

# Sollars Elementary School

Misawa AB, Japan



## **PARENT HANDBOOK**

### **2008/2009**

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## WELCOME TO SCHOOL YEAR 2008-2009

Dear Sollars Parents and Students,

It is with great pleasure that the Sollars Elementary School staff welcomes you to a new school year. We are very proud of our school and the achievements of our students. We have an outstanding staff, modern facilities, and tremendous community support.

During this year of growth and change, we encourage you to actively participate in your child's educational aspirations. We take pride in the fact that Sollars has been recognized as a national Blue Ribbon School of Excellence. That spirit of pride and excellence continues, creating a nurturing environment and a tremendous enthusiasm for educating our students.

Sollars students experience success in part because of unified cooperation and support between the staff, parents, and the military community all working toward a common goal - the education of your children. We invite you to work closely with us in providing Sollars students with the best education possible. This handbook provides you with information about our school policies and programs.

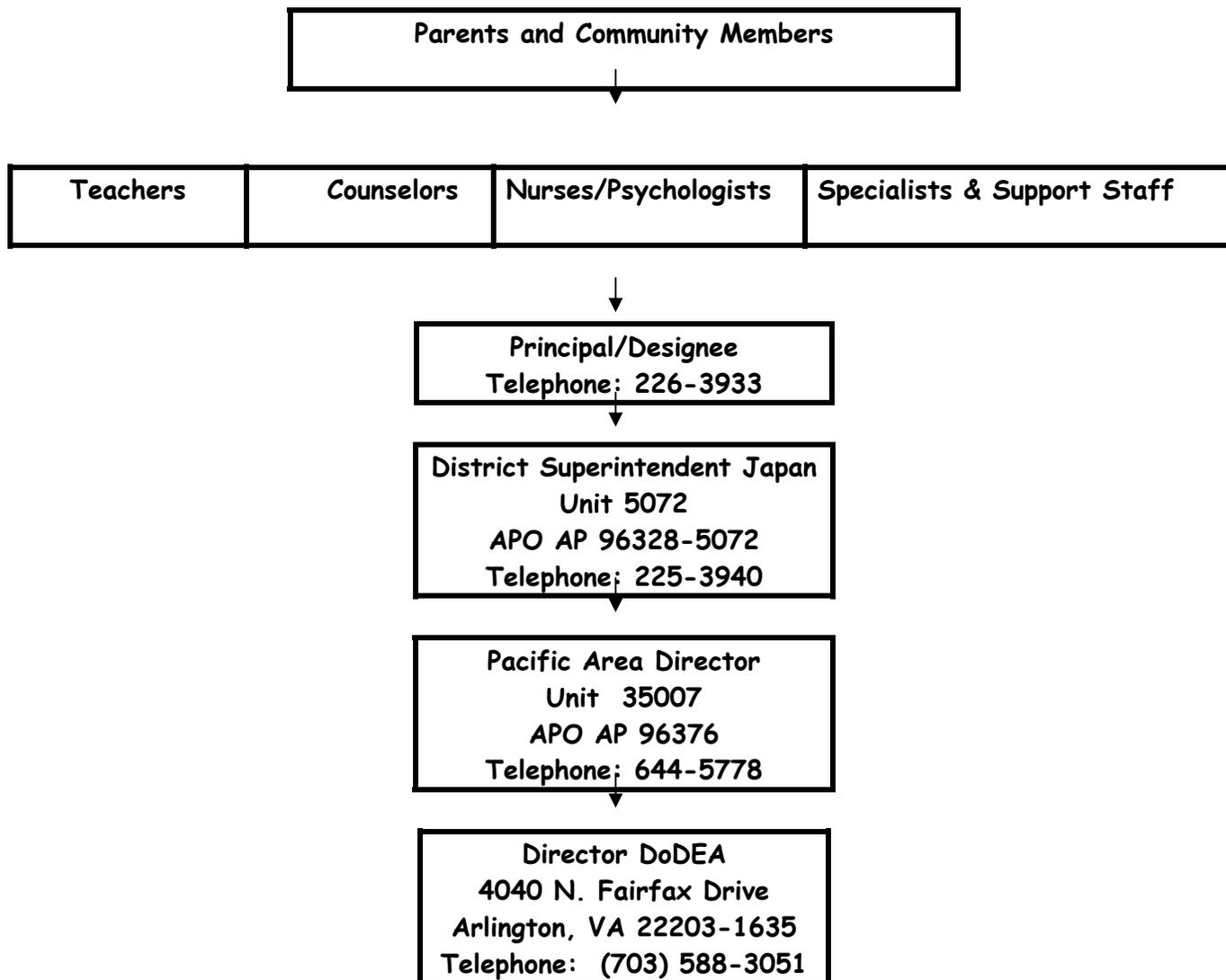
We sincerely look forward to working with you during the upcoming school year. Only together can we construct an education for your children in which we all can take pride. If you have questions that are not covered by this handbook, please call the school at 226-3933. We look forward to working with you to contribute to the **SOLLARS BUILDING LIFELONG LEARNERS.**

Jim Journey  
Principal

Djuna Underwood  
Assistant Principal



# COMMUNICATIONS CHAIN OF COMMAND FOR ADDRESSING AND RESOLVING SCHOOL LEVEL ISSUES





# DoDDS PACIFIC

## 2008-2009 SCHOOL YEAR CALENDAR

### FIRST SEMESTER

#### 2008

Friday, August 15	New Parent Orientation at 1330
Friday August 22	Open House for Parents and Students: 1400-1500
Monday, August 25	Begin First Quarter & First Semester
Monday, September 1	Federal Holiday – Labor Day – No School
Tuesday, September 2	First Day of Kindergarten
Tuesday, September 9	First Day of Sure Start
Monday, September 22	No School – Teacher Training
Monday, October 13	Federal Holiday – Columbus Day
Monday, October 20	No School for Students – Misawa Educators’ Day
Thursday, October 27	End of First Quarter
Friday, October 31	No School – Teacher Work Day
Monday, November 3	Begin Second Quarter
Thursday, November 6	No School – Parent/Teacher Conferences/ Teacher Training
Friday, November 7	No School – Parent/Teacher Conferences
Monday, November 10	No School – Parent/Teacher Conferences
Tuesday, November 11	Federal Holiday – Veterans’ Day- No School
Thursday, November 27	Federal Holiday – Thanksgiving
Friday, November 28	No School – Recess Day
Wednesday, December 10	Fall – Early Withdrawal Date
Friday, December 12	11:15AM Dismissal – Teacher Training
Monday, December 22	Begin Winter Recess
Thursday, December 25	Federal Holiday – Christmas

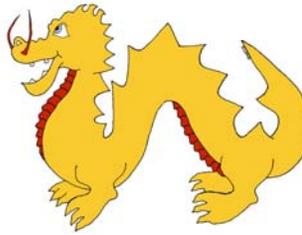
#### 2009

Tuesday, January 1	Federal Holiday – New Year’s Day
Monday, January 5	Instruction Resumes
Monday, January 19	Federal Holiday – Martin Luther King, Jr. Day
Thursday, January 22	End of Second Quarter & First Semester
Friday, January 23	No School for Students – Teacher Work Day

### SECOND SEMESTER

Monday, January 26	Begin Third Quarter & Second Semester
Friday, February 6	No School – Teacher Training
Monday, February 16	Federal Holiday – Presidents’ Day
Friday, March 20	11:15AM Dismissal – Teacher Training
Thursday, April 2	End of Third Quarter
Friday, April 3	No School for Students – Teacher Work Day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes – Begin Fourth Quarter
Friday, April 17	No School – Parent/Teacher Conferences
Friday, May 8	11:15AM Dismissal – Teacher Training
Wednesday, May 13	Spring – Early Withdrawal Date
Friday, May 22	No School- Teacher Training
Monday, May 25	Federal Holiday – Memorial Day
Thursday, June 11	11:15AM Dismissal – Teacher Work Day
Friday, June 12	Last Day for Students
	No School for Students – Teacher Work Day

# SOLLARS ELEMENTARY SCHOOL CORE VALUES



## How We Operate

Our school is:

- ❖ A safe environment whose members value diversity in teaching and learning styles to create active learning opportunities for children, staff, and community.
- ❖ Committed to shared decision making through opportunities for timely communication and feedback.
- ❖ Committed to professionalism by focusing on established goals.

## Sollars Mission Statement

The Sollars Community strives to educate, inspire, and empower all students to become successful learners and responsible citizens in a global environment.



## School Improvement Goals

**Goal 1:** Literacy-Written Communication

**Essence:** Students will use written and/or symbolic communication skills appropriately to express their ideas across the curriculum.

**Goal 2:** Critical Thinking-Questioning

**Essence:** Students will develop, use, and respond to questions that enhance their critical thinking skills across the curriculum.

## School Mascot, Colors, & Motto

THE SCHOOL MASCOT: "LJ" The Dragon  
THE SCHOOL COLORS: Red, Gold, and Black  
THE SCHOOL MOTTO: "Building Lifelong Learners"

## Community Strategic Planning (CSP)

This is a shortened version of the CSP, which was developed by the stakeholders within the DoDDS community. It is a plan to keep DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the Nation for improving student performance and achievement. More information is available at [www.dodea.edu](http://www.dodea.edu).

### **GOAL 1: HIGHEST STUDENT ACHIEVEMENT**

#### **Outcome A: Student Performance and Assessment**

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continuously measured using multiple internal and external performance-based assessments.

#### **Outcome B: Opportunities to Learn and Citizenship**

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to encourage continuous learning and productive citizenship.

### **GOAL 2: PERFORMANCE-DRIVEN, EFFICIENT MANAGEMENT SYSTEMS**

#### **Outcome A: Resource Allocation/Academic and Student Support Services**

An annual budget plan will be designed and implemented at all levels in direct support of the Community Strategic Plan. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to achieve or exceed individual education standards.

#### **Outcome B: Facilities and Equipment**

All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

#### **Outcome C: Safe Environment**

All schools will have safe, well-managed, and disciplined environments conducive to learning.

### **GOAL 3: MOTIVATED, HIGH PERFORMING, DIVERSE WORKFORCE**

#### **Outcome A: Personnel Management Practices**

Administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly motivated and committed workforce, who reflect the diversity of the school community, in support of student achievement.

#### **Outcome B: Continuous Professional Development and Training**

Personnel at all levels will participate in continuous professional development and training to support standards, which enhance job performance.

## **GOAL 4: NETWORK OF PARTNERSHIPS PROMOTING ACHIEVEMENT**

### **Outcome A: Partnerships**

All levels of the organization will develop, promote, and maintain a network or meaningful partnerships and alliances to enhance social, emotional, and academic growth and to maximize resources.

### **Outcome B: Communication System**

All levels of the organization will develop and implement a multimedia communication plan to enhance dialogue and promote trust among staff, parents, students, and the community.

## **CURRICULUM**

DoDEA offers a world-class curriculum to all of its students. In direct line with the national trends, DoDEA places an emphasis on student achievement in all areas of curriculum. These areas include health education, integrated language arts/reading, mathematics, physical education, science, social studies and the visual and performing arts through standards-based instruction. These comprehensive programs are offered from prekindergarten through grade six. Communication and higher-level thinking skills, problem-solving, and decision-making strategies are taught across all disciplines.

The DoDEA Curriculum Development/Assessment Adoption Cycle is a blueprint for systematic curriculum revitalization to maintain quality programming. Educational opportunities and experiences are continually improved by keeping basic disciplines current, improving teaching methods, and conducting periodic assessments. These include assessments by external agencies (e.g., North Central Association).

Periodically DoDEA coordinators, teachers, parents, administrators, and students review each basic skill area. This community approach maintains the quality and appropriateness of the educational program in the schools. The curriculum and program planning cycle serves to regularize the logistics and budgeting on time in the correct numbers. A brief description of each standard can be found in the grade level curriculum guide. This guide is located at the DoDEA Website. <http://www.dodea.edu/>

## **SCHOOL IMPROVEMENT**

Our school has developed two new school improvement goals, which were identified based on various forms of available data. Written Communication along with Critical Thinking-Questioning skills have been selected as the two goals upon which the school and partnering community will focus their energies. We would like to encourage you to become involved in the process as school year 2007/08 progresses.

## ATTENDANCE/ABSENCES

We at Sollars strive to provide quality education and believe that family vacations during school days are detrimental to your child's academic progress. Assignments may not be provided for family vacations. The only time your child should be absent for travel is during an Emergency Leave situation. If such situations arise, your child may be given work to complete before his/her return to school, or within a given timeframe after returning to school. You as a parent must then assume responsibility for seeing that work is completed in a satisfactory and timely manner.

All students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents/sponsor and students. All absences must be followed by a written excuse from the parent stating the dates of, and reasons for, an absence. If absent for 3 days or more due to illness, the school nurse should be called at 226-2050.

## LEAVING SCHOOL DURING THE DAY

When it is necessary for a student to leave school during the day for a medical appointment or for any other reason, parents should send a note to school with the child stating the date of and the reason for an absence. Parents are then to report to the office to sign out their child(ren), after which time the student will be released to the parent. Children will not be released to non-family members without explicit written authorization that has been confirmed by the office. Students cannot be sent home or to the medical clinic unescorted during the school day. It is absolutely necessary for the parent or guardian to sign the child out of school in person.

## EXCUSED ABSENCES

Daily attendance at school is important for success. It is recognized, however, that absence from school is necessary under certain conditions. Every effort must be made by parents, students, teachers, and administrators to keep absence and tardiness to a minimum. Excused absences are granted for illness, family emergencies (e.g., severe illness, death in the family, or local hardship situation), religious observations, family trips, and medical appointments which can not be arranged during non-school time.

Excused absences are granted for those students participating in school-sponsored activities occurring away from the school. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence. Please provide us with the person's name, phone (day and home) and address so that we can contract them. When parents are traveling TDY or away from home, please send the school a copy of your power of attorney showing who will be responsible for your child(ren) in your absence.

## UNEXCUSED ABSENCES

After reporting to school, any student that skips or leaves a class without an excused permission slip is truant. A student who is absent from school without the permission of his/her sponsor or school authorities is also truant. School personnel will seek cooperation from parents/sponsors and assist them in correcting and preventing truancy.

Students with unexcused absences will not be granted make-up privileges for class work. Unexcused absences may also result in disciplinary action (see DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," June 1996), including afternoon detention, temporary removal from class and in-school and out-of-school suspension.

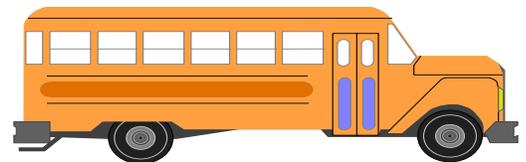
## BICYCLES

Boys and girls may ride bicycles to and from school but **NOT ON THE SCHOOL CAMPUS**. They should be secured with a lock in the racks upon arrival at school and remain locked until it is time to return home. Any vehicle may be barred from school at any time when it becomes a nuisance, is operated in an unsafe manner, or is found unlocked.

**SKATEBOARDS, ROLLER SKATES, ROLLER SHOES, SCOOTERS, AND ROLLER BLADES ARE NOT ALLOWED AT SCHOOL.**



## MEMORANDUM FOR PARENTS OF DoDDS STUDENTS From 35 FW/CC



The Misawa Student Transportation Office (STO) can be reached at 226-9119 and are usually open from 0730-1600 year-round. During vacation periods please call for an appointment.

### **Bus Passes:**

Any student riding the bus must have a current school year bus pass in their possession.

**New Students:** Bus passes can generally be processed in about 10 minutes. Please obtain a "DODEA School Bus Registration" form from the Registrar and complete it before coming to the STO. Bring the student for a photo.

**Returning Students:** A current-year bus pass will be mailed in August to all bus riders, assuming that the STO has a recent student photo on file. No passes will be mailed if a recent

photo (within the prior school year) is not in our files. We will use prior year year-book photos or a photo taken at the STO for most riders. In other cases, parents will be required to bring the student to the STO for a photograph before a new bus pas will be issued.

**Changes:** In most cases parents may update important information telephonically by calling the STO at 226-9119. Parents may also email the STO at "Misawa-STO@pac.dodea.edu".

**Lost Passes:** If Parents cannot locate their child's bus pass after a reasonable search, the parent may call the STO at 226-9119 and request a clearly-marked duplicate pass. In most cases; we will then send the pass out with the bus. We do not issue a duplicate pass without speaking to the parents first. Students who habitually lose their bus pass may face suspension from the bus or other disciplinary action from the school.

Students may not ride a different bus than their assigned bus. Daily changes are not authorized. However; parents may contact the STO to arrange for temporary bus passes in certain situations. If your child will be staying with another family, please provide the STO (as well as the School) with a copy of your Power-of-Attorney.

Please turn-in bus passes no longer needed.

### **Eligibility:**

Eligibility is based on the location of a student's home. Bus stops are centrally located and a student may be expected to walk up to one mile to a bus stop. Most of the housing on Main Base is within the Walking Zone of Sollars Elementary School. The bus Commuting Area for Sollars is a designated part of the 800-area and Off-Base as described below:

#### On Base:

School Bus service is provided to families living in these quarters:

863, 864, 865, 866, 870, 871, 872, 873, 876, 877, 878, 880, 881, 882, 884, 886, 893

The bus stop for the 800 area is centrally located in front of building 897.

#### Off-Base:

1. School bus transportation is provided within a limited area in close proximity to Misawa Air Base. IF YOU SELECT HOUSING OUTSIDE OF THIS COMMUTING AREA THEN YOU ARE RESPONSIBLE TO TRANSPORT YOUR STUDENT TO THE NEAREST ***EXISTING*** BUS STOP.
2. School bus routes will not be altered to accommodate sponsors moving outside of the commuting area, or outside the walking distance of an existing bus stop. You are urged to verify the proximity of an existing school bus stop BEFORE entering into any lease.
3. The commuting area is that area which is:
  - a. South of the base.
  - b. East of the railroad tracks

- c. West of the "Tobu Kamikita Koiki Nodo" road.
- d. North of the hwy 10 and toll road interchange and Kibi Shrine.
- e. WITHIN ONE MILE WALKING DISTANCE OF AN EXISTING BUS STOP.

A large scale map of the off-base bus Commuting Area is on display in the Housing Referral Office as well as in the STO.

**Misawa's Safety & Behavior Standards for School Bus Riders:**

**ON AND AROUND SCHOOL BUSES STUDENTS WILL:**

- *Promptly comply with the bus driver's or attendant's instructions.*
- Arrive at your bus stop at least five minutes before the departure time printed on your bus pass.
- Wait for the bus well back from the curb; do not approach the bus until it is stopped and the door is opened. Never run towards your bus as the bus arrives.
- *Never, ever, go or reach under the bus for any reason. Tell the driver if you drop something. If the bus is already moving; stay back and let the bus run over your dropped item.*
- Show your bus pass and board and exit the bus in an orderly, safe manner.
- Remain seated and wear the seatbelt while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver, security attendant, and fellow students, with respect.
- Use headphones when listening to radios, walkmans, etc; Use cell phones only in a manner which does not disturb other bus occupants. E-mail or C-mail is preferred.
- Contain large items such as musical instruments, skateboards, etc in a protective case or bag.
- Tell the Driver or Attendant if you are afraid to get off the bus for any reason. Any student of any age may stay on the bus and be returned safely to school with no repercussions.

## ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers; or engage in horseplay.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Discharge any aerosol such as hair spray, perfume or deodorant.
- Throw or shoot objects in any way.
- Ride unauthorized bus or loan your bus pass to another person.
- Litter inside or outside of the bus.
- Consume food or drink (other than water) to include gum and candy.
- Spit or use saliva in any manner.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or obscene gestures.
- Assault, harass or create an intimidating environment.
- Vandalize the school bus.
- Use or possess unacceptable items, substances, or weapons identified in the school Code of Conduct.
- Talk to friends or pass items through the windows, nor run after or chase the bus.
- Unfortunately, pens and pencils may cause injury if the bus hits a bump, and so are not allowed to be used on the buses.

The school bus and the bus stop are an extension of the school campus, and all school rules apply. School bus transportation is a privilege for your family member(s) and may be suspended or revoked. Disciplinary measures are taken in co-ordination with the administration of the school concerned. Suspension from a commuting bus also results in suspension from sports and field trip buses.

Revised 4/08

### **Pedestrian Safety**

Sidewalks and roadways are icy and snowpacked during the winter. Children playing on snow piled next to roadways are in danger of slipping into the roadway. On or off base:

- Cross the street ONLY at crosswalks (Parents, too, please).
- Look both ways before entering the crosswalk and raise your arm to request drivers to stop.
- Wait for oncoming vehicles to stop before crossing.

- Walk on sidewalks - stay off of the roads.
- Parents must know and comply with Misawa AB Community Standards regarding children outside.
- Wear and outfit your children with reflective gear.
- Do not talk or get into cars with strangers.

### **Bicycle & Skateboard Safety**

- The helmet does no good if it is not buckled.
- The ground is harder than your head.
- Use bike lights and reflective gear. Not so you can see; but so that drivers can see YOU.

### **Authority**

The Misawa Student Transportation Office is a component of the DoDDS Pacific-DDESS Guam; Japan District Student Transportation Office headquartered at Yokota AFB.

## PEDESTRIAN SAFETY

Children need to exercise extreme caution when near roadways. Although speed limits on the base are well controlled, all children should constantly demonstrate safe pedestrian habits. The following rules apply to families living on or off base:

- Cross the street ONLY at crosswalks (Parents, too, please).
- Look both ways before entering the crosswalk.
- Wait for oncoming vehicles to stop before crossing.
- Walk on sidewalks - stay off of the roads.
- Children 4 and under must be escorted by an adult.
- Children 7 - 9 must be within voice range of an adult.
- Never get into a car with a stranger.

## CLOSURES (EMERGENCY)

1. Weather closures will be announced on AFN radio and television. Early morning closures or delays will be broadcast as early as feasible. Closures that occur during the school day will also be announced and students will be bussed home, weather permitting. If the buses cannot operate, students will be held at school until they can be picked up.
2. Other emergency closures will be handled in a similar manner.
3. If an emergency should occur that demands base evacuation, students will be processed for evacuation directly from school.

4. In the event of a 2-hour delay of school due to bad weather, the AM PSCD classes will be canceled. The PSCD teacher will monitor the number of days missed so that neither class misses more days than allowed. Hours for the 2 HOUR DELAY are 10:15AM - 2:35PM.

## COMMUNICATIONS

Our parent newsletter comes out every other Friday. It is the best way to keep informed about the school. Teachers may send home a weekly or monthly calendar of activities. These all contain useful information and will keep you up-to-date on policies and procedures. Conferences are held in the fall and again in the spring if needed. You may make an appointment with your child's teacher to discuss concerns throughout the school year.

Our School Channel 13 also provides information about our school and any upcoming events.

## CURRICULAR TRIPS (School Sponsored Field Trips)

During the school year, the students have curricular activities in and out of school, which broaden the scope of a student's education and interests. While the value of trips and excursions is fully recognized, their subordinate position to the basic academic curriculum must be maintained for the overall benefit of the student. It is DoDDS policy to enrich school curriculum for all students, by taking advantage of the cultural, historical, and natural geographical attractions of the host nation.

**Children MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT before they go on any trip leaving the Base.** Teachers can withhold educational trip privileges from students whose behavior is inappropriate. We encourage parents to participate as chaperones on these trips. However, we can not allow parents not to bring a younger sibling/infant on an educational trip. Chaperones are to supervise the students and younger siblings may interfere with those responsibilities. Chaperones are also asked to ride the bus to help supervise. They should not be following the bus. As an invited chaperone, one's responsibility must be to supervise the students. Younger siblings/infants may take away from the chaperon's primary responsibility.

## D.E.A.R. PROGRAM (Drop Everything and Read)

This program occurs in some classrooms at specific times determined by the classroom teacher. Everyone, including the classroom teacher, reads silently for an agreed upon time. Daily reading at home is also encouraged to instill a love of reading and to support student academic achievement.

# DISCIPLINE

## A. Purpose

Good discipline at Sollars Elementary School is important to the school environment and student learning. One factor of an effective school is that it has a safe and orderly environment. There must exist a consistency in which a school enforces rules.

We also believe in informing parents if a rule is broken after classroom intervention techniques (consequences) have been tried but are not successful. A Discipline Slip (see example on page 16) is used when all the available consequences have been exhausted. Any adult in the school may give a Discipline Slip to a student.

## B. Breach of Discipline

Breach of discipline is any student conduct, which interferes with the maintenance of school discipline. Acts of behavior, which conflict with the educational program or interfere with the rights of other students to attain their education, will **not** be permitted. If a serious incident occurs while on school premises or while engaged in school-sponsored activities, it is to be brought to the attention of the administration.

Classroom teachers will establish rules and consequences for their classes. These procedures will be sent home to parents within the first two weeks of school. The Discipline Slip may still be used. See example on the next page.

## C. Procedure

The school has five rules that are enforced in every classroom and common area (office, gym, cafeteria, hallway, playground, etc.) The rules are:

1. I am considerate of others
2. I keep my hands, feet, and objects to myself
3. I respect adults by following their directions.
4. I respect school and personal property
5. I avoid unsafe situations

In addition, **NO** gum, electronic devices (walkmans, tape decks, CD players, cell phones and gameboys), and lasers are allowed at school.

## D. Severe Behavior Problems

1. Fighting, threats, bullying, or stealing.
2. Bringing fireworks, matches, lighters, knives, and other potentially dangerous items to school.
3. Defiance of authority.
4. Profanity
5. Destruction of property.
6. Truancy
7. Sexual Harassment - DoDEA Manual 2051.2, Student Responsibilities and privileges, states that: "Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from adults and other students."

**E. Minimal Consequences of Severe Behavior Problems**

1. Upon the first offense, an administrator will counsel the child and the sponsor may be notified by phone, letter, or discipline slip.
  - a. Administrator may notify the school counselor about the incident if further intervention is needed.
  - b. Suspension or detention may be invoked.
2. Subsequent offenses will result in suspension from school or an in-house suspension.
  - a. The student's sponsor will be contacted by the administration.
  - b. Suspension may range from a ½ day in-school suspension to several days at-home suspension.
  - c. Students with an active IEP are an exception to this procedure. Their situations will be considered on a case basis through the CSC committee in a timely manner.
3. Sollars has a ZERO tolerance for any of the severe behavior problems listed. Students may be subjected to school disciplinary measures ranging from suspension to expulsion.

A student is suspended ("in house" suspension) from class when he or she receives a total of three discipline slips within a 30 day period.

A safe learning environment is essential for all students at Sollars Elementary. If your child becomes a danger to him/herself and/or others (hitting, kicking, throwing furniture), your child will be restrained. The restraint will be handled by trained CPI (Crisis Prevention Institute)\* faculty members. This will only occur when attempts to deescalate behaviors have been unsuccessful. If a restraint should occur, parent(s) will be contacted by an administrator in a timely manner. \*www.crisisprevention.com

**SAMPLE DISCIPLINE SLIP**

"BUILDING LIFELONG LEARNERS"		DISCIPLINE SLIP	
SOLLARS ELEMENTARY SCHOOL			
_____ Student's Name	_____ Grade	_____ Date	_____ Classroom Teacher
		_____ School Personnel	
LOCATION: _____ PLAYGROUND	_____ CLASSROOM	COMMENTS	
_____ CAFETERIA	_____ COURTYARD		
_____ HALL	_____ BATHROOM		
_____ OTHER:			
_____ 1. I am considerate of others. _____ 2. I keep my hands, feet, and objects to myself. _____ 3. I respect adults by following their directions. _____ 4. I respect school and personal property. _____ 5. I avoid unsafe situations.			
PARENT: Please sign below and have your child return this completed form.			
_____ Student Signature		_____ Date	
*****			
_____ Parent's Signature		_____ Date	
CONSEQUENCES:			

## DRESS CODE

Students are expected to be neatly groomed and dressed appropriately for the day's activities. Students' dress and personal grooming are the responsibility of the parents and the students. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste, or affecting the health or safety of students or classmates. All items of personal clothing including boots, raincoats, umbrellas, jackets, etc., should be plainly marked with the child's name and grade. This will facilitate claiming and returning lost items. Students are expected to hand carry tennis shoes to P.E. classes. Zoris or flip-flops are not permitted at school at any time. Halter tops and shirts showing midriffs are not appropriate at school. While hats and scarves/bandanas may be worn to school they are not to be worn inside the school building. This rule applies to both boys and girls.

## EXTRA CURRICULAR CLUBS

Sollars Elementary School staff will again be offering before and after school clubs. The following are some examples of the clubs, which may be offered to certain grade levels this school year:

Band	Math Game/Activities Club
Basketball	Media Club
Chorus	Art Club
Computer Club	Drama Club
Jump Rope Club	Yearbook
Ice Skating Club	H.E.L.P. (Helping Elementary Learners Progress)
P.E. Club	Soroban
Volleyball Club	Post Office

**Check your Parent Newsletters for specific club beginning dates**

## GUIDANCE PROGRAM

### Competency Based Guidance

A competency based guidance program has been designed which extends to the entire school population. Each area to be taught is identified as a domain of learning. The three domains are educational, personal-social, and career. Specific goals, objectives, and student results are developed into the program. The implementation is done through classroom guidance lessons.

### Small Group Counseling

This is an area of the guidance program, which extends to a smaller section of the student body. The topics for the groups are based upon the needs of the students as identified by parents, teachers, and students. This is done through a referral system. The groups include both open and closed participation and are ongoing throughout the school year.

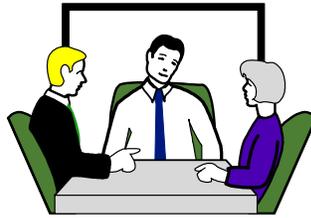
### **Individual Counseling**

Students who are referred (self, teacher, parent) are seen on an individual basis. After these sessions a recommendation is made in conjunction with the student and the referring person.

### **Consultation**

The guidance counselor is available to both teachers and parents. Information, community resources, the development of prevention or intervention programs regarding academic success, behavior management, or other concerns are all part of the services provided.

Students are greeted by the counselor and interviewed with his/her family. This is an opportunity to determine the needs of the student, their learning style, and introduce the family to our school.



## DEPARTMENT OF DEFENSE DEPENDENTS SCHOOL HOMEWORK POLICY

**DS Administrative Instruction 2000.9, July 7, 1993**

### **A. PURPOSE**

This instruction is issued to establish responsibilities for the development and implementation of a Department of Defense Dependents Schools (DoDDS) system wide homework policy. The intention of these guidelines is to provide DoDDS administrators with minimum standards for the preparation of school homework policies and for the evaluation and monitoring of homework effectiveness by members of the school faculty and the local community.

### **B. CANCELLATION**

This instruction cancels and supersedes DS Administrative Instruction 2000.9, "Homework Policy", dated November 29, 1990.

### **C. APPLICABILITY AND SCOPE**

The provisions of this issuance apply to all DoDDS educators and to students receiving education in DoDDS-operated schools. This Instruction does not apply to those students receiving homebound instruction and to those whose instructional program is governed by individualized educational plans when those plans exclude the prospect of homework.

### **D. DEFINITION**

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

### **E. COMMITMENT**

The development of study skills must be an integral part of DoDDS regional, district, and school educational policies. DoDDS strongly supports the philosophy that homework is a necessary part of school life, which serves different purposes according to the student's grade level.

The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives.

It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and abilities of individual students and in support of the learning objectives of the particular curricular area. It should be understood that "homework" may not always be paper and pencil tasks.

Some of the homework in primary grades can be students reading to parents and parents reading to students, or taking part in host nation and creative art activities. It is a good practice for parents and siblings to be involved with homework assignments. Study skills are an area that can be extended to homework assignments.

#### **F. POLICY**

1. It is DoDDS policy to assign homework appropriate to all students' ability for completing assignments.
2. Each school shall prepare, publish, and widely distribute the particular policies and practices applicable to that school. Individual school issuance shall be consistent with the following guidance.
3. Establish appropriate ranges of hours per week of homework to be assigned. The following ranges are provided as guidelines:

<u>Grades</u>	<u>Hours (Range)</u>
1-3	2-4 hours
4-6	5-6 hours

- a) Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- b) Assigned homework will reinforce instruction accomplished in class; it will **not** introduce new or unfamiliar concepts or skills.
- c) Homework assignments shall be designed to meet the needs and abilities of individual students
- d) Homework will be done outside class time, not during the instructional period.
- e) The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration should be made for special school events and other subject area requirements.
- f) As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

#### **G. RESPONSIBILITIES**

1. Teacher will:
  - a. Identify the degree to which homework affects the determination of a student's grades.
  - b. Provide clear, concise directions for completion of homework assignments.

- c. Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment.
- d. Evaluate, review, and return homework in a timely manner.
- e. Periodically discuss with students and their parents the student's academic progress, including performance on homework assignments.

2. Parental Responsibilities:

- a. Be flexible.
- b. Check your child's work after completion for neatness, name on paper, correct spelling, completeness, correctness and organization.
- c. If your child has homework, still allow time for exercise, recreation and a favorite past time. Do not make homework a punishment.
- d. Help your child get organized. Provide a place to study without distraction. Have a study time routine.
- e. Listen and encourage.
- f. Check your child's backpack for school papers. Sign papers and notebooks as needed.
- g. PRAISE and recognize your child's effort.

3. Student will turn in all completed assignments, when due.

## HOURS (INSTRUCTIONAL DAY)

Students should arrive at 0815 and proceed directly to their class lineup area. If your child(ren) is a walker, please monitor their departure time from home so they do not arrive to school early. No adult supervision is available until 8:10AM. Your assistance in this matter will be greatly appreciated. We thank you for your cooperation.

**The school day is 08:15-14:35 for grades K-6.**

## ITEMS FROM HOME

Students should not bring valuable items to school. The school can not accept responsibility for toys or audio equipment that is lost, broken or stolen. DVD players, cell phones, pagers, etc are prohibited and will be placed in the office for pickup by the parents.

## LOST AND FOUND ITEMS

Please have your child check for lost items in "Lost and Found" which is located in the main building or the school cafeteria. High value items (wallets, eyeglasses, jewelry, etc) are kept in the main office.

Items of importance that a child forgets to bring to school should be delivered to the office. The office will pass these items along to your child. Please do not interrupt a class by delivering forgotten items directly to your child's room.

## LOST AND FOUND GO ROUNDS

Lost and found items will be put on display for students to see at least two times per year.

### LUNCH PROGRAM

The Lunch Program is coordinated by the Army/Air Force Exchange Food Services (AAFES). The price of the lunches is determined by that agency. If children do not wish to purchase a lunch, they may bring lunch from home. Sollars ES requests that student lunches include beverages that fit the nutritional guidelines suggested for children, which include milk, fruit juices, and/or water. Glass bottles and canned drinks are **prohibited** because of safety issues. Soda cans have sharp edges and pop tops that can injure children. Cans could possibly explode due to the carbonation. Milk may be purchased in the cafeteria.

Reduced price lunches are available to qualified students. If you feel the need for assistance, please pick up a packet from the main office. The packet needs to be turned in to the Schools Liaison Officer (226-2620). Family size and income information supplied by you will be strictly confidential. The lunch menu will be sent home each month. All visitors to the school who wish to purchase a lunch should be included on a classroom lunch count.

Changes to the menu will be advertised as soon as they are received. Children are expected to be enrolled in the automated lunch program and have money in their account or cash payment in his/her hand when entering the lunchroom. The following policy is in effect:

1. AAFES will provide three (3) meals per student in grades K-6 (if enrolled) however the sponsor must reimburse the charge. When a student has received three charges the sponsor will receive a letter of notification.
2. If the sponsor doesn't reimburse the school lunch program after 3 charges NO FURTHER Charges will be issued to students in grade K-6. If the student seeks to charge a fourth time, AAFES will give the student a cheese sandwich with milk for the full cash price of the meal. Sponsors are required to reimburse the school lunch program for this lunch.
3. Reimbursement can be at the school cafeteria or cashiers cage. Cash will also be accepted. Upon reimbursement your account will be cleared and reinstated.

Current prices are:

Grades K - 6	Student Lunch	\$ 2.05
	Lunch Plus	\$ .75
	Teachers/Guests Lunch	\$ 3.30
	Extra Milk	\$ .60
	Juice	\$ .50



Please ensure that some provision has been made each day for your child's school lunch prior to sending your child to school. There are no microwaves available for student use. For health and safety reasons food/candy/snacks are not to be taken to the playground.

## MESSAGES

Except in cases of emergency, classroom instruction will not be interrupted to give messages to students. Since it is difficult to verify with whom we are speaking to over the phone, and to ensure the safety of your child, we request that you do not ask us to take messages over the phone to send your child anywhere other than where s/he usually goes after school. Changes in plans should be given to your child before s/he leaves home for school or should be presented by the parent in person at the office.

## NURSE/HEALTH PROGRAM

Sollars is a **DRUG FREE ZONE**. Students may not keep any medications with them. This includes: cough drops, aspirin and cold pills. All medication will be kept in the nurse's office. The primary objective of the school health program is to support the optimal functioning of students as they progress in their educational development. To meet this objective, the health program includes:

- Administering first aid for injury or illness
- Health screening with the appropriate referral
- Health promotion and instruction
- Medication administration
- Supervision of the school environment
- Asthma monitoring program

Should a serious illness or injury occur, you will be contacted. It is very important that the school nurse and office staff have current home and duty phone numbers for both parents and the name and phone number of an emergency contact. Please update information immediately whenever a change in any of these phone numbers occurs.

DoDDS policy states that all medications taken during school hours must be administered by the school nurse and accompanied by a Hold-Harmless Letter. This letter/form is available in the health room or at the hospital clinics. Please ask your pharmacy to provide a separate bottle of medication to be left at school.

If you have any questions or concerns during the school year, please contact the school nurse at 226-2050. The health room is located in Building 80. **Immunizations are required for attendance in DoDDS schools.** Please check your child's shot record to ensure that his/her immunizations are up to date.

## REQUIRED IMMUNIZATIONS

<b>DPT</b> (Diphtheria, Pertussis, Tetanus)	Total of four (the last booster administered after the 4th birthday)
<b>OPV</b> (Trivalent Oral Polio Vaccine)	Total of three (the last booster administered after the 4 <sup>th</sup> birthday)
<b>MMR</b> (Measles, Mumps, Rubella)	Total of two (given at least four weeks apart)
<b>PPD/Tine</b>	Every two years

<b>CHPO (Chicken Pox/Varivax)</b>	Total of one (unless child already had disease)
<b>HEPETITIS B</b>	Total of three (required for incoming students)
<b>HEPETITIS A</b>	Total of two doses. First dose must be given.
<b>HAEMOPHILUS INFLUENZAE TYPE B</b>	Total of two to four doses.
<b>MENINGOCOCCAL</b>	Total of one dose. (Children 11-12 years old)

## PARENT TEACHER ORGANIZATION

### OFFICERS SY 2008-2009

The purpose of the Parent-Teacher Association is to bring the home and the school into closer relation, so that parents and teachers may cooperate in the education of the child. Fund-raisers include book fairs, school photos, bake sales, Walk-a-Thons, and Family Bingo. All of these events depend on the support of volunteer parents and teachers who are willing to give their time and energy to make these activities successful. It cannot be done without your help. The money raised is used for classroom purchases and school activities/events.

## SCHOOL ADVISORY COMMITTEE (SAC)

SAC consists of ten voting members. They include five parents and five teachers elected each May. The purpose of SAC is to advise the principal on pertinent matters of the school. The committee serves as an advisory body, not a policy-making body. Meetings are held monthly in the information center (library) and opened to the public. Meeting dates and times will be published in the Parent Newsletter. The main office maintains the SAC suggestion box. Suggestions may be placed in the box for the SAC to consider. Minutes of the most recent meeting are posted on the bulletin board in the school lobby.

## STANDARDS

DoDEA schools have adopted performance standards that identify what students should know and be able to do at each grade level. These standards are the basis for the classroom curriculum in all 9 instructional areas. The DoDEA standards are listed at the website: [www.dodea.edu/instructional/curriculum](http://www.dodea.edu/instructional/curriculum).

## TRANSFER AND WITHDRAWAL

Parents of students transferring or withdrawing from school should notify the school of the transfer at least **ten** days prior to departing. A copy of the sponsor's order must be given to the school. Records may be hand carried by the sponsor. Records will not be given to the student. In addition, parents must ensure that:

- Students return all books and equipment that are the property of the school.
- Condition of returned items should reflect only normal usage.
- Students must pay any outstanding fines or charges
- Parents should pick up school records on the last day of school after school hours.

A student must attend Sollars School for 20 instructional days to receive a report card in any quarter. If you have any questions about transfer and/or withdrawal, please contact the school registrar, at 226-2056.

## VISITATION POLICY

On occasion we have visiting family members from the states, local area students, or staff members' children who would like to attend our school for a visit. These visits bring along with them some liabilities and must be documented and approved. The procedure for this will be; Sponsors of visiting students must make a request in writing to visit a classroom. This should include the date, the teacher whose class they plan to visit, and local emergency contact information for that student. This request should be given to the classroom teacher. The classroom teacher must indicate in writing that they are willing to accept the student for the specified date. The request is then passed along to administration for approval or disapproval. This should all be completed at least 24 hours prior to the planned visit. Only after this request has been approved by all, is the visiting student to be in school. No visitor will be approved for more than 3 days cumulatively.

## VISITORS/VOLUNTEERS

We encourage parent volunteers and classroom visits, yet we want to ensure quality academic time for your child. Before volunteering in a classroom or fieldtrip please come to the main office and fill out a volunteer application. Also, to minimize distractions and interruptions, parents should schedule visits to the classrooms with the teacher, and must check in at the office for a pass before proceeding to the classroom.

Our commitment to our students includes parent involvement as school volunteers. We seek your assistance in such areas as clerical/office work, classroom helper, nurse assistant, computer class monitor, resource instructor, tutor, and many other areas. For more information, contact your child's teacher or the school office. This year we also have a volunteer form you can complete at registration. The Red Cross offers credit for recorded volunteer time.

## WEAPONS INCIDENTS

*Sollars Elementary School is an absolute weapons free zone. No weapons of any type should ever be brought to school including all knives, BB guns or any authentic looking replicas of any weapons.*

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS Pacific schools, please note the following information.

Government regulations are very specific concerning the identification, control and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct.

Host U.S. military authorities generally have jurisdiction over U.S. civilian misconduct of this nature. Administrative actions, which may be taken by the authorities, range from counseling to the suspension of base privileges to removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

To ensure the safety of DoDDS Pacific students and staff, any weapon related incident that occurs in this DoDDS Pacific School, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local military law enforcement authorities.

**In the event of a weapons related incident, DoDDS-Japan procedures at a minimum will result in:**

1. Confiscation of the item.
2. An investigation of the incident to include interviews with all involved individuals.
3. A review of intent.

For incidents involving DoDDS students and occurring on school grounds during the school day or while participating in DoDDS-Sponsored activities, appropriate student disciplinary action will be taken.

**Definitions of weapon are as follows:**

- Inherently Dangerous Items: Deadly Weapons - Weapons in this category include firearms, knives, explosives, realistic replica guns, nun-chucks, ninja knives, 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, but which are intentionally used inappropriately to injure others or instill fear such as letter openers, laser pens, exacto knives, scissors, bottles, and pencils.

The following chart displays consequences that may be applied when violations occur and should be used as a guide in applying consequences. Actual penalties must be in line with the seriousness of the violation.

Grade	Inherently Dangerous Items	Dangerous/Potentially Dangerous Items		
		First Offense All Cases	First Offense	Second Offense
K-3	36 week expulsion	1-2 day* suspension	2-5 day* suspension	18 week expulsion
4-6	36 week expulsion	1-3 day* suspension	3-6 day* suspension	18 week expulsion
7-12	36 week expulsion	1-5 day* suspension	5-10 day* suspension	18 week expulsion

\*Range of consequences depending upon absence /presence of intent.

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Your attention in this matter is appreciated. If you have additional concerns, please contact your school principal or base military law enforcement officials.

## WEAPONS/PROHIBITED ITEMS LIST

1. Firearms, explosives, or authentic replicas.
2. Knives.
3. Hand weapons (i.e. blackjacks, brass knuckles, nunchaku).
4. BB guns, gas pistols and shooting pens.
5. Ammunition.
6. Sling shots.
7. Straight razors, razor blades, exacto knives or weapons made from razor blades.
8. Clubs or any objects that may be used as a club to inflict bodily harm (i.e.; pieces of wood or pipe, stones, bricks).
9. Authentic appearing replicas of a firearm (i.e.; toy guns, BB guns).
10. Laser Pens
11. Any normal use objects used with the intent to inflict bodily harm such as scissors, pencils, and compass points