

PARENT-STUDENT HANDBOOK

School Year 2012-2013

Unit 35037

FPO AP 96373-5037

DSN: 637-3008

Camp Kinser Marine Corp Base



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
KINSER ELEMENTARY SCHOOL
STUDENT – PARENT HANDBOOK

“Where Every Student Succeeds, Having Fun Learning”

Ms. Marilee Fitzgerald - DoDEA Director, Arlington, Virginia

Ms. Martha Brown – DoDEA Pacific Director’s Office Senior Civilian Leader

Mr. Mike Thompson - Okinawa District Superintendent

VACANT - Okinawa District Assistant Superintendent

Ms. Michelle Moore-Robinson - Kinser Elementary School Principal

DoDEA Community Strategic Plan

Goal One - All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning.

Goal Two - DoDEA will use performance-driven management systems that operate in timely, efficient, and equitable manner; place resources allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

Goal Three - The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Goal Four - Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

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SCHOOL HOURS

Sure Start	Monday-Friday	0800 - 1405
PSCD AM	Monday, Tuesday, Wednesday, Friday	0800 - 1030
PSCD PM	Monday, Tuesday, Thursday, Friday	1150 - 1420
Kindergarten – Grade 5	Monday-Friday	0800 - 1420

First bell rings at 0750 (students cross street) / Second bell rings at 0755 (Students enter classrooms) / Tardy bell rings at 0800.

SCHOOL DIRECTORY

Principal	Ms. Michelle Moore-Robinson	637-3008
Administrative Officer	Mr. Nicholas Peters	637-5303
Secretary		637-3422
Registrar	Ms. Sherry Finnimore	637-3008
Office Automation Clerk	Ms. Caryn Campos	637-3008
Office/Educational Technologist	Ms. Valerie Lysaught	637-3584
Counselor	Ms. Maria Tejada	637-8008
Nurse	Ms. Tina Jenkins	637-2030
Cafeteria Manager	Mr. Nate Diebert	637-4423
School Psychologist	Dr. Ann-Marie Franzen	637-3008

Mailing Information: Kinser Elementary School; DoD Dependent Schools; Unit 35037; FPO, AP 96373

Calling from US: 011-81-611-737-3008

Fax from US: 011-81-611-737-2611

Calling on island: 637-3008

Faxing from on island: 637-2611

All staff members may be contacted through the main office and by calling 637-3008. Messages may be left for staff members to return a call. In dire emergency situations, the staff member may be called to the phone.

SCHOOL CHAIN OF COMMAND

As in all partnerships, we realize that miscommunication, confusion, questions, concerns, and even discontent may occur. If you experience such a problem, it is requested that you please utilize the following chain of command procedures to resolve the problem:

1. Meet with your child's teacher to resolve the problem. Sometimes a phone call will suffice, but with serious concerns we find that personal meetings tend to minimize miscommunication.
2. Allow a reasonable length of time for resolution following your conference. Request feedback and a follow-up conference in two weeks to review progress.
3. If, after a reasonable length of time and a follow-up conference, you feel the problem has not been resolved, request that the teacher establish a meeting to include the parent, teacher, and a counselor for mediation of the problem. During this meeting, the problem will be identified, a plan of action will be established, and follow-up procedures will be clarified. We will make every attempt to resolve all problems, focusing on the child and his/her social, emotional, and academic growth.
4. If a class change is requested due to unresolved issues, we request that the above steps have been completed prior to that request. Please refer to the section on Request for Class Placement Change- page 24.

At KSES, we take great pride in our reputation as child advocates and in establishing an atmosphere in which children not only receive quality education but also feel safe. We strive to establish a climate of high expectations (both academically and behaviorally), and we honor each other for our uniqueness and diversity. We request your support and cooperation as we establish a partnership in your child's education, ensuring that we are working together to provide students with the skills and opportunities to meet the challenges of the future.

**KINSER ELEMENTARY SCHOOL
2012-2013 SCHOOL YEAR CALENDAR**

FIRST SEMESTER - (92 INSTRUCTIONAL DAYS)

Thursday, August 23	New Student/Parent Orientation
Monday, August 27	First Day of School - Ring In the School Year
Wednesday, August 29	Sure Start Notifications
Monday, September 3	Labor Day
Tuesday, September 4	Kindergarten First Day of School
Friday, September 7	Early Release Bank Time
Thursday, September 13	Sure Start First Day
Thursday, September 13	Schoolwide Open House
Friday, September 21	Early Release- Teacher Professional Development
Wednesday, October 3	No School- Teacher Professional Development
Friday, October 5	Early Release Bank Time
Monday, October 8	Columbus Day
Thursday, November 1	End 1 st Quarter
Friday, November 2	Teacher Workday
Monday, November 5	Begin 2 nd Quarter
Thurs-Fri, November 8-9	Parent Teacher Conferences
Monday, November 12	Veterans Day
Wednesday, November 21	Early Release Bank Time
Thurs-Fri, November 22-23	Thanksgiving Day and Recess
Friday, December 7	Early Release Bank Time
Tuesday, December 10	Accelerated Withdrawal
Mon-Fri, Dec 24-Jan 7	Christmas and Winter Recess

2013

Friday, January 18	Early Release Bank Time
Monday, January 21	Martin Luther King Day
Thursday, January 24	End 2 nd Quarter
Friday, January 25	Teacher Workday

SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)

Monday, January 28	Begin 3 rd Quarter
Friday, February 15	Early Release Bank Time
Monday, February 18	Presidents Day
Friday, March 1	Professional Development – No School
Friday, March 1	Early Release Bank Time
Wednesday, March 27	Early Release Teacher Professional Development
Thursday, April 4	Early Release Bank Time
Thursday, April 4	End 3 rd Quarter
Friday, April 5	Teacher Workday
Mon-Fri, April 8-12	Spring Recess
Monday, April 15	Begin 4 th Quarter
Friday, April 19	Early Release Parent Conferences
Wednesday, May 15	Accelerated Withdrawal
Friday, May 24	No School (Teacher Professional Development and Early Release Bank Time)
Monday, May 27	Memorial Day
Thursday, June 6	Sure Start Last Day
Thursday, June 13	Early Release - Students Last Day
Friday, June 14	Teacher Workday

MISSION STATEMENT AND OBJECTIVES

DoDEA Mission Statement

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

Kinser Elementary School Vision Statement

The vision of Kinser Elementary School, in partnership with our entire community, is to ensure that each student is empowered with the knowledge and skills to meet the challenges of the future.

Kinser Elementary School Belief Statement

Kinser Elementary School is a place where every child succeeds, while having fun learning.

Kinser Elementary Continuous School Improvement (CSI) Goals

Goal 1:

All students will improve their literacy skills across curricular areas

Essence:

- demonstrate reading comprehension, accurately recall character, setting, and plot in literary texts and will accurately identify main idea and important details in expository texts.
- demonstrate writing proficiency, clearly and effectively compose text for a variety of purposes by: developing ideas, organizing structure, employing a unique voice, choosing precise words, constructing fluent sentences, and editing with correct conventions.

Goal 2:

All students will become proficient users of data in all curricular areas

Essence:

- learn how to collect and organize data
- display and interpret data utilizing graphical representation
- interpret graphical representation of data
- communicate and demonstrate use of graphical representation

WE WILL...

.....use positive actions and treat others kindly;

.....maintain an instructional focus to allow students the opportunity to acquire basic skills necessary to become responsible, productive members of society;

.....provide an effective, positive, multi-sensory learning environment guided by the belief "Where Every Student Succeeds While Having Fun Learning";

.....continue to develop the spirit of EXCELLENCE.

Students Rights and Responsibilities DoDEA Administration Instruction 2051.2

These guidelines are provided in DODEA Manual 2051.2. The following areas of responsibility are outlined in the guide:

- Access to Learning
- Freedom of Expression
- Personal Appearance
- Student Government
- School Discipline
- Protection of Personal Privacy
- Sexual Harassment

DoDEA Regulation 2051.2 (Feb. 26, 1997) is a guide for students and their parents concerning student responsibilities. The DoDEA Manual 2051.2 balances the constitutional guarantees to students to be free from unreasonable searches and seizures and to engage in free expression against the duties of the school to provide a safe and secure environment in which all children have a fair opportunity to learn. It supports the DoDEA Strategic Plan, Goal 6: Safe Schools, which states that by the year 2000, every school in the United States will be free of drugs, violence, and the unauthorized presence of firearms and alcohol, and will offer a disciplined environment conducive to learning.

The regulation addresses the right to an education, free of discrimination or sexual harassment, freedom of expression, religion, personal appearance, student government and involvement, student activities, school and community social service and the right to complain.

This regulation is on file in the main office.

The entire instruction can be accessed via this [link](#) on the Parent Deck of Clipper Net.

Partners in Your Child's Education As partners, we want the same thing for our children and students...the best education possible. When we form an alliance, it makes for an awesome team. Here are suggestions to help our children succeed academically, socially, and emotionally:

AS A PARENT, I WILL:

- ensure that my child goes to school to learn – having had ample rest, breakfast, dinner and is on time for school.
- help my child develop and maintain study rituals.
- discuss school activities every day and review completed homework.
- attend scheduled conferences and support activities such as parent meetings.
- monitor my child's study time – help select appropriate television programs and monitor how my child spends leisure time.
- visit my child's classroom at least once during the first nine weeks of school.
- call my child's teacher and/or the school's counselor if I think my child is having problems at school.
- volunteer some time in my child's classroom.
- support my child's teacher and school with informed cooperation.

AS A STUDENT, I WILL:

- prepare myself each day for learning – have a good night's rest, eat a good breakfast, dinner and be on time for school.
 - complete all of my assignments on time and at an acceptable level.
 - follow the classroom code of conduct.
 - ask my teacher for help when I do not understand my class work or homework.
 - participate in at least one extra-curricular activity during the school year.
 - discuss my classroom activities with my parents daily.
 - maintain a schedule for studying and completing assignments.
- provide my support for an optimal learning environment by making positive contributions in class.

TEACHER-STUDENT-PARENT RESPONSIBILITIES FOR LEARNING

EXAMPLE: HOMEWORK

Teacher Responsibilities	Student Responsibilities	Parent Responsibilities
<p>I will:</p> <ul style="list-style-type: none"> ◆ assign homework on a regular basis reflective of class learning ◆ ensure that students understand assignments and know what is expected. ◆ check and give credit for homework. ◆ review homework in class to ensure that students understand. ◆ communicate with parents if homework is not completed. ◆ communicate with parents when homework has been completed and turned in on a regular basis. 	<p>I will:</p> <ul style="list-style-type: none"> ◆ take homework home on a regular basis. ◆ establish a regular study time. ◆ complete homework and turn it in on a regular basis. ◆ give homework to my parents(s) to review and sign. ◆ seek assistance for any homework assignment I do not have the skills or understanding to complete. 	<p>I will:</p> <ul style="list-style-type: none"> ◆ ensure that my child has a place and adequate materials to complete homework assignments. ◆ assist my child to establish and maintain a regular study time and respect his/her right to space and time to complete homework. ◆ check and sign all homework on a regular basis. ◆ discuss homework topics with my child, express interest, and appreciate my child's efforts to complete homework. ◆ celebrate my child's efforts.

DESIRED RESULTS: Students will experience structure, consistency, security and a sense of belonging which provides self-esteem and a feeling of being valued. Students will understand the importance of study and the value of learning through the modeling and support of parents and teachers, and through monitoring of their own academic progress.

GENERAL INFORMATION

History of Kinser Elementary School Kinser Elementary School is part of the Department of Defense Dependents Schools (DoDDS), Pacific Region, Okinawa, Japan. DoDDS was established to give eligible dependent children in overseas locations educational opportunities comparable to the better schools in the United States. Kinser Elementary opened to students on April 22, 1987, after moving from Makiminato Elementary School during the spring break. The Makiminato Housing Area was closed and the real estate turned over to the Japanese Government. Kinser Elementary (PSCD, Sure Start and K-6) is located on Day Drive of Camp Kinser, overlooking the beautiful, scenic East China Sea. Five additions to the original complex are in place as well as a softball field, soccer field, basketball court, and gymnasium/auditorium. Kinser Elementary is a community-conscious DoDDS school ready to serve the military community just as the military serves the school. Special thanks go to the U.S. Marine Corps for their outstanding support to this ever-expanding neighborhood school.

Kinser School Motto: "Where every student succeeds, having fun learning"

Kinser School Mascot: The Clipper Ship

Kinser School Colors: Blue and Yellow

Accreditation The school is accredited by AdvancEd. This means that a quality educational program is insured through annual reports to the North Central Association Headquarters, and an on-site inspection and evaluation every five years. The school is fully accredited for SY 14-15 without violation or citation and was visited February 2010 by a team of stateside consultants.

Continuous Progress Program KSES is an inclusion school that encourages students and staff to support each other and to use all available resources to serve the needs of all students. Collectively, general education teachers and resource specialists possess a tremendous amount of knowledge and skills for the task of teaching. When general educators and specialists work together students needs are more readily addressed.

At KSES, teacher partnerships have been established between general education teachers and specialists. Teachers are provided with time to discuss and plan for individual student needs and share co-teaching strategies during early release days on the first Friday of each month. Collaboration is the glue of inclusion. It involves direct interaction between two or more educators engaged in shared decision-making while working toward a common goal, which is the successful education of all students.

Staff As required by directive of AdvancEd, all staff members are qualified by experience and training for the positions they hold. The qualifications include a bachelor's degree, college courses in the subject area taught, and a current teaching certificate. A majority of staff members hold advanced degrees and continued education is a requirement for re-certification.

Our staff is cosmopolitan. Staff members are drawn from all sections of the United States. Most members have traveled and worked in various parts of the world. Their wide background and training provide enriching experiences that benefit our students. You will find the staff willing and capable of providing high quality educational services.

Resource Specialists

- u **English as a Second Language Teacher (ESL):** The ESL teacher works with children whose primary language is not English or who have been raised in families where at least one of the parents is a non-native English speaker.
- u **Educational Technologist (ET):** The responsibility of the ET is to support the staff and students with integrating technology across the curriculum.
- u **Enrichment Specialists:** We are fortunate to have specialists who provide enrichment experiences in the following curriculum areas: Art, Japanese Culture, Music, and Physical Education.
- u **Gifted Education Teacher:** KSES offers a program for students whose potential and/or performance is so extraordinary that they require differentiation in their instructional program. Eligibility for gifted program services is determined by the Gifted Education Review Committee. The identification for students for this program is completed through screening of students' performance on TerraNova achievement tests, nomination, and transfer records from schools outside of DoDEA.
- u **Guidance Counselor:** The guidance counselor executes a guidance program that is developmental and preventative in nature. The counselor also works with individual students and groups of students for personal growth. The counselor may be called upon to serve as a consultant to parents and teachers.
- u **Information Specialist (IS):** The purpose of the Information/Media Center is to support the entire school curriculum and to reflect the philosophy, goals, and objectives of Kinser Elementary School. The Information Specialist provides support in intellectual and physical access to information as well as providing students opportunities to expand their world by using various media and technology resources. All students, parents and faculty have access to the Information/Media Center. Students may go to the Media Center alone or in small groups; or teachers may arrange to bring their classes for special research projects.
- u **Learning Impaired Teacher (LI) :** The LI teacher provides services for those students identified as having a disorder in understanding or using spoken or written language that may manifest itself as an inability to listen, think, speak, read, write, spell, remember, or do mathematical calculations as defined by DoD Instruction 1342.12.
- u **Literacy Support Specialist (LSS):** The LSS assists in improving classroom reading programs. Pupils with reading deficiencies are helped through individualized programs.
- u **Math Support Specialist (MSS):** The MSS assists in improving math skills in targeted grade levels. Pupils with math deficiencies are helped through the specialists supporting the math programs in the classroom and in-service trainings for teachers.
- u **Preschool Children with Disabilities (PSCD) Specialist:** The PSCD specialist operates the Child Find program. The purpose of Child Find is to identify children and young adults in the community, age 3-21, who may have a disabling condition—physical, intellectual, or emotional. Referrals can be made to the school office or the Child Study Committee (CSC) at 637-2686. The mission of DoDDS Child Find is to be responsible for locating, identifying, and with the consent of parents, assessing and evaluating all children with suspect disabilities who are entitled to receive special education and related services.
- u **Psychologist:** The psychologist administers psychological batteries, consults with staff, and plans and manages a program of psychological services.
- u **School Nurse:** The school nurse works with educational and medical agencies to help plan, organize, implement, and evaluate the school health services. First aid is provided to ill and injured students and school personnel.
- u **Speech Language Pathologist (SLP):** The SLP provides screening, diagnostic, and therapy services on an individual or group basis for any child having a stuttering, articulation, voice or receptive/expressive language disorder.

ADMINISTRATIVE POLICIES AND PROCEDURES

Attendance Procedures

New DoDEA Attendance Policy- DoDEA Regulation 2095.01 (effective September 1, 2011)

Provided below is the basic guidance for the attendance policy. For specific guidance on attendance (tardies and absences), you may access it on the school's intranet site-Clipper Net on the Parent Deck and you may visit the DoDEA website at: <http://www.dodea.edu/attendance/index.cfm> for full disclosure of the policy.

- a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.
- b. School attendance is mandatory.
 - (1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
 - (2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
 - (3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
 - (4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.
 - (5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.
 - (6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

Parents are encouraged to read the entire attendance policy.

Absences- Excused, Unexcused, and Early Withdrawal Students can only be signed out by a parent or an adult listed as an emergency contact. An excused absence is one for which the student will be given makeup privileges and credit. Absences will be excused only (1) personal illness, (2) family emergency (severe illness, death, local hardship situations) or (3) medical necessities which cannot be cared for on non-school time. A copy of emergency orders need to be submitted to the registrar prior to departure and the teachers need to be notified in writing. **ALL OTHER ABSENCES WILL BE CLASSIFIED AS UNEXCUSED FOR WHICH STUDENT MAY NOT BE GRANTED MAKE-UP PRIVILEGES.**

If both parents are going to be out of town and your child(ren) will be staying in someone else's home, please inform the school. A Power of Attorney must be on file with us along with pertinent phone numbers. Please help keep our school records current with correct phone numbers and addresses.

A note from the student's parents is necessary for any type of planned absence or (2) after any absence, to readmit the student to school. All notes must be dated, signed by one parent, and state the dates and the reasons for the absence. **Parents should contact their child's teacher or the school office by telephone or note whenever a child is absent three days or more.**

The following is an excerpt from a letter from the Pacific Deputy Director, dated May 1, 2001, SUBJECT: "Guidance on Accelerated Withdrawal."

"This memorandum serves to provide guidance on early withdrawal of students with full credit for the semester or year. DoDDS policy is that students withdrawing from school before the end of the semester may be granted credit for an accelerated study program, outlined by the teachers involved, providing that the withdrawal date is no earlier than 20 school days before the end of the year. Students meeting conditions of the accelerated program are to be granted semester grades and credits. While DoDDS policy on this issue is stated in the Administrative Guide, questions have frequently arisen regarding its applicability to family plans for vacation, as well as to withdrawal prior to the 20-day limit.

The provision for permitting the early withdrawal of students with full Carnegie credit was based on careful consideration of the unique circumstances found in the DoDDS system. It recognizes that due to military necessity, families are occasionally **required** to move prior to the end of the school year, and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. **This provision was not intended for the convenience of family travel, visits, or other discretionary reasons.** The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "withdrawal" grade rather than a final grade. At the elementary school level, administrators may annotate the child's progress report to indicate the student's status."

Leaving School Grounds Students are required to leave the campus directly after school. Students may NOT play on the playground equipment after school or before school –even if parents are present. We ask parents to please help us maintain this safety standard. Students are welcome to return to the campus and use the playground after the final (1430) bell has rung and all buses are gone. Students are not to leave the school grounds without permission during the school day. Students leaving must be picked up by parents or guardian. **LEGAL RESPONSIBILITY PREVENTS THE HONORING OF TELEPHONE REQUESTS.**

During school hours, parents will report to the school office **before** picking up their child. For the safety and security of your child(ren), all visitors to the school must sign in and wear a visitor's badge. Please do not send a note or call requesting your child be sent to the office at a certain time to wait for your arrival. Students are not released from the classroom until **AFTER** the parent arrives and the teacher is contacted by the office.

After school, all bus students must ride their assigned school bus. Exceptions are granted if (1) parents or guardians are physically present or (2) a written note signed by the parent requesting the child to: (a) ride a different bus, (b) walk or ride their bike home, or (c) wait in the office to be picked up. (Students are not allowed to wait outside after the school buses depart.) **ALL STUDENTS SHOULD BE PICKED UP WITHIN 10 MINUTES AFTER DISMISSAL.**

Tardiness Students should not arrive at school before 0750. The first bell rings at 0750 alerting students to enter campus. The second bell rings at 0755 alerting students to enter their classrooms. The tardy bell rings at 0800. Students arriving at school after 0800 are considered tardy. Parents will be contacted by letter or telephone call after the fourth unexcused tardy. Continuous tardies will be processed through the office per the guidance of the DoDEA School Attendance Policy 2059.1 and may require additional measures to include after school detention and/or contacting the sponsor's commander for support. If you know that your child will be late arriving to school, please make certain that a note is sent explaining the tardiness. **Excused Tardies:** Student tardies due to government transportation (late bus) or medical/dental appointment are excused if a signed appointment slip from the doctor/dentist is presented when parents physically check-in their child (ren). Please see the Attendance Policy for what is considered an excused tardy. Please note that parents must state the reason for the tardy when signing in a student. The reason determines whether the tardy is excused or not... the presence of the parent. Administration makes the final determination if a tardy is excused or unexcused.

Bus Transportation Students living outside the Kinser Housing area may be assigned to a school bus by going to the Camp Foster Student Transportation Office, Building 5821. It is located on lower Camp Foster. Take the first left after entering Foster at the Kitamae Gate (Commissary Gate) and you will see the office with all of the yellow school buses located behind the building near the end of the road on the left. Problems are to be reported as soon as possible **DIRECTLY** to the Student Transportation Office, telephone 645-7820/2036. **Riding the bus is a privilege, not a right.** Infraction of the rules may terminate this privilege, and it will become the parent's responsibility to transport their child to and from school. **An incident resulting in termination of bus privileges by the transportation office does not preclude additional discipline measures by the school administration.**

Bus Monitor Policy Reminders The following was prepared by the Pacific Transportation Office/Officer:

On and Around School Buses students will:

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

On or around school buses students will not:

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

Parents and children should be aware of the penalties which will be imposed for various violations of good order and safety. These are listed in Kadena Air Base Regulation 30-1. Each parent will receive a copy of this regulation when they sign their children up for bus passes.

Safety Tips for Students Be on time. Never run to or from the bus. The bus will not stop once it has departed a bus stop or bus loading zone. Stand back from the curb. Always cross at least 10 feet in front of the bus and never crawl under a school bus. Follow the bus safety rules listed above.

Safety Tips for Parents Make sure your children get to the school bus stop in plenty of time. Discourage loosely fitting and baggy clothing that can get caught in handrails, in swinging doors, and on seats. The most dangerous area is at the loading and unloading areas. Instruct your children to avoid horseplay and to stay back away from the bus until it is okay to board. Instruct your children to remain seated while on the bus, and avoid horseplay or being exceptionally noisy. Stop

for school buses with red lights flashing...even in the school yard! *As a precaution, avoid purchasing yellow raincoats; the yellow raincoat has a tendency to blend in with the yellow school bus making it hard for motorists to see the student.*

School Bus Evacuation Drills All students will participate in two evacuation drills throughout the year even if they don't ride the school bus to school. These drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature. They will be held on school grounds and supervised by the school principal or her/his representative. Both the service door and the emergency exits are to be used.

Cafeteria Procedures Operation of the school cafeteria is the responsibility of the Okinawa Area Exchange (OWAX). Students will be allowed to call home to ask for lunch money or to have a lunch brought to school. There is a daily hot lunch available or students may bring a lunch from home.

National School Lunch Program Information The military services have requested the Army and Air Force Exchange Service (AAFES) to operate a daily school lunch program for the DoD Dependent Schools in overseas areas. Under this arrangement, AAFES provides the food and personnel to operate the cafeterias. The military services furnish the equipment and cafeteria facilities. AAFES operates the school lunch program on a strictly non-profit basis worldwide; meal prices are established to cover food costs and operating expenses. Reduced prices and free meals are available to eligible students. For more information, sponsors can contact the 18th SG at 645-2431.

Menu planning is based on U.S. Department of Agriculture (USDA) guidelines. The menus are planned by a certified nutritionist at AAFES Headquarters in Dallas, Texas. Each meal meets or exceeds USDA requirements and provides approximately one third of the student's daily nutritional needs. Menus are included in the monthly AAFES Shopping Guide and Schedule of Events and distributed to AAFES facilities including all schools on Okinawa (also available in the Kinser Clipper emailed to parents bi-weekly).

AAFES wants to make this the very best school lunch program in the overseas school system. With this in mind, your comments and suggestions are welcome. Also, if you have any questions about the school lunch program, please feel free to call the JASD Food Manager at 634-0026 or 633-2675.

Cafeteria Rules During the lunch period, all students are to be in the cafeteria at their assigned time unless written permission has been granted for the student to be elsewhere. Students are required to demonstrate acceptable behavior. This includes the following rules:

CAFETERIA RULES

- (1) Talk Softly—use a reasonable tone of voice
- (2) Walk inside the cafeteria—no running
- (3) Use appropriate table manners—never throw food

- (4) Remain Seated Until Excused
- (5) Clean Your Table—maintain a clean eating area
- (6) Line Up Properly—follow the directions of the adults on cafeteria duty

Computer Technology Use Policy KSES students are fortunate to have access to computer technology which enhances their education. KSES computer technology is defined as all hardware, software, and resources made available on the school campus. Internet access is available in each classroom, the Information Center (IC), and all computer labs.

We expect all students to treat our computer hardware, software, and resources in a responsible manner and to abide by the rules established in this policy letter.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Kinser Elementary School and the IT Division have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. KSES firmly believes that the valuable information and interaction available through computer technology far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Department of Defense Dependents Schools (DoDDS). A completed DoDEA Student Computer and Internet Access Agreement must be signed by both student and parent prior to computer usage.

Terms and conditions for computer use at Kinser Elementary:

1. **Acceptable Use** - Computer technology is made available at Kinser Elementary School to facilitate learning and provide learning experiences supportive and consistent with the curriculum. Use for commercial activities is not acceptable.
2. **Privileges** - The use of computer technology and its associated resources is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Each student who is provided with access to computer technology will be instructed on the proper use of computer technology resources by a faculty member. The administration will determine inappropriate usage and deny access and/or close an account of a violator. The administration, faculty, and staff of Kinser Elementary School may request the system administrator to deny, revoke, or suspend access to computer technology for individual users. All decisions of the system administrator are final.
3. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Users who send inappropriate messages, visit inappropriate sites, or download inappropriate files will be denied access.
 - b. Transmission or access of material in violation of US, Japanese, or SOFA regulations is prohibited.
 - c. Be polite. Do not use abusive nor vulgar language in your messages to others.
 - d. Do not reveal your personal address or phone number.
 - e. Do not reveal the personal address or phone numbers of students, faculty, or staff.
4. **Warranties** - Kinser Elementary makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages users suffer while using e-mail and/or the Internet.
5. **Security** - Any user identified as a security risk or having a history of problems with computer systems may be denied access to computer technology.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, destroy, or abuse any computer technology or the data of another user.

Kinser Elementary School Technology Consequences Rubric

- I. **Inappropriate use of technology** – This includes checking personal email, surfing sites that are not class specific or part of the current assignment, anything deemed inappropriate for class, using a proxy to bypass content filters

1 st offense	Exhaust all classroom policy you have set for your classes pertaining to technology.
2 nd offense	Student speaks to the administration about the severity of the actions and receives 2 day account suspension.
3 rd offense	Two week account suspension.
4 th offense	Is considered malicious intent and automatically will receive a semester long account suspension.

- II. **Inappropriate Content** – This includes surfing sites about hacking, porn, playing games online, downloading music, downloading movies, etc.

1 st offense	Exhaust all classroom policy you have set for your classes pertaining to technology
2 nd offense	Student speaks to the administration about the severity of the actions and receives 2 day account suspension.
3 rd offense	Two week account suspension.
4 th offense	One year account suspension.

- III. **Malicious Intent** – This includes possession of documents, files, programs, or data that can be used to harm the network in any way, i.e. hacking how to documents, key loggers, port scanners, brute force password cracking, etc.

1 st offense	Semester account suspension
2 nd offense	Upgrades to malicious destruction – one year suspension

- IV. **Malicious Destruction** – Any action taken by a user to cause damage to any data or resource on the network.

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

Discipline and Behavior

Students' Rights, Responsibilities, and the Code of Discipline The students of Kinser Elementary School are entitled to learn and develop in a setting which promotes a respect of self, others, and property. We expect students to come to school ready to learn.

Physical Expectations

1. I will use safe, nonviolent actions at all times. (No hitting, roughhousing, shoving, pushing or spitting. Keep hands and feet and other body parts to one's self).
2. I know that being part of a fight, real or play is not acceptable at KSES.
3. I will not touch others inappropriately.
4. I will walk in the halls quietly.
5. I will remain in designated areas that I have permission to be in at all times.

Language Expectations

1. I will use polite and appropriate language at all times. (No profanity, racial or gender slurs, verbal threats or inappropriate outbursts).
2. I know that participating in teasing, bullying, put-downs, and name-calling is not appropriate at KSES.
3. I will use a 4" (quiet) voice in the lunchroom.

Respect Expectations

1. I will speak and act respectfully to others. (No inappropriate gestures, back-talk, or intimidating glares).
2. I will show respect for personal and school property. (No stealing, vandalism, or defacing property).
3. I will show respect to my teachers, other adults, students and myself. (No willful disobedience with any adult in our school).

Safety Expectations

1. I will walk on the sidewalks and in the hallways .
2. I will use school materials such as pencils, scissors, etc., as they were intended.
3. I will wear appropriate shoes at all times; thongs, due to safety concerns, flip-flops, or clogs are **NOT PERMITTED**.
4. I will wear tennis shoes (shoes with backs on them) on days that I am scheduled for PE.
5. I will **NOT** wear bandannas, hats, or other head gear in the school.
6. I will **NOT** arrive at the school without parental supervision prior to 0755 daily; classes begin at 0800.
7. If I ride my bike or scooter to school, I will walk it on the school campus to the bike racks.
8. I will **NOT** use skates and shoes with wheels (heelys) on campus. (If I do, they will be confiscated and a parent will have to come and pick up from the office.)
9. I will follow playground safety rules during school and non-school hours.
10. I know that chewing gum is **NOT PERMITTED** at Kinser Elementary School.
11. I will only leave the school campus when I am dismissed to report in at home or another pre-planned activity; students may return to use the playgrounds only after reporting in at home or with the child care provider.

PLAYGROUND RULES

GENERAL

1. Play in a calm, gentle manner.
2. Wait your turn.
3. "Spot" for your friend.
4. Wear appropriate shoes.
5. Always use playground equipment properly. (Standing or climbing on top of the equipment or any of the support bars is dangerous and unacceptable behavior.)
6. Pushing, shoving, or **throwing of rocks** and other debris found on the playground is dangerous and unacceptable behavior.
7. Use the designated entrance and exit points.
8. Use all equipment quickly and safely. Remember others are waiting their turn.

SWINGS

1. Stay out of the "danger zone" of the swing. (The areas in front of and in the back of the swing.)
2. One child on the swing at a time.
3. Always stop the swing before getting off.
4. Always sit on a swing.
5. Push a swing only when a person is safely seated.
6. Keep the swing straight at all times. Twisting, winding, or wrapping the swing is unacceptable.

SLIDES (Roller, Tunnel, Spiral, Ten Foot)

1. One child on a slide at a time.
2. Look to make sure the slide is clear before starting down.
3. Slide in sitting position.

CHAIN NETS, CLIMBER AND ARCH CLIMBER, CROSS BARS

1. One person on equipment at a time.
2. Hold on when climbing up or down.

CABLE WALK

1. One person on a cable at a time.
2. Swinging, hanging, or climbing on the cable is dangerous and unacceptable behavior.

PARALLEL BARS AND TURNING BARS (PULL-UP BARS)

1. One person on the equipment at a time.
2. Stand a safe distance from the bars while waiting for your turn.

FIRE POLE

1. One person at a time.
2. Always check to see if the base or bottom is clear before sliding down.

HORIZONTAL BARS, RINGS, TRACK RIDE, AND HORIZONTAL LADDER

1. One person crossing at a time.
2. Students may cross bars either way. The first person on the bar has the right-of-way.
3. Remember to take turns.
4. Always walk around the bars while someone is using them.

MOVING BEAM (ZIGZAG BALANCE BEAM)

1. Purpose: To develop agility and balance.
2. Beginners: One person on the beam.
3. Advanced: Two or three persons on the beam.

TIRE CLIMB

1. Purpose: To develop movement skills.
2. Child should climb up one side and down the other.
3. This piece of equipment should not be used as a swing.
4. Take turns.

TIRE ROLL (BARREL ROLL)

1. Purpose: To develop balance and agility.
2. Maximum of two students at a time on this piece of equipment.
3. Encourage students to work as a team.

CLIMBING WALL

1. Purpose: To develop the upper body, arms and hand muscles.
2. Two students on the equipment at a time. One student per rope.
3. Standing, sitting, or playing on top of the wall is dangerous and unacceptable behavior. Climb to the top and immediately come down or cross over the wall and descend. Ropes are only used to aid in climbing the wall.

SAFETY RULES—STUDENTS WILL . . .

- | | |
|--|---|
| <ul style="list-style-type: none">- Walk on sidewalks- Walk bikes on school grounds- Leave skateboards at home- Use swings, slides, etc. properly- Use playground only with adult supervision- Always wear shoes with backs | <ul style="list-style-type: none">- Walk down the stairs- Refrain from throwing stones, dirt, or other objects- Help keep school buildings/grounds clean- Leave pets at home- Leave toys/tape players/radios/knives/harmful objects at home |
|--|---|

Dress (Regulation MARINE CORPS BASES JAPAN 1020.2). We encourage children to take pride in their appearance at all times. Good grooming is a necessary part of a good education. When a student comes to school, he/she should be dressed comfortably and in good taste. Students whose mode of dress disrupt the educational process, or constitute a threat to the individual's self-esteem will be required to make modifications to their attire. Students may be given appropriate clothes from the nursing office or **parents may be called if articles of clothing are judged inappropriate.** Articles of clothing that may be judged inappropriate include, but are not limited to the following:

1. unsanitary or torn clothing; obscene writing on clothing.
2. bare midriffs, see-through net shirts, bare back—when arms are fully raised above the head, no part of the waist should be exposed.
3. clothing identifying a group or gang (Exceptions- Boy Scouts, Girls Scouts, etc.).
4. short shorts, skirts—shorts should cover more than half of the thigh, standing straight.
5. baggy, saggy, or oversized pants or shorts are not appropriate at school
6. Students must wear shoes at all times while in school; no thongs, flip-flops, heelys (shoes with wheels) or clogs.
7. clothing that allows undergarments to show (spaghetti straps).
8. bandanas, hats, etc.

Vandalism Sponsors are responsible for individuals intentionally damaging, destroying or defacing government property or committing acts which require a labor force to correct. They will be held liable for the cost of repair by military authorities.

Cell Phones It is recognized that cell phones have become a parent's tool to help to monitor their children's whereabouts. However **while at school student's cell phones will be turned off.** Any interruption of classroom routines will result in the phone being brought to the office for a parent to pick up. This includes students making outgoing calls. Should a student need to contact a parent the school has phones for student use.

Behaviors and Potential Consequences **Each classroom teacher utilizes his or her own behavior management plans within their classroom. When a child exhausts the options within a teacher's plan, the child will be sent to the office to visit with the principal. Behaviors and potential consequences are listed in the following matrix:**

Students on an Individual Education Plan (IEP) Disciplinary action for a student on an IEP will be in accordance with DSM 2500.13-R, Chapter 10. Kinser Elementary School maintains a disciplinary committee that reviews cases which may result in long-term suspension and expulsion.

Behaviors and Potential Consequences Matrix

Disruptive Behavior	Potential Consequences
<ul style="list-style-type: none"> *Disruptive Behavior, name calling, in school *Non-compliance *Using Profanity *Skipping detention *Scuffling/ Rough housing *Pushing/ Shoving 	<ul style="list-style-type: none"> *Lunch detention (less than one week) *Refer to counselor/behavior plan optional *Letter to parent/ conference *After school Bullying class *After school detention *Phone call to parent
Serious Behavior	Potential Consequences
<ul style="list-style-type: none"> *Using racial or gender slurs, verbal threats *Leaving class without permission (running away) *Defiant non-compliance *Pushing/ Shoving (aggressive) *Throwing Objects of any kind *Destruction of property (school or private) *Carrying prohibited objects e.g. matches, lighters, fireworks, weapons of any kind, laser pointers – including toys, pocket knives and other items with similar potential for danger that are forbidden by DoDDS Zero Tolerance for Weapons Policy *Threatening a student/ Bullying *Forgery of parent signature on school documents *Cursing/ insulting an adult 	<ul style="list-style-type: none"> *Administrator/ Parent/ Teacher/ Counselor conference *After school detention *After school Bullying class *Lunch detention *Student sent home with parent *Letter to parent/command *Refer to counselor for individual behavior plan *Parent shadows student in the classroom *Referral to the discipline committee for recommendation regarding suspension (if more than 10 days)/ expulsion as per DoDEA Regulations *Suspension by administration
Very Serious Behavior	Potential Consequences
<ul style="list-style-type: none"> *Fighting (aggressive physical contact) *Stealing *Violent acts (premeditated/ potentially serious injury) *Threatening a teacher or school personnel *Assaulting an adult *Displaying or use of a prohibited object forbidden by the DoDDS Zero Tolerance for Weapons Policy 	<ul style="list-style-type: none"> *Administrator/ Parent/ Teacher/ Counselor Conference *Conference for individual behavior plan *Parent shadows student in the classroom *Letter to parent/command *After school detention *After school Bullying class *Any of the preceding consequences *Referral to the discipline committee for recommendation regarding suspension (if more than 10 days)/ expulsion as per DoDEA Regulations *Suspension by administration (up to 10 days)

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

Grade	Inherently Dangerous Weapons	Dangerous Weapons				Potentially Dangerous Weapons				
		First Offense	Second Offense	Third Offense	Fourth Offense	First Offense	Second Offense	Third Offense	Fourth Offense	
	All Cases	No Injury	With Injury	No Injury	With Injury	All Cases				
K-3	36 week Expulsion	5 day Suspension	10 day Suspension	10 day Suspension	20 day Suspension	18 week Expulsion	1 day Suspension	2 day Suspension	3 week Suspension	18 week Expulsion
4-6	36 week Expulsion	10 day Suspension	20 day Suspension	20 day Suspension	40 day Suspension	18 week Expulsion	3 day Suspension	5 day Suspension	5 week Suspension	18 week Expulsion
7-8	36 week Expulsion	20 day Suspension	30 day Suspension	30 day Suspension	18 week Suspension	18 week Expulsion	4 day Suspension	6 day Suspension	6 week Suspension	18 week Expulsion
				All Cases						
9-12	36 week Expulsion	9 week Suspension	9 week Suspension	18 week Expulsion			5 day Suspension	10 day Suspension	9 week Suspension	18 week Expulsion

INHERENTLY DANGEROUS ITEMS: DEADLY WEAPONS:

- Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon.

DANGEROUS ITEMS: REPLICAS AND OTHER ITEMS (NOT INHERENTLY DANGEROUS) USED IN SUCH A WAY AS TO INJURE OTHERS OR INSTILL FEAR

- Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

POTENTIALLY DANGEROUS ITEMS: REPLICAS OR OTHER ITEMS INAPPROPRIATE (NOT INHERENTLY DANGEROUS) ON SCHOOL GROUNDS THAT ARE NOT USED TO INJURE OTHERS OR INSTILL FEAR

- Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons.
- Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

Personal Responsibility The responsibility for a dependent's behavior and conduct are his own and that of his sponsor. Students are expected to maintain standards of behavior which will bring credit to themselves and their families, show recognition and consideration for the rights of others, and contribute to a healthy and profitable educational atmosphere. When the student does not exercise this responsibility, the behavior becomes the responsibility of his parents. At school, every student is expected to obey **ANY employee at ALL times**. All acts that may be dangerous in any way are forbidden. The school will notify the parent of **repeated misconduct**.

Character development is an on-going program, embedded in the curriculum, at Kinser Elementary School. Recognizing positive acts in ourselves and others is our goal. Our program is designed to accentuate positive behavior and de-emphasize negative behavior. This **does not** discount disciplining of inappropriate behavior.

GENERAL PROCEDURES

Change of Address, Telephone Numbers, and Email Address: Please inform/update the school of any change in your address or telephone numbers. When emergencies arise, locating parents is urgent. Keeping the school informed with an up-to-date telephone number and address is the **responsibility of the parents**. An emergency contact is essential and should be maintained at all times.

Arrival and Dismissal

Early Arrivals If your child walks to school, please try to time his/her departure from home so that he/she does not arrive at school before 0750. **There is no supervision of your child before that time and parents will be called to come and pick up their child(ren) if they arrive before 0750.** Urge your child to walk directly to and from school using the same route daily. It takes less time to locate your child if he/she does not arrive home within a reasonable time if you know your child's route.

- **Kindergartners and First Graders Walking to and from School** For the safety of young students, all kindergarten students and first grade students under the age of seven must be accompanied to and from school by an adult or an older sibling at least 12 years of age. Please see: Marine Corps Base Order 5800.2E dated 10 June 03, enclosure 24.
- **Rainy Day Procedures** Students who walk to school are not to arrive at school before 0750. There is no supervision for children before this time and **parents will be called to come and pick up their child(ren) if they arrive before 0750.** Students who walk to school should be dressed appropriately for rainy days.
- **Dismissal** All students are dismissed promptly at the end of the school day unless previous permission has been given to a teacher or co-curricular sponsor to stay after school. Students are encouraged to use the playground after school hours, **but only after** checking in at home or with the sitter or child-care giver. Students may check out books in the IC between 1430 and 1445 without written permission. They must exit the campus no later than 1445.
- **Use of School Grounds** The use of the playground at Kinser Elementary School is for everyone; however, there will be no supervision by the school staff except during the school hours 0750-1430. **Bicycles, skateboards, rollerblades, and other wheeled conveyances may not be ridden in the parking lot, on sidewalks and/or covered walkways of the school at any time.** Use of the soccer field must be coordinated through the school office at 637-3008. Please see Marine Corps Bases Japan Order 5800.2D for a comprehensive explanation.

Books Textbooks are furnished free of charge and are issued to students by each classroom teacher. Students will be held responsible for these books and are required to pay for them if lost or damaged. All payments will be the current retail value of the book.

Supplies A list of classroom supplies, by grade, is included on page 33. The teacher will inform the class of other needs such as paper, scissors, crayons, rulers, and other supplies, which may be needed. **Some items could be considered "community property" and may not be returned at the end of the year due to use, breakage, etc.** Students will need a pair of tennis shoes or shoes with similar soles for use in the gymnasium. Shoes with cleats of any type (even rubber) are not acceptable in order to maintain the gym floor in good condition. The above-mentioned items, school supplies, and items approved by the teacher are the only items acceptable at school. Items unrelated to school may be confiscated.

Classroom Visitation/Observations At Kinser, we welcome parents as vital partners to the educational process. But as our Director has stated, **"Parents should prearrange their visits and meetings with teachers, except in emergencies. The advance notice creates an opportunity for the teacher to offer an optimum date and time for the parent to observe the instructional process, and allows for a healthy exchange of ideas that benefits the student and ensures their success."** Please contact the teacher if you would like to set up an appointment. Appointments can also be set up by the main office personnel at 637-3008. Upon arrival at school, parents must sign in electronically, sign the school office log and receive a badge identifying them as an authorized school visitor. **This procedure must be strictly observed for the safety of students.** (DoDEA Reg.4700.2, 47.2.6 Visitor Control) For special programs and open house days, visitors and parents may go directly to the area to be visited.

Conferences Students and parents are encouraged to make appointments with teachers, counselors, and school administrators for discussion of personal and academic problems as they arise. Delay in finding solutions to these problems frequently has a serious affect on scholastic achievement. As partners in the education of students in our school community, a major part of our mission is to involve all parents in their child's learning. Conferences may be made by contacting the person concerned directly or calling the school office at 637-3008/3422.

Parking: **Park only in the designated parking areas; please do not park in the driving lane of the parking lot.** Make sure the motor is turned off and the emergency brake is on. **Do not leave your car engine running while unattended. Please do not leave children unattended in your car.** (See PMO Order - MCOBJO P1124.1A). **The parking lot in front of the school will be closed from 0745 until 0800 each morning and from 1415-1430 each afternoon.** This is to ensure a safe arrival and departure of our students. Please do not park in the front parking lot during these times. Pick-up and drop-off of students can be done safely in the designated parking behind the school bus lanes (on the street in front of the main parking lot). We ask that you do not leave your vehicle unattended in this area as it is only for pick-up and drop-off of students.

Lost and Found Lost articles such as jackets, shoes, and lunch boxes are stored in the hall down from the main office. Small items such as watches, rings, and eyeglasses are kept in the main office. Items not claimed in a timely manner will be donated to the base thrift store or a local orphanage.

Telephones Telephone lines are limited. **Student use must be restricted to emergencies and to those students who have written permission from their teachers.** Students will be allowed to use the phone in the office provided they have a telephone permission slip signed by their teacher; most generally if they have forgotten their lunch money. Please do not call the office with **routine** messages or requesting to speak to your child while he/she is in the classroom. Frequent interruptions disrupt the educational process. Only emergency messages will be taken for students. Students who are in possession of personal cell phones

Cell Phones Cell phones for students are not recommended. If a child needs to bring one to school, its use will be restricted to before/after school. Violation of these standards will result in the phone being collected by the teacher and the cell phone will be returned at the end of the school day. Repeated offenses may require that the parent come to the school and pick up the phone.

SPECIAL EVENT PROCEDURES

Study Trips Study trips are an extension of the classroom curriculum; therefore, attendance is important. If your child's class is planning a study trip, a form will be sent home explaining the trip, mode of transportation, and other pertinent details. The form will also ask your permission to allow the student to participate in the specific activity. A permission slip must be signed and returned to the school. **Your child will not be able to go on the Study Trip unless the signed permission slip is returned to school.** Attendance for study trips is required like any other curricular initiative. Parent permission is necessary to go off campus. If permission is not granted by the parent/sponsor, supervision becomes the responsibility of the parent/sponsor. The school provides supervision for the study trip. Under extenuating circumstances (behavior problems, special needs), a parent may be asked to attend the study trip with their child as a condition to their child attending.

As an invited chaperone, one's responsibility must be to supervise the students. **In the interest of the safety and welfare of the classrooms being supervised, younger sibling/infants may not accompany their parents on study trips.** The following responsibilities will assist parent chaperones:

- Supervise students assigned by the classroom teacher at the study trip site.
- Keep "your" students in view at all times.
- Follow the teachers' directions if an assignment is part of the study trip plan.
- During the lunchtime, keep "your" students together.
- Remind students to clean up after themselves.
- Remind students to be courteous and polite at all times.
- If a student becomes ill or gets hurt, contact the teacher immediately.
- Report to the bus pickup on time because time schedules are usually **very tight**.
- Bus breakdowns will be handled by the bus driver and the teacher who will notify the school.

Parties During the school year, four parties may be held at the teacher's discretion. These parties are usually held during the fall, winter holiday season, Valentine's Day, and at the end of the school year. Parents are encouraged to participate in these activities. Parents may be asked to help make these parties possible by contributing food, drink, and other items. Healthy snacks are strongly encouraged.

PUPIL PERSONNEL SERVICES AND STUDENT SUPPORT

Inclusive Education The Department of Defense Education Activity's (DoDEA) Definition

It is the policy of the DoDEA that ALL students shall be provided a free, appropriate education in schools where placement and service decisions are based on the individual needs of the student, in the least restrictive environment and in accordance with the system's guiding principles. The policy is consistent with the DoDEA mission to provide a world-class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment.

Embedded in this mission and policy is the practice of inclusive education, which is defined as the participation of all students, including those with disabilities, limited English proficiency, identified gifts and talents, and other special needs in the general education program. Supplementary aids and services are provided to these students in order for them to attain success. Inclusive education is grounded in the philosophy that ALL children can learn, have equal access to high quality education, and have the opportunity to be challenged to perform at higher levels of achievement. DoDEA educators share the responsibility of educating all children through collaborative efforts and through implementation of the guiding principles of the DoDEA Community Strategic Plan.

Pupil Personnel Services (PPS) PPS consists of all pupil personnel specialists. Their primary function is to receive student referrals from teachers, consider and discuss their concerns, and make recommendations. PPS members also provide services for students according to their individual needs. This includes compensatory education, reading improvement, special education, speech and language services, English as a second language (ESL), and counseling and psychological services. PPS personnel also participate in school-wide programs including enrichment, specials, (music, art, physical education, and host nation) and advise the Principal on matters related to the special needs of students.

Student Placement Policies Incoming students are placed in classes by the counselor based on the number of students already assigned to classes. In case of extenuating circumstances, an administrator makes the decision. The teacher will receive any placement information available. Students who register during the Thanksgiving vacation, winter break, or spring break will start the following Monday when school resumes. Students who register prior to 11:00 a.m. will start the next school day after registration. Students who register after 11:00 a.m. will start the second school day after registration.

Incoming Students with Special Needs The counselor will notify the appropriate special educator. The administration will then decide on the student's placement. Incoming IEP plans will be provided to the CSC Committee.

Incoming Students from Foreign Schools All students from foreign schools will be assigned to a grade level based upon their chronological age, standardized test results, and/or language skills and reading assessments administered by the reading specialists.

Placement of Students for the Succeeding Year The KSES administration supports and complies with DoDDS' philosophy of heterogeneous grouping. Class lists are posted on the Friday evening prior to the first day of school on Monday.

Request for Class Placement Change Requests to change classes will only be granted under very unique and extraordinary circumstances. No changes will be made until after the first two weeks of school. Prior to requesting a change in placement, parents must schedule and attend a Parent-Teacher conference to discuss concerns and develop an action plan with the teacher. Sufficient time (no less than 2 weeks) should pass before proceeding with the next step of submitting a written request to the Placement Committee via the school principal. The written request should explain in detail why the current placement is not meeting the educational and/or social needs of the child. **No teacher name requests can be accepted.**

Once the written request is received, the Placement Committee will schedule a meeting with the parents to discuss their request for placement change. The Placement Committee makes recommendations. The principal makes the final placement decision. In cases of extenuating circumstances or matters of a sensitive nature, an administrator makes the decision without the Placement Committee convening.

CURRICULUM STANDARDS

DETAILED STANDARDS FOR EACH GRADE LEVEL ARE AVAILABLE ON THE DODEA WEBSITE AT
[HTTP://WWW.DODEA.EDU/CURRICULUM/](http://www.dodea.edu/curriculum/)

ACADEMIC POLICIES

Homework Homework is based on each student's individual needs, interests, and abilities. It is encouraged for reinforcement and enrichment. Homework that has no specific educational purpose is not given. Parents are encouraged to establish a daily study time to complete homework or practice skills.

Make-up Work Makeup work must be arranged no later than the day the student returns to school **AFTER AN EXCUSED ABSENCE**. Teachers may require makeup tests to be taken. It is the student's responsibility to ask the teacher for the makeup work. Please review the DoDEA School Attendance Policy for additional guidance on make-up work. Sponsors of students who are ill or in the hospital for an extended period of time (over three days) must notify the main office staff at 637-3008/3422 and teacher to make arrangement for picking up assignments.

Progress Reports Interim progress reports may be sent at mid-quarter or at any time during a grading period before report cards are sent out. A parent may be informed that his/her child is not performing to expectations at any time in writing or by telephone communication. Notification will be made in sufficient time for the parent to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in that class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about their child's progress. Do not wait until report cards are issued if you have a concern regarding your child's progress.

Report Cards Progress report cards are issued in grades K-5 on a quarterly basis (four quarters per academic year). A student must be enrolled 20 school days before he/she is given a progress report. At the end of the first quarter, scheduled conferences for all parents are established at which time a pupil's progress is discussed. It is not necessary, however, to wait for a scheduled conference to proactively resolve a problem. We are as close as your telephone; please keep the lines of communication open. Teachers keep individual grades/records in a grade book and a report card is sent home at the end of each quarter. "**CD**" means your child consistently demonstrated mastery level performance in the indicated skill during the marking period. The "**P**" marking code means the student is developing the skill or progressing in the area. The "**N**" marking code means the student needs more development growth or time to display this skill. The "**X**" marking code indicates that the area has not been addressed at this time.

Grade Speed Parents of fourth or fifth grade students can request a Grade Speed account through the main office. The Grade Speed program can help parents access student grades on a daily basis to ensure that your child is progressing as expected. The following marking codes will be used in the major subject areas of Language Arts, Reading, Math, Social Studies, Science, and Health: A- Excellent 90%: B- Very Good 80%: C- Good 70%: D- Minimal 60%: F- Failing 50 % ("+" and "-" may also be used). The Life Skills, Social Development, Special Subjects, and all sub-content areas will be marked with:

E Exceeds grade-level expectations	1 Consistently Observed
M Meets grade –level expectations	2 Occasionally Observed
S Steady progress toward grade-level expectations	3 Infrequently Observed
L Limited progress toward grade-level expectations	

School Honor Roll There is a school Honor Roll for grades 4 and 5. A student is recognized for the Principal's Honor Roll by earning all A's, High Honor Roll by receiving mostly A's and a few B's and Honor Roll by earning A's & mostly B's in both regular and specials classes.

Student Withdrawals If a student is **transferring** to another school on island, parents will need to withdraw the child(ren) from this school. Parents are asked to report to the school office to fill out a Student Transfer Notification form. **AN ABSOLUTE MINIMUM OF 3 DAYS NOTICE IS REQUIRED FOR ALL TRANSFERS.** Records may be picked up at 1000 hours on the last day of school and students who are registered at the receiving school prior to 1200 hours may begin classes the following day.

If a student is **PCS-ing** during the school year, a copy of the PCS orders is required. In addition, at least two weeks' notice prior to the child's last day of school is necessary in order to prepare all records for a PCS move. Parents may pick up these records on the student's last day of school at 1445 hours. **The office will advise the student's teacher(s) of the pending withdrawal so that report cards and other required paperwork can be completed in a timely manner.**

HEALTH SERVICES

Health Room The School Health Room is operated by a registered nurse and it is open during school hours for emergency medical care of illnesses and injuries sustained in pursuit of the school program and to conduct the school health program. Although precautions are taken, students have accidents at school. When minor accidents occur, the school nurse administers first aid. If an injury requires the attention of a doctor, the family will be contacted and advised to consult with the proper clinic. The same procedure will be followed for illnesses. The school nurse is not a substitute physician for health problems arising at home. **You will be contacted by the school nurse and requested to pick up your child should the following circumstances occur:**

Fever of 100.0 degrees F or more
Vomiting two times within 24 hours
Severe diarrhea
Pink eye or other communicable disease
Head lice

If a student is too ill to function in the classroom, parents will be called or an authorized person will be requested to pick up the student. When in doubt, keep a sick child at home; if a child vomits, feels hot, or complains about their eyes, ears or stomach BEFORE school please keep them home. Children are expected to participate in outdoor recess if they are in school. Please **do not** request your child be kept in during recess or physical education classes. **Students may go directly to the Health Office ONLY IN THE CASE OF AN EMERGENCY.**

For proper parental contact, it is important that the school be kept informed of changing phone numbers or addresses at all times. Please keep the main office up-to-date with current home, duty, emergency contact information and telephone numbers for the best care of your child(ren). **This is the parent's responsibility so that the staff may be able to contact you in case of illness/emergency.**

When parents are contacted to pick up their child because of illness, they have a period up to one hour to do so. If the child is not picked up after one hour, we will contact the emergency contact person or the sponsor's Commander.

Communicable Diseases Communicable diseases such as impetigo, ringworm, conjunctivitis, or pediculosis (lice) require exclusion until treatment is instituted. Communicable illnesses, such as chicken pox, require exclusion until the child has recovered. Guidance concerning home care or school attendance can be given by the nurse. If in doubt as to the disease a child might have, and to the treatment of the disease, please contact the health clinic. Reporting communicable diseases to the school nurse is appreciated for the protection of other students. **Please inform the school if your child is out longer than 3 days due to illness.** Students recovering from communicable diseases must report to the nurse prior to being readmitted to class. Children sent to school must be free of fever, rash, cough, and swollen glands. Children with temperatures of 100° and above are considered contagious and will be sent home. Children may return to school only after they have been fever-free for 24 hours. **Please keep students home if they are not feeling well.**

CONDITIONS THAT EXCLUDE CHILDREN FROM SCHOOL

- 1) **The illness requires greater care** than the staff can provide without compromising the health and safety of the other children.

<u>Disease</u>	<u>Return to School</u>	<u>Contagious Period</u>	<u>Return to School</u>
Chicken Pox	2 –3 weeks usually 15 days	1 – 6 days after	7 days at least pustules dry
Conjunctivitis (Pink Eye)	24 – 72 hours	Until discharge and symptoms disappear	After 24 hours on medication
Impetigo	2 – 5 days	Until lesions are healed	After 48 hours on medication
Ringworm (Skin)	10 – 14 days	While lesions are present	After treatment is initiated, lesions in an exposed area must be covered with gauze while child is at school.
Lice (Scalp or body)	According to the physicians at the Camp Kinser medical center, the child can return to school after one anti-lice shampoo.	One shampoo treatment is needed, but most doctors will ask parents to give a 2 nd shampoo in 1-2 weeks.	After treatment has been completed, the child must be seen by the nurse before going into the classroom.
Scarlet Fever Streptococcal Sore Throat	2 – 5 days	Approximately 10 days from onset until symptoms gone	After 24 hours on medication

- 2) The child has any of the following conditions: **Fever, lethargy, irritability, persistent crying difficulty breathing or other signs of possible severe illness.**

- 3) **Diarrhea** that is not contained by toilet use (accidents) or stools that contain blood and/or mucus.

- 4) **Vomiting** two or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

- 5) **Mouth sores** associated with an inability of the child to control his or her saliva, unless the child's physician or local health department authority states that the child is non-infectious.

- 6) **Rash** with fever or behavior change, until a physician has determined the illness not to be a communicable disease.

- 7) **Purulent conjunctivitis** (defines as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye) until examined by a physician and approved for readmission, with or without treatment. (Non-purulent, watery, slight redness OK – usually not contagious)

- 8) **Tuberculosis**, until the child's physician or local health department authority states that the child is non-infectious.

- 9) **Impetigo**, until 24 hours after treatment has been started.

- 10) **Strep pharyngitis, (strep throat)** until 24 hours after treatment has been initiated, and until the child has been feverless for 24 hours.

- 11) **Head Lice** (pediculosis), the child should remain at home until the morning after the first treatment. Per the physicians at the Camp Kinser medical center, the child can return to school after one anti-lice shampoo. There is no need to wait for the dead lice/nits to vanish because this can take up to 1-2 weeks or longer, depending on how aggressive parents are with combing off the dead animals. Only one shampoo treatment is needed, but most doctors will ask parents to give a 2nd shampoo in 1-2 weeks. The shampoo is very effective, but if the lice keep coming back, it's usually due to re-infection from another child at home or from unclean infested clothes, beddings, combs, towels, etc. Before the child can return to class, the school nurse must see them.

The National Association of School Nurses states: It is the position of the National Association of School Nurses that nit-free policies disrupt the education process and should not be viewed as an essential strategy in the management of head lice.

- 12) **Scabies**, until after the treatment has been completed.

- 13) **Varicella** (chicken pox) until the 6th day after onset of rash or sooner if all lesions have dried and crusted.

- 14) **Hepatitis A** virus infection, until 1 week after onset of illness or jaundice if symptoms are mild or until immune globulin has been administered to appropriate children and staff in the program, as directed by the responsible health department.

- 15) **Shigella** (dysentery) very contagious. Remain out of school until negative culture. (Approx. 2 weeks)
- 16) **E. coli infection**, out until negative culture has been taken.
- 17) **Shingles**, if on face/hands, stay home for up to 6 days. (Like chicken pox)
- 18) **Pertussis**, until 5 days of antibiotic therapy has been completed. (Total course of treatment is 14 days)
- 19) **Mumps**, students must not be in attendance until 9 days after onset of parotid gland swelling.

Need not be excused for:

- 1) **Parvovirus (5th Disease)**, a lacy rash on arms/legs, red cheeks. By the time the rash appears it is no longer contagious so the child is able to return to school. Less than 1% risk to pregnant adults – tell OB doctor if exposed.
- 2) **Ringworm** is not extremely contagious if covered. If on face or hands, try to avoid contact. Exception: ringworm of the scalp requires medical attention.

Immunization Regulation Each student must have a Certificate of Immunization reviewed and updated before entering school and each year thereafter. New student immunization records must be taken to the school nurse for review. If all immunizations are up-to-date, the school nurse or the immunization clinic will issue the Certificate of Immunization. If an immunization is needed the school nurse will send the student with his/her parents to the base Medical Clinic to obtain the necessary immunizations. After the immunizations have been given, the Immunization Clinic or the school nurse will issue the Certificate of Immunization.

A Tuberculosis (TB) skin test is not mandatory, but is recommended every three years. Children who test positive should receive the proper treatment from a Doctor.

Required Immunizations

- Oral Polio Vaccine and Diphtheria/Tetanus/Pertussis – four doses, at least one of which was given after the fourth birthday. A fifth DPT is recommended.
- Measles/Mumps/Rubella – one dose given after fifteen months, a second dose between four and six years of age or before entering KSES.
- IPPD Skin Test (for TB) – Not mandatory, but recommended every three years. If newly positive, x-ray taken and follow-up according to Community Health guidelines

In conjunction with the immunization regulation above, it is the school's policy that students will be disenrolled if the required documentation is not submitted by the indicated deadline.



Sure Start Medical and dental screenings are to be performed at the appropriate clinic. It is highly recommended that appointments be made well in advance of the deadline. Screenings are to be performed within 45 days of the child's entrance into the program. Completed forms with appropriate signatures (physician and dentist) are due by October 31. **Students will be disenrolled if the required forms are not submitted by the indicated deadline.**

Health Screenings The school nurse is responsible for health screenings on all students in Sure Start (SS), Preschool Children with Disabilities (PSCD), KN, 1st graders, 4th graders, and all new students. Screening includes height, weight, vision, hearing, dental, and head lice check. Referrals are sent to parents if their son/daughter requires further evaluation. Parents are strongly encouraged to seek prompt medical evaluation for their child if sent a referral notice. Vision, hearing, and dental problems can impair learning abilities. The nurse is also a resource person who will work with parents, teachers, and health resources to achieve and maintain students' optimum health. The school nurse also makes certain that all students have current immunizations (a DODDS ENROLLMENT REQUIREMENT).

Child Abuse/Neglect School personnel are legally **obligated** to report **suspected** child abuse or neglect. This is immediately reported to Family Advocacy by school officials for further investigation. Judgments are made by Family Advocacy and not the school. The school merely brings to the attention of Family Advocacy a potential or possible problem. Individuals failing to report suspected child abuse of any kind will be held fully accountable.

Health Education The school nurse helps provide information on health-related topics to the students. This includes first aid training, drug abuse awareness, good nutrition, personal safety, tobacco use awareness, AIDS/HIV education (taught appropriately for each grade level), and other health issues. Grades 4-6 will receive appropriate information regarding puberty and human growth and development.

KSES POLICY ON MEDICATIONS GIVEN AT SCHOOL No medication is given by the school nurse except under the following circumstances: The parent should bring medication to school along with a **"HOLD-HARMLESS"** letter. The letter is signed by both the parent and the doctor. Duplicate prescriptions for this purpose can be made by the pharmacy at the request of the prescribing doctor. The Hold-Harmless Letter is available at the base Medical Clinic, the school nurse's office and the main office. Medication, to include asthma inhalers, must be brought by parents to the school nurse in a **Pharmacy Bottle** labeled **"For School Use"**. The medication bottle must be labeled by the pharmacy with child's name, doctor's name, medication's name, the dosage, and instructions. If your child needs to take medication anytime at school, including cough drops, aspirin, Ritalin or Alupent, et al, the medication must be in a **properly labeled pharmacy bottle**. The nurse will keep the medication in the nurse's office, and the child must go to the nurse's office to receive the medication.

As a policy, medications cannot be given at school without a **HOLD HARMLESS LETTER** from a doctor. Other non-prescription medications **will not** be administered and **should not** be brought to school. This is for the safety of your child and other children who may accidentally take the medication. This applies to prescription medicines as well as over-the-counter medicines. It is **NOT** Kinser's policy to administer Tylenol or cough drops to students. For the safety and well being of all, students are **NOT** allowed to keep medicine in their possession while at school. Although your child may be mature and responsible, these medications may fall into the "wrong hands" during the school day and indigestion could be deadly to another child. Please remember that all medications are kept in the Health Room to ensure the safety of all students.

Children are not permitted to have in their possession any types/forms of medication. These include cough drops, throat lozenges, cough syrup, eye drops, aspirin, Tylenol, etc., as well as all prescription medicines and inhalers.

Other Medications If your child needs to take medication for a short period of time, for example, an antibiotic, and needs to take the medication during school time, **the school nurse must see the prescription bottle and have a note from the parent with instructions concerning the medication, as well as the Hold Harmless Letter signed by both the doctor and the parents.** If you get your prescription from the Branch Medical Clinic on base, ask the doctor to write the prescription for two (2) bottles of medication, one for home and one for school use. You may pick up a Hold-Harmless Letter at the clinic or one will be sent home for you to sign and return with your child.

Japanese Medications If you take your child to a Japanese doctor and your child needs to take medication during school, the school nurse will need a note and Hold Harmless Letter from the doctor and the parent with clear instructions for the English speaking nurse. Please make sure that your child's name is on each envelope of medication. **ALL MEDICATIONS ARE DISPENSED FROM THE NURSE'S OFFICE. TEACHERS ARE NOT RESPONSIBLE FOR ANY MEDICATIONS. NO CHILD IS PERMITTED TO CARRY ANY MEDICATION ON THEIR PERSON OR ADMINISTER THEIR OWN MEDICATIONS.** This includes cough drops, throat lozenges, and aspirin.

Study Trip Medications Emergency medications (such as bee-sting kits, asthma inhalers, etc.) that are required to be used at school, must also accompany children on study trips. Parents are required to accompany students on study trips when required medications have not been brought in. Please indicate medication needs on your child's study trip permission slip when your child participates in a scheduled study trip. We highly encourage parents to accompany a child on a study trip if the teacher does not feel comfortable dispensing medication.

Sunscreen: Due to health concerns, sunscreen will not be applied to students at school unless there is a “Hold Harmless” letter from the physician. Parents are encouraged to apply it prior to school on sunny days.

Special Medical Concerns: Please notify the Nurse if your child has any special needs due to medical problems. Temporary cast and crutch use should be brought to the Nurse’s attention for safety reasons. Please notify the Nurse if your child is returning to school after surgery, serious illness or injury.

Tips for a Healthy School Year Students can learn better if they are healthy. Getting enough sleep, practicing good hygiene, eating a well-balanced diet, seeking medical care when needed, and receiving positive affection from home is important for each child to succeed.

PARENT COMMITTEES

Parent Teacher Organization (PTO) Membership in the Kinser Elementary School Parent Teacher Organization is composed of community members, parents, guardians and educators of children enrolled in Kinser Elementary School. General membership meetings are conducted regularly. The PTO works to provide its members and the community with information about the school and its programs and to promote the education and welfare of the children through closer cooperation and understanding between home and school. Money for PTO activities is raised through projects approved by the organization. You can become involved with your child's education in a number of ways through volunteering. The Kinser Elementary School PTO has opportunities for you to volunteer, i.e. classroom reading, helping in the Information Center, or at special events sponsored by the PTO, in your child's classroom, etc.

School Advisory Committee (SAC) A School Advisory Committee consisting of 6 members (3 parents, and 3 educators) is formed each school year. The objective of this committee is: In the name of the "school community", to make positive recommendations to the principal on all matters affecting the operation of the school. If you would like more information, please contact the school office. Any parent or student who has comments/suggestions for discussion by the School Advisory Committee can contact any member of the committee or drop off your suggestion in the main office or leave a message in the front office. **Meetings are held the first Monday of the month at 1430; guests are welcome.**

EMERGENCY PROCEDURES

Emergency Evacuation Procedures In the event of a fire drill or other emergency evacuation procedure, a loud, continuous buzzer will be sounded—periodic, unannounced, emergency drills are held at KSES. Students and teachers following the evacuation plan posted in each classroom will leave that room in an expeditious and orderly manner. Students are not to go to any other area during or after emergency evacuation procedures until given permission by an appropriate authority.

To ensure accountability of students at all times, parents may accompany students during drills or emergency evacuations. After the all clear is given, students will be released to parents following normal checkout procedures.

DoDDS Okinawa Tropical Cyclone Guide
This Guide applies to all DoDD Schools on Okinawa

Tropical Cyclone Condition	0600-0759	0800-1459	1500-0559
TCCOR One (TC-1)	No school for students, buses return students if enroute. Administrators, teachers, and staff work. Normal duty hours for employees.	No school for students; prior to 1200 students will be sent home early, buses will run normal routes. After 1200 school will continue, students go home at the normal time, and buses will run normal routes. Normal duty hours for staff and teachers.	No school for students. Administrators, teachers, and staff work. Normal duty hours for employees.
TCCOR ONE CAUTION (TC-1C)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
TCCOR ONE EMERGENCY (TC-1E)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
TCCOR ONE RECOVERY (TC-1R)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
STORM WATCH (TC-SW)	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.
ALL CLEAR	Modified school hours possible, listen to AFN radio or watch AFN Television for current information. School will begin one hour following “All Clear” for walkers. Buses for early schedule schools (Kadena Middle, Lester Middle, Kadena High School, Kubasaki High School, Kinser, Stearley Heights, and Zukeran) will pick up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools (Kadena Elementary, Bob Hope, Amelia Earhart, and EC Killin) will pick up students approximately 1 ½ hour after “All Clear” announcement. If school starts after 0900 a modified lunch will be served by AAFES.	Modified school hours possible, listen to AFN radio or watch AFN Television for current information. School will begin one hour following “All Clear” for walkers. Buses for early schedule schools (Kadena Middle, Lester Middle, Kadena High School, Kubasaki High School, Kinser, Stearley Heights, and Zukeran) will pick up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools (Kadena Elementary, Bob Hope, Amelia Earhart, and EC Killin) will pick up students approximately 1 ½ hour after “All Clear” announcement. If school starts after 0900 a modified lunch will be served by AAFES. If “All Clear” sounds after 1100 there is no school for students; employees work normal hours.	Normal school in effect.

DoDDS Okinawa Tropical Cyclone Guide, 20 April 2004

Marine Corps Bases Japan Child Supervision Guidelines (MCBJO 5800.2E)

Age	Leave unsupervised in quarters, at playground, outside quarters	Leave alone overnight	Leave in car unsupervised	Baby-sit siblings	Baby-sit others	Leave in public areas unsupervised	Walk to school	Leave in quarters while on vacation or during TDY
0-6 years	No	No	No	No	No	No	No	No
7-9 years	No, unsupervised in quarters. Yes, at playground or outside quarters for 2 hours with physical access to designated adult/care provided checking periodically.	No	No	No	No	No	Yes	No
10-11 years	6 hours with physical access to designated adult/care provider checking periodically	No	Yes, with keys removed up to 15 minutes	No	No	Yes, 6 hours at recreational areas with designate adult/care provider, checking periodically, three hours at retail stores. (BX, food court, etc.)	Yes	No
12-13 years	12 hours with designated adult/care provider checking periodically. Not to exceed over night	No	Yes, with keys removed	Yes	Yes	Yes, 12 hours at recreational areas with designate adult/care provider checking periodically, four hours at retail stores	Yes	No
14-15 years	12 hours with designated adult/care provider, checking periodically. Not to exceed over night	No	Yes, with keys removed (Except for licensed drivers)	Yes	Yes	Yes, 12 hours with designated adult/care provider checking periodically	Yes	No
16-17 years	Yes, with telephone access to a designated adult	Yes, with telephone access to designated adult	Yes	Yes	Yes	Yes	Yes	No

Definitions:

Adult: Person who is 18 years of age or older

Babysitter: Person between the ages of 12 and 17 (paid or unpaid)

Care provider: Designated person by sponsor who accepts responsibility for children.

Designated adult: Specific prearranged individual by sponsor who accepts responsibility for children.

Physical access: Child has the ability to make immediate face-to-face contact with sponsor, designated adult/care provider.

Checking periodically: Designated adult/care provider or sponsor and child have a face-to-face or telephone contact.

Left alone overnight: Without sponsor or designated adult physically present.

Recreational areas: Parks, playgrounds, sports fields.

Unsupervised: Any child that is not properly monitored by sponsor or designated adult/care provider.



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS, PACIFIC
OKINAWA DISTRICT
 Kinser Elementary School
 Unit 35037 FPO AP 96373



Kinser Elementary School Supply Guidelines for School Year 2012-2013

Parents of Kindergarten are expected to provide the following for their children:

• 1 pair child round end scissors	• 1- 4 oz. bottle of glue	• 2 large erasers
• 3-4 boxes of 24 crayons	• 12 glue sticks (3 per quarter)	• 3 plastic pocket folders plain colors
• 1 box of 8 colored markers	• 1 pkg #2 Ticonderoga pencils sharpened	• 1 primary bound composition book
• 2 wide ruled composition books	• 1 bath towel/ small blanket for rest time	
• 1 box 24 colored pencils	• 1 change of clothes	
• 1 plastic container for supplies	• 1 backpack (w/o wheels, large enough to hold a folder and change of clothing)	

Parents of First Graders are expected to provide the following for their children:

• 2 black Sharpie fine point pens	• 1 pair-children's scissors	• 3 pink pearl erasers
• 1- 4 oz. school glue	• 1- 24, 48 or 64 package of crayons	• 1 pkg of colored pencils (up to 36)
• 4 school glue sticks	• 1 pkg of 8 markers (tropical or bold)	• 1 primary journal, early creative story tablet
• 4 packages of #2 writing pencils (10/12 pencils in pack)		
• 1 Meade plastic two-pocket folder, BRIGHTS or 5 Star (to be used as homework folder)		
• 4 pocket folders with fasteners (no plastic, without pictures to be used for journal writings by subject)		

Parents of Second Graders are expected to provide the following for their children:

• 4 packs-No. 2 pencils	• 1 bottle of white glue	• 3 marble composition books
• 2 packs- pink erasers	• 8 glue sticks (4 each semester)	• 1 small supply box (to fit inside desk)
• 1 pack-colored pencils	• 3 plastic pocket folders w/o prongs	• 1 package of markers
• 1 pair of scissors	• 2 boxes of crayons or Twistables	• 1 package of loose leaf paper

Parents of Third Graders are expected to provide the following for their children:

• 2 dozen #2 pencils with eraser tops	• 4 glue sticks	• 1 package washable markers
• 1 3-subject spiral notebook	• 4 large erasers	• 1 package of 24 crayons
• 2 packs of loose leaf wide-ruled notebook paper	• 2 highlighters	• 1 pair of round-tip scissors
• 2 bound composition notebooks		• 1 plastic supply box
• 3 two pocket plastic folders w/ 3 fasteners, no designs, unlabeled		

Parents of Fourth Graders are expected to provide the following for their children: Please do not label the items indicated below. We will take care of this in the classroom.

• 1 plastic supply box	• 2 boxes colored pencils	• 3 glue sticks
• 2 dozen #2 pencils with eraser tops, sharpened	• 4 large erasers	• 1 package of washable markers
• 2 packs of loose leaf wide-ruled notebook paper	• 2 yellow highlighters	• 1 package of crayons (24 count)
• 1 bound composition book, <i>unlabeled</i>		• 1 pair of round-end scissors
• 2 single subject spiral notebooks, in different solid colors (no designs), <i>unlabeled</i>		
• 5 two pocket folders with 3 fasteners, in different solid colors (no designs), <i>unlabeled</i>		

Parents of Fifth Graders are expected to provide the following for their children:

• 1 plastic supply box	• 2 boxes colored pencils	• 1 package of washable markers
• 2 dozen #2 pencils with eraser tops, sharpened	• 1 large erasers	• 1 package of crayons (24 count)
• 2 pkgs of loose leaf wide-ruled notebook paper	• 5 color set of highlighters	• 1 pair of round-end scissors
• 1 bound composition book, <i>unlabeled</i>	• 3 glue sticks	
• 4 single subject spiral notebooks, in different solid colors (no designs), <i>unlabeled</i>		
• 5 two pocket folders with 3 fasteners, in different solid colors (no designs), <i>unlabeled</i>		

- * Parents may need to replace items as they wear out or run out throughout the year
- * All students need to wear gym shoes and socks on P.E. days
- * We encourage you to save your receipts in case items need to be returned

Only purchase these items **IF** your teacher/specialists request them after the first day of school or unless it is already listed on the grade level list:

Pens and pencils	Spiral notebooks	Paper - loose leaf
Rubber eraser	Plastic supply box	Child's round end scissors
Colored pencils	Notebook dividers	Crayons
Glue (sticks, bottled)	Bound composition book	Bath towel
Pocket folders	Notebook - 3-ring binder	Paint shirt
Highlighters	Paints (watercolor)	
Book bag or backpack	Colored markers	

Schools are expected to purchase the following items and have them available in August for the beginning of school:

Schools Will Purchase

- Rulers (ES & MS only)
- Paints (tempera)
- Pencil Sharpeners
- Toilet Paper
- Tissue boxes
- Paper - graph
- Index Cards
- Calculators
- Dishwashing Detergent
- Plastic Bags
- Paper Towels
- Contact Paper
- Liquid Soap
- Baby Wipes
- Hand Sanitizer
- Locks (as required)
- Copy-Printer Paper

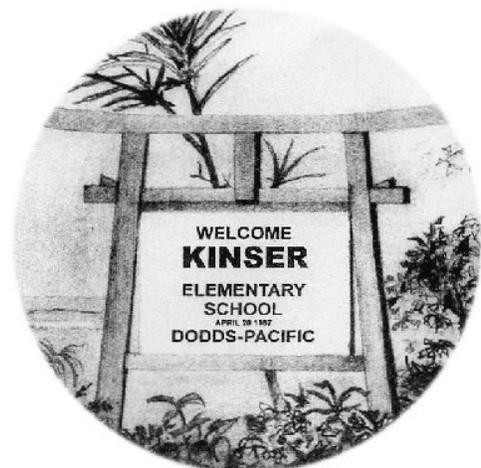
Parents are not to be expected to purchase the above items.

You may visit the Pacific Area website to view the entire list for all school levels.
<http://www.pac.dodea.edu/edservices/Students/supplies.html>



A GLOSSARY OF DoDDS ACRONYMS

ADHD	Attention Deficit Hyperactivity Disorder
AIR	Artist in Residence
COT	Co-teaching
CONUS	Continental United States
CSC	Case Study Committee
CSP	Community Strategic Plan
CSI	Continuous School Improvement
DAC	District Advisory Committee
DAP	Developmentally Appropriate Practice
DARE	Drug Abuse Resistance Education
DDESS	Domestic Dependent Elementary and Secondary Schools
DoDDS	Department of Defense Dependent Schools
DoDEA	Department of Defense Education Activity
DSO	District Superintendent's Office
ECE	Early Childhood Education
EDIS	Early Developmental Intervention Services
ESL	English as a Second Language
FLES	Foreign Language Elementary School
IAC	Installation Advisory Committee
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
KSES	Kinser Elementary School
LI	Learning Impaired
LRE	Least Restrictive Environment
LSS	Literacy Support Specialist
NCA	North Central Association
PE	Physical Education
PLP	Pacific Literacy Project
POUT	Pull Out Services
PTR	Pupil Teacher Ratio
PTO	Parent-Teacher Organization
SAC	School Advisory Committee
SHCP	School Home Community Partnership
SILT	School Improvement Leadership Team
STO	School Transportation Office



Kinser Elementary School Parent-Student Handbook School Year 2012-2013



Acknowledgement and Understanding of The Kinser Parent-Student Handbook SY '12-'13

The Kinser Elementary School Parent-Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the handbook and then sign below to acknowledge your receipt and understanding of the information it contains.

Student's Name

Parent's Name

* _____
Student's Signature Date

* _____
Parent's Signature Date

**Please complete form and return signed to your child's teacher by the Fall
Parent Teacher Conference Dates November 08-09, 2012.**

*Signatures represent receipt of the parent/student handbook and parent/student awareness of school policies and procedures for School Year 2011-2012.