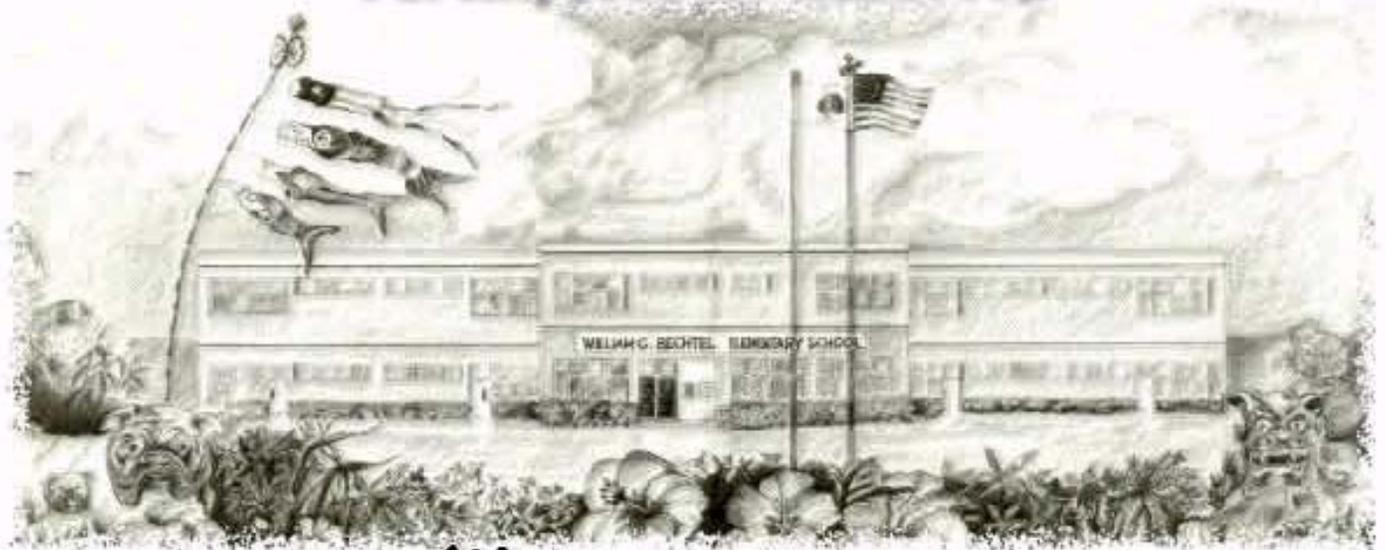




Bechtel Elementary School

Parent/Student Handbook



SY 2012 - 2013

BECHTEL ELEMENTARY 2012-2013 Year-At-A Glance Calendar

August						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	WD	WD	WD	25
26	SY	28	29	30	31	

September						
S	M	Tu	W	Th	F	S
						1
2	H	K	5	6	7	8
9	10	11	12	SS	14	15
16	17	18	19	20	AT	22
23	24	25	26	27	28	29
30						

October						
S	M	Tu	W	Th	F	S
	1	2	PD/CSI	4	5	6
7	H	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	Tu	W	Th	F	S
					1	WD
4	5	6	7	C	C	10
11	H	13	14	15	16	17
18	19	20	21	H	23	24
25	26	27	28	29	30	

December						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	WD	26
27	28	29	30	31		

February						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28		

March						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	PD/CSI	28	29	30
31						

April						
S	M	Tu	W	Th	F	S
	1	2	3	4	WD	6
7	8	9	10	11	12	13
14	15	16	17	18	C	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	PD/CSI	25
26	H	28	29	30	31	

June						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	SS	7	8
9	10	11	12	WD	15	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	Tu	W	Th	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SS = Sure Start
 K = Kindergarten
 H = Holiday
 C = Conference
 E = Exams
 WD = Teacher Workday
 CSI = Continuous School Improvement
 PD = Professional Development
 SY = Start of School Year 2012 - 2013

= Last Day of School for Students
 = First Day of School
 = No School for ES and MS
 = BECHTEL NO SCHOOL
 AT = Annual Training

= No School
 = Early Release - All Schools
 = Early Release - High Schools
 = Early Release - ES/MS Schools
 = Early Release - ES

**Bechtel Early Release 11:15am

= BECHTEL Early Release

Additional early release dates due to banked time and school improvement listed below
 BES & KSES: 7 September, 5 October, 21 November, 7 December, 18 January, 15 February, 1 March, 4 April, 24 May (5/24 FULL DAY)

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Zero Tolerance Policy

BECHTEL ELEMENTARY SCHOOL

MISSION STATEMENT

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

VISION STATEMENT

The Bechtel Elementary School community provides a safe learning environment to prepare students for the future.

COMMUNITY STRATEGIC PLAN

Goal 1 – Highest Student Achievement

Goal 2 – Performance-Driven, Efficient Management Systems

Goal 3 – Motivated, High Performing, Diverse Workforce

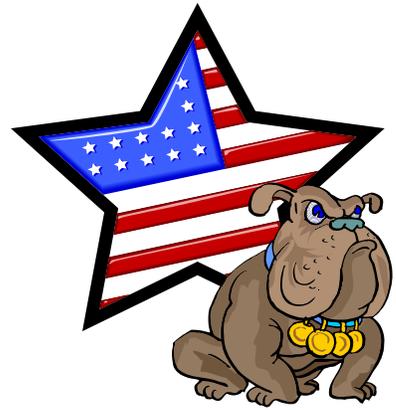
Goal 4 – Network of Partnership Promoting Achievement

BECHTEL MASCOT

Bulldog

SCHOOL COLORS

Red White & Blue



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GENERAL INFORMATION

SCHOOL HOURS

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

UNDERSTANDING HALF- DAYS

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

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

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

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

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SCHOOL DIRECTORY

School Office	622-7504//7650
Registrar's Office	622-7572
Nurse	622-7016
Information Center	622-7452
Case Study Committee	622-7693

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

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

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

OFFICIAL SCHOOL ADDRESS

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

JAPANESE MAILING ADDRESS

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

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

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

DODDS-PACIFIC SCHOOL YEAR CALENDAR (SY 2011-2012)

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

ACCREDITATION – NCA and AdvancED

Overview of AdvancED Standards & Accreditation Process for Bechtel Elementary School

Through AdvancED, NCA CASI and SACS CASI have defined shared, research-based accreditation standards that cross state, regional, and national boundaries. Accompanying these standards is a unified, clear and powerful accreditation process designed to help schools continuously improve. Schools will continue to earn the NCA CASI or SACS CASI accreditation seals based on the region in which they reside. The shared standards and accreditation process enhance the value, consistency, and meaning of the NCA CASI and SACS CASI accreditation seals. The AdvancED accreditation standards and process that will be implemented by NCA CASI and SACS CASI beginning in 2007-08 are based on ongoing self-assessment against the quality standards, rigorous on-site evaluation, and continuous improvement. Bechtel ES has been accredited for over 21 years. Bechtel ES was visited by a team from NCA CASI during SY 2009-2010. We, again, passed the visit and are fully accredited for another five years.

BIKE SAFETY

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

Have fun and stay safe!

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

PEDESTRIAN SAFETY DEPENDS ON YOU!

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

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

POV PARKING AND STUDENT DROP-OFF & PICK-UP

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

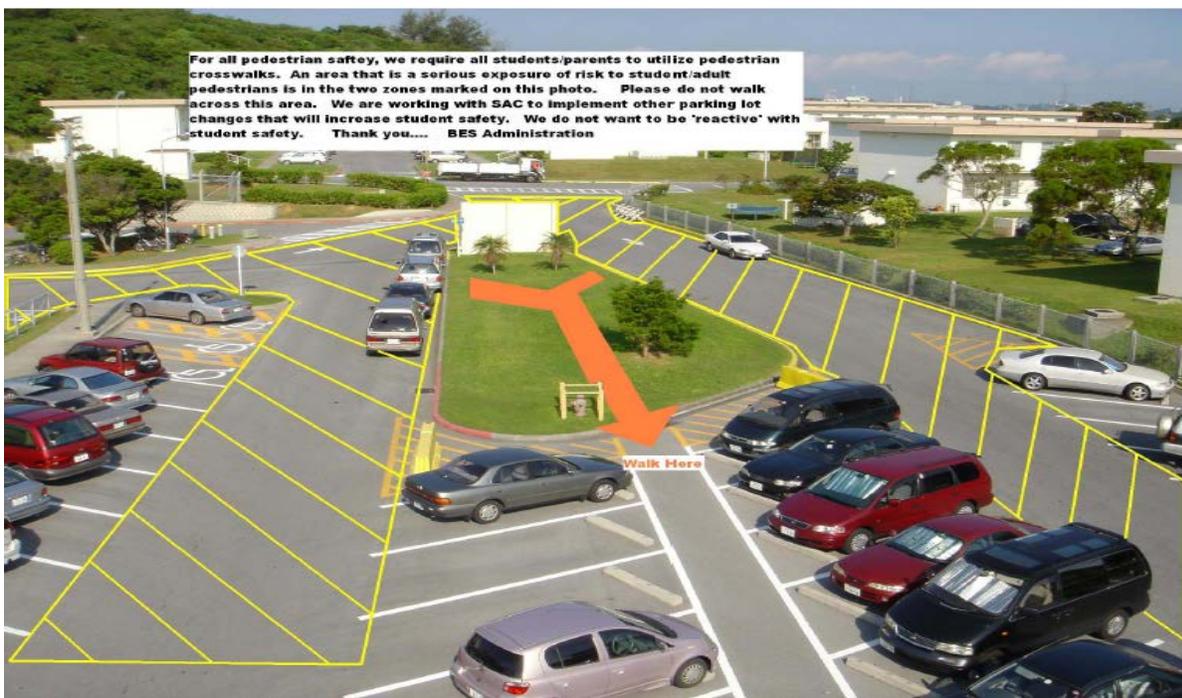
BECHTEL'S BUS LANE PROCEDURES

BUS LANE PROCEDURES

- The main McTureous Street, Iwo Jima Circle, (BES) will be closed to through traffic during the school year from 0810 - 0830 and 1440 - 1505. (Monday through Friday). (This will only apply to the McTureous Iwo Jima street that runs adjacent to the school)
- During this time, PMO may provide a uniformed police person at the crosswalk that leads into the Bechtel parking lot to escort students across the street. A barrier will also be put up during the closure times and removed at the end of the closure times.
- A large yellow barrier will be used at the top of the new bus lane preventing traffic to enter from that approach. There will also be a sign on it with the designated times of closure to through traffic.
- Bechtel will follow the same procedure on any half days that are scheduled. The closure time for those days will be 1105 -1130.
- Six buses will occupy the bus lane. The Sure Start bus, which requires special seats for the little ones, will use the Fire Lane by building 5003.
- The School Aged Care (SAC) Bus will use the inside parking lane to pick up students that are utilizing their program. The inside parking lot lane will remain closed to POV's and drop offs.
- POV's will continue to drop off students in exactly the same way following the same procedure.
 - a. POV's stop only at the center crossway and students disembark at that point only. We have an adult escort or student safety patrol there at all times to assist the students.
 - b. POV pm pick-ups will follow this same pattern. If your child is not there at the time you pull up, please circle the parking lot until he/she appears. Please park if you need to wait any length of time or if you desire to go into the school. There should be single line traffic only.
 - c. During this time POV's exiting the Bechtel parking lot, must turn right only, as directed by the MP's of school staff.
 - d. Drivers of vehicles do not park in yellow or red painted curb areas.
 - e. Drivers follow signals/directions of uniformed volunteers/staff and PMO personnel.

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

zones.



CAFETERIA PROCEDURES

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

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

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

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

PROCESS FOR STUDENTS BEING RELEASED FROM SCHOOL

Sure Start and Kinder parents must first show ID at the front office, sign student out in computer and then admin staff will write a pass for the parent to go and pick up their student from the classroom. Students will NOT be release students to parents without a slip from the front office.

1st-5th grade parents must show ID at front office, sign student out in computer and then admin staff CALL the teacher on the intercom to release student. On occasion we are not able to leave office to get a student from the playground, Gymnasium or from the cafeteria, at this point we will write a Student Release Slip and send the parent to get the child. The Paraprofessional's or Teacher should accept a slip for release and give it to teacher's when they pick up their students from lunch.

CHANGES IN ADDRESS/TELEPHONE NUMBERS/EMERGENCY CONTACT

We ask all sponsors to make sure their children's records are updated whenever there is a change in address or phone numbers (duty or home).

IT IS MOST IMPORTANT THAT THE SCHOOL HAVE ON FILE TWO NAMES AND PHONE NUMBERS OF TWO CURRENT EMERGENCY CONTACTS OTHER THAN YOU OR YOUR SPOUSE. In the event of such changes, please notify the school registrar (622-7595) or complete "student change of info" memo, which is available at the front office. When you give this information, you will be asked to indicate if these people are authorized to pick up your son or daughter in emergency situations. Each year we have several instances where a parent via telephone approves a pickup of their son or daughter by someone else, but our records do not indicate that may be done. We are now accepting parents calling in and giving us the name of the person that is to pick up their child, for emergency circumstances. The front office will need to call back the number we have on file to verify that it is the person in question on the

phone or verify child specific information from the parent. We will also accept hand-written notes by parents and emails from the email we have listed on file.

- **COURT ORDERS**

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

CHILD ABUSE/NEGLECT

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

Marine Corps Order 5800.2D spells out the conditions of neglect that are reportable. Neglect is considered deprivation of necessities, including failure to provide supervision. This also includes leaving children unattended or without adequate supervision. A child under 10 years of age must not be left unsupervised. A Red Cross babysitter certification is required and if the child is under 12 years of age they must not supervise younger children.

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

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

COMMITTEES

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

EMERGENCY SCHOOL CLOSURE

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

FACULTY AND STAFF

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

- Our faculty and staff are diverse. Over half of our staff hold graduate degrees from all over the world. They hail from all sections of the United States and many have traveled and worked in various parts of the world. We also have two Japanese host nation teachers and two FLES (Foreign Language in Elementary Schools) teachers on the faculty who are of great assistance to

the students in the educational program. The wide background and training of all of these people provide an enriching experience to benefit the students.

- The faculty and staff are prepared to assist you as well as being willing to and capable of providing a high quality of educational services.

IN-SERVICE/STAFF DEVELOPMENT

Teaching is a dynamic profession. Therefore teachers need to attend in-services so that they are kept current, on the cutting edge of what is happening in the field of education. The military has similar programs to keep their troops up to par on the latest tactics, equipment changes, etc. All professions need constant training. The third Friday of each month (SEP - MAY) is reserved for this training. On these days, students are dismissed at 1115 hrs. This provides teachers a block of time to meet for collaboration, training and work on school improvement goals. **Some exceptions may apply. Please refer to our school calendar for the exact schedule of half days for SY 11-12.**

PARENT NEWSLETTER (Bechtel Bulldog)

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

PARENT TEACHER ORGANIZATION (PTO)

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

PARENT-TEACHER CONFERENCES/COMMUNICATION

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

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

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

SCHOOL ADVISORY COMMITTEE (SAC)

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

VOLUNTEERS

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

- **All volunteers need to complete DoDEA Form 4700.3-F1, a copy of which can be obtained at the BES main office. Please fill out the form completely and submit it to the front office where it will be kept on file.**

SCHOOL VISITS/VOLUNTEERING AT BES

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

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

- **Volunteers** (may supervise students individually...without the presence of a DoDDS employee) **MUST HAVE** a background check. ***The additional DoDDS form to initiate this action is available from our front office staff.***

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

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

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

TRANSPORTATION OFFICE GUIDELINES AND INFORMATION

BUILDING 5821 CAMP FOSTER

BUS ISSUES - Telephone: 645-7820/2036

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

PACTMO School Bus Safety/Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

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

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in any way.
- Ride unauthorized bus, loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, MP3 players, cd players, etc. or play any electronic games.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals.
- Use or possess unacceptable items identified in the school Code of Conduct.

Note: Surveillance cameras are installed in all school buses, therefore, students can be disciplined based upon evidence gathered from that surveillance.

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

Just as your children participate in fire and typhoon drills at school, if your children ride the school bus they will participate in two evacuation drills throughout the year (K-5th). Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature.

The guidelines for conducting evacuation drills are as follows:

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

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

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

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

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

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

BUILDING 5821 CAMP FOSTER
 BUS ISSUES - Telephone: 645-7820/2036
 FREE OR REDUCED LUNCH PROGRAMS- Telephone: 645-2360/2431

"Protecting America's Future"

TYPHOONS

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

TYPHOON WARNING PROCEDURES

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

DoDDS Okinawa Tropical Cyclone Guide for all DoDD Schools on Okinawa

Tropical Cyclone Condition	0600-0759	0800-1459	1500-0559
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(TC-1) TCCOR One	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.
(TC-1C) TCCOR ONE CAUTION	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.
(TC-1E) TCCOR ONE EMERGENCY	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.
(TC-1R) TCCOR ONE RECOVERY	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.
(TC-SW) STORM WATCH	No school for students. <u>Employees report for duty within two hours of the first announcement. Normal duty hours for employees.</u>	No school for students. <u>Employees report for duty within two hours of the first announcement. Normal duty hours for employees.</u>	No school for students. <u>Employees report for duty within two hours of the first announcement. Normal duty hours for employees.</u>
ALL CLEAR	School will begin one hour following "All Clear". Tune in to AFN radio or television for announcement on modified school hours and bus pickup times.	Tune in to AFN radio or television for announcement on modified school hours and bus pickup times. If school starts after 0900 a modified lunch menu may be served.	Normal school in effect.

SAFETY AND SECURITY

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for storm, fire, and/or bomb threats, which are required by military and DoDDS regulations, are held regularly throughout the year. Each office and instructional area has a posted evacuation plan. The school is provided security protection at the level currently in force in the military community.

EMERGENCY EVACUATION (drills) PROCEDURES

BES participates in several emergency evacuation procedures/exercises throughout the school year. There are monthly fire drills conducted by the base fire department. In addition, the school actively participates in antiterrorism force protection exercises conducted by the base/military commands, i.e., lock down, bomb threat.

II. STUDENT RELATED INFORMATION

AFTER-SCHOOL ACTIVITIES FOR STUDENTS

There are a variety of after-school student activities available for BES students. In the past, we have offered: Art Club, Choir, Cooking Club, Computer Club, Chess Club, Safety Patrol, Homework Club, School Newspaper, Student Leadership, Fitness club, Geography Club, Music, Eisa, and Spanish Club. We look

forward to different activities each year.

AFTER-SCHOOL ACTIVITIES – PICK UP INFORMATION

Parents, thank you for your support in picking up your child promptly any time we have after school activities/clubs to include regular dismissal of school. This helps us provide a safer environment for all our students. Students dismissed after school will go directly to the busses if they are bus riders; proceed immediately home if walkers; or go directly to the front of the main building where the loading/unloading of students take place before or after dismissal. Once an after school activity is completed, the sponsor of the activity will escort the students to the front of the main building to be either picked up by car or to walk home. Other pick up arrangements may be made by speaking directly with the sponsoring teacher. Again, thank you for your efforts.

ARRIVAL AND DEPARTURE FROM SCHOOL

1. **Arrival**

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

2. **Dismissal**

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

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

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

WALKERS (TO/FROM SCHOOL)

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

**MARINE CORPS BASES JAPAN YOUTH SUPERVISION GUIDELINES
OKINAWA-JAPAN MCBJO 5800.1C**

Age	Leave unsupervised in quarters/outside unattended (to include playing)	Leave alone overnight/Leave in quarters while on vacation or TDY/TAD	Leave in car unsupervised	Babysit/supervise siblings or others	Leave in public areas	Walk to school and/or bus stop
0-6 Years	No	No	No	No	No	No
	5-6 year olds may be outside in yard with immediate access (visual sight or hearing distance) to adult/sibling supervision.				5-6 year olds may be on playground with immediate access (visual sight or hearing distance) to adult/sibling supervision.	
7-9 Years	No	No	No	No	No. Only on playgrounds for 2 hours with access to designated adult or babysitter.	Yes
	Yes, outside unattended for 2 hours with access to designated adult or babysitter					
10-11 Years	3 hours with access to designated adult	No	Yes, with keys removed for up to 15 minutes	No	Yes, 3 hours at public areas with access to designated adult; 2 hours at retail stores (BX, Food Court, ETC.)	Yes
12-13 Years	12 hours with designated adult checking periodically	No	Yes, with keys removed	Yes, Red Cross Babysitting Course recommended.	Yes, 12 hours at public areas with designated adult visually checking periodically; 4 hours	Yes
14-15 Years	12 hours with designated adult visually/telephonically checking periodically. Not to include overnight.	No	Yes, with keys removed	Yes	Yes, 12 hours with designated adult visually/telephonically checking periodically.	Yes
16-17 Years	Yes, with telephone access to designated adult.	Yes, with telephone access to designated adult. May not be left in quarters while on vacation or TDY/TAD.	Yes	Yes	Yes	Yes

- Adult 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).
- To babysit/supervise siblings or others, child must be at least 12 years old.

- 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 or sponsor and child have a face-to-face meeting.
- Left alone overnight is defined as during or lasting the night, the period between sunset and sunrise, when a sponsor or designated adult 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 designated adult/care provider.

THE ABOVE MATRIX APPLIES TO ALL SOFA STATUS PERSONNEL BOTH ON/OFF INSTALLATION.

CURFEW: Applies to all persons under the age of 18 and those age 18-20 who are currently enrolled in High School.

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 Friday morning)

-2400-0530 weekends (Friday morning through Sunday morning), holidays, and anytime school is not in session the following day.

Departure During The School Day

If you plan to pick up a student during school hours, send a note to the teacher indicating the time that your child will be picked up. Parents are to report to the office **first** to sign out their child during school hours.

Students can not be called to the office prior to parents coming in to sign out their child.

The office will notify the child's teacher to send the child to the office when the parents have signed the "Student Sign-Out" register. BES is a **CLOSED CAMPUS**. No child is to leave the school during the school day without office clearance and an accompanying adult. Students will not be released from school to any adult other than the parents or guardian, except with written permission.

Parents or emergency contacts must also show their ID card in order to pick up a child.

Please make sure the office has updated contact information for both parents and emergency contacts.

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

ATTENDANCE, STUDENT

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

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

1. Absences

We feel that daily attendance of students is vital for their educational growth and development.

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

2. Tardiness Procedures

Students are expected to arrive at school by 0825 hrs for the first bell. Students, who arrive late for school after the 0830 hrs tardy bell, will not be admitted to class without a tardy slip from the office. The parent, guardian, or accompanying adult are required to sign the student in to receive a tardy slip before he/she proceeds to the classroom. Our policy is to expect a written explanation from the parent or sponsor (after the fact, if they are not present to sign in their child) for both tardiness and absences. In the event of multiple or excessively late tardiness, parents may be contacted by phone. If a student is tardy due to government transportation they are considered "excused".

3. DoDEA Attendance Policy: Please see the full attendance policy for more information.

Some highlights:

- School attendance is mandatory.
- All students are required to attend school for 180 instructional days per school year.
- Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

- The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.
- Absence from school or a class without written verification from a parent or sponsor will be unexcused.

CALCULATION OF ATTENDANCE

Daily student attendance is identified based upon a quarter of the school day formula.

Students will be identified present or absent, based upon the following criteria:

- Absent up to 25% of the school day absent one = quarter of the school day
- Absent between 26% to 50% of the school day = absent one -half of the school day
- Absent between 51% to 75% of the school day = absent three -quarters of the school day
- Absent between 76% to 100% of the school day = absent full-day
- After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress.
- If appropriate, after 7 cumulative absences: (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
- After 5 cumulative tardies: (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress.

AWARDS CRITERIA - GRADES 4-5

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

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

Please note: 4th quarter awards are optional.

BICYCLES, SKATEBOARDS, ROLLER BLADES, HEELYS, AND SCOOTERS

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

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

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

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

DISCIPLINE (STUDENT)

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

In an effort to accomplish this goal, we have developed a school-wide discipline plan. The plan specifies rules that cover the behaviors we expect from our students. Each teacher has posted expected classroom behaviors that have been explained to the students

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

Children at Bechtel Elementary School have a right to learn and teachers have the right to teach in a safe and positive atmosphere with a minimum of disruption. BES students are expected to maintain standards

of behavior which show recognition and consideration of the rights of others and that contribute to a productive educational atmosphere.

Note: Surveillance cameras are located in various areas outside on the school grounds, therefore, students can be disciplined based upon evidence gathered from that surveillance.

The BES Guiding Principles for Behavior are:

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

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

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

The Cafeteria Student Behavior Guidelines include:

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

The Playground/Recess Student Behavior Guidelines include:

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

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

Note: Surveillance cameras are located in various areas outside on the school grounds, therefore, students can be disciplined based upon evidence gathered from that surveillance.

POLICY AND PROCEDURES FOR SUCCESSFUL SCHOOL DISCIPLINE

1. Classroom Procedures

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

2. Parent Involvement Plan

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

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

1. Level I

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

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

2. Level II

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

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

3. Level III

- *Serious Incidents – those which result in a suspension from 4-9 days.
- Because each situation is unique, i.e. different teachers, students, parents, and incidents, this plan is subjective in nature, allowing the individual classroom teacher and/or the administration to decide the appropriate action to rectify the situation.

Promptness of all actions is essential to the effectiveness of this plan. Again, the goal of this plan is to resolve discipline issues at the lowest level as quickly as possible.

3. Military Support

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

4. Documentation

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

FIGHTING AT SCHOOL

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

BULLYING

Bullying happens when someone repeatedly hurts or threatens another person on purpose. Bullying comes in many forms—name—calling, leaving people out, spreading rumors or physically hurting someone. And it can happen in person, in writing, online, on cell phones, in school, on the bus, at home, or anywhere. It is not a normal rite of passage, it has serious consequences and it's NOT acceptable.

Bechtel Elementary School aims to provide a safe, learning environment that will enable students to fulfill their personal potential and in which the dignity of all individuals is respected.

Please view DoDEA anti-bullying campaign at:

http://www.dodea.edu/back_to_school/2011_12.cfm?cid=bully&sld=Home

PROPERTY DAMAGE

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

UNACCEPTABLE BEHAVIOR

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

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

WEAPONS

DoDEA Disciplinary Rules and Procedures states:

E3.5. Grounds for Removal. A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

E3.5.1. Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h)(3) of 18 U.S.C. (reference (k)).

E3.5.2. Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (i)), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. A minimum 1-year expulsion is required for the possession of firearms.

CONFISCATION OF STUDENT PROPERTY

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

DRESS AND APPEARANCE STANDARDS

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

FOOD and SNACKS AT SCHOOL

We would like students who have sodas, snacks, juices and other beverages containing sugar to consume such drinks and snacks only in the cafeteria at lunchtime.

HOMEWORK

It is DoDDS policy to assign homework as appropriate to all students capable of completing assignments independently.

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

INSTRUCTIONAL DAY, STUDENT

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

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

KINDERGARTEN HOME VISITS

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

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

LOST AND FOUND

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

LOST/DAMAGED SCHOOL PROPERTY

A student is held responsible for lost school property that has been checked out for his/her use. The classroom teacher should record student textbooks issued to students.

PARTIES

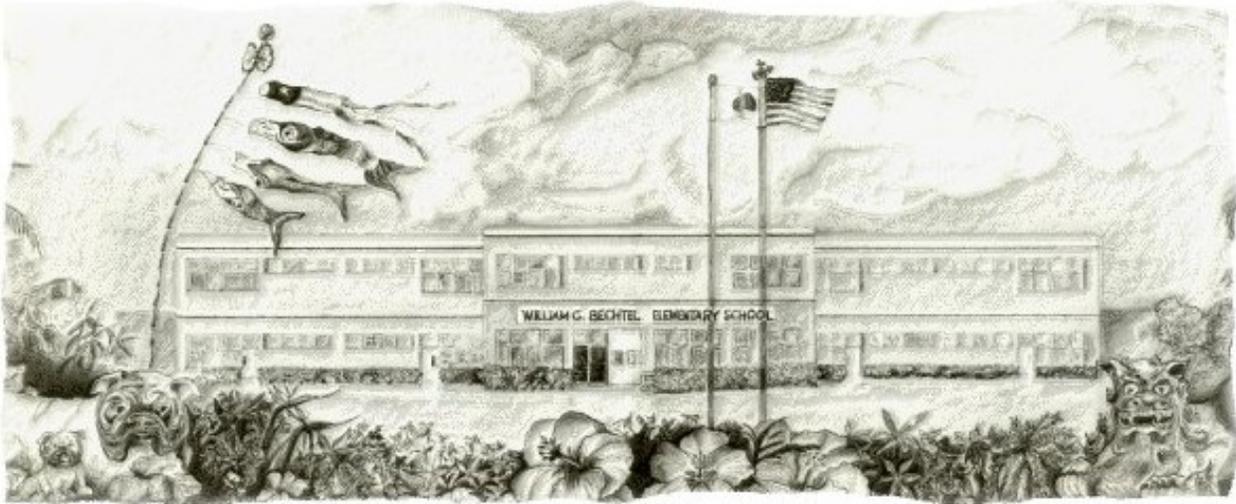
Class parties may be held at the teacher's discretion. If you do not want your child to participate, please make arrangements with the teacher.

PROGRESS REPORT CARDS AND MID-QUARTER REPORTS

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

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

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



RETENTION

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

RESTRICTED/PROHIBITED ITEMS

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

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

SCHOOL PICTURES

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

SECURITY OF CLOTHING AND PERSONAL PROPERTY

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

STUDENT PLACEMENT POLICIES

Newly enrolled students are placed based upon the needs of the child. Under NO circumstances will "name requests" be honored. Every professional teacher is certified by DoDDS as fully qualified. In special placement cases, consideration will be given to classroom structure and classroom atmosphere.

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

The procedure will be as follows:

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

The above process is normally completed within two working weeks.

STUDENT RIGHTS AND RESPONSIBILITIES

This document can be found in full form at http://www.dodea.edu/foia/iod/pdf/2051_02.pdf. It is also available at Bechtel Elementary School in hard copy at the front office.

STUDY TRIPS

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

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

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

SURE START

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

Other requirements include one or more of the following:

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

Applications are available at the BES school office.

TELEPHONE USE BY STUDENTS

Students are not permitted to use the telephone without prior written permission from a teacher or other school adult. The use of school telephones by students is primarily reserved for emergency situations. This should be emphasized at home. Due to student population and transient of students, it is difficult to deliver messages after 1400 hours. We strongly advise you to deliver necessary messages before 1400

hours to ensure the message is delivered to the student. Frequent interruptions disrupt class routines and instructional learning. Alternate arrangements and contingency plans should be discussed in advance so that your child knows what to do or where to go if something other than "the norm" occurs.

WITHDRAWALS - PCS or ON-ISLAND TRANSFER PROCEDURES

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

1. PCS Transfer

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

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

2. On-Island Transfer

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

III. EDUCATIONAL PROGRAMS AND SERVICES

CHILD FIND

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

STUDENT SUPPORT TEAM (SST)

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

CASE STUDY COMMITTEE (CSC)

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

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

GUIDANCE PROGRAM/STUDENT COUNSELING SERVICES

Bechtel has three counselors whose goal is to work with all students. Some of the duties of the counselors include, but are not limited to:

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

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

HEALTH SERVICES

1. Enrollment Requirement

Prior to enrollment, dependent children (including preschool children who may not have received all

required doses) are required to have the following immunizations per Air Force Joint Inst. 48-110 Nov 95, DoDEA Manual 2005.1, February 26, 1998.

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

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

2. Exemptions from Enrollment

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

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

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

3. Guidance for Preschool and Sure Start

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

After the child's fourth birthday OPV/IPV #3, DPT #3, and MMR #2 are due and should be completed within 10 days of the child's fourth birthday. Please note that if the HIB series wasn't given in infancy, then only 1 dose is required between ages 3 & 4. HIB is not given after age 5. Students who have not completed the HEP B series should receive Hepatitis #1 prior to starting preschool and complete the series within one year. Parents have 45 days after start of school year to comply.

4. Health Program

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

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

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

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

5. Medications

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

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

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

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

Information Center/Library Services

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

Checkout Policy

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

Lost Books Policy

- Lost books or damaged books must be paid for at the cost of the book or replaced. Payment should be made at the Kadena Finance Office.

Please see the Information Specialist for further information.

Computer Use Policy

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

Bechtel Elementary School - Inappropriate Use of Technology CONSEQUENCES RUBRIC

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

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

FLES

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

INSTRUCTIONAL PROGRAMS

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

The **Specialists** include:

1. Counseling/Guidance

The guidance counselors work with **students**, **parents**, and **teachers** to promote understanding of

the school programs; assist in the identification of the needs of the students; and interpret the information to the parents and teachers.

2. English as a Second Language (ESL)
The ESL teachers work with children who have learned English as a second language or who have been raised in families where one or both parents are a non-native speaker of English.
3. Gifted Education Teacher
The Gifted Education teacher provides services to qualified students based on qualifying scores (exclusive of Kindergarten and first grade) through Gifted Education membership. Gifted Education students are selected based on high academic achievement, intellectual ability, creative ability, and task commitment. The Gifted Education teacher also provides service to the entire school population through curriculum compacting and the provision of high interest activities. The school's Gifted Education team provides guidance in the selection of members as well as the direction of an enrichment program for the school.
4. Information Specialist
The information specialist informs students and teachers of the resources available in the Information Center (IC) and instructs them in proper use of these materials. They also correlate the IC instructional program with classroom instruction projects.
5. Psychologist
The school psychologist services all BES children as needed with testing, diagnosing, and recommending specific actions for remediation. The school's psychologist serves as a consultant to the administration, teachers, and parents regarding student academic and behavioral concerns. Additionally, parenting classes may be offered. The psychologist is available to present in-services on topics of interest to school staff, PTO, and community groups on request.
6. Language Support Specialist (LSS)
The LSS personnel assist teachers in improving classroom reading programs. Pupils with reading deficiencies are helped through individualized programs.
7. School Nurse
The school nurse works with educational and medical agencies to help plan, organize, implement, and evaluate the school health services. First aid is provided to ill and injured students and school personnel.
8. Teacher of the Communication Impaired
The CI teachers provide screening, diagnostic, and therapy services on an individual or group basis for any child having a speech/language/hearing disorder. "Individuals with Disabilities Act (IDEA) and/or Department of Defense Instruction (DoDI 1342.12), "Provision of Early Intervention Special Ed Services to Eligible to DoD Dependents in Overseas Areas", March 1996.
9. Teacher for the Learning Impaired
The LI teachers provide services for the students identified as having a learning disability as defined in the "Individuals with Disabilities Act (IDEA) and/or Department of Defense Instruction (DoDI 1342.12), "Provision of Early Intervention Special Ed Services to Eligible to DoD Dependents in Overseas Areas", March 1996.
10. Teacher for the Pre-School Children with Disabilities
The PSCD teacher provides services for preschool age students identified as having disabilities as defined in the "Individuals with Disabilities Act (IDEA) and/or Department of Defense Instruction (DoDI 1342.12), "Provision of Early Intervention Special Ed Services to Eligible to DoD Dependents in Overseas Areas", March 1996.

11. Educational Assessor

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

STUDENT RECORDS

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

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

TESTING/SCREENING

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

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

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



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