

Shirley Lanham Elementary School

2008 - 2009

Parent-Teacher-Student Handbook

“Hand in Hand, Together We
Can Make a Difference”



HISTORY OF SHIRLEY LANHAM ELEMENTARY SCHOOL



SHIRLEY LANHAM
1914-1969

Shirley Marie Vance was born September 21, 1914 in Fort Collins, Colorado. Her father George owned a shoe store, and her mother Marie was an artist who painted, played the piano and was an accomplished clothing designer.

Shirley attended the University of Southern California, and in 1940 she married Harvey P. Lanham, a graduate of the U.S. Naval Academy and a career naval officer and pilot.

Shirley and Harvey were devoted to each other, to their family, and to the Navy. They moved 18 times in their 29-year marriage, but they felt their lives were truly enriched living in Japan and having the opportunity to make

friends with many Japanese people.

Shirley was a petite woman, standing 5'1", with green eyes and brown hair. Although small in stature, she was a very positive person with lots of energy and enthusiasm.

When the Lanhams' lived at Atsugi in the 1960s, all the Atsugi children were bused to Zama and Sagami-hara to go to school. Shirley worked to have a school for Atsugi children built on this base, where her husband was a Rear Admiral. Shortly before the school was opened in the fall of 1969, Shirley Lanham died unexpectedly of a heart attack, and never got to see the school, which bears her name.

Shirley Lanham was an extraordinary person who did great things in her own community. She enjoyed helping others. Shirley and Harvey Lanham had a daughter, Cheryl, born in 1945, and a son, Peter, born in 1949. Neither Cheryl nor Peter has children. The children of the school that bears her name are also Shirley Lanham's children.

SCHOOL ACCREDITATION

AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and National Study of School Evaluation (NSSE). AdvancED is dedicated to advancing excellence in education through accreditation, research, and professional services.

Earning and Maintaining Accreditation

To earn and maintain accreditation from NCA CASI or SACS CASI, schools must:

1. Adhere to the [AdvancED Accreditation Standards for Quality Schools](#).
2. Engage in ongoing self-assessment and continuous improvement.
3. Document results of improvement efforts.
4. Complete a Standards Assessment Report between six weeks and six months prior to the Quality Assurance Review.
5. Host a Quality Assurance Review Team once every five years.
6. Act on the Quality Assurance Review Team's recommendations.
7. Submit a progress report two years following the Quality Assurance Review.

SCHOOL MOTTO

"Hand in Hand, together, we can make a difference".

SLES SCHOOL COLORS

Red & White

OUR SCHOOL MASCOT IS A CRUSADER



By unanimous vote of students and staff in 1989, A Crusader was adopted to represent Shirley Lanham Elementary School. Each element of the Crusader represents the honor and courage of all those who have passed and will pass through the halls of our school.

- ◆ **Rainbow:** Represents the blend of our varied cultures
- ◆ **Crusader:** Represents the infinite quest for knowledge
- ◆ **Book:** Represents knowledge. "Reading is Power"
- ◆ **Compass:** Represents looking for direction and on-going thinking
- ◆ **Shining Armor:** Represents a high self-esteem

**DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS
SHIRLEY LANHAM ELEMENTARY SCHOOL
PSC 477 BOX 38
FPO AP 96306-0005
PACIFIC**

Welcome!

The administration and staff of Shirley Lanham Elementary School wish to extend a warm welcome to students, parents, staff and the community. We are again embarking upon another year of educational excellence through academic offerings and exciting extra-curricular programs for students. We seek to form cooperative and positive partnerships with parents and community organizations to unite efforts in the education and care of our children.

The DoDEA Strategic Plan is our roadmap outlining goals and outcomes for all our schools. Our schools address these goals through the School Improvement Plan. This is a process whereby the staff and community review a wide range of data to arrive at the goals to focus on over the next five years. This is a working document that is reviewed each year as we continually strive to increase our efforts towards improved quality education for all students. You can expect to observe school wide teaching strategies enacted within the school that focus on improved student learning. As a result of this high quality design it is imperative for parents and community members to be actively involved in the school improvement process. We share a common goal, improving student achievement. Working together, our students are assured of success!

Please take time to read this handbook. It has been designed to provide information regarding school policies and procedures, as well as some general school information.

We are here to support our school community. If you have questions or concerns, do not hesitate to contact us. We welcome your ideas and suggestions and solicit your continued support for Shirley Lanham Elementary School.

Hattie M. Phipps
Principal

Gwen Baxter-Oakley
Assistant Principal

WELCOME FROM THE STAFF

Dear Parents,

Our school staff reflects the mission of the Department of Defense Education Activity. We recognize that every child is unique and we strive to arrange the kinds of learning situations that will enhance the inherent dignity and respect of all children while promoting maximum development of their capabilities.

You, as your child's main teacher, are asked to give full support to the school by providing your child with the following tools to be successful in our school setting:

- *Speak positively about school and teachers.*
- *Insist on regular attendance at school.*
- *Show an interest in the daily happenings at school by discussing them with your child.*
- *Provide a quiet place to study at home.*
- *Work out a regular time for your child to do homework and see that it is returned to school on time*
- *Provide your child with the needed school supplies.*
- *Be enthusiastic about reading. Encourage your child to read every day; provide him/her with a variety of adequate reading materials, and find time to listen to your child read orally.*
- *Encourage your child to write as much as possible. In addition to the written homework, encourage your child to write thank you notes, invitations, and letters to grandparents and friends.*
- *Volunteer in your child's classroom. Your child will see that education is important to you.*
- *Attend some of the school committee board meetings, (School Advisory Committee, Parent Teacher Organization, School Improvement Leadership Team), to show your child that you have great interest in the school and their education.*
- *Attend your child's class programs to demonstrate how proud you are of his/her activities.*

We look forward to working with you and serving your child (ren)!

Sincerely,
The Shirley Lanham Elementary School Staff

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VARIOUS ATSUGI BASE PHONE NUMBERS

Atsugi Emergency	119
Atsugi Base Quarterdeck	264-3111
Atsugi Base Security	264-3500
Atsugi Fire Department	264-3248
Atsugi Base Information	213
Atsugi Base Waiter	264-6363/6308
Food Court Delivery	264-4040



SCHOOL DIRECTORY

Principal	264-3664/3261
Assistant Principal	264-3664/3261
Lead Secretary, Office Automation Sec	264-3664/3261
Registrar	264-3664/3261
Counselors	264-3667/3662
School Nurse	264-3663
CSC Technician	264-3026
Supply Specialist	264-3864
SLES from off base	
Enter the last four digits of the on base # you are calling	046-763-xxxx
SLES FAX from United States	011-81-467-70-9094
DSN	264-3172
Dialing on base # directly from US	011-81-6160-64-xxxx

WEBSITE ACCESS:
www.lanham-es.pac.dodea.edu

INTRANET ACCESS (CRUSADER):
<http://lanham.pac.dodea.edu>
 (student / family password required)

HELPFUL PHONE NUMBERS

Arnn Elementary School	267-6333
Zama High School	263-3181
School Bus Office (PACTMO)	263-4151
Youth Center	264-3878
Teen Center	264-6381
Child Development Center	264-3524
Early Development Intervention Services (EDIS)	264-3402
Fleet & Family Support Center	264-3628
Family Advocacy Program	264-4188
Housing Office	264-3795
Personal Property	264-3754
Chaplains Office	264-3202
After hour emergencies	264-3200
Navy-Marine Corps Relief Society	264-3691
Commissary	264-3257
Navy Lodge	264-6880
Post Office	264-3239
Telephone Office	264-3300
CVW5 Duty Office	264-3251
Legal Office	264-3692
Pass and ID Office	264-3805
Medical/Dental Clinic	264-3951
MWR	264-3781
New Sanno Hotel/Tokyo	229-7121

Email Hotline: dodea.hotline@pac.dodea.edu

EDUCATION HOTLINE
Partners in Education

SHIRLEY LANHAM ELEMENTARY SCHOOL

SLES has an open door policy for any of our parents and community. We invite you to communicate with us regarding ANY issue. However, as with any organization, we encourage you to make every effort to resolve issues at the very lowest level possible.

Our Chain of Command is as follows:

**Classroom Teachers/ Counselors/ Psychologists/ Nurses/
Specialists and Support Staff**

Shirley Lanham Elementary School
Telephone (DSN): 264-3664/3261

Principal or Assistant Principal

Shirley Lanham Elementary School
Telephone (DSN): 264-3664/3261
Email Hotline: principal.lanhames@pac.dodea.edu

**Japan District Superintendent or Japan District Assistant
Superintendents**

Unit 5072, FPO FP 96328-5072
Telephone (DSN): 225-3940
Email Hotline: doddsjapan.hotline@pac.dodea.edu

Pacific Area Director

PSC 556 Box 796, FPO AP 96386-0796
Telephone (DSN): 645-2241
Email Hotline: doddsPASO.hotline@pac.dodea.edu

Director DoDEA

4040 N. Fairfax Dr. Arlington, VA 22203-1635
Telephone: (703) 696-4462

CALENDAR FOR SCHOOL YEAR 2008 - 2009

FIRST SEMESTER - (92 INSTRUCTIONAL DAYS)

2008

Monday, August 25	Begin First Quarter and First Semester
Monday, September 1	Labor Day – Federal Holiday
Monday, October 13	Columbus Day – Federal Holiday
Thursday, October 30	End 1st Quarter (47 days of classroom instruction)
Friday, October 31	No School for Students – Teacher work day
Monday, November 3	Begin Second Quarter
Tuesday, November 11	Veterans Day – Federal Holiday
Thursday, November 27	Thanksgiving – Federal Holiday
Friday, November 28	Recess Day
Wednesday, December 10	Accelerated withdrawal date (Fall Semester)
Monday, December 22	Begin Winter Break
Thursday, December 25	Federal Holiday –Christmas

2009

Thursday, January 1	Federal Holiday – New Year’s Day
Monday, January 5	Instruction resumes
Monday, January 19	Martin Luther King, Jr. Day – Federal Holiday
Thursday, January 22	End 2 nd Quarter/1st Semester (45 days of classroom instruction)
Friday, January 23	No School for Students – Teacher work day

SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)

Monday, January 26	Begin 3rd Quarter/2nd Semester
Monday, February 16	President’s Day – Federal Holiday
Thursday, April 2	End 3 rd Quarter (48 days of classroom instruction)
Friday, April 3	No School for Students – Teacher work day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes – Begin Fourth Quarter
Wednesday, May 13	Accelerated Withdrawal Date (Spring Semester)
Monday, May 25	Memorial Day – Federal Holiday
Thursday, June 11	End 4 th Quarter/2 nd Semester

Friday, June 12

(43 days of classroom instruction)
No school for students – Teacher work day
Last day for non-administrative educator personnel

2006 – 2011 Community Strategic Plan

The 4 goals:

1. Highest Student Achievement
2. Performance-Driven, Efficient Management Systems
3. Motivated, High Performing, Diverse Workforce.
4. Network of Partnerships Promoting Achievement.

The 9 desired outcomes:

Note: The National Education Goals were used to support DoDEA's overarching goals and objectives, but did not form the foundation of the DoDEA 2001-2005 CSP.

As a result of the CSP DoDEA was able to:

- expand early intervention programs
- develop curriculum content standards based on national standards,
- increase availability of computers in the classroom and improve connectivity
- initiate major improvements in secondary programs and in special education
- emphasize accountability through a system-wide school improvement process
- provide staff development to improve skills of teachers
- increase the graduation requirements and the range or rigorous courses available to high school students.

The 2006-2011 CSP provides the strategic direction for all DoDEA components, yet provides the flexibility to address unique issues and challenges that each program and each community must address. The plan provides a road map for keeping DoDEA in the forefront in advancing the DoD's agenda for education, as a leader in the Nation for improving student performance and achievement. Changes were based on the results of reviews of the previous plan and the progress students have made towards our goals. Area/District leadership and school improvement teams are expected to continue with or develop new strategies to ensure that each goal is accomplished and that the unique needs of each community are recognized in their efforts. The wording of the vision, mission, and guiding principles only changed slightly. The four goals remained constant however there are changes to the outcomes, measures, and milestones.

For More Information, please go to: <http://www.dodea.edu/pubs/csp2006.cfm>

SLES MISSION STATEMENT

We are preparing all students to be responsible, positive contributors within a diverse, global community.

OUR PHILOSOPHY

We believe...

Productive school/home/community partnerships maximize student success.

Each child is a unique and valued individual.

Effective educational environments support divergent thinking, creative problem solving and mutual respect.

Knowledge is accessed, integrated, implemented and communicated, as students become life-long learners.

High expectations and consistent effort lead to high achievement.

School Accreditation

AdvancED represents the unification of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and School Council on Accreditation and School Improvement (SACS CASI), and the National Study of School Evaluation. This entity accredits DoDDS schools. To earn and maintain accreditation from NCA CASI or SACS CASI, school must:

Adhere to the AdvancED Accreditation Standards for Quality Schools.

Engage in ongoing self-assessment and continuous improvement.

Document results of improvement efforts.

Complete a Standards Assessment Report between six weeks and six months prior to the Quality Assurance Review.

Host a Quality Assurance Review Team once every five years.

Act on the Quality Assurance Review Team's recommendations

Submit a progress report two years following the Quality Assurance Review.

STUDENT PERFORMANCE GOALS

Goal 1: All students will improve inquiry skills across the curriculum.

Essence: Inquiry is the art and science of asking and answering questions. It includes the ability to formulate a question which can be answered through observation, analysis of data, research and/or experimentation to seek an answer. Our students will analyze information to formulate and ask appropriate questions across the curriculum.

Goal 2: All students will communicate effectively across the curriculum.

Essence: The students will write across the curriculum for a variety of purposes.

SCHOOL VISITS – WE PRACTICE 100% ID CHECKS EVERY DAY

Parents may make appointments to visit classes through the school office or the classroom teacher. Parents are not to visit classrooms or other areas of the school without prior arrangements. **As part of the DoDDS Worldwide School Security System, all visitors to the school must go to the main office to show valid ID and sign in. When leaving, visitors must return to the office to sign out.** Visitors will be issued a label or a badge that must be visibly worn throughout their visit. This DoDDS' regulation is designed to help prevent the possibility of any form of terrorism or other illegal activity from occurring in our schools. We recognize this may present parents with a minor inconvenience during those "short" visits to school (bringing a lunch box, picking up a child), but please realize that our priorities are the same as yours concerning the safety of your children. We do not wish to compromise their safety. Unauthorized visits do compromise that safety factor. Please help us observe this important provision.

School Hours: Students: 0745 – 1415

Students should not arrive at school prior to 0745 hours.

In general, students are not authorized on the campus except during school hours, or to attend a school sponsored afternoon or evening function. Students need to be reminded to go directly home from school at the end of the school day. **ONLY STUDENTS WITH A PARENT PRESENT MAY REMAIN AFTER SCHOOL ON THE PLAYGROUND EQUIPMENT.**

LATE ARRIVALS/EARLY DISMISSALS

If a child is late for school **the parent must sign the child in at the office.** A late slip will be issued to the child to give to the teacher. **Please do not escort your child directly to the classroom without signing them in at the office when they arrive late.**

If a student is to be released prior to school dismissal or if there is a change in the transportation routine for a particular day, parents are asked to send a note to the classroom teacher or notify the office prior to 1345. **Due to the busy office routine at the end of the day, we cannot ensure a student will receive a message if the call is received after 1345.** Dismissals during the last 20 minutes of the school day are discouraged. Parents must report to the school office to sign out a student for early release and wait for the child to be sent to the office. **Please do not go to the classroom to pick up your child.**

**SHIRLEY LANHAM ELEMENTARY SCHOOL LUNCH SCHEDULE
SY 2008-2009**

LEAVING SCHOOL DURING THE DAY

Parents must accompany students if they are to leave the school for an appointment. Children CANNOT be released to NON-FAMILY MEMBERS OR FRIENDS without explicit, written authorization (Power of Attorney or listed as an Emergency contact). ALL PERSONS must bring photo identification for confirmation by the office at all times. If a parent intends to pick up a child before the regular dismissal time, a note should be sent to the child's teacher indicating the time the child should be sent to the school office, where the parents may sign out the child. In order to leave school during the school day, one parent or guardian must personally check out children. When checking children out, come to the school office to begin the process; please do not go to the classroom first. No child (K-6) will be released for any kind of appointment without the parent coming to the front office in person FIRST. This is for the safety of your child (and all children) that we adhere to this policy. This policy also applies to students on study trips both on and off base. Students will not be released to walk home alone during regular school hours.

POWER OF ATTORNEY

IF PARENTS PLAN TO BE OUT OF THE COUNTRY while your children are attending school, please be sure to obtain a special power of attorney to be used in case of emergency. PLEASE, inform the main school office (264-3664) of the name, address, home and work telephone number of the person(s) taking care of these students, as well as our nurse and classroom teacher.

THIS IS EXTREMELY IMPORTANT. YOUR COOPERATION IS GREATLY APPRECIATED.

LUNCH/CAFETERIA PROGRAM

All SLES students, grades kindergarten-sixth eat lunch in the school cafeteria. Hot lunches can be purchased daily or students may bring their lunch. Lunch tickets are sold at the Navy Exchange customer service desk. **Students who bring their lunch may purchase milk separately at a cost of \$\$\$ - exact change is required.** Please provide your child with lunch, or lunch tickets. **A written note is required for students in grades fourth – sixth to go home for lunch. The note must be given to the teacher on the day the student is to go home for lunch. The cost of lunch will be published by the Navy Exchange before the beginning of the school year. If a child should forget to bring a lunch a replacement lunch will not be provided.** Information regarding reduced or free lunches is available at the Fleet and Family Support Center at 264-3628.

Grade	Begin in Cafeteria	Leave Cafeteria	Begin Line-up on Red Top	Line-up by teacher in alpha. order	Teacher Pick-up Students
1 st graders	10:30	10:50	11:13		11:15
Kinder	11:00	11:25	Classroom		Classroom
2 nd Graders	11:50	12:10	12:33		12:35
3 rd & 4 th graders	11:25	11:45	12:08		12:10
5 th & 6 th graders	12:15	12:35	12:58		1:00

Lunchroom Rules

- Listen and follow directions.
- When red cups are out, please do not talk.
- When red cups are removed, please talk quietly.
- Raise your hand for help.
- Be respectful of adults and students.
- 5th/6th grade, please talk quietly in restaurant style voices.

The "red cup" method listed above was instituted during school year 2003 to help students focus on eating for the first ten minutes of lunch. After the ten minute timeframe students talk quietly in "restaurant style" voices. Previously, students were not focused on eating and threw most of their food in the trash. This approach has been helped students enjoy lunch and socialize appropriately with their friends in kindergarten through fourth grade. The 5th/6th students are allowed to choose their seating within the cafeteria and talk in "restaurant style" voices while enjoying their lunch. As the student leaders of the school we believe they are mature enough to handle this privilege. However, this privilege of 5th/6th graders is contingent on their behavior with the cafeteria. If they are disruptive and do not adhere to the expectations they will revert to the lunchroom expectations followed by kindergarten through fourth grade.

PLAYGROUND EXPECTATIONS

Each child is expected to be courteous and to show respect for everyone at school and for all school property. Students are reminded to keep their hands, feet and belongings to themselves. When re-entering the building, hats, headgear, scarves, ball caps and/or visors will not be worn inside the buildings of Shirley Lanham Elementary School at any time. Students should practice safety, act reasonably and be considerate of others when involved in any activity ANYWHERE ON THE SCHOOL CAMPUS. Students should always walk on campus, unless engaged in an activity being supervised or directed by a teacher. Students should practice fair play, good sportsmanship and be polite. Students should behave as responsible citizens at all times.

Playground and school campus safety is always a concern. Please remember that pets have no place on the school playground. We ask your cooperation in protecting all children at school and direct your attention to the Restricted Items and the Weapons Policy sections of this handbook for further information. When lunch recess is over, students are to stop playing and line up immediately and QUIETLY. Their classroom teacher will pick them up at the designated number on the redtop and walk them back to their classrooms.

ENROLLMENT INFORMATION

WITHDRAWAL OF STUDENTS

If your child/children will withdraw from school early, it is absolutely necessary for you to notify the school registrar **AT LEAST 10 DUTY DAYS PRIOR TO THE DAY OF WITHDRAWAL**. There are necessary forms to be completed by the sponsor or spouse. Your assistance in this process is greatly appreciated. If your tour of duty is completed during any quarter and your child must be withdrawn from school prior to the last day, **your child/children must be in attendance for 20 days during that quarter in order to receive a grade**. Credit is not given for students at the elementary school level. If your child/children are not in attendance for 20 days they will be treated as a transferring student and if transferring without 20 days attendance, the report card will be issued without marks. **REMEMBER: YOU SHOULD NOTIFY THE SCHOOL REGISTRAR AT LEAST 10 DUTY DAYS PRIOR TO THE DAY OF WITHDRAWAL.**

PUPIL PLACEMENT

Placement of students in classes, grades and special programs is the responsibility and within the authority of the school principal. Initial placement efforts will be made on the basis of report cards, transcripts, age and other pertinent data. Students and

parents are strongly urged to advise the school of special needs and education goals to assist in proper placement.

Health concerns are discussed with the nurse so that appropriate recommendations can be made. This information is given to the classroom teacher as soon as it is known.

During registration, parents complete questionnaires regarding English as a Second Language (ESL). The ESL teacher will test all students identified as requiring assistance in English as a second language. New students coming in the middle of a quarter will be given these tests for prompt remedial action. Additionally students will be screened for speech or articulation problems as needed.

The policy of this school is to group children heterogeneously and in the least restrictive environment.

SAFEGUARDING THE PRIVACY OF STUDENT RECORDS

It is the intent of Shirley Lanham ES to act in accordance with the "Family Education Rights and Privacy Act of 1974". In doing so, we place priority on safeguarding the privacy of student records. It is our intent to allow parents and students to be fully informed of our record keeping and testing/screening procedures. Various school personnel maintain information collected concerning students in our school. A cumulative record folder is located in the administrative offices, and information is consistently added as collected. Classroom teachers and the school nurse maintain a folder for each student. In addition, the counselor, each special education teacher, and any resource specialists maintain records for the students they serve. The school principal is responsible for ensuring that only appropriate school personnel on a need-to-know basis have access to student school records. No individual or agency outside the school system will be permitted to inspect student records without permission from the parents. Parents are encouraged to examine their child's records at any time by making an appointment through the principal's office.

CONFERENCES

Communication between home and school is invaluable in helping students. Frequent parent-teacher conferences are encouraged. There will be scheduled conferences when all parents will be invited to meet with teachers. Teachers, specialists, parents, or administrators may request additional conferences at any time deemed appropriate. However, you should call to speak with your child's teacher or to schedule a conference if you have questions. Parent-Teacher conferences are held during the first and third quarter of the year. The first conference is held in the fall in early November. Siblings are scheduled together to accommodate families with more than one child in attendance in our school. Parents will meet with the teacher for this first conference rather than sending

the report card home with the student. This conference provides a valuable opportunity for parents to establish a cooperative and collaborative working relationship with the teacher. We highly encourage parents to involve the child in the conference, as it will serve to reinforce the importance of achieving their highest capabilities in school.

The second conference is held after the third marking period usually in April. This conference is specifically for all new students enrolled in the classroom and for any child that may not be meeting grade level expectations.

Parents can request a conference at any time. Our goal is always to establish and maintain a cooperative and supportive partnership in promoting learning for the child. Collaboration in this manner will ensure success for all!

CHANGES IN PERSONAL DATA

Please keep your child's emergency data current! It is essential for your child's safety and well being that the school has the following information at all times:

- Correct address
- Home/Cellular/Work telephone numbers
- E-mail address
- Emergency contacts (other than home and duty numbers of sponsors)

Information about disabling conditions and medication SHOULD be kept current at all times. In case of illness, accident, or other pertinent reasons, the school must be able to locate and contact parents quickly. If the sponsor or emergency contact is not available, we will contact the military police and the sponsor's commanding officer as needed to cope with the emergency.

PCS MOVE, COMPLETED TRANSFER AND DEROS EXTENSIONS

Please notify the school office in writing at least 10 working days in advance of your PCS. This will give the school adequate time to prepare student records for transfer. We suggest that the parent's hand carry the student's school records. A copy of PCS orders is required before records can be released to families leaving Atsugi. In addition, please bring a copy of your extension orders if you are staying on Atsugi past your current rotation date.

ATTENDANCE

An accounting of each student's attendance is kept on the computer in the teacher's class. The student's attendance will be checked formally at the opening of each school day, and informally after lunch. Any student wishing to leave early on a regular school day should present a note from parents to the teacher, requesting early dismissal. The parent must sign the child out in the notebook located in the main office before a student can be taken from school during the day.

We request that parents please try to schedule medical appointments at times other than during school hours. When a child is tardy or has an early dismissal, he or she is missing an important part of his or her educational program. Students who are dismissed from school for a half-day are missing out on valuable class work. The clinics are cooperative about scheduling routine appointments after school hours or during a school vacation break.

Family trips are often invaluable to a child's development, but loss of school time should be taken into consideration before making plans. Prior to departing on an extended trip, parents should come to the office to complete a "Request for a Pre-planned Absence" form. **It is the parents' responsibility to ensure their child completes all make-up work or assignments.** School textbooks should not be taken on trips. Other assignments will be made as deemed necessary.

ABSENCE

Students absent from school should, upon returning, bring a note from home signed by the parent or guardian explaining the absence. Excused absences are granted for the following reasons:

- Illness
- Family emergency
- Medical reasons/appointments
- Family trips

An excessive number of absences including family trips and unexcused absences will result in the sponsor's command receiving a call from the Principal.

TARDINESS

Students are expected to arrive at school on time, 0800. They are also expected to be in each class on time. When students are tardy (for any reason) at the beginning of the school day, a parent/guardian **MUST** accompany the child to school and sign them in. **Students should not be dropped off when they are late.** Students who arrive after 0800 will receive a tardy slip from the office which will grant them admission to the classroom.

An excessive number of unexcused tardy days will result in the sponsor's command receiving a call from the Principal.

PROGRESS REPORTS

Teachers may send interim progress reports at any time during the grading period before report cards are sent. In the event that a student becomes is in danger of receiving a "D" or "F" on his/her report card; or an "N" (Not yet evident in primary grades), the parents will be notified by the teacher before the end of the grading period. Notification will be made in sufficient time for the parents to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in

class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about their child's progress. Do not wait until report cards are issued if you have a concern regarding your child's progress.

REPORT CARDS/E-GRADES

Progress reports/e-grades are used to evaluate the pupil's progress in terms of skills related to each subject area. Progress report cards are issued in grades K – 3 and e-grades for grades 4-6 on a quarterly basis. A student must be enrolled 20 school days before he/she is given a progress report. Twice a year, usually at the end of the first and third quarters, scheduled conferences for parents are established, at which time, a pupil's progress is discussed. It is not necessary, however, to wait for a scheduled conference to address or prevent a problem. We are as close as your telephone. You may call the office at 264-3664 to arrange a conference. **Please help us keep the lines of communication open.**



HONOR ROLL AND OTHER AWARDS

Teachers will determine individual classroom or community celebrations.

HOMEWORK

Studies show that student achievement increases when parents and families become more involved and committed to the education of their children. Instilling a respect for education, and creating within the home an environment conducive to learning are essential for success. As parents participate in the homework process at each grade level, your children feel comfortable learning and come to school willing and prepared to study. Good homework assignments help students:

- ◆ practice newly learned skills
- ◆ do more in-depth work
- ◆ expand their interest in the subject
- ◆ develop management skills

Study time should be part of a daily routine. Even when there is no homework assigned, time should be spent on reading for pleasure or working on an upcoming assignment. This procedure needs to be made a regular school night practice.

Homework Tips:

- ◆ Provide a specific time for homework, preferably when you or a responsible sibling will be available to assist your child.
- ◆ Provide a specific place for your child to do homework. It may be in a bedroom or at the kitchen table. The area should be well lit and equipped with whatever supplies are appropriate for completing the work. Declare the area off-limits to interruptions and turn off the TV.

- ◆ Use homework time to foster responsibility, not to punish the child. In this way you can reinforce the proper foundation for organizational skills and study habits.
- ◆ Serve in the role of consultant to help your child learn to solve problems rather than solving them for him/her. It is helpful if parents review homework before it is returned to school.
- ◆ Show interest in your child's homework. "Children need encouragement and support from the people whose opinions they value most: their parents."
(Homework without Tears)

STUDENT PLANNERS

Student planners will be distributed to students in Grades 3 through 6. This school-wide initiative is designed to help students be organized, to keep homework assignments current and to maintain communication between parents and teachers. You can help by reviewing your child (ren)'s assignments and writing any messages you may have for their teacher in their agenda. **Check your child's planner nightly.**

SUPPLIES

On the first day of school, students should bring a pencil and a pad of paper or a notebook. A grade level supply list is available in the Main Office and Navy Exchange. Teachers may ask for additional supplies appropriate to individual classroom needs throughout the year.

DRESS CODE

We encourage children to take pride in their appearance at all times. Good grooming is a necessary part of education. When a student comes to school, he/she should be dressed comfortably, tastefully, and in conformity with the base regulations for dress. It is required that students wear shoes or sneakers at all times while in school. It is also important that appropriate rainwear be worn in bad weather. Bare midriff tops and saggy pants pose a safety hazard and are not appropriate attire for the elementary school environment. Hats and bandanas are not appropriate to wear in the classroom or inside the building.

TELEPHONE

Children's access to the telephone before, during, and after school can only be granted in the event of an emergency. Students will not be allowed to call home for rides in the event of rain, or for permission to visit a friend. Please ensure that all rainy day plans and visits are discussed and confirmed with your child prior to school.

CELL PHONES

Cell phones for students are not recommended. If a child needs to bring one to school, its use will be restricted to before/after school. Violation of these standards will result in the phone being collected by the teacher and the cell phone will be returned at the end of the school day. Repeated offenses may require that the parent come to the school and pick up the phone.

LOST AND FOUND

The school cannot be held responsible for lost personal items. It is highly recommended that **all** personal items (i.e., lunch boxes, clothing items, umbrellas, etc.) be **clearly and permanently marked** with the owner's name on the inside label. Expensive items such as jewelry, radios, electronic games, large sums of money, toys, etc., should not be brought to school at any time. The Lost and Found cart is located in the cafeteria. The school will attempt to locate any and all owners of lost items. However, all lost items that are not claimed at the end of each quarter will be donated to

GRADE	INHERENTLY DANGEROUS ITEMS	DANGEROUS/POTENTIALLY DANGEROUS ITEMS		
		First Offense All Cases	First Offense	Second Offense
K-3	36 week expulsion	1-2 day* suspension	2-5 day* suspension	18 week expulsion
4-6	36 week expulsion	1-3 day* suspension	3-6 day* suspension	18 week expulsion

a local orphanage or Second Fiddle.

LOST SCHOOL PROPERTY/BOOKS

Sponsors (students) are financially liable for any loss of or damage to school property that has been assigned to their child. Sponsors will be notified of lost school items after a reasonable time has elapsed. A charge will be levied for any lost school property that was checked out to a student. Books are loaned to students. Students are responsible for the books issued to them. A cover may be used to protect the book but the cover cannot be taped or glued to the book. The student or his/her sponsor must pay for lost and or severely damaged textbooks and library books. (Textbooks now cost approximately \$8.00 to \$35.00 or higher). The current retail replacement value of the item will be charged. Sponsors will be notified of procedures for payment. Payment will be accepted in the form of a money order or cashiers check payable to US Treasury.

AFTER SCHOOL STUDENT ACTIVITIES

There are a variety of after school student activities available for SLES students. Most activities are held after school from 1415 to 1515. If your child is interested in participating in one of these clubs, please consider the time commitment and other outside activities. All after school activities will be published in the Crusader. Further information and details will be published under separate cover by the activity sponsors.

STUDENT RIGHTS AND RESPONSIBILITIES

The Department of Defense Dependents School says that you as a student have certain rights and responsibilities.

- ◆ You have the right to an education. However, it is your responsibility to follow school rules and respect the rights of others. It is also your responsibility to come to school (unless you are sick), to respect school property, and to complete the assignments the teachers give you.
- ◆ You have the right to say what you think and believe. It is your responsibility though; to be sure that this does not hurt others or stop them from saying what they think and believe. It is also your responsibility to tell the truth and use language appropriate for school.
- ◆ You have the right to ask questions about the school. It is your responsibility to act politely and respect others' rights also.
- ◆ You have the right to go to a school that is safe and to learn as much as you are able. It is your responsibility to respect others' rights and follow all school rules so others can learn and feel safe.

(Other rights and responsibilities may be found in DS Manual 2050.1. which is kept in the front office.)

DISCIPLINE

SCHOOL RULES

Sponsors are responsible for the conduct of their dependents at school. Students are expected to conduct themselves according to the standards of student behavior determined by DoDDS. Students are expected to maintain standards of behavior that will bring credit to them and their families, show recognition and consideration of the rights of others, and contribute to a healthy and profitable educational atmosphere. The Principal or Assistant Principal may recommend temporary suspension of a pupil for repeated misconduct or insubordination. Special circumstances may necessitate immediate suspension (e.g., to protect the student from harming himself/herself or others). Close communication between home and school should help minimize discipline problems. DoDDS does not administer corporal punishment. If pupils are to be kept after school, parents will be notified ahead of time to make transportation arrangements. **The 4 School Standards are:**

1. Follow adult directions.
2. Do nothing, which will cause injury to self and others.
3. Do nothing to disrupt the learning of others or school activities.
4. Take pride in your school and respect others.

Students are responsible for their behavior. Consequences for inappropriate behavior are determined on a case-by-case basis. Students play an important role in resolving their issues. Parents will be called when students are referred to the Principal or

Assistant Principal for **repeated** misconduct. Community Service may be assigned as appropriate for some consequences.

Students are expected to follow school standards at all times.
CLASSROOM ACADEMIC OR BEHAVIOR

All classroom teachers will discuss appropriate behavior with their students. Teachers will share with parents a list of requirements and consequences for inappropriate behavior in their classrooms so that they may work jointly to help the child succeed. It will be necessary for the classroom teacher to also share these requirements with the administration for consistency and enforceability. Our basic policy is that behavior intervention will be responded to in this sequence.

- Step 1: Teacher and student deal with the concern.
- Step 2: Teacher, student, and parents deal with the concern.
- Step 3: Teacher, student, parent, and counselor deal with the concern.
- Step 4: Students will be sent to the office if the methods above have been utilized or the student is causing harm to self, others, or severely disrupting the learning of others.

DISRUPTIVE BEHAVIOR

Students who engage in the harassment of another student or display behavior, which disrupts the learning environment, will lose their right to remain in class. The faculty has been instructed to refer recurring or severe discipline problems to the office. Sponsors will be notified of the problem and parent conferences will be arranged as needed.

THREAT POLICY

Students communicating a verbal or written threat to another student or faculty member while on campus will not be tolerated. All incidents will be investigated and appropriate disciplinary action will be taken. Sponsors will be notified of the incident and parent conferences will be arranged as needed.

FIGHTING AT SCHOOL

We still have students who resort to fighting as a means of solving conflicts with other students. **Fighting is not allowed at school - EVER!** In our experience, a fight started by one student is rare and we have never seen a student have a fight with oneself. As a result, when a fight occurs, both parties will be disciplined. Repeat occurrences will usually result in suspension of three or more days.

Sometimes students tell us "My parents told me if someone calls me a name (hits me first, etc.), it is okay to fight." **That is not acceptable at school.** If a child feels threatened to the point that he feels he has to defend himself, the first action should be to report it to a teacher or the nearest educational aide. Otherwise, the child takes the risk of being suspended from school. Being told, "It's okay to fight" gives a child an excuse to fight that can be interpreted for self-convenience, and may not be supportable by anyone's standards. Children in this situation are faced with one set of values from home and another at school regarding fighting. This can be very confusing. The student then has to learn that at school, the school's values and standards are the ones

that will be enforced. A frank and open discussion about this issue at home may help clear up any confusion children may have about school standards regarding fighting and the consequences that may result when these standards are broken.

VANDALISM/DAMAGED SCHOOL PROPERTY

Sponsors are responsible for individuals intentionally destroying, damaging or defacing government property or committing acts that require a labor force to correct. They will be held liable for the cost of repair by military authorities. All acts of vandalism must be reported to the security police.

RESTRICTED ITEMS

Students should only bring items to school that support academic instruction unless requested by a teacher. Examples of these restricted items are listed within this section but it is not all inclusive; please use good judgment. Fireworks, guns, knives or other sharp objects are not allowed at school. Large amounts of money should not be brought to school. Toys, games(including video), cards of all types, personal electronic devices (Radios, CD/DVD Players, I Pods, MP3 Players, etc.), and animals (including turtles) are not allowed at school unless requested by the teacher for a special project or event and they must approval by the principal and veterinary clearance approved. Chewing gum is not permitted at school! During standardized testing a teacher may allow students to chew gum to maintain focus. After testing the teacher typically has the students throw the gum away. Students should not bring sports equipment (i.e., a baseball, football, catcher's mitt, etc.), the school cannot be held responsible if the student loses it. We recommend that only items needed for school be brought to school. Any items taken from a student by a teacher or educational aide **may** be returned at the end of the school day or parents may be requested to pick up the item. Parents will be requested to pick up dangerous or inappropriate items brought to school. Student possession or use of a knife, gun or any item considered to be a weapon, is prohibited at school or at any school-approved activity on or off school property. This applies to all students regardless of age. Please see the "Zero Tolerance Policy" matrix for description and categories of weapons. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials shall also be contacted to take whatever action necessary. DoDEA has a zero tolerance policy. Students in possession of any category of weapon will be subject to the appropriate consequences outlined in the "Consequences for Violation of DoDEA Zero Tolerance Weapons Policy" matrix, which follows. There will be an automatic request for expulsion upon any second offense of possession or utilization of a weapon. A due-process hearing will be held with the school principal or other school authorities, the student, and his/her parent(s)/guardian must be in attendance for all suspension or expulsion actions due to possession or use of a weapon.

BB GUNS ARE ILLEGAL

BB guns are dangerous. **Any type of gun such as BB, air, pellet, plastic, water, or paint guns, etc., are illegal on school grounds and all DoDDS-Japan campuses.** Students possessing any of these items face severe disciplinary action to include possible expulsion. Please discuss this issue with your child (ren).

INHERENTLY DANGEROUS ITEMS: DEADLY WEAPONS

Firearms, knives, explosives, or other dangerous objects are of no reasonable use to the pupil at a school activity. **It is not necessary to determine if the student was going to use the weapon.**

DANGEROUS ITEMS: REPLICAS AND OTHER ITEMS (NOT INHERENTLY DANGEROUS) USED IN SUCH A WAY AS TO INJURE OTHERS OR INSTILL FEAR

Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others are prohibited. Replicas, unrealistic replicas, toys, or other inappropriate items at school or at a school activity with or without any intent to use them as weapons, are prohibited.

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

BUS TRANSPORTATION

Bus passes are required for a student to ride the school bus. The School Bus Office is located at SLES in building 998 **ONLY** for elementary students, phone 264-3664/3441. Bus monitors are under the direct supervision of a contracted agency. Parental concerns should be reported to the School Bus Transportation Office located on Camp Zama in building 102 room M101, phone 263-4151. The school supervises only the loading and unloading of the buses on the school grounds. Misconduct at the bus stop must be reported to the School Bus Office. The senior commanders on Camp Zama have established the following bus rules:

- ◆ First incident of student misconduct, regardless of the type of offense committed, as recorded on cameras and/or reported to Bus Barn supervisors by adult monitors or local national drivers, will result in 10 days suspension from riding the bus.
- ◆ Second incident of student misconduct documented on the same child will result in 30 days suspension.
- ◆ The third incident of student misconduct documented on the same child will result in the child being permanently suspended from riding the school bus for the duration of the sponsor's tour on Japan.

Sponsors of children who ride the school bus must discuss proper bus conduct with their child and explain any consequences resulting from inappropriate behavior. Questions about discipline can be addressed to the school bus monitor supervisors at the School Bus Office. **Students who fail to get off the bus at their assigned stop will be taken to the School Bus Office for pickup by the parent. If you have any questions or concerns, please call the transportation officials at 264-3906 or 263-4151.**

BUS DEPARTURE

All buses are dismissed by the bus monitor and depart approximately fifteen minutes following the 1415 dismissal bell on normal school days. Students who miss their bus unnecessarily encumber the services of office personnel; administrators and/or teachers who must resolve the problem of how to transport the child home. A cooperative effort must be made by all personnel to ensure that students do not miss their bus. Due to the safety of all students, a child cannot be sent home with anyone other than the parent or emergency contact individual listed on the child's data form.

SCHOOL BUS SAFETY/BEHAVIOR STANDARDS

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

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

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as, hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in any manner.
- Ride on unauthorized bus, or loan a bus pass to another person.
- Litter in or outside of the bus.
- Consume food, drink, chew gum or eat candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, disc-mans, etc. or play any electronic games without the use of headphones.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.



- Assault other individuals.
- Use or possess unacceptable items identified in the school Code of Conduct.

LOST STUDENTS AFTER SCHOOL

If a child is not home from school at the normal time, or within 15 minutes, usually one of three things has happened:

1. The buses are late. Please, call school Bus Transportation at 263-4151.
2. The student has gone home with a friend without telling you.
3. Student is playing at a neighborhood park.

Please contact the school secretary at 264-3664 as soon as possible, as well as any friends with whom your son/daughter plays. When the school is notified that a child is not home, the school has a simple, but time-consuming procedure that has worked in every case. We contact all the parents of the children that are in your son/daughter's class and parents of the children your child is friendly with. Also, please instruct your child:

1. To memorize his/her home phone number and mom or dad's work phone number and address.
2. Children are to ride their assigned bus, unless a note has been given to the teacher and bus monitor.
3. Written notification should be sent to the bus monitor and teacher if their regular mode of transportation changes.

GRADE LEVEL ORIENTATION SESSIONS

Sessions are scheduled on September's calendar. These half-day sessions are intended to allow teachers the opportunity to explain their classroom procedures, routines, and expectations for the school year. Parents are highly encouraged to attend the grade level orientation to receive vital information that will help make this school year a successful one for your child.

PARENT NEWSLETTER - CRUSADER

Shirley Lanham Elementary School makes a concerted effort to communicate with all parents. The Crusader, our parent newsletter, is one way that we communicate with you. You will be advised of school happenings and important dates to remember through this newsletter. The parent newsletter will be emailed, if requested, or sent home with your youngest child each Friday. The Crusader can be accessed via computer at:

<http://lanham.pac.dodea.edu> (student / family password required)

Please ask your child for this newsletter since many students frequently forget to deliver them. **It is very important that you read this newsletter so that you will be well informed.**

INCLEMENT WEATHER OR EMERGENCY CONDITIONS

RAINY MORNING PROCEDURES

If it is raining at 0755, students will follow rainy morning procedures. Students who are dropped off or walk to school will be directed to their classroom/hallway area. Students who ride the bus will remain on the bus until they are dismissed one bus at a time. Once students are dismissed from the bus, all students will proceed to the building and line up next to their classroom door. When the first bell rings, students will enter their classroom. This procedure will help keep everyone dry.

TYPHOON PROCEDURES

In case of severely inclement weather (snow, ice or other emergency conditions), **listen to AFN, EAGLE 810** for school closing announcements. **THE BASE COMMANDING OFFICER COORDINATES SCHOOL CLOSURE WITH THE PRINCIPAL.** If Condition 1 is called while school is in progress, all early schedule schools will be dismissed within approximately ½ hour and all late schedule schools will be dismissed approximately 1½ hour after **Condition 1** is called. If **Condition 1** is announced after 1200, normal school hours will be in effect.

TO KEEP INFORMED ABOUT STORMS APPROACHING NAF ATSUGI:

- EAGLE 810 RADIO
- NAF Atsugi Weather Office at 264-3208 or phone recording 264-6311
- For families who live at NAF Atsugi: Weather Channel 25

A TYPHOON SUPPLY KIT WILL HELP PREPARE YOUR FAMILY:

- ◆ First aid kit and important medications
- ◆ 3 days of canned food and can opener
- ◆ At least 3 gallons of water per person
- ◆ Rainwear and bedding (or sleeping bags)
- ◆ Battery-power radio, flashlight, and extra batteries
- ◆ Special items for infant, elderly, or disabled family members
- ◆ Candles, matches, lanterns, and cooking fuel



NAF Atsugi Website:

<https://www.atsugi.navy.mil>

At the top of the home page you will see "The Latest Weather Update: Call 264-6311 or visit

<http://www.cnfi.navy.mil/weather/depts/atsugi/home.asp>. This will bring you to the weather web page.



CONDITIONS OF READINESS

TCCOR 4 - Destructive winds are possible within 72 hours

Check typhoon supply kit, inspect first aid kit, and make sure your radio is working

TCCOR 3 - Destructive winds are possible within 48 hours

Bring loose objects around your home inside. If items are too large to bring inside, tie them to trees or objects that cannot be blown down. Fill up your car's gas tank. Keep your radio tuned to EAGLE 810 for typhoon information.

TCCOR 2 - Destructive winds are possible within 24 hours

Set your freezer to the coldest temperature to keep food from spoiling, disinfect your bathtub; fill it and other containers with water, keep radio tuned to EAGLE 810 for more information

TCCOR 1 - Destructive winds are possible within 12 hours

Stay indoors, away from windows, keep your radio tuned to EAGLE 810 for typhoon information

Tropical Storm: Tropical cyclone with maximum sustained winds of 34 to 63 knots (39-73 MPH)

Typhoon: Tropical cyclone with maximum sustained winds of 64 to 129 knots (74-149 MPH)

Super Typhoon: Tropical cyclone with maximum sustained winds of >129 knots (>149 MPH)

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures are in place for Force Protection Condition (FPCON) and Naval Security emergencies. The Ranger Gym is the final evacuation location. Students will only be released to parents from that location. Designated security personnel (authority) will notify parents when conditions are safe and students may be released. FPCON and Naval Security emergency procedures will be practiced throughout the year.

Fire Drills - In the event of a fire drill a continuously loud ringing bell will be sounded. Students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner.

STUDENTS ARE NOT TO RETURN TO THEIR ROOMS DURING OR AFTER EMERGENCY EVACUATION PROCEDURES UNTIL GIVEN PERMISSION BY AN APPROPRIATE AUTHORITY.

Emergency evacuation for fire drill procedures will be practiced once a week during the first month of school and once a month thereafter.

PARENT TEACHER ORGANIZATION (PTO)

The SLES PTO is a volunteer organization that consists of parents and teachers who are interested in the welfare of all children at SLES. The main objective is to foster a closer relationship between the home and school, so that parents and teachers may cooperate collaboratively in the education of our children. We actively support the School Advisory Committee (SAC), School-Home Community Partnership (SHCP), Drug Abuse Resistance Education (D.A.R.E.), extracurricular activities, school store, school picture sales, book fairs and before and after school activities. Please join us in making SLES a wonderful experience for our children.

SCHOOL STORE

The PTO School Store, run by parent volunteers, provides a service to our students and funds for the PTO. Items sold include, school t-shirts as well as smaller items such as pencils, erasers, rulers and holiday specialties. Information on hours and location will be sent home under a separate cover. We are always seeking volunteers; please fill out the Lanham volunteer application so we can contact you.

SCHOOL ADVISORY COMMITTEE (SAC)

Each DoDDS School has a School Advisory Committee (SAC) composed of parents and teachers. They serve as a link between the community and the school. The agenda for each meeting with exact times and dates of the meetings will be publicized through the parent newsletter. This committee is advisory in nature and not a policy making board. It advises and assists in examining matters such as school policy, staffing needs, educational programs, educational resources, facilities and maintenance, and other related areas of education for children. The SAC is a means through which parents may present their concerns or offer best practices from previous experiences. Parents are urged to become active participants and to attend the SAC meetings when scheduled. Parents who cannot attend, but wish to submit an item(s) for consideration, may contact any School Advisory Committee member.

VOLUNTEER SUPPORT

The American Red Cross, military units, community and school volunteers are an integral and highly valued part of the school program. These valuable volunteers are

always needed. Their contributions provide teachers with more time to devote to student instruction. Volunteers assist by working with small groups of children: reading to students, assisting with school improvement testing, checking papers, preparing materials, working in the Information Center/library, and helping on the school playground/cafeteria and in many other essential areas. Parents and interested units and friends are encouraged to volunteer. Contact the school for details and additional information. We ask that volunteers refrain from bring non-school-aged children to school during time when volunteer service is being rendered.

SCHOOL CANCELLATIONS

Known changes in the school calendar for professional development days and teacher collaboration days will be announced in the Crusader well in advance of their date. Cancellations due to emergencies or unforeseen problems will be announced on radio and BIC Channel. For the latest information on typhoon and weather conditions you may call 264-6311.

SCHOOL IMPROVEMENT and PROFESSIONAL DEVELOPMENT DAYS

Throughout the school year, there will be days set aside for School Improvement and Professional Development Training for our faculty and parents. The topics for these training days are determined by the needs of the staff for improving skills and proficiency as well as keeping abreast of new trends in education, and training associated with DoDEA adopted textbooks. Parents are always invited and are especially welcome to attend these meetings. You will be notified in advance, usually through **The Crusader** when training days are scheduled.

STUDY TRIPS (Bus required and walking)

During the school year, students go on study trips in relation to beginning or culminating a unit of study. Students must have a permission slip signed by a parent/guardian before they can go on a study trip. Permission slips are sent home with the student before the trip is scheduled to prevent conflict with appointments and family plans. Please return slips promptly. You are encouraged to volunteer as a chaperone on these educational experiences. Study trips are considered an integral part of the curriculum and are designed to enhance/reinforce student learning. Parent chaperones are to support student learning. Therefore, younger siblings are not permitted on study trips. This requirement applies even if parents choose to drive to the location the class is visiting. Parents will be notified when students take a scheduled walking trip around Atsugi Base. Chaperones should be 18 or older.

Walking study trips around Atsugi are approved by parents during registration. The teacher will notify parents in writing of these walking trips.

Students are allowed to bring personal items on a study trip at the discretion of each teacher; however the student will assume all responsibility for the items. Neither the teacher nor Shirley Lanham will assume any liability for lost items.

CHILD ABUSE/NEGLECT

The reporting of child abuse and neglect by school officials is mandated by the Department of Defense Dependent Schools and community regulations. Our primary job is to be an advocate for the child when faced with issues of child abuse and/or neglect.

Atsugi order spells out conditions of neglect that are reportable to the appropriate authorities. Neglect is considered deprivation of necessities, including failure to provide nourishment, shelter, clothing, health care, education, and supervision. This also includes leaving children unattended or without adequate supervision. A child under 10 years old must not be left unsupervised, and if under 12 years old must not supervise younger siblings. Children should not be kept home from school to supervise other children.

Any suspected cases of physical abuse or sexual molestation will be reported. The national mandate to prevent child abuse is so strong that in many states school officials can be charged with a felony if they fail to report a suspected case of child abuse. Our responsibility and obligation at Shirley Lanham Elementary School, as in schools across the country, is to report suspected cases of child abuse/neglect to the family advocacy committee. Their job is to investigate in order to determine if there is, in fact, a situation where there is abuse and neglect and provide counseling for the family. A report to family advocacy of suspected abuse and/or neglect may jeopardize home/school relations in some situations, but we have to take that chance. Our primary responsibility is to our students.

Meetings and counseling sessions are kept in strict confidence and not entered in military records. Their purpose is to provide assistance to families, not punishment.

Questions as to what kind of physical punishment is appropriate discipline and what is considered abuse should be referred to the Family Advocacy Center at 264-4188.

INFORMATION CENTER

Information Center Scheduling

The Information Center operates on a modified flexible schedule allowing maximum student access for book check out and information needs. The IC is available to individuals and small groups (up to 5) without prior scheduling. The IC is also available for whole class book checkout and instruction. The research methodology taught at SLES is "The Big 6".

Circulation of Books

Books may be checked out any time from the Information Center. Parents of students are invited and encouraged to use the school's Information Center to check out books for their children, to look at our children's magazines, and to view creative student work, which is often displayed. Kindergarten students may check out one book. Students in grades 1-6 may check out two books. Parents may check out five books. Checkout time is limited to one week but most books may be renewed. The library staff and classroom teacher may approve additional books on occasion for special reports and projects. Lost books are to be replaced with another book of equal value.

Internet Standards/Procedures

All parents and students sign the Department of Defense Activity Student Computer and Internet Access Agreement regarding the use of computers in the classroom and the Information Center. **The computers are to be used for school studies only.** They are not to be used for personal use such as shopping, email, playing games, etc. Students should use safe surfing practices on the Internet. They should not reply to or respond to questions concerning their name, location or home phone number. Teachers have preselected specific educational websites on the school's Intranet and teacher's website. This arrangement helps to speed student access to the site and reduces the need to "surf" during class time.

I-SAFE

The United States Congress has designated I-SAFE America, Inc., a non-profit Internet safety education foundation, to bring Internet safety education and awareness to our nation's youth. i-SAFE's mission is to empower them to take control of their Internet experience by giving them vital knowledge that will enable them to act safely and responsibly. All US, DoDDS-Guam, and DDESS schools implement this I-SAFE curriculum. Please visit www.isafe.org for more information.

Parental Involvement

We welcome parents in the Information Center for browsing and checking out books. We also look forward to having parents volunteer an hour or two during the school day to file, shelve books, help with Reading Counts, assist with classroom research projects, and various other jobs. A set time or day is not a stipulation. All that is required is an interest in your child's education.



Videos in the Classroom

Videos and filmstrips are sometimes utilized by classroom teachers to supplement various segments of the curriculum, extend particular aspects of a subject or in conjunction with special activities or events. It is the general policy that all videos be previewed by the teacher; that the supervisor is informed that "G" or "PG" films will be shown, and that approved "PG" films are ONLY shown with written permission from a parent for each student.



HEALTH ROOM

Although precautions are taken, students have accidents at school. When minor accidents occur, the school nurse administers first aid. If an injury requires the attention of a doctor, the family will be contacted and advised to consult with the proper clinic. The same procedure will be followed for illnesses. For proper parental contact, it is important that the school be kept informed of changing phone numbers or addresses at all times. **Current home and duty phone numbers must be kept on file in the Health Room along with an emergency contact name and phone number for each student. This is the parent's responsibility so that the staff may be able to contact you in case of illness/emergency.**

As a policy, medications cannot be given at school without a **HOLD HARMLESS LETTER** from a doctor. The medication bottle must be labeled by the pharmacy with child's name, doctor's name, medication's name, the dosage, and instructions. This applies to prescription medicines as well as over-the-counter medicines. **Children are not permitted to have in their possession any types/forms of medication. These include cough drops, throat lozenges, cough syrup, eye drops, aspirin, Tylenol, etc., as well as all prescription medicines and inhalers.** Although your child may be mature and responsible, these medications may fall into the "wrong hands" during the school day and indigestion could be deadly to another child. Please remember that all medications are kept in the Health Room to ensure the safety of all students.

When parents are contacted to pick up their child because of illness, they have a period up to one hour to do so. If the child is not picked up after one hour, we will contact the emergency contact person or the sponsor's Commander.

SLES POLICY ON MEDICATIONS GIVEN AT SCHOOL

REGULAR MEDICATIONS - Prescription and Non-Prescription:

If your child needs to take medication anytime at school, including cough drops, aspirin, Ritalin or Alupent, et al, the medication must be in a **properly labeled pharmacy bottle** that includes the child's name, the medication name, and the dosage along with any other special instructions. The school nurse must also have a permission form and a Hold-Harmless Letter, signed by both the parent and the doctor. The Hold-Harmless Letter is available at the base Medical Clinic, the school nurse's office and the main office. Other non-prescription medications **will not** be administered and **should not** be brought to school. This is for the safety of your child and other children who may accidentally take the medication.

OTHER MEDICATIONS:

If your child needs to take medication for a short period of time, for example, an antibiotic, and needs to take the medication during school time, **the school nurse must see the prescription bottle and have a note from the parent with instructions concerning the medication, as well as the Hold Harmless Letter signed by both the doctor and the parents.** If you get your prescription from the Branch Medical Clinic on base, ask the doctor to write the prescription for two (2) bottles of medication, one for home and one for school use. You may pick up a Hold-Harmless Letter at the clinic or one will be sent home for you to sign and return with your child.

JAPANESE MEDICATIONS:

If you take your child to a Japanese doctor and your child needs to take medication during school, the school nurse will need a note and Hold Harmless Letter from the doctor and the parent with clear instructions for the English speaking nurse. Please make sure that your child's name is on each envelope of medication.

ALL MEDICATIONS ARE DISPENSED FROM THE NURSE'S OFFICE. TEACHERS ARE NOT RESPONSIBLE FOR ANY MEDICATIONS. NO CHILD IS PERMITTED TO CARRY ANY MEDICATION ON THEIR PERSON OR ADMINISTER THEIR OWN MEDICATIONS. This includes cough drops, throat lozenges, and aspirin.

STUDY TRIP MEDICATIONS:

Emergency medications (such as bee-sting kits, asthma inhalers, etc.) that are required to be used at school, must also accompany children on study trips. Please indicate this medication need on your child's study trip permission slip when your child participates in a scheduled study trip. We highly encourage parents to accompany a child on a study trip if the teacher does not feel comfortable dispensing medication.

COMMUNICABLE DISEASES

Students recovering from communicable diseases must report to the nurse prior to being readmitted to class. If in doubt as to the disease a child might have, and to the treatment of the disease, please contact the health clinic. Children sent to school must be free of fever, rash, cough, and swollen glands. Children with temperatures of 100° and above are considered contagious and will be sent home. Children may return to school only after they have been fever-free for 24 hours. **Please keep students home if they are not feeling well.**

CONDITIONS THAT EXCLUDE CHILDREN FROM SCHOOL

<u>Disease</u>	<u>Return to School</u>	<u>Contagious Period</u>	<u>Return to School</u>
Chicken Pox	2 –3 weeks usually 15 days	1 – 6 days after	7 days at least postules dry
Conjunctivitis (Pink Eye)	24 – 72 hours	Until discharge and symptoms disappear	After 24 hours on medication
Impetigo	2 – 5 days	Until lesions are healed	After 48 hours on medication
Ringworm (Skin)	10 – 14 days	While lesions are present	After treatment is initiated, lesions in an exposed area must be covered with gauze while child is at school.
Lice (Scalp or body)	According to the physicians at the NAF Atsugi Branch medical center, the child can return to school after one anti- louse shampoo.	One shampoo treatment is needed, but most doctors will ask parents to give a 2 nd shampoo in 1-2 weeks.	After treatment has been completed, the child must be seen by the nurse before going into the classroom.
Scarlet Fever Streptococcal Sore Throat	2 – 5 days	Approximately 10 days from onset until symptoms gone	After 24 hours on medication

- 1) **The illness prevents the child from participating comfortably in program activities.** (Such as coughing a lot)
- 2) **The illness results in greater care need** than that the staff can provide without compromising the health and safety of the other children.
- 3) The child has any of the following conditions: **Fever, lethargy, irritability, persistent crying difficulty breathing or other signs of possible severe illness.**
- 4) **Diarrhea** that is not contained by toilet use (accidents) or stools that contain blood and/or mucus.
- 5) **Vomiting** two or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- 6) **Mouth sores** associated with an inability of the child to control his or her saliva, unless the child's physician or local health department authority states that the child is non-infectious.
- 7) **Rash** with fever or behavior change, until a physician has determined the illness not to be a communicable disease.
- 8) **Purulent conjunctivitis** (defines as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye) until examined by a physician and approved for readmission, with or without treatment. (Non-purulent, watery, slight redness OK – usually not contagious)

- 9) **Tuberculosis**, until the child's physician or local health department authority states that the child is non-infectious.
- 10) **Impetigo**, until 24 hours after treatment has been started.
- 11) **Strep pharyngitis, (strep throat)** until 24 hours after treatment has been initiated, and until the child is afebrile for 24 hours.

12) **Head Lice** (pediculosis), the child should remain at home until the morning after the first treatment. Per the physicians at the NAF Atsugi Branch medical center, the child can return to school after one anti-lice shampoo. There is no need to wait for the dead lice/nits to vanish because this can take up to 1-2 weeks or longer, depending on how aggressive parents are with combing off the dead animals. Only one shampoo treatment is needed, but most doctors will ask parents to give a 2nd shampoo in 1-2 weeks. The shampoo is very effective, but if the lice keep coming back, it's usually due to re-infection from another child at home or from unclean infested clothes, beddings, combs, towels, etc. Before the child can return to class, the school nurse must see them.

The National Association of School Nurses states: It is the position of the National Association of School Nurses that nit-free policies disrupt the education process and should not be viewed as an essential strategy in the management of head lice.

- 13) **Scabies**, until after the treatment has been completed.
- 14) **Varicella** (chicken pox) until the 6th day after onset of rash or sooner if all lesions have dried and crusted.
- 15) **Hepatitis A** virus infection, until 1 week after onset of illness or jaundice if symptoms are mild or until immune globulin has been administered to appropriate children and staff in the program, as directed by the responsible health department.
- 16) **Other: Shigella** (dysentery) very contagious. Remain out of school until negative culture. (Approx. 2 weeks)

E. coli infection, out until negative culture has been taken.

Shingles, if on face/hands, stay home for up to 6 days. (Like chicken pox)

Pertussis, until 5 days of antibiotic therapy has been completed. (Total course of treatment is 14 days)

Mumps, students must not be in attendance until 9 days after onset of parotid gland swelling.

Need not be excluded for:

- 1) **Parvovirus** (5th disease), a lacy rash on arms/legs, red cheeks. By the time the rash appears it is no longer contagious so the child is able to return to school. Less than 1% risk to pregnant adults – tell OB doctor if exposed.
- 2) **Ringworm is not extremely contagious if covered. If on face or hands, try to avoid contact. Exception: ringworm of the scalp requires medical attention.**



CURRICULUM

The following subjects are integrated into the instructional day or taught separately at Shirley Lanham Elementary School: Art, Career Education, Computer Technology, Health, Host Nation, Language Arts, Mathematics, Music, Physical Education, Reading, Science and Social Studies.

If you wish to review the Curriculum Standards of Learning for all grade levels, go to: www.dodea.edu/instruction/curriculum/curriculum.htm

TESTING – All children in grades three through six will be given a standardized achievement test in the spring. Test results are usually sent home to parents via students. A copy of the test results is also placed in the student's permanent school file. The fourth grade students also take the National Assessment of Educational Progress (NAEP) in January or February. The Balanced Assessment in Math (BAM) and the Communication Arts Performing Arts is given in April.

CURRICULUM BASED STUDY TRIPS

These trips are to support areas such as: reading, language arts, science, health, math, and visual arts. They serve to enhance the beginning or ending components of a unit. Family members are highly encouraged to attend to support small groups. Younger siblings are not permitted on these study trips.

DoDEA MATHEMATICS PROGRAM

The framework of the DoDEA Mathematics Program is based on the criteria developed by the National Council of Teachers of Mathematics Standards and published in the *Curriculum and Evaluation Standards for School Mathematics*. The DoDEA Standards have been revised following the format of the National Council on Education and the Economy Performance Standards, which are based on NCTM Standards and adopted by DoDEA. The eight standards throughout the pre-kindergarten - grade 12 programs include Number and Operations Concepts, Geometry and Measurement Concepts, Statistics and Probability Concepts, Problem Solving and Mathematical Reasoning,

Mathematical Skills and Tools, Mathematical Communication, and Putting Mathematics to Work. The Mathematics Curriculum is standards based and the textbooks will be utilized as a resource, not a program.

- ◆ **GRADES K-2** – *Macmillan/McGraw-Hill Math* uses a literature based program with a variety of interactive hands on activities that introduce and develop math concepts. Reading, writing, and talking about math gives the students the ability to articulate mathematical concepts and demonstrate understanding. Integrated math vocabulary, reading and writing, and expository articles make the language of math second nature. Literature sets the stage for learning opportunities and students are encouraged to think, solve, and explain math concepts and skills through continuous, integrated writing development. Multi-leveled and differentiated problem solving, critical thinking, and reading addresses the needs of every student, which allows deeper understanding of math concepts and strengthens math language development. Supportive mathematical activities make learning math fun and meaningful for every child and for every learning style; no child is left behind.
- ◆ **GRADES 3-5** - *Macmillan/McGraw-Hill Math* builds students' conceptual understanding through the design of hands-on activities. Students are actively engaged in tasks and experiences designed to deepen and connect their knowledge. Learning with understanding is further enhanced by classroom interactions, as students propose mathematical ideas and conjectures learn to evaluate their own thinking and that of others, and develops mathematical reasoning skills. Problem-solving strategies and skills are presented in real-life contexts that are relevant to students. By learning to solve problems, students acquire ways of thinking, habits of persistence and curiosity, and confidence in unfamiliar situations that will serve them well outside the mathematics classroom. Effective student performance is impacted through reading, writing and talking about math with hands-on activities, leveled problems solving and differentiated instruction where every student has equal access to every math concept.
- ◆ **GRADES 6-8** – *Glencoe Mathematics* for grades 6-8 delivers students with the necessary mathematical skills to solve problems, to reason inductively and deductively, and to apply the numerical and spatial concepts necessary to function according to their needs in a technological society. Relevant real-life, problem-based learning enhances contextual learning. The series is vertically aligned to eliminate gaps and redundancies; it is horizontally aligned for consistency from level to level. Student support is provided throughout the text to help all students achieve success with organizing, analyzing, questioning understanding, extending, retaining, reading and writing using the language of mathematics. Students using this program should show strength in communication skills and solving application problems through reading, writing, projects, and assessments.

EDUCATIONAL PROGRAMS/SERVICES

PRESCHOOL CHILDREN WITH DISABILITIES (PSCD) – This program is designed for students experiencing difficulties with: academics, speech, motor development and services four and five year old students.

SURE START – Sure Start classes meet daily. The goal of the program is to introduce children to developmental practices, which will assist them in being successful in school.

KINDERGARTEN – Kindergarten classes meet daily. 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 – First through sixth grade classes meet five and one-half hours per day. In addition to self-contained classrooms, we have team teaching in fourth grade, and modified block scheduling in fifth and sixth grade. Writing groups may be formed as needed.

COUNSELING SERVICES

The school counselors coordinate and provide direct guidance and counseling services to students and consultation services to administrators, teachers, students, and parents. The counselors also provide student evaluation services for individuals and groups. Individual, small group and classroom presentations are available through the counseling office.

ENGLISH AS A SECOND LANGUAGE (ESL)

Many of our students have had exposure to a language other than English, and some live in environments where at least one of the primary caregivers speaks English as a second language. Shirley Lanham Elementary School offers an instructional program for English as a Second Language (ESL). It is designed to aid the student in functioning confidently and successfully, both academically and socially, when English is the language of instruction and communication. Teachers or parents may refer a student to this program. Information from the home language survey may also determine whether a student should be tested for entry. Please contact the school counselor or ESL teacher for further information. Students with parents who speak English as a second language may also qualify.

PACIFIC LITERACY PROJECT: Reading Support

Key Features of the Pacific Literacy Project:

- Three-tiered model for reading instruction based on current research and best practices to ensure implementation of a strong, literature based core curriculum for all readers; implement scientifically based interventions for struggling readers with supplemental support; and provide identified readers with intensive support.
- Continued professional development in literacy instruction for all classroom teachers
- School Literacy Facilitator at each complex to provide on site support to classroom teacher in implementing research-based literacy instruction
- School Literacy Support Specialists to work with small groups of struggling readers to provide supplemental and /or intensive services.

LITERACY SUPPORT

The Literacy Support Specialist provides services to identified struggling readers using the following service delivery models:

- Consultation with the classroom teacher

- Co-Teaching with the classroom teacher
- Individual and small group instruction within the regular classroom setting
- Individual and small group instruction either individually or in small groups outside of the regular classroom setting
- Read 180 Program

READ 180

Read 180 is a comprehensive, researched based, reading intervention program for struggling readers designed by Scholastic. The program addresses individual needs through instructional software, high-interest literature, and direct instruction on reading skills. Read 180 Stage A is designed for students in Grades 4-6 and in some cases Grade 3 students may be served. Literacy Support Specialists and a Learning Impaired (LI) teacher have been trained to teach Read 180. The Read 180 program will help provide support services identified for children that qualify for the program.

STUDENT SUPPORT TEAM (SST)

A Student Support Team (SST) is established to assist teachers in dealing with students who have learning and/or behavior problems. This is accomplished through a team problem-solving approach. The SST provides a forum for discussing the educational programs of students with difficulties in more than one specific area. Referral to SST is an opportunity to gather several resource specialists and classroom teachers together in one place to coordinate intervention efforts.

LEARNING IMPAIRED AND THE MODERATE TO SEVERE

The Learning Impaired or Moderate to Severe Program services children who have been identified as having mild, moderate, or severe learning disabilities. The mild to moderate program supports students in a pull out program or within the class with support through an inclusion model. The regular grade level curriculum is the major focus of the child's program. Our moderate to severe population spends valuable time with peers in an inclusion model as well with support from an educator or para-professional. The student may experience moderate or severe educational deficits, and/or deficits that are developmental and behaviorally adaptive in nature. Students are taught through a curriculum that extends beyond the classroom and school. It may include a community-based curriculum to ensure the development of critical daily living skills.

GIFTED EDUCATION

The Gifted Education program is for students with extremely strong learning profiles in the areas of intellectual ability, academic achievement or performing arts. These students are provided a differentiated curriculum via a pull out program. Throughout the year, they participate in a wide variety of activities that help them learn about topics such as enigmas, games mazes, problem-solving strategies, web quest Shakespeare, logic problems, and chromatography.

CHILD FIND

"Child Find" is an ongoing process to locate and identify children between age's birth to 21 years who show indications that they may be in need of specialized instruction and/or services. DoDDS and medically related service departments of the armed forces can provide information and identification of students with special needs (physical, emotional, speech & language, learning). If you have concerns for a child

not yet enrolled in school, please contact the following: Birth to age 3 - your pediatrician, ages 3-5 - Preschool Handicapped Program, Lanham Elementary, 264-3664. All referrals are confidential.

CASE STUDY COMMITTEE (CSC)

The school's Case Study Committee (CSC) coordinates all special education services in the school. Teachers or parents may refer students who are having any type of educational difficulties to the CSC. If the CSC recommends a multi-disciplinary team evaluation, parent approval is obtained. If this evaluation confirms the existence of a handicapping condition affecting learning, an Individualized Education Program (IEP) that outlines the special program placement and objective to be pursued is developed for the student. Placement in special education is aimed at meeting the child's specific needs in the least restrictive environment. Parents are involved in all stages of this identification, evaluation, and placement process.

SPEECH AND LANGUAGE PROGRAM (Communication Impaired)

A teacher or parent may refer children with suspected communication handicaps in the areas of articulation, language, fluency (stuttering), and/or voice to the speech therapist. Children receive therapy based upon assessment and observations that indicate a need.

DRUG ABUSE RESISTANCE EDUCATION (D.A.R.E.)

SLES has an assigned security police instructor who presents a specially designed program focusing on substance abuse awareness and avoidance. The target population is fifth grade. Other grade levels receive less extensive instruction. Project DARE (Drug Abuse Resistance Education) began as a joint project of the Los Angeles Police Department and the Los Angeles Unified School District to prevent drug abuse in children and youth. Traditional drug abuse programs dwell on the harmful effects of drugs. Project DARE is designed to help students recognize and resist the many subtle pressures that may persuade them to experiment with alcohol and marijuana. In addition, program strategies are planned to focus on feelings relating to self-esteem, interpersonal and communication skills, decision-making and positive alternatives to drug abuse behavior.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

DoD Directive 5400.11 states that, "It is the policy of the Department of Defense to safeguard personal information contained in any system of records maintained by DoD Components and to make that information available to the individual to whom it pertains to the maximum extent practicable."

The Family Education Rights and Privacy Act were signed into law on August 21, 1975. School records open for parental inspection are defined as "any and all official records, files, and data related directly to a student." The following items of information will be maintained in student records:

- Permanent Records Folder (DSP Form 104)
- Sponsor/Pupil Registration Card (SD Form 600)
- Duplicate Report Card
- School Health Record (DoDDS Form 120)

Results of standardized testing
Cumulative Individual Reading Record Folder
Testing data and documents relating to special classes and programs
All records received from previous schools attended by the student.

The school principal is responsible for student records. Only school personnel with a "need to know" (to be determined by the principal) will be permitted access to this information. The records that are maintained on our students are commonly referred to as the cumulative folder or 901 file. The student files are kept in locked file cabinets in the registrar's office. The records contain the enrollment card, the sponsor's current orders, previous report cards, and transfer forms. The school health record is considered part of the student's file, and it is kept in the nurse's office. Some student's folders contain results of individual assessments or reports of student progress in special classes such as RIS, ESL, speech therapy, and special education files are kept in a separate drawer. When a student leaves, all components of the student file are combined into one package for transfer to the new school.

MESSAGE TO PARENTS FROM CONTINUOUS SCHOOL IMPROVEMENT TEAM

"In April 2006, the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and National Study of School Evaluation (NSSE) came together to form one strong unified organization dedicated to education quality." School improvement is the goal of Shirley Lanham Elementary School and all schools DoDEA wide. Overseeing our efforts for improvement in DoDEA is AdvancED. AdvancED is the accrediting body that guides schools through the process for school improvement.

We will be beginning the first year in the school improvement process during the 2007/2008 school year. In order for us to successfully begin the school improvement process and for school improvement to truly occur, the entire community must be involved. Parents, community members, students, teacher, and other staff members are the stake holders in the school improvement process. Because AdvancED also realizes the great importance of parent and community involvement, they have made it a requirement in our school improvement planning process.

Here is how you as a parent and community member can be involved in the school improvement process for the school year 2007/2008:

1. Join one of our school communities-School communities are groups of staff, parents and community members who work on one aspect of the school improvement process. Communities that have been formed for the 07/08 school year include the following:

Current Student Data Community: This community will gather current assessment data about our students and present it in a meaningful way to the stakeholders. Information gathered by this community will be used to help in the identification of school improvement goals that are based on the unique needs of SLES.

Survey Community: This community will distribute, collect, and present survey information for the following stakeholders: teachers, parents, students, and former students to identify school-related issues to be addressed through the school improvement process. Findings from the Survey Community will also be used in the identification of school improvement goals for SLES.

Assessment Research Community: Once 2 goals for school improvement are selected, this community will research and make recommendations for 3 assessments for each the school improvement goals.

Interventions Research Community: Once the 2 goals are selected, this community will research and make recommendations for interventions to use to accomplish each goal.

Spring Assessment Data Community: This community will collect baseline data regarding student achievement on the designated assessments during the spring semester and present it in a meaningful way to the stakeholders

Outreach Community This community coordinates the school community volunteer program and a variety of other activities within the school.

2. Attend school trainings:

Wednesday, September 12th, 12:00-2:45

Wednesday, October 24th, 8:00-2:45

Wednesday, December 12th, 8:00-2:45

Wednesday, February 6th, 12:00-2:45

Wednesday, March 5th, 8:00-2:45

Wednesday, May 14th, 12:00-2:45

3. Be a member on the CSI Executive Committee-The executive committee which will meet quarterly overseas staff development training and the school improvement structure.

School improvement requires all stakeholders to work together to develop a plan that will improve the quality of education our students receive. "Hand in hand, we can make a difference." We look forward to a great year with your active involvement. Please contact the school to become involved!

FAMILY ADVOCACY PROTOCOL FOR CHILD SUPERVISION

1. Parents have the absolute responsibility to provide proper and adequate care for their children. Parents are responsible at all times for knowing the whereabouts of their children, for ensuring that their children are safe, and for supervising their behavior. Personality, environment, developmental progress, and maturity levels are factors parents must use to determine when children are ready to accomplish

activities with little or no supervision. Parents should assess their children's maturity level and, if necessary, raise the minimum age limits outlined in the matrix [enclosure 2. Children age 5 and under should not be left unsupervised at any place for any period of time. Children of this age should be under direct parental supervision, the supervision of a designated and qualified adult (e.g., teacher, (MWR staff member), or the supervision of a qualified baby-sitter. Individuals must be 12 years old or older to be qualified as a baby-sitter. Children from ages 12-17 may sit for siblings, but are strongly recommended to take the American Red Cross Baby-Sitting Course and the FFSC's Home Alone Safety Program. To sit for a non-sibling, an individual (age 12-17) must have completed the American Red Cross Baby-Sitting Course.

3. Children between the ages of 6 and 9 may be outside unattended for up to 2 hours (2000 curfew) but within sight or earshot of supervisor. They shall not be left in quarters, in a car, or overnight unattended, and may not be responsible for supervising other children.

4. Children ages 10 to 11 may be outside unattended for up to 6 hours or inside quarters unattended for up to 8 hours; however, periodic checks from a qualified supervisor must occur for both environments. These children can be left in a car unattended with keys removed, but they may not be left alone overnight, cook food (except microwavable food), or supervise other children. Curfew is 2000.

5. Children 12 through 15 may be outside unattended until 2200 hours, can be left unattended in a car with keys removed, and may be home alone up to 12 hours with periodic checks from a supervisor. They can supervise siblings, though American Red Cross Baby-Sitting Training is strongly recommended. They cannot baby-sit non-siblings unless they have successfully completed American Red Cross Baby-Sitting Training. They may not be left alone overnight.

6. Children 16 or 17 may be outside unattended until 2200 on nights preceding a school day. Otherwise, curfew is 2400. They may be home alone, and left alone overnight in quarters, if there is an adult with Power of Attorney in the NAF Atsugi area and Security is notified by the parents. Children at this age can be left unattended in a car. They can supervise siblings, though American Red Cross Baby-Sitting Training is strongly recommended. They cannot baby sit non-siblings unless they have successfully completed American Red Cross Baby- Sitting Training.

7. Family members age 18 and above are considered to be adults and are treated as such.

8. In every case, if parents are planning to be out of the home overnight or longer, they must appoint another adult to be the legal guardian for their child (ren) using a legal Power of Attorney. This guardian shall be responsible for ensuring that the

children are under adequate/appropriate supervision at all times. There should be no question that they are responsible for the welfare of the child (ren) in their custody.

Parents shall also notify the NAF Security Department with the following information:

a. Length of absence (time/date of departure and expected time/date of return).

b. Name, address, and phone number of guardian

c. Name, address, and phone number where they can be reached.

NAF ATSUGI CHILD SUPERVISION GUIDELINES MATRIX

Personality, environment, developmental progress, and maturity levels are factors parents must use to determine when children are ready to accomplish activities with little or no supervision. Parents should assess their children's maturity level and, if necessary, raise the minimum age limits outlined to the right. Please contact the FFSC with questions or concerns at 264-4188.

親が子供を監督する際の
家族擁護 (Family Advocacy) 規約

1. 親は、自分の子供に対し適切で十分な世話をする全面的責任が有る。子供の安全を確認し、その行動を監視する為に、如何なる時であっても自分の子供の所在を把握していなければならない。

2. 7才以下の子供は、如何なる場所、時間帯であっても、決してひとりにしておいてはいけない。この年齢の子供は、親が直接面倒みるか、親から依頼を受けた有資格者（例えば、教師、MWR従業員など）、或いは、ベビーシッターの資格を持つ者が面倒みなくてはならない。
ベビーシッターの資格を有するには12才以上でなくてはならない。12-17才であれば、兄弟・姉妹に限りベビーシットできるが、アメリカ赤十字主催のベビーシッターになるためのクラスとFleet and Family Support Center (FFSC) の Home Alone Safety Program (安全にひとりで留守番するにはどうしたらよいか教えるクラス) に参加する事を推奨する。兄弟・姉妹以外のベビーシッターになるには12-17であり、アメリカ赤十字のベビーシッティングクラスを修了していなくてはならない。

3. 7、8才の子供は、06:00から22:00の間ひとりで外にいてもよいが、ひとりで留守番したり他の子供の世話をしたりすべきではない。

4. 10、11才の子は、06:00から22:00の間ひとりで外、或いは家で留守番できるが熱い食べ物を調理したり、他の子供の面倒をみる事はできない。

5. 12から17になると、次の日学校が有る日（日-木曜日）は06:00から22:00まで、休校または金、土曜日と日曜その他休校の前日は、06:00から24:00まで家で留守番、或いはひとりで外出できる。単独での夜間外出禁止の時間帯は、親か、親から指名されたベビーシッターが17才までの子供の面倒をみる事。この門限、22:00は、次の日学校の有る前日全てに当てはまる。

6. 18才以上の場合、成人とみなされ、それ相当に扱われる。

7. 如何なる場合でも、両親が一泊或いはそれ以上家を空ける場合、合法的な委任状により指名された保護者代理人が必要になる。この保護者代理人は子供たちが確かに適切な擁護を受けているか確認する義務が有り、代理人は、子供たちの世話をきちんとするのに何一つ疑問の余地のない大人が指名されなくてはならない。親は、又、以下の情報を厚木米軍警備隊(NAF Atsugi Security Department)に提出すること：

Age of Child	Outside unattended	Left Without sitter in quarters	Left in car unattended	Left alone overnight	Child sitting siblings	Child sitting others
Birth through age 5	NO	NO	NO	NO	NO	NO
Age 6-9	YES For up to 2 hours, but within sight or earshot of supervisor (2000 curfew)	NO	NO	NO	NO	NO
Age 10-11	YES For up to 6 hours with periodic checks from supervisor (2000 curfew)	YES For up to 8 hours with periodic checks from supervisor, but no cooking is allowed (except for microwave oven)	YES With keys removed from vehicle	NO	NO	NO
Age 12-15	YES Until 2200	YES Up to 12 hours with periodic checks from supervisor	YES With keys removed from vehicle	NO	YES However, American Red Cross Babysitting Training strongly recommended	YES However, American Red Cross Babysitting Training Required
Age 16-17	YES Until 2200 on nights preceding a school day; otherwise, it's 2400	YES	YES	NO Unless an adult in the Atsugi area has Power of Attorney and Security is notified by the parent (s)	AS ABOVE	AS ABOVE

- 外泊期間（出発日時と帰宅予定日時）
- 保護者代理人の名前、住所と電話番号
- 外出時の連絡先氏名、住所と電話番号

厚木基地における、子供の監督基準表

子供は、心、体、或いは、感情の発達においてそれぞれ異なることを念頭において置く事。いくらこの基準表に即しているとしても、親の誤った判断によって子供の安全が危うくなった場合、擁護不行き届き、あるいは虐待とみなされる場合もあり、子供が危険にさらされる可能性が有る場合、Family Advocacy (家族擁護プログラム) に連絡される事もある。

質問等、FFSC (Fleet and Family Support Center)、264-4188、で受け付けます。

子供の年齢(才)	家で一人で留守番できる	一人で夜間(明朝まで)留守番できる	付き添いなしで屋外に居れる	付き添いなしで車の中に居れる	兄弟・姉妹のベビーシッターができる	兄弟・姉妹以外のベビーシッターができる
0-6	不可	不可	不可	不可	不可	不可
7-9	不可	不可	可	不可	不可	不可
10-11	可 06:00-22:00	不可	可	可	不可	不可
12-17	可 06:00-22:00(金、土と休校日の前夜は、24:00まで可)	不可 米軍警備隊長(セキュリティオフィサー)の許可を前以っておかない限り不可	可	可	可 アメリカンレッドクロス(アメリカ赤十字)のベビーシッターになる為のクラスを受けられる方が確実が良い	可 アメリカンレッドクロス(アメリカ赤十字)のベビーシッターになる為のクラスを受けなくてはならない

ALITUNTUNIN NG TAGASUPORTA NG PAMILYA [Child Supervision Matrix Text] PARA SA PANGANGALAGA SA BATA

1. Ang mga magulang ay may ganap na responsabilidad na magbigay ng tama at hustong pangangalaga sa kanilang mga anak. Ang mga magulang ay may responsabilidad sa lahat ng oras na malaman kung nasaan ang kanilang mga anak, para makasigurado sa kaligtasan ng mga bata at para pangasiwaan ang kanilang pag-uugali.
2. Ang mga bata na may edad 7 pababa ay di kinakailangang iwanan na mag-isa sa anumang lugar at sa anumang oras. Ang mga bata sa edad na ito ay nangangailangan ng tuwirang pangangalaga ng magulang. Ang napiling

mangangalaga at karapat-dapat na mag-aalaga. (halimbawa guro, mga tauhan na kasapi sa MWR) o karapat-dapat na tagapag-alaga ng bata. Ang mga anak na may edad 12- 17 ay maaring mag-alaga sa mga bata subalit kailangang kumuha ng kurso sa pag-aalaga na ibinibigay ng Red Cross at FFSC sa programang pang kaligtasan kung ikaw ay nag-iisa sa iyong tahanan. Para makapag-alaga ng ibang anak ang isang babae o lalaki (edad 12-17) ay kinakailangang kompletohin ang kurso ng pag-aalaga ng American Red Cross.

3. Ang mga bata na may edad 7 at 9 ay di na kailangang bantayan sa labas. Mula alas sais hanggang alas diyes ng gabi ; subalit sila ay di dapat na nasa silid na walang nagbabantay at di kailangang maging responsable na mag-alaga ng ibang bata.

4. Ang mga bata na may edad 10 o 11 ay di na kinakailangang bantayan sa labas at loob ng silid ng alas sais hanggang alas diyes ng gabi ; subalit sila ay di dapat na magluto ng mainit na pagkain o mag-alaga ng ibang bata

5. Ang mga batang edad 12 hanggang 17 ay maaring maiwang mag-isa sa labas na walang nagbabantay sa oras ng alas sais ng umaga hanggang alas diyes ng gabi sa oras ng gabi na may klase. (Linggo-Huwebes) at alas 6 ng umaga hanggang alas 12 ng gabi na walang pasok sa paaralan at kung Biyernes, Sabado at kung Linggo o iba pang gabi kasunod na araw na walang klase. Sa oras ng pagbabawal sa paglabas sa di tamang oras, ang mga magulang o napiling mag-aalaga sa mga bata ay kailangang pangalagaan ang mga bata hanggang sa gulang na labing pito. Ang “ curfew” ay magagamit sa mga gabing kasunod na may pasok sa eskuwela.

6. Ang mga kasapi ng pamilya na may gulang 18 at pataas ay itinatrato at ibinibilang na matanda na gaya ng:

7. Sa bawat kaso, kung plano ng mga magulang na umalis ng bahay na magdamag o matagal. Kailangan silang magtalaga ng ibang matanda upang maging legal na tagapag-alaga ng kanilang mga anak sa pamamagitan ng paggamit ng Power of Attorney. Ang matandang ito ay responsable na magsisiguro na ang mga bata ay nasa tamang pangangalaga. Walang katanungan na di sila responsable sa kapakanan ng mga bata sa kanilang pangangalaga.

- a. Habang pagliban (oras/ petsa ng pag-alis at kailan oras/ petsa ng pagbabalik.)
- b. Pangalan, tirahan , numero ng telepono ng tagapag-alaga
- c. Pangalan, tirahan at numero na kung saan sila puwedeng matunton.

GABAY SA PANGANGALAGA SA BATA SA NAF ATSUGI

[Child Supervision Matrix]

Dapat isaisip ng mga magulang na ang mga bata ay magkakaiba sa mental, pisikal o emosyonal na gulang . Kahit na ang pangangalaga ay nasa ilalim ng pamamatuubay, pagpapabaya at /o pang-aabuso ay maipapataw kung ang

kaligtasan ng bata ay makokompormiso dahil sa kakulangan ng magulang sa pagpapasiya. Ang pagsangguni sa Family Advocacy ay kinakailangang gawin kung kulang sa pangangalaga at magbubunga ng kapahamakan sa bata.

Edad ng Bata	Iniwang walang nag-aalaga sa silid	Iwanang mag-isa magdamag	Walang kasama sa labas	Iniwang kotse na walang kasama	Anak ang nag-aalaga sa anak	Anak na nag-aalaga ng iba
Pagkapanganak Hanggang 6 na taon	HINDI	HINDI	HINDI	HINDI	HINDI	HINDI
Edad 7-9	HINDI	HINDI	OO	HINDI	HINDI	HINDI
Edad 10-11	OO sa pagitan ng alas sais hanggang 2200	HINDI	OO	OO	HINDI	HINDI
Edad 12-17	OO sa pagitan ng alas sais hanggang 2200- (2400 kung Biyernes at Sabado, at mga gabi na susunod na walang pasok sa eskuwela)	HINDI Maliban na lamang kung may pagpapatibay na ibinibigay ang opisyal ng sekyuriti	OO	OO	OO ang matibay na rekomendasyon sa pagsasanay sa pag-aalaga ng bata sa American Red Cross	OO kinakailangan sa pag-aalaga ng bata ang pagsasanay sa American Red Cross

Paki-usap na tumawag sa FFSC kung may katanungan o pag-aalala sa 264-4188

CUADRO DE PAUTAS DE SUPERVISION INFANTIL NAF ATSUGI

Los padres deben tener en mente que los niños tienen diferentes niveles de madurez mental, física, o emocional. Así la supervisión de un niño se encuentre bajo las pautas pero se presente una situación en la que se pone en riesgo la seguridad del niño debido a la falta de juicio de los padres, se podrá citar negligencia y/o abuso. Una referencia a la Defensoría de Familia deberá hacerse cuando la falta de supervisión resulta en un potente peligro para el niño.

Edad del niño	Dejar al niño en la casa sin niñera	Dejar al niño solo durante la noche	Por fuera y sin supervisión	Dejar al niño en el carro sin supervisión	Niño al cuidado de los hermanos	Niño al cuidado de otros niños
Desde el nacimiento hasta los 6 años	No	No	No	No	No	No
Edades 7-9	No	No	Sí	No	No	No
Edades 10-11	Sí Durante las horas 0600 hasta 2200	No	Sí	Sí	No	No
Edades 12-17	Sí Durante las horas 0600 hasta 2200 (2400 cuando al día siguiente no hay colegio)	No A menos que se tenga la autorización del Oficial de Seguridad con anticipación	Sí	Sí	Sí Curso de Niñera de la Cruz Roja Americana es fuertemente recomendado	Sí Curso de Niñera de la Cruz Roja Americana es requerido.

Por favor contacte el FFSC por cualquier duda o preocupación al 264-4188.

PROTOCOLO DE ASESORAMIENTO FAMILIAR PARA LA SUPERVISIÓN DE NIÑOS.

1. Los parientes tienen la responsabilidad absoluta de proporcionar el cuidado adecuado para sus niños. Los padres son responsables todo el tiempo, de saber del paradero de sus hijos, para asegurarse de que ellos estén seguros y para la supervisión de sus comportamientos. Personalidad, medio ambiente, progreso de desarrollo y niveles de maduración son factores que los padres deben de utilizar para determinar cuando los niños están listos para cumplir actividades con poca o ninguna supervisión. Los padres deberán evaluar el nivel de madurez de sus niños y si es necesario, aumentar los límites de edades mínimas descritas en la matriz.

2. Los niños de 5 años y menores de cinco, no deberán ser dejados sin supervisión en cualquier lugar por ningún período de tiempo. Los niños de esta edad deberán estar directamente bajo la supervisión de los padres. La designación de un adulto designado y calificado (ejemplo: Maestro, Miembros del Personal de MWR), o la supervisión de una niñera calificada. Los individuos deben tener 12 años o más para ser calificados (as) como niñeras. Los jóvenes en las edades de 12 a 17 años pueden cuidar a sus hermanos, pero se le recomienda fuertemente que tome el Curso de Niñera de la Cruz Roja Americana y el Programa de Seguridad Sólo en Casa en el FFSC's. Para servir como un no-hermano, el individuo (edades de 12 a 17) debe haber completado el Curso de Niñera de la Cruz Roja Americana.

3. Los niños entre las edades de 6 y 9 años pueden estar afuera solamente hasta por 2 horas (toque de queda de las 2200) pero dentro de la visión o al alcance del oído de un supervisor. No deberán ser dejados solos en las casas, en un carro o solos durante la noche y no deberán ser responsables de la supervisión de otro niño.

4. Los niños entre las edades de 10 y 11 años pueden estar afuera solos hasta por 6 horas o solos dentro de las casas hasta por 8 horas; de cualquier modo, revisiones periódicas de un supervisor calificado debe ocurrir para ambos ambientes. Estos niños pueden ser dejados sólo en el carro, pero quitándole las llaves, pero no pueden dejarlos solos toda la noche, cocinar alimentos (Excepto alimentos de Microondas) o supervisar otros niños. El toque de queda es a las 2000.

5. Los jóvenes de 12 a 15 años pueden estar solos afuera hasta las 2200 horas, pueden ser dejados solos en el carro quitándole las llaves y pueden estar solos en las casa hasta 12 horas con revisiones periódicas de un supervisor. Pueden supervisar a los hermanos, aunque el Entrenamiento de Niñera de la Cruz Roja Americana es fuertemente recomendado. No pueden ser niñeras de los que no son hermanos al menos que hayan completado exitosamente el Entrenamiento de Niñera de la Cruz Roja Americana. No pueden quedarse solos durante toda la noche.