

CUMMINGS ELEMENTARY SCHOOL

PARENT and STUDENT HANDBOOK

SY 2008-2009



LOCAL ADDRESS

Unit 5039
APO AP 96319-5039
226-4174/2647/2226
Fax: 222-5110

INTERNATIONAL ADDRESS

Unit 5039
Misawa-shi, Aomori-ken,
Japan (033)
Japan: (0176) 53-5181, ext
226-2647

SCHOOL PHONE NUMBER
226-2226/2647/4174

JAPANESE EXCHANGE
PHONE NUMBER
64-2226/2647/4174

SCHOOL HOURS

Grades Kindergarten – 6

Student Arrival 7:55

Classes Begin 8:00

Dismissal (Mo-Tu-Th-Fr)
2:25 (Wed. 1:25)

PSCD

Class Begin 8:00

Dismissal 1:45

(Monday, Tuesday, Thursday,
Friday)

Wednesday 10:45-1:15

Sure Start

Class Begin 8:00-1:45

(Monday, Tuesday, Thursday,
Friday)

Wednesday 8:00-1:15

NOTE: Each Wednesday ALL STUDENTS are dismissed at 1:25 (due to teacher training)

"WE CHOOSE TO CARE"

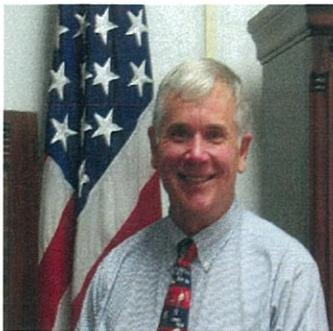
MESSAGE FROM THE PRINCIPAL

Dear Parents,

Welcome to John R. Cummings Elementary School. To those of you who are new to the Misawa community, may I extend a special invitation to become a part of the educational life at Cummings? It is truly an active, cooperative and rewarding experience with students, teachers and parents all working together in the learning process.

The student body at Cummings is comprised of children in grades K-6, with one Sure Start class and one PSCD class. A faculty of 25 professional educators and fourteen support staff members work diligently to produce a high-quality instructional program and a smoothly operating school. Our school building, which was opened in 1990, is a very comfortable one; well maintained and well equipped. The computer labs, gymnasium, music and art rooms, media center, and other ancillary areas form an enriching environment in which students are not just placed in an educational environment, but are kept motivated and challenged. Construction on a two-story annex was completed in August 2002. It houses Kindergarten classes as well as the Preschool for Children with Disabilities Program (PSCD) on the ground floor.

Our Parent-Teacher Organization (PTO), the School Advisory Committee (SAC), and the Continuous School Improvement (CSI) Committee, function interactively and very positively in creating a climate in which children develop to their fullest potential. The support of Misawa military leaders and military units is optimum here at Misawa Air Force Base and we are proud of these partnerships that create successes in abundance for our students.



Again, welcome to the Cummings School Community. Please join us for a great year with your child.

Scott L. Sterry, Principal

BRIEF BIOGRAPHY OF JOHN R. CUMMINGS

John R. Cummings, for whom the school is named, was born in Pocatello, Idaho, on December 22, 1932. He was a combat veteran of both the Korean and Vietnam Wars. After retiring from the military, he earned a Bachelor of Science in Accounting from California State University. Mr. Cummings then taught for DoDDS at the Augsburg American High School in Germany for 9 years. At the time of his death, he was here at Misawa AB, teaching Business at Edgren HS. He was active in both the military and education communities and was committed to the ideal of Excellence in Education:

- Creativity and maximum achievement.
- Healthy interpersonal relationships among students, parents, and teachers.
- Development of social responsibilities.
- Mutual respect for cultural and individual differences.

MISSION STATEMENT

We, the community of Cummings Elementary School, are committed to guiding our students to become successful learners and responsible citizens in an every-changing world.

SCHOOL ACCREDITATION

Cummings Elementary School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA-CASI). NCA-CASI requires annual written updates and a thorough on-site accreditation visit by NCA-CASI members every five years.

ABOUT THIS HANDBOOK

The school's policies, practices, and procedures are contained in this handbook. We know that you'll find this handbook convenient and easy to use. Please take the time to read it and save it as a reference throughout the school year.

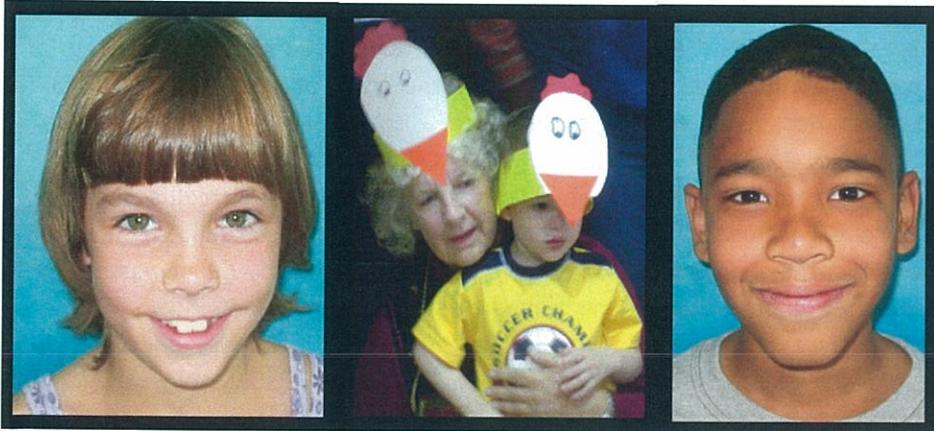
CONTINUOUS SCHOOL IMPROVEMENT PLAN

DoDDS Schools are required to have a plan for continuous school improvement focusing on identified goal areas. Through discussions with parents and faculty members our school profile was created. From this document two curricular areas (Reading and Writing) were identified as in need of improvement based on our profile data. All stakeholders were involved in selecting specific goals...

Goal 1: All students will improve their mathematical problem solving skills in a variety of contexts.

Goal 2: All students will demonstrate increased ability in using scientific inquiry and communicating their finds.

Research-based interventions are used to help students focus on achieving these goals. Annual assessments will determine our progress as we add new interventions to reach our goals. This is a five-year cycle.



CES MOTTO

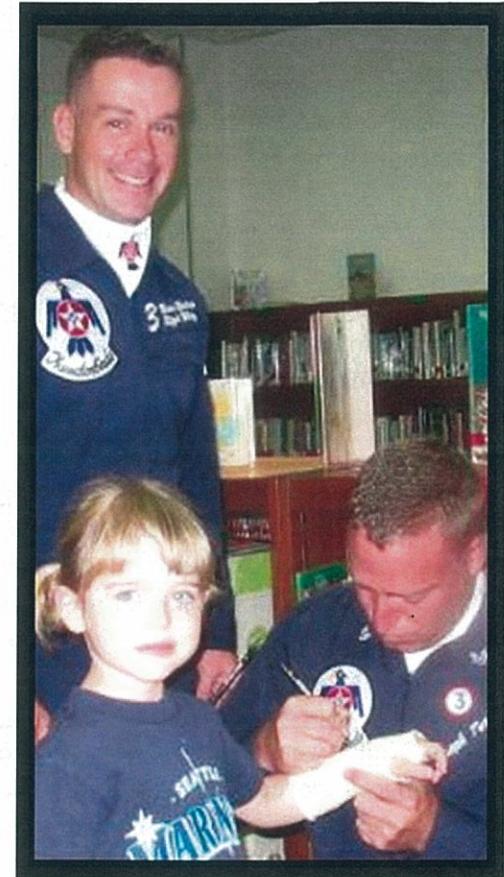
"We Choose to Care"

DRESS CODE

Students are expected to be neatly groomed and dressed appropriately for the day's activities and weather. Student dress and personal grooming are the responsibility of students and their parents. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste, or that affects the health, safety or general well-being of the student or classmates.

Flip-flops, sandals without straps, elevator shoes, bare feet, hats, head coverings inside, and clothing that leaves uncovered spaces between tops and bottoms are examples of clothing that is unsafe, disruptive or in poor taste. None is permitted at school at any time,

For PE class, students will need clean sneakers (inside use only) with non-marking soles. Students are asked to leave their PE shoes at school. It is important that all shoes, coats, hats, umbrellas, gloves, boots, etc., are clearly and permanently marked with identification.



LOST AND FOUND

Please **mark all personal items** including backpacks, lunches, snow pants, boots, raincoats, mittens, hats, jackets, umbrellas, and other clothing items with your child's name before these items are brought to school. Articles are frequently lost, and proper identification aids in getting each item returned to its proper owner.

The "Lost and Found" box is located to the left of the double doors at the front entrance to the school. Students and parents are encouraged to check the contents of this box in search of lost items. Periodically during the school year this box is emptied and the contents are donated to another organization. These clean-outs are well publicized to remind students and parents to recheck the box for any personal items. Please check with the office staff for lost keys, glasses, watches and jewelry.

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 operational 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: Promoting Student Development through Partnerships and Communication

Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

MESSAGES FOR STUDENTS

Classroom time will not be interrupted to give messages to students or teachers, except in cases of EXTREME emergency. Please have your child's schedule for the day determined before your child leaves for school each morning. **Please help us to help you do all we can to avoid missed appointments or transportation confusion.**

While Misawa AB is known for being a safe haven for families, we remain vigilant about your child's safety. Please do not ask us to give your child a telephone message to go somewhere other than where you instructed him/her to go in the morning, as we cannot verify with whom we are speaking over the phone. Thank you for careful pre-planning.

PARENTS ON LEAVE OR TEMPORARY DUTY

Whenever parents leave the community for TDY, TAD or leave, the school should be notified regarding whom to contact during the parent's absence.

VISITORS/GUESTS TO THE SCHOOL

All guests must sign in and obtain a guest pass at the main office before proceeding to any room in the school building or playground. Parents are encouraged to come to the school to observe and participate in their child's classroom, but we do request that you make arrangements in advance with your child's teacher to do this.

STANDARDIZED TESTING

All DoDDS students in Grades 3-6 participate in the TerraNova Multiple Assessment Test. We administer this test during the second semester. Your child will be answering questions in the areas of reading, language arts, mathematics, social studies, and science.

Composite test results by individual grade level and the overall scores for the school are used in the decision making process to continuously improve our educational program. The results can also be used by Cummings ES to identify students who may need modifications to their individual instructional program.

Fourth grade students are given the National Assessment of Educational Progress (NAEP).

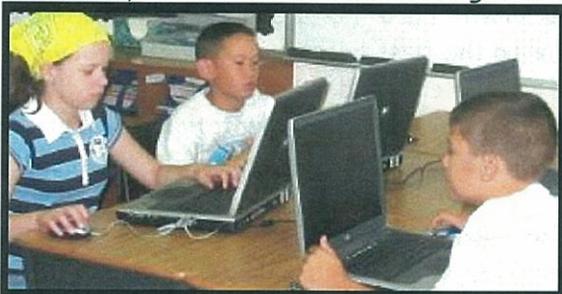
HOMEWORK POLICY

Homework includes all school-directed educational experiences occurring outside of school hours. The most beneficial homework is that which strengthens understanding and provides enrichment. It may not always be in the form of paper and pencil tasks. Homework given in the primary grades will include students reading to parents and parents reading to students.

The type and amount of homework is dependent on student needs. Generally speaking, homework should be assigned at least three nights per week

Grades 1-2	10-20 minutes daily, total
Grade 3	20-30 minutes daily, total
Grades 4-6	40-60 minutes daily, total

Homework is not assigned merely as "busy work" or as a disciplinary measure. It's good practice for parents and other family members to be as involved as possible with homework assignments.



Emphasis is *not* on quantity; rather, homework assignments should serve the following purposes:

- Provide students with opportunities to follow up on individual activities.
- Allow exploration in greater depth of material being presented in the classroom. Assigned homework should reinforce instruction accomplished in class; it shouldn't be used to introduce new or unfamiliar concepts or skills.
- Supplement classroom learning with related outside experience.
- Provide opportunities for problem solving and research. Homework assignments are planned to help motivate students.
- To the greatest extent possible, homework assignments will be coordinated with school events.

NOTES FROM THE SCHOOL NURSE

First-Aid: When minor accidents occur, the school nurse administers first aid as needed. If the injury is serious every effort is made to notify the parent/guardian as soon as possible. When emergency hospital care is needed every effort is made to contact the parent/guardian prior to transport. **It is extremely important to keep your duty and home phone as well as emergency contact phone numbers up to date in the front office.**

Medications and Your Child: For the safety of all the children, it is against school policy for the students to have medicine with them for self-administration. If your child needs medication of any type (prescription or non-prescription) during the school day please contact the school nurse for further instructions. Please do not give your child medicine in his/her backpacks to be used during the day.

For the school nurse to administer medication, the parent must provide a **Hold Harmless** letter from the physician that specifies the amount, the time, and use of the medication to be given. Also, the medication needs to be in a bottle or box with the pharmacy label attached, marked with the child's name, type of drug, amount to be administered, and the time to be taken. The pharmacy will provide you with a separate medication that can be left at school.

Immunizations: It is DoDDS policy that student immunizations be kept current. Please respond promptly to notices from the nurse's office regarding immunizations. **This year the DoDEA policy pertaining to immunizations will be fully implemented pertaining to those students that do not have all required immunizations, will not be allowed enrollment to attend classes.**

Questions: If you have any questions, please feel free to contact the School Nurse, 226-2651.

PARENTAL CONCERNS

Should you have a question or concern, please attempt to resolve it at the most appropriate and immediate level. Let us know your questions as they arise. For typical classroom matters, the following procedures should apply in order as needed:

1. Student/parent discussion with the teacher concerned.
2. Student/parent or teacher involves other personnel such as specialists /school administrators.
3. Student/parent and the teacher meet with administrator if resolution is still out of reach.
4. Concerns that cannot be resolved at the school level are referred to the District Superintendents Office (DSO).

These procedures follow the "Chain-of-Command" from teacher through to the DSO and focus on resolution at the lowest and most immediate level. We encourage you to seek timely resolution to problems. Prompt action can prevent complications and serious problems.

When you have a concern that involves a school policy or procedure rather than a classroom matter, an alternative intermediate step is to contact a School Advisory Committee (SAC) representative for assistance.

STANDARD PROGRESS REPORT

Progress reports are issued four times a year in Kindergarten through grade six. Each report follows a nine-week quarter. Parent-teacher conferences are scheduled after the first quarter. A student must attend school a minimum of twenty instructional days before receiving a progress report. Reporting student progress is a complex undertaking. DoDDS has scheduled one teacher workday per quarter for the teachers to use to complete these reports.

DISCIPLINE POLICY

Good discipline at Cummings ES is extremely important to the success of the school program. Effective schools are orderly and safe places, with

clearly established routines and procedures.

Without consistent school discipline, students cannot realize their greatest opportunity for growth.

Areas Where Rules are Enforced:

Policies and administrative procedures concerning student conduct apply to actions related to any activity including, but not limited to the following situations:

- while on school property
- while en route between school and home, to include school buses
- during the lunch period
- during or while going to or coming from all school-sponsored events and activities that affect the mission or operation of the school including study trips, sporting events, assemblies, and evening school-related activities

Classroom Policy:

Each teacher works with his or her students to develop a classroom-specific discipline plan during the first two weeks of the school year. These plans are then shared with parents and the school administration so that all stakeholders are fully aware of the expectations for appropriate student behavior and the consequences of choosing other than appropriate behavior.

Consequences for a Breach of Discipline:

In disciplinary matters, the school's policy is to first try classroom intervention techniques/consequences. Both consequences for violations and incentives for compliance are developed by each grade level. When consequences are applied without success or when circumstances make it advisable, a discipline slip is sent home.

Discipline Slips:

Discipline slips are designed to provide information to the parent. The slips are consequences in themselves, although they do not become a part of the permanent school record. Discipline slips are a 3-part form. Parents receive the original white copy, which must be signed and returned the next day. The teacher keeps the pink copy. The yellow copy is kept in the school administrative office for the course of the school year.

Repeat Offenders:

The homeroom teacher is responsible for monitoring the discipline slips for his/her students. A student who receives 4 or more discipline slips within a thirty-day period is subject to suspension.

Serious Incidents:

Any serious breach of discipline must be brought to the attention of the administration immediately. Serious incidents including but not limited to those listed below can lead to a student's expulsion from CES.

- Causing, attempting to cause, or threatening to cause physical injury
- Possessing, selling, or furnishing dangerous objects or substances
- Committing or attempting to commit robbery or extortion
- Causing or attempting to cause damage to school or private property
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Gambling
- Engaging in acts of bigotry or intolerance
- Violating any law, base regulation, or DoDDS policy
- Using or possessing fireworks, matches, flammables, etc.

Suspension:

Suspension will be preceded by an informal conference during which the principal informs the student and parent of the impending suspension and gives the student a chance to explain. The principal then has the authority to decide whether a suspension is warranted. Suspension may involve one-day in-school isolation from other students or at-home supervision by the parent(s). Prior to the child returning to the classroom, a student-parent-administrator conference will be held.

ZERO TOLERANCE POLICY FOR WEAPONS

There is **zero** tolerance for weapons of any kind on school grounds. A student found with a weapon or a replica that can be perceived as a threatening object that instills fear will be subjected to school disciplinary measures ranging from suspension to expulsion. ***If it can cause or appears to cause bodily harm it is a weapon.***

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

Incidents involving weapons in schools in the United States have received widespread publicity. To aid in preventing similar incidents in DoDDS 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. Disciplinary action will be taken.
- 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.

Dangerous instruments include but are not limited to:

- Replicas of weapons used as a joke or a jest or in a threatening manner.
- Spring release knives, switchblade knives, edged swords, or knives with a blade of 3 inches or longer other than those used in the household or for camping, fishing, and hunting.
- Metal ("brass") knuckles, blackjacks or any other object constructed for the purpose of inflicting bodily harm.
- Explosives of any type (to include fireworks on base)

For more information please see DoDEA Regulation 2051.1 at the DoDEA website- <http://www.dodea.edu>- About DoDEA- Regulations and Directives.

ABSENCES AND WRITTEN EXCUSES

There are a total of 183 instructional days in a school year. Attendance is of great importance to the continuity of learning experiences for each child. ***It is the responsibility of the parent or guardian to make sure the child gets to school and back home.***

Absences: All absences must be followed with a written excuse to the teacher from the parent, stating reason for and date(s) of the absence. Send the note in with your child on the day your child returns to school. In case of absences of three days or more, due to illness, the school nurse should be called at 226-2651.

Absences of two days or less does not warrant a phone call to the nurse.

Early Withdrawal: DoDDS provides for early withdrawal of any student whose sponsor is permanently assigned to another base prior to the end of the school year. For the student to earn full credit for the year, the earliest withdrawal date is generally set in mid-May. Sponsors must present PCS orders to justify a request for early withdrawal.

Sponsors who wish to withdraw their children for non-PCS reasons are not accorded this DODDS provision, and students are expected to complete the school year.

Medical Appointments: Parents are requested to avoid making appointments for students during school hours whenever possible. Dental and medical personnel work hard to be accommodating in this matter. Should your child need to be absent for a hospital appointment, notify the teacher in advance.

Unexcused Absence: Absences associated with other reasons such as baby-sitting or non-medical reasons are considered unexcused. A child should not be asked to baby-sit for a younger child during the school day. **Recurring unexcused absences from school are considered to constitute neglect.**

Family Trips: Family trips may provide worthwhile learning experiences. However, school absences cause gaps in a child's academic skills. All attempts should be made to travel when it does not interfere with regularly scheduled school days. To notify the teacher(s) of a planned trip; complete a "Request for Extended Absence" form.

RELEASING A STUDENT FROM SCHOOL

We are guardians for the children under our care. Seldom do cases occur when an individual signs out children from school not legally entitled to do so. Following proper procedures in these instances is a matter of great importance. In order to safeguard your children, the following procedures are to be followed when releasing a student from school or from their.

- All students must have written permission from the parent or legal guardian before leaving the school while it is still in session. A parent/guardian may also come directly to the school office to sign out his/her child. **Teachers may not send students home early without first directing the student to the front office.**
- Students should bring an early-release note to the office.
- Signing out when departing and signing in upon return is required.
- Their parent or legal guardian (or adult with parents' written consent) must escort all students off campus. *Release for lunch at home with parent does not require an adult escort, but the student still needs to sign in and out. This privilege is reserved for children ages 10 and above, based on 35 FW Instruction 36-2901, Attachment 1, Age Matrix.*
- An authorized adult must accompany sick children being sent home.

Walkers/Bicyclists: All CES students who live in the North Area live within walking distance to the school. Walkers should stay on the sidewalks and cross Falcon Drive at established crosswalks where a safety patrol member is posted. Students may ride their bicycles to school.

Parents are asked to keep a lookout for potential safety hazards near the school or near areas where students travel when commuting to school by foot or bicycle. If you or your child are aware of a safety concern along or near the commute to school, please let us know by contacting the CES front office as soon as possible. Encourage children to take the safest most direct route to and from school. Make sure they know where to go if, for whatever reason, you are not at home when they arrive from school. Bicyclists must wear helmets with chinstraps fastened while riding and will not wear a Walkman, CD player, or headsets. Once students reach the gas station on their way to school, they must walk their bicycles the rest of the way to the school. After school, students must walk their bicycles to the gas station. Bicycles should be locked to the bike rack during school hours.

Skateboards/scooters and roller-skates/blades are prohibited on school grounds as well as at the sidewalks and parking lots at the commissary, base exchange, and AAFES Shoppettes. ***Roller shoes are not permitted at school.***

SCHOOL BUS TRANSPORTATION/FIELD TRIPS & ACTIVITIES

During the school year Cummings students will be transported to "field trip" sites and to special activities on Misawa Air Base school buses.

Students are expected to practice the following safety and behavior standards when on and around school buses.

BEHAVIOR STANDARDS FOR RIDING A SCHOOL BUS

On and Around School Buses Students Will:

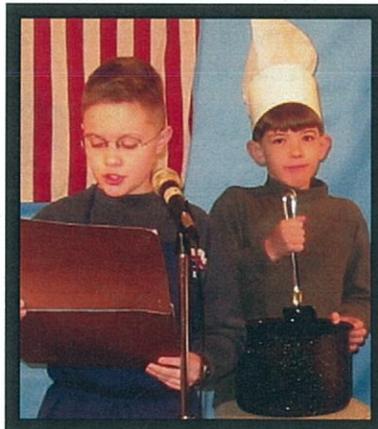
- Board and exit the bus in an orderly, safe manner.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Treat the bus and other private property with care.
- Comply with the Behavior Standards for School Bus Students.

On or Around School Buses Students Will Not:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Consume food or drink to include gum and candy.
- Play radios, walkmans, discmans, etc. or play any electronic games without permission of the driver.
- Leave trash or litter on the bus.
- Vandalize the school bus.

Bus Safety and Security:

The safety of our children is paramount to every member of this community and all of us have an active role. Misawa STO transports over 425 DoDDS students daily to the three schools on base. We have 14 school bus routes, on and off base, with 60 bus stops. Our community has an exemplary school bus safety record because of the parents, school personnel, transportation



office personnel, 35th FW/Safety, and 35th FW/Security Force Squadron working together. We look forward to continuing to work together for another accident free year.

Pedestrian Safety:

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

Cross the street **ONLY** at crosswalks

Look both ways before entering the crosswalk.

Wait for oncoming vehicles to stop before crossing.

Walk on sidewalks - stay off of the roads.

Children 6 and under must be escorted by an adult.

Children 7 - 9 must be within voice range of an adult.

LUNCH PROGRAM

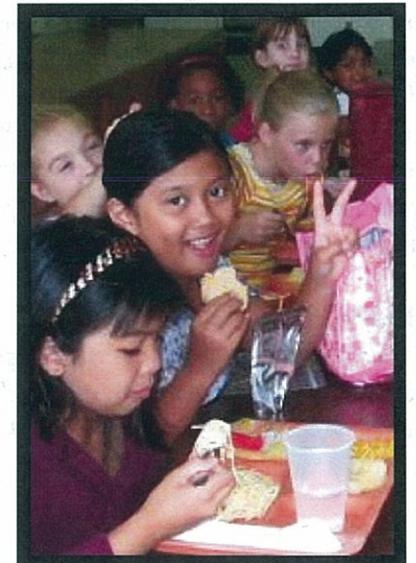
Lunch Options:

CES has a hot lunch program. Students may purchase a hot lunch or bring a prepared lunch from home and eat the school cafeteria. They may also go home for lunch provided a note from parents is given to the teacher.

Students leaving the school for lunch must sign in/out at the office.

Hot Lunch Program:

The CES lunch program is operated by the Army and Air Force Exchange Service (AAFES). AAFES sets the menu and the price. Monthly menus are distributed to students as soon as they are received from AAFES. The hot lunch payment procedure is automated and requires parents to establish an account and obtain a PIN. For information contact the AAFES



Cashier's Cage or the Cummings ES cafeteria staff at 222-8764 (also <www.AAFES.com> Homepage Customer Information or <http://odin.aafes.com/nutrition/index.html>)

Reduced Lunch:

Students may be eligible for reduced lunch prices. To see if you qualify, contact the School Liaison at 226-2809. Information supplied by you is strictly confidential.

RECESS

Recess time is the second part of the scheduled lunch period. Free play at recess allows children to practice appropriate interpersonal behaviors, have fun and release energy. Current educational research also tells us that exercise increases learning!

If a student is well enough to come to school, he or she will be considered well enough to go outside at recess unless the parents send a doctor's note to school recommending that the child stay indoors.

Students should be dressed appropriately for Misawa's changeable weather.

Winter weather is unpredictable. Families who have spent a winter in Misawa already know the importance of putting layers of clothing on their children so that adjustments can be made throughout the day. They also know the importance of water-proof footwear. During the long months of winter, students will continue to go outside for their recess and play time. **However, when the wind chill factor drops the temperature to -5 degrees, outside recess is cancelled.** Instead, we stay in the school gym for a shortened recess schedule. Please help your child remain aware of weather conditions and bring the proper clothing to school that will allow them to be comfortable inside and able to enjoy their recess time outdoors.

Playground Rules:

Students are not permitted to engage in activities that may be dangerous to them or to others or that may destroy government or personal property. Cummings ES has seven specific playground rules. These are:

- No standing on the swings.

- No climbing on trees or fences.
- Stay inside of the fenced area of the playground.
- No tackling or "play fighting".
- No hanging on the soccer nets or climbing the basketball goals.
- Follow the instructions of the playground safety monitors
- Be courteous and respect others at all times.

Winter/Snow Rules:

- Snowballs are permitted to be thrown at snow targets only.
- Snow forts, snow sculptures, or any activity of others must be respected.

Slide Rules:

- Walk up the steps single file. Pushing, pulling, or crowding on the steps is much too dangerous.
- Games such as "ticket collecting" delay the flow of students going down the slide. These types of games are not allowed.
- Slide down facing forward, feet extended.
- The inside stairs are for slide support, not to be used as a ladder.
- Keep the area at the bottom of the slide clear.
- The slick part of the slide is for sliding down, not walking up. This will not be allowed.

Football Rule: Only touch or flag football may be played.

Basketball Rules:

- Climbing on the post or hanging on the rims is not permitted.
- During a game, other students must not sit under the rim or around the post.
- Only half court games are permitted unless no one else is playing. If teams are waiting to play, follow the "10 minute play and switch" rule.
- Do not cross the court while a game is in play.

CONSEQUENCES OF CAFETERIA OR RECESS VIOLATIONS

Students who choose to disregard the instructions of adult supervisors may have cafeteria/playground privileges withdrawn. Violators may be isolated

or given special duties. Repeat offenses may result in suspension in order to maintain a safe environment for all

REPORTING OF SUSPECTED CHILD ABUSE

Federal law and DoDEA policy require that every adult who works with children immediately report any signs or indications of suspected child abuse directly to Family Advocacy. CES is most conscientious in following all laws, regulations and guidelines regarding this important duty.

ENROLLMENT PROCEDURE

Eligibility for Enrollment: Department of Defense Instruction 1342.10 governs eligibility for enrollment in the DoD Dependents Schools. Basically, all command sponsored school age dependents of military and civilian personnel assigned to this base are eligible for enrollment on a tuition free basis. Other persons should contact the school's registrar for determination of eligibility and category of enrollment. Children entering Kindergarten must be five years old by 31 October. Children entering first grade do not have to attend Kindergarten, but must be six by 31 October to enroll in first grade.

• **Required Documentation:**

- **Copy of sponsors orders with child/children names listed as dependents**
- **Immunizations verification (Shot Record)**
- **Birth certificate or Passport (Kindergarten and First Grade only)**
- **Social Security Number**
- **(For Navy personnel) Eligibility for DoDDS or Entry Approval documentation/Eligibility for housing/DoDD school from Personnel Support Detachment.**

Required Immunizations:

No student will be permitted to register for school until immunizations are updated and verification is obtained from local military immunization personnel at the Base Hospital. The required forms are provided in the registration package.

PUPIL PLACEMENT

Placement of students in classes, grades, and special programs is the responsibility of and within the authority of the school principal. Placement will be made on the basis of report cards, age, and other pertinent data. Students and parents are strongly urged to advise the principal in writing as soon as possible of special needs and relevant educational goals that may affect placement. New students being registered will meet with the school's counselor for placement (**call for an appointment**).

STUDENT RECORDS

CONTENTS OF STUDENT'S PERMANENT SCHOOL RECORD: Each student's record consists of the following:

- Report Card
- Reading Record Chart
- Permanent Record Chart
- Health Record
- Previous School Records
- Pupil Personal/Confidential Files (if any)

PRIVACY ACT

Cummings ES maintains confidentiality of student records. Records are released only to parents or legal guardian. In addition, home addresses, telephone numbers, and other private information will not be released.

UPDATING STUDENT INFORMATION

Sponsors are requested to notify the school regarding changes in the following:

- Official mailing address
- Housing address
- Telephone numbers (duty and/or home)
- Sponsor's rank and/or unit affiliation
- Emergency contact and phone number
- DEROS dates

STUDENT WITHDRAWAL

Advance Notice: Parents or guardians of students transferring from CES are requested to notify the registrar and the classroom teacher *at least*

two weeks prior to the student's last day of school. Notification should be done by phone or letter--please don't ask your child to relay the message. The exact date of withdrawal and a copy of PCS orders are required. *During summer recess, please notify the front office at least five business days prior to the day you wish to pick-up the student's file.*

RELEASE OF RECORDS

A copy of the student's permanent records will be released to the parents to be hand-carried to the new school. These records can be picked up after 1400 hrs on the student's **final** day at CES. Records will not be given to the student. Before a record is released, the parent or guardian must ensure that:

- All books and equipment that are CES property are returned. Condition of returned items should reflect only normal usage. All charges are paid in full including any overdue lunch money.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO is an organization of parents and teachers whose major goal is the support of the school program. Financial, as well as direct volunteer support is given generously. Meetings are announced in the Parent Newsletter. The first meeting is "Back to School Night" open house.

Parents are encouraged to get involved in the projects, activities and functions of the PTO. Through these activities you will become a true stakeholder and participant in your child's education. Some of the projects for which volunteers are needed include: Book Fairs, School Pictures, the Yearbook, School Store, and Popcorn Sales. If you are able to help with PTO activities please step forward and volunteer. The PTO has a mailbox at school in which you can leave your name and phone number, or make contact with a PTO Executive Board Member at a general membership meeting.

SCHOOL ADVISORY COMMITTEE (SAC)

PURPOSE OF SAC: Each school in DoDDS has its own School Advisory Committee or SAC. SAC is strictly an advisory body that has no budget and is restricted from fundraising. SAC functions somewhat like School Boards at public schools in the U.S. with one notable exception-SAC has no power to hire or fire teachers or administrators.

Throughout the year, SAC:

- Reviews CES policies and programs currently in place,
- Helps resolve safety issues and other community concerns about CES,
- Lobbies for change when a current situation needs improvement,
- Encourages community involvement in the education of children.

Community Concerns: Contact a SAC member if you have any concerns about your child's school.

- If the issue can be handled by the SAC, it will be brought up at a SAC meeting.
- If the issue is beyond the scope of SAC, a SAC member will help direct you to the person or agency that can help you.

Meetings: SAC generally meets once a month during the school year. The public is welcome to attend any SAC meeting. A limited time is available at each meeting for new business that is not on the agenda.

Committee Members: Here at CES, SAC has 8 official members: 6 Voting Members (3 parents, 3 professional educators) are elected by parents and serve for 2 years on a voluntary basis. The 2 Non-Voting Members are the principal and school's officer.

Contacting a SAC Member: You have a variety of options for contacting a SAC member: use the telephone, drop off a letter in the SAC box located in the main office, send a note marked for SAC to school with your child, or write to SAC c/o the school using the MPS address on the front of this handbook.

EMERGENCY PLANNING

Closing the School: The installation commander has the final decision to close the school. Canceling school for students does not automatically cancel school for teachers. Announcements will be made on AFN (AM 1575 and TV Channel 66). The procedures for closing the school in the event of a disaster or emergency are as follows:

1. AFN will be notified to announce the closing time of schools. This will be done by the installation commander's office. The principal will coordinate and check this information.
2. The base command post will notify units via the 35th Support Group Recall Roster.
3. High school students will be dismissed first in order for them to be at home to take care of any younger children.
4. The school principal will call buses, and the students will be sent home. Every effort will be made to allow 30 minutes from the announcement of school closing to bus departure time.
5. Elementary school students who walk to school will be dismissed within 30 minutes of the school closure announcement. Other students may remain at school until their parents can pick them up. Parents need to coordinate this in advance with their children.

Delayed Start: In the event of bad weather a two-hour delay of school may be required. Listen to AFN for announcements.

Parents: Parents must have an understanding or agreement with their child as to what their child must do if buses return early or if the school must be evacuated. Parents must provide their child with instructions as to where they may go in the event the parent is not home during an emergency. For example, "You may go to our neighbor, Mr. A or Ms B, and wait for me there." Neighbors or friends need to be contacted at the beginning of the school year to plan for such contingencies.

Procedures: Mass panic is one of the greatest dangers. Remain calm, evaluate the situation, and take action based on the best available information. In the event of any disaster, the principal, assistant principal, or person in charge will call the installation commander.

School's Command Post: The school's command post consists of the administrative staff, the school nurse, and the school counselor. In the event the office is made non-functional, the gym office will be utilized. The command post will ask AFN to alert parents not to call the school office because phone lines would quickly tie up preventing proper notification of interested personnel and proper communication from the base command. Staff members are thoroughly familiar with the contents of the Disaster Preparedness Plan. In the absence of orders from their supervisor or designee, each staff member is authorized and directed to DoDDS DP Plan

are reviewed once a semester with students in an instructional setting so that all students will be prepared to react quickly to instructions given to them in times of emergency.

Teachers: Teachers maintain an up-to-date roster of their classes so that substitute teachers or other personnel can ascertain who should be in any given class or group and account for all students. **In no instance will teachers release students until informed to do so by school administration or personally requested by parent.** The classroom teacher and/or paraprofessional aide will provide individual assistance to any special education student who has a severe handicap. Staff members are thoroughly familiar with the contents of the Disaster Preparedness Plan. In the absence of orders from their supervisor or designee, each staff member is authorized and directed to implement actions contained in the DoDDS DP Plan.

ACADEMIC PROGRAMS

Sure Start: Sure Start is an educational program designed to help pre-kindergarten children (4 years of age prior to 31 October) get ready for school. Equivalent to Head Start in the United States. It is part of the National Educational goals. The target population includes children of junior enlisted sponsors (due to limited income and/or resources), single parent families, parent(s) of junior high school graduates, large families with stretched resources, and younger families stationed in isolated areas. Sure Start regards family income as the most important-but not the sole factor considered in enrollment.

Kindergarten: The goal of the Kindergarten program is to prepare each child to be successful in first grade by providing developmentally appropriate instruction to meet the needs of each child.

Grades 1-6: A full academic program is offered to students in these grades

STUDENT CONTRACT FOR USE OF THE COMPUTER AND INTERNET ACCESS

As part of the registration process, parents and students complete a copy of the "Cummings Elementary School Student Contract for the Use of Electronic Mail and the Internet," which is kept on file at the school. The

form requires both student and parent to sign and date that they agree to the following terms and conditions under which computer and Internet access is provided:

- Use the Internet and the school network only for educational purposes.
- Not access Internet sites deemed inappropriate by the school, the sponsor, or DoDEA.
- Not use inappropriate language or send inappropriate e-mail messages.
- Not plagiarize. This means that information learned on the Internet must be written in one's own words, not copied in part or in whole from the Internet author.
- Not modify the computer setup or install any software on a school computer system.

PRIVACY ACT STATEMENT

Authority: DoD Directive 1342.6, DoD Dependents Schools.

Principal Purpose(s): To permit an individual's use of government-owned computer resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computer and the Internet.

Routine Use(s): In accordance with DoD published routine used.

Disclosure: Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use of such equipment in accordance with DoDEA Computer and Internet Access Policies.

TERMS AND CONDITIONS

Acceptable Use:

- I agree to use DoDEA's computer services only in support of my education and research consistent with educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If, I have questions about my computer use, I will ask my teacher.
- I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.

- I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive message, copyrighted material, or material protected by Trademark or as a trade secret.
- I will not publish the name, photograph, home address or telephone number of myself, another student, faculty member, or any other person. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

Privileges: I understand that the use of the network is a privilege, not a right, and use inconsistent with these terms and conditions may result in a cancellation of these privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access are provided.)

- I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the Principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Dr. Shirley Miles

Director, DoDEA

Dr. Nancy C. Bresell

Director, DoDDS, Pacific

Mr. Bruce Derr

District Superintendent, Japan

Mr. Scott L. Sterry

Principal, Cummings ES