

**Joan K. Mendel Elementary School  
Yokota Air Base, Japan**



**Parent - Student Handbook  
School Calendar  
August 2012 – July 2013**

## HISTORY OF JOAN K. MENDEL ELEMENTARY SCHOOL



**Joan K. Mendel**  
1931-2006

Joan K Mendel was an exceptional presence in the Yokota educational community for 34 years. When she wasn't teaching she could be found rescuing stray animals and surrounding herself with the loving faces of the children of Aiji-no-le Orphanage.

Ms. Mendel came to Japan more than 40 years ago. In 1973 when Yokota East Elementary school opened, Ms. Mendel was one of the first teachers on staff at the school.

Although she never had children of her own, she served as a parent, mentor, and friend to hundreds of children here in Japan. Ms. Mendel volunteered her time at the Aiji-no-le Orphanage in Tokyo. She handled collections of clothing, food, and supplies. Ms. Mendel also started a sponsorship program between Yokota East Elementary and the orphanage which continues today.

She was a compassionate person, an exceptional teacher, and a wonderful friend. Ms. Mendel made such an impact on her fellow colleagues and community that it only seemed right to dedicate the school in her name and honor her legacy. When you visit Mendel elementary school, take a look around and you are sure to see Ms. Mendel and the dreams she left behind becoming a reality.

## SCHOOL MOTTO

"A great school in a great community!"

## MISSION STATEMENT

Joan K. Mendel Elementary School, in partnership with the entire Yokota community, provides a challenging and enriching educational program that inspires and prepares all of its students for success as lifelong learners in an ever-changing world.

## GOALS

**Goal 1:** All students will improve reading comprehension across the curriculum.

**Essence:** All students will read from a variety of genre, understand the meaning, improve vocabulary, and demonstrate personal and global connections to what they read.

**Goal 2:** All students will demonstrate growth in the use of mathematical processes and skills across the curriculum.

**Essence:** All students will be able to solve mathematical and real world problems, justify their solutions, and communicate their thinking.

## JKMES SCHOOL COLORS

Red & Black

## SCHOOL MASCOT

PANDA

## ADMINISTRATION

Mrs. Hattie Phipps - Principal

Dr. Tonya Laliberte - Assistant Principal

## Contact Us

JOAN K. MENDEL ELEMENTARY SCHOOL

Unit 5072

APO, AP 96328-5072

Phone: 225-5503/5504

Fax: 225-5502

Email: [Principal.MendelES@pac.dodea.edu](mailto:Principal.MendelES@pac.dodea.edu)





# Welcome!



Dear Parents and Students:

Welcome to Joan K. Mendel Elementary School. About 500 students attend Joan K. Mendel ES with approximately 72 professional and Para-professional staff members providing support and nurturing. Joan K. Mendel Elementary is a "Great School in a Great Community." Everyone here works hard to help children achieve their highest academic goals and potential. Joan K. Mendel Elementary follows a curriculum similar to many schools in the United States. In addition to the academics, we also offer classes in art, music, physical education, and Japanese culture. Special Education, English as a Second Language and Literacy Support programs are also available at Joan K. Mendel Elementary School. In addition, there is a Gifted Education Program for students whose potential and/or performance requires differentiation in their instructional program.

The following suggestions can aid you in helping your child/children have a successful year here at Mendel Elementary School:

- Communicate frequently with your child's teacher
- Have lunch with your child at school often
- Ask your child about his/her day at school
- Establish a daily study time at home
- Provide a "special" place for the study time with pencils, erasers, pens, paper, markers, etc. at hand
- Read to or with your child every day for at least 15-20 minutes

Please take time to read this handbook. Policies and procedures are outlined. Your comments and concerns regarding the curriculum and/or school operation are welcome. Please contact us at 225-5504.

Again, welcome to Joan K. Mendel Elementary School formerly known as Yokota East Elementary School. The entire staff looks forward to working with you in a positive and rewarding school-home partnership.

**Ms. Hattie Phipps**  
Principal

**Dr. Tonya Laliberte**  
Assistant Principal



## SCHOOL DIRECTORY



**Principal:**  
**Asst. Principal:**

Ms. Hattie Phipps  
Dr. Tonya Laliberte

225-5504/5503  
225-5504/5503

**Secretary:** 225-5204  
**Office Automation:** 225-5503/5504  
**Registrar:** 225-6939  
**Supply:** 225-4137  
**Nurse:** 225-7417  
**Counselors:** 225-2021  
 225-2021

**WEBSITE ACCESS:** <https://intranet.mendel.pac.dodea.edu>

**INTRANET ACCESS (PandaNet):** <https://PandaNet.mendel.pac.dodea.edu>

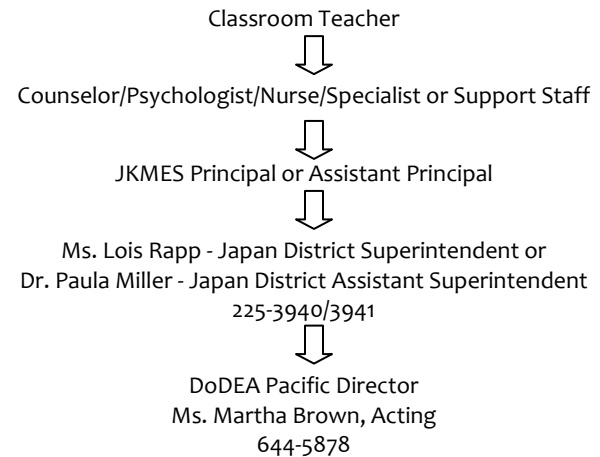
### School Hours

Sure Start	8:00am-1:30pm
Kindergarten - 5th Grade	8:00am-2:10pm
PSCD *AM	8:15am-11:00am
PSCD *PM	12:15pm-2:10pm
Early Dismissal	10:45am
Late Start	10:00am
Office Hours	7:00am – 4:00pm

### Partners in Education

JKMES has an open door policy for any of our parents and community. We invite you to communicate with us regarding ANY issue. However, as with any organization, we encourage you to make every effort to resolve issues at the lowest level possible.

#### **Our Chain of Command is as follows:**



## 2012~2013 School Year Calendar

### Yokota Complex Schools Calendar for SY 12-13

#### First Semester – (92 Instructional Day)

Aug. 22	Report date for teachers
Aug. 24	Welcome Back Mendel Student/Parent Orientation
Aug. 27	School begins
Aug. 31	No School (CSI Training)
Sept. 3	Labor Day – <b>No School</b>
Sept. 4	First Day of Kindergarten
Sept. 10-11	Class Photos
Sept. 13	First Day for SureStart
Sept. 27	Principal's Coffee
Oct. 3	PTO Board Meeting @ 1700
Oct. 5	CSI Training (Early Dismissal at 1045)
Oct. 8	Columbus Day – No school
Oct. 25	Principal Coffee @ 0800
Nov. 7	PTO Board Meeting @ 1700
Nov. 1	1 <sup>st</sup> Quarter ends
Nov. 2	Teacher Workday – <b>No School</b>
Nov. 5	Second Quarter Begins
Nov. 12	Veteran's Day - <b>No School</b>
Nov. 14	(Early Dismissal at 1045)–Parent/Teacher Conferences (PM) – JKMES & YWES
Nov. 15	Full Day Parent/Teacher Conferences - JKMES & YWES – <b>No School</b>
	YMS and YHS – ½ Day Early Dismissal
Nov. 16	Full Day Parent/Teacher Conferences All Schools - <b>No School</b>
Nov. 21	PTO General Meeting @ 1800
Nov. 22-23	Thanksgiving Break - <b>No School</b>
Nov. 29	Principal's Coffee
Dec. 5	PTO Board Meeting @ 1700
Dec. 14	CSI Training (Early Dismissal at 1045)
Dec. 19	PTO General Membership @ 1800
Dec. 20	Principal Coffee @ 0800
Dec. 24- Jan. 7	Winter Recess – <b>No School</b>

#### 2013

Jan. 7	School Resumes
Jan. 9	PTO Board Meeting @ 1700
Jan. 21	Martin Luther King Jr. Day – No School
Jan. 18	PTO General Meeting @ 1800

\* All dates are subject to change. Any changes will be noted in the parent newsletter and on PandaNet.

Jan. 31	Principal Coffee @ 0800
Jan. 24	1 <sup>st</sup> Semester ends

#### Second Semester – (91 Instructional Day)

Jan. 25	Teacher Workday - <b>No School</b>
Jan. 28	3 <sup>rd</sup> Quarter/ 2 <sup>nd</sup> Semester Begins
Feb. 6	PTO Board Meeting @ 1700
Feb. 15	CSI Training (Early Dismissal at 1045)
Feb. 18	Presidents' Day - <b>No School</b>
Feb. 20	PTO General Membership @ 1800
Feb. 28	Principal Coffee @ 0800
Feb 25-Mar 1	Dr. Seuss Week Red across America
Mar.6	PTO Board Meeting @ 1700
Mar. 11-15	Terra Nova Testing all schools
Mar. 20	PTO General Meeting @ 1800
Mar. 28	Principal Coffee @ 0800
Apr. 3	PTO Board Meeting @ 1700
Apr. 4	3 <sup>rd</sup> Quarter ends
Apr. 5	Teacher Workday – <b>No School</b>
Apr. 8-15	Spring Break – <b>No School</b>
Apr. 15	4 <sup>th</sup> Quarter begins
Apr. 17	PTO General Meeting @ 1800
Apr. 19	Parent/Teacher conferences – <b>No School</b>
Apr. 25	Principal Coffee @ 0800 A
May 1	PTO Board Meeting @ 1700
May 23	Field Day @ 0830-130
May 24	CSI Training (Early Dismissal at 1045)
May 27	Memorial Day – <b>No School</b>
May 30	Principal Coffee/ All School Volunteer Appreciation
Jun 6	Last Day of Sure Start
Jun. 13	Last Day for Students/2 <sup>nd</sup> Semester Ends All Schools – School Assembly 1020, Dismissal - 10:45
Jun. 14	Teacher Workday -No School

### **Mendel Elementary Pledge**

AT MENDEL ELEMENTARY WE WILL:

- DO OUR BEST
- LEARN ALL THAT WE CAN AND WORK AS A TEAM
- RESPECT OTHERS AND HONOR OUR JAPANESE NEIGHBORS
- DEVELOP HEALTHY HABITS AND
- CARE FOR EACH OTHER.

I AM IMPORTANT TO THE MENDEL ELEMENTARY TEAM AND SO ARE YOU!

**Joan K. Mendel Elementary School  
LUNCH SCHEDULE**

Grade	Lunch Begins	Lunch Ends / Recess Begins	Recess Ends / Teacher Pick-up
<b>Group 1 (Purple)</b> 1 <sup>st</sup> Grade	11:05	11:20	11:45
<b>Group 2 (Orange)</b> 1 <sup>st</sup> Grade	11:15	11:30	11:55
<b>Group 3 (Green)</b>	11:25	11:40	12:05
<b>Group 4 (Red)</b> 3 <sup>rd</sup> Grade	11:35	11:50	12:15
<b>Group 5 (Pink)</b> 3 <sup>rd</sup> Grade	11:45	12:00	12:25
<b>Group 6 (Gray)</b> 4 <sup>th</sup> Grade	11:50	12:05	12:30
<b>Group 7 (Blue)</b> 5 <sup>th</sup> Grade	12:00	12:15	12:40
<b>Group 8 (Brown)</b> Kindergarten	12:10	12:25	12:50

**AAFES HOT LUNCH PROGRAM**

The school lunch program at Mendel Elementary School is managed by AAFES. The lunch program serves hot lunches on a daily basis for all grade levels. The cost for lunch is \$2.05 per student. **Free and reduced price lunches are available to qualified families.** Contact the Main Office for more information. In addition to a cash payment option, AAFES has implemented a new auto-payment system called "Fast Lane". Fast Lane is an automatic credit/debit system that will allow you as parents to open a school lunch account at the cashier cage located at Yokota's Main Store. To open a school lunch account, simply do the following:

- Go to your nearest BX Cashier Cage
- Let the cashier know that you have just PSC'd to Yokota
- Complete a form of enrollment - one for each child enrolling in the system.
- If applicable, be sure to present proof of your child's eligibility for free and reduced price lunches (this needs to be established prior to Fast Lane application).
- Once the cashier inputs the above information you will receive a school meal account PIN number. This PIN number will enable your child to access his/her meal account at school.
- Once your child has the PIN number, please make regular deposits into the account. This money will be then accessed by your child at school during lunch time.

Children who do not have cash/money in their account may charge up to three lunches. Parents are responsible for reimbursing the cafeteria as soon as possible. If a student has three charges he/she will not be allowed to charge again until all the charges have been cleared. If this should happen a child will be provided with a sandwich.

School lunch menus are sent home with your student monthly and are always available in our Main Office. The menus can also be found on PandaNet. Students who wish to order vegetarian lunch options must let the cafeteria know the day before. Gluten Free items are also available. See the cafeteria manager for more information.

**Lunch Visitors:** Parents are welcome to join their child/children for lunch. Please inform your child's teacher, especially if you plan to purchase lunch so that the lunch count can be adjusted accordingly. Adult lunches are \$3.30. Siblings, supervised by the parent, may also join an older brother or sister for lunch.

**Cafeteria Behavior:** In order to maintain a healthy and safe environment in the cafeteria appropriate behavior is expected.

- Students are assigned tables by classroom
- Students are expected to observe good manners at all times
- Students are expected to use "six-inch" voices
- Students are expected to remain at the table for 15 minutes or until dismissed by the lunch monitor

**Playground Expectations:** Each child is expected to be courteous and to show respect for everyone and for all school property. Students are reminded to keep their hands, feet and belongings to themselves. If students wish to leave the play area for any reason (bathroom, Nurse, Computer Lab, etc) they must request permission from a playground monitor. When lunch recess is over and the horn sounds, students are to stop playing and line up immediately. Their classroom teacher will pick them up at the designated place and walk them back to their classrooms. During inclement weather, students will be moved to the "rainy day recess room" and will watch a movie or participate in another appropriate quiet activity.

# August 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 New Parent Orientation 1100-1230	18
19	20	21	22	23	24 Welcome Back Celebration 1500-1700 (Information Center)	25
26	27  Kindergarten home visit signups	28	29	30	31 No School for students	

Kindergarten Home Visits →

### **Students should not arrive at school prior to 0745 hours.**

In general, students are not authorized on the campus except during school hours, or to attend a school sponsored afternoon or evening function.

### **LATE ARRIVALS/EARLY DISMISSALS**

- If a child is late for school **the parent must sign the child in at the office.** A late slip will be issued to the child to give to the teacher. ***Please do not escort your child directly to the classroom without signing them in at the office when they arrive late.***
- Parents who wish to remove their child from school before the end of the day (for appointment, etc) **must come to the main office to sign the student out.** The parent will be given a dismissal slip to take to their child's classroom. **Parents will not be allowed to take their student from class without a dismissal slip.** No child will be released for any kind of appointment without the parent or other authorized adult coming to the school in person to check the student out.
- If there is a change in a student's regular transportation routine for a particular day, parents are asked to send a note to the classroom teacher or notify the office prior to 1345. **Due to the busy office routine at the end of the day, we cannot ensure a student will receive a message if the call is received after 1345.**

### **INCLEMENT WEATHER OR EMERGENCY CONDITIONS**

In case of severely inclement weather (snow, ice or other emergency conditions), **listen to EAGLE 810 or watch the COMMANDERS CHANNEL** for school closure announcements.

**THE BASE COMMANDING OFFICER WILL COORDINATE SCHOOL CLOSURES WITH THE PRINCIPAL.**



### **TYPHOON CONDITIONS OF READINESS**

**TCCOR 4** - Destructive winds are possible within 72 hours. Check typhoon supply kit, inspect first aid kit, and make sure your radio is working

**TCCOR 3** - Destructive winds are possible within 48 hours. Bring loose objects around your home inside. If items are too large to bring inside, tie them to trees or objects that cannot be blown down. Fill up your car's gas tank. Keep your radio tuned to EAGLE 810 for typhoon information.

**TCCOR 2** - Destructive winds are possible within 24 hours. Set your freezer to the coldest temperature to keep food from spoiling, disinfect your bathtub; fill it and other containers with water, keep radio tuned to EAGLE 810 for more information

**TCCOR 1** - Destructive winds are possible within 12 hours. Stay indoors, away from windows, keep your radio tuned to EAGLE 810 for typhoon information

### **SCHOOL VISITS**

Our school welcomes all visitors. Parents are asked to make prior arrangements at least 24 hours in advance before extended classroom visits. We request that all other visitors call first and make an appointment through the main office. **All visitors must sign-in and present a valid I.D. card to obtain a visitor's badge at the main office before visiting with students or staff members.**

### **Volunteers**

Parents are strongly encouraged to be a part of our educational programs. Whether it is sharing special talents and experiences as they relate to specific areas of the curriculum, supervising study trips or other special events, or assisting teachers in the classroom, we welcome the help. We also always welcome volunteers to assist on the playground during recess or clerical help in the office, in the Media Center, and Nurse's office. **Anyone interested in volunteering is required to submit paperwork for a background check. All volunteers MUST have this completed to volunteer at school or on field trips. Applications may be picked up and returned in the front office. Currently the background check goes through security forces, housing and family advocacy before being approved as a favorable volunteer by administration. This process takes about 1 month before we receive approval.** We request that when parents are volunteering in the classroom, small children do not accompany the parent in an effort to maximize the volunteer opportunity.

The American Red Cross, military units, community and school volunteers are an integral and highly valued part of the school program. These valuable volunteers are always needed. Their contributions provide teachers with more time to devote to student instruction. Volunteers assist by working with small groups of children: reading to students, assisting with school improvement testing, preparing materials, working in the Information Center/library, helping on the school playground/cafeteria and in many other essential areas. Contact the school for details and additional information.

### **Conferences**

Communication between home and school is invaluable in helping students. Frequent parent-teacher conferences are encouraged. Teachers, specialists, parents, or administrators may request conferences at any time deemed appropriate. Parents should contact their child's teacher directly to schedule a conference. Conferences with administrators can be scheduled through the main office.

Parent-Teacher conferences are held during the first and third quarter of the year. After the first quarter, parents will meet with the teacher for a conference and the report cards will be distributed during this time. The second conference is held after the third marking period, usually in April. This conference is specifically for all new students enrolled in the classroom and for any child that may not be meeting grade level expectations.



# September 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 No School  Labor Day	4 First Day of  Kindergarten 3 <sup>rd</sup> Grade Parent Orientation 1300- 1400 Sure Start Orientation & Home Visit Sign up 0800	5 4 <sup>th</sup> Grade Parent Orientation 1300-1400	6 2 <sup>nd</sup> Grade Parent Orientation 1300-1400	7 1 <sup>st</sup> Grade Parent Orientation 1300-1400	8
			Sure Start Home Visits 			
9	10 Class Photos 	11	12 5 <sup>th</sup> Grade Parent Orientation 1300-1400	13 First Day of Sure Start 	14 Kindergarten Parent Orientation 1300-1400	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29



## **CHANGES IN PERSONAL DATA**

**Please keep your child's contact data current!** It is essential for your child's safety and well being that the school has the following information at all times:

- Correct address
- Home, Cellular, and/or Work telephone numbers
- E-mail address
- Emergency contacts (Someone (other than the parent) you authorize to pick up your student(s) in case of emergency and you cannot be reached)

Information about medical conditions and medications **MUST** be kept current at all times. In case of illness, accident, or other pertinent reasons, the school must be able to locate and contact parents quickly. If the sponsor or emergency contact is not available, we will contact the military police and the sponsor's commanding officer as needed to cope with the emergency.

## **PCS MOVE, COMPLETED TRANSFER AND DEROS EXTENSIONS**

A Withdrawal Request form must be completed by a parent/guardian at least 5 school days prior to your child's last day of school. A copy of the new PCS orders or a statement to withdraw must accompany the request form. **Please do not depend on your child/children to relay this message.**

Records will be ready for pick-up by the child's parent(s), guardian, or an adult with a power-of-attorney after 2:30pm on the child's last day of school.

## **STUDENT PLACEMENT**

Placement of students in classes, grades and special programs is the responsibility of the school principal. Initial placement efforts will be made on the basis of report cards, transcripts, age and other pertinent data. Students and parents are strongly urged to advise the school of special needs and education goals to assist in proper placement.

When a child is enrolled, parents are asked for information concerning any special programs the child may have been involved in previously, including speech, ESL, L.I., reading classes or any other special programs.

Health problems should be discussed with the nurse so preferential seating may be given to those who have hearing or visual impairments. The nurse will then pass this information on to the classroom teacher.

## **CURRICULUM PROGRAMS**

Mendel Elementary School engages students in a comprehensive nationally accredited curriculum program. Our school is accredited by the North Central Association Commission on School Improvement (NCACASI).

## **STUDENT SUPPORT PROGRAMS**

It is the philosophy of Joan K. Mendel Elementary School and DoDDS that all students should be included in their regular classroom as much as possible. Our resource teachers

collaborate and teach within the regular classroom but also pull students out for small group and/or individual remediation or enrichment as needed.

**Literacy Support:** Literacy support is offered in reading and mathematics for students who meet established criteria. The Literacy Support Program focuses on specific skill deficiencies, remedies those deficiencies, and dismisses students, following academic success.

**Read 180:** The Read 180 program is designed to support students in grades 4 and 5. Students, meeting established criteria, receive instruction incorporating independent and guided reading as well as computer support.

**English as a Second Language (ESL):** The ESL teachers identify students from kindergarten through fifth grade with limited or no English language proficiency. Each student who qualifies for the ESL program may receive English instruction ranging from thirty minutes to three hours per day. The intent of this program is not to discourage the use of a child's native language, but rather to encourage each child to add a second language, English, using activities that promote listening, speaking, reading, and writing skills.

**Gifted Education:** Mendel Elementary School is committed to providing a school environment that helps students realize their potential and instills in them a desire to develop their talents and abilities. To encourage optimum achievement, we provide varied and challenging learning opportunities matched to the needs and talents of students with high potential.

## **SPECIALIST PROGRAMS**

**Physical Education:** The Physical Education Program at Mendel Elementary School is designed to develop students' gross motor skills beginning with lower level skills and activities in the primary grades and more complex activities and skills at intermediate grades.

**Music:** The music program at Mendel Elementary School is organized around three broad categories: creating and performing, perceiving and analyzing, and understanding the cultural and historical context of music. Students are given a wide range of opportunities to expand their musical talents within the class and by participating in after school chorus and band programs.

**Japanese Culture:** All students participate in Japanese culture classes. The primary objective is to develop an appreciation of the culture they live in through enrichment activities such as Japanese language, Soroban, foods, dances, songs, stories, traditional ceremonies and festivals, and Japanese arts and crafts.

**Art:** The art program is designed for students to express themselves in unique ways through the use of art vocabulary, skills development, and learning about the elements and principles of design. The art program also helps students develop knowledge of art heritage through the study of cultures, individual artists, art masterpieces, and art careers. Finally, the art program instructs students to utilize critical judgment by recognizing differences, and using evaluation, analysis, comparison, appraisal, discrimination, and wisdom in artistic choices.

# October 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 10:45 AM School Dismissal	6
7	8 No School 	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## **PROGRAMS FOR EXCEPTIONAL CHILDREN**

MES provides a wide-range of services for children with learning difficulties. All programs are governed by issuances under Public Law 94-142, DS 1342-12, and IDEA guidelines. The goal is to ensure that all children receive support services for any identified handicapping condition that may directly impact learning. A teacher, parent, or medical provider can make a referral for special education services. Referral information is available from the counselor, or your child's teacher.

Child Find is a DoDDS program used to locate and identify any young person with a special need age birth through twenty-one. Once identified, the Child Study Committee can begin working to meet the special educational needs of the student and to determine priorities for services.

**Services for Student with Learning Impairments:** This program provides academic support services to those students who qualify based on a learning disability that impairs the processing or production of information in an academic area or environment. It also includes those students who have an intellectual deficit.

**Services for Students with Physical Impairments:** Services are provided for students whose educational performance is adversely affected by a physical impairment that requires environmental and/or academic modifications including, but not limited to, the following: visual impairment, hearing impairment, orthopedic impairment and other health impairments.

**Services for Students with Emotional Impairments:** Support services can be provided through the school counselors, school psychologist, nurse, and teachers of the Learning Impaired for those students with a clinically diagnosed emotional impairment.

**Services for Students with Communication Impairments:** Services are provided for students whose educational performance is adversely affected by a developmental or acquired communication disorder to include voice, fluency, articulation, and/or expressive language.

**Preschool Services for Children with Disabilities (PSCD):** Preschool services are available to children from age 3 to 6 who exhibit significant developmental delays. Youngsters who are eligible for the program demonstrate a developmental delay in one or more of the following areas: physical, speech/language, cognitive, social/emotional, and self-help or adaptive behavior. The program is family-centered as opportunities are offered to parents for education, support, and involvement. Services for this program can be provided in a range of environments from the center or school based program supported by a professional pre-school special education teacher. If you suspect your child is experiencing difficulty in any of the above areas, please do not hesitate to contact the school for more information. Early identification of developmental delays can help your child avoid serious learning problems when they reach school age.

## **STUDENT PERSONNEL SERVICES**

**Counseling:** The counseling program is based upon the Competency Based Guidance Model. The counselors schedule their time to provide instructional services to the children related to their personal well being from Kindergarten through fifth grade. They

also schedule individual and group counseling sessions for students in need of developing social behaviors and study skills. The school counselors meet frequently with parents to discuss student related behavioral concerns. Please feel free to call our counselors to discuss any concerns you may have related to your child's educational program. See school directory for listed phone numbers.

**School Psychologist:** A qualified school psychologist is assigned, part time, to our school to provide psychological services. These services include: specialized psychological testing, screening for educational difficulties, and assistance to parents and teachers in dealing with individual student concerns including student, parent, and family counseling.

**Health Services:** The school nurse provides students with immediate care and first-aid for illness and injury. Health screenings for vision, hearing, dental and scoliosis are also conducted throughout the year for different grade levels. The school nurse also provides instruction to students on topics related to personal health.

## **STUDY TRIPS**

Study trips are an extension of the educational program at Mendel Elementary School. They offer students an active, hands-on approach to subjects being discussed in the classroom. Study trips also give students an opportunity to experience cultural activities in our host country. All study trips are approved by an administrator and include teachers and adult volunteers. Should a parent not grant permission or elect not to have their child participate in the study trip, the parent can either keep the child at home or the classroom teacher will make arrangements for an alternate program during the time the class is on the trip. The student must obtain written permission (Field Trip Permission Form) prior to the study trip. Parents who wish to chaperone a study trip must have an approved volunteer packet on file with one of the schools. Contact the main office for more information. Younger children/siblings may not accompany a parent or chaperone on any study trip. Chaperones are expected to devote full time supervision to the students on the trip. In the event a parent does not have a volunteer background check on file, he/she will be required to be within eye sight of a DoDEA employee. Parents **are encouraged not to** check their students out from school from a study trip, the checkout must occur at the school upon return.

## **RANDOM AND PERIODIC SEARCHES**

The school has authority to conduct random and periodic searches of school property and to seize contraband items belonging to students, and the school has authority to search student possessions and persons when there is reasonable suspicion of prohibited items.

## **SCHOOL SURVEILLANCE**

Joan K. Mendel Elementary School is equipped with surveillance cameras. Data collected with these cameras may be used in student discipline.

# November 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 End of 1 <sup>st</sup> Quarter	2 No School for Students (Teacher work day)	3
4	5 Beginning of 2 <sup>nd</sup> Quarter	6	7	8	9	10
11	12 No School 	13	14 PM Parent/Teacher Conferences (Dismissal 10:45)	15 No School-- Parent/Teacher Conferences	16 No School-- Parent/Teacher Conferences	17
18	19	20	21	22 No School 	23 No School	24
25	26	27	28	29	30	

## **ATTENDANCE POLICY**

Consistent student attendance is imperative to a successful school experience for each child. Students need to develop the habit of regular school attendance except in cases of family emergencies, medically related concerns, religious holidays, annual leave that is command-designated or school-sponsored activities. Prolonged absences often result in students missing significant portions of their education.

**Absences Procedures:** If you plan on taking your child/children out of school for an extended period of time, including emergency leave, medical procedures and family leave, you should be aware of the following:

- o Parents should go to the main office to fill out a Request for Extended Absence form for absences beyond 3 consecutive days.
- o Students must be in attendance for at least 20 days to be given a grade for the quarter.
- o Teachers are only required to provide work for 5 consecutive school days, even if the child is out longer.
- o It is the parent(s) responsibility to provide as much instruction as possible for the skills that have been covered during the child's absence.
- o After an excused absence, students will be afforded the opportunity to make up work on a day-to-day basis up to 5 consecutive days.
- o For extended absences beyond 5 days, parents should ensure a Daily Journal is kept and books are read to maintain skills and increase the educational value of leave and travel.

Parents should notify the front office any time a student is absent. Students who have been absent due to a contagious condition should report to the school nurse before reporting to class. Upon returning to class, students should bring a note to the homeroom teacher or main office explaining the reason for the absence.

**Unexcused Absences:** Absences, related to financial gain, such as modeling, or personal convenience, are discouraged and will be considered unexcused.

Absences due to family trips longer than 5 consecutive days are considered unexcused absences, unless a "Request for Extended Excused Absence" form is completed and signed by the Principal to be included in the Student's Cumulative File.

**Tardy Procedures:** It is important that children arrive to school on time in order for them to fully participate in scheduled learning activities and not disrupt the learning process for others. Students who are late must report directly to the office with a parent. Students in grades 3-5 should report with a parent to sign them in. If a student should arrive without a parent they will be permitted to go to class. The office staff will call the parent to reinforce that the child must have a parent sign them in if they are late to school. If a student has more than two unexcused tardy in one week they are given one day lunch recess detention.

The DoDEA Policy states:

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


In alignment with the Attendance Regulation 2095.01, students with excessive school absences will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives. Student absences are taken seriously. When a student reaches 7 cumulative tardies or absences within a semester, the Student Support Team will hold a meeting to develop an intervention plan. In the event the incorporation of the intervention plan is ineffective, school personnel will work with the school liaison officer, followed by contacting the sponsor's commander where necessary and appropriate.

## **STUDENT DRESS CODE**

1. JKMES students are expected to dress neatly and appropriately.
2. Cleanliness is monitored to ensure that clothing is regularly laundered and good hygiene practices are in place.
3. Hats/caps, sunglasses, gloves and wallet chains are not to be worn in school buildings.
4. Halter tops, bare midriffs, tank tops, and very short and/or tight fitting shorts are not considered appropriate for school.
5. Items displaying offensive or obscene pictures or slogans, or that advertise illegal drugs, alcohol or cigarettes are not permitted.
6. Pants should be worn at or above the waistline in such a way that skin or undergarments do not show.
7. Open toe sandals, "flip flops" (thongs), and platform shoes can present a serious danger for active students and should not be worn, especially during physical education class or at recess.
8. For the physical education classes, students are expected to wear tennis shoes, and clothing that is supportive, but does not restrict movement.

Students and parents, please note that it is your responsibility to ensure compliance with the dress code. If a counselor or administrator concurs with a referral, the parents will be contacted. Parents may be asked to either escort the student home to change clothes, or bring appropriate clothing to the student. Please contact one of the administrators if you need more clarification or have any questions about this policy.

# December 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31 Winter Break Starts—No School	25 	26	27	28	29

## PANDANET

PandaNet is our school's intranet website. From this site, you can access our parent newsletter, teacher web pages, the school calendar, monthly lunch menus, a large amount of educational games and websites, and a variety of other school related links.

You can access PandaNet by using the following link:

<http://pandanet.mendel.pac.dodea.edu/>

A username and password is required to access PandaNet.

## PARENT NEWSLETTER

Mendel Elementary makes a concerted effort to communicate with all parents. Our weekly parent newsletter is one way that we communicate with you. We will inform you of school happenings and important dates to remember through this newsletter. We often include pictures of school and class events in the newsletter making the file too large to attach to an email. Because of this, we publish the newsletter on our school website, PandaNet. We will send you an email each week once the newsletter is published. **It is very important that you read this newsletter so that you will be well informed.**



### JKMES PARENT/TEACHER ORGANIZATION

The JKMES PTO is a private organization made up of parents

and teachers who support our school in many ways. The PTO General Membership Meetings are a great opportunity for parents to get involved in our school and stay up to date on all the latest PTO events and fundraisers. General Membership meetings are the 3<sup>rd</sup> Wednesday of each month from 5:00 to 6:00 in the Media Center.

Principal: Hattie Phipps

Assistant Principal: Dr. Tonya Laliberte

## **PTO SCHOOL STORE**

The PTO operates our "School Store". JKMES school store is open during lunch hours to allow students the opportunity to purchase small items such as pencils, school spirit shirts, notebooks, etc. The "School Store" is usually open every other Friday (or Thursday if there is no school on Friday) and is done in conjunction with Popcorn sales. After they eat their lunch, students can buy a bag of popcorn for 25cents.

## **BOX TOPS FOR EDUCATION**

One way you can support our school is by collecting Box Tops for Education. Our PTO collects the Box Tops and submits them to earn money for our school. Send in box tops to your child's class regularly. Each quarter, the class that turns in the most box tops will win an ice cream float party!!

## **School Advisory Committee**

The School Advisory Committee (SAC) consists of ten members: five parents and five teachers. The purpose of the committee is to advise the principal on pertinent matters for improvement of the school. The committee serves as an advisory board, not a policy-making body. The JKMES SAC's major goals are to establish, expand and maintain effective communications between the school, the military command, and the Yokota community. Meetings are held quarterly, on the first Wednesday of the month at 2:30 and are open to all parents.

## **SAC Members:**



**NEW SAC MEMBERS WILL BE ANNOUNCED**

## **SCHOOL IMPROVEMENT and PROFESSIONAL DEVELOPMENT DAYS**

Throughout the school year, there will be days set aside for School Improvement and Professional Development Training for our faculty and parents. The topics for these training days are determined by the needs of the staff for improving skills and proficiency as well as keeping abreast of new trends in education, and training associated with DoDEA adopted textbooks. Parents are always invited and are always welcome to attend these trainings.



# January 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 	2	3	4	5
6 	7 Back to School	8	9	10	11	12 
13	14	15	16	17	18	19
20	21 No School  Martin Luther King, Jr. Day	22	23	24 End of 2 <sup>nd</sup> Quarter & 1 <sup>st</sup> Semester	25 No School (Teacher work day)	26
27	28 Beginning of 3 <sup>rd</sup> Quarter & 2 <sup>nd</sup> Semester	29	30	31		



## **PROGRESS REPORTS**

Teachers may send interim progress reports at any time during the grading period before report cards are sent. In the event that a student becomes in danger of receiving a "D" or "F" or an "N" (Not yet evident in primary grades) on his or her report card, the parents 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 class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about their child's progress. Do not wait until report cards are issued if you have a concern regarding your child's progress.

## **REPORT CARDS**



Report cards are issued on a quarterly basis. A student must be enrolled 20 school days before receiving a report card. Twice a year, at the end of the first and third quarters, scheduled conferences for parents are established, at which time, a pupil's progress is discussed. Report Cards will be handed out at parent conferences for first quarter. Report cards will be sent home with the student for 2<sup>nd</sup> and 3<sup>rd</sup> quarter, and they will be mailed home after 4<sup>th</sup> quarter.

## **POWER OF ATTORNEY**

**THIS IS EXTREMELY IMPORTANT. YOUR COOPERATION IS GREATLY APPRECIATED.** If parents plan to go out of town for any length of time and leave students in someone else's care, **please be sure to obtain a special power of attorney** to be used in case of emergency. PLEASE, inform the main school office of the name, address, home and work telephone number of the person(s) taking care of your students during your absence.

## **HOMEWORK**

Homework is defined as the accomplishment of teacher-directed, academically appropriate assignments done by students after school hours. At Yokota East Elementary School homework will vary from teacher to teacher. The collaboration of teachers and parents in the student's regular accomplishment of homework can increase educational success.

The primary purposes of homework assignments are:

- ⇒ To provide reinforcement of concepts and mastery of skills learned in class.
- ⇒ To develop student's self-discipline, independence, and responsibility.
- ⇒ To provide enrichment, extension, and opportunities for independent study.
- ⇒ To involve parents in the learning process.

The following guidelines show the average of minutes/hours that may be assigned as a daily total.

<b>Grade</b>	<b>Range</b>
1 <sup>st</sup>	15-20 minutes
2 <sup>nd</sup>	25-30 minutes
3 <sup>rd</sup>	30-40 minutes
4 <sup>th</sup>	30-40 minutes
5 <sup>th</sup>	40-50 minutes

In addition, extra time might be required, at the teacher's discretion, for special projects.

## **Homework Tips:**

- ◆ Provide a specific time for homework, preferably when you or a responsible sibling will be available to assist your child.
- ◆ Provide a specific place for your child to do homework. It may be in a bedroom or at the kitchen table. The area should be well lit and equipped with whatever supplies are appropriate for completing the work. Declare the area off-limits to interruptions and turn off the TV.
- ◆ Use homework time to foster responsibility, not to punish the child. In this way you can reinforce the proper foundation for organizational skills and study habits.
- ◆ Serve in the role of consultant to help your child learn to solve problems rather than solving them for him/her. It is helpful if parents review homework before it is returned to school.
- ◆ Show interest in your child's homework. "Children need encouragement and support from the people whose opinions they value most: their parents."  
(Homework without Tears)



# February 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 	15	16
17	18 No School  ★ Presidents' Day ★	19	20	21	22	23
24	25	26	27	28		

## **TELEPHONE**

Children's access to the telephone before, during, and after school can only be granted in the event of an emergency. Students should not ask to call home for rides in the event of rain or for permission to visit a friend after school. Parents should not call the school asking for phone messages to be delivered to the student. We make every effort not to disrupt instructional time and will only do so in the event of a serious emergency. Please ensure that all after school plans are discussed and confirmed with your child prior to school.

## **CELL PHONES**

Cell phones for students are not recommended. If a child needs to bring one to school, its use will be restricted to before/after school. It should remain off and in their backpack during the school day. Violation of these standards will result in the phone being collected by the teacher and the cell phone will be returned at the end of the school day. Repeated offenses may require that the parent come to the school and pick up the phone.

## **LOST AND FOUND**

Students who lose clothing, lunch boxes, or other large personal items may reclaim them at the lost and found box located in the foyer of the cafeteria (Bldg. 4320). Students who lose personal items such as eyeglasses, rings, watches or other small items may ask the front office if the item has been turned in. Placing the students name on the items listed above will help for a speedy return. For items lost on a bus, please call the School Bus Office at 225-4958. Any unclaimed items will be donated to the orphanage at the end of each quarter. Prior to discarding the items they will be displayed in the Media Center. Students should avoid bringing high valued items to school.

## **LOST SCHOOL PROPERTY/BOOKS**

Sponsors (students) are financially liable for any loss of or damage to school property that has been assigned to their child. Sponsors will be notified of lost school items after a reasonable time has elapsed. A charge will be levied for any lost school property that was checked out to a student. Books are loaned to students. Students are responsible for the books issued to them. A cover may be used to protect the book but the cover cannot be taped or glued to the book. The student or his/her sponsor must pay for lost and or severely damaged textbooks and library books. The current retail replacement value of the item will be charged. Sponsors will be notified of procedures for payment. Payment will be accepted in the form of a money order or cashier's check payable to US Treasury.

## **AFTER SCHOOL STUDENT ACTIVITIES**

There are a variety of after school clubs and activities available for JKMS students. Most activities are held after school from 1420 to 1530 and are open admission. If your child is interested in participating in one of these clubs, please consider the time commitment and other outside activities. For more information about after school clubs and activities, please contact the main office.



## **EMERGENCY EVACUATION PROCEDURES**

Emergency evacuation procedures are in place for Force Protection Condition (FPCON) and other security emergencies. The base theater is the evacuation location in case we must leave school grounds. Students will only be released to parents from that location. Designated security personnel (authority) will notify parents when conditions are safe and students may be released. We will hold periodic drills to insure that our students and staff are prepared in the event of an evacuation.

## **FIRE DRILLS**

In the event of a fire, a continuously loud ringing bell will be sounded. During drills, students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner.


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

Emergency evacuation for fire drill procedures will be practiced once a week during the first month of school and once a month thereafter. Drills will be held at a variety of times so that students have ample practice evacuating from different areas of the school.

## **EARTHQUAKE DRILLS**

During an earthquake, students will be instructed to get under a desk or table and cover their head with their hands. Teachers will make sure all students are covered before seeking cover for themselves. In the event of building damage, administration will issue an evacuation. Students will proceed to fire drill locations and if necessary, be evacuated to the base theater. We will hold earthquake drills periodically to insure that students and staff are familiar with this procedure.

# March 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Terra Nova Testing Grades 3-5						
						
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

## STUDENT RIGHTS AND RESPONSIBILITIES

The Department of Defense Dependents Schools Manual 2050.1, "Students Rights and Responsibilities in the "DoDDS System," establishes the rights of students to a free and appropriate public education as dependents of service members serving overseas. This manual insures student access to learning, freedom of expression, guidelines for personal appearance, school discipline, the protection of private property and other issues related to the students' rights and the rights of others in a school environment.

"The school staff, parents/ sponsors, installation commanders and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system."

"Students, regardless of age, have the responsibility of conducting themselves in a manner which does not violate the rights of other people. They share with administrators, teachers, and parents the responsibility of developing a climate within the school that is conducive to productive learning and living. **This Administrative Instruction can be viewed in its entirety at: [http://www.dodea.edu/foia/iod/pdf/2051\\_02.pdf](http://www.dodea.edu/foia/iod/pdf/2051_02.pdf). If you have any questions, you may contact the school for clarification.**

## GENERAL STUDENT CONDUCT AND EXPECTATIONS

**"It is the teacher's right to teach and the student's right to learn."**

The MES staff and administration work diligently to encourage students to develop and demonstrate the behavior that will help them be successful citizens.

The following six standards for appropriate behaviors are discussed with students periodically and reflect the focus of our school-wide discipline plan:

1. Respect for yourself and others.
2. Respect for the right of all to learn.
3. Respect for property
4. Respect for the rules, school, and classroom
5. Respect for our country and our host nation's culture and customs.
6. Responsibility for your own actions.

## Zero Tolerance for Weapons and Bullies

**Weapons:** DoDDS "Zero Tolerance for Weapons" policy is fully supported by our base and wing commanders. To help us support the "Zero Tolerance Policy," please remind your child that weapons, replicas of weapons (even toys), or other items that can be used as weapons, including laser pen pointers, anything that can harm others or instill fear is not allowed at school. The penalties required are severe, and warning may not be given beforehand if a student brings a weapon or replica to school, or is found in possession of one. *Weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury (section 930(g)(2) of 18 U.S.C. (reference 0)). They include, but are not limited to: guns, ammunition, knives, swords, razors, box or carpet cutters, slingshots, nun*

*chucks, blackjacks, brass/metal knuckles, throwing stars; any flailing instrument such as: a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear (e.g., replica/look-alike gun, baseball bat, laser pointer, letter opener, etc.). (DoDEA Regulation 2051.1)*

For more information, Regarding DoDEA regulations and directives please see DoDEA Regulation 2051.1 at the DoDEA website: <http://www.dodea.edu>.

School buses, cafeteria, playground, any part of the school property, or any school activity or function are considered part of the school grounds. Remind your child that if they find, assist someone, or know of someone who has a weapon, they must report it to a school official immediately. Do make it a priority to spend a few minutes discussing this matter with your child. Your assistance is very much appreciated.

**Bullying, Teasing, and Harassment:** We expect that all students treat one another in a courteous and respectful manner. There is a fine line between bullying and teasing, and some students may not be able to distinguish between them. Please remind your

child/children of the importance of treating their classmates and peers with respect. Any action or behavior that results in bullying, teasing or harassment of any kind will not be tolerated at MES and will be dealt with at the appropriate level.

## DISRUPTIVE BEHAVIOR

Students who engage in the harassment of another student or display behavior, which disrupts the learning environment, will lose their right to remain in class. The faculty has been instructed to refer recurring or severe discipline problems to the office. Sponsors will be notified of the problem and parent conferences will be arranged as needed.

## THREAT POLICY

Students communicating a verbal or written threat to another student or faculty member while on campus will not be tolerated. All incidents will be investigated and appropriate disciplinary action will be taken. Sponsors will be notified of the incident and parent conferences will be arranged as needed.

## FIGHTING AT SCHOOL

Fighting is not an acceptable means of solving conflicts with other students. Therefore **Fighting is not allowed at school - EVER!** In our experience, we have never seen a student have a fight with oneself. As a result, when a fight occurs, both parties will be disciplined. Repeat occurrences will usually result in suspension of one or more days. Sometimes students tell us "My parents told me to hit back if someone hit me." **That is not acceptable at school.** If a child feels threatened to the point that he/she feels the need to defend him/herself, the first action should be to report it to the nearest adult. Otherwise, the child takes the risk of being suspended from school. Children in this situation are faced with one set of values at home and another at school regarding fighting. This can be very confusing for children. A frank and open discussion about this issue at home may help clear up any confusion children may have about school standards regarding fighting and the consequences that may result when these standards are broken.

# April 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 End of 3 <sup>rd</sup> Quarter	5 No School (Teacher work day)	6
7	8 Spring Break Begins 	9	10	11	12	13
14 →	15 Back to School from Spring Break & Beginning of 4 <sup>th</sup> Quarter	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**VANDALISM/DAMAGED SCHOOL PROPERTY** - Sponsors are responsible for individuals intentionally destroying, damaging or defacing government property or committing acts that require a labor force to correct. They will be held liable for the cost of repair by military authorities. All acts of vandalism must be reported to the security police.

**Any student who willfully cuts, defaces, or otherwise damages any property, real or personal, may be suspended from school. Sponsors will be liable for all school damages. Report lost or damaged materials to the office within one week. Payment is made to the office within one week. Payment is made to the office by check or money order, payable to Treasurer of the United States.**

**RESTRICTED ITEMS** - Students should only bring items to school that support academic instruction unless requested by a teacher. Examples of restricted items are listed within this section but it is not all inclusive; please use good judgment.

- Fireworks, guns, knives or other sharp objects are not allowed at school. Large amounts of money should not be brought to school.
- Toys, games (including video), cards of all types, personal electronic devices (Radios, CD/DVD Players, I Pods, MP3 Players, etc.), and animals (including turtles) are not allowed at school unless requested by the teacher for a special project or event and they must approval by the principal and veterinary clearance approved.
- Chewing gum is not permitted at school! During standardized testing a teacher may allow students to chew gum to maintain focus. After testing the teacher typically has the students throw the gum away.
- Students should not bring sports equipment (i.e., a baseball, football, catcher's mitt, etc.); the school cannot be held responsible if the student loses it.
- We recommend that only items needed for school be brought to school. Any items taken from a student by a teacher or educational aide **may** be returned at the end of the school day or parents may be requested to pick up the item.
- Parents will be requested to pick up dangerous or inappropriate items brought to school. Student possession or use of a knife, gun or any item considered to be a weapon, is prohibited at school or at any school-approved activity on or off school property. This applies to all students regardless of age. Please see the "Zero Tolerance Policy" for more information.

Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials may also be contacted to take whatever action necessary.

DoDEA has a zero tolerance policy for weapons. Students in possession of any category of weapon will be subject to the appropriate consequences outlined in the "Consequences for Violation of DoDEA Zero Tolerance Weapons Policy." There will be an automatic request for expulsion upon any second offense of possession or utilization of a weapon. A due-process hearing will be held with the school principal or other school authorities, the student, and his/her parent(s)/guardian must be in attendance for all suspension or expulsion actions due to possession or use of a weapon.

## The following is the school's policy on discipline procedures when inappropriate behavior occurs.

**Step 1: First Issuance of Discipline Slip** – Parents are contacted

1. Discuss concerns related to the behavior.
2. Discuss helpful strategies that can be put in place.
3. Explain the consequences that will occur if behavior does not improve

**Step 2: Second Issuance of Discipline Slip** – Parents and Administrator are contacted

1. A conference is held to discuss past infractions.
2. An agreed upon, closely monitored plan of action is put in place.
3. It is made clear that if the student's past behavior interferes with the right of other students to learn, further disruptions may result in the student being removed from the class.
4. The responsibility for further monitoring is discussed to include whether or not it is appropriate for a parent to accompany the student at school. If the student is on an Individual Educational Plan (IEP), this conference will be a Child Study Committee (CSC) meeting.

**Step 3: Third Issuance of Discipline Slip**

At this and all subsequent infractions, the sponsor is asked to come to the school and take responsibility for his/her child. If infractions continue, other measures such as a referral to Family Advocacy for counseling or a request for support from the First Sergeant, Commander, and/or designated sponsor's representative may be sought.

Notification of behavior infractions will be made on a three-part carbon sensitive discipline slip. The white copy will be signed and sent by way of the student to the parents. Parents must sign and return the white copy the following day to the classroom teacher or the office. The teacher keeps the yellow copy for records. If the discipline slip is not signed and returned, a parent will be contacted by telephone to assure that he/she has received it. The counselor retains the pink copy, where the information is entered in the student's records contained in the school database as required by DoDDS. An infraction that requires a discipline slip will not carry over the following quarter.


Consequences for students who endanger others or engage in other severe and or serious misbehavior will require immediate parental involvement and may involve temporary removal from the classroom or expulsion from school.

Receiving a discipline slip does not infer a drastic discipline problem, unless there is a recurring pattern. We encourage you, as a parent, to talk with your child about the infraction.

### **BB GUNS ARE ILLEGAL**

BB guns are dangerous. **Any type of gun such as BB, air, pellet, plastic, water, or paint guns, etc., are illegal on school grounds and all DoDDS-Japan campuses.** Students possessing any of these items face severe disciplinary action to include possible expulsion. Please discuss this issue with your child/children.

# May 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Early Release (10:45 AM)	25
26	27 No School <b>MEMORIAL DAY</b> 	28	29	30	31	



## **INFORMATION CENTER**

The Information Center operates on a modified flexible schedule allowing maximum student access for book check out and information needs. The IC is available to individuals and small groups (up to 5) without prior scheduling. The IC is also available for whole class book checkout and instruction.

### **Circulation of Books**

Books may be checked out any time from the Information Center. Parents of students are invited and encouraged to use the school's Information Center to check out books for their children, to look at our children's magazines, and to view creative student work, which is often displayed. Kindergarten students may check out one book. Students in grades 1-5 may check out two books. Parents may check out five books. Checkout time is limited to one week but most books may be renewed. The library staff and classroom teacher may approve additional books on occasion for special reports and projects. Lost books are to be replaced with another book of equal value.

### **Internet Standards/Procedures**

All parents and students sign the Department of Defense Activity Student Computer and Internet Access Agreement regarding the use of computers at school. **The computers are to be used for school studies only.** They are not to be used for personal use such as shopping, email, playing games, etc. Students should use safe surfing practices on the Internet. They should not reply to or respond to questions concerning their name, location or home phone number. Teachers have preselected specific educational websites on the school's Intranet and teacher's website. This arrangement helps to speed student access to the site and reduces the need to "surf" during class time.

### **STUDENT HEALTH SERVICES**

Although precautions are taken, students have accidents at school. When minor accidents occur, the school nurse administers first aid. If an injury requires the attention of a doctor, the family will be contacted and advised to consult with the proper clinic. The same procedure will be followed for illnesses. For proper parental contact, it is important that the school be kept informed of changing phone numbers or addresses at all times. **Current home and duty phone numbers must be kept on file in the Health Room along with an emergency contact name and phone number for each student. This is the parent's responsibility so that the staff may be able to contact you in case of illness/emergency.**

As a policy, medications cannot be given at school without a **HOLD HARMLESS LETTER** from a doctor. The medication bottle must be labeled by the pharmacy with child's name, doctor's name, medication's name, the dosage, and instructions. This applies to prescription medicines as well as over-the-counter medicines. **All medications are dispensed from the nurse's office. Teachers are not responsible for medications. No child is permitted to carry any medication on their person or administer their own medications. This includes cough drops, throat lozenges, cough syrup, eye drops, aspirin, Tylenol, etc., as well as all prescription medicines and inhalers.** Although your child may be mature and responsible, these medications may fall into the "wrong hands" during the school day and ingestion

could be deadly to another child. Please remember that all medications are kept in the Health Room to ensure the safety of all students.

The following are a few reminders concerning school policies regarding student health issues:

- ❖ Students must be fever-free without the use of fever-reducing medication (Tylenol, Motrin, etc.) for 24 hours before returning to school.
- ❖ Students who have been vomiting must remain home until they have kept solid food down for at least 12 hours.
- ❖ Student(s) absent from school due to a contagious bacterial infection must be cleared by the physician before returning to school.
- ❖ To assist the school in combating potential pandemic influenza we are asking that parents/sponsors **voluntarily** contact the school office when your child is ill and let us know if your child has a fever and/or other flu-like symptoms.

Please, do not send students to school who are ill. They are unable to focus academically as well as being a risk to the health of other students.

### **JAPANESE MEDICATIONS**

If you take your child to a Japanese doctor and your child needs to take medication during school, the school nurse will need a note and Hold Harmless Letter from the doctor and the parent with clear instructions in English. Please make sure that your child's name is on each envelope of medication.

### **CHILD ABUSE/NEGLECT**

The reporting of child abuse and neglect by school officials is mandated by the Department of Defense Dependent Schools and community regulations. Our primary job is to be an advocate for the child when faced with issues of child abuse and/or neglect.

Yokota order spells out conditions of neglect that are reportable to the appropriate authorities. Neglect is considered deprivation of necessities, including failure to provide nourishment, shelter, clothing, health care, education, and supervision. This also includes leaving children unattended or without adequate supervision. A child under 10 years old must not be left unsupervised, and if under 12 years old must not supervise younger siblings. Children should not be kept home from school to supervise other children.

Any suspected cases of physical abuse or sexual molestation will be reported. The national mandate to prevent child abuse is so strong that in many states school officials can be charged with a felony if they fail to report a suspected case of child abuse. Our responsibility and obligation at Joan K. Mendel Elementary School is to report suspected cases of child abuse/neglect to Family Advocacy. Their job is to investigate in order to determine if there is, in fact, a situation where there is abuse and neglect and provide counseling for the family. A report to Family Advocacy of suspected abuse and/or neglect may jeopardize home/school relations in some situations, but we have to take that chance. Our primary responsibility is to our students.



# June 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 Last Day of Sure Start	7	8
9	10	11	12	13 Last Day of School End of 4 <sup>th</sup> Quarter & 2 <sup>nd</sup> Semester (1045 dismissal)	14 No School (Teacher work day) 	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

## ARRIVING AND DEPARTING SCHOOL SAFELY

- Parents must sign in students arriving after 8am.
- Use sidewalks and crosswalks at all times.
- Dismount and walk bicycles across the crosswalks.
- Helmets must be worn at all times on Yokota Air Base.
- Adults and students need to follow the directions of the Safety Patrol at all times
- Students up to 5 year old must be accompanied to school by an adult or older child when walking.
- Students 6years old and up may walk to school unaccompanied as long as the child is at least in **first grade**.
- Bicycling, roller-blading, riding a scooter, and skateboarding on school grounds are not allowed at any time.
- Students are not to play on the playground in the morning before school without supervision.
- ALL students are to go home when school is dismissed.

## SAFETY DURING SCHOOL

- Students should always walk to their destinations.
- Treat others as you would like to be treated.
- Keep hands and feet to yourself.

## SAFETY ON THE PLAYGROUND

- Swings are for swinging. Please avoid jumping off the swings when they are in motion.
- Go down the slide feet first either on seats or bellies.
- Use the black top for tag, running games, and jump ropes.
- Respect each other's spaces. Don't crowd the slides or other play areas.
- Keep balls on the blacktop.
- Use caution when climbing on the equipment, especially when it has rained.

## TRAFFIC SAFETY

The designated drop-off and pick-up point for children is the parking lot for Tower 4305. It is located across the street from the Small Top playground. **Do not drop children off along the streets adjacent to the campus.** This poses an extreme safety hazard. In addition, all students are required to use the crosswalks for safety.



## SAFETY PATROL

MES sponsors a Safety Patrol that is a vital part of our school safety program. Students must be in fifth grade, dependable, and responsible. Safety Patrol members are expected to be on duty at 7:35 every morning and 2:00 every afternoon.

Their duties include:

- Raising the flag and taking down the flag
- Monitoring student safety
- Ensuring safe passage at the crosswalks

Each member of Safety Patrol is provided with a safety vest, a stop sign, a whistle and ponchos for inclement weather.

## SCHOOL SUPERVISION

The administration and staff at MES are responsible for children once they arrive at school. Supervision during school hours is provided.

- **Student should not be on school grounds before 7:45 a.m. (with the exception of safety patrol students who are allowed on campus at 7:30am)**
- Students who attend MES should not be left on the school grounds after daily dismissal to play on school grounds without the supervision of an adult (over the age of 18 years).
- Lunch Monitors supervise the cafeteria and Playground Monitors supervise lunchtime recess.
- During school instructional hours adults in the school are responsible for the safety and welfare of all students.
- Students are not permitted to depart the school grounds during the day unless a parent or legal guardian (over the age of 18) accompanies them. The accompanying adult must show his/her ID card or other valid photo ID in the main office in order to remove the child from the school grounds.
- Parents who leave their children in the care of another adult need to ensure that the caregiver is given a Power-of-Attorney in the parent's absence.
- Parents and students returning to school prior to the end of the school day must check in at the main office prior to returning to the classroom.

**\*NOTE: There is no supervision on the playground before 7:50 and after 2:10.**

## USE OF SCHOOL FACILITIES

At times, groups or organizations request use of the school for housing events. Please coordinate these requests with the school's Administration Officer. When such a request arises, call the front office and the Office Automation Clerk will assist you with contacting the Administration Officer.

# July 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			