

YOKOTA WEST ELEMENTARY SCHOOL

"A GREAT PLACE TO LEARN"

SCHOOL HOURS

7:50 a.m. – 2:00 p.m. Mon-Fri

For the safety of our students, DoDDS policy requires that all visitors sign in at the school office. The school parking lot is closed to all POV's during bus loading and unloading, 7:30–7:50 and 1:50–2:15.

VISION

Our students will be prepared academically, socially, and vocationally to effectively function in a globally diverse society and to meet the challenges of the 21st century.

MISSION

Our school is committed to the education of students. This mission will be carried out by:

- ❖ *developing a foundation for student learning based on a exposure to a wide variety of pursuits;*
- ❖ *providing students with learning experiences that involve the home, school and community;*
- ❖ *establishing a safe environment that fosters a commitment, effort, respect, tolerance and empathy for learning diversity and individual differences;*
- ❖ *utilizing technology and problem solving techniques as well as innovative instructional methods that enhance student learning and promote literacy*



School Mascot

Our mascot is the "Crane". The Crane is highly regarded in the Japanese culture as a symbol of courage and wisdom.

School Facilities

Yokota West ES is the oldest established elementary school in Japan still in existence. The present school buildings were completed in 1979 and currently serve approximately 350 students in grades K-5.

School Colors

Blue and Chalk White

**Yokota West Elementary School
Parent/Student Handbook
2008-2009
DoDDS P/J (YW) Unit 5072
APO AP 96326**

SCHOOL STAFF TELEPHONE DIRECTORY

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WEB PAGE ADDRESS: <http://ywes.pac.dodea.edu/>

Department of Defense Dependent Schools (DoDDS) are accredited by the North Central Association (NCA) of Universities and Schools. Yokota West Elementary School is fully accredited by NCA.

Welcome

Welcome to school year 2008-2009 at Yokota West Elementary School! We hope you are as excited about the upcoming school year as we are. The staff and faculty at West Elementary School are proud to be in partnership with the parents of our Yokota military base community for the purpose of educating our youth. Working together, we can create, implement and enhance the opportunities for our children to reach their greatest learning potential. It is our belief that as long as we work together in a school-home partnership, we will be able to provide the highest quality educational experience for our children.

What we invest into our children's education today will become the hopes and dreams of tomorrow. Let us make sure it is an investment that makes us proud. Here are a few areas of focus that will enhance your ability to become involved in and influence your child's education.

- Use every opportunity to read to your child and listen to their reading with sincere interest.
- Establish fair and manageable guidelines for your child's behaviors and performance, and expect the highest quality of both. This includes study habits, eating and sleeping routines as well as a well-balanced routine of activities during the day. Excessive activities of TV, electronic games, etc. may not be in your child's best interest.
- Share your daily experiences with your child, and listen to your child's experiences. Try not to pass judgment on what your child tells you until they have finished. If they have discussed something with you that requires attention, work with your child to establish a good understanding of why you are concerned and explain potential consequences.

We at West Elementary School hope to work with you to create the greatest thirst for knowledge possible in each child that enters our hallways and increase that thirst with each passing day.

Sincerely,

Lee A. Kirsch
Principal



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES



APR 30 2008

Colonel John F. Newell, III
Commander, 374th Airlift Wing
Yokota Air Base, Japan
APO AP 96328-5078

Dear Parents and Students

Welcome to the new school year here at Yokota Air Base, Japan! Our students are afforded a wide variety of educational opportunities, and I invite each of you to get involved, expand your horizons, and enrich your time here. Parents can play an integral part to the total positive educational experience by helping with homework, volunteering on field trips, and supporting the schools through School Advisory Committees or Parent Teacher Organizations.

Students also have an important role to play as good ambassadors for the United States. All of us contribute to positive US-Japanese relations, so as you travel across Japan on family vacations or representing Yokota in sports or academic events, please remember that I am counting on you to help build a positive image of Americans. Seek out the many after-school clubs and sports offered through the schools, as well as many services offered throughout the base, and I'm sure you'll find that a tour in Japan is truly a once-in-a-lifetime opportunity...make it the best!

I challenge each and every one of you to set high goals, and I'm confident that this will be a rewarding school year. Study hard, respect each other, and achieve your goals. I wish you the very best during the 2008 - 2009 school year and continued success in the future. Finally, special congratulations to our graduating Yokota High School Seniors, Class of 2009!

Sincerely

A handwritten signature in black ink, appearing to read "John F. Newell, III".
Colonel John F. Newell, III

DODDS-PACIFIC

CALENDAR FOR SCHOOL YEAR 2008-2009

Monday, August 04 Reporting date for school administrative personnel
 Wednesday, August 20 Reporting date for non-administrative educator personnel for
 orientation and classroom preparation

FIRST SEMESTER – (92 INSTRUCTIONAL DAYS)

AUGUST (2008)

- ◆ 25th- Begin First Quarter and First Semester

SEPTEMBER

- ◆ 1st- Federal Holiday - Labor Day
- ◆ 11th- Open House
- ◆ 10th-11th- School Pictures
- ◆ 26th- Teacher In-Service/ Early Release

OCTOBER

- ◆ 13th- Federal Holiday - Columbus Day
- ◆ 17th- Educator Day
- ◆ 30th – Spanish Heritage Program/End of First Quarter (*47 days of classroom instruction*)
- ◆ 31st- No School for Student - Teacher Work Day

NOVEMBER

- ◆ 3rd- Begin Second Quarter
- ◆ 11th- Federal Holiday - Veterans Day
- ◆ 12th-14th- Parent/Teacher Conferences
- ◆ American Education Week
- ◆ 27th-28th- Thanksgiving Recess

DECEMBER

- ◆ 5th- Teacher In-Service/ Early Release
- ◆ 10th- Earliest date a student may leave school first semester with credit for PCS Move
- ◆ 22nd- Begin Winter Recess
- ◆ 25th- Federal Holiday – Christmas

JANUARY (2009)

- ◆ 1st- Federal Holiday - New Year's Day
- ◆ 5th- Instruction Resumes
- ◆ 19th- Federal Holiday - Martin Luther King Jr. Day
- ◆ 22nd- End of Second Quarter and First Semester (*45 days of classroom instruction*)
- ◆ 23rd- No School for Students - Teacher Work Day
- ◆ 26th- Begin Third Quarter and Second Semester

SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

FEBRUARY

- ◆ 6th- Teacher In-Service/Early Release
- ◆ Dental Health Month
- ◆ 16th- Federal Holiday - Presidents' Day
- ◆ 27th- Learn-A-Bratton
- ◆ National Assessment of Educational Progress (NAEP) Every 2 years for 4th grade

MARCH

- ◆ 6th- Teacher In-Service/Early Release
- ◆ 9th – 13th- Terra Nova Assessment
- ◆ Dr. Seuss Birthday Activities

APRIL

- ◆ Month of the Military Child Activities
- ◆ 2nd- Career Day
- ◆ 2nd- End of Third Quarter (*48 days of classroom instruction*)
- ◆ 3rd- No School for Students-Teacher Work Day
- ◆ 6th-10th- Spring Break
- ◆ 13th- Instruction Resumes Begin Fourth Quarter
- ◆ 16th- Science Fair
- ◆ 17th- Spring Parent Conferences

MAY

- ◆ 5th- Cinco de Mayo
- ◆ 6th- Nihon Matsuri
- ◆ Spelling Bee
- ◆ Art Show
- ◆ 13th- Earliest date a student may leave school Second Semester
- ◆ 15th- Field Day (22nd Rain Day)
- ◆ 25th- Federal Holiday- Memorial Day
- ◆ 28th- Alternative Power Day (5th June Rain Day)

JUNE

- ◆ 11th- End of Fourth Quarter and Second Semester (*43 days of classroom instruction*) Last day for non-administrative educator personnel
- ◆ 12th- No School for Students-Teacher Work Day

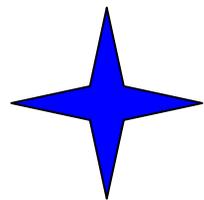
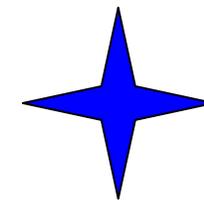


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YOKOTA WEST ELEMENTARY SCHOOL SUPPLY LIST SCHOOL YEAR 2008-2009

ITEM	KDG	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
Assignment Book <i>Purchase at School Store</i>			X		X	
Backpack (easy open, square top, to fit 8.5x11 folders, books...)	X	X	X	X	X	X
Ball Point Pens						X (6 pens)
Black and White Composition Book		X	X	X (2)	X (2)	X
Clean Tennis Shoes for P.E.		X		X	X	X
Colored Pencils (1 box of 24)		X		X		X
Colored Pencils (1 box, any size)	X		X(box of 12)			
Crayons, Standard (box of 16 or 24)	X	X (24 ct.)	X	X (24 ct.)		X (of 24)
Dixie Cups, 5 oz or 9 oz	X (9oz)	X (5 oz)				X (5 oz)
White Paper Plates or Bowls	X(plates)	X(plates)				X(bowls)
Assorted Plastic Silverware	X (1 pkg)					
Brown Paper Lunch Bags	X	X				
Erasers (2)	X (1)	X	X(1 pkg, capstyle)	X	X	X
Facial Tissue (1 box Kleenex or any other brand, 200 Count)	X	X	X	X		X(2)
Felt Tip Markers, wide point (1 box of 8, Water-soluble)	X	X				X
Black Sharpie markers fine point 2ct package						X (2pkgs)
Highlighters- set of four colors						X
Folders with Pockets for 12 x 9 inch paper.		X (1of red, blue, yellow &green)	X (5 Solid Colors w/3 prongs)	X (4 Solid Colors)		X(2)
Freezer Bag, Quart Size	X (Boys)	X	X			X
Freezer Bag, Gallon Size	X (Girls)	X	X			X
Hand Sanitizer (small bottle)	X	X (Large Bottle) Boys Only	X (Large Bottle)	X (Large Bottle)		
Pencils, #2 (3 rd & 4 th Grade No Mechanical Pencils)		X (1 pkg)	X (3 pkg)	X (3 pkg)	X (1 pkg)	X (2 pkgs.)
Pencils, Jumbo (8)	X (pkg. of 16)					
Pencil Sharpener (small, handheld, enclosed to catch shavings)			X	X		X

Old Clean Sock			X			X
Ruler (with inches and centimeters)			X(wooden)	X(wooden)	X(wooden)	X
School Supply Box / Zipper Pouch				X (Box)	X (zipper)	X (zipper)
Liquid Paper- Dryline Correction Film						X
Personal Stapler				X		optional
Add-A-Pocket Dividers with Tabs	X (1 pkg)					
Scissors, Fiscar, NOT Pointed	X					
Scissors, Fiscar, Pointed		X	X	X		X (Metal only)
Soap, Liquid, Antibacterial (1 bottle)	X	X Girls Only	X	X		X
Paper, Loose Leaf, Wide-Lines			X		X (2)	X
Paper						1 (ream)
Paper- Assorted paper colors found in craft aisle of BX- item #07848402613						1(pkg)
Spiral Notebook Wide-lined, 70 Sheets						X (6)
White Glue, 4 oz (no school gel, no glue sticks)	X (2)		X	X		X
Glue Sticks		X (8)	X (4)	X (2)		X (4)
Dry Erase Markers	X (1 pkg)	X (1 pkg)	X (1 pkg)	X (1 pkg)	X (1 pkg)	X(2pkg of 4)
Baby Wipes	X (2)		X	X		
Lysol Wipes	X (2)	X	X			X
Red Pens					X	X (1pkg)
Index Cards: Size 5x8 -25ct or 3x5 -100ct		X (1-3x5)	X (1- 3x5)	X (1- 3x5)		X (1- 5x8) (1-3x5)
Post it Notes: Cube Size with four colors				X		X (2pkgs)
Empty Cereal Box for a first day of school activity-any size						X
Graph Paper: Pack of 20- 5 squares per inch					X	X (2pkgs)
Protractor					X	X
Compass						X
Masking Tape			X			X
Binder (1 inch 3 ring)	X	X				
Binder (2 inch 3 ring)						X

NOTE: ONLY 5th GRADERS MAY USE TRAPPER KEEPERS. OTHER GRADES DO NOT PURCHASE THEM.

PLEASE USE A PERMANENT MARKER TO WRITE YOUR CHILD'S NAME ON ALL SCHOOL SUPPLIES (except Kindergarten and 1st Grade.)
ALSO MARK ALL PERSONAL ITEMS WITH CHILD'S NAME (lunch box, clothing, jackets, etc.)

I. GENERAL INFORMATION

REGISTRATION INFORMATION

Department of Defense Instruction 1342.10 governs eligibility for enrollment in the DoD Dependents Schools. Basically, all command-sponsored school age family members of military and civilian personnel assigned to this area are eligible for enrollment on a tuition-free basis. Other people should contact the principal or registrar for determination of eligibility and category of enrollment. Children entering Kindergarten must be five years old by 31 October 2008. Children need not have attended Kindergarten but must be six years old by 31 October 2007 to enroll in Grade One.

Our school accepts registration from students in the WEST, NORTH and SOUTH housing areas along with those living off base. Any request for enrollment of students from outside the attendance areas must be submitted in writing and will be reviewed by the principal on an individual, space available basis.

Documents Necessary for Registration: You will need to register your child between the hours of 0700-1600. If registration is completed prior to 1300, your child will start school two days from the date the registration packet is turned in. If registration is completed after 1300 your child will start school on the third school day from the turn in date. The documents you should bring to register your child are:

1. Copy of orders with the child's name on it
2. Extension RIP from your military records if your DEROS has changed.
3. Birth Certificate or Passport
4. Official shot records
5. Any school records
6. Social Security Number

Yokota Schools along with the bus transportation office conducts a consolidated pre-registration in late April. The exact dates will be announced in the spring. An accurate enrollment at each grade level is essential for planning purposes, so please provide the necessary documentation to the school Registrar during pre-registration week. If you are unavailable that week, a make-up day will be announced.

Pupil Placement: Placement of students in classes, grades and special programs is the responsibility and within the authority of the school principal. Placement will be made on the basis of report cards, transcripts, age and other pertinent data. Students and parents are strongly urged to advise the school of special needs and education goals to assist in proper placement.

The policy of this school is to group children heterogeneously and in the least restrictive environment. Classes are heterogeneously grouped with many considerations in mind. Therefore, in order to keep classes balanced, we cannot accommodate parent requests for specific placement. If you wish to request a specific instructional style, please submit the request in writing to the administration.

Bus Information: Parents of children eligible for bus transportation can register at building 4330, located on the East side adjacent to the ATM machine. Their hours of operation are Monday – Friday, 0730–1530. The phone number is 225-9793.



Medical Documents: No student will be permitted to register for school until immunizations are updated and verification is obtained from local military immunization personnel at the Yokota AB Hospital or the Yokota West Elementary School Nurse. School officials require DSJN Form 122.b (Jan. 94)—DoDDS Certification of Immunization—at the time of registration. This form will be placed in the official school records. This form can be obtained at the school office.

ATTENDANCE

Notification of Absences: Consistent student attendance is imperative to a successful school experience for each child. However, home leave and unique travel opportunities are part of being responsive to the military environment and living overseas. Students need to develop the habit of regular school attendance except in cases of family emergencies, medically related concerns, religious holidays, annual leave that is command designated or school-sponsored activities. Prolonged absences often result in students missing significant portions of their education.

If you plan on taking you child(ren) out of school for an extended period of time, you should be aware of the following:

- No grades will be given for a quarter in which the student is not in attendance for at least 20 days.
- Teachers are only required to provide work for 5 consecutive school days, even if the child is out longer.
- It is the parent's responsibility to provide as much instruction as possible for the skills that have been covered during the child's absence.

Excused and Unexcused Absences: All absences must be followed with a written excuse to the teacher from the parent, stating reason and date(s) of the absence. Send the note in with your child or via e-mail on the day your child returns to school. In the case of three days or more, due to illness, the school nurse should be called at 225-8329. If parents plan a trip during the school year, please notify your child's teacher at least one week prior to departure.

Absences related to financial gain, such as modeling or personal convenience, are discouraged and will be considered unexcused. There is no make-up assistance with unexcused absence. After an excused absence, students will be afforded the opportunity to make up work on a day-to-day basis up to 5 consecutive excused absences, unless a "Request for Extended Excused Absence" form is completed and signed by the principal to be included in the student's cumulative file. For extended absences beyond 5 days, parents should ensure that a daily journal is kept and books are read to monitor maintenance of skills and increase the educational value of leave and travel. The school nurse will make checks on students who are frequently absent or who are absent for extended periods of time. Students who have been absent due to a contagious condition should report to the school nurse before reporting to class.

Releasing a Student From School: As teachers in a public school we are legal as well as educational guardians for the children under our care. In order to safeguard your children, the following procedures are to be followed when excusing children from school or their assigned bus.

- All students must have written permission from the parent or legal guardian before leaving the school while it's still in session. A parent or guardian may also come directly to the school office to sign out the child. Teachers will not send students home early without first directing the student to the front office.
- The child should bring an early-release note to the office.
- Signing out when departing and signing in upon return is required.
- Their parent or legal guardian (or adult with parents' written consent) must escort all students off campus. However, release for lunch at home with parent does not require an adult escort if student is of legal age, but student still needs to sign in and out. Sick children being sent home must be accompanied by authorized adults.

Tardy: It is important that children arrive to school on time in order for them to fully participate in scheduled learning activities and not disrupt the learning process for others. Students who are late must report directly to the office. They should bring a note from home written by the parent stating the reason they are tardy. Parents of students who are consistently tardy without a note will be notified.

Early Withdrawals: DoDDS provides for early withdrawal of any student whose sponsors are permanently assigned to another base prior to the end of the school year. For the student to earn full credit for the year, the earliest withdrawal date is on or about 13 May 2009. Sponsors must present PCS orders to justify request for early withdrawal. Sponsors who wish to withdraw their children for non-PCS reasons are not accorded this DoDDS provision and students are expected to complete the school year, which ends 12 June 2009.

Transfer of School Records: Parents are requested to **notify the main office at least ten (10) days in advance** of the student's last day of school. Please come to the office to fill out a withdrawal request form. Records will be ready for pick-up by the child's parent, guardian, or an adult with a power-of-attorney on the child's last day of school.

LUNCH PROGRAM

The lunchroom is called the “Noon Spoon.”

Hot Lunch Program: For those students wishing to purchase lunch at the school, Yokota West Elementary School has a hot lunch program. The Army and Air Force Exchange Service (AAFES) operate the YWES lunch program. AAFES sets the menus and the price. Monthly menus can be obtained from the AAFES website: <http://odin.aafes.com/nutrition/menus.htm>. If you need more information, contact the cafeteria staff at 225-3524 or AAFES.

Students bringing their own lunch from home may purchase milk in the cafeteria. Students may go home for lunch provided the teacher gets a note from parents giving permission. Any student leaving the school for lunch must sign out and back in at the front office. Parents should sign the students in and out.

Lunch Pin Number: AAFES highly encourages parents to set up a school lunch account for their child instead of carrying cash to school. Students can have school lunch fees automatically withdrawn from an account each time they go through the lunch line. Students punch in a personal identification number and the meal is credited to an account. Information on setting up an account can be obtained at the customer service desk at the Base Exchange (BX).

If a child does not have enough money on their lunch account, AAFES will allow the child to charge lunch. Sponsors are encouraged to reimburse the cafeteria promptly. Students are allowed to charge lunch up to 3 times at school for the lunches; your child will be able to charge a lunch again if needed. A copy of the AAFES lunch-charging guidelines can be obtained from the cafeteria at the beginning of the year.

Lunch Count/Visitors: A lunch count is taken each morning in each classroom to assure preparation of an adequate number of hot lunches. All visitors to the school who wish to purchase a lunch should try to let the teacher know in the morning so that they can be included in a classroom lunch count. Price of Lunch: The current price is \$2.05 for a student lunch, .60 cents for milk by itself and \$3.30 for adult visitors. Students may be eligible for lunch at reduced prices. To find out if you qualify, contact the school and obtain an application form. Information supplied by you is strictly confidential. Prices are subject to change.



Cafeteria Behavior: In order to maintain a healthy and safe environment in the cafeteria, proper behavior is expected.

1. Students sit at assigned tables by classroom.
2. Students observe good manners at all times.
3. Quiet voices are used in the cafeteria.
4. Classes are responsible for cleaning their table and floor area.
5. Supervision for children who eat lunch in school is provided during the lunch hour.

LUNCH & RECESS SCHEDULE

Grade	Lunch	Recess
Kindergarten	10:20-10:50	10:50-11:10
2nd Grade	10:50-11:10	11:10-11:30
1st Grade	11:00-11:20	11:20-11:40
3rd Grade	11:10-11:30	11:30-11:50
4th /5th Grade	11:20-11:40	11:40-12:00

DUTY SCHEDULE

Duty	Monday	Tuesday	Wednesday	Thursday	Friday
AM Bus 0730-0750	Kindergarten Aides				
AM BACKDOOR 0730-0750	1 Large Group Specialist				
LUNCHROOM 10:45-11:10	2 Lunchroom/Playground Aides				
LUNCHROOM 11:10-11:40	2 Large Group Specialists				
PLAYGROUND 11:10-12:00	2 Lunchroom/Playground Aides				
PM BUS DUTY 2:00-2:10	1 Large Group Specialist				

2 Lunchroom/Playground Aides will work form 10:45 – 12:00 everyday

Note: Due to reduction in special sessions, NEATA and ADMIN were able to develop this schedule for SY 08-09 that essentially does not require classroom teacher and small group specialist involvement. The master schedule for subsequent years beyond SY 08-09 will require deliberation and may include a return to the assignment of teacher and small group specialist duties.

II. ACADEMIC PROGRAMS

RECESS

Recess time is the second part of the student's scheduled lunch period. If students are well enough to come to school, they'll be considered well enough to go outside at recess unless the parents send a note to school recommending that the child stay indoors. Students should be dressed appropriately for Yokota's weather.

Yokota West ES has a minimum of one adult outside with the students at recess and usually an administrator as well. We can always use additional parent volunteers to help monitor playground activities during recess.

Playground Rules: Students are not permitted to engage in activities, which may needlessly destroy government or personal property. Specifically, Yokota West ES has six rules to be followed while students are playing on the playground. These rules are posted in the school and are listed below:

1. Stay inside of the fenced area of the playground.
2. No climbing in the trees or on the fence.
3. No tackling or play fighting.
4. No climbing up the slides.
5. No climbing the basketball goals.
6. Be courteous and respect others.
(Don't bother other playmates when requested by a fellow playmate.)

Consequences of Cafeteria or Recess Violations

For students who repeatedly ignore the instructions of supervisors, playground privileges will be withdrawn. Violators may be isolated or given special duties. Repeat offenses can result in some form of suspension to bring about compliance with the rules designed to maintain a safe environment.



CURRICULUM

The curricular program at YWES is guided by DoDDS through manuals, which outline a scope and sequence of skills to be learned in each curriculum area. All areas of the school curriculum are reviewed on a seven-year cycle. Updates are made system-wide after extensive study involving students, parents and staff.

Students attend classes in art, music, and physical education as part of their regular curriculum. Special programs at YWES include School Wide Enrichment (SWEP), a D.A.R.E. program (security police), and Japanese Culture (Host Nation) classes. Programs for students with special needs include speech, reading, math, learning impaired and English as a Second Language (ESL). YWES has an on-site nurse and a school counselor. We invite you to visit YWES when possible and we encourage you to schedule a time with your child's teacher for you to observe the classroom.

Kindergarten: The Kindergarten program has unique features. There are 4 full-day kindergarten programs at YWES this school year. The goal of the program is to introduce children to developmental practices, which will help the child to be successful and love school as well as provide a firm pre-academic basis for success in all academic areas in the future.

Grades 1-5: Classes meet six hours and 10 minutes per day. The following subjects are integrated into the instructional day or taught separately at YWES: Art, Music, Computer Technology, Health, Host Nation Culture, Language Arts, Mathematics, Physical Education, Reading, Science and Social Studies.

Yokota West offers a FLES (Foreign Language in the Elementary School) program in Spanish. For SY 08-09 this program will be offered in grades K-3

SPECIALISTS

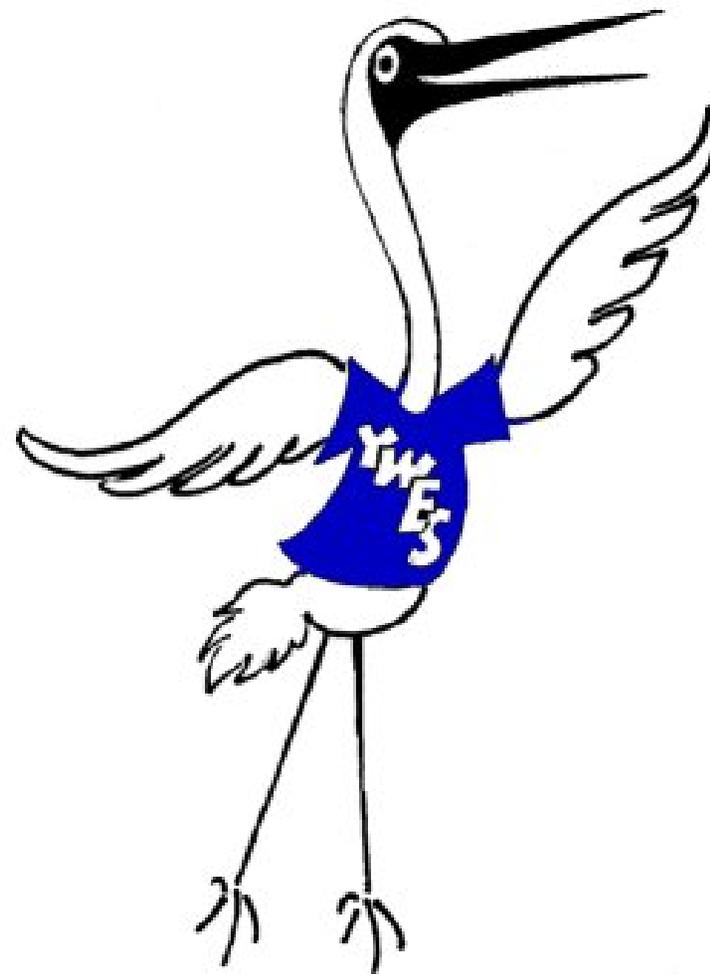
Yokota West Elementary School has a full staff who provide special instruction and assistance to students, parents, and staff. In addition to their classroom teachers, children in Grades 1-5 receive instruction from the following.

1. **Art:** The art teacher works with all students and acts as a consultant in the area of art education for the classroom teachers. The Visual and performing Arts Program is a disciplined based program where students learn by creating art, studying art history, developing aesthetic perception, and making critical judgments based upon the students' maturity, manipulative and perceptual ability.
2. **Music:** The music specialist provides, instructs & serves as a resource person for the classroom teacher. The sequential program of study in music is based on the nine National Standards for creating, performing, listening to and analyzing music for students and Arts Education endorsed by the Music Educators National Conference.

These standards identify what our children must know and be able to do as they discover who they are and who they can become.

3. **Physical Education:** The PE teacher works with all students and acts as a consultant in the areas of PE for the classroom teachers. Physical Education is becoming more and more critical as technology continues to take more and more physical exertion out of our children's play. Good nutrition and physical fitness through play and sport is a learned component of a well-balanced lifestyle.
4. **Host Nation Specialist:** The Host Nation Specialist (teacher of Japanese Culture) works with all Grades K-5. The aim of the Host Nation program is to stimulate an awareness of the Japanese culture, history, language and traditions. The culture teacher also advises and assists in organizing school field trips and visitations.

	Day 1	Day 2	Day 3	Day 4
7:30-7:50 Back Door Duty	PE	CULTURE	ART	MUSIC
7:55-8:40 4 th and 5 th Grade				
	ART	MUSIC	PE	CULTURE
	CULTURE	ART	MUSIC	PE
	PE	CULTURE	ART	MUSIC
	MUSIC	PE	CULTURE	ART
8:45- 9:30 3 rd Grade				
	ART	MUSIC	PE	CULTURE
	CULTURE	ART	MUSIC	PE
	PE	CULTURE	ART	MUSIC
	MUSIC	PE	CULTURE	ART
9:30-9:45	PREP FOR KINDER			
9:45-10:20 Kindergarten				
COOABORATION/ENRICHMENT	ART	MUSIC	PE	CULTURE
	CULTURE	ART	MUSIC	PE
	PE	CULTURE	ART	MUSIC
	MUSIC	PE	CULTURE	ART
10:20-11:10	PREP/COLLABORATION/ENRICHMENT			
11:10-11:40				
LUNCH DUTY	ART	MUSIC	PE	CULTURE
LUNCH DUTY	CULTURE	ART	MUSIC	PE
COOABORATION/ENRICHMENT	PE	CULTURE	ART	MUSIC
COOABORATION/ENRICHMENT	MUSIC	PE	CULTURE	ART
11:40-12:20	LUNCH			
12:20-1:05 1 st Grade				
	ART	MUSIC	PE	CULTURE
	CULTURE	ART	MUSIC	PE
	PE	CULTURE	ART	MUSIC
	MUSIC	PE	CULTURE	ART
1:10-1:55 2 nd Grade				
	ART	MUSIC	PE	CULTURE
	CULTURE	ART	MUSIC	PE
	PE	CULTURE	ART	MUSIC
PM BUS DUTY (1:55-2:10)	MUSIC	PE	CULTURE	ART



III. ACTIVITIES

PROGRESS REPORTS/STUDENT PROMOTION

Progress reports will be issued at the end of each quarter, provided that the student has attended at least 20 days of that quarter. The progress report envelope is to be signed by the parent and returned to school. Progress reports are not to be returned to school. A continuous record is kept at school.

Students who transfer or withdraw prior to the promotion date in May will be given a transfer form (DSP Form 102) to be used to enter the next school. Those who transfer or withdraw after this date will be promoted to the next higher grade, provided they meet other requirements for promotion. This policy was established for those families on PCS orders who are leaving to go to their next duty station, not for those returning to Yokota schools next year. We recommend that, if at all possible, you let your children remain in school until the end of the school year. Important testing and other culminating activities take place during the last weeks of school.

PARENT/TEACHER CONFERENCES

The DoDEA policy is to have formal parent conferences at the end of the first quarter with each child's parent/guardian. In the spring, third quarter conferences are generally held for new students, those having difficulty with their academics, and those that have dropped significantly in their performance. If any student is not making satisfactory progress commensurate with his or her ability, the teacher will request a conference with the student and/or parents throughout the year.

STANDARDIZED TESTING



In an effort to monitor student progress, Yokota West uses system-wide norm-reference and criterion reference assessments. Annually, all students in grades 3 through 5 take the TerraNova Multiple Assessment which measures performance in reading, language arts, math, social studies, and science. This assessment is given in March. Yokota West also uses an annual criterion reference assessment to measure student performance in social studies for 3rd grade and science for 5th grade. These on-line assessments are given in April. Our indicator for DoDEA student performance as compared with other students across our nation is the National Assessment of Educational Progress or NAEP. NAEP is given every two years to all 4th grade students in DoDEA.

EXTRA-CURRICULAR

A variety of after school activities are available to Yokota West School students. Activities offered are dependent upon availability of funding and teacher sponsors. Early in the school year, a list of extracurricular activities will be published and parents will receive information throughout the year as other activities are offered. Information about the opportunities will be communicated to the students and parents through the *Crane Newsletter*. Any time your child will be involved in activities after school, he or she will be required to have parent approval for participation in the activity. Permission slips will be sent home prior to the activity and must be returned to the teacher before the child will be permitted to participate.

Some of the programs offered may include:

Language Arts Club	Student Council
Drama Club	Music (Recorder)
Computer/Internet Club	Games Club
Math Club	Art Club
Science Club	Jogging Club
Soroban Club	Safety Patrol
Tutoring	

TEACHER IN-SERVICE TRAINING/WORKSHOPS

Several times during the school year, teachers will receive training in new methodology and techniques. On these dates, students may not attend school or may be dismissed early. Parents are welcome to attend these in-services or workshops, and will be given advance notice through the parent newsletters about these sessions.



IV. EDUCATIONAL SUPPORT PROGRAMS

THE INFORMATION CENTER

Operations Policy

The information center at YWES is open from 0730 ~ 1500 on school days. Students, staff, and parents may use the information center before school, during school, or after school. During school hours, students may use the center independently with teacher permission or when accompanied by their class. Students may use the information center before school, during recess, or after school unaccompanied as long as they are respectful and responsible. Parents, staff, and adult community members are welcome anytime the information center is open.

Scheduling Policy

The information center at YWES will maintain a flexible schedule where students will be allowed time for browsing and reading for pleasure, completing independent projects or research, or participating in class activities designed collaboratively by the classroom teacher and information specialist. Pre-K ~ K classes will be scheduled for a regular story time that will include time for checking out one book. Other classes may send students anytime for checking out books and teachers may sign up for open times to work on collaborative projects.

Circulation Policy

- Books may be checked out for 2 weeks. Audio books, computer software, and music CD's may be checked out for 1 week. DVD's and back issues of magazines may be checked out overnight.
- Book limits:

Pre-K ~1 st grade	1 book
2 nd ~ 5 th grade	# of books according to the # of grade
Staff and parents	as needed
- There is no overdue fine
- Students with late books may not check out other books
- Overdue notices will be sent out once a quarter.
- Lost or damaged books must be replaced with a new book of equal or greater value.
- Students will not receive report cards or school records unless they are cleared by the Information Center.
- Students, staff, and parents will return materials by placing them in the drop box at the circulation desk.

PUPIL PERSONNEL SERVICES

Counselor: The Counseling Program is based upon the Competency Based Guidance Model. The Counselor schedules time to provide instructional services to children related to their personal well being from kindergarten through fifth grade. The Counselor also schedules individual and group counseling sessions for students in need of developing more appropriate individual or group social behaviors and study skills. The School Counselor meets frequently with parents to discuss student related behavioral concerns. Please feel free to call our Counselor to discuss any concerns you may have related to your child's educational program.

Nurse: The school nurse provides students with immediate care and first aid for illness and injury. Health screenings for vision, hearing, dental and scoliosis are also conducted throughout the year for different grade levels. The school nurse also provides instruction to students on topics related to personal health. The following are a few reminders concerning school policies regarding student health issues.

Students must be fever-free without the use of fever-reducing medication (Tylenol, Motrin, etc.) for 24 hours before returning to school. Students who have been vomiting must remain at home until they have kept solid food down for at least 12 hours. The physician must clear any student who has been absent from school due to a contagious illness before returning to school. Please do not send an ill child to school. They are unable to learn as well as being a risk to the health of other students.

The school nurse is prohibited by DoDDS policy from administering medication to students without proper documentation. This includes over-the-counter medications (Tylenol, Pepto Bismal, throat lozenges, etc.) If a student requires medication during school hours, the medication must be in a prescription labeled container or in its original package accompanied by a Hold-Harmless Letter signed by the prescribing physician and the parent. Emergency medications (inhalers, epinephrine injections, etc.) will be dispensed according to these guidelines as well. The Hold-Harmless Letters are available at the clinics or at the school nurse's office. Students are not permitted to carry prescription or over-the-counter medications in their possession during school hours. All medications must be secured in the nurses' office. **Medication sent to school without the proper labeling and documentation will not be given to students.**

School Psychologist: A qualified school psychologist is assigned to the Yokota Complex schools to provide psychological services. These services include specialized psychological testing, screening for educational difficulties, and assistance to parents and teachers in dealing with individual student concerns including counseling.

PROGRAMS FOR THE EXCEPTIONAL CHILD

Child Find Program: This program locates children in the community, ages 3 – 21, which may have a handicapped condition – physical, intellectual, or emotional. You can help us! If you know of a child or young person who could benefit from our special education program, please refer that individual to a Yokota AB school or contact the YWES office at 225-7611.

English as a Second Language: ESL instruction is available for students (K-5) with limited or no English language proficiency. Students who qualify for ESL support participate in a wide variety of language activities that promote listening, speaking, reading and writing skills in English. The amount of ESL support is determined by the needs of the student.

Learning Impaired: The teacher of the learning impaired works with students in conjunction with the school nurse, faculty, psychologist, EDIS staff (Early Development Intervention Services) and the community. Students receiving assistance include those with achievement difficulties, memory or perceptual problems, or other learning difficulties.

PSCD: *Preschool Services for Children with Disabilities* is a DoDDS program that actively seeks and identifies children ages 3-5 who may have a developmental disability and may need educational and medically-related services. If a child you care about is not developing in expected ways or seems to learn differently than other children, please contact PSCD at Yokota West Elementary for more information (225-9885).

Speech Pathologist: The Speech Language Pathologist assists in identifying students with speech and language disorders. Speech disorders are in the areas of articulation (sound production), fluency (stuttering), and voice. Language disorders are in the areas of receptive language (what is understood) and expressive language (the types of words, sentences, and concepts the child is able to verbally produce). The Speech Language Pathologist works closely with the Learning Impaired (LI) teacher, the Preschool Services for Children with Disabilities (PSCD) teacher, and the classroom teachers.

The Yokota complex has teachers for the hearing impaired, pre-school handicapped, learning impaired, emotionally impaired and mentally impaired. Also, counselors, school psychologist, nurse and speech-language pathologists offer services. Parents and teachers may make referrals for evaluation by these specialists. Please contact the School Counselor at **225-2065** or the Special Education Department at **225-8559** for additional information.

Sure Start: The Sure Start program is based on the successful Head Start program implemented for those children needing more time and attention to achieve school readiness. It consists of four components. The Educational Component is designed to meet the individual needs of the children enrolled. Medical, dental and mental health screening for students will be provided under the Health Component. A Social Service Component will deal with improving the conditions and qualities of family life. The Parent Component formalizes the parental role in the education of their child(ren). Considerations for enrollment include of or more of the following conditions:

- a. Child in a family with income E/GS 1~4 (Priority 1);E/GS 5~6 (Priority 2); E/GS 7~9 (Priority 3)
- b. Child of low birth weight – under 5.8 pounds
- c. Child has a parent whose primary language is not English
- d. Child has a parent who was a teenager when first child was born
- e. Child is in a family headed by a single parent
- f. Child has three or more siblings close in range
- g. Child has an older sibling with a severe disability
- h. Child has a parent that has separated from the family, due to military reassignments giving the remaining parent an extension at the present locale.
- i. Child has a parent who has not graduated from high school
- j. Child is from a dual military family.

The Yokota Sure Start Program is located at Mendel Elementary. West Parents can get applications from YWES. Those accepted into the program will be provided transportation.

Gifted Education Program: The goal of the Gifted Education Program is to help students that have special academic needs and to extend opportunities by acting as a resource in the classrooms. Yokota West Elementary believes that children need a school environment that helps them realize their potential and instills in them a desire to develop their talents and abilities. To encourage optimum achievement, the school provides varied and challenging learning opportunities matched to the needs and talents of students with high potential.

V. EMERGENCY PROCEDURES

The booklet *Disaster Preparedness Plan for YWES* serves as the official instructional handbook to prepare for emergencies and disasters. The booklet – referred to as the DoDDS DP Plan – is the school system’s supporting plan for the Yokota AB Operations Plan 355-1 and 360-1. A copy is available in the front office.

Parents: Parents must have an understanding or agreement with their child as to what their child must do if buses return early or if the school must be evacuated. Parents must provide their child with instructions as to where they may go in the event the parent is not home during an emergency. For example: “You may go to our neighbor, Ms. _____ or Mr. _____ and wait for me there”. The neighbors or friends need to be contacted ahead of time to plan for such contingencies.

Teachers: Teachers have an up-to-date roster of their classes so that substitute teachers or other personnel can ascertain who should be in any given class or group. Teachers will account for all students. **In no instances will teachers release students until informed to do so by school administration or personally requested by parent.** The classroom teacher and/or paraprofessional aide will provide individual assistance to any Special Education student who has a severe handicap.

Staff members are thoroughly familiar with the contents of the Disaster Preparedness Plan. In the absence of orders from their supervisor and designee, each staff member is authorized and directed to implement actions contained in the DoDDS DP Plan.

Students: Procedures outlined for emergency action in the DoDDS Disaster Preparation Plan are reviewed once a semester with students in an instructional setting so that all students will be prepared to react quickly to instructions given to them in times of emergency. (Example: fire drills, earthquakes, bomb threats, typhoons, etc.)

Procedure: Mass Panic is one of the greatest dangers. Remain calm, evaluate the situation and take action based on the best possible information. In event of any disaster, the principal, assistant principal or person in charge will call the Installation Commander.

School's Command Post: The school’s Command Post consists of the administrative staff, the school nurse, and the school counselor. In the event the office is made non-functional, the gym office will be utilized. The Command Post will ask AFN to alert parents to not call the school office because phone lines would quickly tie up, preventing proper notification of interested personnel and proper communication from the base command.

Should a natural disaster or other emergency occur (enemy attack, civil disturbance, accident, etc.), the following information should be kept accessible to parents, teachers and students: In all cases of emergency,

- Parents should not call the school but should get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities.
- Parents will be informed as soon as possible on AFN when they can come and get their students or when students will be released.
- From time to time, review disaster preparedness and emergency procedures for home and school with your children.

Parents should **NOT** try to come to school to pick up students.

Delayed Opening: In the event of bad weather, listen to AFN for announcements.

School Closing: The Installation Commander has the final decision to close the school. Canceling school for students does not automatically cancel school for teachers. Announcements will be made on FEN (AM EAGLE 810 and TV Channel 12). The procedures for closing the school in the event of a disaster or emergency are as follows:

- AFN will be notified to announce the closing time of schools. This will be done by the Installation Commanders’ office. The principal will coordinate and check this information.
- The Base Command Post will notify units via crash phone network.
- High School students will be dismissed first in order that they can be at home to take care of any younger children.
- The school will call buses and the students will be sent home. The school principal will attempt to allow 30 minutes from announcement of closing to bus departing time.
- Elementary school students who walk to school will be dismissed within 30 minutes after it has been announced that the school will be closed. Other students may remain at school until their parents can pick them up. Parents need to coordinate this in advance with their children.
- After school is dismissed and all students are evacuated, the Principal will request permission from the Superintendent/Commander to dismiss the faculty and staff.

Buses En Route: In event the Installation Commander closes school during the time buses are en route to school, the buses will return students as soon as possible to their homes. The Transportation Office will give instructions to bus drivers via radio, if possible.

VI. PARENT/STUDENT RESPONSIBILITIES

STUDENT'S RIGHTS & RESPONSIBILITIES

The Department of Defense Dependents Schools Manual 2050.1, "Students' Rights and Responsibilities in the DoDDS System", establishes the rights of students to a free and appropriate public education as dependents of service members serving overseas. This manual ensures students' access to learning, freedom of expression, guidelines for personal appearance, school discipline, the protection of private property and other issues related to the students' rights and the rights of others in a school environment.

Several important points in this document are:

"The school staff, parents or sponsors, installation commanders and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system." (Introduction, pg. 1)

"Students have a right to a school atmosphere conducive to learning which provides for the common welfare and the safety of all in the school community." (Pg. 7, par 4)

"Students, regardless of age, have the responsibility for conducting themselves in a manner which does not violate the rights of other people. They share with administrators and teachers and parent the responsibility of developing a climate within the school that is conducive to productive learning and living. (Pg. 2, par 3)

"ZERO TOLERANCE FOR WEAPONS"

DoDDS "Zero Tolerance For Weapons" policy is fully supported by our base and wing commanders. To help us support the "Zero Tolerance" policy, please remind your child that weapons, replicas of weapons (even toys), or other items that can be used as weapons (including laser pen pointers), which can harm others or instill fear are not allowed at school. **The penalties required are severe, and a warning may not be given beforehand if they bring a weapon or replica to school or have possession of one.**

School buses, cafeteria, playground, any part of the school property, or any school activity or function are considered part of the school grounds. **Remind your child that if they know of someone who has a weapon, they must report it to a school official immediately.** Do make it a priority to spend a few minutes discussing this matter with your child. Your assistance is very much appreciated.

CHILD ABUSE AND NEGLECT

DoDEA Regulation 2050.9, Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect states the following:

It is DoDEA policy that all DoDEA personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspected or alleged child abuse to the local Family Advocacy Program officer and to the reporting employee's immediate supervisor, and will cooperate with the family advocacy program process.

HARASSMENT

DoDEA Manual 2051.2, Student Responsibilities and Privileges states the following:

"Students shall be free from verbal, physical, visual and psychological sexual harassment, including uninvited sexual advances, from adults and other students." Please ensure students and staff alike are familiar with this manual and the serious nature of such allegations.

HARASSMENT of any kind is unacceptable at YWES. If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appreciated. If the behavior continues, the student must report the harassment to an adult at the school.

DRESS CODE

Students should be neatly groomed and appropriately dressed for the day's activities. Student's dress and personal grooming are the responsibility of the student and parents. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste, or affecting the health and safety of the students or classmates.



DISCIPLINE POLICY

Good discipline at Yokota West Elementary School is extremely important to the success of the school program. Effective schools are orderly, safe places with clear routines and procedures. Without consistent school discipline, students cannot realize their greatest opportunity for growth. All classrooms have class rules and discipline policies posted. School –wide policies and administrative procedures concerning student conduct apply to actions related to school activity or attendance that occur any time, including, but not limited to:

- While on school property
- While en route between school and home, to include school buses
- During the lunch period
- During or while going to or coming from all school-sponsored events and activities that affect the missions or operations of the school, including field trips, sporting events, assemblies and evening school-related activities.

Five General Guidelines for YWES Students: Yokota West ES has five rules that are posted in every classroom and office, the gym and cafeteria:

- 1.) Behave so others can learn
- 2.) Obey all school adults promptly
- 3.) Keep your hands, feet and objects to yourself
- 4.) Take care of each other so no one gets hurt
- 5.) Respect school and personal property



Discipline Slips: Discipline slips are designed to provide information to the parent. The slips are a consequence and they themselves don't become part of the permanent school record. A discipline slip is a 3-part form. Parents receive the original white copy, which must be signed and returned the next day. The teacher keeps the yellow copy in the classroom. The pink copy is kept in the school administrative office for the course of the school year. Discipline slips are used when a student's behavior exceeds discipline policies set up by classroom teachers.

All teachers will develop a five-step discipline procedure with the following elements:

- A warning sign.
- A consequence for a second infraction of class rules.
- A consequence including parent notification for a third infraction.
- A consequence including parent notification for a fourth infraction.
- A consequence for including referral of the student to the appropriate administrator for disciplinary action such as a discipline slip or suspension.

Suspension: Suspension will be preceded by an informal conference during which the principal informs the student of the impending suspension and gives the student a chance to explain. The principal then has the authority to decide whether a suspension is warranted. A typical suspension lasts one day and can occur in school with isolation from other students or can be a home-bound suspension. Prior to the child returning to the classroom, a student-parent-administrator conference will be held.

Serious Incident: Any breach of discipline that goes beyond the contents of the school rules and consequences must be brought to the attention of the administration immediately. Such an act can lead to a student's expulsion from YWES.

HOMWORK POLICY

Homework includes all school-directed educational experiences occurring outside of school hours. The most beneficial homework is that which strengthens understanding and provides enrichment. It may not always be in the form of paper and pencil tasks – alternative forms of homework could be Host Nation or creative arts activities. Homework given in the primary grades will include students reading to parents and parents reading to students.

The type and amount of homework is dependent upon student needs. Generally speaking, homework assignments depend on the demands of the curriculum and the philosophy of the teacher but could be assigned at least three nights per week to no more than one hour per night for Grade 5. Guidelines are as follows:

Grade 1 – 2	10 – 20 minutes daily, total
Grade 3	20 – 30 minutes daily, total
Grade 4 – 5	40 – 60 minutes daily, total

HOMWORK IS NOT ASSIGNED MERELY AS “BUSY WORK” OR AS A DISCIPLINARY MEASURE. It’s a good practice for parents or siblings to be as involved as possible with homework assignments. Emphasis is NOT on quantity; rather, homework assignments should serve the following purposes:

- Provide students with opportunities to follow up on individual activities. Allow exploration in greater depth of material being presented in the classroom. Assigned homework should reinforce instruction covered in class; it shouldn’t be used to introduce new or unfamiliar concepts or skills.
- Supplements classroom learning with related outside experience.
- Provide opportunities for problem solving and research. Homework assignments are planned to help motivate students.
- To the greatest extent possible, homework assignments will be coordinated with school events.



HOMWORK RESPONSIBILITIES

Teacher’s Responsibilities:

1. Assign homework to be done outside class time and not during the instruction period.
2. Provide concise, clear directions for completion of homework.
3. Check the homework for completeness and mastery of concepts as appropriate to the nature of the assignment.
4. Return the homework in a timely manner.
5. Inform parents of student performance and completion of homework as appropriate using a notebook, journal or telephone.

Parent’s Responsibilities:

- Listen. Encourage.
- If your child has homework, allow time for exercise, recreation and a favorite pastime.
- Don’t make homework a punishment.
- Be flexible.
- Help your child get organized. Provide a place to study without distraction. Have a study time routine during which there is no TV or phone calls.
- Check your child’s work after completion for neatness, name on paper, completeness, correctness and organization.
- Check and sign the assignment notebook, if your child’s teacher uses it.
- **Recognize your child’s effort. Give sincere praise.**

Student’s Responsibilities:

- 1.) Read over any instructions carefully.
- 2.) Ask teacher for clarification if necessary.
- 3.) Write or draw neatly.
- 4.) Don’t forget to write your name on your homework!
- 5.) Complete homework assignment as instructed.
- 6.) **Do not get discouraged! Give it your best!**



PERSONAL PROPERTY

Personal property, such as skateboards, roller blades, CD's, Walkman, electronic games, collections, trading cards, pictures, stickers, etc. should not be brought to school unless directed to do so for a classroom project by a teacher. These items can be expensive, and the school cannot be held responsible for their loss or theft. Unauthorized articles such as these will be kept at the school and parent will be notified. They will be held in the school's office until retrieved by the parent.

DoDEA / SCHOOL POLICY ON PETS IN SCHOOL

Occasionally students or parents will want to share pets with classmates or as a school-related project. This is a great way to show off a pet and it is encouraged here at Yokota West. However, we have to take certain precautions to make sure that this activity does not affect others in a negative way. Prior to allowing a child to bring a pet into the school the teacher must send home a note informing parents of the type of pet to visit the class and ask for information from parents concerning allergies, fears, etc. that might be a problem for their child if exposed to this type of animal. Also, the pet must be accompanied by a note from the Veterinary Clinic stating it is safe to bring into the school. A copy of this document will be kept in the nurse's office. Thank you for helping us to assure a safe yet fun environment for students.



BOOKS

Textbook and workbooks are furnished for the student. All books are to be turned in if the student withdraws from school and/or upon completion of the book(s). Students are expected to take reasonable care of school supplies issued to them. When textbooks are lost or damaged, the student will be charged the replacement fee.

Lost and Found

The lost and found cabinet is located directly across from the nurse's health room. We encourage everyone to look there first for lost items, and to place found items there. We clean it out for school wide inspection three times during the school year at winter recess, spring recess and at the end of the school year. Any items still not claimed are then donated to the chapel, an orphanage, or some other charity.

GUM POLICY

Students are not permitted to chew gum at school and should not bring gum in school lunches. Your support ensures cleaner school grounds.



BICYCLE/SCOOTER SAFETY

Bicyclists and scooter riders must wear helmets—with chinstraps fastened—while riding. Students will not wear a Walkman, CD player or headsets while riding. Bicycles should be locked to the bike rack during school hours.

STUDENT'S COMMUTE TO SCHOOL

It is the responsibility of their parents and guardians to make sure their child gets to school and back home. Encourage children to take the safest, most direct route home from school. Make sure they know where to go if—for whatever reason—you're not at home when they arrive home from school.

WALKERS/BICYCLISTS: All YWES students who live in the North and West Area live within walking distance to the school. Walkers should stay on the sidewalks and cross roadways cautiously. As they approach the school, they should cross at established crosswalks. Children should report to school no earlier than 0740.

Parents are asked to keep a lookout for potential safety hazards near the school or near areas where students travel when commuting to school by foot or bicycle or scooter. If you or your child is aware of a safety concern along or near the commuting area to school, please let us know by contacting the YWES front office as soon as possible.

Yokota Air Base Policy SUPERVISION OF MINORS

Age of Child	Walk to/from school (unaccompanied)	Baby-sit Others	Left in car unsupervised (without someone 15 or older)	Left unattended in quarters (vacation or TDY)	Left unattended in quarters	Left unattended outside quarters and associated neighborhood play areas	Left unattended in public areas
0-5	NO	NO	NO	NO	NO	NO	NO
6-9	YES Must be at least First Grade	NO	YES (Note 3) With keys removed and not to exceed 5 minutes	NO	NO	YES (Note 7) check periodically	YES (Note 7 & 8)
10-11	YES	NO	YES (Note 3) With keys removed, not to exceed 20 minutes	NO	YES (Note 5) No more than 4 hours	YES (Note 7) check periodically	YES (Note 8)
12-14	YES	YES (Note 1)	YES	NO	YES (Note 6)	YES	YES (Note 8)
15+	YES	YES (Notes 2 & 4)	YES	YES (Notes 2 & 4)	YES (Note 6)	YES	YES (Note 8)

NOTES:

Note 1: A minor age 12 –14 should baby-sit no more than three children under age 8, including their own siblings, and no more than one infant (24 months or less). Babysitting should not exceed eight hours. Potential baby-sitters are highly encouraged to attend the Red Cross baby-sitters Training Course before starting any supervision of minors. Any minor with an active Yokota Youth Development Board (YYDB) case file is not eligible to be in this status.

Note 2: A minor age 15 and up should baby-sit no more than three children under age 8, and no more than two infants (24 months or less). Minors age 15 and up may baby-sit family members up to two nights/three consecutive days as long as sibling(s) are 10 years of age or older (see Note 4). Any minor with an active YYDB case file is not eligible to be in this status.

Note 3: Parents must still apply good common sense and take reasonable precautions when leaving their child in a vehicle, even for five minutes. Ensure there is no immediate risk or threatened loss of life (i.e., windows up and extremely high temperatures, a “high crime” area, nighttime, child under duress, etc).

Note 4: Minors age 15 and up may be left alone for short TDYs or leaves, not to exceed two nights/three consecutive days. These minors must have designated adult supervision available to make periodic checks daily and the adult having a power of attorney. Any minor with an active YYDB case file is not eligible to be in this status.

Note 5: Any minor with an active YYDB case file is not eligible to be in this status.

Note 6: Children age 12 and up may be left alone overnight provided the sponsor is within the local area and the children have physical access to designated adult supervision (including work and home phone numbers and sponsor’s emergency phone numbers). Any minor with an active YYDB case file is not eligible to be left alone past curfew or overnight.

Note 7: In neighborhoods, playgrounds and associated tower play areas, parents or designated adult must check on child periodically. Parents are expected to use good judgment of their child’s maturity and make reasonable, prudent decisions. Children age 6-9 must have access to designated adult supervision. “Access” is the adult knowing the location of the child and having the ability to quickly respond in person in case of an emergency.

Note 8: Minors must comply with wing policy on age requirements for individual services, Army and Air Force Exchange Services (AAFES) and Commissary facilities.

VII. PARENT INVOLVEMENT

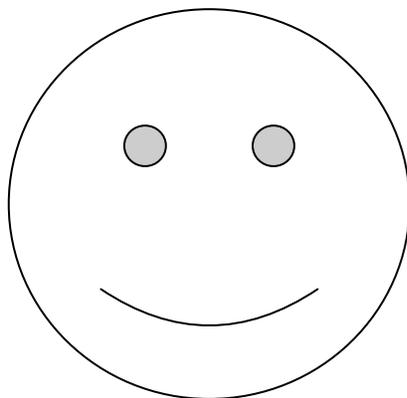
FRIENDS OF YOKOTA WEST (BOOSTER CLUB) ORGANIZATION

The BOOSTER CLUB is an organization of school and community members which major goal is to support the school program. Membership is free and open to all parents of Yokota West Elementary School students, faculty members and interested individuals. The club, which functions like a PTA, allows parents the opportunity to become involved with our school through volunteering for special activities. All money earned supplements the normal school budget. Parent participation is needed to help with a variety of projects. Meetings are announced in the **Crane Newsletter**. All parents and guardians are encouraged to get involved in the meetings and functions sponsored by the Booster Club. This organization presents our best opportunity to meet and get to know each other better as a school community.

Fund-raising projects that require parent volunteers include:

School pictures
Book Fair
School store
Family Fun Nights

If you would like to help with any of these projects, please contact one of the Booster Club officers, leave a note in the BOOSTER CLUB mail box (where the teacher's boxes are located) or attend one of their meetings.



SCHOOL ADVISORY COMMITTEE

Purpose of the School Advisory Committee (SAC): Each school on Yokota AB has its own school Advisory Committee or SAC. SAC is strictly an advisory body that has no budget and is restricted from fundraising. Throughout the school year, SAC:

- 1.) Reviews YWES policies and programs currently in place
- 2.) Helps resolve safety issues and other community concerns about YWES
- 3.) Lobbies for change when a current situation needs improvement
- 4.) Encourages community involvement in the education of children

NOTE: SAC functions somewhat like School Boards at the public schools in the US with one notable exception – SAC has no power to hire or fire teachers or administrators. SAC is advisory only.

Community Concerns: Contact a SAC member if you have **any** concerns about your child's school.

- If SAC can handle the issue, it will be brought up at a SAC meeting.
- If the issue is beyond the scope of SAC, a SAC member will help direct you to the person or agency who can help you

Meetings: SAC generally meets once a month during the school year. The public is welcome to attend any SAC meeting. A limited time is available at each meeting for new business that is not on the agenda.

Committee Members: Here at YWES, SAC has 9 official members. 6 voting members (3 parents, 3 professional educators) are elected by parents and are asked to serve for 2 years on a voluntary basis. Elections are held in April. The 3 Non-Voting Members are the Principal, Union Representative and School's Officer.

Contacting a SAC Member: You have a variety of options for contacting a SAC member: use the telephone; drop off a letter in the SAC box located on the counter in the front office; send a note marked for SAC to school with your child; or write to SAC c/o the school using the MPS address on page 2 of this handbook.

Please cut and return to school

**Yokota West Elementary School Handbook Receipt
School Year 2008-2009**

I have received a copy of the 2008-2009 Parent-Student Handbook and have reviewed its contents. I will do my best to ensure compliance with the policies and procedures as outlined in this document.

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

<u>Policy</u>	<u>Section</u>
A. Drugs	IV. Educational Support Programs
B. Zero Tolerance of Weapons	VI. Parent/Student Responsibilities
C. Harassment	VI. Parent/Student Responsibilities
D. Dress Code	VI. Parent/Student Responsibilities
E. Supervision of Minors	VI. Parent/Student Responsibilities
F. Prejudicial or Hate Language (See attached Discipline Policy)	

For additional information, please visit the DoDEA website for a complete overview of the above stated issues and policies. (<http://www.dodea.edu/>)

Please sign and return to your child's teacher.

Parent Signature

Date

Student Signature

Date



Parent/Student Handbook

School Year 2008-2009



West Elementary School

"A Great Place to Learn"

Lee A. Kirsch, Principal