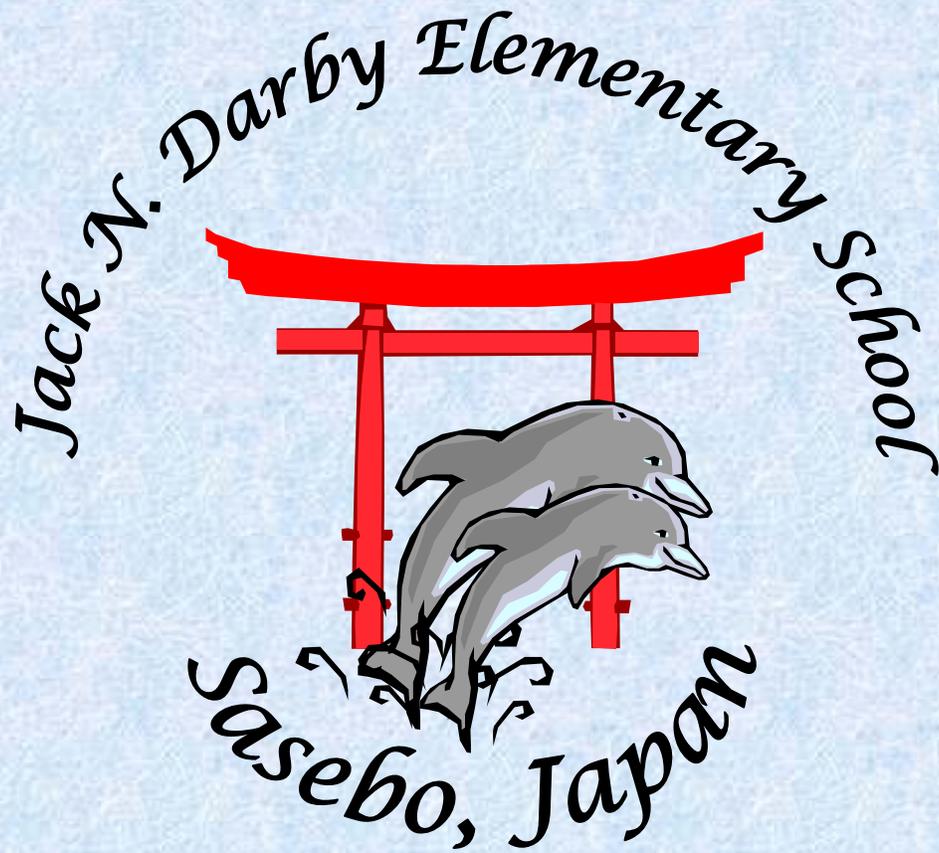


PARENT-STUDENT HANDBOOK



SCHOOL YEAR 2008-2009

TABLE OF CONTENTS

PRINCIPAL'S WELCOME LETTER _____	3
SCHOOL YEAR CALENDAR & PLANNER _____	4
ABOUT OUR SCHOOL _____	5
ACCIDENTS/ILLNESS _____	5
ACCREDITATION _____	5
AFTER SCHOOL ACTIVITIES POLICY _____	5
ARRIVAL AT SCHOOL _____	5
ASSIGNMENT OF STUDENTS TO CLASSES _____	6
ATTENDANCE AND TARDY POLICY _____	6
BEHAVIOR ON THE PLAYGROUND _____	7
BEHAVIOR STANDARDS ON THE SCHOOL BUS _____	8
BICYCLES _____	8
BOOKS AND LIBRARY BOOKS _____	8
CASE STUDY COMMITTEE (CSC) _____	8
CHANGING CLASSES _____	8
CHILD FIND _____	9
CLOSING OF SCHOOL _____	9
CONCERNS _____	10
CONFERENCES _____	10
DAILY DISMISSAL POLICY _____	11
DISCIPLINE _____	11
DRESS CODE _____	12
EARLY DISMISSAL FROM SCHOOL _____	13
EMERGENCY CONTACT _____	13
EMERGENCY EVACUATION PROCEDURES _____	13
FIELD/STUDY TRIP POLICY _____	13
GRADING POLICY _____	14
HEALTH SERVICES _____	14
HOME/SCHOOL COMMUNICATION _____	15
HOME SCHOOLING _____	15
HOMEWORK _____	16
HUMAN GROWTH AND DEVELOPMENT PROGRAM (GRADES 5 & 6) _____	16
IN SERVICE TRAINING _____	17
LIBRARY/INFORMATION CENTER _____	17
LOST/DAMAGED PROPERTY PAYMENTS _____	17
LOST AND FOUND ITEMS _____	17
LUNCH POLICY _____	17
LUNCH PROGRAM _____	18
LUNCH ROOM BEHAVIOR _____	18
LUNCH SCHEDULE _____	18
PARENT-TEACHER ORGANIZATION _____	19
PCS TRANSFER/EARLY WITHDRAWAL _____	19
PETS AND TOYS _____	19
PROGRESS REPORTS _____	19
PUPIL PERSONNEL SERVICES _____	20
RECORDS _____	20
REGISTRATION _____	21
REPORT CARDS _____	22
RETENTION _____	22
SAFETY _____	23
SCHOOL ADVISORY COMMITTEE (SAC) _____	23
STAFF _____	23
TEACHING POSITIONS _____	23
TUITION PAYMENTS _____	24
TYPHOON WARNING PROCEDURES _____	24
VALUABLES _____	24
VISITORS & CLASSROOM VISITATION _____	24
VOLUNTEERS _____	25
ZERO TOLERANCE FOR WEAPONS _____	25
DODDS COMMUNICATION CHAIN OF COMMAND _____	28
SCHOOL SUPPLY LIST _____	29



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Office of the Principal Jack N. Darby Elementary School



Welcome to Jack Darby Elementary School! It is our pleasure to welcome you to the 2008-09 school year! We look forward to a year that is highlighted with special achievements and great memories for every student!

All of us at Darby E.S. are looking forward to working with each one of you to have a fun and successful school year! We want your child's career at Darby E.S. to be engaging, eventful and enjoyable. In order for us to provide your child with the best opportunities for success, it is important that each student come to school every day ready to learn. The staff will expect that the students will come to class prepared, follow the rules, and show up with a positive attitude. If they will do these things, our staff will be able to provide them with a quality education in a safe environment.

Parents, you are valuable partners for us and supporters of your children. It is our special privilege to work with families to provide an outstanding educational experience for all of our students. The more actively and positively you are engaged – the more these years will be a memorable learning experience for your children. I look forward to working with you in the most important job you have - educating your child.

While our emphasis is always on providing a sound education, one must remember that this involves much more than just what goes on in the regular classroom. As a student at Darby E.S. your child will have the opportunity to become involved in many activities throughout the course of the year. I encourage all students to expand their horizons by becoming involved in as many activities as reasonably possible. This is a great opportunity to experiment and try new things.

We encourage parents to visit the school, the teachers, counselor or myself to get further information. Please contact the school directly to arrange a suitable time for a visit.

We look forward to this school year and to celebrating the achievements of our students. By working together, we will reach our collective goals and expectations for our children.

Sincerely,

Joy Jaramillo

MISSION STATEMENT

The Darby Community will promote academic and social excellence so all students can become positive contributors to society.

August 2008-June 2009 Yearly Planner

August

25- Begin Quarter 1 & Semester 1

September

- 01- No School for students
(Labor Day-Federal Holiday)
- 02- First day of Kindergarten
- 10- First day of Sure Start
- 26- Early Dismissal @ 11:05
(SIP Training for Teachers)

October

- 13- No School for students
(Columbus Day - Federal Holiday)
- 30- No School for students
(Educator's Day)
End of Q1 (47 Instruct Days)
- 31- No School for students
(Teacher Work Day)

November

- 03- Begin Quarter 2
- 07- No School for students
(Parent/Teacher Conferences)
- 10- No School for students
(Parent/Teacher Conferences)
- 11- No School for students
(Veterans' Day- Federal Holiday)
- 27- No School for students
(Thanksgiving Day - Federal Holiday)
- 28- No School for students
(Thanksgiving Recess)

December

- 10- Accelerated Withdrawal date for 1st
Semester: Earliest Date a student may
leave school during the first semester
under PCS orders
- 12- Early Dismissal @ 11:05
(SIP Training for Teachers)
- 22- Begin Winter Recess
- 25- Federal Holiday- Christmas

January

- 01- Federal Holiday - New Year's Day
- 05- Instruction Resumes
- 19- No School for students
(Martin Luther King, Jr. Day
Federal Holiday)
- 22- End of Q2/S1 (45 Instruction Days)
- 23- No School for students
(Teacher Work Day)
- 26- Begin Quarter 3 & Semester 2
- 30- Early Dismissal @ 11:05
(Parent/Teacher Conferences)

February

- 16- No School for students
(President's Day-Federal Holiday)

March

- 27- Early Dismissal @ 11:05
(SIP Training for Teachers)

April

- 02- End Q3 (48 Instruct Days)
- 03- No School for students
(Teacher Work Day)
- 06- Begin Spring Recess
- 13- Begin Quarter 4
- 17- Early Dismissal @ 11:05
(Parent/Teacher Conferences)

May

- 13- Accelerated Withdrawal date for 2nd
Semester: Earliest Date a student
may leave school during the second
semester under PCS orders
- 22- Early Dismissal @ 11:05
(SIP Training for Teachers)
- 25 - No School for students
(Memorial Day- Federal Holiday)

June

- 11- LAST DAY OF SY 2008-2009
End of Q4/S2 (43 Instruct Days)
- 12- No School for students

ABOUT OUR SCHOOL

Darby School phones numbers: DSN: (on-base) 252-8800/8801
(off base): 0956-50-8800/1
(from cell: 0956 – 50-8800/1)



Email: Principal_*DARBYES@pac.dodea.edu

Darby Web-Site: “The Dolphin Net” : <http://www.dolphinnet.darby-es.pac.dodea.edu/>

ACCIDENTS/ ILLNESS

If an accident or illness occurs at school, the teacher will notify the nurse. If it is necessary for the child to go home or to be referred to a medical facility, the nurse will contact one of the parents, or the person listed as emergency contact (therefore it is critical that parents keep phone numbers and emergency contacts updated). Students sent home because of illness must be accompanied by a parent, guardian, or an individual designated and authorized by their parent. If a child is dismissed from school with a fever, the child should not be sent back until the temperature has been normal for 24 hours. Serious illness or injury requiring immediate medical attention, the parents will be notified and an ambulance will be called.

ACCREDITATION

Jack N. Darby School is fully accredited by the North Central Association of Colleges and Schools (NCA-CASI). In Spring 2006 we had a successful On-Site visit.

AFTER SCHOOL ACTIVITIES POLICY

Any time an elementary grade student is involved in an after school activity, permission forms will be sent home prior to the activity. Parents must sign the form and have the student return it to the sponsoring teacher before the student will be permitted to participate.

If an after school activity must be cancelled, a note will be sent home, with the student, to inform parents of the cancellation. If a teacher has a sudden illness or emergency on the day of the activity, the teacher will ensure that students are notified in time for the students to call their parents.

ARRIVAL AT SCHOOL

Grades K-6	8:00 A.M. – 2:30 P.M.
PSCD & Sure Start	8:30 A.M. – 2:30 P.M.

The first bell at Darby School rings at 7:55 and class begins promptly at 8:00. Supervision is not provided until after 7:45 a.m., so please ensure they don't arrive earlier; the closer to the 7:55 bell, the better. Students should not be sent early just to play. Please remember that Kindergarten, PSCD & Sure Start students must be escorted to school, and will only be released at the end of the day to a parent or an authorized adult.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes by grade and enrollment. Every teacher is certified by the Department of Defense Dependents' Schools. In general, specific teacher requests cannot be honored. However, if your child has special needs that you would like considered, please make an appointment with the school counselor so that the school will be aware of these needs prior to placement.

ATTENDANCE AND TARDY POLICY

Please call the school if your child will be absent, or write a note to the classroom teacher explaining the absence.

EXCUSED and PLANNED ABSENCES

A student who brings a note or whose sponsor/parent/legal guardian has called stating the reason for the absence will be excused. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for the work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence.

Parents can request in person or in writing an excused absence for their children through their child's teacher. Pre-excused absences for family trips must be discussed with the teacher and approved by the administration. Absences for longer than a week often have negative impact upon a child's education and should be avoided if at all possible. Every effort should be made not to plan a vacation trip during instructional days. For trips of a week or less, teachers can provide work for students if given enough advanced notice. Parents should plan to conference with their child's teacher prior to their departure to arrange for school work.

UNEXCUSED ABSENCES

Unexcused absences do not allow for make-up privileges and credit. Absences of this nature include truancy, and baby-sitting. No note or contact by parents or a note saying "PERSONAL" without an explanation will be considered unexcused. It is suggested that parents call the office prior to the student's return and explain the situation so the student may be excused.

TARDY POLICY

If your child is late for school, please send a note with your child to the teacher, stating the reason for the late arrival. If you bring your child to school, please state the reason to the office staff, and they will issue an admit slip that your child can take to class. Tardies are excused for illness, medical appointments and family emergencies.

Children who arrive at school alone without a note from the parent will be unexcused. Parents will be called. Serious, chronic situations will be referred to commands for assistance in solving the problem.

BEHAVIOR ON THE PLAYGROUND

Courtesy and good manners as well as common sense should dictate the students' behavior on the playground. The following rules must be observed during recess:

GENERAL SAFETY PROCEDURES: No hitting, kicking, or pushing is allowed, not even "play fighting." No "roughhousing." No throwing of rocks or other objects. No climbing trees or pulling on tree branches. Playing tag is discouraged on the tiled area, and will be stopped when this area is too crowded and someone could get hurt.

1. Contact sports even closely supervised can result in injury and are therefore, inappropriate at recess. This includes "touch" football.
2. Playground equipment should be used for the purpose for which it is designed.
3. Students are not authorized to leave the playground during recess.

PLAYGROUND RULES

FOOD AND DRINKS ON THE PLAYGROUND: Eating or drinking snacks at morning recess must be done while standing beside the wall. Wrappers must be discarded in the trashcans. At lunch, there is **NO** eating or drinking on the playground. That applies to students who go home for lunch. They should not bring food or drink to the playground. We also ask that students and their parents who visit the playground on the weekends avoid consuming food or beverages on the tiled area. Food, beverages, and gum can permanently stain the tiles, or attract unwanted pests.



BALLS AND JUMP ROPES: Please do not bounce balls against the side of the building. It disturbs classes. Jump ropes are for playing jump rope, not for tug of war, "horses" or other games. At the end of recess, they need to be returned to the container by the stairs.

PLAYGROUND EQUIPMENT: Do not climb on top of the roof or the tunnels and be careful not to stand at the bottom of the slides, or block the tunnels. No jumping from one slide to the next. No grabbing, pushing, or pulling someone who is climbing on the monkey bars, or who is crossing the sideways ladder hand over hand. No playing tag or dodge ball. Please hang from your hands, NOT from your knees.

LUNCH RECESS TIMES: Students who go home for lunch may come back to play on the playground, but students should **ONLY** be on the playground during these times: 1st & 2nd graders **11:20–11:40**; 3rd & 4th graders **11:45–12:05**; and, 5th & 6th graders from **12:10–12:30**. Please ensure that children do not return to school before these times.

BEFORE /AFTER SCHOOL: Please don't allow your children to come early to school to play on the playground. Supervision is not provided until 7:50. At the end of the school day, students should go directly home unless they are staying for a school-sponsored extra-curricular activity, or unless they have teacher and parent permission to spend extra time in the classroom, under the supervision of school staff. *(We would like to remind parents of the CFAS regulation prohibiting unsupervised children under the age of 10)*

BEHAVIOR STANDARDS ON THE SCHOOL BUS

BUS STUDENTS WILL:

1. Board and exit the bus in an orderly, safe manner.
2. Present bus pass when boarding the bus and upon demand.
3. Remain seated while on the bus.
4. Talk with other passengers in a normal voice.
5. Keep all parts of the body inside the bus windows.
6. Keep aisles, steps, and empty seats free from obstruction.
7. Remain fully and properly clothed.
8. Treat the driver and fellow students with respect.
9. Promptly comply with the bus driver's or monitor's instructions.
10. Treat the bus and other private property with care.
11. Comply with the Behavior Standards for School Bus Students.

BICYCLES

The school cannot accept responsibility for loss or damage of bicycles brought to school. If your child rides a bike to school please be sure that your child has a bicycle lock.

BOOKS AND LIBRARY BOOKS

Textbooks adopted by DoDDS are ordered from the same book companies that are used by many schools in the United States. The books are issued to students free of charge, but the sponsor is held financially responsible for the cost of lost or damaged textbooks and library books.

Students transferring during the school year must turn in their books and workbooks to their teachers. All books will be accounted for and turned in at the end of the school year. Parents should note that willful misuse, damage or destruction of any school property is unacceptable. Students, as well as sponsors, will be held responsible for repair, replacement, payment, or another form of approved corrective action regarding lost or damaged school property.

CASE STUDY COMMITTEE (CSC)

The CSC coordinates all special education services within the school. A student may be referred to the CSC by a teacher or parent. Under project "Child Find", the CSC actively tries to locate any child, particularly those 3-5 years of age in the community in need of special education.

CHANGING CLASSES

No change of classes will take place during the first two weeks of school. Requests to change classes must be reviewed and recommended by the counselor to the administration. Class changes will not be granted except under very unique circumstances, and only after all attempts have been made to resolve issues related to the current placement.

CHILD FIND

The school tries to locate all children in our community, aged 3-21, who may have a handicapping condition – physical, intellectual, or emotional. If you know of anyone who would benefit from our special education program, please contact our office at J.N. Darby School, telephone #252-8800/8801.

CLOSING OF SCHOOL

On some occasions, it is necessary to close or cancel school. The following procedures will be followed whenever it is necessary to cancel or close school due to inclement weather, political demonstrations, etc.

PRIOR TO THE START OF THE SCHOOL DAY:

1. The principal will coordinate with the Command Duty Officer to cancel school for students.
2. Announcements will be made on AFN by 6:30 A.M. Parents should listen to AFN or call the base Contingency Line at 252-3034 (*If you are calling from off-base call 50-3034; from cell, 0956-50-3034*), before calling the school office. If school is closed there may not be anyone in the office.
3. School may be canceled or have a 2 hour delayed opening (10:00 am) depending on weather conditions. AFN will always have the latest information. Any decision will apply to all students, whether living on or off base.
4. While most of our students walk to school, most of our teachers do not. Therefore Darby School closes when conditions do not permit safe travel to the school and thus all decisions regarding closings or delays apply to all schools in Sasebo.

PROCEDURES FOR CLOSING SCHOOL WHILE IN SESSION:

1. The principal will coordinate the closing of school with the COMFLEACTS, Sasebo Base Commander.
2. The COMFLEACTS, Sasebo Base Commander will coordinate announcing school closure time with AFN and will inform local commands so that working parents will be notified of the school closure.

A. Early Dismissal

1. Students who walk to school will be dismissed within 30 minutes of the time that school closure is announced. The principal will inform teachers when students may be released
2. Students will NOT be sent home to an empty house. The school will verify that a parent, or an older brother or sister is at home before a student is released.
3. If no one is at home, students will remain at school under faculty supervision until a parent can be contacted.

B. Delayed Closing of School

1. If conditions exist that make it unsafe for students to travel home on foot (severe weather, civil disturbances, etc.) students will remain at school under faculty supervision.
2. Parents should listen to AFN before calling the school office.
3. When travel on foot has been deemed safe, the school will be closed and the students sent home following the procedures listed above.

CONCERNS

Parents who have a question, a complaint, or a concern should attempt to resolve it at the most appropriate and immediate level. For typical classroom matters, the following procedures apply in order as needed.

1. The parent discusses the matter with the teacher concerned.
2. The parent or parent and teacher meet with the principal.
3. Those matters, which cannot be resolved at the school level, are referred to the Superintendent of Schools, Japan. The superintendent's office is located at Yokota Air Force Base.

These procedures follow the line of authority from teacher to District Superintendent and focus on resolution at the lowest and most immediate level. Parents are encouraged to seek immediate resolution of problems. Prompt action can frequently prevent complications and more serious problems later on.

CONFERENCES

PARENT/TEACHER

Conferences are valuable opportunities for parents and teachers to plan cooperative strategies to help the student. Parent/Teacher conferences are scheduled over two days for all parents at the end of the first quarter grading period. Report cards are given to the parents at that time and the student's school performance is discussed. Half days for conferences are scheduled at the end of both the 2nd and 3rd quarter grading periods. These conferences are scheduled by request of either the teacher or parents.

Other conferences may be initiated as needed or desired any time during the school year by either the parent or the teacher. Teachers are available for after school conferences by appointment. Parents desiring a conference should send a note to their child's teacher or leave a message for their child's teacher to return their call. The teacher will contact the parent to schedule the conference.

Parents who are unable to attend a scheduled conference should notify the teacher in advance by note or telephone message so that the conference can be promptly rescheduled. The school requests that parents notify the teacher ahead of time of the need to conference. This allows the teacher to prepare so that he/she can address the parent's specific concern.

It is important that both the teacher and the parent work closely together in an effort to help the child. Questions or concerns should be addressed quickly. Therefore, frequent parent/teacher conferences are encouraged.

PARENT/ADMINISTRATOR

Parents who would like to meet with the principal should call the school secretary for an appointment to avoid having to wait due to other previously scheduled commitments. To enhance communication, school staff will inquire as to the nature of the request.

If the subject of the conference concerns policies or practices of an individual teacher, a conference should first be held with the teacher involved. If that has not previously been done, the principal will request a parent/teacher interaction. Problems that cannot be resolved at the most immediate level should then be brought to the attention of the school administration.

DAILY DISMISSAL POLICY

The bell to dismiss students rings at 2:30 P.M. Students who walk home must leave the school grounds as soon as they are dismissed unless they are engaged in an after school activity. Students in PSCD, Sure Start and Kindergarten must be picked up at school by a parents or a responsible adult.

DISCIPLINE

Good discipline is marked by self-control and an understanding of appropriate standards of conduct. As children mature, they become increasingly capable of judging accurately which conduct is appropriate in any given situation. The guidance of parents and teachers helps students develop self-discipline.

Discipline will be maintained at an appropriate level, which will result in (1) maximum growth of the student in self-control, (2) high regard for student body and faculty, (3) pride in the school and community. We expect all students of J.N. Darby School to abide by the rules and regulations as established by the administration, faculty and student government. School rules apply at all school functions. DoDEA Regulation 2051.1 governs all school discipline.

DISCIPLINE FOR MINOR/FIRST OFFENSES:



A first offense may result in an oral reprimand, a call to the parents, loss of a particular school or extracurricular privileges, timeouts, teacher/student/parent conferences, and by any other intervention deemed by the teacher to be appropriate.

These minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, unexcused absence, chewing gum or eating food in class, being unprepared for class, running or horseplay in the halls or classrooms, cheating or lying, possessing items in violation of school rules, use of offensive language, minor damage to rooms or materials or to the property of any other person on or about school grounds, failing to follow instructions, disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity, and engaging in inappropriate behavior on the school bus. Nothing in this paragraph precludes the imposition of more serious discipline such as suspension or expulsion, or when the principal determines that the nature of the offense, in the context of all circumstances, warrants a more severe consequence.

GROUNDS FOR SUSPENSION or EXPULSION:

A student may be suspended or expelled from the school, if the principal or, in the case of suspension over 10 days, an expulsion disciplinary committee, determines that one of the following actions has taken place.

1. **Caused, attempted to cause, or threatened to cause physical injury to another person, or threatened to use or has used physical force against any person.**
2. **Conduct that endangers the well being of others.**
 - a. Fighting is not allowed at school. Fighting is generally defined as a sincere attempt to hurt another individual. In our experience, it takes two to fight. As a result, when a fight occurs, both students will usually be suspended from school. Repeat occurrences

will usually result in suspension for periods of longer duration, so severity of consequences may vary among participants.

- b. **Bullying, or threatening another person.** Chronic disrespect among peers will be referred for counseling, parent conferences and/or disciplinary action as appropriate. If it persists, it may then be considered Bullying. Bullying will not be tolerated and students caught participating in bullying will be suspended.
3. **Violation of DoDEA Zero Weapons Policy** and/or possession of items that are considered by the school to be dangerous or disruptive.
4. **Smoking or being under the influence of alcohol or drugs on school property and/or at school sponsored events.** If substance use is suspected while a student is attending school, parents/guardians will be called to accompany the student to the Branch Clinic for examination. Follow-up arrangements will be made between the clinic, school and the parents. This will lead to suspension and/or expulsion and command notification. Prescription drugs needed during the school day are to be deposited at the School Health Office and taken only under the supervision of the school nurse.
5. **Defacing or destroying school property (vandalism).**
6. **Displaying an insubordinate or flagrantly disrespectful attitude** toward any member of the faculty, staff or administration. Disrupting school activities or other willfully defying the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties.
7. **Theft**
8. **Forgery.**
9. **Profanity and vulgarity in word or gesture will not be tolerated.**
10. **Leaving campus without permission.** Students may go home for lunch but only if they have written permission from their parents. Supervision during this time is by parents.
11. **Sexual harassment of any kind will not be tolerated.**
12. **Other Misconduct** – Students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or principal knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any students, or other person on school grounds. Failure to do so will be grounds for discipline.

DRESS CODE

Students are expected to be neatly groomed and dressed in clothing that is appropriate for the activities in which they will be participating on any given day, and to the climate and time of year. Clothing items considered unsafe, unsanitary, vulgar or offensive are prohibited. Examples of clothing that might be deemed inappropriate: string halters or tank tops; tops that show bare midriffs; pants that show underwear and/or are in danger of falling down, etc. For health and safety reasons, students must wear appropriate shoes to school. Thong-like sandals, shower shoes, and bedroom slippers are prohibited. Too often, children trip and fall while trying to run at recess.



Student dress and personal grooming are the responsibility of the student and the parents. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste or affecting the health of the individual or classmates. Parents will be called to bring appropriate clothing or to take the student home to change.

Parents are asked to mark all articles of clothing and personal property with the child's full name to facilitate, return if lost.

EARLY DISMISSAL FROM SCHOOL

If a parent intends to pick a student up before regular dismissal time, a note should be sent to the teacher that morning.

A parent who wishes to take his child out of school during the school day should send a note indicating the specific time the child should be released from class. The teacher will be contacted by the office to send the student to the office. **Please meet your child in the office in order to sign your child out of school.**

EMERGENCY CONTACT

The school must be provided with the name and telephone number of a person who can be called in an emergency if the parent cannot be reached. Parents will always be called first. Emergency contacts are only for emergencies.

The telephone number provided should not be the sponsor's home telephone number. If the sponsor's duty telephone number is listed as the emergency number, the name of a person other than the sponsor must be supplied to the school as the designated emergency contact person.

It is recommended that a "Power of Attorney" be on file at the Branch Medical Clinic in case a child needs urgent medical attention and a parent is not available. Parents can get more information on filing a "Power of Attorney" by contacting the Branch Medical Clinic.

If the sponsor or emergency contact is not available, we will contact the Security Police, Branch Medical Clinic and the sponsor's commanding officer, as needed, to cope with the emergency.

PLEASE KEEP YOUR CHILD'S EMERGENCY DATA CURRENT

Please notify the school immediately if there is a change in home or duty phone numbers and/or addresses for your family and those of the alternate emergency contact.

EMERGENCY EVACUATION PROCEDURES

Darby practices emergency drills for Fire, Bomb, Terrorist (lockdown of the building and evacuation of the building), and Earthquake. In the event of a fire drill or other emergency evacuation procedure, a loud, continuously ringing bell will be sounded. Students will follow the evacuation plan posted in the room and leave that room in an orderly manner. Students are not to return to their rooms during or after emergency evacuation procedures until given permission by an appropriate authority. Emergency evacuation procedures will be practiced once a week during the first month of school and every other month thereafter. If you would like additional information, please contact the school at 252-8800.

FIELD/STUDY TRIP POLICY

Students **MUST** have signed permission in order to be allowed to go on school field/study trips. Field/study trips are designed to enhance, enrich and expand the regular educational program of the school. Since we are living in Japan, many of our field/study trips will be related to an expansion of the Japanese culture classes. Other trips designed to expand the science and social

studies curriculum take us to Main Base for tours of ships and other military facilities. Regardless of the destination, the purpose of any study trip will be educational in nature. (Sometimes a class may take a walking field trip to the Hario Post Office, Commissary, etc. Signed field trip permission slips will not be required for any trips on Hario, although it is school policy that parents be notified in advance that children will be leaving the school site)

Due to the potential difficulties and/or dangers involved in an off-base field trips, adult chaperones are a requirement. Parents will be assigned a small number of students for whom they will be responsible for specific supervision during the trip, and their full attention must be directed to this responsibility. For this reason, parents may not bring younger children along on field trips. If parents with siblings come to the field trip site in a POV's, they should not be counted as or used as chaperones.

If the class is going on a field trip that involves bus transportation, the Student Transportation Office does not allow younger brothers and sisters to ride the bus on field trips because they are not covered under their transportation insurance. In these cases, we must ask parents to make child care arrangements for younger brothers and sisters if the parent wants to chaperone the trip. If you have any questions, please call the school at 252-8800/8801.

GRADING POLICY

1.) The following grading scale is used in all DoDDS schools in grades 4-6.

A = 90–100% B = 80–89% C = 70–79% D = 60–69% F = 59% and below

2.) The following marking code is used for the primary grades K-3 in all DoDDS schools.

CD – Consistently Displayed	N – Not Yet Evident
P – Developing/Progressing	X – Not Addressed

3.) Music, P.E., Culture, Enrichment

K-3	Grade 4-6
+ - Shows Strength	E – Exceeds Expectations
P – Participates	M – Meets Expectations
/ - More Participation is needed	S – Steady Progress
	L – Limited Progress

HEALTH SERVICES

Jack N. Darby School Nurse is responsible for the following:

Arranging for care of injuries; appraisals of the health status of students; identifying health needs and conferring with students, parents and teachers concerning specific health problems; providing vision and hearing screening; implementing health programs, such as dental fluoridation treatments; and health education and counseling. The school nurse is an excellent resource for information and counseling to the school and community.

Students who do not feel well should notify their teacher, who will then refer them to the school nurse or office personnel. If it is necessary for the student to go home or to be referred to the Hario Branch Clinic, the nurse will contact the parents or the emergency contact to pick up the student. The nurse must have up-to-date information on the health records in order to accomplish

this. It is recommended that a “Power of Attorney” be obtained from the legal office and inserted in the student’s hospital record to authorize emergency treatment.

Students are NOT permitted to carry any type of medication to school. Parents should bring all medicine to the nurse to be dispensed and the nurse must receive the permission form, a “Hold Harmless” letter, with the physician’s written instructions and signature along with the parents’ signature before any medication is administered. All medication must be in a pharmacy bottle labeled “for school use” that will remain at school. Students must receive all medication in the Health Office. No medication is taken to the classroom. Antibiotics are to be given at home. It is the parents’ responsibility to obtain a “Hold Harmless” letter from the physician when medication is prescribed to be taken during schools hours. No medication will be given without a “Hold Harmless” letter.

If your child has a chronic health problem or physical handicap, please discuss the problem with the nurse and the classroom teachers in order that the most beneficial learning experience may be provided. If a child is out for more than three days, please call the school office and give the reason for the absence.



If a student is ill prior to school, he/she should be kept at home. Students who are too ill to function in the classroom will be sent to the nurse and then the parent will be asked to pick them up. Students sent home because of illness must be accompanied by a parent, guardian, or an individual designated and authorized by their parent. If a child is dismissed from school with a fever, the child should not be sent back until the temperature has been normal for 24 hours. In the event of serious illness or injury requiring immediate medical attention, the parent will be notified and then an ambulance will be called.

Children who are recuperating from an illness should remain at home. Children with communicable conditions should remain at home. If the child contracts a communicable disease (measles, mumps, chicken pox, head lice or impetigo), please report it to the nurse. Please have your child checked by the Clinic before he/she reenters school.

HOME/SCHOOL COMMUNICATION

Several methods are used to keep parents informed about school programs and activities. The school newsletter (The Dolphin Dispatch) is emailed to the homes every other Friday. Paper copies are available on request.

Brief notes reminding parents of important school events or updating newsletter information are sent home from time to time. Please remind your child of the importance of delivering these communications to you promptly.

Information on current school events may also be obtained from the Sasebo Soundings, AFN and the Plan of the Day.

HOME SCHOOLING

It is the policy of the Department of Defense Education Activity (DODEA) to neither encourage nor discourage sponsors from home schooling their minor dependents. DODEA recognizes that home schooling is a sponsor’s right, and can be a legitimate alternative form of education for their dependents.

Parents who are home schooling their children are welcome at Darby Elementary School. Parents and their children may use the school library, the services of the school nurse, counselor, school psychologist, special education teacher, speech therapist, and other school specialists. Children in 3rd through 6th grade may take the Terra Nova Standardized Test. In addition, parents may bring their child to school to participate in art, music, PE, or Host Nation classes. Students who use these services must be registered for school, and then may select only those services or experiences that they want their child to have.

DoDEA does allow school to loan home-schooled children copies of our textbooks. For more information, please contact the school counselor at 252-8800 or 252-8801.

HOMEWORK

General Guidelines

Homework should be meaningful, related to and an extension of what is being taught in the classroom; not untaught material. It should be evaluated promptly with feedback provided to the student. “Homework” in the primary grades may not always be paper and pencil tasks. Some of the homework in primary grades will be students reading to parents and parents reading to students, or taking part in host nation and creative art activities.



Questions about the appropriateness, amount or level of difficulty of homework should be immediately brought to the teacher’s attention. Parents can help by providing a specific time and place for doing homework that will have a minimum of interruptions and distractions. Parents will ensure that students have concrete ways to organize homework, i.e. folders, spiral notebooks, memo pads.

The time required for completing homework assignments should be approximately 10 minutes for each grade level. Example: 1st grade (10 minutes), 2nd grade (20 minutes). Student ability and work habits may cause the time spent on homework to vary greatly. When a student has difficulty with a homework assignment, parents should help. Parents/students should contact the teacher or counselor if signs of frustration and failure occur. The teacher will endeavor to provide homework that can be done within the students’ resources. From time to time, teachers may send home Interactive Homework which encourages parent-child cooperation to complete.

HUMAN GROWTH AND DEVELOPMENT PROGRAM (GRADES 5 & 6)

The purpose of the DoDDS’ Health Program is to help each student achieve and maintain optimum physical, emotional, and social fitness. Students participate in a human growth and development program with assistance from the school nurse.

In these health classes, each child receives instruction on the male and female reproductive systems, physical changes which occur during adolescence, and birth and delivery of the newborn. It should be emphasized that education concerning physical maturation and acceptance of responsibility should be initiated in the home environment. Discussion in the school is limited. You will be notified during the year as to the date the program will begin. Parents are welcome to preview the teaching materials used in this program.

IN-SERVICE TRAINING

During the year, there is time set aside for faculty in-service training. The topics for these meetings are determined by the needs of the staff to improve skills and proficiency as well as to keep abreast of new trends in education. You will be notified in advance when meetings are planned. If parents are interested in participating or at least observing the training, they should contact the office and will be accommodated if at all possible.

LIBRARY/INFORMATION CENTER

Darby maintains a complete media center with collections relative to the student population. With the exception of periodicals (magazines and newspapers), reference and reserve material, items circulate for a two week period. Please remember, it is the responsibility of the student to return materials when due. Failure to do so can result in suspension of privileges and, in severe cases, letters to the sponsor's command requesting action.

The media specialist provides for library/media skills instruction for all students in grades 1 through 6. The library is open each day from 8:00 a.m. to 3:00 p.m. Parents may checkout material for their children. Parents may also check out materials from the counselor.

LOST/DAMAGED PROPERTY PAYMENTS

Parents are required to reimburse the U.S. Government for lost or damaged property. This process is accomplished by:

1. Pick up a cash collection voucher from the school registrar (the voucher will list the item and the cost).
2. Payment, in the form of a money order or personal check made out to "Treasurer of the United States", may be submitted to the School Registrar or paid at PSD.
3. If you pay at PSD, return the receipt of payment to the Darby school registrar.
4. In the case of lost library books, one alternative that helps to maintain the school's collection is for parents to purchase and donate a replacement of the lost book.

LOST AND FOUND ITEMS

Lost and found items are kept in the multi-purpose room at J.N. Darby. Money and valuable items that are found should be turned in to the office. Coats, jackets, hats, sweaters, lunch boxes, school supplies, or any other material brought to school should be clearly marked with the child's full name and room number.

LUNCH POLICY

Students in grades 1 – 6 who eat lunch at school must remain under the supervision of assigned school personnel until they are released to return to class. Students may go home for lunch if the student has a note from their parents. Parents may sign one note at the beginning of the school year that is good for the entire year, or, parents may choose to send a note each time their child has permission to go home for lunch. Students should not stop by the Home Store or Hario Eatery during school hours. Darby School cannot be responsible for student supervision once children leave the school grounds for lunch.

LUNCH PROGRAM

Students may bring a sack lunch from home. Milk is available for purchase at lunchtime in the cafeteria. Canned Sodas are not allowed at school.

The Navy Exchange provides a hot lunch program in the school cafeteria for \$2.05 per day. Your child may pay with cash or a pre-bought lunch ticket. Tickets may be purchased at the cashier's cage in the Main Exchange and at the Personalized Services counter at the Hario Home Store. The teachers cannot hold or be responsible for students' money.

Teachers in each class will take a lunch count to determine how many students will purchase the NEX lunch. Teachers will report the number of lunches needed for their class to the school office, who will then notify the cafeteria of the number of meals required for that day.

It is the PARENTS responsibility, NOT THE SCHOOL'S, to provide either a sack lunch from home or the means to purchase a hot lunch from school. Students may not charge lunches in the cafeteria. If a student does not have lunch money the parents will be called to bring money or a lunch to the child.

LUNCH ROOM BEHAVIOR

Students are expected to follow the direction of the school personnel in the lunchroom, and should use table manners that would be acceptable if they were eating at home. Students will remain at their tables until they have finished their lunch and the lunchroom monitor dismisses them for recess. Students are expected to leave their tables clean. Students are requested to keep the talking and noise to a minimum during lunch.

LUNCH ROOM RULES

1. WALK to and from the lunchroom.
2. Be courteous and observe good manners.
3. Move along quickly in the lunch line and have the correct change or lunch ticket ready.
4. You may talk quietly with those sitting next to you. The number of students eating at one time requires that voices be kept as quiet as possible. Loud talking is prohibited.
5. Help keep the lunchroom clean and orderly. Clean up any food or drink that you spill. Place papers, trash and milk containers in the wastebaskets.
6. Leave the lunchroom promptly when dismissed.
7. All food must be eaten in the cafeteria. (Students eating at home should not bring food or drink to the playground area, either.)
8. Students who eat lunch at school should remain at school throughout the whole lunch period. Children may not leave the school grounds after eating lunch.
9. Students who go home for lunch may come back to play on the playground during these times:
 - 11:20 – 11:40 1st/2nd grades
 - 11:45 – 12:05 3rd/4th grades
 - 12:10 – 12:30 5th/6th grades

LUNCH SCHEDULE

10:30 – 11:30	Lunch/Recess	Kindergarten	
11:00 – 11:20	Lunch	11:20 – 11:40 Recess	1st & 2nd Grade
11:25 – 11:45	Lunch	11:45 – 12:05 Recess	3rd & 4th Grade
11:50 – 12:10	Lunch	12:10 – 12:30 Recess	5th & 6th Grade

PARENT – TEACHER ORGANIZATION

Darby has a very active and involved PTO. They meet regularly once each month. Our PTO does great things for kids! We will publish information in the school newsletter about dates and times for meetings and how to become a member. There are many opportunities to become involved in your child's school and the Darby PTO invites all families to become members.

Membership in the PTO is open to parents of Darby students, faculty and staff of Darby school, and interested community members.

PCS TRANSFER/EARLY WITHDRAWAL

Please notify the school at least ten working days in advance of a PCS move so that the transfer documents may be prepared. We suggest that the parent hand-carry the students' school records if they are returning to the United States. Final school clearance requires that students return all books and pay all fees.

EARLY WITHDRAWAL

Any student who is withdrawn less than 20 school days into the 4th quarter will be given a transfer evaluation and grades to-date to take to their next school of enrollment for at their new duty station. DoDDS will not promote them for the year at that time.

Students who PSC with less than 20 school days remaining in the school year will be given an early report card and promoted to the next grade.

Students who are leaving school early for personal reasons not related to a PCS move and are not withdrawing from school will be marked as absent until the end of the year and given grades to date when the regular report card is prepared.

PETS AND TOYS

Pets and toys should not be brought to school except for special occasions when permission is given by the teacher. If balls and sports equipment is brought to school, it is expected that the students will share it just as though it is school, not personal, property.

PROGRESS REPORTS

Teachers may send interim progress reports at any time during a grading period before report cards are sent out.

Teachers will notify the parents of any student in grades 4-6 in danger of receiving a D or an F on his/her report card before the end of the grading period. We have asked teachers also to make parents aware if there is a significant drop in previous student performance, such as moving from A work to C.

Notification will be made in sufficient time for the parents to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in that class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about their child's progress. Do not wait until report cards are issued if you have a concern regarding your child's progress.

PUPIL PERSONNEL SERVICES

The following specialists and programs are available at Darby School.

COUNSELOR: The guidance counselor works with students, parents, and teachers to promote understanding of the school programs; assists in the identification of the needs of students; interprets the information to the parents and teachers; develops career awareness skills and study skills.

SCHOOL PSYCHOLOGIST: Services of the itinerant psychologist are available in testing, measurement, and individual appraisal to help the school properly evaluate individual problems, suggest remediation, or make referrals to appropriate agencies within Japan.

GIFTED EDUCATION (TAG): Darby's Gifted Education program provides for the needs of formally identified students. Identification is initiated by recommendations of teachers, parents or other professionals.

ESL – ENGLISH AS A SECOND LANGUAGE: The ESL teachers work with children who have learned English as a second language or who have been raised in families in which one or both parents are a non-native speaker of English to support a student's use of academic English. Children must meet the DoDDS guidelines in order to qualify for this program. DoDDS encourage bilingualism, and works with the intent to maintain dual language in the child.

SPEECH/LANGUAGE: A Speech/Language Pathologist provides screening, diagnostic, and therapy services, on an individual or group basis, for any child that needs special help with their speech or language skills.

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

SPECIAL EDUCATION: The Special Education teacher provides services for those students identified as having a learning impairment as defined by DoDDS Regulation 1342.12. Resource classroom and inclusion programs are available.

LITERACY SUPPORT SPECIALIST: This specialist provides direct services to children with reading difficulties, as identified by teacher referral, or assessment test scores.

RECORDS

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

The Family Educational Rights and Privacy Act was signed into law on August 21, 1975. School records open for parental inspection are defined as "any and all official records, files and data related directly to a student."

The following items of information will be maintained in student records:

1. Permanent Records Folder (DSP Form 104)
2. Sponsor/Pupil Registration Card (DPSA Form 2030.2)
3. Duplicate Report Card
4. School Health Record (DoDDS Form 120)
5. Results of standardized testing
6. Cumulative Individual Reading Record Folder (if applicable)

7. Testing data and documents relating to special classes and programs
8. All records received from previous schools attended by the student

The official responsible for student records is the school principal. Only authorized school personnel with a “need to know” (to be determined by the principal) will be permitted access to this information.

The records that are maintained on our students are commonly referred to as the cumulative folder or 901 file. The student files are kept in locked file cabinets in the main office. The records contain the enrollment card, the sponsor’s current orders, previous report cards and transfer forms. The school health record is considered part of the student’s file and it is kept in the nurse’s office. Some student files contain results of individual assessments or reports of student progress in special classes such as ESL, Speech Therapy, or Special Education. When a student leaves, all components of the student file are combined into one package for transfer to the new school.

Records are carefully maintained under the provisions of DOD Directive 5400.11. Parents who wish to review any or all of the components included in their child’s file should inform the administration. We will make an appointment for the parent/legal guardian and arrange to have a teacher, counselor or administrator present to answer any questions you may have.

REGISTRATION



DoDDS Instruction 1342.10 governs eligibility for enrollment in the DOD Overseas Dependents Schools. All “command sponsored” school age dependents of military and civilian personnel assigned to this area are eligible for “space required” enrollment on a tuition free basis.

Other persons interested in enrollment should contact the school registrar for determination of eligibility and category of enrollment.

ALL CHILDREN MUST BE REGISTERED TO ATTEND A DODDS SCHOOL AND THEN RE-REGISTERED FOR EVERY CONSECUTIVE SCHOOL YEAR THEY ATTEND. (Re-Registration is usually held in April)

NEW STUDENT

Parents must fill out the following documents:

- Sponsor/Pupil Registration (DSPA Form 2030.2)
- School Health Record (DoDDS Form 120. Include any special health concerns necessary for your child’s safety and well-being.
- Emergency Point of Contact and phone number

Parents must present:

- Copy of sponsor’s orders
- Area clearance message or dependent entry approval message listing school age dependents by name, or “Birth Abroad Certificate”
- Student’s immunization record
- Proof of age (birth certificate or passport)

RETURNING STUDENT

Parents must fill out the following documents/information:

- Sponsor/Pupil Registration (DS Form 100)
- Update For School Health Record (DoDDS Form 120)
- Parent Volunteer Form
- Update emergency Point of Contact and phone number
- Copy of sponsor's orders if there has been a change in dates or command

REPORT CARDS

Our policy is to grade each student with respect to his/her own academic growth and potential. Report cards, therefore, are designed to show positive areas of improvement and indicate where improvement is needed. The report card is not designed to compare the student with his/her classmates.

Report cards are issued four times a year. The first report card is issued directly to parents during the parent/teacher conferences at the end of the first quarter grading period.

The second and third quarter report cards are issued to students in an envelope to be delivered to the parents. Parents may keep the report card, but are required to sign the envelope and have the student return it to the teacher the next day. This is to ensure that all report cards reach home promptly. The final report card is issued to students on the last day of school and is to be taken home to parents.

RETENTION

If a student is having difficulty in academic or social adjustment areas, the classroom teacher will have regular conferences with the parents during the year to develop strategies to remediate the problem. If the teacher suspects a learning impairment or other handicapping condition, a referral will be made to the Case Study Committee to have the student tested and evaluated.

Only if no handicapping condition exists and remediation strategies are not successful, the teacher will contact the parents to advise them that retention may be a possible consideration. Retention is not usually recommended for a lack of maturity.

A Student Placement Committee, normally including the classroom teacher, a specialist, the school counselor, the parents, the student (if appropriate) and the principal will meet to consider alternative strategies. A recommendation for retention must be sent to the principal for a final decision.

If a child is retained in the same grade for another year, a plan for the next school year must be submitted in writing to ensure that the child does not repeat the same curriculum in the same manner.

SAFETY

Students are encouraged to “Think Safety” while on the school grounds. Any safety hazard noted in class or outside the building should be reported to the teacher or to the office.

The staff makes a sincere effort to maintain a safe environment and encourages safe behavior from students. These are some of the actions taken to eliminate hazards and injuries:

1. Fire safety instruction with regularly scheduled drills.
2. School and/or classroom rules to eliminate fighting, running and misbehavior.
3. Instruction in personal health, hygiene and safety.
4. Earthquake and typhoon information and drills
5. Playground safety



SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee (SAC) meets regularly throughout the year to advise the principal on all matters affecting the operation of the school, such as school policies, instructional programs, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs, and other educationally related matters. This committee is advisory in nature and not a policy making board. Members are elected for two-year terms.

The agenda for each meeting and exact times and dates of the meetings will be publicized via the school newsletter. Parents are encouraged to attend SAC meetings and to submit items for discussion. The minutes of each meeting are posted on the school bulletin board near the office.

STAFF

As required by directives of the North Central Association of Colleges and Schools, all staff members are qualified by experience and/or training for the positions they hold.

The qualifications include a bachelor’s degree, college courses in the subject/s taught and a current teaching certificate. Actual teaching experience is desired but not always required. DODDS teachers come from all sections of the United States. Most members have traveled and worked in various parts of the world. Their wide background and training provide enriching experiences to benefit the students.

You will find the staff available for your assistance and information, as well as willing and capable to provide a high quality of educational service.

TEACHING POSITIONS

SUBSTITUTES

We are in constant need of applicants for substitute teaching. Interested candidates should call the school office at 252-8800 for more information.

FULL TIME

Candidates interested in full time teaching positions can obtain applications at the school office.

TUITION PAYMENTS

Space available, tuition paying, federally connected sponsors must present a letter from their sponsoring agency authorizing DoDDS to bill the agency or firm for tuition. Organizations will be billed in advance of each semester. The billing document, SF 1131, will be attached to a cover letter stating that the billing is in accordance with their letter of request. The school will provide each tuition – paying sponsor (organizational or self-pay) with a letter at the time of registration explaining DoDDS tuition payment policy for first and second semesters. For sponsors paying tuition directly at the school (self-pay), a Cash collection Voucher, SF 1131, will be prepared by the school to process the payment.

Tuition payments can only be accepted in the form of a money order or check. Payments must be made in US dollars; both checks and money orders will be made payable to “Treasurer of the United States”. The check or money order will be attached to the Cash Collection Voucher along with all other supporting documentation and forwarded by the school to the DoDDS-Pacific Fiscal Division. Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid. Current directives require us to advise parents that admission as Space A is a year to year proposition, and will not be determined prior to the start of the school year.

TYPHOON WARNING PROCEDURES

The following is the current policy on school attendance during typhoon conditions:

Condition

2, 3, or 4

1

All Clear

Attendance

Students will attend school as usual

Students will not report to school

If an all clear is announced between 0600-0759, there will be an automatic 2 hour delay.

If condition one (1) is called while school is in progress, children will be released according to the procedure outlined under “Closing of School.”

These typhoon conditions may change at any time. AFN radio and television are the official sources for information regarding typhoon conditions. School and bus schedules will be announced over AFN.

VALUABLES

The school cannot accept responsibility for valuables, such as cameras, electronic items, or money brought to school. Please keep these items at home.

VISITORS & CLASSROOM VISITATION

Parents and other Visitors are ALWAYS welcome at Darby. Parents wishing to observe their children’s classes, however, should make arrangements in advance. Parents wishing to visit a class should call the teacher or send a note stating the date and time they wish to visit.

As part of DoDDS Worldwide School Security System, upon arrival at school, **all VISITORS, including parents**, must sign in at the school office and will then receive a badge identifying them as an authorized school visitor. Upon completion of their visit, visitors will return the badge to the school office and sign out of the building. While this procedure may seem a bit inconvenient, it must be strictly observed for the safety of the students.

VOLUNTEERS

Volunteers must complete and clear a background security check with base security before you may volunteer at any DoDDS school. Please stop by our main office for more information

We need parent volunteers in all areas. Many of our parents volunteer in classrooms as chaperones, room parents, classroom aides, etc. If interested in doing these kinds of things, please contact your child's classroom teacher. If you'd prefer to perform these kinds of services in a classroom other than that of your child, or if you have special skills in areas of art, music, Physical Education and would like to volunteer, please contact the office at 252-8800. Services of volunteers are also used in our library, reading programs, and special education programs.

Darby's PTO, itself an all-volunteer organization, is always in need of volunteers to help staff their many school support activities and fund raisers. Please consult the Dispatch, Darby's Newsletter, for information on these activities and meetings, or call the school at 252-8800.

ZERO TOLERANCE FOR WEAPONS:

ZERO TOLERANCE MEANS THAT WEAPONS OR REPLICAS OF WEAPONS ARE NOT ALLOWED IN SCHOOL.

Can students get into trouble if they know about or assist someone who has a weapon?

Yes! Knowing about a weapon without reporting it to a school official is considered a policy infraction.

Can students get into trouble if they bring a knife to school for a scout meeting after school, even if they keep it in their backpack and don't show it to anyone?

Yes! Bringing a weapon or replica to school or possessing such an item is a violation of policy. *{If such an item is "accidentally" brought to school, the student should take it to his/her teacher immediately upon discovery; such a situation is one in which leniency can be justified.}*

Is threatening someone with a toy considered an infraction using a weapon?

Yes! Items not designed as weapons but used as weapons to harm, frighten, or threaten someone are considered to be weapons.

Can students be expelled or suspended from school for bringing in items that look like weapons?

Yes! Items that resemble weapons will also be considered a weapon replica and are not allowed at school. Even toys that look like weapons could be considered a replica.

A. FORBIDDEN ITEMS

WEAPONS: Weapons are items that are carried, presented, or used in a way to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica or even toy guns) knives, razors, box or carpet cutters, or any other sharp or pointed items, slingshots, nun-chucks, "cracker balls," objects designed to project a missile, explosives, brass knuckles, mace, pepper spray, or any similar propellant or any other object concealed, displayed, brandished in a manner that reasonably provokes fear. This includes using common objects such as a pencil as a weapon. Severe actions will quickly be taken against any students bringing these items to school. The Security Police will be notified.

OTHER ITEMS:

Smoke and stink bombs, squirt guns, skateboards, Frisbees, matches, lighters, firecrackers, and caps, etc. constitute unacceptable safety hazards. Electronic games or ipods should not be brought to school because they are a high theft item. They will be confiscated if seen and kept in the office until after school. The second time they are seen at school the parent will be asked to pick up the item.

GUM: Is not allowed in school at any time.

CELL PHONES: do not NEED to be brought to school. Students needing to use a phone during the school day may ask the teacher to use a school phone. If parents wish their child to have a cell phone at school, during the school day, it must be turned off and stored in a backpack. Cell phones that ring and disrupt a class will be taken to the office until the end of the day. If it is a repeated offense, cell phones will be turned into the office and held until parents pick them up.

ELECTRONIC GAMES OR IPODS: These are not to be brought to school. The school can not be responsible for lost or stolen items. If these are seen they will be taken to the office. The student may pick them up after school. The second time they are seen the item will be held in the office for the parent to pick up.

ITEMS FORBIDDEN BY THE BASE:

The base has the following restrictions that apply not only at school, but also anywhere.

The following paragraph was taken from CFAS Instruction 1752.1A, dated November 6, 1992, titled CONDUCT OF MINOR DEPENDENTS (UNMARRIED). If you would like to see a copy of this instruction, contact the school secretary at 252-8801.

WEAPONS AND FIREWORKS: Fireworks, explosive noisemakers and switchblades or spring-loaded knives are prohibited. Any knife with a blade longer than 2 3/8" is prohibited unless being used in authorized recreational activities. No person shall carry a concealed, deadly or dangerous weapon. No youth under the age of eighteen shall carry any knife or dangerous weapon except as authorized above.

PLASTIC PELLET or METAL BB FIRING GUNS (compressed air): These guns are readily available on the local economy, are capable of blinding someone struck in the eye and are strictly forbidden by the base.

The Security Forces will be contacted immediately if these items are found.

B. DISRUPTIVE BEHAVIOR

Students who repeatedly disrupt the learning environment in a classroom lose their right to remain in the class. The faculty has been instructed to refer disruptive students to the office. Students who are sent out of class will be required to make up all class work missed. Sponsors will be notified of the problem and a parent conference will be arranged.

C. DEFINITIONS

SUSPENSION is a disciplinary action for chronic misbehavior or a serious infraction. When suspension is imposed, it will be done following due process procedures and in compliance with DoDDS “Students Rights and Responsibilities” regulations. Parents will be notified when this action is taken. Parent cooperation and support are needed for this action to be effective.

EXPULSION is a disciplinary action taken for chronic misbehavior or severe infractions such as violation of ZERO TOLERANCE FOR WEAPONS, threats to others, drug or substance abuse or use in school, etc. In all cases of expulsion, a disciplinary committee hearing will be held following the guidelines of DoDEA regulation 2051.1, Disciplinary Rules and procedures. The School Discipline Committee is made up of teachers, parents, community members and the principal. The recommended disciplinary action on referrals for suspensions (over 10 days) and expulsions is then sent to the superintendent for a final decision. They also make recommendations for counseling and follow-up actions.

Please cut and return to school

Jack N. Darby Elementary School Handbook Receipt **School Year 2008-2009**

By signing below, I acknowledge that I am aware how to access electronically the 2008-2009 Parent-Student Handbook. I am responsible for reviewing and becoming familiar with its contents. I will do my best to ensure compliance with the policies and procedures as outlined in the handbook.

In particular, I understand and comply with the stringent policies on such matters as:

- A. Attendance and Tardy Policy
- B. Discipline
- C. Dress Code
- D. Zero Tolerance of Weapons

Please sign and return to your child’s teacher.

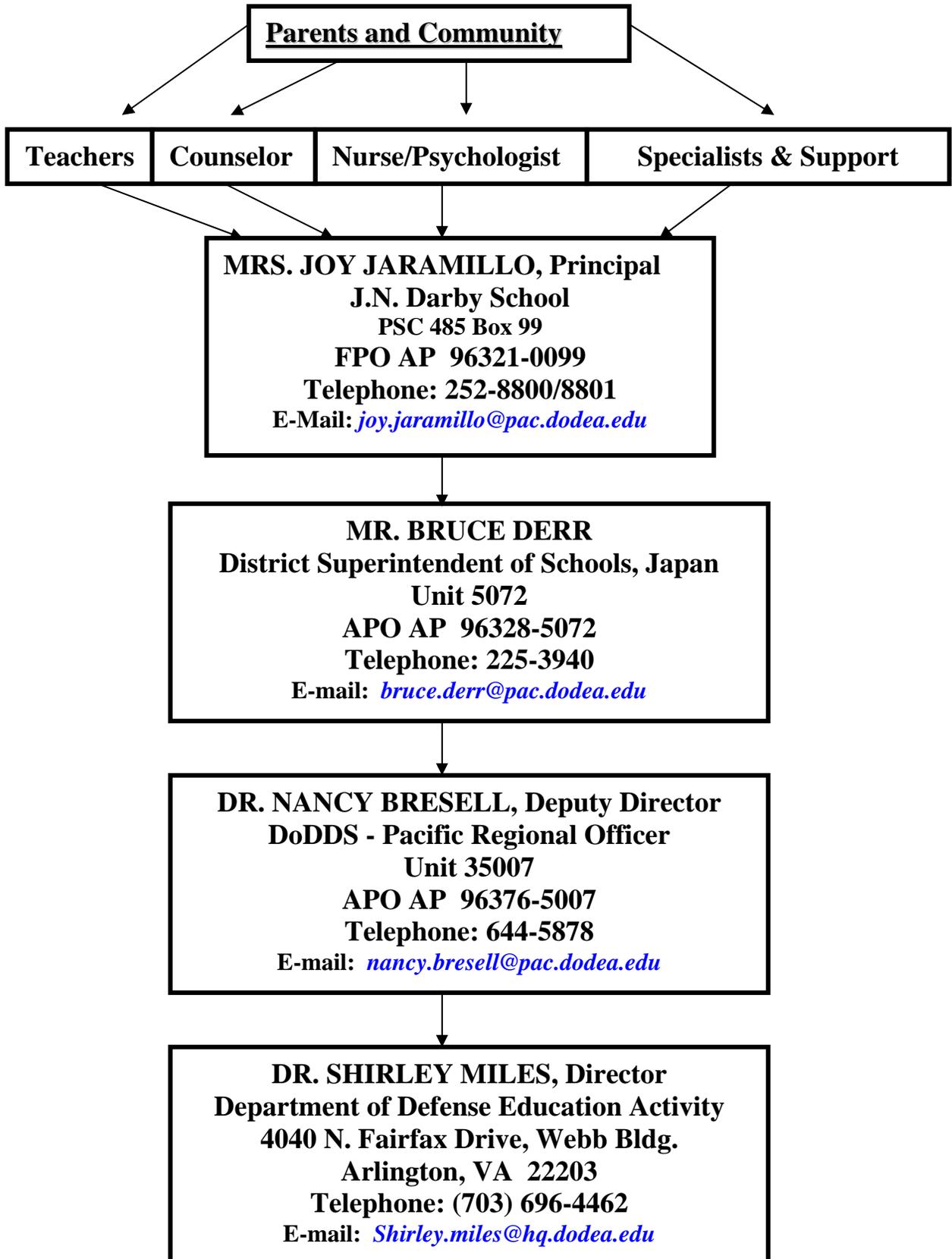
Parent Signature

Date

Student Signature

Date

Communications Chain of Command for Addressing & Resolving School Level Issues



**ALL THE
BASICS
FOR BACK TO SCHOOL**
JACK N. DARBY ELEMENTARY SCHOOL
SCHOOL SUPPLY LIST

KINDERGARTEN

The following items will be community property (DO NOT LABEL COMMUNITY ITEMS):

- 10 Pcs #2 Pencils 2 White Erasers (Japanese Mono Light) 4 Large Glue Sticks 1 Bottle of White Glue 1 Box 16 Crayons 1 Package of Washable Markers 1 Black/White Composition Book 1 Antibacterial Wipes like Clorox Brand 1 Antibacterial Liquid Hand Soap 2 Boxes of Kleenex

ADDITIONAL FOR BOYS:

- 1 Box of Gallon-Size Ziploc Bags 1 Box of 5 Oz Kitchen Dixie Cups
 1 Pack of Napkins 2 Bags Plastic Forks

ADDITIONAL FOR GIRLS:

- 1 Pack of Paper Towels 1 Box of Sandwich-Size Ziploc Bags
 2 Bags Plastic Spoons 1 Pack of Large AND Small Paper Plates (NO Styrofoam please)

****Personal Property****

(PLEASE LABEL PERSONAL ITEMS WITH YOUR CHILD'S NAME)

- Backpack, (regular size backpacks, not small ones and preferably not on wheels),
1 Pair of Kid Scissors (Fiskars are best. If your child is left-handed, they need to have left-handed scissors),
Nap Supplies such as 2 bath towels, a small pillow (space is limited – NO full blankets, mats, commercial nap pads, or sleeping bags),
Toothbrush w/ cover or case.

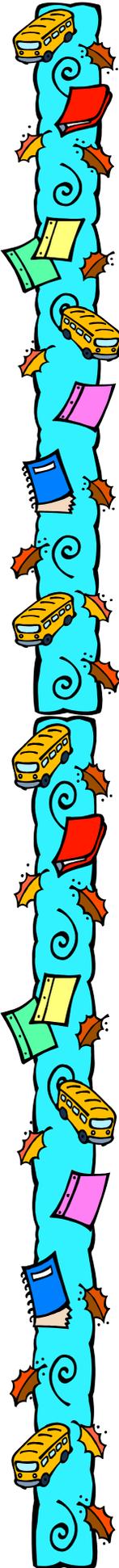
FIRST AND SECOND GRADE

The following items will be community property (DO NOT MARK WITH STUDENT NAME):

- 1 box of quart (or sandwich sized) ziplock bags
 1 box of tissues
 1 bottle of **ELMERS** white school glue
 3 large glue sticks
 1 package (of 10) yellow #2 pencils
 1 24-pack box of crayons
 2 composition books
 4 2-pocket, 3-prong folders
 2 packs 3x5 index cards
 1 pair of Fiskars Kid Scissors (do NOT mark w/ name)
****If your child is left-handed, purchase Left-Handed Fiskars Scissors and mark with student's name****

***Additional Items:**

- Boys - 1 box of gallon ziplock bags and 1 box of wet wipes
 Girls - 1 box of 2-gallon ziplock bags and 1 box of disinfectant wipes (like Lysol or Clorox)





For Culture Class

****PLEASE LABEL CULTURE FOLDER WITH STUDENT'S NAME****

1st GRADE: 1 #2 Pencil 1 Red Folder 1 Large Glue Stick

2nd GRADE: 1 #2 Pencil 1 Navy or Dark Blue Folder 1 Large Glue Stick

Note:

Teachers may be asking for additional supplies to meet individual classroom needs

THIRD GRADE

The following items will be community property (DO NOT LABEL COMMUNITY ITEMS):

3 Package of Pencils 1 Box of 24-Colored Crayons 2 Erasers 2 Composition Book 1 Package of Binder Paper 1 Ruler 2 Pocket Folders 1 Box Tissues 1 Bottle of Elmer's White School Glue 1 Pair of Scissors 1 Box of Quart Size Ziploc bags

PARENTS and STUDENTS: No binders, trapper keepers or pencil boxes needed in 3rd Grade!

***For Culture Class (Please label folder w/ student's name)**

1 #2 Pencil 1 Yellow Folder w/ pockets labeled Culture 1 Large Glue Stick

FOURTH and FIFTH GRADE

1 Three-ring Loose Leaf Binder (2 ½ inches) 4 Package of Lined Notebook Paper
 1 Pack of Subject Dividers (Labeled Reading, Writing, Math, Social Studies, Science/Health)
 3 Spiral Notebooks (8 1/2" x 11" - one subject) 2 Pocket Folders (Labeled with Student Name) 2 Composition Books 1 Pack of Pens 12 #2 Pencils 1 Pencil Sharpener with case to catch shavings
 1 12" Ruler with Standard and Metric Measurements 2 Large Glue Sticks
 1 Box of Colored Pencils **OR** 1 Box Markers 1 Box of Crayons Scissors (small, heavy duty pair such as Fiskars brand) 1 Supply Box or a Pencil Pouch 2 Highlighters
 2 White Erasers 1 Large Box of Tissues 1 Waterless Hand Sanitizer

***For Culture Class (Please label w/ student's name):**

4th Grade: 1 #2 Pencil 1 White Eraser 1 Green Folder w/ pockets labeled "Culture"

5th Grade: 1 #2 Pencil 1 White Eraser 1 Lt Blue Folder w/ pockets labeled "Culture"

SIXTH GRADE

Two 2 ½ " Binders 4 Packs Loose-leaf Lined Notebook Paper 2 Packs Subject Dividers
 5-10 pencils Scissors (Fiskars) 12" Ruler with Inches and Centimeters 1 Glue stick
 2 White Erasers Colored Pencils Markers 1 Large Box Tissues 1 Box of Salt
 1 Box of Baking Soda 1 Combination Lock 4 Oz Liquid White Glue 1 Compass
 1 Protractor, 2 Spiral Note Books

***For Culture Class (Please label w/ student's name):**

1 #2 Pencil 1 White Eraser 1 Purple folder w/ pockets labeled "Culture"

Students may also wish to purchase a portable USB storage device, but this device is not a requirement. The device would allow students to save documents from a home computer and transfer them to a school computer (or vice versa) via the USB port. They are commonly referred to as USB flash drive, USB drive, pen drive, pen key, flash memory storage device, portable USB storage device, etc. A 16 MB USB storage device should be ample storage space.