

# STUDENT-PARENT HANDBOOK

## STEARLEY HEIGHTS ELEMENTARY SCHOOL

Home of the Dolphins



August 2008

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Principal

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634-4523/4524

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## **WELCOME TO STEARLEY HEIGHTS ELEMENTARY SCHOOL!**

Hello and Welcome! For those of you who are new to the school, so am I, so we will have a wonderful chance to learn about the school and community together. Stearley Heights School's Mission is to "create a safe community where children become skilled learners and confident citizens with good character who are able to use technology and solve problems." To that end a dedicated, highly trained and motivated staff has been assembled. They love kids and love to teach and regularly devote time well beyond what is commonly termed the official duty day. You often find teachers still at work late into the afternoon and sometimes long into the evening. Many often work on Saturdays, Sundays and holidays. Teachers are only one part of the educational team. If we wish to maximize academic growth and achievement, parents will need to be deeply involved. Parents are encouraged to participate in the education of their children, whether it is coming to school to volunteer, conferencing with teachers whenever there is a concern, helping children with their homework, or reading to kids. There are many, many ways that parents can actively and productively participate in their child's education. We encourage you to get to know all of us, but most particularly, your child's teacher

Stearley Heights has a reputation as an excellent school with many interesting and challenging programs and classrooms. As the incoming principal, I have every intention to maintain that same high standard of quality. I promise to work hard with teachers to provide a warm, secure and nurturing environment as well as one that promotes discipline and order. We hope this will be evident from the minute any visitor steps through our doors.

John C. Mueller  
Principal

## **STEARLEY HEIGHTS ELEMENTARY SCHOOL**

### **VISION**

**STEARLEY HEIGHTS ELEMENTARY SCHOOL** envisions an environment for learning which focuses on the development of the whole child as a productive member of a democratic society. The academic, creative, emotional, moral, social, and physical needs of all children in the primary setting are addressed through developmentally appropriate programs. The school-learning climate emphasizes good citizenship and positive human relationships. Our school is committed to a school-home community partnership designed to facilitate the learning of all students.

## **STEARLEY HEIGHTS ELMENTARY SCHOOL** **MISSION STATEMENT**

**SHES is a safe, friendly place where all children can become confident, responsible citizens, learn to solve problems, and grow to be independent life-long learners.**

**GREAT KIDS  
GREAT PARENTS  
+ GREAT TEACHERS**

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**SHES**

**Preparing Great Kids for Success in Life!**

## **GUIDING PRINCIPLES**

1. Each child learns at an individual rate.
2. Each child can experience a pattern of success in school in order to develop personal satisfaction, self-confidence, and a feeling of pride and self-worth.
3. Each child can become a good citizen through the development of positive attitudes.
4. Each child's dignity and cultural/linguistic diversity should be consistently affirmed.
5. Each child has the ability to think imaginatively and openly, to explore ideas, and to realize that subject matter skills are tools used in problem solving.
6. Each child will have the opportunity to develop technology skills in order to prepare for the future.
7. The DoDEA Curriculum Standards provide the framework for an effective educational program.
8. A school-home community partnership that encourages open and effective communication, parent involvement, and community support promotes student success.

## **A PROFILE OF TOP STUDENTS WE WANT TO SEE AT STEARLEY HEIGHTS ELEMENTARY SCHOOL**

1. STUDENTS who take responsibility for themselves...the way they look, talk, and act.
2. STUDENTS who attend school regularly and bring a note excusing illness (or an emergency) upon returning to school.
3. STUDENTS who get to class on time with appropriate learning materials and are able to exercise good study skills and work habits; and upon completing assignments, quickly find something constructive to do rather than disrupt others.
4. STUDENTS who choose challenging activities to improve themselves, are not merely concerned with getting a right answer, but creatively think of several solutions to problems.
5. STUDENTS who do their homework regularly, hand assignments in on time and correct their own mistakes.
6. STUDENTS who have good manners...say "please" and "thank you"...friendly, courteous, and show respect to everyone.
7. STUDENTS who are honest with themselves and respect the property of others.
8. STUDENTS who follow the basic rules of SHES and help other students follow these rules.
9. STUDENTS who pick up their own litter and put it in a trash can (and occasionally pick up after others who may forget).
10. STUDENTS who volunteer to do a little extra to make their classes, SHES, or our international community a better place.

**SHES IS FORTUNATE...MOST OF OUR STUDENTS ARE LIKE THIS.**

*CHILDREN LEARN WHAT THEY LIVE*

*If a child lives with criticism,  
He learns to condemn.  
If a child lives with hostility,  
He learns to fight.  
If a child lives with shame,  
He learns to feel guilty.  
If a child lives with tolerance,  
He learns to be patient.  
If a child lives with encouragement,  
He learns with confidence.  
If a child lives with praise,  
He learns to appreciate.  
If a child lives with fairness,  
He learns justice.  
If a child lives with security,  
He learns to have faith.  
If a child lives with approval,  
He learns to like himself.  
If a child lives with acceptance and friendship,  
He learns to find love in the world.*

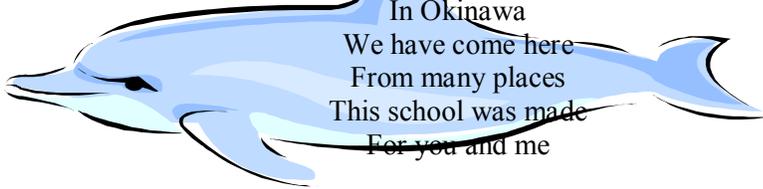
*By: Dorothy Law Nolte*

## Stearley Heights Elementary School Song

(Sung to "This Land is Your Land")

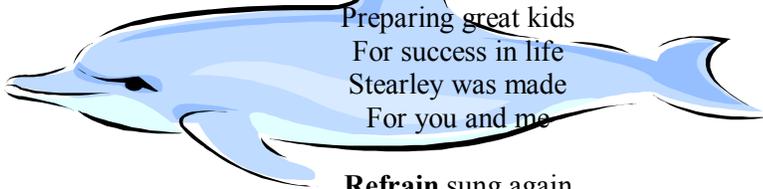
### Refrain:

Welcome to Stearley  
We are the Dolphins  
From Kadena Air Base  
In Okinawa  
We have come here  
From many places  
This school was made  
For you and me



### Verse 1:

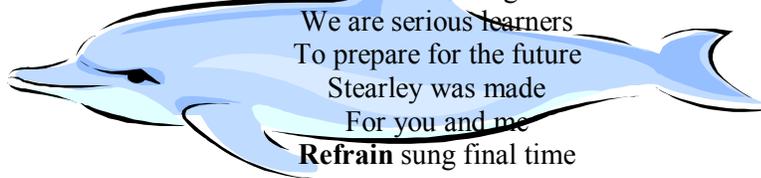
Stearley has a mission  
There are great kids here  
We have great parents  
We have great teachers  
Preparing great kids  
For success in life  
Stearley was made  
For you and me



**Refrain** sung again

### Verse 2:

We do math problem-solving  
And science experiments  
We use computers  
And read for Reading Counts  
We are serious learners  
To prepare for the future  
Stearley was made  
For you and me



**Refrain** sung final time

**SCHOOL HOURS** (First bell rings at 8:20 for students to enter the building)

Grades KN through 5 .....0820-1430  
Half Day .....0820-1100

**\*Students should not arrive at SHES before 0805. Thank you.**

**OFFICE HOURS**

The main office is open from 7:30 a.m. until 4:00 p.m., Monday – Friday. For assistance, please call 634-4524 or 634-4523. An answering machine is available at extension 634-4524.

**SCHOOL CALENDAR YEAR:**

DoDDS has a mandatory minimum of 183 instructional days for all students. The 183 days of instruction is an NCA accrediting agency requirement. Three additional early release days may be used to conduct staff-development in-service with prior approval of the District Superintendent. DoDDS has allocated a total of 190 days. When students attend for one half of an instructional day, that day is counted as a full instructional day. Parent conference days are considered instructional days.

**SHES DATES TO REMEMBER:** (Please see the school newsletter for additional activities and dates, visit SHE website for a current schedule of activities.)

**2008**

Monday, August 25	Begin First Quarter and First Semester grades first to fifth
Monday, September 1	Federal Holiday – Labor Day
Wednesday, September 3	Kindergarten first day of school
Monday, October 13	Federal Holiday – Columbus Day
Thursday, October 30	End of First Quarter
Friday, October 31	No school for students – teacher work day

Monday, November 3	Begin Second Quarter
Tuesday, November 11	Federal Holiday – Veterans’ Day
Thursday, November 27	Federal Holiday – Thanksgiving
Friday, November 28	Recess day
Wednesday, December 10	Accelerated Withdrawal Date (Fall Semester)
Monday, December 22	Begin Winter Recess
Thursday, December 25	Federal Holiday - Christmas

**2009**

Thursday, January 1	Federal Holiday – New Year’s Day
Monday, January 5	Instruction Resumes
Monday, January 19	Federal Holiday – Martin Luther King Jr. Day
Thursday, January 22	End of Second Quarter & First Semester
Friday, January 23	No school for students – teacher work day

Monday, January 26	Begin Third Quarter & Second Semester
Monday, February 16	Federal Holiday – Presidents’ Day
Thursday, April 2	End of Third Quarter
Friday, April 3	No school for students – teacher work day
Monday, April 6	Begin Spring Recess

Monday, April 13	Instruction Resumes – Begin Fourth Quarter
Monday, May 13	Accelerated Withdrawal Date (Spring Semester)
Monday, May 25	Federal Holiday – Memorial Day
Thursday, June 11	No school for students – teacher work day
Friday, June 12	End of Fourth Quarter & Second Semester

Watch our newsletter *The Stearley Splash* (sent via email) for notices of School Advisory Committee meetings, Parent Teacher Organization meetings, special events, and activities. Your participation in these activities reinforces your child's success in school.

### **ABSENCES (PRE-PLANNED)**

1. Please notify the school office and the student's teacher(s) of all pre-planned absences **PRIOR** to the first day of the absence to ensure that assignments/materials and requirements may be determined as noted.
2. Assignments and materials given out during the student's absence will be placed in a folder and given to the student upon his/her return by the teacher(s) rather than given to the student to take during the absence.
3. The student will be allowed a number of school days equal to his/her days absent to complete and turn in assignments missed during absence.
4. It is understood that many in-class activities (example: science experiments, participation in discussions, lectures, films, demonstrations, tests) are impossible to make up but will not result in the lowering of grades.

### **ARRIVAL OF STUDENTS TO SCHOOL**

For safety reasons, students walking or arriving by car to school should not arrive on the school grounds more than fifteen (15) minutes prior to the beginning of the school day. **Students should not arrive at school before 0805.** Students are not supervised prior to 0805. Students arriving before the designated time will be sent home. Doors open for students at 0815. The instructional day begins at 0820 and ends at 1430. Parents of students who frequently arrive early will be telephoned by school administration.

### **ATTENDANCE:**

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

- a. Illness
- b. Family emergency (severe illness, death, local hardship, etc.)
- c. Medical necessities that cannot be taken care of during non-school time.

It is a known fact that consistent school attendance and a student's grades are strongly interrelated. DOD 1342.6-m-1 requires that the installation commander will encourage all educable eligible dependents that have not completed high school to attend either DoDDS schools or a regular program of formalized instruction in the local school system.

At Stearley Heights Elementary School, the educational program is organized on a basic assumption that all students will attend school regularly and that they will be punctual. Adherence to the school attendance policy is the responsibility of the sponsor, parents, and students. When students have an extended absence, academic progress is often affected. Therefore, we encourage you to consider the school calendar when planning long vacations or trips.

Each teacher will maintain an accurate record of daily attendance for each student. This includes teachers of special subjects and special education as well as teachers in regular classrooms.

Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family, local hardship situations), religious observances, family trips and medical or dental appointments that

cannot be arranged during non-school time. All other absences (including suspension) will be considered unexcused.

In the event of absences and/or tardiness of a student, it is mandatory that the parent/guardian notify the office the day the student is late or out.

Students are encouraged to make up all work missed during their absence. Failure to do so may result in a lower overall grade on the progress report. When a student is absent from school part or all of a school day and is found to be truant, a conference is held with the sponsor/parents and student as soon as possible, to elicit reasons for truancy. Consequences will be based on the outcome of the conference, and on a case by case basis.

**Excessive and unexcused absences or trancies are considered disruptive behavior.** An effective policy requires that sufficient diagnostic and counseling services be provided so that disruptive student behavior will be met with therapeutic or administrative action.

**IN ORDER TO RECEIVE GRADES ON A REPORT CARD, A STUDENT MUST HAVE ATTENDED AT LEAST 20 SCHOOL DAYS IN A QUARTER.**

### **BEHAVIOR AND SCHOOLWIDE DISCIPLINE PROGRAM**

We expect students to come to school ready to learn. If a child's behavior inhibits his/her learning or the learning of others, we expect parents to be part of the immediate solution. Dependents are responsible for their own behavior and conduct; at all times sponsors are also held accountable. Students are expected to maintain standards of behavior that will bring credit to themselves and their families as well as show recognition and consideration for the rights of all SHES community members. No acts of violence, dangerous acts to self or others, or threatening behavior are permitted. Students are expected to obey all adults in the school environment.

Toys are only allowed for teacher/parent approved "show and tell" or other school related activities. Please do not allow your child(ren) to bring large amounts of money or expensive items to include jewelry to school.

### **CHEWING GUM**

Chewing gum is NOT PERMITTED at Stearley Heights Elementary School.

### **WEARING HATS/HEADGEAR**

Wearing hats, scarves, caps, or headgear in the buildings/classes is NOT PERMITTED at Stearley Heights Elementary School.

### **PORTABLE PLAYERS/RADIOS/CD PLAYERS/CELLULAR PHONES**

Walkman, tape decks, CD players, radios, and electronic games (such as "tamagouchi", laser pens) and cell phones are **NOT PERMITTED** at Stearley Heights Elementary School.

### **PROCEDURES FOR DISCIPLINARY ACTION**

All staff members are responsible for correcting students in an appropriate manner and as the situation dictates. The administration will meet with students to review and emphasize appropriate behavior guidelines and the disciplinary consequences of inappropriate behaviors. Proper supervision by classroom teachers, specialists, or paraprofessionals is essential to the development and maintenance of appropriate discipline standards. Stearley Heights Elementary School's discipline program is based upon two principles:

1. Solving problems at the lowest level.
2. Treating all students fairly and consistently.

Classroom teachers are to resolve the majority of discipline/behavior problems in the classroom. Procedures to resolve problems will include:

1. Teacher counsels student.
2. Teacher notifies parents of misconduct.
3. Teacher discusses problem with counselor, administration, or requests assistance of the Student Support Team (SST).
4. Teacher meets with parent and student for a conference.
5. Teacher seeks administrative assistance.

Discipline procedures SHOULD NOT INCLUDE:

1. Isolation of a student or students outside of the classroom.
2. Use of corporal punishment.
3. Use of ridicule, sarcasm, or inappropriate language.
4. Assignment of homework and/or written sentences as punishment.

SST and counselor consultations are made in cases of recurring behaviors that disrupt the class and the student learning process. Although the school counselor is not directly involved with discipline, they may assist in developing appropriate and positive student behavior patterns. Counseling procedures may include:

1. Suggesting techniques to modify student behavior.
2. Regularly scheduling counseling sessions to resolve ongoing problems.

Students will be referred to administration only after all the above steps have been taken or in the case of extremely disruptive, disrespectful, or unsafe behavior on the part of the student, which requires immediate removal from the classroom. **ALL REFERRALS WILL BE WRITTEN ON A DISCIPLINE REFERRAL FORM AND PROVIDED TO ADMINISTRATION.** Student behavioral incidents are entered into the administrative software and become an official record of student behavior.

After administration has investigated the alleged incident and if a student or students are identified to be at fault, a continuum of consequences will be determined on a case by case basis. Consequences may include - but are not limited to - counseling, parent conference, privilege suspension (cafeteria/recess), community service, or suspension (in or out of school).

As part of this process, administration will contact parents either with a pink copy of the discipline referral form, written behavior note, telephone, email, or conference.

In such instances involving possession and/or use of weapons additional guidance is provided on page 33 of this handbook.

Major behavioral offenses include (In such cases, an immediate discipline referral is made to administration):

- (1) Endangering self and/or others
- (2) Fighting
- (3) Any form of aggression: kicking, biting, punching, slapping
- (4) Throwing objects (e.g. erasers, rocks, sand, sticks, etc.)
- (5) Profanity and use of inappropriate language

**NOTE:** When students do not complete homework or return assignments, other consequences will be followed since these areas deal with student responsibility and are governed by classroom expectations.

**NO STUDENT WILL BE KEPT FROM SPECIALS, READ 180/LITERACY SUPPORT SERVICES, GIFTED ED, SPECIAL EDUCATION, ESL, etc. STUDENTS WILL BE GIVEN THE OPPORTUNITY TO MAKE UP CLASS WORK / ASSIGNMENTS THAT ARE MISSED AS A RESULT OF OUT OF SCHOOL SUSPENSION.**

**STUDENTS MAY BE ASKED TO REMAIN IN CLASS DURING LUNCH RECESS TO MAKE UP CLASSWORK OR HOMEWORK.**

**DoDEA Internet Agreement:** Violations of the DoDEA Internet Agreement will be addressed by administration and consequences determined on a case-by-case basis.

**BICYCLES:**

Bikes are fun! Riding bikes is a great way to enjoy being outdoors and riding 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 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.

Have fun and stay safe!

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

Boys and girls may ride bicycles to and from school but **NOT ON THE SCHOOL CAMPUS**. Bikes should be secured with a lock in the bicycle rack upon arrival at school and remain locked until it is time to return home. Bikes may be barred from school at any time when it becomes a nuisance, is operated in an unsafe manner, or is found unlocked. The boundaries of the school campus are the fences.

**SKATEBOARDS, ROLLER-SKATES, ROLLER BLADES (to include tennis shoes with roller blades attached) AND SCOOTERS ARE NOT ALLOWED AT SCHOOL.**

**BOOKS (Textbooks)**

Books are provided on a loan basis. Students are responsible for books issued to them. Parents are encouraged to help by placing book covers on the books.

Parents are ultimately responsible to pay for lost and/or severely damaged textbooks and library books. Payment may be made by money order, which is kept by the library or office until the end of the year. If the lost book is not found, the money order is forwarded to the District Superintendent's Office. If payment is made by cash or check and a receipt is desired immediately, a staff member will fill out a DD-1131 which then must be taken to Accounting and Finance located in Building 721 (cashier's cage).

**CHAIN OF COMMAND/PROCEDURES FOR CONCERNS**

As partners in the education of students in our school community, a major part of our mission is to involve parents in their child's learning. We expect all parents to volunteer in the classroom and school-wide activities, to participate in our PTO activities, serve as members of our School Advisory Committee, establish daily study times (even when there is no homework), and help children with task commitment, new skills, and projects. We realize parents' time is limited by a myriad of responsibilities and activities; however, research demonstrates that students who have the greatest school success are children whose parents are actively involved in their education.

As in all partnerships, we realize that miscommunication, confusion, questions, concerns, and even discontent can occur. If you experience such a problem, we request that you please utilize the following sequence and chain of command to resolve the problem:

1. **Meet with your child's teacher to resolve the problem. Sometimes a phone call will suffice, but with serious concerns, we find that personal meetings tend to minimize miscommunication. (A scheduled meeting is highly recommended so that the teacher can devote her full attention to your concern. While a casual 'drop-in' might seem the easiest, the teacher often has other responsibilities and cannot give you're the attention needed.)**
2. **Allow a reasonable length of time for resolution following your conference. Request feedback and a follow-up conference in two weeks to review progress.**
3. **If, after a reasonable length of time and a follow-up conference, you feel the problem has not been resolved, request that the teacher establish a meeting to include the parent, teacher, and his/her supervisor for mediation of the problem.**
4. **During the meeting with the supervisor, teacher, and parent, the problem will be identified, a plan of action will be established, and follow-up procedures will be clarified. We will make every attempt to resolve all problems, focusing on the child and his/her social, emotional, and academic growth.**
5. **If a class change is requested due to unresolved issues, we request that the above steps have been completed prior to that request. In the event this occurs, we ask that parents make the request in writing and cite reasons for the change. We ask that this decision be considered very carefully to ensure optimum social and emotional growth.**
6. **An administrative decision will be made within three (3) days of the written request (if all of the above policy procedures have been followed). You and the teacher will be notified of that decision.**

**Class change may not be requested during the first (1<sup>st</sup>) month of school.**

At SHES, we take great pride in our reputation as advocates for children and in establishing an atmosphere in which children not only receive quality education but also feel safe. We strive to establish a climate of high expectations (both academically and socially), and we honor each other for our uniqueness and diversity. We request your support and cooperation as we establish a partnership in your child's education in ensuring that we are working together to provide students with the skills and opportunities to meet the challenges of the future.

### **CHILD FIND**

The purpose of Child Find is to identify children in the community ages 3-21, who may have a disabling condition – communication, intellectual, emotional, or physical. An appointment for screenings can be made at the school by calling the Child Study Committee (CSC) 634-5984.

### **CHANGE OF ADDRESS, PHONE NUMBERS, AND TOUR EXTENSIONS**

Current home address, phone numbers, and an emergency contact name and phone numbers are mandatory. This vital information will be shared with the nurse, teachers, and school officials. Please call the Registration Clerk at 634-4939 or the main school number 634-4523/24, or send in a "change of data" memo. The school office must be able to reach students' parents in the case of an emergency. NO EXCEPTIONS. We also encourage parents to provide the school an e-mail address.

### **CLUBS/EXTRA-CURRICULAR ACTIVITIES**

All after-school clubs and activities (drama, music, etc.) normally will occur on Tuesdays and Thursdays. Parents of students participating must arrange transportation if your child attends an after-school club. Notification of these activities will be published in the newsletter. No activity bus will be available. Clubs, unless otherwise notified, will begin after the 1<sup>st</sup> quarter.

## **CONFERENCES**

Our school has frequent communication and conferences with parents in order to create the best learning environment for children. A guide for preparing for your conference will be sent home prior to the scheduled event. If you have a question or are concerned about your child's progress in school, it is not necessary for you to contact the school office. Time will be saved if you contact the teacher directly with a note via your child. All conferences require **pre-arranged** appointment times.

Required school-wide conferences are scheduled at the end of the first quarter. Third quarter conferences are held on an "as needed basis." Teacher, parents or administrators may request additional conferences on as needed basis.

**Please note:** School is a learning institution, therefore, any disruption, minor or not, adversely impacts the instructional process. Please arrange to schedule discussions and/or conferences with your child's teacher.

## **CORPORAL PUNISHMENT**

The portion of the Administrator's Guide pertaining to student behavior lists the definition of corporal punishment as follows:

**Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a child.**

Corporal punishment is neither practiced nor condoned in DoDDS. Permission to administer corporal punishment will not be accepted from any parent, guardian, or school official. Conferences will be held to determine appropriate steps to be taken with those students whose behavior is considered unacceptable.

## **DEREGISTRATION – (MOVING TO ANOTHER SCHOOL)**

If your child is leaving our school, it is necessary for you to call the office (634-4524/4523) and notify us at least **10 duty days** before the child's last day of school. There are several necessary forms to be completed. The office staff will appreciate as much advance notification as possible.

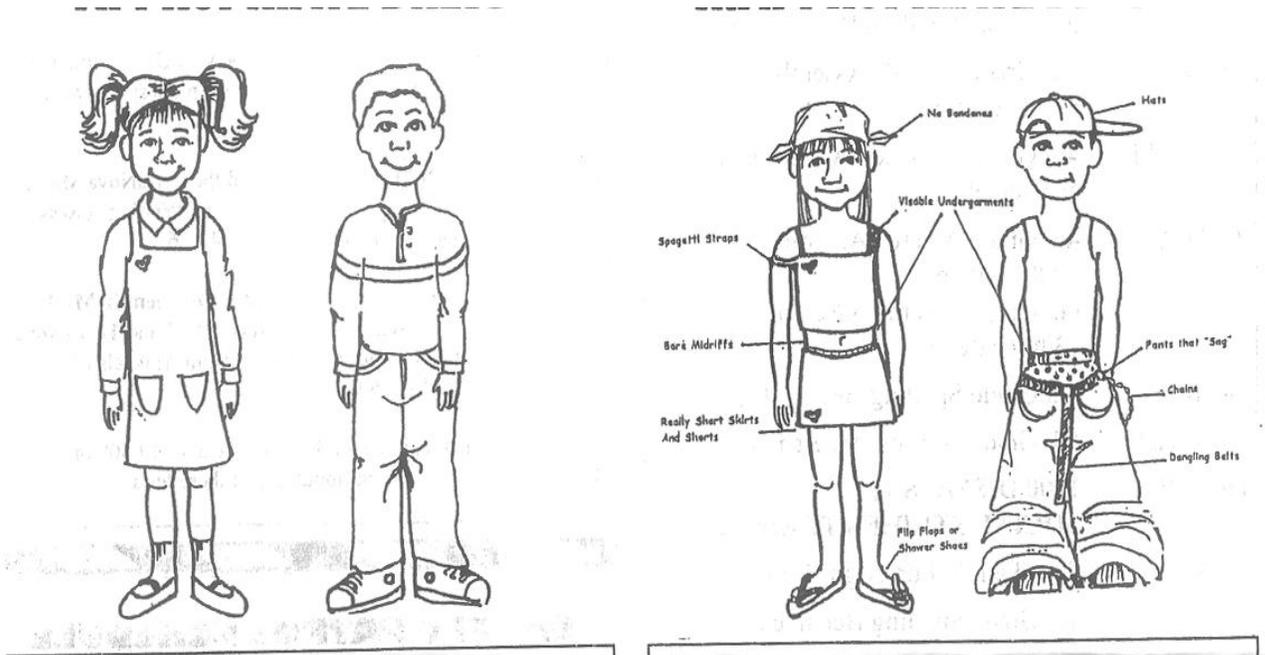
A copy of the PCS orders is required for the school documentation. We suggest that sponsors hand-carry the child's school records if you are returning to the United States. The school records **must** be hand-carried by a staff member for on-island transfers.

Final school clearance requires that students return all books and pay all fees. Normally, students departing within 20 days before the end of the last semester may be promoted to the next grade level only if they are on orders to PCS.

## **DRESS CODE**

We encourage students to take pride in their appearance at all times. Parents and sponsors are expected to guide students to dress neatly and appropriately. Examples of **prohibited** clothing include: spaghetti strap shirts, tank tops, midrift shirts, short skirts, pants that sag, underwear that is exposed, belt worn inappropriately, and wearing hats inside the building. Your child may be asked to change clothing if the clothing is distracting to the educational setting.

Cleanliness and good grooming are equally important. Children should wear appropriate clothes and shoes when attending physical education class. Shoes should be well fitting, safe, and appropriate. Socks should be worn with sneakers or closed shoes. Thongs (zoris), **flip-flops**, or high-soled shoes and wheelies are prohibited due to safety concerns.



**Acceptable**

**Unacceptable**

**ENRICHMENT CURRICULUM-SPECIALIST**

Children in grades K-6 are fortunate to have specialists who provide enrichment experiences in the following curriculum areas: Art, Music, Japanese Culture, and Physical Education.

Our school is fortunate to have the following specialists:

**GENERAL**

- Art
- Culture/Host Nation
- Music
- Physical Education

**RESOURCE**

- English as a Second Language (ESL)
- Guidance Counselors
- Literacy Support Specialist
- School Psychologist
- Teacher of the Learning Impaired
- Teacher of the Communication Impaired
- Teacher for Gifted Education

If you have any questions regarding these specialist services, please contact the main office (634-4524/4523) for an appointment.

**HEALTH PROGRAM AND SERVICES**

Per the DoDEA School Health Services Guide (DSM 2942.0), the purpose of the DoDDS School Health Program is to help each student achieve and maintain optimum physical, emotional, and social fitness. It is the function of the school health program to assist the parents, teachers, and other medical services in the maintenance of student health. This is accomplished through such activities as:

1. Vision screening
2. Hearing screening
3. Communicable disease prevention and control

4. Emergency care under the guidance of the school nurse
5. First-aid care to students who become ill or injured at school

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 clinic or hospital, the school nurse will contact the parents or the emergency contact person to pick up the student. The nurse must have up-to-date home, duty, and emergency contact telephone numbers 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 if the parent/sponsor plans to be off-island.

**The school nurse is not a substitute for seeing a physician for health problems arising at home.** Students who are too ill to function in the classroom will be sent home, and a parent or authorized person will be requested to pick up the student. In the event of serious illness or injury requiring immediate medical attention, an ambulance will be called and the parents notified.

When in doubt, keep a sick child at home! If a child vomits, feels hot, or complains about their eyes or their stomach **BEFORE** school, keep them home. Children are expected to participate in outdoor recess if they are in school. Please do not request your child be kept in at recess.

If a child has a temperature of 100.0 F or more, parents will be called and the student will be sent home. Parents will also be called to come pick their child up if any of the following occur: vomiting, severe diarrhea, uncontrollable coughing, conjunctivitis (pink eye), or any communicable disease such as chicken pox or strep throat. If "illness" becomes an attendance problem or if you have questions regarding your child's illness, the school nurse may be able to assist you.

If your child contracts a communicable disease or undesirable mention (mumps, measles, scarlet fever, strep throat, chicken pox, impetigo, lice, or scabies) please report it to the school nurse at **634-0650**. After having any communicable disease, have your child checked by the school nurse before he/she re-enters school.

#### **REQUIRED IMMUNIZATIONS ARE:**

- Polio (IPV/OPV) and Diphtheria/Tetanus/Pertussis – four doses, at least one of which was given after the fourth birthday. A fifth DTaP is recommended.
- Measles/Mumps/Rubella – one dose given after twelve months, a second dose between four and six years of age or before entering SHES.
- Hepatitis B – three doses.
- Varicella (chicken pox) – one dose after one year of age or reliable history of disease.
- HIB – two to four doses.
- IPPD Skin Test (for TB) – Not mandatory, but recommended every three years. If newly positive, X-ray taken and follow-up according to Community Health guidelines.

***PLEASE NOTE: DoDDS has a ZERO TOLERANCE for non-compliance of immunization required meets. Children not in compliance WILL be disenrolled.***

#### **POLICY ON MEDICATIONS GIVEN AT SCHOOL**

##### **STUDENTS ARE NOT PERMITTED TO CARRY ANY TYPE OF MEDICINE TO SCHOOL.**

Parents should bring medicine to the school nurse with an appropriately labeled bottle and Hold Harmless letter, and the nurse will dispense the necessary medicine. If your child has a chronic health problem or physical handicap, please discuss the problem with the nurse in order that the most beneficial care may be provided.

The school nurse will give no medicine at any time without a "hold-harmless" letter from the doctor or dentist. Most pediatricians are familiar with this regulation, but often **emergency room** doctors are unaware of it. If the doctor is prescribing medication to be taken during school hours, the pharmacy needs to make a separate bottle for "school use" to prevent breakage and missed doses from forgotten medicine. Emergency medication (asthma, allergy, bee sting kits) can be kept at school with a hold-harmless letter from the doctor.

Never give a child medicine to take by alone. Except on fieldtrips, teachers may not administer medicine of any kind.

### **REGULAR MEDICATIONS**

If your child needs to take medication on a day-to-day basis at school (for example Ritalin or Adderall) the medication must be in a properly labeled pharmacy bottle that includes the child's name, the medication name, and the dosage along with any other special instructions. The school nurse must also have a permission sheet (Hold-Harmless Letter) signed by both the parent and the doctor. They are available in EFMP Clinic, Pediatric Clinic, and in the school nurse's office.

### **OTHER MEDICATIONS**

If your child needs to take medication (such as an antibiotic) for a short period of time, and needs to take the medication during school hours, the school nurse must see the prescription bottle and have a note from the parent with instructions concerning the medication. If you get your prescription from an on-base pharmacy, ask your doctor to write the prescription for two bottles of medication, one for home and one for the school use. Also, ask your doctor for a Hold Harmless Letter.

### **JAPANESE MEDICATIONS**

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

### **IMMUNIZATION REGULATION**

Each student must have a Certificate of Immunization reviewed and updated before entering school. New student immunization records must be taken to the school nurse or immunization clinic for review. If all immunizations are up-to-date, the school nurse or the immunization clinic will issue the Certificate of Immunization. If an immunization is needed the school nurse will send the student with his/her parents to the Immunization Clinic for the necessary immunizations. After the immunizations have been given, the Immunization Clinic will issue the Certificate of Immunization. Once notified of any delinquency, you have 10 days for your child to receive the necessary vaccine(s) prior to disenrollment.

### **HOMEWORK**

Homework is based on each student's individual needs, interests, and abilities. It is encouraged for reinforcement and enrichment activities. Homework that has no specific educational purpose is not given. Parents are encouraged to establish a daily study time to complete homework or practice skills.

### **INFORMATION/MEDIA CENTER (IC)**

The purpose of the Information/Media Center is to support the entire school curriculum and to reflect the philosophy, goals, and objectives of Stearley Heights Elementary School. The IC provides support in intellectual and physical access to information as well as providing students opportunities to expand their world by using various media and technology resources.

All students, parents, and faculty have access to the IC. Students may go to the Information Center alone or in small groups with the approval of the Information Specialist and the child's teacher; or teachers may arrange to bring their classes for special research projects. If a child goes to the IC alone, he/she will sign a log-in roster with the time, date and teacher's name.

## **INTERNET RIGHTS AND RESPONSIBILITIES FOR STUDENTS/STAFF/TEACHERS/VOLUNTEERS**

*(This is a separate form signed by students and parents and maintained with the student's school registration information.)*

Use of the Internet is a privilege not a right; visiting inappropriate sites, or downloading inappropriate files will result in the cancellation of that privilege. Federal regulation mandates that you protect and conserve government property and not use such property for other than authorized purposes. The Internet at SHES is government property. Students who violate this Internet agreement should be referred to administration. Consequences will be identified on a case-by-case basis.

### **Pertaining to: STAFF & VOLUNTEERS**

Staff and Volunteers need to have training and an understanding of Internet use and responsibility before utilizing the Internet. An Internet Log Book is available at each Internet accessible computer. All adults using the Internet need to login and out.

### **Pertaining to: STUDENTS**

Since Stearley Heights is an elementary school, the following guidelines will be adhered to at all times:

In accordance with DoDEA Administrative Instruction 600.1 "Computer Access and Internet Policy," all grades K-12 parents are required to sign the Student Network Use Agreement whenever a student registers for school. The agreement covers the use of the school LAN, Internet, Email, and any software programs, including computer hardware. The signed agreements are maintained at the school. Students at SHES using the Internet will be under the supervision of an Internet trained teacher/information specialist, or volunteer whenever accessing the Internet. Permission for students to print Internet information is determined by an educator or supervising adult.

#### Terms and Conditions

##### I. Acceptable Use

- A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to web pages/bulletin boards that are not related to my educational activities. If I have questions about my computer use, I will ask my teacher.
- B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.
- C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.
- D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.
- E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

##### II. Privileges

- A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)
- B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

##### III. Internet Etiquette

- A. I will be polite. I will not use sexual or abusive language in my messages to others.
- B. I will use courteous, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
- C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
- D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
- E. I will not use the network in such a way as to disrupt the use of the network by other users. This can be avoided by not sending "chain letters," or "broadcast" messages to lists or individuals.

#### IV. No Warranties

- A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.
- B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.

#### V. Security

- A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- C. I may be denied access to the network if I am identified as a security risk.

#### VI. Vandalism

- A. I understand vandalism will result in cancellation of privileges.
- B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

#### LEAVING SCHOOL

Parents/sponsors must show their military ID Card when picking him/her up from school. Older siblings are not authorized to sign students out. The teacher must be notified in **writing** if your child:

1. Is to be dismissed from school early.
2. Is to go home early with someone other than the parent. (Emergency Contact)
3. Is leaving school for lunch.
4. Will deviate from normal transportation to/from school.

#### **To reduce classroom disruption, students may not be signed out of school between 14:15 and 14:30p.m.**

The school day ends at 14:30pm; this time will allow educators to review the day and identify any last minute details with students. If a parent or older brother or sister picks up a child after school, please establish a "waiting" area outside the building.

**NOTE: PLEASE DO NOT CALL THE SCHOOL OFFICE with educator requests or student information such as details for going home (unless it is an emergency). Please SEND a note to school with your child, indicating requests, directions, information, etc. This is for your child's protection and safety.**

### **LOST AND FOUND**

If your child has lost any item at school, check with the school's "Lost and Found." Some items in "Lost and Found" include lunch boxes, jackets, eyeglasses, purses/wallets, sweaters, and other personal items. Items not claimed by the end of the school year will be donated to an approved charitable organization.

### **LUNCH**

The cost of hot lunch is \$2.05 (subject to change). Menus are sent home monthly (via email) in the Stearley Splash Newsletter. We prefer that the children use the AutoPay System, which is set up at the cashier's cage in the BX. Students may also purchase their lunch with cash. Students who receive Free/Reduced Program must use the AutoPay System. An 8-ounce carton of milk may be purchased separately for \$0.60 (subject to change). For the safety of all students, we ask that instant noodles requiring hot water not be sent. Hot water will not be made available.

To ensure that no student goes without a noontime meal, AAFES will allow the student to receive credit. Parents must pay for these meals as soon as possible. Sponsors will receive a written notice informing them if their child has requested a replacement. USDA regulations allow for three replacements during the school year. Reimbursement is necessary if your dependent has requested more than three replacements. Sponsors should pay the school cafeteria manager at their child's school.

### **LUNCHROOM BEHAVIOR:**

Eating lunch in the cafeteria is a student privilege. When students do not follow the below cafeteria rules listed below, a range of consequences will be identified.

1. Use good table manners.
2. Talk softly.
3. Be courteous and respectful to everyone.
4. Always walk and watch where you are going.
5. Objects are never to be thrown.
6. Food/drinks are consumed in the cafeteria.
7. Remain seated at your table until dismissed.
8. Do not share your food.
9. Use the appropriate sign for help.

### **NCA ACCREDITATION:**

Stearley Heights Elementary School is accredited by the North Central Association Commission on Accreditation and School Improvement. The North Central Association for school accreditation requires that staff members be qualified by experiences and training. This qualification includes a Bachelor's Degree, college courses in the areas of instruction, and a valid teaching certificate.

### **NEWSLETTER – STEARLEY SPLASH**

The school's parent newsletter is published twice monthly and contains information about special activities and school-wide events. It is distributed via email, unless families do not have access to a computer. In such a case, please inform the main office, and a hardcopy will be sent home. Please read this newsletter for important information and dates.

## **PARENT INVOLVEMENT**

Research demonstrates that parent involvement is essential to student success. Although you cannot become involved in all committees and support organizations in the school, we encourage the following parental support activities:

- have lunch at school with your child
- volunteer in your child's classroom
- establish a daily study time at home (even when there is no homework)
- keep informed of school events and activities by reading the parent newsletter
- communicate frequently with your child's teacher
- prepare for and participate in parent-teacher conferences
- ensure your child has breakfast and comes to school with homework, lunch money/ticket, and school supplies.

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

The PTO mission is three-fold. First, the PTO works to support and speak on behalf of children in schools, in the community, and before governmental bodies and other organizations that make decisions affecting children. Secondly, the PTO assists parents in developing the skills they need to raise and protect their children. Thirdly, the PTO encourages parent and public involvement in the public schools.

Through educational and fun-filled programming, the PTO works with the school to bridge the gap between parents, students, and school. Parents are strongly encouraged to join and attend the SHES PTO to become part of a successful partnership. Meeting times are listed on the monthly newsletters.

## **PARTIES**

Class parties are held at the teacher's discretion. Parents are encouraged to participate in these activities. Parents may be asked to help make these parties possible by contributing healthy food items. If you do not wish your child to participate, please make arrangements with the teacher.

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

It is best if drivers and walkers cooperate for everyone's safety. However, as responsible drivers, please adhere to the posted speed limit of 10 km beginning at the ENTRANCE of the school to the EXIT point. We care about SHES' students and want to ensure that a "near miss" doesn't occur. Children will be children (chatting, laughing, or just having fun, and not paying attention) and may not see approaching cars. Help us to keep them safe.

SHES' Safety Patrol members consist mostly of students in grades 4<sup>th</sup> - 5<sup>th</sup>. Please adhere to their directions. They are trained to assist your children getting to and from school in a safe manner. Be kind to these brave individuals and take the opportunity to give them a pat on the back when you see them.

Here are some basics of "Pedestrian Safety:"

- **BE ALERT.**  
Concentrate on what is happening around you and what will happen next.
- **BE COURTEOUS.**  
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 walking, to and from school.

- WATCH FOR TRAFFIC.  
Look carefully in every direction. You can not 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, emergency vehicles, and road construction all demand special attention. Everyone needs to be careful in traffic.

### **PICKING UP STUDENTS AFTER SCHOOL**

1. Parents are permitted to drive cars and drop off students in the bus loading area but not park there. When picking up children, park in designated areas only. Double parking may cause a hazardous situation and it is illegal. Cars may be ticketed.
2. Parents are required to sign children out in the office when picking up children during the school day.
3. If older siblings pick up children, establish a meeting place outside the building.

### **To reduce classroom disruption, students may not be signed out of school between 2:15 and 2:30pm.**

The school day ends at 2:30pm; this time allows educators to review the day and identify any last minute details with students.

### **PICKING UP KINDERGARTEN STUDENTS AFTER SCHOOL**

1. Parents or the emergency contact for the student, or a sibling 12 years of age or older must pick up kindergarten students at 2:30. NO EXCEPTIONS. **You may pick up your kinder outside of the building at their designated before school line up area.**
2. If a kindergarten student is picked up later than 2:30 twice within the school year, the students' sponsor will be notified. If the problems continues the sponsors command will be notified.

### **PLAYGROUND RULES**

After eating lunch in the cafeteria, students are given the opportunity to play outside for twenty-five minutes. Please review the following rules/expectations for behavior with your children.

1. Students must go directly from the cafeteria to the playground and remain there except on rainy days. Playing in corridors, around the buildings, or in gully areas is prohibited.
2. Body contact activities and/or games are prohibited. This includes: touch or tackle football, karate or any martial arts activities, wrestling, and others at the discretion of the Administration.
3. Nothing should be thrown in the air at another person (whether aimed or not). This includes rocks, stones, sand, sticks, pine cones, etc.
4. Acceptable and unacceptable playground activities:
 

<b>Acceptable</b> <ul style="list-style-type: none"> <li>• Soccer</li> <li>• Basketball</li> <li>• Volleyball</li> <li>• Kickball</li> </ul>	<b>Unacceptable</b> <ul style="list-style-type: none"> <li>• Playing tag</li> <li>• Touch football</li> <li>• Tackle football</li> <li>• "Play" fighting or karate. Etc.</li> </ul>
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- Jump rope
- Four-square
- Kites
- Frisbee
- Using playground equipment as it is intended
- Intentionally pushing/picking up/shoving other students
- Throwing objects at another student
- Dodge ball
- Red Rover

5. Students' use of playground equipment:

Swings

- No standing on swing seats
- Play far enough away to avoid being hit by a swing
- No jumping out of seats while swinging
- Only one person may be in a swing at a time

Slide

- Go down one person at a time – wait your turn
- Do not stand or sit on the top bar
- Do not go down head first
- Do not walk up the slide
- Do not slide down or climb on the poles
- Do not attempt to catch others sliding down

**PLAYGROUND DISCIPLINE WILL BE ADMINISTERED AS FOLLOWS**

- a. Paraeducators will handle all minor playground offenses. The following procedures may be followed:
  1. Counsel students
  2. Place students in "time-out" area
- b. Paraeducators will complete a discipline referral form. For chronic offenders and major behavior problems, the paraeducator completes a "Discipline Referral" form and students' are referred to an administrator. Parents are notified either by telephone, email, a copy of the "Discipline Referral" or a letter from the administrator is sent home.

Student's Name Room # What Happened Consequence\*

\*Consequences will be assigned by administration.

- c. A hierarchy of consequences is considered for student misbehavior. Consequences may include lunch detention, loss of recess, community service, or suspension (in or out of school).
- d. Major Offenses:
  - (1) Throwing of rocks, sand, sticks, etc.
  - (2) Fighting
  - (3) Profanity and use of inappropriate language
  - (4) Kicking, biting, punching, slapping
  - (5) Endangering others as well as self

Action Taken:

- (1) An immediate discipline referral is made to the Administration
- (2) The administrator contacts parent(s) either with a pink copy of the discipline referral form, written behavior note, and/or by telephone/email

Consequences for major offenses will be determined on a case by case basis:

A continuum of consequences ranges from counseling, parent conference, privilege suspension (cafeteria/recess), community service, or suspension from school.

- (1) 1<sup>st</sup> offense: No recess in conjunction with 3 days community service
- (2) 2<sup>nd</sup> offense: No recess in conjunction with 6 days of community service

- (3) 3<sup>rd</sup> offense: Parents/teachers/student/administrator conference the next day. Other consequences may be determined by administration.

### **POWER OF ATTORNEY**

IF YOU PLAN TO BE OFF THE ISLAND while your child(ren) attends school, please be sure to obtain a special power of attorney to be used in case of emergency, and inform the teacher and school office of the name, address, and telephone number of the person taking care of your child. In addition, please notify the school nurse, so they will know whom to notify in case of emergency.

### **PROGRESS REPORTS**

The reporting system is divided into four quarters. Progress reports are sent home at the end of each quarter. Mandatory parent conferences will be scheduled at the end of the first quarter marking period. As-needed parent conferences will be scheduled at the end of the 3<sup>rd</sup> quarter marking period.

### **SAFETY**

The school makes a sincere effort to maintain a safe environment and encourages safe behavior from students. The following activities assist students to become more aware of hazards and situations that may cause injuries:

1. Regularly scheduled fire drills. (Teachers Note: Please discuss with students that fire alarm push stations in the hallways are not to be tampered with unless there is an actual fire.)
2. Review of school and/or classroom rules related to the consequences for fighting, running, and misbehavior.
3. Instructions in personal health and safety.

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

The Stearley Heights Elementary School SAC is an elected group of four school staff members and four parents representing the faculty and school community. The purpose of SAC is to address issues brought to the committee's attention by the school and military communities. These issues concern school policies affecting students and parents, student activities, administrative procedures affecting students, instructional/educational programs, and student standards of conduct and discipline. SAC meetings are scheduled at the beginning of the school year by the new SAC board.

### **SCHOOL COMMITTEES (Also see school improvement plan (SIP))**

We expect you to become involved in our activities to facilitate the learning of all children at Stearley Heights Elementary School. You can become involved in support, policymaking, and school improvement through participation in school committees. These include:

- Parent-Teacher Association (PTO)
- Red Cross Volunteer Program
- School Advisory Committee (SAC)
- School Improvement Leadership Team (SILT)
- (See also PARENT INVOLVEMENT)

### **SCHOOL IMPROVEMENT PLAN (SIP)**

To help ensure a quality education for your child, SHES implements an ongoing School Improvement Plan. We ask you to be aware of, become involved in, and support our strategies for improvement.

We need parents to participate on all SIP Committees:

- School Improvement Leadership Team
- Technology In Leadership Committee

- School/Home/Community Partnership
- Math/Reading Committee

### **SPECIALISTS**

We are fortunate to have the following specialists whose primary function is to work with exceptional children who fall within the range of the gifted and talented to those with special learning problems:

1. Guidance Program  
Our guidance counselors provide a developmental program that is preventative in nature. The counselor works with individual and groups of students for personal growth. The counselor may be called upon to serve as a consultant to parents and teachers.
2. Spanish Program  
This is a pilot program for kinder to third grade.
3. 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 at least one of the parents is a non-native English speaker.
4. Literacy Support Specialists  
Literacy Support Specialists provide additional help and guidance to teachers and students in the areas of reading, grammar and writing.
5. 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.
6. Gifted Education Program  
The Gifted Education Program serves those students with above average ability, creativity, and task commitment in their classroom.
7. Teacher of the Learning Impaired (LI)  
The LI teachers provide services for those students identified as having a disorder in understanding or using spoken or written language that may manifest itself as an inability to listen, think, speak, read, write, spell, remember, or do mathematical calculations as defined by DoD Instruction 1342.12.
8. Speech Language Pathologist  
The Speech Language Pathologist provides screening, diagnostic, and therapy services for any child having a stuttering, articulation, voice, or receptive/expressive language disorders.
9. Psychologist  
The psychologist administers psychological batteries, consults with staff, and plans and manages a program of psychological services.

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

Students requiring additional assistance with academics and/or with behavioral problems need to be referred directly to the counselor, nurse, literacy support specialists, ESL teachers, and/or a reading teacher. After interventions and implementation of suggested strategies / activities/recommendations, the student should begin to make positive progress. If these programs do not meet the student's needs, then the student should be referred to the SST committee. The SST assists teachers generate additional strategies for working with a student and/or gathers information needed to make a referral to the Case Study Committee (CSC) for possible

evaluation for Special Education Services. Referral forms for the SST committee are available from the chairperson and should include samples of the student's work. Parents are to be notified by the classroom teacher that their child is being referred to the SST committee to seek further help to improve academic and/or behavioral performance.

**STUDENT TRANSPORTATION OFFICE (STO)**  
**SCHOOL BUS SAFETY / BEHAVIOR STANDARDS**

Each school bus is equipped with video and audio capabilities. To ensure student safety, students' actions are closely monitored while riding to and from school. In the event that student behavior is inappropriate, students' may be removed from the school bus for a short time period to permanent removal. This also refers to the afternoon Activity Bus.

**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 anyway.
- 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, discmans, etc. or play any electronic games.
- Use profanity, make derogatory racial, ethic, 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.

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 de-boarding, 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!

## **STUDENT PLACEMENT POLICIES**

### **INCOMING STUDENTS**

1. Students are placed in classes based on the number of students already assigned to classes. In case of extenuating circumstances a placement committee may make recommendations to the principal.
2. The receiving teacher is given notification of placement by 1:00 p.m. prior to the day the student starts class.
3. Students who register during the Thanksgiving, winter, and spring breaks will start the following Tuesday when school resumes. Students who register before 11:00 a.m. will start the first full day after registration and students who register after 11:00 a.m. will start the second full day after registration.

### **INCOMING STUDENTS WITH SPECIAL NEEDS**

If a student with special needs enrolls at SHES, the counselor or an office staff member notifies the CSC Chairperson. The CSC Administrator, Counselor, Special Educator, and other Specialist on an as needed basis will then decide on the student's placement.

### **INCOMING STUDENTS FROM FOREIGN SCHOOLS**

All students from foreign schools will be assigned to a grade level based upon their chronological age, individual, and/or group standardized test results, if available. Any decision for the movement of a student from one school to another will be based upon a complete evaluation and coordinated by the principal, who in turn, will communicate with the principal of the receiving school.

## **PLACEMENT OF STUDENTS FOR THE SUCCEEDING YEAR**

The SHES administration supports and complies with DoDEA's philosophy of heterogeneous grouping. Class lists are posted at the end of the duty day on the day before the first day of school. Parents may submit a request for special consideration for placing their child the upcoming year NLT the first week in May. Characteristics of the teacher and teaching style must be submitted rather than the teacher's name.

## **RETENTION PHILOSOPHY**

The following is an excerpt of an article which appeared in the November 1986 issue of Educational Leadership as related to research on grade-level retention of students. Research does indicate that:

1. Low-achieving students do progress whether they are retained or promoted.
2. At the end of the repeated grade, retained students' scores on achievement tests are somewhat lower in comparison to their counterparts who have moved to the next grade.
3. THERE IS NO EVIDENCE THAT PROMOTING "UNDERACHIEVING AND IMMATURE" STUDENTS CONTRIBUTES TO EMOTIONAL AND SOCIAL PROBLEMS, AND THERE IS NO EVIDENCE THAT REPEATING A GRADE IMPROVES THESE PROBLEMS.

There is no research, which indicates that retention is of value. Most research indicates that grade-level retention is a harmful practice when applied to many students.

Students who are far behind academically or who have social or emotional problems need special services and individualized educational plans of management as opposed to another year in the same grade. Fortunately, DoDEA is staffed with a large number of specialists to provide specialized and individualized educational services.

Rather than considering grade-level retention, efforts should focus on assuring that students who are markedly underachieving obtain the appropriate services. An individualized plan of management is essential for these students. The individual student program recognizes each student's ability and level of achievement.

In rare cases, parents may request consideration for the retention of a student.

## **RETENTION PROCEDURES**

1. Parents discuss the possibility of a retention request with the teacher prior to March.
2. The parents submit a formal letter of request to the principal NLT the end of the third quarter.
3. The principal determines if the request should proceed to a formal Placement Committee for consideration.
4. If a formal Placement Committee meeting is convened, the team will conduct an evaluation, review the results, and submit a recommendation to the principal. Evaluations may take approximately eight weeks.
5. The principal will review the committee's findings and recommendations.
6. The principal will make the final decision and notify the parents.

## **STUDENT RESPONSIBILITIES AND PRIVILEGES**

These guidelines are provided in DoDEA Manual 2051.2. The following areas of responsibility are outlined in the guide:

- Access to Learning
- Freedom of Expression

- Personal Appearance
- Student Government
- School Discipline
- Protection of Personal Privacy
- Sexual Harassment

DoDEA Regulation 2051.2 (Feb. 26, 1997) is a guide for students and their parents concerning student responsibilities. The DoDEA Manual 2051.2 balances the constitutional guarantees to students to be free from unreasonable searches and seizures and to engage in free expression against the duties of the school to provide a safe and secure environment in which all children have a fair opportunity to learn. It supports the DoDEA Strategic Plan, Goal 2, Outcome C: Secure and Safe Environment, which states that by the school year 2006, all schools will meet the DoDEA standards for providing secure safe, well-managed, and disciplined learning and working environments that focus on student achievement.

The regulation addresses areas such as the right to an education, anti-discrimination, sexual harassment, freedom of expression, religion, personal appearance, student government and involvement, student activities, school and community social service and the right to complain. This regulation is on file in the main office.

### **STUDY TRIPS**

At various times during the school year, classes may take study trips as part of the instructional program. Study trips are considered part of the instructional day. Children **MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT** before they go on any trip leaving the school. If a parent does not want to send their child on a study trip, the child will be placed in another class for the duration of the study trip. Teachers have the responsibility to withdraw study trip privileges from students whose behavior is inappropriate. (Parents may attend with the child in these instances.) **Chaperones may not bring a sibling/infant on a Study Trip, even if they drive separately.** As an invited chaperone, one's responsibility must be to supervise the students.

The following responsibilities will assist parent chaperones:

- Supervise students assigned by the classroom teacher at the study trip site
- Keep "your" students in view at all times
- Follow the teacher's directions if an assignment is part of the study trip plan
- During the lunch time, keep "your" students together
- Remind students to clean up after themselves
- Remind students to be courteous and polite at all times
- Purchasing souvenirs is discouraged and chaperones are requested **NOT** to purchase items for the students whom they are supervising
- If a student becomes ill or gets hurt, contact the teacher immediately
- Bus breakdowns will be handled by the bus driver and teacher who will notify the school with the cellular phone which accompanies the teacher when a class leaves the school.

### **TARDINESS:**

School begins at 8:20 a.m. Students arriving after this time are considered tardy and should report to the main office to receive a "Late Slip". Students are identified as unexcused unless this tardiness is the result of government transportation (school bus) or a medical appointment. In the event of a medical/dental appointment, a note from a parent or doctor is required. A signed appointment slip from the dentist or doctor may be used in lieu of a note from parents. Students should take this note to the main office to sign in before reporting to class.

**IMPORTANT!** Students who arrive late to school due to reasons other than those listed above (i.e., oversleeping) will be marked unexcused.

### **TEACHER IN-SERVICE**

Occasionally during the school year faculty in-service training is conducted in addition to the 183 instructional days for the students. 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. Parents are welcome to attend these meetings. You will be notified in advance when meetings are planned. **You are expected to read the *Newsletter* so that you are aware of events and activities.**

### **TELEPHONES**

There is only one public telephone available in the school. Use of this telephone by students is limited to emergencies and situations when parent contact is essential. **If your child walks to school, please explain to them how they will get to and from school on rainy days.** Please plan changes with your child before they leave for school.

### **TELEPHONE MESSAGES**

**Please do not call the main office with routine messages for your child.** Frequent interruptions disrupt the instructional process; to include calling the school office. The telephone in the main office is used by students only in emergencies; not to ask if they can go to a friend's house after school.

### **TRUANCY**

The Kadena Disciplinary Action Program (KDAP) has joined forces with the Kadena Air Base **schools** to combat truancy. In this case, truancy is defined as any absence from a class without the permission of sponsor and/or school officials. Truancy is a serious matter as it poses a threat to the health and well-being of our young people. Not only is truancy the first sign of trouble, it's a strong indicator of a young person who is giving up and traveling down the wrong path.

The Kadena Disciplinary Action Program (KDAP) is devoted to assisting the **schools'** efforts in reducing and deterring truancy. In this instance, KDAP's primary role is to enforce school attendance policies and ensure appropriate and firm sanctions are issued. As parents, it is imperative that you understand the school's truancy policy and assume responsibility for your child's school attendance.

As of 1 Mar 05, at the discretion of the school, a student truant from school three times may be referred to the Kadena Disciplinary Action Program for action. Additionally, as a rule, any student scheduled for a KDAP hearing will now have their attendance and behavioral records reviewed for truancy. Any sanctions issued by KDAP will be in addition to any those imposed by the school. The range of sanctions can include: verbal counseling, Letter of Warning, curfew, community service, enrollment in Youth Monitor Program, restriction to base, and adult probation for those students 18 years and older.

Students on Kadena Air Base have an opportunity to receive a quality education. Staying in school is one of the best ways to take advantage of this opportunity. No one comes out a winner when a student becomes truant or chooses not to attend class.

Students who are suspended from school are reported to KDAP.

**VISITORS AND GUESTS**

All visitors- including parents picking up children- should register in the main office. Individuals are required to present picture identification for clearance and obtain a visitors pass. Visitors are welcome, but prior arrangements with teachers or other school personnel are necessary.

Parents are welcome at Stearley Heights Elementary School at any time, whether to visit a classroom, speak with a school official or take an active part in the school program as a resource person or volunteer. Visits in the classroom or with a school official should be planned in advance by calling the school office or writing a note directly to the teacher. In this way, the purpose for the visit can be achieved and at the same time the school program can continue as usual. A parent may volunteer to be part of the school program as a chaperone on study trips, a helper at a school/classroom function, an educational resource in the classroom, prepare bulletin board displays, a small group facilitator, and much more. Our School Advisory Committee, in addition to its elected officials, welcomes parents to be part of the School-Home Partnership in the achievement of the DoDEA mission.

**VOLUNTEERS**

The Parent Volunteer Program provides parent volunteers for all staff members and for varying program needs. We encourage your support of the program by joining our efforts to provide appropriate learning experiences for all children. Credit and free child-care are provided to Red Cross participants. Contact the office at 634-4524/4523 if you are interested in volunteering your services. Volunteer applications are also published periodically in the parent newsletter. Volunteers are required to sign-in at the main office.

**WEAPONS POLICY--POSSESSION AND/OR USE OF WEAPONS POLICY**

In accordance with the DoDEA Zero Tolerance Weapons Policy, student possession or use of a knife, gun or any item considered to be a weapon is prohibited at school or at any school approved activity on or off school property. Having access to or using a weapon on school property will be dealt with in accordance with the DoDEA consequences. This applies to all students regardless of age. A weapon is defined as a club, chain, knife, gun, or any object that may be used to cause injury to another person. Laser pens or any objects emitting a laser beam are considered a prohibitive item. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials also shall be contacted to take whatever action necessary. Students in possession of a knife or gun or using a weapon will be suspended from school for three to ten days, with a five day minimum if anyone has been threatened with the weapon, and may be recommended to the DoDEA-Pacific Area Director for expulsion from school attendance on a permanent basis. Upon any second offense, there will be an automatic request for expulsion. A due-process hearing will be held with the school principal or other school authorities, the student, and his/her parent(s)/guardian (must be in attendance for all suspension or expulsion actions due to possession or use of a weapon.) Disciplinary action for a student on an IEP will be in accordance with DSM 2500.13-R, Chapter 10.

Grade	Inherently Dangerous Weapons	Dangerous Weapons					Potentially Dangerous Weapons			
		First Offense	First Offense	First Offense	Second Offense	Second Offense	Third Offense	First Offense	Second Offense	Third Offense
	All Cases	No Injury	With Injury	No Injury	With Injury	All Cases				

<b>K-3</b>	36 week Expulsion	5 day Suspension	10 day Suspension	10 day Suspension	20 day Suspension	18 week Expulsion	1 day Suspension	2 day Suspension	3 week Suspension	18 week Expulsion
<b>4 - 5</b>	36 week Expulsion	10 day Suspension	20 day Suspension	20 day Suspension	40 day Suspension	18 week Expulsion	3 day Suspension	5 day Suspension	5 week Suspension	18 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 pocket knives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others, including Pencils, scissors, etc.

**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 pocket knives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

**TYPHOON PROCEDURES**

Early Release – Parents go directly to the classroom to sign-out their child(ren). Teachers will have a sign-out roster for parents to sign to release students from school. Students will not be released unless they are signed out by the parent, guardian or emergency contact on file. Please be sure to inform the classroom teacher and the main office of the person(s) that will be picking your child(ren) up in the event of an early dismissal before the emergency arises.

**TYPHOON WARNING PROCEDURES DoDDS OKINAWA TROPICAL CYCLONE GUIDE**

<b>Condition</b>	<b>0600-0759</b>	<b>0800-1459</b>	<b>1500-0559</b>
4-3-2	Normal School Hours.	Normal School Hours.	Normal School Hours.
TCCOR ONE (TC-1)	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.
TCCOR ONE CAUTION (TC-1C)	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.
TCCOR ONE EMERGENCY (TC-1E)	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.
TCCOR ONE RECOVERY (TC-1R)	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.
STORM WATCH (TC-SW)	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.
ALL	Modified school hours possible, listen to AFN radio or watch AFN Television for current information. School will begin one hour following “All Clear” for walkers. Buses for early schedule schools (Kadena Middle, Lester Middle, Kadena High School, Kubasaki High School, Kinser, Stearley Heights, and Zukeran) will pick up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools (Kadena Elementary, Bob Hope, Amelia Earhart, and EC Killin) will pick up students approximately 1 ½ hour after “All Clear” announcement. If school starts after 0900 a modified lunch will be served by AAFES.	Modified school hours possible, listen to AFN radio or watch AFN Television for current information. School will begin one hour following “All Clear” for walkers. Buses for early schedule schools (Kadena Middle, Lester Middle, Kadena High School, Kubasaki High School, Kinser, Stearley Heights, and Zukeran) will pick up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools (Kadena Elementary, Bob Hope, Amelia Earhart, and EC Killin) will pick up students approximately 1 ½ hour after “All Clear” announcement. If school starts after 0900 a modified lunch will be served by AAFES. If “All Clear” sounds after 1100 there is no school for students; employees work normal hours.	Normal school in effect.

**JOINT SERVICE YOUTH SUPERVISION GUIDELINES OKINAWA JAPAN**  
**APRIL 2004**

Age	Leave unsupervised in quarters, outside unattended to include playing	Leave alone overnight	Leave in car unsupervised	Baby-sit siblings or others	Leave in public areas	Walk to school	Leave in quarters while on vacation or TDY
0-6	No 5-6 year olds may be outside in yard with immediate access (visual sight or hearing distance ) to adult supervision	No	No	No	No 5-6 year olds may be on playground with immediate access ( visual sight or hearing distance ) to adult supervision	No, unless in 1 <sup>st</sup> grade or above. *See instruction below.	No
7-9	No, unsupervised in quarters.  Yes, outside unattended for 2 hours with access to designated adult/care provider.	No	No	No	No, only on playgrounds for 2 hours with access to designated adult/care provider.	Yes	No
10-11	3 hours with access to designated adult/care provider. Home Alone Training is recommended.	No	Yes, with keys removed up to 15 minutes.	No	Yes, 6 hours at public areas with access to designated adult/care provider; 2 hours at retail stores. (BX, Food Court, Etc.)	Yes	No
12-13	12 hours with designated adult/care provider checking periodically.	No	Yes, with keys removed.	Yes, Red Cross Babysitting Course recommended.	Yes, 12 hours at public areas with designated adult/care provider visually checking periodically; 4 hours at retail stores.	Yes	No
14-15	12 hours with designated adult/care provider visually/telephonically checking periodically. Not to include over night.	No	Yes, with keys removed.	Yes	Yes, 12 hours with designated adult/care provider visually/telephonically checking periodically.	Yes	No
16-17	Yes, with telephone access to designated adult	Yes, with telephone access to designated adult.	Yes	Yes	Yes	Yes	Yes

Adult Supervision is defined as someone 18 years or older who has or assumes responsibility for the child, e.g. parent, guardian, care provider, friend.

- Babysitter is someone between the ages of 12 and 17 (paid or unpaid).
  - Care Provider is a person designated by sponsor who accepts responsibility for children.
  - Designated Adult is a specific prearranged individual who accepts responsibility for children.
  - Access is when the child has the ability to make immediate face-to-face contact with the adult.
  - Checking periodically is when the designated adult/care provider or sponsor and child have a face-to-face meeting.
  - Left alone overnight is when a sponsor or designated adult/care provider is not physically present.
  - Public areas include parks, playgrounds, sports fields, recreational areas and other public areas.
  - Unsupervised means when a child is not constantly monitored by the sponsor or a designated adult/care provider.
  - \* Installation or Camp Commanders with elementary schools will determine their respective requirements.
- CURFEW: Applies to all persons under the age of 18  
Must be in quarters or with parent/designated adult during restriction times.  
Off Base – Within Okinawa Prefecture: 2200-0400 Sunday through Saturday  
On Base – 2200-0530 weekdays (Sunday night through Thursday morning)  
2400-0530 weekends and holidays (Friday morning through Sunday morning or from the evening preceding a holiday through the morning of that holiday)



**DEPARTMENT OF DEFENSE  
DEPENDENT SCHOOLS  
STEARLEY HEIGHTS ELEMENTARY SCHOOL  
UNIT 5166  
APO AP 96368-5166**

12 August 2008

**MEMORANDUM FOR**     Students, Parents and Staff of Stearley Heights Elementary School

**SUBJECT:**             Annual Asbestos Notification Letter

As required by the DOD Japan Environmental Governing Standards (JEGS) and the Asbestos Hazard Emergency Response Act (AHERA) of 1986, our buildings have been inspected for asbestos-containing materials.

An initial inspection was conducted by Baker/TSA in June, 1988. The first triennial re-inspection was conducted in August, 1992. The second triennial re-inspection was conducted in February, 1994, and another triennial re-inspection was conducted in February, 1997. On April 5-7, 2000, Baker/TSA conducted another triennial inspection.

Analysis of sheet gaskets in buildings 2261 (Main School Building), 2279 (School Gym), 2287 (Heating/Air Conditioning Building) and 2285 (Air Conditioning Pump/Boiler House Building) indicate the gaskets contain asbestos. The asbestos is non-friable and undamaged. The semi-annual surveillance of the cafeteria conducted on September 29, 2000, indicated that eight floor tiles are either chipped or cracked. The floor adhesive does not indicate that the asbestos is friable. No abatement action is required for all buildings at this time.

Asbestos was detected in the sink coating in Bldg. 2261, and in the vinyl floor adhesive in Bldg. 2279 during the February, 1997 inspection. The asbestos is undamaged and non-friable. No abatement is required for either building. During the April, 2000, inspection, non-friable asbestos were discovered in the "cove base adhesive (gray, under 4" brown rubber cove base) in the corridors and stairwells throughout buildings 2261 and in the break room, cafeteria, cafeteria's manager's office, physical education office, serving line and stock room, V-1 & V-2. The overall condition of the asbestos in these areas is "undamaged" and the accessibility to these areas is considered "low."

On 23 August 1995, Baker Environmental conducted an initial inspection of Building T-2261-1, which is an eight classroom temporary building. The inspection report indicated that No asbestos containing material was identified in the building.

Stearley Heights was thoroughly inspected in by Baker/AFCEE in September, 2006. Asphalt roofing material on buildings 2261(Main Building), 2279 (School Gym), 2285 (Air conditioning Pump/Boiler Room), 2287 (Heating/Air conditioning Building, and 2289 (Utility Shed) was discovered to contain asbestos. The asbestos is non-friable and undamaged. The overall condition of asbestos in all areas met acceptable standards.

Copies of the inspection reports, periodic surveillance records and the school's Asbestos Management Plan are maintained in the school office. These documents are available for your review.

If you have any questions or concerns relative to this letter, please contact the undersigned at 634-4524/4523.

**JOHN C. MUELLER**  
Principal