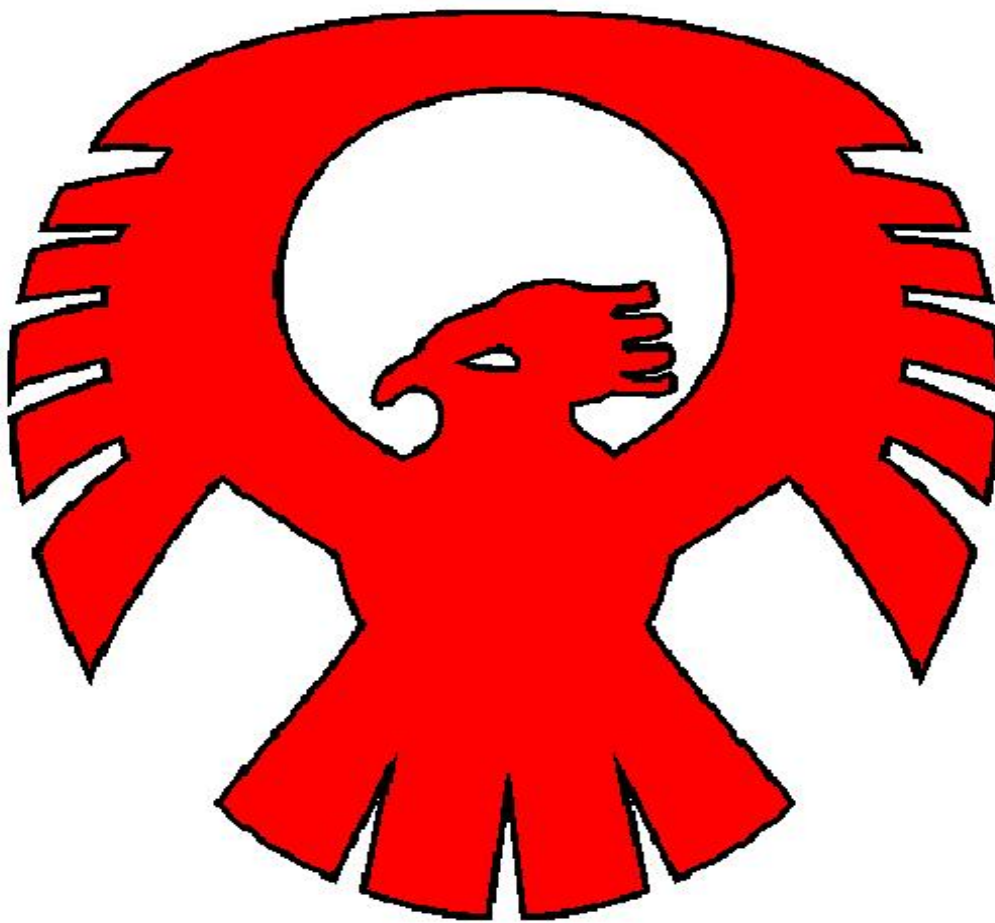


AMELIA EARHART INTERMEDIATE SCHOOL

“Where Young Minds Take Flight”



STUDENT - PARENT HANDBOOK

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School Hours

School Instructional Hours
School Office Hours

8:50a.m. - 3:05 p.m.
7:00 a.m. - 4:00 p.m.



School Phone Numbers

If you need to contact anyone at the school you may use the following phone numbers:

Main Office – DSN: 634-1329/1380 Commercial: 011-81-611-734-1329

School Nurse – 634-1385 Commercial: 011-81-611-734-1385

School Fax Number –DSN: 634-7207 Commercial: 011-81-611-734-7207

Email – aeis_okinawa@pac.dodea.edu

Amelia Earhart Intermediate School Mission Statement

“Success In Education Is A Partnership In Responsibility.”

Accreditation

In March of SY 2006-07, Amelia Earhart Intermediate School was visited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), an independent educational agency in the United States established for the purpose of setting standards for educational institutions. The team of U.S. and DoDDS educators spent 3 days evaluating all aspects of our school operations and programs. Amelia Earhart Intermediate School fully met NCA standards. The NCA commended our school for its strong commitment to quality education.

TWO SCULPTORS

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind,
And they fashioned it with care.
One was a teacher: the tools he used
Were book, music, and art.
One, a parent, who worked with a guiding hand
And gentle, loving heart.
Day after day the teacher toiled
With touch that was deft and sure,
While the parent labored by his side
And polished and smoothed it o'er.
And when at last their task was done,
They were so proud of what they had wrought;
For things they had molded into a child
Could neither be sold or bought.
And each agreed he would have failed
If he had worked alone,
For behind the parent stood the school,
And behind the teacher, the home.

Anonymous

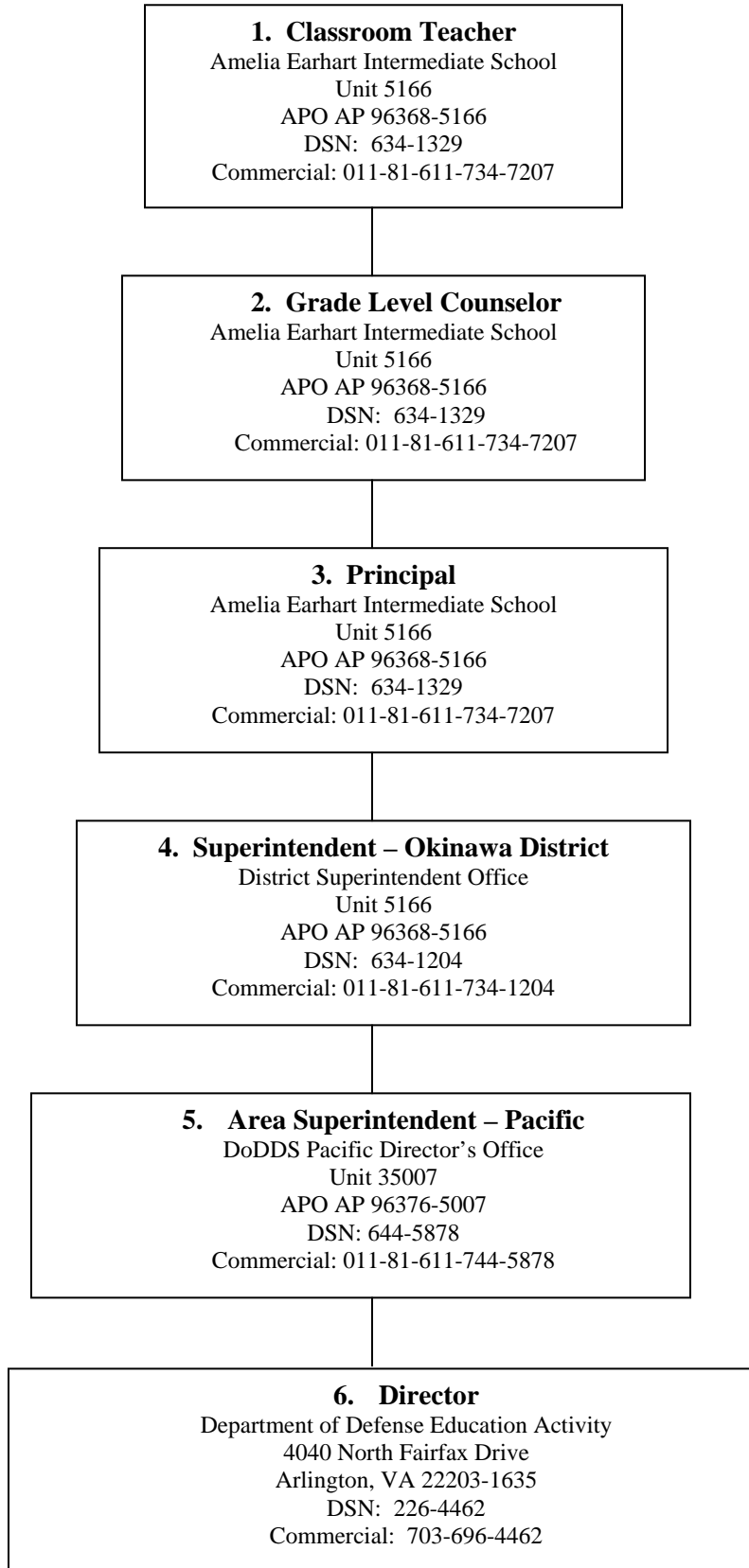
Department of Defense Community Strategic Plan

Goals

1. **Highest Student Achievement** – All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.
 - a. Student Performance and Assessment
 - i. *TerraNova*
 - ii. Criterion-Referenced Tests
 1. Grades 4, 8 and 10 in reading/English/language arts, and math
 2. Grades 5, 7, 9 in DoDEA Writing Assessment
 3. Grades 9-12 End-of-Course Assessments for selected courses
 - iii. 75% of the students will perform in the top two quartiles and less than 8% will perform in the bottom quartile
 - iv. All students at the standard in reading by the end of grade 3.
 - b. Opportunities to Learn and Citizenship
 - i. Measure student access to challenging learning opportunities and productive citizenship. Local data must be disaggregated.
 - ii. Student participation in co-curricular activities and student discipline reports will be monitored.
 - iii. All students will participate in system-wide assessments or DoDEA alternative assessments.
2. **Performance-Driven, Efficient Management Systems** – DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.
 - a. Resource Allocation/Academic and Student Support Services
 - i. Performance data will be used for planning
 - ii. Resources will be allocated based on identified student needs and will support a standards-based instructional program
 - b. Facilities and Equipment
 - i. Development and implementation of plans to identify scheduled maintenance and life cycle replacement
 - ii. Meet the standards for facilities, equipment, etc.
 - c. Safe Environment – All schools will have a safe, well-managed, and disciplined environment conducive to learning.
3. **Motivated, High Performing, Diverse Workforce** – The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.
 - a. Personnel Management Practices
 - i. Continually measure the diversity gap between DoDEA workforce and the student population in order to retain a well-qualified, more diverse educator population
 - ii. All properly reported educator vacancies will be filled prior to the start of the school year
 - iii. Propose and develop strategies in response to job satisfaction survey
 - b. Continuous Professional Development and Training – Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.
4. **Network of Partnerships Promoting Achievement**
 - a. Partnerships – All levels of the organization will develop, promote, and maintain a network of meaningful partnerships and alliances to enhance a social, emotional, and academic growth, and to maximize resources
 - b. Communication System – All levels of the organization will develop and implement a multimedia communication plan to enhance dialogue and promote trust among staff, parents, students, and the community.

Chain Of Command

Parents are encouraged to resolve student matters directly with teachers. However, when it is impossible for matters to resolve at the teacher level, please refer your concern to a school administrator. If resolution is not possible at the school level, such matters may be raised higher through the following Chain of Command.



Academic Achievement

The following marking codes will be used in the major subject areas of Language Arts, Reading, Math, Social Studies, Science, and Health:

Grades Scale for Grade3

CD	Consistently Displayed
P	Developing/Progressing
N	Not Yet Evident
X	Not Addressed

Grades Scale for Grades 4-5

A	Excellent	90%
B.	Very Good	80%
C	Good	70%
D	Minimal	60%
F	Failing	50%

("+" And "-" may also be used)

The Life Skills, Social Development, Special Subjects, and all sub-content areas will be marked with:

E	Exceeds grade-level expectations	1	Consistently Observed
M	Meets grade –level expectations	2	Occasionally Observed
S	Steady progress toward grade-level expectations	3	Infrequently Observed
L	Limited progress toward grade-level expectations		

Note: If your child is failing a subject, the teacher will notify you in written format mid-quarter, so that you can help develop a plan for your child to improve the grade before the term ends.

Gradespeed

Parents of students in grades 4 and 5 will have access to Gradespeed. Gradespeed is an online progress report system. Please check with your child's teacher to learn more about Gradespeed access. More information will be announced at the start of the year via the Firebird Flyer. <https://dodea.gradespeed.net/gs/>

Homework

The amount and frequency of homework will vary from class to class. We encourage parental participation and assistance with homework. Home/School cooperation is a positive benefit for all students. Parents should encourage a home reading program and visit the library. Children always benefit from being read to or reading independently. The suggested amount of homework is:

Grades	Total Hours (Range)
3-5	30-45 minutes daily and special individual assignments as needed

We endorse the use of homework as an instructional tool because research studies in this area indicate that homework, which is accompanied by meaningful feedback, enhances student learning. The school also recognizes that young people are more than students and need time for family interaction, play, and work as well as for study; therefore, homework should not infringe excessively on the student's out-of-class time. The school supports the development of study skills as an integral part of a student's education and the assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. Often when it appears a student has excessive homework, in fact it may be unfinished class work. Stay in touch with the teacher when you have concerns. Homework assignments each week will be consistent with suggested guidelines per grade level.

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities. Our policy is to assign homework as appropriate to all students capable of completing assignments.

Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.

Honor Roll

AEIS publishes a quarterly honor roll for children in grades 4 - 5 who have achieved a grade point average of 3.5 or higher on a 4.0 scale. The two honor roll categories are honor roll and principal's honor roll. The criteria for each are:

<i>Honor Roll:</i>	<i>3.5 – 3.9 Grade Point Average (even if there is a “C”)</i>
<i>Principal's Honor Roll:</i>	<i>4.0 – (All A's)</i>

Parent-Teacher Conferences

Frequent communication between the teacher and parent is essential for ensuring that each child is afforded the best possible learning situation. If you have a question or concern about your child's progress in school, please contact your child's teacher by calling the main office at 634-1329 or sending a note via your child. Arrangements will then be made for a conference. All conferences require prearranged appointment times. Parents are welcome at AEIS anytime. However, because we value teaching time, we ask that parents who visit a classroom during instructional time and wish to discuss the needs of their child, schedule an appointment, so that we may give your concerns the full attention they deserve.

School-wide conferences are scheduled for all parents at the end of the first marking period. The military commands support this school/family effort by providing release time to active duty parents so that they may attend.

Progress Reports

Parents will be kept informed of the pupil's progress and achievement through Gradespeed (grades 4-5), report cards, conferences and more frequently if needed. Progress Reports represent the formal report of a student's quarterly progress. The first marking period report will be given at a parent-teacher scheduled conference, in November. You will receive a conference date and time. You may also schedule a Parent/Teacher conference any other time you desire.

Cafeteria

Cafeteria Good Behavior

To encourage appropriate lunchroom behavior, AEIS sponsors a Cafeteria Good Behavior Program. Points are awarded for good behavior. The classes at each grade level who have done the best job of following the cafeteria rules for the week are awarded the cafeteria good behavior banners on each Monday. The cafeteria rules are as follows:

- 1. Enter and Exit Quietly.*
- 2. Eat and Talk Quietly.*
- 3. Sit Appropriately.*
- 4. Clean Your Eating Area*

Food is to be eaten only in the cafeteria. On rainy days, students may play board games or read books that the PTA has purchased for the students to occupy them during recess time. Students are also required to have a written pass from a teacher to leave the cafeteria and return to the classroom.

Cafeteria Procedures And Policies

- The teacher will escort each class to the cafeteria each day.
- Classes will eat at assigned table.
- Prior to dismissal, students are to remove their trays from the table, and dispose of any food found on benches and on the floor.
- While in the cafeteria, students will be expected to converse in normal voices.

- Generally, the children will act in a polite, courteous manner and will demonstrate acceptable table manners.

Behavior infractions in the cafeteria will be addressed through behavior and apology letters that students will complete.

Lunch Monitors

Lunch/Recess monitors are provided to ensure children's safety on the playground and in the cafeteria. Children are expected to give monitors respect. Disrespect to lunch monitors will be dealt with through the chain of command.

Lunches

Children in grades 3-5 attending Amelia Earhart Intermediate School may buy a cafeteria lunch or bring their sack lunch. The cafeteria lunch is prepared through AAFES. AAFES accepts cash or payment via the electronic lunch program. The electronic lunch program may be setup at Personalized Services at AAFES Locations (BX/PX).

Lunch periods run from 1050 to 1240 and are divided into separate seating by classroom.

Discipline

We expect appropriate behavior from students. It is our firm belief that teachers have the right to teach and students have the right to learn.

The school operates under one basic set of rules in all settings (classroom, hallways, cafeteria, playground, bus loading and unloading areas.).

- Obey all school adults respectfully and promptly.
- Do nothing which could cause injury to yourself or others.
- Do nothing to disrupt the learning of others.
- Show respect for school and personal property.

We are all responsible for discipline. The most effective procedure is for the adult in charge - classroom, playground, and corridors - to deal with the problem on the spot.

The classroom discipline process we follow is:

- **STEP 1:** Teacher-Student
- **STEP 2:** Teacher-Student-Parent-Counselor
- **STEP 3:** Teacher-Student-Parent-Counselor-Administrator

When a child is sent to the administration for disciplinary action, the following process will be utilized. The student/s will tell their side of the story. The story will be checked with the adult/s involved. The administrator evaluating the situation will take appropriate action, depending on the severity of the problem.

- Counsel the student/s.
- Fill out a discipline slip and retain it for future reference without sending it home to be signed by a parent.
- Fill out a discipline slip and send a copy home to be signed by a parent and returned to the school office within two days. (This will be utilized when the principal feels the parent needs to know.)
- Telephone a parent immediately for knowledge of and assistance in solving the problem. When intentional harm is inflicted, suspension will occur.

In cases of extreme and continued unacceptable behavior, such as receiving three discipline slips within a 30-day period, a student **may be** denied the privilege of attending school until the parents, child, and the principal come to an agreement on a behavior plan to prevent further unacceptable behaviors. **Effective discipline is a three-way responsibility: Parents - Students - School Personnel.**

Minor Offenses

The regulation states in part that a student may be disciplined for relatively minor or first offenses through a variety of interventions deemed to be appropriate by the teacher or administrator. Such minor offenses in our school include, but are not limited to:

- Disrupting the learning process in the classroom by talking, laughing or moving about the room, when the teacher determines that such conduct is inappropriate to the classroom activity
- Failing to follow instructions
- Damaging to classrooms, or materials, or the property of any other person on or about school grounds
- Disrupting classrooms while moving through the hallways
- Running or horseplay in the hallways or classrooms
- Lying
- Disturbing student work displayed on hallway walls and bulletin boards
- Dribbling or bouncing balls in the hallways
- Littering
- Eating food in unauthorized areas such as classrooms and hallways (except during special occasions)
- Wearing hats inside the building (except during special occasions)
- Chewing gum
- Using offensive language

“Grounds For” Suspension Or Expulsion

- Three discipline slips within a 30-day period.
- Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Weapons are defined as items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-a-like (replica) guns, knives, razors, box or carpet cutters, slingshots, num-chucks, any instrument such as a fighting chain or studded chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear...
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school, government, vendor, or private property.
- Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
- Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
- Committed lewd, indecent or obscene act or engaged in habitual profanity or vulgarity. This includes sexual harassment.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug or drug paraphernalia.
- Disrupted school activities or otherwise willfully defined the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Gambling in any form.
- Conduct, including fighting, that endangers the well being of others.
- Unauthorized presence in the school, on the school grounds, on school buses, or failure to leave promptly after being told to do so by the principal or staff member in charge.
- Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person’s race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
- Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
- Forgery, cheating, or plagiarism.
- Use or possession of fireworks, matches, or lighters.

- Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
- Violation of any law, regulation of the military installation or school, or policy of the DoDDS system.
- Complicity in the violation of any rule described above.

Particular Grounds For Expulsion

- Causing serious physical injury to another person.
- Possession of any firearm, knife, or other dangerous object.
- Unlawful sale of any mind-altering substance.
- Making, or participating in the making, of a bomb threat.

Emergency Evacuation Procedures

Cancellation And Unscheduled Dismissal Of School

It may be necessary at some point during the year to cancel/close the school due to political emergencies, strikes, facility breakdowns, weather, etc. If it is not possible to get written notice out to parents in advance, the U.S. Forces radio and TV will be used to broadcast changes. Parents should make arrangements for an alternative place for their children to go whenever there is no one at home to meet them. The decision to cancel school is made by the Base Commander. When school is canceled, all available communication systems will be used to notify parents as far in advance as possible.

Typhoon Warning Procedures

The following is the current policy on school attendance during typhoon conditions:

DODDS OKINAWA TROPICAL CYCLONE GUIDE

CONDITION	TIME	ACTION
TC4 – TC3 – TC2	0600-0559	NORMAL SCHOOL HOURS
TC1	0600–0759	<u>NO SCHOOL</u> - Buses return children if enroute. Staff and teachers work. Tune to AFN radio and/or television.
	0800 – 1159	<u>NO SCHOOL</u> - Buses recalled. Early dismissal possible. Tune to AFN.
	1200 – 1520	NORMAL SCHOOL HOURS
1 CAUTION (TC-1C)	0600 – 0559	Everything closes. Stay indoors and tune to AFN.
1 EMERGENCY(TC-1E) 1 RECOVERY (TC-1R)	0600 – 0559	Nothing moves except emergency vehicles. Stay indoors and tune to AFN.
STORMWATCH (TC-SW)	0800 – 0559	<u>NO SCHOOL</u> – Staff and teachers report to work within 2 hours of first announcement. Be prepared for “All Clear” or return to higher cyclone condition.
ALL CLEAR (TC-AC)	0600 – 0759	<u>MODIFIED SCHOOL HOURS</u> – Possible 1 hour delay in start of school. Buses for early schedule schools will pick-up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools will pick-up students 1½ hours after “All Clear” announcement. Hot lunches will normally be served. Stay tuned to AFN.
	0800 – 1059	<u>MODIFIED SCHOOL HOURS</u> – School will begin 1 hour following “All Clear” announcement for walkers. Buses for early schedule schools will pick-up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools will pick-up students approximately 1½ hours following “All Clear” announcement. No lunch will be served if “All Clear” is announced after 0900.
	1100 – 1500	<u>NO SCHOOL</u> – staff and teachers work.

If TC-1 is called while school is in progress, children will be released approximately one hour and a half 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.

Fire Drills

In the event of a fire drill, a loud, continuously ringing bell will sound. Students will follow the evacuation plan posted in the room, and leave in an expeditious and orderly manner. Students are not to return to the building during or after emergency evacuation procedures until given permission by an appropriate authority.

Fire Drill procedures will be practiced once a week during the first month of school and once a month thereafter.

Other Evacuations

Other evacuations will occur according to procedures authorized by DSO-Okinawa, base authorities and school principal.

Extra-Curricular Activities

AEIS offers students a diverse choice of clubs and activities. Students must accept the responsibility associated with being in a club. A list of extracurricular activities will be provided to students in September. Clubs are held on Tuesday and Thursday afternoons from 3:05 - 4:05 PM. Clubs run from mid-October to mid-May.

At various times throughout the year our performing groups (i.e. Sanshin, taiko, chorus, hand bells, etc.) are invited to perform in the community. Sometimes these performances require students to miss instructional time. If a student has a grade less than a "C" in any subject area, permission to participate in a performance off campus, during school hours, needs to be approved by the classroom teacher, the club sponsor teacher, and the parent.

A detailed schedule of meeting times will be provided by the club sponsors. As the school year begins, additional meetings will be required.

Health Care Program/Medication Policy

The school nursing/health program is designed to promote the student's education by decreasing or removing health-related barriers to learning and by promoting an optimal level of wellness.

In order for parents to understand the capabilities of nursing care granted by state licensure and DODDS policies, please review the following:

Handling Of Emergencies

If a student is in need of emergency care the quickest and safest means of obtaining medical care will be utilized. Most of the time this will be per ambulance. Other times, the parent may be called to pick the child up. Parent/guardian will be notified of the child's condition and where s/he will be taken. If a parent cannot be reached, then the emergency contact will be notified. If the emergency contact is unobtainable, the parent's command will be notified and asked to be present until the parent can be found.

Illnesses

If your child is ill, please do not send him/her to school. For his or her benefit, it is best that s/he gets the proper rest, nutrition and care by his/her parent at home. This will allow for a faster recovery and return to his/her routine. This also prevents other children from being in contact with those germs that can lead to illness.

There are times when your child will become ill during school, when this occurs the parent will be notified by phone. Phone calls will be made at the discretion of the nurse.

The times that you will be called to pick up your child are based upon the assessment and evaluation of the school nurse. The following are a few examples:

A temperature greater than 100 degrees; active vomiting or diarrhea; an illness, which presents contagious symptoms (conjunctivitis/pink-eye, ringworm, varicella/chickenpox), which has not been cleared by your physician.

To return to school: Your child must be without symptoms for a complete 24 hours before sending him/her back to school. If your child is placed on antibiotics, s/he must be on antibiotics for a complete 24 hours before s/he can return to school.

Immunizations

No shots, no school, no kidding. Up to date immunizations is a condition of attendance at all DoD schools. At AEIS, you will be notified in writing, of the last day your child can attend school without proof of updated immunizations. Our nurse will communicate with you by putting a letter in your child's backpack, sending the sponsor an e-mail, and through the sponsor's mail box by MPS. New students will not be enrolled without up to date immunizations. There are no exceptions to this policy.

It is the parent's responsibility to have upon registration, a legible, if necessary translated, copy of their child's immunizations for review by the school nurse and to be placed in their child's school record.

To attend the DoDD School, all children, regardless of nationality, must meet American immunization requirements for enrollment. This is for the wellness of your child, as well as, those s/he are in contact with. Dod Instruction 6205.1 gives parents TEN DAYS in which to provide documentation satisfying the requirements, prior to disenrollment of the student.

All immunizations are required to be up-to-date at the time of registration and are the responsibility of the sponsor. Before a student can be registered for attendance, parents must take the child to the hospital for immunization screening and receive a signed DS Form 122. This form along with a copy of the shot record must be presented at the time of school registration.

Administration of Medication in AEIS

Medications are administered for short-term and long-term illnesses. There will be times when your child's physician will determine that it is necessary for him/her to receive medication during school hours. The school nurse will administer this medication only under a doctor's order. S/he cannot lawfully administer medication without a physician's order; this includes prescription and over-the-counter medications (DoDEA School Health Service Guide). Therefore, when it is necessary for your child to take medication at school, the following requirements must be met:

1. A Hold Harmless Form has been completed by the physician and signed by the parent. Permission for medication must be obtained annually.
2. The medication is in its original container with the child's name, the medication's name, the dosage to be given, the time to be given, the doctor's name.

Programs – Asthma, Attention Deficit Hyperactivity Disorder

Asthma – Our goal is to keep asthmatic children in school as much as possible. Prompt and appropriate treatment is only possible if the school is aware of the treatment regimen your child is receiving and has the medication available for administration in the school setting.

The use of the peak flow meters has been useful in the early treatment of asthma attacks, thus reducing the severity of the attack. This will be established for your child, upon the knowledge of the diagnosis.

Attention Deficit Hyperactivity Disorder – The procedure for diagnosis is initiated through the nurse's office. If you have concerns about your child and his/her attention to school work/detail, please contact the school nurse for details.

Screenings

Vision and Hearing - Students are screened yearly for vision and hearing. In addition, a child will be screened if referred from a parent, instructional staff, physician, or student, as well as if being evaluated for Special Education Services or ADD, ADHD referral.

Recess Expectations (Playground)

Teachers have the option of providing a fifteen-minute period of recess each day in addition to the recess time following school lunch. Weather permitting; the students may be taken outdoors to one of the playground areas for supervised play. The time of day, location, and conditions upon which recess will be held, are at the discretion of the classroom teacher and may vary from time to time. Parental requests regarding recess-related issues should be communicated directly with the child's teacher.

1. Follow the school rules:

- **Be responsible**
- **Be respectful**
- **Be reliable**

2. No rough physical contact, no rough playing to include dodgeball and touch tag.

3. Running activities are restricted to the grass and field areas.

4. Do not throw objects (rocks, pinecones, sand, etc.)

5. Profanity, rude remarks and insults are not permitted.

6. Students are to treat all adults who are supervising the playground with respect. When a playground supervisor corrects students, it is not acceptable for the students to start arguing with the adult who has corrected them.

7. Repeated inappropriate behavior issues will be attended by the administration.

8. All food must be eaten in the cafeteria; drinks, candy, and special treats are not to be taken to the playground.

9. Students are allowed to bring water bottles to school. Particularly during the warm weather.

10. Once students leave the lunchroom they are not to return to the cafeteria or their classrooms. If it is absolutely necessary to return to the building, obtain a pass from the playground supervisors.

11. Students may return to their classes from the cafeteria with a pass from their classroom teacher.

12. If students need to use the restroom, they must obtain permission from the lunchroom/playground supervisors.

13. Students are to line up quickly and quietly according to the directions of the monitors/staff.

14. Classes are to line up after recess on the cement top at the back of the building.

Registration/Re-registration

Entrance Requirements

The following categories of sponsors are eligible for tuition-free enrollment of their dependents:

- A. United States military personnel on active duty in the areas zoned for AEIS.
- B. Department of Defense civilians stationed in the areas zoned for AEIS.

No student can be enrolled on a tuition-free basis without a copy of the sponsor's orders that lists the name of the child. In the event the child is not listed by name on the orders, a "Certificate of Eligibility" must be presented and verified by a personnel officer. DoDDS Schools are audited by the GAO for this documentation yearly.

DoDDS is requiring sponsors of school-age children to *present irrefutable proof of eligibility to attend* DoDDS Schools. Such proof minimally includes PCS (Mil)/renewal travel (Civ.) orders listing the child as a dependent.

Annual Pre-Registration

All students returning to Amelia Earhart Intermediate School *must* pre-register every year for the next school year. The re-registration takes place in the spring and is used to help determine staffing for the next school year.

Child Find

The Child Find Program is an on-going program to locate children in our community, ages 0-21, who may have a disability. Please contact the office at 634-1329 for more information.

Class Placements

Our Class Placement Policy has evolved over the years by reviewing best practices for students based on the latest in research and in the experience of our total staff and the advice of our School Advisory Committees.

Classes established by the Friday preceding the Monday of the first day of school will be balanced according to gender, ethnicity, heterogeneous low-middle-high reading levels, clusters of up to four Special Education students, clusters of ESL students for inclusion teaching strategies and moral support, and separation of students who have a negative influence upon each other.

For those **rare** students who have a special need or situation that needs to be accommodated by special placement, parents or staff may write an Exception to Policy Letter to the Counselor and Grade Level Teachers who will meet and consider the special reasons just prior to drawing of the Class Lists. There is no guarantee of special placement if it interferes with balance of the classes. Once the Class Lists are drawn and posted, they are final.

Classroom Placement After School Year Starts

When a parent registers a new student, the following steps are taken in order to place the student:

- If a student is registered prior to 11:30am, he or she is placed in a classroom and will begin school the following day.
- The teacher is notified by email and /or telephone call.
- Students are placed in classes by the administrator who supervises that particular grade level.
- Students are placed in the classroom with the lowest numbers (inclusion classes having 2 less than the other classes.)

Change in Class Placement Procedures

When a parent requests a change in classroom placement, the following steps must be taken:

- The parent/s of the student must meet with the classroom teacher and the counselor to discuss the concern that has prompted the request for a change in placement. A plan will be developed to resolve the concern. All parties will meet after a two-week trial period.
- If the parents are not satisfied at that time, they must write a letter to the principal to request a change in placement. The letter must contain the reasons for the requested change in the classroom placement.
- The principal will make the decision for classroom placement and the parents will be informed. Parents may appeal the decision to the District Superintendent.

Grades

If the child arrived with no withdrawal grades from the previous school, the grade of N (no grade given) should be entered in as the grade for the current grading period. It is important to note that once grades are received from the previous

school, the grade of N must be changed to reflect the average of grades received from the previous school and any grade given from your school during that grading period. That average should be entered to reflect the correct grade for that grading term. The grade of N should not remain on the report card.

Special Education Placement For In-Coming Students

Amelia Earhart Intermediate School provides a full range of educational programs for children with learning disabilities. Many medically related services are available through the Educational & Developmental Intervention Services (EDIS). Please make contact with them upon your arrival (current telephone number is 634-2740). When you apply to attend the school, it is very important to provide the administrative office with all special and/or confidential documents from previous schools. By providing this information to the office, we will ensure prompt placement for your child(ren). In some cases, further educational assessment may be necessary, so as to comply with DoDDS eligibility requirements. Should further assessment be necessary, it will be completed well within the legally allotted time frame. You will always be invited and expected to attend meetings involving your child(ren) and address their progress and needs.

Prior school records are needed to verify grade placement and grade level history. Please present, at the minimum, the latest report card when enrolling. If not available, a temporary placement will be made until the report card is provided.

There is no requirement for a physical examination. But, all students must have an up-to-date Certificate of Immunization. This certificate is obtained from the school and verified by the local medical facility or school nurse.

Tuition Payments

Parents of tuition paying students are reminded that your child cannot attend school until the tuition payment has been received by the District Superintendent's Office. If you have questions about tuition payments, please contact the DSO at 634-1204.

Resource Programs

Art Program

Students will create works of art and develop art vocabulary and skills while learning about the elements and principles of design. They will demonstrate aesthetic perception; develop awareness, observation, appreciation, and a sense of beauty. While developing knowledge of Art Heritage, students will learn about cultures, individual artists, art masterpieces, and art careers. They will utilize critical judgments in the visual arts: recognition of differences, evaluation, analysis, comparison, appraisal, discrimination, and wisdom in artistic choice. Children will experience creating with a wide variety of materials: drawing, ceramics, weaving, printing, painting, and computer graphics.

Child Study Committee (CSC)

This committee is established by and functions according to the Public Law for Handicapped Children (DoD Instruction 1342-12). The purpose is to provide consultative help, assess identified students, plan individualized-programs and provide service for identified special education students. The team meets weekly and consists of the school administrator, special educators, counselor, nurse, speech/language therapists, psychologist, and school staff. Parents of students considered for special education placement become part of the team and are required to attend meetings.

Communication Impairment

The communication development program's primary goal is to meet the special needs of students whose educational performance is adversely affected by speech and language difficulties. Communication problems common to school-age children include articulation, language comprehension, verbal expression, fluency, voice disorders, and accompanying conditions of cleft palate, cerebral palsy, emotional/behavioral disturbance, and autism. The Speech Therapist works in conjunction with the Child Study Committee in identifying areas of special need, determining eligibility for receipt of speech and language services, and developing individual education programs (I.E.P.).

English As A Second Language

The English as a Second Language (ESL) program is an essential component of the curriculum of the Department of Defense Dependents Schools (DoDDS) and is responsive to the needs of students of limited or no English proficiency.

Through the ESL program, students of limited or no English proficiency receive instruction that helps them participate successfully in the total school program. The ESL program is also designed to build self-esteem and promote the development of a positive self-image.

Foreign Language in the Elementary Schools (FLES)

In the FLES program at AEIS, Spanish is used for instructional activities that are dynamic and student centered. Students progressively develop listening, speaking, reading, and writing proficiencies in the target language, Spanish. Activities in the target language are fun, meaningful, and involve real life scenarios. The FLES program provides a solid foundation for secondary school foreign language study, and reinforces academic content at each grade level.

Gifted Education Program

Philosophy

DoDEA is committed to provide an educational program in which students may grow to be fulfilled, productive, and contributing members of society according to their promise. The unique worth, ability, and dignity of each student should be recognized and cultivated. Children need a school environment that helps them realize their potential and instills in them a desire to develop their talents and abilities. To encourage optimum achievement, the school must provide varied and challenging learning opportunities matched to the needs and talents of students with high potential.

Definition of Gifted Learners

Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. (U.S. Department of Education, 1993)

Purpose

The purpose of **identification** in the gifted program is to find students whose potential and/or performance is so extraordinary that they require differentiation in their instructional program.

Goals

Locate and recognize students in grades K-12 with extremely strong learning profiles in the areas of:

- Intellectual ability
- Academic achievement (general or specific)

The School Gifted Review Committee

A Gifted Review Committee is formed at each school to facilitate the identification process. Members are made up of teachers from each grade level as well as specialist and counselors. Members should include those with expertise in general gifted characteristics and behaviors, and knowledge of the intellectual and academic areas being considered. Eligible students demonstrate more than one of the following indicators:

- Qualitative data (observations, anecdotal evidence, narratives, interviews) indicative of highly unusual ability or achievement
- A total battery score at or above 97th percentile on a nationally normed achievement test
- An IQ score of 130 or higher on an individual psychological (IQ test)
- A total score at or above 95th percentile on a group ability test
- An average rating scale score of 40 or higher from two or more educator raters combined with specific evidence in written narratives
- Very strong indicators of gifted behaviors as noted in parent or self-ratings and narratives.

Guidance/Counseling

The Guidance and Counseling Program stresses the importance of the student's acquisition of realistic competencies in the educational, personal, social, and occupational areas. To assist students in the acquisition of these competencies, the following services are offered: classroom lessons, group counseling, individual contracts, parenting sessions, testing, and training.

Host Nation Program

The basic objective of the Host Nation program is to foster mutual understanding between Japanese and American people. The program enhances human awareness and provides a means by which individuals become better prepared for national and world citizenship. Emphasis in the elementary grades is on the cultural aspects of Japan and its people. Functional language is an adjunct of the program. Host Nation classes are taught by Japanese nationals who are certified teachers.

Information/Media Center (Library)

The Information Center is designed to support the elementary school curriculum. The center has state of the art computer instruction in the use of the computer for research, locating books of choice, and enjoying technology and media. Children may utilize books, magazines, reference areas for research, audiovisual materials such as filmstrips, cassettes, videos, games, puppets, and computers. You are invited to visit any time.

Math Support Specialist (MSS)

The Math Support Specialist (MSS) is a support position who provides services for students having been identified (through the Terra Nova scores) as struggling in math. The MSS uses research based strategies in conceptual math instruction. MSS support services are in addition to regular classroom instruction and do not supplant regular classroom instruction. The service deliver models for this program include: small group pull-out, co-teaching, consultation, and inclusion.

Music Program

The music program consists of a variety of activities. The activities are designed to help the child develop musical skills and to know and appreciate many different styles of music. Activities include: listening to various music to identify instruments and style, playing simple instruments, performing musical dramas, choreographing body movement to music, and singing songs from American folk tradition, international songs from around the world, and patriotic and holiday songs.

“*Music in Our School Month*” is celebrated during the month of March by having various guest instrumental and vocal demonstrations, and other musical experiences.

Physical Education

The PE program is designed to promote life-long recreation and fitness. Students in grade 3-5 concentrate on the skills associated with rhythm, sports skills, activities, games, and relays. All levels will take part in the DoDDS adopted fitness program “*Physical Best*” and “*Fitness is Fun.*” Also, all levels will follow the programs outlined in the DoDDS adopted text “*Dynamic Physical Education for Elementary Children.*”

When students come to physical education classes, they should wear comfortable, loose fitting clothes and good athletic shoes. For the safety of your child and other children, please do not let your child wear boots or slippery-soled shoes. If a student comes to physical education class with improper clothing or shoes, they will be allowed to participate in activities that do not endanger themselves or others. They may be asked to do an alternate activity if the teacher thinks they will be at risk. Improper dress, disrupting the class and not following directions will affect the student’s grade in physical education.

School Psychologist

The psychologist assists students and families by providing diagnostic, counseling/therapy, and consultation services. Specifically, the psychologist:

1. Assists children in the area of school adjustment.
2. Administers academic and psychological tests.
3. Assists with the identification of gifted students.
4. Participates in the Child Study Committee for children who are being considered for services.
5. Provides counseling services to individual students and groups of children.
6. Assists students in understanding the effects of their behavior.

7. Assists Pupil Personnel Service staff in implementing social and personal growth programs.
8. Assists parents in understanding the growth and developmental stages of their children.
1. Consults with community agencies, and/or serves as a professional resource person to the community.

Technology/Computer Program

Students in third through fifth grade have access to computers in their own classrooms. Each classroom is designed for Internet usage and students are taught how to use their resources wisely. Two 30 computer station lab provides state of the art computer instruction to our students. Computer literacy goals are part of our curriculum at all grade levels. We encourage home to school communication through the computer and AEIS Intranet

School Policies and Procedures

Attendance

It is a known fact that consistent school attendance and a student's grades are strongly interrelated. At Amelia Earhart Intermediate School, the educational program is organized on a basic assumption that all students will attend school regularly and that they will be punctual. Adherence to the school attendance policy is the responsibility of the sponsor, parents, and students. When students have an extended absence, academic progress is often affected. Therefore, we encourage you to consider the school calendar when planning long vacations or trips.

Each teacher will maintain an accurate record of daily attendance for each student. This includes teachers of special subjects and special education as well as teachers in regular classrooms. The teacher will maintain attendance records electronically.

Students are encouraged to make up all work missed during their absence. (Please see Planned Absence, page 22). Failure to do so may result in a lower overall grade on the progress report.

Excessive and unexcused absences are considered to be disruptive to learning. Enrollment should be on a consistent and regular basis.

DoDEA has an attendance policy, which can be found in the Administrators' Manual 1005.1, Section 14. This policy states that "All students should attend school/class regularly and punctually." Effective communication and follow up actions between school personnel / parents/sponsors and command will ensure that this policy is implemented.

Dual enrollment in AEIS and local national schools is not encouraged due to the fact that students are put under added stress trying to meet the demands of both curriculums. Often the costs to the student outweigh any cultural benefits.

IN ORDER TO RECEIVE GRADES ON A PROGRESS REPORT, A STUDENT MUST HAVE BEEN IN ATTENDANCE AT LEAST 20 SCHOOL DAYS OF THAT QUARTER.

Bicycles/Scooters/Skateboards

It is important that your child be given complete instructions at home on how to use his/her bicycle or scooter in a safe manner. Kadena Air Base is a very busy place and while speed limits on base are low, the children need to know and practice the basic elements of safety. Base regulations require the use of a helmet when riding a bicycle or scooter. Bicycles and scooters must be kept locked in the racks on the school ground. The school will not accept responsibility for loss of or damage to these items. **No heelies, roller blades or skate boards are allowed on campus.**

Birthday Celebrations

Birthday celebrations are at the discretion of the teacher. Balloons, gifts, and flowers delivered by parents/designees will be held in the Front Office until the end of the school day to minimize distractions for the entire class.

Cell Phones

Students may have these in their possession but they must remain turned off during the school day. Students caught text messaging, taking photos, playing games, or making calls will have their cell phone confiscated and held so that parents may come in to pick them up.

Classroom Visits by Parents

Parent visits to the classroom are welcome but meetings/discussions should be prearranged with the teacher, usually 24 hours ahead. We, at AEIS, strive to ensure that we provide an academic environment. An interruption made to a classroom disrupts the learning process. Therefore, we ask that parents schedule an appointment with the teacher so that S/He may discuss the needs of the child in private with you.

Daily Schedule

0820	Teacher Duty Day Begins
0835	Paraprofessional Day Begins
0835	Students Permitted on Campus
0845	Students Line Up - Students Enter Building *
0850	Instructional Day begins (<i>40-Minute Lunch and Recess</i>)
1130	½ Day for Substitutes
1505	Instructional Day Ends
1505	Paraprofessional Day Ends
1515	Buses Depart
1530	Teacher Duty Day Ends

* Teachers pick up students outside at the closest main entrance or pod door by 0845 and lead them to their classrooms. On inclement weather days, students go to the cafeteria.

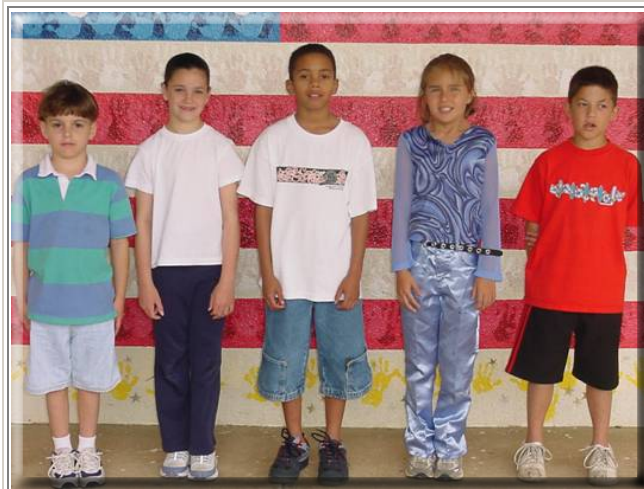
Dress Code

While we honor and respect the individuality of students, students' dress and personal grooming are expected to be neat, clean and appropriate. Clothing that distracts other students, is associated with gang wear, interrupts the learning process, and/or is a safety issue is inappropriate. This includes:

- Short Shorts
 - Halter Tops
 - Spaghetti Straps
 - Slippers
 - Bare Midriffs
 - Tank Tops
 - Sagging Pants
 - Hats of Any Type (inside)
 - Flip Flops
 - Sweatband (inside)
 - Bandanas
 - See-Through Shirts
 - Excessively Torn Clothing
 - Sunglasses (inside)
 - House Shoes
 - Cloth/Plastic Shoes
 - Open-Toed Shoes
- Socks and shoes are encouraged due to safety concerns.

In addition, T-shirts designed as underclothing or with inappropriate language or graphics, to include: anti-social messages, promotion of violence, alcohol, drugs, or tobacco use, racially or sexually offensive, logos of musical or other groups that convey anti-social messages, are not permitted.

Please no cleats! Yes, we do play soccer. Socks and shoes, please. No flip flops or sandals without a strap. No spaghetti straps or baggy pants. We provide belts on 24 hour loan.



Examples of *Appropriate* Dress Attire for School



Examples of *Inappropriate* Dress Attire for School

The staff highly recommends that students have a sweater or sweatshirt on hand at school, especially during the winter weather. (Large bulky coats worn in the classroom tend to interfere with class work). Although the weather changes daily, the air conditioning makes for cool temperatures inside and students do go out for recess on colder days. Please help by ensuring your child has appropriate outerwear each day.

Early Student Arrivals

Students are not permitted in the school before or after school hours unless under the supervision of a teacher. There is no supervision for children before 0835.

Electronic Devices

Students may have cell phones and other electronic devices (i.e. I-Pods, electronic games) in their possession, but they must remain turned off and in their backpack during the school day. Students caught text messaging, taking photos, playing games, or making calls will have their electronic devices confiscated and held so that parents may come in to pick them up. Students take all responsibility for these electronic devices. We do not encourage them to bring these expensive devices to school. If lost or stolen, the school will not investigate.

Food/Snacks At School

Amelia Earhart Intermediate School encourages good nutritional habits. Classes may take a mid-morning snack break. Nutritious snacks such as fruit, nuts, or juice are acceptable.

Candy and carbonated beverages are not recommended either for lunch or for snack time. Gum is not permitted in school.

IMPORTANT!!! Changes in Registration Information

In order that we can keep information that is important to you and to the school current, it is requested that parents notify the school immediately if there is a change in any of the following:

- a. Local quarters address.
- b. Mailing address of sponsor.
- c. Home phone.
- d. Rotation date.
- e. Emergency contact name and phone number.
- f. Telephone at work and spouse's work number.

Lost and Found Property

Please mark all items of personal property, particularly billfolds, sweaters, jackets, coats, notebooks, and lunch boxes. The location of the lost and found area is presently in the cafeteria. Parents are welcome to search through these items themselves, since children often do not recognize their own possessions. **Lost and found property that accumulates and is unclaimed will be disposed of on the last day of each month.**

Non-School Related Announcements

Announcements will not be made during instructional time without the permission of the principal. Announcements are usually made only at the beginning and ending of the day.

Parent Newsletter

The FIREBIRD FLIER is emailed to parents once a week. The FIREBIRD FLIER contains information for parents on school policies, programs, and upcoming activities. Our newsletter is our main means of communicating with parents, and it is important that you receive your copy. Important, time critical announcements will also be sent home with the students as necessary.

Picking Up Students After School

1. Parents are not permitted to drive cars or park in the "Staff Only" parking lots or bus loading area. When picking up children, park in designated areas only in the loop. Double parking is illegal and cars may be ticketed.
2. Parents are required to sign children out in the office when picking up children during the school day.
3. If older siblings pick up children, establish a meeting place outside the building.

Planned Absences

If parents know of an excused absence, they should notify the teacher in advance. Extended absences of more than one week require that the parents discuss this matter with the teacher and/or an administrator. The teacher will determine how missed assignments can be best completed.

Regardless of the type of absence, once it is excused, the teacher will decide the nature and extent of the make-up work that is necessary for the child to complete.

Parents can request in person or in writing an excused absence for their children through the school office. A "Request for Pre-Planned Absence" will be provided for completion prior to the absence. Please do this at least three days prior to the absence period.

Students will be able to get class assignments and homework from their teachers **when they return to school.**

Absences of a week or more are very detrimental to a student's progress. There is a loss of direction, explanations and practice in class under the guidance of the teacher. Every effort should be made not to plan a vacation trip during instructional days.

Power Of Attorney

In the case both parents are off-island, it is necessary to obtain a special power of attorney to be used in case of emergency. Also, it is important to inform the teacher and school office of the name, address and telephone number of the person taking care of the child. In addition, it is necessary to notify the school nurse, so the nurse will know whom to notify in case of emergency.

Release Of Students From Class

Students will be released only to a parent/guardian. Report to the school office when picking up students. Please show the office staff an ID card, and the office staff will call the student's room. Please do not report directly to the classroom. All visitors need to report first to the office. Students will be called to the office only after the parent has arrived and has completed the computer check-out.

School Photos

The PTO annually sponsors individual student photos taken in the Fall and again in the Spring. Volunteers to help with school photos will be requested through the school newsletter as the time approaches.

Sick Notices

Children are required to bring a note when absent. In addition, please call the office at 634-1329 to report the absence. Students who have been absent are responsible for obtaining and completing assignments, within an agreed time limit set by the teacher.

Staff Development

During the school year, teachers are provided opportunities to participate in school-wide staff development. The topics for these meetings are determined by the needs of the staff to improve skills and proficiency as well as to keep abreast of new trends in education. On these days, school may be dismissed early. Parents are welcome to attend all workshops. Parents are always notified in advance via THE FIREBIRD FLIER of upcoming workshops.

Students' Records

The school office keeps cumulative records of each student's progress. Parents may review their child's cumulative file at any time with the assistance of an administrator.

Tardiness/Late Arrivals To School

When a student is late for school, his/her parents are **required** to sign the student in at the main office and fill out a tardy slip. Students **cannot** be dropped off without any notification by the parents or guardians.

Telephone Messages

To limit interruptions to the classroom, **only emergency messages will be delivered**. Please give your child information needed before leaving for school. Messages for teachers will be put into their distribution boxes. It is recommended that you use E-mail or write a note to provide messages to students or teachers.

Toys

We realize that there are occasions when students may bring these items to school, such as for special demonstrations and/or projects. However, we strongly discourage the bringing of any items to school that may cause conflicts among students or interfere with the focus on instruction. Items such as Pokemon collectables, various trading cards, yo-yo's etc., will be confiscated and held so that parents may come in to pick them up. Laser pointers **absolutely** will be confiscated as well. Thank you for helping us to emphasize learning!

Please do not bring personal balls or toys from home. We provide balls and other equipment at recess time.

Valuable Items

We discourage children from bringing money or valuable items to school such as, cell phones, walkmans, CD players, etc. We ask that, when necessary, students carry money in a neck purse or billfold and **never** leave it in their desk, locker or book bag. Skateboards and scooters are also not allowed at school. The school cannot be responsible for the security of these items.

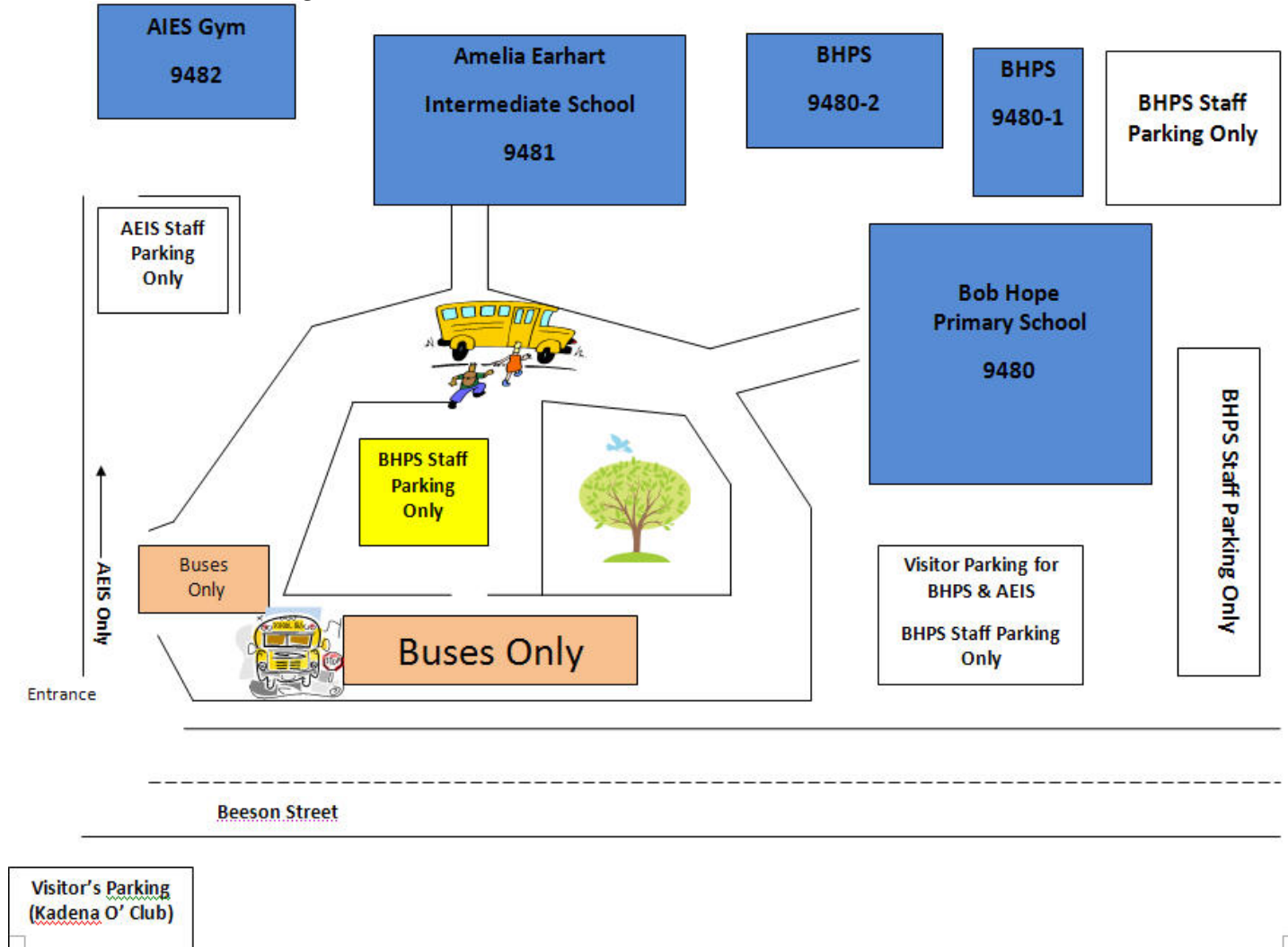
Visiting Pets

Unfortunately, dogs, cats, and reptiles are not to be permitted in the school. Small hamsters, birds, or rabbits may be allowed, but only with a veterinarian's statement.

Visitors

ALL visitors to the school must report to the office and receive a visitor's pass. This is a security requirement and in the best interest of student learning and safety. Visiting relatives and friends are not permitted to "visit for the day." Military Police may be called when visitors become disruptive to the education process.

AEIS & BHPS Parking Areas



Search, Seizure, & Surveillance

The school affords students and parents adequate prior notice of its general search policy by alerting students and parents of the search policy each school year.

Principals may conduct a general search of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis.

The search shall be conducted by the principal in the presence of another school employee, who will serve as a witness.

Surveillance is used in public locations on the school property to monitor school grounds and on school-provided transportation. Students may be disciplined based on evidence gathered through surveillance equipment.

Refer to DoDEA Administrative Instruction (AI) 2051.02 for complete search and seizure policy.

AEIS School Supply Guidelines (Elementary List) SY 2012-2013

Parents of 3rd graders are expected to provide the following for their children:

*Come with these items the 1st day of school:

- | | |
|-------------------------|----------------------------|
| 1 pkg. Red Pens | Book bag or Backpack |
| 24 Pencils | 1 Small Box of Crayons |
| 1 Set Watercolor Paints | Child's Round End Scissors |

Parents of 4th graders are expected to provide the following for their children:

*Come with these items the 1st day of school:

- | | | |
|-------------------------|------------------------|----------------------------|
| Book bag or Backpack | Child's Scissors | |
| 24 Pencils | 1 Small Box of Crayons | Loose Leaf Paper (2 pkgs.) |
| 1 Set Watercolor Paints | Glue Sticks (2) | |

Parents of 5th graders are expected to provide the following for their children:

*Come with these items the 1st day of school:

- | | |
|-------------------------|------------------------------|
| 1 Set Watercolor Paints | Eraser |
| 1 pkg. #2 pencils | Loose Leaf Paper, wide ruled |

***Only purchase these items if your teacher/specialist requests them after the 1st day of school (unless already listed above under a grade level) and as replacements:**

- | | | |
|------------------------|------------------------|--------------------|
| 3-5 Plastic Folders | 3-5 Spiral Notebooks | Pocket Folders |
| 1 pkg. Colored Pencils | 1 pkg. Colored Markers | 2-4 Rubber Erasers |
| Glue (sticks, bottle) | 1 pkg. Highlighters | |
| Scissors | Loose-Leaf paper | |
| 3-ring Binder | Notebook Dividers | |
| Bound Composition Book | Red Pens | |
| Plastic Supply Box/Bag | | |

*All students need to wear gym shoes and socks on P.E. days

*Please save the receipts in case items need to be returned.

PLEASE LABEL ALL THE ITEMS WITH YOUR CHILD'S NAME. Note: The above are the basic, required items. Any additional items will be requested by the teacher as required throughout the school year. Please do not purchase any "high value" items for school without first checking with the teacher to see if it is really necessary. Please also do not purchase an assignment planner. One is provided to each student by the AEIS PTO.

School Transportation

Study Trips

Study trips are used to broaden a student's knowledge of the Host Nation or Japan and expand the classroom learning experiences. They are part of our curriculum and funded by DoDDS. Teachers will send home information about the study trip planned. Parents are encouraged to act as chaperones or accompany children on study trips, as the teacher sees a need. Parents may be asked to accompany their child if discipline is a concern. The safety of all children and the image we present to the Japanese community is taken into consideration. Children are expected to attend study trips. No pre-school age children are allowed on study trips. Students are not allowed to go on study trips with family members or friends in another classroom.

Buses

The school buses are *not* under the jurisdiction of the school. Infractions are reported to the Student Transportation Office (STO) at 645-2360/2431. The school supervises only the loading and unloading of the buses on the school grounds. Students who ride the bus are required to have a bus pass.

School Bus Safety/Behavior Standards

PACTMO School Bus Safety/Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon request.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver or monitor's instructions.
- Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as, hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in anyway.
- Ride unauthorized bus, loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, discmans, etc. or play any electronic games.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals.

Use or possess unacceptable items identified in the school Code of Conduct.

School Bus Discipline

Rules of student behavior and disciplinary procedures are applicable to students en route by DoD-sponsored school buses between home and school/or school-sponsored events and activities.

School Bus Evacuation Drills

Just as your children participate in fire and typhoon drills at school, if your children ride the school bus they will participate in two evacuation drills throughout the year (K-6th). These drills are generally scheduled in September or October and again in February or March. Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature. The guidelines for conducting evacuation drills are as follows:

1. The drills are to be held on school grounds.
2. The drills are to be supervised and verified by the school principal or her/his representative.
3. Both the service door and the emergency exits are to be used.

Specific procedures to be followed in School Bus evacuation drills are:

1. Students need to remain quiet and listen for instructions from the bus driver.
2. If the driver orders an evacuation of the bus and the exit is to be by way of the front door, the students shall evacuate beginning with the front seats and proceeding in order to the back. Those students sitting in the front seat to the left of the aisle will move

Specific procedures to be followed in School Bus evacuation drills are:

1. Students need to remain quiet and listen for instructions from the bus driver.
2. If the driver orders an evacuation of the bus and the exit is to be by way of the front door, the students shall evacuate beginning with the front seats and proceeding in order to the back. Those students sitting in the front seat to the left of the aisle will move out first, followed by those in the seat to the right of the aisle (in the seat behind the driver), and such alternation shall continue toward the back of the bus until all seats are emptied.
3. If the driver orders an evacuation by way of the rear emergency door, students shall move out in the same sequence as above, emptying the bus from back to front.
4. Should it be necessary to make a rapid evacuation from the bus and neither door is obstructed; students should make their exit by way of both the front and back doors. The students in the rear half should move out the back door, while students in the front half should move out the front door.
5. Upon exiting the bus, students are to move immediately off the roadway to a safe distance from the traffic. Under no conditions should they cross the road, unless specifically instructed by the driver. The driver should always account for all the students.

It is extremely important that drills be conducted so students know what to do in an emergency situation. Ask your children about their school bus evacuation drill!

Student Recognition Programs

AEIS believes that all students should be able to exhibit a positive self-concept. Accordingly, the implication for us as adults is that we must demonstrate a willingness to place great value on the children's successes by celebrating their strengths, efforts, and achievements. Special opportunities for individual recognition include:

Awards Assemblies

Awards assemblies are held at the end of each quarter (quarters 1-3). At this time citizenship awards and special subject area teachers (art, music, P.E., culture) are presented. Year-end award ceremonies also recognize students' contributions to the school and school-wide programs.

Student Of The Month

At the end of the month, each homeroom teacher nominates a student in the class who has demonstrated high achievement in a combination of the following areas: academics, behavior, citizenship, and cooperation in the host nation culture program. Each month different students are recognized. Student photos are displayed on a specially prepared bulletin board; they are presented Student of the Month pins and certificates of recognition.

Standardized Testing

DoDDS students are tested annually with the *TerraNova* version of the Comprehensive Test of Basic Skills (CTBS). The *TerraNova* assesses student achievement in a variety of subject areas including reading, language arts, mathematics, social studies, and science. Individual pupil results are reported to students' parents and the classroom teachers. Test results are included in the permanent record.

This norm-referenced test enables one to compare an individual's performance with that of a nationwide sample of students at the same grade level. In reviewing the total battery scores for Amelia Earhart, our students have scored above the national average in all areas tested.

The National Assessment of Educational Progress (NAEP) assesses the knowledge and skills of 4th grade students in science and math. This assessment measures the current status of educational attainments of students and reports changes and long-term trends in those attainments at regional and national levels.

DoDEA Writing Assessment – Fifth grade students participate in the DoDEA Writing Assessment held in late spring.

The Comprehensive Art Performance Assessment (CAPA) are administered to fourth graders in the late Spring.

Volunteering

Volunteering in the Classroom

We here at Amelia Earhart Intermediate School are pleased to have you serve as a parent volunteer. Parents are invited to serve as partners in their children's education in a variety of areas:

- Helping teachers prepare
- Sharing a skill or talent
- Getting professional experience and making contacts
- Achieving personal growth and self-esteem
- Giving something back
- Doing something exciting and new
- **Making a difference in the life of a child**

Some Things To Remember When Volunteering:

1. You must **register** in the Front Office to be a volunteer.
 2. Volunteers who chaperone on study trips and are with children out of sight from the teacher are **required** to have a background check.
- As a volunteer staff member you are expected to maintain a high level of confidentiality regarding school matters. Volunteers must refrain from talking about teachers to students.
 - Please help us model a neat and clean appearance. Dress appropriately for the school setting and task.
 - As a volunteer you will be a part of the staff. All students will treat you with respect and you shall treat students with the same respect.
 - Smoking is not allowed in our building or in the presence of students. The designated areas are in your car and in the parking lot.
 - Loss of temper and use of inappropriate language is not acceptable on school property.

- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues.
- Please fulfill commitments and be on time. If you can't come, please call the office and leave a message.
- A preliminary meeting with the classroom teacher and volunteer must be conducted regarding duties to be performed and times, so as to make helping less disruptive to instruction.
- In extreme problems with discipline, volunteers should bring this to the attention of an available staff member or administrator. DoDDS policy is NO corporal punishment.
- Volunteer staff members should be supportive of goals and objectives of the school and promote safety among all students.

Parent-Teachers Organization (PTO)

PTO, an organization of parents, teachers, and students, works for a better school environment, as well as coordinates and encourages volunteers. PTO sponsors a variety of activities such as reading programs, school pictures, book fairs, recognitions, guest speakers, school-wide spelling bees, and assemblies. We hope all parents join the association and support its activities.

School Advisory Committee (SAC)

The School Advisory Committee (SAC) goal is to ensure that faculty, parents, students, and the community have forum in which to voice concerns and contribute to the decision-making process of their school in order to benefit the students. Everyone is invited to the general meetings.

School Home Partnerships

Parent and community involvement is essential to student success. As stated in our mission statement, "Success In Education Is A Partnership In Responsibility." Some ways you can be a partner here at the school include:

1. Two-way home/school communications to assist parents and teachers in sharing information, expectations for student academic performance and monitoring student growth.
2. Activities such as fundraising, volunteering, and before/after school activities.
3. Learning activities for all parents and teachers on ways to work collaboratively in school and at home.
4. A partnership in the school's curriculum and extra-curricular program.
5. A partnership in the decision-making process in their children's education.

Tutoring Programs, Homework Clubs, and the Parent Center are partnership endeavors.

Withdrawal/Transfers/PCS

Early Withdrawal

DoDEA policy determines attendance requirements for promotion. Students PCSing less than 20 school days prior to the end of the last semester may be promoted to the next grade level. Prior to the 20 days, students will be given grades-to-date.

On-Island Transfers

When a family moves from one housing area to another, it may be necessary for students to transfer to another school. Transfer paper requests must be submitted at least five working days in advance to the main office so that records may be prepared. Please ensure that you bring a copy of your lease or housing assignment letter with you.

Records are sent to the receiving school. Students registered at the receiving school prior to 11:00 will allow the enrollment process to be completed and the student to begin classes at the receiving school the morning of the next day. Records delivered at the receiving school after 11:00 will need the next day to be processed. In this situation the student will begin classes the morning of the second day.

PCS

Please come by the school office and fill out appropriate paperwork at least five working days in advance so that the transfer documents may be prepared for you. We suggest that parents hand carry their child’s school records to their next assignment. Final school clearance policy requires that students return all books and pay all fees.

School Calendar

2012		2013	
Aug 27	Begin 1st Quarter & 1st Semester	Jan 1	Federal Holiday - New Year
Sep 3	Federal Holiday - Labor Day	Jan 7	Instruction Resumes
Oct 8	Federal Holiday - Columbus Day	Jan 21	Federal Holiday - MLK Jr. Day
Nov 1	End of 1st Quarter	Jan 24	End of 2nd Quarter & 1st Semester
Nov 2	No School for Students- Teacher Work Day	Jan 25	No school for students- Teacher work day
		Jan 28	Begin 3rd Quarter & 2nd Semester
Nov 5	Begin 2nd Quarter	Feb 18	Federal Holiday - Presidents’ Day
Nov 12	Federal Holiday - Veterans' Day	Apr 4	End of 3rd Quarter
Nov 22	Federal Holiday - Thanksgiving	Apr 5	No school for students- Teacher work day
Nov 23	Recess Day	Apr 8	Begin Spring Recess
Dec 24	Begin Winter Recess	Apr 15	Instruction Resumes - 4th Quarter
Dec 25	Federal Holiday - Christmas	May 27	Federal Holiday - Memorial Day
		Jun 13	End of 4th Quarter & 2nd Semester - Student's last day
		Jun 14	No school for students- Teacher work day