

Andersen Elementary School

- Home of the Dolphins -

Student-Parent Handbook

School Year

2012-2013



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

Andersen Elementary School

UNIT 14057

APO AP 96543-4057

671-366-1511/12

Office of the Principal

- Home of the Dolphins -

Dear Parents and Students,

On behalf of the entire staff at Andersen Elementary School (AES), we would like to welcome all returning and all new families to the upcoming school year. We hope this is a very rewarding school year for everyone. We welcome you and encourage you to take advantage of all the various learning opportunities available to you at AES.

Our combined efforts, knowledge, experiences, and energy will be utilized to provide the best possible education for each student. The staff looks forward to working with our students as well as our parents. Parental support is needed, valued and welcomed at AES. We encourage each of you to become actively involved in your child's education. Involvement can be in many forms, from classroom volunteers, activities with our Parent Teacher Organization (PTO), or participating in events around the school. Hand in hand, working together toward the common goal of providing a nurturing and safe learning environment, we will be successful as educators and parents preparing the way for our students to master the DoDEA standards.

You may be confident that we will do our best to provide an excellent educational program for all our students. Welcome to Andersen Elementary School, the home of the "Dolphins". The entire staff looks forward to working with you and your child in a positive and rewarding school-home-community partnership.

Mrs. Willette Horne-Barnes
Principal

Mr. Arthur Flores
Assistant Principal

DODEA Guam Schools School Year Calendar 2012-2013

Wednesday, August 22

Reporting date for non-administrative educator personnel for orientation and classroom preparation and inservice

First Semester (90 Instructional Days)

Monday, August 27

Begin First Quarter and First Semester
Pre-K Home Visits

Monday-Friday, August 27-31

KN (no school) Home Visits

Monday-Friday, August 27-31

Professional Development – No School

Friday, August 31

Labor Day - Federal Holiday

Monday, September 3

PSCD and Kindergarten Start Date

Tuesday, September 4

Pre-K Home Visits

Tuesday-Tuesday, Sept. 4 – 11

Pre-K First Day of class

Wednesday, September 12

Columbus Day - Federal Holiday

Monday, October 8

Professional Development – No School

Friday, October 19

End of First Quarter (45 days of classroom instruction)

Thursday, November 1

No school for students - teacher work day

Friday, November 2

Begin second quarter

Monday, November 5

Veterans Day - Federal Holiday

Monday, November 12

Elementary/Middle School Parent Teacher Conferences (Kn-8)

Wed- Fri, November 14-16

½ day of school – No Lunch

Wed- Fri, November 14-16

Pre-Kn Full Day Parent Teacher Conferences – No School

Friday, November 16

Guam HS Parent Teacher Conferences – No School

Thursday, November 22

Thanksgiving - Federal Holiday

Friday, November 23

No School

Wednesday, December 12

Accelerated Withdrawal Date (Fall Semester)

Monday, December 24

Begin Winter Recess

Tuesday, December 25

Christmas -Federal Holiday

2013

Tuesday, January 1

New Year's Day - Federal Holiday

Monday, January 7

Instruction Resumes

Monday, January 21

Martin Luther King, Jr, Day - Federal Holiday

Thursday, January 24

End of 2nd Quarter and 1st Semester

Friday, January 25

No school for students - teacher work day (45 days of classroom instruction)

Second Semester - (91 Instructional Days)

Monday, January 28

Begin Third Quarter and Second Semester

Monday, February 18

Presidents' Day - Federal Holiday

Thursday, April 4

End of Third Quarter (48 days of classroom Instruction)

Friday, April 5

No school for students - teacher work day

Monday, April 8

Begin Spring Recess – No School(April 8-12)

Monday, April 15

Instruction Resumes - Begin Fourth Quarter

Wednesday, May 15

Monday, May 27

Thursday, June 6

Thursday, June 13

Friday, June 14

School Year 2012-2013:

Accelerated Withdrawal Date (Spring Semester)

Memorial Day - Federal Holiday

Last Day for Pre-K (Full Day)

End of 4th Quarter and 2nd Semester (43 Days of classroom instruction) and Last day for students (1/2 day) – No Lunch

Last day for non-administrative educator personnel

No school for students -teacher work day

Instructional Days – 181

Teacher Work Days - 190

CHAIN OF COMMAND

Ms. Marilee Fitzgerald, Director

Department of Defense Education Activity
4040 North Fairfax
Arlington, VA 22202

SCHOOL TELEPHONE NUMBERS

DODDS-Pacific/DDESS-Guam
Unit 35007
APO, AP 96376-5007

Dr. Steve R. Bloom, Superintendent

DDESS-Guam District
District Superintendent's Office
USNH, Bldg 100
PSC 490 Box 7655
FPO AP 96538-1600

Mr. Jeff Arrington, Assistant Superintendent

DDESS-Guam District
District Superintendent's Office
USNH, Bldg 100
PSC 490 Box 7655
FPO AP 96538-1600

Mrs. Willette Horne-Barnes, Principal

Andersen Elementary School
Unit 14057
APO AP 96543-4057

Mr. Arthur Flores, Assistant Principal

Andersen Elementary School
Unit 14057
APO AP 96543-4057

SCHOOL TELEPHONE NUMBERS

Main Office: 366-1511/12

FAX: 366-2532

Registrar: 366-1511

Nurse: 366-2136

Guidance Counselors –

Grades K/3: 366-2181

Grades 1/4: 366-2179

Grades 2/5: 366-2177

Gym: 366-5994/5996

Special Education Office: 366-1512.

Leave message and your call will be returned

Psychologist: 366-8557

Cafeteria Office: 366-1655

Prestige Food Services

For Free/reduced Lunch program information
contact the Program Analyst

Leslie Nolan: 344-9582

Andersen Middle School: 366-3880/5973

Guam High School: 344-7410/11/12

McCool Elementary/Middle School:

339-5347/8676

Guam District Superintendent's Office: 344-9578/79

Transportation Office: 366-5467



AES Mission Statement



- AES creates opportunities for **all students** to achieve academic and social **success** in a global environment while encouraging them to be **self-motivated, life-long learners**.

AES School Improvement Plan

Andersen Elementary School will be conducting activities and staff development for our Continuing School Improvement /School Improvement Plan (CSI/SIP) for SY 2012—2013. We encourage *all* parents to join us as we closely examine and evaluate our school data, mission, and goals.

Vision Statement

Andersen Elementary School creates opportunities for all students to achieve academic and social success in a changing, global environment, while encouraging them to be self-motivated, life-long learners

School Improvement Student Performance Goals 2006 – 2011

Goal 1: By June 2012, all students will improve the quality of their writing using instructional interventions implemented in all curricular areas as measured by the *TerraNova*, Third Edition, Language subtest and other System-wide and school based assessments. The targeted skills are the communication of clear thoughts and ideas for different audiences and purposes by following a writing process, which includes the development of common vocabulary in order to pre-write, draft, edit, finalize, and publish student work.

Goal 2: By June 2015, 75% of all students (K-5th) at Andersen Elementary School will demonstrate an improvement in number and number relations and computation and estimation in the math subtest by May 31, 2015, as measured by the system wide *TerraNova*, Third Edition, and the local math assessment results.

**Department of Defense Education Activity (DoDEA)
Domestic Dependents Elementary and Secondary School (DDESS)
Andersen Elementary School
Andersen Air Force Base, Guam**

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ACADEMICS

ACCREDITATION

Andersen Elementary School has met the requirements established by the AdvancED Accreditation Commission and Board of Trustees and is accredited by the North Central Association Commission. AdvancED is committed to the mission to advance excellence in education worldwide through accreditation, research and professional services, AdvancED delivers on that mission by:

- Helping schools maximize student success
- Building the capacity of schools and school systems to pursue excellence through high standards, quality assurance, and continuous improvement
- Bringing together research and resources for student, school, and system improvement
- Providing a quality seal that is meaningful and useful to students and parents as they make decisions about their education

As a part of the accreditation process we have established a mission statement for Andersen Elementary School through input from the students, the staff, the parents, and the community. This Mission Statement is the basis for establishing priorities which aids in decision-making, and provides an effective basis for comprehensive and continuous evaluation. To advance the Department of Defense Education Activity (DoDEA) schools to new levels of excellence, a community strategic planning process has created a Strategic Plan with goals, guiding principles, strategies, and performance indicators that require educational excellence for all students.

Each staff member at Andersen Elementary School has the qualifications and skills needed to contribute to the school's achievement of the mission statement. Administrators and teachers are certified through DoDEA and other state certification programs which ensure all educators are highly qualified and knowledgeable in their areas of expertise. DoDEA educators maintain content area recertification by taking a minimum of six semester hours of credit every six years.

The ongoing staff development program at Andersen Elementary School has the objective of increasing student learning. The school is funded in a manner that meets and exceeds the standards for accreditation to maintain excellence in staff, facilities, and materials needed to meet the needs of the students.

GRADING PROCEDURES

Grades/marks will be tallied four times a year at 9-week intervals or quarterly and are distributed four times per school year. In grades 4 and 5, the scale is as follows: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 and below is Failing (F). This marking code is used in the major subject areas of Language Arts & Reading, Mathematics, Social Studies, Science and Health and may be further noted with a plus (+) or minus (-).

Mid-quarter progress reports are distributed as a means of communicating progress for those students at risk of receiving a D or F, at the end of the quarterly marking period. Parents are encouraged to contact their child's teacher at any time during the school year for a conference to discuss progress, questions, or concerns. DoDEA grading policies and procedures are established at the DoDEA headquarters, not at the local level.

The Life Skills/Social Development, Special Subjects and all sub-content areas for Grades K-3 may be marked with any of the following:

P — (Participates)

+ — (Shows Strength)

/ — (More Participation Needed)

Special Subjects for Grades 4-5 may be marked with any of the following:

E — (exceeds grade level)

M — (meets grade level)

S — (steady progress towards grade level)

Kindergarten through third grade students receive **no** “+” or “-“ and progress is noted as follows:

CD—Consistently Displayed: This student **CONSISTENTLY** displays skills in this area.

P—Developing/Progressing: This student is **PROGRESSING** or **DEVELOPING** the skills in this area.

N—Not Yet Evident: This student needs **MORE DEVELOPMENTAL GROWTH** in this area.

X—Not Addressed: This area has not been addressed at this time.

There are no 1st quarter grades for Pre-K, Kindergarten, and 1st grade. Pre-kindergarten students receive quarterly progress reports. Students must attend school 20 days in any given marking period to receive a grade.

Non-Biased Curriculum

Non-Biased Curriculum emphasizes “Traditions”, but the themes focus on words such as “Winter Celebration”, “Fall Festival”, “Harvest”, “Spring Celebration”, etc. and not “Thanksgiving”, “Halloween”, “Christmas”, “Easter”, etc. We will adhere to and encourage a non-biased curriculum.

Retention Philosophy

The following is an excerpt of an article, which appeared in the March 2008 issue of Educational Leadership as related to research on grade-level retention of students.

There is no educational research which indicates that retention is of value. Most educational research indicates that grade level retention is a harmful practice when applied to many students.

Research does indicate that:

- Low-achieving students do progress whether they are retained or promoted.
- At the end of the repeated grade, retained students’ scores on achievement tests are somewhat lower in comparison to their counterparts who have moved to the next grade.
- There is **no evidence** that promoting “underachieving and immature” students contributes to emotional and social problems, and there is **no evidence** that repeating a grade improves these problems. Students who are far behind academically or who have social or emotional problems need special services and individualized educational plans as opposed to another year in the same grade. Fortunately, DoDEA/DDESS is staffed with a large number of specialists to provide specialized and individualized educational services.

Rather than considering grade-level retention, efforts should focus on assuring that students who are markedly underachieving obtain the appropriate services. An individualized plan is essential for these students. The individual student program recognizes each student’s ability and level of achievement. AES has a Student Success Team (SST) to work with teachers and/or parents making recommendations and suggestions for students to be more successful academically and/or behaviorally.

In rare cases, a parent may request consideration for the retention of a student. Documentation of resource utilization and intervention must be submitted with all retention requests. The SST will be utilized as a placement committee, with the Assistant Principal as the Chair, to make recommendations to the Principal who makes the final decision. The SST can also work closely with parents, teachers and the Special Education Child Study Committee (CSC) to determine, through testing if the child needs special services.

HOMEWORK

It is DoDEA’s policy to assign homework as appropriate to all students capable of completing assignments independently. Homework is used for reinforcement and enrichment activities. Homework that has no specific educational purpose is not assigned. Please help your child complete assignments by providing a scheduled time, a quiet study area, plus your cooperation and encouragement. There is no right amount of time for homework.

Each child works at his/her own pace, so the amount of time needed to complete specific assignments may vary. The types of homework may vary to enable the student to have experience/practice in reading, writing, computational skills, and other subject areas during a given week.

Andersen Elementary School teachers assign homework to enhance student learning that is taking place in the classroom.

Teachers follow these general guidelines when assigning homework:

1st grade: 10 – 15 minutes per night

2nd grade: 20 – 30 minutes per night

3rd grade: 30 – 40 minutes per night

4th grade: 40 – 50 minutes per night

5th grade: 50 – 60 minutes per night

Please do not make the issue of homework a battlefield; if your child is working consistently longer than these times, contact the teacher for assistance.

LARGE GROUP SPECIALISTS

Art Program

The Art Program at Andersen Elementary School has a focus on grades K through 5, and has four primary goals:

- **Create Works of Art**

Refers to the creating of art work, art vocabulary, skills development and learning about the elements and principles of design.

- **Demonstrate Aesthetic Perception**

Focus upon acute awareness, well-developed observation, appreciation and taste, sense of beauty, intuitiveness, insight and comprehension.

- **Develop a Knowledge of Art Heritage**

Delineates the expected outcomes of learning about cultures, individual artists, art masterpieces and art careers.

- **Utilize Critical Judgment of the Visual Arts**

Refers to the recognition of difference, evaluation and analysis, comparison, appraisal, discrimination and wisdom in artistic choices.

These goals, through which the learning outcomes of the art program are determined, are aligned with the DoDEA K-12 Visual Arts Standards and the National Standards for Visual Arts Education.

Culture Studies

The culture program provides Andersen Elementary students with a familiarity in the Chamorro cultural and language and helps develop an appreciation and understanding of the people and culture of this lovely island where they live and learn.

Culture education is a unique feature of the Department of Defense Elementary and Secondary Schools and is designed to provide our students with an introduction to the local culture. Taught by local teachers, it is an essential experience of the DDESS curriculum. In addition, with these teachers as guides, students participate in activities which build appreciation and understanding of the local culture.

As DoDEA endeavors to provide opportunities for students to communicate in multilingual and multicultural societies, the culture program offers students the language skills and cross-cultural understanding that they need in the 21st century.

The goals of the Culture Program are:

- **Students will achieve personal, social, vocational competency and environmental adaptability**
- **Students will be exposed to basic Chamorro language skills**
- **Students will have an opportunity to implement local social studies related themes**

- **Parents will have an opportunity to grow interculturally with their youngsters.**

Music

The DoDEA Music Education Program for kindergarten through twelfth grade has four major goals.

- **Participate in Various Forms of Musical Expression**

The experiences of singing, playing, listening, moving to, and creating music lead to an understanding of musical concepts.

- **Demonstrate an Understanding of Musical Concepts**

To translate or articulate the unique language of music, one should be able to use the vocabulary and notation of music.

- **Display an Awareness of the Interrelationship between Music and Society**

Music is a vital part of any society's heritage. Hearing and performing a variety of diverse music helps one to understand the role music has played and continues to play in the lives of all people.

- **Display an Understanding and Appreciation of Music as an Art Form**

Music evokes intellectual, aesthetic, emotional, and physical responses. One learns to be sensitive to the power and beauty of music alone and in its interaction with other art forms.

These goals, through which the learning outcomes of the music program are determined, are aligned with the DoDEA K- 12 Music Education Standards and the National Standards for Music Education.

Physical Education Program

The Physical Education Program at Andersen Elementary School provides all K through 5 students the opportunity to participate in a structured physical education program. The DoDEA Physical Education program for kindergarten through fifth grade has three (3) major goals:

- **Personal and Social Development Skills**

Students apply responsible personal and social development skills in the Physical Education setting. They learn to perform activities safely, follow the rules of the class and game, as well as display behaviors that are age appropriate and supportive.

- **Motor Skills and Movement Patterns**

Competency in motor skills and movement patterns is needed to perform a variety of physical activities. The ability to apply movement skills in sequence from simple to more complex will help build a foundation for the other skills to be learned and will assist the student to be successful in future physical activities.

- **Physical Activity and Fitness**

A physically active lifestyle is essential to maintaining a health-enhancing level of physical fitness. Students participate regularly in activities that develop cardio-respiratory endurance, muscular strength and endurance, and aerobic capacity. These activities enhance and support the acquisition of lifetime skills.

We ask that the following guidelines be followed:

- A. Wear proper physical education attire, shoes included.
- B. Have a pair of athletic shoes to be used only for PE.
- C. Always cooperate with the teacher and other students.
- D. Be prepared to exercise and have fun.

If the student cannot participate for one or two days because of illness or injury, the parent/guardian must write a note stating the reason. Students unable to participate in PE for an extended period are required to have a note from a doctor stating the reason for the limitation or exemption from PE and the period of time the student cannot participate. Students must drink adequate fluids before PE Class. All injuries occurring in Physical Education must be reported immediately to one of the PE teachers, who will decide if the child should go directly to the School Nurse. The PE teacher will inform the classroom teacher.

Foreign Language in Elementary School (FLES)

The Department of Defense Education Activity (DoDEA) Foreign Language Program prepares students to meet the challenges of an interdependent world community by enabling them to recognize the importance of learning foreign languages, to value learning about other cultures, and to develop proficiency in one or more foreign languages.

The Foreign Language Program is aligned with the National Standards in Foreign Language Education published by the American Council on the Teaching of Foreign Languages (ACTFL). The DoDEA Foreign Language Standards and Proficiency Expectations include Kindergarten-Grade 3 FLES Bands in the elementary school.

Description of the Program

As a result of the 2006 DoDEA Foreign Language Initiative (FLI), students begin studying a foreign language in elementary school. DoDEA foreign language programs emphasize communication proficiency. Students receive instruction in the target language and progressively develop proficiency in listening, speaking, reading, and writing. The DoDEA Foreign Language Standards and Proficiency Expectations encourage students to develop high levels of proficiency especially when following a long sequence of study and when pursuing authentic language experiences outside of the classroom. The goal is to build proficiency from the earliest entry point possible and continue building proficiency through rigorous sequences of study.

DoDEA provides students opportunities to communicate in multi-lingual and multi-cultural societies through the study of foreign languages. In so doing, the DoDEA Foreign Language Program equips students with necessary global communication tools for life in the 21st Century.

OTHER PROGRAMS

Gifted Education Program

The Department of Defense Education Activity (DoDEA) provides exemplary educational programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they are able to receive, meet, and often surpass. The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths and needs.

Services are provided because identified students have a documented need for differentiation and challenge in their instructional program. This differentiation provides daily academic challenge and social-emotional support to ensure continued intellectual growth and development. The DoDEA schools determine the most effective methods to meet the needs of students identified for gifted education services. Schools consider individual strengths in matching student to services because each student has a unique strength.

Students who perform or show the potential for performing at remarkably high levels when compared with others of their age, experience, or environment have learning needs which require differentiated learning experiences. Such experiences are those in which the content, strategies, and expectations of student performance have been adjusted to be appropriate for gifted children.

Child Find

Child Find is the ongoing process used by DODEA and the military servicing departments to identify individuals between the ages of 3 and 21 who may be in need of special education and related services. Child Find activities relate to providing information to parents and community members regarding the referral, screening and evaluation process.

ATTENDANCE

DoDEA Regulation 2095.01, the new policy mandates school attendance, requires 180 instructional days per academic year, and recognizes the reality of unavoidable absences, such as illness and emergency situations.

APPOINTMENTS OR ILLNESS

Students will not be released from school on the basis of a telephone call. Parents must sign-out and sign-in their children when taking them to appointments and back to school. When students are sent home because of illness, they are to be accompanied by their parent(s) or authorized guardian/personnel.

PROCEDURES

Parents are asked to call the front office (366-1511) when they know their child will be absent. The sponsor must provide the classroom teacher with a written explanation of each absence. The sponsor's note, by itself, does not constitute an excused absence.

The principal or the principal's designee will determine whether the student's absence will be recorded as "excused" or "unexcused" based on the definitions provided below:

Definitions:

Excused Absences: Excused absences are granted by the school, but are generally limited to:

- Student illness, family emergencies (e.g., severe illness or death in the family, local or stateside)
- Local religious observances.
- Medical appointments, which cannot be arranged during non-school days or after school hours.
- School sponsored activities, including athletics, tournaments, and other interscholastic events occurring away from the home school when permission to be absent request is made prior to the event.
- There will be no academic penalty for excused absences. Absence for pre-planned activities, such as trips and religious observances, must be coordinated with the school prior to the activity.

Unexcused Absences:

Students will be required to make up all missed school assignments. Parents are strongly encouraged to work closely with their child's teachers to ensure all class assignments are completed in a timely manner.

RELEASE POLICY

Students will be released during the school day, only to a parent or to the person named as the emergency contact on the Registration form.

TARDY POLICY

Students arriving at school after 7:45 a.m. are considered tardy. If you know that your child will be late arriving to school, please make certain that a note is sent explaining why they are tardy. A student who is tardy should report to the office for a late slip before going to his/her classroom. A signed appointment slip from the dentist or doctor may be used in lieu of a note from parents. Parents should come in to the office to sign in their child; or a signed note is requested from parents. Students who are tardy due to government transportation are excused and will not need to obtain a late slip from the office. A tardy not properly reported by the parent or guardian is unexcused unless circumstances warrant otherwise. The classroom teacher will report students who are frequently tardy to the administration. Parents will be contacted if it is noted that a student has numerous unexcused tardies. If excessive tardiness persists after parent notification, the school reserves the right to contact the sponsor's command.

BOOKS, MATERIALS AND TECHNOLOGY

BOOKS ON LOAN

Textbooks and or workbooks are furnished without charge. Sponsors are responsible for payment in case of loss or damage to textbooks, musical instruments, workbooks, library books, science equipment, audio-visual equipment, computer materials or equipment, or other school property.

Parents may request to borrow books. The request MUST first go through an administrator for approval. Once the request is approved, supply personnel will prepare the proper documents for the parent's signature. This document will note the book(s) being checked out from the school. Return dates will depend on the request and the books on loan. If the book(s) is/are lost or damaged, parents will be responsible for replacing the book(s).

CARE OF BOOKS AND MATERIALS

Textbooks and educational supplies are issued to students for their use. Students are responsible for the proper care and return of these materials. Parents are encouraged to help by placing book covers on the books. Payment for lost or damaged books will be required in the following manner:

New 100% of cost

Good 75% of cost

Fair 50% of cost

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 supply office within one week of occurrence. Payment is made at the front office by check or money order, made payable to Treasurer of the United States, NOT to the school.

INFORMATION CENTER

The purpose of the Information Center is to support the entire school curriculum and to reflect the philosophy, goals, and objectives of Andersen Elementary School. The Information Center provides support in intellectual and physical access to information and affords students opportunities to expand their world by using various media and technology resources.

INTERNET RIGHTS AND RESPONSIBILITIES FOR STUDENTS, STAFF, & VOLUNTEERS

We are pleased to offer students access to the school-wide computer network for the Internet. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards. We believe that the resources available via the Internet provide our students invaluable experiences.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Students, staff, and volunteers need to have training and an understanding of Internet use and responsibility before utilizing the Internet. Use of the Internet is a privilege, not a right. Visiting inappropriate sites, or downloading inappropriate files will result in the cancellation of that privilege. Federal regulation mandates that the user protects and conserves government property and not use such property for other than authorized purposes.

In accordance with DoDEA Administrative Instruction 600.1 "Computer Access and Internet Policy" the parents of all students in grades K-12 are required to sign the Student Network Use Agreement whenever a student registers for school. The agreement covers the use of the school LAN, Internet, and electronic mail (email). The signed agreements are maintained at the school in each student's file. Students at AES using the Internet will be under the supervision of an Internet trained teacher/information specialist, or volunteer whenever accessing the Internet. The information specialist or teacher determines permission for students to print Internet information.

SCHOOL SUPPLIES

Students in DDESS-Guam schools are responsible for procuring certain supplies. School supplies are available through military exchanges on island as well as commercial vendors. Parents may wish to purchase supplies after teachers have sent requests for any additional supplies home at the beginning of the school year. Copies of the proposed list of supplies are available in the school office or at any of the base exchanges. The 2011-12 School Supply List also appears in Appendix B.

CAMPUS SAFETY

BEFORE AND AFTER SCHOOL CARE

For safety reasons, students walking or arriving by car to school should not arrive on the school grounds prior to 7:20am. **Students arriving before the designated time of 7:20 may be sent home.** Students are not supervised prior to the start of school nor after school is dismissed. The first bell rings at 7:35am. The instructional day begins at 7:45 a.m. and ends at 2:15 p.m.

Pre-k and kinder students must be picked up and dropped off by an adult. Parents are responsible for seeking alternate arrangements for their children before and after school. The school will not be responsible for students' care before or after school. If your child is to be picked up by a middle school sibling, time and location at an outside door must be arranged with the elementary school teacher. The location must be outside the school. Middle School students are not allowed in the school during the instructional day except with a pass to the Nurse's Office. Middle School students must wait outside the building if they are picking up a sibling or visiting a teacher/parent. In addition, the use of AES phones by middle school students is not allowed unless there is an emergency. Middle School students need to utilize the phones at Andersen Middle School prior to arriving on the AES campus.

PARKING AND STUDENT DROP-OFF / PICK-UP POLICY

The main school student drop-off/pick-up area is located in the main parking lot in front of the school. Vehicles may not be left unattended in the drop-off zone and violators may be ticketed. Traffic through the parking lot is one-way, and exits to the right onto Plumeria. We encourage parents to come early to avoid the traffic.

There is no stopping, parking, or unloading permitted in either lane on Plumeria, adjacent to the school, between the hours of 7:00-9:00am and 2:00-4:00pm, Monday through Friday. Parking in the bus lane is prohibited at all times and violators may be ticketed or towed.

Drop-Off and Pick-Up Procedures:

- Never drop-off students while stopped in the middle of passing traffic lanes.
- Pay attention to the teachers and the students performing crosswalk guard duty, and follow their commands.
- Drive forward all the way to the end of loading/unloading zone or to the car parked in front of you.
- Make sure your children have their things prepared in advance for unloading. This will help us to speed up the process.
- As soon as you are parked and are between LOADING/UNLOADING ZONE signs, quickly load/unload students.
- Do not block the pedestrian crosswalk.
- Load/unload the students on the passenger side of the vehicle.
- Please yield to the vehicles passing on your left when you are pulling out after the drop-off.

PLAYGROUND

Parents should be aware that not all playground equipment is appropriate for all children who may use the playground. Parents and supervisors should look for posted signs indicating the appropriate age of

the users and direct children to equipment appropriate for their age. Toddlers and preschool-age children require more attentive supervision than older children; however, one should not rely on supervision alone to prevent injuries.

Please be mindful that all playgrounds present some challenges and because children can be expected to use equipment in unintended and unanticipated ways, adult supervision is highly recommended. A playground should allow children to develop gradually and test their skills by providing a series of graduated challenges. These challenges should be appropriate for age related abilities that children can perceive and choose to undertake. Toddlers, preschool- and school age children differ dramatically, not only in physical size and ability, but also in their intellectual and social skills.

Our front playground is closed to the public from 0700 – 1600 on days when school is in session. The equipment on our front playground is appropriate for children ages 3 to 7 years old. Our big playground with the basketball court is closed to the public. The equipment on our big playground with the basketball court is appropriate for children ages 6 to 12 years old. We also ask that all children be supervised at all times.

CLASSROOM ENVIRONMENT

ANIMALS OR PETS

Per DoDEA regulation, before an animal or pet can be brought into the school for any reason (to include bringing in pets when there are no classes in session), the animal or pet owner must first have written approval from the Principal. The pet owner will provide a copy of the Veterinarian certificate for the Principal and School Nurse prior to bringing the animal or pet into the school. A copy of this certificate must be kept in the classroom at all times and a copy retained by the School Nurse in an animal/pet veterinary clearance file. In addition, a copy will also be kept on file in the school office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify our School Nurse in the AES Health Office.

WATER BOTTLES

Students are allowed to use personal water containers (plastic only, please) in classrooms and other instructional areas as appropriate. Staff and administrators have the right and responsibility to check the contents of all water containers. Water bottles should be clearly marked with the student's name and teacher.

No food or drinks will be allowed in the hallways, playgrounds, atriums, or stage area

CLUBS/EXTRACURRICULAR ACTIVITIES

After school clubs and activities (i.e. jump rope, art, music, math, culture, etc.) will normally occur daily except for Tuesday. There is no extracurricular activity bus for students who participate in these activities. Parents whose child frequently rides a bus must make transportation and/or other arrangements for the student to be picked up from school following the activity. Notification of these activities will be published in the parent newsletter along with the day and time of the activity. In addition, due to unforeseen training, meetings, or teacher absences, an activity may be canceled without advanced notice. The sponsoring teacher will endeavor to notify students and parents of the canceled activity if time permits. If the activity is canceled at the last minute, we will notify students via the school intercom system at the end of the instructional day.

Sponsors of clubs and extracurricular activities determine academic and behavioral (disciplinary) requirements students must meet to participate in school sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team or student organization.

DISCIPLINE

DoDEA Regulation 2051.1, *Disciplinary Rules and Procedures*, is the procedural basis for student discipline in Andersen Elementary School

DISCIPLINE PHILOSOPHY STATEMENT

The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. Discipline provides an opportunity for students to understand that inappropriate behavior results in appropriate consequences. These consequences are designed to keep the students academically involved. Exclusion from learning opportunities is a final disciplinary option. We believe it is imperative to provide students with feedback for their disruptive behavior and allow for planning to avoid future incidents of behavior.

DISCIPLINE POLICY

Guam DDESS District Elementary schools operate with four basic rules:

- Be in the right place at the right time
- Treat people, school property and the environment with respect
- Fulfill the responsibilities of a student
- Behave in a manner that reflects favorably upon your family, school, and country

Each teacher has and enforces a classroom discipline plan. The steps of action are:

1. Teacher counsels student
2. Teacher and student conference and/or peer mediation*
3. Teacher calls the parent*
4. Student is referred to the counselor
5. Teacher and counselor meet to develop behavior interventions; e.g., a behavior plan, 504, SST*
6. Teacher and counselor meet with parents to discuss implementation plan*
7. Administration, teacher & counselor meet with parent and student*

*Conferences, detentions, suspensions, or referrals are possible at any time depending on the disruptive behavior

PROHIBITED ITEMS

Some items prohibited at school include, but are not limited to the following:

- Toys; e.g., Pokemon, Digimon, Yugi-OH, electronic pets and other related toys, other cards and electronic games
- cell phones or other portable communication devices
- CD players, iPods or MP3 players
- skateboards, scooters, roller blades, roller skates, wheelies or skate shoes
- stink bombs
- chewing gum or betel nut
- cigarette lighters and matches
- tobacco products; e.g., cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, snuff
- firecrackers
- weapons and/or ammo (real or pretend)
- laser light pointers

SEARCHES

The school has the authority to conduct random and periodic searches of school property and seize contraband items belonging to students, and to search student possessions and person when there is reasonable suspicion that the student has engaged in misconduct or is in possession of items prohibited as listed above.

STUDENT RESPONSIBILITIES

Students have the responsibility for being aware of, and respecting the fundamental rights of others, and for participating in the development and observance of all applicable standards of conduct.

SURVEILLANCE

Surveillance equipment is present in the school and students may be disciplined based on evidence gathered through surveillance equipment.

WEAPONS AT SCHOOL - DoDEA POLICY

DoDEA HAS ZERO TOLERANCE FOR WEAPONS INFRACTIONS

***Inherently Dangerous items: Deadly Weapons**

Weapons in this category include firearms, knives (over 2" blade), explosives, realistic replica guns, nunchucks, ninja knives, large chains and/or other dangerous weapons of no reasonable use to the pupil at school or at a school activity.

***Dangerous/Potentially Dangerous items**

This category includes items not inherently dangerous, used inappropriately to injure or with intent to injure others or instill fear at school or at a school activity including but not limited to unrealistic replica guns, laser pens, small firecrackers, small pocketknives (less than 2" blades), or other inappropriate items.

NOTE: If the school year ends before the length of the suspension/expulsion, students are eligible for re-admittance to school without serving the full length of the expulsion, unless the act occurs during the last 6 weeks of the semester, in which case, the suspension can extend to the end of the next semester.

ELEVATORS

Each building is equipped with an elevator. They are only to be used by students and adults with special needs and/or in need of assistance (e.g., broken leg, wheelchair assistance). Please see an administrator for permission. We appreciate your cooperation for taking the time to talk with your child about the importance of the elevators, their purpose, who may use them, and that authorization to use them must come from an Administrator.

EMERGENCY PROCEDURES

CIVIL DISTURBANCES AND ACTS OF TERRORISM

These are politically driven acts of violence. The chances of a civil disturbance or terrorist act occurring in or around the school are very low. Should a civil disturbance or act of terrorism occur at the school, the following actions will be taken:

1. The school administrator will be notified immediately.
2. A school administrator will notify the Security Police or designated base command post.
3. The school will follow all procedures and instructions of the 36th Security Forces Squadron or the AAFB Command Post. Administrators will coordinate the implementation of the DoD Force Protection Condition (FPCON) System measures with local security officials or base commanders to ensure the measures are appropriate with the measures contained in the base FPCON plan. A list of the FPCON conditions is listed in DoDEA Reg. 4700.1, Enclosure 3.

CRISIS INFORMATION WEBPAGE

DoDEA has established a Crisis Information Web page to help families, educators, and community members understand how to best meet the needs of DoDEA's students, staff, and community members in the event of a crisis. The website provides current information for families and educators about school crisis management policies and procedures, and makes available useful resources to help children and adults cope with the stress and anxiety associated with traumatic incidents. This Web page can be found at: <http://www.DoDEA.edu/instruction/crisis/>.

EARTHQUAKES

Children will receive instructions on preparedness measures to be taken if they are in school during an earthquake. In the case of such an event, school may be dismissed following the earthquake. The Civil Engineering Squadron will determine if the school buildings are safe for re-entry. Students will be monitored in a safe area either on or off school grounds. Parents or guardians will be notified when/where to pick children up if necessary.

EMERGENCY EVACUATION

In accordance with our antiterrorism/force protection plan, the school will be evacuated unless otherwise determined by the command and our district office. In cases where the school has to evacuate the premises due to any safety concerns, the students and staff will evacuate to designated locations away from the threat. If we have to leave the school area and/or send students home we will make every effort to contact each sponsor. During the time of any evacuation, all students will remain with their teachers. If information is received from our district office or from the base command to send students home, the school will then release the student(s) to the parent/guardian provided proper identification has been presented. We appreciate your cooperation during evacuations of this nature. **Again, it is imperative that the school has updated contact information in case of any type of emergency.** Please contact the school office at

366- 1511 to ensure all contact numbers are updated and current.

EMERGENCY SCHOOL CLOSURE

Emergency school closure occurs when unforeseen circumstances such as broken water pipes, flooding, loss of power, etc., warrant closure to be initiated during non-school hours. The decision to close the school is made through input from the administrators, our superintendent, and the base commander. An announcement of the closure will be broadcast on TV and/or radio and by the base command units.

Once the decision has been made to release students, staff members will alert all classrooms. Teachers are responsible for attempting to contact every child's parent/guardian to notify them of the school closure. Students who ride the bus will be released to board the bus at a set time. For those students who walk, ride a bike, or are picked up, they may be released once their parent/guardian has been contacted and agree with that process. If we are unable to reach a student's parent/guardian by the time teachers are released, the teacher will bring him/her to the office and the office staff will assist in contacting the parent. For these emergencies ***STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS WITHOUT THEIR PARENT/GUARDIAN BEING NOTIFIED.*** As stated before, please ensure all contact numbers are updated at all times with both your child's teacher and the school office.

FIRE DRILL EVACUATION PLAN

Fire drills are conducted once each week during the first four weeks of school, and once each month thereafter. A fire evacuation plan is posted in each classroom. All students receive specific instruction and participate in the scheduled fire evacuation drills.

Fire Alarm Pull Switches

If a student maliciously pulls a fire alarm switch, they are subject to a probable suspension from school. The student will be reported to the AAFB Fire Department and parents will be notified immediately. Malicious pulling of the switches will not be tolerated.

TYPHOONS

The typhoon season (May to November) spawns many tropical storms that may affect the Andersen Air Force Base community. It is essential that parents are aware of the local Typhoon Condition of Readiness (TCOR) at all times, especially during the passage of a tropical storm or typhoon. School will not be in session when the Base Commander declares TCOR 2. School will be dismissed (if in session) when the Base Commander determines TCOR 2. Updated information is regularly broadcast on ATV/Naval Communication Channel and/or local radio stations.

Make-Up Days

If school is canceled due to a typhoon, the District Superintendent's Office will determine if students and staff need to make up any missed school days. Information and school calendar changes will be distributed through email and other forms of communication.

GROOMING AND DRESS

Andersen Elementary School students are encouraged to take pride in their dress and conduct. All students are expected to dress neatly. Clothing should be appropriate, comfortable and not embarrassing or distracting to others. Students must observe and maintain healthy personal hygiene. Grooming is discouraged during class time. Students shall be required to dress appropriately in accordance with the following requirements to maintain social standards appropriate to a proper learning atmosphere. The following are minimal expectations for dress:

ACCESSORIES

No student shall wear sunglasses indoors unless proper medical certification is presented. Sunglasses not medically required may be confiscated. Jewelry should be kept to a minimum. For safety reasons it is strongly recommended that long dangling earrings not be worn to school.

CLOTHING

Uniforms are required daily for students in Kindergarten through 5th grade. Parents will be notified immediately when their student is out of the required uniform. There may be days when the uniform requirement will be suspended for special events or other occasions; however, there will be a school announcement made regarding those special events.

The following guidelines apply: Attire advertising drugs, alcohol, signifying gang involvement or affiliation are prohibited. Attire should neither be excessively loose or tight-fitting. Shorts, skirts, skorts and dresses must reach the end of the wearer's finger tips when arms are straightened loosely along sides or no higher than mid-thigh. Cropped/halter tops (no bare midriffs), sheer and spaghetti-strap clothing that reveal an excess amount of bare skin are prohibited. Tank tops and other revealing types of athletic shirts should not be worn.

FOOTWEAR

Shoes must be worn at all times. Crocs, zories, flip-flops, slippers, and steel-toed shoes are not allowed for safety reasons. Sandals may be worn provided they are safe and will not pose a hazard for the student. The heel on footwear should be no more than a half-inch high. Students should plan to wear tennis shoes or other athletic footwear on Physical Education days, which will occur every 4th day. We strongly recommend that tennis shoes/athletic footwear be worn at all times.

HAIR

Hairstyles must not impair sight or prevent adults from seeing the student's eyes. Dyed hair is prohibited (i.e., green, red, yellow, purple, etc.). In addition, hairstyles may not be outrageous or excessive.

HATS AND HEADWEAR

No hats or head coverings are permitted to be worn in the building or classrooms. This includes headwear such as bandannas. Hats are permissible on the playground. Students should hand carry hats for wear during recess to the cafeteria.

- Exceptions are to be approved by the principal or the designee.
- Teachers have the discretion to determine the appropriate student dress based upon the foregoing.

DDESS-Guam Uniform Policy

Items listed below are the authorized uniform components for students in kindergarten through 12th grade.

Uniforms are not required for Pre-K. It is not necessary to purchase all of the components.

Parents/students may choose to purchase any optional uniform items they desire.

- Uniform top colors will be
 - Navy Blue, or
 - White, or
 - Black
- Uniform bottoms will be khaki/twill/cotton-blend material.
- Uniform bottoms (no denim or jeans), colors will be
 - Navy Blue, or
 - Beige/Tan
- Uniform sweatshirts/sweaters/jackets (no denim or jeans), colors will be
 - Navy Blue, or
 - White, or
 - Gray
- No logos, designs, company tags, or brand emblems are allowed to be visible on any items.

1. The items below are those that are authorized. It is required to have tops and bottoms; other components are

OPTIONAL, as marked below. Guidelines for PE attire will be published by the administration of each school.

2. The official Guam District uniform island patch is **OPTIONAL** and is **permitted only** on the left side upper chest area of the sweatshirts, sweaters, and jackets. There will be no patch on other items.

Girls' top**	Boys' top**
Button-down, collared shirt or	Button-down, collared shirt
Polo style shirt	Polo style shirt
Girls' bottom	Boys' bottom
Long pants	Long pants
Bermuda shorts*	Bermuda shorts*
Cargo style shorts*	Cargo style shorts*
Skirt*	<i>*No higher than 3" above the top of the knee for middle school and high school students.</i>
Skorts*	
Capri pants	
OPTIONAL: Sweatshirt/Sweater/Jacket Options**	
<i>**Must be long sleeved and **Uniform top must be worn under these items</i>	
Navy Blue, White or Gray—v-neck pullover or buttoned sweater, or Navy Blue, White or Gray—jacket (with or without hood), or Navy Blue, White or Gray—pullover sweatshirt (with or without hood), or Navy Blue, White or Gray—zippered sweat jacket (with or without front pockets)	
OPTIONAL: Uniform Patch	
The official Guam District uniform patch will be a representation of the island of Guam and will only be	
OPTIONAL: Undershirts	
Undershirts may be any plain, solid color, must be short-sleeved and must be tucked in at the bottom.	

School spirit days will be scheduled on a recurring basis. School administrators will publish appropriate guidelines for acceptable spirit shirts which are to be worn with the required uniform bottoms. Guidelines for PE attire will be published.

DoDEA has no official relationship with the vendors listed below. The information below is provided as a courtesy only.

The following information is based on information provided by the vendor and is subject to change.

- **Airman's Attic** is open Wed. and Fri. from 9-11 a.m. For more information please call 366-8217.
- **Navy Thrift Store** is open Mon. and Fri. from 9 a.m. to 1 p.m. Wed. 12-5 and also open the first Sat. of the month. For more information please call 564-1885.
- **Andersen AFB (AAFES) and Naval Base Guam (NEX).**
- **Royal Bics**, in Guam Premier Outlets. Free alterations. For more information please call 646-6500.
- **Gino's**, in Agana Shopping Center. For more information please call 477-8945.
- **Paul's Guam Inc.**, in Paul's Plaza Building, 541 South Marine Corps Drive. For more information please call 646-9134 or 649-0408.

HEALTH SERVICES

HEIGHT/WEIGHT/VISION/HEARING SCREENINGS

The School Nurse will schedule and conduct health screenings. Information from these screenings is confidential and available only to parents and authorized DoDEA personnel.

ILLNESS

For the protection of your child and others, students who are ill should stay home. If a student becomes ill during the school day, the parent or guardian will be notified to come pick up the student. If a parent cannot be reached, the emergency contact person will be notified. If we are unable to reach the emergency contact, the sponsor's supervisor will be contacted. Any student with the following symptoms should **not be** sent to school, and **will be sent home**:

- Fever of 100° or higher
- Vomiting or severe nausea
- Suspicious skin rash
- Active head lice **
- Frequent diarrhea
- Conjunctivitis (pink eye)
- Impetigo
- Ear aches
- Other symptoms which may interfere with student's learning and classroom performance

***Students with lice must present a doctor's statement to the School Nurse before being admitted into class.*

If your child contracts a communicable disease (mumps, measles, scarlet fever, strep throat, chicken pox, or impetigo) please immediately report it to the School Nurse at 366-2136.

DoDEA policy states that a child must be fever free (temperature less than 100°) for 24 hours **WITHOUT** Tylenol or Motrin. Unfortunately, many children return to school the day after they have been sent home with 100°+ temps. These children are still potentially infectious and they will be sent back home. Please help us protect our large population from the spread of all infectious occurrences.

IMMUNIZATIONS

DoDEA Instruction 6205.1 states that **prior** to enrollment in DoDEA schools, students shall meet specific immunization requirements. If School Nurse records indicate that your child needs additional immunizations to meet the minimum DoDEA requirements for continued enrollment, a letter will be sent to the parent/guardian.

MEDICATION

For the protection of your child and school staff, we must adhere to DoDEA standards of safety measures regarding the administration of medication.

- **No over the counter medication** such as Tylenol, cough medicine, cough drops, etc. can be given to the student by the School Nurse without a permission slip being signed by both the parent and physician.
- **Medication may NOT be transported to or from school by a student. This includes Tylenol, aspirin, and cough drops. A parent needs to bring the medication directly to the nurses' office (Building 1600 Room A-12).**

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Administering Medication

- We encourage parents to administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be delivered to the School Nurse in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date. Prior to administering the medication, the physician and parent must complete and sign a medication permission form. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications to students.
- Medications given at school must be documented either on an individual log or in an adopted computerized student health management system. Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage time.

Standing Prescription Orders

Standing prescription orders are written by a physician and apply only to students for which the order may be applicable. It is not necessary for the physician to have previously examined the student. Due to the complexity and joint service provision of health care services to the DoDEA organization, it is not feasible to provide universal standing orders for DoDEA School Nurses worldwide. Individual specific standing orders should be obtained for children with long-term illnesses that require treatment at school. Standing orders must be renewed annually.

Storage of Medication

Medications must be kept in a locked cabinet in the nurse's office. Written documentation of the administration of medication must include time, dose, method, and the signature of the person giving the medication. Best practice includes an individual log for each medication and each dosage time.

MINOR INJURIES

Injuries requiring minor first-aid treatment such as scrapes, cuts, minor burns, and insect stings will be managed at the school level by our Registered Nurse.

SERIOUS INJURIES

In the case of serious injury or illness the following procedure will be followed: The sponsor and/or spouse will be contacted immediately. In the event contact with the parent is not possible, the EMERGENCY CONTACT person will be called. **PLEASE MAKE SURE YOUR EMERGENCY CONTACT INFORMATION IS CURRENT AND CORRECT.** A 911 call will be initiated when the administrator or School Nurse determines that the nature of the illness or injury requires emergency medical attention.

LOST AND FOUND

All articles found at school are to be turned to the office, or the classroom teacher. Items of value, such as jewelry or money, must be turned into the school office to be claimed. Unclaimed articles will be donated to charity, after a reasonable amount of time. Students may check the lost and found area in the office for lunch boxes, articles of clothing, and other items.

LUNCH/NUTRITION BREAK

Prestige Food Services serves a nutritious and delicious hot lunch in our school cafeteria. Students may pay with either cash or check. Currently, student lunches are \$2.50 (full price), which includes milk and adult lunches are \$4.50, which includes milk. Milk may be purchased separately for 50¢ and water for \$1.25.

Parents interested in applying for free or reduced lunches may pick up an application in the school office. ***Families are required to reapply each year.*** Until students are approved for free or reduced lunches, they must either pay full price for lunches or bring a lunch from home.

When the account is down to the equivalent of two meals remaining, Prestige Food Services will inform the student's parents with a note indicating that his/her account balance is low and money needs to be placed on the lunch account. In the event your child's account has insufficient funds to purchase lunch, Prestige offers an emergency meal credit provision to provide your child lunch. This credit is limited to the equivalent of two meals. Once this limit has been exhausted, no new charges will be authorized until the unpaid balance has been remedied.

If a student forgets his/her lunch or money or has exceeded his/her emergency meal allowance, parents will be called immediately to bring in money or lunch.

Prestige is available to accept payments from parents between 0800 and 1000 daily in the school cafeteria. You may also send payments with your students in a sealed envelope for him or her to pay during the appointed lunch time. You can contact GFS directly at 366-1655 for questions regarding your child's lunch account or to check balances. Due to the inability to reach many parents in a timely manner and to ensure our students receive lunch, it is the school's policy to provide unit commanders and first sergeants with a listing of all delinquent accounts on a weekly basis.

The Guam School District uses a Point of Sale System. Each child will receive a Personal Identification Number (PIN). The PIN will be required each time a child purchases lunch. Children will not need a PIN if they are paying cash. As with any PIN, it is very important that the student protect this number to ensure the security of the credited account. (If your child does not remember assigned PIN, the cafeteria clerk will ask for the last name.) Every time students purchase a meal, a debit of \$2.50 will be taken from the dollar amount in the account. Children who are eligible for free/reduced meals will put in their pin and be charged accordingly.

Students will have 20 minutes for lunch. If they are not finished with their lunch at the end of 20 minutes, rather than leave at that dismissal, they may remain to finish their lunch, but must refrain from visiting with friends. They are encouraged to try all items on their tray before emptying it. Students allergic to milk must have a doctor's note presented to the manager of the cafeteria in order to be provided juice with their hot lunch at no additional cost. This note will be kept on file in the cafeteria.

LUNCHROOM BEHAVIOR

- Use good table manners.
- Talk softly.
- Be courteous and respectful to everyone.
- Always walk and watch where you are going.
- Objects, including food, are never to be thrown.
- All food/drinks are consumed in the cafeteria.
- Remain seated at your table until dismissed.
- Do not share your food and do not ask for food from other students. Parents pay for/prepare what they want each student to eat for lunch.

NUTRITION BREAK

Many teachers schedule a nutrition break during the day. Parents may send fruit, cheese/crackers, 100% juice, and other nutritious snacks with their children for this break. Donuts, candy, chips, etc., are not nutritious snacks. In addition, soda is not considered a nutritious drink and therefore, is not allowed as a snack or at lunch.

PARENTAL INVOLVEMENT

Research demonstrates that parent involvement is essential for student success. Although you may not become involved in all committees and support organizations in the school, we encourage you to support the following activities:

- Share in the Continuous School Improvement decision-making process (CSI Leadership Team, Tuesday Faculty Meetings, and CSI Second Cup of Coffee forum)
- Join PTO and participate in meetings and activities.
- Have lunch at school with your child regularly.
- Volunteer in your child's classroom.
- Establish a daily study time at home (even when there's no homework).
- Join the faculty on the first Wednesday of the month for our School Improvement Leadership Team meetings
- Stay informed of school events and activities by reading the School newsletter and your child's classroom newsletter.
- Communicate frequently with your child's teacher.
- Prepare for and participate in parent-teacher conferences.
- Ensure your child has a well-balanced breakfast and comes to school with completed homework, lunch money and school supplies.

IN-SERVICE/STAFF DEVELOPMENT DAYS

Teaching is a dynamic profession, therefore, teachers need to constantly receive in-service training to ensure that they are current and on the cutting edge of what is happening in the field of education. DoDEA incorporates in-service and staff development days throughout the school year. Training may be scheduled for a full day or for half a day. When training is held in the afternoon, these are considered half-days. There will be no lunch served, and students will be dismissed at 10:45 a.m. When training is held for a full day, students will have no school for that day. This will give the teachers a block of time to meet and work on school improvement goals. Parents are always welcome and invited to attend these staff development/in-service training sessions. These dates are noted on the school calendar as soon as planned and throughout the year in our school newsletters. At various times throughout the year, additional staff development/in-service days may be scheduled. We will notify parents of these dates as they are announced through our school newsletter.

PARENTAL COMPLAINTS AND CONCERNS

The channel for the resolution of parental complaints/concerns is as follows:

1. Parents are encouraged to meet first with teachers to resolve issues.
2. If an issue cannot be resolved, the parent should then call an administrator for further advice and consultation.
3. Our counselors are an excellent resource with whom to discuss student issues. We request, though, that you direct any teacher concerns directly to an administrator.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at the end of the first grading period and at this time, report cards are distributed to parents during the conference. Conferences to discuss concerns, questions, and student progress may be scheduled at any time during the school year. Parents are encouraged to contact their child's teacher as soon as questions arise. Requests for conferences may also be left at the school office for delivery to the teacher.

PARENT-TEACHER ORGANIZATION (PTO)

The Andersen Elementary School PTO, an organization of parents and teachers, works for a better school environment by providing both financial and volunteer support for our school programs. The PTO sponsors a variety of activities such as book fairs, school pictures, monthly birthday celebrations for all children, the sale of school t-shirts and many other events.

The Parent-Teacher Organization consists of the following positions: President, Vice President, Secretary, and Treasurer. In addition, the committee coordinator positions are: volunteer, spirit week, membership and box tops. If you are interested in volunteering or serving on the executive board or being a committee coordinator, please contact the PTO office via email at: andersen_aespto@yahoo.com

PTO Objectives

The Andersen Elementary School PTO is a non-profit, non-partisan, and non-sectarian organization. It cooperates with the school to support the improvement of education in ways that will not interfere with the education of students or the mission of the school and does not seek to control school policies.

Specific objectives include:

- Providing a medium for exchange of information among parents, teachers, and other interested groups.
- Encouraging and developing programs and activities, which serve to enhance the quality of student education.
- Identifying and promoting opportunities for students to secure the highest advantage in their academic, physical, and social growth.
- Encouraging and maintaining a working dialogue between members, the local educational school system, the local government, and the community at-large on matters affecting the general welfare and education of students. Membership is open to all parents and legal guardians of students attending Andersen Elementary School as well as school staff. Membership costs \$5.00 per family, per year.

VOLUNTEERS

Volunteers are always needed and are a part of the total school program. They assist in the classrooms, office, special subject and resource rooms, and educational support areas. If a parent is volunteering in a classroom, we ask that you please make alternative arrangements for siblings. They are not allowed in the room during the instructional day. We encourage active participation by parents in their child's education and while, younger children are precious, they may be distracting to students in the classroom. We appreciate your understanding and thank you for your support.

DoDEA Policy states that prospective and current school volunteers shall be subject to a standardized application process that includes completion of an application form and standardized background checks. Volunteer applications are available in the school office or in Appendix F of this handbook. **Please allow 5 business days for processing of all volunteer request forms.** Once a background check is completed, a volunteer approval is valid for 3 years.

Copier Usage

Volunteers are not allowed to use the school copiers unless they have completed training with the Sharp Representative. The office will maintain a list of volunteers who complete this training. If you are a volunteer and would like to have training, please inquire about training in the school office.

RIGHTS & RESPONSIBILITIES

PARENTAL RESPONSIBILITIES

- See that your child is punctual and regularly attends school.
- Develop, maintain, and model for your child a respect for lawful procedures and the rights of others.
- Maintain continuous communication with the school and your child's teachers.
- Monitor your child's academic progress.
- Maintain open communication with your child about proper school attitudes and behavior.

- Investigate concerns your child brings home for better understanding and proper resolution of these concerns.
- Respect the ideas and feelings of school personnel and students.
- Promote and encourage appropriate grooming and attire.
- Provide your child with a lunch daily.

SCHOOL RESPONSIBILITIES

- Students will be provided a learning environment that is safe and encourages their best efforts.
- Students will be provided with opportunities to become actively involved in their learning.
- Students will be provided with opportunities to participate in extracurricular activities that extend their interests and abilities, as many as teachers are able to sponsor within our budget.
- Students and parents will become essential elements in an educational School-Home Partnership.
- School-Home communications will be maintained to assure that information about school programs and activities is made available in a timely manner.
- Students, parents, teachers and the administration will be provided with collaborative opportunities to work together toward continually improving the total educational program.

STUDENT RIGHTS AND RESPONSIBILITIES

- Students have a right to receive a quality education. Students have a responsibility to listen to instructions, to work in a cooperative manner, and to follow classroom guidelines set by the teachers.
- Students have a right to hear and be heard. Students have a responsibility to be attentive, by not interrupting or disrupting the class and respecting rights of others to learn.
- Students have a right to be treated with courtesy and respect. Students have a responsibility to respect others by not teasing or annoying other people, by showing respect and courtesy toward others.
- Students have a right to be safe. Students have a responsibility not to threaten or harm anyone else in school.
- Students have a right to privacy, personal property, and personal space. Students have a responsibility to respect and use school property properly, and to respect the privacy of others, their personal property, and personal space.
- Students have a right to be proud of their ancestry, cultural background, religious beliefs and gender. Students have a responsibility to be understanding and respectful of the ancestry, cultural background, religious beliefs, and gender of others.

Effective SY 2012-13, there is a new DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities.” Please note the rights retained by students listed in the policy section, which include the right to a safe school environment (free from bullying, harassment, etc.), the right to a public education of high quality, First Amendment rights, and right to fair and appropriate discipline. There is also a mutual courtesy and respect requirement.

In addition, this incorporates the Equal Access policy pertaining to student-led, noncurriculum-related groups. It also provides requirements for students such as to comply with the standards for student behavior outlined in school policy and procedures, refrain from disruptive conduct, and respect the rights and human dignity of other students and school employees. Other areas covered include student dress codes, freedom of expression, search and seizure, and student complaints.

To view the details of this important regulation, please visit the DoDEA regulations website at:
<http://www.dodea.edu/Offices/Regulations/loader.cfm?csModule=security/getfile&pageid=93269>

SCHOOL NEWSLETTER

Andersen Elementary School Newsletter is published every other Friday throughout the school year. The school office will email the newsletter to all parents whose **correct email address** is on file in the school office. The school newsletter is emailed in a PDF format. Your computer will need to have the Adobe Acrobat Reader installed in order to view the newsletter. You can obtain this program (if you do not already have it installed on your system) on the Internet for free. If you are unable to or have difficulty opening the newsletter, the office will print a copy for you. The purpose of our school newsletter is to inform our parents, teachers and general military support of upcoming events and activities taking place in our educational system. **Please keep an accurate email address on file in the school office.**

SCHOOL PICTURES

Andersen Elementary School and the PTO schedule school pictures for all students within the first two months of school. Schedules, picture packages, and additional information are sent home with your child well in advance of school picture day. If you have a problem with your child's photographs, please contact the school office and a contact name and number will be provided to you. Andersen Elementary School is not responsible for the quality, misplacement, or services of school pictures.

STUDENT PLACEMENT AND CLASS SELECTION

Every attempt is made to maintain well-balanced and equitable classrooms. ***BY-NAME REQUESTS FOR TEACHERS ARE NOT ACCEPTED***; the school will do its best to match your child's learning style with a matching teaching style. If you wish to discuss your child's placement, please contact the school Principal, not the child's teacher.

STUDENT RECORDS

Parents may review their child's cumulative school records at any time, with the assistance of school personnel. School records may not be removed from the main office.

CHANGE IN STUDENT INFORMATION

It is imperative we maintain accurate, up-to-date information on each student enrolled in our school. We request parents to notify us **immediately** if there is a change in any of the following information:

- Home address
- Home telephone number
- Work telephone number
- Emergency contact name and/or telephone number
- Rotation date
- Mailing address
- Student health concerns/allergies
- Student's Last Name
- Email Address

We are legally required to maintain current orders or extension to orders in order to enroll or re-enroll all students.

COURT ORDERS

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.). These orders will be sealed and maintained in the student's cumulative file. If any changes take place during the school year with the court order, the school must be notified immediately. Teachers will be notified of any restrictions that affect students in their classes.

POWER OF ATTORNEY

IF YOU PLAN TO BE OFF ISLAND ON TDY OR ON LEAVE while your child(ren) is/are attending school, please be sure to obtain a special power of attorney to be used in case of emergency, and inform the teacher and school office of the name, address, and telephone number of the person taking care of your child. In addition, please notify the School Nurse, so she will know whom to contact in case of an emergency. The School Registrar will keep a copy of the power of attorney in your child's cumulative file for emergency situations.

WITHDRAWALS AND TRANSFERS

Upon receiving final notification of your departure from the Andersen community, please inform the school office personnel (registrar) **at least two weeks** prior to your actual departure. This notification is needed to prepare your child's report card and other school records. No progress marks are given in any quarter unless the child has attended school for 20 days during that quarter. In the final quarter, no recommendation for grade placement can be given unless the child attends school for 20 days in that quarter. Elementary school withdrawal is different than higher grades regarding requirements and is based on the 20-day rule. With ten school days prior notification, parents are welcome to pick up student records from the office on the last day of student attendance after 2:30 p.m. The sponsor/spouse must sign for records, provide a copy of orders, and present an I.D. to receive the child's school records. It is DoDEA policy that **copies** of student records are sealed and given to parents to be **handcarried** to their next school. ***Official (original) records will be sealed and mailed upon request by the receiving school.*** Parents who would like a copy of their child's records for their personal files must personally request an extra set of records to be made when filling out the withdrawal form. We cannot make personal copies without advance notice. It is a requirement to clear all debts (payment for lost or damaged books, library fines, etc.) **BEFORE** the last day of attendance.

Early Departure of Students

If a student is departing school with less than 20 school days **in attendance**, prior to the end of the school year and due to official military orders, the following statement will be written on their report card:

“Although (student's name) was unable to complete the school year due to the military transfer of his/her family, had he/she continued current progress through (the date for 20 days of attendance) he/she would have been promoted to grade __ next school year.”

If a child is departing school on or after the date of 20 days of attendance in the 4th quarter, his/her report card will be completed as usual, to include all grades, comments, and promotion to the next grade level.

Early Withdrawal Policy per DoDEA Policy

Excerpt from policy: The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a “withdrawal” grade rather than a final grade. At the elementary school level, administrators may annotate the child's progress report to indicate the student's status.

STUDY TRIPS

Academics are not restricted to the classroom, but take place in the community as well. Therefore, study trips may be ongoing throughout the school year. A letter from your child's teacher, to include the date, time, and destination of the study trip, will be sent home the week prior to the planned trip. At various times during the school year, classes may take study trips as part of the instructional program. Study trips are considered part of the instructional day. Children ***MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT*** before they go on any trip leaving the school. If parents do not want to send their child on a study trip, the teacher will make alternate arrangements for the child to attend

another class for the period of the study trip. If parents elect to keep their child at home the child will be considered absent for that time not at school. Parents may attend the study trip with the child. Chaperones may not bring siblings/infants on a study trip. As an invited chaperone, one's responsibility must be to help supervise all the students in the classroom.

GUIDELINES FOR CHAPERONES

1. All chaperones pay their own expenses (entrance fees, transportation, if not DoDEA funded bus, etc.).
2. Other younger/preschool age children in the family **will not** be allowed to accompany parents on a trip, as they tend to distract parents and students alike.
3. Children from other classrooms **will not** be allowed to accompany their brothers/sisters on a study trip.
4. **UNDER NO CIRCUMSTANCES ARE CHAPERONES TO SMOKE OR DRINK ALCOHOLIC BEVERAGES AT ANY TIME DURING A STUDY TRIP.**
5. Chaperones are required to accompany the class to and from the trip. Following the bus in their private vehicle is not close supervision.
6. Chaperones may not transport their student or any other student to and from the study trip. Students are required to ride the bus to and from the study trip. ***Under no circumstances may a child be checked out from the study trip (with the exception of a bona fide emergency).*** The child **MUST** return to the school and then he/she may be checked out at that time.
7. Chaperones must have an **approved** volunteer application on file prior to attending a field trip as a chaperone.

Please allow 5 business days for processing of all volunteer request forms.

TELEPHONE MESSAGES

TEACHERS

To avoid disrupting instructional time, only *emergency messages* will be delivered to teachers in classrooms. All other messages will be placed in teachers' boxes or sent to the teacher via email, which they may be able to receive during the "Specials" period or at lunch. To ensure the teacher receives the message, please call by 10:00 a.m. to allow the school office ample time to send the message. In addition, the school intercom system will not be used to deliver messages to students or to check your child out of the classroom unless there is an emergency approved by an administrator.

STUDENTS

Due to classroom transitions throughout the school day, it is not always possible to relay phone messages to students. To avoid disrupting instructional time, only *emergency messages* will be delivered directly to classrooms. All other messages will be sent to the homeroom teacher via email. **The school office cannot guarantee delivery of phone messages to students received after 1:00 p.m. Please provide your child with transportation/pick-up instructions prior to start of school.**

TRANSPORTATION

BICYCLES

Many students arrive and depart school through the use of bicycles. Students need to use safety precautions when riding their bikes to and from school. They need to take extra caution when crossing the streets as well. Students are to **walk** their bicycle on the sidewalk and not cross over to the bike racks through the grass when they reach the school campus. Failure to walk their bikes on the school campus will result in the confiscation of their bicycles.

Bicycle Racks

The location of the bicycle racks is in front of the school, to the left of the main office doors as you face the school. Students need to place their bicycle into a slot on the rack. Students are **not** to leave their

bicycle on the ground or park them in front of the exit doors. Students should not take up more than one space for their bicycle. Students are strongly encouraged to lock up their bicycles. **The school is not liable for missing or stolen bicycles.** Bicycles that are not parked appropriately may be confiscated for pickup by student or parent.

BUS PROCEDURES

Student bus transportation is the sole responsibility of the Guam North Student Transportation Office. The transportation office is located in room A120 at Andersen Elementary School. All students who ride DoDEA school buses must be registered with the DoDEA schools on Guam. The bus transportation officer can be reached @ 366-5467. ID bus passes will be provided to all students riding DoDEA buses including Special Needs Pre-K students. DoDEA students must always carry their bus passes with them.

All **KINDERGARTEN** students **MUST** be picked up by a parent/guardian at the child's bus stop location. Bus drivers are not authorized to release a Kindergarten student if the parent/guardian is not there to pick them up. Students will be brought back to the school office and parents will be notified to come pick them up. Students must be picked up immediately after the sponsor is notified, or Security Forces may be notified. Students are only allowed to ride the bus for which a pass has been issued. Requests to ride another bus must be made through the Guam North Student Transportation Office.

Parents, sponsors, guardians and students are reminded that bus transportation to and from school is a privilege, which can be revoked administratively when students violate the expected standards of conduct and discipline while riding the bus.

Students should follow the same basic guidelines as listed under Behavior Management Plan (Appendix C). When a student violates these rules which have been provided for student safety and well-being, bus drivers, school administrator or transportation officials can suspend student's bus privileges (see Appendix D & E). It then becomes the sponsor's responsibility to provide transportation to and from school for the student during the period of suspension. All questions concerning student transportation should be addressed to the transportation office.

SCOOTERS AND SKATEBOARDS

The use of scooters AND skateboards anywhere on campus are prohibited at all times. If a scooter or skateboard comes to school, it will be confiscated for the day and **MUST** be carried off campus at the end of the day. If students are caught riding their scooter or skateboard on campus, it will be turned into the office. Parents may be notified. Signs are posted throughout the campus to remind the students of this policy.

SKATE SHOES

Skate shoes are strictly prohibited anywhere on campus. These shoes present a serious safety concern at school. Students should not wear these types of shoes to school at any time, for any reason. Failure to follow this policy will result in a phone call to the parents to bring the student another pair of shoes, and/or the wheels being removed and kept in the main office for pickup.

VISITORS

Parents and other responsible adults are always welcome at Andersen Elementary School. If you know in advance that you will be visiting your child's classroom, we encourage you to notify your child's teacher ahead of time so he/she is prepared for your visit. We do not allow students to bring friends or other non-registered students to school due to liability and space restrictions. In addition, parents may not bring younger siblings, children or babies with them when they visit or volunteer in a classroom. This can be a serious distraction from the learning environment for all students.

DoDEA policy mandates use of visitor badges and positive identification of all visitors and contractors. In compliance with this policy, upon arrival, **ALL** visitors are required to come to the school office, sign

in, **show identification**, and receive a visitor's badge. **All** visitors **MUST** sign out and return the visitor's badge upon leaving the building.

Appendix A

Elementary School

Supply List SY 2012-2013 (X=1)

Items	Pre K	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Backpack - See Note 2	X	X	X	1	X	X	X
#2 Soft Lead Pencils - w/erasers - 12 Count (1 Pkg)	2	2	2	4	4	2	3
Color Markers -Thin - Primary Colors (1 Pkg)		X	Girls Only	1	X		
Color Markers - Fat - Primary Colors (1 Pkg)	X	X	Boys Only	1			
Glue (bottle)	4	2		2	2	2	1
Glue (sticks)	10	12	12	2	6	2	2
Highlighter(s)					2	2	X
Crayola Crayons 1 Box (24 Ct)	X	2	X	1	X	X	X
Colored Pencils (1 Pkg)		X	X	1	X	X	X
Eraser-White/rubber if available		X	X	4	4	5	5
Bound Composition Books**	X (primary)	3 (Primary)	3 (Primary)	5	6	5	8
Pocket Folders with Prongs in middle - Various Colors*	4	5	5	8	6	X	8
Children Fiscars Scissors	X	X	X	1	X	X	X
Wide-ruled loose Leaf Paper				1	4	4	4
Water Color Paint (1 Set)	X	X		1			
Kleenex (1 Box of 200 Count)	X	X	X	1	2	X	X
Rest Time Towel		X					
Gym Shoes - See Note 1	X	X	X	1	X	X	X
Notes: (X=1) 1. For our students' safety, tennis shoes/sneakers should be worn daily by all students. Students are required to wear tennis shoes/sneakers for scheduled PE days/classes. 2. Pre-K needs a backpack WITHOUT WHEELS, large enough to hold a folder.	* Includes one (1) pocket folder each for PE, Music, and Art for grades 2nd - 5th						

Appendix B

DoDDS-P School Bus Safety/Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school "Code of Conduct."
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devices or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

Appendix C: Volunteer Application

SCHOOL VOLUNTEER APPLICATION

SCHOOL VOLUNTEER APPLICATION	
PRIVACY ACT STATEMENT	
<p>AUTHORITY: Section 113 of title 10 (Secretary of Defense), section 13041 of title 42 USC 13041 (Crime Control Act of 1990), and section 552a of title 5 (Privacy Act) of the United States Code, and E.O 9397 (SSN) authorize the collection of this information.</p> <p>PRINCIPAL PURPOSE: To obtain information to determine applicant suitability for acceptance as a DoDEA volunteer.</p> <p>ROUTINE USE: Disclosures of the Social Security Number and other personal information within the Department of Defense are authorized upon a demonstrated "need to know" to perform an official duty, including, but not limited to: (1) DoD attorneys rendering advice and assistance, and (2) DoD law enforcement or security activities concerning a law enforcement or security investigation. Other routine disclosures of relevant and necessary information are authorized to agencies outside of the DoD by DoDEA and DoD Privacy Act Systems Notices, and by government-wide systems notices which may be found at http://www.defenselink.mil/privacy/notices/osd/.</p> <p>DISCLOSURE: <u>VOLUNTARY</u>. Failure to disclose the information may delay or render an individual unable to participate in the volunteer program</p>	
Instruction: Provide complete information. Only completed applications can be considered.	
NAME:	SSN:
SPONSOR'S NAME:	SSN:
MAILING ADDRESS:	HOUSE ADDRESS:
Home telephone: (Area code first)	Duty telephone: (Area code first)
Facsimile number: (Area code first)	E mail Address:
List the school (s) where you are applying as a volunteer:	
1. _____	
2. _____	
3. _____	
Check all services for which you are interested in volunteering:	
<input type="checkbox"/> Classroom Activities	<input type="checkbox"/> Field Trips (Over night)
<input type="checkbox"/> Lunchroom Monitor	<input type="checkbox"/> Extracurricular Activities
<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> Athletic Coaching
<input type="checkbox"/> Playground Supervision	<input type="checkbox"/> Chaperone for Student Field Trips
<input type="checkbox"/> Library Media Center	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Field Trips (Day)	
<input type="checkbox"/> Other (Please specify all others)	
Complete the following questionnaire. If you answer yes, provide information requested in the space provided. If additional space is needed to answer a question, use a blank piece of paper with your name and SSN noted at the top of the page.	

DoDEA Form 4700.3-F1, May 2006

SCHOOL VOLUNTEER APPLICATION

Question	YES	NO
1. Do you have a child/children in the school(s) where you wish to volunteer? What Grade level(s)?		
2. Do you have experience as a school volunteer? Describe your past experiences.		
3. Have you ever been removed from a school volunteer position? Describe the circumstances.		
4. Can you provide a character reference? Give the name and telephone number.		
5. Have you ever been arrested for, charged with, or convicted of a crime involving a child? If "Yes," state the disposition of the arrest charge.		
6. Have you ever been asked to resign from a job because of, or been decertified for a sexual offense? Describe the circumstances.		
<u>Pre-Selection Agreement</u>		
If selected for a school volunteer position, I agree to immediately notify the Principal of the school of any subsequent adverse information regarding myself that would indicate poor judgment, unreliability, or untrustworthiness in working with children.		
<u>Certification that My Answers Are True</u>		
My statements on this form, and any attachments to it, are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form may result in denial of selection for or termination of volunteer services, and possible law enforcement referral as appropriate.		
Signature _____	Date _____	_____

DoDEA Form 4700.3-F1, (Back) May 2006

VOLUNTEER AGREEMENT FOR			
<input type="checkbox"/> APPROPRIATED FUND ACTIVITIES	<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES		
PRIVACY ACT STATEMENT			
AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.			
PRINCIPAL PURPOSE(S): To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of voluntary service.			
ROUTINE USE(S): None.			
DISCLOSURE: Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.			
PART I - GENERAL INFORMATION			
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>	2. SSN	3. DATE OF BIRTH <i>(YYYYMMDD)</i>	
4. INSTALLATION	5. ORGANIZATION/UNIT WHERE SERVICE OCCURS		
6. PROGRAM WHERE SERVICE OCCURS	7. ANTICIPATED DAYS OF WEEK	8. ANTICIPATED HOURS	
9. DESCRIPTION OF VOLUNTEER SERVICES			
PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES			
10. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.			
a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED <i>(YYYYMMDD)</i>	
11.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>	
PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES			
12. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.			
a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED <i>(YYYYMMDD)</i>	
13.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>	
PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
14. AMOUNT OF VOLUNTEER TIME DONATED		15. SIGNATURE	16. TERMINATION DATE <i>(YYYYMMDD)</i>
a. YEARS <i>(2,087 hours = 1 year)</i>	b. WEEKS	c. DAYS	d. HOURS
17.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>		b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>