



# The Sullivans School Parent Student Handbook 2008-2009

## Contact Information

DSN: 243-7336/7329

Fax: 243-7865

From the Off Base in Japan:

0468-16-7336 or

0468-16-7329

FAX: 0468-16-7865

From Outside Japan:

011-81-468-16-7336 or

011-81-468-16-7329

Fax: 011-81-468-16-7865

Address:

(US Mail)

The Sullivans School  
PSC 473 Box 96  
FPO, AP 96349-0096

(Japanese Mail)

238-0001

1-Banchi-tomari Cho  
Yokosuka-shi  
PSC 473 Box 96  
FPO, AP 96349-0096

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## SCHOOL HISTORY

Our school was named in honor of the five Sullivans brothers killed in action during World War II. The brothers enlisted in the Navy after a friend was killed in The Pearl Harbor Attack. They enlisted with the provision that they would not be separated. They served on the USS Juneau, which was sunk in The Battle of Guadal Canal.

The Sullivans School opened in September 1947 with three teachers. It has grown from that small beginning to a school with one hundred and twenty teachers and approximately 1,500 students today. As in the past, The Sullivans School continues to serve the needs of the Navy Community, expanding and consolidating with the local command as it functions to meet its mission.

### SCHOOL MASCOT

Starlight the Dolphin

### SCHOOL COLORS

Blue and White

## THE DOLPHIN PLEDGE

I, as a student of Sullivans, will obey all rules of our school. I will respect the school staff and my fellow students. I will do my best to finish my work on time, help others, listen and follow directions, and be a good role model to other students.

## SULLIVANS SCHOOL SONG

(Tune of "Harrigan")

Words by: A. Camp, D. Capell, C. Dubberly

S - U - double L - I - V - A - N - S spells Sullivans.  
Proud of all the students in the hall - ways,  
Where very special teachers greet them each day  
S - U - double L - I - V - A - N - S you see  
It's the place; yes the place where successful we will always be  
Sullivans for me.

## DoDEA GUIDING PRINCIPLES

Student achievement...a shared responsibility

Trust and respect for others' rights

Unlimited opportunities to reach high expectations

Dedication to lifelong learning

Equal access to a quality education based on standards

New and motivating challenges to inspire excellence

Total accountability with teamwork

Success for all...students first!

## DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA) 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.

## THE SULLIVANS SCHOOL MISSION STATEMENT and CSI (Continuous School Improvement)

### **Mission Statement:**

The Sullivans School Community works together to develop successful learners and responsible citizens.

### **Goals:**

#### *Goal 1:*

All students will improve their algebraic thinking skills across the curriculum.

#### *Essence:*

Includes the ability to describe patterns and sequences to represent and explain mathematical predictions and relationships.

#### *Goal 2:*

All students will improve their inquiry skills across the curriculum.

#### *Essence:*

Includes beginning to develop the abilities necessary to do scientific inquiry and explore through scientific inquiry.

## **SCHOOL ADVISORY COMMITTEE**

The School Advisory Committee consists of ten members - five parents and five teachers elected each May. The purpose of the Committee is to advise the Principal on pertinent matters for the improvement of the school. The committee serves as an advisory body, not a policy-making body. The Sullivans' SAC major goals are to establish, expand and maintain effective communications between the school, CFAY and the Yokosuka community. Areas of special interest include Instructional Resources, School Policy, Public Services, and Student Standards of Conduct and Discipline. Meetings are held monthly and are open to all parents. A suggestion box is maintained in the school office. Suggestions may be placed on DOLPHINET for the Committee to consider.

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

PTO meetings are an opportunity for parent involvement. The Sullivans School's PTO meets on a regular basis. The largest fund raising activity of the PTO is the sponsorship of the Bi-annual NEX Bazaars. The proceeds from this bazaar are spent for Gifts of Service to Volunteer Safety Aides, computer programs, hands-on math activity materials, special reading and language arts materials not funded by DoDDS, science materials, awards and certificates.

**THE SULLIVANS SCHOOL STUDENT SUPPLY LIST FOR  
SCHOOL YEAR 2008-2009**

**SUPPLY LIST** - Parents are requested to purchase the following basic educational supplies for their children. Additional materials may be requested by your child's teacher, specific to their class, as the school year progresses. **\*\*Some items are considered "community property" when working in groups.**

**Kindergarten**

- (\*) 1 backpack large enough for a 8 1/2" x 11" folder; **no wheels**
- 1 headphone set - **labeled**
- 1 box of 24 colored pencils
- 1 box of 24 Crayola crayons
- 4 boxes of 24 Crayola crayons
- 2 boxes Crayola "Classic Colors" Washable broad-tip markers
- 1 bottle Elmer's white liquid glue
- 7 large Elmer's glue sticks (1 for Art)
- 1 pair Fiskars children's scissors
- (\*) 1 folder with pockets
- 2 large boxes of Tissues
- 2 large rolls of paper towels
- 1 box wet wipes
- 1 watercolor paint set
- 2 boxes Ziploc baggies, any size
- 1 package paper napkins
- 1 package 5 oz paper cups
- 1 bottle foaming pump soap
- 1 container Clorox wipes
- (\*) 1 rest towel bath-size - **no larger**
- (\*) 1 art shirt - old, adult T-shirt

**Third Grade**

- (\*) 1 backpack, regular size and labeled
- 1 headphone set - **labeled**
- 1 box of 24 colored pencils
- 1 box of 24 Crayola crayons
- 1 bottle Elmer's white liquid glue
- 4 large Elmer's glue sticks
- 1 pair Fiskars children's scissors
- 4 folders with 2 inside pockets and 3 prongs for holding papers
- 1 package of erasers
- 2 large boxes of tissue
- 1 box wet wipes
- 1 package of # 2 Pencils
- 1 Composition Book (black and white)
- 1 ruler, 12-inch
- 1 spiral notebook (wide-ruled)
- 1 package of wide-ruled paper (loose)

**First Grade**

- (\*) 1 backpack, regular size and labeled
- 1 headphone set - **labeled**
- 1 box of 24 colored pencils
- 2 boxes of 24 Crayola crayons
- 1 box Crayola markers
- 6 large Elmer's glue sticks
- 1 pair Fiskars children's scissors
- 2 folders with 2 inside pockets and 3 prongs for holding papers
- 1 watercolor paint set
- 2 large boxes of Tissues
- 1 large roll of paper towels
- 1 box wet wipes
- 2 packages of #2 pencils
- 1 box of quart size Ziploc bags (**Boys only**)
- 1 box of gallon size Ziploc bags (**Girls only**)
- 1 package of stickers
- 1 liquid hand soap in pump bottle

**Fourth Grade**

- (\*) 1 backpack, regular size and labeled
- 1 headphone set - **labeled**
- 1 box of 24 colored pencils
- 1 box of 24 Crayola crayons
- 1 bottle Elmer's white liquid glue
- 2 large Elmer's glue sticks
- 1 pair Fiskars children's scissors
- 3 folders with 2 inside pockets and 3 prongs for holding papers
- 1 package of erasers
- 2 large boxes of Tissues
- 1 large roll of paper towels
- 1 package of # 2 pencils with erasers attached (non- mechanical)
- 2 packages of wide-ruled paper (loose)
- 2 spiral notebooks - 8½"x11"
- 2 composition Books
- 1 ruler, 12-inch with metric markings
- 2 red pencils and/or pens (for grading)

**Second Grade**

- (\*) 1 backpack/ book bag and labeled
- 1 headphone set - **labeled**
- 1 box of 24 colored pencils
- 1 box of 24 Crayola crayons
- 1 bottle Elmer's white liquid glue
- 3 large Elmer's glue sticks (1 for Art)
- 1 pair Fiskars children's scissors
- 1 package of erasers
- 2 large boxes of tissues
- 1 large roll of paper towels
- 1 box wet wipes
- 1 package of #2 pencils
- 2 composition notebooks (black & white)
- 1 bottle of liquid soap or Purell (8/10 oz)

**Fifth Grade**

- (\*) 1 backpack, regular size and labeled
- 1 headphone set - **labeled**
- 1 box of 24 colored pencils
- 1 box of 24 Crayola crayons
- 1 box Crayola markers
- 1 bottle Elmer's white liquid glue
- 2 large Elmer's glue sticks
- 1 pair Fiskars children's scissors
- 1 package of erasers
- 2 large boxes of Tissues
- 1 large roll of paper towels
- 1 box of # 2 pencils with erasers attached
- \*Mechanical Pencils are OK**
- 2 packages of wide-ruled paper (loose)
- 2 red pencil and/or pens (for grading)
- 2 ball point pens; black ink
- 1 ruler, 12-inch with metric markings
- 1 Sullivans School Assignment Book (available in School Store)
- Please check with your child's teacher for the following items:**
- 1 binder; 3 ring
- 5 folders with pockets and prongs
- 5 single subject spiral notebooks
- 1 composition notebook (black & white)
- 1 pin drive—max 2 GB

**(\*) Please put your child's name ONLY on the items marked !!**

**\*\*Important Note\*\***

Multiplication/Division flashcards for Grades 3 - 5 and Subtraction/ Addition flashcards for Grades 1-3 are recommended by teachers to be used at home for practice and fun

**Art**

- 2 drawing pencils
- 1 large drawing eraser (usually brown)

**Host Nation**

- 1 box of 24 Crayola crayons
- 2 large Elmer's glue sticks
- 1 package of erasers
- 1 pack of Origami paper (15X15 cm)- colored on one side only
- NOT shiny- at the 100 Yen store

**Music**

- 1 Aulos or Yamaha Soprano Recorder for **ALL** 4<sup>th</sup> and 5<sup>th</sup> grade students
- (\*) 1 folder with pockets and prongs for grades 2<sup>nd</sup> - 5<sup>th</sup>

**Physical Education**

Athletic shoes (tennis, running or Basketball) with socks  
Weather appropriate, loose fitting clothing (**jeans or dresses are not permitted for PE**)

**Computer Department**

- (1) headsets

**No trapper keepers due to storage space in student desks and lockers**

## SCHOOL PHONE NUMBERS

Mr. Walter Wilhoit	Principal	243-7336
Ms. Ms. Peggye Wilson / Mrs. Horne-Barnes	Asst. Principal(s)	243-7336
Mr. Charles Chicowlas	Secretary	243-7336

## INSTRUCTIONAL HOURS

The school day is as follows:	<u>Regular Hours</u>
Kindergarten-5 <sup>th</sup> grade	0730 - 1400
Sure Start	0730 - 1315

## SCHOOL LUNCH PROGRAM

The Lunch Program are coordinated by the Navy Exchange Food Services. The price of the lunch is determined by that agency. If children do not wish to purchase a lunch, they may bring lunch from home. REDUCED PRICE LUNCHES ARE AVAILABLE TO QUALIFIED STUDENTS. Application forms are available in the school office. APPLY AT THE FAMILY SERVICE CENTER. . Unannounced changes may occur periodically due to availability of supplies. Lunch tickets can be purchased at the Navy Exchange cashier's cage at the entrance to the main exchange building. ***This year Sullivans is using a "TICKET ONLY" payment system for school lunches. Money will not be accepted to purchase lunch in the cafeteria.***

*All visitors to the school who wish to purchase a lunch must be included on a classroom lunch count.*

## LUNCH SCHEDULE

1 <sup>st</sup> Grade	1050-1150
2 <sup>nd</sup> Grade	1100-1200
3 <sup>rd</sup> Grade	1110- 1210
4 <sup>th</sup> Grade	1120-1220
5 <sup>th</sup> Grade	1130- 1230

(SUBJECT TO CHANGE)

## LUNCH ISSUES

Students are expected to demonstrate good behavior and table manners while using the cafeteria. The school staff and parents handle lunch behavior problems. We can relay to the NEX any lunch item requests. You may also contact the NEX school lunch liaison at 243-4000 with any suggestions.

## PLAYGROUND PROCEDURES

### Students should:

1. Line up promptly in designated areas when notified by the playground aides.
2. Stand in line orderly, and keep hands and feet to self.
3. Respect the property of school and others.
4. Treat others, as they would like to be treated.
5. Enjoy recess and play safely.
6. Participate in organized games and activities.
7. Use playground equipment properly.
8. Walk to the playground after leaving the cafeteria.
9. Take turns using playground equipment.
10. Follow the rules of the game being played.
11. Return all playground equipment after recess.

**Reminder – Students are not supervised before 0715 and after 1400 on school days as well as holidays and weekends.**

### Students should not:

1. Fight (hitting or kicking).

2. Play fight, such as karate or kung fu kicking.
3. Chase or push.
4. Throw rocks, snowballs or any hard objects.
5. Climb on the fence or goal posts.
6. Leave the playground without a monitor's permission.
7. Improperly use the playground equipment.
8. Play roughly, in general, and hurt people.
9. Twist, climb, and stand on or jump from the swings.
10. Take food or drinks onto the playground.
11. Use foul or disrespectful language.
12. Deliberately throw a ball at someone.

Playground monitors will issue discipline slips to students who violate the playground procedures and/or rules. The recess monitor will use a timeout area during recess for students who repeatedly misbehave or need a place to cool down. Serious violations will be referred to an administrator for further action.

School rules remain in effect when students are at lunch and recess.

### **ATTENDANCE**

Daily attendance at school is important in order to maintain a meaningful continuum of learning experiences for students. In addition, it is required by CFAY as outlined in COMFLEACT YOKOSUKA INSTRUCTION 1755.8. A student should not be absent unless he or she is ill or on leave status with family members. Emergency leave in excess of five school days must be approved by the principal and by the command. When a student is absent, a note from the parent is required. Parents will be notified when there are frequent unexcused absences or tardiness.

### **ACADEMIC ACHIEVEMENT**

Students are encouraged to achieve to the full extent of their ability. We recognize student differences, but at the same time we do not condone anything less than full effort. We ask your assistance in providing students with encouragement, necessary help, and a quiet place to study at home.

### **TERRA NOVA STANDARDIZED TESTING**

The Terra Nova Standardized Test is administered in March at the Sullivans School to students in grades 3 - 5. Sullivans' students have consistently scored higher than their counterparts in the United States. We ask your continued cooperation in making sure your child is well rested and in attendance during testing week.

## STUDY TRIPS

Study trips, are a vital tool in the educational process. Study trips in Japan provide unique experiences for students. Study trips aid students in the acquisition of accurate cultural and historical information. The purpose of the study trip is to aid in gathering information, correcting and/or erasing false impressions of people in a foreign country, providing sensory impressions, and motivating interests. The study trip experience differs from one grade level to another. Chaperoning a field trip can be a "special" time for the parents to spend with their child. We ask however that younger siblings not attend. All chaperones must complete a background volunteer form before attending study trips.

## HEALTH CARE/WE HAVE TWO FULL TIME NURSES

The role of the school nurse is:

- \*Administer First Aid to all students and employees. They see between 75-100 students a day for medication or first aid.
- \*Conduct vision and hearing screening for first and fourth grades in conjunction with the USNH and for special needs.
- \*Conduct dental screenings to all students in conjunction with the Dental Clinic.
- \*Monitor immunizations.
- \*Provide health care information and referrals as needed.
- \*Administer medication.
- \*Puberty education to 5<sup>th</sup> Graders who have parent permission.

HEALTH SERVICES - Our school nurses focus on health education and promotion and establishing healthy habits and detecting "at risk students" for illnesses. The role of the school nurse is to minimize absence due to illness. it is not the responsibility of the school nurse to diagnose, prescribe medication, or give medication without a Hold harmless signed by a physician. There will also be classroom education programs on safety, growth and development, and prevention of infection. Useful health information will frequently be published in the school's bi-weekly parent newsletter, the "Starlight Express". Please feel free to contact the nurses' office at 243-7338 with any additional health concerns or questions you may have. In order to keep our students as healthy as possible, the nurses need ongoing support from parents in the following areas:

ILLNESS - Students should remain or will be sent home for the following conditions:

- \*Fever over 100° F
- \*Repeated vomiting
- \*Diarrhea

\*Eye redness with drainage: or when there is question of this and the child is not able to keep their hands away from their eyes

\*Infectious disease (i.e., Chicken Pox)

\*If they cannot participate in regularly scheduled activities due to tiredness or illness.

\*It is recommended by the Pediatric Department that students remain at home at least 24 hours after the first dose of antibiotics and should be fever free without Tylenol or Motrin for 24 hours. Students should not be sent to school if Tylenol or Motrin was given to control a fever in the morning.

When a child has been absent due to illness, a note from parents stating the problem and any instructions from the doctor is very helpful. Special arrangements must be made for a child to stay indoors at recess. Please notify the teachers immediately.

Special Needs- If your child has special needs such as medical conditions, medications, allergies and etc.; please notify the nurses as soon as possible so that we may assist in meeting their needs.

**MEDICATIONS** - If an antibiotic is prescribed, the student should take it for 24 hours before returning to school and should finish all of it. In order for the nurses to dispense any medication (including nonprescription) to a student, several rules apply:

- a. A Hold-Harmless form must be completed by a parent and physician. This form gives the nurses specific instructions from the doctor and permission from you to administer the medicine. Forms are available from the USN hospital. Non-military physicians may fill out the form, as long as a home number is left where they can be contacted.
- b. All prescription and over-the-counter medicines, as well as inhalers should be kept in the nurses' office during the school day. The goal of this policy is to prevent medications from being used improperly. It is important to provide the nurses with a supply of medicine to keep at school. The hospital pharmacy will provide an extra-labeled bottle for prescription medicines upon request. Permission for students to carry medication will be looked at individually by the school nurse, parent and doctor.

**3. EMERGENCY ACCESS** - If a student becomes ill at school we MUST be able to contact a parent or friend. Please make every effort to list an emergency contact, preferably someone on base, who can either reach you or pick up your child if he or she is ill. This is especially important if one parent is deployed and there is no home phone. The school should be given any changes in phone numbers immediately. **A Medical Power of Attorney is needed by your emergency contact to take your child to the Emergency Room.** When your emergency contact arrives at school, a picture I.D. will be requested.

## HOMEWORK

Please see our "Homework Policy" Brochure. The following guidelines show the average range of minutes that may be assigned as a daily total.

<u>Grade</u>	<u>Range of Daily Minutes</u>
1st	15-20 minutes
2nd	25-30 minutes
3rd	25-30 minutes
4th	30-40 minutes
5th	40-50 minutes

## PHONE NUMBER/ EMERGENCY CONTACT

PLEASE KEEP THE SCHOOL POSTED ON YOUR PHONE NUMBER AND EMERGENCY CONTACT CHANGES.

## EXCUSING STUDENTS FROM SCHOOL

A request for early release from school must be made in writing by the parent and given to the teacher. If someone other than the parent is to come for the child, the name of this person should be noted. A parent or the person authorized in the aforementioned note MUST come into the office, with photo ID, to pick up the child and sign him or her out. Prior notification will allow the teacher to help your child get organized ahead of time. Sometimes your child will be with a whole class or support specialist and may need to take their things with them in order to be ready for you. If your child is ill, a parent or emergency contact must pick up the child from the nurses' office.

## PROLONGED ABSENCES FROM SCHOOL

Home leaves and unique travel opportunities are a part of being responsive to the military environment and living overseas. Unfortunately, these often result in students missing significant portions of their education. A child's education must be the responsibility of both parents and school. If you plan on taking your child (ren) out of school for prolonged periods, you should be aware of the following: 1) No grades will be given for a quarter in which the student is not in attendance of at least 20 days. 2) Teachers are only required to provide work for 5 school days, even if the child is out longer. 3) It is the parents'

responsibility to provide instruction for the skills that have been covered during the child's absence. 4) Absences due to trips longer than 5 days are considered unexcused absences, and a letter should go to the Principal for the Student's Cumulative File. It is the school's goal to educate each child in school. However, unless the child attends school regularly, this goal is difficult to achieve. Parents should ensure a Daily Journal is kept, and home trade books and library books are read to ensure maintenance of skills and to increase the educational value of leave and travel. Absences from 5-20 days or more will be sent to the Command, except for bonafide Emergency Leave.

### **TRANSPORTATION CHANGES**

For the safety of your children, we ask that you request any changes in transportation in PERSON or send a NOTE to school with your child for his/her teacher. We will NO LONGER ACCEPT telephone messages changing arrangements.

### **STUDENTS TARDY TO SCHOOL**

Students are required to be signed in by a parent at the Main Office.

### **PARENT VOLUNTEERS**

We encourage parents to volunteer their services at the school. Parents can help in all areas of the school: Health Room, Library, Reading Room, Classrooms, Special Education Classrooms, etc. The PTO has a Volunteer Program for the school. Volunteers must complete a security clearance before being volunteers.

### **VISITORS TO THE SCHOOL**

**ALL VISITORS MUST COME TO THE OFFICE FOR A PASS BEFORE GOING TO A CLASSROOM.**

Visitors and volunteers are welcome at school. Please pre-arrange the visit with the specific teacher, or with the administration, if necessary. Badges are required to designate Visitors and Volunteers. Specific nametags may be issued, or individuals may wear their own nametag. All visitors who wish to purchase a school lunch must be included on a classroom lunch count.

### **MESSAGES**

Classroom instruction time WILL NOT be interrupted to give messages to students or teachers, except in case of emergencies. Please have your child's schedule for the day determined before he or she leaves for school each morning. We are very concerned about your child's safety. Therefore, **please** do not ask us to give your child a telephone message to go somewhere other than where you instructed him or her to go after school is dismissed.

### **PARENT NEWSLETTER**

The school makes an effort to communicate often with parents. Every other week throughout the school year you will be advised of school happenings through a parent newsletter. In addition, reminders will be sent home to advise you of important events and dates. Our parent newsletter is the Starlight Express. Look for it every other Friday on our website : <http://login.sullivans.pac.dodea.edu>.

### **ACCESS TO DOLPHINET FROM HOME (SULLIVANS INTRANET)**

Open the internet.

The URL is <http://login.sullivans.pac.dodea.edu>. Please note that there is no www.

### **TOYS AT SCHOOL**

Toys, skateboards, toy or replica guns, firecrackers, knives and similarly dangerous items do not belong at school. Walkmans, Game Boys, radios and cassettes, baseball cards, Pokemon cards and other items that might be traded or lost should also be left at home. In the event unauthorized items are found at school, they will be taken from the student. These items will be released only to the student's parents. Bringing items that create safety hazards on the bus or at school will result in disciplinary action taken by School Administration and Base Officials.

## WEAPONS INCIDENTS

The Sullivans School is required to report all weapons that students bring to school to the Security Police. Weapons are considered to be items such as: guns, (BB Guns, Pellet, Guns, any that are capable of firing a projectile), authentic appearing replicas of a firearm, fireworks of all types, knives of all types, sling shots, straight razors, razor blades, brass knuckles, nunchaku, and any objects that may be used readily to inflict bodily harm. Parents will be notified immediately. Bringing these objects to school will result in a suspension for the student and notification of the incident to Base and DoDDS Officials.

All schools in Japan are asked to notify parents and dependents about the DoDDS-Japan Gun Policy:

Students found with a gun, authentic appearing replicas of a firearm, pellet guns, BB guns, toy guns, etc., in their possession or on school grounds will immediately be suspended and given an opportunity for a formal hearing prior to expulsion. DoDDS has a Zero Tolerance Weapons Policy.

## GUM

The chewing of gum at school is NOT PERMITTED.

## EMERGENCY EVACUATION DRILLS

The school has periodic fire and safety checks by base officials. Fire and safety precautions are often discussed with students. Weekly evacuation drills are held during the first school month and monthly drills thereafter. Evacuation of the school usually takes about 2-3 minutes.

If the Base Commander directs early dismissal of school, individual students will be released using the plan their parents have elected on the Emergency Evacuation Student Plan. Consolidation of stragglers will be accomplished as directed by the Base Commander. Students whose authorized emergency contacts are not available will be turned over to the supervision of the Base Commander.

## DISASTER PREPAREDNESS

There are three types of natural disasters that could occur which you, your child, and the school must be prepared to meet as calmly as possible:

1. TYPHOONS - These usually occur between May - October.
2. EARTHQUAKES - These may occur at any time. If a major earthquake occurs, students will be kept at school. Because of unsafe conditions that may exist, students will be released only to a parent or to an individual designated in writing by the sponsor.
3. ICE OR SNOW - The Base Commander determines whether or not to close school. If school is to be closed, your source of information will be AFN - radio & TV. Please discuss with your child an alternate home to which he or she is to report, if you are not at home when school is closed early. THIS IS MOST IMPORTANT.

### EMERGENCIES

The following procedures will be used if an emergency should occur involving your child.

- Step 1. The sponsor (guardian at home) will be contacted, if possible.
- Step 2. If the above fails, the duty office of the sponsor or other parent will be contacted.
- Step 3. If the above fails, then the emergency contact person will be called. An emergency contact is required to be on file at all times.
- Step 4. If all the above fail, the sponsor's command will be contacted to provide contact assistance.

Emergencies can happen any time and any place; therefore:

1. Every family should have a plan in case an emergency occurs. Does your family have such a plan? Does your child's school have the correct names, addresses, phone numbers of your home, and two emergency contacts?
2. Hopefully, throughout the school year there will not be any emergency requiring the school to close prior to the regularly scheduled time. However, if school should close earlier during the day without notice, could you be contacted?

3. Does your child know what to do if he or she goes home and you are not there?

\*Failure to provide the school with appropriate and current emergency contact information will result in a formal request by the principal, through your command, for such information.

### **DRESS CODE**

The school follows the Base dress code. Students are expected to dress cleanly and neatly. Students are expected to wear socks, tennis shoes and clothing that will not restrict movement in PE classes. Thongs (flip-flops), sandals without straps and elevator shoes are not permitted at school at any time, nor is going barefoot. Hats should not be worn in the school building. All items of personal clothing, including boots, raincoats, umbrellas, jackets, etc., should be plainly marked with the child's name and grade. This will facilitate claiming and returning lost items. Articles are frequently lost and the school cannot assume responsibility for these losses.

### **TEXTBOOKS**

Textbooks adopted by the DoDEA schools are ordered from the same book companies that are used by schools in the UNITED STATES. The books are issued free of charge to students, but the sponsor is held financially responsible for the cost of lost or damaged textbooks and library books. When books are damaged or lost as a result of pupil carelessness, the teacher will notify parents. For textbooks, an invoice will be issued that the parents must take to PSD, Bldg. 1555, along with a check for the price of the book. After the bill has been paid, the parent should return a copy of the invoice to the school. The students will then be issued another book. For a library book, a "bill" will be issued from the librarian for the cost of the book. The parents, made out to the book company, will then purchase a postal money order. A replacement book will then be ordered.

No Refunds will be given if books are found after that date. Parents can help by impressing upon their children the fact that free textbooks are indeed a privilege and that the students have a responsibility to protect public property.

### **REGISTRATION OF STUDENTS**

#### **Required documents for Registration of Students:**

1. Copy of Current Orders.
2. Copy of Dependent's Entry Approval
3. If the student was born in Japan, a copy of birth certificate is needed instead of Dependent's Entry Approval.
4. Immunization Verification Form from the USNH Immunization Clinic.

5. Student's Passport or Birth Certificate for Students in Kindergarten and First Grade.
6. Student's Social Security Number.
7. Records from Former School or Former School's Name and Address.

### **TRANSFER AND WITHDRAWAL**

Parents of students transferring or withdrawing from school must notify the school of the transfer at least five school days prior to departure. The exact date of withdrawal should be given. Student records may be hand carried by the parents. Records will not be given to the student. In addition, parents must ensure that:

1. Students return all books and equipment that are the property of the school. Condition of returned items should reflect only normal usage.
2. Students must pay all fines and charges (including any overdue lunch money).
3. Parents must pick up school records on the last day of school.

### **CHANGE OF ADDRESS**

Parents **MUST** notify the school office when there is any change of address, telephone number (home and/or duty), or change in emergency contact person. **IT IS VERY IMPORTANT THAT WE REACH PARENTS OF GUARDIANS WITHOUT DELAY IN THE EVENT OF AN EMERGENCY. PLEASE** abide by this request. In the past we have been unable to contact parents when emergencies have arisen because they failed to provide us with updated information. It is the parent's responsibility to advise the school when their child is residing with a temporary guardian/care taker.

### **PARENT/TEACHER CONFERENCES OR CLASS OBSERVATION**

Teachers are available for conferences on most days before school hours or after school is dismissed. Appointments should be requested by telephone or in writing. PLEASE bear in mind that any interruption in a classroom causes the students to lose valuable instruction time. If it becomes impossible for you to keep your appointment, please notify the teacher with a note or call to the office as soon as possible. Teachers will strive to do the same. Parents are welcome to visit their child's classroom after arrangements are made with the teacher.

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

DS Manual 2050.1, Student's Rights and Responsibilities in the Department of Defense School System is adhered to at The Sullivans School.

## PRIVACY ACT

The school maintains the confidentiality of its students' records. Records are only released to the sponsor. Additionally, personal telephone numbers, addresses and other personal information will not be released.

## THE DOLPHIN STUDENT RECOGNITION PROGRAM

"The deepest principle in human nature is the craving to be appreciated," said philosopher William James.

The purpose of this schoolwide recognition program is to help students develop high self-esteem, take pride in their school, and develop character and integrity. The program is designed to encourage students to make positive contributions toward establishing and maintaining a positive school climate and an environment conducive to learning and achieving.

Hopefully, all students will earn an award this year from one or more of our schoolwide recognition and appreciation programs: COMPLIMENT SLIPS, and GOLDEN BOOK.

### Compliment Slips

Students may receive Compliment Slips from teachers, PTO Aides or other staff members. What we give attention to is what increases and motivates positive student actions. As a schoolwide program, we want to recognize good behavior emphasizing the positive aspects of students.

### Golden Book

As a special incentive for students, the classroom teacher may submit a name of a student to sign the Golden Book. Students from a different grade level are recognized each day. Students who have done something particularly noteworthy in terms of behavior or academic achievement are called to the Office to sign their name in gold ink in our Golden Book. The Book is then placed on display in the window of the Main Office.

## DISCIPLINE

The school has five rules that are posted in every classroom as well as the cafeteria. During the first week of school, or when they arrive at school, all students are told the rules and the consequences of breaking a rule.

We keep them simple so that everyone can follow and understand them. They apply to the classroom, hallways, cafeteria, playground and bus.

### The rules are:

1. RESPECT YOURSELF, OTHERS, AND ALL PROPERTY.

2. COME TO SCHOOL READY TO LEARN.
3. PRACTICE SAFE AND COURTEOUS BEHAVIOR.
4. OBEY ALL SCHOOL PERSONNEL.
5. THINK AND BE RESPONSIBLE.

Each grade level will develop consequences and rewards. Your child's teacher will notify you of these procedures. A student receiving three discipline slips in one four week period may be suspended from class or school. The extent of the discipline imposed is at the discretion of the Principal. The student is responsible to make up work missed during the time of a suspension. Receiving a discipline slip does not infer a drastic discipline problem. We encourage you as a parent to talk with your child about the rule broken. Serious problems are handled immediately and a counselor or administrator contacts parents that day.

### **BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

The safe transportation of students is our most important concern. DoDDS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. This is only part of the formula, however. The safe operation of school buses also depends on proper conduct by the students that ride those buses.

Student behavior on our school buses is a parental responsibility. Parents and sponsors must ensure that their children understand the rules for riding the school bus and that they follow those rules. When students disobey the rules, they make the bus unsafe for every other student on that bus. Bus drivers must not be distracted from safe driving by students' misbehavior. Students must show respect for bus drivers and follow their instructions.

School bus transportation is a privilege, not a right. We do not have the resources to be school bus policemen. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with school bus rules may have their bus riding privileges suspended or revoked. When this happens, parents and sponsors will have to make their own arrangements for their children to get to and from school according to established school hours.

### **ON AND AROUND SCHOOL BUSES STUDENTS WILL:**

1. Comply with the Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.

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

**ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:**

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the School Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of the bus.
19. Tamper with bus controls or emergency equipment.

## **BUS TRANSPORTATION**

Bus transportation to and from school is provided for all students not living within walking distance from the school. School bus transportation is the responsibility of Commander Fleet Activities, Yokosuka. The school transportation officer is Mike Frechette (243-9564).

Buses arrive in front of the school around 0715 hours and depart at 1410 hours. Bus students must be dismissed promptly at 1400 hours so they do not miss their bus. Students are expected to ride their assigned buses home unless the teacher receives written instructions from the parent indicating otherwise.

## **BUS PROBLEMS**

The school Bus administration, Base officials and parents handle bus behavior problems. Bus videotapes are viewed on the basis of parent reports, bus driver reports and bus monitor reports. Students not picked up by parents or not getting off at their bus stop off-base will be delivered to Security for your pick up, which is usually after school hours. For more information contact the transportation office at 243-9564.

## **LOST AND FOUND**

If your child loses an item of clothing, lunch box, pencil box, etc., have him or her check LOST AND FOUND immediately. The LOST AND FOUND is located in the cafeteria. Wallets, keys, eyeglasses and jewelry are kept in the office. The first of every other month, items not claimed (except eyeglasses and keys) are donated to the Kobo Cottage Orphanage. Any items, which are marked with the student's name, are returned to the student immediately, so please mark all items your child brings/wears to school.

## **MONEY/SECURITY**

Neither the teachers nor the office secretaries are equipped to make change. Occasionally, it is necessary for students to pay small fees at school. Please see that your child brings the correct change. Students should not bring more money than is needed for the day or for planned events. Teachers are unable to take responsibility for securing money, watches, jewelry, etc.

## **SCHOOL CURRICULUM**

Our overall curriculum for our school covers the following subject areas: Reading, Mathematics, Language Arts, Social Studies, Health, Science, Art, Music, Physical Education, Library skills, Career Education, and Japanese Culture Studies. The National Standards drive our curriculum, and they are supported by the following textbooks and other supplemental materials:

## **EXTRA CURRICULAR ACTIVITIES**

Provisions are made for the extension of the curriculum for interested students after the school day. These activities include Student Council, Safety Patrol, Drama Club, Chorus, Yearbook, Computer Club, Sports Club, and others. An updated list will be advertised in September.

## **INFORMATION CENTER (Bldg. A)**

The Information Center formerly called the Library/Media Center is open to students all day. It has a total collection of over 15,000 books in fiction, nonfiction, primary, reference and professional sections, and audio-visual materials and computer software, which are available for students and staff. Two library media specialists maintain the collection; cooperate with teachers on resource-based learning projects, and present monthly lessons. The Information Center is automated with the Columbia Library System and has computers available to students for developing multimedia projects. Parent volunteers help work at the circulation desk and at the Publishing Center. All parents are encouraged to visit, and to borrow books to read aloud at home.

## **SPECIAL EDUCATION PROGRAMS**

The Sullivans School has a wide variety of programs for students with special needs. These programs include services for the communication impaired, learning impaired, emotionally impaired and other health impaired. The Special Education Program at Sullivans includes a Pre-school Child Development Center for the child (age 3 - 6) who is determined in need of special

education services, a program for emotionally impaired students and a program for students with communication impairments. Sullivans also has a mild to moderate and moderate to severe program for those students with learning impairments in grades 1 - 5. Students enrolled in special education receive instruction in the least restrictive environment. This could involve a pull out from the classroom for part of the school day or 100% inclusion in the regular education setting.

### **CHILD FIND**

Do you have, or know of, a child with a special need who is not in school? A DoDDS campaign called Child Find attempts to locate and identify persons with special needs ages from birth through age twenty-one. Once identified, we can begin planning to meet their special educational needs and to determine priorities for service.

You can help! Tell parents of children with special needs who are not in school to call the principal at 243-7329. Or, tell us about the individual, and the school will contact the parents to inform them of the program.

Unfortunately, many of the community's youth are not benefiting from special educational services because frequently parents or guardians do not know their child can be helped through special programs in DoDDS at no cost to them. Thank you for helping us to help children.

### **CHAIN-OF-COMMAND FOR ADDRESSING SCHOOL RELATED ISSUES**

If you have a concern, please communicate it to us. The chain-of-command is:

Teacher - Leave a message by phoning 243-7336 for the teacher to phone you.

Counselor - If concern is not solved with the Teacher call: 243-7336

Nurse - If health related, call 243-7338.

Asst. Principal - If concern is not solved with the Teacher, Nurse and/or Counselor, ask for the Asst. Principal in charge of your child's grade level at 243-7336

Principal - If the Teacher, Counselor, Nurse or Asst. Principal and yourself do not have the authority to solve the problem, call the Principal at 243-7336.

Superintendent/Yokota District Office - 225-3940

Pacific Deputy Director/Okinawa - 644-5778

Director/Arlington, Va. - (703) 588-3051

To discuss general school policies with other parents and teachers, attend SAC Meetings or phone the President of SAC. These meetings are conducted monthly.

Speaking directly with your child, the Teacher, the Nurse or Counselors or Administrators is the best way to solve individual, and particular concerns.

### **SAFETY TIPS FOR STUDENTS**

1. Learn your full name, address, and phone number. Learn your parent's title and workstation; carry important numbers on a card in your backpack.
2. Learn how to make long distance calls - direct dial and through the operator.
3. Never get in to anyone's car without your parents' permission.
4. Never tell someone on the phone that you are home alone.
5. Never go into anyone's house without your parent's permission.
6. No one has the right to touch the private parts of your body except your doctor or nurse.
7. Never visit with strangers.
8. You must tell your parents if an adult or teenager wants you to "Keep a Secret."
9. You must tell your parents if someone offers you gifts, money, or wants to take pictures of you.