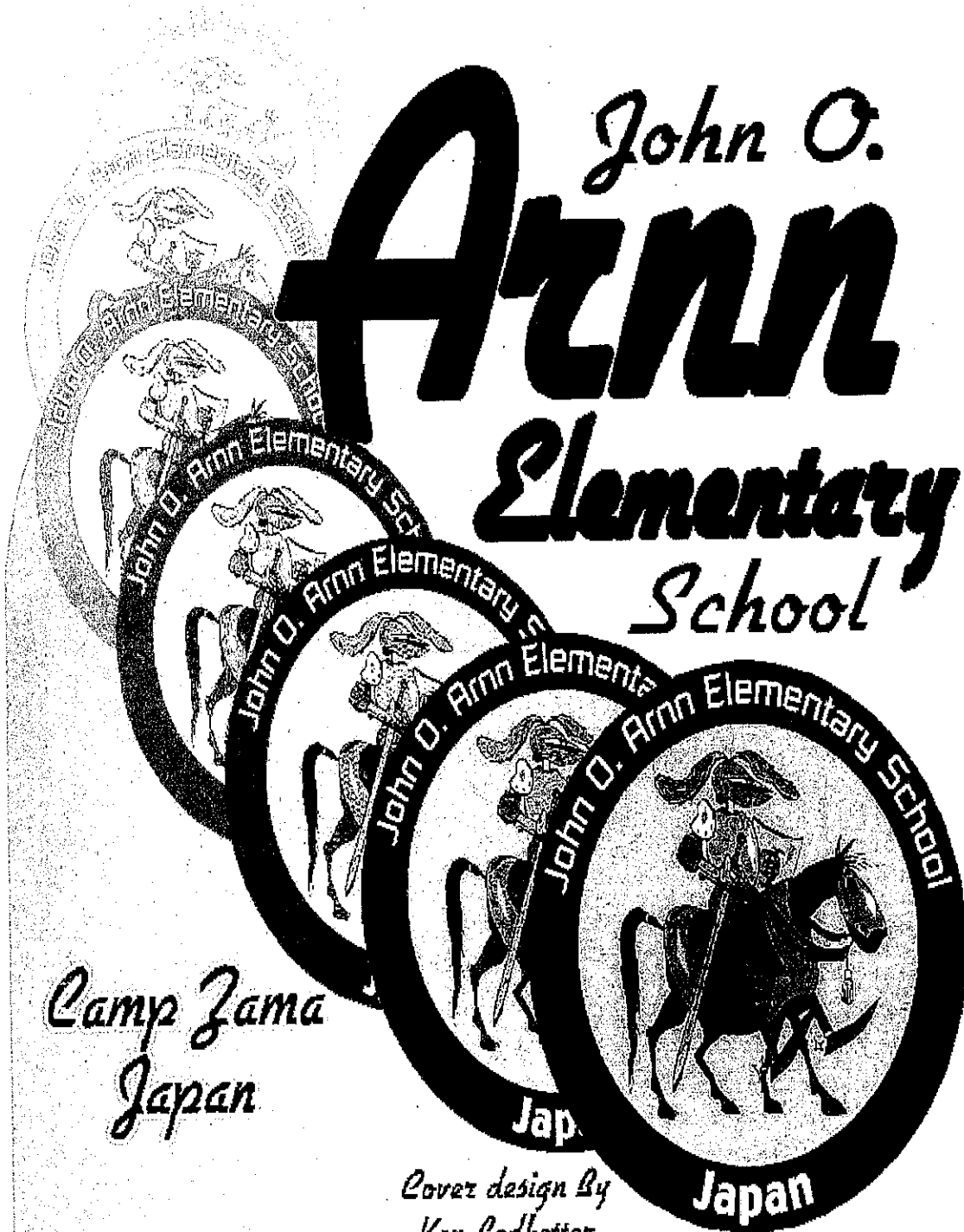


Family Handbook

John O. **Arnn** Elementary School



*Camp Zama
Japan*

*Cover design By
Ken Ledbetter*

Japan


John O. Arnn Elementary School

Welcome to the 2012-2013 School Year!

The Arnn ES Family Handbook was designed with you in mind to better help you learn what Arnn Elementary School is all about. We ask that you use this guide as a resource throughout the course of the school year so that you will have a basic knowledge of some of the policies, procedures, and programs that will affect you. Information regarding student expectancies, progress reporting, academic schedules, extra-curricular programs, health services, and school supply listings are just some of the many entries you'll find within this handbook. Parents are encouraged to review its contents and to discuss items with students. Since this handbook offers a snapshot of what Arnn ES is all about, students and parents are further encouraged to ask questions to school personnel at anytime so that individual's needs can be addressed and met.

On behalf of the Arnn ES staff, we look forward to a fun and fulfilling school year. In collaboration between the school and home, we invite you to work alongside us at the school site so that the educational programs at the school will be enhanced, fulfilling, and rewarding for all involved. Our staff is dedicated to providing a myriad of opportunities for learning and success for all of our students and we know that school year 2012/13 will be a satisfying and productive one.

We welcome you and we look forward to great opportunities and new discoveries ahead!


S. Missy Gingrich
Principal

Instructional Hours for the 2011/2011 SY

Grades K-6

0800-0810: Students arrive on campus

0810: Students enter school

0815: Instruction Begins

1436: Students Dismissed

Sure Start

0815-1350

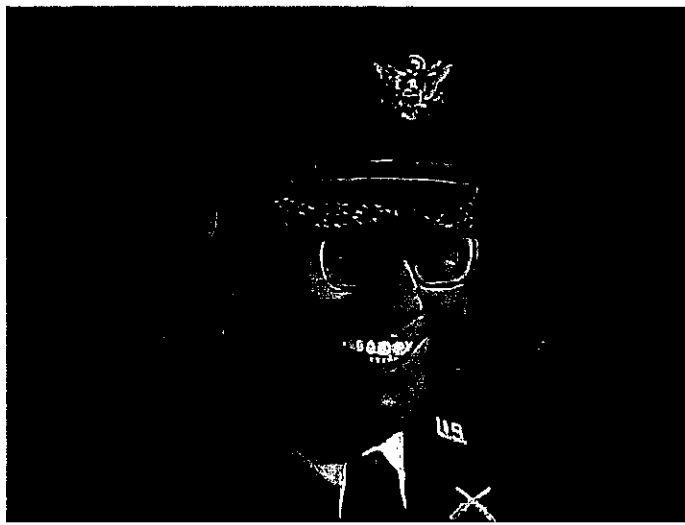
PSCD

AM Session 0815-1045



Extra-Curricular Clubs

1445-1600



Brief History of Major John O. Arnn

In an era that has seen the resurgence of the importance of American heroes, we are fortunate to have a past American hero as an example for our children.

John O. Arnn was first stationed in Japan in 1953 at Camp Chicamagua on the southern island of Kyushu. While there, the much-decorated veteran of both World War II and the Korean War became involved with a children's home called the Garden of Light Orphanage. Soon after his reassignment to the U.S. in 1956, Arnn learned that Camp Chicamagua had closed, leaving the orphanage without the financial support which the American community at the camp had provided. While in the U.S., he and his family sent contributions to the children's home.

In 1960 the Arnn family was stationed at Camp Zama. After a visit to the orphanage, John Arnn began a personal crusade to raise funds for the orphanage. In December of that year he and another soldier wagered that they could hike the 826 miles between Camp Zama and Beppu, where the orphanage was located, in less than two weeks. They won their bet, and the money was the beginning of a building fund for the Garden of Light home.

The following December, Arnn and five companions, both Japanese and Americans, repeated the hike. In February of 1963, Major Arnn hiked again with seven companions to raise funds for the orphanage.

Major Arnn was killed in Vietnam on Christmas Eve, 1965, but his outstanding service record and his selfless dedication to his belief that true happiness was to be found in helping others, remains an inspiration to our students.

Mr. Noriaki Sugimoto, a Japanese National living in Tokyo, visited Arnn ES on September 28, 2007 with Mr. Takaski Matsuda to share his experiences about the 1963 run to Beppu and to see the new John O. Arnn ES.

For more information on Major Arnn read Janice Frew's book: "*In Search of The Walking Major*", which is available in the Information Center. Janice Frew wrote the book while a sixth grade student at John O. Arnn Elementary School.

History of John O. Arnn ES

Sagamihara Elementary School opened in September 1951 with 300 students, ten teachers, and a principal. It started in a building purchased from the Japanese Government. This original building was destroyed by fire in 1976. Three temporary buildings were constructed in the summer of 1976 on the community play area across the street from the original school site. Later in 1978 three new buildings were completed on the original site and the campus was completed in 1983. These buildings served as the school until the new school replacement project was completed in May 2003. Fall 2003, the new John O. Arnn ES opened. Projected enrollment for SY 2009/10 is 368 students, Pre-K-Grade 6.

School Motto: Creating Lifelong Learners
School Mascot: The Knight
School Colors: Blue and Green
School Logo:



Arnn ES' Mission Statement

The John O. Arnn Elementary School community will provide a variety of instruction to our students to gain the

Knowledge

Necessary to become

Independent thinkers,

Goal setters and

High achievers for

Today and tomorrow.

Arnn ES Vision Statement
Creating Lifelong Learners

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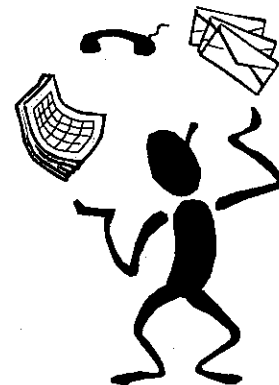
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AdvancED: Accreditation Information

Arnn ES is fully accredited by AdvancED, the world's largest education community (<http://advanc-ed.org/>). The AdvancED Accreditation Process, a protocol which is a clear and comprehensive program of evaluation and external review, supported by research-based standards, and dedicated to helping schools, districts and education providers continuously improve. Arnn ES was reviewed and accredited in February 2012. Yet, accreditation is a process that is never finished. Continuous School Improvement, based on multiple data points and strategic goals, is ongoing at Arnn ES.

DAILY SCHOOL SCHEDULE

PSCD

Morning Session (A.M.) 0815-1045

SURE START

0810 Students enter classroom

0815 Instruction begins

1350 Dismissal

KINDERGARTEN THROUGH SIXTH GRADES

0800 Students arrive to school

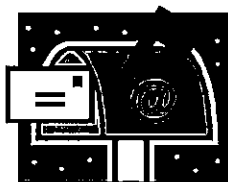
0810 Students enter building

0815 Instruction Begins

1436 Dismissal

EXTRA-CURRICULAR CLUBS:

1445-1600



SCHOOL MAILING ADDRESSES

United States Postal System	Japanese Postal System
John O. Arnn ES Sagamihara DHA APO AP 96343-5006	John O. Arnn ES Beigun Jutaku 122-01 US Sagamihara Housing 4811 Kamitsuruma Minami-Ku Sagamihara-Shi Kanagawa-Ken 252-0302

SCHOOL TELEPHONE NUMBERS

All staff members can be reached by leaving a message with the support staff in the Main Office. Messages are usually left in distribution boxes or e-mailed. Please specify if a message is urgent or if immediate attention is needed as uninterrupted instructional time is a priority.

ARNN ES ~ INTRANET

WEBPAGE:

On-Base:

<http://arnn.pac.dodea.edu>

Off-Base:

<http://login.arnn.pac.dodea.edu>

When prompted, type in your child's user name and password.

ARNN ES ~ INTERNET

WEBPAGE:

www.arnn-es.pac.dodea.edu

DoDDS-PACIFIC WEBPAGE:

<http://www.pac.dodea.edu>

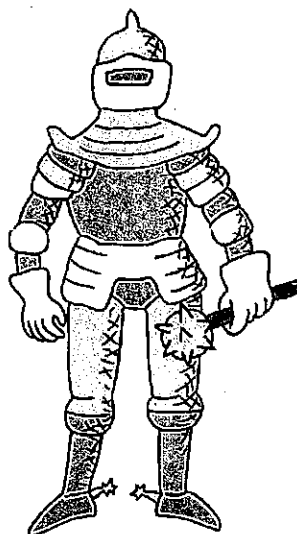
DODEA WEBPAGE: www.dodea.edu

SCHOOLS' LIAISON OFFICER

Ms. Rashunda Clement, Tel: 263-5932

Email: Rashunda.clement@us.army.mil

Main Office	267-6602/6011 (DSN) 042-869-6602/6011 (using Japanese or cell phone) 011-81-42-869-6602/6011 (calling from U.S.)
Fax Number	267-6015 (DSN) (from US) 001 81 428 69 6015
Principal	267-6602
Registrar & School Secretary	267-6011 267-6333
Nurse	267-6185
Counselor	267-6721
Psychologist	267-6052
Information Center	267-6108
Cafeteria	267-6533



2012-2013 SCHOOL YEAR CALENDAR



Department of Defense Dependents Schools
JOHN O. ARNN ELEMENTARY
Sagamihara DHA
APO AP 96343-5006

2012-2013 School Calendar

Wednesday, August 22 Reporting date for Educators and Nonadministrative Personnel

First Semester

(92 Instructional Days)

Monday, August 27

Begin First Quarter and First Semester
Students released at 1115
PTO Back-to-School BBQ 1130-1245
Open House for all students and parents
1245-1500

Monday, September 3

Labor Day Federal Holiday

Tuesday, September 4

Kindergarten Begins

Friday, September 21

Students released at 1115 - Teacher
Training

Friday, September 28

Students released at 1115 - Teacher
Training

Friday, October 5

No school for students - Teacher Training

Monday, October 8

Columbus Day - Federal Holiday

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

Monday, November 12

Veterans Day - Federal Holiday

Thursday, November 22

Thanksgiving - Federal Holiday

Thursday, November 8 & Friday, November 9

No school for students - Parent
Conferences

Friday, November 23

Friday - Recess Day

Monday, December 24

Begin Winter Recess

Tuesday, December 25

Christmas - Federal Holiday

2013 Tuesday, January 1

New Year's Day - Federal Holiday

Monday, January 7

Instruction Resumes

Monday, January 21

Martin Luther King, Jr. Day - Federal Holiday

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)**

Monday, January 28

No school for students – Teacher Training
Begin Third Quarter and Second Semester

Friday, February 1

No school for students – Parent
Conferences (AM) and Teacher Training
(PM)

Monday, February 18

Washington's Birthday - Federal Holiday

Friday, 8 March

No school for students – Teacher Training

Week of March 11-15

TerraNova Assessment Week

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

Begin Spring Recess

Monday, April 15

Instruction Resumes - Begin Fourth
Quarter

Friday, April 19

Students released at 1115 – Parent
Conferences

Monday, May 27

Memorial Day - Federal Holiday

Thursday, June 13

End of Fourth Quarter and Second
Semester
(43 Days of classroom instruction)

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

***Note:** Unavoidable additional dates or changes
may be made to the calendar due to inclement
weather or other reasons. Parents and Guardians
will be notified of any changes to the school
calendar*



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)

Ms. Merilee Fitzgerald, Director, DODEA

Ms. Martha Brown, Acting Area Director, DoDDS-PACIFIC

**Dr. Joyce Lutrey, Area Superintendent for Curriculum, Instruction, & Assessment,
DoDDS-Pacific**

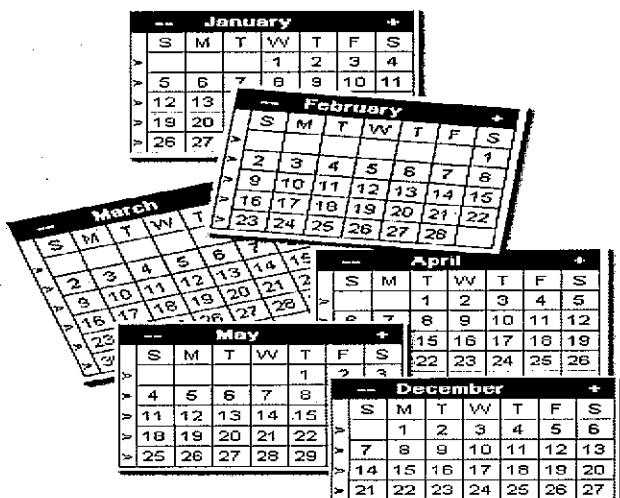
Ms. Lois Rapp, Japan District Superintendent, Japan

DODEA MISSION STATEMENT

The Department of Defense Education Activity (DODEA) provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

DoDEA GUIDING PRINCIPLES – STUDENTS

- Student achievement...a shared responsibility
- Trust and respect for others' rights
- Unlimited opportunities to reach high expectations
- Dedication to lifelong learning
- Equal access to a quality education based on standards
- New and motivating challenges to inspire excellence
- Total accountability with teamwork
- Success for all...students first.



DODEA SCHOOLS COMMUNITY STRATEGIC PLAN (CSP)

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: Network of Partnerships Promoting Achievement: Every level of DODEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

Continuous School Improvement (CSI)

During the 2011/12 school year, Arnn completed a five-year school improvement cycle with a very successful visit from our school accreditation organization AdvancED (<http://advanc-ed.org/>). Since this site visitation, and based upon student performance data and in partnership with all our stakeholders (parents, students, Arnn staff, and community members), our school improvement plan was is in transition as we refocus our goals and school improvement interventions. The goals and interventions will be constantly monitored and reassessed to ensure students are being provided focused improvement interventions until our accreditation revisitation in 2017.

Goal I: All students at Arnn ES will improve their writing skills across the curriculum.

Goal II: Each grade level will improve their writing skills by an average of two points within a single school year as measured by the standard writing assessment rubric.

Parents are an important part of our school improvement process. You're invited to attend our professional development days, be a member on one of our committees and/or work with Arnn staff on meeting our school improvement goals.

Professional Development Days: Early release 11:15

Students at John O. Arnn ES receive ten (10) minutes more instructional time each day to allow teachers to get a professional development day (PDD) once or twice a month. We strive to align these days with other schools in our complex yet this is not always possible. During this time, parents are welcome to participate in various staff development activities with the school staff. Staff development activities vary from training to training. We will work on meeting our DODEA Community Strategic Plan and John O. Arnn ES School Improvement Plan. For more information please feel free to contact the school.

CHAIN OF COMMAND

Everyone benefits when the proper chain of command is followed. We request that you attempt to solve issues at the lowest level before requesting resolution at a higher level. It is requested that when a problem or a concern exists, **you begin with your child's teacher and speak with them first regarding a classroom issue.** Please note our DoDDS Chain of Command below.

Parents, Guardians and Community Members

Classroom Teacher, Resource Educator,
Counselor, Nurse, Psychologist, Specialists & Support Staff @ 267-6602

Ms. Missy Gingrich, Principal 267-6602

Ms. Lois Rapp, District Superintendent, Japan
Unit 5072, APO AP 96328-5072 Telephone: 225-3940

Ms. Martha Brown, Acting Area Director, DoDEA-Pacific
DoDDS-Pacific/DDESS-Guam Director's Office
UNIT 35007, APO AP 96376-5007, Telephone: 644-5878/5879
When dialing commercially: 098-911-5111-644-5878 -or- 011-81-6117-44-5878

Ms. Marilee Fitzgerald, Director, DoDEA
4040 N. Fairfax Drive Arlington, VA 22203-1635, Telephone: (703) 588-3200

RESOURCE PROGRAMS and SPECIALISTS

In addition to regular classroom instruction, Arnn Elementary School offers the following resource services:



Art, Music, and Physical Education Students receive regularly scheduled instruction from specialized educators specifically trained in these areas.

English as a Second Language (ESL) Instruction in the ESL Program is provided for students who are not proficient in speaking, reading, or writing English. Services are provided in a variety of age-appropriate delivery models to include individual and small group settings.

Foreign Language in the Elementary School (FLES) The FLES program prepares students to meet the challenges of an interdependent world community by enabling them to recognize the importance of learning foreign languages, to value learning about other cultures, and to develop proficiency in one or more foreign languages. Oral communication is emphasized while also building proficiency in reading and writing. The goal is to build listening comprehension (interpretive communication) and speaking, reading and writing (interpersonal and presentational communication) competencies while targeting expected proficiency outcomes for the age and stage of learning. Arnn ES Spanish FLES program is for students in grades K-3.

Gifted Resource Education The Gifted Education Program is designed to help those students with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others their age, experience, or environment. These children and youth exhibit high performance capability in intellectual, creative, and/or artistic areas, possess unusual leadership capacity, and/or excel in specific academic fields. Parents and/or staff members may refer student candidates to this resource program, whereby the Gifted Education Review Committee will then screen, assess, and determine student eligibility to participate in this program. (DoDEA Regulation 2590.1). For more information, please contact the school counselor.

Guidance Counselor The primary responsibility of the counselor is to help children adjust to the school setting. The counselor also meets with individual parents who are concerned about their child's academic, social and/or emotional development. Information about professional help and services available either through the school or local agencies can be provided. Parents are encouraged to inform the counselor when there is a family crisis, such as divorce, death, serious illness, or adjustment to a new family dynamic. Information will help the classroom teacher as well as the counselor to provide support for the child during a difficult time.

Host Nation Education The Japanese Host Nation Education Program is a unique feature of DoDEA K-6 school programs and is designed to provide DoDEA elementary school students with a cross-cultural program to inculcate in students an appreciation and understanding of the culture of the country in which they are located. In addition, the host nation language is an essential part of the curriculum. Students acquire second language skills in play and work situations where meaningful contextual communication is necessary and desired. Students also acquire a deeper understanding of cross cultural diversity and a greater understanding of the social environment of the host nation.

Information Specialist The Information Specialist is responsible for ensuring that the Information Center (library) serves the needs of all students and parents by ordering, cataloging, and maintaining library books, audio-visual materials, and equipment. In alignment with DoDEA Standards, students are provided with instruction and guidance in research skills through the use of computer-based programs and the Internet.

Literacy Support Specialist Literacy Support Specialists provide direct reading instruction to students who have been identified as struggling readers and writers in grades 1-6. Multiple points of data are monitored throughout the school year to annotate progress and modify the support to meet the needs of the students.

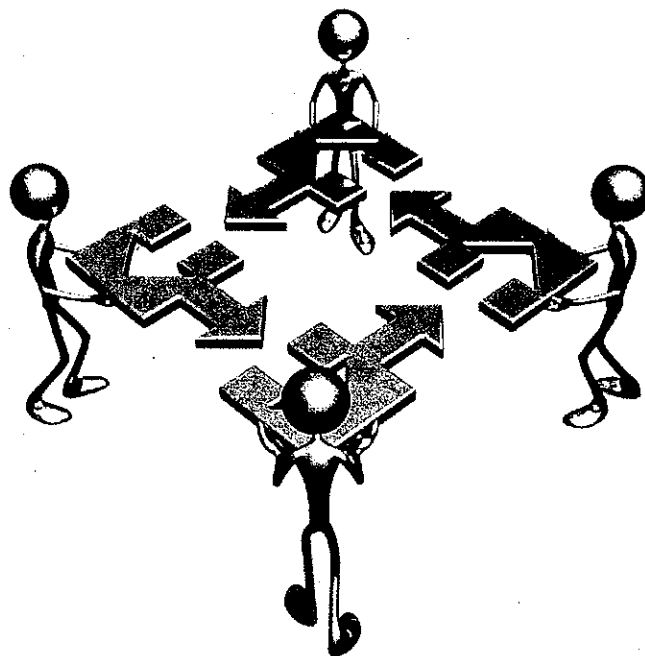
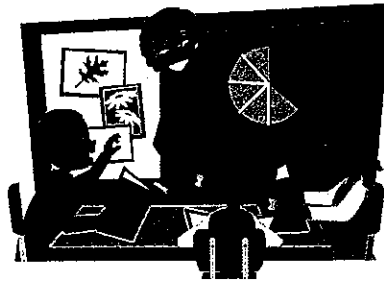
Math Support Specialist (MSS) Students, in grades 2-6, who are not proficient in math skills may receive additional support from the MSS. Students receive support to address areas which are not on grade level in small groups, individual basis or in the classroom.

Nurse The school health nurse is a professional registered nurse who provides first aid to injured or ill students, dispenses prescription medications, monitors students with chronic medical conditions, provides health assessments, including vision, hearing, scoliosis, and developmental screenings and arranges for annual dental screenings. The school health nurse also provides instruction in health and safety education for all grade levels, human growth and development education for 4th through 6th grade students.

READ 180 READ 180 is an intensive reading intervention program designed to meet the needs of students in grades 4, 5, & 6 whose reading achievement is below the proficient level. The program strategically addresses individual needs through direct instruction in reading skills, high-interest literature, and adaptive and instructional software.

School Psychologist A psychologist is available to provide short-term psychological counseling that supplements and extends the regular guidance-counseling program. The goal of such counseling is to improve the student's ability to be successful in the school environment. The school psychologist is also available to consult with parents, teachers, and community agencies.

Student Support Team The Student Support Team (SST) at Arnn Elementary is part of a DoDEA-wide effort to provide academic and behavioral assistance to students, teachers, and parents. A student is referred to the team if standard classroom interventions are not effective in resolving a concern or problem. When referred, a team of school professionals works with the parent(s) and teacher(s) to define the problem, look at effective interventions, and monitor the student for progress. The SST may also make referrals to other agencies or teams for such issues as Attention Deficit (Hyperactivity) Disorder (ADD/ADHD), learning disabilities, and social skills deficits. For more information, please contact the school psychologist.





PARENT INVOLVEMENT



PARENT TEACHER ASSOCIATION (PTO)

The Arnn PTO provides support to the scholastic and extracurricular programs of John O. Arnn Elementary School by organizing special events for students and their families, and by coordinating fundraising activities.

Annually, the Arnn PTO donates numerous volunteer hours and thousands of dollars to school projects, events and equipment purchases to benefit Arnn students. Our PTO is successful because of the active participation of families, teachers and administrators working together in our community to achieve positive outcomes at Arnn.

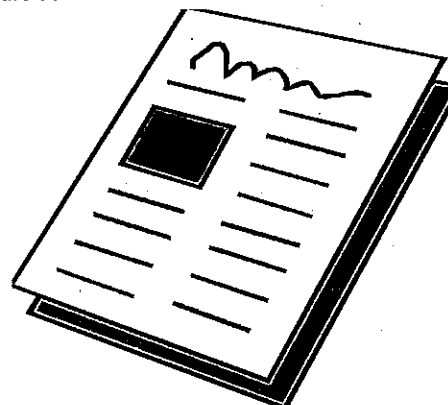
The Arnn PTO is a volunteer-run organization that welcomes anyone interested in getting involved to contact a PTO board member or the school's main office for more information.

SCHOOL ADVISORY COMMITTEE (SAC)

The SAC, established by DoD regulation, is composed of an equal number of elected parents and teachers who advise school administration and/or installation commanders on program matters which impact on the quality of education in our schools. Unlike PTO, this is a non-fund raising committee. Meetings are held quarterly, are open to all community members, and parents are encouraged to attend these meetings, share concerns and become involved in improving our school programs.

SCHOOL-PARENT NEWSLETTER (Knightly News)

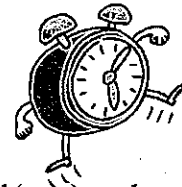
The school makes every effort to communicate often with our parents and community members. Every other week throughout the school year, you will be advised of school happenings through the official school-parent newsletter, The Knightly News. In addition, reminders will also periodically be published to advise you of important events and dates. The primary means of parents receiving copies of this bi-monthly newsletter is via their email accounts. Hard-copies are available upon request and in the school's main office.





GENERAL INFORMATION

ARRIVAL AT SCHOOL



Students who walk to school should arrive at 0800. Caution your child(ren) to leave home so that the arrival at school is not prior to this time. **Supervision is not provided prior to 0800.** Students should not be on the playground or lined up in the bus area. Each student should depart immediately after dismissal unless participating in after school activities or based on arrangements with the classroom teacher for make-up work or special assignments (with parents' advance permission). Students who are absent from school (0815-1436) will not be permitted to participate in after-school activities/events.

ARRIVING LATE

For the safety and security of our students, all students arriving after 0815 must be signed in by a parent/sponsor.

SCHOOL SUPPLIES

School supplies may be purchased at the Main Post Exchange on Camp Zama. Supply lists are located in the main office, on the Knight Net (school's intranet) and in the appendix of this handbook.

Please ensure that student's personal materials are clearly marked with student's full name, grade, and teacher. Please be sure eyeglasses and watches are easily identifiable with student's full name permanently marked on items.



DoDEA DRUG-FREE SCHOOL AND LEARNING ENVIRONMENT POLICY

Possession of or being under the influence of or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus, during the school day, or on any school-sponsored trip or activity will not be permitted. Prescription drugs must be kept with the nurse. All medicinal items must be hand-carried to the school site by a parent and provided to the school nurse.

SEXUAL HARASSMENT

“Sexual harassment” is defined as unwanted, unwelcome sexual advances or overtones, either verbal or non-verbal, which creates an environment that is hostile or abusive in our schools. Inappropriate behaviors include but are not limited to improper physical contact, lifting another child’s clothing, a student removing articles of their own clothing, dirty language, cussing, or jokes about sex, sexual gestures, saying things involving sex or containing sexual language, and asking someone to have sexual contact with them. Please review this serious topic with your child(ren). Students acting indecently or improperly as described above will receive disciplinary consequences.

Any student who believes that s/he has suffered sexual harassment must report the incident to a teacher or administrator. Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.



STUDENT DRESS



Students are expected to present a clean, neat appearance which does not detract from learning ~ of the student or other students in their learning environment. Every effort possible will be made to assist in maintaining this appearance throughout the school day.

Short shorts, spaghetti straps, halter tops, see-through shirts, T-shirts designed as underclothing, pants worn below the normal waistline, and shower shoes are examples of inappropriate classroom attire. Clothing with offensive words or obscene pictures is not permitted. Appropriateness of dress outside these parameters will be determined on a case-by-case basis by the administration.

Clothing appropriate for local weather conditions is important in a rainy, chilly climate. If an occasion should arise in which a staff member has concerns regarding the appropriateness of a student’s dress, mutual discussion with the student and parent will be held. Appropriate rain and winter clothing are important for health protection. Clothing should be appropriate for all school situations, including PE and recess (i.e., shoes such as flip-flops and open-toed shoes are inappropriate for school).

TOYS AND NON-EDUCATIONAL OBJECTS

Toys and other non-educational objects distract from the learning environment and may constitute a safety hazard. They should be left at home. **Knives and toy guns are not allowed in school for any reason.** Furthermore, if these items are used as a weapon to hurt or intimidate students, serious disciplinary action can ensue.

Scooters, skateboards, roller blades, CD players, radios, tape players, infrared laser pointers, pagers and battery-operated games are not allowed at school. These items will be confiscated and will only be returned to a parent at his/her earliest convenience. Bicycles, when used to commute to and from school, need to be secured in the bike-racks during school hours.

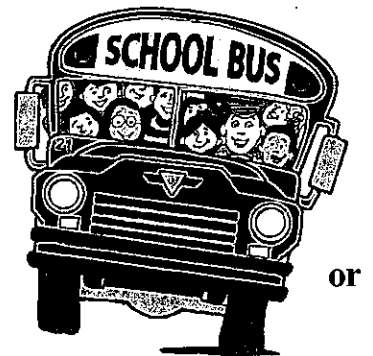
CELL PHONES AT SCHOOL

Cell phones may be carried by the student but not used at anytime at school as they are a distraction in the learning environment. Cell phones must remain in the student's backpack at all times, with phones remaining "off" so as to not to interrupt instruction. A cell phone should *never be heard*. In the event that the phones are taken out, heard ringing/singing and/or used, the cell phone will be confiscated and turned into the office for safe keeping until it can be personally returned to the student's parent. Students have access to school phones as situations warrant.

ZAMA STUDENT TRANSPORTATION OFFICE INFORMATION

The Zama Complex Transportation Office (ZCTO) is located on Camp Zama within the ZHS/ZMS Complex, Building 919, Room, 508.

Bus Safety Training is provided to all students by the ZCTO at the beginning of each semester. **Questions about transportation, misconduct or other inquiries/concerns should be directed to the ZCTO at 263-4151 263-4555.**



or

PARENTS PLEASE EMPHASISE TO YOUR CHILDREN NEVER TO GO IN FRONT OF OR BEHIND THE SCHOOL BUS AND TO WAIT SIX FEET BACK FROM THE CURB, BEHIND THE YELLOW SAFETY LINE.



SCHOOL LUNCH PROGRAM

SY 2012/2013 Prices*

- Students Eligible for Free Meals - No charge
- Students Eligible for Reduced Price Meals - \$0.40
- Elementary Students Paying Full Price - \$2.40
- Secondary Students Paying Full Price - \$2.55
- Non-Students - \$5.00
- Lunch Plus Additional Entrée - \$1.00

Milk \$0.60

Juice \$1.30

*(Prices subject to change as per AAFES' guidance and requirements; prices listed reflect existing prices at the time of handbook printing).

The school cafeteria is operated by the Army and Air Force Exchange System (AAFES). Orders/count of lunches is taken by teachers each morning to assure preparation of required number of lunches. Please establish a credit line at the Zama Main Exchange, Customer Service Counter. Once the account is established, money can be added at the Sagamihara Shoppette and/or Sagami Depot Gas Station. Students will have their own individual pin numbers to purchase lunch. Cash is also accepted.

- Prices are subject to change, all questions regarding the lunch program are to be directed to AAFES, at 267-6533 or 263-4534.
- Monthly lunch menus can be found on the AAFES' website @ <http://odin.aafes.com/nutrition/default.asp>

If your child has a food allergy, please notify the cafeteria manager and school nurse. A doctor's note must be sent to the cafeteria stating the allergy. If replacing one food with another, this too must be included in the doctor's letter (e.g., if the child has a milk allergy, then the doctor's note must include that milk is to be replaced with juice or water).



Arnn Elementary School's Wellness Plan

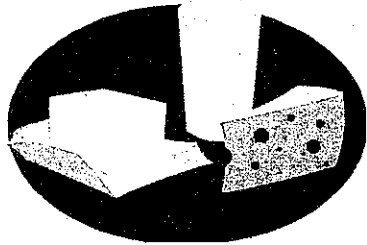
As part of DoDEA's and the Japan District's Wellness Plans, Arnn Elementary's Wellness Plan is inclusive of the following goals:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary guidelines for Americans.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and related community services.

Eating Environment: Meals are scheduled at appropriate times, with adequate time and space to eat and socialize in a pleasant environment which has attractive serving and eating areas. Lunch periods are scheduled as near to the middle of the day as possible. Students will wash their hands before eating. Students are scheduled for 30-minute lunch periods daily; for children who eat their lunches in the first 20-minutes of their prescribed 30-minute time, children are then transitioned outdoors to play. Recess times are 20 minutes per grade level.

Note: Due to safety concerns, no dispensers with hot water or access to a microwave Oven will be available in the cafeteria for the 12-13 SY.



À la Carte, Vending Machines, School Stores, and other Food Sales for the Elementary School: Vending machines will not be available to students. À la carte meals are limited to milk, water, and fruit juice. Milk will be available for purchase to students who bring a sack lunch from home.

For a complete copy of AES' Wellness Plan, please contact the school's main office.



NATIONAL SCHOOL LUNCH PROGRAM

Under direction of Department of Agriculture and Department of Defense, the National School Lunch Program is offered at Arnn Elementary School. Students from families whose income meet eligibility criteria will receive free or reduced lunches at the school cafeterias. You may apply for this program at any time during the school year. Returning families who qualified for free/reduced lunches the previous school year must reapply for this year's lunch program to determine eligibility once more. All free/reduced lunch applications must be accompanied with current (a) current copy/copies of the family's Leave and Earning's Statement to process such applications. Applications are available at the school as well as the CYS Central Registration Office in Bldg. 533 on Camp Zama. Completed applications are then turned into CYS, in care of the USAG-J Schools' Liaison Officer.



HEALTH SERVICES AND INFORMATION



MEDICAL EMERGENCY

In case of a medical emergency, the child will be transferred by ambulance to a Japanese hospital and parents will be notified ASAP. **IT IS VERY IMPORTANT IN CASE OF AN EMERGENCY FOR THE SCHOOL TO HAVE A CURRENT ADDRESS, HOME PHONE, DUTY PHONE, CELL PHONE AND THE PHONE NUMBERS OF YOUR EMERGENCY CONTACT PERSON IN CASE NEITHER PARENT CAN BE CONTACTED.**



MEDICATION POLICY



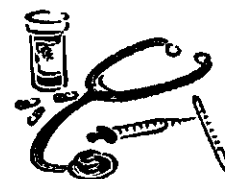
It is best practice to administer medications at home. If medication is required 3 times daily, it can be given in the morning, after school and at bed time.

All medicine, including over the counter products, need a doctor/dentist or primary care provider's order. The necessary school medication form, the Hold-Harmless Letter, is available from the school nurse and at MEDDAC and must be completed by the doctor and parent before medication can be administered at the school site. All medicine must be in the original container, labeled with student's name, the medication, dosage, current date, and brought to the nurse by a person over 18 years old and left in school for the duration of the medication. For everyone's safety, **children are not allowed to transport nor have medication in their possession.**

For the safety of all our students, **over-the-counter medications are not to be in possession of the children at anytime during the instructional day or during school-related functions** (e.g., cough drops, aspirin, ointments). Medications will be confiscated and routed to the school nurse for safe keeping and parent retrieval.



When should a child stay home sick?



In order for your child to be ready to learn and to control communicable diseases in school, it is very important for you to keep your child at home for the following reasons.

If your child has:

- A temperature over 100 degrees. Your child needs to remain at home in bed for the day, and has be fever free for 24 hours without the need for fever reducing medication before returning to school, as many children rebound with a fever.
- Been diagnosed with a strep infection. Your child needs be on antibiotics for 24 hours before returning to school.
- Vomited during the night or in the morning.
- Persistent diarrhea during the night and into the morning.
- A moist productive cough, chest congestion, or discolored nasal discharge.
- Red or swollen eyes that itch/hurt and are draining.

Please send a note with your child when returning from sick leave. A doctor's note is required if a student is absent for more than 3 days.



IMMUNIZATIONS

Visit the DoDEA web site for the immunization requirements at the following link:
<http://www.dodea.edu/parents/dodea.cfm?cld=imm>

REGISTRATION INFORMATION

REGISTRATION AND ENTRANCE REQUIREMENTS

All returning students must be re-registered each school year.



Requirements for entering school:

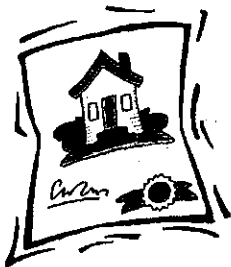
Sure Start: Must be four (4) years of age by 1 September of the current school year.

Kindergarten: Must be five (5) years of age by 1 September of the current school year.

First Grade: Must be six (6) years of age by 1 September of the current school year.

Documents required:

- Sponsor's PCS orders, unit orders assigning sponsor, family travel orders with student's name listed, amended orders, and/or extension orders.
- Student's Immunization Records (see requirements)
- Student's Birth Certificate or Passport
- Employment Verification Letter (for civilian sponsors only)
- School records or transfer statement from previous school
- For ALL students: Emergency Contact Information (Name, Phone # & Address) must be someone other than sponsor or spouse



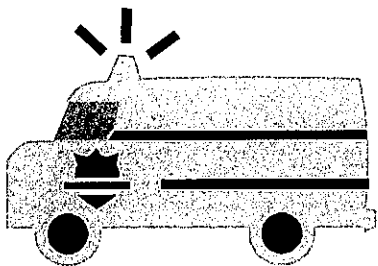
SCHOOL POLICIES AND PROCEDURES

CHANGE OF ADDRESS, TELEPHONE NUMBERS, OR STATUS

Please notify the school office of any changes with your military and/or home address and/or your duty/home/cell telephone number(s). In the event you are to be away for an extended period or you have no home phone, please notify the registrar in writing of an alternate phone number and contact name. Should there be a change in your employment status after registration or during the school year, please notify the registrar's office in order to correct your child's records. Please notify the Zama Complex Transportation Office directly regarding changes in your home address. This should be accomplished several days in advance. In this way, the school can successfully reach you in a timely manner as appropriate, as well as keeping our school's student database updated.

EMERGENCY CONTACT & EMERGENCY SITUATIONS

It is vital that the school has a current emergency contact name, address, and phone number for each student. Please update this information accordingly throughout the school year.



Since no one can predict when an emergency will occur, **it is essential that the school be aware of the sponsor's duty telephone number, spouse's work telephone number, your current home telephone number, as well as an emergency address and the telephone number of a friend or neighbor.** If any of these numbers change, please notify the office immediately. We MUST have a number to reach you during the day. This is a critical requirement since the health clinic may not treat a child without parental permission. It is suggested that you provide the emergency contact person with a medical power of attorney for each child.

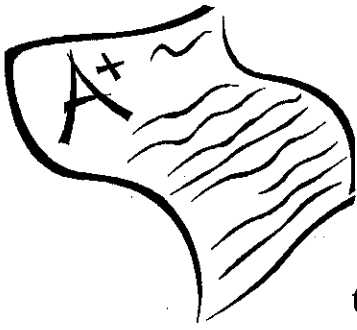
Your child must know exactly what he/she is to do in case school must be closed in the middle of the day for an emergency. This may never happen, but nevertheless, preplanning is necessary. Please arrange with our child where he/she should go if you are not at home, in order to ensure adequate and responsible supervision for the remainder of the day.



HOMWORK POLICY

Homework includes all educational experiences occurring outside of school hours, but directed by the school. The kind and amount of homework is dependent on student needs. The most beneficial homework is that which strengthens understanding and provides enrichment. Homework is not assigned merely as “busy work” or as a disciplinary measure. It should be recognized that “homework” might not always be paper and pencil tasks. Some of the homework in primary grades will be students reading to parents and parents reading to students, or possibly host nation and creative art activities. It is good practice for parents or siblings to be as involved as possible with homework assignments. The emphasis is NOT on quantity; rather, homework assignments should serve the following purposes:

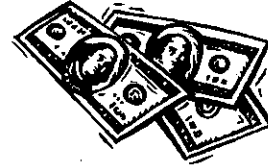
1. To provide students with opportunities to follow up on individual activities.
2. To allow exploration in greater depth of the material is presented during class. Assigned homework will reinforce skills learned in class; it will not introduce new or unfamiliar concepts or skills.
3. To supplement classroom learning with related outside experience.
4. To provide opportunities for problem solving and research. Homework assignments are planned to help motivate students. Homework will be checked for completeness and mastery of concepts as appropriate to the nature of the assignment.
5. To the greatest extent possible, homework assignments will be coordinated with school events.



The following guidelines show the average range of minutes that may be assigned as a daily total. In addition, extra time may be required at the teacher's discretion for special projects, such as Science Projects, journal writing and increased daily personalized independent reading. If you feel that your child is struggling with homework completion within this timeframe or for any other reason, please contact the teacher for support.

<u>Grade</u>	<u>Range of Daily Minutes</u>	<u>Grade</u>	<u>Range of Daily Minutes</u>
Kindergarten	10 - 20 minutes	4 th	30 - 50 minutes
1 st	10 - 20 minutes	5 th	30 - 50 minutes
2 nd	10 - 20 minutes	6 th	60 - 80 minutes
3 rd	30 - 50 minutes		

MONEY IN SCHOOL



Generally speaking, money is not required for most school activities. However if a study trip or special function requires a fee, the money will be collected by the classroom teacher at the beginning of the school day (except for lunch money). **PLEASE** arrange for correct change for each student in your family. It is also a good idea not to send your child to school with large amounts of unnecessary money as there is a risk it may be lost.

School lunch line of credit with AAFES eliminates the need for children to carry money daily. The school cannot assume responsibility for losses of money left in such locations as desks, book bags or clothing; however, every reasonable effort will be made to assist your child to search for lost items.

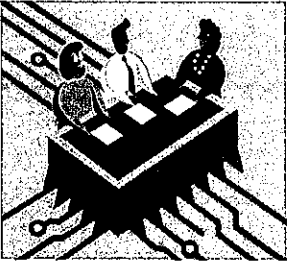
The school does not have a petty cash fund and therefore staff in the Main Office cannot make change for parents or students.

LOST AND FOUND



Parents are urged to clearly mark with the child's name: jackets, boots, raincoats, sweater and all other personal property in order that they may be returned if misplaced. The "Lost and Found" is located in the cafeteria. Unclaimed items are disposed of at the end of the school year if they cannot be successfully donated to a local charity.

PARENT-TEACHER CONFERENCES



For your child's school year to be most profitable, parents and teachers should work closely together. Good school-home relations are vital to the child's attitude toward learning and his feelings of personal acceptance. If your child appears to be disturbed about school activities or homework requirements, do make an appointment to talk with his/her teacher for clarification and possible solutions to the problem. Working together will ensure the best educational program for your child.

School-wide conferences are scheduled at the end of the first grading period (e.g., November). A conference day is also scheduled at the end of the second and/or third quarters for new families or staff members and families requesting to meet. Teachers or parents may also initiate a request for a conference during on these dates. Individual conferences may be initiated at any time during the school year by parents and teachers. A written or telephone request is all that is necessary to schedule an appointment before or after school (class) hours.

PARENT VOLUNTEERS



Education is a shared school-community enterprise. Many parents and other members of the community generously give of their time, talents and skills to enrich the school program.

If you are interested, you may:

1. Serve on curriculum development/school improvement committees.
2. Assist school nurse and other specialists.
3. Help with lunch/playground supervision.
4. Share special talents and expertise in curricular and/or occupational fields (e.g. arts/crafts, music, career awareness, physical education, science and technical fields, study of other cultures, etc.).
5. Providing special assistance for individual and/or small groups of students (e.g. tutoring), and a number of other special tasks.

All volunteers must have a background check; related information is readily available in the main office.



PARTICIPATION IN ALL SCHOOL ACTIVITIES

A child who is well enough to come to school should be well enough to participate in all school activities, including physical education classes and all outdoor recess periods. Unless a written

excuse by the doctor is presented to the teacher excusing the student from participating in school activities for a specific time, the student will be expected to participate in all school activities.

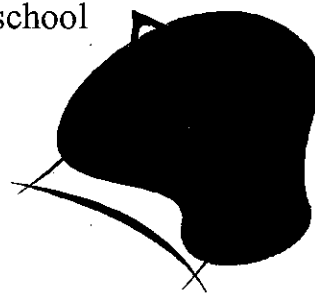


D.A.R.E. PROGRAM

The Department of Defense Education Activity (DoDEA) selected the D.A.R.E. (Drug Abuse Resistance Education) Program as the primary drug education program for our students. D.A.R.E. is one of the oldest and largest substance abuse and violence prevention programs in the United States. D.A.R.E. is the pioneer prevention effort founded in Los Angeles in 1983 by the Los Angeles Police Department (LAPD) and the Los Angeles Unified School District (LAUSD) and was adopted by Department of Defense Dependents Schools (DoDDS) in 1986. The D.A.R.E. curriculum is taught in the fifth grade in DoDEA-Pacific/DDESS-Guam elementary schools.

PETS

Due to the unpredictability of a pet's behavior and to remain mindful of children's allergies and one's comfort levels around pets, we ask that family's pets remain off of school grounds during instructional hours, Monday-Friday. This also includes walking your child to school or picking them up at the end of the day.




REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times a year. First quarter reports are issued at a scheduled parent conference in November. Three days of conferences are periodically scheduled throughout the school year, especially for new students and for those parents or teachers wishing to conduct a special conference to discuss possible academic concerns. **Parents or teachers may request a conference at any time.** Students who are new or are PCS'ing midpoint within the nine-week grading period, will receive marks or grades after 20 days of attendance.

Students in grades 4-6 will also have access to the online grade book called **GradeSpeed**. Each parent is strongly encouraged to establish their own account to monitor their students academic success at school. Directions are in the Appendix or available on the school's Intranet or via a flyer in the main office.

PROPERTY AND SUPPLY ACCOUNTABILITY



Each student is accountable for DoDEA textbooks, library books and/or other instructional materials issued for his/her use. Materials should be handled with care to keep them intact and clean for the next student who will use them. In the event of loss, destruction or misuse of materials or U.S. property, sponsors will be held responsible for reimbursement for the item.

SCHOOL ATTENDANCE/ABSENCE

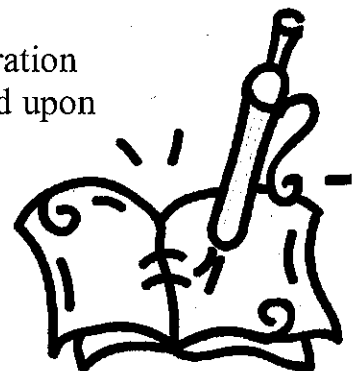
Regular and prompt school attendance is essential to success and academic achievement. Every effort should be made to ensure your child's full, regular participation in his/her educational program.

DoDEA implemented a new attendance policy effective last school year. The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education.

Here are a few of the highlights of the policy:

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
- Excused absences can include:
 - Personal illness
 - Medical, dental, or mental health appointment
 - Serious illness in the student's immediate family
 - A death in the student's immediate family or of a relative
 - Religious holiday
 - Emergency conditions such as fire, flood, or storm
 - Unique family circumstances warranting absence and coordinated with school administration.
 - College visits that cannot be scheduled on non-school days
 - Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

If you would like further details regarding this policy, please refer to <http://www.dodea.edu/attendance/>

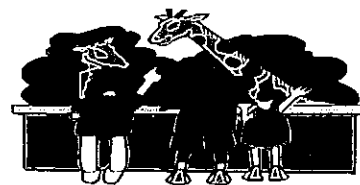


NOTES

All students must have written permission from the parent or legal guardian to leave the school campus during the day. The note should be brought to the classroom teacher or office by the child. **Parental signing-out when departing and signing-in upon return is required.** Teachers may not send children home for any reason without directing the student to the office first. A parent or guardian may also come directly to the school office to sign out their child. The procedure then is for the parent/guardian to sign the log book in the school office to authorize the release. They should also indicate departure time. All students must be escorted off campus by their parent or legal guardian (or adult with written parental consent).



STUDY TRIPS

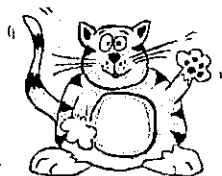


Study trips are an important part of the educational program. Students are expected to participate in these activities in order to extend the DoDEA Curriculum and Standards outside of the classroom as well as to learn about our Host Nation and its people and to appreciate the diversity and difference of cultures. Participation should be accomplished in a manner which:

1. Demonstrates respect for the Host Nation and its people.
2. Promotes high-level thinking skills and application of existing knowledge.
3. Reflects credit on the American community and the school.
4. Ensures the child's own safety.

Parental permission is required for a student to participate in study trips. Parents are often requested to assist by volunteering to accompany classes and help with supervision. Parents must have a background check on file with the office. Background Check Forms are available in the main office. **Younger children and/or siblings cannot accompany parent chaperones on the trip.**

TRANSFER/WITHDRAWAL OF STUDENTS



Please notify the school in writing as to your child's last day of school attendance **prior** to a transfer or withdrawal from school. A minimum of 10 working days advance notice is necessary to process school records and conduct withdrawal activities for the student. Given advance notice, your child's records will be prepared and ready for you to pick up on the afternoon of his/her last day of attendance. Copies of permanent records may be hand carried by parents.



A child may be promoted to the next grade based on DoDEA guidance regarding Early Withdrawal Deadlines. Please submit PCS orders to the registrar to support this early departure from school as early as possible. Additional clarification and details on the Early Withdrawal Deadlines may be obtained from the school main office.



UNSCHEDULED CHANGES DUE TO INCLEMENT WEATHER



Stay tuned to AFN radio (810AM) and/or the Commander's Access Channel during or at the onset of inclement weather. Delays for starting school or school cancellations are determined by the USAG-Japan Commander and are communicated via AFN radio and the Commander's Access Channel. The USAG-J's Website and FaceBook Page also provides base-related updates via <http://www.usarj.army.mil>.

USE OF BABY SITTERS/CHILD CARE PROVIDERS/CDC/SAS

Please notify both the classroom teacher and the school office if your child regularly goes to a child care provider, the Child Development Center or School Age Services. Please indicate in writing the childcare provider name, specific address, sponsor's unit and both telephone numbers. **Should you depart on a TDY and/or trip without your child, please submit the same information concerning the person responsible for your child while you are away. Please include dates involved.**



VISITING THE SCHOOL

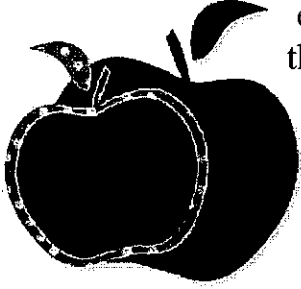
All visitors must register by signing-in and obtaining a visitor's pass at the main office before proceeding to contact students or staff members. Signs are posted in entry/exit points within the school as a reminder.

CLASSROOM VISITATIONS

Parents are encouraged to visit classes. While we have an open-door policy, it is better if parents make arrangements with the teacher when intending to spend time or drop by the classroom so that alignment of activities may occur.

SCHOOL SAFETY

As required by DoDEA, fire drills are conducted once a week for the first four weeks of school and monthly thereafter for the remainder of the school year (i.e., October-June). Additionally, emergency evacuation drills are taught and practiced during the course of the school year so that students, staff, and volunteers can remain knowledgeable and safe when faced with adverse, unsuspected conditions. Arnn ES also remains in compliance with the required bi-annual inspections, namely fire, safety, physical security, and bio-environmental. For more information on school safety and related requirements, please contact the school site.



Special Note: To remain in compliance with DoDEA's Safe School Program, all exterior doors of the school remains locked during the instructional day. The main entryway leading to the school's main office is the primary entrance to school when students are tardy, when parents/community members are signing-in to obtain their school visitor's pass, etc. Thank you for partnering efforts to optimize a safe and secure learning environment for students, staff, and families alike when at Arnn ES.

SPECIAL EDUCATION

It is the policy of DoDEA that students shall be provided a free, appropriate education in schools where placement and service decisions are based on individual needs of the student, in the least restrictive environment and in accordance with the system's guiding principles. Imbedded in this mission and policy is the practice of inclusive education, which is defined as the participation of all students, including those with disabilities, limited English proficiency, identified gifts and talents and other special needs in the general education program, as appropriate. Supplementary aids and services are provided to these students where necessary in order for them to attain success. For further detailed guidelines and policies, please refer to <http://dodea.edu/curriculum/specialEduc.cfm>

CHILD FIND



Child Find is the ongoing process used by DoDEA and the military departments to seek and identify individuals (inclusive from birth to age 21) who are eligible to receive special education and related services. Specialists will coordinate details with the child development centers and advertise this support option.

CASE STUDY COMMITTEE (CSC)

There are two kinds of Case Study Committees: CSC Core (or Business) and student specific CSC. The CSC Core is composed of school personnel who oversee the special education program. It usually consists of the special education providers assigned to the school, an administrator, one or more general educators and other specialists within the school (e.g., counselor, nurse, etc.) The Core

CSC is responsible for a variety of activities that contribute to the effective functioning of the special education programs. The student specific CSC is responsible for those activities directly related to a specific student from the time of referral through Individual Education Program (IEP) development. Parents whose children are being referred for special education services or are currently receiving special education support are part of the student specific Case Study Committee.

STANDARDIZED TESTING PROGRAM

Students will participate in three separate system wide assessments. First the *Terra Nova*, Multiple Assessment, 3rd edition will be given to students in the third through sixth grade in March 2010. It is a standardized norm-reference achievement test that compares students' scores to scores of a "norm group".

Students in grades K-3rd, will be assessed in the fall and spring via the Benchmark Assessment System (BAS). The BAS is a dynamic assessment instrument which provides strategic points of data on a student so the classroom teacher has data to guide instruction.

STUDENT BEHAVIOR

At Arnn ES, our school-wide approach to managing student behavior *consists primarily of teaching and reinforcing positive attitudes and behaviors*. We view our students' behavior as a responsibility shared by students, parents, school staff, and the community. Adults guide students from direct discipline to self-discipline through consistent positive examples, reinforcement of appropriate student actions, and conversations with them when they make inappropriate behavior choices.



STUDENT & SCHOOL WIDE EXPECTANCIES

Students are expected to behave in ways that demonstrate the following rules:

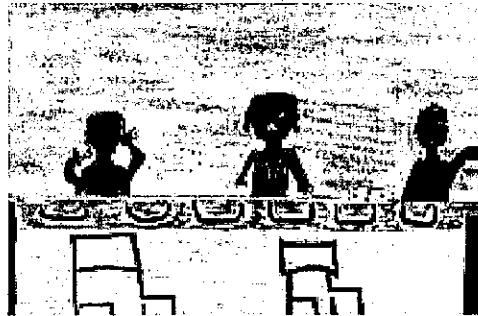
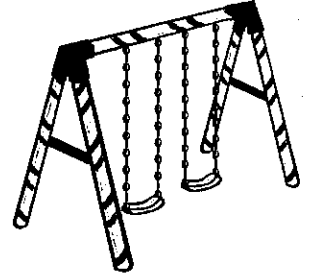
- ◆ I take responsibility for myself and my actions.
- ◆ I behave in safe ways.
- ◆ I treat everyone with kindness and respect.
- ◆ I make good choices to allow myself and others to learn.

Teachers have class rules, which are based on these expectancies and which give students more specific information about the rules and what the teacher expects of them. Parents receive information on classroom discipline plans when their child enters the teacher's program.

PLAYGROUND EXPECTATIONS

During our recess times, we

- Finish all food/drinks before going outdoors (food and drinks can choke us when playing).
- Invite/include others to play.
- Use the equipment appropriately:
 - Slide down the slide feet first
 - Use the playground equipment for climbing, sliding and walking – not for playing “tag” or chasing others.
 - Stay at least 10 steps back from those people who are swinging on the swings; students must swing in only the one, designated direction
- Share and give others a turn.
- Ask an adult to go to the nurse before leaving the playground.
- Pick up after ourselves.
- Save the trees for nature and admiration (e.g., tree climbing is prohibited, playground climbing structures are available on the playground).
- Line up when it is time/when you are called.



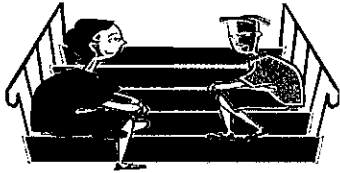
CAFETERIA EXPECTATIONS

In the lunchroom we

- Walk
- Stay at our tables
- Pick up our areas (tables and floors)
- Use inside voices
- Raise our hands to seek permission to use the bathroom or to leave the table
- Know to bring a jacket to the cafeteria (per weather conditions)
- Know that the clapping pattern is the way to let us know that we need to lower our voices
- Wait for the adult to dismiss us from our tables

In the lunchroom and as a school as a whole, healthy eating habits are promoted, as per DoDEA Health Curriculum Standards. Hence, sugary temptations such as baked goods and junk food

favorites should be kept to a minimum, while soda consumption should be avoided with water, milk, and natural juices being the mainstays to healthy eating. Additionally, all students are expected to eat a lunch either brought from home or purchased. If your child has a medical condition where this is not appropriate, please contact the teacher or school principal for submission of appropriate documentation.



INAPPROPRIATE BEHAVIORS

When students act in ways that do not reflect Arnn ES' expectations, such incidents become opportunities for teaching responsibility and how to make better choices.



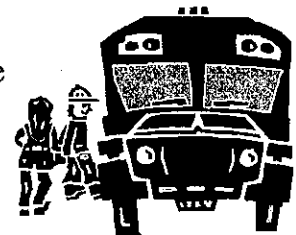
It is important to remember that all adults in the building should be treated with respect. This includes visitors, paraprofessionals, clerical staff, monitors, teachers who a student may not know, etc. In common areas of the building, all staff members share the responsibility for enforcing the school-wide rules and monitoring individual student behavior. Therefore, any staff member may and should take the opportunity to discuss observed inappropriate behavior with students, and if warranted, refer the student to the classroom teacher or an administrator.

When incidents occur on the playground or lunchroom or when a teacher makes a referral for a specific incident in the classroom, the principal will investigate the referral, to include talking to all students with relevant information. If it is determined that the student has behaved unacceptably, the administrator will apply a consequence.

First offenses generally result in a warning, and in a disciplinary record being established in the school's student information system. For serious first offenses or for inappropriate behaviors after that initial event, consequences are matched to the student after consideration of his/her age, prior behavior history, and of course the circumstances surrounding the referral.

Possible consequences include:

- student/parent conferences
- behavior contracts
- restriction from use or access to a place or activity for a specified time
- lunchtime or after school detention
- in-school suspension
- suspension from school.
- contact with sponsor's chain of command



SERIOUS INFRACTIONS

DoDEA Regulation 2051.1 states: “Disciplinary consequences and other behavior modification techniques that are within the experience of the teacher, must be exhausted prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an *immediate* threat to his or her safety or the safety of others in the school.”

Arnn Elementary School is able to offer a range of support services to assist classroom teachers and parents in changing repeated inappropriate student behaviors. These include the classroom teacher, a school counselor, a school psychologist, small/large group specialists, a range of special education personnel, and school administration.

SUSPENSION AND EXPULSION

Suspension and expulsion, are disciplinary consequences used to modify the undesirable conduct of a student who is unreasonably disruptive to the education program and for whom other behavior management techniques and disciplinary consequences have proven futile.” (Excerpt from DoDEA Regulation 2051.1)

The following list of most severe behaviors would generally result in a suspension and could also lead to expulsion:

- Possession of firearms, weapons, or explosives
- Possession, use, or sale of drugs
- Violence directed towards other students causing a deliberate, serious, physical injury
- Deliberate physical assault of an adult
- Making a bomb threat
- Deliberately setting off a fire alarm

Other types of serious behaviors may result in suspension/expulsion after consideration of such factors as the age of the student, his/her prior behavior history, and circumstances surrounding the events.

“ZERO TOLERANCE FOR WEAPONS”

The DoDEA school system has a “zero tolerance” for weapons. Many items that would not normally be considered weapons are prohibited when “carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety.” As per DoDEA Regulation 2051.1, 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 903(g)(2) of 18 U.S.C. (reference (j)). They include but are not limited to: guns, ammunition, knives, swords, razors, box or carpet cutters, slinghots, nunchucks, 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.). (See section 1356(h)(3) of 18 U.S.C. (reference (k))).

Incidents involving weapons on school grounds during the school day will involve a report to the military police for subsequent investigation and action, in addition to any consequence of suspension or expulsion applied by the school.

For weapons' incidents, as well as in cases of serious infractions for which a suspension is proposed in excess of a total of ten school days, or for which an expulsion would be the appropriate consequence, a disciplinary hearing will be held to formulate a recommendation to the principal on the consequence for the student. Parents are invited to attend such hearings and full attention is given to according due process rights to the student.

DISCIPLINARY REGULATION/DoDEA REGULATION 2051.1

Disciplinary rules and procedures for all DoDEA schools can be found directly on the DoDEA website @ <http://www.dodea.edu> (DoDEA Regulation 2051.1). Highlights from this particular regulation that relate on imposing disciplinary sanctions include

- ✓ E3.5.15 Bullying (including cyberbullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing another person; including but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to...characteristics of another person or the associates of the other person.
- ✓ E3.5.16 Using portable communication devices contrary to school policy (i.e., beepers, cell phones, personal computers, BlackBerry's; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including; cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities.
- ✓ E3.7 Confiscation of Property. Authorized school officials may immediately confiscate any property belonging to, or in the possession of, any student if the possession or use of that property is inconsistent with the conduct required by (DoDEA regulation 2051.1), or good order and discipline. Unless possession of the item is illegal or dangerous, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as it is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety, or to provide evidence incidental to the exercise of the disciplinary action.
- ✓ As outlined in DoDEA Regulation 2051.1, the school has the authority to conduct random and periodic searches of school property and to seize contraband items

belonging to students, and notice of the school's authority to search student possessions and person when there is reasonable suspicion that the student is in possession of items prohibited as outlined in the regulation.

- ✓ There is no presence of surveillance equipment on the school grounds. However, the afterschool activity bus is monitored by video. Students may be disciplined based on evidence gathered through that surveillance equipment
- Additionally, Student Rights and Responsibilities DoDEA Administrative Instruction (AI) 2051.02 has additional policies, regulations, and procedures. To review the instruction, please access http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

FAMILY EDUCATIONAL AND PRIVACY ACT OF 1974

DoDEA Schools are committed to operating within “The Privacy Act”, both in terms of the spirit and the letter of the law. It is our intent to:

1. Maintain confidentiality of any information to which we have access for the purpose of making educational decisions with you and your child.
2. Give parents access to appropriate student records.
3. Insure each student “due process” and the opportunity for fair, just and humane treatment and decisions.

Parents, sponsors or legal guardians may request a review of their child’s official school records by calling the counselor’s office or contacting the administrator. An appointment will be made for a review and explanation of the records at the earliest opportunity, but not later than ten working days.

Parents who wish to challenge the content of their child’s school records may do so by requesting an appointment with the school principal.

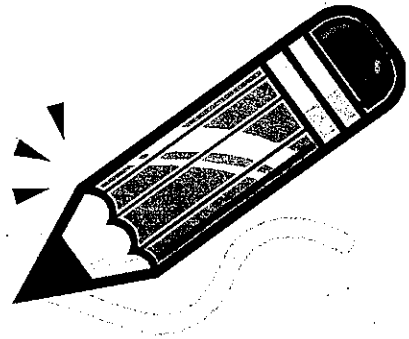


Appendices

2012/13 SY School Supply Listings

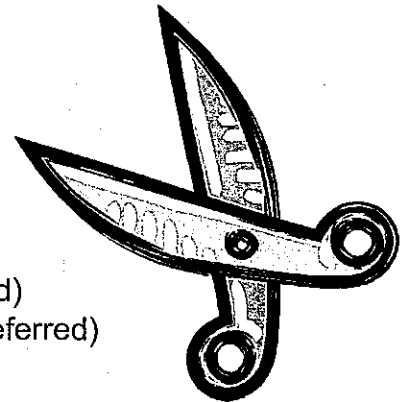
Kindergarten

- 1 – Large size backpack
- 1 – Pack of pencils (regular size #2)
- 4 - Box of Crayons (16 count) Crayola preferred
- 4 – Bottles of “Elmer’s” glue-all (4-oz size)
- 1 – Box of “Crayola” Markers
- 1 - Blunt/Rounded edged scissors Fiskars preferred
- 2 – Pocket folders (no brads) plain colored and same color
- 2 Primary Lined Composition Book



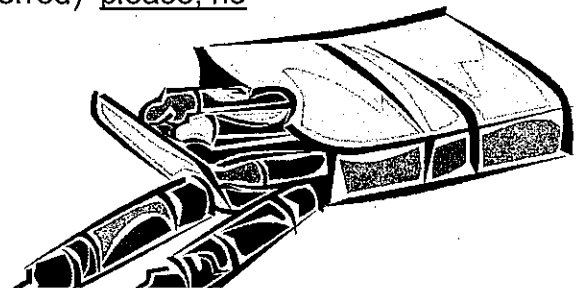
Grade 1

- 1 – Large size backpack
- 1 – Pack of #2 pencils (10-12 count) – please, no mechanical pencils
- 5 – 2 in. erasers (Japanese preferred)
- 3 – Composition book – Mead, black and white type
- 2 – Packs of glue sticks (pack of 2,3 or 4)
- 1 bottle of liquid glue (white glue preferred)
- 3 - Boxes of Crayons (24 count) Crayola preferred
- 1 – Pack washable markers (not permanent, Crayola preferred)
- 1 – Child size scissors
- 2 – Pocket Folders with prongs (plain colored and same color preferred)
- 2- Pocket Folders with NO prongs (plain colored and same colored preferred)



Grade 2

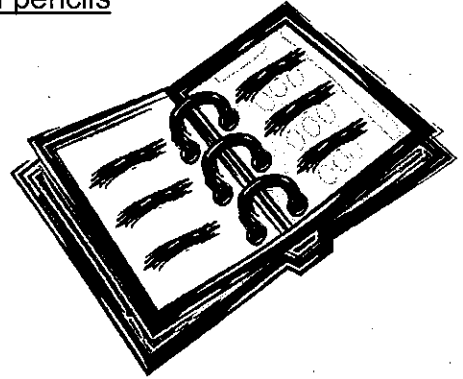
- 2 - Composition Notebooks – black and white
- 4 - sturdy pocket folders with pockets on the bottom, solid and same color
- 1 - Pack of #2 pencils (10 –12 count; Papermate brand preferred) please, no mechanical pencils
- 1 – Box colored pencils
- 1 - Box of Crayons “Crayola” brand preferred
- 1 – Box Broad Line Washable Markers “Crayola” preferred



- 1 - Bottle of Elmer's White Glue (4 oz size)
- 1 – Pack glue sticks
- 1 - Box of tissues
- 1 – Pack wide-ruled notebook paper
- 1 – Pack White Japanese pencil erasers (100 Yen Store)

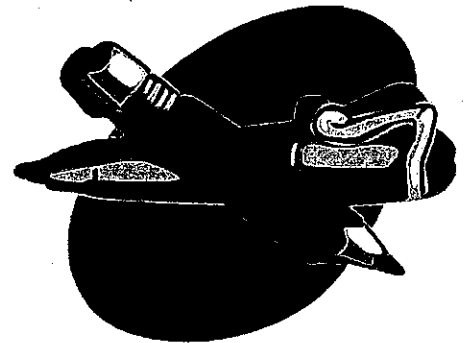
Grade 3

- 1 – Medium backpack or book bag
- 2 – Packs of #2 pencils (10-12 count) – please, no mechanical pencils
- 1 – Box of markers-broad or fine tip, Crayola preferred
- 1 – Box of colored pencils (12 count) Crayola preferred
- 2 – Packs of glue sticks (2,3 or 4 count)
- 2 –Composition books - Mead black & white type
- 2 - Packages of wide-ruled notebook paper, 200 sheets each
- 1 – Pair scissors
- 3 – White erasers (Japanese type preferred)
- 1 - 3 ring binder (1" white with inside pockets)
- 2 – Plain colored and same color pocket folders (for writing)



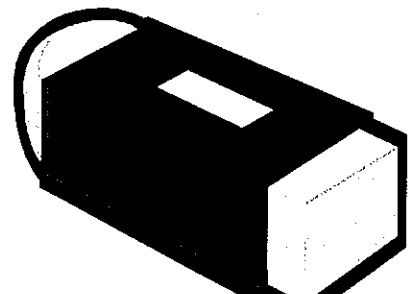
Grade 4

- 1 – Large backpack or book bag
- 3 – Individual spiral notebooks (single subject type)
- 4 – Pocket folders plain colored and same color with pockets both sides – 2 are for writing
- 1 – Package of wide-ruled notebook paper, 200 sheets each
- 1 - Pack of #2 pencils (10-12 count) – please, no mechanical pencils
- 1 – Large eraser
- 1 - Highlighter
- 2 – Large Glue Sticks
- 1 - Box of colored pencils
- 1 – 2" 3 ring binder (Davis only)
- Subject dividers (for binder Davis only)



Grade 5

- 1 – Large backpack or book bag
- 1 - Pack of #2 pencils (10-12 count)
- 2 - Large erasers
- 3 – Composition notebooks – Mead, black and white type
- 1 – Package of wide-ruled notebook paper, 200 sheets each
- 5 - Pocket folders plain color and same colored
- 1 – Box of colored pencils Crayola preferred
- 1 – Ballpoint pen

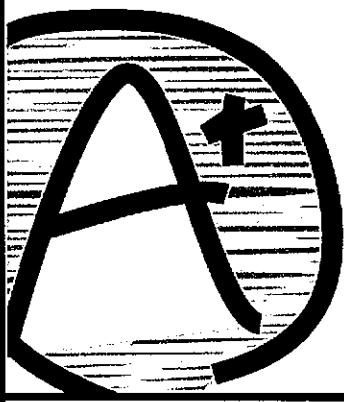


- 1 – Bottle of glue-all (4 oz size) Elmer's preferred
- 2 – Glue sticks
- 4 - Highlighters
- 1 – Pair of scissors

Grade 6

- 1 – Large backpack or book bag
- 1 – Composition notebook
- 2 - Packs of #2 pencils (10-12 count) – please, no mechanical pencils
- 1 – Package of ballpoint pens (blue or black)
- 1 – 2" binder (Carson)
- 3 – 1" binders (Dreher) please no "Trapper Keepers" style of binder
- 4 – Packs of loose leaf notebook paper, 200 sheets
- 1 – Pair of safety scissors
- 1 – Box of colored pencils
- 4 – Packages of Glue Sticks
- 2 – Highlighters
- 2 – Plain colored and same color pocket folders

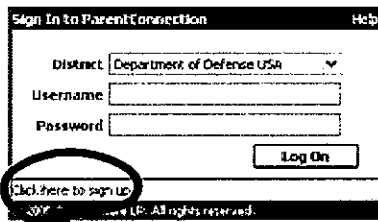




GradeSpeed

connecting DoDEA parents & students

1. Go to <http://dodea.gradespeed.net>
2. Click "Parent" in the list of choices.
3. Select the appropriate area from the dropdown and click the link in the lower left corner to sign up.



4. Fill in the blanks. You will use this username and password each time you log into GradeSpeed.

Note: Make sure your email address is correct.

5. Click Sign Up.
6. Click OK.



7. Click the "Add a Student" Link.
8. Use the Student ID number provided. Use student's full legal name. Click Submit.
9. Click OK.
10. Log off and wait a full work day for your account to be approved.

After You Are Approved...

You can access the following features within your account by clicking the links found on the left of the screen.

- Grades** - click to view the current grade average in each class. Click the individual letter grade link to view the assignments associated with that grade. You may email the teacher from this screen by clicking the teacher's name.
- Attendance** - click to view your student's attendance info.
- Triggers** - click to set up auto-matic grade and attendance notifications.
- Calendar** - click to view school events.
- My Settings** - click to edit parent account information (name, email, address, password, etc.)

Remember: teachers' primary job is to teach your children. Please be patient when waiting for an email response. You can expect to get occasional emails from teachers containing progress reports. **Always keep your email address current.**

Each parent can set up their own account.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006

COMMAND POLICY
608

IMPC-JA-MWA

21 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supervision of Children and Adolescents

1. REFERENCES:

- a. AR 608-10, Child Development Services, 15 July 1997.
- b. AR 608-18, The Army Family Advocacy Program (FAP), 13 September 2011.
- c. Department of the Army Pamphlet 608-17, Instructions for Implementing Army Community Service (ACS) Accreditation Program, 15 January 2008.
- d. Department of Defense Directive (DoDD) 6400.1, Family Advocacy Program, 23 August 2004.
- e. DoD Instruction 6060.3, School-Age Care Program, 19 December 1996.

2. PURPOSE: This policy implements AR 608-18 and establishes requirements for supervision and safety of children throughout the U.S. Army Garrison Japan (USAG-J) communities. The purpose of this policy is to provide guidelines for the supervision of children and adolescents from birth to 18 years of age to ensure a safe and healthy environment.

a. The Command has a legitimate interest in minimizing dangerous situations for children and adolescents. Children and adolescents who are observed to be unattended within USAG-J need to be referred to the Camp Zama Military Police (263-3002 or 046-407-3002) as the designated Report Point of Contact, accessible to the community on a 24-hour-a-day basis. Parents and legal guardians should assess their children and adolescents' maturity levels and, if necessary, raise the minimum age limits outlined in this policy.

b. Children and adolescents with a history of Attention Deficit Hyperactivity Disorder, developmental delays, behavioral problems, impulsivity, psychiatric problems or other impairments should not be given the degree of self-management and responsibility allowed in this policy.

3. APPLICABILITY: This policy applies to all military and civilian personnel residing and operating within U.S. Army communities in Japan. Although this policy memorandum is not

IMPC-JA-MWA

SUBJECT: Supervision of Children and Adolescents

(2) Children may not be left unattended overnight (between the hours of 2230 and 0530), and they may not babysit for siblings or others. Children may be left unattended in a motor vehicle that is not in operation with the keys removed from the vehicle and the handbrake applied.

d. Guidelines for supervision of adolescents 13 to 15 years of age.

(1) Adolescents may be left unattended in quarters and unsupervised outside, with access to responsible designated caregiver supervision for up to 6 hours (2230 curfew). Adolescents may not be left unattended overnight (2230 through 0530).

(2) Adolescents may babysit for siblings or others for up to 6 hours and not overnight (0000 through 0530). The command strongly recommends completion of the American Red Cross Babysitter Certification training. Adolescents may be left unattended in a motor vehicle that is not in operation.

(3) Adolescents may be left unattended in a motor vehicle that is not in operation.

e. Guidelines for supervision of adolescents 16 to 18 years of age.

(1) Within a single 24-hour period, adolescents may be unattended and in quarters overnight or babysit for siblings or others overnight with access to a parent, legal guardian or responsible designated caregiver. Command strongly recommends completion of the American Red Cross Babysitter Certification training.

(2) If adolescents will be unattended overnight, the parent or legal guardian must notify another responsible adult of their intended overnight absence from the home.

(3) Adolescents may be unattended outside (2230 curfew on nights preceding a school day, otherwise 0000 curfew) and in a motor vehicle in operation if licensed; vehicle not in operation if unlicensed.

f. Guidelines and Definitions.

(1) Responsible designated caregiver: A parent or legal guardian, prearranged babysitter or sibling age 13 years or older; CYSS or Command-sanctioned program personnel.

(2) Access to parent, legal guardian or responsible designated caregiver supervision: Having the ability to contact a verifiable, prearranged, responsible caregiver who can provide age-appropriate care in the absence of the parent or legal guardian. In the event of an emergency, this caregiver is able to contact the parent or legal guardian, and/or emergency services personnel.

Supervision of Children and Adolescents

Category	Birth-6 years of age	7 to 9 years of age	10 to 12 years of age	13 to 15 years of age	16 to 18 years of age
Walk on post without designated caregiver	No	Yes (to a designated site)	Yes	Yes	Yes
Unattended in a non-operational vehicle	No	Yes (in care of 13 yr old or older caregiver only)	Yes	Yes	Yes
Unattended in Quarters with Access to Adult	No	No	Yes (for up to 4 hours and NOT overnight)	Yes (for up to 6 hours and NOT overnight)	Yes (Overnight requires adult in immediate area with Power of Attorney & Military Police are notified by parents)
Unattended outside	No	Yes (for up to 1 hour within sight of assigned family quarters; periodic checks by designated caregiver; 2000 curfew)	Yes (for up to 4 hours with periodic checks by designated caregiver; 2000 curfew)	Yes (for up to 6 hours with periodic checks by designated caregiver; 2230 curfew)	Yes 2230 curfew on nights preceding a school day; other days 0000 curfew)
Babysitting	No	No	No	Yes (American Red Cross Certification strongly recommended)	Yes (American Red Cross Certification strongly recommended)

Guide to Supervise Your Child

**** Children with a history of Attention Deficit Hyperactivity Disorder (ADHD), developmental delays, behavioral problems, impulsivity, psychiatric problems or other impairments should not be given the degree of self-management and/or responsibility allowed in this policy.**



HOME ALONE?

Age (Birth-6 yrs) - NEVER

Age (7-9 yrs) - NEVER

Age (10-12 yrs) - Up to 4 hours with access to adult supervision. **NEVER** overnight (2230 hrs - 0530 hrs)

Age (13-15 yrs) - Up to 6 hours. Requires sponsor in local area and access to designated caregiver supervision

Age (16 - 18 yrs) - May be left overnight. Requires caregiver in immediate area with POA and Military Police notification



BABYSITTING? Red Cross Certification recommended!

Age (Birth-6 yrs) - NEVER

Age (7-9 yrs) - NEVER

Age (10-12 yrs) - NEVER

Age (13-15 yrs) - Up to 6 hours with access to designated caregiver supervision

and/or up to 0000 hrs if babysitting.

Age (16-18 yrs) - Yes. Requires access to a designated caregiver



UNATTENDED IN VEHICLE?

Age (Birth-6 yrs) - NEVER

Age (7-9 yrs) - Caregiver age 13 years or older also in vehicle, vehicle not in operation, keys removed from vehicle, & handbrake applied if caregiver is unlicensed

Age (10-12 yrs) - Vehicle not in operation, keys removed and handbrake applied

Age (13-15 yrs) - Vehicle not in operation

Age (16-18 yrs) - Yes (vehicle in operation if licensed; vehicle not in operation if unlicensed)



UNATTENDED OUTSIDE?

Age (Birth-6 yrs) - NEVER

Age (7-9 yrs) - For up to 1 hour (2000 curfew) with periodic checks by designated caregiver

Age (10-12 yrs) - Up to 4 hours (2000 curfew) with periodic checks by designated caregiver

caregiver

Age (13-15 yrs) - Up to 6 hours (2000 curfew) with periodic checks by designated caregiver

Age (16-18 yrs) - Up to 2230 curfew on nights preceding a school day; other days 0000 curfew

**** Children age 7 to 9 attending a Japanese school must be escorted in and out of the installation gate by a caregiver age 13 years or older. Children 7 to 12 may walk or ride a bicycle to or from a DoDDS, CYS Services facility, a friend's home or other locations within the same immediate installation unattended.**