



Parent Student Handbook

Lighting the Way to Each Child's Future



IKEGO ELEMENTARY SCHOOL
Department of Defense Dependents Schools
PSC 474 Box 300
FPO AP 96351



August 2012

Dear Parents,

Welcome to Ikego Elementary School! The staff and I welcome you and your child to School Year 2012-2013. At Ikego we have a strong sense of community and partnership focused on your child's education. My hope is that you will feel this as soon as you enter our school.

We are in an extremely unique situation here. Ikego Elementary services students roughly 200 students from the Ikego Housing Area. There is a tremendous opportunity for you as parents to be involved in your child's education. Our classrooms provide students with a rigorous education that is differentiated to meet individual student needs. In addition to our regular education services we provided a multitude of support programs as well. Our services include special education to meet the needs of students with exceptional needs. We assist emerging readers through Literacy Support Specialists. Students' whose primary language is not English, will receive services from our English as a Second Language program. Our counselor provides services to all children within and outside of the classroom. The Gifted Education program provides enriching opportunities to students that meet programming criteria. We have a wonderful Information Center that supports all the students through various forms of media. Special classes (art, physical education, and Japanese culture) provide multiple opportunities for your child to become well rounded. As you can see at Ikego Elementary we provide your child with a wide variety of incredible opportunities.

We are currently implementing our two Continuous School Improvement goals. Improving reading comprehension across the curriculum and strengthening writing across the curriculum are our focus. I encourage you to visit the school and meet with your child's teacher and partner with us to help us strengthen these two focus areas.

One of DoDEA's initiatives is the Foreign Language Elementary School (FLES) program. This program provides our students in kindergarten through third grade with an introduction to the Spanish language and culture.

The purpose of this handbook is to share information about how Ikego Elementary operates. All the policies and procedures have been developed to provide the best possible learning experiences and environment for your child. Please review the contents of the handbook to become familiar with Ikego Elementary and the expectations we have as a school. In addition, please visit our school Internet site <http://www.ikego-es.pac.dodea.edu>. As well, DoDEA information is available at the following website www.dodea.edu. For specific Ikego Elementary School information, you may visit Firefly net at <http://ikego.pac.dodea.edu> (log-on instructions and credentials are provided via parent email). If you have any questions or concerns please feel free to contact the school.

It is my vision that Ikego Elementary School provides all students with a high quality education that will allow them to reach high academic standards in a safe and nurturing environment. We look forward to working with you to make this a successful, productive, and rewarding school year for all the students.

Valerie Rainey
Principal
Ikego Elementary School

Table of Contents

Academic Achievement	6	Mission Statements	5
Admission	6	Parent Newsletter	27
After School Activities	7	Parent Teacher Conferences	27
Arrival at School	7	Parent Teacher Organization	27
Attendance	7	Parking	27
Bicycles	8	Parties	28
Bullying	8	Privacy Act	27
Case Study Committee	10	Progress Reports (Report Cards)	28
Cell Phones	10	Prohibited Items	29
Chain of Command	10	Registration	29
Child Abuse and Neglect	11	Religion in School	30
Child Find	11	Safety	30
Class Assignments	11	School Advisory Council	30
Closed Campus	12	School Calendar	4
Communication	12	School Classroom Snack Policy	31
Community Strategic Plan	5	School Home Community Partnership	31
Computer Use	13	School Hours	31
Core Beliefs	5	School Pictures	32
Curriculum and Support Programs	13	School Spirit	6/31
Daily Schedule	17	School Supply List	32
Discipline	17	School Wide Rules	33
Disciplinary Rules and Procedures	17	Student's Rights and Responsibilities	33
Dismissal	20	Study Trips	33
Dress Code Students	20	Student Support Team	33
Emergency Contact	21	Tardy Policy	34
Emergency Evacuation	21	Teacher Workdays	35
Employment Opportunities	22	Telephone Services	35
Family Trips	22	Traffic Safety	35
Frankie's 3 R's	9	Transfer/Withdrawal	35
Goals & Objectives	6	Transportation to and from School	36
Health Services	22	Visitors	37
Home Schooling	23	Volunteer Program	36
Homework	24	Weapons	37
Inclement Weather	25	Websites	39
Information Center	25		
Intercom Station KEGO	25	Glossary of Acronyms	40
Length of School Year	25		
Lost and Found	25		
Lost or Damaged Books	26		
Lunch Program	26		
Messages to Students	26		

Calendar for Ikego Elementary School 2012-13

Class Hours: M, T, Th, F 0755-1430, W 0755-1330

2012

2013

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug. 20	New Teachers Report 0800-1500
Aug. 20	New Parent Orientation 1400-1500
Aug. 22	Non-administrative educators report
Aug. 24	Sneak Peek--Parents & Students invited from 1415-1500
First Semester (91 Instructional Days)	
Quarter 1	
Aug. 27	Begin 1st Quarter & 1st Semester (for grades 1-3)

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sep. 3	Federal Holiday--Labor Day
Sep. 4	First Day for Kindergarten
Sep. 11	Open House from 1500-1600
Sep. 13	First Day for Sure Start
Sep. 28	Teacher In-Service Day (CSI)--Early Release 1045
Oct. 5	Teacher In-Service Day (Briefings)--Early Release 1045
Oct. 8	Federal Holiday--Columbus Day
Oct. 25	Teacher In-Service Day (CSI)--Early Release 1045
Oct. 26	Educator's Day--No school for students

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov. 1	End of Quarter 1 (46 Days of Instruction)
Nov. 2	No school for students--Teacher work day
Quarter 2	
Nov. 5	Begin 2nd Quarter
Nov. 8-9	Parent-Teacher Conferences, No school for students
Nov. 12	Federal Holiday (Observed)--Veterans' Day
Nov. 22	Federal Holiday--Thanksgiving
Nov. 23	Thanksgiving Break, No School
Dec. 12	Accelerated Withdrawal Date for First Semester

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec. 24	Begin Winter Recess, No School
Dec. 25	Federal Holiday--Christmas
Jan. 1	Federal Holiday--New Year's Day
Jan. 7	Instruction resumes
Jan. 21	Federal Holiday--Martin Luther King, Jr. Day
Jan. 24	End of Quarter 2 & First Semester (45 Days of Instruction)
Jan. 25	No school for students--Teacher work day

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Second Semester (91 Instructional Days)	
Quarter 3	
Jan. 28	Begin 3rd Quarter & Second Semester
Feb. 1	Parent-Teacher Conferences, No school for students
Feb. 18	Federal Holiday--President's Day
Mar. 22	In-Service Day (CSI)--Early Release 1045
Apr. 4	End of Quarter 3 (48 Days of Instruction)
Apr. 5	No school for students--Teacher work day
Apr. 8	Begin Spring Recess, No School

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Quarter 4	
Apr. 15	Instruction resumes--Begin Quarter 4
May 15	Accelerated Withdrawal Date for Second Semester
May 17	In-Service Day (CSI)--Early Release 1045
May 27	Federal Holiday--Memorial Day
Jun. 13	End of Quarter 4 and Second Semester (43 Days of Instruction)
Jun. 14	No school for students--Teacher work day

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Color & Symbol Key

★	Event for Ikego ES only	☺	Check your other Yokosuka School Calendars for different schedule	☹	No School for Students	☺	Parents Invited to School	☹	Holidays	☹	Half Days	☹	Beginning & End of Quarters	☹	Accelerated Withdrawal Dates	☹	Number
---	-------------------------	---	---	---	------------------------	---	---------------------------	---	----------	---	-----------	---	-----------------------------	---	------------------------------	---	--------

DoDEA COMMUNITY STRATEGIC PLAN

GOAL 1: HIGHEST STUDENT ACHIEVEMENT

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

GOAL 2: PERFORMANCE DRIVEN, EFFICIENT MANAGEMENT SYSTEMS

DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest level; and facilitates a safe environment conducive to optimum student achievement.

GOAL 3: MOTIVATED, HIGH PERFORMING, DIVERSE WORKFORCE

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

GOAL 4: NETWORK OF PARTNERSHIPS PROMOTING ACHIEVEMENT

Every level of DoDEA will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

IKEGO ELEMENTARY VISION STATEMENT

Building a passion for learning and compassion for the world

IKEGO KIDS' MISSION STATEMENT

(Interpreted from the School Mission Statement by Ikego ES K-3 students)

At Ikego Elementary School we:

- are challenged at our own level
- learn to be respectful and responsible
- think critically and solve problems
- become lifelong learners

So we can be successful citizens of the world

IKEGO ELEMENTARY SCHOOL CORE BELIEFS

Each Child's Potential

To ensure the realization of each child's potential, we encourage lifelong learning by providing a safe environment that meets the individual needs of each child. We utilize developmentally-appropriate practices to address various student learning styles.

Ikego Staff

Operating internally the Ikego Elementary School staff utilizes clear, concise, timely multi-lingual communication among themselves, students, parents and the local community. We develop professional relationships that encourage innovation, experimentation, respect, and acceptance of each other.

School Environment

The school provides an environment where students function as individuals and work cooperatively within a culturally diverse peer group. Every student develops awareness of his/her learning capabilities in an environment that supports problem sharing, decision making, and academic achievement. Students are encouraged to view risk taking and mistakes as learning tools. The school provides students with a central link to the United States and our host nation.

GOALS AND OBJECTIVES

Ikego Elementary School offers programs providing for the social, intellectual, affective, and physical needs of students. We strive:

- To provide instructional programs in which students learn developmentally appropriate skills
- To provide learning experiences in which students use their reading skills for information, ideas, opinions, and leisure activities
- To develop programs which give students command of mathematical thinking in analytical reasoning and problem-solving
- To provide learning experiences in which students express their ideas in speech and writing with clarity
- To improve the self-image and self-worth of students
- To provide learning experiences which teach students how to work cooperatively with others while maintaining their own ideas, views, and standards
- To provide instructional programs which allow students to develop their full potential
- To provide learning experiences which encourage students to develop character qualities and social courtesies and skills
- To encourage students to extend understanding and respect to those who are different
- To encourage students to be intellectually curious and industrious
- To encourage students to distinguish between logical and illogical thinking
- To teach students about world events, conditions, and organizations
- To provide instructional programs in which students learn to understand and apply scientific knowledge and principles
- To give students the skills necessary to become independent lifelong learners
- To provide experiences in which students participate in and value aesthetic and artistic activities

SCHOOL SPIRIT

Mascot: Firefly

Colors: Green, Yellow and White

Motto: "Lighting the Way to Each Child's Future"



ACADEMIC ACHIEVEMENT

As required by the "No Child Left Behind" legislation, every child is expected to meet or exceed the Department of Defense Education Authority (DoDEA) standards. We recognize differences in timelines for meeting our standards, but at the same time we also do not condone anything less than full effort. We ask your assistance in providing children with encouragement, necessary help, and a quiet place to study at home.

ADMISSION

Any child who is five by September 1 of the current school year and present in the command is allowed to attend a DoDEA Kindergarten. To enroll in first grade, a child must be six years of age by September 1 of the current school year. Sure Start candidates must be four years of age by September 1 of the current year.

All students, K-3, require the following documents and information when enrolling:

- Copy of the sponsor's orders (and dependent travel orders if applicable)

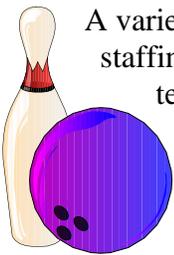


- Family Entry Approval
- Up-to-date immunization form
- Copy of birth certificate or passport
- Sponsor, or spouse (with military ID card) must sign the registration forms required by DoDDS

Within 30 days of enrolling, the student is required to be immunized against the following: Diphtheria, Pertussis, Tetanus, Polio, Measles, Rubella, Mumps, Hepatitis B series, and Chicken Pox (or history of disease).

If the child is entering from another school at the beginning of or during the school year, a transfer-statement or report card from the previous school would be useful for proper placement.

AFTER SCHOOL ACTIVITIES



A variety of after school clubs and activities may be offered dependent upon funding, staffing, and student interest. In previous years, clubs have included reading, writing, math, technology, cooking, music, drumming, chess, jump rope, volleyball, art, games, gardening, and sign language. After school clubs generally start in October after the fiscal year begins. Participation is on a first come – first serve basis and may be limited. Some special-activity clubs may incur a fee. Parents are responsible for transporting their Kindergarten child home from all after school activities.

ARRIVAL AT SCHOOL

Parents are advised not to allow their children to leave home too early. This especially applies to children in the housing area who walk to school in the mornings. Students are to arrive no earlier than 0745.

Sponsors who must report early for duty or PT should not send their children to school early. Supervision of students does not begin until 0745. Other childcare options should be utilized. Parents will be notified if their child continues to arrive at school too early. Should the problem persist, the chain of command will be notified. Your cooperation in this matter will greatly enhance the safety and security of our students.

Ikego Elementary School was built as a walking school. Parents are requested to encourage their children in grades 1-3 to walk to school. Kindergarteners must be escorted to and from school.

ATTENDANCE POLICY

The DoDEA “School Attendance”, Regulation 2095.01, stresses students “Be Here”. All school age children, within the local command, are required to be enrolled in a formal school or home school program. Daily attendance is critical to your child’s success. The DoDDS educational program expects that all students will attend school regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and students. The purpose of this action is to establish patterns of good attendance and to assure students and their educational programs have an opportunity to be successful.

If you know that your child will be absent from school on a particular day, please notify the teacher in advance. Should you feel that your child needs to stay home because of illness, send a note as soon as he/she can return to school. Such absences, as well as medical appointments, religious holidays or serious illness in the student’s immediate family will be considered excused when the school is notified.

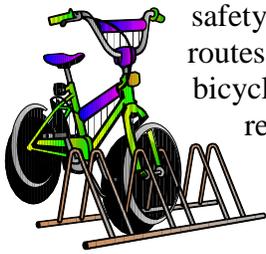


If the school is not notified of the reason, the absence will be marked as unexcused. Other unexcused absences include family trips, truancy, and remaining home to accompany a parent or to babysit siblings.

If a student is absent five (5) cumulative days within a semester (half a year), excused or unexcused, the student will be referred to the Ikego Student Support Team (SST). The purpose of the referral is to determine if the cumulative absences have a negative educational impact upon the student. Parents will be notified of the SST meeting. Records and progress will be reviewed with the SST and the classroom teacher.

If a student is absent for seven (7) cumulative days in a semester, the command will be notified about the situation. If the absences continue to occur, Family Advocacy may be contacted to determine if the absences are indicative of educational neglect.

BICYCLES



Students may ride bicycles to school; however, parents are ultimately responsible for their child's safety. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles must be walked while on campus. Students who ride bicycles are required by CFAY policy to wear safety helmets, adhere to bicycle safety requirements and use the bicycle lane. Bicycles should be locked during the school day. The school is not responsible for stolen bicycles. Skateboards and in-line skates are not allowed at school. This also applies to scooters.

BULLYING

Bullying is when an individual or group repeatedly uses power with the intent of hurting or humiliating others physically, verbally, or emotionally. A bully is any person engaged in the above activities. A victim is any person who is upset or troubled by someone who is deliberately, repeatedly, harming him or her physically, verbally, or emotionally. A witness is any person seeing or hearing any form of the bullying directed at someone else. Witnesses have the responsibility to report to a member of the school staff or their parent as soon as possible.

Bullying is considered to be a serious matter and is not acceptable in any form at Ikego Elementary School. Actions regarded as bullying include the persistence of teasing, ridicule, name-calling, sarcasm, ostracism, gossip, verbal threats, intimidation, threatening or obscene gestures, malicious exclusion, etc. No individual should be subjected to deliberate mistreatment of another. It is the responsibility of the victim and/or witness to tell the bully that the behavior is unwanted and should stop. It is also the responsibility of the victim and/or witness to immediately notify a member of the school staff and/or their parents.

When reported to a staff member, he/she will evaluate the situation and take appropriate action, which may result in a range of consequences varying from re-teaching to referring to the administration. Ikego Elementary School is dedicated to teaching students positive life skills in order to avoid these situations arising in the first place.

FRANKIE'S 3 R'S

	BE RESPECTFUL	BE RESPONSIBLE	BE RESOURCEFUL
CLASSROOM	Follow class rules. Be kind with your words and actions to all people and property.	Follow class rules. Come to school prepared to learn.	Be a problem solver.
RESTROOMS	Follow class rules. Be considerate of other's privacy. Use quiet inside voices. Clean up after yourself.	Flush toilets. Wash hands and put paper towels in basket. Wait your turn. Turn off faucets. Report problems to an adult.	Be a problem solver. Turn off water if left on. Turn on lights if off.
PLAYGROUND	Take turns with playground equipment. Be a friend to others. Use hands, feet, and objects safely. Be kind in your words and actions to all people and property.	Play safely. Use equipment safely and correctly. Line up when recess is over.	Be a problem solver. Help someone in need if you see it. Talk to an adult when you have a concern. Use your words to solve problems.
HALLWAY	Follow class rules. Keep hands, feet, and objects to yourself. Enter and walk through the hallway quietly. Be kind with your words and actions to all people and property.	Go to your destination quickly. Keep hallways clean.	Be a problem solver. Be helpful if someone needs to assistance.
LUNCHROOM	Use inside voices. Be kind to others. Be kind with your words and actions to all people and property. Treat monitors and lunchroom workers kindly.	Clean up your trash. Remain seated while eating. Get your food in an orderly manner.	Be a problem solver. Look around your table and under your chair. Offer to help your classmates if needed.
LIBRARY	Use inside voices. Ask for help politely. Treat books with care. Be kind with your words and actions to all people and property.	Use shelf markers. Return materials so others can use them. Treat materials carefully. Show librarian damaged materials.	Be a problem solver. Use library resources to locate books.

CASE STUDY COMMITTEE

A Case Study Committee is charged with placement of children in special education classes and monitoring the special programs in the school. DoDEA Headquarters establishes guidelines for the committee in Arlington, VA. The members of the committee include; the Principal, Guidance Counselor, Learning Impaired Specialist, Speech and Language Pathologist, appropriate classroom teachers and other specialists as required. Parents are invited and expected to attend when their child's case is being discussed.

Parents who suspect their child may have any special learning needs may refer their child, and may initiate a request through the classroom teacher.

The following DUE PROCESS RIGHTS FOR PARENTS OF EXCEPTIONAL STUDENTS apply even at preliminary levels:

- The right to access all recorded information about their child.
- The right to refuse permission for a formal assessment of their child with the understanding that the local school may request a hearing to present its reasons to obtain approval to conduct the assessment.
- The right to be informed of the results of a formal assessment and a description of how the findings of the evaluation are to be used, by whom, and under what circumstances.
- The right to request that the school provide information about where an independent evaluation may be obtained.
- The right to question proposed modifications of the regular instructional program for their child.
- The right to request a hearing if dissatisfied with attempts by the school to resolve a difference of opinion regarding the education of the child.

CELL PHONES

We understand parents may choose for students to have cell phones, however, the use of them in school creates a disruption to the learning environment. Cell phones must be turned off and remain in the student's backpack during the school day.

CHAIN OF COMMAND

Problem solving and conflict resolution are integral components to any school's mission and behavior plan. We encourage solutions for problems and conflict at the lowest level possible. When parents have questions or concerns, they should contact the school. Calls will be directed to the teacher or staff member who can provide the most direct information. It is usually necessary to leave a message for a teacher to return a call. Whenever the concern involves a specific teacher or any other staff member, parents are asked to discuss this directly with that person before elevating it. If the concern is not resolved, parents should then ask for the counselor, who may mediate. If there is no resolution, the administrator may be asked to intervene. Any problems which cannot be resolved by discussing them with the teacher, counselor, or administrator, may be referred to a member of the School Advisory Committee or through the DoDDS Chain of Command:

Office of the Japan District Superintendent

Ms. Lois Rapp
Unit 5072
APO AP 96328-5072
DSN 225-3940

If not satisfied with resolution at the District level, one may contact the Director, DoDDS-Pacific/DDESS Guam:

Office of the Director, DoDDS-Pacific/DDESS-Guam

Ms. Martha Brown
Unit 35007
APO AP 96376-5007
DSN 644-5878

If not satisfied with resolution at the Area level, one may contact the Director, DoDDS:

Office of the Director, DoDEA

4040 North Fairfax Drive
Arlington, VA 22203

CHILD ABUSE AND NEGLECT

DS Regulation 2050.2

Child Abuse and Neglect is defined as: Physical injury or significant emotional maltreatment inflicted, other than an accident, on a child by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened.

As per memorandum from Lillian Gonzalez, [former] Director, DoDEA, "It is our policy that all DoDEA employees will immediately report any suspected child abuse to the local Family Advocacy Program (FAP) Officer."

Ikego Elementary School has a responsibility to protect the children entrusted to our care by participating in the identification of child abuse. DoDEA cannot and will not tolerate less than complete adherence to the requirement to immediately report any suspicion of child abuse to the local FAP officer.

CHILD FIND

Child Find is a program designed to locate family members between the ages of 3 and 21 who are not enrolled in the DoDDS system but appear to need special educational services. Students are screened and assessed to determine the nature and extent of special services needed. Appropriate placement can be made using available resources. Parents who have a concern about such a young person should contact the Case Study Committee (CSC) chair. An organized screening is usually conducted in coordination with EDIS each Fall and Spring; however a child may be referred for screening at anytime.

CLASS ASSIGNMENTS

Assigning students to classrooms is a time-consuming and challenging task. Because many students are not enrolled until late August, classroom placements are not announced until the end of the final workday before Sneak Peek. The teaching, counseling, and office staff spends much time to make complete and accurate classroom lists. Consideration will not be made for parent requests of a specific teacher; however, parents may provide an environmental request.

At Ikego Elementary School, every attempt will be made to balance each classroom in many areas to include:

- Balance the total enrollment for even pupil/teacher ratio
- Balance the number of boys and girls

- Balance the number of students with special needs
- Balance the number of potentially disruptive students
- Balance the number of reading and math ability levels

Once class lists are posted, parent requests for changes will not be entertained until the end of September.

Class lists will be posted in the Ikego Elementary School courtyard information board. Please check this list so your child will know who his or her teacher is and where his or her classroom is located. If for any reason your child is inadvertently left off the lists and you have completed all the necessary requirements of registration, please contact the school office. All children must be fully registered prior to attending school. This includes having orders or a statement from the personnel office per DoDDS policy, immunization records, etc. must be on file. A student who has not been fully registered and immunized will not be allowed to start school until the sponsor has met the registration requirements.

CLOSED CAMPUS POLICY



In the interest of the safety of the children attending this school, Ikego Elementary School has a "Closed Campus Policy." Children are not permitted to leave the school grounds on their own during the school day. The school cannot be responsible for students who violate school rules and leave school grounds without first receiving permission from the school authorities. Students leaving school must be signed out by their sponsors or their delegated representative.

COMMUNICATION BETWEEN HOME AND SCHOOL

School-wide parent bulletins are sent monthly through email. Individual teachers and grade levels may also distribute newsletters. Bulletins generally include information pertaining to major school events. Lunch menus, information from the district superintendent and deputy director's offices, Continuing School Improvement (CSI) activities, and an opportunity to provide feedback may be attached to the monthly bulletin.

Although most office communication will be sent through e-mail, occasionally notices will be sent home with the student. This helps to conserve paper and other resources, serves as an example to our students, and teaches responsibility. Published dates and times are always subject to change. Parents are encouraged to sit down daily with their child to review not only homework, but also other school information that may have been sent home with the child.



Occasionally rumors develop which may not be accurate. Parents may become aware of problems that have not come to the attention of the school. They are encouraged to call the school or to bring these to the attention of members of the School Advisory Committee.

When it is not possible to communicate by phone, faculty or staff members will send notes with students. Parents are often requested to sign and return a message to verify receipt. Put the note with items the child will bring to school the next day. Should a timely response not be received, it may be necessary to request assistance from the sponsor's unit. Parents who have sent notes to school and received no reply are asked to call the school office or to send another note, perhaps with a brother or sister.



COMPUTER USE

As part of the registration process parents, and students when appropriate, are required to sign a form outlining the terms and conditions under which computer and Internet access is provided. Basically the agreement designates all computer use for educational purposes only. It is understood that abuse of privileges can result in suspension of those privileges.

CURRICULUM AND SUPPORT PROGRAMS

Each subject in the curriculum of the Department of Defense Dependents Schools (DoDDS) is reviewed according to the Seven-Year Curriculum Development Plan. This plan provides for review and revision of objectives and curriculum materials, selection of instructional materials, and in-service training for teachers.



Textbooks and supplementary instructional materials which support these curricula are selected by DoDDS curriculum committees. The materials are the same as those used in schools throughout the United States. Some instructional materials, especially those for the Foreign Language/Intercultural Program, are purchased from local suppliers.

With the exception of the Foreign Language/Intercultural teachers, who are Japanese nationals, teachers must be American citizens and fully qualified educators, holding a valid stateside license. They are recruited from the States, transferred from other DoDDS schools, or hired locally. The curriculum includes instruction in language arts (reading, writing, grammar, and literature), mathematics, science, social studies, and health.

Adopted texts and other supplemental materials are meant to be used as tools to reach these standards for every student. At present the curriculum includes:

Math: K-2 Everyday Math, adopted 2011
3rd-enVision Math, adopted 2011

Reading/Language Arts: Reading Streets, adopted 2008

Spelling: Integrated from Reading Streets

Handwriting: Zaner-Bloser

Social Studies: Pearson, adopted 2009

Science: Scott Foresman,

Health: Your Health, Harcourt-Brace, adopted 2006

Art: Art Expression: Davis Publishing Company, adopted 1999

Drug Education: Here's Looking at you, 2000

Ikego Elementary School also offers students the following resource services:

- Educational Technologist
- English as a Second Language (ESL) Teacher
- Guidance Counselor
- Information Specialist (Librarian)
- Literacy Support Specialist (LSS)
- Learning Impaired (LI) Teacher
- Preschool Services for Children with Disabilities
- School Psychologist
- School Nurse
- Sure Start
- Speech/Language Pathologist (SLP)
- Other Specialists include; Host Nation, Art, Physical Education, and Enrichment.

Educational Technologist

The Educational Technologist is a certified teacher whose focus is to collaborate with the teaching faculty to effectively infuse and integrate technology across the curriculum.

English as a Second Language (ESL) Specialist

Through the ESL program, students of limited or no English proficiency receive instruction that helps them participate successfully in the total school program. The skills taught are listening, speaking, reading, and writing in an interdisciplinary and interactive environment. The ESL program also builds self-esteem and promotes the development of a positive self-image in ESL students.

Guidance Counselor

Counseling services provide students, individually and in small groups, with short-term or long-term sessions assisting the students in emotional, social and academic concerns. Moreover, whenever applicable, parents are assisted in understanding the emotional and social needs of their child.

Guidance sessions provide students with lessons in decision-making, study skills, values, communication skills, self-concept, and responsibility. Sessions also address feelings and acceptable ways of expressing them toward other individuals.

Consultation services involve meeting with teachers, parents, administrators, and community members regarding the student's emotional, social and academic needs. Evaluative services require the administration of achievement and intelligence assessments for students pertaining to referrals of grade placement, ADD/ADHD, and special education concerns as well as DoDDS school-wide tests.

Foreign Language Elementary School (FLES)

Approximately 90 minutes of instruction in Spanish will be provided each week to all classes in Kindergarten and first grade. Instruction will focus on the five Cs of foreign language instruction: Communication, Culture, Connections, Comparisons, and Communities.

Gifted Education (GE)

A Gifted Education specialist is available to teach higher order thinking skills and problem solving. Special sessions are also offered for students who possess high intelligence or demonstrate high levels of achievement or talent.

Learning Impaired (LI) Specialist

Special education services are those designed to meet the unique educational needs of a student who has been placed in such a program by the Case Study Committee (CSC). These programs must be reviewed annually to determine the continued eligibility. The program of study must insure a student's placement in the least restrictive environment while providing academic progress. This kind of placement may involve some part of the school day out of the regular classroom setting to meet a student's individual needs.

Speech/Language Pathologist (SLP) Specialist

Communication makes us human. It is the way we share messages, ideas, and information. Messages, ideas, and information become changed, hindered, or destroyed when people have a hard time hearing, speaking or thinking with words. Communication becomes impaired when someone has difficulty using the sounds, grammar, or words they want or the right words at the wrong time or place.

The Speech and Language Pathologist is specifically trained to identify and provide a properly diagnosed treatment plan for children having language, voice articulation and hearing related difficulties, as well as physical abnormalities affecting speech patterns. The Speech and Language Pathologist is available to assist parents, teachers, and students improve the communication skills of a student with problems in this area of their development.

Literacy Support Specialist (LSS)

Ikego Elementary School offers a Compensatory Education program defined in DS Regulation 2090.1 as “individualized instruction designed to meet the needs of students in need of remediation in basic skill areas.”

A second purpose is to provide small group and individualized instruction in reading. The students referred for special assistance in the areas of reading and language. Students may exit the program and need not return unless future difficulties arise. The program provides supplementary services that reinforce classroom instruction.



Information Specialist (Librarian)



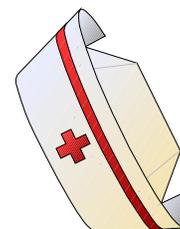
The information specialist is responsible for ordering, cataloging, and maintaining the library collection. The information center uses a computerized cataloging system for books, equipment, and other materials. The specialist provides instruction in the use of the information center. Our information center represents a combination of resources that include people, print materials, Internet, computer programs, music, video, and other AV software, equipment, facilities, and services.

We welcome all students and parents to explore the information center, to use it to the fullest and to build a lifelong love for books and learning. The information center is open daily from 0800 to 1530 when students can come individually or in small groups to work or exchange books on passes. Information programs may be offered for whole classes.

Books may be kept one week and renewed if there is no request from another student or teacher. Books must be returned before another one can be checked out. Lost or damaged library books must be paid for or replaced with one of a comparable value and acceptable content.

School Nurse

The School Nurse plays an important role in our school. She acts as a liaison with the Navy Hospital Services and conducts health screening, immunization clinics, advises teachers on health education aspects of instruction and provides assistance in various areas of health education.



Preschool Children with Disabilities (PSCD) Teacher

The PSCD program identifies children with communication, motor, social/emotional, self-help and cognitive delays. Individual educational plans are developed and implemented for children 3-5 years old who qualify for services.

The Case Study Committee (CSC) meets to consider referrals, plan assessments, determine eligibility, and develop educational programs for children with special educational needs. When a special program is needed, parents are asked to attend several meetings and are involved in the entire process of developing an individual educational program (IEP) for their child. The committee follows the procedures of:

1. Parent notification

2. Parent consent
3. Assessment and interpretations and
4. Possible programming

Sure Start

The Sure Start program is an early childhood program that is based on the well established Head Start model. The program's goals for children and their families include comprehensive services, parent involvement, family support, training and technical support in a collaborative effort. Selections to the program are a committee decision - a waiting list is retained for openings throughout the year. Criteria for acceptance into the program includes a low family income, English as a Second Language, a single parent without a high school diploma, etc. The program serves four-year-old children.

Special Instructional Programs

Art, Music, Host Nation, and Physical Education

Students receive regularly scheduled instruction from resource educators specifically trained in these subjects.

Art

Art is offered to all students in grades K-3. Some of the objectives of the art program are to create works of art, demonstrate aesthetic perception, develop knowledge of art heritage, and utilize critical judgment of the visual arts. All students will participate with multiple forms of media to meet these objectives.

Music

Ikego ES does not have a specialist providing an music program. Music is incorporated into classroom activities, specialist programs, and enrichment experiences.

Host Nation

The Host Nation program is an important part of our school's curriculum. The intercultural setting is, in fact, a resource that a DoDDS-Pacific school has that no other system in the United States has—Japan as its classroom. Besides teaching children, the Host Nation Teacher also plans study trips and visits to local Japanese schools in order to give students a better understanding of the language, culture and values of the Japanese people. One goal of the course is that children will learn to use words and phrases in Japanese. They will also learn about Japanese history, geography, economy, government, folk customs, sports, foods, and crafts.

Physical Education

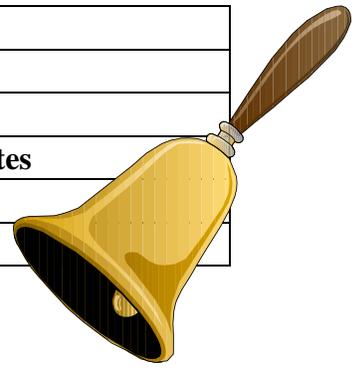
The Physical education curriculum at Ikego Elementary School provides opportunities for achievement, growth, and physical development. These opportunities are provided through exercise, games, sport activities, dance, and rhythm activities.

It is very important that students come to class in comfortable, loose clothing and rubber-soled shoes. If girls wear dresses, they should also wear shorts under the dress.



DAILY SCHEDULE

0745	Arrival
0755	Entry Bell
0800	Tardy Bell
1130-1240	Window for Lunch/ Recess Scheduled for 45 Minutes
1345	Sure Start Dismissal (1245 each Wednesday)
1430	Dismissal for Grades K-3 (1330 each Wednesday)



DISCIPLINE COMMITTEE

DoDEA Regulation 2051.1

A school discipline committee, to include community members, will be appointed each year. The Discipline Committee will be independent of the principal, who must propose the student discipline in cases involving suspension over ten days cumulative or expulsion. In these cases, the principal will notify the parent or guardian in writing of the proposed consequence. The Discipline Committee will make a recommendation to the Superintendent. The District Superintendent must make the final judgment in a case.

A parent may appeal a disciplinary action resulting in a suspension by writing to the next higher administrator (District Superintendent). If disciplinary action is initiated by a teacher without suspension being imposed, the parent may write to the principal. Either letter must be written within five days of the imposition of the disciplinary action. The appeal must describe why the discipline is inappropriate.

The next higher level administrator (appellate authority) will receive the appellate materials and render a decision within ten days of receiving the appeal.

The school need not defer the imposition of any consequence pending appeal, particularly when discipline is being taken to protect students or prevent disruption of the classroom.

If the basis for discipline or the consequence is reversed on appeal, all record of the student having been disciplined will be removed from the student's discipline file. A notice will be sent to installation commanders and district superintendents to disregard the prior notice of suspension and to remove and destroy such prior notices.

The discipline committee will also meet with the principal to develop and maintain the school-wide behavior management plan.

DISCIPLINARY RULES and PROCEDURES

It is the policy at Ikego Elementary School to maintain a safe and orderly learning environment. As part of our school's Vision and Mission Statements, every effort will be made to help students learn to think, communicate, problem solve effectively and develop a sense of responsibility.



To help students make a satisfactory adjustment in school, parents will be kept informed of students' social progress through teacher conferences and/or correspondence. The services of resource specialists, such as the school counselors and school psychologist, will be utilized whenever appropriate to help students learn to act in socially acceptable ways. However, if a student consistently violates school rules, a more drastic action, such as suspension from school, may be taken.

The following serious offenses will be dealt with by an administrator and will be automatically turned over to the Ikego Elementary School Disciplinary Committee. These offenses will result in a recommendation by the principal for automatic suspension or expulsion and will be turned over to Security, who may remove the students from school for further investigation, with additional consequences determined by the military.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year expulsion is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance.
4. Making, or participating in the making, of a bomb threat.

Additionally, students may be suspended or expelled for the following behaviors:

1. Causing, attempting to cause, or threatening to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
3. Possessing, using, offering or arranging to sell, selling, or otherwise furnishing, or being under the influence of any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the principal so recommends and the disciplinary committee concludes the measures are necessary.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to school, government, vendor, or private property.
6. Stealing or attempting to steal and/or knowingly receiving stolen school, government, vendor, or private property.
7. Possessing or using tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, (including snuff, chew packets, and betel).
8. Committing any lewd, indecent, or obscene act or engaging in habitual profanity or vulgarity.
9. Having unlawful possession of, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia.
10. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

11. Gambling in any form.
12. Conduct, including fighting, that endangers the well-being of others.
13. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
14. Possessing or controlling a beeper or similar portable communications device unless authorized by the principal. Beepers or similar communication devices are subject to confiscation by school authorities.
15. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
16. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
17. Forgery, cheating, or plagiarism.
18. Using or possessing fireworks.
19. Violating attendance regulations.
20. Unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
21. Violating any law or regulation of the military installation or school, or policy of the DoDDS system.
22. Complicity in the violation of any rule described above.

When suspension from school is the consequence for any of the above offenses, the suspension will be for one-half or more days, depending on the seriousness and frequency of the offense. When a suspension has previously occurred, the consequences will be increased if additional offenses occur. Students who are suspended over ten days - even if cumulative over the school year - will be sent before the disciplinary committee. The student will be expected to make up any work missed during the suspension.

The sponsor is responsible for his/her dependents' actions. When serious incidents occur, sponsors will be notified. Additionally, we have the obligation to keep the military authorities, including the Base Commander, informed of serious misbehavior.

Teacher-parent cooperation is imperative when attempting to improve student behavior. Teachers are directed to contact parents to inform them of problems through notes or phone calls. Teacher-parent conferences are extremely important in gaining an understanding of student problems. The services of the guidance counselor and other specialists may also be utilized.

Corporal punishment is not permitted at any time by any member of the school staff. Specific information concerning this area will be sent out in a parent bulletin within the first month of school.

Administrative actions that may be taken by the Army Civilian Misconduct Action Authorities in cases of misconduct are identified in USAREUR Regulation 27-9, Misconduct by Civilians, dated September 1990. Administrative actions range from counseling to the suspension of logistic support privileges and/or 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. For incidents involving DoDDS students occurring on school grounds during the school day or while participating in DoDDS-sponsored activities, suspension or expulsion may result. Your attention in this matter is appreciated. If you have additional concerns, please contact the school principal or your Military/Security Police.

DISMISSAL

Students are not allowed to remain on the school grounds after dismissal unless they are participating in sponsored after school activities. Students who choose not to follow this rule should be prepared to come back into the school, call their parents, and have their parents come pick them up to escort them home.

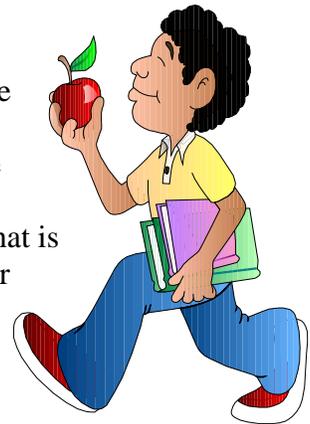
Early Dismissal from School

If a parent would like to have their child to be dismissed from school early, they should ***notify the teacher in writing***. In the note, they will indicate when they will come to pick up their child, but the child will remain in the classroom until the parent arrives to sign the student out. To diminish interruptions to the classroom, parents are requested to wait at the office while the child is called to the office. Students will not be dismissed from school unless the office staff or the teacher has been notified.

DRESS STANDARDS

Boys and girls are expected to be neat and clean in appearance and to wear clothing that is acceptable to the community. Hats and headgear are not to be worn in the school building. There shall be adequate coverage of the body. Short shorts, bathing suits, halter tops, tube tops, undershirts, shirt-less, bare midriffs, mesh and other sheer garments are not considered appropriate. Pictures and/or words on any garments must be in good taste with nothing that is obscene, vulgar, illegal, or a prohibited item (to include weapons, alcohol, or tobacco).

A student whose clothing does not reflect good judgment, or does not comply with these guidelines, will be sent to the nurse for necessary action. Should the need arise, parents will be notified and asked to pick up their child at the school or provide other clothing.



During cold weather, children must wear enough warm clothing so they can remain outside for at least 20 minutes during recess periods. This may include mittens or gloves, a warm coat or jacket, a hat or scarf, and sturdy shoes and/or boots. Cloth shoes become wet and cold and are not appropriate in the winter. Boots worn all day make feet perspire and then become cold when the child goes outside. Outer clothing, to include caps, jackets, and coats will be removed when classes are in session. On most days, however, pupils will be expected to participate in outdoor physical education activities and recess periods to release their energies, to exercise, and to enjoy the

pleasure of playing games with their classmates. If children are dressed warmly and appropriately, there is no threat to their health from engaging in these activities.

For physical education classes, all students are required to wear rubber-soled shoes and clothing appropriate for gym. This could include sweats, shorts, and loose-fitting pants. Skirts and dresses for girls are not appropriate unless shorts are worn underneath. PE class schedules will be published during the first week of school.

For safety reasons, flip flops and heels over 1 inch are not permitted at school at any time.

Wheeled-shoes should not be worn to school. They are a tremendous safety hazard in schools. Students found wearing these items will be asked to remove the wheels and leave them with the teacher until the end of the day.

EMERGENCY CONTACT



It is important that the school have your correct contact information on file. This includes both military and civilian current local addresses and phone numbers. In the event of an emergency involving your child, it may be necessary for the school to get in contact with you immediately so that you can be present to authorize certain kinds of medical treatment. A child may simply become ill or injured during the school day. Although there is almost always a school nurse on duty, a sick child belongs at home.

The nurse is qualified and has the equipment to treat only a limited range of injuries. Parents provide duty, home, and emergency contact phone numbers at registration, but these may change. *It is essential that emergency information be kept up to date, especially when sponsors receive new duty assignments, spouses change jobs, families move to permanent quarters, telephone numbers change, baby-sitters are changed, or the emergency contact moves away.* The school should be informed if parents will be in the field, deployed, or traveling, and have left their children with someone else for an extended amount of time. A note providing the name, unit, duty phone, quarters address, and home phone of the person(s) responsible for the child in the parents' absence should be sent to the school office and the teacher. Alternate duty phone numbers are not an acceptable emergency contact. Failure to provide emergency contacts may result in notification to the chain of command.

Please keep your request for us to deliver telephone messages to your children to an *absolute minimum*. This type of request creates an interruption to the class and breaks instructional momentum. We request your full cooperation in this area.

EMERGENCY EVACUATION

A detailed plan for the evacuation of children from the buildings in the event of fire or other emergencies has been developed and will be in effect the first day of school. Regular drills are held weekly the first four weeks of school and monthly thereafter.

In the event that children cannot return to their classroom, alternate indoor shelters will be assigned. Children may not be able to get to their outdoor clothing. Therefore, in the event of an extended stay outside of the school building, emergency shelters will be utilized. Should children not be able to return to the building within a reasonable time, it will be necessary to dismiss them. Every effort will be made to notify parents that they are being dismissed. Grades 1-3 will be sent home as normal and all PSCD – Kindergarten students will remain with their teachers until picked up by a parent or an emergency contact. The responsibility for this decision will rest with the school administrator in consultation with community military authorities and the availability of transportation.

In the event of an emergency evacuation, please do not instruct your child to leave school and "come right home." Your child is safer with a teacher rather than alone on the streets. Dismissal will be in an orderly fashion under the supervision of teachers and administrators. If you come to take your child, speak to the teacher personally at the time of the pickup. Failure on your part to do so may cause undo worry on the part of the teacher and the school authorities.

EMPLOYMENT OPPORTUNITIES

The following positions are open-continuous:

- Educators
- Substitute Teachers
- Special Education and Kindergarten Para-professionals
- Lunch Monitors
- Secretary
- School Support
- Office Automation

Applications for GS positions may be picked up in the school office. Educator applications must be completed online. It is requested that you provide a courtesy copy of your application to the school.

FAMILY TRIPS

Family trips will be considered unexcused absences. If the absence is for an extended period the parent is to submit a written letter to the principal to request the extended absence. An educational plan, similar to a contract, is created and signed by the teacher, principal, and parent. The plan outlines the assigned work and the timeline in which it is to be completed. Please refer to the Attendance Policy Portion of this handbook for further information.

HEALTH SERVICES

Children who are not feeling well should be kept at home. Your child's classmates and teacher will appreciate it and you will avoid the inconvenience of having to come to school for your child. **A child who is sick enough to be kept in during outdoor recess is probably too ill to be in school.** The school nurse is assigned for instructional purposes and to handle illness or physical emergencies, which occur during the school day. Children referred to the clinic who have a fever or 100.4° will be sent home. Children must be fever-free for one day *without medication* before returning to school. Example:

- Fever on Monday - No school on Tuesday
- Fever on Tuesday- No School on Wednesday
- Fever on Wednesday- No school on Thursday
- Fever on Thursday-No school on Friday

Medication

The school nurse does not administer medications, to include over the counter drugs, except when prescribed for individuals with conditions such as:

- Asthma
- Allergies to bee stings
- Heart conditions
- Attention Deficit Hyperactivity Disorder (ADHD)

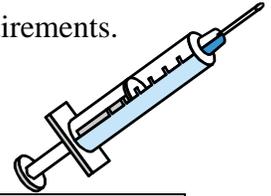
When the above medications are administered at school, the following information **is required**:

- A Permission for Medication form signed by the physician and parent. This form is available at the Health Clinic or from the school nurse. Medication will not be administered without this form.
- Medication **must be** in a pharmacy labeled container, marked with student’s name, name of drug, amount to be taken, and the time to be taken.

When short-term illnesses require the use of medication, the school nurse arranges with the parent and physician for administration before and after school. If the medication **must** be taken during school hours, the above procedure **must** be followed.

Immunization Policy

Students enrolled in DoD Dependent Schools must meet specific immunization requirements. The minimum requirements are as follows:



IMMUNIZATION	MINIMUM DoDEA REQUIREMENT FOR SCHOOL ATTENDANCE
+ Diphtheria, Tetanus, Pertussis DTaP, DT Tdap	* DTaP, DT series completed by age 4 years or on schedule for completion. If the fourth dose of DTaP, DT was administered before the fourth birthday, a booster (fifth) dose is required for initial school entry. * Tdap required at age 11 years old.
+ Hepatitis A	* Series completed prior to initial entry into school or on schedule for completion.
+ Hepatitis B	* Series completed prior to initial entry into school or on schedule for completion.
+ Measles, Mumps, Rubella	* Series completed prior to initial entry into school or on schedule for completion.
Meningococcal	* Series initiated at age 11 years. Booster at age 16 years.
+ Polio	* Series completed by age 4 years or on schedule for completion. If the fourth dose of Polio was administered before the fourth birthday, an additional dose is required for initial school entry.
+ Varicella	* Series completed prior to initial entry into school or on schedule for completion.

HOME SCHOOLING

It is the policy of DoDDS to neither encourage nor discourage sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is the sponsor’s right and can be a legitimate alternative form of education. DoDEA encourages DoD Sponsors who wish to home school their dependents to communicate their desire to the local command to determine if there are any command policies or other rules that ensure that home schooling meets local regulations and host nation requirements.

DoDEA does not provide home schooling materials such as textbooks, workbooks, software, etc. Obtaining these materials is the responsibility of the DoD sponsor. Upon request, DoDEA shall provide dependents that are home schooled with library services, and consistent with existing regulation and policy, special education, specialist classes such as music and art, and extracurricular activities such as spelling bees and other contests. Standardized testing services are also available provided there is an adequate supply of tests. Home schoolers who choose to use school services must complete a registration form. For more information, call the school registrar.

HOMEWORK POLICY

Anything required outside of class time for the successful completion of the goals and objective of the curriculum is homework.

Philosophy

At Ikego Elementary School many educational approaches are used to assist children in their learning. The assigning, reviewing, and evaluating of homework is an integral tool used by teachers in the educational process.

Homework encourages students to be self-disciplined, independent, and responsible. Homework increases students' academic achievement.

Assignments are carefully selected to supplement classroom instruction.

Homework cannot be measured by the time required for its completion since different students will spend different amounts of time to complete the same assignment. Quality of homework assignments is considered to be more important than quantity and successful completion of these assignments reinforces the concepts taught in the classroom. Parental support for the value of and completion of homework is essential for students' success in the educational process.

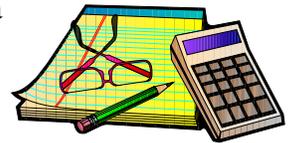


Ten minutes per grade level should be used as a range of homework time expectation, but not to exceed 150%:

- 1st Grade – 10-15 minutes
- 2nd Grade – 20-30 minutes
- 3rd Grade – 30-45 Minutes

Homework assignments are for:

- Practice: to provide students with opportunities to apply recent learning or to reinforce newly acquired skills.
- Continuation: to allow students to complete classroom work.
- Preparation: to allow students to obtain background information so they are prepared for the following day's discussion.
- Extension: to provide opportunities to extend a concept or skill learned to a new situation. The principle focus of extension homework is production rather than reproduction.
- Creative: to integrate many skills and concepts in producing a project.



Students should be:

- Responsible for completing the assignment legibly, neatly, on time, and according to instruction.
- Responsible for asking for assistance and/or clarification regarding homework assignments.
- Responsible for having the necessary materials both in class and at home for completion of assignments.
- Responsible for obtaining and completing assignments missed due to absence.

Parents should:

- Expect homework based on the discretion of the teacher and the performance of the student, as assigned on an individual basis. If nightly homework takes an inordinate amount of time, communicate your concerns with the teacher.
- Provide your child with an environment and the necessary tools that promote good study habits.
- Encourage your child to work independently while offering assistance. Daily leisure reading should be supported.

- Enrich your child’s learning through your support and encouragement.

INCLEMENT WEATHER

Delayed Start/Early Closing

School may be delayed or closed early for a number of reasons, to include an accumulation of ice or snow during the day or failure of the heating, electrical, or plumbing systems. Early closing will most likely occur between 1000 and 1300 hours and will be announced on AFN, the Commander’s Channel, the CFAY Website, and other electronic media.

It is essential that each family designate an alternative destination for their children in case school is closed early. Children need to know where to go if their parents are not home.

INFORMATION CENTER

The Ikego Information Center, often called the library, is open from 7:45 – 3:00 on school days. Students visit the Information Center with their classes for a story or lesson weekly. The Information Center is also open for individual students to exchange books any time during the school day.

Parents may open an account which enables them to check out books. Just drop by the Information and fill out a short form to establish an account. Parents are welcome in the Information Center any time.

DoDEA has purchased a number of online resources for students to use at home as well as at school. These include databases and online book sites. Check the school Intranet site (<http://ikego.pac.dodea.edu>) for more information and links to the resources.

INTERCOM STATION KEGO

The morning announcements or *Intercom Station KEGO* occurs each morning. Third grade students sponsor the program for the first two to three quarters of school, and second graders will take on the responsibility near the end of the school year. Students from each classroom will host the morning program on a rotating basis. The program may include, but is not limited to:

- Morning greeting
- Flag salute
- Ikego Kids’ Mission Statement / Goals
- News etc.



Other items may include:

- Student birthdays
- Farewells and Welcomes for departing and arriving students
- Lunch menu

LENGTH of SCHOOL YEAR

The maximum number of duty days for teachers is 190. Students may be scheduled for up to 183 days of classroom instruction as an AdvancED accredited school. School must be in session for five hours daily for 175 days. Up to two days may be utilized for teacher workshops and in-service training. These days will be announced as the school year progresses. Two full days will be utilized at the end of the first marking period for parent/teacher conferences. One full day may also be utilized at the end of the second or third marking periods for parent/teacher conferences. These release days are coordinated with other Yokosuka schools as much as possible.

LOST & FOUND

Parents are asked to label all items. Because most school supplies and clothing are purchased at the NEX and from the same catalogs, many articles children bring to school are identical to those

brought by other children. This can lead to disagreements about ownership. ***Proper labeling*** reduces conflict and makes settling disagreements an easy matter. There is no need for students to bring large sums of money, expensive jewelry, computer games, toys, or mp3 players to school. **The school cannot be responsible for lost, broken, or stolen articles.**

A "lost and found" area is located at the school outside of the main office. Children and parents should check the lost and found area whenever anything is lost. Items such as watches, glasses, and money are usually turned in to the office. The lost and found will be thoroughly emptied out at the end of each quarter. Unclaimed clothing articles will be given to charity. Unclaimed eyeglasses will be turned over to the medical clinic at the end of the school year.

LOST OR DAMAGED BOOKS OR SCHOOL MATERIALS

If a student loses or damages a textbook or other government property (calculator) it will be necessary for the student to pay for the cost. This includes library books. Please see your student's teacher or report the loss in the administrative office.

LUNCH PROGRAM

Ikego Elementary School has no cafeteria but a dining area. A hot lunch program is provided by the NEX, which has been appointed the "School Food Authority." When available, the menu is published on the school Internet and Intranet sites. The lunch menu is also available in *The Seahawk*. Unannounced changes may occur due to lack of supplies. Students may only purchase complete lunches. Parents must enroll in the lunch program at the NEX cash cage. This is a debit account that allows your child to purchase a school lunch. The price of a school lunch will be deducted from the account every time your child purchases a school lunch. This is the only way for your child to purchase a school lunch. Prices are generally announced prior to the school year.

Applications for free and reduced-price lunches may be obtained from the Fleet and Family Support Center located on the fourth floor of the community Readiness Center. The application should then be returned to the Fleet and Family Support Center for eligibility processing. ***Applications must be renewed each year before school starts. Parent enrolling their child for Sure Start are required to complete a meal assistance application.***

It is requested that each family has a point of contact within the Ikego Housing Area to bring a lunch to their child when he or she is without a lunch. The school nurse will contact parents of children who consistently arrive at school with no lunch or an inadequate lunch. Failure to resolve the problem after three days of no lunch in a month will result in the school contacting the sponsor's command upon the next incident.

The lunch period lasts 20 minutes and is combined with a 25 minute recess. Due to the necessity for maximum security for our youngsters, students will not be allowed off the school grounds during the lunch hour unless parents sign them out and accompany them. Parents may join their child any day for lunch. Because sugar can impede students' learning, we respectfully request that parents ensure that candy and sodas are not brought to school. Also, we request that no items be sent in that require heating as there is no way to heat food in the lunchroom.

Any further questions about the meal programs should be directed to NEX at 241-4727.

MESSAGES TO STUDENTS

We encourage family members to discuss before and after school student activities before children come to school in the morning. Although messages will be taken and delivered by the school office staff, we ask you to limit your message requests to those of an emergency nature. We cannot

guarantee that messages received after 1420 hours can be delivered to children because of special activities and classes which take place at that time.

PARENT-TEACHER CONFERENCES

Parent conferences play an important part in your child's progress in school. Regular conferences will be scheduled at the end of the first quarter and possibly the end of the second or third quarters. Additional conferences may be requested by the school if lack of academic progress or inappropriate behavior necessitates it.

If you wish to do so, contact the teacher by note and arrange a suitable time. Please do not drop in on a teacher unannounced, as this can be extremely disturbing to the class. The main office can assist you in making arrangements for a conference; however, final details are between the parent and the teacher. You are welcome to establish your own conference directly with the teacher.



PARENT TEACHER ORGANIZATION (PTO)

Ikego Elementary School PTO is an integral facet of the SHCP program. The PTO board meets monthly. General membership meetings usually are held every other month. Times and locations will always be announced prior to the meetings. PTO coordinates fundraisers such as school photos, yearbooks, and T-shirt sales. PTO uses the money from these activities to sponsor special projects and purchase materials for the school.

We urge you to become an active member of Ikego Elementary School PTO. Dues for membership are collected each year, and may be paid at any PTO meeting. Board members are selected each spring and assume their duties in May. Other parents are also needed to chair and facilitate a number of standing committees such as membership, T-shirt sales, school pictures, fundraisers, teacher appreciation week, field day, etc.

PARENT NEWSLETTER

We are committed to parent communication. Throughout the school year you will be advised of school events through parent newsletters that will be sent via e-mail. Hard copies are available in the administrative office. In addition, all important events and dates are available on the website, but we will send special reminders home with students.

PARKING

Ikego Elementary was built as a walking school. There is no “kiss-and-drop” zone. If parents must drive, please use the second parking lot and reserve the first one for school staff. The school encourages students to walk whenever possible rather than being driven to school. The street from Nara Tower leading to the school is closed from 0740-0805 and 1415-1445 (1315-1345 Wednesdays). Residents who live along Yasakyoto can be issued a school parking sticker from Security. In addition those with medical conditions documented by the USNH may also be issued a sticker to allow access to the street during closure times. For the safety of everyone, parents are requested to observe the street closures and to utilize the sidewalks rather than walking on the street. The street adjacent to the kindergarten classrooms is a yellow-no parking zone. Thank you for not parking along the street.

PARTIES

Non-curricular parties may be held each year, such as Halloween, Christmas, and Valentine’s Day. Although more cultural than religious, school parties which



coincide with holy-days may not be compatible with some religious faiths. Parents with such beliefs are welcome to sign their child out for the duration of the party. Otherwise the teacher will provide an alternate activity.

Other celebrations may be conducted in conjunction with a unit such as Cultural Heritage Month or the 100th Day of School. Due to time constraints, birthday parties may not be held at school. With the approval of the teacher, cupcakes or cookies may be shared at the end of lunch or the end of the school day. Please coordinate individually with your child's teacher.

PRIVACY ACT

The school maintains the confidentiality of its students' records. Records are only released to the sponsor. Additionally, personal telephone numbers, addresses and other personal information will not be released without sponsor's permission.

PROGRESS REPORTS (REPORT CARDS)



Quarterly

Progress reports are distributed four times yearly, at the end of each marking period. A student must be in attendance for at least 20 days of the marking period before being assessed in academic areas. At the conclusion of the first marking period, the progress report will be given at parent-teacher conferences scheduled in early November. Conferences may be scheduled for some students at the conclusion of the second and third quarters. For children whom no conferences are scheduled following the second and third marking periods, progress reports will be sent home on the Wednesday following the end of the quarter. Cover envelopes must be signed by parents and returned to the school. The final progress report will be distributed in June on the last day of school. It should be kept by parents and carried to the next school as a record of promotion, progress, etc. The receiving school will send for additional records. (Upon request, parents may also be given a copy of the permanent records to take with them when they withdraw their child from school.) For students leaving prior to the end of the year due to a family trip, progress reports will not be available until the last day of school and may be picked throughout the summer.

Reporting to parents on the progress of their children is one of the most demanding duties educators have to accomplish. The following points should be kept in mind when evaluating your children's progress reports:

- Your goals should be realistic for your children. All parents want from their children the best work they can produce. Each child is an individual and will progress at rates which are different from others.
- Teachers evaluate each child's progress according to the work produced in relation to the child's ability and the knowledge and skills he/she can be expected to learn.
- Each child is encouraged to work to his/her full potential at all times.

Marking Codes

Grades K-3: Early childhood uses the following marks indicating developmental growth. These are not to be confused with standard grades as seen in intermediate grades.

Consistently Displayed	=	CD
Developing / Progressing	=	P
Not Yet Progressing	=	N
Not Addressed	=	☒

These marks represent developmentally appropriate practice and identify a child's progress along a continuum.

Sub-Content Area Marking Codes

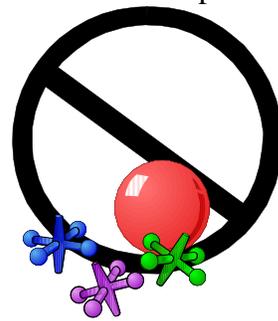
Participates	=	P
Shows Strength	=	+
More Participation Needed	=	/

Since no single report can adequately present a full picture of student progress, parents are encouraged to maintain two-way communication with teachers regularly. This contact can occur through telephone and written communication, as well as regularly scheduled conferences.

PROHIBITED ITEMS

The following are items that generally cause injury or create situations, which distract from the learning environment. It is suggested that parents assist the school staff in preventing the following items from being brought to school.

- Guns (real or toy)
- Knives (real or toy)
- Razor Blades
- Matches or lighter
- Fireworks
- Animals (unless part of a project)
- Trading cards
- Toys or other novelty items
- Gum – Candy
- Radios or iPods
- In-line skates
- Skate boards



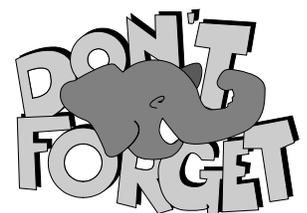
When children bring any of these items to school, the item will be held until a parent comes to the school to retrieve it. Disciplinary action may also be taken.

REGISTRATION

Students may be registered daily. New students will start school the day following registration if all required paperwork has been completed by 1000 hours. This will enable the teaching staff to prepare desks, chairs, textbooks, etc.

Parents should request to see a counselor at the time of registration if their child has any special needs. According to DoDDS student registration regulation, all students' social security numbers are mandatory at time of registration.

Please see the Admission section for more information on what is required to register your child.



RELIGION IN SCHOOL

DoDEA Manual 2051.2

DoDDS maintains a strict policy of neutrality about religion. It neither proposes to advance nor retard religious exercise. DoDDS may teach about religion as a part of some secular curricular program (e.g., in classes about history of religion, comparative religion, the Bible or other scripture as literature, and the role of religion the history of the United States and other countries.) However, instruction on how to practice or not to practice any particular religion, indoctrination in or against particular beliefs, and advocacy for or against any particular religious practice of set of beliefs may not be a part of the school program.

Although schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, schools may not observe religious holidays and religious events or promote such observance by students.

DoDEA personnel are prohibited from mandating or organizing prayers by students at assemblies, graduations, presentations, lectures, and other school-sponsored events either directly or through the use of outside speakers.

The Equal Access Act provides religious groups, with a voluntary membership, the right to meet in school facilities before, during, or after the school day to the same extent that other non-curricular, non-religious clubs or groups meet.

SAFETY AND HEALTH

Students are not permitted in any school building before or after school hours unless they are under direct supervision for a special activity. We discourage students from bringing toys to school. No matter how much care is taken, fragile items are often broken, misplaced, lost or stolen. Equipment is supplied for all supervised physical education activities. Such items should not be brought to school. Certain items are subject to confiscation and will be returned only to the parent. Unsafe playthings such as knives, water pistols, sling shots, etc. are also subject to confiscation and will be returned only to the parent. Such items should not be brought to school.

Other specific items that are not permitted at school are:

- Radios, iPods, computer games, etc.
- Skateboards and In-line skates
- Toys
- Any weapon or toy weapon of any kind (possession of a weapon may lead to suspension or expulsion from school).



It is desirable for children to wear clothing that is appropriate and in keeping with the weather and playground conditions. At times during the year, waterproof overshoes, boots, and rainproof hats and coats are necessary.

No environment is too safe. Safety awareness is an active, on-going process used to promote a healthy world around us. One of the top priorities of our school is the safety of all individuals. Our philosophy is that a child's safety is one of the most important concerns of school life.

SCHOOL ADVISORY COUNCIL (SAC)

DoD Instruction 1342.15

Membership on the council consists of a cross section of the local community leadership and, while not directive to the School Principal, the objectives of the council are:

- To improve community knowledge, understanding and support of the school, to answer questions and complaints, and to recommend to the principal solutions to school problems which are within the capabilities of the council.
- To review and advise on all aspects of logistic support of school operations.
- To hear reports from school officials.
- To interpret school problems and policies to the community.

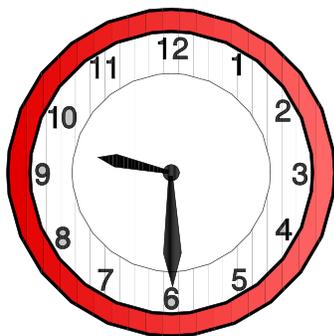
SCHOOL CLASSROOM SNACK POLICY

Children need to eat to sustain them through the day. A simple, nutritious snack is recommended. In the event that any concern arise over a particular snack that is brought to school by any student, the parents will be contacted by the school nurse or classroom teacher to verify that parents are aware of the type of snack brought to school and being consumed by their children. This will be strictly for parental information purposes only, not a judgmental determination by the school. Additionally, all teachers normally scheduled an appropriate “working snack” during the regular instructional day.

SCHOOL HOME COMMUNITY PARTNERSHIP (SHCP)

School Home Community Partnership (SHCP) is a DoDDS initiative designed to provide meaningful involvement and participation of parents and the total community in promoting the social, emotional, and academic growth of children. At Ikego Elementary School, we strive to support this concept in all aspects of school life. PTO, SAC, SILT, Red Cross Volunteers, and other activities help support our SHCP program. There is a SHCP committee whose mission is to provide guidance and suggestions to reinforce collaboration between the school, parents, and community. We welcome your ideas and involvement!

SCHOOL HOURS



Office Opens	0700
Teachers on Duty	0740
K-3 Students May Arrive	0745
Entrance Bell	0755
Tardy Bell/Instruction begins	0800
Sure Start Arrival	0845
Sure Start Dismissal	1430
(Wednesday Dismissal 1330)	
Kindergarten Dismissal	1425
(Wednesday Dismissal 1325)	
1 st thru 3 rd Grade Dismissal	1430
(Wednesday Dismissal 1330)	
Teacher Duty Day Ends	1500
Office Closes	1600

SCHOOL SPIRIT



The school’s mascot is the Firefly. It can be seen in various forms throughout the school. School colors are green, yellow and white. School shirts are offered by the PTO through fall and spring sales. Shirts may be purchased at anytime if the PTO has them in stock.

IKEGO ELEMENTARY SCHOOL

2012-13 Supply list

<p>Kindergarten</p> <ul style="list-style-type: none"> • Backpack large enough to hold a regular folder • 1 box of 16 crayons • 1 pkg of plain pencils w/erasers • 1 bottle of 4 oz glue • 2 glue sticks • 1 pair of children’s blunt-tip scissors (rounded tip not pointed) • 1 box of washable markers or colored pencils • Tennis Shoes and Water Bottle for PE • Bath Towel or Small Blanket for rest time 	<p>Grade 1</p> <ul style="list-style-type: none"> • Backpack large enough to hold a regular folder • 2 pkgs #2 YELLOW pencils w/ erasers, (non-mechanical) • 1 box of 16 crayons • 1 box of markers • 2 large glue sticks • 2 big erasers • • Tennis Shoes and Water Bottle for PE
<p>Grade 2</p> <ul style="list-style-type: none"> • Backpack large enough to hold a regular folder • 1 5 x 8” inch supply box • 2 pkgs of #2 pencils w/erasers (non-mechanical) • 1 box of 16 crayons • 2 big erasers • 1 8oz. Glue • 2 glue sticks • 1 pair of children’s blunt-tip scissors • 1 Spiral notebook • Tennis Shoes and Water Bottle for PE • 1 composition notebook • 	<p>Grade 3</p> <ul style="list-style-type: none"> • Backpack large enough to hold a regular folder • 1 small school supply box • 2 pkgs of #2 pencils w/erasers (non-mechanical) • 1 box of 16 crayons • 1 box of colored pencils • 2 4oz bottles of school glue • 1 box of markers • 1 pair of children’s blunt-tip scissors • 1 pkg wide-lined paper, loose leaf • 3 composition notebooks, wide lined • 5 plain pocket folders • Tennis Shoes and Water Bottle for PE •

This basic school supply list was prepared by the staff for individual grade levels; however, individual teachers may require additional supply items and parents will be informed of the specific items by the classroom teacher after the first day of school. Although special shoes are not required for Physical Education (PE) class, gym-type shoes should be worn on PE days and are recommended everyday for recess. Trapper Keepers are fun to have, but they are large and bulky, there is not storage room for them. Please do not bring to school.

Parents are requested to please mark items such as jackets, lunch boxes, etc. with your child’s name. This will enable and assist the school in identifying lost items when they are turned in to the Lost and Found or the Office.

SCHOOL PICTURES

Individual school pictures are generally taken in the fall of each year. Purchasing pictures is a decision for each parent and is not required by the school. Cost varies with the type of picture assortment selected. Pictures of all students will be taken to be included in the school yearbook regardless of whether or not a portrait package is purchased. Information will be distributed by way of the children prior to picture taking day.



Class pictures are usually taken in the spring and purchase of these pictures is also voluntary

SCHOOL WIDE RULES

1. Follow directions when they are given.
2. Show respect to others by using kind words and actions
3. Keep my hands, feet, and objects to myself
4. Respect school and personal property
5. Avoid unsafe situations

Please refer to the Frankie's 3 R's section for more information.

STUDENT'S RIGHTS AND RESPONSIBILITIES

- All students are expected to follow the school dress code.
- Students who participate in school sponsored extracurricular activities or hold a student leadership position in an activity or club may not participate if they are academic or behavioral risk of being successful in the classroom. A student who is suspended (in or out of school) will not participate in any school sponsored activity or club for the duration of the suspension.
- All student organizations have equal access to school facilities regardless of religious, philosophical or political content of the activity or event. However, all school sponsored events have priority over outside activities or events.
- The school has the authority to conduct random and periodic searches of school property and to seize contraband items belonging to students, and notice of the school's authority to search student possessions and person when there is reasonable suspicion that the student is in possession of items prohibited by DoDEA Regulation 2051.1.
- Surveillance equipment is present on school property. Furthermore, students may be disciplined based on evidence gathered through surveillance equipment.

STUDENT SUPPORT TEAM

The Student Support Team (SST) is designed to assist teachers in identifying the various needs of students who are at-risk or in need of either academic or behavioral assistance in the school setting. This teacher committee serves as the screening committee to identify areas of student need and makes subsequent recommendations for pre-referral strategies, services or assessments prior to the student being actually referred to the Child Study Committee (CSC) for possible consideration under the guidelines in place for exceptional students. Parents are notified of the meeting but parental permission is not needed to convene an SST meeting.

STUDY TRIPS (FIELD TRIPS)

Study (field) trips provide first-hand experience with social/cultural situations, provide factual information, and, in general, contribute to learning. Study Trips address DoDDS content standards and correlated with classroom experiences in order to augment the instructional program.

Teachers may ask for volunteer parents to serve as chaperones. Younger siblings may not accompany a class on the study trip bus. If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany a class on a study trip. Due to the academic nature of school study trips and the number of management issues, parents are discouraged from following the bus and joining the class at the study trip destination.

Because study trips possess a rich storehouse of instructional experiences, **all students** should attend. Parents are asked to support their child and their child's teacher when planning for a study trip. Parents are discouraged from using attendance on a school trip as a reward or

punishment. Arrangements must be made for students who do not attend a study trip and an undue burden is placed on the teachers and school.

For the student who has behavior challenges and has proven to be a threat to himself or others, the recommendation may either be that the parent be contacted by the teacher to accompany the study trip or a colleague may be contacted to take care of the student during the study trip. These provisions will be coordinated well in advance.

Student Conduct on School Buses During Study Trips

Appropriate student conduct while riding the bus is the sponsor's responsibility. When riding the bus, students will:

- Comply immediately with the driver or safety aide's request or instructions.
- Not interfere physically or orally with either the driver or bus safety aide.
- Remain seated while the bus is in motion.
- Not stand in either the seat or in the aisles.
- Not extend any part of the body from a window at any time.
- Be quiet and considerate of fellow riders and talk quietly.
- Not consume food, drink, candy, or gum.
- Not litter inside or outside the bus.
- Not spray aerosols (e.g. hair spray, deodorant) while inside the bus.
- Not throw or shoot objects.
- Respect others.
- Not use profanity, make obscene gestures, wear outer garments with profane or obscene expressions, make derogatory ethnic, racial, or gender slurs.
- Not carry potentially dangerous items (scissors, sharp objects, rocks, etc.).
- Not indecently expose themselves or remove the clothes of another rider.
- Keep their hands to self; fighting, to include hitting, biting, pinching, or any physical abuse is not acceptable.
- Not vandalize the bus.
- Use emergency exits only during an emergency.

TARDINESS

Students may arrive at school beginning at 0745 to line up orderly and be ready to enter the building at 0755. Students should be out of the hallways and in their seats and ready to work by the tardy bell at 0800. Students arriving after this time should be marked as tardy. If a student arrives after 0800, he/she should be signed in at the office and receive a tardy slip, otherwise the student should go immediately to class.

The tardy policy at Ikego Elementary School is as follows:



1. After four unexcused tardies, the teacher will contact the sponsor/parent about the problem.
2. At the fifth unexcused tardy, the teacher will refer the student to the counselor. The counselor will meet with the student and contact the sponsor/parent.
3. At the sixth tardy, the administration will contact the sponsor/parent.
4. If tardiness continues, the chain of command will be notified.

Unexcused tardiness is cumulative for the semester. Students begin each semester with a new record.

Retention theory research states the “first seen or heard is best remembered” inferring that the beginning minutes of the day are the most important. The tone is set for the day, the day’s itinerary is discussed, and instructions are given. Students who arrive late begin the day behind their peers and must “play catch up”. Playing on the way to school, walking too slowly, and oversleeping are examples of unexcused tardiness. Parents have been asked to sign their children in at the office if they are significantly late.

The DoDEA Attendance Policy stipulates that being tardy counts toward cumulative absences in a semester. The day is divided into quarters. The time your child arrives at school will determine if the student is absent a quarter, half, or three quarters of a day. All absences, inclusive of tardiness, are cumulative which may result in a referral to the SST once five cumulative days of absences is reached.

TEACHER WORKDAYS

Teacher workdays listed on the school calendar are DoDDS scheduled days at the end of each quarter. These days are used to prepare student report cards. These days are listed on the official school calendar. Any changes to the school calendar will be relayed to the parents and community in a timely manner.

TELEPHONE SERVICES

Staff members can be reached by calling DSN 246-8320 or CIV 046-806-8320.

Students are not permitted to use the telephone without permission from the teacher or another school official. Students may not use the telephone to arrange sleepovers, ask for forgotten homework, etc. The use of school telephones by students is reserved for **emergency** situations, and this should be emphasized at home. Please keep your requests for us to deliver telephone messages to your children to an absolute minimum.



TRANSFER/WITHDRAWAL OF STUDENTS

DoDDS recognizes that due to the mission of the military, it may be necessary for sponsors to withdraw their children prior to the end of the school year. Children will not be penalized for this. The 20 days required to give official assessment for the Progress Report provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision is not intended to be applied to or extended for the convenience of family travel, visits or other discretionary reasons. The policy therefore requires verification of the date of 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 during the fourth quarter prior to the 20-day limit, and are doing well academically, will not receive marks on the Progress Report. They will receive the comment, “Had _____ remained at Ikego Elementary School until the end of the year, he/she would have been promoted to the next grade.” Students leaving during the first, second, or third quarters prior to the 20 day limit will receive the comment, “Insufficient attendance to assess.”

The sponsor will notify the child’s teacher or the school office, in writing or by phone, of the child’s last day of attendance. One week’s advance notification (five school days) is requested in order to prepare the relevant records. A parental request and a copy of the sponsor’s PCS orders are needed in order for the school registrar to release the student’s records. Students are not allowed to sign for school records.

TRAFFIC SAFETY

The school administration requests that parents constantly remind their children to practice good traffic safety habits. Children must be reminded to cross the streets only at marked crossings. Please do not drive to the school from 0740 - 0805 & 1415-1445 (1315-1345 Wednesdays) hrs daily. This is a highly congested area and with our main interest being safety of our children, we request that you adhere to the above policy. Vehicles that violate traffic signs will be reported to Security.



TRANSPORTATION TO AND FROM SCHOOL

Ikego is a walking school. There is no bus transportation to our school. Because of the narrow road and number of students walking to school, parents driving and dropping students off is prohibited. Arriving early prior to the street closure and parking on the street to wait for school day to begin is strongly discouraged. The base commander has issued a total ban on unauthorized traffic from 0740 to 0805 and from 1415 to 1445 daily, and Wednesdays 1315 - 1345. Students may ride bicycles or scooters with the base required safety items. Bicycles and scooters must be placed in their designated area.

Ikego Elementary has a walking policy to ensure order and safety for students and parents in the morning and afternoon. When entering the street coming toward the school the fenced sidewalk is designated for students walking by themselves without parent escort. The opposite sidewalk is for students walking with parents and parents pushing strollers. A coned bike lane adjacent to the fenced side walk is for students riding bikes or scooters to school. Students are to stay within the coned bike lane. Failure to do so will result in the student losing bike or scooter privileges.

Wheelies and Heelies are another popular form of transportation for students at our school. However, these pose a safety hazard at our school. The wheels slip on stairs and cause damage to floors.

VISITORS

We look forward to seeing you at school. We require that you sign in at the front office and obtain either a visitor or volunteer badge to wear while you are in the building. Badges should be worn conspicuously at the upper left shoulder. Visitors should go to the classroom only after first clearing with the office.

Parents are always welcome to visit our classrooms in action or to talk to our teachers about their children. However, all visitations of this nature should be cleared with the classroom teacher a day or so in advance. Unscheduled arrivals by parents may needlessly interrupt a lesson or an examination. Parent-teacher conferences will be scheduled after the school day has ended. Parents should not interrupt classes to speak with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance. Parents are, of course, always welcome to attend assemblies, exhibits, and evening programs which are announced in the parent bulletin.

Parents may feel free to meet with the principal at any time without an appointment. However, making an appointment ahead of time ensures that the principal will be available to meet with you.

Students being taken from school before the end of the school day must be signed out in the office by a parent.

VOLUNTEER PROGRAMS

Ikego Elementary School has a very successful school volunteer program. It is our hope that it can continue to be an integral part of our school program. It is our belief that everyone involved in the school/community volunteer program would benefit the school, the teachers, the community resource person, and most importantly, the students.

Some of the ways volunteers could give service to the school are:

- Assist in the office, workroom, and Information Center
- Work with small reading and math groups
- Do word processing or operate the copier for teachers
- Correct workbooks, papers, etc.
- Assist in preventive dentistry program
- Screen vision of students
- Room mothers
- Share special talents

Though it is not necessary to train with the American Red Cross, we do encourage you to take advantage of their excellent training as a volunteer. The Red Cross may be reached on the Yokosuka Base, 243-7490. One of the many reasons for taking this training is so that you can participate in the volunteer recognition system. Please make other arrangements for you preschool children while volunteering at school. If you are interested in becoming a school volunteer, please call or stop by the school for more information. If you plan to volunteer at Ikego Elementary you will be required to fill out a volunteer application.

WEAPONS

There has never been a significant problem with weapons at Ikego Elementary School. This section is intended to ensure that all parents and students, especially those new to the school, have a thorough understanding of school and community policy.

Students occasionally bring to school items, which they might not think of as weapons, but which could possibly be used as a weapon. DoDEA has zero tolerance policies on weapons. Students who bring weapons to school will receive notice of proposed expulsion from school, and the incident and proposed disciplinary action will be deliberated by the school disciplinary committee. Any incidence of weapons in the school is also reported immediately to the military police and CFAY.

According to *DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, March 23, 2012*, “Weapons, including but not limited to “dangerous weapons” as defined in Section 930(g)(2) of 18 U.S.C. (reference (j)), are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individual. Also included are items that are capable of causing death or serious bodily injury as defined at section 1365(h)(3) of 18 U.S.C. (reference (k)). They include, but are not limited to: guns, ammunition, knives of any blade length, swords, razors, box or carpet cutters, slingshots, nunchucks, blackjacks, brass/metal knuckles, throwing stars; any flailing instrument such as: a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made or used in a manner to either inflict or threaten to inflict bodily injury or instill fear (e.g., replica/look-alike gun, baseball bat, laser pointer, letter opener, etc.)” Weapons could include items not designed as weapons, such as locks, rocks, bats, or even nail files, if they are used or intended to be used to hurt others. Weapons can be any items used to hurt someone.

Any student having knowledge of a weapon or unsafe situation is responsible to report it to an adult. The student should report any alleged weapon or unsafe situation, whether the student knows it to be a fact or not. Not reporting a weapon, an unsafe situation, or withholding information that could keep the school safe will result in disciplinary action.

Purchase of toy weapons on study trip should not be permitted.

WEAPONS INCIDENTENCES

Ikego Elementary School has a zero-tolerance policy. 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. To preclude any misunderstanding concerning identification of weapons or other prohibited items, a synopsis of service regulations defining weapons and prohibited items is attached. Special attention should be given to DODEA Regulation. This states that items that would not normally be considered weapons are prohibited when "carried in a concealed manner, or displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety."

To ensure the safety of DoDDS Pacific students and staff, any 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.

Military law enforcement procedures at a minimum will result in:

- a. Confiscation of the item.
- b. An investigation of the incident to include interviews with all involved individuals.
- c. A review of the case of intent. If it is determined that the intent of the act is unlawful, the item will be held by authorities for disposition. Disposition may include the destruction of the item.

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. 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.

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

The following list of weapons is provided as examples of prohibited items as defined in Army, Air Force, and Navy regulations. Possession is prohibited on all U.S. military installations. As this was designed for adults, schools may implement more stringent weapons/prohibited items

definitions for students on DoDDS property or during DoDDS sponsored activities. This is not a complete listing.

In case of situations not specifically addressed, contact base local military law enforcement authorities:

- Machine guns, (i.e.; any weapon that shoots, is designed to shoot, or can be readily restored to shoot automatically more than one shot, without manual reloading).
- Shotguns having a barrel less than 18 inches in length.
- Any weapons made through the modification of a shot gun having an overall length of less than 26 inches.
- Rifles having a barrel less than 16 inches in length.
- Any weapons made through the modification of a rifle having an overall length of less than 26 inches.
- Any other weapons or devices capable of being concealed on the person from which a shot can be discharged through the energy of an explosive.
- Silencers or mufflers for any weapon.
- Destructive devices (i.e.; explosive, incendiary, poison gas, or devices that can be readily converted such as a Molotov cocktail).
- Unregistered firearms.
- Switchblade knives.
- Club-type hand weapons (i.e. blackjacks, brass knuckles, numchucks).
- Gas pistols and shooting pens.
- Shooting weapons or blades of any length that are designed to be collapsed, telescoped, shortened or concealed in any other device (i.e.; walking sticks, umbrellas, etc.).
- Ammunition.
- Precision sling shots.

Any of the following, if carried in a concealed manner, or displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:

- Straight razors, razor blades, or weapons made from razor blades.
- Ice picks, daggers, bolo knives, machetes, swords, spears, or any similar instruments.
- Clubs or any objects that may be used as a club to inflict bodily harm (i.e.; pieces of wood or pipe, stones, bricks).
- Authentic appearing replicas of a firearm (i.e.; toy guns, BB guns).
- Blank cartridge pistols.
- Any other objects that may be used readily to inflict bodily harm (i.e.; those designed to injure through strangulation, barbed wire flails, bicycle chains, canes with sharp points made of either wood or metal, broken bottles, small knives with retractable blades, scissors, etc.).
- Tanto, Kama, Tonfu, Yawara or other like martial art weapons or practice devices.
- Locking blade knives, regardless of length, and other knives with blade 3 inches in length or longer.

WEBSITES

The DoDEA Website <http://www.dodea.edu/> contains extensive information regarding DoDEA, Ikego and over 150 DoDDS locations worldwide. The Internet website www.ikego-es.pac.dodea.edu is available to the public. Fireflynet <http://ikego.pac.dodea.edu> is available to

the students, parents, and staff at Ikego. Please see your email for log-on instructions and credentials.

A GLOSSARY OF DoDDS ACRONYMS

ADHD	Attention Deficit Hyperactivity Disorder
AIR	Artist in Residence
COT	Co-teaching
CONUS	Continental United States
CSC	Case Study Committee
CSI	Continuous School Improvement
DAC	District Advisory Committee
DAP	Developmentally Appropriate Practice
DARE	Drug Abuse Resistance Education
DDESS	Domestic Dependent Elementary and Secondary Schools
DoDDS	Department of Defense Dependent Schools
DoDEA	Department of Defense Education Activity
DSO	District Superintendent's Office
ECE	Early Childhood Education
EDIS	Early Developmental Intervention Services
ESL	English as a Second Language
FLES	Foreign Language Elementary School
IES	Ikego Elementary School
IAC	Installation Advisory Committee
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
LI	Learning Impaired
LRE	Least Restrictive Environment
LSS	Literacy Support Specialist
NCA	North Central Association
PE	Physical Education
PLP	Pacific Literacy Project
POUT	Pull Out Services
PTR	Pupil Teacher Ratio
PTO	Parent-Teacher Organization
SAC	School Advisory Committee
SHCP	School Home Community Partnership
SILT	School Improvement Leadership Team
STO	School Transportation Office