTINUOUS IMPROVEMENT

**SPECIAL PARENTAL NOTE: THIS HANDBOOK IS A LIVING DOCUMENT IT IS SUBJECT TO CHANGE
THROUGHOUT THE SCHOOL YEAR. ADDITIONS WILL BE COLOR CODED IN ONLINE HANDBOOK. ANY
UPDATES WILL BE PERIODICALLY SENT BY EMAIL**

Dear Parents and Students,

Welcome to Richard E. Byrd Elementary School affectionately known as Byrd Elementary, “Home of the Penguins”! I am honored to be your school principal and look forward to working cooperatively with you to ensure all of our students reach their highest academic potential.



We strive for academic excellence while maintaining a safe, nurturing, creative environment for your child to thrive in. Of course, in order to accomplish these goals, your assistance will play a vital role in helping your child succeed.

We encourage you to be active within the school by volunteering in your child’s classroom, on our school-wide committees, Parent Teacher Organization (PTO), School Advisory Council (SAC), and the Continuous School Improvement (CSI) process. The following suggestions can help you stay connected with your child throughout the school year:

- Communicate frequently with your child’s teacher
- Establish a study routine at home
- Read daily with your child
- Ask your child about his or her day at school
- Review the Parent-Student handbook with your child
- Join your child for lunch at school

Working together will help to ensure that our students will successfully grow up to become contributing citizens in a diverse global society. I am certain you will enjoy the warm and inviting charm of Byrd Elementary School. I look forward to a rewarding year. Again, welcome to the Penguin Family!

Sincerely,

Gwendolyn Baxter-Oakley
Principal

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RICHARD E. Byrd Elementary School

SCHOOL MOTTO:

"Together We Will Make A Difference...Whatever It Takes"

SCHOOL COLORS:

Blue and White

MASCOT:

Penguin

SCHOOL MAILING ADDRESSES:

Military mailing address:

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

Japanese mailing address:

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

SCHOOL PHONE NUMBERS:

Commercial telephone number (from off base): 045-281-4815
Commercial FAX number (from off base): 045-281-4870
International from the United States: 011-81-45-281-4815
International FAX: 011-81-45-281-4870
DSN telephone number (from on base in Japan): 242-4815
DSN FAX number (from on base in Japan):
242-4870

Principal: Mrs. Gwendolyn Baxter-Oakley	242-4815
Secretary:	242-4815
Counselor:	242-4819
Health Technician:	242-4133
Information Specialist:	242-4808
Supply Technician:	242-4863
Administrative Officer:	242-4815



CLASSROOM TELEPHONES:

We kindly request that you refrain from calling your child's classroom or specialists during school instructional hours. If you need to leave a message for your child's teacher during the school day, please call the school office. Teachers will pick up messages typically during planning, lunchtime, and after school. The call will be return as soon as possible.

ABOUT OUR SCHOOL:

Richard E. Byrd Elementary School

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

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



Photo Courtesy of Sports Legends Photos

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

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

SCHOOL HISTORY:

FIRST NAMED "NEGISHI HEIGHTS ELEMENTARY SCHOOL"

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

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

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

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

SCHOOL PHILOSOPHY:

Our multiage and single grade classrooms are based on a family oriented structure where difference is accepted and nurturing is valued and encouraged.

We embrace the DoDEA multiage philosophy due to our ever-changing enrollment.

A DoDEA multiage classroom consists of children of at least a two-year grade span.

Students of diverse ability levels are grouped in a single classroom. They are encouraged to share experiences involving intellectual, academic, and social skills.

Rigorous programs are planned at R.E. Byrd E.S. which are developmentally appropriate for each student regardless of age or grade level.

OUR DODEA VISION:

Communities committed to success for ALL students.

DODEA MISSION:

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

BYRD'S VISION:

Working together to support academic success, for all students.

GUIDING PRINCIPLES:

Become productive citizens
Youthful exploration and curiosity upheld
Rigor, respect, and responsibility
Developing lifelong learners

DODEA CONTINUOUS SCHOOL IMPROVEMENT (CSI) GOALS:

- Goal 1: All students will improve their writing skills.
- Goal 2: All students will improve their ability to solve word problems.

DODEA COMMUNITY STRATEGIC PLAN:

(Under Revision)



GOAL 1:

All students will meet or exceed challenging standards in academic content so that they prepared for continuous learning

Objective 1: All students will show academic growth (beginning to the end of the school year) in student achievement through a curriculum that challenges each student to excel.

Objective 2: All students will have access to varied and supplemental learning opportunities to meet or exceed the DODEA standards.

GOAL 2:

All students will have equipment, facilities, furniture, technology, materials, and human resources to support highest student achievement.

Objective 1: Focus information technology resources to support educational programs, highest student achievement, and continuous improvement.

Objective 2: DODEA will provide a safe and secure environment for students and employees.

GOAL 3:

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

Objective 1: In order to maintain a highly motivated, committed and diverse workforce in support of student achievement, DODEA will continually recruit, hire, support, evaluate, reward, and/or recognize employees.

Objective 2: Systematic and sustained professional development to promote individual effectiveness to achieve organizational goals.

GOAL 4:

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

Objective 1: All levels of the organization will develop, promote, and maintain partnerships to improve educational quality, increased educational opportunities, and support deployments and transitions.

Objective 2: Build capacity and implement effective strategies across DODEA to create awareness, understanding, and support for the mission among all stakeholders.

All levels of the organization will develop, promote, and maintain partnerships to enhance social, emotional, and academic growth.

Additional information regarding the CSP can be found at:

<http://www.dodea.edu/pubs/csp2006.cfm?cId=fw>

SCHOOL ACCREDITATION:

Richard E. Byrd Elementary School is accredited by the AdvancED Association. This means the quality educational program is insured through annual reports to the AdvancED Association headquarters and an on-site inspection and evaluation every five years. Our last on-site evaluation was from February 14-15, 2007 and

the school was recommended for full accreditation. Our AdvancEd report is on file in our school office. The next scheduled on-site visit will be during the second semester of SY 2012-2013.

TEACHERS:

K-1 Multiage:

2 & Gifted Education:

3:

4-5 Multiage:

Music/Counselor:

Host Nation:

Literacy Support Specialist (LSS)/Learning Impaired (LI):

Information Specialist (IS)/ Educational Technologist (ET):

English as a Second Language (ESL):

Speech Language Pathologist (SLP):

SUPPORT STAFF:

Administrative Technologist (AT):

Administrative Officer (AO):

Administrative Assistant / Registrar:

OUR SCHOOL DAY:

Regular Schedule Grades K-5

(Monday-Friday)

07:45 - 2:20

Early Dismissal Schedule Grades K-5

(Staff Professional Development Days)

07:45 - 11:00

Early Dismissal Days Will Be Announced In Monthly Newsletter

For safety reasons, students are not to be on the grounds in the morning before 7:35 AM. School personnel **are not** on supervision duty on the playground before this time. After school, students are to leave the school grounds after being dismissed by their teacher. They should not remain at school to play on the school playground without parent supervision. **Students, 9 years old and younger, may not come back to the playground after school hours without parent supervision.** (See base policy on supervision and curfew policy statement at the back of this handbook.)

OUR SCHOOL CLASSROOM VISITOR POLICY:

As professional educators we believe that parental support is critical to the effective management of our school and the achievement of our students. Parents are important stakeholders and serve as an integral part of the entire education process. Through their continued commitment and dedication we have developed a unique bond and forged new partnerships that remain critical to achieving our goal of "highest student achievement".

Accordingly, our school has an open campus for parent visits and participation. We encourage parents to contact teachers and visit classrooms to share, support, and celebrate the learning experiences of their children. We also invite parents to school events and extra-curricular activities. This relationship between parents and the school is a healthy, supportive partnership that contributes immeasurably to our school.

As with any partnership, there are a few parameters. One is that parents should prearrange their visits and meetings with teachers, except in emergencies. The advanced notice creates an opportunity for the teachers to offer an optimum date and time for the parent to participate in the instructional process, and allows for a healthy exchange of ideas that benefits the student and ensures their success.

One of our primary concerns is the safety and security of our school and students. For that reason, **we require all visitors to report first to the school office to sign in and receive a "Visitor's Badge."** Office personnel verify the identification (**100% ID checks**) of the visitor, ascertain the purpose of the visit, and inform the teacher of the visitor's arrival. Should a parent go directly to the classroom without processing through the office first, teachers will ask the parent to return to the office to get a "Visitor's Badge." Maintaining the safety of our students requires this procedure.

OUR SCHOOL NEWSLETTER:

"The PENGUIN" is published monthly. The school newsletter is sent to our parents and community members by email. The school office can print a copy if requested. Postings of the latest newsletter may also be found on the school's Intranet Website and DODEA Internet website. If you are not receiving the newsletter on a regular basis, please call the school for assistance in receiving an additional copy of the newsletter. Additional notices will be sent via email in our Penguin Updates.

ATTENDANCE PROCEDURES:

New DoDEA Attendance Policy- DoDEA Regulation 2095.01 (effective September 1, 2011)

Provided below is the basic guidance for the attendance policy. For specific guidance on attendance (tardies and absences), you may access it on the school's intranet site-Clipper Net on the Parent Deck and you may visit the DoDEA website at: <http://www.dodea.edu/attendance/index.cfm> for full disclosure of the policy.

- a. 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.
- b. School attendance is mandatory.
 - (1) 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.
 - (2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
 - (3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
 - (4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor 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.
 - (5) A student 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.

(6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

Parents are encouraged to read the entire attendance policy.

ABSENCES- EXCUSED, UNEXCUSED:

Students can only be signed out by a parent or an adult listed as an emergency contact. An excused absence is one for which the student will be given makeup privileges and credit. Absences will be excused only (1) personal illness, (2) family emergency (severe illness, death, local hardship situations) or (3) medical necessities which cannot be cared for on non-school time. A copy of emergency leave orders need to be submitted to the registrar prior to departure and the teachers need to be notified in writing. ***ALL OTHER ABSENCES WILL BE CLASSIFIED AS UNEXCUSED FOR WHICH STUDENT MAY NOT BE GRANTED MAKE-UP PRIVILEGES.***

If both parents are going to be out of town and your child(ren) will be staying in someone else's home, please inform the school. A Power of Attorney must be on file with us along with pertinent phone numbers. Please help keep our school records current with correct phone numbers and addresses.

A note from the student's parents is necessary for any type of planned absence or (2) after any absence, to readmit the student to school. All notes must be dated, signed by one parent, and state the dates and the reasons for the absence.

WITHDRAWAL OF STUDENTS:

Parents are requested to advise the school at least ten days prior to the date of withdrawal with one copy of their PCS Orders in order to permit all records to be completed before departure. Before a student will be cleared, all books and school property must be returned. Parents are requested to pick up and sign for the school records. Records will be mailed to the new school only if the request includes the parent signature authorizing the release of student records. A student must attend school for 20 instructional days to receive grades on a report card. If you have questions about transfer and/or withdrawal, please contact the secretary/registrar, at 242-4815.

BICYCLES/RIP STICKS/SCOOTERS/SKATEBOARDS:

Riding of bicycles, rip sticks, skateboards and scooters are not allowed on school grounds. It is recommended that students who ride them dismount before reaching the school crosswalks/sidewalks and walk to the bicycle rack area. Bikes should be locked to the bike rack while classes are in session. Scooters rip sticks and skateboards will be left in the same area as bikes. The school is not responsible for student bicycle, scooter, skateboard, and rip stick security.

BOOKS:

Textbooks, workbooks and books from our Information Center (library) are furnished for the students. Books must be returned before the student's withdrawal from school. Students are expected to take care of school supplies. When textbooks or library books are lost or damaged beyond normal wear and tear, please notify your child's classroom teacher, Information Specialist or the front office staff. Information will be provided at that time regarding replacement possibilities.

BUS PROGRAM:

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

BUS CONDUCT:

Pupils' behavior on the bus is the responsibility of the parents.

The school will supervise the loading and unloading of the bus while on school grounds. Problems connected with the buses are to be referred directly to the Student Transportation Officer (STO), 243-9566.

Bus Rules: The following actions by students are prohibited:

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

CHANGE OF ADDRESS and EMERGENCY CONTACT:

It is very important that the school be kept informed of any changes of address or new telephone numbers. Make sure the school has your **home**, **duty**, and **emergency contact** telephone numbers. If a student will be staying with friends due to parents traveling, hospitalization, etc., a note from home notifying the school of the proxy's name, address, and phone number and dates involved will be required. We highly recommend your obtaining a "Power of Attorney" whenever your child is in someone else's care for 24 hours or more. Please be sure the name and telephone numbers (home and duty) of your emergency contact person are always kept up to date at school. We want to make sure medical treatment is not delayed because the parents or emergency contact personnel could not be contacted.

CHILD FIND:

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

CLASSROOM VISITATION/OBSERVATIONS:

At Byrd, we welcome parents as vital partners to the educational process. However we ask parents to **prearrange their visits and meetings with teachers, except in emergencies**. The advance notice creates an opportunity for the teacher to offer an optimum date and time for the parent to participate the instructional process, and allows for a healthy exchange of ideas that benefits the student and ensures their success. Please contact the teacher if you would like to set up an appointment. Appointments can also be set up by the main office personnel at 242-4815. Upon arrival at school, parents must sign in the school office log and receive a badge identifying them as an authorized school visitor. **This procedure must be strictly observed for the safety of students.** (DoDEA Reg.4700.2, 47.2.6 Visitor Control).

CONFERENCES:

Scheduled conferences with parents are conducted at least twice per year, required at the end of the first quarter for all students and after the third quarter when either the teacher or parent requests a conference. Other conferences, as needed, may be initiated by either the parent or the teacher throughout the year. Your child's education should be the result of a team approach with you and your child's teachers. Do not hesitate to call the school

office if a conference is desired. Regular teacher-parent communication will ensure the best educational program for your child.

CURRICULUM:

The Curriculum Renewal Process assures that each curriculum and program area is evaluated, adapted, and developed on a continuing basis in accordance with a Program Evaluation Plan. The renewal process occurs over several years and focuses on the, 1) review of curriculum standards and instructional practices, 2) program alignment to the goals of the Community Strategic Plan, 3) collection and analysis of student assessment data to identify targets of curricular and instructional improvement, 4) national trends, current research, and a vision for curriculum excellence.

DoDEA/DoDDS has adopted rigorous and achievable curriculum standards. Curriculum content standards specify what students should know and be able to do.

DRESS:

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

DISCIPLINE:

Students are expected to maintain standards of behavior, which will bring credit to themselves and their families, show recognition and consideration of the rights of others and contribute to a healthy and profitable educational atmosphere. To meet these goals, the following general rules are established for students:

1. Respectfully and promptly obey all school adults.
2. Make safe choices at all times to avoid injury to self or others.
3. Always respect the learning of others.
4. Show value to our school and the personal property of others.
5. Keep your hands and feet to yourself at all times.

Do not bring items to school such as candy, gum, electronic devices or toys (not all inclusive) without administrative or classroom teacher approval. When disruption to the learning environment does occur, teachers will counsel individual students. If the disruption continues, teachers will contact parents to assist in resolving the problem and include the school counselor if necessary. If the problem behavior

cannot be resolved after several parent contacts/conferences, the teacher will make a discipline referral to the administration. Continued misconduct may result in suspension from school for one or more days depending on the seriousness of the offense and / or command notification.

Students are subject to immediate suspension from school for fighting on the first offense; specifically, for assaulting another student or staff member, such as: striking, kicking, spitting at or biting anyone. In the event of restraint being possibly applied for any student for personal safety or security reasons, any restraining actions will only be implemented by a trained, certified staff member. Finally, in all suspension actions, the parents will be required to accompany the student when he or she returns to school for a re-admittance meeting to the school to review and discuss expectations.

DODEA WEAPONS POLICY:

The Zero Tolerance Weapons Policy dictates that students should not bring weapons, replicas of weapons (even toys), or other items that can be used as weapons, including laser pen pointers, anything that can harm others or instill fear is not allowed at school. The penalties required are severe, and warning may not be given beforehand if a student brings a weapon or replica to school, or is found in possession of one.

Weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or that are capable of causing **death or serious bodily injury (section 930(g)(2) of 18 U.S.C. (reference 0))**. They include, but are not limited to: **guns, ammunition, knives, swords, razors, box or carpet cutters, slingshots, nun chucks, blackjacks, brass/metal knuckles, throwing stars; any flailing instrument such as: a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear (e.g., replica/look-alike gun, baseball bat, laser pointer, letter opener, etc.)**. (DoDEA Regulation 2051.1) For more information, Regarding DoDEA regulations and directives please see DoDEA Regulation 2051.1 at the DoDEA website: <http://www.dodea.edu>.

Japan District Consequences for Violation of DoDEA Zero Tolerance Weapons Policy:

Grade	Inherently Dangerous Weapons	Dangerous Weapons				Potentially Dangerous Weapons				
		First Offense		Second Offense		Third Offense	First Offense	Second Offense	Third Offense	Fourth Offense
	First Offense	No Injury	With Injury	No Injury	With Injury	All Cases				
	All Cases	No Injury	With Injury	No Injury	With Injury	All Cases				
Elementary Primary K-3	36 week Expulsion	5 day Suspension	10 day Suspension	10 day Suspension	20 day Suspension	18 week Expulsion	1 day Suspension	2 day Suspension	3 week Suspension	18 week Expulsion
Elementary Interm 4-5	36 week Expulsion	10 day Suspension	20 day Suspension	20 day Suspension	40 day Suspension	18 week Expulsion	3 day Suspension	5 day Suspension	5 week Suspension	18 week Expulsion
Middle School 6-8	36 week Expulsion	20 day Suspension	30 day Suspension	30 day Suspension	18 week Suspension	18 week Expulsion	4 day Suspension	6 day Suspension	6 week Suspension	18 week Expulsion
High School 9-12	36 week Expulsion	9 week Suspension	9 week Suspension	18 Week Expulsion			5 day Suspension	10 day Suspension	9 week Suspension	18 week Expulsion

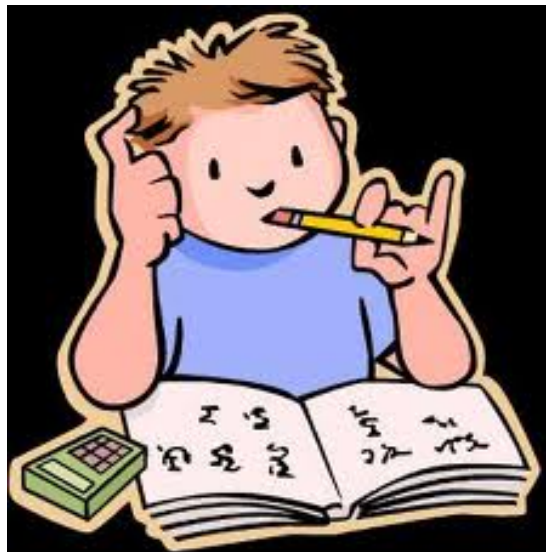
Special Note: The above are possible consequences; the administrator has authority to rule on a case by case basis if necessary

HOMEWORK POLICY:

Homework is frequently given in grades K-5. These assignments are to:

- ✚ Provide reinforcement of concepts and mastery of skills learned in class.
- ✚ Develop a student's self-discipline, independence and learn responsibility
- ✚ Provide enrichment, extension and opportunities for independent study.
- ✚ Involve parents in the learning process.

Parent involvement in the homework process is important. Please ensure that your child has an appropriate atmosphere for accomplishing the homework. Some children may need help in getting started. Check the child's work after completion. Is it neat?



Does his/her name appear on the paper? It is a good idea for this home study time to become a daily routine. If the child says he/she doesn't have any homework or finishes quickly have him/her use the time to read. The following guidelines show the average time homework may be assigned. Assignments will vary from teacher to teacher.

<u>Grade</u>	<u>Range of Daily Minutes</u>
Kindergarten	10 - 15 minutes
1st	10 - 20 minutes
2nd	25- 30 minutes
3rd	30 - 40 minutes
4th	30 - 40 minutes
5th	40 - 50 minutes

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

- Be flexible. Allow time for exercise, recreation and a favorite pastime.
- **Please do not make homework a punishment.** It is designed to help the child be successful in school.
- Give praise and encouragement.
- **If your child is spending excessive amounts of time on homework or never has homework, you should contact your child's teacher to discuss it.** Each child may take different amounts of time to do the same assignment, but **adjustments should be made so that unreasonable amounts of time are not spent on homework.** The problem could also be a matter of organization and routine that parents and teachers can help solve.



EMERGENCY PLAN:

It is important that every family have an emergency plan in case school is canceled without prior notice. **Please ensure that all of your contact information is current in our school records.** In the event of an emergency, the school will coordinate with the Commanding Officer (CO), Security, the OIC office,

AFN, and Facebook for contacting parents.

EMERGENCY CONDITIONS:

In case of a typhoon, snow or other possible emergency conditions, please listen to American Forces Network (AFN) radio/television and Facebook for information about possible school closure.

The following plan for Typhoons is normally followed:

TCOR CONDITION 4 Normal school operation

TCOR CONDITION 3 Normal school operation

TCOR CONDITION 2 Normal school operation

TCOR CONDITION 1 See below

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

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

EMERGENCY DRILLS:

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

STUDY TRIPS:

All classes will participate in school study trips from time to time to selected sites within an hour or so drive of the school. While most of the trips are fun for students, each is selected carefully for its educational value and all students are expected to attend. If a parent does not want his or her child to go on a study trip for some reason, the child can attend school and will be given appropriate

schoolwork to accomplish. Written approval for participation in off-base trips is required and parent chaperones are frequently requested by the sponsoring teacher. We appreciate the support we receive from parent volunteers, **however, for safety reasons, parents may not bring younger siblings (brothers and/or sisters) when assisting the teacher in supervising a field trip.** If you plan to chaperone on a study trip, please ensure you have submitted a Voluntary Application Background Check (good for 2yrs) to the front office. **Study trips typically begin in October.**

HEALTH ISSUES:

The following are a few reminders concerning school policies regarding student health issues: Students must be fever-free without the use of fever-reducing medication (Tylenol, Motrin, etc.) for 24 hours before returning to school.

Students who have been vomiting must remain home until they have kept solid food down for at least 12 hours. Student(s) absence from school due to a contagious bacterial infection must be cleared by the physician before returning to school. To assist the school in combating potential pandemic influenza we are asking that parents/sponsors voluntarily contact the school office when your child is ill and let us know if your child has a fever and/or other flu-like symptoms.

Please, do not send students to school who are ill. They are unable to focus academically as well as being a risk to the health of other students. *Note: The school nurse/health technician is prohibited by DoDDS policy from administering medication to students without proper documentation. This includes over the counter medication (Tylenol, Pepto-Bismol, throat lozenges, etc.). If a student requires medication during school hours, the medication must be in a prescription labeled container or in its original package accompanied by a Hold-Harmless Letter signed by the prescribing physician and the parent.

SERVICES OF THE SCHOOL HEALTH TECHNICIAN:

Our school has the services of a School Health Technician. A child with a minor injury receives immediate first aid. In situations that warrant a telephone call home, parents will be contacted whenever a child is injured. Parents will be requested to come and take a child home whenever he/she becomes ill at school. Parents must come into the school office and sign the student out if he/she leaves early for illness, injury or medical appointment. In the event of a more serious injury, you will be notified immediately and an ambulance will be requested from the medical facilities to transport your child to the hospital. **It is for this very**

important reason; we must always have your current telephone number and that of an EMERGENCY CONTACT PERSON. The school is not permitted to administer medication including aspirin and Tylenol with the exception made for medication prescribed by a physician. If medication must be taken at school by a child, the parent must first sign a "hold-harmless letter" authorizing our Health Technician to administer the medication. The medication must be given to our School Health Aide in a pharmacy labeled bottle marked with the student's name, time to be taken, amount to be taken, and the name of the drug. Students are not permitted to carry their medication including inhalers for asthma (allowable with a doctor's specific instructions and the child can demonstrate proper control, security and use of the inhaler). Parents are requested to see our school Health Technician each year to update medical records and whenever changes occur during the school year. **PARENT REMINDER: ANY STUDENT FOOD ALLERGY NEEDS OR CONCERNS MUST ALWAYS BE BROUGHT TO THE ATTENTION OF THE SCHOOL HEALTH TECHNICIAN FOR BASIC HEALTH AND SAFETY REASONS.**

INFORMATION CENTER:

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

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

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

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

JAPANESE (HOST NATURE) CULTURE:

Each student in grades K-5 receives general instruction from a qualified Japanese teacher concerning the culture, history, geography, arts, crafts, and language of Japan.

LOST AND FOUND:

The Lost and Found is supervised by the office. It is located in the multipurpose room for larger items. The rack is near the front entry of the cafeteria. Parents are welcome to come to school (**please sign in**) to check the lost and found collection. Smaller personal items, such as glasses, wallets, keys, etc. will be held in the school office for pick-up. Each year we have a large number of unclaimed articles. As the collection increases, unclaimed articles will be donated to orphanages or other charities periodically. Reminder announcements will be made every so often in the monthly newsletter.

LUNCH:

Lunch is provided at school by the Navy Exchange system. Students have the option of buying the lunch provided, bringing one from home, or leaving our school campus to go home. **Only students in grades 2-5 may go home for lunch. A note must be sent daily and given to the student's teacher if a student is to go home for lunch. Any student going home for lunch must return no later than noon. Students may not leave the campus to have lunch at the community center without their parents' (or some adult appointed by their parents) permission/supervision. The school must be notified.** Please call the school office for questions on this policy.

Students are urged use the NEX On-Line Horizon Data System for ordering their individual lunches, but they can use cash as well. Using the electronic system avoids students forgetting to bring or lose lunch money. Horizon On-Line accounts can be established and maintained at the Negishi Navy Exchange. Student Lunch Price: \$2.40. Milk: White or Chocolate-\$.50. For parents desiring to order a lunch the price will be \$5.00 please let your child's teacher know in advance if you will order a school lunch and dine with your child. Free and Reduced Lunch Program applications are available in the school office and are given to any parent-sponsor at the time of initial school registration desiring to apply for this program. All eligibility determinations are made by the Navy officials in Yokosuka.

LUNCH TIME RULES:

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

- Eat your food only.
- Use your inside "fancy restaurant" voices.
- Raise your hand for help.
- Use your table manners.
- Be respectful to others.



MESSAGES TO STUDENTS:

Whenever possible, please make plans in advance so we can avoid classroom interruptions. However, emergencies do arise at times. If you need to get in touch with your child after the school day begins, please contact the school office as soon as possible, preferably before lunch, whenever possible. Messages for teachers are normally placed in the teacher's mailbox and are picked up by the teacher at lunch or at the end of the school day. As noted previously, emergencies sometime develop that require last minute changes. We will do our best to assist you.

MONEY/SECURITY:

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

PETS:

Parents and students are **not** allowed to bring pets or animals to school unless a veterinarian clearance and approval from the school administrator is obtained. The school principal has the final determination in allowing any pets in the school facilities.

PICKING UP CHILDREN:

When it becomes necessary for a student to leave school during the school day, parents are required to come to the office and sign (**100 % ID check**) the child

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

PLAYGROUND RULES:

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

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



PRIVACY ACT:

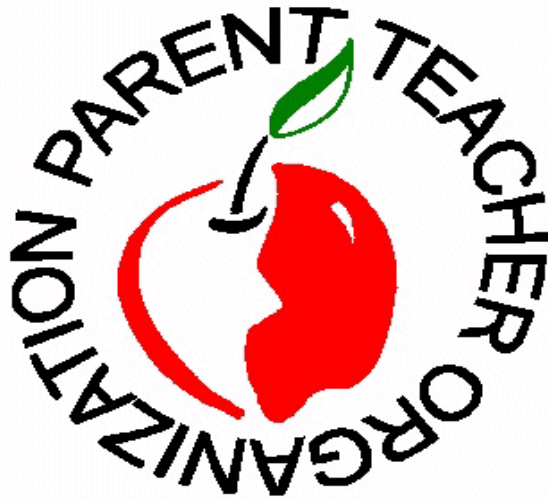
The school maintains the confidentiality of its students' records. Records are only released to the sponsor or authorized parental representative. Addresses and other personal information will not be released without the specific parental authorization.

PARENT TEACHER ORGANIZATION (PTO):

Richard E. Byrd Elementary School has a PTO, which usually meets monthly. The PTO organizes fundraising activities and sponsors many educational programs at the school. The meetings will be announced in the newsletter. We urge all of our parents to become an active PTO member and help your PTO support the school program. For more information contact the PTO leadership at: richardebyrdpto@yahoo.com

PUPIL PERSONNEL SERVICES:

The Pupil Personnel Services (PPS) Staff at Richard E. Byrd Elementary School includes an itinerant service: Speech Language Pathologist (SLP) and School Psychologist.



Teachers and parents may make referrals to the Case Study Committee (CSC) or to the Student Success Team (SST) anytime during the school year if they choose to do so. Health referrals may be made directly to the Health Technician. All other referrals are made through the school administration, counselor or

Case Study Committee (CSC). In order to implement the Department of Defense Dependent Schools" (DoDDS) compliance with Public Law 94-142, Richard E. Byrd Elementary School has established a Case Study Committee (CSC) for the purpose of developing and implementing appropriate programs and services for exceptional children and youth.

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

REGISTRATION:

Registration must be completed prior to entering any classroom setting. Normally, if the registration takes place after 2:30 P.M., the child will start classes the

school day following the completion of the registration process. We ask that our parents give the teacher as much advanced notification as possible, usually one day preparation. The reason for this request is to allow the teacher to review the child's past school records, prepare appropriate materials, and prepare for a successful and welcoming first day of school. However, the final decision of the exact beginning of any new student rests with the school principal and will be determined based upon individual family needs and on a case by case basis.

REPORT CARDS:

- The grading system should be explained to parents to insure complete understanding between parents and the teacher.
- Student assessment and evaluation must be objective and grading criteria consistently implemented.
- **A student must attend classes for 20 school days each quarter before he/she is given grades.**

PARKING LOT SAFETY:

Each child's safety is a major concern for us. Every effort will be made to ensure children's safety at school. **Students are asked not to walk in our parking lot at anytime without parent supervision.** When dropping off your child to school, please park and ensure they enter the building safely. Cars backing out of parking spaces make this a dangerous area for children on foot.

SCHOOL ADVISORY COMMITTEE (SAC):

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

- (1) to foster the participation of the community in school affairs,
- (2) to discuss concerns and make suggestions to the school principal,
- (3) to make recommendations and/or forward concerns to the: Installation Advisory Committee (IAC) and Japan District Advisory Council (JDAC).

The committee is composed of 1-2 parents (2 yr commitment) and 1-2 teachers (2 yr. commitment) who are voting members as well as the principal (non-voting) and base commander or his representative. The committee is elected by parents and teachers. When necessary the elections are held at the end of the school year. If

this is not possible elections can be held at the beginning of the year. Newly elected members should take office no later than October 15th. **For school year 2012-2013, our SAC board is incomplete with the required membership. We need a parent representative for our election ballot. At least four meetings must be held during the school year.** The meetings are announced in the parent newsletter, and are open to the public. While the committee has only advisory responsibility, its opinion is highly valued and is considered a valuable indicator of community feeling and support.

SPECIALIST TEACHERS:

We offer the following specialist services to meet the needs of our student population: Music, Gifted Education (GE), and English as a Second Language (ESL), Learning Impaired (LI) Literacy Support Specialist (LSS), School Counselor, Educational Technologist (ET) and Speech Language Pathologist.

STUDENT QUARTERLY AWARDS CEREMONY:

In our continuing effort to ensure that all of our students receive the positive recognition that they deserve, Byrd faculty modified the previous program that emphasized Quarterly Academic Awards based on a strictly Honor Roll format for the fourth and fifth graders to one that is more inclusive for all kindergarten through fifth grade students.

The previous school Honor Roll Awards Program that recognized a Principal's List and Honor Roll for academic achievement was discontinued at the end of the first nine (9) week grading period, November 2, 2006. In its place, each teacher including special area staff members will have the opportunity of giving up to 3 individual student recognition awards of their choosing; however, one of these awards must be student generated and selected by the classroom members. Attendance type related awards will not be given.

STUDENT SUPPLIES:

The classroom student supply lists for each grade level are listed on the last page of this handbook, provided to the NEX in the spring, posted at school and sent electronically.

SUPERVISION OF CHILDREN:

Children under 6 years of age (kindergarten students) should be accompanied to school by a parent or adult, or another responsible student at least 18 years of age. If someone other than a parent will pick up kindergarten children at the end of their school day, the parent should send in a note authorizing this or have the person listed as the emergency contact within our records. We cannot release students to unauthorized personnel. The base has a policy on supervision of children that all parents should be aware of. It includes information on what age children can be left unsupervised in quarters, or on playgrounds, etc. and for how long. This policy letter is reproduced at the back of this handbook for your reference.

TELEPHONE USE/MESSAGES:

Students are not permitted to use the telephone without permission from a teacher or the office during the school day. Please make sure your child knows his/her after school instructions before leaving home in the morning to minimize personal calls made to and from the school. We understand many students now have cell phones; however, they are not to be used at any time during the normal school without specific permission from their teacher or an administrator. Once a student arrives on campus, he or she should place the cell phone in their personal backpack or purse. Any phone in use during the instructional day will be taken and parents will be called.

VIDEO VIEWING IN THE CLASSROOM:

If the teacher plans to have the students view a **feature film, cartoons or short**



film clips, first, it must be an appropriate video, previewed by the teacher; and, secondly, parents should be notified by the individual teacher, either by email or letter notification/permission **PRIOR** to the planned viewing for parental approval or non-approval. Additionally, should parents not wish their children to view videos in the classroom or during inclement weather situations anytime during the regular school year, it is the parent's responsibility to inform the teacher if they do not wish their child to view any videos that are not directly curricular or instructionally connected or related.

This policy does not apply to videos that are included in any of the official DODEA procured curriculum materials that are considered essential elements of the

classroom instructional program in any of the basic academic areas, such as Language Arts, Social Studies, Science, Health, Physical Education, Mathematics, Japanese Host Nation Culture and specialist resource programs, e.g. gifted education, art, Japanese Host Nation culture, etc."

VOLUNTEERS:

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

We welcome your participation and involvement at school. Please contact your child's teacher or the school office for more information. All community members wishing to volunteer in the school **MUST** complete a DODEA required Volunteer Application that includes a BASIC BACKGROUND SECURITY CHECK as part of the school volunteer program if you will not be in direct sight of a DoDDS employee. If you do not complete this form you will need to be in direct sight of a DoDDS employee during your volunteer experience. Any questions, please contact the principal for assistance.

SPECIAL EVENT PROCEDURES:

Study Trips Study trips are an extension of the classroom curriculum; therefore, attendance is important. If your child's class is planning a study trip, a form will be sent home explaining the trip, mode of transportation, and other pertinent details. The form will also ask your permission to allow the student to participate in the specific activity. A permission slip must be signed and returned to the school. **Your child will not be able to go on the Study Trip unless the signed permission slip is returned to school.** Attendance for study trips is required like any other curricular initiative. Parent permission is necessary to go off campus. If permission is not granted by the parent/sponsor, supervision becomes the responsibility of the parent/sponsor. The school provides supervision for the study trip. Under extenuating circumstances (behavior problems, special needs), a parent may be asked to attend the study trip with their child as a condition to their child attending.

PARTIES

During the school year, four parties may be held at the teacher's discretion. These parties are usually held during the fall, winter holiday season, Valentine's Day, and at the end of the school year. Parents are encouraged to participate in these activities. Parents may be asked to help make these parties possible by contributing food, drink, and other items. Healthy snacks are strongly encouraged.

As an invited chaperone, one's responsibility must be to supervise the students. **In the interest of the safety and welfare of the classrooms being supervised, younger sibling/infants may not accompany their parents on study trips.** The following responsibilities will assist parent chaperones:

- Supervise students assigned by the classroom teacher at the study trip site.
- Keep "your" students in view at all times.
- Follow the teachers' directions if an assignment is part of the study trip plan.
- During the lunchtime, keep "your" students together.
- Remind students to clean up after themselves.
- Remind students to be courteous and polite at all times.
- If a student becomes ill or gets hurt, contact the teacher immediately.
- Report to the bus pickup on time because time schedules are usually very tight.
- The bus driver and the teacher who will notify the school will handle bus breakdowns.

VOLUNTEER GUIDELINES

A SCHOOL VOLUNTEER IS SOMEONE VERY SPECIAL...

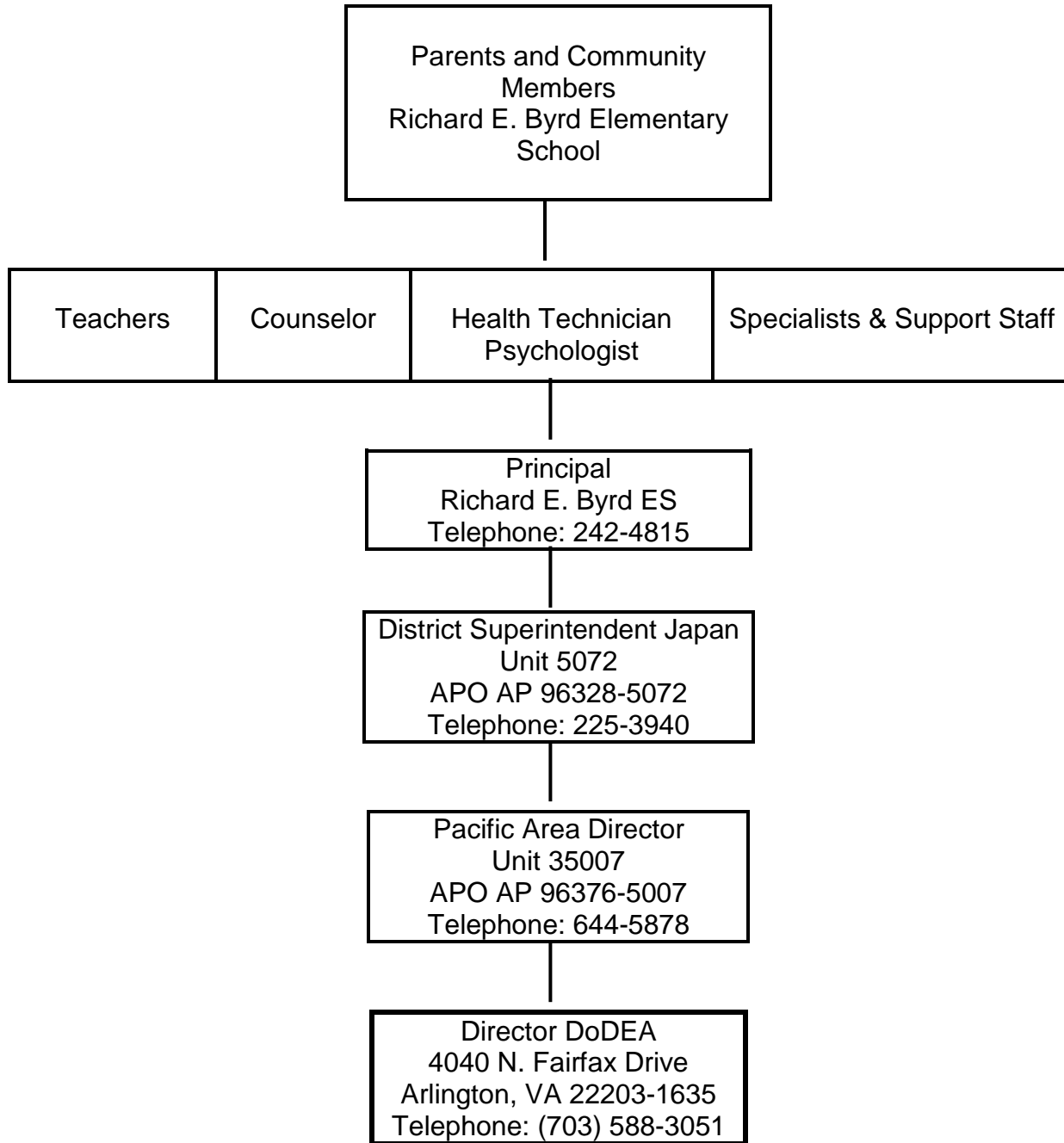
Here are some tips to help you be an effective volunteer.

- DO** Remember that each child is a unique individual, with his/her own particular rate and style of learning.
- DON'T** Assume that all children learn in the same way, at the same pace, or react in the same manner.
- DO** Work with the teacher in reinforcing philosophies and methods practiced in the classroom.
- DON'T** Always expect your personal philosophy to be met, as it may not meet the needs of the child.
- DO** Feel free to ask questions about assigned duties.

- DON'T** Try to carry out an activity for which you are unsure.
- DO** Use ingenuity and bring a "fresh approach" to your task.
- DON'T** Bore children and yourself with constant repetition.
- DO** Correct, in a friendly manner, children who are disobeying rules.
- DON'T** Always wait for the teacher to step in.
- DO** Maintain eye contact and listen to the children in your group.
- DON'T** Reject, by any word or look, a child who may have some problem or handicap.
- DO** Respect the privacy of the children, the teacher, and the class.
- DON'T** Compare children or discuss them outside of school.
- DO** Have fun working with youngsters.
- DON'T** Ever forget that your help is important and appreciated.

DODDS CHAIN OF COMMAND:

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



STUDENT'S RIGHTS AND RESPONSIBILITIES:

These guidelines are provided in DODEA Manual 2051.2. The following areas of responsibility are outlined in the guide:

- Access to Learning
- Freedom of Expression
- Personal Appearance
- Student Government
- School Discipline
- Protection of Personal Privacy
- Sexual Harassment

DoDEA Regulation 2051.2 (Feb. 26, 1997) is a guide for students and their parents concerning student responsibilities. The DoDEA Manual 2051.2 balances the constitutional guarantees to students to be free from unreasonable searches and seizures and to engage in free expression against the duties of the school to provide a safe and secure environment in which all children have a fair opportunity to learn. It supports the DoDEA Strategic Plan, Goal 6: Safe Schools, which states that by the year 2000, every school in the United States will be free of drugs, violence, and the unauthorized presence of firearms and alcohol, and will offer a disciplined environment conducive to learning.

The regulation addresses the right to an education, free of discrimination or sexual harassment, freedom of expression, religion, personal appearance, student government and involvement, student activities, school and community social service and the right to complain.

This regulation is on file in the main office. The entire instruction can be accessed via this link at

<http://www.dodea.edu/Offices/Regulations/loader.cfm?csModule=security/getfile&pageid=93269>

SCHOOL CALENDAR:

DoDDS R. E. Byrd SY2012-2013 SCHOOL YEAR CALENDAR	
First Semester (92 Instructional Days) / 1 st Quarter 47 days, 2 nd Quarter 45 days	
Friday, August 24	Sneak Peek Byrd ES @1345-1430
Monday, August 27	Begin First Quarter and First Semester
Monday, September 3	Labor Day- Federal Holiday, School Closed
Tuesday, September 4	Byrd ES Kindergarteners First Day of School
Tuesday, September 18	Open House Byrd ES @1700-1800
Friday, September 28	CSI Training Early Dismissal @1100
Monday, October 1	Picture Day (AM)
Friday, October 5	Mandatory Training Early Dismissal @1100
Monday, October 8	Columbus Day - Federal Holiday, School Closed
Thursday, October 25	CSI Training Early Dismissal @1100
Friday, October 26	Staff Development Day, Local No School for Students
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	<u>Students' Awards Ceremony for 1st quarter @13:45 Byrd ES</u>
Thurs.- Fri. November 8-9	Parent Conferences, Byrd ES, No School for Students
Monday, November 12	Veterans' Day - Federal Holiday, School Closed
Thursday, November 22	Thanksgiving - Federal Holiday, School Closed
Friday, November 23	Friday - Thanksgiving Recess Day
Friday, December 7	CSI Training Early Dismissal @1100
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas - Federal Holiday

Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day - Federal Holiday, School Closed
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	No school for students - Teacher Work Day (45 days of classroom instruction)
Second Semester (91 Instructional Days) / 1st Quarter 48 days, 2nd Quarter 43 days	
Monday, January 28	Begin Third Quarter and Second Semester
Tuesday, January 29	<u>Students' Awards Ceremony for 2nd quarter @13:45 Byrd ES</u>
Thursday, January 31	CSI training Early Dismissal, ES@1100
Friday, February 1	Parent Conferences Byrd ES, No School for Students
Monday, February 18	Presidents' Day - Federal Holiday, School Closed
Friday, March 22	CSI Training Early Dismissal @1100
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday, April 5	No school for students - Teacher Work Day
Monday, April 8-12	Spring Recess
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Tuesday, April 16	<u>Students' Awards Ceremony for 3rd quarter @13:45 Byrd ES</u>
Friday, May 10	CSI Training Early Dismissal @1100
Friday, May 17	CSI Training Early Dismissal @1100
Monday, May 27	Memorial Day - Federal Holiday, School Closed
Friday, May 31	CSI Training Early Release @1245
Thursday, June 13	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Thursday, June 13	<u>Students' Awards Ceremony for 4th quarter to include the 5th grade moving on Ceremony@0915</u> Last day for students / Dismissal @1100
Friday, June 14	No school for students - Teacher Work Day Last day for nonadministrative educator personnel
School Year 2012-2013:	Instructional Days -183 Teacher Work Days – 190