

Student and Parent Handbook  
**Sasebo Elementary School**

SY 2012-2013



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## SY 2012-2013 Calendar

2012-13- Standard DoDDS School Calendar

Reporting date for Educators and Non-administrative Personnel

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

|                       |   |
|-----------------------|---|
|                       | First Semester (92 Instructional Days)  |
| Monday, August 27     | Begin First Quarter and First Semester  |
| Monday, September 3   | Labor Day - Federal Holiday   |
| 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  |
| Friday, November 23   | Friday - Recess Day   |
| Monday, December 24   | Begin Winter Recess   |
| Tuesday, December 25  | Christmas - Federal Holiday 2012  |
| 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<br>(45 days of classroom instruction)                 |
|                       | Second Semester - (91 Instructional Days)   |
| Monday, January 28    | Begin Third Quarter and Second Semester   |
| Monday, February 18   | Presidents' Day - Federal Holiday   |
| Thursday, April 4     | End of Third Quarter<br>(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  |
| Monday, May 27        | Memorial Day - Federal Holiday  |
| Thursday, June 13     | End of Fourth Quarter and Second Semester<br>(43 Days of classroom instruction)                 |
| Friday, June 14       | No school for students - teacher work day<br>Last day for non-administrative educator personnel |

School Year 2012-2013:

Instructional Days - 183

Teacher Work Days 190

## **Mission and Vision and Goals**

### **DoDEA Mission**

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

### **Guiding Principles**

Productive citizenship is embedded in the Guiding Principles and is an inherent core value of all CSP goals for all DoDEA stakeholders.

Success for All Students

Trust and Respect for Others

Uncompromising Advocacy for Students

Development of Lifelong Learners

Equal Access to Quality, Rigorous Education

New and Motivating Challenges to Inspire Excellence

Teaching with High Expectations

Safe and Stable Learning Environment

## **Sasebo Elementary School Vision Statement**

To promote lifelong learning through high expectations.

Essence: We define high expectations as all students having the knowledge and skills necessary to succeed in the 21<sup>st</sup> century.

## **Sasebo Elementary School Learning Goals**

Goal #1: By June 2014, all students will increase performance in reading comprehension using knowledge and skills developed through instructional interventions as measured by the TN3 Reading and Language Arts subtests and other System-wide and school based assessments..

Goal #2: By June 2014, all students will increase performance in mathematics computational fluency using knowledge and skills developed through instructional interventions as measured by the TN3 Math subtests and other System-wide and school based assessments.

## **Sasebo Elementary School Four Simple Rules for Bullies**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

## DoDEA Chain of Command

Sasebo Elementary School is part of the Department of Defense Dependents' Schools, Pacific Region (DoDEAP).

Marilee Fitzgerald, Acting Director  
Department of Defense Education Activity (DoDEA)  
4040 Fairfax Drive  
Arlington, VA 22203-1634  
Telephone: 703-696-1352

Martha Brown, Senior Civilian DoDEA Pacific  
Department of Defense Dependents Schools, Pacific  
Unit 35007  
FPO AP 96386-0796  
Telephone: (DSN) 645-2340/2241;  
(Commercial) 098-876-0279

Lois Rapp  
Japan District Superintendent  
Department of Defense Dependents Schools, Pacific  
Unit 5072  
APO AP 96328-5072  
Telephone: (DSN) 225-3940/3941;  
(Commercial) 0425-52-2510/1 Opr, Ext 53940/1

Dr. Christopher Racek, Principal  
Sasebo Elementary School  
PSC 476 Box 128  
FPO AP 96322- 0128  
Telephone: (DSN) 252-3600;/3669  
(Commercial) 0956-52-7600 At tone, dial: 252-3600/3669

**E-Mail Address:**

[Sasebo\\_ESPrincipal@pac.dodea.edu](mailto:Sasebo_ESPrincipal@pac.dodea.edu)

**Sasebo Elementary School Internet Website:**

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

**DoDEA Website:**

[www.dodea.edu](http://www.dodea.edu)

## ACCIDENTS/ILLNESS

If an accident or illness occurs at school, the teacher will notify the school nurse. If it is necessary for the student to go home or to be referred to a medical facility, the nurse will contact one of the parents, or the person listed as the emergency contact. In the event of serious illness or injury requiring immediate medical attention, the parents will be notified and an ambulance will be called. **Accurate home and duty telephone numbers of parent/sponsor and emergency contact person is mandatory for the safety of your student!**

For students on prescribed medication, the nurse will administer and keep medication so long as a **Hold Harmless** Letter, signed by the physician, is on file. Students may not medicate themselves at school.

## ACCREDITATION

Sasebo Elementary School is fully accredited by the North Central Association of Colleges and Schools (NCA) under the banner of AdvancED. Annual reports are submitted by the school to NCA and AdvancED and an “on-site” review and inspection by a peer review team is conducted every five years. All teachers are fully accredited for the grades and subjects they teach.

## AFTER-SCHOOL CLUBS/ACTIVITIES POLICY

Any time an elementary grade student will be involved in activities after school, permission forms will be sent home prior to the activity. Parents must sign the form and have the student return it to the sponsoring teacher before the student will be permitted to participate. Students are to report to school at the **exact** time for the activity to begin. Students are allowed in the building **only upon the arrival of the sponsoring teacher.**

## ARRIVAL/DISMISSAL TIMES

For grades Kindergarten - 6, the first bell rings **0755** and class begins promptly at 0800. Students should not arrive at school before **0745** because supervision is not available until that time. Dismissal is at 1445 on regular days and 1110 on half-days.

## ATTENDANCE

DoDEA Regulation 2095.01 August 26, 2011 is DoDEA’s governing regulation on attendance it states that DoDEA policy is that: school attendance is mandatory, and that all absences and tardies will be documented, and that the Student Support Team will review the educational progress for students with 7 absences (or more) or excessive tardiness, as appropriate. All students enrolled in DoDEA schools must attend classes regularly and punctually in order to remain enrolled. DoD 1342.6.M.1 requires the installation commander to encourage all educable, eligible dependents that have not completed high school to attend either DoD dependents schools, a regular program of formal instruction in the local school system, to enroll in a tuition school. The Commander, Fleet Activities Sasebo, Japan has established a base regulation on attendance (CFASINST 1755.1A), applicable to all SOFA status personnel in the Sasebo area. It has specific guidelines and requirements about enrollment in school and regular attendance at school. The DoDEA educational program assumes that all students will attend school and classes regularly and punctually. Adherence to the school attendance policy is the responsibility of parents and students. Parents will be consistently and periodically informed of student absences. Regular attendance is a necessary component of success in school.

## BOOKS AND LIBRARY BOOKS

Textbooks adopted by DoDEA are ordered from the same book companies that are used by many schools in the United States. The books are issued to students free of charge, but the sponsor is held financially responsible for the cost of lost or damaged textbooks and library books. Students transferring during the school year must turn in their books and workbooks to their teachers. All books will be accounted for and turned in at the end of the school

year. Parents should note that willful misuse; damage or destruction of any school property is unacceptable. Students, as well as sponsors, will be held responsible for repair, replacement, payment, or another form of approved corrective action regarding lost or damaged school property. Intentional destruction of government property will involve the security police. **For overdue or Lost Library Books/Textbooks:** Sponsors will receive a letter identifying the item that will include the replacement cost. Sponsors will then be required to write a check/money order payable to the U.S. Treasury. Deliver the check/money order to the school for final processing through the local finance office. Ref: <http://www.dodea.edu/curriculum/docs/ic/ICProgramGuide.pdf> p. 22

## CHANGING OF CLASSES / Placement Committee

**Requests to change classes will only be granted under very unique and extraordinary circumstances. No changes will be made until after the first two weeks of school (10 instructional days). Prior to requesting a change in placement parents must schedule and attend a Parent-Teacher (Counselor/Admin) conference. The next step of this process would be to submit a formal placement change request to the principal, who will refer the matter to the Placement Committee.** The Placement Committee meets regularly throughout the year to review a variety of requests and recommendations about the placement of students. All requests from parents to change classes should be written and explain in detail why the current placement is not meeting the educational and/or social needs of your child. **No teacher name requests can be accepted.** These requests should be turned into the school office for the principal. The Placement Committee will contact parents when a meeting is being held and parents are encouraged to attend. The Placement Committee makes recommendations and the principal makes the final placement decision.

## CLASSROOM VISITATION

Parents are welcome to visit student classes with prior arrangements. Parents wishing to visit a class should call the teacher or send a note stating the date and time they wish to visit. Upon arrival at school, parents must sign 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)

## Cell Phones

It is recognized that that cell phones have become a parent's tool to help to monitor their children's whereabouts. However **while at school student's cell phones will be turned off.** Any interruption of classroom routines will result in the phone being brought to the office for a parent to pick up. This includes students making outgoing calls. Should a student need to contact a parent the school has phones for student use.

## DISMISSAL POLICY - DAILY

The bell to dismiss students rings at 2:45 p.m. for elementary students. Each student must observe the following rules:

1. Elementary students must leave the school grounds as soon as they are dismissed. Students who walk are not allowed in the area where the buses are being loaded nor are they allowed to remain on campus.
2. Parents who pick students up at school are asked to avoid the areas where the buses load. Please arrange with your students to pick them up in the designated area.

**School buses are scheduled to depart 10 minutes after the final bell (usually 3:00 p.m.).**

### DISMISSAL POLICY - EARLY DISMISSAL FROM SCHOOL

Students cannot be released to nonfamily members without written verification from the sponsor. If a parent intends to **pick up** a student before regular dismissal time, a note should be sent to the teacher that morning or the previous day. **Do not call the office unless it is an emergency. We make every effort not to disrupt classes.**



A parent who wishes to take a student out of school during the school day (for a medical appointment for example), should send a note indicating the specific time the child should be released from class. The teacher will be contacted to send the student to the office, or if the note from the parent indicates a specific "pick up" time, the teacher may wish to send the student to the office to wait for the parent. **Please do not go to your student's classroom without checking with the office first.**

## DRESS CODE

**School is our business and students are expected to dress accordingly.**

A committee comprised of students, parents, teachers and administration has designated the following dress code:

- No headgear or hats inside the buildings (Except on designated Spirit days).
- No sunglasses inside buildings (unless medically sanctioned).
- No spaghetti straps or camisole tops (female) or muscle shirts (male).
- No bare midriffs or torso showing.
- No undergarments showing.
- No obscene slogans or gestures on clothing.
- Shorts and skirts will reach the tip of the middle finger when the arm is extended.
- Safety requires no flip-flop shoes, no bedroom slippers and no spiked heels longer than two (2) inches and no "wheelies".

## COMPLAINTS OR PROBLEMS

Parents who have a question, a complaint, or a concern should attempt to resolve it at the most appropriate and immediate level. For typical classroom matters, the following procedures apply, in order, as needed.

1. The parent discusses the matter with the teacher concerned.
2. The parent and teacher meet with the principal
3. Matters un-resolvable at school level are referred to the District Superintendent of Schools, Japan. (See Chain of Command)

These procedures follow the line of authority from teacher to district superintendent and focus on resolution at the most immediate level. Parents are encouraged to seek immediate resolution of problems. Prompt action can frequently prevent complications and more serious problems later on.

## PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for all parents at the end of the first quarter grading period. Report cards of elementary students are given to parents at that time and school performance is discussed. Third quarter conferences for elementary students are intended to be for students where there may be concerns or for parent of new students. Conferences may be initiated by either the parent or the teacher at any time as needed.

Conferences are valuable opportunities for parents and teachers to plan cooperative strategies to help students. Teachers are available for after-school conferences by appointment. Parents desiring a conference should send a note to the student's teacher or leave a message for the teacher to return their call. The teacher will either return the call or send a note home and schedule the conference. Parents who are unable to attend a scheduled conference should notify the teacher, in advance, by note or telephone message so that the conference can be promptly rescheduled. It is important that both the teacher and the parent work closely together in an effort to help the student. Therefore, frequent parent/teacher conferences or other communications are encouraged.

## PARENT-ADMINISTRATOR CONFERENCES

Parents who desire a conference with the principal or counselor should call the school for an appointment to avoid having to wait due to other previously scheduled commitments. If the subject of the conference concerns policies or practices of an individual teacher, a conference should first be held with the teacher involved. Problems that

cannot be resolved at the most immediate level should then be brought to the attention of the school administration.

## VOLUNTEERS

We need parent volunteers in all areas. If you are interested and available, please call our office at 252-3600. Services of volunteers are used in our library, reading programs, classrooms, special education programs, lunchroom, playgrounds and the computer labs.

## DISCIPLINE

Good discipline in an effective school optimizes order and student safety. It is marked by self-control and an understanding of appropriate standards of conduct. As children mature, they become increasingly capable of judging appropriate conduct accurately. Learning time is highly valued at Sasebo Elementary School, therefore, so is order. Discipline maintained at an appropriate level, will result in: growth in student, self-control and problem-solving, high regard for students and staff, pride in the school and community. We expect all students of Sasebo Elementary School to abide by the rules and regulations as established by DoDEA, administration and faculty. School rules apply at all school functions after normal school hours or at other locations.

## DISCIPLINARY ACTIONS

1. **Insubordination, Cheating, and Plagiarism:** Displaying an insubordinate or flagrantly disrespectful attitude or gesture toward any member of the faculty, staff or administration may result in immediate suspension from school. Students caught cheating or plagiarizing will be sent to administration
2. **Fighting at School:** Fighting is not allowed at school, **ever**. It is rare that a fight is started by one student alone. Sometimes students tell us, "**My parents told me if someone calls me a name (hits me first, etc.) it is okay to fight.**" This is not appropriate at school. If a student feels threatened to the point of needing to defend him/herself, the first action should be to report it to a teacher. Otherwise, the student takes the risk of being disciplined at school.
3. **Possession of Dangerous Items:** Possession of dangerous items such as guns, pellet guns, toy guns or replicas of guns, knives, razors, laser pens, box or carpet cutters, slingshots, nunchucks, rocks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or an object concealed, displayed, brandished in a manner that reasonably provokes fear is prohibited. Any items confiscated will be delivered to security. Violators will be immediately suspended and required to attend a disciplinary board hearing that will consider expulsion from school. DoDEA has a "**Zero Tolerance for Weapons**" policy.
4. **Drugs, Alcohol, and Tobacco:** Students found to be in possession of or under the influence of drugs or alcohol will be suspended from school. This includes smoking in buildings or on school grounds. Students may also be referred for examination at the Branch Clinic. Parents/guardians will be called to accompany the student to the Branch Clinic for examination.
5. **Truancy:** Students who are truant are subject to suspension from school.
6. **Leaving Campus without Permission:** Students who leave the school campus without permission are subject suspension from school.
7. **Forgery or Impersonation:** Students who forge a parent or school personnel signature for absence notes and/or other documents will be counseled and disciplined at school.
8. **Defacing or Destroying School Property and/or Student Work:** This is an offense that will result in referral to Security Police, payment of damages incurred, and possible suspension from school. Teachers and students must be able to feel displayed student work is protected and will not be damaged. Theft of any school property or any part of displayed student work will result in disciplinary consequences.
9. **Obscene Acts:** Committing any lewd, indecent or obscene act or engaging in profanity or vulgarity will not be tolerated and may lead to suspension.

## EXPLANATION OF DISCIPLINARY ACTIONS

**Suspension:** Suspension is a disciplinary action for chronic misbehavior or a severe infraction. When suspension is imposed, it will be done following due process procedures and in compliance with DoDEA "Students Rights and Responsibilities" regulations. Parents will be notified when this action is taken because parent cooperation and support increase its effectiveness. DoDEA regulations require a copy of suspension letters be sent to the base commander and the district superintendent. Per DoDEA Admin Instruction 2051.02 dated April 17, 2012, certain violations may require disciplinary actions that may make a student ineligible for school level leadership positions. Each instance will be reviewed on a case-by-case basis.

## OTHER ACTIONS THAT MAY REQUIRE DISCIPLINE

1. **Disruptive Behavior:** Students who repeatedly disrupt the learning environment in a classroom will be referred (sent) to the office. Students who display disruptive behavior in a classroom are subject to detention or suspension, depending upon the nature and severity of the disruption.
2. **Excessive Tardiness:** Students are expected to arrive at school in a timely manner. Lateness is unacceptable. Parents will be kept informed so that they can assist in correcting the problem.
3. **Possession of Prohibited Items:** Possession of items which are considered by the school to be disruptive are prohibited on campus. These may include squirt guns, radios, cassette or CD players, cell phones and game boys. These items will be confiscated by the administration and returned to parents.

## GRADING SCALE

The following grading scale is used where letter grades are assigned. (Grades 4 to 6)  
A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 59% and below

## PROGRESS REPORTS

Teachers may send interim progress reports at any time during a grading period before report cards are sent out. The parents of any student in danger of receiving an "F" on his/her report card will be notified by the teacher before the end of the grading period. Notification will be made in sufficient time for the parents to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in that class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about progress. Do not wait until report cards are issued if you have a concern regarding your student's progress.

## HOME-SCHOOLED STUDENTS

It is the policy of the Department of Defense Education Activity (DoDEA) to neither encourage nor discourage sponsors from home schooling their minor dependents. Upon request, it is DoDEA policy to provide library services, single classes, special education services and participation in extra-curricular and interscholastic activities such as music and sports programs. Please call the school for further information.

## HOMEWORK GENERAL GUIDELINES

Homework assignments are given to reinforce skills taught in the classroom. **Parents can help by providing a specific homework time and place with a minimum of interruptions and distractions.** Parents can also assist students by helping them to **organize** their work using folders, spiral notebooks, memo pads, etc.

When a student has difficulty with an assignment, parents should render assistance. Parents/students should contact the teacher, or counselor, if signs of frustration and failure occur.

Teachers endeavor to modify homework to increase student success. If homework seems too difficult, **please contact the teacher.**

**Teachers will:**

1. Identify the degree to which homework affects the determination of a student's grades.
2. Provide clear, concise directions for completion of homework assignments.
3. Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment and return to students.
4. Inform parents of student performance and completion of homework assignments as appropriate.

## HOMWORK POLICY

Homework will vary with the age and grade of the student and may be assigned at the discretion of the teacher. Please contact the teacher if your student never has homework, or spends excessive time on homework. DoDEA homework policy is based on 10 minutes of work per grade level as a baseline. So students in 3rd grade could be assigned up to 30 minutes of homework per evening. Reading books for pleasure is often assigned as "homework". If you do not know what is being assigned as homework or if your child cannot complete the work without excessive parental involvement, please contact the teacher.

## EARLY WITHDRAWAL/ PCS TRANSFER

Please notify the school two weeks, (but no less than five working days) in advance of a PCS move so that the transfer documents may be prepared. We suggest parents hand-carry student school records needed to enroll at the new school, if returning to the United States. Final school clearance requires students return all books and pay all fees. We send copies of school records. The original records remain at school, in case more copies are needed later.

### Grades K-6

Students who will transfer (PCS) more than 20-school days before the end of the school year will be given a transfer evaluation and a report card, with grades to date, to take to the next school where they will enroll for the remainder of the year. They will not be promoted for the year by DoDEA at that time. Students who are leaving (PCS) fewer than 20-school days before the end of the school year may be promoted to the next grade depending on academic progress. Please contact the school well in advance before transferring so records can be prepared in a timely manner. Late requests may result in records being mailed after your departure.

## EMERGENCY CONTACT

The school must be provided with the name and telephone number of a person who can be called in an emergency in case a parent cannot be reached. The telephone number provided cannot be the sponsor's home telephone number. If the sponsor's duty telephone number is listed as the emergency number, the name of a person other than the sponsor, must be supplied to the school as the designated emergency contact person.

It is recommended that a "**Power of Attorney**" be on file at the Branch Clinic in case a child needs urgent medical attention and a parent is not available. Parents can get more information on filing a "Power of Attorney" by contacting the Branch Clinic. If the sponsor or emergency contact is not available, Security Police will be contacted. The school may also contact the Branch Clinic and the sponsor's commanding officer as needed to cope with the emergency.

**KEEP YOUR STUDENT'S EMERGENCY DATA AT SCHOOL CURRENT.** Please notify the school immediately if there is a change in home or duty phone numbers and/or addresses for your family and those of the alternate emergency contact. In case of illness, accident, or other pertinent reasons, it is critical that the school is able to locate and contact parents quickly.

## EMERGENCY EVACUATION PROCEDURES

In the event of a fire or other emergency evacuation procedure, a loud, continuously ringing alarm will be sounded. Students will follow the evacuation plan posted in the room and leave that room in an orderly manner.

Sasebo Elementary School and DoDEA give high priority to student safety. Students are taught about emergency procedures and practice them routinely.

**STUDENTS ARE NOT TO RETURN TO THEIR ROOMS DURING OR AFTER EMERGENCY EVACUATION PROCEDURES UNTIL GIVEN PERMISSION BY AN APPROPRIATE AUTHORITY.**

## **FIRE DRILLS**

Fire drills are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building, by the prescribed route, as quickly as possible. Teachers in each classroom give the students instructions. Fire drills occur weekly during the first four weeks of school and monthly thereafter.

## **VISITORS**

**All** visitors to Sasebo Elementary School must check in at the Main Office, sign the Visitor's Log Book, and be issued a visitor's pass (badge). **(DoDEA Reg.4700.2, 47.2.6 Visitor Control)**

When a student wishes to have another student guest, a letter of request should be submitted to the Principal's Office for approval three (3) days in advance of the visit. If approved, the student's teachers must be notified in writing and agree to the visit. The guest must check in at the Main Office, sign the Visitors' Log Book, and a badge will be issued. At the end of the visit, the visiting student must check out and return the visitor's pass (badge) to the Main Office. )

## **GUESTS**

**"Visitors"** to Sasebo Elementary School includes anyone who does not work at school or attend as a student.

As part of DoDEA Worldwide School Security System, **all visitors to the school must sign in at the school office.** (DoDEA Reg.4700.2, 47.2.6 Visitor Control) Visitors will be given a badge to identify themselves. Upon completion of their visit, visitors will return the badge to the school office and sign out of the building. Visitors are welcome, but this procedure must be strictly observed for the safety of the students.

## **GUM**

Chewing gum at school is not permitted. Please do not bring chewing gum to school.

## **HEALTH SERVICES**

Sasebo Elementary School employs a registered nurse whose responsibilities include: arranging for care of injuries, monitoring general health status of students, identifying health needs and conferring with students, parents and teachers concerning specific health problems, providing a screening program including vision and hearing screening, implementing health programs and health education and counseling. In essence, the school nurse is an excellent information and counseling resource to the school and community. The school nurse is not a substitute for seeing a physician for illness. If a student is ill prior to school, staying home is preferred. Students who are too ill to function in the classroom will be sent to the health office. Parents may be called to take the student home. In the event of serious illness or injury requiring immediate medical attention, the parent will be notified and then the ambulance will be called. Students are not permitted to carry any type of medication to school. Parents should bring all medicine to the school nurse to be dispensed. A permission form, a **"Hold Harmless"** letter, with a physician's written instructions and signature, along with the parent signature, is required before any medication is administered. All medication must be in a pharmacy bottle labeled "for school use" that will remain at school. Students must receive all medication in the health office. No medication is taken to the classroom. If your child has a chronic health problem or disability, please discuss the problem with the nurse and classroom teachers in order that the most beneficial learning environment can be accommodated. If a child is out of school for more than three

(3) days, please call the school office and give the reason for the absence. **Sick students should not be sent to school. When in doubt, keep them home.** Students who are recuperating from an illness should be kept at home. Students with communicable conditions should be kept at home. If a communicable disease (measles, mumps, chicken pox, head lice or impetigo) is contacted, please report it to the nurse. Please have your student checked by the Branch Clinic before re-entering school.

## IMMUNIZATIONS

**DoDEA policy requires students to obtain all required immunizations within 30 days of enrolling for school.**

## LIBRARY AND INFORMATION CENTER (IC)

Sasebo School maintains complete Information Center (IC) with a collection relative to the student population. With the exception of periodicals (magazines and newspapers), reference and reserve materials, items circulate for a two week period. It is the responsibility of the student to return materials when due. Failure to do so can result in suspension of privileges, payment for lost books and in severe cases, letters to the sponsor's command requesting payment. The information specialist provides formal library/information skills instruction for all students in grades 1 through 6. The IC is open daily (M-F) from 7:45 AM until 3:05 PM. Arrangements for use of center beyond normal operating hours can be accommodated with advance notice.

## LOST/DAMAGED PROPERTY PAYMENTS

Parents are required to reimburse the U.S. Government for lost or damaged property. Parents should note that willful misuse; damage or destruction of any school property is unacceptable. Students, as well as sponsors, will be held responsible for repair, replacement, payment, or another form of approved corrective action regarding lost or damaged school property. Intentional destruction of government property will involve the security police. **For overdue or Lost Library Books/Textbooks:** Sponsors will receive a letter identifying the item that will include the replacement cost. Sponsors will then be required to write a check/money order payable to the U.S. Treasury. Deliver the check/money order to the school for final processing through the local finance office.

## LOST AND FOUND ITEMS

Lost and found items are kept in the elementary gymnasium. Money and valuable items that are found should be turned in to the office. Coats, jackets, hats, sweaters, lunch boxes, school supplies, or any other material brought to school should be clearly marked with name and room number. Items not claimed are sent to charities 3 or 4 times during the year.

## LUNCH PROGRAM

The Navy Exchange provides a hot lunch program in the school cafeteria. The Fastlane computerized cafeteria system requires that parents register their student in order to create an account and to receive a PIN. Applications are available in the Office and are processed at the Navy Exchange Customer Service Center.

## POLICY FOR STUDENTS WHO DO NOT HAVE LUNCH MONEY

Students who are without lunch money are given a crackers snack pack to hold them over until they get home.

## SCHOOL LUNCH POLICY

Students in grades 1-6, who eat lunch at school, must remain under the supervision of assigned school personnel in the cafeteria and on the playground, until they are released to their teachers to return to class.

Students in **grades 1-6** may leave the school grounds to eat at home if they reside in main base housing and a parent is at home. Students may not return to school earlier than 5 minutes before time to return to class. Forms must be picked up from the School Office.

## LUNCH ROOM RULES

Students are expected to follow the direction of the paraprofessionals in the lunchroom. They are required to use table manners that would be acceptable if eating at home. Students will remain at their tables until they have finished their lunch and the paraprofessional dismisses them. Students are expected to eat quietly and leave tables clean.

- **WALK** to and from the lunchroom with their class; have money or lunch PIN readily available.
- Be courteous and observe good manners.
- Move along quickly in the lunch line.
- **Lunch begins with 10 minutes of Critical Concentration or “CC” , where students will concentrate on eating lunch. (this is a “silent” time of concentration on eating)**
- Help keep the lunchroom clean and orderly; clean up any food or drink that is spilled, place papers, trash and milk containers in the wastebaskets.
- Talk **quietly**; the number of students eating at one time requires voices be kept as quiet as possible.
- Leave the lunchroom promptly when dismissed.
- **ALL FOOD MUST BE EATEN IN THE CAFETERIA.**

## PETS AND TOYS AT SCHOOL

Pets and toys should not be brought to school. This includes trading cards, balls, hats, gloves, game boys, CD players, etc.

## SCHOOL ADVISORY COMMITTEE

The School Advisory Committee (SAC) is composed of parent, teacher, students and community representatives. The purpose of the committee is to advise the principal on pertinent matters for improvement of the school. Local responsibilities include advising the principal on all matters affecting the operation of the school, such as school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs and other educationally related matters. This committee is advisory in nature and not a policy making board. Elections are conducted in the spring of each school year. The SAC is made up of an equal number of parents and faculty members. Meetings are usually held after school on the third Tuesday of each month in the Office. The agenda for each meeting and exact times and dates of the meetings will be publicized via the Sasebo Soundings, AFN and the Parent/Community Newsletter. Parents are encouraged to attend SAC meetings and to submit items for discussion. Parents who cannot attend but wish to submit an item for consideration may contact any SAC committee member.

## PTO

The purpose of the Parent-Teacher Organization (PTO) is to promote friendly relations and mutual understanding between parents and teachers; to cooperate with school authorities in order to advance educational, artistic and athletic interests, social development and well-being of the students; to act as a forum for parents' views and attitudes toward topics of mutual interest to parents and the school; and to provide reciprocal opportunities for school administration to disseminate information to the parents regarding school policies and curriculum.

Membership in the PTO is open to parents, faculty, staff and interested community members. The PTO has regular meetings and a number of other social and educational programs throughout the year.

## **SCHOOL BUS/TRANSPORTATION**

Bus passes are issued and managed by the DoDEA Student Transportation Office (STO), 252-3078. Bus passes are required to board the school buses and should be carried by students at all times. Buses are available to temporary quarter's residents. **Before moving into a house in town, please consult STO for the nearest bus stop locations.** Any time a parent does not want their elementary school child to ride the bus home; the parent must send a **note** to inform the teacher. Young children often become confused about what they are to do, or which day they are to stay on base instead of riding the bus home. **If a student does not have written permission from parents to remain after school, the student will be instructed to ride the bus home as usual.**

### **Please Plan Ahead.**

Friends of students who live off base cannot ride the school buses without approval from the DoDEA Student Transportation Office. When parents of Sasebo School students move to Hario Village the children **must** transfer to Darby School. Bus routes are established based upon general housing patterns. Bus stops are designated to provide convenient locations for the majority of the children in a given geographical area. It is the responsibility of the sponsor to have students at the bus stop at the scheduled time. Drivers are not authorized to wait at the bus stop for children arriving late. When selecting off-base quarters, parents should be aware of bus routes so a house can be selected near the bus route. **BUS ROUTES CANNOT BE EXTENDED OR MODIFIED.**

## **PARENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR STUDENTS ON BUSES AND AT BUS STOPS.**

**The following bus rules must be observed:**

- When entering the bus, riders should fill the seats from the rear forward.
- Windows shall remain closed unless the driver gives permission to open them.
- Noise should be kept to a minimum so the driver can concentrate on traffic conditions.
- All passengers shall be seated while the bus is in motion.
- Passengers shall remain seated until the bus stops at the appropriate bus stop or destination.
- At no time will passengers extend any object or any part of their body from a bus window.
- Passengers will not use foul language, throw trash or paper from bus windows, or leave trash or paper when vacating.
- Vandalism will not be tolerated. Preserve the bus interior.
- The bus driver is in charge of the bus and all passengers onboard. Students must cooperate with the driver and follow his instructions for the safety of everyone riding the bus.

**BUS TRANSPORTATION IS A PRIVILEGE NOT A RIGHT! CONSEQUENTLY, MISBEHAVIOR MAY RESULT IN SUSPENSION OF BUS TRANSPORTATION PRIVILEGES AND SUSPENSION FROM SCHOOL. Parents may be assessed for any damages to the school bus caused by their student.**

## **CLOSING OF SCHOOL IN EMERGENCIES**

On some occasions, it is necessary to close or cancel school. The following procedures will be observed whenever it is necessary to cancel or close school due to inclement weather or other emergencies.

### **1. Prior to the opening of school**

- The principal will coordinate with COMFLEACT, Sasebo Base Commander to cancel school for students.
- Announcements will be made on AFN. Parents should listen to AFN or call the base CDO at 252-3311, before calling the school office.



- School may be cancelled or have a 2 or 3-hour delayed opening if weather conditions permit. AFN will always have the latest information. Any decision will apply to all students, whether living on or off-base.

## 2. While school is in session

- The principal will coordinate the closing of school with the COMFLEACT, Sasebo Base Commander.
- The COMFLEACT, Sasebo Base Commander will coordinate announcing school closure time with AFN and will inform local commands. Working parents will be notified, through the local commands, of school closure so they may return home to receive students.

### A. PROCEDURES FOR CLOSING SCHOOL WHILE IN SESSION

#### 1. Procedures for Bus Riders

- The principal will call the Transportation Office and request buses. Bus students will be sent home. Bus departure time will be announced on AFN.
- Students in grades 6 - 12 will be released at their bus stop.
- Students in grades K - 5 will not be released until verification is made of a parent, an older brother or sister, or the emergency contact person available to supervise them.
- If no one is at home, the child will be returned to school and placed under supervision until a parent can be contacted.
- The school bus will not make a second trip. If a student must be returned to school, the parents will be required to pick the student up at school as soon as possible.
- When all school personnel are dismissed to return to their homes, the students remaining at school will be taken to COMFLEACT Security Police, where their parents can pick them up.

#### 2. Procedures for Walkers

- Students who walk to school will be dismissed within 30 minutes of the time that school closure is announced. The principal will inform teachers when students may be released.
- Students in grades 6-12 will be released automatically at the dismissal time.
- Students in grades K-5 will be sent home after verifying that a parent, or an older brother or sister or emergency contact will assume responsibility.
- If no one is at home, the students will be kept at school under supervision until a parent can be contacted.
- When all school personnel are dismissed to return to their homes, the students remaining at school will be taken to COMFLEACT Security Police, where their parents can pick them up.

#### 3. Delayed Closing of School

- If conditions exist that make it unsafe for students to travel home by bus or on foot (severe weather, civil disturbances, etc.) students will be kept at school under faculty supervision.
- Parents should listen to AFN before calling the school office.
- When travel by bus and on foot has been deemed safe, the school will be closed and students sent home following the procedures listed above.

## PUPIL PERSONNEL SERVICES

Specialists' programs are designed to include exceptional students who have special needs, including gifted and talented, those with unique learning styles or those who are acquiring English as a second language.

**Counselor:** The guidance counselors work with students, parents and teachers to promote understanding of school programs; assist in the identification of the needs of students; interpret testing information to parents and teachers and develop career awareness skills and study skills.

**School Psychologist:** Services of the school psychologist are available for assessment to assist the school in evaluating individual student needs, suggesting remediation avenues or making referrals to appropriate agencies.

**Gifted Education (GE):** Gifted Program provides for the needs of students who qualify for the program as recommended by teachers, parents, other professionals, or student self-referral.

**English as a Second Language (ESL):** The ESL program serves students who are learning English as a second language or who have been raised in families in which one or both parents are non-native speakers of English. Students must meet the DoDEA guidelines in order to qualify for this program. Bilingualism is encouraged, so ESL is also used to support use of academic English.

**Teacher, Communication Impaired:** This specialist provides screening, diagnostic, and therapy services on an individual or group basis for any child having a speech, language or hearing impairment.

**School Nurse/Health Aide:** The school nurse works with educational and medical agencies in a capacity to help plan, organize, implement and evaluate school health services and health curriculum. First aid is provided to ill and injured students and school personnel.

**Teacher, Learning Impaired:** Teacher, Learning Impaired provides services for those students identified as having special education needs as defined by the Individuals with Disabilities Act (IDEA) and DoDEA Regulation 1342.12. Most students identified are provided with curricular and environmental modifications in the regular classroom.

**Literacy Support Specialist:** This specialist provides additional assistance to students in the area of literacy.

## RECORDS

DoD Directive 5400.11 states, "It is the policy of the Department of Defense to safeguard personal information contained in any system of records maintained by DoD Components and to make that information available to the individual to whom it pertains to the maximum extent practicable." The Family Educational Rights and Privacy Act was signed into law on August 21, 1975. School records open for parental inspection are defined as "any and all official records, files and data related directly to a student." The following items of information will be maintained in student records:

1. Permanent Records Folder (DSP Form 104)
2. Sponsor/Pupil Registration Card Student Eligibility
3. (DS Form 600)
4. Duplicate Report Card.
5. School Health Record (DoDEA Form 120.1)
6. Results of standardized testing.
7. Testing data and documents relating to special classes and programs
8. All records received from previous schools attended by the student.

The official responsible for student records is the school principal. Only authorized school personnel with a "need to know" (to be determined by the principal) will be permitted access to this information.

Records maintained on our students are commonly referred to as the Cumulative Folder or 901 file. Student files are kept in locked file cabinets in the registrar's office. The records contain the enrollment card, the sponsor's current orders, previous report cards and transfer forms. The school health record is considered part of the student's file and it is kept in the health office. Some student files contain results of individual assessments or reports of student progress in special classes such as RIS, ESL, speech, or special education. This portion of the student file is kept in a separate drawer. When a student leaves, all components of the student file are combined into one package for transfer to the new school. Records are carefully maintained under the provisions of DoD Directive 5400.11. Parents who wish to review any or all of the components included in their student's file should inform administration. An appointment for the parent/legal guardian will be made and arrangements made to have a teacher, counselor or administrator present to answer questions.

## REGISTRATION

DoDEA Instruction 1342.10 governs eligibility for enrollment in the DoD Overseas Dependents Schools. All "command-sponsored," school-age dependents of military and civilian personnel assigned to this area are eligible for "space required" enrollment on a tuition free basis. All students must be re-registered each year. This re-registration generally takes place in the spring, in April.

Other persons interested in enrollment should contact the principal for determination of eligibility and category of enrollment.

## **All Students Must Be Registered Every School Year.**

### **New Students - Forms To Be Completed:**

- DS 100
- School Health Record (DoDEA Form 120) -- Include any special health concerns necessary for your child's safety and well being.
- Bus Transportation Notification Letter

### **Documentation Required For New Students:**

- Copy of sponsor's orders.
- Area clearance message or dependent entry approval message listing school-aged dependents by name.
- Student's immunization record.
- Proof of age (birth certificate or passport) for kindergarten or first grade student.

### **Returning Students: Forms To Be Completed:**

- Sponsor/Pupil Registration (DS Form 600) (Update all data).
- Update For School Health Record (DoDEA Form 120.1).
- DoDEA Student Computer and Internet Access Agreement.
- DoDEA Publicity Permission Form.

### **Documentation Required For Returning Students**

- **Copy of sponsor's orders.** This is only necessary if the sponsor has received an extension of the original orders, or if the sponsor has been assigned to a different command within COMFLEACT, Sasebo.

## **REPORT CARDS**

Our policy is to grade each student with respect to individual academic growth and potential. Report cards, therefore, are designed to show positive areas of improvement and indicate where improvement is needed. The report card is not designed to compare the student with classmates. Report cards are issued four times a year. The first report card is issued directly to parents during the parent/teacher conferences at the end of the first quarter grading period. The second and third quarter report cards are issued to students in an envelope to be delivered to the parents. Parents may keep the report card, but are requested to sign the envelope and have the student return it to the teacher the next day. This is to ensure that all report cards reach home properly. The final report card is mailed to parents.

## **RETENTION**

Research in education overwhelmingly indicates student retention seldom provides any long-term positive results. It is not recommended. If a student is having difficulty in academic or social adjustment areas, the classroom teacher will have regular conferences with the parents during the year to develop strategies to address the problem. If a disability is suspected, the teacher will consult the special education and resource teachers to determine what pre-referral or referral procedure is in order. Pre-referral activities must be outlined and documented before a special education referral is made. If the student is determined not to qualify for special education, the teacher can then contact parents advising them retention is being considered. A retention committee, normally including the classroom teacher, a specialist, the school counselor, the parents, the student (if appropriate) and a school administrator, will meet to consider alternative strategies. After considering input from many sources including testing data, the committee will make a recommendation to the principal for a final decision. If a child is retained in the same grade for another year, a plan for the next school year must be submitted, in writing, to ensure that the child does not repeat the same curriculum in the same manner.

## **SAFETY**

Students are encouraged to "Think Safety" while on the school grounds. Any safety hazards noted in class or outside the building should be reported to the teacher or to the office. We are careful to provide a safe

environment and to instruct students in safe behavior. These are some of the actions taken to eliminate hazards and injuries:

1. COMFLEACT Sasebo conducts a Fire, Safety, Bio-environmental and Security inspection twice each school year.
2. Fire safety instruction is provided to students with regularly scheduled drills. Drills are also conducted on emergency evacuation and lockdown procedures.
3. Instruction in school, playground and classroom rules is provided to eliminate fighting, running and misbehavior that could lead to injuries.
4. Students are cautioned about construction areas.
5. Instruction is provided in personal health, hygiene and safety.
6. Instruction is provided in earthquake, typhoon and other emergency procedures and awareness.

## **SPECIAL EDUCATION**

### **1. Eligibility for a Special Education Program**

DoDEA educates students with disabilities from ages 3-21 in their least restrictive environment. Eligibility for special services can be determined for students with hearing impairments, speech impairments, visual impairments, language impairments, emotional impairments, health impairments and learning impairments.

### **2. CHILD FIND**

DoDEA Schools must identify and provide services to any students in the community, aged 3-21, who may require educational or other (physical, intellectual, or emotional) intervention. Sasebo School has a program to screen students for vision, hearing, language, speech or other special needs. For more information, please call 252-3072 or 252-3600.

### **3. Evaluation**

The Individuals with Disabilities Education Act (IDEA) is the law that guides assessment and documentation necessary to determine special education eligibility. Evaluation requires written parental permission.

### **4. Case Study Committee**

The Case Study Committee (CSC) consists of parents, administrator, a regular education and special teacher, the student as appropriate. The team may also include psychologist, guidance, social workers, reading improvement specialist, occupational, physical or speech therapist, or school health personnel. The purpose of the CSC is to determine how best to ensure student success.

### **5. Individualized Education Program (IEP)**

IDEA requires an IEP be developed by the CSC. The IEP includes: (1) long range goals; (2) short term objectives; (3) present level of performance; (4) criteria for success; (5) environmental and curricular modifications; (6) related service; and (7) time in program.

### **6. Procedural Safeguards**

IDEA and DoD Instruction 1342-12 ensures parent and student special rights regarding a free, appropriate education. Procedural safeguards assure parents are an integral part of the team that plans any special education program. No decisions can be made about diagnostic testing, placement, or program changes without parent involvement. All special education records are kept confidential.

### **7. Mediation and Hearings**

When disagreements arise between the school and parents about a special education program a provision is made for holding informal mediation meetings or due process hearings to settle matters in a prompt, fair and impartial way. Either parents or DoDEA may initiate mediation proceedings when disagreements arise relating to identification, evaluation, or educational placement, or the free appropriate education of a student. Mediation begins with an informal discussion between parents and appropriate school officials on areas of contention.

## **STUDENT PLACEMENT POLICY**

1. If a student enrolls in school between the hours of 8:00 a.m. - 12:00 p.m., the office staff will notify the teacher. In most cases, the child may begin the following day. If a student enrolls after 12:00 PM, he/she must wait an additional day.
2. Teachers must be notified the day before a student enters class so that a desk, textbooks and other materials are prepared. Parents should bring all previous school records, report cards, school health records, etc. that are available at the time of initial enrollment to assist in proper planning and placement.

## **STUDY TRIPS**

Occasionally, during the year, students are taken on a field trip as a class project. Students are encouraged to participate if at all possible. Parents are frequently requested to accompany the class on these trips in order to help supervise. Parents of students who may need special supervision will be asked to accompany their student on field trips. Such trips are sponsored and the school pays for transportation. Transportation is authorized **only** for DoDEA students, teachers and chaperones. Costs to students are generally limited to entrance fees, food, personal requirements, etc. Parental permission is required for each student to participate in study trips. All study trips including walking trips to the base require parental permission. Please return these forms promptly. Without a signed permission slip, the children may not attend and will be assigned to another classroom for the day.

## **STAFF and PROFESSIONAL DEVELOPMENT**

During the year, there is time set aside for teacher in-service training. The topics for these meetings are determined by staff and DoDEA HQ based on system-wide initiatives and school-based needs. Parents are always welcome to attend these meetings. Some of these training sessions require students be dismissed early. Usually school is dismissed at 11:10 am. You will be notified, in advance, when these trainings are planned.

## **TUITION PAYMENTS**

Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDEA to bill the agency, or firm, for tuition. Organizations will be billed in advance of each semester. The billing document, DD 1131, will be attached to a cover letter stating that the billing is in accordance with their letter of request. The school will provide each tuition-paying sponsor (organizational or self-pay) with a letter, at the time of registration, explaining DoDEA tuition payment policy for first and second semesters. For sponsors paying tuition directly at the school (self-pay), a Cash Collection Voucher, DD 1131, will be prepared by the school to process the payment. Tuition payments can only be accepted in the form of a money order or check. Payments must be made in US dollars. Both checks and money orders will be made payable to "Treasurer of the United States." The check or money order will be attached to the Cash Collection Voucher, along with all other supporting documentation, and forwarded by the school to the DoDEA-Pacific Service Center, Fiscal Division. Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.

## **EQUAL ACCESS FOR STUDENT-SPONSORED NONCURRICULUM RELATED GROUPS**

Student led groups that meet the criteria set forth in AI 2051.02 may be approved. Requests must be received in writing from the students who desire access. Meetings will not be approved during the instructional duty day, or weekends.

## **NOTICE OF AUTHORITY TO CONDUCT RANDOM AND PERIODIC SEARCHES**

Principals may conduct a general search of school property (desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis. This notification serves as adequate prior notice of this general search policy. These searches may be conducted in cooperation with military police to include the use of military working dogs trained to detect contraband. Additionally, when reasonable suspicion exists a targeted search of a student (person and personal belongings) may be conducted. Specific details are contained in AI 2051.02 ENCLOSURE 3.

## **SURVEILLANCE**

Schools may use video surveillance in public locations of school property to monitor school grounds and on school-provided transportation.

At this time Sasebo Elementary School DOES NOT HAVE any video surveillance equipment on the school grounds.

All DoDEA School busses have video surveillance equipment installed.

## **TYPHOON WARNING PROCEDURES**

The current policy on school attendance during typhoon conditions is presented below. If condition one is called while school is in progress, children will be released approximately one and one-half hours after notification. These typhoon conditions may change at any time. AFN radio and television are the official sources for information regarding typhoon conditions. School and bus schedules will be announced over AFN.

| <b>Condition</b> | <b>Attendance</b>   |
|------------------|---|
| 2, 3 or 4        | Students will attend school as usual  |
| 1                | Students will not report to school  |
| All Clear        | If all clear is announced between 0600~ 0759, report to school w/ a 2-hour delay. |

## A Brief History of Sasebo Schools

A brand new one-story wooden structure housing six classrooms, one auditorium, an office, a girl and boy's restrooms was located in the center of the still devastated Sasebo City. It was October 1948, and the building was officially named Sasebo (American) Dependents School, APO 27. At the time, the U.S. Army ran most American schools in Japan and even Sasebo, with its naval base facilities, was no exception. Behind the main building was a Quonset Hut accommodating the seventh and eighth grades in the first half of the building and ninth through twelfth in the second half. The total enrollment for grades one through twelve started out with forty-eight students. Most were Army children. In September 1945, the U.S. Marines landed on Sasebo and laid the foundation for the present U.S. Fleet Activities, Sasebo. The U.S. Army came and slowly the base and the American community were established in the heart of Sasebo City. The residential areas were named Dragon Gulch, Dragon Vale, and Dragon Heights. The school was named "Dragon School." A sign with the picture of the Dragon and the name "Dragon School" was built by the Army Engineer Corps and placed on the front of the building. Out of over forty such schools in Japan, Kyushu alone had dependent's schools in Kumamoto, Beppu, Ashiya, Kokura, Hakata, and Itazuke. As the years went by, the enrollment increased. School Year 1953-1954 opened with an enrollment of 150 students, grades 1-12. The Dragon School's enrollment kept growing and approximately fifty students in grades 7-12 moved to the third floor of the Command Post Building (now the location of Sogo Hospital). The U.S. Army left, and the Navy took control of most of the facilities. School administration came under the Chief of Naval Personnel in October 1955. In 1956, schools located on the U.S. Naval Bases and Air Stations were given names of U.S. heroes of the past. The Sasebo Dependents School was named after the famed World War II Hero, Fleet Admiral Ernest J. King. Thus, the official name of Ernest J. King School, Navy 3912, FPO San Francisco, California became effective School Year 1956/57. In February 1958, the entire elementary grades 1-6 abandoned the ten-year-old "Dragon School" and moved into the second floor of the "Command Post Building" (The children called it "Children's Prison instead of Command Post). Later, the building was renamed "Community Building," which was more appropriate since the tenants included Bank of America, The Base Library, Shore Patrol, Stars and Stripes Office, Civilian Personnel, a Beauty Shop, Pass Office, and the Telephone Exchange. The Sasebo District Court and the Prosecutor's Office now stand at the Old Dragon School Site. In 1966, the Department of Defense took over the dependent schools worldwide, and the Headquarters was located at Yokota Air Base. The Vietnam War increased the home ported ships for Sasebo. The population of the American Community was at its peak. Over 870 students, kindergarten through twelfth grade in the "Community Building" were housed in forty-five classrooms and a faculty of over fifty, comprising the entire three - story building. After the Vietnam War was over, the school population dropped considerably. In February 1979, the school moved to the present site. The Hario Housing Complex was completed in 1988 complete with a school for kindergarten through sixth grade. The school was named for Rear Admiral Jack N. Darby. In 2003 the King Unit School was split into an elementary school and a middle/high school. The elementary school took the name Sasebo Elementary School and adopted the dragon as the school mascot in honor of the first Dragon school.

(As reported by Mr. Adolph Portaria, former teacher at Jack N. Darby School August, 1998)

## Schools Japanese Address

**Sasebo U. S. Naval Base**  
**Mubanchi, Hirase-cho**  
**Sasebo-shi, Nagasaki-ken 857-0056**  
**Japan**

〒 857-0056

長崎県佐世保市平瀬町無番地

米海軍佐世保基地内

Sasebo Elementary School

## SUPPLY LIST

| Items                           | Kindergarten    | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup>    | 4th                        | 5 <sup>th</sup>               | 6th                           |
|---------------------------------|-----------------|-----------------|-----------------|--------------------|----------------------------|-------------------------------|-------------------------------|
| Book bag/Backpack               | X See note      | X               | X               | X                  | X                          | X                             | X                             |
| #2 Pencils (#of packs required) | 1               | 2               | 2               | 2                  | 2                          | 2                             | 2                             |
| Colored Pencils                 |                 |                 |                 | 1 box              | 1 box                      | 1 box                         | 1 box                         |
| Crayons                         | 2 packs (16-24) | 1 pack (16-24)  | 1 pack (16-24)  | 1 pack (16-24)     | 1 pack (16-24)             | 1 pack (16-24)                |                               |
| Erasers                         |                 | 2               | 2               | 2                  | 2                          | 2                             | 2                             |
| Markers                         | 1 box of 8      | 1 box of 8      | 1 box of 8      | 1 box of 8         | 1 box of 8                 |                               | 1 box of 8                    |
| Ink Pens                        |                 |                 |                 | 2 Red              | 2 each of red, blue, black | 2 each of red, blue, black    |                               |
| Highlighters                    |                 |                 |                 |                    | 2                          | 2                             | 2                             |
| Pencil/Supply Case              |                 |                 |                 | 1                  | 1                          | 1                             |                               |
| Glue Sticks                     | 6               | 2               | 2               | 2                  | 2                          | 2                             | 2                             |
| White Liquid School Glue        | 1               |                 |                 |                    |                            |                               |                               |
| Child Friendly Scissors         | 1 Pair          | 1 Pair          | 1 Pair          | 1 Pair             | 1 Pair                     | 1 Pair                        | 1 Pair                        |
| Three ring Binders              |                 |                 |                 |                    | One (1) 1" binder          | One (1) 1" binder             | One (1) 1" binder             |
| Section Dividers                |                 |                 |                 |                    | 1 pkg.                     | 1 pkg.                        | 1 pkg.                        |
| Loose Leaf Paper                |                 |                 |                 | 2 pkgs. Wide Ruled | 2 pkgs. Wide Ruled         | 2 pkgs. Wide or College ruled | 2 pkgs. Wide or College ruled |
| Folders w/Pockets               |                 | 2               | 2               | 2                  |                            |                               |                               |
| Composition Books               | 1               | 1               | 2               | 4                  | 5                          | 5                             | 5                             |

### KINDERGARTEN

All students must have a **book bag or back pack (no wheels)** marked with their name and that is large enough to carry the class folder pouch (your child will receive their folder pouch at their home visit before school starts).

**Rest Supplies** – your child will need something to rest on, something to cover up with, and something to use as a pillow. Space is limited – all rest supplies must fit in your child's cubby...use a shopping bag to help you know what size – all of your child's rest supplies should be able to fit in *one* of the commissary's plastic grocery bags.

All other supplies are community property, please do not mark them with your child's name.



## **STUDENT RIGHTS AND RESPONSIBILITIES**

DoDEA Administrative Instruction (AI) number 2051.02 dated April 17, 2012 outlines and updates policies and responsibilities for students' rights for all students enrolled in DoDEA schools. Many of these rights and responsibilities are addressed in this handbook. Some specific items must be addressed and understood.

1. School's student dress code - page 9
2. Academic and behavioral (disciplinary) requirements that students must meet to participate in school-sponsored extracurricular activities, or hold student leadership positions - pages 10-11
3. General standards of access to school facilities - equal access - page 21
4. Notification of authority to conduct random and periodic searches - page 22
5. Notice of presence of surveillance equipment - page 22