

# **Charles Turner Joy Elementary School**

**Home of the  
Fighting Sea Turtles**



## **Faculty Handbook**

**SY 2010-2011**

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## CALENDAR FOR SCHOOL YEAR 2010-2011

### **Reporting date for Educators and Nonadministrative Personnel**

Wednesday, August 25 Reporting date for nonadministrative educator personnel  
for orientation and classroom preparation

### **First Semester -(92 Instructional Days)**

Monday, August 30 Begin First Quarter and First Semester

Monday, September 6 Labor Day Federal Holiday

Monday, October 11 Columbus Day -Federal Holiday

Thursday, November 4 End of First Quarter (47 days of classroom instruction)

Friday, November 5 No school for students -teacher work day

Monday November 8 Begin second quarter

Thursday, November 11 Veterans Day -Federal Holiday

Thursday, November 25 Thanksgiving Federal Holiday

Friday, November 26 Friday Recess Day

Monday, December 20 Begin Winter Recess

Friday, December 24 Christmas -Federal Holiday

### **2011**

Friday, December 31 New Year's Day -Federal Holiday

Monday, January 3 Instruction Resumes

Monday, January 17 Martin Luther King, Jr. Day -Federal Holiday

Thursday, January 27 End of Second Quarter and First Semester

Friday, January 28            No school for students -teacher work day  
(45 days of dassroom instruction)

**Second Semester -(91 Instructional Days)**

Monday, January 31        Begin Third Quarter and Second Semester

Monday, February 21      Presidents' Day -Federal Holiday

Thursday, April 7         End of Third Quarter

(48 days of dassroom instruction)

Friday, April 8            No school for students teacher work day

Monday, April 11         Begin Spring Recess

Monday, April 18         Instruction Resumes -Begin Fourth Quarter

Monday, May 30          Memorial Day -Federal Holiday

Thursday, June 16        End of Fourth Quarter and Second Semester

(43 Days of classroom instruction)

Friday, June 17          No school for students -teacher work day

Last day for nonadministrative educator personnel

School Year 2010-2011;

Instructional Days -183

Teacher Work Days -190

## ASSESSMENTS

It is DoDEA policy that all system assessments administered in DoDEA measure student performance so that inferences can be made about student achievement in basic skill areas as well as provide a source of information for decision-makers concerning programs and services. Assessments are designed to fairly measure student achievement in different academic subjects. This information is used to: (a) help teachers determine the strengths and needs of students in order to work with them to improve their individual academic skills, (b) let parents know how their child scored in different academic subjects, and (c) provide accountability for DoDEA schools. Assessments include norm-referenced tests and criterion-referenced tests.

## ATTENDANCE

Teachers will maintain a current and accurate daily record of students' attendance in SMS. Attendance for students in Kindergarten to Grade 5 is to be recorded in the system within the first hour of the school day. School attendance and a student's success in class are directly related. DoDDS does not have a compulsory attendance policy. DoD Directive 1342.6-M requires that the installation commander encourage all eligible dependents who have not completed high school to enroll in a DoDDS approved education program.

Excused absences will be granted for illness, family emergencies (i.e. severe illness or death in the family, local hardship situations, religious observations, family trips, and medical or dental appointments which cannot be arranged outside of school time). A written note or phone call from the sponsor is required to establish if the absence is to be considered excused.

If a child arrives to school later in the day after being counted absent, the teacher must update attendance before the end of the school day. If a student arrives after 10:00 or departs before 12:40 they are considered absent for ½ day.

If a student has 3 or more consecutive unexcused absences the teacher will notify the school principal and contact the parents concerning the situation. Work missed by the student during an excused absence must be made up by the student. Work that is not made up may be reflected with lowered grades on the report card. In order for a student to receive a grade on his/her report card, he/she must have been present for **at least 20 days** during that quarter.

Students may be kept after school for assistance in their schoolwork or to work on class projects. Prior permission from the parents is required.

### **Students Returning Home During the School Day**

Students should not be released from school to go home for textbooks, homework, etc., without first contacting a parent for permission to determine if someone is home. Students are under school supervision from 8:00-2:40, except for students

who go home for lunch or who have written parental permission to leave the school grounds during lunchtime. Faculty cannot dismiss a student to return home once he/she comes to school. Send the student to the office with a note explaining the situation. The school principal will make the final decision.

### **CERTIFICATION/RECERTIFICATION**

Educators new to DoDDS should have their DoDDS certificates provided by DODEA. Returning teachers who have completed courses enabling them to be certified in another discipline must update their teaching certification. All certificates must be renewed every six years. During that six-year period a minimum of six graduate credit hours, primarily in your teaching area, are required.

If a teacher has hours sufficient to request a pay lane change, request the form from the school principal. Upon completion of the paperwork, see the school secretary for submission of the package. Make sure you sign and attach your original transcripts for the course(s) you are using for your recertification or additions. The package will be reviewed and faxed to Headquarters, Personnel.

### **CLASSROOM**

Each classroom teacher needs to establish routine procedures for the students. The teacher and the students should plan a consistent daily routine and procedures. Assign students responsibilities for keeping desks, reading table, and furniture neat and orderly. Display students' work regularly by planning, organizing, arranging attractively, and changing bulletin boards frequently. The bulletin boards tell a story of what is going on in the classroom.

#### **Class Location**

Any time teachers hold their class in a location other than normal (i.e. the computer lab, library, another teacher's room, recess, etc.); they need to put a note on the door stating the location where the class will be.

#### **Classroom Security**

Teachers should lock classroom doors if they are to be out of the room. Money, lunches, and other valuables often disappear from unlocked and unsupervised rooms. Destruction of property sometimes occurs. Teachers are held accountable if government items are stolen when left unsecured. Please be sure that upon departure everything is locked and secured and the lights are off. Be aware of possible fire hazards. Check to see that coffee pot(s), microwave, and any other heating equipment is turned off. No one wants to be called in the middle of the night to lock up the building.

Teachers leaving school at the end of the day must make certain that:

- Equipment is secured, (i.e., locked up)
- All lights are turned off

- Windows are closed and locked
- Fan/Water faucets are turned off
- Doors are locked

\*\*The principal reserves the right to move furniture and equipment from one classroom to another classroom at the end of the school year.

### **COMMUNITY STRATEGIC PLAN**

Each school is required to prepare and implement a Continuous School Improvement Plan (CSI). While the Community Strategic Plan (CSP) provides the strategic direction for the DoDEA system, the CSI process provides the vehicle for school change. The principal's primary role is to support and facilitate a collaborative, focused, and results-oriented school improvement process.

Each school develops long and short range plans that address goal one of the CSP based on the school's student achievement data. Schools must follow the planning process as outlined by each area director. The accreditation process validates and provides feedback to schools on the CSI process, goals, and strategies.

### **CRISIS MANAGEMENT RESPONSE TEAM**

The Crisis Management Team is a group of school staff trained in intervention and post-intervention procedures. Team members generally include the principal, school psychologist, health aide, a classroom teacher, and other staff as needed. The role/responsibility of the Crisis Management Team is to assist in: (a) developing a written crisis management plan to guide school staff in responding to a critical incident or crisis event, (b) coping with a critical incident which could lead to a crisis event, and (c) responding to a crisis event.

The Crisis Management Plan addresses procedures for preventing, identifying, and responding to a critical incident, restoring equilibrium during and after the incident, assisting in emotional recovery from the trauma of an incident, and ensuring appropriate communication with all stakeholders, and when appropriate, the public.

A useful reference is the guide: "Practical Information on Crisis Planning" which is available on the Department of Defense Education Activity website. Schools should develop individual Crisis Management Plans based upon the information presented in this guide. Plans may be customized to meet the specific needs of each school community. Crisis Management Teams, drills of emergency procedures, communication protocols, and support structures are all essential factors that come into play when a crisis event occurs. Chaos, confusion, anxiety, and escalation of stress can be greatly minimized if these important factors have been addressed.

## **CURRICULAR AND CO-CURRICULAR ACTIVITIES**

It is DoDEA policy to enrich school curriculum for all students by taking advantage of the cultural, historical, and natural geographical attractions of the local community. Extended trips requiring substantial appropriated funding will be identified in the annual school budget requests. Curricular activities, in and out of school, are intended to broaden the scope of a student's education and interests. School-sponsored trips to the local community, which are completed within a school day, must be pre-approved at least 1 week in advance.

The DSO must also approve any overnight trip conducted within Korea or out of country. If orders are needed, information for obtaining orders must be given to the school secretary at least two weeks in advance. Information that is needed includes:

1. Dates and location of the trip
2. Parent's name and SSN
3. Students' names and SSN
4. Chaperones name and SSN

Sponsors are responsible for coordinating overnight travel arrangements. Faculty, chaperones, and students must carry a current visa/passport for an out-of-country trip.

The principal and a parent of any student not traveling to and from the event with the class must approve any exception to policy in writing.

The sponsor must notify the parent and the main office (secretary) of the following information:

- Date and time of departure
- Mode of transportation
- Estimated time of arrival
- Place of billeting
- Phone number of billeting of host school
- Date of return trip (if available)
- Estimated time of arrival for return trip
- Minimum amount of expense money needed

### **Curricular/Study Trips**

Educational study trips will be planned and conducted in accordance with the following procedures:

1. All school trips must relate to and augment the school's curricular goals and standards, and enrich the scope of a student's education and interests.
2. The value of school trips and the educational benefits derived from participation on such trips should be weighed in relation to the impact that trip participation has upon both the student's and the school's regular educational program.
3. Class trips not considered part of the education program must be accomplished after school hours.
4. Appropriated funds will not be expended for class trips.

5. Participating students will pay a prorated share of costs for any special transportation or admission fees.
6. The cost to students in no way should be increased to cover expenses or chaperone expenses.
7. Faculty members are not considered in a travel status, nor are they authorized reimbursement of any expenses on a study trip.
8. Both preparation and follow-up lessons for a study trip should be planned.

### **Permission Statement**

Parent permission is required for each trip. A Blanket Trip Permission Form Issued At The Beginning Of The Year Is Not Acceptable. The acceptable form (A3) is available from the school principal.

### **Supervision**

Faculty sponsors are responsible for the care of students throughout the course of the trip regardless of its duration and are to provide supervision until students depart the school. The health and safety of all students must receive first consideration. Special care is to be taken to ensure that host nation customs and manners are observed and that the image of Americans in the host nation environment is positive. The adult to student ratio should not exceed 1:10 for grades 6-8 and 1:6 for grades K-5. This is meant to keep the emphasis for the trip on the students. The number of chaperones should be commensurate with the purpose and goals of the trip.

The faculty member sponsoring a trip is responsible for arranging an appropriate in-school educational experience for students who do not participate in the study trip. Students who are not able to participate in a study trip will not be penalized for non-participation.

### **Transportation**

One-day trips should be made primarily to locations within the school's local area. Only under exceptional circumstances should trips be authorized to locations more than 100 kilometers away from the school. Study trips should be scheduled within the normal school day. To provide adequate time during study trips for visits or tours, the recommended rule of thumb is that total travel time (there and back) should not exceed the "time on site." Transportation of students will be arranged through the school principal to the transportation office. Otherwise, it should be arranged via other government agencies, by using government-owned vehicles or by using public transportation. Students are not permitted to ride in parent-driven vehicles while on a study trip.

### **Trip Information**

For all trips outside the base, students must provide the school sponsor with required information including written parental permission. Teacher requests for study trips will be submitted to the school principal using form A2. Once trip

approval is received, faculty sponsors must provide the following information where applicable, to participants, parents, and the school principal:

- Trip purpose and trip destination, with contact addresses and telephone numbers
- Detailed trip itinerary - dates, times, and locations of departures and returns
- Trip eating arrangements and trip costs to be born by participants
- Clothing to be worn or taken
- Materials, equipment, or supplies that must be taken
- Alternate activities in case of inclement weather
- Travel documents/forms, which must be submitted or acquired before trip participation
- Student requirement and responsibilities for accomplishing work missed at school
- Behavior expectations and consequences for misbehavior

A copy will also be provided to all chaperones. Faculty sponsors must have copies of, and provide the school principal with copies of the following:

1. List of trip participants, teacher-sponsors, and parent chaperones
2. Parent signed permission forms
3. Power-of attorney
4. Detailed itinerary and travel arrangements
5. Destination contact addresses, and phone numbers
6. Parent contact forms with full student and parent names
7. Parents' duty/work phones and locations
8. Home addresses and phone numbers, and emergency contact duty/work
9. Copies of all information sheets given to participants and parents
10. Copies of permissive travel orders for teacher-sponsors (not required for day trips).

A First Aid Kit is required for all educational trips and is available for checkout from the health aide. Faculty sponsors are also required to carry a Cell Phone with them. If an emergency situation occurs, the sponsor is responsible for notifying the principal as soon as possible after the appropriate emergency action has taken place. Listed below are military telephone numbers to call from economy telephones to get medical assistance in case of an emergency.

From on/off post to:

Health Clinic 762-5415 055-540-5415

Security on-base: 762-5345 Security off-base: 055-540-5345/055-545-5927

Korean National Police (emergency): 119

Korean National Police (Chinhae): 055-544-8816

Before the bus departs, a list of those actually going must be given to the school secretary.

## COMMITTEES

### **Discipline Committee**

The Discipline Committee is appointed for a year in order to avoid the appearance that members are appointed in response to individual cases. The committee must include community members and is independent of the principal, who must propose the student discipline involving long-term suspension or expulsion. If the committee agrees with the principal's decision, then the committee's decision becomes the school decision. Otherwise, the district superintendent makes the final decision. One of the teachers is the chairperson of the Discipline Committee.

### **Social Committee**

The Social Committee consists of teachers who have volunteered their time and talents to plan fun faculty activities. The social activities truly make a positive addition for the faculty. The members meet on an as needed basis.

### **Student Support Team (SST)**

The Student Support Team (SST) meets on an as needed basis. Teachers, staff members, student or parents may initiate a student referral to the SST. Members of the SST include the chairperson, school psychologist, referring teacher and a minimum of one other teacher from a similar instructional area, and school principal on an as needed basis. The identified concern that initiated the request for assistance is then discussed and an action plan outlining interventions to address the concern(s) may be developed. This plan details who is responsible for specific actions. The SST may schedule a follow-up meeting to evaluate the effectiveness of the plan and the extent to which the recommended strategies have been implemented. The plan shall be modified as needed. The SST process is different than a pre-referral to Special Education in that it seeks to reorganize, modify, and or remediate instructional and or management practices to meet the individual need(s) of the student. If problems continue, the SST may recommend a referral to the Case Study Team.

### **Technology Committee**

The members of the Technology Committee analyze issues surrounding the integration of computers, software, and technology with curriculum. Additionally, the committee assesses technological advances that directly impact teachers and students. The committee makes recommendations for future purchases and technology needs, which affect the way that educators will use technology in the classrooms. The chairperson for the Technology Committee is the Education Technologist.

## COMMUNICATION: SCHOOL/COMMUNITY

Parent emails, installation television, and flyers disseminated throughout the base are among the most effective ways to get information out to the community. All parents should sign a release form at registration that permits their child to be photographed or interviewed by the press or by internal DoDEA offices. Local

commercial media should have their story lines approved at the district level before permitting them to interview or photograph within the school. When promoting a special program or activity within the school, flyers can be posted in the community to ensure wide dissemination of the information. The use of school letterhead is reserved for official communication, and as such, requires the signature of the principal along with the originating faculty member. Communication with parents does not require official stationery.

### **CONTROVERSIAL MATERIALS/ ISSUES**

DST 1005.1, "DoDDS Administrator's Guide," provides the basic guidance for the handling of controversial materials and issues in the school. It is the policy of C. T. Joy Elementary School that parents will be informed prior to the presentation of such materials in the classroom or within the curriculum. It is intended that controversial and sensitive issues are presented objectively and in an informational manner with all aspects of the subject provided. The DoDDS curriculum includes topics regarding ethics, family, morals, and religion. The instructional program will ensure that controversial matters are handled in an appropriate manner for the protection of all parties concerned.

### **CURRICULUM**

The 2006-2011 DoDEA Community Strategic Plan (CSP) addresses the need for: (a) a systematic process for periodically reviewing and revising curriculum standards, (b) purchasing materials, (c) identifying software and technology infrastructure requirements, (d) aligning assessments, (e) developing curriculum tools, (f) disseminating best practices, and (g) assessing the quality of curriculum standards implementation.

#### **Anti Terrorism Awareness**

The Anti Terrorism Awareness program for students is integrated as a permanent part of the school curriculum. Antiterrorism awareness addresses the basics of personal safety and security in classes, through age-specific security awareness videos.

#### **Accommodation Plan**

The Accommodation Team designs a DoDEA Accommodation Plan, which is a group of DoDEA educators. The Accommodation Plan is for students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. This is not special education legislation but civil rights legislation. Thus, general education takes the lead in the implementation of the process and delivery of accommodations to provide appropriate educational services for students who have been identified, evaluated, and qualify.

### **DISCIPLINE**

Students are expected to: (a) attend school regularly, (b) be diligent in their studies, (c) conform to school rules and regulations, and (d) conduct themselves in a manner that respects the rights of others. Students are expected to behave responsibly at

school and at school-sponsored or school supervised events. Every student has the right to expect courtesy, fairness, and respect from school personnel and other students. Students have a responsibility to respect the rights, authority, and property of students, teachers, the school principal, and all others included in the educational process.

The best discipline works to correct the behavior, not just impose punitive consequences. Teachers are encouraged to provide clear explanations of class expectations the first week of school. Consistent implementation of these expectations will assist students in creating the appropriate behaviors that you desire. If and when inappropriate behavior occurs, teachers have a responsibility to address it with the student. If this does not correct the behavior, elevating the concern by contacting the parent and involving their support is the next step. This must be done before referring a student to the office for routine disturbances (i.e. excessive talking, excessive horseplay). If all of the previous efforts of the teacher have not achieved the desired behavior, an office referral can be written upon the next offense.

Please do not send a student to the office without a written referral. If it is important enough to send a student out of the room at that moment, then it is important enough to write up the circumstances of what has happened. Do not send an upset student to the office alone. Offenses of a more extreme nature, such as a fight with injuries, should be referred to the office immediately. Our goal with discipline will always be to correct the behavior for the long-term. Punitive actions may not always be a part of the consequences, but corrective action will be.

All faculty members are responsible for correcting students in the appropriate manner and as the situation dictates. The school principal will meet with students to review and emphasize appropriate behavior guidelines and the disciplinary consequences of inappropriate behavior. Proper supervision by classroom teachers or paraprofessional aides is essential to the development and maintenance of appropriate discipline standards.

The discipline program is based upon two beliefs:

1. Solving problems at the lowest level
2. Firm, fair, and consistent treatment for all students

Classroom teachers should resolve the majority of discipline/behavior problems in the classroom. All classroom teachers must have a classroom discipline plan on file in the Principal's Office.

## **Classroom Discipline Plan**

Each teacher's classroom discipline plan must include the following 5 steps:

1. Teacher counseling student and specifying appropriate behavior expectations
2. Phone call to parent
3. After school or lunch detention
4. Parent/teacher/student conference
5. Referral to the school principal for school-wide discipline

Discipline procedures should not include:

1. Isolating a student in the hall outside the classroom
2. Using of corporal punishment/ any physical punishment: Hands off is the best policy.
3. Using ridicule or inappropriate language

## **Bullying/Harassment**

DoDEA is committed to providing all students with a safe and supportive school environment. A student, either individually or as a part of a group, must not harass or bully others. Prohibited conduct includes, but is not limited to, (a) physical intimidation, (b) taunting, (c) name-calling, and (d) insults. Derogatory comments regarding the race, national origin, marital status, sexual orientation, gender, religion, disability, characteristics, or associates of a targeted person is prohibited. Violation of this policy will result in disciplinary action.

## **Dress Code**

Students are expected to dress appropriately in a way that is consistent with a positive learning environment, that does not interfere with the educational performance of other students, or that causes a health or safety problem. Apparel worn to school should be neat and clean and should not disrupt the teaching/learning experience. Items of clothing displaying language that is vulgar/obscene or clothing which promotes/depicts drugs, alcohol, tobacco, drug paraphernalia, violence, hate speech, or gang symbols is prohibited.

## **Due Process**

Students will not be deprived of their liberty, property, or right to attend school and participate in school activities without due process of law. Due process requires that the student be furnished, at a minimum, notice of the charges against him/her, an explanation of the evidence against him/her, and an opportunity to reply to the charges.

## **Laser Pointers**

Students are prohibited from possessing or using laser pointers on school property, on school-owned and operated buses, chartered buses, or when participating in school sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action.

## **Search and Seizure**

DoDEA respects the privacy of all individuals, including students. Search and seizure of school property or a student's property, or search of a student's person on school property or when participating in school-sponsored or school-supervised activities, will be conducted according to procedures that are consistent with the law, the student's right to privacy, and the school's need to enforce rules and regulations. Desks, lockers, and storage spaces, which are provided to students without charge, are the property of the school.

General inspections of school property on a periodic or random basis may be conducted at any time by the principal or his/her designee. The principal or his/her designee may conduct an inspection of an individual student's desk, locker, or storage space when there is reasonable grounds to believe it contains illegal drugs, weapons, stolen property, or other contraband, provided that the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student should be made prior to conducting the search. The search should be conducted in the presence of a witness. The principal or his/her designee may conduct a search of a student's person provided that the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. A school official, who is the same gender as the student, should conduct the search. Such a personal search may extend to pockets; to the removal and search of outer garments such as jackets, coats, sweaters, or shoes; and to items such as pocketbooks or backpacks. If a search of a student's person is conducted, the principal or his/her designee should notify the student's parent of the search as soon as is reasonably practical under the circumstances.

## **Technology Use**

Student computer and Internet access through the DoDEA network is a privilege not a right and shall only be used for education and research consistent with DoDEA's educational objectives. Students must sign a student Computer and Internet Access Agreement and, if they are under the age of 18, by their parent, before computer and Internet access will be granted. Students who violate terms of the Student Computer and Internet Access Agreement will be disciplined.

## **DUTIES/DUTY DAY**

Normal duty hours for all teachers are 7:40 AM to 3:10 PM. All teachers are expected to be on campus and available during the duty day. Remember that prep time is duty time. Routine trips to the Post Office, etc., should take place after the duty day. If it becomes necessary for you to leave the school premises to conduct business that you cannot complete during non-duty time, it is necessary for you to sign the 'sign-out' log prior to your departure and sign-in when you return to campus. This log is maintained at the main office.

### **Other Duties as Assigned**

All faculty members are tasked with ensuring proper behavior of all students in every location. Special attention must be paid to those times of the day when the students are not under the direct supervision of their classroom teacher, such as the time students are supervised by aides in the lunchroom.

### **END OF YEAR CHECKOUT**

Each returning/departing teacher is required to have the end of year checkout form completed before final clearance for the summer. Departing teachers have additional school and base checkout requirements. Elementary teachers need to turn in reading folders and a copy of report cards to the office.

Before leaving for the summer, all teachers need to:

- ✓ Clear decorations
- ✓ Remove staples/tape from all walls and surfaces
- ✓ Clear desk and countertops
- ✓ Label locked cabinets for contents
- ✓ Return books to the Library
- ✓ Clean computers and printers surfaces
- ✓ Turn in an inventory of textbooks
- ✓ Collect and discard consumed workbooks
- ✓ Turn in grade books, grading keys, and grading instructions
- ✓ Turn in room, cabinets, and desk keys
- ✓ Submit summer leave itineraries
- ✓ Clean out all items in Office and Faculty Room; i.e. mailbox, refrigerator, etc.

### **ETHICAL AND LEGAL ISSUES**

#### **Confidentiality**

We must always be aware that this is a small community and news - any news - travels fast. You can be assured that any information that you share will pass on to others. Parents have the right to expect that information about them or their child, as it relates to school, will be treated in a professional and confidential manner and will not be discussed outside of school or with anyone not having a legitimate professional need to know. Please keep this idea in mind in all social contacts.

#### **Duplication of Materials**

The copy machine in the office is available for use by the faculty. Copyright law covers words, pictures, movies, music, and computer software. Because information can be downloaded from the Web, photocopied, or recorded does not mean that it is legal to do so.

#### **Guidelines**

A single copy may be made of any of the following by or for a teacher at his/her individual request for scholarly research or for use in teaching or in preparing to teach a class:

- A chapter from a book or an article from a periodical or newspaper

- A short story, short essay, or short poem, whether or not for a collective work
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

Multiple copies (not to exceed more than one copy per pupil in a classroom) may be made for classroom use or discussion by or for the teacher teaching the course provided that the test of brevity, as defined below, is met:

- A poem or an excerpt of a poem that is less than 250 words
- A complete article, story, or essay of fewer than 2,500 words
- An excerpt from prose of not more than 1,000 words or 10 percent of the work, whichever is less
- One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue

Each copy must include a notice of copyright (e.g., “Soft-Art Dictionary and Soft-Art Dictionary Program: Copyright 1984-1992, Trade Secret, Soft-Art, Inc. All rights reserved.”)

### **Prohibited**

Prohibited copying includes:

- Copying of or from works intended to be “consumable” in the course of teaching (e.g., workbooks, exercises, standardized tests, test booklets, answer sheets, and other such consumable materials)
- Use of copying as a substitute for the purchase of books, reprints, or periodicals
- Repeated copying of the same item by the same teacher from term to term

### **Endorsements of Commercial Products**

Many publishers and other vendors of products to DoDDS attempt to cultivate the goodwill of their company within DoDDS and to express thanks for DoDDS’ patronage by making gifts of educational products to the school. Neutrality by DoDDS cannot be achieved if DoDDS routinely accepts or displays products, which promote the publisher’s name. Officials of the Department of Defense are prohibited from endorsing any commercial product. Accordingly, as a general rule, no gift, which prominently contains the name of a commercial vendor, especially if it is for public display, should be accepted. Gifts of this type, which are already in possession of our schools, must be removed from public display unless the prominently displayed name of the company is removed or permanently covered over.

### **Fraud, Waste and Abuse**

All DoDEA employees are encouraged to report fraud, waste, abuse, and mismanagement without fear of reprisals. Reports of fraud, waste, and abuse can be made through the Department of Defense (DoD) Hotline Website at: <http://www.dodig.osd.mil/HOTLINE/index.html>

The Office of Compliance and Assistance (OCA) serves as DoDEA's control point for all Department of Defense Inspector General (DoDIG) hotline referrals and for other administrative investigations. Complaints, and sometimes requests for assistance, are identified by individuals and other sources through: (a) the Department of Defense Hotline program, (b) military service IG referrals, and (c) direct referrals. The DoDIG routinely receives complaints through telephone calls, mail, or in person. Each complaint is assigned a referral tracking number and is reviewed for possible investigative or audit interest. When OCA receives a complaint referral, the nature of the complaint is determined. It is then forwarded to the appropriate management official for review. Normally this will be a senior management official such as an area director. The OCA staff works with program officials to assist in determining the optimum manner in which to obtain information or evidence and to report on the results of the inquiry. OCA provides recommendations for corrective actions and follow-up to ensure completion of agreed upon recommendations. It also performs the administrative processing, coordinating, and reporting for investigations, hotline/whistleblower complaints, and other inquiries.

Every effort is made to ensure the confidentiality of complainants to the maximum extent possible. Routine complaints of a minor nature may be coordinated directly between a school and local military inspector general.

### **Equal Employment Opportunity - Religion**

Equal Employment Opportunity (EEO) is the right of all persons to work and advance on the basis of merit, ability, and potential. Federal fair employment laws prohibit discrimination and require the government to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disabling condition, or reprisal. Accordingly, policies provide for the fair and equal treatment of employees and applicants for employment in all personnel management and employment decisions. Each employee is responsible for ensuring EEO by treating all co-workers fairly and equally, by fostering a spirit of cooperation, and through good human relations in a working atmosphere free of prejudice, ill feelings, or resentment.

In their private time, employees may discuss religion with willing coworkers in public places to the same extent as they may discuss other subjects, so long as the public would reasonably understand the religious expression is that of the employees acting in their personal capacities.

### **Standards of Conduct**

Civilian employees are reminded that they must comply with prescribed standards of conduct in all official matters. They are expected to maintain the high standards of honesty and integrity required to keep public confidence in the military. To this end, all civilian employees:

- Are expected to discharge their just financial obligations in a proper and timely manner
- Are prohibited from representing anyone else before a court or government agency, except in discharging their official duties in a matter in which the U.S. is a party or has an interest
- May not receive any salary or supplementation of their government salary from a private source as pay for their services to the government
- May not participate in matters in which their government actions or decision will have a direct predictable effect on their financial interests

### **Conflict of Interest**

DoD Personnel shall not engage in any personal business, professional activity, or receive or retain any direct or indirect financial interest, which places them in a position of conflict.

### **Gratuities**

DoD Personnel and their immediate families shall not solicit, accept, or agree to accept any gratuity, either directly or indirectly, from sources that seek business or financial relations of any sort with any DoD component. These gratuities may come in the form of meals, transportation, and/or sporting events.

### **Political Activities**

An employee has the right to vote as he/she pleases and the right to express his/her opinion on all political subjects and candidates. An employee may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election. An employee may not take an active part in political management or in a political campaign, except as permitted by law or regulation.

Moreover, by policy within DoD, employees may not engage in any activity that could be interpreted as associating DoD with any partisan cause or issue. Activities prohibited include, but are not limited to:

1. Serving as an officer of a political party, a member of a national, state or local committee of a political party, an officer or member of a committee of a partisan political club, or being a candidate for any of these positions.
2. Organizing or reorganizing a political party organization or political club.
3. Directly or indirectly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions, or other funds for partisan political purpose or in connection with a partisan election.
4. Organizing, selling tickets to, seeking support for, or actively participating in a fund-raising activity of a political party or political club.
5. Taking an active part in managing the political campaign of a candidate for public office or political party office.
6. Being a candidate for or campaigning for an elective political office.
7. Taking an active part in an organized solicitation of votes in support of or in opposition to a candidate for public office or political party office.

8. Acting as a recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or candidate in a partisan election.
9. Driving voters to the polls on behalf of a political party or a candidate in a partisan election.
10. Endorsing or opposing a candidate in a partisan election in political advertisements, a broadcast, campaign literature or similar material.
11. Serving as a delegate, alternate or proxy to a political party convention.
12. Addressing a state or national convention or caucus, or a rally or similar gathering of a political party in support of or in opposition to a candidate for public or political party office, or on a partisan political question.
13. Initiating or circulating a nominating petition for a candidate in a partisan election.

### **Penalties**

Because of the severe penalties for improper political activities, employees should first make sure that any political activity they wish to engage in is permitted. If employees have questions concerning the appropriateness of particular activities, they should contact their base legal office prior to engaging in the activities.

### **Religion in Schools**

DoDDS-Pacific is conscious of the numerous beliefs in our communities with regard to religion. The U.S. Constitution, Federal Laws, DSK Manual 2050.1, Students' Rights and Responsibilities in the Department of Defense Dependents' Schools, and related court rulings clearly establish the concept of separation of church and state. DoDDS-Pacific is charged with the obligation of maintaining neutrality in the matter of religion. Our schools shall not promote any religious belief or non-belief, and none shall be disparaged. Programs and instruction, which teach about religion and its role in the social and historical development of world civilization, do not violate the religious neutrality of our schools.

Programs and instruction, which provide indoctrination in religious observances, devotions, or celebrations, must be avoided. The key is that each project should have an instructional objective, which is secular and not intended to advance any particular religion. Since it is essential that the students understand and appreciate the role of religion in our recorded history, the study of religion from a literary or historic viewpoint may be maintained as part of the curriculum. Cultural materials having a religious origin are not prohibited as long as the material to be used or studied is of secular educational value to the classes concerned.

All activities such as programs, assemblies, and graduation exercises will serve an educational or cultural purpose. Time spent in preparation will be in proportion to educational value. Public performances of music and arts, which include religious content, should do so on the independent secular educational merits of the inclusion and should seek to give exposure to many cultures and religious expressions.

## **Sexual Harassment**

Sexual harassment is a violation of the standards of conduct. DoDEA takes very seriously its commitment to stopping sexual harassment in the workplace. Any employee who believes he or she is the victim of sexual harassment should make it clear to the individual doing the harassing that such behavior is unwelcome. All allegations of sexual harassment are investigated and appropriate action taken. The Department of Defense has defined sexual harassment as:

“Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, 2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person, or 3) Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.”

Sexual Harassment Is Unacceptable Conduct and Will Not Be Tolerated At Any Level.

### **Employee to Employee**

Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. Sexual harassment includes, but is not limited to, the following examples: (a) unwelcome sexual advances, (b) making sexually offensive remarks to fellow employees, (c) treating employees differently because of their sex, or (d) the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with the principal.

### **Employee to Student**

Sexual harassment of students includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would reasonably be construed as sexual in nature. In the instance of employee to student sexual harassment, it doesn't matter who initiates the contact or whether the contact is welcome or not. Avoid all physical contact that may be represented by the student as sexual in nature.

### **Student to Student**

Sexual harassment may also occur between students. When this is observed, the faculty member should report the activities to the administration and let them take whatever action is deemed necessary and appropriate.

## **Telephone**

Using a military or school commercial telephone for business gain constitutes a conflict of interest. Listing the school telephone number, as a contact number for a business transaction is not authorized.

## **Use of Government Facilities**

Individuals must not directly or indirectly use or allow the use of government property or resources of any kind for other than officially approved activities. This means that teachers, U.S. or Korean, cannot charge for private lessons or tutoring using government property such as:

- Music lessons using government piano or instruments
- Typing lessons/computer instructions using school facilities
- English lessons in the school building

If you have any questions about any type of business activities, you are required to consult the principal.

## **EXTRACURRICULAR DUTY ASSIGNMENTS**

At the end of each year, teachers will receive a list of current extracurricular activities being offered at the school. All teachers will have a chance to apply for the desired activities. Under no circumstances will an employee be paid extra-duty compensation for work performed during an employee's scheduled duty day. Non-TP employees who are eligible for appointment to a substitute position may receive compensation for performing an extra-duty assignment.

Extra-duty assignments normally will be announced or posted before the end of the second week of the school year. Tentative assignments may be announced or posted two weeks before the closing of the previous school year. The principal makes the selection for these positions as evenly as possible throughout the faculty on the basis of experience, previous sponsorship, and distribution of the activities. Employees selected to perform an extra duty assignment will complete a Memorandum of Understanding for each assignment. This agreement will identify the school year, the type of assignment, estimated maximum number of hours to be worked, and the approved amount of compensation. Employees are responsible for recording the number of hours monthly when extra-duty work is performed. To receive payment for an extracurricular activity, a teacher must submit a list of the hours spent sponsoring the activity. No credit will be given to hours spent during the school day with the exception of lunch. Extracurricular pay can only be granted for activities outside the normal duty day. This policy is necessary to prevent double pay for any period of time.

It should be noted that not all extracurricular activities are paid activities.

## **FACILITIES**

### **Custodial Services**

Custodians are contracted by the military, but DoDDS pays for the contract. All comments concerning the service should be in writing and given to the school principal.

### **Outside Organization Use**

School facilities may be used by outside organizations during other than normal school hours with the approval of the school principal. Organizations are usually limited to those of a morale, welfare, or educational nature. School equipment and supplies must be preserved for school programs and should not be a part of the building usage privilege.

## **GOVERNMENT PROPERTY**

Government property such as typewriters, office machines, calculators, etc., is not to be loaned out for personal use. Unauthorized issue for home use could result in pecuniary liability. Issue or loan of DoDDS property for personal use is prohibited except for property specifically authorized for such use (e.g., band instruments, athletic equipment, special education equipment, and other qualifying equipment).

### **Use of Government Property**

DoD personnel have a duty to protect and conserve government property. Government property, facilities, and personnel shall be used only for official government business. DoD personnel shall not use, directly or indirectly, or allow the use of any government property, including property leased to the government, for other than official purposes.

## **GRADES**

Grades measure academic performance and indicate the student's level in meeting achievement of DoDEA academic standards and curriculum objectives. Percentages used in grading must correlate to the DoDEA grading scale. Student progress should be reported in a useful and understandable way to the student and parents. The grade given should reflect the teacher's professional evaluation of student achievement and must be clearly justifiable by the teacher.

### **Grade Books**

Grade books must be turned in at the end of the school year and become a part of the documentation that is kept on file in the office. However, the lesson plans are available to the teachers the following school year. Grade books must be accurate, up to date, and easily read by someone other than the teacher. If a grade is inadvertently left off of a report card, the office must be able to easily compute that grade from the data recorded. The grade book is also the official attendance record for all students.

## HANDBOOKS

Teachers should keep the Civilian Personnel Handbook for DoDDS Pacific Employees, Faculty Handbook, and the Parent Student Handbook together and be familiar with their contents.

## HOMEWORK

Homework is defined as assignments to be done outside the classroom to: (a) reinforce classroom instruction, (b) increase understanding and retention, (c) transfer and extend classroom instruction, (d) prepare for classroom instruction, and (e) provide classroom enrichment opportunities. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.

Homework assignments shall be designed to meet the needs and ability of individual students. Homework will be done outside of class time, not during instructional time. The burden that homework places on a student will be considered when assignments are made. Consideration should be given to school events and other subject area requirements. The teacher will:

- Identify the degree to which homework affects the determination of a student's grades
- Provide clear, concise directions for completion of homework assignments
- Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment
- Evaluate, review, and return homework in a timely manner
- Periodically discuss with the student and his/her parent, the student's academic progress, including performance on homework assignments

The following ranges of hours per week of homework are provided as guidelines under DoDDS system wide homework policy.

<u>Grades</u>	<u>Hours (Range)</u>
1-3	2-4 hours
4-6	5-6 hours
7-8	7-9 hours

## INSTRUCTION

The principal will schedule the required hours of instructional time, the length of the lunch period, the length of "passing" time between classes, recess time, the time and placement of the co-curricular activity period, and any other required time periods in accordance with local needs and any applicable negotiated agreements.

### **Daily Schedules: Elementary**

Classroom teachers' daily schedules may be developed when applicable. Many present classroom practices do not lend themselves to rigid time schedules. Teachers must provide appropriate emphasis to the various curriculum areas and the DoDEA curriculum content standards. Individual class schedules must be submitted to the school principal by all elementary teachers, within approximately two weeks after school begins.

## **Lesson Plans/Grade Book**

Systematic planning for achievement of learning goals is a major factor in a successful instructional program. Teachers will maintain lesson plan books on classroom activities one week in advance. These lesson plan books are considered government documents and must be turned in at the end of the school year. The lesson plan book will be kept in the classroom and will be reviewed periodically by the administration. Lesson plans will assist substitute teachers during unexpected teacher absences. Each teacher needs to have emergency lesson plans for at least three days. The following information needs to be kept in Lesson Plan Books:

1. Daily Schedule
2. Attendance and class roster
3. Student Grades and Grading criteria

A key to the grading system will be included so that the principal can determine how grades were assigned so that parent questions can be answered during the summer or by a long-term substitute when the teacher is absent. In case any problem with a parent or student develops into mediation or legal issue, your lesson plan/class record book, anecdotal records, desk calendar, etc., are considered legal documents and may be used as evidence.

### **Emergency Lesson Plans**

Emergency lesson plans should be kept in a separate folder, which is readily available for a substitute. Emergency lesson plans could be activities that are not related to your basic textbook preparations in reading, math, etc., but are meaningful activities that could be done any time, (art activities, review math skills, a literature book to read to the class, a pre-planned science demonstration, etc.). If you are called away at short notice because of illness or emergency leave, and you could be gone for three to four weeks, the substitute would have at least three days of planned activities. This provides time for a substitute to make long range lesson plans.

### **LEAVE**

Additional information is contained in the Civilian Personnel Handbook for DoDDS Pacific Employees.

A form SF-71 must be completed for any type of leave. Requests for educator leave, advanced leave, and leave without pay of less than 30 days will be submitted by the employee requesting leave. The employee must indicate the specific type of leave requested and, if requested, provide an explanation of the circumstances justifying its approval. The minimum unit of paid leave, leave without pay, or absence without leave is one half day (4 hours).

When appropriate, documentation, including medical certificates, will be attached to the request. Such requests will be submitted to the principal as far in advance as possible, normally, at least three working days prior to its proposed use. Medical certificates may be required to support absences for illness when an absence

exceeds 3 days or for shorter periods when there is reasonable cause to believe that the leave privilege has been abused.

When sudden illness or an unforeseen personal emergency prevents the employee from requesting leave in writing, the employee may contact the principal or the school secretary verbally to request approval for the use of leave. If such circumstances prevent an employee from requesting approval of sick leave in advance, the employee shall contact the principal as quickly as possible. The employee must make every reasonable effort to contact the principal prior to the beginning of the workday.

An employee may withdraw a request for leave without penalty prior to the time such leave begins provided the supervisor has reasonable time to withdraw any offer of employment which has been made to a substitute teacher prior to the time the substitute departs for the work site.

The approval or disapproval of requests for leave is at management's discretion.

### **Delayed Arrival at the Beginning of the School Year**

When an employee is delayed solely at the fault of the government or an act of God during the performance of initial travel overseas or during the return portion of renewal agreement travel, the employee will be paid for those duty days occurring prior to the date of arrival. An exception to this rule is when job offers are made with less than 15 days before the beginning of the school year. Determinations in this regard will be made on a case-by-case basis. Delinquency in requesting or reporting for travel is considered to be the fault of the employee.

### **DoDDS Directed Training**

When DoDDS directs an employee to attend specific training, including time and place, and requires the employee to depart before the end of the school year or return after the start of the school year, the duty days missed will be excused. These determinations will be made in advance on an individual basis and will be documented in writing.

### **Early Departure/Late Return Of School Level Personnel**

The role of school level personnel to provide a complete educational program throughout the entire school year is of primary importance. All requests for early departure or late return should be viewed in this relationship. A request for early departure or late return should be considered only if its purpose is directly related to the educational job of the person requesting the exception. Prior to any approval being granted, the person requesting the exception will discuss all alternatives in writing in a timely manner. Approval may not be granted unless qualified personnel are locally available to provide a commensurate educational program. If all the above criteria are met, then the District Superintendent may approve early departure or late return.

Requests for early departure or late return for other than educational purposes will be forwarded by the principal to the District Superintendent.

### **Emergency Leave**

It is requested that school civilian employees advise their relatives in the states to contact their Local Red Cross to have an emergency situation verified. They in turn will advise the Red Cross of the situation and the individual will in turn be notified. Red Cross does not grant leave, nor do they make recommendations. What they are requested to do is to verify the situation through medical, legal, or other agencies. They relay this information to the individual who then, with the counsel of the supervisor, decides if leave is necessary. Red Cross is then requested to relay this information to the proper civilian employee's Civilian Personnel Office.

Please remember that Red Cross needs the family in the States to request this information. If additional information is needed, please call the Red Cross at 768-7993.

Emergency leave is deducted from accumulated leave.

### **Leave without Pay**

Requests for the use of leave without pay in excess of 3 days but less than 30 days are subject to the approval of the District Superintendent. Requests for leave without pay in excess of 30 days or advanced leave in excess of 10 days are subject to the approval of the Area Director. Requests for leave without pay in excess of 30 days or advanced leave in excess of 10 days shall be submitted through supervisory channels to the Area Director. Supporting documentation must be attached.

### **MAIL**

Faculty members are expected to have all personal mail sent to their personal boxes at the Chinhae Comfleact Mail Room.

### **Electronic Mail**

E-mail may not be used in any way that interferes with official duties, undermines readiness, reflects adversely on DoDEA, or furthers personal commercial purposes. Employees have permission to use their computers to use Internet resources for professional development, personal reasons such as routine email correspondence with a child away at college, or reading a business magazine's Website, but only before and after work hours, during a lunch period, or other authorized break during the day. The government Internet may not be used to place wagers on sites used to auction and advertise items, (e.g., E-bay.com). While short personal messages are acceptable, other non-official uses are prohibited. Storage of personal electronic mail messages must be restricted and not impose an adverse disk space burden on government equipment. Electronic mail users must exercise common sense, good judgment, and propriety. Using office automation or electronic mail

systems for the following purposes is prohibited by DoDEA and in some cases is unlawful:

1. Distributing information on any non-government activities, including but not limited to charitable events, religious observances, fund-raising, and personal business
2. Transmitting obscene or sexually offense messages, pictures, or URL links to pornographic sites
3. Sending messages that are harassing or threatening in intention, or offensive on racial, religious, or demographic grounds

Employees who misuse the system may have their electronic mail privileges withdrawn and are subject to disciplinary action. DoDEA considers electronic mail messages to be government property, and officials may access those messages where a legitimate government purpose exists.

### **Official Mail**

DoD provides government envelopes for school business correspondence. When you are using these postage-free materials, an individual's name may not be used as part of the return address. Envelopes are pre-printed with the C. T. Joy Elementary School's address. Mail using these envelopes must be mailed through the military distribution system and should not be dropped in the U. S. postal mailboxes. Personal correspondence may not be mailed using government-funded postage. The mailing of Standard Form (SF) 171 or any other form of application for employment at government expense is prohibited.

### **Mail Procedures**

If you mail packages to yourself and list C. T. Joy Elementary School first followed by you name, the FPO considers this official mail and it will be delivered with school mail. If your name appears first, the box will be considered personal mail. The address must be written or printed in all CAPS.

Personal

YOUR NAME  
C. T. Joy Elementary School  
PSC 479  
FPO AP 96269

Official

C. T. Joy Elementary School  
PSC 479  
YOUR NAME  
FPO AP 96269

### **OPEN HOUSE**

All classes' hold an Open House during the early Fall. Teachers should present a general overview of educational programs, behavior management plan, homework,

grading policy and display the textbooks in the classroom. This time is not intended for parent/teacher conferences.

### **PARENT/TEACHER COMMUNICATION**

Teachers are encouraged to stay in close contact with parents throughout the school year. Establishing good parent/teacher communication can make a major contribution to the quality of a student's academic progress and behavior. The following are suggestions which may be helpful in planning ways to keep your students' parents informed about their child's progress:

1. Be open and honest with parents about your evaluation of their child's ability and behavior.
2. Solicit background information about the student from the parents. Ask the parents for suggestions and input to help you determine what motivates and interests their child.
3. Remember that if you see a problem developing you should contact parents before it becomes serious. At this time it will be easier to defuse and resolve.
4. Emphasize to parents that they need to work with you as a team so that a student cannot manipulate parents and teachers against each other.

Teachers are encouraged to discuss student performance and behavior with the parents when needed. Progress reports to the home are also informative. Some parents may wish to be advised periodically through weekly or bimonthly reports. Letters sent to parents describing class activities, special programs, or class rules are encouraged. Provide a copy to the administration. All notes received from parents should be kept on file. The health aide should be notified of absences, which may indicate illness or injury.

### **Anecdotal Record of Parent/Student Contacts**

Any parent contact of a possible significant nature, including notices of poor conduct, poor academic performance, problems of social adjustment, significant mood changes, notices of excellence in achievement, behavior, etc., should be documented. This will provide a reference when making referrals to CSC, discipline, etc., where documented student and parent contacts are necessary.

### **PARENT/TEACHER CONFERENCES**

Conference with parents should be held anytime there are academic or behavioral concerns. Each classroom teacher will hold parent-teacher conference following the first nine-week marking period. School time will be given for this conference. Conferences should be arranged so that parents and the teacher have complete privacy. The school principal will participate, if requested. At times, students may also be asked to attend a conference. Teachers are encouraged to confer with parents at any time throughout the school year regarding students' progress and/or behavior. Teachers arrange their own conferences with parents. Parents should be

encouraged by teachers to schedule conferences at any time throughout the school year. An enlightened parent is generally a cooperative parent.

Individual conferences will be scheduled for the parents of all elementary students at the end of the first quarter. Conferences shall be held with parents to discuss student progress, behavior, and/or other school-related concerns. Release time is authorized to accomplish this. Parent conferences will also be scheduled at the end of the third quarter.

### **PARTIES**

It is appropriate to share the celebration of a special holiday with your students by doing extra class activities. Examples would be Chusok, Lunar New Year, the December holiday season, or end of the year. These activities should be reserved for these types of holidays. Regular pizza parties or other classroom parties should not be scheduled. The times for parties should be limited to no more than 2 hours. Our goal at C. T. Joy Elementary School is to maintain a strong academic focus.

### **PERFORMANCE APPRAISALS**

Each employee must receive a performance appraisal plan, which identifies the level of performance that must be met to obtain a rating of “fully successful.” Each employee must receive an annual rating of record. GS employees are evaluated on a 5-level appraisal system. The rating cycle for DoDDS employees is from May 1 through April 30. Employees must receive at least one (1) mid-year review. An employee may be denied a within-grade increase if his/her performance is less than “fully successful.”

DoDDS educators progress through a 2-level system: provisional and professional. All educators new to DoDDS will be placed at the provisional level for a two-year period. Employees will receive close supervision, three (3) formal observations per year, and an annual rating of record. All current employees with more than two years of acceptable experience with DoDDS will be placed at the professional level. Employees will develop a Professional Growth Plan (PGP) yearly, will be placed in the formal observation cycle every three years, and will receive an annual rating of record. The PGP is a written statement of intent by the educator while at the professional level. The primary purpose is to place emphasis on professional growth through a process of effective teaching and learning practices, and professional self-assessment. The rating cycle is from May 1 through April 30. Educators will be rated on standardized professional performance elements and standards. The rating for each element will be “satisfies” or “does not satisfy.” The summary rating for appraisals will be either “acceptable” or unacceptable.” There are provisions for an intervention program to improve a teacher’s performance if the performance is found to be deficient.

At any time that a non-probationary employee’s performance falls to an unsatisfactory level on one or more critical elements, the employee is notified of the

deficiencies and provided with an opportunity in which to improve. The length of the opportunity period will vary depending on the nature of the deficiencies; however, it is normally from 30-60 days. If an employee's performance does not improve to a satisfactory level by the end of the opportunity period, action should be initiated to remove, reduce in grade, or reassign the employee.

### **PROGRESS REPORTS**

If you have any student in danger of receiving failing grades during a grading period, be sure to send a Progress Report to the parents several weeks in advance so they can discuss it with their child. Normally, parents are notified of unsatisfactory student achievement at the end of the fourth week (midway) in each marking period. Dates for mailing are listed on the Sharepoint calendar.

Please require confirmation from the parents that they received the reports if you send them home with the student. Make a copy for your files to avoid any doubt at a later date. If there is a major test coming up that could make a difference, a phone call home two or three days before the test could go a long way in preventing complaints that "I wasn't aware of any problems". Be sure to document all communications of this type. You may be asked to show your record of parent contacts should a misunderstanding develop.

A failing grade will not be given without informing parents of the possibility in advance. Progress reports should also be sent to inform parents of significant drops in pupil performance, even if the student will not receive an F (e.g., dropping from an A to a C). In addition, please send progress reports to inform parents of outstanding efforts or exceptionally high academic achievement. Make sure you communicate frequently with parents so they can help their child.

### **PERSONALLY OWNED PROPERTY**

When personally owned property is brought into a school, it should be tagged or otherwise marked with the owner's name; identification data such as make, model, serial number; and the legend "Personally Owned Property". If personally owned property is not readily identifiable as such, then it may be inadvertently added to the school property records. Should this happen, it would be necessary to prove ownership in order for it to be dropped from accountability as government property.

### **PERSONNEL/SALARY**

In addition to the regular classroom teachers, resource teachers and specialists may be assigned to a school on a full or part-time basis to assist in offering a comprehensive educational program. Paraprofessional positions are assigned to the districts and divided among the schools primarily for use in Sure Start, Pre-School Programs, Kindergarten, and Special Education.

## **Employee Rights**

Under the statute, employees have the right to form, join, or assist any labor union, or to refrain from any such activity, freely and without fear of penalty or reprisal, and they will be protected in the exercise of this right. This includes the right for the employee to act for a labor union in the capacity as a representative, or to engage in collective bargaining with the agency in regard to conditions of employment.

## **Grievance Procedures**

Every collective bargaining agreement in the federal sector includes a grievance procedure that provides for final and binding arbitration. It is in the parties' best interest to resolve grievances at the lowest level.

## **Salary**

Each full-time teacher shall advance one (1) numerical service step for each school year of satisfactory service until he/she reaches the first longevity step increase. Then he/she will be advanced according to service requirements for each longevity step provided that he/she has been in a full-time pay status at least 150 days during his/her last previous school year with DoDEA.

An educator who completes higher levels of education to move to a higher salary lane must apply by filling out the Academic Salary Lane (ASL) application and attaching the appropriate transcripts (front and back). Copies of transcripts must be signed and dated by the principal. The application and transcripts should be faxed, scanned, or mailed to PERCU at DoDEA headquarters: DoDEA PERCU/ASL, 4040 North Fairfax Drive, Arlington VA 22203-1634 fax: 703-696-2699. Forms are on the Web page under

Personnel/Employment/ Professional/Educator/Recruitment/Academic Salary Lane Changes

A staffing specialist at DoDEA headquarters will verify that all coursework from an accredited college or university has been successfully completed, that all quarter hours have been converted to semester hours, and that all coursework was earned subsequent to the date of the bachelor's degree (for the BA+15 and BA+30) or the first master's degree (for the MA+15 and MA+30). If more information is required, the educator will be notified by e-mail. When the staffing specialist determines that all criteria have been met for approving the ASL request, the Request for Personnel Action (RPA) will be initiated and forwarded to the appropriate personnel team for processing.

Effective dates for the ASL will be determined as follows:

If a properly completed ASL package is filed with the school principal not later than one (1) calendar year following completion of the required credit hours, the ASL will be effective as of the first day of the first pay period following the date the education was completed or the degree granted. If a properly completed ASL package is filed

with the school principal later than one (1) calendar year following completion of the required credit hours, the ASL will be effective as of the first day of the first pay period following the date the properly submitted ASL package was presented to the school principal.

The filing date will be determined by the date stamped on the application by the school secretary as the receipt date.

### **Staffing**

When school vacancies exist and it has determined to fill the vacancies, the principal shall first consider filling such vacancies with qualified faculty in the school. It is understood, however, that vacancies can be filled from any appropriate source. Faculty who are interested in being considered for a vacancy within the school and who meet the qualification standards for the positions for which they request, must notify the principal in writing. An “on-board” teacher who plans to return to the same school the following school year shall be notified of his/her teaching assignment and number of classes prior to the close of the current school year. Changes in such assignments will be limited to unexpected changes in curriculum, mission, staffing, and recruitment actions.

### **Hiring Procedures**

Teachers returning to their districts from approved educational leave are considered first in hiring. After teachers returning to their districts have been placed, teacher transfer program participants are considered. The teacher transfer program gives current DoDEA employees a chance to transfer to different locations before the hiring of new, outside educators begins. Fully qualified local candidates are considered next. After the above priorities have been considered, the following order is observed for CONUS (Continental United States) hiring:

1. Current DDESS educators (may be considered, but hiring is not required)
2. CONUS applicants with veterans' preference
3. DoDDS student teachers
4. Former DoDEA educators
5. Other CONUS applicants

### **Teacher's Personnel File**

Official files of teachers are not maintained at the school but are maintained in the personnel center in Arlington, Virginia. Records of miscellaneous personnel actions, letter of employment, DoDEA teaching certificate, transcript(s), and performance appraisals are kept at the school level. The school principal will keep a portfolio folder on each employee to assist in evaluations. Teachers are encouraged to present relevant materials to include in their portfolio.

## **PLAYGROUND EXPECTATIONS-ELEMENTARY STUDENTS**

Excessive roughness, using equipment inappropriately, hitting, teasing or playing inappropriate games are not acceptable. Playground monitors will intervene for inappropriate behavior and students are expected to follow their directions.

## **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**

Each school will have an established written policy to provide students with the opportunity to recite the Pledge of Allegiance and to salute the American flag. At a minimum, this policy will require that time be set aside for reciting the Pledge of Allegiance daily at all schools. The Pledge of Allegiance should be rendered by standing at attention facing the flag with the right hand over the heart.

### **Student's Rights**

A student has the right to recite the Pledge of Allegiance and to salute the American flag but may decline to do so as long as he/she respects the rights of others who wish to do so. No student shall be compelled to join in reciting the Pledge of Allegiance if he/she objects, or if his/her parents objects to such an exercise on religious or philosophical grounds. No disciplinary sanction may be imposed for refusal to participate in saying the Pledge of Allegiance.

### **Student's Responsibilities**

Students have a responsibility for showing proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in other patriotic ceremonies, and to respect the customs and flags of all nations. No student shall be subjected to unfavorable comment or stigmatization for his/her decision to participate or abstain from participation in the Pledge of Allegiance, flag salutes, or other patriotic ceremonies. Nonparticipating students are expected to sit quietly or stand silently during the Pledge of Allegiance, flag salutes, or other patriotic ceremonies, and not to engage in any disrupting or distracting activity. Willful disruption or interference with the exercise of the Pledge of Allegiance, flag salutes, or other patriotic ceremonies by others may result in the same disciplinary measures accorded to other instances of classroom disruption in school.

## **PROFESSIONAL DEVELOPMENT**

Job-embedded professional development promotes better retention and transference to the work environment. The DoDEA Community Strategic Plan (CSP) and School Improvement Plan (SIP) provide the framework for school-wide professional development training.

### **Educators' Day**

Educator's Day consists of a one-day program for all educators from DoDDS Korea schools and Korean international schools from the Korea Council of Overseas Schools (KORCOS) to attend professional workshops. Educator's Day is held in Seoul.

## **REFERRAL/PREREFERRAL GUIDELINES**

When a teacher notices that a student is having learning difficulties in the classroom, the teacher should initiate steps to resolve the problem. In some cases, the nature and severity of the student's difficulty(ies) will be such that typical classroom interventions will be ineffective in correcting or remediating them. At that point, the teacher should seek assistance from other members of the school faculty to pursue solutions to the learning and/or behavioral needs of the student.

Special education and support personnel may conduct informal classroom observations, as appropriate. If the observation takes place in the classroom during the prereferral stage, parent permission is not required. The teacher and at least one other faculty member should work together to develop and implement new instructional strategies. The teacher should obtain samples of the student's work and develop an anecdotal report of class performance. During this time, (a) teacher must confer with the student's parents for information and support in attempting to resolve the problem, and (b) vision, hearing, and health screening must be completed in an effort to determine whether or not sensory acuity or health difficulties are contributing to or the cause of the student's school problems.

A prereferral activities form developed by the Case Study Committee (CSC) may be used as a reference for the types of suggestions that might be useful in attempting intervention strategies. Testing information that is available from other specialists may also be analyzed at the prereferral stage in support of a referral. In addition, a student may be placed in supplementary programs during the prereferral stage.

There is no set timeframe for the completion of the prereferral period. When a student continues to demonstrate learning and/or behavioral difficulties after the implementation of problem specific, collaborative interventions and, when those difficulties prove to be resistant to the application of the intervention, a formal referral to the CSC may be warranted. When someone, (includes a parent), other than the classroom teacher makes a referral, the CSC initiates prereferral activities. At the closure of those activities, a referral meeting is scheduled.

## **REPAIR AND MAINTENANCE SERVICES**

Requests for repairs should be sent in writing or email to the school principal or the school secretary. Proper maintenance of Charles Turner Joy Elementary School is an ongoing concern. All personnel are encouraged to assist the administrative efforts. Maintenance needs, such as: light bulbs, broken chairs, inoperative locks, leaky water faucets, should be reported immediately. Prompt attention to repairs can prevent a major and costly repair later.

## **REPORT CARDS**

Report cards are issued every nine (9) weeks. Normally, parents are notified of unsatisfactory student achievement at the end of the fourth week in each marking period. Parents and students should receive notification in sufficient time to allow a

student to correct the cause of the unsatisfactory achievement. When parent conferences are held to discuss a kindergarten or elementary student's achievement following the first reporting period, the words, "parent conference held," should be written on the report card either in place of, or in addition to, the regular notation.

### **Grades**

The following is the approved system wide marking system:

- A 90 – 100% Excellent
- B 80 – 89% Good
- C 70 – 79% Average
- D 60 – 79% Poor
- F 59% & below Failing
- I Incomplete

### **Grade Point Average**

A student's grade point average (GPA) will be determined in accordance with the preceding guidelines with respect to each mark authorized for use with secondary school grade reports. All courses having grade point value must be used in computing grade point average.

MARK	GRADING	POINT VALUE	WEIGHTED GRADE
A	90-100%	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	2.0
F	0-59	0.0	0.0

### **Withdrawal of Students**

Parents must present verification of the student's date of departure to school officials to provide time to prepare student transfer records. Upon withdrawal, a student should be given copies of his/her records to take to their next school for enrollment. A student clearance form will be used in the withdrawal process to clear the student from school.

### **Accelerated Withdrawal**

The principal may authorize an accelerated withdrawal of a student who must withdraw from a school 20 or less instructional days prior to the end of a semester. The parent must present verification of the date required for the student to depart from the school (e.g., Permanent Change of Station orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal under the accelerated program for grades to be assigned and credit to be granted. It recognizes that due to military requirements, families are occasionally required to make permanent change-of-station moves prior to the end of the school year, and that the school-age dependents of military sponsors should not be penalized educationally for these required moves. The 20-day limitation

provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content.

This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change of station moves. A student, who withdraws prior to the 20-day limitation of the accelerated withdrawal policy, will receive “withdrawal” grades rather than final grades. Accelerated Withdrawal will not be granted for a student returning to school the following year except in unusual hardship situations (emergency leave, etc).

### **Early Departure of Students**

Elementary and middle school students (grades K-8) may not be promoted to the next grade if they depart more than 20 school days before the end of the school year. If they are doing satisfactory work, we will issue a transfer form indicating that had they remained until the end of the school year, they would have been promoted to the next grade. When an elementary or middle school student (Grades K-8) departs any time before the end of the school year, the teacher must prepare the following: (a) report card (If a student has completed seven weeks of any grading period, a report card should be issued), (b) Transfer Evaluation (DSP Form 102 - Completed for all departing students), and (c) Reading Record.

### **RETENTION/PROMOTION POLICY**

Retention or promotion of each student must be considered on an individual basis, and decisions must be based on criteria that reflect positive concern for individual characteristics, strengths, and needs of the student. One criterion must be the extent to which the student can succeed at the next grade level or in subsequent courses. A student is regularly promoted in the elementary grades by successfully completing curricular requirements of subject areas for the grade.

### **Retention or Other Placement Adjustment**

A Student Placement Committee (SPC) will be established by the principal to: (a) recommend the placement of a student being considered for a waiver of academic requirements or a double promotion, (b) validate student success in meeting curricular expectations, (c) make retention or promotion recommendations or (d) make other placement adjustments. The final decision on each student’s grade and program placement is the principal’s responsibility. In accordance with DS Regulation 2000.3, the following policy for adjustments to grade placement of students (retention, double promotion) is established:

1. If a student is having difficulties in academic or social adjustment areas, the classroom teacher(s) will have regular conferences with parents during the year to attempt different instructional strategies to remediate the learning difficulties.

2. If a Learning Disability or any other handicapping condition is suspected, the teacher should consult the school psychologist from Daegu to determine what pre-referral or referral procedure is in order. A referral should be made to determine if there are any handicapping conditions.
3. If no handicapping conditions are identified and further strategies attempted as a result of CSC staffing are unsuccessful, the teacher should contact the parents advising them that retention is being considered.

This Conference Should Take Place During The Month Of January.

4. The teacher should submit a referral in writing to the principal before the end of the third quarter, outlining briefly the steps already taken and the reason why retention is being considered.
5. The Student Placement Committee, consisting of the school psychologist, a resource teacher (Reading Improvement Specialist, or Special Education), the classroom teacher(s) and the parents will make a recommendation to the principal for a final decision.
6. If a decision is made to retain the student, an educational prescriptive plan to meet the student's educational needs will be developed by the classroom teacher and appropriate resource teachers for the student for the next school year. Regular follow-up procedures must be made during the coming school year to monitor student progress closely.

In order to provide some data on the benefits of retention, a follow-up evaluation will be conducted each year of all students who have been retained, and those students who were recommended for retention but not retained, along with the students who were double promoted. This should be accomplished by the end of the first semester. The SPC will accumulate any group testing given to the student, obtain a status report from the classroom teacher(s) on progress in those areas along with a statement of the student's social adjustment by the classroom teacher or others who are working with the student.

### **SAFETY AND SECURITY**

The following information has been summarized. Please read your responsibilities as listed below. The entire regulation is available in the office. All DoD personnel shall receive periodic briefings on hostile intelligence and terrorist threats and be advised of their personal responsibility to report information. The Post Security Office will provide a briefing each school year at a faculty meeting, as required.

#### **Counterintelligence Awareness and Briefing Program**

DoD personnel who have contact with personnel or establishments of communist, communist-controlled, or other designated countries or who have information concerning actual or potential terrorism, espionage, sabotage, subversion or the compromise of classified defense information are required to report that information to their supervisor or the Post Security Officer. The following information must be reported:

1. Any contact, intentional or unintentional, with any citizen, official, office, establishment, or entity of a communist, communist-controlled, or designated country. Official, work related, social, and professional contacts must be reported.
2. Any contact with any individual (regardless of nationality) under circumstances which suggest the employee concerned may be the target of an attempted exploitation by the intelligence services of another country.
3. Information concerning any international or domestic terrorist organization, sabotage, or subversive activity that can be reasonably believed to pose or have a potential to pose a direct threat to DoD or other U.S. facilities, activities, personnel, or resources.
4. A request by anyone (regardless of nationality) for illegal or unauthorized access to classified or controlled defense information.
5. Information indicating the deliberate compromise of classified defense information, attempted or contemplated by DoD personnel, with the intention of conveying classified documents, information, or material to any unauthorized persons.

In addition to the reporting requirements outlined above, military personnel and civilian employees are required to notify their commanders or supervisors (as appropriate) before contacting or visiting any establishment of a communist, communist-controlled, or designated country, including those located within the United States and friendly countries, whether for private or unofficial reasons. If in doubt as to whether a particular country or jurisdiction falls into this category, call the Post Security Office.

### **Emergencies**

The school's supporting local military community commander is responsible for security and force protection of assigned and visiting DoD military, civilian, and family members. If the local terrorist threat increases to the degree that the commander cannot provide acceptable security measures to counter the vulnerability to the school, faculty, and students, the school may be closed until the threat lessens to an acceptable level as determined by the commander. Temporary school closures and/or increased security measures to keep the school open are to be considered in force protection condition CHARLIE. Schools are usually closed or extraordinary security measures are introduced by the commander to keep them open, when the force protection condition is raised to DELTA.

In the event of a fire drill or other emergency, please follow the procedures outlined in the emergency procedure booklet.

### **Fire Drills**

The National Fire Protection Association requires that 10 fire exit drills be conducted during the school year. At the beginning of the school year, one (1) drill should be conducted per week for the first four weeks, followed by at least six (6)

fire exit drills scheduled periodically through the end of the school year. The time and day of all fire drills are posted on the monthly calendar.

### **Keys**

Sets of classroom keys are checked out from the secretary at the beginning of each school year and returned upon June checkout. Faculty members are not to loan out their keys to other school faculty or to any non-school employee or allow access to any school area without prior approval of the school principal.

### **Money**

Teachers are warned not to bring large amounts of money to school. Do not leave money or purses unattended in a classroom, desk, room, or faculty lounge. Some students can be easily tempted to steal. Protect your belongings so you do not become a victim. The office has a safe, which can be locked. It is recommended that this safe be used to hold all money earned from activities if the money cannot immediately handed to PTO.

### **Property**

All supplies and equipment made available for use in schools are the property of the U.S. government. As such, all DoD employees are responsible for the proper use, care, and physical protection of government property. Failing in this responsibility may result in the individual being held financially liable for the cost of the item. Responsibilities include: (a) using government property for official business only, (b) contacting the appropriate authority if property is subjected to undue risk, and (c) reporting theft, lost, damaged, or destroyed property to the principal immediately. All faculty shall make every reasonable effort to maintain security within the classroom to reduce theft. Faculty members shall report in writing any loss, damage, or destruction of school property to the principal upon becoming aware of such loss, damage, or destruction.

No faculty member shall be required to sign more than a “sign in/sign out” form in order to check out supplies or materials for use in the classroom. Hand-receipts are used to report accountable school property. The secretary serves as the property custodian at Charles Turner Joy Elementary School. Faculty must check equipment out through the school secretary. Accountability is established from the time of receipt for all school property items with an acquisition cost of \$5,000 or more, and ADP input/output and storage items costing \$300 or more. The exception to this is computers, that are accountable regardless of cost. An annual inventory of all accountable property is conducted.

## **SAFETY INSPECTIONS**

School facilities are inspected to insure that school facilities meet all applicable facility fire, physical security, safety, sanitation, and environmental protection requirements. The base commander is responsible to assign qualified personnel to conduct the inspections. The purpose of the inspections is to identify all facilities

deficiencies and requirements and their relative priority for repair and maintenance. Inspections are conducted semi-annually.

### **Hazardous Materials Program**

The hazardous material programs include any material in school facilities that may cause as hazardous environment for students or staff. The primary objective of these programs is to provide safe/healthy school facilities and an environment, which enhances the educational process. DoDEA is specifically tasked under the Asbestos Hazard Emergency Response Act to execute an asbestos management program. The current status of existing asbestos material is contained in an annual notification to parents and staff.

### **Chemical Hygiene and Safety Program**

DoDEA schools and facilities comply with the stricter of U.S. federal standards, DoD directives, or host nation bioenvironmental statues applicable to each location worldwide. Procedures and guidelines have been adopted to assist DoDEA schools in achieving a chemically safe environment. Regulations also provide procedures and plan format for standardizing chemical hygiene and safety in academic laboratories.

### **SCHOOL/INSTALLATION ADVISORY COMMITTEE SAC/IAC**

The School Advisory Committee is an elected educational advisory committee composed of an equal number of parents of students enrolled in the school and professional school employees employed at the school. There are a total of 4 members at C. T. Joy Elementary School. The SAC also serves as the Installation Advisory Committee (IAC). The membership of each advisory committee shall also include one person to represent the interests of the organization recognized as the exclusive bargaining representative of the employees of the school. The person shall be designated by the appropriate organization and shall be a nonvoting member of the committee. The purpose of SAC/IAC is to foster participation in school affairs by members of the school and military communities to provide a coordinated process to address and resolve issues at the lowest practical level. The committee advises the principal on matters within the jurisdiction of the school and DoDDS. The SAC shall meet at least four times a year.

### **SCHOOL/COMMUNITY COMMUNICATION**

All newsworthy information should be shared. School newsletters, installation television, radio programs, flyers, and other publications disseminated throughout the community are among the most effective ways to get information out to the military community. All parents should sign a release form at registration that permits their child to be photographed or interviewed by the press or by internal DoDEA offices. Be sure to check with the school secretary that permission has been granted before releasing pictures or names of students. Approaches by local installation media may be responded to without authorization beyond that of the principal. Local commercial media should have their story lines approved at the

district level before permitting them to interview or photograph within the school. Approaches by any outlet of the national media should be channeled through the DoDEA Office of Communications for approval. Commanders' calls are additional venues for publicizing special achievements or programs that are of community interest.

### **SCHOOL IMPROVEMENT**

Each school is required to prepare and implement a Continuous School Improvement Plan (CSI). While the Community Strategic Plan provides the strategic direction for the DoDEA system, the CSI process provides the vehicle for school change. The principal's primary role is to support and facilitate a collaborative, focused, and results-oriented school improvement process. Each school develops long and short range plans that address Goal One of the CSP based on the school's student achievement data. Schools must follow the planning process as outlined by each area director. The accreditation process validates and provides feedback to schools on the CSI process, goals, and strategies. In April 2006, the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and School Council on Accreditation and School Improvement (SAC CASI), and the National Study of School Evaluation (NSSE) came together to form one strong and unified organization under the name AdvancED. AdvancED is now the national accreditation.

### **Accreditation**

Accreditation is a partnership with an outside regional agency that provides a subjective view of the school. Within DoDEA, schools are accredited by one of three agencies. These agencies have developed quality standards by which DoDEA schools are judged to ensure that each school meets the high expectations of the public trust. The North Central Association (NCA) accredited Charles Turner Joy Elementary School during the 2004-2005 school year. An accredited school will have quality educational programs and goals, qualified faculty, suitable facilities and a program for improving the school.

### **Community Strategic Plan**

The 2006-2011 DoDEA Community Strategic Plan (CSP), the roadmap for advancing DoDEA's agenda for education, provides opportunities for access and appropriate interventions to ensure that every student achieves success. The CSP outlines four major goals:

Goal One focuses on every student meeting or exceeding challenging academic standards.

Goal Two provides for the resources, authority, and accountability to ensure equitable student access to programs and support services to achieve the standards.

Goal Three ensures that DoDEA's workforce is a qualified, certified, diverse, and well-trained professional faculty that can deliver instructional programs to help students achieve the standards.

Goal Four addresses the need to develop, promote, and maintain partnerships to enhance student achievement and improve communication.

### **Partnerships**

A school-home-community partnership (SHCP) is the mutual collaboration, support, and participation of family, school, and community activities and efforts that directly and positively affect the success of student learning. The objective of the partnership activities and efforts is to increase student learning. The implementation of the partnership should strive to encompass the five-tiered framework to ensure a variety of forms of collaboration with the school community. The five-tiers are: (a) Co-Communicators, (b) Co-Supporters, (c) Co-Learners, (d) Co-Teachers, and (e) Co-Advisors, advocates, and decision makers.

### **SECURITY (BUILDING)**

Building security is checked nightly by the military police. If doors or windows are left open, the administration is notified when the security violation is discovered (most often in the middle of the night). The school principal is called and must come to lock any unsecured door or window and to check for possible theft or vandalism. It is critical that you secure your doors and windows before your leave each day. If you should work on the weekend or after hours, re-lock the building or side entrance door upon entering. Upon leaving, be sure to lock your classroom and building doors

### **STUDENT RECORDS**

Student records must be maintained professionally. The completion of student records reflects on the teacher and the school. Records must be maintained in accordance with the Privacy Act of 1974 and DoD Directive 5400.11. It is important that you become familiar with all of the information and follow guidelines when completing report cards, transfer sheets, and reading records. Student files may not be removed from the file drawer unless a card has been filled out, signed, and placed in the file. The card acts as a placeholder and states the name and date/time the file was checked out. Permanent records are maintained under fully secure conditions.

The majority of the information on each student is maintained in the Cumulative Folder (901) that is stored in a file cabinet in the main office. The cumulative folder contains information that includes, but is not limited to, enrollment, eligibility documentation, report cards, group assessment information, and transfer information. A School Health Record is maintained for each student as another component of the permanent record and is located in locked file cabinets in the Media Center. The school health record contains information on immunizations, vision and hearing screenings, and health alerts. The student's Reading Record contains the results of skill assessments, unit tests, and mastery tests given throughout the basal reading program. The reading component of the student's

permanent record is maintained on some students and is kept separate from the Cumulative Folder.

Personal Records contain information that includes, but is not limited to, results of individual assessments, special education records, reports from related service agencies, and reports from school supplementary service providers. Personal records, reading records and health records are all recombined into the cumulative folder when a student leaves.

### **PCS Transfer Of Students**

The school secretary will prepare student transfer forms for teachers' signature. Copies of the records will be provided to the parents to hand carry to their destination. Official records will be mailed to the gaining school upon request of that school.

### **STUDENT TEACHING PROGRAM**

DoDDS has established a student teaching support program with accredited colleges and universities so that student teachers can travel overseas to work with certified DoDDS teachers. The colleges and universities establish their own requirements for student teachers in terms of time spent at the overseas location and the requirements needed for academic credit. Student teachers are expected to assist DoDDS teachers in all teaching activities and duties including planning and presenting lessons, ensuring that instructional materials are ready for use, organizing and maintaining the learning environment, and managing the classroom.

### **SUBSTITUTES**

A faculty member, who will be absent for reasons other than illness, should request a substitute as far in advance as possible, but not later than 24 hours prior to the intended absence. This will serve to notify the office that a substitute is needed on the date indicated. A request for a particular substitute must be requested through the school principal and will be honored whenever it is possible. However, we are required to balance the work assignments given to a substitute. Only the school principal or the secretary may assign substitute's duty. Do not call substitutes directly.

A faculty member who will be absent due to illness is required to notify the secretary or administration as soon as possible, but not later than 7:00 AM on the day of absence, so that a substitute may be obtained for that day of absence. If it is anticipated that the illness will be extended for additional days, the secretary is to be advised by 2:00 PM on the same day so that the substitute may be retained for these additional days. A faculty member who anticipates being late to school must notify the office so that the class can be covered until the teacher arrives. Faculty members may be required to cover for each other, as a last resort, when substitutes are not available.

Substitutes will receive payment for at least one-half day unless contact is made before their arrival at school to notify them of cancellation.

### **SUPPLIES AND TEXTBOOKS**

Students are expected to supply the necessary materials for schoolwork. We do not supply students with lined paper, tape, glue, felt tip markers, ballpoint pens, scissors, or pencils. We have those items in the supply room, but they are for teacher use only. A list of supplies that students furnish is listed in the Parent/Student Handbook. If the list needs to be updated by grade level, teachers need to turn in the updated list to the school principal by March 1<sup>st</sup>.

#### **Annual Orders**

Annual orders are separated by priority. The priorities are:

1. Essential, such as textbooks
2. Need to have, which is supplemental materials that are necessary in order to teach units which are aligned to the adopted text book, curriculum, and standards

Additionally, need to have is separated by need to have now and need to have when funds are available.

#### **Appropriated Funds Expenditures**

Do not order anything on your own without going through proper channels. Any appropriated funds (funds from our school budget) must be approved by the school principal and processed through the school secretary. The copy machine should be used for business in conjunction with a teacher's official duties. Please monitor the use of paper to prevent waste.

#### **Textbook Inventory**

As a book is issued to a student, be sure the book number for each student is recorded on your record sheet that you maintain. Use some unique stamp or your signature on the book so a student cannot take another book from your bookshelf and put his/her name in it.

Textbooks are collected and accounted for at the end of the year. If a student does not have the original book issued to him/her, a collection voucher must be processed through the school secretary, before the last day of school. Do not check out extra copies to a parent during the year or over the summer without permission from the principal.

#### **Lost Or Damaged Textbooks**

If during the year a student loses a textbook or damages it to the point that it can no longer be used, the student will be assessed charges for the book. A teacher may issue another book to the student, but on the same day or the next day, the student must be given a collection voucher for his/her parents to make payment of the

assessed charges. Send the student to the school secretary with a note stating the title of the book and date of publication, the condition when issued, and your signature. The school secretary will prepare the collection voucher. Do not wait until the end of the year.

### **SUSPECTED CHILD ABUSE AND NEGLECT**

Any DoDEA employee, who has reason to believe that a student has been abused or neglected, should report that information immediately. The obligation to make a report is an official, professional responsibility of each DoDEA employee. The following procedure is recommended for handling child abuse/neglect cases in DoD Dependents' Schools, Pacific Area:

- When school personnel identify a suspected child abuse or neglect case, it is to be reported to the administration, school counselor, or health aide immediately.
- The school principal will notify the person in the local medical facility that has been identified as the contact person for the Family Advocacy Program.

Examination and verification of child abuse/neglect are the responsibility of the medical personnel and the Family Advocacy Committee (FAC).

Contact of FAC or other investigative agencies is the responsibility of the examining medical facility. It is not recommended that school personnel contact FAC or other investigative agencies directly in cases of suspected child abuse or neglect. However, school personnel should cooperate with investigative agencies during the information gathering stage of the Family Advocacy Program. At this point, the procedure followed by the military is usually that the examining physician reports the case to the Family Advocacy Representative who contacts the investigating agency and the parents involved. The Family Advocacy Committee then follows the case.

All students should be aware of what child abuse and child molestation is. Please discuss child abuse and child molestation with your classes, taking into consideration the age and maturity level of your students. If a student believes that he/she is a victim of child abuse or child molestation, he or she should know whom they should contact.

### **TELEPHONE/COPIER/SCANNER/FAX**

Long distance calls for official business may be made to anywhere in the Pacific using a DSN line. There is a DSN phone line in the faculty lounge. Additionally, there is a commercial telephone line with long distance capabilities in the main office and a Scanner/FAX machine in the main office that can be used for approved official business.

## **TRAVEL**

### **Dependent Educational Travel**

Dependents of DoD civilian employees who wish to attend a college or university in the United States may be eligible for educational travel. The dependent must be attending an accredited institution in the United States on a full-time basis. Each dependent is authorized one round trip per year between the overseas area and the college or university until completion of a Bachelor's Degree or until age 23. Educational travel is not authorized for graduate work.

Sponsors will be required to present a letter from the college or university showing that the dependent is currently (or will be) enrolled as a full-time undergraduate student in good standing. This certification should be attached to your request for travel orders. If this letter is not available, a temporary certification may be signed by the sponsor, with the understanding that official certification must be provided within 60 days. For more information, please contact the DSO Personnel Specialist.

### **Local Area Travel**

Travel orders will normally not be required and per diem normally not paid for travel within the local commuting area when the traveler is not required to remain at the TDY location overnight. The DoDEA Director has established the local commuting area as the area surrounding the permanent duty station from which round trip travel and the mission may be accomplished within 10 hours or less during the same calendar day (e.g., 6 AM to 8 PM). Approval of the SF1164, Claim for Reimbursement for Expenditures on Official Business, will suffice for reimbursement purposes.

### **Official Temporary Duty Travel**

DoDEA employees may be required to travel as part of their regular duties in support of the DoDEA mission. Temporary duty travel (TDY) at government expense will be directed only when justified and officially approved. Issue of official TDY orders is required prior to the start of travel. Reimbursement for authorized expenses incurred while traveling will be in accordance with the provisions of the JTR. A travel voucher should be submitted for approval within five working days of travel completion.

### **Official Travel Benefits**

Benefits that the government keeps:

- Vouchers given to compensate you for being involuntarily bumped from a plane.

Benefits the employee may keep:

- Frequent Flyer benefits earned on official travel such as points or miles, upgrades, or access to carrier clubs or facilities. These benefits must have been obtained under the same terms as those offered to the general public and must be at no additional cost to the government. They may be used for

official travel (tickets) or upgrades (to premium class other than first class), when on official travel.

- Benefits given for voluntarily surrendering your airplane seat while TDY for a seat on a later flight. You may volunteer ONLY if the delay does not adversely affect your official duties and does not result in additional cost to the government.

### **Premium-Class Flight Accommodations**

All travel must be in coach class unless a medical condition or mission timing requires premium class and upgrading has been approved in advance. Normally travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and change of planes exceeds 14 hours, the traveler may be authorized business class, a rest stop en route, or a rest period at the TDY location before reporting for duty. Scheduled flight time is the time between the scheduled airline departure until the scheduled airline arrival. Rest stops should not exceed 24 hours. If the stopover is an overnight stay, business class travel is not authorized.

### **UNION REPRESENTATION**

The Federal Education Association (FEA) is recognized by the employer as the exclusive representative for a bargaining unit composed of all non-supervisory professional school-level personnel. At the beginning of his or her employment with the DoDDS system, it is the responsibility of administration to give each employee a copy of the FEA/DoDDS Negotiated Agreement. Whenever a new contract is signed, it is then distributed to all teachers in the school. It is the responsibility of each employee to familiarize himself/herself with this document and the rights and limitations listed in this document. The Faculty Representative Spokesperson (FRS), who is selected by the teachers in the school, represents the teachers in matters between the teachers' organization and management. When an employee has any question about the interpretation of this contract, he or she should contact the Faculty Representative Spokesperson.

### **VIDEOS**

Videos are sometimes used by teachers to supplement the curriculum, extend particular aspects of a subject, or in conjunction with special activities or events. Teachers are encouraged to use educational media (i.e. movies/videos); but are cautioned to use Hollywood products sparingly, if at all. The teacher must preview the video for inappropriate language and explicit violence or sex. Films containing any violence, sex, or inappropriate language must not be shown in any class. Videos, with a rating other than "G" must have the approval of the administration prior to showing.

## **VISITOR I.D. TAGS AND VISITOR CONTROL**

Authorized visitors to the classroom should be made to feel welcome. However, in the case of special visitors (i.e. student teachers, personal friends, etc.), prior notification to the administration should be made. Students wishing to bring visitors to school are required to present a written request at least one week before the visit. This written request (written by the sponsor or parent) must have the signature of administration and all the student's teachers before a Visitor's Pass will be given.

Each visitor must: 1) Establish a need for the visit, 2) Be positively identified, 3) Be signed in and issued a numbered visitor badge to wear in plain sight, and 4) Be signed out and the badge collected at the end of the visit. This includes personal visitors for faculty members. All school personnel assist with building security. If a visitor is not wearing a badge, faculty members should approach the visitor, inform the visitor of the school security policy, and, if possible, escort the visitor to the school office. If this is not feasible, school personnel should contact the office by intercom or telephone and notify them of an unauthorized visitor in the building that has been referred to the office.

During large school activities, when it is not practical to use visitor badges, the school principal enlists the assistance of the faculty to help monitor building security. Faculty members are instructed to immediately report to the school office the presence of any visitor(s) whom they feel to be unauthorized. After these events, the school principal or sponsoring faculty member will thoroughly inspect the facility.

## **VOTING, GENERAL INFORMATION**

The Uniformed and Overseas Citizens absentee voting Act (UOCAVA) allows U.S. citizens residing outside the United States during an election period to vote absentee in any Federal election. In all states and territories, the Federal Post Card Application (FPCA) serves as a valid request for registration and/or absentee ballot for those citizens entitled to use it regardless of whether they have registered prior to the submission of the FPCA. Information can be obtained from the school principal, the local voting assistance officer. On-line federal post card application is available at [www.fvap.gov](http://www.fvap.gov)

## **WORK RELATED INJURIES**

All work related injuries and diseases resulting from employment are covered under the federal employees' Compensation Act, except those injuries or death caused by willful misconduct of the employee by intent to bring about the injury or death of himself/herself or another, or those caused by intoxication (whether by alcohol or illegal drugs) of the injured employee. Work-related injuries are identified as types, traumatic injury or occupational disease.

The traumatic injury must be identifiable as to time and place of occurrence, and the part or function of the body affected. It must have been caused by a specific event or incident, or series of events or incidences, within a single day or work shift. An occupational disease or illness is a condition produced by the work environment over a period longer than one workday or shift. The condition may result from infection, repeated stress or strain, or repeated exposure to toxins, poisons, fumes, or other continuing condition of the work environment. When an employee sustains a traumatic injury, preferably immediately but not later than 30 days after the injury, the school principal should have the employee complete form CA-1, 'Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.' It is important to make a report of the injury no matter how slight it appears. The description of the injury, the cause of the injury, and the nature of the injury should be in your own words. If you are incapacitated and unable to complete the form, the school principal or someone acting on your behalf can complete the form. Employees are entitled to immediate first aid and full medical care, including hospitalization, without cost. The injured employee has the option to initially select a duty qualified physician or hospital or US government medical facility in the area.

As a general rule, an employee who sustains a traumatic injury is eligible for continuation of pay (COP). COP is continuation of an employee's regular pay for up to 45 calendar days of wage loss due to disability and/or medical treatment. It is paid only in connection with a traumatic injury, and claim form cA-1 must be filed within 30 days of the injury. The employee may choose to use sick or annual leave or enter a leave-without-pay status and claim compensation from The Office of Workers' Compensation Programs (OWCP). Employees filing claims for traumatic injuries 30 days after the injury are not eligible to receive COP. Employees filing claims for occupational disease or illness are not eligible to receive COP. When disability results from an occupational disease the employee may choose to use sick or annual leave or enter a leave-without-pay status and claim compensation from the OWCP. If a disability continues beyond 45 calendar days, DoDEA shall terminate regular pay and compensation that may be payable by OWCP.

# ASBESTOS INSPECTIONS AT CHARLES TURNER JOY ELEMENTARY SCHOOL



## DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS CHARLES TURNER JOY ELEMENTARY SCHOOL

August 12, 2010

### ANNUAL ASBESTOS NOTIFICATION

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 Charles 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.

**Ms. Marie A. Cullen**  
Principal