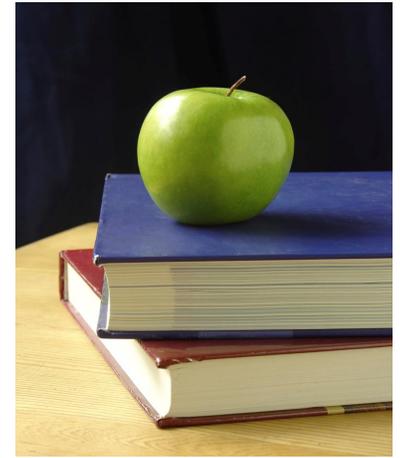




# Bechtel Elementary School



School Year  
2009-2010



Parent and  
Student Handbook



# BECHTEL ELEMENTARY SCHOOL

August 31, 2009

Dear Parents and Students,

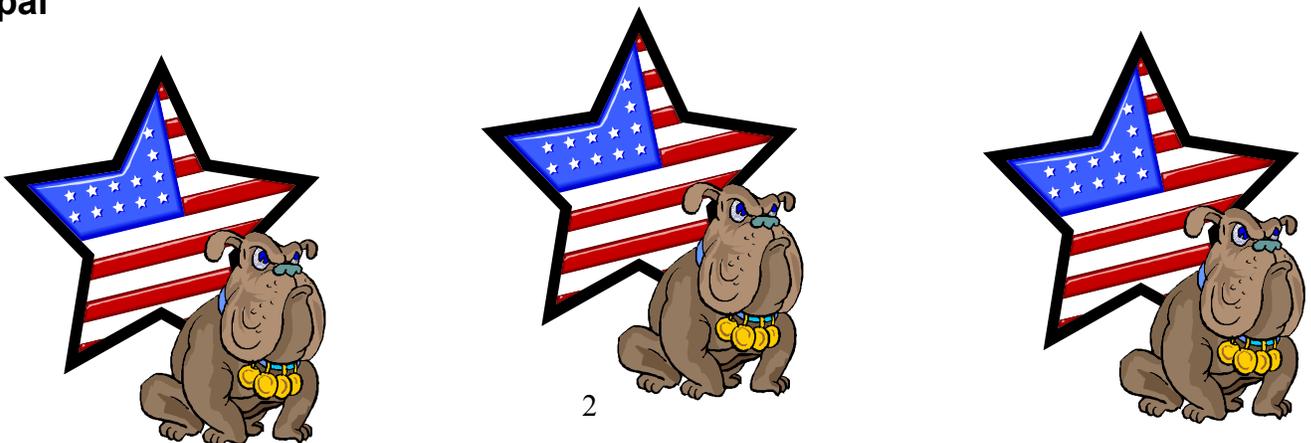
The staff of Bechtel Elementary School (BES) would like to welcome you and your family to another exciting and rewarding year. We hope that you will take full advantage of all the varied learning opportunities available to you at BES. We at BES expect very high levels of performance and behavior from all of our students at all times.

We encourage all of you to become actively involved in your child's education. This can be achieved by becoming a classroom volunteer, Parent Teacher Organization (PTO) participant, or volunteering around the school. By working together toward a common goal of providing an excellent learning environment, we will succeed. In order to attain maximum results, it is crucial for parents, students, and staff to work closely together.

We ask for your guidance and assistance in all that we do with and for your child/children. You may rest assured that we will do our best to provide an excellent educational program for all of our students. We welcome your comments and concerns regarding the curriculum and school operations.

Again, welcome to Bechtel Elementary School! The entire staff looks forward to working with you and your children in a positive and rewarding school-home-community partnership.

Joe Masters  
Principal



**"We go the extra mile for every child."**

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## **One at a Time**

*A friend of ours was walking down a deserted Mexican beach at sunset. As he walked along, he began to see another man in the distance. As he grew nearer, he noticed that the local native kept leaning down, picking something up and throwing it out into the water. Time and again he kept hurling things out into the ocean.*

*As our friend approached even closer, he noticed that the man was picking up starfish that had been washed up on the beach and, one at a time, he was throwing them back into the water.*

*Our friend was puzzled. He approached the man and said, "Good evening, friend. I was wondering what you are doing."*

*"I'm throwing these starfish back into the ocean. You see, it's low tide right now and all of these starfish have been washed up onto the shore. If I don't throw them back into the sea, they'll die up here from lack of oxygen."*

*"I understand," my friend replied, "but there must be thousands of starfish on this beach. You can't possibly get to all of them. There are simply too many. Don't you realize this is probably happening on hundreds of beaches all up and down this coast? Can't you see that you can't possibly make a difference?"*

*The local native smiled, bent down and picked up yet another starfish, and as he threw it back into the sea, he replied, "Made a difference to that one!"*

*Jack Canfield and Mark V. Hansen*

# BECHTEL ELEMENTARY SCHOOL ACADEMIC YEAR 09/10

August 2009							September 2009							October 2009							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31				
30	31																				

November 2009							December 2009							January 2010							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
										1	2	3	4	5						1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	
29	30													31							

February 2010							March 2010							April 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
												5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

May 2010							June 2010							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28	29	30				
30	31													

- NO SCHOOL  
 - HALF DAY  
 - END OF QUARTER



**PLEASE PRINT THIS PAGE FOR BEST VIEWING.**

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## DoDDS Pacific 2009-2010 School Year Calendar

**Wednesday, August 26** Reporting date for nonadministrative educator personnel for orientation and classroom preparation

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### First Semester - (92 Instructional Days)

#### 2009

**Monday, August 31** Begin First Quarter and First Semester  
**Monday, September 7** Labor Day - Federal Holiday  
**Monday, October 12** Columbus Day - Federal Holiday  
**Thursday, November 5** End of First Quarter  
(47 days of classroom instruction)  
**Friday, November 6** No school for students - teacher work day  
**Monday November 9** Begin second quarter  
**Wednesday, November 11** Veterans Day - Federal Holiday  
**Thursday, November 26** Thanksgiving - Federal Holiday  
**Friday, November 27** Friday - Recess Day  
**Monday, December 21** Begin Winter Recess  
**Friday, December 25** Christmas - Federal Holiday

#### 2010

**Friday, January 1** New Year's Day - Federal Holiday  
**Monday, January 4** Instruction Resumes  
**Monday, January 18** Martin Luther King, Jr. Day - Federal Holiday  
**Thursday, January 28** End of Second Quarter and First Semester  
(45 days of classroom instruction)  
**Friday, January 29** No school for students - teacher work day

---

### Second Semester - (91 Instructional Days)

**Monday, February 1** Begin Third Quarter and Second Semester  
**Monday, February 15** Presidents' Day - Federal Holiday  
**Thursday, April 8** End of Third Quarter  
(48 days of classroom instruction)  
**Friday, April 9** No school for students - teacher work day  
**Monday, April 12** Begin Spring Recess  
**Monday, April 19** Instruction Resumes - Begin Fourth Quarter  
**Monday, May 31** Memorial Day - Federal Holiday  
**Thursday, June 17** No school for students - teacher work day  
**Friday, June 18** End of Fourth Quarter and Second Semester  
(43 Days of classroom instruction)  
Last day for nonadministrative educator personnel

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**School Year 2009-2010:** Instructional Days - 183  
Teacher Work Days - 190

# DODEA COMMUNITY STRATEGIC PLAN

**“No Child Left Behind.”**

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

## DODDS-PACIFIC MISSION STATEMENT

**“Support To Schools = Success For Students.”**

The DoDDS-Pacific Region in partnership with the student, family, and community provides an environment as well as opportunities for students to realize their learning potential in all areas of growth and development.

Our mission statement is influenced by our beliefs about learning and expected outcomes for students.

## BECHTEL ELEMENTARY MISSION STATEMENT

**“BES Goes The Extra Mile For Every Child.”**

The Bechtel Elementary School Community is committed to providing a learning environment that prepares students for the 21<sup>st</sup> century.



### BECHTEL MASCOT

Bulldog

### SCHOOL COLORS

**Red White & Blue**



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## GENERAL INFORMATION

### SCHOOL HOURS

Office and Supply	0730 - 1600
Educator's Duty Day	0810 - 1510
Sure Start (Pre-Kindergarten)	0830 - 1430
PSCD (A.M.)	0830 - 1100
PSCD (P.M.)	1220 - 1450
Kindergarten	0830 - 1440
Grade 1	0830 - 1445
Grade 2-5	0830 - 1450

### LUNCH HOURS – CAFETERIA & RECESS

Kindergarten	1030 – 1055-1110
Grade 1	1100 – 1125-1140
Grade 2 & MA	1115 – 1140-1155
Grade 3 & MA	1130 – 1155-1210
Grades 4 and 5	1200 – 1225-1240

## **UNDERSTANDING HALF- DAYS**

**Students are dismissed early on the *second* Friday of every month from SEP – MAY at 1115.**

**(Some exceptions may apply. Please refer to the [Bechtel Elementary School Academic Year calendar for exact early release days](#))**

- In order to obtain larger, more useful blocks of time for teacher training and collaboration, BES restructured teacher preparation time and student contact time to allow for a half-day block each month.
- Student contact time and teacher preparation *total* times do not differ from other elementary schools in the district, but they are structured at BES to allow for a block of time longer than 20 minutes during the duty day for staff meetings, in-service trainings and teacher-to-teacher collaboration.
- This valuable practice is in its tenth successful year. Great strides in the programs and services provided to students are a result of this initiative and the support of parents and faculty.

**STUDENTS SHOULD NOT ARRIVE ON CAMPUS BEFORE 0815 HRS. Please be advised that there is no student supervision prior to 0815.**

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## SCHOOL DIRECTORY

School Office	622-7504/7423/7650
Registrar's Office	622-7595
Nurse	622-7016
Information Center	622-7452
Case Study Committee	622-7693

NOTE: If living off base or using an off base phone, you must call the Courtney Operator at 972-6700 and dial the BES telephone extension, 622-7504. You may also direct dial from off-base to known base numbers by substituting the following prefixes:

622 Prefix then dial	954 and the last 4 digits	623 Prefix then dial	969 and the last 4 digits
645 Prefix then dial	970 and the last 4 digits	632 Prefix then dial	962 and the last 4 digits
646 Prefix then dial	971 and the last 4 digits	633 Prefix then dial	959 and the last 4 digits
634 Prefix then dial	961 and the last 4 digits	630 Prefix then dial	960 and the last 4 digits

To Direct Dial from CONUS to BES: 011-81-611-722-7504. To FAX from CONUS to BES: 011-81-98-972-3846.

### OFFICIAL SCHOOL ADDRESS

**Bechtel Elementary School  
DOD Dependents School  
Unit 35038  
FPO AP 96373-5038**

### JAPANESE MAILING ADDRESS

**Bechtel Elementary School  
AZA Kawasaki  
Uruma City  
Okinawa, Japan 904-2203**

**Pacific Area Website – [www.pac.dodea.edu](http://www.pac.dodea.edu)  
District Superintendent's Website - <http://www.okinawa.pac.dodea.edu/>  
BESTnet – <http://bestnet.pac.dodea.edu>**

**Bechtel's email – [besoffice@pac.dodea.edu](mailto:besoffice@pac.dodea.edu)  
PTO email – [bechtelpto@yahoo.com](mailto:bechtelpto@yahoo.com)  
SAC email – [bechtelsac@yahoo.com](mailto:bechtelsac@yahoo.com)  
Webmaster e-mail – [mailto:bestnet@pac.dodea.edu](mailto:mailto:bestnet@pac.dodea.edu)**

## Chain of Command

**DODEA Director: Dr. Shirley A. Miles  
DODDS Pacific Director: Ms. Diana J. Ohman  
Okinawa District Superintendent: Ms. Martha Brown  
BES Principal: Mr. Joe Masters**

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## **DODDS-PACIFIC SCHOOL YEAR CALENDAR (SY 2009-2010)**

During the school year there will be additional dates for teacher in-service meetings, parent teacher conferences and other activities that will modify the school calendar. You will be notified of these changes electronically through our weekly school newsletter or via the e-mail address provided to the school during registration. Our school calendar can be found on: [bestnet.pac.dodea.edu](http://bestnet.pac.dodea.edu).

## **ACCREDITATION – NCA and AdvancED**

### **Overview of AdvancED Standards & Accreditation Process for Bechtel Elementary School**

Through AdvancED, NCA CASI and SACS CASI have defined shared, research-based accreditation standards that cross state, regional, and national boundaries. Accompanying these standards is a unified, clear and powerful accreditation process designed to help schools continuously improve. Schools will continue to earn the NCA CASI or SACS CASI accreditation seals based on the region in which they reside. The shared standards and accreditation process enhance the value, consistency, and meaning of the NCA CASI and SACS CASI accreditation seals. The AdvancED accreditation standards and process that will be implemented by NCA CASI and SACS CASI beginning in 2007-08 are based on ongoing self-assessment against the quality standards, rigorous on-site evaluation, and continuous improvement. Bechtel ES has been accredited for 21 years.

## **BIKE SAFETY**

Bikes are fun! Riding bikes is a great way to enjoy being outdoors and to ride to and from school. However, you can get hurt if you do not ride safely. Find safe places to ride, and if you must ride in the street, always ride facing the traffic so you can see the cars and the cars can see you. Always wear a helmet. Wear your helmet the right way. It should rest just above your eyebrows. It must be snug and always remember to buckle the straps. Keep away from danger. Stay away from traffic, sand, and glass. Ride where it is flat and smooth. Take good care of your bike, have grownups check the brakes and other parts of your bike to ensure that your bike is always in safe operating condition. All wheeled transportation (skateboards, heelys, bicycles, scooters, unicycles, etc) are not to be ridden on school property.

Have fun and stay safe!

- Always wear your helmet.
- Find safe places to ride.
- Take care of your bike.

## **PEDESTRIAN SAFETY DEPENDS ON YOU!**

It is best if drivers and walkers cooperate, for everyone's safety. However, since pedestrians cannot control how others drive, pedestrians must take steps for safety! Some basics of "Pedestrian Safety":

- **BE ALERT and COURTEOUS**  
Concentrate on what is happening around you and what will happen next. Treat drivers and other walkers with respect. A little cooperation can go a long way toward making your walk safer and more pleasant.
- **BE REALISTIC.**  
Know your physical abilities and walk accordingly. Give yourself enough time to get where you are going. For example: If it takes you 10 minutes to walk to school, you would need to leave your house no later than 8:15 a.m. This will allow you time to get into your outside line up.
- **WATCH FOR TRAFFIC.**  
Look carefully in every direction. You cannot avoid an injury if you do not see it coming.
- **OBEY SIGNS AND SIGNALS.**  
Traffic lights, signs, and pedestrian rules let drivers know what to expect. You are courting danger by ignoring signs and signals or breaking the rules.
- **TAKE SPECIAL PRECAUTIONS WHENEVER NECESSARY.**  
Rain, fog, ice, snow, emergency vehicles, and road construction all demand special attention. Everyone needs to be careful in traffic.

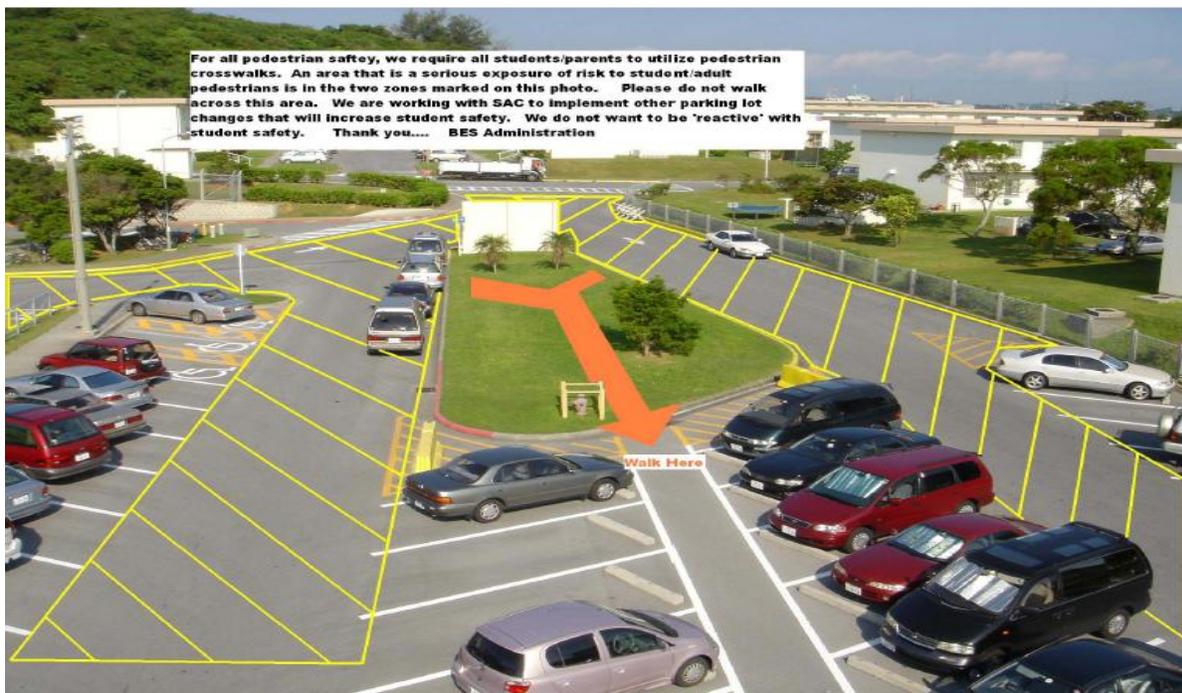
## **POV PARKING AND STUDENT DROP-OFF & PICK-UP**

Parents in privately owned vehicles (POVs) are to use the designated area in front of the school for dropping off and picking up children. Dropping students off at other places along the driveway creates a safety hazard. Your understanding and cooperation in this matter will ensure the safety of our students. You may only park in designated parking zones. Parking in undesignated parking zones is a traffic violation, and will result in a parking ticket issued by PMO. We realize that we have restricted parking, and must ask that the soccer field parking lot be utilized at peak times.

## **BECHTEL'S BUS LANE PROCEDURES**

- The main McTureous street (BES) will be closed to through traffic during the school year from 0810 - 0830 and 1445 - 1505. (Monday through Friday). (This will only apply to the McTureous main street that runs adjacent to the school)
- During this time PMO will provide a uniformed police person at the crosswalk that leads into the Bechtel parking lot to escort students across the street. A barrier will also be put up during the closure times and removed at the end of the closure times.
- Bechtel will follow the same procedure on any half days that are scheduled. The closure time for those days will be 1105 -1130.
- Seven buses will occupy the bus lane. The Sure Start bus, which requires special seats for the young children, will continue to use the inside lane of the parking lot. It will stop in front of building 5003. The inside parking lot lane will remain closed to POVs and drop offs.
- POVs dropping off and picking up students will follow the procedures outlined below.
  - a. POVs stop only at the center crossway and students disembark at that point only. We have an adult escort or student safety patrol present at all times to assist the students.
  - b. Pedestrians utilize the walkway down the middle of the parked cars and then utilize the central pedestrian crosswalk that is traffic coned and leads to the front office doors.
  - c. POV PM pick-ups will follow this same pattern. If your child is not present at the central pedestrian crosswalk at the time you pull up, please circle the parking lot until he/she appears. Please park in a designated parking space if you need to wait any length of time, or if you desire to go into the school.
  - d. Drivers of vehicles do not park in yellow or red painted curb areas.
  - e. Drivers follow signals/directions of uniformed volunteers/staff and PMO personnel.
  - f. During this time, POVs exiting the Bechtel parking must turn right only, as directed by the MP or uniformed safety patrol.

**Please see the school parking lot map below for a visual representation of 'no pedestrian' zones.**



## **CAFETERIA PROCEDURES**

School meals are provided to students using a computerized school meal payment system. Parents will need to establish a school meal account for students to access using a PIN pad. Student photos are used to assist the school meal program associates to visually identify students as they go through the school cafeteria line. Student's food allergies are documented in the system and will appear on the computer screen when students purchase their meals to help ensure they are not eating foods that may cause them reactions if eaten.

Once the student's account is active, money can be added to the account at the cashier's cage at the Kadena Base Exchange and at the Camps Foster, Kinser and Courtney Post Exchanges or at the school cafeterias. Payments made at the schools must be in cash or check. Parents can also update parental controls at the cashier's cage. An important feature of the automated pay program is parents can obtain the student's account balance at the cashier's cage or at the school cafeterias. The parents can also receive a detailed transaction history of an accounts usage from the school cafeteria supervisors.

To close out accounts prior to a move, parents can close out student accounts at the Kadena Base Exchange or Foster Post Exchange. Parents will receive cash for the account balance. Money not claimed at the end of the school year will remain in the student's account on Okinawa for use during the next school year. Parents who decide not to open a school meal account for their children can continue to pay cash for their child's meals. Reduced prices are available to eligible students. Parents must apply at the student transportation office.

- Questions about the AAFES/OWAX school lunch program should be directed to the **school cafeteria manager's office (622-6440) or AAFES (645-7702)**.

## **CHANGES IN ADDRESS/TELEPHONE NUMBERS/EMERGENCY CONTACT**

We ask all sponsors to make sure their children's records are updated whenever there is a change in address or phone numbers (duty or home). **You may do this by email or in person:** [Etsuko.Miyagi@pac.dodea.edu](mailto:Etsuko.Miyagi@pac.dodea.edu) (school registrar).

- **IT IS MOST IMPORTANT THAT THE SCHOOL HAVE ON FILE TWO NAMES AND PHONE NUMBERS OF TWO CURRENT EMERGENCY CONTACTS OTHER THAN YOU OR YOUR SPOUSE.** In the event of such changes, please notify the school registrar (622-7595) or complete "student change of info" memo, which is available at the front office. When you give this information, you will be asked to indicate if these people are authorized to pick up your son or daughter in emergency situations. Each year we have several instances where a parent via telephone approves a pickup of their son or daughter by someone else, but our records do not indicate that may be done. We must have your specific consent in writing!

## **COURT ORDERS**

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

## **CHILD ABUSE/NEGLECT**

DoDDS and community/military regulations mandate the reporting of suspected child abuse and neglect by school officials. Our primary job is to be a child advocate when faced with issues of child abuse and/or neglect.

Marine Corps Order 5800.2D spells out the conditions of neglect that are reportable. Neglect is considered deprivation of necessities, including failure to provide supervision. This also includes leaving

children unattended or without adequate supervision. A child under 10 years of age must not be left unsupervised. A Red Cross babysitter certification is required and if the child is under 12 years of age they must not supervise younger children.

The DoDDS Administrative Instruction (DSAI 2050.3) defines child abuse/neglect as "the physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child under the age of 18 by a parent, guardian, employee of a residential facility, volunteer, or any other staff person providing out-of-home care or supervision, who is responsible for the child's welfare, under circumstances that indicate that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of the responsible person."

Our responsibility and legal mandate at Bechtel Elementary School, as in other schools across the United States and in DoDDS, is to report ALL suspected cases of child abuse/neglect to the Family Advocacy Program (FAP). The FAP management team, composed of the installations medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and, if indicated, for making the necessary service plans which the child and family may need. A report to Family Advocacy of child suspected abuse/neglect may jeopardize home/school relations in some situations; however our primary responsibility and concern is for the welfare of the child.

### **COMMITTEES**

All school improvement committees are standing committees that meet at least once each month. These committees are made up of various staff members. Committees such as the Continuous School Improvement (CSI), School Advisory Council (SAC) and School Improvement Leadership Team (SILT) welcome parent support. Please contact the school office if you are interested in working with a committee this year.

### **EMERGENCY SCHOOL CLOSURE**

Rare emergencies may occur such as broken water pipes, flooding, loss of power, etc., that warrant the closure of school (initiated during non-school hours). The decision to close school is made by the Base Commander. An announcement of the closure will be broadcast on TV and/or radio, by electronic mail and through base command units.

### **FACULTY AND STAFF**

All faculty and staff members are qualified by experience and training for the position they hold as required by directives from the Department of Defense Dependents Schools (DoDDS).

- Our faculty and staff are diverse. Over half of our staff hold graduate degrees from all over the world. They hail from all sections of the United States and many have traveled and worked in various parts of the world. We also have two Japanese host nation teachers and two FLES (Foreign Language in Elementary Schools) teachers on the faculty who are of great assistance to the students in the educational program. The wide background and training of all of these people provide an enriching experience to benefit the students.
- The faculty and staff are prepared to assist you as well as being willing to and capable of providing a high quality of educational services.

### **IN-SERVICE/STAFF DEVELOPMENT**

Teaching is a dynamic profession. Therefore teachers need to attend in-services so that they are kept current, on the cutting edge of what is happening in the field of education. The military has similar programs to keep their troops up to par on the latest tactics, equipment changes, etc. All professions need constant training. The second Friday of each month (SEP - MAY) is reserved for this training. On these days, students are dismissed at 1115 hrs. This provides teachers a block of time to meet for collaboration, training and work on school improvement goals. **Some exceptions may apply. Please refer to our school calendar for the exact schedule of half days for SY 09-10.**

### **PARENT NEWSLETTER (Bechtel Bulldog)**

The Bechtel Bulldog is sent via email weekly, as well as posted on our BESTnet at [bestnet.pac.dodea.edu](http://bestnet.pac.dodea.edu). The Bulldog contains information for parents on school policies, school programs, community events, and upcoming activities. Important, time critical announcements will also be sent home with students as necessary.

### **PARENT ORIENTATION (Open House)**

In September all parents and students will be invited to our school for a curriculum orientation and to visit with each classroom teacher and specialist/resource educator. A specific date and time will be determined and announced soon after the start of the school year. Kindergarten Open House will be held prior to Kindergarten's first day of school.

### **PARENT TEACHER ORGANIZATION (PTO)**

We strongly encourage you to join the BES Parent Teacher Organization (PTO). We have a very proactive PTO that sponsors a number of school and family activities throughout the year. There are general membership PTO meetings scheduled throughout the school year. Dates and times for the PTO meetings are published in the Bechtel Bulldog. Everyone is welcome to attend.

### **PARENT-TEACHER CONFERENCES/COMMUNICATION**

Our school encourages frequent communication and conferences with parents in order to create the best learning environment for every child. Strong school/home communication must be "two-way" if it is to be effective. If you have a question or are concerned about your child's progress in school, **first contact the teacher to schedule an appointment**. Usually, these concerns are easily resolved by a face-to-face meeting. Time will be saved if you contact the teacher directly by e-mail, with a note via your child, or leave a phone message for the teacher to return your call. All conferences should be made by mutual agreement between the teacher and parent for a pre-arranged appointment time. In order to avoid interruptions during the instructional day, **teachers are not available to hold parent conferences during direct student instructional time**.

Conferences are generally scheduled at the end of the first and third grading periods. Teachers, parents, or administrators may request additional conferences as needed. Parents may also request a conference with any school personnel.

Occasionally, parents ask that their child be moved from one teacher to another. **Please refer to ["Student Placement Policy."](#)**

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The Bechtel Elementary School Advisory Committee is the elected forum in which up to five (5) parents and five (5) school staff members represent the school community and faculty. The committee's purpose is to make recommendations to the principal concerning school-related matters to include budget, curriculum and instruction, policies, and support functions. If you have any questions or concerns, please contact any member of the SAC (posted on BESTNet) or come to our monthly meetings. The SAC meets monthly in the school's information center (IC). Further information will be published via the Bechtel Bulldog and on BESTnet.

### **SCHOOL VISITS/VOLUNTEERING AT BES**

Parents of students at BES are welcome to visit the school during the school day; however **parents must make advance arrangements with the teacher before visiting the class. All visitors/volunteers will be coordinated through the main office, and the teacher will be notified prior to the visitor/volunteer being sent to the classroom. Once the teacher has approved, the visitor/volunteer can then proceed to the classroom. We require that each visitor/volunteer stop by the school office to sign**

the Visitor's Register and obtain a visitor's badge prior to visiting any location in the school.

**Please do not bypass the school office and go directly to your child's classroom or any other location in or around the school complex. Please follow the guidelines established for visitors/volunteers at Bechtel Elementary School.**

Volunteering in classes benefits the students as well as the teachers, but must be coordinated so teachers are prepared for your visit. All visits are to help: visitors are not to interrupt the instruction process.

**All volunteers need to complete DoDEA Form 4700.3-F1, Copies are available at the main office. All applications will be kept on file.**

- **Temporary Volunteers** (those who are under the supervision of DoDDS employees) while working with students do NOT need background checks.
- **Specified Volunteers** (may supervise students individually...without the presence of a DoDDS employee) MUST HAVE a background check. ***The additional DoDDS form to initiate this action is available from our front office staff.***

As part of the DoDDS worldwide school security guidelines, all visitors (including parents) to the school must sign in at the school office and wear a visitor's badge while visiting the school. This DoDDS guideline is designed to help in safeguarding the security for all of our students and school personnel. We realize that this presents a minor inconvenience during those short visits to school (to bring a forgotten lunch/lunch ticket, pick up your child, etc.), but please realize that our priorities are the same as yours concerning the safety and security of your children. We do not wish to compromise their safety. Please help us observe this important school procedure.

#### **TRANSPORTATION OFFICE GUIDELINES AND INFORMATION**

BUILDING 5821 CAMP FOSTER

BUS ISSUES - Telephone: 645-7820/2036

FREE OR REDUCED LUNCH PROGRAMS- Telephone: 645-2360/2431

## **PACTMO 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 way.
- Ride unauthorized bus, loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, MP3 players, cd players, etc. or play any electronic games.
- 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.

### **News from the Student Transportation Office (School Bus Evacuation Drills)**

Just as your children participate in fire and typhoon drills at school, if your children ride the school bus they will participate in two evacuation drills throughout the year (K-5<sup>th</sup>). These drills are generally scheduled in September or October and again in February or March. Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature.

The guidelines for conducting evacuation drills are as follows:

1. The drills are to be held on school grounds.
2. The drills are to be supervised and verified by the school principal or her/his representative.
3. Both the service door and the emergency exits are to be used.

Specific procedures to be followed in School Bus evacuation drills are:

1. Students need to remain quiet and listen for instructions from the bus driver.
2. If the driver orders an evacuation of the bus and the exit is to be by way of the front door, the students shall evacuate beginning with the front seats and proceeding in order to the back. Those students sitting in the front seat to the left of the aisle will move out first, followed by those in the seat to the right of the aisle (in the seat behind the driver), and such alternation shall continue toward the back of the bus until all seats are emptied.
3. If the driver orders an evacuation by way of the rear emergency door, students shall move out in the same sequence as above, emptying the bus from back to front.
4. Should it be necessary to make a rapid evacuation from the bus and neither door is obstructed; students should make their exit by way of both the front and back doors. The students in the rear half should move out the back door, while students in the front half should move out the front door.
5. Upon exiting the bus, students are to move immediately off the roadway to a safe distance from the traffic. Under no conditions should they cross the road, unless specifically instructed by the driver. The driver should always account for all the students.

It is extremely important that drills be conducted so students know what to do in an emergency situation.

Ask your children about their school bus evacuation drill!

QUESTIONS AND CONCERNS SHOULD BE DIRECTED TO THE  
STUDENT TRANSPORTATION OFFICE (STO)

The goal of the Okinawa Student Transportation Office is to serve the community in the best way possible. Suggestions are always welcomed.

BUILDING 5821 CAMP FOSTER

BUS ISSUES - Telephone: 645-7820/2036

FREE OR REDUCED LUNCH PROGRAMS- Telephone: 645-2360/2431

## "Protecting America's Future"

### TYPHOONS

The typhoon season (June to November) spawns many tropical storms that may affect the Bechtel Community. It is essential that parents are aware of the local Condition of Readiness (COR) at all times, especially during the passage of a tropical storm or typhoon. School will not be in session when the Base Commander declares TCCOR-2. School will be dismissed when TCCOR-2 is determined by the Base Commander. Updated information is regularly broadcast on AFN.

### VOLUNTEERS

Parents are encouraged to be actively involved in the school by becoming involved in special projects, instructional activities, school functions, and study trips. Volunteers are always needed and are a vital part of the total school program. They assist in classrooms, in special subject and resource rooms, and in educational support areas. There is an active American Red Cross (ARC) Volunteer Program in the school. Contact the school office or the Bechtel ES School/Home Partnership Coordinator if you or interested friends would like to volunteer at the school.

- **All volunteers need to complete DoDEA Form 4700.3-F1, a copy of which can be obtained at the BES main office. Please fill out the form completely and submit it to the front office where it will be kept on file.**
- **Temporary Volunteers** (those who are under the supervision of DoDDS employees) while working with students do NOT need background checks.
- **Specified Volunteers** (may supervise students individually...without the presence of a DoDDS employee) MUST HAVE a background check. ***The additional DoDDS form to initiate this action is available from our front office staff.***

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## II. STUDENT RELATED INFORMATION

### AFTER-SCHOOL ACTIVITIES FOR STUDENTS

There are a variety of after-school student activities available for BES students. In the past, we have offered: Art Club, Choir, Cooking Club, Computer Club, Chess Club, Safety Patrol, Homework Club, School Newspaper, Student Leadership, Fitness club, Geography Club, Music, Eisa, and Spanish Club. We look forward to adding different activities each year. Most activities are held after school from 1500-1540 on Tuesdays or Thursdays. A lottery system will be used to select participants.

### ARRIVAL AND DEPARTURE FROM SCHOOL

#### 1. Arrival

**Students walking or arriving by car to school should arrive no earlier than 0815 hrs** for safety reasons. Students are to line up and wait quietly in their designated area until the first bell rings at 0825 hrs and the teacher lets all the students enter the classroom. **Students are not supervised prior to 0815.** Students arriving before the designated time may be sent off-campus. The school will not be responsible for students' care before 0815 or after 1500.

#### 2. Dismissal

When the dismissal bell rings, teachers will escort their class to the school buses. Sure Start and Kindergarten students will begin boarding the buses at 1440 hrs. First grade students will begin boarding at 1445 hrs. All other students will leave at 1450 hrs from the school to go directly home, unless they are participating in an after-school activity. On half-days, Kindergarten will begin boarding the buses at 1105. First grade students will begin boarding at 1110 hrs. All other students will leave at 1115 hrs. For parents who meet their students each day at dismissal time, please note that the front office and counter area need to remain clear in order to accommodate the release of all students. **Please arrange an outside location to meet your child.** This will help alleviate the congestion as students exit the building. We appreciate your patience and understanding.

At the end of the school day students will not be released early. This disrupts the class and creates a real problem in the main office. The only exceptions will be for unscheduled/unexpected emergencies or an unavoidable situation. **PLEASE WAIT FOR THE DISMISSAL TIME TO PICK UP YOUR CHILDREN FROM SCHOOL, THIS WILL BE STRICTLY ENFORCED. THANK YOU FOR YOUR COOPERATION AND SUPPORT IN THIS MATTER.**

For safety reasons, students are not permitted to play on the school playground equipment before or immediately after the school day. This includes weekends and holidays.

- Car-pool students must wait in the designated area to be picked up.
- Notify the teacher **in writing** if your child: (1) is to be picked up from school during the day; (2) **is to go home with someone other than the parent or guardian**; or (3) is going to be picked up at the close of school rather than walk home or ride a school bus.

### WALKERS (TO/FROM SCHOOL)

**Due to command regulations, a child must be 7 years old or older to walk to and from school.** An authorized adult or sibling must accompany kindergarteners and first grade students who are under the age of 7. At school dismissal time, students who walk to school are asked to go directly home without delay. Please see enclosure **Marine Corps Base Order 5800.2E dated 10 June 03** (listed below) for more detail regarding Marine Corps Bases Japan Child Supervision Guidelines.

## **Marine Corps Bases Japan Child Supervision Guidelines (MCBJO 5800.2E)**

<b>Age</b>	<b>Leave unsupervised in quarters, at playground, outside quarters</b>	<b>Leave alone overnight</b>	<b>Leave in car unsupervised</b>	<b>Baby-sit siblings</b>	<b>Baby-sit others</b>	<b>Leave in public areas unsupervised</b>	<b>Walk to school</b>	<b>Leave in quarters while on vacation or during TDY</b>
<b>0-6 years</b>	No	No	No	No	No	No	No	No
<b>7-9 years</b>	No, unsupervised in quarters. Yes, at playground or outside quarters for 2 hours with physical access to designated adult/care provided checking periodically.	No	No	No	No	No	Yes	No
<b>10-11 years</b>	6 hours with physical access to designated adult/care provider checking periodically	No	Yes, with keys removed up to 15 minutes	No	No	Yes, 6 hours at recreational areas with designate adult/care provider, checking periodically, three hours at retail stores. (BX, food court, etc.)	Yes	No
<b>12-13 years</b>	12 hours with designated adult/care provider checking periodically. Not to exceed over night	No	Yes, with keys removed	Yes	Yes	Yes, 12 hours at recreational areas with designate adult/care provider checking periodically, four hours at retail stores	Yes	No
<b>14-15 years</b>	12 hours with designated adult/care provider, checking periodically. Not to exceed over night	No	Yes, with keys removed (Except for licensed drivers)	Yes	Yes	Yes, 12 hours with designated adult/care provider checking periodically	Yes	No
<b>16-17 years</b>	Yes, with telephone access to a designated adult	Yes, with telephone access to designated adult	Yes	Yes	Yes	Yes	Yes	No

### **Definitions:**

Adult: Person who is 18 years of age or older

Babysitter: Person between the ages of 12 and 17 (paid or unpaid)

Care provider: Designated person by sponsor who accepts responsibility for children.

Designated adult: Specific prearranged individual by sponsor who accepts responsibility for children.

Physical access: Child has the ability to make immediate face-to-face contact with sponsor, designated adult/care provider.

Checking periodically: Designated adult/care provider or sponsor and child have a face-to-face or telephone contact.

Left alone overnight: Without sponsor or designated adult physically present.

Recreational areas: Parks, playgrounds, sports fields.

Unsupervised: Any child that is not properly monitored by sponsor or designated adult/care provider.

## **Departure During The School Day**

If you plan to pick up a student during school hours, send a note to the teacher indicating the time that your child will be picked up. Parents are to report to the office first to sign out their child during school hours. **Students can not be called to the office prior to parents coming in to sign out their child.**

The office will notify the child's teacher to send the child to the office when the parents have signed the "Student Sign-Out" register. BES is a **CLOSED CAMPUS**. No child is to leave the school during the school day without office clearance and an accompanying adult. Students will not be released from school to any adult other than the parents or guardian, except with written permission. **Parents or emergency contacts must also show their ID card in order to pick up a child. Please make sure the office has updated contact information for both parents and emergency contacts.**

**IMPORTANT: At no time is a parent or designated representative to pick up a student directly from the cafeteria, playground, or classroom without following the above procedures.**

## **ATTENDANCE, STUDENT**

Student attendance in school is necessary for the educational process to occur. All students enrolled in DoDDS schools must attend classes regularly and punctually in order to remain enrolled.

DoD 1342.6-M-1 requires that the installation commander will: "encourage all educable, eligible dependents who have not completed high school to attend either DoD dependents schools or a regular program of formal instruction in the local school system; to enroll in a tuition school; or to enroll in an independent study program by correspondence". Adherence to the school attendance policy is the responsibility of the parents and students.

### **1. Absences**

We feel that daily attendance of students is vital for their educational growth and development. However, we recognize that absence from school is necessary under certain conditions. Every effort must be made by parents/legal guardians and students to keep absences and tardiness to a minimum. Excused absences are granted for: student illness; family emergency (Emergency Leave); medical care which can not be handled during non-school hours; and religious observances.

Students are to stay current with assigned class work and are responsible for the work missed during their absence from class. Parents are asked to complete and return to school a Request for Pre-planned Absence Assignment Makeup form at least one week **PRIOR** to the scheduled absence. Assignments and materials given out during a student's absence will be placed in a folder and given to the student upon his/her return. The student will be allowed **a number of school days equal to his/her days absent to complete and turn in assignments missed during the absence.** Absences associated with other reasons such as family trips or non-medical reasons are considered unexcused absences. Make-up assistance for unexcused absences is not mandatory and is at the discretion of the teacher.

- When a student has been absent (excused or unexcused), the parent or guardian is to send a signed note giving the reason for the student absence to school with their child.
- Truancy - Any student who is absent from school without the knowledge and permission of his/her sponsor/parent/legal guardian or school authorities is truant. A student who, after reporting to school, skips or leaves a class or school without excused permission is truant.

### **2. Tardiness Procedures**

Students are expected to arrive at school by 0825 hrs for the first bell. Students, who arrive late for

school after the 0830 hrs tardy bell, will not be admitted to class without a tardy slip from the office. The parent, guardian, or accompanying adult are required to sign the student in to receive a tardy slip before he/she proceeds to the classroom. Our policy is to expect a written explanation from the parent or sponsor (after the fact, if they are not present to sign in their child) for both tardiness and absences. In the event of multiple or excessively late tardiness, parents may be contacted by phone. If a student is tardy due to government transportation they are considered "excused".

### **AWARDS CRITERIA - GRADES 4-5**

Citizenship/Positive Action and academic awards will be given out after each quarter. The Positive Action/Citizenship Award may include such things as: continually demonstrates positive actions, student is conscientious, reliable, honest, good helper, etc. There are two levels of Honor Roll Awards awarded quarterly: Principal and the Bechtel A/B Honor Roll.

- Principal's Honors are awarded to those students who receive a 4.0 GPA for the quarter.
- Bechtel A-B Honors are awarded to those students who have only A and B grades, no C's.

Please note: 4th quarter awards are optional.

### **BICYCLES, SKATEBOARDS, ROLLER BLADES, HEELYS, AND SCOOTERS**

**All wheeled transport devices ~ Skateboards, scooters, roller blades, heelys, bay blades, and roller skates are not allowed at school.** "The skating rink between the swimming pool and the youth soccer field on Camp McTureous are the only designated sites for skateboarding and roller skating." (Ref: Camp Courtney Order 1700.2A)

Students are permitted to ride bicycles to and from school with proper safety gear. For safety reasons, students are to walk their bicycles on the school campus. Bicycles are to be parked and should be locked in the bicycle racks immediately upon arrival at school. Parked bicycles that are left unlocked are possible targets for theft. **Students are not permitted to ride their bicycles around the school campus at any time including weekends and vacations.**

The MCB policy states all individuals must wear a safety approved bicycle helmet while riding. It is important that your child be given complete instructions at home on how to use his/her bicycle safely if you allow your child to ride it to/from school.

- **Footballs, hard balls, baseball bats, valuable items, trading cards, CD players, MP3 players, electronic games, cell phones and all toys/toy weapons are to be kept at home. Laser light pointers and toy weapons are prohibited at school; should they be in a student's possession, the DoDEA Zero Tolerance for Weapons consequences are followed, with established minimum suspensions directed.**
- 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. DODEA has a Zero Tolerance Weapons Policy and the Okinawa District has adapted specific consequences for three categories of weapons and number of offenses. Any student in possession of an inherently dangerous weapon, or a potentially dangerous weapon as defined in the DODEA Zero Tolerance Policy will be referred to the principal immediately for disciplinary action. As required and necessary, law enforcement officials shall also be contacted by the principal to take whatever action necessary.

### **DISCIPLINE (STUDENT)**

The responsibility for a student's behavior and conduct is his/her own and that of his/her parents/guardians. The entire faculty and staff at Bechtel Elementary School (BES) have the goal to establish an atmosphere throughout the school in which children will feel safe, secure, and happy, in addition to providing the maximum opportunity to learn.

In an effort to accomplish this goal, we have developed a school-wide discipline plan. The plan specifies rules that cover the behaviors we expect from our students. Each teacher has posted expected classroom behaviors that have been explained to the students. A copy will be sent home with each child to be discussed with the parents.

Students who choose to break rules will receive appropriate consequences and students who follow the rules will receive positive reinforcement.

Children at Bechtel Elementary School have a right to learn and teachers have the right to teach in a safe and positive atmosphere with a minimum of disruption. BES students are expected to maintain standards of behavior which show recognition and consideration of the rights of others and that contribute to a productive educational atmosphere.

**The BES Guiding Principles for Behavior are:**

1. Be respectful.
2. Be courteous.
3. Treat others with respect and kindness.

**The above general school-wide rules include but are not limited to the following guidelines:**

1. Students will be respectful to all faculty, staff members and classmates. Unacceptable language or any other forms of disrespect will not be tolerated.
2. Students will keep hands, feet and other objects to themselves. Fighting or threats are **NOT** permitted. Use of profanity is not permitted.
3. Students are to follow the teacher's classroom management plan as explained and posted in the classroom.
4. Students will walk quietly in hallways at all times.
5. Skateboards, scooters, roller blades, CD players, MP3 players, Heelys, bay blades, valuable items, games, trading cards, laser lights, and all toys will be kept at home.
6. Bicycles are to be walked on the school campus and locked in the bike racks during school hours.
7. Gum is not allowed on the school campus.

**The Cafeteria Student Behavior Guidelines include:**

1. Students will walk at all times in the cafeteria.
2. Students will sit at assigned tables with their classmates and use good table manners. Students who need assistance or who have finished their meal are to raise their hand as a signal to the aides.
3. Students will keep noise to a minimum.
5. Students will clear their tables and dispose of their trash when dismissed.

**The Playground/Recess Student Behavior Guidelines include:**

- Students will use all playground equipment appropriately.
- Pushing, shoving, scuffling, kicking, fighting, name-calling, tag, rolling/sliding/pushing down the hill and other similar unsafe and unacceptable behaviors will not be allowed.
- Body contact activities and/or games are prohibited. This includes football, wrestling, "play fighting", karate or any martial arts activities. Gymnastic activities such as front or back body flips are not allowed.
- Rocks and sticks are to remain on the ground and not played with or thrown by anyone.
- Students may not bring toys or balls from home to use on the playground.
- Food or drink is not allowed on the playground.

Infractions of playground/cafeteria rules may result in student losing recess privileges, being assigned to the assignment table, or community service.

## **POLICY AND PROCEDURES FOR SUCCESSFUL SCHOOL DISCIPLINE**

### **1. Classroom Procedures**

A list of expected student behaviors (classroom rules) with consequences and positive reinforcement will be posted in each classroom and discussed with students. Teachers will use appropriate consequences to ensure an effective learning environment. Students who disrupt the classroom may be removed immediately and placed in another classroom for a time-out period. Any disruption to the time-out classroom will be considered a serious infraction.

### **2. Parent Involvement Plan**

The purpose of this plan is to establish simple procedures, which allow for the effective and efficient management of children with serious discipline problems.

The goal is to resolve the discipline issue at the lowest level of intervention, as quickly as possible. Parental involvement and counseling will resolve the majority of these situations. However, when necessary, the sponsor's command will be provided with a well documented student disciplinary history and asked to provide support to resolve the problem.

#### **1. Level I**

Teacher makes two or more contacts with the parents. These contacts may be written, emailed, telephoned, or made in person. With each contact a notification form will be signed by the parent and returned to the teacher to be kept on file. When the teacher has tried several interventions and the behavior persists, the child will be referred to the counselor. The counselor, classroom teacher, parents, and psychologist if needed, will meet to develop a behavior plan for the students. If this plan fails, administration will be asked to intervene. The teacher will then set up a conference with parents, counselors, and administration.

NOTE: Serious incidents will immediately be forwarded to the administration for action.

#### **2. Level II**

\*Administration, after reviewing the student's file, decides the means to best rectify the situation. If appropriate, administration will make personal contact with a parent ensuring an understanding that the next step is referral to the sponsor's command.

\*Parent signs a written follow-up notification, which is kept on file by the teacher.

#### **3. Level III**

- \*Serious Incidents – those which result in a suspension from 4-9 days.
- \*Referral to the Discipline Committee.
- \*The Discipline Committee is composed of the Assistant Principal, Camp Sergeant Major, and designated teacher. The Headquarters Battalion Executive Officer will assist if the sponsor is an officer.
- \*The Discipline Committee will attempt to meet and review the incident on the same day in which it occurred, but no later than 24 hours after the incident.
- \*The Discipline Committee reviews the incident and student file provided by the respective classroom teacher.
- \*The Discipline Committee will brief the Principal on their recommended course of action.
- \*With the Principal's approval, the Camp Sergeant Major (HQBN XO if an officer sponsor) will immediately inform the SgtMaj or sponsor's command concerning the situation and request the command's support in helping the sponsor resolve the discipline issue.
- \*Written notification is sent to the sponsor's commanding officer concerning the incident, with a request for command support in helping the sponsor resolve the discipline issue.
- Because each situation is unique, i.e. different teachers, students, parents, and incidents, this plan is subjective in nature, allowing the individual classroom teacher and/or the administration to decide the appropriate action to rectify the situation.
- Communication with parents and its proper documentation is the key aspect of this plan,

especially when requesting command intervention. It is important that the sponsor's command receive the student disciplinary history and understand that the school has made every attempt to resolve the problem and that requesting command support is the school's last resort.

Promptness of all actions is essential to the effectiveness of this plan. The Discipline Committee is a small group of key people who can meet quickly, come to consensus, brief the Principal, and get the information immediately to the respective command. Again, the goal of this plan is to resolve discipline issues at the lowest level as quickly as possible.

### **3. Military Support**

A letter will be written to the sponsor's commander regarding the dependent's misbehavior if all of the above actions fail to result in an improvement of the student's conduct at school. The Provost Marshall will be notified of any criminal actions by students.

### **4. Documentation**

The school office has a computerized program (Chancery SMS or SIS), which is used to record disciplinary actions by the school administrators. Parents may request incident reports from the administration at any time.

## **FIGHTING AT SCHOOL**

Occasionally some students resort to fighting as a means of resolving their conflicts with other students at school. Fighting is **NEVER** allowed at school. Fighting at school can result in out-of-school suspension for all parties involved.

## **BULLYING**

Bechtel Elementary School aims to provide a safe, learning environment that will enable students to fulfill their personal potential and in which the dignity of all individuals is respected. In order to promote an environment which is safe and conducive to learning, bullying or any other forms of harassment will not be tolerated and are grounds for discipline.

E3.5.15. Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).

## **PROPERTY DAMAGE**

Any pupil who willfully cuts, defaces, or otherwise damages, in any way, any property, real or personal, belonging to the school may be suspended and the sponsor held liable for all damages caused. Students will be subjected to disciplinary action and referred to the administration for appropriate action.

## **UNACCEPTABLE BEHAVIOR**

This is not an all-inclusive listing. It would not be possible to list every situation. Consequently, behavior that is not acceptable to the classroom teacher or administrator will receive the same type of consequences. Some examples of disruptive behavior that are not acceptable in school are:

1. Profanity.
2. Vulgar noises.
3. Vulgar gestures.
4. Defiance.
5. Refusing to do work.
6. Disturbing noises.
7. Fighting, bullying.
8. Threats to teachers, staff, or other students.

## **CONFISCATION OF STUDENT PROPERTY**

One of the changes in the new student disciplinary regulation concerns the confiscation of student property. This regulation (DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures", effective 1 July 08) authorizes school officials to immediately confiscate any property belonging to, or in the possession of, any student if the possession or use of that property is inconsistent with the conduct required by the regulation, or good order and discipline. Unless possession of the item is illegal or dangerous, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety, or to provide evidence incidental to the exercise of disciplinary action. It is critical that schools establish procedures to ensure that all confiscated property is properly accounted for and safeguarded pending return. Also, one of the grounds for disciplinary action is using portable communication devices contrary to school policy, which can also lead to confiscation of that property. Schools should ensure that they have current policies regarding the use of such devices.

## **DRESS AND APPEARANCE STANDARDS**

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 wear no dress items, which might cause health, safety, or maintenance problems. Shorts and skirts cannot be shorter than half the length of the thigh, when the leg is bent at the knee. Pants/shorts may not 'sag'. Slits on long skirts are acceptable to that length as well. (No spandex or biker shorts). The stomach must be covered and no spaghetti straps are allowed. Students should wear well fitting and safe shoes or sneakers. **"Flip-flops" present a safety problem and are not to be worn to school.** Students' pants may not drag below their shoes. Students should dress appropriately for weather conditions, PE classes, etc. Please mark your child's name on any outer garments worn to school. Hats and bandanas are not appropriate wear for parents, staff or children in the school environment, and are not allowed on the school campus.

## **FOOD and SNACKS AT SCHOOL**

We would like students who have sodas, snacks, juices and other beverages containing sugar to consume such drinks and snacks only in the cafeteria at lunchtime. Besides dealing with spilled sugar drinks around the exit/entry areas and issues with ants, the Nurse has generated the following health notes regarding sugar intake and what student bodies need. We appreciate your assistance.

- Beverages like coffee or cola contain caffeine, which is a diuretic. Diuretics cause fluid loss and contribute to dehydration. Water is very important to a healthy body. To prevent dehydration we should drink 6-8 glasses of water each day, more if we exercise or are sick. Water helps us to digest food and turn our food into energy. It regulates body temperature and maintains muscle tone. Water carries nutrients and oxygen to our cells, and cushions vital organs and joints. Water helps the body metabolize stored fat, alleviates fluid retention, relieves constipation, and flushes impurities from the body.
- In our Okinawa climate, dehydration is a real concern. Our hot and humid weather can be a big contributor to dehydration. As well as being inside an air controlled building all day, children are easily overheated playing at recess and lunchtime; their small bodies need water. Signs and symptoms of dehydration can be headache, dry skin, digestive problems and kidney stones. Bringing a bottle of water to school every day and drinking it is the best way to prevent dehydration and keep our students happy and healthy.

## **HOMEWORK**

It is DoDDS policy to assign homework as appropriate to all students capable of completing assignments independently. Homework is based on each student's individual needs, interests, and abilities. It is used for reinforcement and enrichment activities. Homework, which has no specific educational purpose, is not

assigned. Please help your child by providing a scheduled time, a quiet study area, and your cooperation and encouragement are needed to complete assignments.

- A general rule is 10 minutes per grade.
- The amount of homework time will vary by grade level and by teacher. The amount of time for primary grades could range from 15 to 20 minutes per day and extend to 30 minutes or more a day for upper grades.
- Each child works at his/her own pace, so the amount of time needed to complete specific assignments may differ. The types of homework may vary to enable the student to have experience/practice in reading, writing, computational skills, and other subject areas during a given week.
- If you have questions about homework, please contact the classroom teacher.

### **INSTRUCTIONAL DAY, STUDENT**

The minimum length of the instructional school day for elementary students, grades 1-5 exclusive of recess, passing time and lunch periods, is 5 1/2 hours.

- 0825 hrs First Bell
- 0830 hrs Start of Classes/Tardy Bell
- 1450 hrs Student Dismissal

### **KINDERGARTEN HOME VISITS**

Kindergarten teachers will be making home visits to each Kindergarten student during the first week of school. The teacher will contact the families to set up a time for the home visits during the day.

Home visits ease children and families' transition into a formal school setting. Children's development is best understood within the socio-cultural context of the family, educational setting, community, and broader society (Bronfenbrenner, 1979, 1989, 1993). These contexts are interrelated and provide the foundation to the developing child. To better understand each child's family context, the early childhood educator must see the child in his/her home environment. Only by visiting each child's home will a classroom teacher be able to better understand what he/she brings with her/him to school each day. It is a powerful tool for building positive relationships among teachers, parents, and children.

### **LOST AND FOUND**

The school is not responsible for students' lost personal items. The school's Lost and Found is located in the school's cafeteria. All valuable "lost and found" items (eye glasses, wallets, house keys, money, etc.) are kept in the office. Items that are marked with the child's name can easily be returned to the child. At the end of each quarter, a notice to claim items is published in the Bechtel Bulldog, with a suspense date to claim items. Periodically, those items not claimed are donated to local children's charities through Camp Services or Chaplain's offices.

### **LOST/DAMAGED SCHOOL PROPERTY**

A student is held responsible for lost school property that has been checked out for his/her use. The classroom teacher should record student textbooks issued to students. This will alleviate any problems that can and do occur during the year regarding missing textbooks. Often, the best book replacement process may be Amazon.com, a web based service.

### **PARTIES**

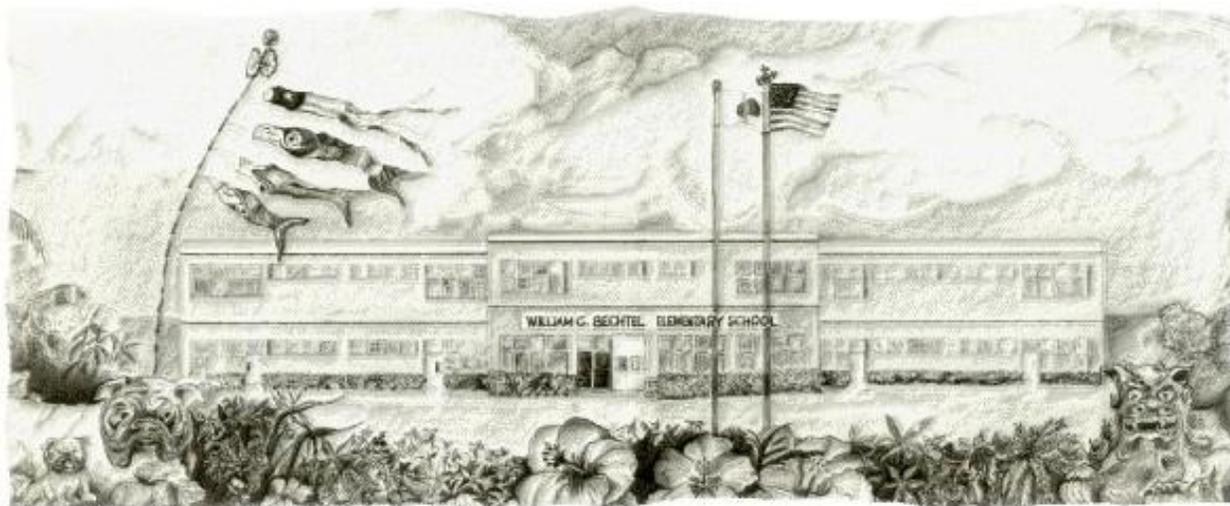
Class parties may be held at the teacher's discretion. Parties may be held at Halloween, Christmas, Valentine's Day and the end of the school year. If you do not want your child to participate, please make arrangements with the teacher.

## PROGRESS REPORT CARDS AND MID-QUARTER REPORTS

All DoDDS schools worldwide have adopted a progress report card for elementary students. There is a K-1 progress report card, a grades 2-3 progress report card, and a grades 4-5 progress report card. The designs of the progress reports reflect current trends in developmentally appropriate practices in education.

K-5 progress report cards are issued on a quarterly basis (every 9 weeks). A student must be enrolled 20 school days in a quarter before he/she is given a progress report. At the end of the first quarter, progress report cards are reviewed with and given to parents during required parent/teacher conferences. The second and third quarter's progress report cards are sent home on the first Wednesday following the end of the quarter. Parents are to review the report card with their child, sign the report card envelope and return it to school. Fourth quarter (final) progress report cards are sent home at the end of the school year.

Parents are notified of problems such as low grades and grade drops well in advance of the end of a grading period by receipt of a **mid-quarter report** from the teacher. These reports will vary according to the discretion of the teacher. If you have any questions about the progress of your child, please contact the teacher immediately.



## **RETENTION**

*“The practice of retention as a means of reducing school failure is controversial among educators. Although research does not support the practice, many educators do. While it is true that teachers do see children they have retained making progress, it is also true that they have no opportunity to see how well the children might have progressed, had they been promoted.*

*Much evidence does not support the use of retention. The current methodology used in selecting students for retention makes it impossible to predict accurately who will benefit. Pro-retention policies as a strategy for established rigorous academic standards are likely to be self-defeating. The lowered expectations parents and teachers develop decrease the probability that retained children will attain their potential. Retention policies should be highly suspect given the lack of demonstrated effectiveness and prevalent bias against certain groups of children”* (Excerpt from the National Association of Early Childhood Specialists in State Departments of Education)

**Any requests for retention are considered by the BES Placement Team which makes recommendations to the BES Principal.**

## **RESTRICTED/PROHIBITED ITEMS**

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Government regulations are very specific concerning the identification, control and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct. Military regulations clearly state that items that would not normally be considered weapons are prohibited when "carried in a concealed manner, or displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety."

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

## **SCHOOL PICTURES**

Bechtel Elementary School PTO sponsors annual individual and classroom pictures that are taken early in the school year and again in the spring. Picture dates are posted in the Bechtel Bulldog.

## **SECURITY OF CLOTHING AND PERSONAL PROPERTY**

We recommend that **all personal items** (lunch boxes, book bags, clothing items, back packs, umbrellas, etc.) **be clearly and permanently marked** with your child's name. Expensive items (e.g. jewelry, radios, electronic games, cell phones, large sums of money, etc.) are not to be brought to school. Students are responsible for their belongings during the school day. The school will not be held responsible for any lost items.

## **STUDENT PLACEMENT POLICIES**

Newly enrolled students are placed in the homeroom with the lowest enrollment for their grade. If there are two or more homerooms with the same number of students enrolled, placement is made in the homeroom having gone the longest time without a new student enrolled. Students are assigned to classroom teachers on a random basis. Under NO circumstances will "name requests" be honored. Every professional teacher is certified by DoDDS as fully qualified. In special placement cases, consideration will be given to classroom structure and classroom atmosphere.

When a student is already assigned to a classroom she/he must be in attendance for **AT LEAST 30 DAYS BEFORE A REQUEST FOR CHANGE CAN BE ENTERTAINED.**

The procedure will be as follows:

1. Parent/sponsor will submit a written cause for the requested change addressed to the principal.
2. Parent/Sponsor and teacher will set up a conference to dialogue on #1. Preferably administration and placement counselor should be in attendance.
3. An ad hoc committee will be created to evaluate the educational merits of the request. Depending on the change requested, the committee members should include classroom teachers, (present and receiving), specialist, if applicable, Gifted Education teacher, if necessary, placement counselor and administration.
4. The committee will write its report and recommendations to be submitted to the principal who then will make the final decision.
5. Parent/sponsor will be duly notified.

The above process is normally completed within two working weeks.

## **STUDY TRIPS**

Study trips are an integral part of the instructional program and an excellent way to acquaint students with the unique nature of Okinawa. Only walking study trips and/or study trips with transportation provided by School Transport Office buses are authorized. The use of privately owned vehicles (POVs) or contracted transport is **not** authorized for student transport for school activities.

Parents are required to give written permission for their children to participate in study trips. Verbal permission by telephone is not sufficient. For each planned study trip, your child will bring home a *Parent Permission Slip* form for your signature. Please return the signed form to the teacher as soon as possible. **Chaperones are not allowed to bring other children who are not students of the class with them on field trips.**

The education and safety of all students is the responsibility of the classroom teacher. If a teacher has determined that an individual student has repeatedly demonstrated inappropriate behavior at school, the parent may be required to attend the study trip in order to supervise the student. If the parent is unable to attend, the homeroom teacher will coordinate and plan educational activities at school for the student.

## **SURE START**

Sure Start is a preschool program for children who will be 4 years old by September 1<sup>st</sup>. Enrollment priority is given to applicants who have a sponsor who is an E-4/GS-4 or below.

Other requirements include one or more of the following:

- Siblings with disabilities
- Primary language of the child
- Single Parent
- Low birth weight

Applications are available at the BES school office. The first cutoff date is **August 14, 2009**. However, applications may be turned in at anytime during the school year and will be placed in an applicant file.

## **TELEPHONE USE BY STUDENTS**

Students are not permitted to use the telephone without prior written permission from a teacher or other school adult. The use of school telephones by students is primarily reserved for emergency situations. This should be emphasized at home. Please do not call the office with **ROUTINE** messages for your child. Due to student population and transient of students, it is difficult to deliver messages after 1400 hours. We strongly advise you to deliver necessary messages before 1400 hours to ensure the message is delivered to the student. Frequent interruptions disrupt class routines and instructional learning. Alternate arrangements and contingency plans should be discussed in advance so that your child knows what to do or where to go if something other than "the norm" occurs.

## **WITHDRAWALS - PCS or ON-ISLAND TRANSFER PROCEDURES**

**With any PCS or on-island transfer**, parents are to **COME** to the school office to complete a Transfer Notification form at least **TEN (10) duty days (for a PCS transfer withdrawal) and FIVE (5) duty days (for an on-island transfer withdrawal) in advance** prior to your child's last day. We need this advance notice in order to ensure that PCS or on-island transfer documents can be prepared. Your cooperation and adherence to this policy will be appreciated and will make your transfer easier.

### **1. PCS Transfer**

If you are rotating to the United States or going to another overseas assignment, **a COPY OF YOUR ORDERS is required** to prepare the transfer paperwork. On the child's last day, parents are to come to the school office to pick up a copy of their child's school records to hand carry to your next assignment. At the next duty assignment, parents may give the new school written permission to request that we forward your child's original official school records to the receiving school.

The DoDDS-Pacific school's policy regarding the date a student may receive full credit/be promoted when withdrawing from school on PCS orders remains in effect. Students departing after twenty school days prior to the end of each semester may be granted full credit/promotion to the next grade when PCS orders are presented to the school office. A copy of the PCS orders is mandatory.

## **2. On-Island Transfer**

Your child's school records **MUST** be hand-carried to the next/receiving on-island school by the registrar or a Bechtel Employee. Records delivered to the receiving school prior to 1100 hrs will allow time for the enrollment process to be completed and the student will be able to begin classes at the receiving school the morning of the next school day. Records delivered at the receiving school after 1100 hrs will need the next day to be processed. Therefore, the student will begin classes on the morning of the second day.

# **III. EDUCATIONAL PROGRAMS AND SERVICES**

## **CHILD FIND**

Our school supports the DoDDS "Child Find" program. This program seeks to identify and locate all children, from age 3 through twenty-one years of age, who may have a disability - physical, intellectual, communication, cognitive, or emotional and qualify for special education services. Once identified, the needs of these children (ages 3 - 21) can be met through the special education services offered in the DoDDS schools. You can help by spreading the word about the Child Find program among your friends and neighbors. For more information about Child Find and the school's special education program, or if you know of anyone who could benefit from our special education program, please contact the CSC office at 622-7693, or the school office at 622-7504.

## **STUDENT SUPPORT TEAM (SST)**

The Student Support Team (SST) is a school-level problem solving committee for the regular classroom teacher. The SST concept is based on the belief that teachers working together in a problem solving process increase their skills and knowledge to teach many students with diverse learning and behavior needs more effectively. The purpose of the SST is to provide ideas, alternatives, and/or materials regarding student concerns. The SST committee (to include; teachers, nurses, and counselors) provides the opportunity for professional dialogue and discussion; increases communication among faculty members regarding students; offers suggestions, alternatives, intervention, and strategies regarding student needs; and works to decrease the need for formal referrals to the Case Study Committee (CSC). However, the SST forum may be considered a viable pre-referral activity in the CSC process.

## **CASE STUDY COMMITTEE (CSC)**

The school's Case Study Committee (CSC) coordinates all special education services in the school. A student who is having any type of educational difficulty may be referred to the CSC by his/her teacher or parents via SST. If a CSC multi-disciplinary team evaluation is recommended by the CSC, parent approval is required. The CSC team includes the special education specialists, speech therapists, the parents/guardians, the classroom teacher, and the school administrator. The CSC membership may also include, as needed, the counselor, nurse, psychologist, Reading Specialist, English-as-a-Second Language (ESL) teacher, Compensatory Education teacher, other specialized special education personnel, and Educational Development Intervention Services (EDIS) personnel.

If the CSC team evaluation confirms the existence of a disability affecting the learning of the student, an Individualized Education Program (IEP) is developed that outlines the special program placement and objectives to be pursued. Special education services are aimed at meeting the child's specific needs in the least restrictive environment. The parents are involved in all stages of the referral, evaluation, and placement process.

## **FAMILY EDUCATION 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.

It is the intent of Bechtel Elementary School to act in accordance with this directive and with the Family Education Rights and Privacy Act of 1974. In doing so, we place priority on safeguarding the privacy of students' school records. It is our intent to allow parents and students to be fully informed of our record keeping and testing/screening procedures. Information collected concerning BES students is maintained by various school personnel. The official cumulative folder is located in the school office.

Only appropriate school personnel on a need-to-know basis have access to a student's school record. No individual or agency outside the school system will be permitted to review a student's records without prior parental permission. Parents may review their child's record by making an appointment through the principal's office.

## **GUIDANCE PROGRAM/STUDENT COUNSELING SERVICES**

Bechtel has two and a-half guidance counselors whose goal is to work with all students. Some of the duties of the counselors include, but are not limited to:

1. Group sessions within classrooms related to subjects such as: Communication skills; relationships with peers and adults; decision making skills; individual rights and responsibilities; study skills; and test taking skills.
2. Student placement following registration.
3. Individual student testing and test interpretation as a resource member of the Case Study Committee or other special requests.
4. Group testing as the test coordinator for the administration of Terra Nova Test given in the spring to students in grades 3-5.
5. Individual and small group counseling sessions.

Students, parents, and teachers should feel free to request a conference with the counselor or refer students who are having difficulties either socially or academically.

## **HEALTH SERVICES**

### **1. Enrollment Requirement**

Prior to enrollment, dependent children (including preschool children who may not have received all required doses) are required to have the following immunizations per Air Force Joint Inst. 48-110 Nov 95, DoDEA Manual 2005.1, February 26, 1998:

- Hepatitis A (Hep A) series- 2 doses. The two doses in the series should be administered at least 6 months apart.
- Hepatitis B (Hep B) series - 3 doses
- Diphtheria and tetanus toxoids and pertussis vaccine (acellular (DTP) is preferred over whole cell (DPT) for all doses in the series) 3 doses with at least 1 dose after age 4.
- TD or Tdap booster- A single Tdap booster dose is recommended for children 11-12 years old
- Haemophilus influenzae type b (HIB) - Not required after age 5.
- Poliovirus (combination of injectable (IPV) and oral OPV is preferred) - 3 doses. One dose after age 4
- Measles-mumps-rubella (MMR) 2 doses with at least 1 month apart
- Varicella (Var) – 1 dose before age 13 or history of chicken pox disease

- PPD testing every three years is highly recommended
- Meningococcal (MCV4)- 1 dose given to all children between the ages of 11-12

Students who are between the ages of 11-12 years old are **required** to receive their TDap and MCV4 vaccine. A copy of updated shots should be provided to the health office during the first week of school.

Note that the current ACIP schedule includes a recommendation for universal Hepatitis B immunization before age 13. The Hepatitis B series can be initiated at any visit and should be administered to previously unimmunized children prior to their 13th birthday.

## **2. Exemptions from Enrollment**

**a. Medical:** A child with a medical contraindication to one or more vaccines may be exempt from this requirement. The parent or guardian must present a statement from a licensed physician, nurse practitioner, or physical assistant that the physical condition of the child is such that the administration of one or more of the required immunizing agents is contraindicated and whether the condition is permanent or temporary. If the condition is temporary, the vaccine must be received within 30 days of the exemption expiration date. For the protection of the medically exempt student and the safety of other students enrolled, the medically exempt student will be excluded from school during a documented outbreak of a contagious disease until the emergency is concluded.

**b. Documented History:** A student may be exempt from all or part of the MMR requirement through blood titers which show which of the three diseases the student has had.

**c. Religious:** A child's parent/guardian may claim exemption for religious reasons. If the parent maintains the need to continue the religious exemption during a documented outbreak of a contagious disease, the student will be excluded from school for his or her protection and the safety of the other students until the contagious period is over.

## **3. Guidance for Preschool and Sure Start**

Students enrolled in Preschool or Sure Start Programs in DoDDS who have not reached the age of four should have had a series of 2 OPV or IPV, 2 DPT, 2-3 HIB, 3 HEP B, 1 HEP A, and 1 MMR.

After the child's fourth birthday OPV/IPV #3, DPT #3, and MMR #2 are due and should be completed within 10 days of the child's fourth birthday. Please note that if the HIB series wasn't given in infancy, then only 1 dose is required between ages 3 & 4. HIB is not given after age 5. Students who have not completed the HEP B series should receive Hepatitis #1 prior to starting preschool and complete the series within one year.

## **4. Health Program**

It is the function of the school nurses and the health program to assist the parents, teachers, and other medical services in the maintenance of student health. This is accomplished through such activities as vision and hearing screening; communicable disease prevention and control; health teaching; giving first-aid, and emergency care to students who become ill or injured at school.

The school nurse **must have up-to-date information** of any changes of telephone numbers in order to contact you in case your child has an illness or an emergency. It is recommended that a "Power of Attorney" be obtained from the Legal Office and inserted in your child's medical record to authorize necessary emergency treatment.

If a minor accident or illness occurs at school, the child should tell the teacher who will in turn notify the nurse. If it is necessary for the child to go home or be referred to the clinic/hospital, the nurse will enact the following procedure to notify parents:

1. Contact one of the parents.
2. Contact the person the parents have designated as the emergency contact.
3. Contact the sponsor's command.

In the event of serious illness or injury requiring immediate medical attention, an ambulance will be called and the procedure listed above will be taken to notify parents. **The school nurse is not a substitute for seeing a physician for health problems arising at home.**

The parent or authorized person will be contacted and required to pick up the student from school should the following circumstances occur: A contagious disease; injury (except minor cuts which can be treated with a Band-Aid); fever of at least 100.0 degrees Fahrenheit; coughing and/or sneezing which disrupts class; vomiting; diarrhea; head lice, scabies, ringworm (of the scalp) and any wet/moist rash or pink eye until a note from the physician is returned to the school nurse clearing the return of the student to school.

If your child displays symptoms of illness (i.e. vomiting, running a fever (greater than 100.0 degrees), diarrhea, stomach or head pain) **BEFORE** school, **KEEP YOUR CHILD HOME**. Students who are too ill to function in the classroom will be sent home. **IF** you do send your child to school ill, chances are you will be contacted to pick your child up from school. Parents should not request that children who are ill be kept in during recess. Children with communicable conditions and who are recuperating from an illness should be kept at home.

**Students are to be kept home for 24 hours after a fever 100 degrees or greater resolves, and medication is no longer needed to suppress the fever.**

## **5. Medications**

Stated in the School Health Services Guide DS Manual 2942.0, as a policy, all medications kept or administered by the school nurse **must** be accompanied by a "**Hold Harmless**" letter signed by the physician and the parent **and** must be in a pharmacy labeled container stating "For School Use." This container is to stay at school and not travel between home and school. This policy **includes all medications** either prescribed such as, Ritalin or asthma inhalers, etc. or non-prescribed (over-the-counter) medications such as Tylenol, cough drops, etc.

- **Please note: Students may self carry medications with a hold harmless stating "May self carry" signed by a physician.**

All medications must be brought into school by a parent and given to the school nurse; do not send medications to school with your child. Students are not permitted to keep or take medication on their own at school or on study trips. On the study trip day, the nurse will make arrangements with the teacher for those students on medication. Please note only emergency medications are sent on study trips. Daily medications, I.E. Ritalin, Adderall, etc., are not administered on study trip days.

When "short term illness" requires the use of medication, for instance antibiotics, the parent should administer the medication before and after school when possible. Medications prescribed twice a day are to be given 12 hours apart-before school and before bed. Medications prescribed three times a day are to be given 8 hours apart-before school, after school and before bed. Because the school day is six hours and fifteen minutes, only medications prescribed four times a day will be administered. These are to be given 6 hours apart-before school, at lunch, after school and before bed. Any medications prescribed on an as needed basis will be given according to the physician's directions. Any medications prescribed, as a lunchtime dose will be given. For further information, contact the school nurse at 622-7556/7016.

## **Information Center/Library Services**

- The Bechtel Information Center is open throughout the day to serve students, faculty, and patrons. Access is provided to books, periodicals, videos, multi-media materials, computer programs, and on-line databases. Classes are scheduled at regular periods for checkout, and as needed for class projects and research. Information specialists work closely with classroom teachers to provide curricular support and student activities to acquire information gathering skills. The computer-based Reading Counts program is in place to encourage and reward recreational reading. Parents

are encouraged to drop by and check out the facilities and programs. Information center policies and programs are listed below:

### **Checkout Policy**

- Students may check out books during their regularly scheduled class time.
- Students may also come on a pass from a teacher. The information center is also open for book checkout before or after school. Students who choose to checkout books before school must be accompanied by a parent.
- Students may check out up to three books at a time, which may be kept for a two-week period.
- Students may renew books they have not finished during that period by bringing those books to the library and asking for a renewal.
- Students with overdue books will not be permitted to check out additional materials until the overdue material is paid for or returned.

### **Lost Books Policy**

- Lost books or damaged books must be paid for at the cost of the book. Payment should be made at the Kadena Finance Office.
- Books should be paid for within a month of the due date.
- Students with lost, damaged, or overdue books will not be allowed to check out additional materials until the aforementioned books are paid for or returned.
- If a book that has been paid for is later returned, the patron will be reimbursed the amount paid for the book.

### **Computer Use Policy**

- All students must have an internet use agreement card on file to use the information center computers.
- Individual students need to indicate on the information center sign-in sheet that they will be using a computer before doing so.
- Students may not download games or plug-in files.
- Students must ask permission before downloading any files.
- Students must ask permission before printing.

# Bechtel Elementary School - Inappropriate Use of Technology CONSEQUENCES RUBRIC

- I. **Inappropriate use of technology** – This includes - Checking personal email, surfing sites that are not class specific or part of the current assignment, anything you deem inappropriate for your class, \* using a proxy to bypass security to surf blocked sites.  
1<sup>st</sup> offense - Exhaust all classroom policy you have set for your classes pertaining to technology  
2<sup>nd</sup> offense - Student speaks to the administration about the severity of their actions and receive 2 day account suspension.  
3<sup>rd</sup> offense – Two week account suspension.  
4<sup>th</sup> offense – Is considered malicious intent and automatically will receive a semester long account suspension.
  
- II. **Inappropriate Content** – This includes – Surfing sites about hacking, porn, playing games online, downloading music, downloading movies etc...  
1<sup>st</sup> offense - Exhaust all classroom policy you have set for your classes pertaining to technology  
2<sup>nd</sup> offense - Student speaks to the administration about the severity of their actions and receive 2 day account suspension.  
3<sup>rd</sup> offense – Two week account suspension.  
4<sup>th</sup> offense – One year account suspension.
  
- III. **Malicious Intent** – This includes - Possession of documents, files, programs, or data that can be used to harm the network in any way, I.E. hacking how to documents, key loggers, port scanners, brute force password cracking etc...  
1<sup>st</sup> offense – Semester account suspension  
2<sup>nd</sup> offense – Upgrades to malicious destruction - one year account suspension
  
- IV. **Malicious Destruction** – Any action taken by a user to cause damage to any data or resource on the network.  
1<sup>ST</sup> offense – Year suspension

Any offense that does not specifically fit into the categories above and/or is of a severe nature will be referred to the Technology Committee for review and the Technology Committee will make a recommendation for consequences to the Principal.

## The Reading Counts Program

Reading Counts is a computer reading program at Bechtel Elementary School that was purchased by the PTO to help motivate students to read. Students may read books or have them read to them, then take a ten-question test about the book. If they get seven or more questions correct, they pass the test. If they do not pass the test, they may review the book and come back another day and try to pass the test again. They get a total of three tries for each book. There is a bank of thirty questions over each book, and ten are chosen at random for each test, so the student will not get the exact same test when he retakes it. Books are coded at different reading levels to help students choose books they will understand and enjoy. Different books are worth different amounts of points according to length and difficulty. Currently, Bechtel has over 5000 book tests so students have a wide variety of books to choose from.

Some of the classes have set individual and class reading goals with their own set of incentives. The Wall of Fame outside the Information Center is a school-wide incentive program. Students who earn 75 points in first grade, 100 points in second grade, 125 points in third grade, 150 points in 4<sup>th</sup> grade, and 175 points in 5<sup>th</sup> grade are automatically elected to the Wall of Fame. They have their name and picture posted on the bulletin board and in the spring they will be given a certificate for a free book at the book fair. There

will also be a Wall of Fame party at the end of the year.

Parents can help by asking their children about the program, encouraging their children to read, and reading with them. Please check with the information specialists or your child's teacher if you have any questions about this program.

## **FLES**

DoDEA supports Foreign Language in the Elementary Schools (FLES) at Bechtel Elementary. Bechtel's FLES program introduces Spanish to Kindergarten-3<sup>rd</sup> grade students. DoDEA hopes to build capacity in Foreign Languages by starting language learning at the earliest age possible. DoDEA hopes to increase the level of language proficiency and number of students participating in all foreign languages.

## **INSTRUCTIONAL PROGRAMS**

In addition to our classroom teachers, Bechtel Elementary School has **special subject and resource educators**. The **special subject teachers** include: one art teacher, two music teachers, two Japanese culture teachers, two FLES teachers, and one physical education (PE) teacher. Students are scheduled to attend each of the classes on a rotating basis throughout the week.

The **Specialists** include:

1. Counseling/Guidance

The guidance counselors work with **students**, **parents**, and **teachers** to promote understanding of the school programs; assist in the identification of the needs of the students; and interpret the information to the parents and teachers.

2. English as a Second Language (ESL)

The ESL teachers work with children who have learned English as a second language or who have been raised in families where one or both parents are a non-native speaker of English.

3. Gifted Education Teacher

The Gifted Education teacher provides services to 8 - 10% of the school population (exclusive of Kindergarten and first grade) through Gifted Education membership.

Gifted Education students are selected based on high academic achievement, intellectual ability, creative ability, and task commitment. The Gifted Education teacher also provides service to the entire school population through curriculum compacting and the provision of high interest activities.

The school's Gifted Education team provides guidance in the selection of members as well as the direction of an enrichment program for the school.

4. Information Specialist

The information specialist informs students and teachers of the resources available in the Information Center (IC) and instructs them in proper use of these materials. They also correlate the IC instructional program with classroom instruction projects.

5. Psychologist

The school psychologist services all BES children as needed with testing, diagnosing, and recommending specific actions for remediation. The school's psychologist serves as a consultant to the administration, teachers, and parents regarding student academic and behavioral concerns.

Additionally, parenting classes may be offered. The psychologist is available to present in-services on topics of interest to school staff, PTO, and community groups on request.

6. Language Support Specialist (LSS)

The LARS personnel assist teachers in improving classroom reading programs. Pupils with reading

deficiencies are helped through individualized programs.

7. School Nurse

The school nurse works with educational and medical agencies to help plan, organize, implement, and evaluate the school health services. First aid is provided to ill and injured students and school personnel.

8. Teacher of the Communication Impaired

The CI teachers provide screening, diagnostic, and therapy services on an individual or group basis for any child having a speech/language/hearing disorder. "Individuals with Disabilities Act (IDEA) and/or Department of Defense Instruction (DoDI 1342.12), "Provision of Early Intervention Special Ed Services to Eligible to DoD Dependents in Overseas Areas", March 1996.

9. Teacher for the Learning Impaired

The LI teachers provide services for the students identified as having a learning disability as defined in the "Individuals with Disabilities Act (IDEA) and/or Department of Defense Instruction (DoDI 1342.12), "Provision of Early Intervention Special Ed Services to Eligible to DoD Dependents in Overseas Areas", March 1996.

10. Teacher for the Pre-School Children with Disabilities

The PSCD teacher provides services for preschool age students identified as having disabilities as defined in the "Individuals with Disabilities Act (IDEA) and/or Department of Defense Instruction (DoDI 1342.12), "Provision of Early Intervention Special Ed Services to Eligible to DoD Dependents in Overseas Areas", March 1996.

11. Educational Assessor

The Educational Assessor conducts assessments primarily in areas of cognitive processing and academic achievement for special education eligibility requirements and triennial review documentation. The Assessor also provides diagnostic assessments for students with Individual Education Programs who may need further evaluation to determine if there is a need for a significant change in eligibility, an identified need for a related service, or need to add an area of service. The Assessor position is designed to support the Child Study Committee during the assessment phase of the special education process.

## **STUDENT RECORDS**

A student's record consists of a variety of forms, folders, and data. Parents share in the responsibility of insuring that their child's school record is complete, accurate, and up-to-date. We encourage you to periodically screen your child's school record for accuracy.

If there is information recorded concerning your child that you do not understand or agree with, please communicate directly with the school personnel involved. By doing so, we feel you can receive clarification as well as provide us with some insight concerning your child.

## **TESTING/SCREENING**

Each year students may participate in a variety of informal and standardized testing situations. In the spring, students in grades 3-5 take the Terra Nova Test. Parents are provided copies of test results.

As needed, different standardized tests and screening instruments are used to facilitate student evaluation. These tests may be used for a multitude of reasons. The results of these tests are designed to provide a continuing record of each student's academic progress in comparison with national norms. The test results are also used as aids in diagnosing an individual's strengths and weaknesses and learning styles.

As a supplement to the regular classroom evaluation and testing, individualized testing of selected students is conducted throughout the year by the counselor, speech therapist, ESL teacher, special education teacher and/or the reading specialist. Parents are always contacted to receive prior written permission to test children who are referred for individual evaluation. This affords parents the opportunity to understand the purpose of the testing to be administered as well as the use of the results. We make recommendations and provide parents the opportunity to be fully involved in the testing and test interpretation. We ask that parents respond promptly whenever parent consent for special testing and screening is requested by the school. Delays in responding to requests for testing will result in delaying our ability to serve the student quickly and effectively.

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## **TYPHOON WARNING PROCEDURES**

Typhoon warning procedures may change at any time. AFRTS/AFN radio and television are the official source for information regarding typhoon conditions. School and bus schedules will be announced over AFN. If Typhoon Condition 1 (TC1) is declared during the school day, school for students will be closed. Buses will arrive at Condition 1 (TC1) to return the students home. All students who are driven to school by a parent or guardian **MUST** be picked up at school when Typhoon Condition 1 (TC1) is in effect. Please refer to the Guide.

### **DoDDS Okinawa Tropical Cyclone Guide for all DoDD Schools on Okinawa**

<b>Tropical Cyclone Condition</b>	<b>0600-0759</b>	<b>0800-1459</b>	<b>1500-0559</b>
<b>(TC-1)</b> <b>TCCOR One</b>	No school for students, buses return students if enroute. Administrators, teachers, and staff work. Normal duty hours for employees.	No school for students; prior to 1200 students will be sent home early, buses will run normal routes. After 1200 school will continue, students will go home at the normal time, buses will run normal routes. Normal duty hours for staff and teachers.	No school for students. Administrators, teachers, and staff work. Normal duty hours for employees.
<b>(TC-1C)</b> <b>TCCOR ONE CAUTION</b>	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
<b>(TC-1E)</b> <b>TCCOR ONE EMERGENCY</b>	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
<b>(TC-1R)</b> <b>TCCOR ONE RECOVERY</b>	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
<b>(TC-SW)</b> <b>STORM WATCH</b>	No school for students. <u>Employees report for duty within two hours of the first announcement. Normal duty hours for employees.</u>	No school for students. <u>Employees report for duty within two hours of the first announcement. Normal duty hours for employees.</u>	No school for students. <u>Employees report for duty within two hours of the first announcement. Normal duty hours for employees.</u>
<b>ALL CLEAR</b>	School will begin one hour following "All Clear". Tune in to AFN radio or television for announcement on modified school hours and bus pickup times.	Tune in to AFN radio or television for announcement on modified school hours and bus pickup times. If school starts after 0900 a modified lunch menu may be served.	Normal school in effect.

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# OKINAWA DISTRICT

## Consequences for Violation of DoDea Zero Tolerance Weapons Policy

Grade	Dangerous Weapons				Potentially Dangerous Weapons			
	Inherently Dangerous Weapons	First Offense	Second Offense	Third Offense	First Offense	Second Offense	Third Offense	Fourth Offense
	First Offense	No Injury	With Injury	No Injury	With Injury	All Cases		
		5 day Suspension	10 day Suspension	10 day Suspension	20 day Suspension	18 week Expulsion	1 day Suspension	2 day Suspension
		36 week Expulsion					3 week Suspension	18 week Expulsion
		10 day Suspension	20 day Suspension	20 day Suspension	40 day Suspension	18 week Expulsion	3 day Suspension	5 day Suspension
		36 week Expulsion						

### INHERENTLY DANGEROUS ITEMS: DEADLY WEAPONS.

Firearms, knives, explosives, or other dangerous objects 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.

### POTENTIALLY DANGEROUS ITEMS: REPLICAS OR OTHER ITEMS INAPPROPRIATE (NOT INHERENTLY DANGEROUS) ON SCHOOL GROUNDS THAT ARE NOT USED TO INJURE OTHERS OR INSTILL FEAR.

Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons.

Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

**Wouldn't It Be Great If...  
People Took the Time to Listen?**

Wouldn't it be great if...  
People took the time to listen,  
Everyone could live in harmony,  
And there will be a future for you and me.

If...  
People took the time to listen,  
There would be no war,  
Just the opposite of before.

If...  
People took the time to listen,  
On every plate there would be food,  
And people in a happy mood.

If...  
People took the time to listen,  
This is what the future should bring,  
To make our Earth a happy thing.

Wouldn't it be great if...  
People took the time to listen?

**by Anastasia L. Lisy**  
Sixth Grade Student 1997/1998



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