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C. Turner Joy Elementary School K - 8

SCHOOL TELEPHONE NUMBERS

PRINCIPAL - 762-5477

(From the States: 011-82-55-540-5477)

MAIN OFFICE - 762 - 5466

FAX NUMBER - 762-5465

COMMERCIAL FAX NUMBER - 055-540-5465

(From The States: 011-82-55-540-5465)

COMMERCIAL PHONE NUMBER - 055-543-7247

SCHOOL OFFICE HOURS

0730 - 1630 HOURS

DAILY SCHOOL SCHEDULE

0800-1440 on Monday, Tuesday, Wednesday and Friday

0800-1200 on Thursday

JULY 2008

Dear Parent(s),

On behalf of the students, staff, and faculty we welcome you to C.T. Joy Elementary School.

C. T. Joy Elementary School first opened for the 1960-61 School year as a K6 school. When the DoDDS School in Pusan closed in 2006, C. T. Joy became a K8 school. Students in grades 9-12 attend Daegu American School in Daegu, which is approximately 1 ½ hours from Chinhae.

This year is our forty-eighth year of providing an excellent educational experience for students. Our school is named in honor of Vice Admiral Charles Turner Joy (17 February 1895 – 6 June 1956). He was an admiral of the United States Navy during World War II and the Korean War. During the last years of his career, he served as Superintendent of the Naval Academy. The destroyer USS C. Turner Joy (DD951) was also named for him.

C. T. Joy elementary is a small school, which develops a sense of family as we work with the community and parents to promote student accomplishments. Parents and community members are always welcome. Community support builds a great school and C. T. Joy prides itself on a strong parent and community partnership. C. T. Joy follows the Department of Defense Education Activity curriculum standards. We are committed to developing the student's intellectual, social, emotional, physical, and cultural growth.

Please take time to examine our website and review our online handbook. Additionally, please check out the DoDEA home page, which contains information concerning the curriculum standards and programs, We trust that the information will be helpful for your transition to Chinhae, South Korea and C. T. Joy Elementary School. Your comments and concerns regarding the curriculum and/or school operations are welcome.

Again, welcome to C. T. Joy Elementary School. The entire faculty looks forward to working with you in a positive and rewarding community-school-home partnership.

Respectfully,

Dr. Marguerite Green
Principal

INTRODUCTION TO THE DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

Elementary and secondary schools have operated on U.S. military bases overseas since 1946 for the dependents of military and civilian personnel assigned abroad. The Department of Defense Overseas School system provides educational opportunities comparable to those found in the best school systems in the United States. This segment of American public education consists of 191 schools located in 14 countries around the world, with an enrollment of 90,000 students. The DoDDS system is the 22nd largest U.S. public school system. The Pacific Area consists of approximately 26,000 students in 43 schools located in Japan, Korea and Okinawa.

THE MISSION OF THE DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITIES

The entire DoDEA community provides a world-class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment.

THE MISSION OF THE KOREA DISTRICT SUPERINTENDENT'S OFFICE

Through professional leadership, commitment, and support for our DoDDS-Korea schools, in partnership with parents, the district superintendent and staff pledge to promote the development of the knowledge, skills, and values our students need to become successful contributors to our democratic society and the world community.

THE MISSION OF C.T. JOY ELEMENTARY SCHOOL

Charles Turner Joy Elementary School uses challenging content to strengthen students' ability to anticipate, adapt and work ethically to ensure their success in an ever diversifying, technologically advancing global community.

Guiding Principles

Promote effective communication skills	Promote critical thinkers
Promote advanced levels of problem solving skills	Promote cooperative workers
Promote intrinsic motivation for learning	Promote ethical workers
Promote life long learners	Promote a sense of community

ACCREDITATION

All eligible schools in the Department of Defense Education Activity (DoDEA) are accredited and certified in order to ensure that the standards, which are preconditions for a quality education for students, are developed and maintained. The accreditation process also fosters school improvement. This is an on going procedure whereby requirements for individual schools are met through a self-study and an external evaluation at least once every five years. Schools in DoDEA are accredited by the Commission on Schools of the North Central Association of Colleges and Schools (NCA). C. T. Joy Elementary School was visited by NCA in 2005 receiving an outstanding evaluation in all areas of the educational program.

ATTENDANCE POLICY

At C. T. Joy Elementary School, the educational program is organized on the basic assumption that all students attend school regularly. Adherence to the school attendance policy is the responsibility of the parents and students. Each teacher keeps an accurate record of each student's attendance. Parents are consistently and periodically informed of student absence in order for them to exercise parental control and responsibility. The purpose of this action is to establish patterns of good attendance and to assure that the educational programs have an opportunity to be successful. No unauthorized absence can be taken lightly.

Student attendance in school is necessary for the educational process to occur. DoD 1342.6-m-1 requires that the installation commander will encourage all educable, eligible dependents to attend either Department of Defense Dependents Schools or a regular program of formal instruction in the local school system. Otherwise they are encouraged to enroll in a tuition school, an independent study program by correspondence, or a certified home- schooling program. **Excused absences** are defined as those absences for which the sponsor has provided a written explanation.

These include illness, family emergencies (i.e. severe illness, death in family, hardship situation), religious observances, family trips and medical appointments which cannot be arranged during non-school time, and participation in school sponsored activities away from the school site.

The sponsor should provide the teacher with a **written explanation** for each student absence. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for the work missed during their absence(s) from class. Work missed must be discussed with the teacher prior to the absence if possible. Teachers will determine how and when class work will be made up, depending upon the circumstances.

An **unexcused absence** is any absence that occurs without written consent of the parent or sponsor. Examples - **truancy**, suspension. Work missed during the **unexcused absence** will not be made up. Students' who leave the school without permission from school authorities after arriving to their class are **truant**. Students may leave the school only if a parent personally signs them out from the school register or school authorities give them permission. Any student who is absent from school without the knowledge of his/her sponsor or school authorities is **truant**.

If a student is to be **excused** from school during the school day, his/her parent, guardian, or when appropriate, emergency contact, must **physically** come to the office and sign the student out. For the safety and security of each child, there are no exceptions. When students are sent home because they are ill, they are to be accompanied by their sponsor or an individual designated and authorized by their sponsor.

It is important for parents to recognize that students are being taught new concepts in all of their basic subjects each day. Students should not be kept out of school unless it is absolutely necessary. When a student is absent, parents should notify the school by telephone on the morning of the absence, as well as the written note upon the student's return.

ATTENDANCE PROCEDURES

1. **ARRIVAL:** School begins promptly at 0800. The school building and classrooms are not open to students until 0800. In the case of inclement weather, students are allowed to enter the school under the supervision of their teacher at 0755. No supervision or duty coverage will be provided prior to 0755. For health and safety reasons, children are not sent to school earlier than 0755 hours unless supervised by a parent.

2. **LUNCH:** C. T. Joy Elementary School does not have facilities available for a lunch program. Therefore, children are permitted to either bring a sack lunch to school with a thermos drink or go home for lunch during the hours of 1130 – 12:15 (12:00 – 12:40 for 6 – 8th grade students). Parents are requested to pick up their children at the school or provide the school with written permission, allowing them to walk home at lunch. Forms are available at the school. If a student lives off base and decides to leave the school and go to lunch, they must be picked up by a parent or authorized adult at **all times**.

3. **DISMISSAL:** Students are to leave the school grounds at dismissal time unless they are participating in an after school activity or have made arrangements with their parents to work with a teacher after school. **Parents or a guardian must accompany students remaining on the playground after school.**

4. **ABSENTEEISM/LATE NOTES:** Any student who has been absent or tardy must bring in a written excuse from his/her parent stating the reason and dates of the absence or lateness. The note is to be submitted to the classroom teacher. The note provides the school with official parental documentation of the absence or lateness. Individual files are maintained in the school office on a data base system for accountability.

5. **TARDINESS:** Students are expected to arrive at school and be in class on time. Parents will be notified if students are regularly tardy.

AWARDS ASSEMBLIES

Throughout the school year, student assessments are conducted and students will be awarded for their achievements. A school wide awards assembly will be held at the end of the year to acknowledge the accomplishments of our students. Teachers may conduct ceremonies quarterly in the classroom to reward excellence in work.

BEHAVIOR AT SCHOOL

The staff at C. Turner Joy Elementary School maintains an atmosphere at the school, in which children will feel safe, secure, happy, and in addition, have the maximum opportunity to learn. The ultimate goal of disciplinary procedures is to help our children learn self-discipline.

In an effort to accomplish this goal, we hold children accountable for their behavior while at school. We provide positive consequences and encouragement for students who obey the rules, and negative consequences for students who do not obey the rules. If student behavior is deemed severe, the administration reserves the right to suspend a student.

Our school wide rules are:

1. Do not disrupt learning of others.
2. Keep hands, feet, and objects to yourself.
3. Obey all school adults promptly.
4. Respect others and their property

In addition, our **school policy** includes:

1. Leave gum at home.
2. Running is permitted on the playground and during P. E. class. Running is not permitted in the halls or classrooms.
3. Clothes with inappropriate language and graphics are not suitable for school.
5. Walk-man and video equipment is not allowed.
6. Weapons, toys, and distracting items are to be left at home.

Our **Library rules** are:

1. Use quiet voices.
2. Show respect to all students and adults.
3. Return magazines and books to the shelves.
4. Always clear your table before leaving the library and return chairs to tables.
7. Respect the tables of others when working on projects.
8. Respect computer equipment, magazines and books

Our **Playground Rules** are:

1. Play within the school boundaries.
2. Respect others and avoid rough play.
3. Obey all school adults promptly.
4. Running, tag, and ball throwing is not allowed in the line up area.
5. Running, tag and ball throwing is not allowed on playground equipment.
6. Running backwards up the slide is not allowed.

Each classroom teacher has plans for rewarding good behavior. These rewards may include various activities such as: earned free time to play a game, stickers, certificates, and free computer time.

Students who choose to disobey the rules during a school day will receive consequences as outlined by each classroom teacher.

We are confident that such clearly stated and thorough school wide and classroom rules will encourage positive interactions throughout the school, and make this school year a positive and motivating experience.

Discipline is a shared responsibility. When parents and the school work together, the child benefits the most from this situation. We ask for your complete support in these efforts. **Discuss this information with your child.**

At the beginning of the school year, the school staff will discuss with the children these basic safety rules and common sense practices. This will permit them to enjoy the playground while avoiding injuries. Students will also be taught that disputes and disagreements must be settled peaceably. The use of force, hitting, or fighting to settle a dispute is totally unacceptable. Most importantly, children will be taught to respect all of the students at the school. We are very proud of the fact that students at C. Turner Joy Elementary School work and play together exceedingly well.

In cases of serious misbehavior, parents will be contacted and conferences held to correct the situation and avoid similar occurrences in the future. Students are encouraged to take pride in their good behavior. This provides all students the fullest opportunity to experience maximum achievement.

Weapon incident – Zero tolerance. It is absolutely essential that our school is free of weapons. Incidents involving weapons and other prohibited items are reported to the Military/Security Police and the DoDDS Area Office using DSG Form 4899-R. Any items, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety are strictly prohibited. Each incident is dealt with on a case by case basis with consequences resulting in suspension, expulsion, or other disciplinary action.

BICYCLES, SKATEBOARDS and ROLLERBLADES

Students may ride bicycles, skateboards and roller-blades to and from school, **but these items will not be used on the campus during school hours.** Bicycles may be secured on a rack upon arrival at school. Bicycles are not to be left at school overnight. Parents are reminded that for safety, students are required to wear helmets when using a bicycle. Skateboards and roller blades will be given to the office upon arrival at the school.

BULLETINS

The C. TURNER JOY ELEMENTARY NEWS is sent to parents on a bimonthly basis. In addition, individual classroom newsletters, notes, reminders, and notices are sent home with your children throughout the year. Frequently, notices are posted on the base television closed cable network, and the school and base marquee.

CHANGE OF ADDRESS, PHONE NUMBERS AND EMERGENCY CONTACTS

A current home address, phone number and an emergency contact name and phone number are required for each student enrolled at our school. We request that sponsors make sure that their child's/children's records are updated whenever there is a change in address, phone number (duty and home) and most importantly, the name and phone number of an adult other than the sponsor who will act as your emergency contact. Please contact the school at 762-5466 or send in a memo whenever this vital information changes.

CHAIN OF COMMAND

C. Turner Joy Elementary School is part of the Department of Defense Education Activities (DoDEA).

Dr. Joseph Tafoya, Director of DoDEA
Department of Defense Education Activities
Office of Dependents Education
4040 North Fairfax Drive
Webb Building
Arlington, VA 22203
Phone: (703) 696-4462x104

Dr. Nancy Bresell , Director of DoDEA, Pacific
DoDDS-Pacific Regional Office
UNIT 35007
APO AP 96376-5007
DSN: 644-5878
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Mr. Sam Menniti
District Superintendent of Schools, Korea
Yongsan Army Post
APO AP 96205-0005
DSN: 738-5922, Commercial: 02-791-8-5922

Dr. Marguerite Green
Principal, C. Turner Joy Elementary School
COMFLEACT CHINHAE, PSC 479
FPO AP 96269-1100
DSN: 762-5466/5477

CHILD FIND PROGRAM

Child Find is the Department of Defense Dependents Schools' (DoDDS) effort to locate children who have handicapping conditions and need individual and appropriate special education. Do you have or know of a child with a handicap who is eligible to attend DoDDS Schools? DoDDS actively searches for these youngsters, aged three through twelfth grade, so that they may receive the special education they need. Once they are identified, the information can be used for planning to meet their special educational needs and to determined priorities for service. If you have concerns about your child's development, contact your local DoD school at 762-5466.

COMPUTER EDUCATION

C. Turner Joy Elementary School has a local area network in which the classrooms, library, and offices are linked to one another with Internet capabilities. This enables the students and teachers to scan and search materials in school wide and world-wide formats. The library is designed with individual computer stations, allowing students to search and access information and reference material. Your child is afforded opportunities throughout the year to utilize the computers in the library and classroom. Our staff is actively involved in integrating computer technology with the curriculum. We also have an intra-net system at our school, serving as an additional avenue for increased communication between parents, teachers and students.

CONFERENCES (PARENT-TEACHER)

The school believes that frequent communication between the teacher and the parent is essential. In addition to the regularly scheduled fall conference (following the end of the first quarter), appointments can be made at the request of either the teacher or the parent for individual conferences throughout the year. A parent may schedule a conference with a teacher by phoning the school office at 762-5466.

CRISIS MANAGEMENT PROGRAM

A Crisis Management Team has been established at C. Turner Joy Elementary School. This is a group of people with a variety of skills and experiences who have a commitment to help in times of crisis. They prepare for unforeseen events and have a completed Crisis Management Plan with identified available local resources. The team at C. Turner Joy Elementary School consists of the administrator, the school psychologist, the medical clinic, the chaplain and a faculty representative.

EARLY WITHDRAWALS FROM SCHOOL

If a family is planning to depart prior to the end of the school year, the rotation date should be given to the school as far in advance as possible. This allows the teacher to plan the student's work accordingly. Students must be in attendance twenty days prior to school closing in order to receive an official promotion. If the child is withdrawn prior to the twenty-day early withdrawal date, the student will be treated as a transferring student and our school will be unable to give an official promotion. On or after the earliest departure date, and with appropriate advance notice, an official promotion will be given.

Upon completion of the final day of school, parents may review the permanent records of students withdrawing from school. The permanent records will then be sealed by the main office and may be hand-carried to the new school by the parents. Please make certain that the specific date of departure is made known to the school so that the records can be prepared on time. Students must return all school materials and books, or pay for lost books.

EMERGENCIES AND ALERTS

The staff of C. T. Joy Elementary School has coordinated with the base security office an Antiterrorism/Force Protection Disaster Preparedness Plan. In the event of an emergency evacuation of the school, appropriate and preplanned evacuation procedures will be initiated in coordination with COMFLEACT base authorities. At all times during emergencies such as these, the school will be in close contact with base authorities. Children will not be released from the school until parents are contacted and physically meet them at a designated holding area to be determined by the base authorities.

ENROLLMENT PRIORITIES

The four general categories of enrollment eligibility are:

PRIORITY I - Space required, tuition free: Command sponsored dependents of DOD civilians and US military with orders to Korea.

PRIORITY II - Space available, tuition paying, Federally connected: Dependents whose sponsors are employees of the State Department and other US governmental agencies, Red Cross, USO, representatives of Federally connected contractors, etc.

PRIORITY III - Space available, tuition free: Non-command sponsored dependents of US Military and DOD civilians with orders to Korea.

PRIORITY IV - Space available, tuition paying: dependents of private US citizens (including retired US Military) and citizens of foreign countries.

Department of Defense Instruction 1342.1 has established priority categories for enrollment purposes. Applicants are subject to the conditions of the regulation. Discussions of these may be held with the school principal.

EXTRACURRICULAR ACTIVITIES

Our staff offers various extracurricular activities, which are held after school hours throughout the school year. We encourage your child/children to participate fully in these activities. You will be notified of these activities as they occur throughout the school year. Parents are required to complete a Parent Permission Slip for attendance.

FIELD TRIPS

C. T. Joy Elementary School schedules study trips during the school year as part of the regular school curriculum. Children must have a permission slip signed by a parent before they may proceed on any trip which involves leaving the school grounds. One adult for every 3-4 students is required for proper supervision of students during study trips. Individual request from teachers will be made for the designated number of parent volunteers deemed necessary for the trip. Most trips are accompanied by base security and medical personnel for the safety of the children. **Only the required number of adult volunteers needed for supervision of students during study trips will be permitted to accompany the school on these trips.**

FIRE DRILLS

Fire drills are conducted monthly throughout the school year. The school principal and Fire Chief and Medical Clinic coordinate a schedule for these events. Do not be alarmed when you see and/or hear the fire engine on its way to the school for a fire drill. In addition to the fire drills, other Fire Safety programs are coordinated with the Fire Dept. during the year. The COMFLEACT CHINHAE Fire Department and the school staff supervise all activities.

FIRST AID TREATMENT FOR STUDENT INJURIES

In the event that a serious injury or condition occurs during the school day, the student will be escorted to the medical clinic. Parent or emergency contacts will be notified immediately. At such time as an emergency occurs, a C. T. Joy staff member will remain with the child at the medical clinic until the parent or emergency contact arrives.

HOMEWORK

Homework is a means of developing the necessary skills of independent study and learning. Homework helps in promoting organizational skills and in developing a sense of responsibility. It is also an opportunity for parents to become actively involved in their child's/children's learning and for each child to work to his/her full potential. Through homework, students should be provided with an appropriate environment for additional practice and application of learned skills. Each teacher's individual homework policy will be described in a letter to parents within the first two weeks of school. Frequency and length of assignments will be designed appropriate to grade level and individual philosophy.

IMMUNIZATIONS

Immunizations are required as a condition for enrollment at Department of Defense Dependents Schools. All school age children must receive the required immunizations prior to registering for school. Sponsors are asked to report to the medical clinic with their dependents prior to registration. The clinic will issue a "Certificate of Immunization" to each sponsor. This should be submitted to the school during registration.

KOREAN CULTURE PROGRAM

All students will have exposure to the Korean culture during the year. The central theme of our Korean culture program is to provide the student with an understanding of the customs and culture of the host nation in which we live. Students are given instruction in various phases of Korean culture to include songs, conversation, oriental crafts, festivals, customs, language, games, stories, and food.

LEAVING SCHOOL DURING THE DAY

When it is necessary for a student to leave school during the day for a medical appointment or for any other reason, parents are to send a note with the child to school in advance of the appointment. Parents must come to the office to sign for and accompany their children to the doctor. Children cannot be released to non-family members or friends without explicit written authorization that has been confirmed by the office. Students cannot be sent to their homes or to the medical clinic unescorted during the school day. It is absolutely necessary for the parent or guardian to sign the child out of school in person.

LIBRARY PROCEDURES

Students at our school are welcome to check books out of the information center. Students who are 5-8 yrs.old can check out two books at a time for one week. Older students can check out three books at a time for one week. Reference books can be used in the classroom or the information center (library), but may not be checked out of school. The librarian at the beginning of the school year will discuss specific checkout procedures with the children.

The information center is a very important part of our school. We have an excellent collection of books and magazines ranging from picture books to reference materials.

In addition, there are tapes, video and computer programs and other audio-visual materials that are interesting and useful to students. The information center also has access to the DoDDS film library in Japan. We use the center in connection with various units of instruction throughout the school year.

LOST OR DAMAGED BOOKS

Textbooks and workbooks are provided for all students. Students are expected to maintain school property in good condition. When textbooks or library books are lost or badly damaged, students will be required to pay for their replacement. Checks are to be made payable to the "Treasurer of the United States" for the appropriate amount.

PARENT TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization is an important link between home and school, and it has served as an important service activity for the staff, parents, and community.

Parents/teachers/community involve themselves in many activities throughout the school year, all of which add to the fun and excitement that is generated for the children/adults with these events. We urge all parents to become involved in this partnership of school and home. Establish a link at school through this organization. The success of your child depends in a large part upon your involvement with their education.

PLACEMENT OF KINDERGARTEN AND 1ST GRADE STUDENTS

The DoDDS official policy for the placement of Kindergarten and first grade students is based on the age of the child. The official policy is that no child shall be enrolled in Kindergarten unless the child has reached the age of 5 by October 31 of the year in which he or she seeks Kindergarten enrollment in our schools. Also, no child shall be enrolled in the first grade unless the child has reached age 6 by October 31 in the year in which he or she seeks enrollment.

POWER OF ATTORNEY

If you plan to be out of the country while your children are attending school, please be sure to obtain a special power of attorney to be used in case of an emergency. Inform the teacher and school office of the name, address and telephone number of the person(s) taking care of your child.

REGISTRATION REQUIREMENTS

The following documents are required to register children in DoDDS:

- Sponsors' travel orders or other verification of command sponsorship.
- Up-to-date Immunization Records
- Birth certificate or passport for first time enrollment in kindergarten or first grade.

FOR REGISTERING DEPENDENTS, PLEASE HAVE THE FOLLOWING:

- Copy of the orders to Korea, any reassignment orders within Korea, any other changes including extensions, concurrent travel orders for dependents. Copies are needed for each dependent enrolled.
- If Navy, a copy of the dependent's entry approval letter from PSD.
- Student's Social Security Number.
- Emergency information: Name, address and telephone number of someone who could be notified in the event a parent is unavailable.
- If dependent is not on orders, the sponsor may use the birth certificate or passport as verification of dependency. Sponsor's name must be on birth certificate or signature on passport. Students 12 and older may use an ID card for this verification.
- Up-to-date immunizations including a TB Skin test within the last 12 months.
- Local hire employees must submit verification of employment no earlier than 1 August for the school year beginning in that month.
- Kindergarten children must be five years of age by Oct. 31 of the school year in which they wish to enroll. First grade children must be six years of age by October 31 of the school year in which they wish to enroll.

REPORT CARDS

Students will receive their report cards at the close of each quarter. Parents may keep Report Cards issued to students. A continuous record is maintained at the school. Parents sign a receipt, which acknowledges that they have received the report card. If a student's work indicates a lack of progress in the early part of a marking period, the teacher will schedule a conference with the parent. This communication early in a marking period can result in a student's renewed progress in a given subject area. Five-week progress reports are sent out each quarter.

SAFEGUARDING THE PRIVACY OF STUDENT RECORDS

It is the intent of the C. Turner Joy Elementary School to act in accordance with the "Family Education Rights and Privacy Act of 1974". In doing so, we place priority on safeguarding the privacy of students' records. We will make every effort to permit parents and students to be fully informed of our record keeping and testing/screening procedures. Each student's cumulative record folder is located in the main office. The Principal is responsible for insuring that only appropriate school personnel on a need-to-know basis have access to a student's school records. No individual or agency outside the school system will be permitted to inspect students' records without permission from their parents. Parents may examine their child's records at any time by making an appointment through the Principal's Office.

SCHOOL ADVISORY COMMITTEE (SAC)

The SAC is an advisory group composed of elected parents and professional school staff members whose function is to suggest/advise the Principal and Base Commander on educational matters. SAC members functional responsibilities are to advise on school policies and procedures which are perceived to be affecting students and parents i.e. transportation, safety. What advisory committees do not engage in are political campaigns or issues and negatively oriented pressure groups. They do not raise money, grant scholarships or financially support school events or engage in any monetary projects. They do not make recommendations regarding the hiring, firing, promotion, or transfer of individual staff members or report independently to the public. Advice is welcomed as part of the decision making process.

SCHOOL SUPPLIES

Student supplies such as pencils, notebooks, crayons, scissors, erasers, etc., are not provided by the school and are usually available for purchase at the our local exchange. Similar supplies are available on the economy. A list of suggested items per grade level are provided to assist you in preparing your child for school:

KINDERGARTEN

- 1 Pair of Scissors (blunt)
- 1 Bottle of Elmer's Glue
- 2 Glue Sticks
- 1 Box of Regular Crayons (16 count)
- 1 Box of Tissues
- 1 Book Bag or Backpack
- 2 Rolls of paper towels
- 1 Painter's Smock or old shirt
- 1 Pack of felt tip markers

FIRST GRADE

- 1 Package #2 Pencils
- 1 Pair of Scissors (pointed)
- 1 Bottle of Elmer's Glue
- 2 Glue sticks
- 1 Box of Crayons (16 count)
- 1 Box Tissues
- 2 Rolls of Paper Towels
- 1 Painter's Smock or Old Shirt
- 1 School Bag or Backpack

SECOND GRADE

- 1 Pkg. #2 Pencils (no mechanical)
- 1 Eraser
- 1 Pair Scissors (pointed)
- 1 Bottle of Elmer's Glue
- 1 Large box Colored Pencils
- 1 Box of Crayons (16 count)
- 1 Box Tissues
- 2 Rolls of Paper Towels
- 1 Painter's Smock or Old Shirt
- 1 School Bag or Backpack
- 1 Ruler, centimeter and inch
- 1 Package Colored Markers
- 1 Package of Notebook Paper

THIRD GRADE

- 1 Package Wide Lined Notebook Paper
- 2 #2 Pencils (no mechanical)
- 2 Spiral Notebooks
- 1 Ruler (centimeter and inch)
- 1 Pair Scissors (pointed)
- 1 Bottle of Glue
- 1 Small box Colored Pencils
- 1 Box of Crayons (16 count)
- 2 Boxes Tissues
- 1 School Bag or Backpack
- 1 Large Eraser

FOURTH GRADE

- 1 Pkg. Wide Lined Notebook Paper
- 6 #2 Pencils
- 3 Spiral Notebooks
- 1 Ruler (centimeter and inch)
- 1 Pair Scissors (pointed)
- 2 Bottle of Elmer's Glue
- 1 Set of Markers (thin line felt tip)
- 1 Small box Colored Pencils
- 1 Box of Crayons (24 count)
- 2 Box Tissues
- 1 Roll of Paper Towels
- 1 School Bag or Backpack
- 8 Folders (with metal brads that hold 3 ring loose paper)
- 1 Protractor, Compass
- 1 Ruler (centimeter and inch)
- 1 Pair Scissors (pointed)

FIFTH GRADE

- 1 Pkg. #2 Pencils
- 3 Red Pens
- 1 Large spiral notebooks
- 1 Protractor
- 1 Compass
- 1 Ruler (Centimeter & Inch)
- 1 Pair of scissors (Pointed)
- 1 Bottle of Elmer's Glue
- 1 Glue Stick
- 1 Box of Colored Pencils
- 1 Box of Crayons (16 count)
- 1 Box of Tissues
- 1 Roll of Paper Towels
- 1 School Bag or Backpack

SIXTH – EIGHTH GRADE

- 3 Black ink pens
- 1 Package #2 Pencils
- 1 Large Spiral Notebook (6 subject dividers)
- 1 Pair Scissors (pointed)
- 1 Glue Stick
- 1 Box Tissues
- 1 School Bag or Backpack

SPECIALISTS

Curriculum Coordinators from Okinawa Regional Office visit the school on a requested basis. Specialists from Pusan, Seoul, and Taegu provide service in ESL (English as Second Language), Special Education, Speech/Language, Media, and Technology when it is necessary. School counselors and psychologist visit the school on as needed basis.

STAFF DEVELOPMENT INSERVICE WORKSHOPS

During the school year, there is time set aside for inservice training and staff development. The topics of these meetings are determined by the needs of the staff for improving skills and proficiency as well as staying current with new programs identified within DoDDS. Parents will always be notified in advance of planned meeting dates.

STAFFING AT C.T. JOY ELEMENTARY SCHOOL

We are presently staffed with a total of three teachers. This low student/teacher ratio is a major strength of our school. Students at this school benefit from receiving a great deal of individual instruction. In addition, the school is also staffed with a library technician, and an Administrative Assistant/Korean Culture teacher and a Kindergarten aide.

VISITORS TO THE SCHOOL

All visitors to the school are requested to sign the Visitor Check In/Check Out Book located in the main office. Parents / visitors are welcome at C. Turner Joy Elementary School. If you wish to visit during the instructional day, arrangements must be made with the teacher and principal prior to the visit. Appointments for planned visits and their purpose can be made through the central office. It is our desire that the school program continue with minimal interruptions during the instructional day to insure optimal instruction.

VOLUNTEERS

C. Turner Joy Elementary School seeks to identify individuals who will volunteer their time in helping the school with individual programs and activities. Our volunteer program remains an integral part of our School Home Partnership. Frequently during the year, there will be occasions in which teachers, name request interested parents/community members as volunteers. Anyone interested in volunteering their services, skills and expertise should contact the school office and fill out a volunteer form.

DoDDS Korea SY 2008-2009 Planner

August 2008 - July 2009

August 08						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

- 4** Report Date for Administration
- 15** New Teachers Orientation
- 20** Report Date for Educators
- 25** Begin 1st Qtr & 1st Semester

September 08						
S	M	T	W	T	F	S
						1
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September

- 1** Labor Day - Federal Holiday
- 15** Chusok - Teacher Inservice Day No school for students

October 08						
S	M	T	W	T	F	S
						1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

- 13** Columbus Day - Federal Holiday
- 17** Educators Day
- 30** End of 1st Quarter
- 31** Teacher Work Day - No School for students

November 08						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November

- 3** Begin 2nd Quarter
- 6** Nov 6-7 Parent Teacher Conferences
- 11** Veteran's Day - Federal Holiday
- 27** Thanksgiving - Federal Holiday

December 08						
S	M	T	W	T	F	S
						1
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December

- 10** Accelerated Withdrawal Date (Fall Semester)
- 22** Dec 22 - Jan 2 Winter Recess
- 25** Christmas - Federal Holiday

January 09						
S	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

- 1** New Year's Day - Federal Holiday

January

- 5** Instruction Resumes
- 19** Martin Luther King, Jr Day - Federal Holiday
- 22** End of 2nd Quarter & 1st Semester
- 23** Teacher Work Day - No school for students
- 26** Begin 3rd Quarter & 2nd Semester
- Lunar New Year - Teacher Inservice Day - No school for students

February 09						
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March 09						
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22	23	24	25	26	27	28
29	30	31				

February

- 16** President's Day - Federal Holiday

April

- 2** End of 3rd Quarter
- 3** Teacher Work Day - No School for students
- 6** Apr 6-10 Spring Recess

April 09						
S	M	T	W	T	F	S
						1
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19	20	21	22	23	24	25
26	27	28	29	30		

May

- 13** Accelerated Withdrawal Date (Spring Semester)
- 25** Memorial Day - Federal Holiday

May 09						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

- 11** End of 4th Qtr & 2nd Semester Last Day for Students
- 12** Teacher Work day - No school for students

June 09						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

July 09						
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26	27	28	29	30	31	



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
CT JOY ELEMENTARY SCHOOL
PSC 479, BOX 157
FPO AP 96269

PACIFIC

June 27, 2008

REP/762-5466/1916

MEMORANDUM FOR Parents and Staff

SUBJECT: Annual Asbestos Notification

As required by the Asbestos Hazard Emergency Response Act of 1985, our buildings have recently been inspected for asbestos-containing materials.

The Dynamac Corporation performed an original inspection on March 30, 1988. Baker/TSA performed the 5th triennial inspection, as required by AHERA on May 12, 2003 in accordance with Environmental protection Agency (EPA) regulations and DoDDS policy.

During the summer of 1994, all of the identified asbestos in building 723 (the main school building), and building 409 (the storage shed), was fully removed. Newly identified asbestos containing material (ACM) was noted in the May 1997 triennial inspection report. Repair and removal actions were submitted to Public Works Department and the removal of the ACM was accomplished.

Inspection results from the May 12, 2003 Baker Environmental on site visit, concluded that no new ACM (asbestos containing material) was identified during the 5th triennial inspection of C. Turner Joy Elementary School.

Inspection results from the October 19, 2006 Baker Environmental on site visit found a sheet gasket in the mechanical room containing some asbestos. The material is in good condition and far removed from public access, therefore is not a hazard to health.

Copies of the inspection report, periodic surveillance records, and the school asbestos management plan are kept in the school office and are available for your review. If you should have any questions or concerns, please do not hesitate to contact the school at 762-5477.

Dr. Marguerite Green
Principal

c. DoDDS Pacific/Logistics-Bruce McFarland
c. DoDDS-Korea, Safety and Security-Paul Shelburne