

Kadena Elementary School Student/Parent Handbook



School Year 2012-13

STUDENT RIGHTS AND RESPONSIBILITIES

At Kadena Elementary School, we value student dignity, and emphasize student responsibility. It is our intention that this handbook will provide guidance that will better enable our students to exercise good judgment, make responsible decisions, and feel safe in the school environment. Detailed information about the DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities, can be found at the link below.

- http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

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KADENA ELEMENTARY SCHOOL
"Where kids come first"



Dear Parents and Students,

We'd like to welcome you to another exciting year at Kadena Elementary School, and hope that you will take full advantage of the variety of learning opportunities available to you. We encourage you to become involved with our school programs, the inviting island life, and the abundant international opportunities here in Japan.

We have a strong school-home-community partnership program at KES, and volunteer opportunities are available through the PTO, the School Advisory Committee (SAC) and your child's classroom. Stop by the office to get started on a background check that will enable you to volunteer on field trips and in the classroom.

Just a bit of tradition - the KES mascot, Sushi the angelfish above, was chosen as the school symbol because the Okinawan people depend so much on their fishing and marine life. *Okinawa* is written in Kanji characters on the left side of the Sushi logo above, which was designed by a Kadena ES art teacher, Mr. Sederquist, years ago.

Being new to KES, you will surely have many questions about school. Please let us know if anything of importance is missing from this handbook, so that we can improve it. If you have questions, please call or stop by, as we maintain an open door policy for parents and students. We can't promise that we'll be able to solve every concern, but we will listen attentively and do our best to work together with you to improve an already great school.



Tom LaRue
Principal



Susan Nordell
Assistant Principal

Contact Us

Change of address or contact information, or just a question – contact us at:

Telephone

Main Office: DSN 634-1550/3441

Commercial 098-961-1550/3441

Calling from US: 011-81-611-734-1550/3441

Nurse: DSN 634-0722 (Commercial 098-961-0722)

Library DSN 634-0778 (Commercial 098-961-0778)

Kadena ES Internet Website: <http://www.kadena-es.pac.dodea.edu/>

Email the Principal:

Principal_*kadenaes@pac.dodea.edu

Email the Teacher:

Firstname.lastname@[pac.dodea.edu](mailto:Firstname.lastname@pac.dodea.edu)

Mailing Address:

Department of Defense Dependents Schools

Kadena Elementary School

Unit 5166 Bldg 2415

APO AP 96368-5166

***** School Hours for Students: 0845-1500 *****

School Office Hours: 0700-1600

For your convenience, telephone answering machines are in use after hours.

Kadena Elementary School Vision Statement

Knowledge Equals Success



School Motto – “*Where Kids Come First*”

School Colors – Blue & White

School Mascot – Sushi, the Angelfish

Accreditation

KES is accredited by the North Central Association and Commission on Accreditation and School Improvement (NCA- CASI). Accreditation visits involve regular validation visits to ensure that quality standards of education are maintained. Kadena ES was most recently awarded full accreditation status in February 2011

DoDEA Mission Statement

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

Department of Defense Community Strategic Plan 2006-12

Highest Student Achievement – All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

Performance-Driven, Efficient Management Systems – DoDEA will use a performance driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

Motivated, High Performing, Diverse Workforce – The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Network of Partnerships Promoting Achievement – All levels of the organization will develop, promote, and maintain a network of meaningful partnerships and alliances to enhance a social, emotional, and academic growth, and to maximize resources.

Calendar for School Year 2012-13

Monday, August 27	Begin First Quarter and First Semester
Monday, September 3	Labor Day Federal Holiday
Tuesday, September 4	First day of Kindergarten
Thursday, September 13	First day of Sure Start
Friday, September 21	Early Release - Teacher Training Day
Wednesday, October 3	No school for students – Teacher Training Day
Monday, October 8	Columbus Day - Federal Holiday
Friday, November 2	No school for students - Teacher Work Day
Thursday, November 8	No school for students – Parent Teacher Conferences
Friday, November 9	No school for students – Parent Teacher Conferences
Monday, November 12	Veterans Day - Federal Holiday
Th, Fri, November 22, 23	Thanksgiving - Federal Holiday and Day of Recess
Monday, December 24	Begin Winter Recess

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Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day - Federal Holiday
Friday, January 25	No school for students - Teacher Work Day
Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents' Day - Federal Holiday
Wednesday, March 27	Early Release – Teacher Training Day
Friday, April 5	No school for students - teacher work day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Friday, April 19	Early Release – Parent Teacher Conferences
Friday, May 24	Early Release – Teacher Work Day
Monday, May 27	Memorial Day - Federal Holiday
Thursday, June 6	Last Day of Sure Start
Thursday, June 13	Early Release – Last day of School
Friday, June 14	No school for students - teacher work day

After-School Student Activities



KES offers a variety of after-school activities for students. Activities may change from year to year, but examples might include Academic Assistance, Computers, Art, Taiko Drumming, Fitness, Reading, Math, and Homework. Most activities are held directly after school. A list of activities to choose from will be provided to students in September. Parents will be responsible for transportation, and since membership is limited, students must make a commitment to consistent attendance and proper conduct.

Further information and details will be published in our newsletter.

Attendance

Educational research clearly shows the correlation between consistent attendance and academic achievement. Additionally, Kadena ES makes every effort to accurately account for each child. Parents play a key role in this process by keeping the Main Office informed of all absences from school via telephone, email, answering machine messages, or office visitation. Unexcused absences occur when a parent fails to notify the school of the reason for a child's absence, or when a parent permits an absence that does not meet the criteria found in the DoDEA Attendance Policy. More details on the DoDEA Attendance Policy may be found at:

- http://www.dodea.edu/foia/iod/pdf/2095_01.pdf.

To avoid an unexcused absence, we ask that parents telephone (634-1550) or e-mail (absent.kdes@pac.dodea.edu) our office NLT 0900 on the day of absence. If you are unable to contact us, please send a written note with your child to his/her teacher on their first day back to school.

Whether a child's absence is excused or unexcused, they are required to make up missed schoolwork, which may not be identical to the work assigned to students in attendance. In the case of unexcused absences, credit will not be awarded for the completed work, and grades may well be negatively impacted. For daily illness situations, the student will be provided with make-up work upon return to school, and a number of days equal to the number of absences will be afforded the child to turn in the completed work. In the event of a pre-approved absence, a list of assignments will be provided to the child either in advance or upon return to school (depending upon the amount of lead time provided to the teacher). It is strongly recommended that parents avoid taking family trips at any time of the school year other than the major breaks from school.

*Students arriving late to school are required to be signed in by a parent.

Pre-Planned Absences:

In the event of a long-term planned absence (3 or more consecutive days), parents should stop by the Main Office to apply for a pre-approved absence. Approval for these absences will be based upon the criteria listed in the DoDEA Attendance Policy, which requires that all family trips be scheduled only during the major breaks from school (summer, winter,

and spring recesses). The only exceptions would be circumstances involving medical emergencies, mission related requirements, and legal directives (custody requirements). In such situations, official documentation will be required.

Awards Programs

Awards assemblies are held quarterly to present the following awards in the categories below. Parents are highly encouraged to attend.



- Principal's Honor Roll and Honor Roll (4th and 5th grades only)
- Perfect Attendance
- Presidential Academic Awards -Grade 5 (last quarter)

Bikes, Scooters, and Skateboards

Students may ride bikes, scooters, and skateboards to school, but not on campus. Bike racks are located on the sidewalk on Moore Avenue. All equipment stored in the racks must be secured with a lock, as the school cannot be responsible for the security of such items. Helmets are required for students riding bikes, scooters, and skateboards to school.

As posted throughout the building, BIKES, SKATEBOARDS, SCOOTER, ROLLER BLADES, and HEELIES are not permitted on school grounds at any time.

Bus Transportation



The school buses are not under the jurisdiction of the school. Infractions are reported to the Student Transportation Office (STO) at 645-2036/7820. The school supervises only the loading and unloading of the buses on the school grounds. Students who ride the bus are required to have a bus pass. Below are some school bus requirements:

- In accordance with installation directives regarding child supervision, parents of kindergarten age students must meet their child at the bus stop.
- Children without bus passes or an authorization letter will be allowed to ride to and from school for that day only.
- Parents and children should be aware of the penalties that may be imposed for misconduct. Parents will receive a copy of this instruction when they sign their children up for bus passes, and should review the rules with their child/ren.
- Complaints against other children must be reported to the School Bus Office at 645-2036/7820.
- If your child no longer needs to ride the bus to school, please contact the School Bus Office.

The most dangerous operation in the student transportation system is during student loading and unloading of buses. Most accidents occur when students attempt to cross the

road in front of their school bus, and are struck by passing vehicles as they step from the cover of the bus. In stateside schools, students are taught to cross the road in front of their school bus while traffic is stopped by the flashing bus lights and warning devices. Unfortunately, local traffic laws do not require traffic to stop for school buses loading or unloading students. The correct procedure taught at the beginning of each new school year is that students exiting a school bus should wait until the bus has departed and then cross the road at an intersection or preferably a marked pedestrian crossing.

School Bus Safety/Behavior Standards:

Parents are to instruct their children on the School Bus Safety Practice and expected behaviors below. Please be advised that, for safety and security reasons, surveillance cameras are installed on the school busses, and that students may be disciplined based on the evidence from such cameras.

Do:

- Board/exit bus in an orderly manner, and present bus pass when boarding or upon request.
- Remain seated while on the bus, and talk in a normal voice.
- Keep all body parts inside the bus, and 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.

Do Not:

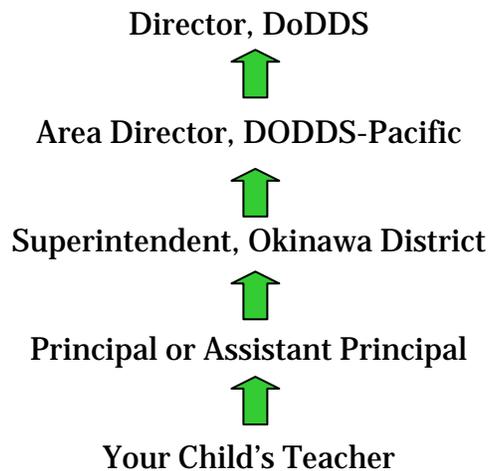
- Fight, push, shove, or trip other passengers, or participate in/or encourage horseplay.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Use any spray such as, hair spray, perfume, or deodorant.
- Run, jump, and swing on ceiling or seat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

School Bus Emergency Drills:

Just as your children participate in emergency drills at school, they will participate in two bus evacuation drills during the school year. Bus evacuation drills are necessary because of the possibility of danger caused by accidents, fire, or the elements of nature. Contact the School Bus Office for more details.

Chain Of Command

As within the military community, the school has a proper chain of command for parents to follow when attempting to resolve a problem. Your child's teacher will be the first step in the ladder, and s/he should be afforded every effort to resolve a problem prior to elevating it to the level of the principal. If the problem relates to the school bus, please contact the School Bus Office, and likewise, for school lunch concerns, AAFES will be your point of contact (see Lunch Program).



Child Abuse and Neglect

DoDDS, the community and military regulations mandate the reporting of suspected child abuse and neglect to the Kadena Family Advocacy Program. It might be noted that in cases of indecision, the school will always err on the side of caution and report the matter.

Child Find

This program seeks to identify and locate all children, from birth through twenty-one years of age, who may have a handicapping condition - physical, intellectual or emotional and be in need of special education services. Once identified, the needs of these children (ages 3 - 21) can be met through the special education services offered in the DoDDS schools. You can help by spreading the word about the Child Find program among your friends and neighbors. For more information about Child Find and the school's special education program, or if you know of anyone who could benefit from our special education program, please contact the CSC office at 622-7693 or the school office at 622-7504.

Conferences with Teachers

The school believes that frequent communication between the teacher and parent(s) is essential to providing an appropriate education. If you have a question or are concerned about your child's progress in school, you should FIRST contact the teacher to schedule an appointment. You may contact the teacher directly with a note via your child, or leave a phone message for the teacher to return your call. Conference appointments are made before or after school or during a teacher's preparation period during the school day. Please avoid engaging the teacher in a prolonged discussion during instructional time with students.

Sure Start, PSCD, and Kindergarten teachers and paraprofessionals will schedule special visits to each child's home. This is an opportunity to establish a strong partnership between the child and teacher and help the child's transition into the classroom.

Counseling Program

The Guidance & Counseling program is an integral part of our classroom education. Our counselors support classroom teachers in the areas of responsibility, respect, and social skills through a variety of teaching models such as the following:

- Individual Counseling - The counselors assist students in resolving personal as well as academic concerns. This work is done on a short-term basis.
- Group Counseling - Our counselors facilitate small personal growth groups for students in a safe, guarded environment. Parents are consulted prior to children being placed into these groups.
- Parent Programs - Although our focus is primarily upon students, our counselors can also serve as a valuable resource for parents through parenting classes, discussion groups and private consultations.
- MFLC (Military Family Life Consultant) – Although not technically a school employee, military services provide schools with trained counseling specialists who rotate among schools on a 60-90 day basis. These individuals will often be seen interacting with students on the playground, in the cafeteria or in the classroom, to assist children with strategies for self-management and conflict resolution.

Curriculum

You may access the DoDEA-wide school curriculum standards for each grade level at:

- <http://www.dodea.edu/curriculum/>

Discipline

Every child at Kadena ES has the right to learn and feel safe at school. Incidents of misconduct that interfere with that process must be addressed and resolved. Depending on the nature of the incident, punitive consequences may be imposed, but will always be accompanied by strategies to help that child more effectively self-manage their behavior.

As proud as we are of our school, we would be naïve to think that no bullying behaviors occur at KES. We therefore endeavor to teach children to take control of situations in

which they might feel victimized. If however, the circumstances are too overwhelming, a supervising adult is always in the vicinity to assist. If parents learn of such situations, it is crucial to report the matter to the teacher.

The most effective procedure for handling student misconduct is usually to address the action on the spot. Each teacher has a management plan and a set of rules posted in the classroom. Parents are highly encouraged to become familiar with the plan, so that they understand classroom expectations and can better support their child. Discipline is generally handled first by the classroom teachers/specialist/paraprofessional first. For repeated offenses or more serious infractions, the student may be referred to a school counselor or administration. Please be advised that, for safety and security reasons, surveillance cameras are located around the school campus, and that students may be disciplined based on the evidence from such cameras.

Minor Offenses:

Students may be disciplined for relatively minor or first offenses through a variety of interventions deemed to be appropriate by the teacher or administrator. Such minor offenses in our school include, but are not limited to:

- Repeated disruptions of the learning process in the classroom by talking, laughing or moving about the room, when inappropriate to the classroom activity.
- Failing to follow a school adult's instructions, or leaving class without permission.
- Damaging to school property, or the property of another person .
- Running or horseplay in the hallways or classrooms.
- Lying or using offensive language.
- Littering or eating food in unauthorized areas.
- Violations of the school dress code.
- Using cell phone during school hours (will result in temporary confiscation of phone).

Serious Offenses (Possible Grounds for Suspension):

In rare instances when an incident of a serious nature occurs, suspensions from school may be imposed. These incidents usually involve violating another person's safety, security, authority or heritage. All students who are suspended from class or school must complete all assignments of work and exams during that period to earn credit. A student may be suspended from school for the following forms of misconduct:

- Threatened or inflicted physical injury upon another person.
- Possessed any form of weapon such as a firearm, knife, explosive, or dangerous object.
- Possessed, sold, or otherwise furnished any mind altering substance or drug paraphernalia.
- Stole school, government, vendor, or private property or committed extortion.
- Vandalized school, government, vendor, or private property.

- Possessed or used tobacco or any product containing tobacco or nicotine.
- Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
- Defied the authority of school officials engaged in the performance of their duties.
- Gambling in any form.
- Fighting that endangers the well-being of others.
- Unauthorized presence on the school grounds or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
- Possession of unauthorized communications devices unless authorized by the principal.
- Cursing, gesturing, or verbal abuse based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
- Vandalism, arson, or any threat to destroy in any manner school property.
- Cheating, or plagiarism.
- Use or possession of fireworks.
- Violation of attendance regulations.
- Unauthorized use of computers, software and related technologies; any act that causes physical or financial damage; any threatening, harassing, or indecent messages; or to download obscene material.
- Violation of any law, regulation of the military installation, or policy of the DoDDS system.
- Complicity in the violation of any rule described above.

Highly Serious Offenses (Possible Grounds for Expulsion)

For those instances where the consequences of an infraction will result in a student being suspended from school in excess of 10 days (consecutive or cumulative) or expulsion, a Discipline Committee Hearing will be held in accordance with existing DoDDS regulations. These regulations and student due-process rights are available in the main office of each school.

- Causing serious physical injury to another person.
- Possession of any firearms, knife, explosive, other dangerous object of no reasonable use to the pupil at school.
- Unlawful sale of any mind-altering substance, as a second offense.
- Making or participating in the making of a bomb threat.

Suspension of Special Education Students:

Special education students may be suspended from school only after the Case Study Committee has determined that the behavior that precipitated the proposed suspension is not directly related to the student's handicapping condition except in situations where the continued presence of the student poses a hazard to himself or others.

Detention and Student Due-Process Rights:

In enforcing attendance and discipline policies, it is essential that due process be followed. DoDEA 2051.1, "Disciplinary Rules and Procedures," dated March 2, 2000,

defines the DoDDS' policies on student discipline and due process. In essence, due process affords students the right to protection from arbitrary, capricious, and unreasonable decisions. Four important elements in due process procedures are:

1. Students have the right to be informed in writing of the rules which regulate behavior as well as situations that will result in disciplinary measures.
2. Students have the right to an informal hearing in all disciplinary actions.
3. Students have the right to a formal hearing in the expulsion process.
4. Students have the right to appeal all decisions and be informed of all appeal procedures available to them.

Corporal Punishment:

Corporal punishment is not practiced nor condoned in DoDDS. Permission to administer corporal punishment will not be sought by school officials nor accepted from any parent or guardian.

Dress Code



At KES, diversity and creativity are celebrated, but so is an orderly learning environment. To that end, some individuality may have to be sacrificed to provide a respectful classroom culture. Acceptable school clothing will not reflect violence or a gang culture, promote drugs and alcohol, interfere with safety, be in contradiction with the military mission, show disrespect to a specific group of people, leave modest parts of the body exposed, or be in any way a distraction to

the learning environment. Some items which seem to frequently violate the dress code include:

Bandanas & headbands
Tank tops
Spaghetti straps
Flip flops
Overly torn clothing

Halter tops
Short shorts
Wheelies
Bare midriff blouses
Hats (inside building)

Sagging pants
See-through clothing
Low-cut blouses
House slippers

Early Departure

In its efforts to support the military family, DoDDS offers an Early Withdrawal Plan for families PCSing to a new duty location. Please note that this plan is not intended for family trips or early departures for summer vacation. Eligible students departing on or after this date in mid-May (check the CALENDAR section in this book for the precise date) will receive a completed report card indicating that he/she is promoted to the next grade if he/she is doing satisfactory work. For families PCSing, an advance notice of ten (10) school days is required for records to be completed for hand-carry by the sponsor

Families leaving early for other reasons, such as summer vacations, will not have report cards available early. They will be held at the school office until the family returns. The report cards for such students departing before the Early Departure Date will not indicate

promotion to the next grade level, but will contain a statement such as, “If this student had remained in school until May X or later, s/he would have been promoted to the next grade. As a general rule, students must be present 20 days or more each quarter to receive grades.

Emergency Evacuation Procedures

Cancellation And Unscheduled Dismissal Of School:

It may be necessary at some point during the year to cancel/close the school due to political emergencies, strikes, facility breakdowns, weather, etc. If it is not possible to get written notice out to parents in advance, the U.S. Forces radio and TV will be used to broadcast changes. Parents should make arrangements for an alternative place for their children to go whenever there is no one at home to meet them. The decision to cancel school is made by the Base Commander. When school is canceled, all available communication systems will be used to notify parents as far in advance as possible.

Typhoon Warning Procedures:

The following is the current policy on school attendance during typhoon conditions:

DoDDS Okinawa Tropical Cyclone Guide

Condition	Time	Action
TC4 - TC3 - TC 2	0600-0559	<i>NORMAL SCHOOL HOURS</i>
TC 1	0600–0759	<i>NO SCHOOL</i> - Buses return children if enroute. Staff and teachers work. Tune to AFN radio and/or television.
	0800 – 1159	<i>NO SCHOOL</i> - Buses recalled. Early dismissal possible. Tune to AFN.
	1200 – 1520	<i>NORMAL SCHOOL HOURS</i>
1 CAUTION (TC-1C)	0600 – 0559	<i>Everything closes.</i> Stay indoors and tune to AFN.
1 EMERGENCY (TC-1E) 1 RECOVERY (TC-1R)	0600 – 0559	Nothing moves except emergency vehicles. Stay indoors and tune to AFN.
STORMWATCH (TC-SW)	0800 – 0559	<i>NO SCHOOL</i> – Staff and teachers report to work within 2 hours of first announcement. Be prepared for “All Clear” or return to higher cyclone condition.
ALL CLEAR (TC-AC)	0600 – 0759	<i>MODIFIED SCHOOL HOURS</i> – Possible 1 hour

		delay in start of school. Buses for early schedule schools will pick-up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools will pick-up students 1½ hours after “All Clear” announcement. Hot lunches will normally be served. Stay tuned to AFN.
	0800 – 1059	MODIFIED SCHOOL HOURS – School will begin 1 hour Following “All Clear” announcement for walkers. Buses for early schedule schools will pick-up students approximately ½ hour after “All Clear” announcement. Buses for late schedule schools will pick-up students approximately 1½ hours following “All Clear” announcement. No lunch will be served if “All Clear” is announced after 0900.
	1100 – 1500	NO SCHOOL – staff and teachers work.

If TC-1 is called while school is in progress, children will be released approximately one hour and a half after notification. These typhoon conditions may change at any time. AFN radio and television are the official sources for information regarding typhoon conditions. School and bus schedules will be announced over AFN.

Fire Drills:

Students will practice and follow the evacuation plan posted in the room, and leave in an expeditious and orderly manner. Students are not to return to the building during or after emergency evacuation procedures until given permission by an appropriate authority.

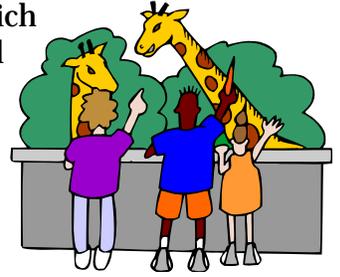
Fire Drill procedures will be practiced once a week during the first month of school and once a month thereafter.

Other Emergency Situations:

Other safety and security drills to will be conducted in a planned and orderly manner to address the possibilities of earthquakes, bomb threats, and unauthorized intruders in the school. For security reasons, schedules for these drills will not be announced to the public in advance.

Field Trips

Field trips are planned by the teacher to support the curriculum, enrich classroom learning, and expand a student's experience within the local culture. Parents are required to provide written permission for their children to participate. Other siblings may not be brought on field trips, as the degree of supervision may be compromised. Parents may be asked to accompany their child if discipline becomes a safety concern. The safety of all children and the image we present to the Japanese community is taken very seriously. Field trips should not be considered as a day off or reward, and all children are expected to participate. If a parent chooses to not grant permission for the child to participate on a field trip, they may elect to keep the child at home that day, or request well in advance (minimum 3 days) an alternate placement for the child.



***For most field trips, a background check will be required for a parent chaperone to supervise other children. This can take several weeks, so it's a good idea to start the process well before any scheduled trips. Stop by our main office to pick up the necessary paperwork to begin the process.**

Forms

Below you will find links to forms that are frequently requested. Please contact the main office if you are in need of any additional forms.

Housing Verification	This form is needed to verify your housing location for school zoning.
Internet Usage	All students must sign an Internet Usage Agreement to ensure proper use of the Internet and Government computers.
PCS	This form will help our registrar prepare your student's records for a PCS move.
Pre-Planned Absence	Use this form to plan for any upcoming absences.
School Volunteer	This form must be completed prior to volunteering in the classroom or chaperoning any field trips.

Grades & Report Cards

Kindergarten – 3rd Grade:

The grading system for students in grades Kinder through 3rd grade reflects a developmental philosophy in which children move through a continuum of skills at their own rate of learning. The marking codes are shown below:

- For Reading, Language Arts, Math, Science, Social Studies, Health, and Life Skills:

CD Consistently Displayed
P Developing/Progressing
N Not Yet Evident
X Not Addressed

- For Art, Music, PE, and Intercultural Education (Host Nation or Japanese Culture):

+ Shows Strength
P Participates
/ More Participation Needed

Grades 4th and 5th:

The grading system for our 4th and 5th graders reflects a more traditional philosophy that is used in middle and high schools. The marking codes are shown below:

- For Reading, Language Arts, Math, Social Studies, Science, and Health:

A Excellent 90-100%
B Very Good 80-89%
C Fair 70-79%
D Minimal 60-69%
F Failing 50-59%

- For Art, Music, PE, and Intercultural Education (Host Nation or Japanese Culture):

E Exceeds grade level expectations
M Meets grade level expectations
S Steady progress toward grade-level expectations
L Limited progress toward grade-level expectations

- For Learning Skills:

1 Consistently Observed
2 Occasionally Observed
3 Infrequently Observed

Gradespeed:

Parents of students in grades 4 and 5 can access grades at any time by using Gradespeed, an online progress report system. Please check with your child's teacher or the Main Office to learn more about Gradespeed access. Information will also be sent out in the school newsletter at the start of the school year. Once your access has been established you may use the link below.

- <https://dodea.gradespeed.net/gs/>

*Note: If your child is failing a subject, the teacher should notify you at mid-quarter, so that you can help develop a plan for your child to improve the grade before the term ends.

Health Care Program & Medication Policy



Handling Of Emergencies

If a student is in need of emergency care the quickest and safest means of obtaining medical care will be utilized. This may require an ambulance, or the parent may be called to pick the child up. Parents will be notified of the child's condition location. If a parent cannot be reached, then the emergency contact will be notified. If the emergency contact is unobtainable, the parent's command will be notified and asked to be present until the parent can be found.

Illnesses

To prevent outbreaks of communicable illnesses at school, please keep your child home if s/he is ill. If your child exhibits a temperature greater than 100 degrees, active vomiting or diarrhea do not send him/her to school. Similarly, if your child contracts an illness which presents contagious symptoms such as conjunctivitis/pink-eye, ringworm, varicella/chickenpox), do not send him/her to school until cleared by your physician. To return to school: Your child must be without symptoms for a complete 24 hours before sending him/her back to school. If your child is placed on antibiotics, s/he must be on antibiotics for a complete 24 hours before s/he can return to school, and 24 hours after treatment for strep throat. For cases of head lice, your child must remain at home until the morning after the first treatment. If frequent "illnesses" become an attendance problem or if you have questions regarding your child's health, the school nurse may be able to assist you.

There are times when your child will become ill during school, in which case the parent will be notified by phone. The times that you will be called to pick up your child are based upon the assessment and evaluation of the school nurse. There will also be times in which the nurse determines that the situation is not sufficiently serious as to require notification of parents (skinned knee, loose tooth, etc).

Immunizations

Updated immunizations are a condition of attendance at all DoD schools. Should you fail to meet this responsibility, you will be notified in writing, of the last day your child can attend school without proof of updated immunizations New students will not be enrolled without up to date immunizations. There are no exceptions to this policy.

A requirement of registration is a legible copy of their child's immunizations for review by the school nurse and to be placed in their child's school record. This is for the wellness of your child, as well as, those s/he are in contact with. DoD Instruction 6205.1

gives parents TEN DAYS in which to provide documentation satisfying the requirements, prior to disenrollment of the student.

Administration of Medication

For students taking prescribed medication, the school nurse will hold medication in the Health Room and administer the medication as prescribed. No medication will be administered by the school nurse without a "Hold-Harmless" letter from the doctor or dentist. If the physician is prescribing medication to be taken during school hours, the pharmacy needs to prepare a separate bottle for "school use". Emergency medication (asthma, allergy, etc.) can be kept in the school Health Room with a "Hold-Harmless" letter. Remember to request a "Hold-Harmless" letter from your child's physician whenever medication is prescribed for your child for school use. Students may not self-medicate; not even a throat lozenge or Tylenol.

Other Health Programs:

Asthma – Our goal is to keep asthmatic children in school as much as possible. Prompt and appropriate treatment is only possible if the school is aware of the treatment regimen your child is receiving and has the medication available for administration in the school setting. The use of the peak flow meters has been useful in the early treatment of asthma attacks, thus reducing the severity of the attack. This will be established for your child, upon the knowledge of the diagnosis.

Attention Deficit Hyperactivity Disorder – The procedure for diagnosis is initiated through the nurse's office. If you have concerns about your child and his/her attention to school work/detail, please contact the school nurse for details.

Screenings

Vision and Hearing - Students are screened yearly for vision and hearing.

Homework



Kadena ES supports the use of homework as an instructional tool because research in this area indicates that homework, when accompanied by meaningful feedback, enhances student learning, and helps students develop productive study habits. Homework must be academically appropriate and should be an extension of classroom instruction, not an introduction of a new or unfamiliar concept or skill. Homework does not always involve pencil and paper tasks - it may also encompass such activities as reading at home, working on a project, practicing spelling words or notes for a test. If you find that your child is spending an unreasonable amount of time on homework, please contact the teacher to discuss a plan to remedy the situation. On average, and according to the DoDEA Homework Policy guidelines below, students can expect to spend time on a regular basis to complete homework.

- Grades 1-3: 2-4 hours of homework per week
- Grades 4-6: 5-6 hours of homework per week

Instructional Programs

KES has special subject and resource educators in addition to our regular K-5 classroom teachers. The special subject-area teachers include Art, Music, PE, and Host Nation/Culture. All students in grades K-5 are scheduled to have at least one special-subject class daily.

The resource educators include:

- **Information Specialist:** Otherwise known as a school librarian, this teacher manages the library and related technology systems.
- **Counselor:** The guidance counselors work with students, parents, and teachers to promote understanding of school programs, to assist in the identification of the needs of the students and to interpret the information for the parents and teachers.
- **English as a Second Language (ESL) Teacher:** The ESL teachers work with children who are learning English as a Second Language or who are being raised in families where one or both parents is a non-native speaker of English.
- **Literacy Facilitator (LSS):** The LSS assists classroom teachers in the implementation of the DoDDS reading program. Students with reading deficiencies are helped through small groups, inclusion and the Read 180 program.
- **Communication Impaired Specialist:** The therapists provide screening, diagnostic, and therapy services on an individual or group basis for any child having a speech/language/hearing disorder.
- **School Nurse:** The school nurses work with educational and medical agencies to help plan, organize, and implement the school health program. First aid is provided to ill and injured students.
- **Psychologist:** The school psychologist serves students attending KES by testing, diagnosing, and recommending specific actions for remediation as needed.
- **Learning Impaired Teacher:** The learning impaired teachers provide services for the students identified as having a learning impairment as defined by Public Law 94-142.
- **Gifted Education (GE):** The GE teacher provides programs for identified students who have above-average abilities with high levels of task commitment and creative opportunities. Identification of students for the program is the responsibility of the School Enrichment Committee. A parent or classroom teacher may nominate a child for consideration to the program.
- **Educational Technologist:** Supports teachers with the integration of technology and instruction.

Internet Usage

Kadena ES teachers and students have access to the Internet in the school library, computer labs and classrooms. Student access is limited school related assignments and projects, only during teacher-supervised time. Students must abide by and agree with the terms stated in the Internet Agreement (see preceding section on FORMS). Failure to do so may result in a suspension of access as explained below:

- **First offense:** Student will be asked to leave the workstation. Internet privileges will be suspended for one week. Student will write an essay based the guidelines for internet usage.

- Second offense: Student will lose Internet privileges for the remainder of the school year.

Lost & Found

All lost and found items are kept in the cafeteria where children and parents are welcome to check at any time. Parents are encouraged to check the lost and found items if their child has lost personal property. Labeling personal items (especially jackets) will reduce the chances of losing property. It should be noted that KES does not monitor the Lost & Found, and is not responsible for any lost property or items contained there within. After the close of the school year, unclaimed lost and found items will be donated to an approved charitable organization.

Lost/Damaged Books

Failing to replace a lost or damaged book could result in a HOLD being placed on report cards or student records. To resolve this issue, parents have two options:

- Replacement with an approved title of equal or greater value.
- Using a personal check made payable to the Treasurer of the United States. The voucher and check must be taken to the finance office on Kadena Air Force Base, where a receipt is issued, and returned to the school as proof of replacement.

Lunch Program

AAFES Lunch Options and Account Management:

Children may buy a cafeteria lunch or bring their own lunch. The cafeteria lunch is prepared through the AAFES School Lunch Program. Accounts may be setup at the BX Customer Services counter. The cost of lunch is \$2.05, and students in grades 2-5 have 2 menu options to choose from. An 8-oz. carton of milk may be purchased separately for \$0.35 cents (subject to change). To ensure that no student goes without a lunch, AAFES will supply a meal and charge the account. Sponsors will receive a written notice whenever an account goes into a negative balance. Sponsors should pay the cafeteria manager at the Kadena ES cafeteria. For further details, contact the AAFES School Lunch Program at **633-2675**.



Cafeteria Behavior

At KES, we support the belief that a healthy lunch program must balance good nutrition with a calm and orderly environment. Since lunchtime is one of the few times during the day that students can openly socialize with friends and classmates, we allow an open conversation time for half of the period. Since, however, the primary objective of lunchtime involves chewing and swallowing, we maintain the last half of lunchtime as a quiet time to concentrate on eating. Basic expectations of behavior in the school cafeteria include the following rules:

- Use an appropriate inside voices
- Apply good table manners
- Request permission to leave seat

- Clean area when done eating
- Respect lunchroom monitors and custodians

Parents are always welcome to join their child for lunch. No notice is needed, just drop in according to the lunch schedule below (subject to change).

- Kindergarten 10:20 – 11:00
- Grade 1 11:15 – 11:35
- Grades 2 and 4 12:00 – 12:20
- Grades 3 and 5 12:45 – 1:05

* For the safety of all students, we ask that instant noodles requiring hot water not be sent.

Free and Reduced Lunch Program:

To apply for free/reduced meals, a current LES/pay stub/tax return (proof of income) must be submitted. Applications must be resubmitted each school year. For more information please call the Free or Reduced Lunch Programs at 632-9034 or 645-2360/2431.

Newsletter

Our school newsletter, *The Sushi News*, is published every two weeks and is sent home via email. If you just moved in, and don't yet have internet access, feel free to contact the Main Office, and we will be happy to supply you with a hard copy. If you happen to change your email address, let us know, so that we can continue to get our school news to you in a timely manner. [Click here](#) for a direct link to the most recent Sushi News.

Parties

Classroom parties are not required, but rather are planned at the teacher's professional discretion. They generally occur in October, December, February, and possibly at the end of the school year. In order to respect the diverse values and beliefs in our community (i.e. at Halloween), parents are urged to exercise conservative support in these activities, and always consult with the teacher about party details.

Policies and Procedures

After School:

Upon dismissal, all students except those participating in after-school clubs are required to leave the school grounds immediately. With parent permission, they may return after 4:00PM to play on the school playgrounds. Parents, please note that the playgrounds are not monitored by school or other personnel, and supervision is your responsibility.

Before School:

Students should report to school no earlier than 0840, and upon arrival, should line up in an orderly manner by their classroom door.

Drop-Off and Pick-Up Procedures:

For accountability purposes, all kinder parents are required to hand off and pick up their children directly at/from the classroom. Kinder parents who are driving will find the Moore Avenue location most convenient for parking, while parents of children in grades 1st to 5th may use the front parking lot loop just off Putnam Avenue (by the Main Office).

Appointments during the School Day:

In the event that your child must be checked out during the school day, you must report in person to the Main Office to sign him/her out. Additionally notify the Main Office if your child is to:

- go home with someone other than the parent or guardian
- be picked up at the close of school rather than walk home or ride the bus
- follow any after-school plan other than his/her normal routine
- miss his/her regular after-school club/activity

If a parent plans to pick-up a student during school hours, the parent must send a note to the teacher indicating the time that the child will be picked up and then the parent must report to the school office to sign out the child. The child will be paged to the office via the office intercom.

***IMPORTANT** - For accountability reasons, at no time should a parent or designated representative pick up a student directly from the cafeteria, playground, or classroom without following the procedures noted above.

Parent/Teacher Organization (PTO)

PTO, an organization of parents, teachers, and students, works for a better school environment, as well as coordinates and encourages volunteers. PTO sponsors a variety of activities that benefit all children. We genuinely hope all parents join the association and support its activities.

Pets on Campus

While we are animal lovers at KES, we must follow guidelines from Community Health. This means that dogs and other pets are not allowed on the school campus (to include the playground). So, while it would be great to consolidate walking your child to school with your golden retriever's morning walk, please find another time and place for the dog. Thanks for your cooperation in this matter.

Playground Use

The safety and supervision of our students is of primary concern to KES staff members. During the school day, use of the playgrounds is restricted to school students and staff only. After 1600, the neighborhood community has access to the playground. For safety and accountability purposes, all KES students (except those in after-school clubs) must leave campus promptly upon dismissal, and report directly home to parents. Pending

parent permission, they may return to the school playground at or after 1600, but without school supervision. Restrooms are not accessible after 1515.

The school playgrounds and fields are open and available for neighborhood use with parental supervision after school, on holidays and weekends until 8:00 PM. We ask all members of the KES Community to help in keeping our campus safe and clean at all times.

Registration, Re-Registration, and Relocation

Enrollment Requirements:

Sponsors must be US active duty military or DoD civilians, and zoned for Kadena ES to be eligible for tuition-free enrollment of their dependents. No student can be enrolled on a tuition-free basis without a copy of the sponsor's orders that lists the name of the child. In the event the child is not listed by name on the orders, a "Certificate of Eligibility" must be presented and verified by a personnel officer. DoDDS Schools are audited by the GAO for this documentation yearly. DoDDS is requiring sponsors of school-age children to present irrefutable proof of eligibility to attend DoDDS Schools. Such proof minimally includes PCS (Mil)/renewal travel (Civ.) orders listing the child as a dependent.

Tuition Payments:

Parents of tuition paying students are reminded that your child cannot attend school until the tuition payment has been received by the District Superintendent's Office. If you have questions about tuition payments, please contact the DSO at 634-1204.

Re-Registration:

All students **must** be re-registered every year to be eligible to attend school the following year. This re-registration occurs in the spring and is used to determine staffing for the next school year.

Extensions:

If you are extending past your original DEROS, a copy of your extension orders is required to maintain your child's status at the current school.

Withdrawal from School:

- PCS Move - If you are rotating to the United States or going to another overseas assignment, please notify the office at least ten (10) school days in advance. We will need a copy of your PCS orders. Parents will need to come to the school office, between 1400-1600 hours, to pick up a copy of their child's records to hand-carry to your next assignment.
- On-Island Move - If a family moves from one housing area to another, it may be necessary for the child to be transferred to another school. Please notify the office at least three (3) school days in advance. Office personnel will hand-carry your child's records to his/her new school

Retention

Kadena ES takes seriously the findings of the vast majority of educational research on the topic of grade retention (see below), and therefore seeks reasonable and logical interventions as alternatives.

“In light of the large body of contemporary research indicating that retention has adverse effects on the social, emotional and intellectual development of children, NAESP views with alarm the continued implementation of retention practices and policies in some districts and states. NAESP believes that such policies deprive the child of age-appropriate relationships, places the child at risk for dropping out of school, and adversely affects the child’s self-concept and level of confidence. NAESP therefore urges state and local associations to work cooperatively with legislative bodies, state department of education, local school boards, and local administrators to seek creative alternatives to retention.”

National Association of Elementary School Principals (NAESP)

It should be noted, however, that the professional staff at Kadena ES view each child as an individual and thus, make efforts to consider all factors related to each child’s development. If a parent or teacher feels that a child is at risk, the procedure below should be planned and implemented.

1. Parents and teacher should meet early in school year to review child’s educational, and design interventions which will target the challenges the child is facing. Parents and teacher should meet 4-6 weeks later to evaluate the progress of lack of progress made by the child.
2. If progress is not satisfactory, the teacher and parent can seek more specialized support through the school’s Student Support Team (SST), where other classroom teachers, specialists, and school administration review the case, and offer additional expertise and possible interventions that might not have been considered. The SST meets 4-6 weeks later with the teacher and parents to evaluate progress.
3. If progress remains unacceptable, the SST might recommend alternative assessments be considered to see if a medical, social, learning or language disorder might be impacting the child’s progress.
4. If the parents, teacher, and SST remain unsuccessful in their efforts with the child, a placement committee (to include parents, teacher, counselor, and school psychologist) might be established to consider retention. A Lights Retention Scale would be administered to provide additional input on whether the child might be a good candidate for retention. Additionally, the placement committee would provide parents with current educational research on the topic of retention. The placement committee would present a recommendation to the school principal for the final determination. This decision may be appealed by the parents to the district superintendent for further review.
5. If the decision is made to retain the child, in accordance with DS regulation 200.3, this committee will then design an intervention and monitoring plan to promote student success into the following school year, and assure that the student retains a positive self-image. The placement committee will review the student’s progress for

three successive grading periods the following school year to ensure that the placement is appropriate.

School Advisory Committee (SAC)

The School Advisory Committee (SAC) is designed to serve as an advisory group to the principal on matters related to the operation of the school. The SAC goal is to enhance communication with all school stakeholders, and to ensure that faculty, parents, and students, have a forum in which to voice concerns and contribute in the decision-making process of their school. Each meeting has an Open Forum session in which all attendees are invited to participate or bring forward topics of concern. Please note – this is not a forum to discuss a child’s academic progress in school or a relationship with his/her individual teacher.

School Improvement Plan

Kadena ES continues to place emphasis upon improved teaching and learning. Our two goal areas focus upon student writing proficiency and math strategies. Parents are encouraged to become directly involved in their child's education by serving on one of the school's improvement committees. More information is available in the Main Office.

Special Education

Kadena ES provides a full range of educational programs for children with learning disabilities. Many medically related services are available through the Educational & Developmental Intervention Services (EDIS). When you apply to attend the school, it is very important to provide the administrative office with all special and/or confidential documents from previous schools. By providing this information to the office, we will ensure prompt placement for your child(ren). In some cases, further educational assessment may be necessary, so as to comply with DoDDS eligibility requirements. Should further assessment be necessary, it will be completed well within the legally allotted time frame. You will always be invited and expected to attend meetings involving your child/ren and address their progress and needs. Prior school records are needed to verify grade placement and grade level history. Please present, at the minimum, the latest report card when enrolling. If not available, a temporary placement will be made until the report card is provided. There is no requirement for a physical examination. But, all students must have an up-to-date Certificate of Immunization. This certificate is obtained from the school and verified by the local medical facility or school nurse.

Student Placement

Placement at Beginning of School Year:

Students are placed into classes by the Friday preceding the start of school. A variety of factors are taken into consideration when placing students. Unless an obvious mistake has been made (placing a child in the wrong grade level), the lists posted will be final, and any requests for changes will be deferred for at least two weeks to give the child

time to adjust to the new environment, and for the parents and teacher to plan and monitor the child's progress. A form is available in the Main Office for parents to provide input on the optimum educational environment for their child.

Placement After School Year Starts:

When a new child is enrolled, the school will make every effort to place the child in a timely manner. However, consideration must be given to the preparation time needed by a teacher to ensure that the child feels welcome and is provided with appropriate support in the transition. The school registrar will confirm your child's placement and start date when you register your child.

Requests for Classroom Change:

When requesting a classroom change, parents must follow the procedure outlined below.

- Meet with the classroom teacher to discuss the concern, and develop a plan in an effort to resolve the situation. Monitor the plan with the teacher for at least two weeks.
- If the concern persists, parents should meet with the principal, and provide a letter justifying the request to change classrooms.
- The principal will consider the request and the implications it may have on the child. A decision will be provided to parents in a timely manner. If parents find the principal's decision unsatisfactory, they may appeal the decision to the District Superintendent.

Supplies for School

Parents are kindly requested to provide their child with school supplies according to the list below.

PSCD

1 book bag or backpack
1 bound composition notebook
1 box colored markers
1 box colored pencils
1 box crayons
1 bottle or 1 stick of glue
1 highlighter
1 paint shirt
1 set of watercolor paints
1 black pen
1 package pencils
2 pocket folders
1 rubber eraser

1ST GRADE

1 book bag or backpack
3 primary composition notebooks
1 pair round end child's scissors
1 box colored markers
1 box colored pencils
3 boxes crayons
24 glue sticks
30 pencils
1 plastic supply box
4 pocket folders
6 rubber erasers
2 non-spiral handwriting tablets

4TH GRADE

1 book bag or backpack
5 bound composition notebooks
1 pair round end child's scissors
1 box colored pencils
1 box crayons
4 glue sticks
2 highlighters
20 pencils
1 3-ring notebook
4 packs loose leaf paper
Pens – 3 red, 1 blue, 1 black
6 pocket folders
2 rubber erasers
1 plastic supply box

SURE START

1 bound composition notebook
1 pair round end child's scissors
1 box colored markers
1 box colored pencils
1 box crayons
1 bottle or 1 stick of glue
1 set of watercolor paints
1 package pencils

2ND GRADE

1 book bag or backpack
4 bound composition notebooks
1 pair round end child's scissors
1 box colored markers
1 box colored pencils
2 boxes crayons
4 glue sticks or 1 glue bottle
1 paint shirt
1 set watercolor paints
1 pack loose leaf paper
40 pencils
4 pocket folders
4 rubber erasers

5TH GRADE

1 book bag or backpack
6 bound composition notebooks
1 pair round end child's scissors
1 box colored pencils
1 box crayons
1 glue bottle
1 multi-colored pack highlighters
40 pencils
8 packs loose leaf paper
1 multi-colored pack pens
6 pocket folders
2 rubber erasers
1 plastic supply box

KINDERGARTEN

1 book bag or backpack
3 primary composition notebooks
1 pair round end child's scissors
2 boxes colored pencils
1 box crayons jumbo or regular
2 bottles or 12 glue sticks
1 set of dry watercolor paints
12 pencils
4 plastic pocket folders
3 rubber erasers

3RD GRADE

1 book bag or backpack
3 bound composition notebooks
1 pair round end child's scissors
1 box colored markers
1 box colored pencils
1 box crayons
6 glue sticks or 1 glue bottle
3 highlighters
40 pencils
2 packs loose leaf paper
1 red pen, 1 blue pen
6 pocket folders
2 rubber eraser



*SureStart Parents – Please wait until Mandatory Parent meeting before purchasing supplies.

*SureStart, Kinder, and 1st and 2nd grade students should not label supplies, as they will be community property.

Sure Start

Sure Start is a preschool program for children who will be 4 years old by September 1. Enrollment priority is given to applicants who have a sponsor in grades E-4/GS-4 or below, and meet the following program criteria:.

- Siblings with disabilities
- Primary language of the child is not English
- Single Parent
- Low birth weight

Telephone Usage by Students:

Students may use the phone in their classrooms, but only with teacher supervision. These calls should be kept to a minimum and only in urgent situations, not for routine use. Parents are asked to organize after-school arrangements (i.e. clubs, walk, bus and pick-ups) before school.

Visitors

Parents of students at KES are welcome to visit during the school day, but to ensure that they are authorized visitors, we require that each parent visitor stop by the office to get a "Visitor" badge. Office staff will then notify the teacher that you will be visiting the class. In the event that the teacher is testing students, we might ask that you delay your visit. In order to avoid such circumstances, it's a good idea to make advance arrangements with the teacher. Please remember to avoid engaging the teacher in a conference-type discussion when students are present. Conferences with the teacher must be scheduled outside of instructional time. We'd like to extend an open invitation for you to visit with your child during lunch or recess, but again, we must know that you are an authorized visitor, so first report to the office for a "Visitor" badge before going to the cafeteria or playground. After your visit please return the badge to the office.

Volunteering

Volunteering in the Classroom:

Educational research shows that children value their education more when their parents volunteer in their school. Kadena ES would like to capitalize on that research by encouraging all parents to get involved in their child's program at school. Below are just some examples for you to consider.

- Reading to children in the classroom
- Sharing a skill, talent, or area of interest
- Chaperoning on field trips
- Serving on the PTO, SAC, or School Improvement Team
- Helping with after-school clubs
- Clerical assistance for teacher
- Organizing class parties

Requirements and Guidelines for Volunteers:

1. You must **register** in the Front Office to be a volunteer.

2. Volunteers who chaperone on study trips and are with children out of sight from the teacher are required to have a **background check**. The Main Office can provide you with the necessary forms and instructions. This process can take two weeks or more, so plan ahead.
3. Volunteers are expected to maintain confidentiality regarding school matters and student information. Volunteers must refrain from talking in the community about students and teachers.
4. Smoking is not allowed in government buildings or in the presence of students. Designated areas would include your car and off-campus.
5. Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues.
6. Please fulfill commitments and be on time. If you can't come, please call the office.

Weapons Policy – DoDEA/KES Zero Tolerance

It is not hard to understand why KES and DoDDS have a Zero Tolerance Weapons policy. You may refer to the specific guidance below for details about possible consequences for violators. It should be understood that common, everyday items, such as scissors or pencils, may be considered weapons if used to harm others. Conversely, an object that qualifies as a weapon, such as a Boy Scout knife, might be downgraded into a less dangerous category if the child had no intention of using it or showing it to others. Therefore each incident must take into account the danger posed to others by the object and the intent of the child. Please be advised that the safety of other students must always prevail, and if there is reasonable suspicion that a child is in possession of a dangerous weapon, a search/seizure may be conducted.

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

Grade	Inherently Dangerous Weapons	Dangerous Weapons				Potentially Dangerous Weapons				
		First Offense		Second Offense		Third 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	6 day Suspension	6 week Suspension	18 week Expulsion
7 - 12	36 week Expulsion	9 week Suspension	9 week Expulsion	All Cases 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 school or 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 pocket knives, 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.